



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, June 7, 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](http://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 **June 7, 2011**, meeting was posted on **June 2, 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.

*June 7, 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: Northeast Corner San Bernardino Road and Park Ave. (APN 8430-024-012)  
Negotiating parties: Hassen Development  
Agency negotiator: Community Development/CRA Deputy Director Robert Neiuber
- B. G.C. §54956.8 – CONFERENCE WITH REAL PROPERTY NEGOTIATOR – Negotiations to include both price and terms:  
Property: 616 S. Shoppers Lane (APN 8451-001-032)  
Negotiating parties: James Nguyen  
Agency negotiator: Community Development/CRA Deputy Director Robert Neiuber
- C. G.C. §54956.8 – CONFERENCE WITH REAL PROPERTY NEGOTIATOR – Negotiations to include both price and terms:  
Property: 626 and 620 S. Citrus (APN 8451-001-911)  
Negotiating parties: Greg Bozzani  
Agency negotiator: Community Development/CRA Deputy Director Robert Neiuber
- D. G.C. §54956.9 – CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION  
Name of Case: Robert Gilman, WCAB case No. VNO 0557215 v. City of Covina

**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 Allen

**INVOCATION**

Led by Covina Police Chaplain David Truax

**PRESENTATIONS**

- Presentation from the California High Speed Rail Authority (CHSRA)
- Presentation from the San Gabriel Valley Council of Governments on the Energy Upgrade California Los Angeles County Program
- Recognition of the Covina Relay for Life Coordinators

**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 summary minutes of the May 17, 2011 Joint Study Session Covina City Council/Redevelopment Agency/Public Finance Authority/Housing Authority with Covina Planning Commission.
- CC 2. City Council to approve the minutes of the May 17, 2011 regular meeting of the City Council/ Redevelopment Agency/ Public Finance Authority/ Housing Authority.
- CC 3. City Council to approve the Fiscal Year 2011-2012 maintenance contract with Caliber Commercial Pool Service in the amount of \$17,400 to maintain the Michael D. Antonovich Aquatic Center swimming pools and pool equipment.
- CC 4. City Council to approve the Contract with West Coast Arborists, Inc., for Tree Trimming Services of City's park and street trees.
- CC 5. City Council to receive and file the Fiscal Year 2010-2011 3rd Quarter Update major Funds Update and Mid-Year Update.
- CC 6. City Council to award a contract for Covina Transit Operations Services to Diversified Transportation, LLC, dba, Tectrans, Incorporated.
- CC 7. City Council to adopt **City Resolution No. 11-6970**, approving the destruction of obsolete Human Resources Department records.
- CC 8. City Council to approve a second amendment to the Fuel Station Use Agreement with Covina Valley Unified School District.
- CC 9. City Council to approve exception to the Covina Home Rehabilitation Loan/Grant Program and Handy-worker Program to allow expenditure of additional funds for necessary work and receive and file report on Community Development Block Grant (CDBG) program.
- CC 10. City Council to approve the use of funds from the Community Development Block Grant (CDBG) funding allocation; grant award of \$50,000, between the City and The Cake Mamas, and authorize the City Manager or his designee to execute the documents necessary to complete the grant/loan transactions when all conditions are met.
- CC 11. Redevelopment Agency to receive and file the annual report of the Economic Development Council for Fiscal Year 2010-2011 program budget for the Covina Economic Development Council (EDC).
- CC 12. Redevelopment Agency to approve an Access Agreement with Russ Davis, Inc., Mary N. Davis, Richard R. Davis Family Trust and Paulette E. Davis, for usage of the property at 116 East San Bernardino Road for temporary operation of the Covina Farmers Market and Family Night and authorize the Executive Director to execute the agreement as well as increase subsidy to Farmers Market Operator.

## PUBLIC HEARING

- PH 1.** Public Hearing of the City Council to consider the City's proposed refuse rates and second reading to adopt **Ordinance No. 11-1994**, adjusting City of Covina July 1, 2011 – June 30, 2012 refuse rates.

Staff Recommendation:

- a) City Council to open the public hearing and take public testimony on the City's proposed refuse rates for the period of July 1, 2011 through June 30, 2012 and making automatic adjustments to the proposed rates in future years by the change in Consumer Price Index or 3%, whichever is greater; and
- b) If it is determined that a majority protest does not exist, adopt **Ordinance No. 11-1994**, setting refuse rates for the period of July 1, 2011 through June 30, 2012 and making automatic adjustments to the proposed rates in future years by the change in Consumer Price Index or 3%, whichever is greater.

- PH 2.** Public Hearing of the City Council to consider resolutions authorizing the annexation of territory to City of Covina Community Facilities District No. 2007-1 (Public Services) (Annexation No. 3) and to call and hold a special election (451 E. Badillo).

Staff Recommendation:

- a) City Council to open the public hearing and take public testimony, and
- b) Adopt **City Resolution No. 11-6971**, authorizing the annexation of territory to Community Facilities District No. 2007-1 (Annexation No. 3) and authorizing the levy of special tax and submitting the levy of tax to the qualified electors; and
- c) Adopt **City Resolution No. 11-6972**, calling for a special election and submitting to the voters of Annexation No. 3 of the City of Covina, Community Facilities District No. 2007-1 (Public Services), propositions regarding the annual levy of special taxes within Annexation No. 3 to finance public services, and the establishment of an appropriations limit; and
- d) Adopt **City Resolution No. 11-6973**, making certain findings, certifying the results of an election and adding property to Community Facilities District No. 2007-1 (Public Services), Annexation No. 3.

- PH 3.** Public Hearing of the City Council to consider resolutions authorizing annexation of territory to City of Covina Community Facilities District No. 2007-1 (Public Services) (Annexation No. 4), and to call and hold a special election (McGill).

Staff Recommendation:

- a) City Council to open the public hearing and take public testimony, and
- b) Adopt **City Resolution No. 11-6974**, authorizing the annexation of territory to Community Facilities District No. 2007-1 (Annexation No. 4) and authorizing the levy of special tax and submitting the levy of tax to the qualified electors; and
- c) Adopt **City Resolution No. 11-6975**, calling a special election and submitting to the voters of Annexation No. 4 of the City of Covina, Community Facilities District No. 2007-1 (Public Services), proposition regarding the annual levy of special taxes within Annexation No. 4 to finance public services, and the establishment of an appropriations limit; and

- d) Adopt **City Resolution No. 11-6976**, making certain findings, certifying the results of an election and adding property to Community Facilities District No. 2007-1 (Public Services), Annexation No. 4.

**PH 4.** Public Hearing of the City Council to introduce, waiver further reading and adopt **Interim Urgency Ordinance No. 11-1993**, to extend Interim Urgency Nos. 10-1991 and 11-1992 for an additional sixty (60) days and continue for this period the moratorium on the issuance of permits and entitlements for new standalone wireless communications facilities.

Staff Recommendation:

- a) City Council to open the public hearing and take public testimony, and
- b) Adopt and issue this Agenda Item Commentary as the 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. 10-1991 and 11-1992; and
- c) Adopt **Interim Urgency Ordinance No. 11-1993**, extending Interim Urgency Ordinance Nos. 10-1991 and 11-1992 and thereby extending the moratorium on the permitting and entitlements of new standalone wireless communications facilities for a period of sixty (60) days; and
- d) Direct staff to continue studying possible revisions to the City's existing zoning regulations to address new standalone wireless communications facilities.

**NEW BUSINESS**

**NB 1.** City Council to introduce and waive further reading of **Ordinance No. 11-1995**, to amend sections 9.48.010, 9.48.070, 9.48.130, 9.48.160, 9.48.220 AND 9.40.140 of the Covina Municipal Code, deleting Section 7.12.070 and adding sections 9.48.075-9.48.079, 9.48.085-9.48.089, 9.48.135-9.48.139, 9.48.155-9.48.159, 9.48.165-9.48.169, 9.48.225-9.48.229 AND 9.48.325 to the Covina Municipal Code relating to activities in public parks.

Staff Recommendation:

- a) City Council to introduce and waive further reading of **Ordinance No. 11-1995**, first reading of ordinance to amend sections 9.48.010, 9.48.070, 9.48.130, 9.48.160, 9.48.220 and 9.40.140 of the Covina Municipal Code, deleting section 7.12.070 and adding sections 9.48.075-9.48.079, 9.48.085-9.48.089, 9.48.135-9.48.139, 9.48.155-9.48.159, 9.48.165-9.48.169, 9.48.225-9.48.229 and 9.48.325 of the Covina Municipal Code relating to activities in public parks.

**NB 2.** City Council/Redevelopment Agency to receive and file the Preliminary Budget Documents for City of Covina and Covina Redevelopment Agency for fiscal year 2011-2012.

**ADJOURNMENT**

The Covina City Council/Redevelopment Agency/Covina Public Finance Authority/Covina Housing Authority will adjourn to its next regular meeting, **Tuesday, June 21, 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.



**SUMMARY MINUTES OF THE MAY 17, 2011 JOINT STUDY SESSION OF THE COVINA CITY COUNCIL/COVINA REDEVELOPMENT AGENCY/COVINA PUBLIC FINANCE AUTHORITY/COVINA HOUSING AUTHORITY WITH COVINA PLANNING COMMISSION HELD IN THE COUNCIL CHAMBER OF CITY HALL, 125 EAST COLLEGE STREET, COVINA, CALIFORNIA**

**CALL TO ORDER**

Mayor King called the Joint Study Session of the City Council/Redevelopment Agency/Public Finance Authority/Housing Authority with Covina Planning Commission meeting to order at 6:03 p.m.

**ROLL CALL**

**Council Members Present:** DELACH, ALLEN, KING, LOW, STAPLETON  
**Planning Commissioners:** CHADWICK, CONNORS, HODAPP, MCMEEKIN, PATTERSON  
**Staff Members Present:** City Manager, City Attorney, Community Development Director/CRA Deputy Director, Finance Director, Sr. Redevelopment Manager, Redevelopment Manager, City Planner, Assistant City Planner and Deputy City Clerk

**AGENDA POSTING DECLARATION**

The Deputy City Clerk of the City of Covina hereby declares that the agenda for the May 17, 2011 Joint Study Session of the City Council/Redevelopment Agency/Public Finance Authority/Housing Authority with Covina Planning Commission meeting was posted on May 12, 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.

**ORAL COMMUNICATIONS**

None.

**CITY MANAGER COMMENTS**

City Manager Daryl Parrish reported the updating of the zoning code is a collaborated effort and this meeting is the first of a series of meetings as we move forward and plan the City's future.

**COUNCIL/AGENCY/AUTHORITY/PLANNING COMMISSION**

City Council Members and Planning Commissioners thanked staff for the opportunity to meet and discuss recommendations.

## **NEW BUSINESS**

**NB 1.** City Council and Planning Commission to discuss updating Title 17, Zoning, of the Covina Municipal Code.

Community Development Director/CRA Deputy Director Robert Neiuber provided information regarding the zoning code update and prior questions that have come up for discussion. He reported that updating Title 17 would be discussed at a Planning Commission meeting and to a City Council meeting for final approval. Community Development Director/CRA Deputy Director Robert Neiuber outlined some of the topics for discussion: City parking requirements, signage requirements, procedural requirements, noticing and appeal requirements. Staff, working with the City's consultant, Marc Blodgett, would also like to look at sustainability, consolidation of zone district, mixed-use zones, minimum lot size and allowable lot coverage of residential lots. Allowing flexibility for staff to deal with minor issues, deal with non-conformity uses, and incorporate reasonable accommodation standards and to simplify the zoning code.

The City Council Members and the Planning Commissioners discussed the following:

- City parking requirements with a suggestion to look at possible residential parking requirements
- Review mixed use for shopping centers
- Simplify and make uniform the signage standards
- Consolidation of procedural requirements into one chapter
- Notification requirements and site postings that would describe a project with a suggestion to keep the notification in simple terms
- Promote solar and sustainability requirements with a suggestion to balance requirements for businesses
- Consolidations of zone districts
- Consider a mixed-use zone, in order to consider with rezone issues; with a suggestion to limit certain types of businesses in a particular zone
- Minimum lot size
- Providing greater flexibility for staff to approve minor variances, with the suggestion to have an opportunity to review the recommendations
- Consolidate allowable uses in the zone and how they are listed in the code
- Non-conforming use update
- Reasonable accommodation standards
- Maintenance of real property standards
- Review massage and personal service zones

- Review of wireless telecommunication facility standards, with the suggestion to minimize the requirement for co-location capability

Robert Navi spoke on the property located at the corner of Azusa Avenue and San Bernardino Road. Mr. Navi stated he would like to see the code revised to be able to allow medical/dental tenants in his shopping center, adding that when there is not a good mix, there is little business in the center.

Rod Nourashan with Reliable Properties provided examples of shopping centers that allow medical or dental offices and expressed that it would help attract customers and provide employment in this tough economy.

Ron Capotosto suggested a couple of areas to review for mixed-use: between the train station and Cypress Street on the north end; and on the west side of Citrus Avenue to the City limit and the south/east side of Citrus Avenue between Badillo Street and Puente Street would give a complete commercial corridor through the City.

Dr. Samy Metyas, MD would like to speak with staff regarding property located on Hollenbeck Avenue.

City Attorney Marco Martinez reminded Council and Commission that updates to Title 17 has to comply with state planning and zoning law, adding that this update should simplify and make the City's code efficient.

Further discussion included the following suggestions:

- Electronic charging stations
- Review parking options to make the downtown pedestrian friendly
- Solar parking shades for the Joslyn Center or other rooftops
- Look to simplify the zoning and permit process
- Recommendation for adopt-a-tree program as a way to have additional trees in the City
- Continued input from the community members and public regarding the code update
- Lot size requirement and better use of land space, such as the Rimsdale Project
- Review use of commercial zone for medical/dental facilities
- A less formal setting for the next Joint Study Session for Title 17 updates

**ADJOURNMENT**

At 7:21 p.m., Mayor King adjourned the Joint Study Session of the Covina City Council/Redevelopment Agency/Covina Public Finance Authority/Covina Housing Authority with Covina Planning Commission to the regularly scheduled meeting, **Tuesday, May 17, 2011**, at 7:00 p.m. for closed session and 7:30 p.m. for open session in the Council Chamber of City Hall, 125 East College Street, Covina, California, 91723.

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

Approved this 7th day of June, 2011.

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John C. King, Mayor/Chairperson



**MINUTES OF THE MAY 17, 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 King called the City Council/Redevelopment Agency/Public Finance Authority/Housing Authority meeting to order at 7:35 p.m.

**ROLL CALL**

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

**Council Members Absent:** None

**Staff Members Present:** City Manager, City Attorney, Police Chief, Fire Battalion Chief, Human Resources Director, Community Development Director/CRA Deputy Director, Finance Director, Assistant Director of Public Works, Building Official, Police Captain, Sr. Redevelopment Manager, Human Resources Analyst, Public Works Superintendent, City Planner and Deputy City Clerk

**AGENDA POSTING DECLARATION**

The Deputy City Clerk of the City of Covina hereby declares that the agenda for the May 17, 2011 regular City Council/Redevelopment Agency/Public Finance Authority/Housing Authority meeting was posted on May 12, 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 Low led the pledge of allegiance.

**INVOCATION**

Covina Police Chaplain, David Truax, lead the invocation.

**PRESENTATIONS**

Assistant Director of Public Works, Kalieh Honish, presented a PowerPoint presentation regarding National Public Works Week.

Mayor King, along with Council Member Low, invited Dr. Catherine Nichols, Superintendent of the Covina-Valley Unified School District, who accepted a proclamation recognizing the 57th anniversary of the Brown v. Board of Education decision.

Mayor King invited Police Chief Raney to the lectern and assisted with giving recognition to the Baker to Vegas relay team members, Sgt. Zumwalt, Officer Malinoski, Officer Vose, Lt. Doonan, for taking 2nd place in the "99 Division" - 120 mile foot race.

Mayor King presented recognition certificates to Vivian Wei, Miss Covina 2011, Joelle Roup, Miss Covina Outstanding Teen 2011 and Sarah Gleason, 2011 Covina Princess. Mayor King invited Ashley Dennis, 2010 Miss Covina Outstanding Teen, to the lectern and presented her with the first recipient of the Covina Mayor's Youth Achievement Award. Ms. Vivian Wei invited everyone to the Meet Miss Covina event on June 1, 2011, 5:30-7:30 p.m. at AzoVINO, 144 West Badillo Street.

City Manager Daryl Parrish introduced David Turch, who provided an update on federal funding, and Tony Rice, who provided an update on state funding.

Mayor King announced free children's program, Ric Morton's Silly Science Show featuring Professor Wisenheimer, at the Covina Public Library this Thursday, May 19, 2011 at 4:00 p.m. For additional information, contact the Library at (626) 384-5312 or City website, [www.covinaca.gov](http://www.covinaca.gov).

Mayor King reported bike racks that mimic the Covina "orange" logo were recently installed in Downtown Covina. These decorative bike racks, purchased with redevelopment and transportation funds, will benefit in making the downtown area more pedestrian and bike friendly. Mayor King reminded everyone that May is National Bike month.

### **PUBLIC COMMENTS**

None.

### **APPOINTMENT TO OFFICE**

1. Appointed City Clerk to fill the vacancy term of the office from the date of appointment to March 5, 2013.

Following a brief discussion, a nomination was made by Council Member Allen, seconded by Council Member Delach, the City Council/Redevelopment Agency/Public Finance Authority/Housing Authority appointed Kay Manning to fill the vacancy term of the city clerk office from the date of appointment to March 5, 2013. **Motion carried 5-0.**

Deputy City Clerk LaCroix gave the Oath of Office to City Clerk Kay Manning.

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

Mayor Pro Tem Stapleton spoke on Fire Service Day, which took place on May 14 and noted the new Los Angeles County Fire Chief Daryl Osby also attended. Mayor Pro Tem Stapleton announced this Saturday, May 21, 2011, is Community Service Day, whereby volunteers will be working on various clean-up projects throughout the City. Mayor Pro Tem Stapleton noted the fundraiser by the Assistance League of Covina Valley, who honored the "Hero of the Heart" recipient Walter Gorrell.

Council Member Allen stated that on July 9, 2011 on the African continent, the Country of Sudan would be dividing into two with the southern part becoming South Sudan. Council Member Allen noted that St. Louise de Marillac Church would be hosting a variety show fundraiser on Saturday, May 21, 2011 at 7:30 p.m. with proceeds going to schoolchildren of South Sudan.

Boy Scout Matthew Rios, from Covina Troop 443, stood and introduced himself and stated he is attending the meeting for his citizen and community badge.

Council Member Low requested the meeting be adjourned in memory of Ralph Bristol, who served over 20 years on the Charter Oaks School Board. Council Member Low also requested the meeting be adjourned in memory of Alexander Hagen, whose lasting contributions include the Azusa Arrow Project.

Council Member Delach stated she attended the COPE (Charter Oak Partnership in Education) Hall of Fame Dinner fundraiser event on Saturday, May 14. Council Member Delach expressed appreciation to the Charter Oak Board of Directors, Alexandra Parslow, Audrey Conner and Ralph Bristol; and requested to adjourn the meeting in memory of Ralph Bristol.

Mayor King stated he attended the closing ceremonies for Covina Hills Softball on Saturday, May 14, noting the dedication of the league team members. Mayor King announced that Sunday, May 15 the Covina United Methodist Church held a "SpringSation" concert, which paid tribute to the first responders of September 11 and to the armed forces.

Mayor King announced Community Service Day is this Saturday, May 21, 2011, whereby 300 community volunteers will come together to paint the historic community house in Covina Park and work on other projects throughout the City.

### **CITY MANAGER COMMENTS**

None.

### **CONSENT CALENDAR**

On a motion made by Council Member Allen seconded by Mayor Pro Tem Stapleton, the City Council/Redevelopment Agency/Public Finance Authority/Housing Authority approved Consent Calendar items CC1, CC2, CC3, CC4, CC5, CC6, CC8, CC9, CC10, CC11, CC12, CC13, CC14, CC17, CC18 and CC19. **Motion carried 5-0.** Consent Calendar items CC7, CC15 and CC16 were removed from the agenda for further discussion and consideration.

**CC 1.** City Council approved the minutes of the April 19, 2011 regular meeting of the City Council/ Redevelopment Agency/ Public Finance Authority/Housing Authority.

**CC 2.** City Council approved the minutes of the May 3, 2011 regular meeting of the City Council/ Redevelopment Agency/Public Finance Authority/Housing Authority.

**CC 3.** City Council approved payment of demands in the amount of \$4,484,812.80.

**CC 4.** City Council received and filed the monthly Strategic Plan update.

- CC 5. City Council received and filed the quarterly report of the Treasurer for the quarter ended March 31, 2011.
- CC 6. City Council received and filed the Public Works Department Monthly Activity Report.
- CC 7. City Council received and filed water utility billing and automated meter reading projects status updates.

Council Member Low stated that he recently spoke with a resident, who always pays her bills on time, yet had received a late water bill notification and upon further investigation found that there had been an error when recording her payment. Council Member Low explained that the resident did not receive a positive response when dealing with Global Water Resources customer service. Council Member Low expressed his disappointment with the handling of customer service and inquired if there was any auditing of Global's customer service data.

City Manager Daryl Parrish reported that there are 8,900 water customers. City Manager Parrish stressed the importance of when a mistake happens, steps are taken to correct the mistake, apologize for the mistake and move forward.

Council Member Stapleton suggested that a city staff member follow up on complaint data received from Global to ensure customers are satisfied.

Following a brief discussion on the importance of customer service, on a motion made by Mayor Pro Tem Stapleton, seconded by Council Member Allen, the City Council/Redevelopment Agency/Public Finance Authority/Housing Authority approved Consent Calendar item CC7. **Motion carried 5-0.**

- CC 8. City Council received and filed an update on recommendation to improve customer service.
- CC 9. City Council reviewed the City's Industrial Waste and Fats, Oils and Grease (FOG) controls and regulations.

Council Member Delach inquired and Building Official Kyle Randall confirmed that the business, 3 Vino's, existing grease interceptor meets current compliance standards.

- CC 10. City Council approved Change Notice 11-001 with the City of Inglewood to add Secondary Delinquent Parking Citation Collection Services to existing service agreement.
- CC 11. City Council approved City of Covina Change Notice 11-002 with the City of Inglewood to add Revenue Enhancing Web Systems to existing services agreement.
- CC 12. City Council awarded the Professional Services Agreement with Barr & Clark for lead-based paint and asbestos containing materials consulting services and authorized the City Manager or his designee to execute said agreement.

- CC 13.** City Council approved and accepted Road Deed for alley widening purposes at 451 East Badillo Street.
- CC 14.** City Council adopted **City Resolution No. 11-6951**, declaring its intention to levy and collect assessments on “Vehicle Parking District No. 1” for the 2011-2012 Fiscal Year and appointing a time and place for hearing protests in relation thereto.
- CC 15.** City Council adopted **City Resolution No. 11-6962**, ordering the City’s Licensed Engineer to prepare and file a report for levying assessments within the “Covina Landscaping District No. 1” for the 2011-2012 Fiscal Year; and adopted **City Resolution No. 11-6963**, approving the City Engineer’s report and declaring its intention to levy and collect assessments on “The Covina Landscaping District No. 1” for the 2011-2012 Fiscal Year and appointing a time and place for hearing protests in relation thereto.

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 CC15. **Motion carried 4-0, with Council Member Low abstaining** as his property lies within 500 feet of the proposed landscaping districts.

- CC 16.** City Council adopted **City Resolution No. 11-6964**, ordering the City’s Licensed Engineer to prepare and file a report for levying assessments within the “Covina Lighting District No. 1978-1979” for the 2011-2012 Fiscal Year; and adopted **City Resolution No. 11-6965**, approving the City Engineer’s report and declaring its intention to levy and collect assessments on the “Covina Lighting District No. 1978-1979” for the 2011-2012 Fiscal Year and appointing a time and place for hearing protests in relation thereto.

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 CC16. **Motion carried 4-0, with Council Member Low abstaining** as his property lies within 500 feet of the proposed landscaping districts.

- CC 17.** Redevelopment Agency adopted **Agency Resolution No. 11-679**, reviewing and terminating Agency Resolution No. 11-669, which authorized entering into emergency contracts for work at the Agency-owned McGill Transitional House.
- CC 18.** Redevelopment Agency approved Payment of Demands in the amount of \$1,834,007.84.
- CC 19.** Redevelopment Agency received and filed the quarterly report of the Treasurer for the quarter ended March 31, 2011.

## **PUBLIC HEARING**

- PH 1.** City Council to adopt resolutions forming City of Covina Community Facilities District No. 2007-1 (Public Services), Annexation No. 2, and to call and hold a special election.

Public hearing was before City Council to consider adopting resolutions forming City of Covina Community Facilities District No. 2007-1 (Public Services), Annexation No. 2, and to call and hold a special election.

At 9:08 p.m., Mayor King opened the public hearing and invited comment from persons in the audience. There was no speakers.

Notice of the public hearing was given in accordance with law.

Mayor King inquired and Deputy City Clerk LaCroix responded that no written protests have been received from the landowners within the annexation area, therefore, a majority protest does not exist.

At 9:10 p.m., on a motion made by Mayor Pro Tem Stapleton, seconded by Council Member Delach, Mayor King closed the public hearing.

Mayor King stated at this time because a majority protest does not exist, it is appropriate for the City Council to consider said resolutions regarding the annexation of territory and to call a special election within the annexation area.

On a motion made by Mayor Pro Tem Stapleton, seconded by Council Member Allen, the City Council adopted **City Resolution No. 11-6966**, authorizing the annexation of territory to Community Facilities District No. 2007-1 and authorizing the levy of a special tax and submitting the levy of tax to the qualified electors; and adopted **City Resolution No. 11-6967**, calling a special election and submitting to the voters of Annexation No. 2 of City of Covina Community Facilities District No. 2007-1 (Public Services), propositions regarding the annual levy of special taxes within Annexation No. 2 to finance public services, and the establishment of an appropriations limit. **Motion carried 5-0.**

Mayor King inquired and Deputy City Clerk LaCroix confirmed she had received the ballots from the landowners in the annexation area. Mayor King requested Deputy City Clerk LaCroix to proceed to canvass the ballots.

Deputy City Clerk LaCroix reported the canvass on Proposition A was as follows: **one vote was cast in support** of the proposition and zero votes were cast in opposition to the proposition. Therefore, **Proposition A, was approved with a 100% vote in favor.**

Deputy City Clerk LaCroix reported the canvass on Proposition B was as follows: **one vote was cast in support** of the proposition and zero votes were cast in opposition to the proposition. Therefore, **Proposition B, was approved with a 100% vote in favor.**

On a Motion made by Mayor Pro Tem Stapleton, seconded by Council Member Allen, the City Council adopted **City Resolution No. 11-6968**, making certain findings, certifying the results of an election and adding property to Community Facilities District No. 2007-1 (Public Services), Annexation No. 2. **Motion carried 5-0.**

## NEW BUSINESS

### **NB 1.** City Council to approve the Street Tree Master Plan Update.

Public Works Department Superintendent Paul Hertz gave a PowerPoint presentation on the street tree master plan update.

Following a brief discussion and upon consensus of the City Council, NB 1 would be placed on the agenda for the June 21, 2011 meeting.

### **NB 2.** City Council to introduce and waive further reading of **Ordinance No. 11-1994**, setting the City's refuse collection rates for residential, commercial and industrial customers for the period of July 1, 2011 through June 30, 2012, effective July 1, 2011.

City Manager Daryl Parrish reported this ordinance is for the Consumer Price Index (CPI) adjustment of 1.8% to the refuse rates. City Manager Parrish noted that CPI was included in the previous contract prior to the February 2011 amendment.

City Attorney Marco Martinez reported that it was common to adjust rates by resolution, however, more and more cities are approving rates by ordinance.

On a motion made by Mayor Pro Tem Stapleton, seconded by Council Member Allen, the City Council introduced **Ordinance No. 11-1994**, setting the City's refuse collection rates for residential, commercial and industrial customers for the period of July 1, 2011 through June 30, 2012, effective July 1, 2011. **Motion carried 4-1, with Council Member Low voting no.**

### **NB 3.** City Council to receive and file report regarding potential fiscal impact resulting from State Legislative Action.

On a motion made by Mayor Pro Tem Stapleton, seconded by Council Member Delach, the City Council received and filed a report regarding potential fiscal impacts resulting from State Legislative Action. **Motion carried 5-0.**

City Attorney Marco Martinez announced City Council/Redevelopment Agency/Housing Authority would meet in closed session to discuss the four items listed on the agenda with all members in attendance. City Attorney Marco Martinez stated that items A and B involve conference with real property negotiator, item C concerns a threat of litigation received from the law firm, Fleishman and Fisher, concerning fortune telling regulations and item D concerns a threat of litigation/potential initiation concerning a breach of an agreement related to property located at 422 West Arrow. City Attorney Marco Martinez announced there should be no reportable action.

At 9:45 p.m., City Council/Redevelopment Agency/Public Finance Authority/Housing Authority/ recessed to closed session.

**RECESSED TO CLOSED SESSION**

- A. G.C. §54956.8 – CONFERENCE WITH REAL PROPERTY NEGOTIATOR – Negotiations to include both price and terms:  
Property: Northeast Corner San Bernardino Road and Park Ave. (APN 8430-024-012)  
Negotiating parties: Hassen Development  
Agency negotiator: Community Development/CRA Deputy Director Robert Neiuber
  
- B. G.C. §54956.8 – CONFERENCE WITH REAL PROPERTY NEGOTIATOR – Negotiations to include both price and terms:  
Property: 616 S. Shoppers Lane (APN 8451-001-032)  
Negotiating parties: James Nguyen  
Agency negotiator: Community Development/CRA Deputy Director Robert Neiuber
  
- C. G.C. §54956.9(b) – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Significant exposure to litigation  
Number of Potential cases: 1 (one)
  
- D. G.C. §54956.9(c) – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Initiation of litigation  
Number of Potential cases: 1 (one)

**ADJOURNMENT**

At 10:30 p.m., Mayor King adjourned the Covina City Council/Redevelopment Agency/Covina Public Finance Authority/Covina Housing Authority in memory of Alexander Hagen and Ralph Bristol to the next regular meeting on **Tuesday, June 7, 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.

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

Approved this 7th day of June, 2011.

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John C. King, Mayor/Chairperson

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

**MEETING DATE:** June 7, 2011 **ITEM NO.:** CC 3

**STAFF SOURCE:** Amy Hall-McGrade, Parks & Recreation Director 

**ITEM TITLE:** Approval of fiscal year 2011-2012 maintenance contract with Caliber Commercial Pool Service in the amount of \$17,400 to maintain the Michael D. Antonovich Aquatic Center swimming pools and pool equipment.

---

**STAFF RECOMMENDATION**

Approve fiscal year 2011-2012 maintenance contract with Caliber Commercial Pool Service in the amount of \$17,400 to maintain the Michael D. Antonovich Aquatic Center swimming pools and pool equipment.

**FISCAL IMPACT**

The cost for the maintenance service for fiscal year 2011-2012 is \$17,400 and is included in the proposed budget in account 1010-3700-06-52405. There will be no increase in the proposed contract.

**BACKGROUND**

This will be the fourteenth operational season for the Aquatics Center. Caliber Commercial Pool Service was the original maintenance contractor used by the builder after construction. The contractor has continued to perform the scope of the contract and provide excellent service and coordination of the necessary repairs for the past thirteen years.

**RELEVANCE TO THE STRATEGIC PLAN**

None.

**EXHIBITS**

A. Proposed fiscal year 2011-2012 Caliber Commercial Pool Service Maintenance Contract

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

**CITY OF COVINA  
MAINTENANCE CONTRACT FOR SERVICE FOR THE SWIMMING POOLS  
AND POOL EQUIPMENT AT THE MICHAEL D. ANTONOVICH AQUATIC  
CENTER, COVINA PARK PLUNGE  
301 N. FOURTH AVENUE, COVINA, CA**

THIS CONTRACT is entered into this 7th day of June 2011 by and between the City of Covina (hereinafter referred to as "CITY") and Caliber Commercial Pool Service (hereinafter referred to as "CONTRACTOR").

WITNESSETH:

The parties hereby agree as follows:

SECTION 1.            RECITALS

This Contract is made and entered into with respect to the following facts:

- (a) The CITY is interested in engaging a CONTRACTOR to maintain and provide service to the swimming pools and pool equipment located at 301 North Fourth Avenue, Covina, CA:
- (b) The CITY desires to have a highly qualified CONTRACTOR perform tasks daily as noted;
  - Task 1:            Manually test water for chlorine residual/pH/alkalinity to ensure digital read-outs are correct;
  - Task 2:            Clean skimmers of all debris to ensure adequate flow and perform backwash as necessary;
  - Task 3:            Manually test auto-fill lines to be sure they are in working order;
  - Task 4:            Visually check gauge on filters to be sure they are working properly and open biannually for inspection;
    - Annual maintenance of filters at no additional charge;
  - Task 5:            Establish reorder levels on all chemicals;
  - Task 6:            Maintain log and reports;
  - Task 7:            Set up a preventative maintenance program for all equipment;
  - Task 8:            Perform minor repairs of equipment not involving replacement of parts;

**MAINTENANCE CONTRACT FOR SERVICE OF THE COVINA PARK POOL SYSTEM**

- Task 9: Inspect and advise annually of sand and sacrificial anodes;
- Task 10: Be on 24-hour call for any emergency that may occur (respond within 2 hours after a (911) page);
  - a. Weekend service for TDS control when necessary;
  - b. Contractor is authorized to purchase parts up to \$100 without prior City authorization.
- Task 11: Notify proper management of any non-scope work to be done;
- Task 12: Minor repairs of equipment not involving replacement of parts (i.e. adjustment, calibrations, disassembly of components requiring cleaning) no charge;
  - Repair of chemical feed pumps – no charge
- Task 13: Contacting reliable contractors and obtaining three bids for all necessary work not done by CONTRACTOR.
- Task 14: Any additional parts, other than minor, will be billed at a 20% markup;
- Task 15: CONTRACTOR’S labor rate will be billed at a rate of \$50 per hour starting at your facility, no travel time;

- (c) The CONTRACTOR represents that it is qualified to perform such services and has agreed to do so pursuant to this Contract; and
- (d) The CITY desires to contract with the CONTRACTOR on the basis of the following terms and conditions.

**SECTION 2. EMPLOYMENT**

The CITY hereby employs the CONTRACTOR, and the CONTRACTOR hereby accepts such employment as CONTRACTOR to the CITY for purposes of providing their services as set forth in Section 1.

**SECTION 3. SCOPE OF SERVICES**

The CONTRACTOR will diligently perform the tasks and prepare the appropriate documentation necessary to undertake the tasks to complete the project. The specific tasks are those outlined in Section 1(b).

## MAINTENANCE CONTRACT FOR SERVICE OF THE COVINA PARK POOL SYSTEM

- (a) The CONTRACTOR'S service schedule for the months of March through October will be five days a week.
- (b) The CONTRACTOR'S service schedule for the months of November through February will be twice a week.

The CITY shall vacuum and brush the pool utilizing their own personnel.

### SECTION 4. TERM

The term of this contract shall be from the date of this Contract to June 30, 2012. The schedule of performance shall be outlined in Exhibit No. 1. If necessary, the schedule may be modified upon approval of the CITY staff.

### SECTION 5. COMPENSATION

The CONTRACTOR will perform those tasks and deliver the services outlined in Exhibit No. 1 for a fixed fee not to exceed seventeen thousand four hundred dollars (\$17,400.00), including all out of pocket and incidental expenses of CONTRACTOR associated with said performance.

The CONTRACTOR shall submit a bill to the City on a monthly basis.

Services performed that are not specified in Section 3. Scope of Services, but are authorized by the CITY will be charged on a time and materials basis at the hourly rates previously agreed to by the Parks & Recreation Director.

### SECTION 6. RIGHT OF TERMINATION

This Contract may be terminated by the City with or without cause, in its sole discretion, on a ten-(10) day written notice to the CONTRACTOR.

In such event, the CONTRACTOR shall, on the CITY's request, promptly surrender to the CITY all completed work and works in progress, and all materials, records, and notes procured or produced pursuant to this Contract. The CONTRACTOR may retain copies of such work products as a part of its records of professional activity. The CONTRACTOR shall be compensated for all work performed to that date.

### SECTION 7. REPORTS AND DOCUMENTATION

All reports, Contracts and other documents prepared by the CONTRACTOR pursuant to this Contract are the property of the CITY and shall be turned over to the CITY upon expiration or termination of this Contract.

**MAINTENANCE CONTRACT FOR SERVICE OF THE COVINA PARK POOL SYSTEM**

CITY may use, duplicate, disclose, and/or disseminate, in whole or in part, in any manner it deems appropriate, all papers, writings, documents, reports and other materials of whatever kind prepared, produced, or procured in performance of this Contract, which are delivered to or acquired by CITY.

SECTION 8.            INDEPENDENT CONTRACTOR

The parties hereby acknowledge that the CONTRACTOR is an independent CONTRACTOR and shall not be considered to be an employee of the CITY.

SECTION 9.            INDEMNITY

CONTRACTOR hereby agrees to and does indemnify, defend, and hold harmless the CITY, and any and all of their respective officers, employees and representatives from any and all claims, liabilities, and expenses, including attorney fees and costs that arise out of CONTRACTOR'S negligent performance of this Contract.

SECTION 10.         NOTICES

Notices pursuant to this Contract shall be given by personal service or by deposit of the same in the custody of the United States Postal Service, postage prepaid, addressed as follows:

TO CITY:

City of Covina, Attn: Parks & Recreation Director  
Parks & Recreation Department  
125 East College Street  
Covina, California 91723

TO CONTRACTOR:

Caliber Commercial Pool Service, Attn: Larry Marino  
P.O. Box 506  
Duarte, California 91009

Notices shall be deemed to be given as the date of personal service, or two (2) days following the deposit of same in the course of transmission of the United States Postal Service.

SECTION 11.         BINDING EFFECT

This Contract shall be binding upon the parties hereto and their successors in interest.

**MAINTENANCE CONTRACT FOR SERVICE OF THE COVINA PARK POOL SYSTEM**

**SECTION 12. ASSIGNMENT**

CONTRACTOR shall not be permitted to assign any of its rights or obligations hereunder, except the payment of funds from the CITY, without prior written consent of the CITY. The consent of the CITY to an assignment shall not be unreasonably withheld, but prior to approving any assignment involving the performance of any obligations pursuant to this Contract, the CITY shall be satisfied by competent evidence that the assignee is financially able and technically qualified to perform those services proposed to be assigned. In the event of such assignment, the CITY may condition the same so as to ensure compliance with the provisions of this Contract.

**SECTION 13. COMPLIANCE WITH LAWS**

CONTRACTOR shall comply with all applicable laws in performing its obligation under this Contract.

**SECTION 14. CONFIDENTIALITY**

Information and materials obtained by the CONTRACTOR from the CITY during the performances of this Contract shall be treated as strictly confidential and shall not be used by the CONTRACTOR for any purpose other than performance of this Contract.

**SECTION 15. CONTRACTOR'S LIABILITY AND INSURANCE  
PUBLIC LIABILITY AND PROPERTY DAMAGE  
INSURANCE**

The CONTRACTOR shall assume all responsibility for damages to property or injuries to persons, including accidental death, which may be caused by the CONTRACTOR'S negligent performance of a contract, whether such performance be by himself, his subcontractor, or anyone directly or indirectly employed by him and whether such damages shall accrue or be discovered before or after termination of contract. The CONTRACTOR shall take out and maintain during the life of the contract a Comprehensive Liability policy, including Contractual Liability, as shall protect him and the CITY from claims for such damages. Said policy shall name the CITY, its agents, officers and employees as additional insured under the policy, in the following amounts.

Public Liability Insurance in an amount not less than \$2,000,000 one person; property damage insurance in an amount not less than \$1,000,000 and subject to the above limits, as combined in single limit of insurance in an amount not less than \$3,000,000.

## **MAINTENANCE CONTRACT FOR SERVICE OF THE COVINA PARK POOL SYSTEM**

In addition, such policy shall contain a Severability of Interest clause and provide that the coverage shall be primary for losses arising out of the CONTRACTOR'S performance of the contract. Neither the Agency nor any of its insured shall be required to contribute to any such loss.

The CONTRACTOR shall furnish a certificate of insurance with attached endorsement countersigned by an authorized agent of the Insurance Carrier on a form of the Insurance Carrier setting forth the general provisions of the insurance coverage. This countersigned certificate shall verify that the CITY, its agents, officers, and employees are named as additional insured under the policy. The certificate of Insurance Carrier shall contain a statement of obligation or termination of the coverage at least thirty (30) days in advance of the effective date of any such material changes, cancellation or termination.

The required certificate shall be furnished by the CONTRACTOR prior to the execution of the Contract by the CITY.

### SECTION 16. WORKERS' INSURANCE

The CONTRACTOR agrees to maintain at its expense, during the term of this Contract, all necessary insurance for its employees engaged in the performance of this Contract, including, but not limited to workers' compensation insurance, and to provide the CITY with satisfactory evidence of such insurance coverage upon the CITY'S request.

### SECTION 17. DISCRIMINATION

The CONTRACTOR agrees that no person shall be excluded from employment in the performance of this Contract on grounds of race, creed, color, sex, age, marital status, disability status, or place of national origin. In this connection, the CONTRACTOR agrees to comply with all County, State and Federal laws relating to equal employment opportunity rights.

### SECTION 18. PREVAILING TERMS

In the event of any express conflict between this Contract the provisions of this Contract shall control.

**MAINTENANCE CONTRACT FOR SERVICE OF THE COVINA PARK POOL SYSTEM**

IN WITNESS WHEREOF, this Contract has been duly authorized and executed by the parties hereto in the day and year first herein above written.

CITY OF COVINA

DATE: \_\_\_\_\_

BY: \_\_\_\_\_  
John King  
Mayor

ATTEST:

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

DATE: \_\_\_\_\_

BY: \_\_\_\_\_  
Contractor

\_\_\_\_\_  
Title

Address: \_\_\_\_\_  
\_\_\_\_\_

Covina Business License #: \_\_\_\_\_ Expires: \_\_\_\_\_

Federal Tax I.D. #: \_\_\_\_\_

Circle one of the following: Corporation/Sole Proprietor/Partnership

Approved as to form this 7th day of June 2011.

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

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

**MEETING DATE:** June 7, 2011

**ITEM NO.:**

**CC 4**

**STAFF SOURCE:** Amy Hall-McGrade, Parks & Recreation Director   
Steve Henley, Director of Public Works

**ITEM TITLE:** Approve renewal of the Contract with West Coast Arborists, Inc. for Tree Trimming Services of City's park and street trees.

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**STAFF RECOMMENDATION**

Approve an amendment to extend the Contract with West Coast Arborists, Inc. for Tree Trimming Services of City's park and street trees at the proposed budgeted amount of \$16,470 for park trees and \$128,300 for street trees for FY 2011-2012.

**FISCAL IMPACT**

1. Tree trimming funds from the proposed FY 2011-2012 Parks & Recreation Department Budget in the amount of \$16,470 in account 1010-3400-00-52330.
2. Tree trimming funds from the proposed fiscal year 2011-2012 Public Works Department Budget in the amount of \$128,300 in account 1010-2200-00-52330.
3. The fiscal impact does not change current proposed budgeting levels, but may slightly impact the amount of services obtained at this level due to 1.4% unit price increase.

**BACKGROUND**

West Coast Arborists, Inc. has provided excellent service for regular tree maintenance and emergency call-outs for the Parks & Recreation Department and Public Works Department. They also provide tree management assistance. West Coast Arborists, Inc. has expressed their interest in extending the term of their contract for FY 2011-2012 with a unit price increase of 1.4% based on the Consumer Price Index.

**RELEVANCE TO THE STRATEGIC PLAN**

None.

**EXHIBITS**

- A. Proposed Contract Amendment
- B. West Coast Arborists, Inc. February 22, 2011 letter

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

**CONTRACT AMENDMENT No.5**

**City of Covina**

The Tree Trimming/Maintenance Services contract by and between the City of Covina and West Coast Arborists, Inc. is amended as follows:

Section 6 – Term, is hereby revised to provide that the City of Covina is exercising its' option to extend the contract on a year to year basis for the period of July 1, 2011 to June 30, 2012.

The effective date of this Amendment is July 1, 2011 or upon execution, whichever is later.

ALL OTHER TERMS AND CONDITIONS OF THE ORIGINAL WORK CONTRACT REMAIN IN FULL FORCE AND EFFECT.

THIS AMENDMENT, consisting of 1 page, is executed by the persons signing below who warrant that they have the authority to execute this Amendment under the original Work Contract.

IN WITNESS WHEREOF, the AGENCY and the CONTRACTOR have signed this Amendment.

WEST COAST ARBORISTS, INC.

CITY OF COVINA

\_\_\_\_\_  
Signature

\_\_\_\_\_  
John King  
Mayor

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Approved as to form this 7th day of June 2011.

ATTEST

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

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



February 22, 2011

City of Covina  
**ATTN: Frank Cisneros**  
125 East College Street  
Covina, CA 91723

**RE: Renewal of Tree Trimming Agreement for Fiscal Year 2011-2012**

Dear Mr. Cisneros,

We sincerely appreciate the work City Staff provided during this past year to help make this venture a success for the residents of Covina. Since 1999, we have worked together with the City to develop a "team effort" approach in the care of the Cities' urban forest.

The term of the Agreement for tree maintenance services allows the City the option to extend on a year-to-year basis upon mutual consent. **The purpose of this letter is to express our interest in extending the term of the Agreement with a price increase for fiscal year 2011-2012.**

We understand the current economic situation has affected not only many municipalities but many businesses and industries as well. In an effort to offset the City's financial strain, WCA agreed to hold the prices the same for the last three fiscal years. Unfortunately, as a result of our increased operating costs including insurance, fuel, wages and disposal fees, we respectfully request a unit price increase of 1.4% based on the Consumer Price Index. Attached for your review is our proposed Schedule of Compensation effective July 1, 2011.

We appreciate your consideration in this matter and look forward to continuing a successful business relationship with the City of Covina. Should you have any questions or require additional information, please do not hesitate to call me at (800) 521-3714.

Sincerely,

Victor M. Gonzalez  
Vice President - Director of Marketing



# City of Covina

## Proposed Price Schedule for Fiscal Year 2011-2012

### Tree Maintenance Services

Item	Description	Unit	Current Prices	Proposed Prices for FY 11-12
1	Grid Tree Trimming	Each	\$ 45.00	\$ 45.60
2	Tree Raising	each	\$ 22.50	\$ 22.80
3	Tree and Stump Removal	Inch	\$ 15.00	\$ 15.20
4	Tree Only Removal	Inch	\$ 10.30	\$ 10.45
5	Stump Only Removal	Inch	\$ 4.70	\$ 4.75
6	Tree Plant 15 gal w/o RB	Each	\$ 95.00	\$ 96.30
7	Tree Plant 15 gal with RB	Each	\$ 109.50	\$ 111.00
8	Tree Plant 24" Box w/o RB	Each	\$ 184.40	\$ 187.00
9	Tree Plant 24" Box with RB	Each	\$ 225.20	\$ 228.35
10	Specialty Planting - 15 gal w/o RB	Each	\$ 126.00	\$ 127.75
11	Specialty Planting - 15 gal with RB	Each	\$ 144.60	\$ 146.60
12	Specialty Planting - 24" Box w/o RB	Each	\$ 254.10	\$ 257.65
13	Specialty Planting - 24" Box with RB	Each	\$ 293.90	\$ 298.00
14	Crew Rental - 2 man crew	Hour	\$ 109.20	\$ 110.70
15	Emergency Crew Rental	Hour	\$ 230.90	\$ 234.00

The 2011-2012 price reflects a 1.4% increase and has been rounded. The current prices have been in effect since FY 2008-2009.

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

CC 5

**MEETING DATE:** June 7<sup>th</sup>, 2011

**ITEM NO.:** \_\_\_\_\_

**STAFF SOURCE:** Dilu de Alwis, Finance Director   
Steven Smith, Management Analyst

**ITEM TITLE:** FY 2010-11 3<sup>rd</sup> Quarter Update on Major Funds

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**STAFF RECOMMENDATION**

Receive and file the budget update report for the quarter ended March 31 , 2011.

**FISCAL IMPACT**

None.

**BACKGROUND**

The current City of Covina Budget Policy requires staff to provide quarterly reports to the City Council on the status of budgeted revenues and expenditures.

The attached report gives an overview of the budgets for the General, Redevelopment Agency, and Enterprise Funds for the City of Covina as of March 31<sup>st</sup>, 2011. For analysis purposes, we have used 75% of budget to determine whether revenues and expenditures are trending over or under budget. Of the major funds presented in the report, all expenditures are below the 75% guideline for the quarter. General Fund revenue is slightly below the 75% threshold but is covering expenditures in the fiscal year to date.

**RELEVANCE TO STRATEGIC PLAN**

None.

**EXHIBITS**

A. Budget Report for Quarter Ended 3/31/11

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



# City of Covina

## Quarterly Report

### Fiscal Year 2010-2011, Quarter Ended 3/31/11

June 2011

#### OVERVIEW

The accompanying financial report reflects the City's budget position for the quarter ended 3/31/11. Included in this report are the General Fund, Redevelopment Agency, and Enterprise Funds, with a more detailed focus on the General Fund. For analysis, we have used 75% of the total fiscal year budget as a baseline to determine whether revenues and expenditures are trending over or under budget. Budgeted amounts include any revisions to the Adopted Budget based on Council action as of 3/31/11. Every effort was made to capture the quarter's revenues and expenditures as accurately as possible, using an approximate accrual of both.

**The City's cash balance as of 3/31/11 is \$7,627,278.18.** This total includes the combined cash balances of all City funds and is not limited to the General Fund. **CRA's cash balance as of 3/31/11 is \$5,131,360.38** and includes the combined cash balances of all Redevelopment funds. The cash balances for both the City and Redevelopment Agency are strictly available cash and are exclusive of any long-term investments. *As a point of reference, the cash balances as of 3/31/10 was \$4,713,084.01 for the City and \$10,818,942.90 for CRA.* As previously reported, the **increase** year-over-year in the City's cash balance is primarily due to increased Water Utility revenues, which has moved the Water Utility funds from a negative cash position (at one point over \$1 million) to a positive cash position. The **decrease** in CRA's cash balance year-over-year is primarily due to the shift of Redevelopment funds to the State (SERAF), occurred in the 4<sup>th</sup> quarter of 2010. The Redevelopment Agency lost approximately \$2.5 million during the last quarter of Fiscal Year 2010, which had an obvious negative impact to the Agency's cash balance and will not be recouped. However, as noted below, CRA expenditures are currently exceeding revenues for the fiscal year-to-date, creating an additional negative impact on the Agency's cash position.

#### GENERAL FUND

At the end of the second quarter, General Fund revenues are at 73.8% and expenditures at 70.2% of budget.

##### Total Revenue and Expenditures

General Fund	Budget	YTD Actual	%
Revenue	27,868,070	20,573,654	73.8%
Expenditures	28,399,978	19,926,653	70.2%

The net of all General Fund expenditures is below 75% guideline for the quarter, indicating that overall expenditure activity in line with the Amended Budget. It should be noted that expenditures to date do not include debt service payments or transfers out, and includes only a fraction of capital outlay budgeted in the General Fund. As a point of comparison, for the third quarter of Fiscal Year 09/10, expenditures to date were \$28,192,459 which represented 74.9% of the Amended Budget and included \$5.4 million in budgeted, one-time transfers out of the General Fund.

"Expenditures by Program" show all categories under 75% for the fiscal year, with the exception of Culture and Recreation. This is due in part to unbudgeted leave payouts. While there is an immediate budget impact, there is a long term benefit to the City, reducing our unfunded liabilities and reducing the amount that would otherwise be paid out at employment separation. Also, there was an additional one-time expenditure related to the retirement of a Library employee as well as a higher-than-anticipated expense to repair the Library's air conditioning unit. Additionally, we have not yet recognized a transfer from CRA to the City to offset the costs of the Thunderfest Car Show & Music Festival, which will reduce General Fund

expenditures by approximately \$53,000. However, across all departments, City Staff will continue to contain costs

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

**MEETING DATE:** June 7, 2011

**ITEM NO.:** CC 6

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



**ITEM TITLE:** Award a Contract for Covina Transit Operations Services to Diversified Transportation, L.L.C., D.B.A. Tectrans, Incorporated

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**STAFF RECOMMENDATION**

Award a contract for Covina Transit Operations Services to Diversified Transportation L.L.C., D.B.A. Tectrans Incorporated, in the amount of \$312,693 for Fiscal Year 2011-2012; \$326,250 for Fiscal Year 2012-2013; \$335,240 for Fiscal Year 2013-2014, and authorize the City Manager or his designee to execute all related documents.

**FISCAL IMPACT**

There is no General Fund impact. Covina Transit Operations Services are funded by Local Return Proposition A funds and Local Return Proposition A incentive funds. The recommended action falls within the proposed Fiscal Year 2011-2012 budget for account code (2400-4350-09).

**BACKGROUND**

The City's contract with Southland Transit, Incorporated, to provide Covina Transit Operations Services was scheduled to expire in September 2011. The City has provided a formal 60 day notification to Southland Transit that the City intends to terminate the contract in July of 2011. On January 18, 2011 the Covina City Council approved an Agenda Item Commentary (Exhibit A) that recommended a plan of action to eliminate the Covina Transit Metrolink Shuttle due to low ridership and high per trip costs with a policy directive to invest savings in expanding and improving service for elderly and disabled Dial-a-Ride patrons. In addition, the Covina City Council approved a bid schedule prior to the end of the current contract in September 2011 to avoid a bid process during the end of the fiscal year when many transit operators release bids. As a small transit operation, it was important for Covina Transit to release a bid prior to the end of the fiscal year end rush by larger service operations. City staff was concerned that a bid released in June would be neglected by transit operators and result in a small number of bid responses. The RFP process was coordinated by City staff and Moore and Associates, Incorporated, a consulting firm that specializes in providing services to public transportation entities.

As a professional services agreement, price was not the sole determinant for consideration of award, and a weighted matrix was developed to evaluate the proposals. The weighted matrix consisted of the following categories and weights: ability to perform and meet the requirements

of the RFP (20%), experience and qualifications of the firm (20%), proposed or assigned personnel (20%), client references (25%), and price (15%). The process consisted of having the consultant nationally advertise a toll-free number for information on the Covina Transit procurement, as well as having the consultant contact individual transportation contractors to gauge their interest in the Covina Transit service. The consultant directly distributed the RFP to possible transportation contractors and served as a conduit for information between the City and the potential contractors.

A request for proposals (RFP) was duly noticed and advertised in the local paper of record on March 31, 2011. In addition, the RFP was advertised in the following national transportation electronic print and media sources: Mass Transit e-Newsletter, April 1, 2011; Transit Intelligence Online, April 1, 2011 and Passenger Transport, April 11, 2011. Seven proposals were received on the closing date of May 5, 2011 from: MV Transportation of Fairfield, California; Southland Transit of El Monte, California; Tectrans of Los Angeles, California; First Transit of Cincinnati, Ohio; Empire Transit of Bellflower, California; Transportation Concepts of Irvine, California; and Parking Company of America of Downey, California. The seven proposals were reviewed by City staff and the consultant, and three companies were invited to participate in a panel interview. The Cost Proposals for all seven companies are included as Exhibit B.

The proposals for the two lowest bidders, Tectrans and First Transit, were responsive to the RFP and the reference checks for both companies demonstrated that they had both delivered quality service to similar public sector clients. As a result, both Tectrans and First Transit were invited to the interview panel. The next lowest bidder and the incumbent contractor, Southland Transit, was not invited to the interview panel based on: 1) customer service issues in dispatch operations identified in a passenger survey presented to the City Council in January 2011 that were not addressed by the incumbent contractor over time, 2) employee turnover in management and front line staff in the last year that was not reported to City staff, 3) a significant increase in customer service complaints over the last year of service, 4) delayed submission in numerous instances of required paperwork to the Los Angeles County Metropolitan Transportation Authority in the last year, and 5) dispatch employees that did not choose to follow City procedures as detailed in the Covina Transit Rider's Guide in the last year. The next lowest bidder, Parking Company of America, was not responsive to the RFP. MV Transportation was responsive to the RFP and delivered positive references, as a result MV was the last of three companies invited to participate in the interview panel. Transportation Concepts and Empire Transportation submitted proposals that were 17% and 24% over the lowest bid and their submitted proposals were not superior to the three companies chosen for the interview, as a result they were not invited to continue in the procurement process.

The three chosen companies were invited to an interview panel at the Joslyn Center that was scored by: Silva Baghdanian, Assistant Transit Manager of the City of Glendale; Adam Emmer, Transportation Manager of the City of Burbank and Senior Management Analyst Gonzalez. Jim Moore of Moore and Associates participated in the interview panel but did not score applicants. The interview panel was provided with the results of the reference checks for the three companies as well as copies of the proposals and the RFP.

The three companies invited to the interview panel were asked a series of questions regarding the proposals submitted, but the interviews focused on three primary issues that have affected the Covina Transit service in the last year: 1) customer service – specifically the quality of dispatch operations and the availability of data tools to monitor and define customer service opportunities; 2) service productivity – specifically the ability of dispatchers to use the available capacity of vehicles to deliver efficient and effective service and 3) management strategies to limit employee turnover, improve morale, and repopulate a culture of customer service at Covina Transit.

As shown in Exhibit C, the Interview Scoring Summary, Tectrans, Incorporated of Los Angeles, California was the top rated company with a final interview score of 91 out of 100. The recommended company, Tectrans, is also the lowest bid for the procurement, as they submitted a cost per revenue hour (\$43.13/revenue hour) that is three dollars and twenty-two cents below the cost of the current contract (\$46.65/revenue hour). An error was found in the total cost segment of Tectrans' proposal, and a corrected pricing form (Exhibit D) was submitted by Tectrans within six hours of their interview.

City staff and the consultant negotiated with staff from Tectrans on liquidated damages for some key segments of the contract. Liquidated damages will be assessed for: 1) reassignment of the Project Manager without prior written notice by the contractor and prior written approval by the City and 2) assignment of the Project Manager or the Road Supervisor to additional contracts that would result in management supervision levels dropping below the percentage of full time equivalents defined in the contract. In addition, it was assured by Tectrans that the proposed local satellite office in Monrovia would maintain a dispatcher that was dedicated to the Covina Transit system and that this dispatcher could be reached directly by Covina Transit riders if they wished to bypass the main West Los Angeles reservation center. A number of new technologies will also be provided at no extra cost to both City Hall Transportation Staff and Joslyn Center Staff to view vehicle locations and reservations in real-time over the internet to problem solve customer service issues in coordination with the dedicated local dispatcher. These technologies were promised by the incumbent contractor but were not delivered over the course of the current contract. Liquidated damages have been negotiated in the proposed contract if Tectrans does not deliver technology upgrades to the Covina Transit system by August 1, 2011.

The new contract will be supported by an experienced local Project Manger based at the proposed Monrovia service and maintenance center that will house the transit services for the cities of Monrovia, Temple City and Covina. The proposed Project Manager for Tectrans, Dianna Ortegon, was the lead Project Manager for the 2007 creation of the Covina Transit system. As a result, Dianna has first hand experience in the City of Covina and was instrumental in the training and development of the staff that set a high customer service expectation for the first three years of the Covina Transit service. Based on the experienced team that was presented by Tectrans and their deep understanding of the Covina Transit system, it is the recommendation of staff that Tectrans, Incorporated be awarded the Contract for Covina Transit Operations Services.

**RELEVENCE TO THE STRATEGIC PLAN**

This item improves customer service for elderly and disabled residents of the City of Covina and provides for efficient, visible, and responsive government services to a segment of the population that depends on reliable transportation to complete basic life tasks.

**EXHIBITS**

- A. Agenda Item Commentary, January 18, 2011
- B. Cost Proposal Summary
- C. Interview Scoring Summary
- D. Request for Proposals and Addendums #1 through #3
- E. Corrected Pricing Letter from Tectrans, May 11, 2011
- F. Tectrans Proposal for Transit Operations Services (on file in City Clerk's Office)

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

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

**MEETING DATE:** January 18, 2011

**ITEM NO.:** CC6

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

**ITEM TITLE:** Covina Transit Survey and Contract Update

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**STAFF RECOMMENDATION**

Receive Covina Transit Survey and direct staff to prepare a Request for Proposals without the Covina Transit Metrolink Shuttle.

**FISCAL IMPACT**

This project is funded through local Proposition A transportation funds. Accordingly, there is no effect on the City General Fund. Program costs will decrease over time based on the responses received to the City's Request for Proposals and the service reductions proposed for the Metrolink Shuttle.

**BACKGROUND**

The City's contract with Southland Transit, Incorporated, to provide Dial-a-Ride services expires in September of 2011. Although the contract contains two additional one year options, City staff recommends placing the contract out to bid for the following reasons: 1) the system profile has changed significantly since the last request for proposals was released and 2) the annual service hours would change significantly with the elimination of the Metrolink Shuttle, necessitating a re-negotiation of the contract with our current provider.

**Changes in System Profile since 2008**

When the contract was last bid in 2008, the City did not have an accurate representation of the total service hours necessary for the annual contract since the City was transitioning from a taxi based system. An estimate of 11,000 annual service hours was used for the 2008 Request for Proposals (RFP). However, with experience it was determined that 7,500 annual service hours was an appropriate service level and a contract Amendment was approved in July 2009 with Southland Transit to adjust the service hour rate.

In 2008, the City did not have its own service vehicles, and as a result the contract rate initially reflected the leasing of service vehicles by the contractor. Since 2008 the City has invested capital funds and purchased five vehicles for the program.

In 2008, the City signed a Memorandum of Understanding with the Los Angeles County Metropolitan Transportation Authority to report system data for inclusion into the National Transit Database (NTD) incentive program. As a result of our inclusion into the NTD, the City is eligible to receive a rebate of up to 10% of annual program expenses in Proposition A incentive funds. However, as audit requirements have evolved over time and the Federal Transit Administration's definition of a revenue service hour has become more restrictive, the costs associated with providing service during time periods where there are limited calls for service are not reimbursable to the contractor. Therefore, it is necessary to consider operating the service only when there is a demonstrated demand for service to achieve a contract rate per service hour that is most beneficial to the City. Preliminary review of system ridership points to opportunities to increase Dial-a-Ride service in the early morning hours, with the funding for this extra service remaining within the approved FY 2010-2011 allocation by proposing the elimination of service on the Metrolink Shuttle.

#### Metrolink Shuttle Proposed Elimination

The Covina Metrolink Shuttle system was created in 2009 to meet the following needs: to service Covina residents that use the Metrolink station and find transit connections to the station lacking, to provide a free transportation option for Covina residents that were unwilling or unable to purchase monthly parking permits, to service the top 100 employers in the City of Covina to encourage Metrolink use, and to reduce current and future traffic congestion at the Covina Metrolink station.

The routes of the Covina Metrolink Shuttle were developed based on surveys taken of the City of Covina's top 100 employers. Employers that responded to the survey that their employees would be interested in using a shuttle were contacted by City staff and promotional materials were developed for the shuttle routes that would stop within the vicinity of interested employers. Despite multiple contacts with these employers and with Metrolink commuters to promote the free service over the last year, shuttle ridership remains below two (2) passengers per revenue service hour. In order for the service to continue, staff recommends that a minimum of six (6) passengers per revenue service hour would need to be maintained, with a goal of ten (10) passengers per revenue service hour being a respectable service level.

Based on the reductions in Proposition A allocations over the economic downturn, and the belief of staff that a minimum level of six (6) passengers per revenue service hour will not be met by the shuttle service even with a significant amount of promotion, it is recommended that the upcoming bid call for the elimination of the Metrolink Shuttle and the reallocation of a portion of the funding resources to increase service hours as needed in the Dial-a-Ride system.

#### Covina Transit Dial-a-Ride Survey Results

In July and August of 2010 a comprehensive survey of Covina Transit passengers was completed to measure customer satisfaction with the Covina Transit Dial-a-Ride service. A summer intern rode the Covina Transit vehicles for a three week period and personally interviewed 108 Covina Transit passengers (14.4% of the total ridership of 746 Covina Transit patrons) and provided

input to staff on the operations of the Covina Transit system. Care was taken to not interview any passenger more than once over the survey period.

The survey summary results for 2010 (Exhibit A) show the system rated as "excellent" in 5 out of 6 categories. The overall service was rated as "excellent" by 73.1% of respondents, "good" by 25.9% of respondents, "fair" by zero respondents and "poor" by 0.9% of respondents. The dispatch system was the one segment of the program in which service has degraded from 2007 and was not considered by a majority of respondents to be at an acceptable standard.

These results are a significant improvement from the last Dial-a-Ride survey in 2007 in which no categories were rated as "excellent." The overall service was rated in 2007 as "excellent" by 20.4% of respondents, "good" by 24.5% of respondents, "fair" by 32.7% of respondents and "poor" by 22.4% of respondents.

Request for Proposals Recommendation

Based on the survey results, Southland Transit has significantly increased Dial-a-Ride service quality for Covina's senior and disabled community since 2007. However, the changes in revenue service hours that will result from the proposed elimination of the Metrolink Shuttle will result in a re-negotiation of the contract. Based on the different circumstances that the Covina Transit program finds itself in 2011 (revenue service hours and system resources), it is recommended that a Request for Proposals be developed instead of accepting an additional year to the contract beyond September of 2011.

In conclusion, since the Covina Transit system is a small system that may have difficulty receiving three bidders for its RFP, it is recommended that City staff prepare an RFP for distribution in late winter / early spring of 2011 to avoid the end of fiscal year release of RFP's by larger transit providers. It would be advantageous for the City of Covina to release its RFP into a market with less competition to draw more attention and if necessary exercise the early release clause in the contract in the event that Southland Transit does not submit a proposal or is not the chosen bidder.

**RELEVANCE TO THE STRATEGIC PLAN**

This item has no direct relevance to the strategic plan.

**EXHIBITS**

A. Covina Transit 2010 Survey Summary

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

**Covina Transit Survey**

**1. How often do you use Covina Transit?**

	Response Percent	Response Count
Daily	42.6%	46
Weekly	49.1%	53
Monthly	7.4%	8
Seldom	0.9%	1
	<b>answered question</b>	<b>108</b>
	<b>skipped question</b>	<b>0</b>

**2. Most frequent type of trip?**

	Response Percent	Response Count
Medical	31.5%	34
Shopping	18.5%	20
To eat	3.7%	4
Senior Center	48.3%	50
	<b>answered question</b>	<b>108</b>
	<b>skipped question</b>	<b>0</b>

**3. How would you rate the following?**

	Excellent	Good	Fair	Poor	Rating Average	Response Count
Phone reservation system (dispatch)?	12.0% (13)	21.3% (23)	28.7% (31)	38.0% (41)	2.93	108
Safety?	78.7% (85)	20.4% (22)	0.0% (0)	0.9% (1)	1.23	108
Vehicle arriving within 10 min of appointment?	72.2% (78)	25.9% (28)	0.0% (0)	1.9% (2)	1.31	108
Cleanliness of Vehicles?	81.5% (88)	18.5% (20)	0.0% (0)	0.0% (0)	1.19	108
Drivers courteous & professional?	90.7% (98)	8.3% (9)	0.9% (1)	0.0% (0)	1.10	108
How do you rate the service overall?	73.1% (79)	25.9% (28)	0.0% (0)	0.9% (1)	1.29	108
					<b>answered question</b>	<b>108</b>
					<b>skipped question</b>	<b>0</b>

<b>Exhibit B - Cost Proposal</b>						
<b>Covina Transit Operations - RFP No. 11-0301</b>		Year 1	Year 2	Year 3	Optional Year 1	Optional Year 2
		FY 2011/12	FY 2012/13	FY 2013/14	FY 2014/15	FY 2015/16
Operator	Cost Schedule					
Tectrans	Cost per Revenue Hour	\$ 43.13	\$ 45.00	\$ 46.24	\$ 47.54	\$ 48.90
	Estimated Revenue Hours	7,250	7,250	7,250	7,250	7,250
	<b>Total Cost</b>	<b>\$ 312,686.00</b>	<b>\$ 326,255.00</b>	<b>\$ 355,270.00</b>	<b>\$ 344,690.00</b>	<b>\$ 354,546.00</b>
First Transit	Cost per Revenue Hour	\$ 44.66	\$ 46.39	\$ 47.81	\$ 49.62	\$ 51.44
	Estimated Revenue Hours	7,250	7,250	7,250	7,250	7,250
	<b>Total Cost</b>	<b>\$ 323,785.00</b>	<b>\$ 336,327.50</b>	<b>\$ 346,622.50</b>	<b>\$ 359,745.00</b>	<b>\$ 372,940.00</b>
Southland Transit, Inc.	Cost per Revenue Hour	\$ 46.36	\$ 47.75	\$ 49.18	\$ 49.92	\$ 50.67
	Estimated Revenue Hours	7,250	7,250	7,250	7,250	7,250
	<b>Total Cost</b>	<b>\$ 336,137.00</b>	<b>\$ 346,188.00</b>	<b>\$ 356,555.00</b>	<b>\$ 361,920.00</b>	<b>\$ 367,357.50</b>
Parking Company of America	Cost per Revenue Hour	\$ 46.47	\$ 47.86	\$ 49.30	\$ 50.78	\$ 52.30
	Estimated Revenue Hours	7,250	7,250	7,250	7,250	7,250
	<b>Total Cost</b>	<b>\$ 336,907.50</b>	<b>\$ 347,014.73</b>	<b>\$ 357,425.17</b>	<b>\$ 368,147.92</b>	<b>\$ 379,192.36</b>
MV Transportation	Cost per Revenue Hour	\$ 47.96	\$ 46.20	\$ 46.87	\$ 47.39	\$ 48.04
	Estimated Revenue Hours	7,250	7,250	7,250	7,250	7,250
	<b>Total Cost</b>	<b>\$ 347,711.66</b>	<b>\$ 334,950.00</b>	<b>\$ 339,807.50</b>	<b>\$ 343,577.50</b>	<b>\$ 348,290.00</b>
Transportation Concepts	Cost per Revenue Hour	\$ 50.32	\$ 50.37	\$ 52.27	\$ 53.83	\$ 55.45
	Estimated Revenue Hours	7,250	7,250	7,250	7,250	7,250
	<b>Total Cost</b>	<b>\$ 364,836.31</b>	<b>\$ 365,161.56</b>	<b>\$ 378,926.82</b>	<b>\$ 390,294.63</b>	<b>\$ 402,003.47</b>
Empire Transportation	Cost per Revenue Hour	\$ 53.480	\$ 54.600	\$ 55.750	\$ 56.920	\$ 58.110
	Estimated Revenue Hours	7,250	7,250	7,250	7,250	7,250
	<b>Total Cost</b>	<b>\$ 387,730.00</b>	<b>\$ 395,850.00</b>	<b>\$ 404,187.50</b>	<b>\$ 412,670.00</b>	<b>\$ 421,297.50</b>

**Exhibit C: Interview Scoring Summary - Covina Transit RFP**

Company: **First Transit**

9:30 to 10:15

			Burbank	Glendale	Covina PW	
Criterion		Weight	Score 1	Score 2	Score 3	Average
A	Ability to perform and meet the requirements of the RFP	20%	8%	7%	10%	
B	Experience and qualifications of the firm	20%	16%	16%	16%	
C	Proposed/Assigned personnel	20%	14%	15%	15%	
D	Client references	25%	15%	14%	14%	
E	Price	15%	14%	14%	14%	
Total Score		100%	0.67	0.66	0.69	0.67

Company: **MV**

10:15 to 11:00

			Burbank	Glendale	Covina PW	
Criterion		Weight	Score 1	Score 2	Score 3	Average
A	Ability to perform and meet the requirements of the RFP	20%	14%	12%	15%	
B	Experience and qualifications of the firm	20%	17%	17%	16%	
C	Proposed/Assigned personnel	20%	14%	14%	14%	
D	Client references	25%	15%	14%	15%	
E	Price	15%	13%	13%	13%	
Total Score		100%	0.73	0.70	0.73	0.72

Company: **Tectrans**

11:00 to 11:45

			Burbank	Glendale	Covina PW	
Criterion		Weight	Score 1	Score 2	Score 3	Average
A	Ability to perform and meet the requirements of the RFP	20%	18%	17%	17%	
B	Experience and qualifications of the firm	20%	18%	17%	18%	
C	Proposed/Assigned personnel	20%	20%	19%	20%	
D	Client references	25%	22%	20%	23%	
E	Price	15%	15%	15%	15%	
Total Score		100%	0.93	0.88	0.93	0.91

Burbank \_\_\_\_\_

Date: \_\_\_\_\_

Glendale \_\_\_\_\_

Date: \_\_\_\_\_

Covina PW \_\_\_\_\_

Date: \_\_\_\_\_

**REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES**

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**CITY OF COVINA  
REQUEST FOR PROPOSALS**

**TRANSIT OPERATIONS SERVICES**

<b><u>SUBMITTAL:</u></b>	One (1) original and four (4) copies must be received no later than 4:30 p.m. local time on Thursday, May 05, 2011. Proposals must be submitted in sealed envelopes.
<b><u>Addressed to:</u></b>	City Clerk
<b><u>Address:</u></b>	City of Covina 125 E. College St. Covina, CA 91723
<b><u>Mark envelopes:</u></b>	TRANSIT OPERATIONS SERVICES PROPOSAL RFP NO.11-0301

Proposals received after the time and date stated above shall be deemed unresponsive and returned unopened to the bidder.

Direct questions or clarification requests regarding this Request for Proposals to:

Alex Gonzalez, Senior Management Analyst  
City of Covina  
125 E. College St.  
Covina, CA 91723  
Email: [agonzalez@covinaca.gov](mailto:agonzalez@covinaca.gov)

A non-mandatory pre-proposal conference will be held at Covina City Hall, City Council Chambers 125 E. College Street, Covina, California at 1:00 p.m. on Tuesday, April 19, 2011.

All questions/requests for clarification must be submitted in writing or email. Question/clarification deadline is Thursday, April 28, 2011 at 5:00p.m..

**REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES**

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## REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES

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**CITY OF COVINA  
STATE OF CALIFORNIA**

**REQUEST FOR PROPOSALS  
TRANSIT OPERATIONS SERVICES  
RFP NO. 11-0301**

Sealed proposals will be received by the City Clerk of the City of Covina, 125 E. College Street Covina, California by Thursday, May 5, 2011 at 4:30 p.m. to provide day-to-day operational services in support of the City's public transit program.

Contract documents may be inspected and/or obtained in person at the City's Community Development Services Counter, 125 E. College Street, Covina during normal business hours. Phone (626) 384-5520.

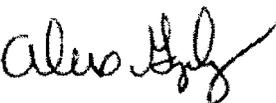
The City of Covina hereby affirmatively ensures Disadvantaged Business Enterprises (DBE) will be afforded full opportunity to submit proposals in response to this notice, and will not be discriminated against on the basis of race, color, national origin, ancestry, disability, gender, or religion in any consideration leading to the award of this contract.

Affirmative action to ensure against discrimination in employment practices on the basis of race, color, national origin, ancestry, disability, gender, or religion will be required of each bidder.

No qualified handicapped person shall, on the basis of handicap, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any matter leading to the award of this contract.

The City of Covina reserves the right to reject any or all proposals, to waive any irregularities or informalities not affected by law, to evaluate the proposals submitted, and to award the contract according to the proposal which best serves the interests of the City of Covina.

Dated this 28<sup>th</sup> day of March, 2011.

By: 

Alex Gonzalez, Senior Management Analyst, City of Covina, California

Publication dates:    March 31, 2011,    SGV Examiner  
                                 April 1, 2011,    Mass Transit e-Newsletter  
                                 April 1, 2011,    Transit Intelligence Online  
                                 April 11, 2011,    Passenger Transport

## REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES

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### PROJECT DESCRIPTION

The City of Covina (City) is requesting proposals from qualified and experienced bidders to provide day-to-day operational and maintenance services in support of the Covina Transit program. Five city-owned transit vehicles will be made available to the selected bidder. Shared resources such as project staffing, dispatching, and/or fleet maintenance will be considered.

One (1) original and four (4) copies of the proposal are to be submitted to the City Clerk of the City of Covina 125 E. College Street, Covina, CA 91723, no later than 4:30 p.m. local time on Thursday, May 05, 2011.

### GENERAL CONDITIONS

#### A. Limitations

This Request for Proposals (RFP) does not commit the City to award a contract, to pay any costs incurred in the preparation of proposals in response to this request, or to procure or contract for services or supplies. The City expressly reserves the right to reject any and all proposals or to waive any irregularity or informality in any proposal or in the RFP procedure and to be the sole judge of the responsibility of any bidder and of the suitability of the materials and/or services to be rendered. The City reserves the right to withdraw this RFP at any time without prior notice. Further, the City reserves the right to modify the RFP schedule described herein.

#### B. Award

The City may ask bid finalists to present an oral briefing of their respective proposal. Finalists may be required to participate in negotiations and submit such price, technical, or other revisions of their respective proposal as may result from negotiations. The City also reserves the right to award the contract without oral briefings or discussion, based upon the initial written proposals. Accordingly, each initial submittal should include most favorable terms from a price and a technical standpoint.

#### C. RFP Addendum

Any changes to the RFP requirements will be made by written addenda issued by the City of Covina and shall be considered part of the RFP. Upon issuance, such addenda shall be incorporated in the agreement documents, and shall prevail over inconsistent provisions of earlier issued documentation.

#### D. Verbal Agreement or Conversation

No prior, current, or post award verbal conversations or agreement(s) with any officer, agent, or employee of the City shall affect or modify any terms or obligations of the RFP, or any agreement resulting from this RFP.

#### E. Pre-Contractual Expense

Pre-contractual expenses include any expenses incurred by bidders and selected Contractor in:

1. Preparing proposals in response to this RFP.
2. Submitting proposals to the City of Covina.
3. Negotiations with the City on any matter related to proposals.
4. Other expenses incurred by a contractor or bidder prior to the date of award of any agreement.

## REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES

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In any event, the City shall not be liable for any pre-agreement expenses incurred by any bidder or selected Contractor. Bidders shall not include any such expenses as part of the price proposed in response to this RFP. The City shall be held harmless and free from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, any person or organization responding to this procurement process.

### F. Signature

The proposal will also provide the following information: name, title, address and telephone number of individual with authority to bind the Contractor and also who may be contacted during the period of proposal evaluation. The proposal shall be signed by an official authorized to bind the bidder to the proposal and contain a statement to the effect that the proposal is a firm offer for at least a ninety-day (90) period. Execution of the contract is expected on or about June 7, 2011.

### DEFINITIONS

1. The "City" refers to the City of Covina, an entity established under the laws of the State of California.
2. "Days" refers to business days of the City of Covina when used in context with the City's protest procedures and refers to working days of the federal government when used in connection with FTA requirements/procedures.
3. The terms "file" or "submit" refer to the date of receipt by the City.
4. "Exhaustion of administrative remedies at the grantee level" refers to any action or inaction on the part of the City, which is prejudicial to the position taken in a written protest filed with the City. This may include, but is not limited to:
  - A final City decision on the merits of the protest.
  - A procurement action such as the award of a contract or rejection of a proposal despite the pendency of a protest.
  - City acquiescence in and active support of continued and substantial contract performance despite the pendency of a protest.
5. "Interested party" includes all bidders on the contract or procurement. This term may also include a subcontractor or supplier at any tier who shows that he/she has a substantial economic interest in a provision of the Request for Proposals (RFP) or of the interpretation of such a provision.
6. "Violation of Federal law or regulation" is defined as the infringement of any valid requirement imposed by Federal statute or regulation, which governs the letting of contracts pursuant to a grant agreement. However, any protests involving a local matter and/or determinations that are clearly within the discretionary powers of the City include, but are not necessarily limited to, determinations of responsiveness and responsibility, the revision of specifications to incorporate the evaluation of life-cycle costing (LCC) factors in connection with any given procurement and determinations regarding bonding requirements. In other words, the protestor must be able to demonstrate or establish a clear violation of

## REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES

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the prohibition against unduly exclusionary and restrictive specifications, or a violation of the Buy America requirements.

7. "Local" refers to the City of Covina, Los Angeles County, and California. When used in conjunction with the phrase "laws and regulations", it is construed to mean only those laws or regulations associated with the provision of public mass transportation and the use of public funds. It shall not be construed to include the purchasing and/or protest procedures used by either of the aforementioned entities.
8. The term "bidder" means any person or entity who submits a bid to an awarding agency for a public transit service contract or subcontract
9. "RFP" also includes the term "offer" as used in the context of negotiated procurements.
10. "FTA" refers to the United States Federal Transit Administration.
11. "Deadhead time/miles" refers to time and mileage expended operating revenue vehicles in non-revenue service.
12. "Revenue Vehicles" refers to publicly owned vehicles used to operate the service, and provided to Contractor by the City.
13. "Revenue Service" refers to scheduled public transit service transporting fare-paying customers. Revenue Service for the fixed-route service begins upon arrival at the first scheduled or designated bus stop and ends upon departure from the last scheduled or designated drop off of the day. Revenue service for the paratransit and/or dial-a-ride service begins with the first passenger pick-up and ends when there are no longer any fare-paying passengers on-board. Revenue service does not include lunches or layovers of more than 15 minutes.
14. "Contractor" refers to the successful bidder(s) awarded the contract for providing the products and services described in this RFP.
15. "Headway(s)" refers to the frequency of fixed-route bus operations on any given route.
16. "ADA" refers to the federal Americans with Disabilities Act.
17. "Farebox recovery" refers to the percentage of transit operating costs recovered from transit users through the payment of fares.
18. "Transit Operating Costs" refers to the total costs incurred in operation of the service.
19. "Time-transfer" and "timed-pulse" refer to the style of fixed-route transit service wherein trips depart and return to one central point to facilitate transferring of passengers at set times throughout the service day.
20. "Fare Media" refers to all fare payment instruments used to board public transit vehicles, including, but not limited to, monthly passes, punch passes, day passes, tokens, transfers, and subsidized fare media.

## REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES

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21. "Overloads" refers to any situation wherein passengers wishing to board a vehicle are turned away or optionally decline to board due to excessive crowding.
22. "Standees" refers to passengers who board but are forced to stand during movement of vehicle due to lack of available seating.
23. "Road calls" refers to unscheduled maintenance performed at a location other than the designated vehicle maintenance facility.
24. "Pull-outs" refers to a transit vehicle departing its first scheduled time-point in revenue service on a new shift or service day.
25. "Trips" refers to a transit vehicle departing any scheduled time-point in revenue service.
26. "Missed Trips" refers to a trip that begins more than fifteen (15) minutes after its scheduled departure time or a trip scheduled as part of normal revenue service that fails to operate.
27. "Non-Revenue Vehicles" refers to any vehicles not used in revenue service. The City will not provide non-revenue vehicles for Contractor operations as part of this agreement.
28. "Scheduled Time point(s)" is defined as bus stops with departure times specifically noted in either of the City's public information materials.

### LEGAL RESPONSIBILITIES

All proposals must be submitted, filed, made, and executed in accordance with State of California and Federal laws relating to proposals for service contracts of this nature, whether the same are expressly referred to herein or not.

By submitting a proposal, the bidder certifies it will comply with all federal laws and requirements, including, but not limited to, Equal Employment Opportunity, Disadvantaged Business Enterprise, Labor Protection, and other laws and regulations applicable to contracts utilizing federal funds.

### INSURANCE

With respect to performance of work under the intended agreement, Contractor shall maintain, and shall require all of its Subcontractors to maintain, during the life of this agreement, insurance as described below. All insurance policies shall be issued by an admitted insurer or insurers as defined by the California Insurance Code or an authorized surplus lines company listed on the State of California Department of Insurance "LESLI List". Said policies shall have an A.M. Best rating of not less than A minus (A-).

Commercial General Liability and Property Damage: The Contractor shall maintain insurance for protection against all claims arising from injury to person or persons not in the employ of the Contractor and against all claims resulting from damage to any property due to any act or omission of the Contractor, his agents, or employees in the operation of the work or the execution of this contract. Such insurance shall include products/completed operations liability, owner's and Contractor's protective, blanket contractual liability, personal injury liability, and

## REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES

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broad form property damage coverage. City shall not be responsible for any increases in insurance costs incurred by Contractor in any future scenario. The minimum shall be as follows:

- Bodily Injury (Injury or Accidental Death) and Property Damage (per occurrence) \$2,000,000 Combined Single Limit.

Commercial Automobile Public Liability and Property Damage: The Contractor shall maintain Automobile Public Liability and Property Damage Insurance for protection against all claims arising from the use of vehicles, owned, hired and non-owned, or any other vehicle in the completion of the work included in this contract. Such insurance shall cover the use of automobiles and trucks on and off the site of the project. City shall not be responsible for any increases in insurance costs incurred by Contractor in any future scenario. The minimum amounts of Automobile Public Liability and Property Damage Insurance shall be as follows:

- Bodily Injury (Injury or Accidental Death) and Property Damage (per Occurrence) \$2,000,000 Combined Single Limit.

Workers' Compensation Insurance: The Contractor shall maintain Workers' Compensation Insurance with statutory limits and Employers Liability Insurance with limits of not less than \$1,000,000 per incident. Such insurance shall comply with all applicable state laws.

Certificates, Subrogation and Non- Liability Waiver: The Contractor shall provide the City with a Certificate of Insurance showing proof of insurance acceptable to City. Certificates containing wording that release the insurance company from liability for non-notification of cancellation of the insurance policy are not acceptable. Policy(s) are to be endorsed to include a waiver of subrogation against the City, its officers, officials, agents and employees. Contractor and/or its insurers are responsible for payment of any liability arising out of Workers' Compensation, unemployment or employee benefits offered to its employees. City shall not be responsible for any increases in Workers' Compensation costs incurred by Contractor in any future scenario.

The insuring provisions, insofar as they may be judged to be against public policy, shall be void and unenforceable only to the minimum extent necessary so that the remaining terms of the insuring provisions herein may be within public policy and enforceable.

Additional Insured. The General Liability and Auto Liability policy(s) are to contain, or be endorsed to name, the City, its officers, appointed and elected officials, agents, and employees as Additional Insured as respects the liability arising out of the activities performed in connection with this Contract. The coverage shall (a) be primary with respect to any insurance or self-insurance programs maintained by the City; (b) shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability; and (c) contain Standard Cross-Liability provisions. Such additional insured endorsements maintained by the Contractor and its Subcontractors shall not be required to provide coverage to the City for the active negligence or willful misconduct of its members. Original endorsements, signed by a person authorized to bind coverage on its behalf, shall be furnished to the respective public entity by the successful bidder.

Indemnification. Contractor shall indemnify, defend with legal counsel acceptable to the City, and save harmless the City, its officers, officials, agents, and employees, from and against any and all claims, demands, suits, loss, damage, injury and liability, including cost and expenses incurred in connection therewith, resulting from, arising out of, or in any way connected with the performance of the contract, including delivery and unloading of supplies and equipment, regardless of the passive, concurrent negligence on the part of the City of Covina, or anyone acting under its direction or control or on its behalf. It is further the intent of the parties that this indemnification requirement is not intended to relieve the City from liability for the active negligence or willful misconduct of said public entities, their officers, appointed and elected

## REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES

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officials, agents, and employees. This hold harmless clause is in no way an admission of liability on the part of the City or any of their agents or employees.

The successful bidder acknowledges that it is fully informed of the contents and meaning of this hold harmless provision and has submitted its proposal with full knowledge thereof, and that the terms are contractual and not a mere recital. These requirements shall also apply to any Subcontractor whose hazards are not covered by the Contractor's insurance policies.

Deductibles and Self-insured Retention. Any deductibles or self-insured retention must be declared to, and approved by, the City. **Bidder shall declare the deductible chosen and state as part of its response to this RFP.** At the discretion of the City, either the insurer shall reduce or eliminate such deductibles or self-insured retention as respects the City, its officials, employees, agents, and Contractors; or the bidder shall procure a bond guaranteeing payment of losses and related investigations, claim administration, and defense expenses in an amount specified by the City.

The successful bidder shall maintain the insurance for the life of the contract. Said insurance shall contain a provision that coverage afforded under the policies will not be canceled unless and until thirty (30) days prior written notice has been given to the City.

Endorsements are to be received and approved by the City before work commences. Should Contractor cease to have insurance as required during the final contract period, all work by Contractor pursuant to this agreement shall cease until insurance acceptable to the City is provided.

Original insurance certificates and endorsements are to be delivered to:

*Alex Gonzalez  
Senior Management Analyst  
City of Covina  
125 E. College Street  
Covina, CA 91723*

### WITHDRAWAL OF PROPOSALS

No proposal may be withdrawn after the time fixed in the public notice for the receipt of proposals, except as permitted by law.

### REJECTION OF PROPOSALS

Failure to meet the requirements of the Request for Proposals (RFP) will be cause for rejection of the proposal. The City may reject the proposal if it is incomplete, contains irregularities of any kind, or is offered conditionally. The City reserves the right to reject any and all proposals without cause.

Each proposal is to be prepared in such a way as to provide a straightforward, concise delineation of the information requested. Proposals which contain false or misleading statements, or which do not support an attribute or condition claimed by the bidder, may be cause for rejection of the proposal. If, in the sole opinion of the City, such information was intended to mislead the City in its evaluation of the proposal, it will be cause for rejection of the proposal.

## REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES

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### EVALUATION/AWARD OF CONTRACT

Evaluation and selection of proposals will be based on the qualifications and evaluation criteria outlined in the RFP. Brochures or other promotional presentations beyond that sufficient to submit a complete and effective proposal are not desired. Elaborate artwork, expensive paper or binders, and expensive visuals are not necessary, and will not affect the evaluation process.

Proposals will be evaluated by a Technical Review Committee of professional transportation practitioners. In connection with its evaluation, the City may, at its option, invite one or more bidders to make an oral presentation to the Technical Review Committee. During these interviews, the bidder will be allowed to present such evidence as may be appropriate in order that the Committee can effectively evaluate all materials and documentation submitted as a part of the proposal.

The City reserves the right to make the selection of a bidder based on any or all factors of value, whether quantitatively identifiable or not, including, but not limited to, the anticipated initiative and ability of the bidder to perform the services set forth herein.

The City reserves the right to reject any or all proposals, to waive any requirements, both the City's and those proposed by the bidder; to waive any irregularities or informalities in any proposal or the RFP process when it is in the best interest of the City to do so; to negotiate for the modification of any proposal with mutual consent of the bidder; to re-advertise for proposals, if desired; to sit and act as sole judge of the merit and qualifications of the service offered; and to evaluate in its absolute discretion, the proposal of each bidder, so as to select the proposal which best serves the requirements of the City, thus ensuring that the best interest of the City will be served. **A bidder's past performance, and the assurance that it will provide service as stipulated, will be taken into consideration as part of the proposal evaluation process.**

The City may make such investigation as it deems necessary to determine the ability of a bidder to furnish the required services, and the bidder will furnish to the City all such information and data for this purpose as the City may request. The City reserves the right to reject any proposal if the evidence submitted by, or investigation of, such bidder fails to satisfy the City that such bidder is properly qualified to carry out the obligations of a contract and to deliver the services contemplated herein or the bid of any bidder who has previously failed to perform properly, or complete on time, contracts of a similar nature. Any material misrepresentation or material falsification of information provided to the City in the bidder's submission, or at any point in the bid evaluation process, including any interview conducted, is ground for rejection of the bid. In the event the misrepresentation or falsification is not discovered until after any agreement is awarded, the agreement may be terminated at that time. A determination as to whether a misrepresentation or falsification of the proposal submission is material shall be made solely in the exercise of the City's sole discretion. The City expressly reserves the right to reject the proposal of any entity in default on the payment of taxes, licenses, or other moneys due to the City.

The City reserves the right to conduct a background inquiry of each bidder which may include the collection of appropriate criminal history information, contractual and business associations and practices, employment histories, and reputation in the business community. By submitting a proposal to the City, the bidder consents to such an inquiry and agrees to make available to the City such books and records as the City deems necessary to conduct the inquiry.

Bidder agrees and so stipulates in submitting this proposal, as though stated therein, and in any subsequent award of contract that:

- A. Contractor is an independent Contractor, not an employee, agent, or officer of the any of the contracting entities.

## REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES

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- B. If awarded, the contract shall be interpreted, construed, and given effect in all respects according to the laws of the State of California.
- C. Should the bidder be awarded the contract, Contractor shall not assign the contract, or any part thereof, or any moneys due, or to become due there under without prior consent of the City.
- D. Bidder shall indemnify and hold harmless the City, its officers, officials, employees, and agents from and against all claims, damages or willful misconduct, losses, and expenses caused in whole or in part by any negligent act or omission of the Contractor, its employees and agents, subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, except where caused by the active negligence, sole negligence, or willful misconduct of the City, its officers, agents and employees.
- E. Bidder warrants that no gratuities, in the form of gifts, entertainment, or otherwise, were offered or given by the Contractor to any officer, elected official or employee of the City of Covina with a view toward securing the agreement or securing favorable treatment with respect to any determination concerning the performance of the contract. For breach or violation of this warranty, the City shall have the right to terminate the contract, either in whole or in part. The rights and remedies of the City provided in this clause shall not be exclusive, and are in addition to any other rights and remedies provided by law or under the contract.
- F. Contractor shall hold the City harmless from liability of any nature or kind, including cost and expenses for infringement or use of any copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished, or used in connection with the contract.

### PROPOSAL PRICING GUIDELINES

Contractor shall provide proposed fees and cost information broken out by contract year as a part of this Request for Proposals using the attached Cost Proposal format included here as Appendix 12. Fee schedules submitted in response to this Request for Proposals shall be no higher than the bidder's standard commercial rates for same services. The Technical Review Committee will evaluate proposals based upon the entire term of the contract. Fees submitted may be used as a basis of negotiation with the successful bidder.

### RIGHT TO REQUIRE PERFORMANCE

The failure of the City at any time to require performance by the Contractor of any provisions hereof shall in no way affect the right of the City thereafter to enforce same. Nor shall waiver by the City of any breach of any provision hereof be taken or held to be waiver of any succeeding breach of such provision or as a waiver of any provision itself.

### ETHICS IN PUBLIC CONTRACTING

Each bidder, by submitting a proposal, certifies it is not a party to any collusive action or any action that may be in violation of the Sherman Antitrust Act by submitting a proposal, the bidder certifies that its proposal was made without fraud; that it has not offered or received any kickbacks or inducements from any other bidder in connection with the offer; and that it has not

## REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES

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conferred on any public employee, public member, or public official having responsibility for this procurement transaction, any payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value. The bidder further certifies that no relationship exists between itself and the City or another person or organization that interferes with fair competition or constitutes a conflict of interest with respect to a contract with the City.

Prior to the award of any contract, the potential Contractor may be required to certify in writing to the City Clerk of the City of Covina that no relationship exists between the bidder and any City employee, officer, official, or agent that interferes with fair competition or is a conflict of interest.

More than one proposal from an individual, firm, partnership, corporation, or association under the same or different names may be rejected. Reasonable grounds for believing that an offeror has interest in more than one proposal for the work solicited may result in rejection of all proposals in which the offeror is believed to have an interest.

### EQUAL EMPLOYMENT OPPORTUNITY

During the performance of the contract, Contractor agrees to the following:

- A. Contractor shall comply with all the requirements, where applicable, of the California Fair Employment Practice Commission and provisions of, when applicable, all Federal, State of California, and City laws and ordinances related to employment practices.
- B. Contractor shall not discriminate against any employee or applicant for employment on the basis of race, religion, color, gender, age, handicap, national origin, or ancestry, except when such a condition is a *bona fide* occupational qualification reasonably necessary for the normal operations of the Contractor. The Contractor agrees to post in conspicuous places, visible to both employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- C. Contractor, in all solicitations or advertisements for employees, placed by, or on behalf of the Contractor, shall state that Contractor is an Equal Opportunity Employer.

## REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES

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### TENTATIVE RFP TIMELINE

A non-mandatory pre-proposal conference will be held at Covina City Hall, City Council Chambers 125 E. College Street, Covina, California at 1:00 p.m. on Tuesday, April 26, 2011.

#### Tentative Selection

A.	Friday, April 01, 2011	RFP issued
B.	Tuesday, April 19, 2011	Pre-proposal conference and site visit (non-mandatory)
C.	Thursday, April 28, 2011	Question/clarification deadline
D.	Thursday, May 5, 2011	Proposal submittal deadline
E.	Wednesday, May 11, 2011	Interviews
F.	Tuesday, June 7, 2011	Contract award
G.	Friday, July 8, 2011	Commence service

# REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES

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## 1.0 PROJECT OVERVIEW

### 1.1 Summary

The City of Covina currently operates a public transit service known as Covina Transit. Covina Transit is open to seniors (60+) and persons unable to independently use the public transportation system. Service currently consists of 7:30 a.m. to 5:30 p.m. Monday through Friday and 9:00 a.m. to 1:00 p.m. Saturday and Sunday, curb-to-curb, shared-ride service serving upwards of 1,500 passengers/month. Service for the new contract shall consist of 8:00 a.m. to 6:00 p.m. Monday through Friday and 8:00 a.m. to 3:00 p.m. Saturday and Sunday, curb-to-curb, shared-ride service

#### 1.1.1 *Term of Contract*

The successful bidder will complete all applicable training requirements during the months of June and July 2011, commence operations on July 8, 2011, and operate and maintain the service for a three-year period ending on July 8, 2014. If and only if mutually agreeable by both parties, the contract may be extended for up to two additional years, pending City Council approval.

The operations budget for any extension year shall be increased over that of the preceding year by the inflation rate, as measured by either (i) the Consumer Price Index for all urban consumers in the Los Angeles Urbanized Area (UZA) or (ii) one and five tenths (1.5) percent, whichever is less.

#### 1.1.2 *Funding Availability*

This contract is subject to a financial assistance contract between the City of Covina, the Los Angeles County Metropolitan Transportation Authority, State of California, and Federal Transit Administration of the United States Department of Transportation (DOT). The successful bidder is required to comply with the conditions required by all applicable local, state, and federal regulations. In the event funding for this contract ceases, the City reserves the right to terminate this contract in accordance with "Termination of Contract" section within this document. In the event the specified service levels need to be reduced, the City reserves the right to reduce service in accordance with Section 2.3.

### 1.2 General Instructions

#### 1.2.1 *Competitive Selection*

This procurement shall comply with all applicable City of Covina Procurement Policies and Procedures. Contractor selection is subject to affirmation by the City Council of the City of Covina.

Evaluation factors outlined in Paragraph 1.2.2 below shall be applied to all eligible responsible and responsive bidders in comparing proposals and selecting the successful proposal.

## REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES

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A bidder may be selected solely based upon the content of its proposal. Therefore, proposals should be submitted in the most-favorable terms.

### **1.2.2 Selection and Evaluation Factors**

Each proposal will be evaluated and ranked by the evaluation committee. Evaluation factors to be considered, and the corresponding weight for each, are:

Ability to perform and meet the requirements of the RFP	(20%)
Experience and qualifications of the firm	(20%)
Proposed/Assigned personnel	(20%)
Client references	(25%)
Price	(15%)

The Technical Review Committee, at its sole discretion, may request an oral presentation or discussion with the most qualified bidder(s).

\* Pursuant to Chapter 4.6, Section 1070-1074, Part 3, Division 2 of the California Labor Code, a bidder other than the incumbent may earn an additional 10% evaluation scoring by affording a priority in hiring to the existing employees of the incumbent Contractor. (Chapter 4.6, Section 1070-1074 requires successor Contractors to offer employment to certain employees of the prior transit Contractor for performance of essentially the same duties for a period of at least 90 days. There is no requirement that the same wage or benefit levels offered by the former Contractor be duplicated by the successor Contractor under this new law.)

### **1.2.3 Proposal Acceptance Period**

All proposals must include a statement that proposals are valid for a minimal period of ninety (90) days subsequent to the submission deadline.

### **1.2.4 Contract Incorporation**

Bidder should be aware that the contents of its proposal as well as the City's attached "agreement" shall become a part of the contractual documents. The terms and conditions defined in this RFP are to be used as a basis for a contemplated contract. Any modifications to this recommended sample contract will require prior negotiations and approval of the City. Failure of a bidder to accept this obligation may result in the rejections of its proposal or cancellation of any award. Any damages accruing to the City as a result of a bidder's failure or refusal to execute an agreement with the City, if awarded the contract, may be recovered from the Contractor.

## REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES

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### **1.2.5 Negotiations**

The City reserves the right to negotiate all elements that comprise the proposal to ensure the best possible consideration for all concerned.

### **1.2.6 Disadvantaged Business Enterprise (DBE)**

The City has not established a formal goal for the utilization of Disadvantaged Business Enterprises (DBE) owned, operated, and controlled by socially and economically disadvantaged individuals. However, it is strongly encouraged the bidder use, wherever possible, DBE-owned, operated, and controlled by socially and/or economically-disadvantaged individuals and/or firms.

### **1.2.7 Debarment, Suspension, and other Responsibilities**

In order to comply with the Federal Transit Administration (FTA) policy and certification process established by 49 CFR Part 29, as a means to ensure debarred, suspended, or voluntarily excluded persons do not participate in a federally-assisted project, bidder must complete and submit along with proposal, certification form for the proposing prime Contractor and any and all proposed Subcontractors, see Appendix 4.

### **1.2.8 Restrictions on Lobbying**

In accordance with 31 USC Section 1352, Contractor hereby certifies no Federal appropriated funds have been or will be paid by or on behalf of Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress in connection with the awarding of any Federal contract, the making of any Federal grant or loan, the entering into of any cooperative agreement, and the extension, continuation, renewal amendment, or modification of Federal contract, grant, loan, or cooperative agreement. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or member of Congress in connection with the Federal contract, grant, loan, or cooperative agreement, Contractor shall complete and submit standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions, see Appendix 5.

The Contractor shall require the language of this certification be included in the award documents for all sub awards at all tiers, and that all Subcontractors shall certify and disclose accordingly.

The Bidder/Contractor shall require that the language of this certification be included in any subcontract exceeding \$100,000.00 at any tier and that any such Subcontractor shall certify and disclose accordingly.

## REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES

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### **1.2.9 Buy America**

Contractor must complete the Buy America Certificate (Appendix 6) to comply with Section 165 (a) of the Surface Transportation Assistance Act of 1982, as amended, and the applicable regulations in 49 CFR Part 661.

### **1.2.10 Audit**

The City reserves the right to make a pre-award audit of the selected bidder's proposed fees, rates, and costs to determine if they are fair and reasonable.

### **1.3 Proposal Format**

Please provide enough detail for the Technical Review Committee to score your proposal. Each submittal must address each of the items included within Section 1.3.1 (Ability to Perform) and Section 1.3.2 (Experience and Qualifications). All requested information must be supplied. Failure to submit a complete proposal shall be grounds for a determination of non-responsiveness, and rejection of the proposal.

Each submittal shall include:

- A. Cover Letter: Each proposal shall include a cover letter that identifies the firm, address, phone number and contact person of the firm. The cover letter must include acknowledgement of all addenda, and provide a statement that the proposal is valid for a minimum period of ninety (90) days subsequent to the proposal submission date.  

The cover letter must include the original signature of an individual with the authority to negotiate on behalf of and to contractually bind the bidder, and who may be contacted during the period of proposal evaluation.
- B. Table of Contents: A listing of major sections in the proposal and associated page numbers.
- C. Introduction. In this section, the bidder should demonstrate an adequate understanding of the project, the City's expectations regarding same, and the bidder's relationship with the City.
- D. Technical Approach (Section 1.3.1).
- E. Project Management.
- F. Contractor Staff/Subcontractor Staff (Section 1.3.2).
- G. Qualifications and References.
- H. Cost Proposal (Section 1.3.3).
- I. Provide proof of required insurance either in the form of a Certificate of Insurance or in the form of a commitment letter from an insurance carrier or licensed insurance agent.
- J. Complete and submit, along with proposal, the appropriate certification forms.
- K. Execute and submit acknowledgment of any addendums pursuant to this RFP.

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### **1.3.1 Ability to Perform and Meet Requirements of the RFP**

The bidder shall provide sufficient information to enable the Technical Review Committee to evaluate the bidder's ability to perform and meet the requirements of this RFP.

Such information shall include, but not be limited to, the following:

- A. Describe your firm's approach, capacity, and management philosophy for operation of the services covered under this procurement.
- B. Describe your hiring/screening procedures for the selection of qualified, professional bus operators. Describe classroom and behind-the-wheel training and support personnel training programs. Describe your firm's recurring safety program.
- C. Describe a communication skills improvement program to be implemented by your firm to facilitate communications between drivers and transit customers.
- D. Describe your supervisory and dispatch operation. Provide samples of forms to be utilized in this effort. Provide examples of how information based on events in the field (operations and/or maintenance) is communicated, acted upon, and finalized in performance reports. Discuss your firm's internal processes for ensuring the validity of data collected.
- E. Describe your firm's methodology for assessing on-time performance. Discuss your firm's approach to ensuring the validity of data collected.
- F. The City intends for the Contractor to be responsible for all fare collection and reconciliation activities, safeguarding and depositing all fare revenues into a dedicated account as directed by the City, and for all fare/revenue reporting. Discuss your firm's approach to ensuring the validity of data collected.
- G. Describe your approach to data collection, record keeping, and reporting so as to comply with National Transit Database Report (NTD) requirements. Provide a sample of the monthly reports that would be utilized/submitted. Discuss your firm's approach to ensuring the validity of data collected.
- H. Describe your firm's vehicle cleaning procedures. Include frequency, equipment, and staffing details. Include a description for interior and exterior cleaning. Provide a sample schedule and checklist.
- I. Describe how the project operations will be monitored, and at what level of frequency.
- J. Include a detailed implementation plan. This plan shall address the activities and procedures that will be followed to ensure the smooth transition and start-up of the service. The plan should also document recruitment and training schedules, start-up plan, acquisition of necessary equipment, permits, licenses, and any other activities required.

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### **1.3.2 Experience and Qualifications of the Firm and Personnel**

- A. Describe your firm's corporate/regional organizational structure and what resources will be available to support the intended service or services. Be specific regarding level of effort, staffing, location, etc.
- B. Identify by name all project management/supervisory personnel proposed for assignment to the individual project. Discuss your firm's strategy for ensuring the named personnel remain assigned to this project. For each individual named, provide the following:
  - Resume,
  - Qualifications,
  - Academic and professional training, including accreditation(s), and
  - Any other information deemed relevant.
- C. Identify by title, scope of duties, and proposed wage levels for any personnel proposed for assignment to the individual project. Provide an organizational chart showing chain of command, scope of duties, and percent of time to be assigned to the specific/individual project.

Describe in detail your firm's experience in providing publicly contracted fixed-route and/or demand-response service. Present up to five (5) examples of publicly-funded transit projects similar in scope. For each, provide the following:

- Name of the agency,
  - Name of contact person, title and phone number,
  - Term of contract,
  - Number of vehicles,
  - Number of annual revenue hours,
  - Contract amount, and
  - Indicate length of association. If no longer a client, discuss why.
- D. Discuss in detail any restrictions, exceptions, or accommodations that may impact your firm's successful provision of public transportation contracting services to the City.

### **1.3.3 Reasonableness of the Price Proposal**

Firm fixed-unit prices per total revenue hours are requested for the term of the Contract.

Bidder shall use the City-provided form in Appendix 12 to submit a firm fixed-unit PRICE PER REVENUE HOUR for the operation of fixed-route and demand-response services for City of Covina Transit. The bidders firm fixed rate per revenue hour shall be "ALL INCLUSIVE" and reflective of the scope of services.

Each holder shall formulate and base its prices as per the information (projected hours) in Section 2.1 (Description of Service).

## REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES

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### 2.0 SCOPE OF SERVICES

#### 2.1 *City of Covina Transit--Description of Service*

The City of Covina operates a public transit service known as Covina Transit. Covina Transit is open to seniors (age 60 years and older) and persons unable to utilize general public transit services due to physical or mental impairments.

The service currently operates from 7:30 a.m. to 5:30 p.m. Monday through Friday and 9:00 a.m. to 1:00 p.m. Saturday and Sunday. The service is curb-to-curb and shared-ride serving upwards of 1,500 passengers/month. Service for the new contract shall consist of 8:00 a.m. to 6:00 p.m. Monday through Friday and 8:00 a.m. to 3:00 p.m. Saturday and Sunday, curb-to-curb, shared-ride service

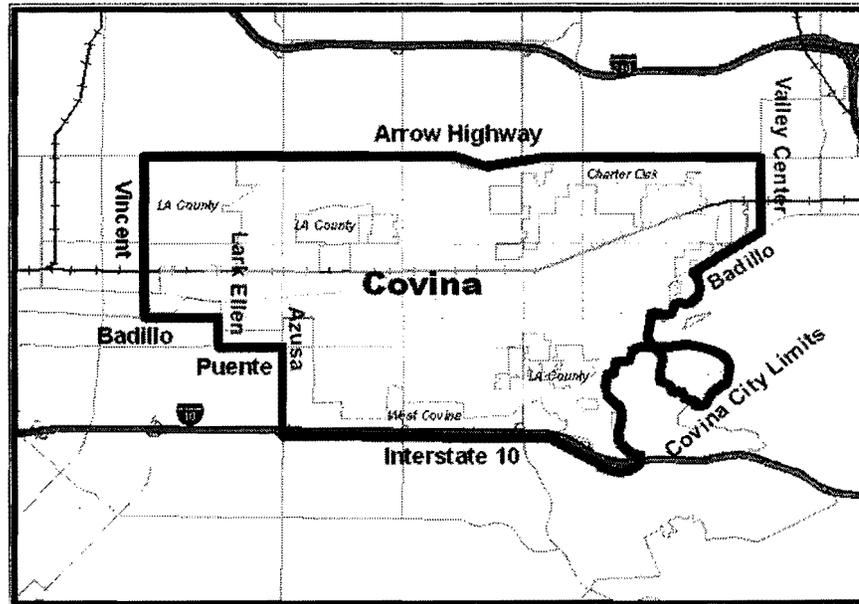
Covina Transit also serves a limited number of special services in support of City and community events. Based on the current contract, the City has three vehicles operating within a 10-hour service day on weekdays and one vehicle on weekends, this RFP is based on three and one half vehicles during weekdays and two vehicles on weekends. Fares are as follows:

- The single-ride cash fare is twenty-five cents (\$0.25) for all rides within the designated City of Covina service area detailed below.
- Free (\$0.00) to Covina City Hall, the Covina Library, and the Covina Joslyn Center.
- Two dollars (\$2.00) to medical appointments up to three miles outside of the City of Covina limits or to the West Covina Senior Center;
- Four dollars (\$4.00) to Baldwin Park Kaiser Hospital, City of Hope Medical Center in Duarte, and Santa Teresita Hospital in Duarte.

Transportation is provided only for medical appointments up to three miles outside of the City of Covina, and transportation outside of the three mile limit will be provided only to the three hospitals noted above.

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The Covina Transit service area boundaries are approximately Arrow Highway on the north; Vincent Avenue, Lark Ellen Avenue, or Azusa Avenue on the west; Valley Center Street, Badillo Street, or the Covina city limits on the east; and Interstate 10, Puente Street, or Badillo Street on the south. Reference above graphic.

Service is not provided on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

Service shall be limited to next day service, with same day service possible based on availability. Some standing orders are accepted, based on a documented need such as recurring dialysis appointments. Same-day return trips and same-day emergency requests from Covina Joslyn Center Staff or Transportation Section Staff will receive priority over regular requests for same-day service.

The annual revenue hours for the current City of Covina contract for paratransit operations is 5,900. The projected annual revenue hours for paratransit operations for the new contract is 7,250.

The Contractor must obtain and keep current all required licenses and permits to operate in the City of Covina as defined by contract scope of services.

Contractor provides drivers, dispatchers, communication tools, trainers, fuel (with City reimbursement for fuel minus Federal excise tax credit), vehicle maintenance, insurance and day-to-day oversight for the City of Covina's public transit program.

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### **2.2 Adjustment to Service**

The City reserves the right to adjust the parameters of service delivery at any time without incurring any adjustment to the unit cost per revenue hour paid to the Contractor. Modifications to services may include extending, deleting, or adding routes; portions of routes; and expanding or decreasing total vehicle service hours.

In the event actual annual vehicle service hours fall below eighty percent (80%) or exceed one hundred twenty percent (120%) of the total projected annual revenue hours, the City reserves the right to negotiate a revised cost per vehicle service hour with the Contractor.

#### **2.2.1 Special Services**

The Contractor from time to time may be required to provide special event-related services. Special event services may vary from year to year. Special event services shall be billed at no more than the established vehicle service hour unit cost.

### **2.3 Drivers**

#### **2.3.1 Qualifications/Standards**

The Contractor shall be subject to a City of Covina background check on each driver. No driver shall operate in revenue service until cleared by the Covina Police Department. Contractor shall ensure all drivers meet the following standards and are qualified to perform public transportation services:

- A. All operators must be employees (full or part-time) of the Contractor. The Contractor may not sub-contract with individuals to execute trip assignments.
- B. Continuous possession of a valid driver's license, a California DMV Transit Certificate, passenger endorsement, air brake endorsement, and current possession of a Class A or B license.
- C. Not more than two moving violations in the past five years and no DWI/DUI convictions within the last seven years.
- D. Demonstrated command of the English language, both oral and written.
- E. Sensitivity to customer needs.
- F. Ability to resolve complaints and problems as needed.
- G. No felony conviction history or conviction for crimes of moral turpitude.
- H. Must pass Federal Drug and Alcohol Testing regulations (see Appendix 9).

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### 2.3.2 Training

Contractor shall be responsible for all aspects of training, including the provision and payment for the required training.

Contractor must provide an orientation and training plan outlining how drivers with recent public transit operating experience shall be trained in transit operations in order to ensure new experienced drivers are trained to an equivalent level as the new trainee program required below.

All drivers without recent public transit operations experience hired by the Contractor must complete, at a minimum, the following training:

A minimum of eighty (80) hours of training per driver, of which at least thirty-two (32) hours shall be behind the wheel of a vehicle, including at least eight (8) hours of system and route training/orientation. This training must be completed before a driver can enter unsupervised revenue service.

Within this required training period, Contractor shall instruct drivers in at least eight (8) hours of disability awareness sensitivity training, which includes ADA regulations and procedures; four (4) hours of sexual harassment training; eight (8) hours of passenger control/difficult passenger training; eight (8) hours of defensive driving training. The City reserves the right to review all training materials and to monitor training sessions. The Contractor shall arrange and pay for this training.

Contractor shall be required every year to ensure all operating personnel associated with this contract receive at least the required sixteen (16) hours of special Department of Motor Vehicles training and eight (8) hours of recurrent "transit certificate" training.

The cost of driver wages during all training shall be borne solely by the Contractor.

Contractor shall be required to ensure all operators and dispatch staff are aware of proper customer communication practices required for courteous customer assistance.

Contractor shall ensure all operators complete training prior to their operation of a vehicle in revenue service. The Contractor will also be responsible for the successful provision of service under this contract.

Training during and subsequent to training for new hires, such as recurrent training and retraining, shall be conducted by the Contractor. The Contractor shall be required to have an Operator Development Program in place to address all operator related training needs. The City shall inform the Contractor in writing of any changes in operating procedures; the Contractor will be responsible for any training at its cost for existing operators which are needed as a result of changed procedures.

Written documentation of all training, including new hires, recurrent, and retraining shall be maintained by the Contractor and furnished to the City or its representative upon request.

All training programs shall be subject to City approval within a reasonable timeframe.

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### **2.3.3 Uniform Specifications and Appearance Standards**

#### **a. Uniform Specifications**

The Contractor shall develop a dress code that will be subject to City approval. Such dress code will include, at a minimum, both shirt/blouse and slacks (standardized dress shorts permitted with City prior approval). Drivers shall wear name tags clearly displaying their names at all times while performing their duties. Uniforms shall clearly display (separately) both the name of the contracting firm and name of the transit service. Each driver shall have an accurate timepiece available and in clear sight at all times during vehicle operations.

The dress code shall include shoes that shall be solid, plain-toe military style oxford. Low-cut and high-top tennis shoes are not permissible. Suede shoes, sandals, cleated, or open-toe shoes will not be permitted.

Consideration for safety must be applied to all dress code elements.

#### **b. Appearance Standards**

At all times while on duty, drivers shall be well-groomed, clean and in complete uniform. Drivers shall conform to the following standards of appearance at all times while on duty or when in uniform. All drivers must be neat in appearance, no visible tattoos and body piercings, uniform clean and pressed, shoes shined, hair clean and neatly cared for.

### **2.3.4 Removal**

The City may require the Contractor to immediately, pending investigation, remove any driver from service for any one of, but not necessarily limited to, the following:

- A. Committing unsafe or inappropriate acts while providing service.
- B. Revocation, suspension, or non-renewal of a valid California driver's license.
- C. Conviction of any felony criminal offense.
- D. Unacceptable customer service as reported by customers, other drivers, or directly observed by City staff or agents thereof.
- E. Non-compliance with City-specified appearance standards.

### **2.4 Personnel**

The Contractor shall furnish all operators, porters/bus washers, mechanics, dispatchers, supervisors, administrative personnel, and other personnel services necessary for providing the transportation service in accordance with this Contract.

The City reserves the right to review the resumes of management personnel assigned to this Contract. Contractor's project manager shall meet with the City's representative as requested (but not less than monthly).

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Bidders shall include details regarding driver, dispatch, training and safety manager, road supervisors, support personnel, and project manager wage and benefit packages, which will be offered to each of the listed employment classifications upon contract commencement. Current program salary and wage information shall be provided upon request.

### **2.4.1 Required Management Personnel**

The City requires one (1) Project Manager on duty during all service hours. The Project Manager does not need to be a dedicated position, but the Project Manager is required at a 33 percent-time minimum. A Training/Safety Manager – Road Supervisor is also required at a 25 percent-time minimum. The Training/Safety Manager does not need to be a dedicated position.

The Contractor shall provide road supervision personnel on duty prior to driver rollout to assure complete route coverage/schedule adherence. All cleaning and other personnel that work after service hours shall be appropriately supervised.

Bidders must include complete employment history and resume materials for the project manager being proposed. This position is critical to the success of the operation and significant scrutiny of the proposed project manager is to be expected.

In the event that the primary Project Manager for the Contractor is assigned away from the City of Covina contract prior to July 8, 2013, the Contractor shall pay to the City liquidated damages in the amount of \$250.00 per day. No changes in Project Management shall occur without the prior approval of City.

### **2.4.2 Supervision**

Contractor shall provide a qualified supervisor at all times during program operations to provide continuous daily street supervision of contracted service including the monitoring of schedule adherence, on-street operation, and on-route compliance. This supervision will include conducting ride checks (on-board) to ensure operator adherence to procedures (i.e., fare collection, ADA compliance, and customer relations). Such supervision will also include responses to investigation of accidents. The City also reserves the right to provide similar investigations and adherence checks of its own without notice to ensure compliance with the terms of the Contract.

### **2.4.3 Dispatching/Radio Control**

The Contractor will equip transit vehicles with appropriate communications equipment (i.e., radios, AVL). The Contractor will provide adequate dispatch and radio monitoring personnel to enable effective driver/vehicle assignments and prompt responses to driver and/or vehicle problems, which could impact the provision of transit services under this contract. The Contractor provides the base station and accessories and is expected to ensure the equipment is maintained and functional

**2.4.4 Safety and Security**

The Contractor shall take all-reasonable and necessary precautions to provide security for any equipment provided by the City, as well as for records of all transit operations. Contractor shall be responsible for safety and security of passengers during operations and for all related equipment and facilities. Contractor shall include specific procedures in the proposal, which define the safety and security program for transit service. Safety and organizational meetings shall be held with all employees at least once per month.

Contractor shall report all hazardous conditions (e.g., trees, signs, road conditions, etc.) within the respective service area to the City and any other appropriate authority, and take necessary precautions to safeguard passengers, personnel and equipment.

Contractor shall not permit drivers to bear weapons of any type (pocket knives are exempt only if the blade is no longer than two inches) on Contractor, or City property, facilities, or onboard vehicles while operating a vehicle under the terms of this agreement.

**2.4.5 Injury and Illness Prevention Plan**

Contractor shall maintain and provide a written copy of the firm's Injury and Illness Prevention Plan in compliance with Title 8 of the California Code of Regulations, Sec. 3203. The plan shall:

- a) Identify the person or persons with authority and responsibility for implementing the Program.
- b) Include a system for ensuring that employees comply with safe and healthy work practices.
- c) Include a system for communicating with employees in a form readily understandable by all affected employees on matters relating to occupational safety and health, including provisions designed to encourage employees to inform the employer of hazards at the worksite without fear of reprisal.

**2.5 City-Owned Vehicles**

- A. The Contractor shall be initially provided five air conditioned, wheelchair accessible vehicles. An adequate number of vehicles will be made available to the Contractor to assure at least a twenty percent spare ratio. Contractor may utilize City-owned vehicles for driver training. See Appendix 10 for Fleet Roster.
- B. The Contractor shall pay for all repairs unless the repairs arise/result from City negligence.

The City reserves the right to add/subtract or substitute vehicles for those described above.

The City will not provide Contractor with any non-revenue vehicles to conduct daily non-revenue service tasks. Contractor shall be responsible for providing any non-

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revenue vehicles that may be desired for running of errands, field review of operations, shuttling of drivers, etc.

### **2.5.1 Transition of Vehicles to New Contractor**

The City and incoming Contractor will jointly inspect each vehicle, and sign off on the original inspection sheet from when the Contractor originally inspected and accepted the vehicles. Once the City has accepted the vehicles an inspection acceptance form will be entered into at that time.

### **2.5.2 Operating Mode**

The City will provide all vehicles. The Contractor is required to provide the necessary drivers, mechanics, supervisory/management services, and all other goods and services needed to provide the services described in this Scope of Services unless expressly stated that such goods and services will be provided by the City.

## **2.6 Facilities**

Contractor shall occupy and perform services as required by this RFP from an appropriately equipped location which must be approved by the City. Said facility shall be used for the storage, maintenance, and servicing of all vehicles associated with this contract.

### **2.6.1 Vehicle Maintenance**

The Contractor will be responsible for all vehicle maintenance. Such maintenance shall be performed at an appropriate facility provided by the Contractor and approved by the City.

Regular preventive maintenance inspections are to be conducted every 45 days or every 3,000 miles, whichever occurs first.

Engine oil and filter, and fuel filters, will be changed at every 6,000-mile inspection. Transmission oil and filters will be changed at every 12,000-mile inspection.

A preventive maintenance wheelchair lift inspection will be performed every 6,000 miles.

A preventive maintenance air conditioning inspection will be performed every 6,000 miles.

Failure by the Contractor to maintain the City-furnished vehicles to maintenance standards as defined by the manufacturer's technical manual may result in the vehicles being repaired by the City at the Contractor's expense. Contractor shall be required to perform all routine preventive maintenance, heavy repair, and running repairs necessary to keep City-furnished vehicles in a safe, reliable and well-maintained condition, assuring that all on-board systems are fully functional and operational. The City shall conduct, at a minimum, an annual inspection of the vehicles.

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### **2.6.2 Fuel**

The Contractor will provide all fuel necessary for the operation of the transit program.

With respect to fuel costs, the City will reimburse 100% of the Bidder's/Contractor's actual documented and approved fuel costs incurred while performing the services set forth in the RFP, less the federal excise tax, currently \$0.24 per gallon. The Bidder/Contractor will be required to submit a monthly report to the City, with supporting documentation, identifying the amount and cost of fuel purchased for the previous month, less the federal excise tax, while performing the services set forth in the RFP. The City shall have the right to review and approve each monthly report and supporting documentation. The City will not be obligated to reimburse the Bidder/Contractor for any fuel costs that are not proven by adequate documentation, including receipts, invoices or similar records. Bidder's/Contractor's delay in submitting a monthly report and supporting documentation will result in delayed reimbursement by the City. Unless otherwise authorized by the Contract documents, the Bidder/Contractor shall not be entitled to any profit or retail markup beyond the actual fuel costs identified in each monthly report.

### **2.7 Software/Hardware**

The Contractor will be required to supply all administrative office software, and all computer hardware associated with this contract.

Mobile Data Terminals (MDT's) with Automatic Vehicle Location (AVL) systems shall be installed and operational in all City vehicles, at the Contractors expense, prior to July 31, 2011. Contractor shall pay all costs related to procurement, installation, training, and software licenses for the MDT's and AVL's. City will pay costs related to any computer hardware upgrades necessary to City computers to access the Contractor's network. Contractor will provide to City all software necessary to access real time vehicle information.

#### **2.7.1 Fare Collection**

The Contractor shall collect the fares and charges as established by the City. Fare collection and all security-related measures shall be solely the responsibility of the Contractor. The Contractor shall be required to provide the following materials or information:

- A. Documentation showing fares collected which shall be reported monthly (by day) and route/service.
- B. Fareboxes shall be provided by the City and maintained by the Contractor.

The contractor is responsible for any fare collection or counting equipment, the City reserves the right to approve any fare collection system implemented throughout the

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contract term. The City reserves the right to examine the accounting of fares collected at its discretion, including retaining the services of an independent third-party auditor.

### **2.8 Equipment Condition**

Vehicles placed in service by Contractor must, without exception:

- A. Be cleaned daily inside and outside.
- B. Vehicle floors will be swept and mopped daily.
- C. Driver area will be wiped down. This shall include, but not be limited to, dash controls, dashboard, above the driver area, and along the front dashboard.
- D. Have fully operational heating and air conditioning, wheelchair lifts, securement belts, flip seats, radios, fareboxes, and destination signs.
- E. Be free of body damage, have no missing or unpainted panels.
- F. Be free of graffiti on the exterior and the interior.
- G. Have all safety items fully operational (i.e., lights, brakes, horn, tires, wheelchair tie-downs, seat belts, etc.)
- H. No vehicle shall be cannibalized for parts for any reason without prior written consent of the City.

### **2.9 Data**

#### **2.9.1 Daily Statistics**

The following information will be provided on a daily basis.

- A. Summary of driving and industrial accidents and incidents for previous service day.
- B. Wheelchair boardings attempted/successful for the previous service day.
- C. Number of late/missed trips for previous service day and the cause.
- D. Number of overloads experienced for the previous service day.

Written accident reports must be submitted to the City within 24 hours of the incident.

#### **2.9.2 Weekly Reports**

The daily statistics shall be aggregated to a weekly and month-to-date basis, and a report submitted to the City on a monthly basis. In addition to the daily indicators, ridership counts segregated by service, service type, and route as well as the number and type of complaints received for the week must be included in the weekly operations report.

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### **2.9.3 Monthly Reports**

The following performance indicators must be reported monthly.

- A. Miles between road calls,
- B. Miles between maintenance road calls,
- C. Number and percentage of missed/late pull-outs,
- D. Number and percentage of missed/late trips,
- E. Number and percentage of on-time performance,
- F. Number of complaints/1,000 passengers,
- G. Total accidents/100,000 miles,
- H. Collision accidents/100,000 miles,
- I. Total preventable accidents/100,000 miles,
- J. Passenger accidents per 100,000 miles,
- K. Wheelchair boardings,
- L. Drug and alcohol tests,
- M. Driver/Dispatcher training activities,
- N. Driver evaluations, and
- O. Ridership counts by day, mode, route, and fare type.

### **2.9.4 Customer Complaints**

Contractor will contact by telephone, or follow up via written correspondence if requested by City to each customer complaint received. If an investigation is required, Contractor will conduct an investigation and the affected parties will be contacted by telephone or written correspondence regarding the results of the investigation. Contractor shall respond to customer complaints within one (1) business day of receipt. Contractor will be required to track and report to the City all complaint information within twenty-four (24) hours of receipt of complaint.

### **2.9.5 NTD Reporting**

All public transit service provided under this Agreement must be reported annually to the Federal Transit Administration (FTA) in a completed National Transit Database (NTD) report. As part of the annual NTD reporting requirement, the Contractor shall conduct on-board data sampling each year as directed by the FTA/NTD, to statistically compute valid passenger mile data. The Contractor agrees to use the technique described in FTA Circular C 2710.1A (dated July 18, 1988). The Contractor shall submit the daily random-sample trip sheets no later than the tenth (10<sup>th</sup>) calendar day for the previous month's sampled trips to the City. The Contractor shall prepare a quarterly report of the randomly selected trips to be submitted to the City no later than thirty (30) days after the end of each quarter and prepare an annual summary to be submitted to the City no later than thirty (30) days after the end of the fiscal year. Contractor shall be responsible for

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ensuring that all reported NTD data meets FTA requirements and definitions. Contractor shall be responsible for maintaining the most recent NTD data collection procedures. The monthly, quarterly, and annual reports shall be considered missed if not submitted to the City by the tenth (10<sup>th</sup>) calendar day or thirty (30) days after the end of the quarter or fiscal year, respectively, and be considered a cause for termination (default) of this Contract. Contractor shall conduct any mandatory sampling that NTD may require of the City at any time during the resulting contract term.

Contractor shall retain all necessary documents for National Transit Database (NTD) auditing for a minimum of three years. After three years, all documents related to NTD shall be forwarded to City for retention. Contractor shall forward all documents necessary for NTD auditing to the City at the end of the contract term.

### **2.9.6 Drug-Free Workplace Policy**

The Contractor is required to develop and implement procedures that comply with the City's Drug-Free Workplace Policy and applicable FTA requirements. (Refer to Appendix 9.)

### **2.9.7 Performance Specifications**

All performance specifications will be strictly adhered to in order to provide the optimal level of service. The City reserves the right to monitor the Contractor in its performance of the Contract to ensure all performance specifications are adhered to.

To receive full compensation, the Contractor is required to meet or exceed the following standards of performance on a monthly basis:

Operating Performance Standards - Vehicles shall be operated with due regard for the safety, comfort, and convenience of passengers and the general public. Service shall be provided as scheduled or according to any adjusted schedule established by the City, including route modifications required as a result of a declared emergency. The Contractor shall strive to maintain on-time performance, however, Contractor shall not be held responsible for the failure to provide on-time service due to weather, unavoidable vehicle malfunctions, or naturally occurring disasters, if sufficient documentation is provided to City.

Personnel Performance Standards - Regularly assigned drivers must be available at all times of transit operation to ensure consistent and reliable service under the Contract.

All personnel are responsible for knowledge of the service. Project personnel must maintain a courteous attitude, answering to the best of their ability, any questions from the public regarding the provision of service. Customer service training must include a focus on positive customer relations. Contractor must report customer complaints and/or operational problems to

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the City as specified herein. All customer complaints must be reported to the City within twenty-four (24) hours of being received.

Drivers must accurately and completely submit the required operating reports each day.

### **2.10 Marketing and Public Relations**

The City shall be responsible for all marketing and public relations activities relating to the Covina Transit program.

The City shall furnish all schedules, maps, transfers, passes and other printed materials required for marketing the service. The Contractor shall distribute onboard notices, cooperate and participate in marketing, promotion, advertising, public relations, and public education programs and projects undertaken by the City from time to time. The City shall be the exclusive public media contact in connection with the transit program. Under no circumstances shall the Contractor or its employees be permitted to distribute any unauthorized printed or written materials without prior written permission.

#### **2.10.1 Advertising on Vehicle Exterior and Interior**

The City may, during the course of this Contract, require the Contractor to allow vendors contracted by the City access to vehicles assigned to this contract to install and remove advertising material. All advertising materials will meet uniform size requirements, and are subject to client approval prior to being installed.

#### **2.10.2 Signage**

Contractor shall display required route/service signage, in plain view, in all transit vehicles, while in revenue service.

### **2.11 Operating During an Emergency**

In the event of an emergency, the Contractor shall deploy vehicles in a manner described by the City. Emergency service shall not constitute an expansion of service. The City shall be obligated to compensate the Contractor for emergency service which significantly exceeds the normal expense of operating the transit service during such period of declared emergency.

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### APPENDICIES

Appendix 1:	Federal Requirements
Appendix 2:	Standard Contract
Appendix 3:	Certification of Primary Participant Regarding Debarment, Suspension and Other Responsibility Matters
Appendix 4:	Certification of Lower Tier Participants Regarding Disbarment, Suspension, and Other Ineligibility and Voluntary Exclusion
Appendix 5:	Certification of Restrictions on Lobbying
Appendix 6:	Buy America Certificate
Appendix 7:	Bid Protest Procedures
Appendix 8:	NTD Reporting Requirements
Appendix 9:	Drug & Alcohol Testing Program
Appendix 10:	Fleet Roster
Appendix 11:	Service Brochure
Appendix 12:	Cost Proposal Format

**APPENDIX 1  
FEDERAL REQUIREMENTS**

**COMPLIANCE WITH FEDERAL REQUIREMENTS.** The Bidder's attention is called to the fact this contract is subject to a financial assistance contract between the City, Los Angeles County Metropolitan Transportation Authority ("METRO") and the Federal Transit Administration of the United States Department of Transportation ("DOT"). The contract to be let, therefore, is subject to the terms of the contract between the City and the Los Angeles County Metropolitan Transportation Authority. The successful bidder is required to comply with the conditions required by applicable federal and local regulations.

The Contractor understands Federal laws, regulations, policies, and related administrative practices applicable to this contract on the date the contract was executed may be modified from time to time. The Contractor agrees the prevailing Federal requirements will govern the administration of this contract at any particular time, except if there is sufficient evidence in the contract of a contrary intent. Such contrary intent might be evidenced by express language of this contract or a letter signed by the Federal Transit Administrator the language of which modifies or otherwise conditions the text of a particular provision of this contract. Likewise, new Federal laws, regulations, policies, and administrative practices may be established after the date the contract has been executed and may apply.

**1.0 DISADVANTAGED BUSINESS ENTERPRISE (DBE)**

**1.1 Contract Assurance**

The Contractor or Subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as recipient deems appropriate.

**1.2 Prompt Payment**

**1.2.1 Satisfactory Performance**

The Contractor agrees to pay each Subcontractor under this contract for satisfactory performance of its contract no later than ten (10) days following the receipt of each payment the Contractor receives from the City. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the City. This clause applies to both DBE and non-DBE subcontractors.

**1.2.2 Release of Retainage**

The City may hold retainage from the Contractor and provide for prompt and regular incremental acceptances of portions of the Contract, pay retainage to the Contractor based on the acceptances, and include a contract clause obligating the Contractor to pay all retainage owed to all Subcontractors for satisfactory completion of the accepted

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work within thirty (30) days after receipt of the retained funds. This clause must require the prompt release of retained funds payments from the Contractor to the Subcontractor within a specified number of days after the subcontractor's work is satisfactorily completed.

### 2.0 STANDARD DOT TITLE VI ASSURANCES

During the performance of this Contract, the Contractor for itself, its assignees and successors in interest (hereinafter referred to as the "Contractor") agrees as follows:

#### 2.1 Compliance with Regulations

The Contractor shall comply with the Regulations relative to nondiscrimination in federally-assisted programs of the Department of Transportation (hereinafter "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the "Regulations"), which are herein incorporated by reference and made a part of this Contract.

#### 2.2 Nondiscrimination

The Contractor, with regard to the work performed by it during the Contract, shall not discriminate on the ground of race, color, religion, sex, age, handicap, or national origin in the selection and retention of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practice, when the Contract covers a program set forth in Appendix B of the Regulations.

#### 2.3 Solicitations for Subcontract, Including Procurements of Materials and Equipment

In all solicitations either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this Contract and the Regulations relative to nondiscrimination on the grounds of race, color, religion, sex, age, handicap, or national origin.

#### 2.4 Information and Reports

The Contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by City of Covina or the FTA to be pertinent and to ascertain compliance with such regulations, orders and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to City or to the FTA, as appropriate, and shall set forth what efforts it has made to obtain the information.

#### 2.5 Sanctions for Noncompliance:

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In the event of the Contractor's noncompliance with the nondiscrimination provisions of this Contract, the City shall impose such Contract sanctions as it or the FTA may determine to be appropriate, including, but not limited to:

- A. Withholding of payments to the Contractor under the Contract until the Contractor complies, and/or
- B. Cancellation, termination, or suspension of the Contract, in whole or in part.

### 2.6 Incorporation of Provisions

The Contractor shall include the provisions of Sections 2.1, Compliance with Regulations, through 2.6, Incorporation of Provisions, in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The Contractor shall take such action with respect to any Subcontract or procurement as the City or the FTA may direct as a means of enforcing such provisions including sanctions for noncompliance; provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a Subcontractor or supplier as a result of such direction, the Contractor may request the Cities to enter into such litigation to protect interests of the Cities and, in addition, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

### 3.0 EQUAL EMPLOYMENT OPPORTUNITY

In connection with the execution of this Contract, the Contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age or national origin. The Contractor shall take affirmative action to ensure applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, age, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Contractor further agrees to insert a similar provision in all Subcontracts, except Subcontracts for standard commercial supplies or raw materials.

### 4.0 AUDIT AND INSPECTION OF RECORDS

The Contractor agrees that the City, the Comptroller General of the United States, or any of their duly authorized representatives, shall, for the purpose of audit and examination be permitted to inspect all work, materials, payrolls, and other data and records with regard to the project, and to audit the books, records, and accounts with regard to the project.

### 5.0 CLEAN AIR ACT AND FEDERAL WATER POLLUTION CONTROL ACT REQUIREMENTS

Contractor agrees to comply with all applicable standards, orders of requirements issued under Section 306 of the Clean Air Act [42 USC 1857 (h)], Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738, and Environmental Protection

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Agency ("EPA") regulations (40 CFR, Part 15) which prohibit the use under nonexempt Federal contracts, grants or loans, of facilities included on the EPA list for Violating Facilities. Contractor shall report violations to FTA and to the EPA Assistant Administrator for Enforcement.

### **6.0 ENVIRONMENTAL, RESOURCE CONSERVATION, AND ENERGY REQUIREMENTS.**

#### **6.1 Environmental Protection**

Contractor agrees to comply with the requirements of the National Environmental Policy Act of 1969, as amended, 42 USC Section 4321 *et seq*; Section 14 of the Federal Transit Act, as amended, 49 USC app. – Section 1610; the Council on Environmental Quality regulations, 40 CFR Part 1500 *et seq.*; and the joint FHWA/FTA regulations, "Environmental Impact and-Related Procedures," at 23 CFR Part 771 and 49 CFR Part 622.

#### **6.2 Air Pollution**

The Contractor agrees to comply with the joint FHWA/FTA regulations, "Air Quality Conformity and Priority Procedures for Use in Federal-Aid Highway" and 49 CFR Part 623. The Contractor assures that any facilities or equipment acquired, constructed, or improved as a part of the project are or will be designed and equipped to limit air pollution as provided in accordance with the following EPA regulations: "Control of Air Pollution from New and In-Use Motor Vehicles Engines," 40 CFR Part 85; "Control of Air Pollution from New and In-Use Motor Vehicles and New and In-Use Motor Vehicles Engines.- Certification and Test Procedures," 40 CFR Part 86; and "Fuel Economy of Motor Vehicles," 40 CFR Part 600; in accordance with applicable Federally-approved State Implementation Plan(s) (in particular, the Transportation Control Measures); and in accordance with applicable Federal regulations, directives and other standards.

#### **6.3 Energy Conservation**

The Contractor shall comply with mandatory standards and policies relating to energy efficiency that are contained in applicable State Energy Conservation Plans issued in compliance with the Energy Policy and Conservation Act, 42 USC Section 6321 *et seq*.

##### **6.3.1 Mitigation of Adverse Environmental Effects**

Should the proposed Project cause adverse environmental effects, the Contractor agrees to take all reasonable steps to minimize such effects pursuant to 49 USC app. Section 1610, all other applicable statutes, and the procedures set forth in 23 CFR Part 771 and 49 CFR Part 622. The Contractor agrees to undertake all environmental mitigation measures that may be identified as commitments in applicable environmental documents (such as environmental assessments, environmental impact statements, memoranda of agreements, and statements required by 49 USC Section 303) and with any conditions imposed by the Government as part of a finding of no significant impact or a record of decision; all such mitigation measures are incorporated in and made part of this Agreement by reference.

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### 6.3.2 Recycled Products - Applicability to Contracts

The Recycled Products requirements set forth in 42 USC 6962, 40 CFR Part 247, Executive Order 12873, apply to all contracts for items designated by the EPA, when the purchaser or Contractor procures \$10,000.00 or more of one of these items during the fiscal year, or has procured \$10,000.00 or more of such items in the previous fiscal year, using Federal funds. New requirements for "recovered materials" became effective May, 1996. These new regulations apply to all procurement actions involving items designated by the EPA, where the procuring agency purchases \$10,000.00 or more of one of these items in a fiscal year, or when the cost of such items purchased during the previous fiscal year was \$10,000.00.

## 7.0 COMPLIANCE WITH LAWS AND REGULATIONS

### 7.1 Compliance and Evidence

All materials and supplies and/or construction furnished pursuant to this Contract shall be in compliance with the laws and regulations of the State of California and the United States of America. Contractor shall, if requested by the City, supply certification and evidence of such compliance.

## 8.0 RETENTION OF RECORDS

Contractor shall retain and make available to the City records showing compliance for three (3) years after completion of a project, or until an audit is completed and all questions, claims disputes, negotiations, and other actions arising there from are resolved, whichever occurs last. Additional retention periods may be required as appropriate and stipulated in writing.

## 9.0 ACCESS REQUIREMENTS FOR INDIVIDUALS WITH DISABILITIES

The Contractor agrees to comply with, and assure that any subcontractor, or third party Contractor under this project complies with all applicable requirements of the Americans with Disabilities Act of 1990 (ADA), 42 USC Section 12101 *et seq.* and 49 USC Section 322; Section 504 of the Rehabilitation Act of 1973, as amended, 29 USC Section 794; Section 16 of the Federal Transit Act, as amended, 49 USC app. Section 1612; and the following regulations and any amendments thereto:

- (a) USDOT regulations, "Transportation Services for Individuals with Disabilities (ADA)", 49 CFR Part 37;
- (b) USDOT regulations, "Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance," 49 CFR Part 27;
- (c) USDOT regulations, "Americans with Disabilities (ADA) Accessibility Specifications for Transportation Vehicles," 49 CFR Part 38;

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- (d) Department of Justice (DOJ) regulations, "Nondiscrimination on the Basis of Disability in State and Local Government Services," 28 CFR Part 35;
- (e) USDOT regulations, "Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities," 28 CFR Part 36;
- (f) Equal Employment Opportunity Commission (EEOC) "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 CFR Part 1630;
- (g) Federal Communications Commission regulations, "Telecommunications Relay Services and Related Customer Premises Equipment for the Hearing and Speech Disabled," 47 CFR Part 64, Subpart F; and
- (h) FTA regulations, "Transportation for Elderly and Handicapped Persons," 49 CFR Part 609.

### 10.0 PRIVACY

The foregoing are applicable to all contracts that involve the administration of any system of records (as defined in the Privacy Act of 1974) on behalf of the Federal Government.

1. The City of Covina and Contractor agrees:
  - A. To comply with the Privacy Act of 1974, 5 USC Section 552a (the Act) and the rules and regulations issued pursuant to the Act when performance under the Contract involves the design, development, or operation of any system of records on individuals to be operated by the City, its Contractors or employees to accomplish a publicly-funded function;
  - B. To notify the Federal Government when the Contractor anticipates operating a system of records on behalf of the Federal Government in order to accomplish the requirements of this Agreement, if such system contains information about individuals which information will be retrieved by the individual's name or other identifier assigned to the individual. A system of records subject to the Act may not be employed in the performance of this Agreement until the necessary approval and publication requirements applicable to the system have been carried out. The City or Contractor, as appropriate, agrees to correct, maintain, disseminate, and use such records in accordance with the requirements of the Act, and to comply with all applicable requirements of the Act;
  - C. To include the Privacy Act Notification contained in this Agreement in every subcontract solicitation in every subcontract when the performance of work under the proposed subcontract may involve the design, development, or operation of a system of records on individuals that is to be operated under the Contract to accomplish a publicly-funded function; and

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- D. To include this clause, including this paragraph, in all subcontracts under which work for this Agreement is performed or which is awarded pursuant to this Agreement or which may involve the design, development, or operation of such a system of records on behalf of the Federal Government.
2. For purposes of the Privacy Act, when the Agreement involves the operation of a system of records on individuals to accomplish a Federal Government function, the City, third-party Contractors and any of their employees is considered to be an employee of the Government with respect to the Government function and the requirements of the Act, are applicable except that the criminal penalties shall not apply with regard to contracts effective prior to September 27, 1975. In addition, failure to comply with the provisions of the Act of this clause will make this Agreement subject to termination.
3. The terms used in this clause have the following meanings:
- (a) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records on behalf of the Federal Government including the collection, use and dissemination of records.
- (b) "Record" means any item, collection, or grouping of information about an individual that is maintained by either City or Contractor on behalf of the Federal Government, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print, or a photograph.
- (c) "System of records" on individuals means a group of any records under the control of the City or Contractor on behalf of the Federal Government from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

### 11.0 LABOR PROVISIONS - NONCONSTRUCTION CONTRACTS

#### 11.1 Overtime Requirements

No Contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any work week in which he or she is employed on such work to work in excess of eight hours in any calendar day or in excess of forty (40) hours in such work week unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of eight hours in any calendar day or in excess of forty hours in such work week, whichever is greater.

#### 11.2 Violation; Liability for Unpaid Wages; Liquidated Damages

In the event of any violation of the clause set forth in Section 11.1, Overtime Requirement, above [29 CFR 5.5(b)(1)], the Contractor and any subcontractor responsible therefore shall be liable for the unpaid wages. In addition, such Contractor

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and subcontractor shall be liable to the United States for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the provision set forth in Section 11.1, Overtime Requirement, above [29 CFR 5.5(b)(1)], in the sum of ten dollars for each calendar day on which such individual was required or permitted to work in excess of the standard work week of forty hours without payment of the overtime wages required by the provision set for in Section 11.1, Overtime Requirement [29 CFR 5.5(b)(1)].

### 11.3 Withholding for Unpaid Wages and Liquidated Damages

The DOT or the City shall, upon its own action or upon written request of an authorized representative of the Department of Labor, withhold or cause to be withheld, from any monies payable on account of work performed by the Contractor or subcontractor under any such contract or any other Federal contract with the same Contractor, or with other federally-assisted Contractor subject to the Contract Work Hours and Safety Standards Act, which is held by the same Contractor, such sums as may be determined to be necessary to satisfy any liabilities of such Contractor or subcontractor for unpaid wages and liquidated damages as provided in the provision set forth in Section 1.2, Violation; Liability for Unpaid Wages; Liquidated Damages [29 CFR 5.5(b)(2)].

### 11.4 Non-construction Contracts

The Contractor or subcontractor shall maintain payrolls and basic payroll records during the course of the work and shall preserve them for a period of three years from the completion of the contract for all laborers and mechanics, including guards and watchmen, working on the contract.

Such records shall contain the name and address of each such employee, social security number, correct classifications, hourly rates of wages paid, daily and weekly number of hours worked, deductions made, and actual wages paid. Further, the records to be maintained under this Section shall be made available by the Contractor or subcontractor for inspection, copying, or transcription by authorized representatives of the Department of Transportation and the Department of Labor, and the Contractor or subcontractor will permit such representatives to interview employees during working hours on the job.

### 11.5 Subcontracts

The Contractor or subcontractor shall insert in any subcontracts the provisions set forth in Sections 14.1, Overtime Requirements, through 14.4 Non-Construction Contracts, above.

### 12.0 RESTRICTIONS ON LOBBYING (For contracts in excess of \$100,000.00)

(a) In accordance with 31 USC Section 1352, Contractor hereby certifies that no Federal appropriated funds have been or will be paid by or on behalf of Contractor, to any person for influencing or attempting to influence an officer or employee of any

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agency, a Member of Congress, an officer or employee of Congress in connection with the awarding of any Federal contract, the making of any Federal grant or loan, the entering into of any cooperative agreement, and the extension, continuation, renewal amendment, or modification of Federal contract, grant, loan or cooperative agreement. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, Contractor shall complete and submit standard form-LLL, "Disclosure Form to Report Lobbying" (Attachment 5), in accordance with its instructions.

(b) The Contractor shall require that the language of this certification be included in the award documents for all sub-awards at all tiers and that all subcontractors shall certify and disclose accordingly.

(c) The Bidder/Contractor shall require that the language of this certification be included in any subcontract exceeding \$100,000.00 at any tier and that any such subcontractor shall certify and disclose accordingly.

### **13.0 INTEREST OF MEMBERS OF, OR DELEGATES TO, CONGRESS**

In accordance with 18 USC Section 431, no member of, or delegates to, the Congress of the United States shall be admitted to a share or part of this Contract or to any benefit arising there from.

### **14.0 CONFLICTING INTERESTS**

If any employee of the City, or any person related within the third degree of consanguinity or second degree of affinity to a City employee has directly or indirectly any financial interest in or has sought any financial gain from this bid or contract, bidder shall disclose to the Contracting Officer the interest or potential gain and the relationship before contract award or as soon as the bidder could with diligence have learned of the interest or seeking of gain; failure to comply with this disclosure requirement will constitute a default and major breach of contract by the bidder if awarded the contract.

No City employee nor any person related within the third degree of consanguinity or second degree of affinity to a member of the City Council shall have any financial interest in or seek any financial gain from, any contract to which City is a party and in which the related employee plays a role in selection, award, or administration.

### **15.0 DEBARRED BIDDERS**

The Contractor, including any of its officers or holders of a controlling interest, is obligated to inform the Recipient whether or not it is or has been on any debarred bidder's list maintained by the Federal Government. Should the Contractor be included on such a list during the performance of this project, it shall so inform the Recipient.

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### APPENDIX 2 STANDARD CONTRACT

#### AGREEMENT BETWEEN THE CITY OF COVINA AND \_\_\_\_\_ FOR TRANSIT SERVICES IN THE CITY OF COVINA

This Agreement is entered into this \_\_\_\_ day of \_\_\_\_\_, 2011 in the State of California, County of Los Angeles, by and between the City of Covina (hereinafter referred to as "CITY") and \_\_\_\_\_ (hereinafter referred to as "CONTRACTOR").

#### ARTICLE 1 – RECITALS

WHEREAS, in November 1980 the voters of Los Angeles County approved a one-half cent sales tax measure known as Proposition A for the provision of transportation services in Los Angeles County; and

WHEREAS, CITY, having in its sole discretion decided to offer transit services; applied a portion of its share of Proposition A funds to the provision of transit services beginning January 1984; and

WHEREAS, since September 5, 2007, CITY has had a contract with CONTRACTOR to provide paratransit services to Covina residents; and

WHEREAS, said contract with CONTRACTOR expires September 27, 2011; and

WHEREAS, CONTRACTOR has submitted the proposal attached hereto as Appendix A and possesses demonstrated competence and the professional qualifications necessary to satisfactorily perform the transit services required by CITY, as specified within Section 4526 of the California Government Code; and

WHEREAS, CITY wishes to retain the services of CONTRACTOR to perform transit services and CONTRACTOR wishes to perform said services for CITY.

Now, therefore, CITY and CONTRACTOR agree as follows:

#### ARTICLE 2 – CONTRACT ADMINISTRATOR

- A. The City Manager or authorized designee thereof, hereinafter referred to as "Administrator," shall administer the provisions of this Agreement.

#### ARTICLE 3 – PROJECT MANAGER

- A. The CONTRACTOR commits to maintaining throughout the term of this Agreement a project manager to be designated in writing to the Administrator.

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### ARTICLE 4 – PROJECT DESCRIPTION, GENERAL

- A. CONTRACTOR will pick up and transport eligible participants upon telephone request, within the hours of service and geographic boundaries stated herein, and in accordance with the other conditions specified in this Agreement.
- B. CONTRACTOR shall operate vehicles with due regard for safety, comfort and convenience of passengers.

### ARTICLE 5 – PROJECT DESCRIPTION, SPECIFIC

- A. Hours of Operation. The service shall operate seven days a week, fifty-two weeks per year, excluding noted holidays, on a time schedule established by the City.
- B. Eligible Users. The service shall be available to seniors and persons unable to independently use the public transportation system participants in accordance with criteria established by CITY.
- C. Identification. In addition to other identification means provided by law, CITY shall issue uniquely numbered picture identification cards for eligible participants.
- D. Dedicated Telephone Number. CONTRACTOR shall maintain a dedicated telephone number for the exclusive use of the COVINA transit users. CONTRACTOR will have its dispatchers and other staff members answer this line with the words "Covina Transit." In the event the Contractor's phone line becomes out of service, the CONTRACTOR is required to contact the CITY as soon as possible about the problem and provide a temporary phone number for the participants to use.
- E. Call for a Ride. When a participant schedules a transit trip, he/she must call the dedicated Covina Transit telephone number and report their eligibility status or identification number to the dispatcher. Prior to entering the transit vehicle, the participant must show the driver their eligibility identification to confirm their eligibility.
- F. Lead Time in Calling for a Vehicle. Riders may call for a ride up to one week in advance, but in no case less than twenty four hours (24) in advance of when they wish the vehicle to arrive. Riders are responsible for calculating when they will need the vehicle to arrive. Riders may receive same day service based on availability, but same day service is not required.
- G. Response Time. The dispatcher will give each passenger a time estimate of the arrival of the vehicle. Contractor vehicles will be expected to arrive within 15 minutes of the estimated time.
- H. Pick-up and Drop-off Standards. Vehicles will provide curb-to-curb service for participants. Vehicles will not attempt service in locations that require vehicle maneuvers that increase safety risks (i.e. entering a narrow alleyway or entering a driveway where the vehicle is required to exit by reversing into traffic).

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- I. Aides for the Non-ambulatory. One aide may accompany each non-ambulatory rider and shall not pay a fare. When reporting service data, CONTRACTOR shall report aides separately from eligible participants.
- J. Service Area. Participants shall be picked up and transported within the service area visually depicted in the Request for Proposals. In summary, the northern boundary of the service area shall be defined by Arrow Highway; the eastern border shall be defined by either the Covina City limits, Badillo Street, or Valley Center Avenue; the western border shall be defined by either Azusa Avenue or Vincent Avenue; and the southern border shall be defined by either Interstate 10, Grovecenter Street, or Badillo Street. In addition, service will be provided for medical appointments pre-approved by the City Transportation Division within 3 miles of the service area boundary or to the specific medial providers listed in the Request for Proposals.
- K. Fares. Fares (the portions of trip charges paid by participants) shall be as follows:
- |     |   |                |
|-----|---|----------------|
| (1) | Trips to and from the Covina Joslyn Center, Covina Library, and Covina City Hall,   | Free           |
| (2) | Trips made within City of Covina service area defined in RFP  | \$.25 one way  |
| (3) | Trips to pre-approved medical appointments outside of the City of Covina service area, up to three miles and to the West Covina Senior Center | \$2.00 one way |
| (4) | Trips to Kaiser Baldwin Park, City of Hope and Santa Teresita Hospital  | \$4.00 one way |
- L. Billing. CONTRACTOR shall invoice CITY as follows:
- Contractor will bill the City at the hourly rate identified in the attached RFP for all revenue hours.
- Charges are to be based on a driver trip sheet showing all applicable data regarding miles and passengers. This trip sheet will be in a format appropriate to support Metro Transit NTD auditing.
- M. Management Records. CONTRACTOR shall furnish those reports required pursuant to section 2.9 of the RFP with each month's billing giving standard boarding, trip, revenue, and cost statistics as well as participants report detailing the use of the program by each participant's name and a summary of the employee driver's hours. The number of trips shall be reported separately from the number of participants transported.
- In addition to the aforementioned monthly report, on a monthly basis, CONTRACTOR shall furnish a report on all late pick-ups during the month.
- CONTRACTOR shall furnish additional reports at City's request.
- N. Monitoring Customer Satisfaction. A meeting shall be held prior to the commencement of service at the Joslyn Senior Center between the CONTRACTOR and CITY to address concerns either party may have regarding this Agreement or the manner in which operations are taking place by the CONTRACTOR. A second meeting shall be held at

## REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES

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the Joslyn Center three months into the term of this Agreement to address any concerns that may have developed during the transitional service period.

- O. Criticism and Initiative. CONTRACTOR shall work closely with CITY to make the service as responsive, cost effective, and complaint-free as possible. Because of CONTRACTOR'S expertise, CITY will expect CONTRACTOR to observe the program with a critical eye and suggest changes that may improve any and all aspects of the service, including administrative practices. Submissive, obedient, passive, and uncritical provision of service is not the intent of this Agreement.
- P. Responsibility of CONTRACTOR. CONTRACTOR shall provide all management and operational functions necessary for the performance of the services required under this Agreement, including sub-contractual arrangements requested by, or agreed to, by CITY. This shall include, but shall not be limited to dispatch, drivers, insurance, fuel, and maintenance.
- Q. Vehicles. CITY shall provide vehicles for the performance of services.

### ARTICLE 6 – ADJUSTMENTS TO SERVICE

- A. It is probable that service will be adjusted at some future time by CITY. Adjustments may include, but are not limited to, expanding or decreasing service hours or days of service, increasing or decreasing service areas, adjusting fares, or requiring advance reservations.
- B. CONTRACTOR is required to make changes as requested within thirty (30) calendar days of receipt of notice, subject to section 2.2 of this RFP.

### ARTICLE 7 – LIAISON

- A. CONTRACTOR shall work closely with CITY and relevant jurisdictions, agencies, and interest groups on all CITY transportation program matters relevant to transit operations. Under no circumstances shall CONTRACTOR represent or speak on behalf of CITY. CONTRACTOR shall attend meetings with CITY as requested. CONTRACTOR may be required to make presentations at community or service club-type meetings.

### ARTICLE 8 – DRIVER QUALIFICATIONS

All drivers performing paratransit services under this Agreement shall meet the following minimum qualifications; set form in section 2.3 of the RFP.

### ARTICLE 9 – DRUG TESTING

- A. CONTRACTOR shall conduct an ongoing drug and alcohol testing program which shall meet the requirements of Section 53075.5 of the California Government Code, as amended, and all other applicable state and federal statutes.

## REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES

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### ARTICLE 10 – SAFETY

- A. CONTRACTOR shall have an ongoing, written safety program and shall file the same with CITY for reference purposes only. See, also Section 2.4.4 of the RFP

### ARTICLE 11 – EQUIPMENT

- A. Vehicles shall be easily recognized and marked as Covina Transit vehicles. Vehicles shall be maintained on a regular schedule with regular preventative maintenance inspections as set forth in Section 2.61 of the RFP. Vehicle maintenance records shall be kept for at least three years and as required by the California Highway Patrol. CONTRACTOR shall make available copies of the scheduled preventative maintenance program to CITY.
- B. Vehicles shall meet all requirements of the Americans with Disabilities Act of 1990 and all applicable amendments thereto.
- C. Each vehicle shall be equipped with a two-way radio.
- D. CONTRACTOR shall ensure that vehicles are washed and interiors cleaned daily.

### ARTICLE 12 – DISPATCHING

- A. CONTRACTOR shall provide a dedicated telephone number which shall be answered with the words "Covina Transit." CONTRACTOR shall provide dispatching within the hours of service specified by this Agreement.
- B. Dispatchers shall be accurate, courteous and patient.
- C. Calls on the dedicated Covina number shall be answered within 30 seconds, and hold times shall not exceed two (2) minutes.
- D. CONTRACTOR'S radio service system shall provide radio communication in most areas of Covina and surrounding areas and shall contain a back-up system.
- E. CONTRACTOR shall dispatch its vehicles using an automated reservation and scheduling system.
- F. All dispatchers shall have demonstrated experience in dispatching transit vehicles and creating shared rides.

### ARTICLE 13 – INSURANCE

With respect to performance under this agreement, CONTRACTOR shall maintain the kinds of insurance described on pages 9 through 11 of the RFP, issued by a California-admitted, nationally recognized insurer with a current A.M. Best's rating of no less than A:VII.

## REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES

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### ARTICLE 14 – CITY-CONTRACTOR RELATIONS

- A. CONTRACTOR'S relation to CITY in performance of this Agreement is that of an independent Contractor. The personnel performing services under this Agreement shall at time be under CONTRACTOR'S exclusive direction and control. CONTRACTOR shall pay all wages, salaries, and other amounts due such personnel in connection with this Agreement; and shall be responsible for all reports and obligations respecting them, such as social security, income tax withholding, unemployment compensation, and workers' compensation insurance.
- B. The CONTRACTOR shall not reassign key personnel such as the project manager, to other projects without the CITY'S prior written approval and until a satisfactory replacement has been approved by the CITY. The CONTRACTOR shall submit written documentation of the new individual's qualifications prior to asking the CITY for written approval for any changes or reassignment of key personnel. Such written approval shall not be unreasonably withheld by the CITY.

### ARTICLE 15 – TERM OF CONTRACT

- A. This Agreement shall be in force for three years, beginning at midnight, July 08, 2011 and ending at midnight, July 08, 2014. CITY may, with approval by the Covina City Council, extend the effective termination date of the Agreement for a period of time not to exceed two years per extension, by enacting an amendment to the Agreement that is mutually agreeable to both parties.

### ARTICLE 16 – AMENDMENT OF CONTRACT

- A. At any time during the term of this Agreement, including those times when the Agreement is amended to extend its term, CITY may, with the approval of the Covina City Council, enact amendments to the Agreement that are mutually agreeable to both parties.
- B. All amendments, with the exception of amendments that extend the term of the Agreement, shall take effect thirty (30) days from the date on which both parties formally agree in writing to enact the amendments unless the parties mutually agree to a shorter time period.

### ARTICLE 17 – ASSIGNMENT OF CONTRACT

- A. This Agreement is not assignable either in whole or in part by CONTRACTOR without the written, prior consent of CITY.

### ARTICLE 18 – TERMINATION OF CONTRACT

- A. CITY shall have the right to terminate this Agreement for the CITY'S convenience upon giving sixty (60) days written notice of such termination to CONTRACTOR. Notwithstanding the above, CITY shall have the right to terminate this agreement immediately upon giving written notice of such termination to CONTRACTOR in the

## REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES

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event that Contractor breaches any of the terms and conditions of this Agreement. In the event of any termination, whether for breach or for the CITY'S convenience, CITY shall determine the amount of fees to be paid to CONTRACTOR for services rendered to the date of termination. This determination, in the amount determined and as approved by the Covina City Council, shall be final and conclusive.

### ARTICLE 19 – FEES, PERMITS, TAXES, AND CERTIFICATES

- A. CONTRACTOR shall have the sole obligation to pay all license fees, assessments and taxes, including but not limited to use, sales, property, or other taxes, plus penalties and interest which may be imposed on CONTRACTOR as a result of the work under this Agreement.

### ARTICLE 20 – PAYMENT

- A. CONTRACTOR shall invoice CITY monthly, submitting all required management reports with its invoice. CITY shall pay the CONTRACTOR monthly within a reasonable time from receipt of invoice in a manner consistent with CITY'S normal accounts payable practices.

### ARTICLE 21 – MEDIATION

- A. Any dispute or controversy arising under this Agreement, or in connection with any of the terms and conditions thereof, shall be referred by the parties hereto for mediation. A third party, neutral mediation service shall be selected, as agreed upon by the parties and the costs and expenses thereof shall be borne equally by the parties hereto. In the event the parties are unable to mutually agree upon the mediator to be selected hereunder, the City Council shall select such a neutral, third party mediation service and the City Council's decision shall be final. The parties agree to utilize their good faith efforts to resolve any such dispute or controversy so submitted to mediation. It is specifically understood and agreed by the parties hereto that referral of any such dispute or controversy, and mutual good faith efforts to resolve the same thereby, shall be conditions precedent to the institute of any action or proceeding, whether at law or in equity with respect to any such dispute or controversy.

### ARTICLE 22 – INDEMNITY

- A. CONTRACTOR shall indemnify, defend (with legal Counsel acceptable to City) and hold CITY harmless from all claims, damages or liability, including all reasonable attorneys' fees and all other costs and expenses incurred in defending any claims arising out of or in connection with the services performed by CONTRACTOR under this Agreement. Such indemnity shall extend, but not be limited to, claims, damages, and liability arising from injuries or damages to person or property, provided that the obligation to indemnify shall not extend to claims, damages, or liability arising solely from the negligence or willful misconduct of CITY or its officers, agents, or employees.

## REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES

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### ARTICLE 23 – RECORD KEEPING

- A. CONTRACTOR shall comply with the record keeping requirements of the Metropolitan Transportation Authority of Los Angeles County. This shall include maintenance of sufficient records so CITY may contract for the performance of an annual audit of the transit program.

CITY shall have the right, at all reasonable times, to inspect and audit CONTRACTOR'S books and records pertaining to CONTRACTOR'S revenues and CITY fees collected by CONTRACTOR. If as a result of any such audit or inspection, it is determined that CONTRACTOR has under reported collections of participant co-payment fees, CONTRACTOR shall remit to CITY the amount of participant co-payment fees that is due to CITY. If the amount of participant co-payment fees paid to CITY is five percent (5%) or more underpaid on an annualized basis, CONTRACTOR shall pay CITY'S cost of inspection and audit and remit delinquent amounts plus market rate interest. If audit reveals that no underpayment occurred, or that the underpayment was less than five percent (5%) of actual reported revenues and fee receipts, CITY shall bear sole expense of audit and inspection with CONTRACTOR remitting to CITY delinquent amounts.

If audit reveals that CONTRACTOR overpaid CITY and that overpayment was less than five percent (5%) of actual reported revenues and fee receipts, CITY shall bear sole expense of audit and inspection with CITY remitting to CONTRACTOR excess amounts. If audit reveals that CONTRACTOR overpaid CITY and that overpayment was more than five percent (5%) of actual reported revenues and fee receipts, CONTRACTOR shall bear sole expense of audit and inspection with CITY remitting to CONTRACTOR excess amounts. Any excess reimbursed to CONTRACTOR shall be limited to ten percent (10%) of fees or revenues collected by CITY from CONTRACTOR after deducting the cost of the audit. Audits shall be initiated within one hundred twenty (120) days after the beginning of CITY'S fiscal year (July 1) and shall be limited to the prior two years.

- B. CONTRACTOR'S accounting and financial reporting system shall be in accordance with generally accepted accounting principles or with uniform standards that CITY may establish.
- C. CONTRACTOR'S accounting records and other supporting papers developed for services provided under this Agreement by CONTRACTOR shall be maintained for a minimum of three (3) years. Actual costs charged shall be supported by properly executed time records, invoices or vouchers that provide sufficient evidence of the nature and propriety of the charges incurred by CONTRACTOR.

### ARTICLE 24 – DISCRIMINATION

- A. CONTRACTOR shall ensure that no person shall, on the basis of ethnic group identification, religion, age, sex, color, or physical or mental disability, be unlawfully subjected to discrimination in the course of providing service under this Agreement.

**REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES**

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ARTICLE 25 – ENTIRE AGREEMENT WAIVERS AND AMENDMENTS

- A. This Agreement is executed in three (3) duplicate originals, each of which is deemed to be an original.
- B. This Agreement is comprised of ten (10) pages and along with the Request for Proposals and attachments constitutes the entire understanding and Agreement of the parties.
- C. This Agreement integrates all of the terms and conditions mentioned herein or incidental hereto, and supersedes all negotiations or previous Agreements between the parties with respect to all or any part of the subject matter hereof.
- D. All waivers of the provisions of this Agreement must be in writing and signed by the appropriate authorities of CITY and CONTRACTOR, and all amendments hereto must be in writing and signed by the appropriate authorities of CITY and CONTRACTOR.

ARTICLE 27 – ACCEPTANCE OF AGREEMENT

IN WITNESS WHEREOF, CITY and CONTRACTOR have executed this Agreement as of the dates set opposite their signatures.

CITY OF COVINA

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

Approved as to form:

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

Attest:

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

CONTRACTOR

\_\_\_\_\_

**REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES**

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**APPENDIX 3  
CERTIFICATION OF PRIMARY PARTICIPANT REGARDING DEBARMENT, SUSPENSION, AND  
OTHER RESPONSIBILITY MATTERS**

The Primary Participant (primary bidder), certifies to the best of its knowledge and belief, that it and its principals:

- 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- 2) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction; violation of Federal or State antitrust or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- 3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
- 4) Have not within a three-year period preceding the application/proposal had one or more public transaction (Federal, State, or Local) terminated for cause or default.

If the Primary Participant is unable to certify to any of the statements in this certification, the participant shall attach an explanation to this certification.

THE PRIMARY PARTICIPANT CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTIONS 3801 et seq. ARE APPLICABLE THERETO.

The undersigned chief legal counsel for the \_\_\_\_\_  
Signature and Title of Authorized Official

hereby certifies that the \_\_\_\_\_ has authority under State and local law to comply with the subject assurances and that the certification above has been legally made.

\_\_\_\_\_  
Signature of Applicant's Attorney

\_\_\_\_\_  
Date

**REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES**

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**APPENDIX 4  
CERTIFICATION OF LOWER TIER PARTICIPANTS REGARDING DEBARMENT, SUSPENSION, AND  
OTHER INELIBILITY AND VOLUNTARY EXCLUSION**

The Lower Tier Participant (sub-contractor) certifies by submission of this proposal that neither it is nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency.

If the Lower Tier Participant is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this proposal.

THE LOWER TIER PARTICIPANT CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTIONS 3801 et seq. ARE APPLICABLE THERETO.

The undersigned chief legal counsel for the \_\_\_\_\_  
Signature and Title of Authorized Official

hereby certifies that the \_\_\_\_\_ has authority under State and local law to comply with the subject assurances and that the certification above has been legally made.

\_\_\_\_\_  
Signature of Applicant's Attorney

\_\_\_\_\_  
Date

**REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES**

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**APPENDIX 5  
CERTIFICATION OF RESTRICTION ON LOBBYING**

The undersigned certifies, to the best of his/her knowledge and belief, that,

1. No Federal appropriated funds have been or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into the cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
2. If any funds other than the Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award Documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loan, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of the fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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

Company Name: \_\_\_\_\_

By (signature of company official here)

\_\_\_\_\_

Name and Title of Company Official

\_\_\_\_\_

\_\_\_\_\_

**REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES**

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**APPENDIX 6  
BUY AMERICA CERTIFICATE**

Certificate of Compliance with Section 165(a)

The bidder hereby certifies that it will comply with the requirements of Section 165(a) of the Surface Transportation Assistance Act of 1982, as amended, and the applicable regulations in 49 CFR Part 661.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Title

Or

Certificate of Non-Compliance with Section 165(a)

The bidder hereby certifies that it cannot comply with the requirements of Section 165(a) of the Surface Transportation Assistance Act of 1982, as amended, but it may qualify for an exception to the requirement pursuant to Section 165(b)(2) or 165(b)(4) of the Surface Transportation Assistance Act of 1982 and regulations in 49 CFR 661.7

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Title

**APPENDIX 7  
PROPOSAL PROTEST PROCEDURES**

Under certain circumstances, an interested party to a procurement may protest to the City the award of a contract that may or may not involve the direct application of funds from the Federal Transportation Administration (FTA). The mere fact that the City is a recipient of FTA funds cannot be construed as evidence of FTA's involvement in a particular procurement.

These procedures are intended to insure that valid complaints are properly handled and responded to. Spurious proposal protests may be subject to civil proceedings for the recovery of compensatory and/or punitive damages.

Detailed below are the City's Proposal Protest Procedures and instructions for, when applicable, obtaining the bid protest procedures of FTA.

**A. City Level Protest Procedures - General Conditions**

1. The City's review of any protest will be limited to:
  - a. Violations of State or Local laws or regulations. Violations of Federal laws or regulations shall be under the jurisdiction of FTA.
  - b. Violations of the City's purchasing procedures.
  - c. Violations of the City's protest procedures or failure to review a complaint or protest.
2. Protests must be filed with the City Clerk within three days of the proposal opening or closing date for the receipt of proposals if the protest is based on:
  - a. Restrictive or severely defective specifications. Defective specifications must represent a material weakness that affords an undue advantage to one bidder over another.
  - b. Improprieties in any type of solicitation that are apparent prior to bid opening or closing date for bids.
3. Protests must be filed with the City Clerk within three days of the award of a contract arising from an Invitation for Proposal or Request for Proposal if the protest is based on:
  - a. The City's failure to adhere its purchasing procedures.
  - b. The City's failure to adhere to its procedures.
4. The initial protest filed with the City shall:

## REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES

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- a. Include the name, address and telephone number of the protestor.
  - b. Identify the number of the solicitation contract.
  - c. Contain a statement of the grounds for protest and any supporting documentation. The grounds for the protest must be supported to the fullest extent feasible. Additional materials in support of an initial protest will be considered only if filed within the time limits specified in paragraph "C" below.
  - d. Indicate the ruling or relief desired from the City.
5. No formal briefs or other technical forms of pleading or motion are required, but a protest and other submissions should be concise, logically arranged, clear and legible.

### **B. Time for Filing**

Protests shall be filed within the specified limits set forth in the specifications, which are the subject of the procurement and must adhere strictly to any procedures specified therein. The time period established for the filing of protests as set forth in all such specifications will be controlling and will take precedence over a time period established herein.

Protests must be filed within the time limits set forth in paragraphs "A2" and "A3" above, in order to be construed as timely. If the requirements and scope of work, which are the subject of a particular procurement, set forth a different period for filing a protest, then the provisions above will apply.

A protest may be considered, even if the initial filing is late in the following circumstances:

1. Good cause based on a compelling reason beyond the protestor's control, whereby the lateness is due to the fault of the City in the handling of his/her protest submission.
2. The City determines the protest-raised issues significant to a procurement practice or procedure.
3. The City is directed by FTA to either consider or reconsider protest.

### **C. Time for Submission of Additional Information**

Any additional information requested or required by the City from the protestor or interested parties shall be submitted as expeditiously as possible, but in no case later than five (5) days after the receipt of such request unless specifically excepted by the City.

## REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES

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### D. Confidentiality

Materials submitted by a protestor will not be withheld from any interested party outside of the Agency. If the protestor claims that the protest contains proprietary material which should be withheld, a statement advising of this fact may be affixed to any Government agency which may be involved in the protest, except to the extent that the withholding the front page of, the protest document and the alleged proprietary information must be so identified wherever it appears.

### E. Furnishing of Information of Protests

The City shall, upon request, make available to any interested party information bearing on the substance of the protest which has been submitted by the protestor or interested parties except to the extent that withholding of information is permitted or required by law or regulation. Any comments thereof shall be submitted within a maximum of ten (10) days.

### F. Withholding of Award

When a protest has been filed before the contract award, the City will not make an award prior to the resolution of the protest. When a protest has been filed before the opening of bids, the City will not open bids prior to the resolution of the protest. When a protest has been filed after the award of a contract and prior to the resolution of the protest, the City will notify the Contractor to suspend activity unless the City determines that:

1. The items to be procured are urgently required; or
2. Delivery or performance will be unduly delayed by failure to either make the award promptly or to continue with the procurement; or
3. Failure to make prompt award or to continue with the procurement will otherwise cause undue hardship to the City or other Local, State or Federal Governments.

### G. Protest Review - Level One

1. Upon receipt of a protest, the City's Transportation Division will create an *ad hoc* Protest Review Panel to review all relevant materials associated with the protest. The Panel shall be comprised of two representatives from the City. The Panel shall determine the validity of the protest and what actions will be taken.
2. The Panel will be directed to prepare a report within fifteen (15) days. The Panel will notify the protestor and any interested parties of their findings, actions and of the procedures for requesting reconsideration. The report shall include the following:
  - Copies of all relevant bids;
  - A copy of the Invitation for Bid or Request for Proposals including pertinent provisions of the specifications;

## REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES

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- A copy of the abstract of bids;
  - Any other documentation that pertains to the protest including correspondence with the bidders; and
  - A statement by the City explaining its actions and the reasons for them.
3. A conference on the merits of the protest with members of the panel may be held at the request of the protestor. The request for a conference should be made in a timely manner so as not to interfere with the resolution of the protest and not later than twenty (20) days after the initial protest was filed.

### **H. Protest Review - Level Two**

1. Reconsideration of a decision by the City may be requested by the protestor or any interested party. The request for reconsideration shall contain a detailed statement of the factual and legal grounds upon which reversal or modification is deemed warranted specifying any errors of law made or information not previously considered.
2. The request for the reconsideration of the Protest Review Panel's decision shall be filed not later than ten (10) days after the Panel issues its written report and shall be filed with the City Manager. The protest shall not be considered pending during the ten (10) day period specified in this paragraph.
3. Upon receipt of the request for reconsideration, the City Manager shall schedule an informal administrative hearing with the protestor and the Protest Review Panel. The hearing shall be held not later than fifteen (15) days after the receipt of the request for reconsideration.
4. The City Manager shall issue in writing the City's final determination of the reconsidered protest within five (5) days of the administrative hearing.

### **I. Effect of Judicial Proceedings**

The City may refuse to decide any protest where the matter involved is the subject of litigation before a court of competent jurisdiction or has been decided on the merits by such a court.

**REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES**

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**APPENDIX 8  
NATIONAL TRANSIT DATABASE REPORTING REQUIREMENTS**

**MONTHLY RIDERSHIP FORM (MR-20) CONSOLIDATED NTD REPORT FOR FY 2011-12**

Agency

Mode DR

Month	Total Boardings	Revenue Hours	Revenue Miles	Total (Vehicle) Hours	Total (Vehicle) Miles	# of Vehicles Operated	SAFETY AND SECURITY **		
							Major Incident (Safety or Security)	Non-Major Incident (Safety)	Non-Major Incident (Security)
July '11									
August '11									
September '11									
October '11									
November '11									
December '11									
January '12									
February '12									
March '12									
April '12									
May '12									
June '12									
<b>Total:</b>	0	0	0				0	0	0

A sample of the MR-20 form is included above. For detailed National Transit Database reporting requirements, please refer to the Federal Transit Administration's National Transit Database homepage at: <http://www.ntdprogram.gov/ntdprogram/>

## REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES

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### APPENDIX 9 FEDERAL DRUG AND ALCOHOL TESTING REGULATIONS CONTRACTOR COMPLIANCE GUIDELINES

CONTRACTOR shall conduct an ongoing drug and alcohol testing program which shall meet the requirements of Section 53075.5 of the California Government Code, as amended, and all other applicable state and federal statutes.

Federal Transit Administration standards are referenced below and can be found at:

<http://transit-safety.volpe.dot.gov/DrugAndAlcohol/Newsletters/issue12/html/Summer99pg2.htm>

#### **49 CFR Part 653 , Prevention of Prohibited Drug Use in Transit Operations**

February 15, 1994

Federal Register Vol. 59

Pages 7572-7611

#### **Amended:**

August 2, 1995

Federal Register Vol. 60

Pages 39618-39620

Primary Topic: Exemption of Volunteers and Post-Accident Testing Provision

December 8, 1998

Federal Register Vol. 63

Pages 61612-67613

Primary Topic: Use of Law Enforcement Post-Accident Test Results

December 14, 1998

Federal Register Vol. 63

Pages 68818-68819

Primary Topic: Random Drug Testing Rate at 50%

January 5, 1999

Federal Register Vol. 64

Pages 425-427

Primary Topic: Safety-sensitive Maintenance Functions

#### **Technical Corrections:**

March 6, 1995

Federal Register Vol. 60

Pages 12296-12300

Primary Topic: Corrections and Clarifications

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APPENDIX 10  
COVINA TRANSIT FLEET ROSTER

**CITY OF COVINA - COVINA TRANSIT VEHICLE INVENTORY**

Bus/Van #	Year	Make	Model	Description	PAX	Coverage Limit	Mileage as of 3/1/11
C601	2008	El Dorado	Amerivan	UNLEADED	6	2M / 2M	38,248
C602	2008	El Dorado	Amerivan	UNLEADED	6	2M / 2M	58,369
C603	2009	El Dorado	Aerolite	UNLEADED	10	2M / 2M	66,359
C604	2009	El Dorado	Aerolite	UNLEADED	10	2M / 2M	61,397
C605	2010	Starcraft	Forest River	UNLEADED	16	2M / 2M	38,490

**APPENDIX 11  
COVINA TRANSIT RIDER'S GUIDE**

**An updated Covina Transit Rider's Guide can be found online at the City of Covina's website [www.covinaca.gov](http://www.covinaca.gov) under Departments – Public Works – Transportation – Covina Transit.**

**REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES**

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**APPENDIX 12  
OPERATIONS CONTRACT RFP COST PROPOSAL (REQUIRED) FORMAT**

	YEAR 1	YEAR 2	YEAR 3	OPTIONAL YEAR 1	OPTIONAL YEAR 2
	FY 2011/12	FY 2012/13	FY 2013/14	FY 2014/15	FY 2015/16
<b>Cost Proposal</b>					
Cost per Revenue Hour					
Multiply by Estimated Revenue Hours	7,250	7,250	7,250	7,250	7,250
<b>TOTAL COST</b>					

**REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES**

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**CITY OF COVINA  
REQUEST FOR PROPOSALS  
ADDENDUM #1  
TRANSIT OPERATIONS SERVICES**

**April 20, 2011**

**Statement of Clarification: Page 26, Section 2.6.2 – Fuel**

- For gasoline, the Federal excise tax is \$0.18 per gallon and the state tax is \$0.06 per gallon, which totals \$0.24 per gallon.

**Q1: Will you consider a fixed price and a variable price?**

A: The City will consider a fixed-price and a variable price. However, any discussions regarding variable pricing should occur during negotiations. Please submit a fixed-price to ensure all bidders are evaluated using the same guidelines.

**Q2: Please clarify the “required sixteen (16) hours of special Department of Motor Vehicles training and eight (8) hours of recurrent “transit certificate training” referenced on page 21. We are not aware of any 16 hour “special” annual training requirements from the DMV.**

A: Bidder shall describe how it intends to meet all required operator certifications, licenses, and training necessary to operate the services as described in the RFP. Though not necessarily required at this time, should future licenses, certificates, and training be required to operate Covina Transit services at a later date, Contractor shall be responsible for obtaining and maintaining said certifications, licenses, and training, as well as all associated record-keeping.

**Q3: Please clarify the insurance requirements; auto and general liability appear very low.**

A: The RFP under-stated the insurance requirements on page 6. The City requests 5-million per occurrence and 10-million aggregate.

**Q4: On Section 2.4.1 manager retention requirement. Will the City consider condition the \$250.00 per day fine with the language, “Unless approved in advance by the City?”**

A: Yes, with the following change, “Unless requested in advance in writing by the Contractor and approved in advance in writing by the City.”

**Q5: Sections 2.4.1 and 2.4.2 seem to be in conflict regarding the field supervision. 2.4.1 allows 25% dedication but 2.4.2 requires “continuous daily street supervision.”**

A: Field supervisor is required at 25% dedication to the service. Section 2.4.2 page 23 shall be amended to read:

## REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES

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"Contractor shall provide sufficient qualified program oversight during all Covina Transit operating hours so as to ensure safe and effective provision of services covered under the proposed Agreement; included but not limited to monitoring of schedule adherence, on-street operation, and on-route compliance. This supervision will include conducting ride checks to ensure operator adherence to City policies and procedures (i.e., fare collection, ADA compliance, and customer relations). Such supervision will also include responses to investigation of accidents. The City also reserves the right to provide similar investigations and adherence checks of its own without notice to ensure compliance with the terms of the Contract."

**Q6: Section 2.5.1, please clarify that the outgoing contractor will be responsible for repairs needed at the time of turnover inspection.**

A: Section 2.5 B of the current contract reads: "The Contractor shall pay for all repairs unless the repairs arise/result from City negligence." Section 2.5.1 of the current contract reads: "The City and incoming Contractor will jointly inspect each vehicle, and sign off on the originally inspected and accepted the [sic] vehicles. Once the City has accepted the vehicles an inspection acceptance form will be entered into at that time."

As the current Contractor is responsible for all repairs, and the new Contractor is to be responsible for all repairs when assuming the contract, the new Contractor will perform due diligence reviewing the service records of the vehicles and inspecting the vehicles. The new Contractor will submit a repair list to the City which will relay said list to the current Contractor. If there is any disagreement or discrepancy between the Contractors on actions to be taken with the vehicles, a City representative will perform an inspection of the vehicle in question and determine whether the identified repairs are appropriate.

**Q7: a. Page 18, second paragraph: "Service for the new contract shall consist of 8:00 a.m. to 6:00 p.m. Monday through Friday, and 8:00 a.m. to 3:00 p.m. Saturday and Sunday, curb-to-curb, shared-ride service."  
b. Third paragraph: "...this RFP is based on three and one half vehicles during weekdays and two vehicles on weekends."  
c. Page 19, fourth paragraph, second sentence: "The projected annual revenue hours for Paratransit operations for the new contract is 7,250."**

Using data from a and b above, assuming 248 weekday and 104 weekend service days, revenue hours could be just over 10,100 revenue hours per year. ( $10 \times 3.5 \times 248 = 8,680$  plus  $7 \times 2 \times 104 = 1,456$ ).

**Please clarify.**

A: The City requests cost proposals for 7,250 hours of revenue service, as City staff will recommend to the City Council an increase in Paratransit service hours and an elimination of shuttle operations. However, any recommended changes in service parameters are subject to City Council approval. Should the anticipated revenue hours increase or decrease by a factor of twenty percent (20%), the City will be open to negotiation of the resulting contract rate.

**Q8: The current City of Covina fleet, all vehicles, except one, would not require more than a "C" license. None are equipped with air brakes, and there are no fixed routes (the DMV Transit Certificate requirement). In order to fully comply with this requirement the contractor must have air brake equipped vehicles. Please advise.**

## REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES

---

A: Bidder shall describe how it intends to meet all required operator certifications and licenses necessary to operate the services as described in the RFP. Should future licenses and certificates be required at a later date, Contractor shall be responsible for obtaining said certifications and licenses.

**Q9: Page 21, Paragraph 3. Please define "recent transit experience." If new hires meet that standard are they exempt from the required training?**

A: Recent transit experience is defined as professional experience legally and fully certified, operating a commercial passenger vehicle in revenue service within the prior ninety (90) days. If this standard is met, they are exempt from the stipulated training.

**Q10: Page 21, Paragraph 6. Please provide information on the "required sixteen (16) hours of special Department of Motor Vehicle training..." (underlining added). Based on the instructions provided with the DL260 form it is our understanding that only eight (8) hours per year is required to maintain validity. "Eight hours of classroom, in-service or behind the wheel training is required for each 12 months of certificate validity." (DMV DL260 page 2). While not required because of the type of service being offered is it the City of Covina to require the Verification of Transit Training Certificate?**

A: See answer to Q2 above.

**Q11: Page 23, Paragraph 1, second sentence. "A Training/Safety Manager – Road Supervisor is also required at a 25 percent-time minimum." Is the City asking for two individuals at 25% FTE?**

A: See answer to Q5 above.

**Q12: Page 23, Paragraph 4. "In the event that the primary Project Manager for the Contractor is assigned away from the City of Covina contract prior to July 8, 2013, the Contractor shall pay to the City liquidated damages in the amount of \$250.00 per day. No changes in Project Management shall occur without the prior approval of City. " We fully understand the desire and intent of the City to insure stable professional management. Please clarify:**

- a. That the liquidated damages would be invoked only if the contractor assigned away the Project Manager without the prior approval of the City.**
- b. That the liquidated damages would only be applied until a Project Manager acceptable to the City was in position.**

A: See answer to Q4 above. Also, liquidated damages will be assessed each day until an acceptable (approved by the City in writing) Project Manager is in affect.

**Q13: 2.4.2 Page 23. "Contractor shall provide a qualified supervisor at all times during program operations to provide continuous daily street supervision of contracted service including the monitoring of schedule adherence, on-street operation, and on-route compliance." This section appears to conflict with Section 2.4.1 that requires a supervisor dedicated 25% of the time. Please clarify.**

## REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES

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A: See answer to Q5 above.

**Q14: Article 6 Page 44. Adjustments to Service. Will the City be open to negotiating rates given changes in the scope of work?**

A: The City reserves the right to increase or decrease annual revenue hours by up to twenty percent (20%) absent the need for rate modification. The City would be open to negotiation if service changes increase or decrease by more than twenty percent (20%).

**Q15: Article 12 Page 45. Subparagraph D. A full communications "back-up" system for a project this size could be very cost prohibitive. Did the City have any particular thoughts in mind in requirement?**

A: Bidder is to describe how they would best provide the services required as described within the RFP. No specific technology or software is required. Reliable communications must be available at all times.

**Q16: 2.7, Mobile data computers. Please be more specific about this requirement. As currently written this language would allow a provider to upload route schedules from a reservations and scheduling system into another system for AVL and mobile data purposes without having a live interface back to the original scheduling system. Please clarify that the mobile data computer system is to be fully integrated with the automated dispatching system on a real time basis.**

A: Bidder is to specify any and all proposed technology or methodologies necessary to provide the services as described within the RFP. The primary goal of mobile data computers is to facilitate the locating of Covina Transit vehicles as may be needed for day-to-day operations. Real-time integration is not a requirement; however, will be considered a competitive feature.

**Q17: 11.1, Please clarify that the over eight hour overtime requirement is not intended to apply to commercial drivers.**

A: Selected Contractor is required to follow all applicable local, state, and federal wage laws regulating the safe operation of public transit vehicles. The City is not liable for any overtime wage disputes arising from this contract.

**Q18: Sample Contract, Article 9, please clarify. This provision as written references state requirements for taxi drivers (53075.5), elsewhere the RFP is written to include federal transit requirements which would indicate that drug testing would be according to the Federal Transit Administration Drug and Alcohol Program. These FTA requirements go far beyond and are much different than the 53075.5 requirements that are referenced. Please consider eliminating the 53075.5 reference in favor of the more comprehensive regulations.**

A: Contractor is required to follow all applicable local, state, and federal laws regulating the safe operation of public transit vehicles. Contractor will be required to meet all applicable FTA and Federal DOT Drug and Alcohol testing regulations and reporting requirements. Therefore, references to 53075.5 will be excluded from Sample Contract and Federal guidelines will prevail.

## REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES

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**Q19: I noticed the Scope of Work has no mention of the current Metrolink shuttle fixed route service. Is the Metrolink shuttle being shut down, or will it continue under a separate procurement/contract?**

A: City staff will recommend the elimination of the shuttle concurrent with the July 2011 contract, subject to City Council approval.

**Q20: How does the City define revenue service hour?**

A: The City's definition of revenue service hour matches that of the National Transit Database (NTD). The definition is as follows:

Revenue Service (Miles, Hours, and Trips)

The time when a vehicle is available to the general public and there is an expectation of carrying passengers. These passengers either:

- Directly pay fares,
- Are subsidized by public policy, or
- Provide payment through some contractual arrangement.

Vehicles operated in fare free service are considered in revenue service. Revenue service includes:

- Layover / recovery time.

Revenue service excludes:

- Deadhead,
- Vehicle maintenance testing,
- School bus service, and
- Charter service.

CITY OF COVINA  
REQUEST FOR PROPOSALS  
ADDENDUM #2  
TRANSIT OPERATIONS SERVICES

April 28, 2011

**Q1: What is the current hourly rate for the contract?**

A: \$46.35 per revenue service hour

**Q2: What is the projected overall operating budget for Fiscal Year 2011/2012?**

A: At this point, the Fiscal Year 2011-2012 Base Budget amount for the program is \$485,000. This amount includes all projected costs, such as (800) telephone number, postage, marketing and contract costs. The Requested Budget for FY 2011-2012 will take the procurement results into account.

**Q3: What are the wages and benefits for the current workforce?**

A: The information is now posted at the City of Covina website ([www.covinaca.gov](http://www.covinaca.gov)) under "Departments – Public Works – Transportation – Covina Transit."

**Q4: Please provide the operating reports for the last three months.**

A: The information is now posted at the City of Covina website ([www.covinaca.gov](http://www.covinaca.gov)) under "Departments – Public Works – Transportation – Covina Transit."

**Q5: What is the location of the current operating and maintenance facility?**

A: El Monte, CA at Southland Transit on Rockwell Street

**Q6: Does the current operator provide any vehicles for the service?**

A: No. All vehicles are owned by the City.

**Q7: Please confirm that the only costs we need to factor into the proposal relative to fuel is the tax.**

A: City will reimburse for fuel minus the tax, as stated in the RFP.

**Q8: Does the City provide radios and fareboxes on the vehicles?**

A: The City purchased fareboxes for its cutaways and donation boxes for its minivans. The City purchased Kenwood TK-863G radios for all of its vehicles.

**Q9: Does the current provider utilize an automated system for taking reservations?**

## REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES

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A: The current contractor uses Trapeze 4.1

**Q10: Do the vehicles currently have MDT's or AVL?**

A: No, they do not.

**CITY OF COVINA  
REQUEST FOR PROPOSALS  
ADDENDUM #3  
TRANSIT OPERATIONS SERVICES**

**May 12, 2011**

**1: Liquidated Damages for loss of Project Manager or loss of FTE dedication of defined Project Staff.**

In the event the Contractor's primary Project Manager is assigned away from the City of Covina contract prior to July 2013, the Contractor shall pay the City liquidated damages in the amount of \$250.00 per day. No changes in Project Management shall occur without prior written permission of the City.

In the event the primary Project Manager is assigned additional work assignments resulting in a reduction of the required 33% FTE level stipulated by the City of Covina contract prior to July 2013, the Contractor shall pay the City liquidated damages in the amount of \$250.00 per day. No changes in Project Management that will result in a drop below 33% FTE for the Covina Transit contract shall occur without prior written approval from the City.

In the event the primary Road Supervisor is assigned additional projects resulting in a reduction of the required 25% FTE level stipulated by the City of Covina contract prior to July 2013, the Contractor shall pay the City liquidated damages in the amount of \$100.00 per day. No changes in Road Supervision will result in a drop below 25% FTE for the Covina Transit contract shall occur without a prior written approval from the City.

**2: Recordkeeping**

Contractor shall retain all necessary documents for National Transit Database (NTD) auditing for a minimum of three years. After three years, all documents related to NTD shall be forwarded to City for records retention. Contractor shall forward all documents necessary for NTD auditing to the City at the end of the contract term.

Contractor shall forward all Covina Transit related records at the end of the contract term, including but not limited to:

- All trip sheets, logs and accounting records, as well as any and all supporting materials and documents related to the Covina Transit service.
- A complete list of all passenger subscription trips and a copy of the current location file.
- A complete list of all employees that are in the service of Covina Transit as well as their contact information, as of the day that a notice of contract termination is mailed.
- A complete inventory of all property purchased by the City for the contract, including but not limited to: vehicles, fareboxes, radios, mobile data terminals, cameras, radios and other communications equipment, luggage racks, first aid kits, spare tires, removable seats, strap down systems, jacks, tire irons, keys, and vehicle manuals.

## REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES

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### 3: Communications and Data Systems

As stated in the Contractor's Proposal, which is included herein as an Attachment to the contract, the following items will be provided at no additional charge to the City:

- Web-enabled Trapeze software system for comprehensive reservations, scheduling and dispatching.
- Anytime read-only Internet access to Trapeze for City staff at City Hall and the Joslyn Center.
- Reservations services provided at the Contractor's Los Angeles transportation call center, which includes after hours, overflow and emergency backup reservations.
- Scheduling and dispatching activities will be performed at the Contractor's Monrovia terminal. A dedicated scheduler / dispatcher / local reservationist will be available during Covina Transit operating hours at the Monrovia terminal. Covina Transit patrons will have direct access to the local reservationist during operating hours by pressing the number "2" as an option when calling for a reservation. Dispatching / scheduling problems will be managed in a proactive manner through partnership with the local dispatcher / scheduler / reservationist, the Project Manager, and the Los Angeles call center.
- The Contractor will deploy Nextel hand-held two-way radios for communications between vehicles, the Monrovia terminal, and the Los Angeles call center.
- The Contractor will provide the Zonar V2J High-Definition GPS system at no additional cost to allow City Hall and Joslyn Center staff read-only access to real-time vehicle information.
- The Contractor will provide the Zonar Electronic Vehicle Inspection Report (EVIR) system with the Ground Traffic Control web-based application at no additional cost for read-only tracking vehicle maintenance and service issues to City Hall and Public Works fleet staff.

In the event the tools and systems identified above are not implemented by August 1, 2011, the Contractor shall pay the City liquidated damages in the amount of \$100.00 per day.

This section amends Section 2.7 Software / Hardware. The City accepts real-time read-only Internet access to Trapeze, the Zonar V2J GPS System, the Zonar EVIR System, site access and quarterly reports from the internal Customer Feedback database and read-only access to the Ground Traffic Control web-based application as part of the base price of the contract instead of the installation of MDT's as noted in Section 2.7.

### 4: Customer Service Data Collection Systems

As stated in the Contractor's Proposal, which is included as an Attachment to the contract, the following items will be provided at no additional charge to the City:

- Customer comment cards will be available onboard all vehicles during revenue service.
- Customer comments shall be accepted by the Contractor via email.
- Customer comments shall be accepted by the Contractor via website.
- On-board vehicle, in-person customer service feedback surveys shall be employed a minimum of twice per calendar year.
- Written customer feedback surveys shall be employed.
- Telephone customer feedback surveys shall be employed.
- Web-based customer feedback surveys shall be employed.

## REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES

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- An employee incentive program shall be implemented to recognize Contractor staff for superior customer service. Each time a driver or dispatcher receives a customer compliment, he/she shall receive a \$10 award in the form of a gift card.
- A Mystery Rider program will be implemented by the Contractor.
- A Mystery Caller program will be implemented by the Contractor.
- The results of all customer feedback systems will be input into a Customer Feedback database that will be accessible to City Hall and Joslyn Center staff at the Los Angeles call center. The Customer Feedback database will detect trends in customer comments regarding the overall service or to a particular employee. Contractor will provide quarterly reports summarizing database activity.
- All complaints will be investigated by Contractor and a preliminary response will be communicated to both the affected customer and City staff within 24 hours.

### **5: Productivity Targets**

The City reserves the right to negotiate with the Contractor a series of quantitative Paratransit performance measurers specific to the Covina Transit program. The cornerstone goal of this effort is to realize both near-term and sustainable increases in program performance (defined as passengers/VSH, cost or subsidy/passenger, etc.)

It is the City's intent to meet with the Contractor during July 2011 so as to identify and reach consensus as to the desired productivity targets. Assessment toward the agreed upon targets will commence on August 1, 2011, and remain in effect throughout the term of this agreement.



- CDSNet
- FMS Infoserv
- Diversified Transportation
- Mobility Plus Transportation
- LSF Shuttle
- MyTransitPlus
- Paul's Yellow Cab
- Western Transit Systems
- Yellow Cab of Greater Orange County

May 11, 2011

Alex Gonzales  
Senior Management Analyst  
City of Covina  
125 E. College St.  
Covina, CA 91723

RE: Covina Transit Operations Service RFP No. 11-0301

Dear Mr. Gonzalez:

Per our discussion during the interview today, attached please find the corrected pricing form for the Covina Transit Operations Services RFP. There is no material change to our proposal or price, but rather a correction of the calculated annual totals from the originally submitted form.

Thank you for your attention to this matter, and feel free to contact me at (909) 957-0100 or [swilliams@tectrans.com](mailto:swilliams@tectrans.com) with any questions or concerns.

Sincerely,

Scott E. Williams  
Senior Vice President for Business Development

Enc: Appendix 12 –Cost Proposal Form

6053 West Century Boulevard, 9<sup>th</sup> Floor  
Los Angeles, California 90045  
Telephone: 310•981•9500 Fax: 310•981•9501  
[www.tectrans.com](http://www.tectrans.com)

**REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES**

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**APPENDIX 12  
OPERATIONS CONTRACT RFP COST PROPOSAL (REQUIRED) FORMAT**

	YEAR 1	YEAR 2	YEAR 3	OPTIONAL YEAR 1	OPTIONAL YEAR 2
	FY 2011/12	FY 2012/13	FY 2013/14	FY 2014/15	FY 2015/16
<b>Cost Proposal</b>					
Cost per Revenue Hour	\$43.13	\$45.00	\$46.24	\$47.54	\$48.90
Multiply by Estimated Revenue Hours	7,250	7,250	7,250	7,250	7,250
<b>TOTAL COST</b>	\$312,693	\$326,250	\$335,240	\$344,665	\$354,525



RFP No. 11-0301  
Transit Operations Services

PROPOSAL FOR CITY OF COVINA TRANSIT OPERATIONS SERVICES

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PREPARED FOR:

City of Covina

Date: May 5, 2011

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SUBMITTED TO:

Mr. Alex Gonzales  
Senior Management Analyst  
City of Covina  
125 E. College St.  
Covina, CA 91723

---

SUBMITTED BY:

Mr. Dwight Brashear  
Executive Vice President, Business Development  
Tectrans  
6053 W. Century Blvd., 9<sup>th</sup> Floor  
Los Angeles, CA 90045  
Phone: (310) 981-9500  
Fax: (310) 981-9501  
dbrashear@tectrans.com

**TECTRANS**



- CDSNet
- FMS Infoserv
- Diversified Transportation
- Mobility Plus Transportation
- LSF Shuttle
- MyTransitPlus
- Paul's Yellow Cab
- Western Transit Systems
- Yellow Cab of Greater Orange County

May 4, 2011

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

RE: RFP No. 11-0301 for Transit Operations Services

Dear Mr. Gonzalez:

Diversified Transportation, LLC, doing business as Tectrans, is pleased to submit the following proposal to provide Transit Operations Services for the City of Covina. We are confident that you will find our submittal is responsive to the Request For Proposals (and its two addenda). We understand this proposal shall remain valid for up to 90 days from the date of submittal.

**Firm Name:** Tectrans  
**Address:** 6053 W. Century Boulevard, 9<sup>th</sup> Floor, Los Angeles, CA 90045  
**Phone:** (310) 981-9500, ext. 180  
**Contact Person:** Mr. Dwight Brashear, Executive Vice President, Business Development  
(company's authorized representative)

Thank you for the opportunity to submit our proposal to Veolia. If you have any questions regarding our proposal, please contact me at (310) 981-9500 or at [dbrashear@tectrans.com](mailto:dbrashear@tectrans.com).

Sincerely,

Dwight Brashear  
Executive Vice President, Business Development

6053 West Century Boulevard, 9<sup>th</sup> Floor  
Los Angeles, California 90045  
Telephone: 310•981•9500 Fax: 310•981•9501  
[www.tectransinc.com](http://www.tectransinc.com)



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**RFP No. 11-0301**  
**Transit Operations Services**

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## EXECUTIVE SUMMARY

Tectrans is a premier provider of dial-a-ride, paratransit, and fixed-route transportation services in California, and we are committed to doing everything in our power to make the Covina Transit services a success for the City of Covina and for all its stakeholders. Throughout this proposal, you will find that our experience, references, project staffing, corporate support, and work plan prove our commitment to high quality customer satisfaction and successful service delivery.

The cornerstone of our success is due in large part to the long-term tenure and dedication of our staff. Our staffing plan speaks directly to an experienced staff, which is anchored by our proposed Project Manager, Mr. Michael Klein, and our proposed Operations Manager, Ms. Dianna Ortegón. Both have a record of providing high quality transportation service that is without parallel, and both have excellent community outreach skills for building positive customer relations with agencies such as the Joselyn Center and other constituents of the Covina Transit service.



Building on this core management staff, Tectrans will retain the experienced and dedicated employees who currently provide the Covina Transit services. Using our unique and highly effective training programs, Tectrans will deliver high quality customer service by improving driver communication, providing multiple customer feedback options, and on-road verification of service delivery. As an employer of choice, Tectrans offers a very attractive compensation package to our vehicle operators, providing a positive work environment resulting in high employee morale and retention. We are convinced that this attention to detail will result in highly productive, safe, and efficient transit services for the City.

To make for a smooth and seamless transition, Tectrans is proposing to operate from our newest facility located in nearby Monrovia, providing the lowest possible deadhead miles and hours, and reducing the costs of wear and tear on City of Covina-owned vehicles. Our complete Work Plan includes many key features and enhancements that provide a turn-key solution for the Covina Transit services. Beyond basic driver and vehicle scheduling, Tectrans offers Trapeze scheduling and dispatching, GPS/AVL functionality on every vehicle, the resources of our support locations in Pomona and Los Angeles, IT infrastructure support, advanced

telephony, corporate call center support for after-hours and emergency call taking, the total commitment of our staff, full regulatory compliance, and superior paratransit operations.

Tectrans demonstrates throughout this proposal that our position as a local transit operator in Southern California, with extensive Dial-A-Ride experience, provides the best qualities of local knowledge and operational expertise, with the backing of extensive corporate resources and support. As an example, our proposed Project Manager, Mr. Michael Klein is a highly experienced paratransit manager who has direct access to our corporate headquarters resources and staff, located within a one-hour response time in Los Angeles. This combination of local customer focus and dedicated support resources cannot be offered by a smaller local contractor or by a larger national contractor. We are convinced that Tectrans offers the best combination of local strength and corporate capabilities to operate the Covina Transit services. Tectrans truly has "the power to move you."





## TECHNICAL APPROACH

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Tectrans is a premier full-service transportation provider that successfully operates contracted transportation services throughout California and Florida. We specialize in providing contracted transportation services for both the public and private sectors, and we will do everything in our power to make the Covina Transit services successful for both the City and the riders.

Through our experience operating dial-a-ride paratransit services with various customers, as well as the experience operating transportation for additional government, transit, and private organizations, our team understands that successful transportation requires:

- **Safety** – is every Tectrans employee's #1 priority.
- **Dependability** – transportation is a necessity and becomes integrated into passenger's daily lives.
- **Sensitivity** – to the needs of each individual passenger.
- **Kind Employees** – who naturally care about their passengers.
- **Flexibility** – to meet the changing needs of the City, as well as employee and public riders.
- **Communication** – maintain open lines of communication with City staff and riders.
- **Understanding** – of best practices to operate on-time, safe, and reliable shuttle service.

The core of our transportation service delivery is excellent *customer service*. As our riders know, we put the customer and their safety first. To accomplish this for the City of Covina and its Dial-A-Ride passengers, we have prepared a comprehensive operating plan that includes these elements, which are described in detail later in this section and the rest of the proposal:

- Operating facility located near City of Covina boundaries in Monrovia
- Web-enabled Trapeze software system for comprehensive reservations, scheduling, and dispatching
- Anytime Internet access to Trapeze for City staff
- Reservations services provided in our Los Angeles transportation call center
- Scheduling and dispatching provided in our Monrovia Terminal
- GPS tracking for every Covina Transit vehicle
- Anytime Internet access to GPS/AVL tracking for easy use by City staff
- Two options for full Trapeze MDT integration
- Multi-featured Customer Care Program
- Complete fare reconciliation and data-reporting services
- Safety is Every Employee's #1 Responsibility (SEE#1) companywide Safety Program
- Comprehensive Vehicle Maintenance plan
- Transition Plan, including employee retention program
- Experienced local Project Management team
- Corporate Leadership and Support team

## TECTRANS PHILOSOPHY

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Tectrans was founded on the belief that transit agencies, municipalities, and other transportation agencies, are seeking a new alternative in the contracted transportation marketplace. Significant consolidation under foreign-owned companies in the last ten years has left the industry and customers like the City of Covina with fewer and fewer alternatives, and created a void between large multi-national companies (who often seem detached from their customers) and small local companies (who often lack resources or the capital needed to grow and evolve as their customers' needs change). Tectrans is filling that void by providing an alternative for agencies who need the



responsiveness of a locally experienced and managed partner, yet also need the resources and talent base of a larger company. Tectrans is selective about the opportunities we pursue, because we are convinced that you do not have to be the biggest to be the best.



**TECTRANS VISION STATEMENT**

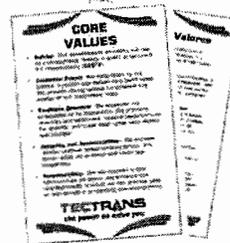
Be the best passenger transportation company.

**TECTRANS MISSION STATEMENT**

Provide best-in-class passenger transportation solutions for government, private sector, and individual consumers through technological innovation, enhanced relationship management and genuine care for our employees.

**TECTRANS CORE VALUES**

- **Safety:** Our commitment to safety will not be compromised. Safety is every employee's #1 responsibility.
- **Customer Focus:** We contribute to our clients' success and deliver long-term value. We provide caring service to enhance the quality of our customers' lives.
- **Employee Oriented:** We empower our employees to be successful. We promote diversity and teamwork, provide opportunities for growth, and treat each other with dignity and respect.
- **Integrity and Accountability:** We achieve results without compromising ethics. We deliver what we promise and honor our obligations.
- **Responsibility:** We are involved in the communities we serve, we enhance the neighborhoods in which we live, and we take an active role in protecting the environment.



**COVINA TRANSIT DIAL-A-RIDE SERVICES**

One of the leading reasons to choose Tectrans as your service provider is that we have an unmatched level of familiarity with the service and the service area: just a few miles away, we have served as the transportation provider for the City of Temple City since 2004, and the City of Monrovia since 2010. We are intimately familiar with the San Gabriel Valley area, having served many of the same satellite locations, medical facilities, social service facilities, and other trip generators as Covina Transit's program. Our excellent service record with neighboring San Gabriel Valley cities is delivered through our staff focus on efficient and effective service delivery.

Peak vehicle scheduling is our primary method to manage the City of Covina Transit service. The peak scheduling method relies on historical trends and current service requests to predict and schedule both vehicles and vehicle operators in the most efficient way possible. Using the peak vehicle scheduling method, we schedule work shifts and vehicles for use in the service based on the anticipated peak ridership.

During peak times of day, and peak days in the week or month, more vehicles are scheduled for revenue service. As demand decreases during particular times of day (or days of the week, or days of the month), the number of shifts and vehicles in revenue service also decreases. A key advantage of this scheduling method is that it provides not only efficient transit service delivery, but also provides consistently high levels of customer service by maintaining on-time performance and wait times even during busier peak periods. Riders receive the same high level of service no matter what the demand.



Productivity goals are an essential part of this successful service delivery method. It is our experience that "passengers per hour" is the metric or Key Performance Indicator (KPI) that gauges the *efficiency* of service delivery. With an eye on our own budgets, as well as those of our customers, our managers focus on maximizing passengers-per-hour productivity. The benefits of achieving high passenger-per-hour productivity are primarily financial. At higher productivity levels, the same number of passengers can be carried for less cost. Higher productivity also means more passengers can be carried for the same cost. Either way, the benefits are a win-win for Covina Transit and Tectrans as we give our customers the best "bang for the buck" possible.

Along with high passengers per hour, maintaining high on-time performance is one of our primary operational goals. The "twin" metric of passengers per hour, the on-time performance KPI gauges the *effectiveness* of paratransit service. We believe this is the most important measurement for any transportation system because our riders depend on the timely delivery of service to carry out their daily lives. To the rider, a reservation is much like a contract, and at a minimum, they expect us to meet the terms of the contract.

For most projects, we consider 92% or above to be the standard for this KPI. To achieve this goal we use many methods, but the most important method is the integration of on-time performance in our company culture. For Tectrans, high on-time performance means reducing or eliminating unproductive ETA and complaint calls which typically take much longer to complete on the telephone. This results in reduced staffing expense and improved contract performance for us and our customers. For Covina Transit, high on-time performance has important benefits including a positive community image, fewer complaints, less staff time dedicated to monitoring service, and more staff time implementing service improvements for the community. Some of the specific actions we take to improve on-time performance include:

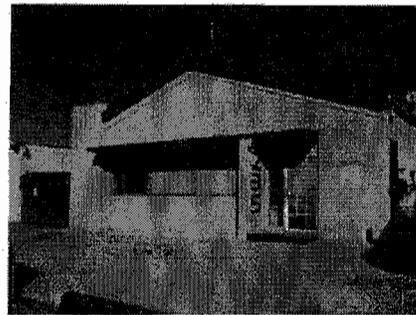
- Performance bonuses for drivers and dispatch staff that meet on-time goals
- Driver communication of routing issues to dispatch staff so that routes can be adjusted
- Consistent use of communication procedures by the drivers and dispatch staff to monitor service delivery
- Diverting late trips to stand-by vehicles or supervisors
- GPS Tracking of vehicles

For the City, high on-time performance has important benefits including a positive community image, lower complaints, less staff time dedicated to monitoring service, and more staff time implementing service improvements for the community. For Tectrans, high on-time performance means reducing or eliminating unproductive ETA and complaint calls, lowering telephone hold times, and reduced customer service staff time expense. The benefits of high on-time performance are a win-win for both Tectrans and the City.

## OPERATING FACILITY

Tectrans is a local transportation provider with offices throughout Southern California. For the Covina Transit contract, Tectrans will utilize our Monrovia Terminal located near Covina at 235 W. Maple Avenue. This full-service facility is located very near the City service area (and closer than the current provider), and is able to deliver low deadhead and travel time response to all areas of Covina, for the benefit of riders.

The facility has substantial secured parking for both City and employee vehicles, vehicle maintenance, and sufficient office space to support transportation operations. With more than 16,000 square feet of lot size, paved and secured parking lot with fence and gates, approximately 1,200 square feet of office space,

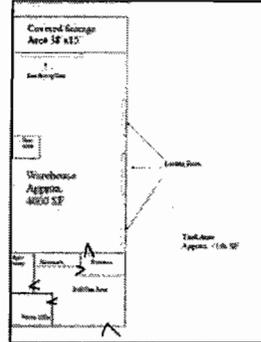


**TECTRANS**



and 4,000 square feet of maintenance shop space, the Monrovia Terminal is an ideal location from which to provide the Covina Transit services.

Tectrans operates full-service vehicle maintenance facilities at all of its transportation operations. As a major operator of paratransit services in California, Tectrans operates and maintains more than 500 paratransit and fixed-route transit vehicles statewide that are similar or exactly the same as the vehicles providing Covina Transit's services today. Because of this knowledge and expertise, Tectrans equips each facility with industry-tested tools and equipment required to safely and effectively maintain fleet vehicles. As equipment ages and tools become worn, Tectrans upgrades and/or replaces equipment as needed to maintain safe and effective maintenance services.



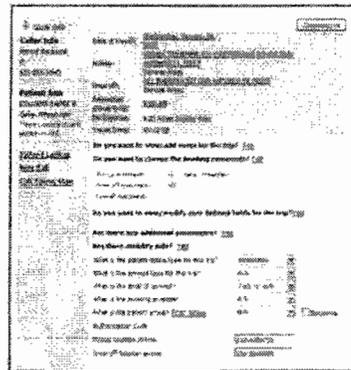
### TRANSPORTATION CALL CENTER

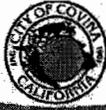
The importance of excellence in customer service at the reservations level should not be understated and is often overlooked with Dial-a-Ride services - to the detriment of the provider. The Transportation Research Board noted, "The reservations center is the principal function for direct interaction with all customers...in many respects, this is evidently the most sensitive function of all in the DRT system, for reservationists have to interact with customers on a variety of issues." Tectrans staff provide a high level of service for each and every call.

As one example, Tectrans currently operates the Trapeze system to provide San Francisco Paratransit ADA services for more than 800 ADA trips per day. In this unique and highly effective service delivery, the agency provides and hosts the system software package, while Tectrans maintains remote access for our operations staff from both our San Francisco operating location and our Los Angeles Call Center. Located over 350 miles away, our Los Angeles Transportation Call Center agents provide all reservations for the SF Paratransit service, handling over 2,000 calls per day for scheduling ADA paratransit trips in the PASS system. Meanwhile our local San Francisco operations staff perform all scheduling and dispatch functions at the local terminal, including daily schedules, schedule adherence, trip editing, and comprehensive reporting.

After visiting our SF Paratransit operations an independent technology consultant reported: *"Tectrans actually provides better service for SF Paratransit customers because of the level of training and professionalism of the call center staff. The staff displayed empathy and understanding with each customer as appropriate. Based on these observations I was very impressed with the level of professionalism, service and care each Tectrans Customer Service agent displayed when handling calls."*

As a value-added enhancement, and in concert with our use of Trapeze software, Tectrans will provide reservations services for the Covina Transit operations from our full-service transportation call center located in our corporate headquarters at 6053 West Century Boulevard in Los Angeles, California. Building upon our highly successful operating plan in use today at Monrovia Transit, Temple City, San Francisco and others, Tectrans has linked our Los Angeles transportation call center to the Monrovia Terminal through advanced telephony and Internet connections. These highly experienced and well trained call center agents will book Covina Transit reservations in the Trapeze software during Covina Transit operating hours, and are also available to provide emergency overflow and after hours call-handling for the Covina Transit project.





This value-added feature is part of our standard support practice for transit operations (which includes all the necessary agent training, operations planning, and IT support from our corporate resources in Los Angeles), and provides a significant cost savings to the City of Covina. The added benefit includes a valuable back-up or safety net for the Covina Transit -- providing an improved customer experience and exceptional continuity of service protection.

Our Los Angeles transportation call center caters only to local Tectrans transit operations throughout California, and provides fast, efficient and effective communication for dial-a-ride passengers, dispatchers, and supervisors, while providing exceptional customer service for dial-a-ride riders. The use of innovative technology, such as MDTs for driver communication, combined with the use of time-honored management and training provides the Covina Transit services with the best possible combination of low cost and exceptional customer focus that makes for a successful long-term partnership.

Recommendations that are often made at other call centers are already common practice for Tectrans call center staff. Tectrans call center staff announce themselves with a standard greeting which includes their name and the program the customer is calling. (Example: "Good afternoon, Covina Transit, this is Felicia how can I help you today?") When booking a reservation, Tectrans staff confirm the reservation including origin, destination, and pickup time prior to ending the call. When an issue arises which call center staff cannot answer, the call is transferred to the local Dispatcher or Supervisor on duty. Tectrans call center staff stay on the line for every call to ensure that the customer's call is answered and their issue appropriately resolved by the dispatch staff.



#### ***Bilingual Services***

The call center will be staffed by bilingual (English-Spanish) operators which will provide excellent service for the majority of Covina Transit customers. Tectrans staff also includes members whom speak quite nearly every language spoken in California, and has cross trained staff members to be familiar with all of our operations services. Using our sophisticated telephony equipment and design, we are able to transfer calls between our local offices to accommodate unusual or infrequent language requests. This capability has meant that we have used outside translation services rarely. When needed, call center Agents use Language Line Services to provide translation services under an established corporate account.

In addition, Tectrans maintains the ability to communicate with customers who have hearing impairments through TTY/TDD equipment installed and operational in all Tectrans call centers. The TTY/TDD machine is typically placed in a central location of the call center for ease of use by any dispatcher or call center agent as needed throughout the service day. In our Los Angeles Contact Center, we have gone the extra step and through software and hardware customization have integrated TTY/TDD calls directly into our call center software, allowing each TTY/TDD call to be distributed like any other call using the ACD system so that the next available agent handles the call whether it is TTY/TDD or not. This achieves the ideal response for compliance with ADA, since every call is treated equally.

#### **DISPATCH CENTER**

While reservations functions will be performed at our transportation call center, local dispatchers and supervisory staff will provide the key dispatching, scheduling and supervision services for Covina Transit. Tectrans will produce the most efficient and effective service routes daily, using all the tools and resources available to us. Tectrans will arrange origin to destination transportation in a manner designed to accommodate the greatest number of passengers over the



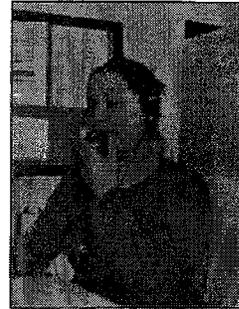
shortest feasible route. In creating manifests and daily runs, we will use vehicle dispatch methods designed to ensure a high level of productivity and efficiency of operations in a shared-ride, demand-responsive, paratransit system.

Using the Trapeze software as a tool to perform their many functions, the dispatch staff will:

- Handle telephone all requests and inquiries with high quality customer service
- Provide accurate, timely, and positive information to customers
- Perform trip reservations so as to maximize productivity while maintaining service parameters
- Ensure City policies are correctly enforced
- Produce trip manifests in compliance with service parameters and the highest possible efficiency
- Adjust driver and vehicle assignments for greatest efficiency
- Assist drivers with daily service needs to achieve high on-time and customer service performance
- Respond to customer requests daily and provide assistance as needed
- Make real-time adjustments to service delivery for improved customer service and productivity
- Document all trip activity in Trapeze for full data collection and reporting
- Edit trip data daily to ensure accuracy of reporting

#### ***Two-Way Radio Communication***

Our company operates using both cellular and radio-based communication systems for its various service operations. For the Covina Transit services, Tectrans will deploy Nextel handheld two-way radios to allow for quick and efficient communication between vehicles, the Monrovia Terminal and the Los Angeles Call Center. Tectrans is a national account partner with Sprint/Nextel and has established accounts for provision of direct-connect walkie-talkie service for our managers and supervisors, as well as cellular phone service. This relationship with Sprint/Nextel also means that all key staff, managers, and supervisors are directly accessible through cellular phones to City staff as well as internal company employees, furthering our commitment to our "open door" policy.



Tectrans has found that formal procedures for effective communications system use are mandatory. Tectrans uses standard protocols for radio systems, a standard operating procedure designed to shorten communication times and improve response in disaster or emergency operation. Our drivers are instructed on proper communications technique, including use of run and/or vehicle numbers to identify themselves; clearing and acknowledging each transmission, use of modulated, clipped tones and maintaining message brevity. Procedures governing the use of the communications system are strictly enforced.

The radio communications system has five primary functions in our operations:

- Permits schedule adjustments by advising drivers of detours, accidents and passenger overloads;
- Permits quick deployment of strategic spares and allows for scheduled repair as necessary;
- Permits management to respond to emergency situations involving passengers, equipment and personnel including accidents, illnesses, lost or confused passengers, lost articles, and dangerous or criminal activity aboard vehicles or at the facilities;
- Permits management to receive information on traffic, and conditions of assets (shelters, signs, etc.); and
- Expands management's ability to monitor service through location reporting and assignments to mobile supervisors.



**SCHEDULING/DISPATCHING SOFTWARE**

Tectrans Operations and IT Departments have extensive experience implementing and operating industry standard scheduling software packages including Trapeze, Stratagen ADEPT, and RouteMatch. From schedule development, to MDT interface and AVL location services, Tectrans staff can adapt to the needs of any transportation service in a timely, immediate and technically proficient manner, no matter what issues are involved.

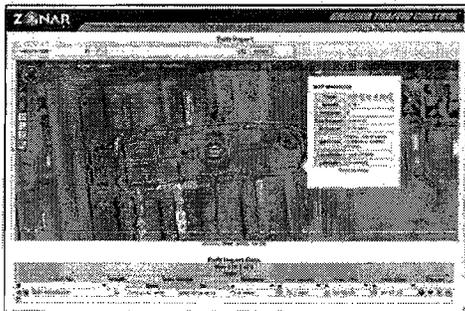


Tectrans will support the operation of the Covina Transit service using our standard Trapeze dispatch technology product. Trapeze is currently in use by Tectrans, supporting local Southern California dial-a-ride service operations in Monrovia, Maywood, Temple City and Moreno Valley, among others. The system is capable of providing subscription trips requests, advanced reservation requests, as well as same day and real-time reservations. The Trapeze system is web-based, and allows multiple users to access system features simultaneously. This feature allows dispatchers, schedulers, and reservations agents to work with the same, up-to-date information via the built-in web-based connectivity.

Because this is an existing system in service today with a successful track record, Tectrans is providing Trapeze for all the Covina Transit call-taking, reservations, scheduling and routing functions. From call-taking to dispatching, the browser-based product is an easy-to-use application for all aspects of transportation operations. Trapeze gives you the tools needed to manage transportation or coordinated service efficiently, productively, cost-effectively, and securely from any location. With our technical support team hosting the application software from our Los Angeles Call Center, and supporting the hardware technology behind the scenes, our dispatchers and reservations staff can concentrate on what they do best – excellent customer service.

**GPS/AVL SYSTEM**

As a complement to the Trapeze software, Tectrans has included a complete GPS tracking solution for the Covina Transit vehicles in our base pricing. The Zonar V2J High-Definition GPS system is a tracking and mapping solution that will allow dispatchers, Tectrans staff, and any interested City staff to monitor Covina Transit vehicle movement in real time via a convenient web-based interface. This kind of real time data is an invaluable resource for dispatchers to perform real-time reservations and scheduling, by using the closest vehicle for any trip. It also provides a convenient and valuable enhancement to Covina Transit staff and stakeholders, such as Joselyn Center staff who can verify arrival of Dial-A-Ride vehicles right from their computer.



This technology is also extremely useful in documenting past vehicle movement so that customer concerns about on-time arrivals and departures can be tracked comprehensively and reported over prior time periods. Using Zonar-provided GPS data of vehicle movement, resolution for all timely service issues becomes a simple process of data verification, as the technology provides an impartial proof of actual vehicle arrival or departure. This process applies not just to paratransit operations, but also to fixed-route services, with added abilities to identify specific stop locations or time points and record every vehicle transit through that time point.

These exceptional tools will dramatically improve transportation service delivery to Covina Transit riders. Zonar's V2J High-Definition GPS/Bus System is the first of its kind to capture location data every time in four dimensions, instead of the traditional three (longitude/latitude, time, and speed). At a sample rate of one second, the system provides real-time transmission of vehicle subsystem data, driver performance



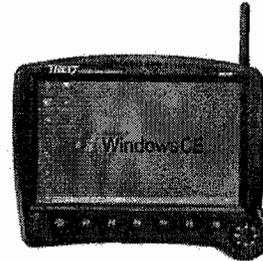
data, and spatially-encoded event information. This frequent pinpoint recording of vehicle stops, speeds, routes traveled, excessive idling and other events gives Tectrans and the City unmatched visibility into fleet utilization and workforce productivity.

All this event data is transmitted, via GSM cellular communication, and collected in a secure, customer-specific database. You can readily access the database information from any web-browser with the Ground Traffic Control™ application. Ground Traffic Control is a powerful web-based Telematics application that distills your data into actionable information. It provides exception-based reporting which makes it easy to improve performance, communication and safety. Additional product information on the Zonar technology implemented by Tectrans can be found in the Appendix.

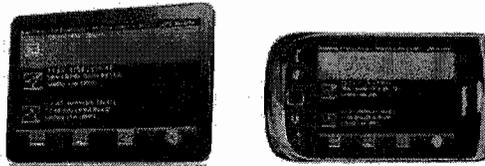
**TRAPEZE MDC OPTIONS**

In addition to basic Zonar GPS vehicle tracking solution, Tectrans has also provided two options for full Trapeze integration of Mobile Data Computers (MDC) into each and every Covina Transit vehicle. Both full integration options provide direct MDC access from the in-vehicle hardware to the Trapeze software system through cellular Internet data connectivity. The difference in cost for these options relates specifically to the type of in-vehicle hardware, and additional detailed information on these options can be found in the Appendix at the end of this proposal.

The first option includes utilizing Trapeze Trek/Treq MDC units, with full support and permanent hard-wired installation into each Covina Transit service vehicle. This is the traditional equipment configuration and operation provided for paratransit vehicle operations over the last 10-15 years. The cost for this fully integrated and fully supported MDC option is an additional \$3.19 per service hour above the base pricing presented in our cost proposal.



The second option also includes full software integration and Trapeze support, but relies on lower cost, modern alternative in-vehicle hardware. The traditional MDC is not used, but rather a new generation of lower cost consumer electronics is specified. In this case an Android software-based tablet computer such as the Samsung Galaxy is ruggedized and hard-wire installed in each Covina Transit vehicle. This fully functional and fully supported option provides a reduced capital cost of traditional MDC in-vehicle hardware, and the cost for the fully integrated and fully supported MDC option is an additional \$2.35 per service hour above the base pricing presented in our cost proposal.



**CUSTOMER CARE PROGRAM**

We believe that first impressions are paramount. When a customer rides a Covina Transit vehicle, this experience may very well be their first impression of our company or of the City. Therefore we take customer service very seriously, and have procedures in place to ensure the positive experience of our riders.

**CUSTOMER FEEDBACK SURVEYS**

Tectrans uses written customer feedback surveys, comment cards onboard vehicles, email, and web-based feedback as typical methods to gather information regarding the driver's behavior, his or her driving, and the condition of the bus.



This process is used by our Project Managers and our senior management team to routinely monitor driver performance and track our service delivery.

In addition, we conduct scientifically sound, random sample surveys of riders to gain additional insight on our shuttle service in general, and our customer service delivery in particular. One of our Tectrans family companies provides contracted call center and customer contact center services to private businesses. Located in Los Angeles, our customer contact center staff has the capability and experience to conduct truly random sample, telephone-based survey interviews of riders to gather scientifically valid results for use in the management and evaluation of our services. With annual comprehensive surveys developed in partnership with City staff, we can provide critical service information to improve the effectiveness and efficiency of the program. As a Tectrans family company, we can offer this value-added service to the City as needed.

#### **CUSTOMER COMMENT RESOLUTION**

We pride ourselves on our exemplary record of quality customer service and continue to focus on this aspect of our business. All customer complaints will be promptly investigated and followed-up on by your Project Manager. Each complaint is entered into our Customer Feedback database to permit monitoring of customer comments, and to detect any trends in customer comments related to overall service or a particular driver. Our policy is for all complaints to be investigated and a preliminary response communicated to the individual making the complaint within 24 hours. This also includes response to City staff as well. The investigation and follow-up will result in resolving the customer's complaint, and hopefully, continued use of our bus service.

#### **CUSTOMER FEEDBACK OPTIONS**

Our policy is to provide customers with as many opportunities and methods as possible to give us their feedback. Typical methods that will be used for the Covina Transit services include:

- Customer comment cards onboard vehicles
- Customer comments via email
- Customer comments via website
- Social Media feedback (Twitter, Facebook, etc.)
- On-board vehicle, in-person customer feedback surveys
- Written customer feedback surveys
- Telephone customer feedback surveys
- Web-based customer feedback surveys

#### **CUSTOMER SERVICE RECOGNITION**

A key element of our Customer Feedback Policy includes recognition of drivers and staff who provide superior customer service. We use a driver incentive program which recognizes those drivers with outstanding driving records, positive customer comments, and exemplary conduct. Every month, we select one or more vehicle operators based on merit, and present them with a Driver of the Month plaque and recognition rewarding their positive conduct.

Additionally, each time a driver is complimented, they will receive a \$10 bonus in the form of a gift card. Compliments include positive customer comments received through one of our formal customer feedback methods, verbal reports from supervisors or managers, positive comments from City staff, and drivers that are "caught" doing the right thing by our staff. This reward method is our way of improving morale and increasing motivation in all our staff to provide the best customer service we can to our customers.



### **MYSTERY RIDER PROGRAM**

An additional customer service enhancement that Tectrans offers our local clients, and an integral part of our customer service program, is a "secret shopper" type program where our managers, supervisors, and customer service staff will be trained to ride Covina Transit and report back to Tectrans management about their experiences.

Each month, a different Tectrans Mystery Rider will be tasked with spending several hours of their time riding the City vehicles. These "anonymous" passengers will utilize an automated checklist using a company-issued PDA or tablet device to document their findings to the Tectrans Project Manager, who will compile the findings and report quarterly to City operations staff and Tectrans management. Any deficiencies in the operator's performance will be immediately addressed by the management and supervisory team, and any accolades for "above and beyond" service will be recognized in the presence of other vehicle operators. Specific areas that will be observed and reported include:

- Safe operation of the vehicle
- Customer service
- Passenger assistance
- ADA compliance
- On-Time Performance
- Vehicle cleanliness

Because Tectrans will provide this unique program without the need to seek outside resources, the Mystery Rider Program is included in our service at no additional cost to the City.

### **MYSTERY CALLER PROGRAM**

Much like the "Mystery Rider" program, the Tectrans Mystery Caller program takes advantage of our existing resources to provide a third-party evaluation of the services provided by a local Tectrans office. Under this program, seasoned and experienced call center supervisors and staff from our Los Angeles headquarters place anonymous calls to the field call center and evaluate our procedures and call center agent performance.

Much like a "secret shopper" program, managers, supervisors, and call center staff make anonymous calls for reservations and scheduling requests, lost and found, request information on their ride, and other routine call center requests. Agents are formally evaluated on their ability to empathize with the caller, efficiency in handling common requests, customer services, and adherence to standard policies. Using a standard checklist, the Tectrans Mystery Callers document and report their findings to the local Tectrans Project Manager, who will compile the findings and report quarterly to City operations staff and Tectrans management. Any deficiencies in the agent's performance will be immediately addressed by the management and supervisory team, and any accolades for "above and beyond" service will be recognized.

Because Tectrans provides this unique program using existing internal resources, the Mystery Caller Program is included in our service at no additional cost to the City.

### **CUSTOMER SERVICE PLEDGE**

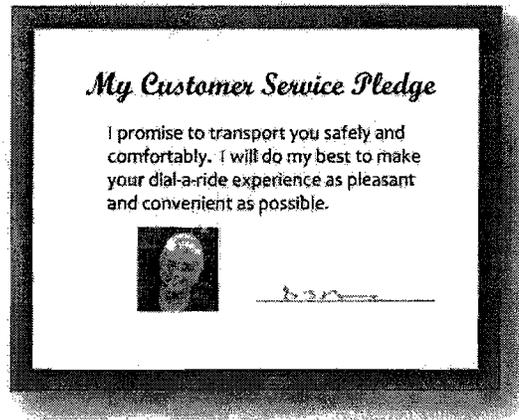
Every Tectrans vehicle operator will post a large format (8 ½" by 11") employee identification photo in a prominent place in the vehicle. More than just an ID badge, this professional, high quality photograph will feature a smiling vehicle operator that will offer a positive welcome to all riders. Along with the photo, the vehicle operator's name and ID number will be prominently displayed for easy identification, and each driver will be responsible for ensuring their picture is displayed in the bus before they start their assigned shift.



Along with this important picture, each vehicle will also prominently display both the Tectrans toll-free customer service hotline telephone number, and our website contact information. This will ensure that riders have every opportunity to provide Tectrans and City staff with their feedback.

The third and final posting on the interior of every Covina Transit vehicle is the Tectrans Customer Service Pledge. This pledge, signed by both the vehicle operator and our Project Manager, is displayed in every vehicle to affirm for both the rider and the operator, our company's commitment to providing the best possible customer service to every passenger.

The pledge, posted in large print on large format paper (8 1/2" by 11") affirms:



## FARE COLLECTION AND ACCOUNTING

Tectrans has a proven plan for the collection and reconciliation of fares for the Covina Transit services which meets the expectations of City staff including transit and acceptable common accounting practices. Furthermore, our fare reconciliation plan meets the requirements of FTA audit standards.

To continue to ensure the fare collection and reconciliations are completed precisely, the following basic processes are used, regardless of the type of fare media:

- The operator is instructed to collect a fare from each passenger and verify the passenger renders the correct fare.
- If a passenger does not have the fare, the operator calls the dispatcher for instructions and records the non-payment.
- At the end of every shift drivers deposit cash and coin fares collected and deliver coupons to the Window Dispatcher.
- Armored car picks farebox revenue for deposit into designated City accounts.
- Dispatch reconciles cash coins and coupons for all driver shifts daily.
- Trips for which no fare was collected are noted in Trapeze.
- Farebox Collection reports are compiled monthly and submitted to the City. All coupons collected are also submitted monthly.



### ***Fare Collection Responsibilities and Procedures***

Our team understands that fares must be collected for all trips provided. Our drivers comply with and complete the daily tasks of collecting fares and recording them accurately. Trainees are familiarized with the correct handling of fares, such as whether assistance in handling currency is appropriate, and explanation of accounting for the number of passengers for reconciliation purpose. Training also includes identification and recording of all passengers, fare types and fare media for proper accounting and reconciliation of fares to passenger counts.

Using a controlled process of recording all passengers carried as well as all fares collected, Tectrans will deposit the fares collected into City bank accounts through routine standard operating procedures. Tectrans acknowledges that fares and passenger counts will be reconciled daily and any discrepancy between projected fares and actual fares collected are the responsibility of Tectrans. With 100% reporting and active management, we will ensure both a cost-effective and accurate farebox recovery procedure for the benefit of both Tectrans and the City.

### **DATA COLLECTION AND REPORTING**

Monthly, weekly, and daily management reports are prepared, reviewed and submitted by your Project Manager, Michael Klein. Each report is reviewed to ensure completeness, accuracy, ease of data collection and is submitted electronically.

Daily Incident Reports, Monthly Incident Reports, Overall Safety Compliance Reports, and other operational measurement reports will be developed and customized in keeping with accepted transit industry standards and the City's requests. All reported incidents which are of an emergency nature or considered a media-worthy event, shall receive elevated attention and response from our staff. These incidents will be pre-defined and recognized for immediate notification via an emergency distribution list, with specific responsibilities for follow-up and communication, to ensure the correct action is taken during the critical moments of such an event, and to ensure that all parties understand the nature of the event and response.

### **NTD REPORTING**

As a long-time member of the Local Transit Systems Subcommittee (LTSS) at the LACMTA, Tectrans is not only well aware of the National Transit Database (NTD) reporting required to maintain Proposition A Local Return funding and the Formula Allocation Procedure for included operators to maintain transit funding, we helped to shape the Local Return Program guidelines and implement the required reporting procedures with our customers. Our staff has maintained certification of our NTD reporting efforts, preparing and submitting complete monthly, quarterly and annual NTD reports for both fixed route and dial-a-ride services for contracted transportation customers such as Whittier Transit, West Hollywood Cityline, Maywood Express and Maywood Dial-A-Ride, Huntington Park Dial-A-Ride and Temple City Dial-A-Ride. In all cases, our professional staff has assisted in training annual LACMTA contracted auditors, and have complied with all NTD updated and revised reporting requirements.

Our staff will conduct on-board data sampling of demand-response services (in full compliance with FTA Circular C 2710.2A for demand response) in order to compute statistically valid passenger-mile data for NTD reporting. Random sampled Covina Transit trip sheets will be provided, summarized and reported monthly, no later than the required 10 days after the end of the month, along with our complete billing and reporting package.

The following forms will be submitted monthly:

- Daily Random-Sample Trip Sheets for use in reporting passenger miles traveled
- Ridership Activity Form MR-20
- Safety & Security Forms S&S-50 Non-Major Incidents and S&S-40 Major Incidents
- Maintenance Performance Form R-20



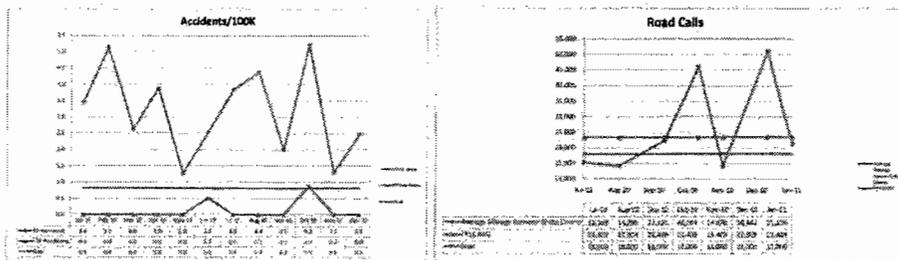
- Energy Consumption Form R-30
- Transit Agency Service Form S-10
- End of month cumulative lifetime mileage by vehicle for use in preparing Revenue Vehicle Inventory Form A-30

Tectrans will ensure that all reported NTD data meets FTA guidelines and requirements and will adhere to the most recent NTD data collection procedures through coordination with staff at the LACMTA, and our staff will coordinate our reporting efforts with Covina Transit to ensure compliance with changed, updated, or revised reporting requirements as they occur.

**KEY PERFORMANCE INDICATOR (KPI) TRACKING**

Tectrans maintains a standard Policy and Procedure for all of our transportation operations that includes collection and reporting of standard operating statistics. These reports are used for our internal reporting and service monitoring tracking of Key Performance Indicators (KPIs), and these reports are provided to our customers as a direct report and back-up documentation for the customer invoice. These Microsoft Excel-based reports contain the KPI standards our management and staff use to track performance, and are customized for each contacted service to reflect the needs of the particular customer, service type, geographic area, or ridership needs.

A representative sample of our Microsoft Excel-based reporting package is provided on the following pages.



**SAFETY IS EVERY EMPLOYEE'S #1 RESPONSIBILITY (SEE#1)**

Safety is the most important commitment we make to the communities in which we operate service. It is our companywide belief, from the CEO to the newest frontline employee, that *Safety is Every Employee's #1 Priority*. With that in mind, Tectrans has developed its proprietary **SEE#1** safety culture to ensure that our passengers and customers experience only safe transit operations. It is our goal to have less than one accident per 100k miles for all accidents regardless of towing or damage levels. The Project Manager, Michael Klein, is directly responsible for ensuring that operations at the Monrovia Terminal are in full compliance with this goal and company culture.

No matter how courteous the driver, how timely the service, or how clean the vehicle, unless the transit operation is safe, and all our employees **SEE#1**, then all of our other efforts are wasted. Safe operation of the vehicle and experience is what our passengers expect from us. Confidence in the ability of our services to operate without incident promotes the continued success of the system and encourages public support for the service we provide.

**SAFETY PLAN**

Tectrans has developed a comprehensive Safety Plan. One of the main priorities of the Safety Plan is to teach employees how to maintain attention to detail and develop good operational habits. These two attributes are critical in preventing



accidents and maintaining our excellent safety record. The Safety Plan contains basic information and training on our overall safety program elements including:

- Equipment and Facility Inspections
- Safety Training and Instruction
- Monitoring of Employees
- Accident Reporting & Investigation
- Safety Meetings
- Driver Performance Evaluation
- Safety incentive Program
- Driver Qualifications
- Applications
- Interviews
- Screening
- Pre-Employment Testing
- Probationary Period
- Driver Training
- New & Refresher Training



**MONTHLY SAFETY INITIATIVE**

Tectrans has created a continuous safety communication campaign, called our Monthly Safety Initiative. This monthly program heightens awareness and provides a basic understanding of vital safety and *operational excellence* concepts. This program effectively reduces employee resistance to change and improves their basic understanding of key concepts. Best of all, the campaign allows for small digestible doses of information over time and that will support effective cultural change.

The program reinforces the importance of safety with different subjects each and every month. The messages are pertinent, relevant and novel, allowing for much better retention.

The program is based on modern adult learning theories and consists of several different media elements that collectively provide both dissemination and integration of the key safety messages. The following material is shipped to each terminal once per month:

- Manager's implementation guide (step-by-step procedures)
- Monthly poster (specific theme)
- Safety Meeting Facilitator's Guide
- DVD-based 30 minute safety meeting (5-8 minute actual run time video)
- A monthly introductory letter
- Four weekly "What's Wrong With This Picture?" photos, related to the monthly theme
- An adequate supply of supervisor talking points cards, to be signed by each employee
- Radio announcements





### **SAFETY COMMITTEE**

In line with our recently enhanced safety organization and programs, Tectrans will implement a Safety Committee at the Monrovia Terminal to meet regularly for the purpose of proactively reducing accidents and injuries. The Safety Committee will be comprised of at least four members, and may include the Operations/Maintenance Supervisor, Operators, and Maintenance or Dispatch personnel. The Safety and Training Manager will serve as the Committee Chair and the remaining Committee members will be chosen based on their safety record, attendance record, safety knowledge, leadership skills, overall safety attitude and willingness to help and contribute to the activities of the committee. The Safety Committees will be responsible for reviewing all accidents and injuries on a monthly basis (minimum, or as required,) with the COO and Senior Vice President, Safety and Risk Management.

The main purpose of the Safety Committees is to:

- Review motor vehicle accidents and work-related injuries/illnesses and determine primary or root cause as well as secondary or associated factors.
- Identify preventative measures and recommend solutions to prevent accident and injury recurrences.
- Conduct regular safety inspections of the facility and identify any physical hazards.
- Detect and eliminate unsafe conditions or practices not in compliance with the Tectrans safety Policies and Procedures.
- Promote safety awareness and Employee involvement through incentive programs, safety communication programs, and recognition of safety accomplishments.
- Solicit feedback and suggestions from Employees.
- Make safety recommendations to management regarding preventative and corrective actions.

### **SAFETY RECOGNITION PROGRAMS**

To support our safety culture, Tectrans will enact the following recognition program for our operators to recognize and encourage safe behavior and attitudes. These recognition programs change and mature over time, so that each individual award provides a means to improve our attention to detail and focus on Safety as Every Employees #1 responsibility (**SEE\*1**).

- Driver of the Month Program
- Recognizes Operators who are without accidents and or injuries, and have an outstanding working record for the month.
- Each winner receives a certificate, recognition during our monthly safety meeting, and automatic entry into the Driver of The Year competition.
- Driver Milestones Program
- Recognizes Operators who are without accidents and or injuries over specific time periods, rewarding long standing safe behavior.
- Drivers receive award for 3 months, 6 months, 1 Year, 3 Year up to 20 year safe operations.
- Rewards include gift cards (or other financial incentives) public recognition, uniform pins, patches, and jackets.
- Driver of the Year
- Every Driver of the Month recipient is entered in the pool for selection as Driver of the Year at our annual Safety Recognition program.
- The selected Operator is one who stands "Head and Shoulders" above the rest and selection requires unanimous agreement of the Project Manager, Assistant Manager, and Safety Manager.
- Selection of Driver of the Year is made in January for the previous year.



### **ACCIDENT AND INCIDENT PROCEDURES**

Driver and passenger safety is our top priority. We continuously take steps to reduce accident frequency through programs like our Operator Education Program (OEP) and our strict adherence to our Drug & Alcohol Policy, as well as other methods. We also credit our company Safety Plan and our passionate emphasis on safety for the reduction in the accident rate. Because of this company focus and constant improvement effort, we have an unparalleled record of safety. Our insurance premium-to-loss ratio of less than 30% is envied by our competitors.

It is the policy of Tectrans to conduct prompt, accurate and thorough investigations of all accidents, injuries, illnesses and near misses, with the goal of promoting safety and preventing reoccurrences. Tectrans' accident procedures include close coordination with our contract staff, first responders and safety agencies (including police), and all begin with proper driver training and follow-through by our staff. Accidents are reported through dispatch immediately to the Terminal Manager, and will be investigated by appropriate staff.

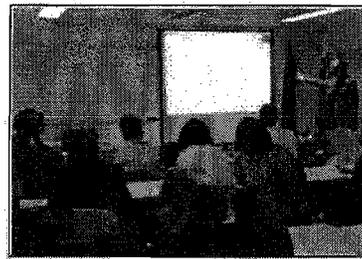
Tectrans trains all road supervisors and management staff in accident investigation techniques, and requires a trained accident investigator to arrive at the scene of every accident and document, measure, take statements and photos of the scene. This package is turned into our corporate risk management team and is used as part of the evaluation process.

Preventable accidents are addressed by management on an accident-by-accident and employee-by-employee basis. All accidents will be recorded, and records of all accidents will be filed in the appropriate employee files for tracking and analysis of driver safety and commitment to Tectrans' safety values. Accident details are used as training tools. By submitting details to an employee review committee, they are discussed and analyzed for instructive use during regularly scheduled and mandatory safety meetings. Accidents that indicate trends are handled by organizing a campaign to eliminate the behavior leading to the reoccurrence.

### **TRAINER CERTIFICATION PROCESS (TCP)**

In order to maintain a safe and professional Operator corps, two of the key items we must provide are; an industry leading driver training program (OEP) and trainers that have been properly educated on instruction. We at Tectrans have recognized the need for top notch training staff and have developed a program and certification process to insure all of our Operators receive the best initial and on-going training. To that end we have created and are implementing a trainer selection, preparation and certification process, consisting of:

- Selection and promotion processes
- Education and training
- Testing and certification



We have created the assessment tools, including written mastery tests and structured promotional interviews to be used in selecting and promoting operator trainers. In addition, job-specific assessments for classroom facilitators and BTW instructors are part of this proprietary program.

All current and future trainers in our transportation operations will go through approximately 12 hours of educational courses (On-line self-directed, scheduled webinars, self-directed CD-ROMs) covering:

- Learning Basics
- How to Coach Adult Learners
- How to Train at Tectrans



### **SAFETY LEADERSHIP**

We at Tectrans recognize safety as a core value and our number one priority. In the development of creating a safety first culture, it is imperative that the entire management staff not only understand this core value, but how to actually apply it every day at their operation. We have created a sophisticated **Leadership Education, Training & Development Process** designed to be mastered over a period of several months. Our management training is delivered in a blended approach to learning that includes:

- Web-based, self-directed asynchronous on-line courses
- Self-directed CD-ROM courses
- Live-hosted webinars (delivered on a schedule and attended by several managers at a time)
- Local and regional skills-building workshops

The leadership course will lead to fourth level learning outcomes (understanding and enactive mastery) in the areas of ***operational excellence***, safety and behavior-based leadership.

Subjects include:

- Introduction to Leadership
- Ownership (Who is responsible for results?)
- Accidents/Mistakes & Why People Have Them
- Understanding Human Behavior
- Safety Leadership Principles
- Safety Leadership Techniques
- Behavior-Based Performance Improvement

This custom-designed curriculum will be delivered in small doses over a period of three months through a series of self-directed courses and web-based learning sessions totaling six hours, followed by participation in skills-building workshops. This level of training to our managers illustrates our true commitment to the community and our employees, and confirms our vision of **SEE#1**.

### **REGULATORY COMPLIANCE**

Tectrans and our family of companies have extensive experience providing fixed-route transit and dial-a-ride services to the public. As a professional and experienced operator, we know the importance of maintaining our qualifications and legal ability to operate within the State of California. We also know the many benefits of maintaining strict regulatory, safety, and legal compliance. Tectrans (through its wholly owned subsidiary Diversified Transportation, LLC) is an authorized Motor Carrier with the California Highway Patrol. In addition, we maintain California Public Utilities Commission authorization to provide contracted busing services for the public. We are also a registered participant in the Department of Motor Vehicles Pull Notice Program.

- CHP Motor Carrier: CA 332536
- PUC Charter Party Carrier: TCP0021312-Z
- DMV Pull Notice Requester Code: W6038
- California Secretary of State Tax ID and Certification: 200612610169

As a fully qualified transportation provider, Tectrans maintains complete compliance with all regulatory agencies and regulations affecting our operations. From initial driver recruitment, through to delivery of services to our riders, we make sure that our operations not only comply with, but exceed, acceptable legal standards.



This includes compliance with at least the following standards and regulations:

- California Highway Patrol (CHP)
- Motor Carrier Regulations
- Public Utilities Commission (PUC)
- Department of Motor Vehicles (DMV)
- DMV Pull Notice Program
- DMV Employer Testing Program (ETP)
- General Public Paratransit Vehicle (GPPV) Certification
- Vehicle for Developmentally Disabled Person (VDDP) Certification
- California Motor Vehicle Code
- Title 13
- Department of Justice
- LiveScan Background Checks
- California Air Resources Board (CARB)
- Federal Transit Administration (FTA)
- Federal Department of Transportation (DOT)
- Transportation Security Administration (TSA)
- Drug and Alcohol Testing Program
- National Transit Database (NTD)
- Equal Employment Opportunity (EEO) Employer
- Industrial Welfare Commission
- Wage Orders and work rules
- National Labor Relations Board (NLRB)
- Collective Bargaining Agreements and Labor Relations
- OSHA and CalOSHA
- Injury and illness Prevention Program (IILP)
- Red Cross First Aid and CPR
- EPA and CalEPA
- Storm Water Pollution Prevention (SWPP)
- Federal Contracting Requirements
- Americans with Disabilities Act (ADA)
- Local fire, safety, building and environmental requirements)



Compliance with the many regulatory agencies and regulations that apply to the commercial transportation industry requires constant attention and dedication from our local and corporate staff. Tectrans supports our local transportation operations, supervisors and managers with direct assistance from our corporate and regional offices. We maintain an extensive Human Resources staff and compliance program under direction of Pat Gaudin, our Senior Vice President of Human Resources. In addition, Drew Jones, our Senior Vice President of Safety and Risk Management, supports field locations with direct assistance completing common documentation and implementation of standard programs and policies. Likewise, Perri Newell, our Director of Human Resources, ensures that all local staff have the most current and effective resources for driver recruitment, qualification, and training.

### VEHICLE MAINTENANCE PROGRAM

Tectrans operates and maintains more than 1,400 vehicles nationwide. We have extensive experience in maintaining transit vehicles of all makes and models, from large fixed-route transit buses to cutaway paratransit vehicles, to smaller



vans and sedans. Our maintenance standards and best practices are based on experience meeting, and in most cases exceeding, manufacturer's recommendations and regulatory standards. Our focus is on providing an aggressive maintenance program that ensures comprehensive care of every vehicle during its useful life and beyond. It is the goal of our preventive maintenance program to achieve at least 18,000 miles between road calls per vehicle.

Tectrans understands that a strong and comprehensive vehicle maintenance program is a cornerstone of providing reliable transportation services. Our standardized maintenance plan provides effective and efficient maintenance for commercial transportation vehicles and meets or exceeds all manufacturer's recommendations and regulatory requirements. From vehicle cleaning to major repairs, effective vehicle maintenance enhances and protects a significant capital investment in rolling stock (whether that investment is made by Tectrans or by you, the client) and promotes a positive image of both the service and Tectrans.

#### **VEHICLE MAINTENANCE STAFFING**

Successful vehicle maintenance is accomplished by attracting and maintaining an experienced and highly motivated team. The best maintenance program will eventually fail without dedicated and qualified employees to manage the processes and to ensure full program compliance. This is why Tectrans uses industry best practices to recruit, hire, and train well qualified and committed maintenance team members. However, Tectrans doesn't stop there. We then provide incentives, recognition, corporate support, and all the tools our team needs to accomplish our primary goal of delivering a comprehensive maintenance program.

#### **Recruiting**

Tectrans uses only industry-proven methods for recruiting experienced maintenance team members. These proven methods include, but are not limited to: local classified advertising; advertising on internet sites such as Craigslist, *Mass Transit Magazine*, *TransitTalent.com*, and others; internal recruitment and posting of open positions within company locations; and advertising in local media and trade publications.

We understand the importance of hiring the best technicians available in a given geographic area. Our maintenance team must ensure the reliability and overall performance of the transportation system by ensuring maximum vehicle up-time. Beyond the recruiting methods mentioned above, Tectrans maintains active and productive relationships with both technical and trade schools such as the Sacramento Wyotech, Universal Technical Institute, and Los Angeles Technical Trade School to provide employment placement for graduating skilled technicians.

#### **Hiring**

Our recruitment process is driven by local staffing needs, with both needs assessment and final hiring decisions being made by local management team members. Tectrans supports this process through a centralized corporate support structure which includes our Manager of Corporate Recruiting, a dedicated corporate position responsible for supporting our local terminal managers and assisting with all of their recruiting and qualification needs. Support services provided include, but are not limited to: determining qualifications, placing advertisements in the correct media, screening applicants, and maintaining recruitment files on qualified candidates for future positions.

In addition, Tectrans uses the CandidateCare Program (described in detail in the Employee Recruiting section of this proposal) to pre-qualify, qualify, and screen prospective candidates. The CandidateCare program also manages and coordinates compliance with our standard background check, driving history check, criminal history check, and FTA compliant drug and alcohol testing program. Finally, the CandidateCare program used by Tectrans includes an interactive behavioral interview process for all applicants, which is customized to meet our standard for maintenance staff. Tectrans requires that all maintenance staff must meet all minimum qualifications for being a vehicle operator, including possessing a commercial driver's license.

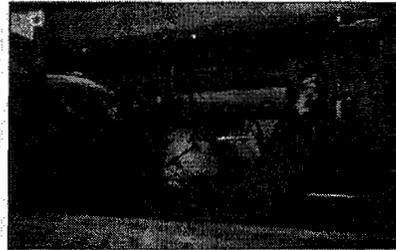


### ***Maintenance Staff Positions***

Beyond the assigned Maintenance Supervisor, each Tectrans terminal is staffed to meet the particular needs of the transportation services being provided. Tectrans classifies maintenance team members into general categories of technician and utility worker, with further definition of the technician category based on skills, certification, and training. As described in the Staffing section of this proposal, the maintenance staffing for the Covina Transit services consists of an appropriate mix of qualified staff from the following categories:

#### **Technician Class A**

Class A Technicians are the most senior level technicians working in the shop. These journeymen level team members have the most experience, training, and expertise of our team. The primary duties of an A Technician are to ensure the efficient and effective maintenance of a diverse fleet of vehicles. Class A Technician designation requires a high level of knowledge of Medium to Heavy and Light Truck/Automotive mechanical equipment maintenance. They must have at least 10 years of hands-on experience and be ASE Certified and licensed to perform air conditioning repairs according to EPA requirements. All Tectrans technicians must be licensed commercial drivers with air brakes certification.



#### **Technician Class B**

Class B Technicians are seasoned and knowledgeable technicians who perform routine and effective vehicle maintenance duties. Responsibilities may include PMI services, simple diagnostic work, general repairs, and traditional automotive repairs. Class B Technicians generally have more experience than Class C Technicians, without the level of training and certification of Class A Technicians. Class B Technicians have three to five years of hands-on repair experience in automotive or Medium to Heavy duty vehicle maintenance. All Tectrans technicians must be licensed commercial drivers with air brakes certification.

#### **Technician Class C**

Class C Technicians provide general vehicle maintenance support and perform minor repairs and routine maintenance tasks. They generally have limited experience but meet minimum training requirements and are considered semi-skilled in general automotive repair and maintenance. Many Class C Technicians are essentially mentored by our more seasoned Technicians. Class C Technicians take direction from Class B and Class A Technicians and must have the ability to communicate effectively with other staff members. All Tectrans technicians must be licensed commercial drivers with air brakes certification.

#### **Fueler/Utility Worker**

Utility personnel perform general maintenance and upkeep for the operating terminal, as well as vehicle fueling, vehicle washing and cleaning, and general helper support for the maintenance shop as needed and under the direction of senior shop personnel.



Category	Qualifications	Typical Duties
<b>Technician A</b>	<ul style="list-style-type: none"> <li>• 10 Years Practical Hands On Experience</li> <li>• Have and Maintain Multiple ASE Certifications</li> <li>• Be capable of using and operating Welder</li> <li>• Be computer literate and able to operate standard software</li> <li>• HVAC Certification is required.</li> <li>• Posses all basic technician tools</li> <li>• Be capable of operating diagnostic equipment</li> <li>• Commercial Drivers License with Air Brakes Certification</li> </ul>	<ul style="list-style-type: none"> <li>• Perform engine and transmission overhauls</li> <li>• Perform PMI services</li> <li>• Diagnose engine, electrical and A/C systems</li> <li>• Repair engine, electrical and A/C systems</li> <li>• Diagnose and repair electronic systems</li> <li>• Perform brake repairs on both air and hydraulic systems</li> <li>• Perform inspection and repair of diesel, gasoline other power driven equipment.</li> <li>• Perform Air Conditioner Charging and Repair</li> <li>• Respond to Road calls</li> <li>• Perform machining of parts for automotive equipment and machinery to meet specifications</li> <li>• Prepare and submit records of work performed.</li> <li>• Record all parts and supplies used on equipment</li> </ul>
<b>Technician B</b>	<ul style="list-style-type: none"> <li>• 3 to 5 years practical hand-on experience</li> <li>• Practical knowledge of Medium/Heavy and Light Truck/Automotive repair and maintenance</li> <li>• Posses all basic technician tools</li> <li>• Commercial Drivers License with Air Brakes Certification</li> </ul>	<ul style="list-style-type: none"> <li>• Perform PMI Services</li> <li>• Perform semi-skilled preventive, corrective, and repair maintenance tasks on various types of Vehicles.</li> <li>• Diagnose and repair engine, transmission and electrical systems</li> <li>• Perform repairs on hydraulic brake systems</li> <li>• Prepare and submit records of work performed.</li> <li>• Record all parts and supplies used on equipment</li> <li>• Respond to Road Calls</li> <li>• This may include inspections, diagnostic work, electronics, brake repairs on hydraulic systems.</li> </ul>
<b>Technician C</b>	<ul style="list-style-type: none"> <li>• 1 year automotive technician experience</li> <li>• Or completion of 1 year vocational training program in automotive technicians</li> <li>• Posses basic tools</li> <li>• Good communication skills</li> <li>• Commercial Drivers License with Air Brakes Certification</li> </ul>	<ul style="list-style-type: none"> <li>• Perform Oil and Lube Services</li> <li>• Perform Tire Mount and Dismount</li> <li>• Assist Class A &amp; B Technicians to complete routine repairs and PMI services</li> <li>• Perform minor non-safety related repairs</li> <li>• Perform routine part replacements and adjustments such as installing batteries and replacing lights</li> <li>• Prepare and submit records of work performed.</li> <li>• Record all parts and supplies used on equipment</li> </ul>
<b>Utility</b>	<ul style="list-style-type: none"> <li>• Have and maintain a valid Commercial Drivers License</li> <li>• Possess basic tools</li> <li>• Exhibit a positive attitude and enthusiasm</li> </ul>	<ul style="list-style-type: none"> <li>• Wash, clean and detail fleet vehicles</li> <li>• Complete logs and reports</li> <li>• Perform daily facility maintenance</li> <li>• Perform daily yard/lot maintenance</li> <li>• Work in inclement weather</li> </ul>

**Training & Certification**

Because Tectrans places significant resources into hiring the most qualified candidates possible, we strongly promote retention of maintenance staff by encouraging continuous education, training and advancement. Using National Institute for Automotive Service Excellence (ASE) as the basis for continuous training, Tectrans encourages all maintenance staff to improve and maintain their skills on a continuous basis. A key benefit of the ASE program is the continuous training aspect, since each certification must be renewed every five years. By earning ASE certifications in multiple subjects, our maintenance staff can improve their skills and expand their professional credentials. Earning ASE certification specific to public transportation vehicles, diesel engines, and alternative fuel vehicles is strongly encouraged.



Going above and beyond the ASE programs, Tectrans coordinates hands-on in-person training opportunities for our staff, with our vast network of suppliers and vendors. Through the coordination efforts of our Regional Maintenance Supervisor (a Tectrans corporate position dedicated to supporting local terminal staff and coordinating our corporate vehicle specification and maintenance programs) Tectrans provides routine training opportunities in the following categories:

- Wheelchair lifts and mobility device training – through both Ricon and Braun
- Air conditioning training – through Thermo King and Carrier
- Alternative fuels (propane, CNG) training – through Mutual Propane and Clean Energy
- Diesel engines training – through Cummins and Creative Bus Sales

To encourage and reward our maintenance staff as they obtain additional certifications, Tectrans promotes an incentive program that pays all technician staff a bonus of \$50 per year for each current ASE certification held or obtained, and \$500 annually for master certification. In addition to the ASE incentive program, Tectrans also provides incentive programs for each team of technicians at each Tectrans terminal as described below:

- Safety Incentive - \$25 per technician per month for each month with zero injuries
- Road Call Incentive - \$25 per technician per month for each month with miles between roadcalls is above standard threshold
- Inspection Incentive - \$100 per technician for each 3<sup>rd</sup> party inspection completed without defect

#### **VEHICLE MAINTENANCE PLAN**

The Tectrans approach to vehicle maintenance provides a comprehensive plan for maintenance success from our **SEE\*1** safety culture to returning vehicles to revenue service. Our clients have expressed their appreciation as our commitment to maintaining service vehicles has improved the appearance and reliability of both the service vehicles and the transportation services they provide.

#### **Maintenance Safety**

Safety is the first critical component of Tectrans' vehicle maintenance plan. This emphasis ties directly to our corporate philosophy where Safety is Every Employee's "1 responsibility (**SEE\*1**). Our safety culture starts with safe procedures that ensure injury prevention and continues through to safe repair practices that ensure safe vehicle operation after the vehicle leaves our shop. It is our top priority to establish and maintain a lasting safety culture. The key safety procedures and strategies described below work to ensure that we achieve this goal.

#### **FTA Compliant Drug and Alcohol Testing**

All maintenance personnel are considered safety sensitive employees and are included participants in our FTA-compliant drug and alcohol testing program. This comprehensive program (described in detail in Safety section of this proposal) provides for drug and alcohol testing of maintenance staff throughout their hiring and employment with Tectrans.

#### **Personal Protective Equipment (PPE)**

Tectrans equips each shop facility with high quality modern industry-tested tools and equipment. Equipment is clearly marked and well maintained. Personal Protective Equipment (PPE) such as safety glasses, face shields, gloves, coveralls, and other PPE is readily available in convenient locations throughout our shop facilities. Proper use of Personal Protective Equipment is strictly enforced.

#### **Facility Standards**

Work areas are well lit and kept free of debris or obstructions. Facilities are organized with designated storage areas for parts, chemicals, oil and other items with adequate ventilation, markings, and signage. Equipment necessary for facility



cleaning (brooms, mops, dust pans, absorbent, etc.) are strategically located in the shop and easily accessible in clearly marked locations.

#### Shop Safety Barriers

Maintenance and shop areas are secured with safety chains and similar barriers. Signage throughout the shop provides notification to prevent non-maintenance employees from entering the shop space. Proper buffer space is clearly marked on the floors around shop equipment to remind employees to keep a safe distance when the equipment is in use. Only maintenance staff are allowed entrance to designated maintenance areas, and PPE must be worn at all times. This policy applies to all staff including drivers, vendors, management and visitors.

#### Lock Out/Tag Out

Tectrans follows OSHA-complaint lock out/tag out procedures to ensure that shop equipment is used, stored and powered on and off properly and securely. The program is reinforced through routine inspections and periodic re-training to ensure compliance with the lock out/tag out safety program.

#### Hazardous Waste Handling

In accordance with OSHA procedures and in compliance with our environmental impact policies, Tectrans maintains a comprehensive hazard communication program that ensures proper identification, storage, use, and disposal of chemicals and fluids used in the maintenance shop. Comprehensive Material Safety Data Sheets (MSDS) are maintained at each facility, and we use secure storage containers and designated areas for each chemical and fluid. All fluids are clearly marked and labeled. Waste oil and fluids are properly collected and recycling programs provided by 3<sup>rd</sup> party vendors are used at each site to properly recycle and dispose of all vehicle waste fluids. Similarly, all used tires are recycled by a 3<sup>rd</sup> party vendor. Meticulous and detailed records of all recycling programs are kept, and all compliance reporting is produced and maintained at each individual shop.

#### Safety Meetings

Maintenance personnel participate in short weekly safety meetings led by the on-site Maintenance Supervisor. These meetings provide updates for maintenance staff on new or revised procedures and provide an opportunity for hands-on training or demonstrations. Tectrans shop staff are also required to attend the regularly scheduled monthly safety meetings conducted at each terminal. These meetings provide general safety information and focus on safe driving and on-the-road transportation issues. The "all hands on deck" nature of the monthly safety meeting allows a clear and consistent safety message to reach all terminal employees and promote our **SEE\*1** philosophy.

#### Safety Messages

Safety messages and posters are displayed throughout Tectrans facilities to remind everyone of our **SEE\*1** philosophy. Posters are similar to those provided in the Safety section of this proposal. Messages and posters are frequently updated and changed to encourage employee participation and interest. In addition, the Monday Morning Safety Messages (described in Safety section of this proposal) are distributed to all Terminals and communicated to all employees by their respective managers and supervisors. These safety messages are a very important tool and are designed to be all inclusive.

#### **Maintenance Information System – Collective Data**

Tectrans uses CollectiveFleet Pro, for comprehensive maintenance management, fleet data collection, inventory control, and comprehensive maintenance program reporting. As used in Tectrans terminals, the Collective Data system tracks essential fleet and vehicle information, establishes and maintains preventive maintenance





schedules, records all repair activity for both labor and parts, controls parts usage and inventory, and records and reports all maintenance activity. The system is a web-based product that is installed and operational at every Tectrans terminal, which allows centralized control and standardization of maintenance information.

As a tool used daily by local maintenance staff, as well as corporate support and management staff, the Collective Data software provides advanced scheduling of preventive maintenance service by both mileage and days. Automated email reminders and text messages are generated by the system for daily work, PM schedules, and other essential parameters, and are sent directly to local Project Managers and Maintenance Supervisors for immediate action. Our system provides for automatic email notification of essential service information that is beyond most compliance standards (such as missed PM's or downed vehicles) directly to a chain of corporate support and management staff, including all the way up to our Chief Operating Officer. This level of automation sets a new standard for maintenance accountability and management responsiveness.

Extensive reporting is built into the software, allowing detailed analysis at both the local and corporate levels. These reports serve as the basis for tracking key performance indicators in our maintenance program. Reports include work orders, vehicle maintenance summaries, cost and labor allocations by vehicle or project, PM currency, PM schedules, parts inventory and usage, along with many others. The system has built-in custom reporting capabilities which can be used to create detailed reports using any data point collected in the system. More information about the Collective Data system can be found at [http://collectivedata.com/fleet\\_management\\_software.html](http://collectivedata.com/fleet_management_software.html).

#### **Zonar Electronic Vehicle Inspection Report (EVIR)**

As a normal part of the daily pull-out process, drivers perform a complete DVIR checklist designed to document vehicle conditions, and to spot safety items that require immediate attention before the vehicle goes into passenger service. As part of our commitment to safety and customer satisfaction, Tectrans has worked to make this process as easy and safe as possible, and to remove as much chance for error from this critical task as possible, through the use of an innovative and affordable technology that automates and electronically records the DVIR process. The Zonar EVIR® system is approved for commercial use by the California Highway Patrol and we are convinced that this technology offers real value to us, to our customers, and to our riders.



Traditionally, DVIR inspections have been performed via paper and pen. Zonar Systems has replaced the manual inspection processes with electronic methods that are easy to use and reduce errors in the process. The Zonar EVIR® system streamlines the vehicle inspection process with an electronic system that collects all the required inspection, compliance and maintenance data. The system ensures all pre- and post-trip inspections are performed; keeps a permanent record of inspections; reinforces compliance; and improves communication.

Using the Zonar EVIR® system, RFID tags are placed in critical safety zones around the vehicle. They are highly durable and weather-resistant, and warranted for the life of the vehicle. RFID tags require no power or connection to the vehicle's electrical system and are activated when the driver positions the handheld reader within a few inches of the tag. Using Zonar's 2010 Handheld Reader, drivers conduct their inspections, placing the reader within a few inches of each tag and confirming each zone's condition with simple one-handed push-button responses. This patented method provides proof that the driver was physically present in the inspection zone and completed the process.

The EVIR inspection electronic checklist includes the following items (along with custom items added to meet individual needs):

- Directional signals and flashers,
- Headlights,
- Brake lights and tail lights,



- Windshield wipers/washers,
- Interior lights,
- Horns,
- Parking brake,
- Door operation, including emergency exits and alarms,
- Fire extinguisher and emergency equipment,
- Check and cycle lift,
- Sufficient tie-down equipment and seat belts,
- Heater/defroster,
- Tires and steering,
- Radio for communication to operator dispatch offices,
- Wheelchair lifts, ramps and securements,
- Body's exterior, interior and associated equipment and supplies,
- Transmission and engine operation,
- Interlock operation,
- Check windshield for cracks,
- Wheels/Lug Nuts

Once the EVIR® inspection is complete, the information is transmitted to secure servers and recorded in a database. A secure web-based software application called Ground Traffic Control™ collects all the inspection data, enabling the reporting and tracking of vehicle maintenance, driver performance, regulatory compliance and overall operational efficiency. Ground Traffic Control™ is accessible via any computer with an internet connection, directly through the web, using a simple web browser. Users are configured to receive automatic updates via email, text, or other messaging devices when vehicle inspections are completed. Ground Traffic Control™ contains sophisticated tools to allow alert features for missed inspections, safety defects that require immediate repair, and vehicle out-of-service conditions. Instead of waiting for traditional paper forms to be passed form hand to hand, or desk to desk, Ground Traffic Control™ allows all interested parties to be notified or inspection results immediately and simultaneously – eliminating costly delays of time and materials.

Tectrans strongly believes this technology will improve the coordination of the vehicle maintenance program for City of Covina owned and provided equipment. Because of its proven benefits to improve the vehicle maintenance program and provide the highest quality service to Covina Transit riders, Tectrans has included this technology in our pricing and proposal for Covina Transit with no additional fee.

#### ***Preventive Maintenance Inspection Program***

Preventive Maintenance Inspections (PMIs) are the foundation of a comprehensive and effective vehicle maintenance program. The PMI process is designed to protect the capital investment in the fleet, ensure fleet availability, and maintain safe operating conditions. First and foremost in planning all maintenance activities is the availability of vehicles to meet service requirements. In particular, Tectrans performs the majority of PM inspections when there is the least impact to operations. Our goal is to have vehicles in service during peak hours of operation.

Of equal importance is the currency of preventive maintenance inspections. Tectrans continues to schedule and follow-up on all PMIs in order to maintain 100% PMI currency. The Tectrans PMI program is scheduled using the CollectiveFleet Pro software using a 3,000-mile or 30-day service interval. Odometer readings from driver trip sheets are entered into CollectiveFleet Pro daily, and confirmed each time the vehicle enters the shop. Based on these odometer readings, vehicles are scheduled for a PMI when they meet either the mileage or time thresholds. Because it is automated, a



vehicle cannot be overlooked or missed in the PM schedule cycle. A schedule of PMIs due within the next 30-day period is generated automatically on the 15th day of the preceding month. Both operations and maintenance staff are notified by the CollectiveFleet software to schedule the vehicle for service so that the vehicle can be removed from the operations schedule in time to meet the required PMI appointment.

PMIs are conducted on a schedule of A, B and C services, where A services are performed every 3,000 miles or 30 days. B services are added to the standard A service at 24,000 miles and C service is added to the A service at 100,000 miles. A description of each PMI service is provided in the following table, and additional detailed PMI inspection sheets and maintenance forms are provided for your review in the Appendix at the end of this proposal.

Service Type	Service Interval	Service Items
"A" Service	3,000 Miles or 45 Days	Lube, Oil and Filter Change Under Hood/Engine Compartment Inspection Interior Inspection Exterior Inspection Brake Inspection Lift Inspection & Service
"B" Service	24,000 Miles*	Transmission Service – Fluid and Filter Change
"C" Service	100,000 Miles*	Vehicle Tune-Up Differential Service – Fluid Change

\* "B" and "C" Services are performed in addition to and during an "A" Service

During the PMI, the technician reviews both the vehicle file and all previous PMI reports as well as the vehicle repair summary, which shows the comprehensive repair and PMI history for the life of the vehicle. This critical step in the process allows the PMI to become both a critical safety element and an efficient maintenance program. First, reviewing the vehicle repair history allows the technician to identify and correct repeated repairs and address safety concerns (such as repeated brake or interlock failures, for example), even if they have no personal history with the vehicle. Second, the file review allows for repairing minor defects identified during the Daily Vehicle Inspection (DVI) process, and encourages pro-active component replacement where worn or suspect parts are replaced during the PMI when the vehicle is already out of service and before they cause a service disruption. All defects reported through DVI or identified during the PMI are completed before the vehicle is returned to service.

**Quality Control Inspections**

Tectrans uses a management re-inspection program to ensure the quality of our PMI program and provide training and education opportunities for our maintenance staff. At each Tectrans terminal, the local Maintenance Supervisor re-inspects ten percent of all the PMI inspections conducted at the facility, with care taken to re-inspect PMIs performed by each technician on staff every month. The re-inspection process includes review of all work orders, paperwork and vehicle file, followed by a complete re-performance of the PMI to include verification of all PMI inspection check list items, and evaluation of all repairs performed on the vehicle during the PMI. Any deficiencies found during the re-inspection are immediately corrected and the Maintenance Supervisor takes corrective action with technicians through re-training and other means to ensure future PMIs meet Tectrans' exacting standards.



#### ***Air Conditioning Maintenance Program***

With a base of operations in California and South Florida (some of the hottest climates in the Nation), Tectrans places a high priority on maintaining well functioning air conditioning systems in our vehicles. Preventive maintenance for air-conditioning is performed at regular PM Inspection intervals in accordance with the preventive maintenance recommendations of the manufacturer of the air conditioning system. Then, before peak air conditioning season each year, the entire system is checked and cleaned to ensure optimum performance of the system. Air-conditioning repairs are made in accordance with environmental regulations as outlined in the Clean Air Act of 1990 including, but not limited to, the use of certified technicians, an approved refrigerant recovery system, and the tracking of refrigerant used for each repair. A complete copy of the Air-Conditioning PM checklist is provided in the Appendix at the end of this proposal.

#### ***Wheelchair Lift Maintenance Program***

Tectrans recognizes that an essential element of vehicle maintenance is ensuring that the wheelchair lift is in good operating condition at all times. Using our comprehensive wheelchair lift PM program (provided in the Appendix at the end of this proposal), each PM Inspection includes specific lift maintenance, lubrication and thorough inspection of lift components. Technicians inspect for structural deficiencies, hydraulic leaks, and verify correct operation of the lift platform, sensors, barrier, and controls. Most importantly, as part of the DVIR process, all drivers are required to cycle the lift to confirm trouble-free operation before the vehicle enters service. Lift malfunctions are a cause for immediate out-of-service assignment. Vehicles with inoperable or malfunctioning lifts are not placed into revenue service, and are scheduled for immediate repair.



#### ***Parts Inventory and Management***

As part of our dedication to providing maximum service reliability, Tectrans is committed to using only the best quality parts for service vehicles. By making every effort to use only Original Equipment Manufacturers (OEM) quality parts, and meeting or exceeding all OEM recommendations for both repair procedures and parts, we help to ensure that buses remain in revenue service, providing maximum reliability for passengers.

In addition, Tectrans maintains a secure and robust inventory of parts at our local terminals so as to ensure that routine parts and supplies are readily available to meet the needs of PMI and repair schedules, minimizing maintenance downtime. Typical parts inventory levels are held at a three-week supply level, and all parts are stored under secure lockup, including tires and consumables. Parts inventories are physically counted and verified at least once a year. Parts inventories and usage is tracked in our CollectiveFleet Pro system for accurate reporting and accounting of all parts used as well as trend analysis reporting.

Tectrans maintains active and healthy relationships with a vast network of vendors and suppliers to provide the parts needed to maintain our vehicles. Through both local and national account vendors, Tectrans provides local operating terminals with extensive options to procure the best quality parts and the best possible prices. Our network includes many Disadvantaged Business Enterprise (DBE) vendors, and we promote use of DBE vendors across our company operations. Examples of key suppliers include Interstate Batteries, Creative Bus Sales, Factory Motor Parts, San Leandro Ford, Cummins, and Thermo King.

#### ***Tire Management Program***

Tectrans manages tires so that they provide the maximum useful life at the minimum cost. Our network of suppliers provide consistent inventory and just in time delivery to meet our PMI and replacement needs, including tire warranty administration. Tires are maintained at proper air pressures for loads per OEM recommendations, and are checked daily



by drivers during the DVIR process. Proper wheel alignment is maintained consistently through PMI verification to avoid premature wear. Front tires are replaced when worn beyond 4/32 of an inch and rear tires are replaced when they are worn beyond 2/32 of an inch when measured between major treads and wear bars. These procedures help to maintain consistent wear and the longest possible tire life. At the end of useful life, all tires are recycled through environmentally compliant vendors.



#### **Warranty Management**

Tectrans administers both vehicle and parts warranties for all vehicles maintained in our operating fleet. The CollectiveFleet Pro system is used to identify all parts under warranty and to manage warranty recovery. The system is also used to identify all vehicles affected by a defective manufacturer's part or recall program. Tectrans maintains strong relationships with bus manufacturers and dealerships including Ford, General Motors, El Dorado National, and Creative Bus Sales, among others in order to coordinate and complete warranty repairs. Regardless of where the work is done, Tectrans accurately and aggressively administers the completion of warranty repairs and recall campaigns that affect the vehicle fleet.

#### **Road Call Program**

If a vehicle breaks down on route, is involved in an accident, or has any other emergency, Tectrans is committed to quickly restoring passenger bus service. Our dispatch staff are trained to respond to various in-service events, and follow standard procedures to determine the best method of response. Once confirmed, immediate response by a Road Supervisor and replacement vehicle is arranged for vehicle accidents and other emergencies.

To facilitate an immediate response to service disruptions, Tectrans maintains a "ready bus" for daily assignment. The "ready bus" is a vehicle that has already had a pre-trip inspection performed, is parked at the facility, and is ready to leave at a moment's notice. In the event that a replacement vehicle is needed in service, the "ready bus" is used to take over passenger operations on the route. Typically, the original driver resumes revenue service while the road supervisor coordinates with maintenance staff to arrange repair or towing for the stranded vehicle.

For mechanical breakdowns, a triage process is used by the dispatcher in coordination with maintenance staff to get the vehicle back in service or a replacement vehicle placed in service as quickly as possible. The road call process follows these steps:

- Triage mechanical issues with driver and maintenance staff
- Confirm a replacement vehicle is needed
- Coordinate "ready bus" and road supervisor assignment
- Confirm with maintenance staff if tow truck, on scene repair, or drive in response is needed
- Confirm break down location using landmarks and GPS as available
- Route "ready bus" and road supervisor to breakdown location
- Confirm route is returned to revenue service
- Complete the Road Call Report, verifying vehicle number, route number, operator name, time and date, location and description of the problem
- Route the Road Call Report to both Project Manager and Maintenance Supervisor

Tectrans tracks all road calls in our CollectiveFleet system, and provides accurate reporting of miles between road calls. This critical KPI is reported monthly and is monitored by both local and corporate maintenance staff to identify trends and ensure standards are met. Following a road call event, the vehicle is diagnosed and repaired. Before the vehicle is returned to revenue service, the Maintenance Supervisor must sign off on the repair.



### ***Body Work Policy***

All body repair work is undertaken by an outside service. Every vehicle that has undergone body work is individually inspected by the Maintenance Supervisor, Mr. Ruben Jaramillo, to ensure that the work was performed to OEM specifications before the vehicle is released back into service.

### ***Environmental Compliance Program***

Tectrans complies with federal, state and local environmental regulations. Our compliance program is designed to meet various standards that apply to our local transportation operations including Occupational Health and Safety Administration, Environmental Protection Agency, Clean Water Act, Material Safety Data Sheets, Spill Prevention Control and Countermeasures, Storm Water Pollution Protection Plans, local zoning and fire department regulations, and other compliance programs as needed.

The Senior Vice President of Safety and Risk Management, Mr. Drew Jones leads all corporate and field efforts in regulatory compliance efforts. Mr. Jones provides the oversight and direction needed to ensure local compliance, and provides an expert resource to our local Project and Maintenance Supervisors. In coordination with the Western Region Maintenance Director, Mr. Daniel Moreno, Tectrans provides excellent corporate support resources and oversight to ensure compliance at all Tectrans terminals and maintenance facilities.

Tectrans maintains database records of all compliance data and reporting, accessible at operating terminals and corporate locations, along with hard copy files of all fees, permits, compliance processes, data recording, and required reporting. Through the support of various contractors that provide environmental services, such as waste product recycling and storm water monitoring and testing, we maintain strict controls over both materials and compliance documentation.

Tectrans strictly complies with the Clean Water Act, addressing both spill response and storm water pollution prevention at every Tectrans facility. As appropriate, Tectrans produces and implements the procedures for the Spill Prevention, Control and Countermeasures Plan and Storm Water Pollution Prevention Plans. Response plans include the appropriate notification sequence for each location, specific response assignments for local staff, immediate response training, the use of containment measures, and certified emergency response contractors. Tectrans maintains current MSDS and chemical inventories on file at both corporate and operating terminal locations, and ensures only our standard list of safe and approved chemicals are in use at each facility.

### ***Third-Party Inspections***

Tectrans is a fully licensed and certified transportation operator, and fully understands the requirements of major local and state agencies and their regulations. We understand that periodic inspections will occur at all our operating terminals. These inspections by third parties, regulatory agencies, or funding partners are important milestones for our staff and are treated as a top priority.

As a result, Tectrans has a superior record for regulatory compliance with agencies such as the California Highway Patrol and Federal Transit Administration Triennial Audits. Our standard is 100% compliance with CHP, DOT, OSHA, FTA, NTSB and other agencies as they apply to our local operating terminals. Most importantly, we welcome our clients to review our operations, perform their own internal inspections, and verify our strict adherence to local operating requirements.

### ***Corporate Support and Oversight***

Tectrans provides a complete support program to assist and direct our local operating terminals in providing the best vehicle maintenance service to our customers. Our Regional Maintenance Director, Mr. Daniel Moreno, provides support and management oversight to identify areas for improvement and implement best practices across all of our operating terminals. Through on-line monitoring of maintenance KPIs, regular reporting, and on-site local visits, he



ensures that our vehicle maintenance staff implements our maintenance program to reduce or eliminate vehicle down-time and provide maximum revenue service for the City

Oversight is also accomplished through data driven decision making and monitoring specific vehicle maintenance Key Performance Indicators (KPIs). Four KPI measurements will be collected and reported by the terminal Maintenance Supervisor on a monthly basis. These KPIs include:

- PMI Currency
- Maintenance Cost per mile
- Miles between Road Calls
- Out Of Service Percentage
- MPG Vehicle Performance

Maintenance KPIs are compiled, reported and compared across regions and between similar transportation operations. Each terminal location is then assigned a specific target score for each of the KPI measurements, creating a customized standard appropriate for the conditions at each individual operating location. Performance is then tracked and judges against the standard, and provides a tool for local Project Managers and Maintenance Supervisors to use in their daily decision making. KPI reports are provided to our customers as part of the monthly operating report package (usually attached to service invoicing) and additional custom reporting is implemented for each customer as needed.

#### **VEHICLE FUELING PLAN**

Daily fueling of all vehicles will be performed at local ARCO gas stations, under our corporate fuel purchase agreement, and in strict compliance with Tectrans fuel management policy. Our fuel purchase program allows accurate tracking of fuel usage by vehicle and driver, with immediate online reporting of all fuel purchase activity for review and approval by Tectrans management. This highly effective program makes fuel available at any ARCO location in the case of fueling needs during route layovers or breaks, and will reduce deadhead miles in those cases where fueling can be accomplished on-route. This method ensures that each vehicle is fueled and stored for the night with a full tank. During fueling the vehicle interior is swept and all trash removed, and a visual inspection is performed with any defects documented on the post-trip inspection form and reported to maintenance and window dispatch. At the end of each service day, service workers are responsible for ensuring all vehicles are fueled and properly parked on the Monrovia Terminal lot and positioned correctly for the AM peak pull-out.

Besides operator labor costs, fuel is the second largest operating expense for Tectrans. Our company fuel policy emphasizes daily monitoring and reconciling of fuel costs utilizing vendor receipts, driver logs, and on-line vendor transaction (invoice) postings. All management and employees are required to keep a vigilant watch over fuel expenditures to identify any abnormalities that may indicate a misuse of fuel. A daily Fuel Control Log is used to document all fuel activity with confirmation by dispatchers and drivers alike. The Fuel Control Log is reviewed daily by the Project Manager. Any fueling activity reported on the Fuel Control Log, which is not supported by the driver trip sheet record and the receipt, is reconciled and investigated immediately to determine if fraud or misuse has occurred.

Fuel purchases are tracked through the use of fuel cards assigned to vehicles, and Personal Identification Numbers (PINs) assigned to specific employees. Once a pin number is issued to an employee, another employee cannot in any instance use the same PIN. Cards are to be issued to specific vehicles and are maintained with the vehicle keys, and issued to drivers or service workers daily during the window dispatch process, and collected and counted daily upon return to the yard.



Additional controls on the fuel card program include the following:

- No pin or card may fuel more than 100 gallons in a single day.
- No pin or card shall be authorized between the hours of 10:00 p.m. and 4:00 a.m.
- No pin or card may fuel at any station except those documented on an "Approved Stations List" established for each operating terminal.

#### **VEHICLE CLEANING PLAN**

Vehicle appearance is a top priority for our staff. Riders deserve the highest quality passenger experience possible, and a clean, presentable vehicle plays a large role in that experience. Vehicle operators and maintenance technicians play key roles in ensuring that riders are transported in clean, comfortable, and safe vehicles. Cleanliness and vehicle appearance is a part of the Vehicle Operator's pre-trip inspection.

All bus exteriors are thoroughly washed every week and more often as necessary due to weather or unusual conditions by our certified vendor. The environmentally friendly and sound practice reduces water run-off, and all wash water is collected for proper treatment and disposal. Vehicle interiors are cleaned daily at the end of each shift, and checked as part of the following day's pre-trip inspection.

The daily cleaning includes but is not limited to the following:

- Cleaning the inside of all windows, removing all dust, fingerprints and head prints.
- Removing all dust from seats, dashboards, wheel wells, rails, ledges.
- Sweeping all floor areas; mop all liquid spills.
- Ensuring bus is free of all paper, gum and debris, etc.
- Repairing damaged seats.
- Daily removal/repair of graffiti.

In addition Tectrans enforces an annual complete vehicle detail process, where all vehicles receive a major cleaning, including both complete interior, and exterior detail with wax and polish. Vehicle cleanliness is a key customer service indicator and Tectrans' management team often performs unannounced spot inspections to ensure compliance with our vehicle appearance policy.

#### **IMPLEMENTATION/TRANSITION PLAN**

Tectrans will provide the smoothest possible transition from the previous service provider for the Covina Transit operation. We have thoroughly examined all elements of this transition and we are confident that we have the resources in place to minimize the disruptions frequently experienced during service transitions. We recognize that once selected to provide the Covina Transit service, our reputation is on the line. With this recognition, we make a commitment unlike any other provider: our staff and resources, from driver to CEO, are on-site and at the disposal of the City to make sure this transition is successful.

In the following section, we present the major components of our transition plan for the Covina Transit services. Major components include our successful transition experience, our Transition Team concept, our transition communication strategies, and our workforce transition plan.

#### **SUCCESSFUL TRANSITION EXPERIENCE**

Our transition strategy has been a success for service start-ups throughout our service areas, including those described below and numerous other recent projects such as California State University Dominguez Hills, Bob Hope International



Airport, Tri-Counties Regional Center Paratransit Service, California State University Northridge, Metrolink crew shuttle service in Los Angeles, and numerous other projects.

#### ***Pomona Valley Transportation Authority (PVTA) Paratransit***

The start-up of paratransit services for the PVTA in December 2010 included the implementation of Tectrans' "Mobile Knowledge XDS Dispatch application" on 30 paratransit buses owned by the Authority. Previously the PVTA and its contractor relied solely on manual dispatch functions without the aid of any in-vehicle technology. Tectrans' experience with Mobile Knowledge XDS in-vehicle and back-office technologies as deployed in Tectrans' 400+ taxi fleet allowed us to leverage proven technologies and strategically apply them for the first time in a paratransit bus operation.

The project now benefits from route-optimized dispatching via automated on-board Mobile Data Terminals (MDTs) by way of Cellular Data networks. Aside from the automated MDT dispatching, which significantly reduced driver voice traffic to the dispatch office, the project also benefits from GPS (Global Positioning System) data allowing conclusive trip auditing, route "bread-crumbling," and streamlined data capture for the National Transit Database (NTD) reporting requirements. In combination with other strategically employed technologies such as SmartDrive™, Zonar™, this sophisticated approach yields dramatic savings brought on through streamlined efficiencies and a more interactive monitoring of the vehicle via Tectrans' PVTA back office staff.

Tectrans also rolled out a more process-driven approach to PVTA's Rider Registration and Rider ID Card systems via the programming of a Microsoft SQL Relational Database that allows programmatic tracking of application, enrollment and eligibility of the program's rider base at large via Tectrans' SSL-Secured Internet Rider Registration sites and the implementation of a "Rider ID Card Printing System."

Despite the numerous new technologies applied on behalf of PVTA, as well as near torrential rains the week of the transition, the Tectrans start-up of service was silent to the passengers who provided no complaints and continue to be satisfied with Tectrans' service.

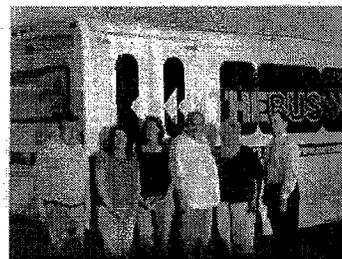
#### ***City of Monrovia (CA) Dial-A-Ride and Trolley***

Tectrans was awarded a new contract to manage, operate and maintain the City of Monrovia's seven-vehicle General Public Dial-a-Ride system – commonly known as Monrovia Transit – and the City's two-vehicle Trolley system. Operations commenced November 1, 2010 from a newly opened Tectrans operations terminal located in the City of Monrovia. The transition of service from the previous contracted was completely smooth, as evidenced by the following testimonial received from the client, Mr. Craig Jimenez, AICP, shortly after start-up: "I just wanted to let you know how pleased the City has been with the service that we have received from Tectrans in running Monrovia Transit and the trolley service. From our perspective, the transition was seamless and from the community's standpoint, invisible. Kudos to your team, especially [General Manager] Michael Klein for making our job so easy! I look forward to a long and positive relationship between Monrovia and Tectrans."

#### ***Merced County (CA) Dial-A-Ride Paratransit***

Tectrans assumed management and operations of "The Bus" Dial-A-Ride in Merced County, California, on October 1, 2010. This contract start-up represented Tectrans' first operating contract in California's Central Valley. Tectrans' Merced operations are in partnership with a well known local operator, Merced Transportation Services, who holds responsibility for the County's fixed-route transit operations. Both the dial-a-ride and fixed-route operations are managed from "The Bus" facilities provided by the County.

Both Tectrans and Merced Transportation Services took control of operations from the previous national contractor at midnight on the first



The Tectrans transition team alongside staff from Merced County with one of the service vehicles.



day of the contract. The transition elicited no complaints from the passengers and the client was satisfied with both companies for the attention to detail and application of company resources to ensure that the transition was silent.

#### ***Collier Area Transit (Naples, FL)***

On October 1, 2010, Tectrans successfully assumed management control for the entire Collier Area Transit (CAT) and Paratransit operation from the County's previous contractor, with a transition of only 17 days. Due to the timing of the final approvals in mid-September, the County was faced with the challenge of entrusting the transition to Tectrans in an extremely constrained timeframe. Even though the procurement process managed by the County had included a transition timeline of a minimum of 60 days, Tectrans rose to the challenge. All operational and support departments of the company were involved in the accelerated timeline, making the midnight handover of control seamless and silent. Tectrans was able to hire 100% of the previous contractor's workforce, including all required drug testing and background checks. The morning pull-out on 10-01-10 was flawless and the ridership was not aware of any change in control and there were zero service complaints.



The Tectrans transition team alongside staff from Collier Area Transit on the morning of the contract turnover.

#### ***Miami International Airport Rental Car Shuttle***

Our transition strategies and team approach were recently used to start up the consolidated Rental Car Shuttle Service at Miami International Airport. In January of 2010, Tectrans subsidiary LSF Shuttle was awarded the contract to operate the Miami International Airport's (MIA) Rental Car Shuttle (RAC). The challenge of this transition was consolidating 16 independent rental car fleets and drivers into one system operating on a single route. The fleet, which totaled over 100 vehicles, needed to be reduced to 70 for the consolidated service. The entire fleet was inspected and the most similar vehicles in the best condition were selected by our team to operate the new service. Over a period of 60 days, each and every vehicle was refurbished to include new seating, paint, mechanical repairs and decals for the new shuttle service. The vehicles remained in service with each existing rental company until midnight on the day of transition, so our refurbishing plan was implemented without interruption of the existing service. The driver staff (125), dispatch staff (5), customer service representatives (15) and technicians (8) were hired and trained in the last 30 days prior to hand over. A facility was secured and outfitted including office and maintenance shop in the last 30 days prior to hand over. During the two weeks preceding the hand over, corporate support staff and our local management and operations team worked diligently to finalize preparations for the midnight transition. At 12:01 on July 13th, 2010 Tectrans began full operation of the RAC service, as 70 vehicles and 125 drivers became part of the Tectrans team. As a reward for the planning and effort of our Transition Team, service operated continuously through the stroke of midnight, and travelers were seamlessly transported to the new consolidated rental car facility on its first day of operation with zero complaints.

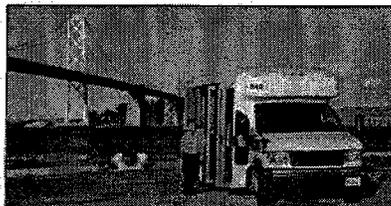
#### ***North Los Angeles County Regional Center Transition***

Another example of success for our transition strategy is our conversion of the North Los Angeles County Regional Center Paratransit service. The contract was awarded the last week of December 2007, and service started March 1, 2008. Using our start-up team approach, we accomplished a successful service start-up during a just over 60-day window without any disruption to client services. During this time we converted the service literally from the ground up. We established a brand new operating facility by locating, securing and out-fitting a property in Van Nuys (City of Los Angeles); specified, located, acquired and out-fitted 98 paratransit buses; recruited, qualified, hired and trained over 120 full and part time vehicle operators; negotiated a Collective Bargaining Agreement with Teamsters Local 572; and began revenue service without any delay in service start-up.



### ***San Francisco Paratransit***

In 2007, Tectrans formed Mobility Plus Transportation to take over and improve the SF Paratransit service, working closely with the SF MTA's broker. During the transition, we discovered and pro-actively corrected many serious issues, including: drivers had been hired on the day of application, without background or history checks; DMV Pull Notice Program, DOT Physicals, and FTA Drug & Alcohol Programs were not in place; drivers received no formal training; vehicle maintenance was undocumented and poorly performed; driver pay rates and benefits did not comply with the collective bargaining agreement.



After thoroughly identifying each deficiency, Tectrans implemented an improvement plan, and addressed critical service needs in priority order. We revamped the management team; quickly negotiated and executed a new collective bargaining agreement; improved driver wages and benefits; qualified, hired, and trained new drivers; and provided additional lift equipped vehicles to meet passenger demand. As a result, within 30 days of assuming operations we achieved positive results: complaints fell from 20 per week to 8; on-time performance improved from 88% to 94%; and ridership increased from 5,400 to 6,000.

### **TRANSITION TEAM**

Because a service transition is always challenging, Tectrans is committed to provide every resource to make it as smooth and trouble free as possible for our riders and transit customers. The key strategy we employ for a successful service start-up or service transition, is to first designate the Transition Agent (a senior Tectrans manager to lead the transition), and then establish a transition team with members from every discipline in the company. Key members of the transition team include local project operations staff, accounting staff, human resources staff, marketing staff, information technology staff, corporate support staff, and others as needed. After pulling this inter-disciplinary group together for an initial face-to-face meeting, the Transition Manager schedules and leads the group through a series of regular scheduled weekly meetings, from the time of award through 60 days post service start-up.

Upon award of the Covina Transit services contract, Tectrans will immediately convene our transition team and begin our transition coordination efforts. The team will be led by:

#### **Transition Agent:**

- Valerie Flores, Senior Vice President – West Bus Operations

#### **Transition Team Members:**

- Local Covina Transit Operations Staff
- Daniel Moreno Western Region Maintenance Director
- Cindi Ritter, SVP–Systems and Compliance
- Drew Jones, SVP-Safety and Risk Management
- Peri Newell, Human Resources Director
- Dirk Schniedermeier, Chief Technology Officer
- Allen Kimble, Controller
- Susan Soh, Accounting Manager
- John Busskohl - COO
- Scott Williams, SVP–Business Development
- Dwight Brashear, EVP – Business Development



**TRANSITION TASKS**

The Transition Team will focus their energy on accomplishing the following start-up and transition tasks in the most comprehensive and efficient manner possible. Every start-up presents new and unique challenges, but the issues that must be resolved are generally similar to the list of tasks and timeline set forth below. We will begin the start-up process using this framework, and make adjustments to the tasks and schedule as needed, based on consultation with City staff and the specific challenges presented by the transition process. This timeline truly becomes a "living" document as it expands and develops during the transition period.

Transition Task List				
Task	Assigned	Start Date	Complete Date	
<b>Contract</b>				
Notice of Intent to Award	Agency	06/07/2011	06/07/2011	
Contract Award	Agency	06/07/2011	06/07/2011	
Negotiate & Sign Contract	SVP West	06/07/2011	06/10/2011	
Secure Performance Bond	SVP West	9/27/2010	9/27/2010	
Initial Coordination Meeting with Agency Staff	SVP West	06/13/2011	06/13/2011	
Monthly/Bi-Weekly Meeting with Agency Staff	SVP West		Ongoing	
Initial Transition Team Meeting	SVP West	06/10/2011	06/10/2011	
Weekly Transition Team Meetings	SVP West		Ongoing	
Bind Insurance Certificates & Endorsements	SVP West	06/13/2011	06/17/2011	
<b>Human Resources</b>				
Plan informal meetings for existing staff	Dir HR	06/13/2011	06/14/2011	
Hold informal meetings for existing staff	Dir HR	06/15/2011	06/16/2011	
Interview Existing employees	Dir HR	06/15/2011	06/17/2011	
Qualify Existing Contractor Staff	Dir HR	06/20/2011	06/24/2011	
Select Existing employees	PM	06/24/2011	06/24/2011	
Advertise Open Positions	Dir HR	06/24/2011	06/28/2011	
Hold job fair for open positions	Dir HR	06/26/2011	06/26/2011	
Qualify Applicants	Dir HR	06/26/2011	06/30/2011	
Background Checks	Dir HR	06/26/2011	06/30/2011	
DMV Pull Notice/H&I Screening	Dir HR	06/26/2011	06/30/2011	
Physical Exams/Drug Screens	Dir HR	06/28/2011	06/30/2011	
Customize employee orientation program	Dir HR	06/24/2011	06/25/2011	
Assign employee orientation schedule	PM	06/30/2011	06/30/2011	
Conduct employee orientation sessions	PM	07/01/2011	07/01/2011	
Driver Training	PM	07/01/2011	07/06/2011	
<b>Vehicles</b>				
Procure support vehicles	Dir Maint	06/13/2011	06/17/2011	
Pre-Delivery Inspection	Dir Maint	06/20/2011	06/20/2011	
Vehicle Delivery	Dir Maint	06/20/2011	06/24/2011	
<b>Vehicle Maintenance</b>				
Prepare Vehicle Files	Dir Maint	06/24/2011	06/24/2011	
Create Vehicle Profiles in Collective Data	Dir Maint	06/27/2011	06/27/2011	
Prepare and populate PM Schedules	Dir Maint	06/28/2011	06/28/2011	
Order and Install Radios	Dir Maint	06/24/2011	06/28/2011	
Perform Initial PM Inspections	Dir Maint	06/30/2011	06/30/2011	
<b>Operations</b>				
Order and Issue Uniforms	PM	06/28/2011	06/30/2011	
Prepare KPI Report Template	PM	06/24/2011	06/30/2011	
Establish Final Driver Schedules	PM	06/30/2011	07/05/2011	
Perform Dry Runs on Shuttle Routes	PM	07/05/2011	07/06/2011	
<b>Service Begins</b>				
Start Revenue Service	PM	07/08/2011	07/08/2011	
Transition From Start-Up Team to Operations Team	SVP West	07/08/2011	08/08/2011	



### **WORKFORCE TRANSITION PLAN**

At Tectrans, we recognize that our best resources at any new operation are the employees already working there. We recognize the long tenure of many of the vehicle operators currently working for Covina Transit today and appreciate their contributions to the service. Therefore, we will spend a great deal of time and energy in the effort to retain the workforce already in place.

However, we also know that not every contractor holds its employees to the same strict standards that we do. Therefore, it is important that we have a specific process to introduce ourselves to the current contractor's employees through meetings and personal contact, conduct one-on-one interviews, perform background checks and verify qualifications (using the CandidateCare pre-employment screening and including physicals, and drug and alcohol testing), and finally extend offers of employment to the current employees who meet our hiring criteria. Our strict hiring process for transitioning employees ensures that we both retain the best employees with the most knowledge of the system and that we maintain our high standards.

#### ***Existing Employee Transition***

During the transition period, we will implement a comprehensive process to communicate, document, and coordinate with employees, supervisors and management our desire to retain the existing Covina Transit workforce. Our intention is to ease the levels of stress and anxiety existing employees may feel throughout the transition period, with our ultimate goal of providing a smooth, transition without service disruptions.

Upon contract award, and with the consultation and approval of City staff, the Transition Agent will make direct contact with the existing contractor's senior on-site management to request a formal meeting, specifically for the purpose of introduction of the Tectrans Transition Team, and to ask for permission to contact the existing contractor's Covina Transit employees.

Through a process of employee meetings, written communication and one on one discussion, Tectrans' Transition Team will develop and sustain the rapport necessary to address every issue existing employees might have regarding their future employment opportunities.

Based on the response from the existing contractor's management team, one of two different scenarios will be initiated. If permission is granted to talk with existing employees, Tectrans will:

- Immediately ask for an employee mailing and telephone list
- Obtain input and recommendations from the current management and City staff
- Request assistance from current management in performing outreach to current employees on-site, through in-person contact, postings or other marketing

If permission is not granted to talk to existing employees, Tectrans will:

- Attempt to contact staff through advertising and other non-personal contact methods during non-working hours so that City services will not be disrupted
- Attempt to find a neutral third party to act on our behalf when approaching existing employees
- Request assistance from City staff in order to facilitate outreach to current employees

To complete the process of existing employee transition, Tectrans will:

- Mail informational letters to each employee outlining the awarded contract and asking employees to attend informational meeting(s) during the employees free time
- Include materials with telephone contact numbers, application, and informational scheduled meeting dates and location



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**Transit Operations Services**

- Schedule employee informational meetings which will not interfere with existing employee work schedules
- Provide specific information during the meetings about positions available, compensation, benefits, work environment and other information as needed
- Staff informational meetings with senior Tectrans staff and Transition Team members to answer all employment, or operational questions from existing employees
- Ask each employee to complete an employment application, if they choose
- Process applications immediately during the meeting
- Conduct individual interviews at the meeting or scheduled for specific later date
- Develop a database of applicants and track applications throughout the hiring process

Following acceptance, further background checks, pre-employment physical exams, drug and alcohol testing, and additional qualifications will be completed. Any existing employee applicant who does not meet Tectrans standards will be informed of the results, and Tectrans regrets our inability to offer an employment opportunity.

Upon clearance of these requirements, the applicant will be hired as a "Trainee," and scheduled for the initial Tectrans orientation training program for Covina Transit services vehicle operators. Training will be conducted during the transition period on non-scheduled work hours to avoid any impact on current shuttle services. Also during this period, complete human resources, payroll and benefits, and regulatory compliance information will be completed and proper files established. Throughout this recruitment process, Tectrans will maintain close communication and coordination with City staff and Southland management.

***New Employee Transition***

While we expect to retain as many of the current Covina Transit employees as possible, we understand that some current employees may elect to stay with the current contractor or may not meet qualifications for employment with Tectrans. To meet this demand we intend to use proactive recruitment methods to hire additional qualified vehicle



## PROJECT MANAGEMENT

Within the ground transportation industry, Tectrans has positioned itself as the "Employer of Choice." Our attention to employee welfare and valuing the contribution of our employees to our overall success are just two of the many ways that Tectrans ensures we attract the best employees. In this section of the proposal, we describe the various programs used by Tectrans to maintain a stable, effective, and high quality workforce to provide our customers with the best paratransit services possible.

### EMPLOYEE RETENTION (LABOR CODE 1070-1074 & SB 158 CERTIFICATION)

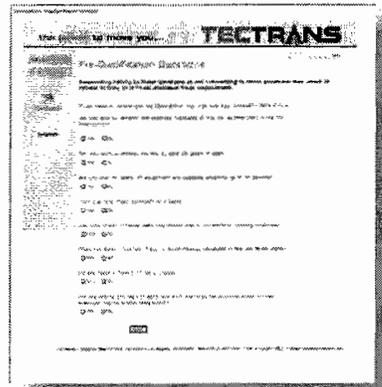
A cornerstone of our staffing approach is to enthusiastically comply with California Labor Code 1070-1074, and do everything in our power to encourage retention of the current transportation service program employees, including supervisory and management staff where possible. This includes our certification in compliance with Senate Bill No. 158, that we agree to retain qualified current employees of the existing service contractor for a period of at least 90 days. Beyond mere compliance with labor regulations, Tectrans is committed to keeping the existing employees for the long term. We view this as an opportunity to maintain continuity of service, retain institutional memory, and facilitate a smooth, trouble-free transition of the transportation service.

### CANDIDATECARE WORKFORCE DEVELOPMENT PROGRAM

The Tectrans CandidateCare Workforce Development Program is designed to support our Human Resource efforts through a comprehensive recruitment, selection and hiring program. CandidateCare combines best-in-class technology, Human Resource process support and collaboration by specialists in the behavioral and industrial sciences into a standardized format and a standardized scoring system to rate and track applicants. Specifically, CandidateCare produces talent management and workforce development solutions through custom materials and management tools. ***This value added feature is provided at no cost to the City.***

The CandidateCare program is designed specifically to assess transportation industry staffing, including drivers, dispatchers, office staff, and transit supervisors/managers. It begins with a series of assessment tools (hurdles) designed to screen-out unfit applicants. The individual steps, or hurdles include:

- Customized Career-board and online Applicant Tracking System
- Organizational and job related on-line Pre-screen surveys (pass/fail knock-out questions)
- User and administrative portals for customized Job-Board postings and status dashboard, online employment application, pre-employment forms, digital signature technology and metrics/tracking database
- Fully customized and automated candidate status update, selection and rejection e-mails
- Construct valid competency assessments (to be verified through job analysis), measuring validated paratransit job-specific competencies that include: Adaptability, Compliance, Conscientiousness, Customer Focus, Response to Stress, Safety Orientation and Teamwork
- Validated paratransit job-specific structured employment interview (with behaviorally-anchored items and online scoring template)





- Online skills based assessments including; Numerical Ability, Reading Comprehension and the Ability to Follow Directions
- Hiring and performance metrics management platform
- EEO data collection and reporting

#### **MINIMUM VEHICLE OPERATOR QUALIFICATIONS**

Equally important to attracting a qualified pool of applicants is making the right hiring decision. Sound decisions rely on well-defined description of job duties, acceptable hiring standards, selection criteria that identify the best, and a strict adherence to the process which makes it all work.



Our screening process starts with the basic hiring standards:

- An accurate and valid application
- Minimum, five years of driving experience
- Minimum, 50,000 miles driving experience in the US
- Minimum, 25 years of age
- Successfully pass a U.S. Department of Transportation physical examination.
- Successfully pass a drug and alcohol screen
- Have the ability to obtain the special permits and endorsements
- Possess a Commercial Drivers License
- Have sufficient command of the English language
- 10 Year Motor Vehicle Record History
- No record of DUI or DWI
- No felony, narcotics, drug/alcohol, moral turpitude convictions
- No conviction of reckless driving or speed contest
- Background check: satisfactory appraisal from prior employers, at a minimum, or verifiable references from past three employers, or last five years of employment

#### **ONGOING MONITORING OF CREDENTIALS**

Prior to hiring, all employees are required to undergo a ten year nationwide criminal background check and provide a current motor vehicle record report which documents at least five years driving history. Tectrans follows up on all findings documented in these reports, and documents corrective action and hiring decisions in employee files as appropriate.

However, even the most stringent of pre-employment screening measures will be ineffective, unless they are monitored and updated on an ongoing basis. Tectrans performs both background checks and motor vehicle record reports annually for all current employees. In addition, we track driver credentials through routine standard reporting practices, and verify all driver credentials daily through our window dispatch process, including driver possession of the appropriate commercial driver's license, current medical certificate, and other credentials as required.

#### **HUMAN RESOURCES COMPLIANCE**

Tectrans is fully committed to being the employer of choice for transportation professionals. Company policy prohibits discrimination based on race, color, religion, creed, national origin or ancestry, age, gender, sexual orientation, veteran status, genetic information or characteristics, medical condition, physical or mental disability, or any other consideration made unlawful by federal, state or local laws. We maintain strict compliance with all federal and state employment laws.



At a minimum, compliance includes the following:

- Federal Civil Rights Act of 1964
- Federal Immigration and Nationality Act
- Americans with Disabilities Act of 1990
- States Fair Employment Practices Act
- Equal Employment Opportunity Commission Regulations
- CA Labor Code Section 1070-1074
- SB158 – Retention of Employees
- AB1825 – Sexual Harassment Training

#### **EQUAL EMPLOYMENT OPPORTUNITY**

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at Tectrans and all affiliated companies, where employment is based upon merit. We want to have the best available persons in every job. This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination, and all other terms and conditions of employment.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with disabilities, Tectrans makes reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result. Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the Human Resources department and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. Tectrans staff will conduct an investigation to identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform his or her job, and will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, Tectrans will make the accommodation.

#### **HARASSMENT POLICY**

Tectrans is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, Tectrans expects that all relationships among persons in the workplace be business-like and free of bias, prejudice, and unlawful harassment.

Our company stands firm on the belief that everyone employed provides value to our business and will always be a key factor in our success as an organization. To that end, we have adopted an Open Door Policy in order to further demonstrate the value we place on our staff. This means that every Manager's door is open to every employee. The purpose of the Open Door Policy is to encourage open communication, feedback, and discussion about any matter of importance to our employees. The Company's open door policy means that employees are free to talk with any Manager at any time.

Each member of management is responsible for creating an atmosphere free of discrimination. Further, employees are responsible for respecting the rights of their co-workers, clients, consumers, and vendors. A Manager or Supervisor has the responsibility to address the concern and help our staff members understand workplace practices, processes, and business decisions. If an employee does not feel comfortable discussing his or her issue with their immediate Supervisor, the Open Door Policy allows an employee to discuss an issue or concern with the next level of Management and/or Human Resources directly. All Managers and Supervisors shall be willing to listen to any workplace concerns and help with resolution or clarification.



### **EMPLOYEE HANDBOOK**

The Employee Handbook applies to all employees of the Tectrans family of companies. It provides a guide for all employees of Tectrans in implementing basic Human Resources policies, such as Equal Employment practices, Open Door policy, and others. When combined with the additional policy statements, these documents form our core guidelines for performing daily tasks and achieving common goals for every employee from management to front line staff.

The Employee Handbook covers all basic employment information, and describes our universal policies and practices. The handbook is designed to provide our employees with information about the policies and the benefits of our organization. In addition to these standard policies, the handbook is customized for each terminal operation to reflect the specific individual operating conditions of the terminal, including adherence to union requirements and collective bargaining agreements, physical conditions of each terminal, and the operational needs of the clients we serve.

While the complete Employee Handbook is provided for your review in the Appendix at the end of this proposal, the handbook covers the following important policies and procedures:

- Employment
  - At-Will Employment
  - Equal Employment Opportunity
  - Eligibility Requirements
  - Background Checks
  - Human Resources Records
  - Compensation
  - Pay Schedules
  - Work Week Definition
  - Overtime/Non-Exempt Status
  - Transfers and Promotions
- Hours of Work
  - Attendance and Punctuality
  - Hours
  - Meal and Rest Periods
- Time Off
  - Paid Time Off
  - Holidays
  - Bereavement Leave
  - Jury Duty
  - Military Leave
  - Religious Observances
  - Family Medical Leave
  - Pregnancy Leave
  - CA State Disability Insurance
  - Paid Family Leave
  - Leave of Absence
  - School Leave
  - Time off for Victims
  - Lactation Accommodation
- Employee Benefits
  - Medical Benefits
  - Dental Benefits
  - Changes to Benefits
  - Worker's Compensation
- On-The-Job Policies
  - Business Ethics
  - Professional Conduct
  - Quality Statement
  - Open Door
  - Bullying
  - Nepotism
  - Non-Discrimination
  - Anti-Harassment
  - Attendance
  - Dress Code
  - Personal Appearance
  - Hygiene
  - Employee Conduct
  - Corrective Action
  - Job Abandonment
  - Violence in the Workplace
  - Weapons in the Workplace
  - Confidential Information
  - Use of Computers and Equipment
  - Email and Internet Use
  - Voice Mail Use
  - Personal Phone Calls
  - Solicitation and Distribution
  - Smoke Free/Tobacco Free
  - Substance Abuse



- Safety Policy
  - Injuries
  - Accidents
  - Emergencies
- Security Policies
  - Guests and Visitors
  - Children and Pets
  - Company Property
  - Theft and Vandalism
  - Investigations and Searches
  - Emergency/Crisis Communications
- Facilities Policy
  - Clean Workplace
  - Work Areas
- Financial Policy
  - Travel and Expenses
  - Training and Seminars
- Leaving the Company
  - Resignation/Termination Procedures
  - Post Separation Procedures
  - Reduction in Force

## TRAINING PROGRAMS

Tectrans believes that driver training is the foundation upon which safe, dependable vehicle operations are built. Well trained and consistent drivers who follow procedures in detail will ensure that buses operate on time and are dependable for our customers. As a leading provider of transportation services nationwide, Tectrans leads the way with industry-proven best practices and comprehensive training programs that improve employee performance and create safe and reliable vehicle services.

### OPERATOR EDUCATION PROGRAM (OEP)

Tectrans has implemented a training program designed to provide comprehensive and thorough training for all of our drivers and operations staff. The program uses classic classroom training as well as hands on practical experience, and takes advantage of current technology to maintain the interest of trainees by using audio/visual aids, DVD, online resources, role playing, workbooks, oral and written testing, and self paced learning. Training is conducted by qualified and certified trainers, as well as senior staff and management for each terminal. Guest trainers are also incorporated for specific program topics and specialized training opportunities.

The standard driver training program allows for custom elements and modification to meet the needs of our individual operating terminals and their clients. Using this flexible design, Tectrans achieves a consistently high standard across all of our operating divisions by ensuring that critical elements of the program are implanted at every location, while specific needs of our clients are also addressed with contract-specific training.

The Tectrans training program is a minimum of 80 hours in length, including 40 hours of classroom learning and at least 40 hours of behind-the-wheel learning. Additional program elements provide additional training hours. However, effective training is not judged only by hours spent in class, but rather the content of the program itself. To ensure the highest quality program, Tectrans has utilized several respected industry resources to build our program, including the U.S. Department of Transportation, Transportation Safety Institute, Community Transportation Association Passenger Service and Safety (PASS) and Avatar Management Services.



A summary of the Tectrans Driver Training Program components is provided in the table below:

Day	Category	Module	Description	Hours
1	Classroom	Introduction	Welcome & Expectations	1
	Classroom	Company Policies & Procedures	Employee Handbook	2
	Classroom	Vehicle Operations	Vehicle Introduction & Driver Manual	3
	Classroom	Project Specific Training	Customized for Every Terminal	2
2	Classroom	SEE #1	Safety is Every Employees #1 Responsibility	2
	Classroom	First Aid & CPR	Red Cross Certification	6
3	Classroom	Customer Care	Based on START Customer Service Program	8
4	Classroom	ADA/Passenger Sensitivity	Based on CTAA PASS Training Program	8
5	Classroom	Defensive Driving	Based on Smith System	8
Total Classroom Instruction				40
6	Behind the Wheel	DVIR Training	Pre-trip Inspection Training	4
	Behind the Wheel	Securement Training	Complete Hands On ADA Training	4
7 & 8	Behind the Wheel	Closed Course Training	Vehicle Familiarization & Skills Development	16
9 & 10	Behind the Wheel	On-Road Training	Emphasize Defensive Driving & Skills Testing	16
11 to 20	Behind the Wheel	On-Route Training	Real World Testing & Evaluation	80
Total Behind the Wheel Instruction				120
Total Instruction				160
<b>Additional Training</b>				
Continuous	Safety Meetings	Monthly Refresher Training		2
Continuous	Road Supervision	Active On-Route Supervision & Evaluation		Varies
Continuous	Refresher Training	Additional or Reminder Training		Varies
Continuous	Corrective Re-Training	Specific One-on-One Fitness Evaluation		Varies
Continuous	Certification Training	Additional Training for Certifications		Varies

**New Hire vs. Incumbent Training**

During a service transition, drivers working for the incumbent contractor and who are properly trained, qualified and licensed, may be hired and placed into revenue service without completing the entire Tectrans driver training program. Based on proper documentation of qualifications, these drivers may receive the minimum mandatory training for Tectrans operators, including at a minimum, Tectrans policies and procedures, SEE#1, and customer service.

During the transition period, Tectrans will conduct an assessment of the existing drivers, and incumbent operators are tested on all training components to ensure proficiency. Within the first 90 days of start-up, all drivers will be certified to meet the Tectrans training program. The chart below details the differences between new hire and incumbent training.

Category	Module	Hours	New Driver	New Hire With CDL	Incumbent Driver
Classroom	Introduction	1	✓	✓	✓
Classroom	Company Policies & Procedures	2	✓	✓	✓
Classroom	Vehicle Operations	3	✓	✓	✓
Classroom	Project Specific Training	2	✓	✓	✓
Classroom	SEE#1	2	✓	✓	✓
Classroom	First Aid & CPR	6	✓	✓	✓
Classroom	Customer Care	8	✓	✓	✓
Classroom	ADA/Passenger Sensitivity	8	✓	✓	✓
Classroom	Defensive Driving	8	✓	✓	✓
Total Classroom Instruction			40	40	24





Behind the Wheel	DVIR Training	2	✓	✓	
Behind the Wheel	Securement Training	2	✓	✓	
Behind the Wheel	Closed Course Training	8	✓		
Behind the Wheel	On-Road Training	8	✓		
Behind the Wheel	On-Route Training	20	✓		
Total Behind the Wheel Instruction			40	4	
Continuous	Safety Meetings	2	✓		✓
Continuous	Road Supervision	Varies	✓	✓	✓
Continuous	Refresher Training	Varies	✓	✓	✓
Continuous	Corrective Re-Training	Varies	✓	✓	✓
Continuous	Certification Training	Varies	✓	✓	✓
Total Instruction Hours by Trainee Type			80+	44	24

### Corporate Training Support

Tectrans directly supports our local training programs with two dedicated corporate support positions. Working in concert, the Tectrans Senior Vice President of Safety and Risk Management and his staff will provide oversight and direction for training programs to all local Tectrans terminal operations. As Senior Vice President of Safety and Risk Management, Mr. Drew Jones oversees all safety and training program content and implementation. He not only ensures that Tectrans policies are followed, but he also makes sure that all operating terminals meet or exceed legal or regulatory requirements of loc

### Tectrans Training Staff

The majority of the training program is delivered by our certified Safety Trainer with the direction and support of local Project Manager, and the assistance other senior location staff. Corporate support is available to every local operating terminal for assistance in delivering the Tectrans Operator Education Program (OEP). All Safety Trainers are required to be certified Red Cross First Aid and CPR instructors; certified Transportation Safety Institute Transit or Paratransit Trainer; certified DMV Employer Testing Program Examiner; maintain a commercial driver's license with passenger endorsement and airbrakes certificate in good standing; and maintain a current medical certificate.

### Training Program Overview

The Tectrans Operator Education Program (OEP) begins with classroom training before moving to behind the wheel training, additional certification training, and continuous training. Classroom instruction is dynamic and efficiently paced. The daily schedule includes multiple topic changes in order to maintain the interest of trainees. For an interesting classroom experience, our program includes video, graphics, workbook reading and exercises, demonstrations, group and individual exercises, and role playing with multiple opportunities for trainee participation. The program includes the following major topics:

- Classroom Training
- **SEE#1** Safety Training
- Customer Service Training
- ADA/Passenger Sensitivity Training
- First Aid and CPR Training
- Transportation Operations
- Defensive Driving Training
- Project Specific Training
- Behind the Wheel Training
- Daily Vehicle Inspection Report (DVIR) Training
- Closed Course Training
- Securement Training



- On-Road Training
- On-Route Training
- Continuous Training
- Safety Meetings
- Road Supervision
- Refresher Training
- Corrective Re-Training
- Certification Training

#### **SEE#1 Safety Training**

Training begins with our number one core value, safety. The first and top priority message for all Tectrans employees is that Safety is Every Employee's #1 Responsibility (**SEE#1**). Above all other concerns, our employees are instructed that they must accept responsibility for their own safety, as well as the safety of everyone around them, including coworkers, passengers, and the public. Our policy teaches the trainee the three priorities of service; Safety as number one, then Customer Satisfaction, and finally Efficiency. In any situation, decisions are made using these priorities in order.

This element of classroom training is a wide ranging discussion of safety procedures that include:

- Personal Safety
- Injury Prevention
- Accident Prevention
- Drug and Alcohol Testing Program
- Emergency Procedures
- Hazard Communication
- Injury Reporting
- Accident Reporting

#### **Company Policies and Procedures**

This element of the training curriculum is our opportunity to describe and review the comprehensive Tectrans policies and procedures which govern the employment relationship between the company and the trainee, and also govern continued employment status. The major components of this training include a site tour and facility orientation, and instruction using Tectrans Employee Handbook and the Driver Manual.

The Employee Handbook covers every major topic of employment with Tectrans. It governs the employee/employer relationship for all Tectrans employees, and contains all basic regulatory and employment law provisions. The Employee Handbook is a standard document across all of Tectrans operating terminals. In contrast, the Driver Manual is a highly customized document which describes in detail the specific operating procedures and requirements for each individual Tectrans operating terminal. The Driver Manual includes customized descriptions of driver duties and responsibilities which apply to specific transportation services operated at the terminal.

#### **Customer Service Training**

Drivers are the "face" of every transportation service because they represent both the City and Tectrans to riders every day. Since passengers interact with drivers more frequently than any other transportation staff member, Tectrans emphasizes providing excellent customer service throughout our driver training program. In this training module, Tectrans provides instruction that complements our comprehensive Customer Care program (described in detail in the Customer Care Program section of this proposal).

The core message of the Tectrans Customer Care Program, is that satisfaction is judged solely by the passenger. When approaching any event or situation, our drivers and staff can have a positive, neutral, or negative impact on how that



event or situation is perceived by our passengers. Our Customer Care Program goal is to make every customer interaction a positive one.

We deliver this core message in a way that empowers our drivers and staff to be pro-active; to take the best action to resolve issues quickly; and to communicate empathy and understanding with passengers. These skills are taught to each driver as they learn to identify and use various communication techniques, and how to best communicate effectively with the public. The program addresses basic guidelines of quality customer service in a transit setting, and our standards of what it means to be a professional driver.

Based on the industry leading START customer service training program, Tectrans provides detailed instruction to help operators understand the part they play in providing and promoting a positive passenger experience. Materials help drivers overcome common negative mindsets that can make the job unnecessarily difficult. The program teaches drivers:



- How and why to make customers feel welcome
- Keeping it Positive - Non Verbal Communication
- Understanding and following rules, policies and guidelines
- How to make good decisions about exceptions
- Establishing professional boundaries with customers
- Conflict Avoidance - Letting it Go
- How and when to call for assistance
- How to manage schedules and time pressures
- Mature and positive communication with co-workers and management
- Communicating with Customers During Emergencies and other difficult situations

#### ADA/Passenger Sensitivity Training

Tectrans understands the importance of treating all passengers with respect and understanding. In particular, we emphasize providing high quality service for seniors and passengers with disabilities. Providing excellent service to passengers with disabilities is not really difficult. However, many people have limited experience and may have fears or misconceptions about people with disabilities, making a strong ADA and passenger assistance training program is essential for our staff.

Tectrans utilizes the PASS (Passenger Service and Safety) program developed by the Community Transportation Association, which has been heavily modified to meet the needs of our clients and our drivers. The course is designed to familiarize staff with the legal requirements of the Americans with Disabilities Act (ADA), and includes an overview of the requirements of the ADA as it applies to public transportation, including vehicle operation and maintenance. The goal is to provide drivers with the skills necessary to create a positive impression for every rider, regardless of physical ability or age.



The passenger sensitivity course includes a variety of hands on experiences for our drivers. Extensive role-playing and participatory experiences are used to give every driver a chance to "feel" and develop empathy for our riders. Drivers have opportunities to board the vehicle using a variety of mobility devices, including a wheelchair (complete with lift boarding, securement, and lift de-boarding), walker, cane, and using a white cane while experiencing visual impairment. The course also includes special guest instructors from the local disability community, advocacy, or training organizations. Our community involvement provides extensive opportunities for participation of local social service organizations, and helps build connections to the rider populations we serve and keep our training fresh and current. This outreach is reinforced during behind the wheel training, when drivers visit local program sites, senior centers, adult day health care, dialysis centers, or other frequent service destinations and build personal relationships with riders and staff.



The passenger sensitivity course materials also include handouts, role-playing exercises, guest lecturers and video presentations. The main emphasis of our program is that riders are people first, and they are the best source for finding out what assistance they want or need. Topics covered during this course include:

- Americans with Disabilities Act (ADA)
- Visual Disabilities
- Hearing Disabilities
- Communication Disabilities
- Mobility Disabilities
- Developmental Disabilities
- Mental Disabilities
- Hidden Disabilities
- Driver Sensitivity and Communications
- Disability Awareness
- Communication Techniques
- Definition of the "common wheelchair"
- Mobility Devices
- Wheelchair Handling
- Lift Operating Procedures
- Wheelchair Securement
- Passenger Assistance Tips
- Principles of Crisis Management
- Evacuation Techniques
- Emergency Procedures
- Blood Borne Pathogen Protection
- Handling Seizure Disorders
- Disability Simulations
- Extensive Role Playing
- Personal Care Attendants
- Service Animal

#### First Aid and CPR

In recognition of safety as our top corporate priority, all Tectrans drivers are trained and certified in Red Cross First Aid and CPR. Each Tectrans trainer is a certified Red Cross First Aid and CPR instructor and provides the training, examination and certification for Tectrans drivers. The Red Cross First Aid and CPR course provides our drivers with the knowledge and skills necessary to recognize and provide basic care for breathing and cardiac emergencies as well as how to respond to sudden illness or injuries. Drivers must successfully complete all required skills and pass a written examination with a score of 80% or better to receive Red Cross training certificates.



#### Transportation Operations

The operations training session provides general instruction to drivers about the vehicles they will operate, and both the general and specific operating conditions of the terminal. An introduction to the vehicle includes classroom descriptions and hands on inspection and demonstration of the major vehicle systems. Typical components discussed are the engine, steering, brakes, driver controls, doors, safety windows, lift equipment, securement devices, safety equipment, radio, and farebox. Training is focused on how the transit vehicle differs from a private automobile and the specific procedures required to ensure they are operated safely. Basic operations training topics include:

- Attendance Policies/Call Out Procedures
- Work Schedules
- Report for Duty Procedures
- Route and Manifest Development
- Required Driver Equipment
- Daily Vehicle Inspection Report (DVIR)
- Radio Operation and Etiquette
- Fare Collection and Fare Box Operation
- Map Reading
- Mobile Data Terminal (MDT) Operation
- Dispatch Operations
- Vehicle Fueling

#### Defensive Driving Training

The backbone of our safety program is the emphasis on defensive driving skills for every Tectrans driver. Using the LLLC Defensive Driving Program, every Tectrans terminal teaches drivers the core defensive driving fundamentals of space, visibility and time. Commercial drivers can go their entire professional lives without an accident, and defensive driving is a proven factor in creating safe vehicle operations.



Our defensive driving course teaches drivers the four critical elements of defensive driving: **Look Ahead; Look Around; Leave Room; and Communicate**. This critical course teaches drivers how to recognize and avoid dangerous situations. We teach that any accident, no matter how small, puts drivers themselves, passengers, and the general public at risk. The basic classroom defensive driving program includes classroom instructions, DVD's, and various testing materials. Behind the wheel instruction reinforces classroom instruction.

Course topics include:

- Vehicle Stopping Distances
- Vehicle Backing
- Blind Spots
- Steering Methods
- Curves, Intersections and Turning
- Railroad Intersections
- Parking Lot Procedures
- Freeway Driving and Merging
- Following Distances
- Lane Changes
- Night Driving
- Weather Conditions
- Curbs and Fixed Object

#### Project-Specific Training

Tectrans supplements our complete standardized driver training program with specific training geared to the needs of the individual service provided at each operating terminal. Tectrans has already tailored our program to meet the specific requirements of the City. Specific examples of customized driver training elements include subjects like: operating hours, days and services; passenger eligibility; fare collection policies; passenger assistance rules; trip reservations, scheduling, and cancellation policies; service area guidelines; uniform standards; and other program areas as needed. Our goal is to provide an exceptional Operator Education Program that provides the highest quality and safest transportation experience for the City and its riders.

#### ***Behind the Wheel Training***

Classroom training provides the foundation for becoming an excellent Tectrans driver. Behind the Wheel Training builds on that foundation with practical, hands on instruction and skills development. Specifically, all Behind the Wheel training emphasizes correct defensive driving techniques. Elements of the Tectrans Behind the Wheel training program are described in the following paragraphs



#### Daily Vehicle Inspection Report (DVIR) Training

All drivers receive training on how to properly perform the process. DVIR Training includes a full walk-around inspection of the vehicle exterior and interior using a comprehensive checklist. DVIR Training includes a full explanation and walk through of the vehicle maintenance process to show how the DVIR process contributes to the overall vehicle maintenance program. Procedures are explained and demonstrated for safety sensitive conditions that require immediate repair and "downing" of a service vehicle, as well as minor repair items that must be noted for future repair. Each checklist item is demonstrated and explained in detail and every driver is tested for proper performance of the checklist items, and understanding of their importance for safe vehicle operation. DVIR Training includes the gate check process which confirms that every driver has performed the DVIR, is properly equipped for their shift, and is carrying their required drivers license, endorsements, certifications, medical card, etc.

#### Closed Course Training

Driver skills training starts with training on a closed course. Skills training is the introduction and practice with basic vehicle maneuvers and operations to familiarize drivers with the larger size, slower speed, slower reaction and larger spacing of commercial vehicles before driving the vehicle on the street. Closed Course Training occurs on private property using large paved spaces and skills course set up using cones and barriers.



The skills course requires all trainees to learn the use of multiple mirrors, vehicle steering, braking, and acceleration, and emphasizes how to safely maneuver the vehicle in both forward and in reverse. The skills training program allows our trainers identify potential deficiencies in students and apply additional training or supports to improve their performance or remove students from the training program when they cannot meet our demanding standards. Closed course skills training teaches the following skills:

- Judgment Stops
- Emergency Maneuvers
- Following Distance
- Right and Left Side Backing
- Right Turns and Left Turns
- Left Turn One Way to One Way
- Parallel Parking
- Customer Stop
- Loading Zones
- Railroad Crossings
- Drive Through
- Back Through
- Serpentine

#### Securement Training

During behind the wheel training, Tectrans provides thorough hands on experience with securing mobility devices for every driver. Demonstrations and hands on practice conform with PASS recommendations and meet all ADA requirements. During securement training, critical attention is paid to ensure that each mobility device is properly secured, and to make sure the customer enjoys a safe ride. The focus of this training is to secure the mobility device at strength positions; the operator will never attach securement straps to spokes or other loose components. Equally important is making sure shoulder belts and lap restraint are also properly used for every passenger. Tectrans teaches the following securement procedures:

- The vehicle must be parked at the curb
- The vehicle transmission in park
- The vehicle parking brake engaged
- The vehicle interlock operational
- The operator deploys the lift according to specific lift procedures
- The operator assists the passenger in boarding the lift
- Passengers ride the lift facing away from the vehicle
- The operator ensures mobility device brakes are engaged
- The operator ensures the passenger lap belt is secured
- The operator ensures the lift safety strap and barrier are engaged
- The operator communicates to the passenger that lift operation will begin
- The operator raises the lift to its complete up position
- The operator allows the passenger to maneuver into position in the vehicle, assisting as necessary.
- The operator requests permission to secure the mobility device
- The operator secures the mobility device at strength positions
- The operator requests permission to place shoulder and lap restraints
- The operator secures shoulder and lap restraints
- The operator notifies the passenger that they are ready to depart



#### On-Road Training

Once a student has successfully completed all skill course maneuvers during closed course training, drivers begin on-road instruction under the supervision of Tectrans' training staff. The focus of this training is on practicing and reinforcing the defensive driving with actual on the road practice. During on-road training, each driver is presented with extensive time behind the wheel to experience as many real world driving situations as possible. In addition, each Tectrans Terminal uses a specific testing route that presents each driver trainee with all the commercial driver drive test scoring challenges. To complete on-road training, Tectrans drivers must demonstrate mastery of defensive driving, emergency procedures, and all technical driving skills.

#### On-Route Training

Upon completion of on-road training, new drivers are assigned to a training route. The training route will typically be one of lower ridership, to allow the new driver time to build their skills. Drivers will operate the vehicle, become familiar with trip generators and landmarks, and interact with passengers on a practical level. Drivers are expected to follow all the same procedures and perform the same functions as regular route drivers, and are monitored constantly by the trainer or road supervisor staff who rides along on the route to provide supervision and training reinforcement.

During on-route training, drivers are evaluated and tested frequently. Before a driver is approved for transfer to revenue service, supervisors evaluate their knowledge of operational policies and procedures. In addition, supervisors evaluate driver attitude regarding traffic or stress, customer courtesy, passenger sensitivity, defensive driving, and safe vehicle operations.

#### Continuous Training

Once drivers graduate to revenue service, Tectrans provides ongoing and frequent training opportunities. Through both regularly scheduled training, or on an as needed basis, Tectrans is committed to the successful and safe performance of all drivers over the long term.

#### Safety Meetings

Tectrans conducts a regular schedule of mandatory safety meetings at each Tectrans Terminal. Held at least once every month, safety meetings are our opportunity to provide our drivers with new information, the latest safety techniques, and additional training on company policies. Above and beyond this monthly safety training, our Monthly Safety Initiative is continuous, including; posters, supervisor talking points, training DVD and safety messages.

#### Road Supervision

Dedicated road supervisors provide the oversight necessary to ensure drivers are performing at their best when they are in revenue service for our customers. Road Supervisors perform the critical task of annual driver evaluations that include safety, defensive driving, and customer service evaluations. In addition, they maintain relations with major trip generator sites and staff, and document service quality throughout revenue service.

#### Refresher Training

Whether based on annual driver evaluation, observations from road supervisors or customers, or upon request of the driver, Tectrans provides refresher training for all drivers on an as needed basis. Refresher training allows any driver to return to any area of our comprehensive training program to re-learn or reinforce the standards and techniques that make a professional Tectrans driver. From time to time, specific trends or problem areas are identified at an operating terminal, and refresher training is provided to all drivers on a particular subject area. Refresher training is also provided to all drivers for professional growth or to learn new skills.

#### Corrective Re-Training

Corrective re-training is provided for individual drivers using a one-on-one instruction process that allows instructors to focus their time and attention on particular driver behaviors or improvements. Drivers are evaluated at least annually,



and corrective re-training is provided to any driver that does not meet safety or customer service expectations. Additional triggers for corrective re-training include accidents, injuries, negative customer comments, excessive absences, or other reported incidents. Drivers that receive corrective re-training are re-evaluated for job suitability, and evaluations are documented in driver training and employee files.

**Certification Training**

In addition to the basic program, training in advanced topics and specialized certifications are also completed by our training staff on an as needed basis. Specific training or permit certification items such as General Public Paratransit Vehicle (GPPV), Vehicle for Developmentally Disabled (VDDP), air brake certification, School Pupil Activity Bus (SPAB), etc are provided as needed or as required by the contracted service.

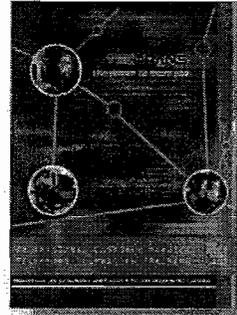
**DISPATCH AND CALL CENTER TRAINING**

For some transportation services, communication by telephone is the most common contact between our staff and our riders. We understand telephone contact with our staff can make, or break, the customer's perception of the service they receive. Our focus when selecting and hiring dispatch and call center staff is to attract empathetic and caring individuals – people with full understanding and compassion for our passengers who depend on our services and may have special needs or who may be elderly or disabled.

**Call Center Skills Training**

To ensure a sensitive and positive customer interaction, Tectrans uses industry-proven skills training, that focuses on providing a kind, caring and empathetic approach to call taking by call center agents. This comprehensive employee training program, which includes audio tapes and a workbook, provides all of our drivers with valuable basic customer service skills training. The basic focus of this training is how to properly communicate with customers on a variety of common topics. The primary components of the program include:

- The Communication Process
- Communication Fundamentals
- Developing an effective greeting
- Treating the customer right
- Making a Great Impression
- Selling Yourself
- Personal Protection
- How and when to ask for help



This all-inclusive customer service skills training encourages our drivers first to understand and empathize with the needs of our passengers, and second gives them the tools they need to respond effectively and meet those customer needs.

**Customer Service Refresher Training**

In addition, Tectrans has implemented a comprehensive and recurring training program for customer service agents and dispatchers, to focus specifically on providing exceptional customer service for our many clients and customers. This new program, titled "Professional Customer Service" is designed to reinforce the best practices in use throughout our transportation reservations and technology-based call centers. The result is an improved experience for customers when they call for reservations, and improved job satisfaction for our many talented customer service agents.





### **Telephone Doctor® Training**

True Customer Service begins with communication. In addition to the call center training programs in place, Tectrans will use the "Telephone Doctor" customer service training program to improve our basic communication techniques, especially over the phone. This program will be required for all dispatchers, agents, call center and office staff for initial training, as well as annual re-training, and is provided to the City of Covina at no additional charge. This program web-based interactive program is two and a half hours in length, and provides valuable information to improve the way our staff communicates with our riders and other customers. The concepts are presented in a common sense fashion, with situational and role-playing used throughout the program. The complete training program covers the following topics:

- **The Service Mentality:** Identifies and highlights basic characteristics and traits of people who demonstrate excellent customer service.
- **Determining Needs:** Listening Skills and Questioning Techniques; How to become an effective listener; Internal and External Communications
- **Changing Perception:** Learning non-visual communication; Finding the right attitude on the phone
- **Coaching Skills:** Ways to improve performance; Difference between training, coaching and counseling; Developing managers and supervisors
- **Five Forbidden Phrases:** What they are and how callers will react; Changing the message to achieve your desired results
- **Six Cardinal Rules of Customer Service:** Humorous real-life examples of what to do (and what not to do) when faced with common situations
- **Proactive Customer Service:** Building rapport with regular callers; Providing adequate information the first time
- **The Welcomed Guest:** Employees on the phone are ambassadors of the company; Enhancing their ability to represent the service well

### **MAINTENANCE TRAINING**

Throughout our transit operations today, Tectrans has more than 50 technicians providing exceptional vehicle maintenance services. We employ A, B, and C qualified technicians, always with an eye to training the less skilled employee up to an A classification. The difference between Tectrans and our competition is our people. We see our maintenance staff as a valuable asset, and we believe in investing in each employee's training and growth. We have developed an extensive training program for our technicians, service workers, parts clerks and supervisors.

Tectrans' philosophy is to pinpoint the training needs of the individual and avoid the "shotgun" approach to training. We do not train every Technician in every area, but deliver only the training that each technician needs and will use. We have formed strategic alliances with our national and local vendors to provide specialized training on specific vehicle components and systems. The vendors we work with regularly to train our Technicians include: AC-Delco, Allison Transmission, Bendix, Carrier, Caterpillar, Cummins, Ford, GMC, Navistar and Thermo King.

Each Technician is given the opportunity to participate in planned, regional and national training seminars conducted by various equipment and vehicle manufacturers. This opportunity is offered as an additional incentive to enhance knowledge, reduce turnover, and provide for a greater knowledge base for the service needs of the Covina Transit vehicles.

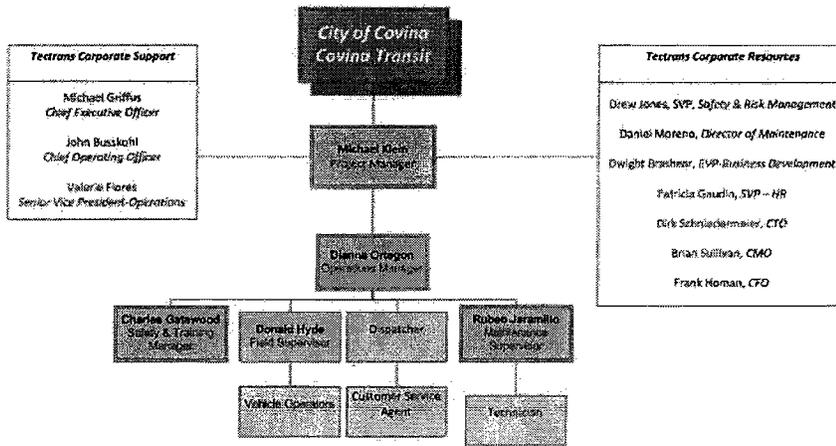


## CONTRACTOR STAFF/SUBCONTRACTOR STAFF

Tectrans is proud of the team of individuals leading our transportation operations. Over the following pages, Tectrans provides you with an introduction to our superior project level staff, our company's corporate leaders, and the critical support staff that form the backbone of our efforts to provide exceptional transportation services to our riders and contract agencies.

## ORGANIZATION CHART

The organization chart presented below is a visual presentation of our company's reporting and support structure. When combined with the descriptions of our management team and the resumes of our key personnel provided in the Appendix, we have presented a complete picture of our staff capabilities and qualifications.



## PROJECT STAFFING

Our local project team will depend on the leadership and direction of our management staff. These individuals provide the front line of operations expertise and customer service focus that drives a high quality transportation operation. While not all of the key personnel proposed for the Covina Transit services are members of our existing operations team, working for our company today, they all have a proven track record of success.

Tectrans affirms that these key personnel will be available and assigned to the Covina Transit services for the duration of the project and as required by the contract specifications, these key personnel will not be removed or replaced without the prior written concurrence of the City.

### PROJECT MANAGER

Tectrans proposes Mr. Michael Klein as Project Manager for the Covina Transit services. As demonstration of our commitment to the success of this service, we are proposing one of our most qualified and experienced transportation professionals to lead this important project. Michael is an extremely talented, experienced project manager who has an amazing background and the skill set to make any transportation service run smoothly and efficiently. We are confident in his ability to make the start-up and transition of the Covina Transit services as seamless as possible. Michael has



succeeded at every level of transit services, and has established a particularly strong reputation for his commitment to safety and responsiveness to his customers.

Michael has been in the passenger transportation industry for more than ten years. He has proven experience providing quality transportation to campus shuttle passengers, dial-a-ride customers, disabled riders, and the transit dependent, special needs communities for many years. In 2007, Tectrans recruited Michael, and he has held various supervisory and management positions with our company since that time.

Michael will manage all elements of the Covina Transit services. His major responsibilities will include assessing daily system performance, approving and submitting all project reporting, directing program activities, and communicating common goals and objectives. Additional duties will include overseeing the start-up and transition, regulatory compliance, quality assurance oversight, and coordinating closely with City staff on project operations. Michael is available (and has been called on) at any time of the day and night. He understands our company standards of excellent and "silent" (i.e., complaint-free) service for our customers. A resume for Michael Klein is included in the Appendix at the end of this proposal.

#### **OPERATIONS MANAGER**

Tectrans proposes Ms. Dianna Ortegon as Operations Manager for the Covina Transit services. Dianna is an extremely talented, accomplished transit manager who has an amazing background in transit and paratransit operations management, and the skill set to make any transportation service run smoothly and efficiently. Dianna will be 33% dedicated to the Covina Transit services. She will monitor and direct local elements of the Covina Transit services and be primarily responsible for the day-to-day management of street operations from the Monrovia Terminal. Her major responsibilities will include dispatch supervision, staff scheduling, quality assurance and coordinating with the City and Project Manager on project operations. A resume for Dianna Ortegon is included in the Appendix at the end of this proposal.

#### **MAINTENANCE SUPERVISOR**

Tectrans proposes Mr. Ruben Jaramillo as Maintenance Supervisor for the Covina Transit services. Ruben has extensive experience maintaining transit and paratransit vehicles, and serves as the Maintenance Supervisor and Lead Mechanic for our Monrovia Terminal today. As our Maintenance Supervisor, Ruben has demonstrated experience in transit heavy-duty maintenance, engine repair, automotive electrical, and air conditioning repair, including Automotive Service Excellence (ASE) certifications.

Ruben will be responsible for the complete maintenance program for all Covina Transit vehicles. Most importantly he will implement and maintain 100% compliance with our complete preventive maintenance program. Operating on-site at our Monrovia Terminal, Ruben will direct and supervise all maintenance activities, including supervision of mechanic staff; vendor relations and parts procurement; warranty repair; and coordination of corporate support. A resume for Ruben Jaramillo is included in the Appendix at the end of this proposal.

#### **SAFETY AND TRAINING MANAGER**

Tectrans proposes Mr. Charles Gatewood as Safety and Training Manager for the Covina Transit services. Charles is serves as the Regional Safety & Training Manager for Tectrans and will be 25% dedicated to the Covina Transit services. Charles is responsible for maintaining the Tectrans culture of **SEE#1** to ensure that all employees see safety as their primary responsibility. This includes serving as the primary spokesperson for all safety meetings and messages, as well as location-specific elements of our safety program. Charles' responsibilities will include general responsibility and oversight of the location safety program, complete driver training and certification, and compliance with driver recruiting and training standards. A resume for Charles Gatewood included in the Appendix at the end of this proposal.



### **ROAD SUPERVISOR**

Tectrans proposes **Mr. Don Hyde** as Road Supervisor for the Covina Transit services. Don is a lifelong transportation professional, with extensive experience as a commercial driver, lead driver and road supervisor. Don currently serves as the Road Supervisor for our Pomona Terminal, and spends his time monitoring service delivery for both the Pomona and Monrovia terminals. Don will be 25% dedicated to the Covina Transit services, and beyond monitoring daily service, he provides behind-the-wheel driver evaluations and customer service and safety training for Tectrans drivers in addition to real-time emergency and supervisory field response. A resume for Don Hyde included in the Appendix at the end of this proposal.

### **CORPORATE LEADERSHIP**

Tectrans corporate leaders are an integral part of the Tectrans key management team and are vital to making its daily operations so successful. They provide oversight, direction and support to the dedicated local management team described above.

#### **VALERIE FLORES: SENIOR VICE PRESIDENT, WEST REGION**

Ms. Valerie Flores is a veteran of both the private sector and public sector transit industry. Over an 18-year career, Valerie has operated large ADA paratransit services in urban settings like Las Vegas, NV, the San Francisco Bay Area, and provided area oversight for multiple ADA and transit contracts in the Midwest. In her public-sector career, Valerie managed the contracted transit services for the Denver RTD, managing multiple transportation operators contracted to provide both fixed route and ADA services to transit riders. With extensive senior management experience in both the public and private sectors, Valerie offers a unique perspective on contracted transportation operations, with the ability to build teaming relationships with customers and riders to ensure excellent customer service through a partnership approach that ensures contract compliance. Valerie joined the Tectrans team in 2010 as the Senior Vice President – West Operations, with oversight and management responsibility for all transportation operations and related functions in the West Region, by providing direct access to corporate resources. In this position, she reports directly to the Chief Operating Officer. A resume for Valerie Flores is included in the Appendix at the end of this proposal.



Mike Griffus (left), Valerie Flores,  
John Busskohl (right)

#### **JOHN BUSSKOHL: CHIEF OPERATING OFFICER**

Mr. John Busskohl, Chief Operating Officer of Tectrans, grew up working in the family-owned bus business, with operations in Iowa, Nebraska, and South Dakota. An Iowa native, John was literally born into the bus business, working as a mechanic during high school. John graduated from Iowa State University in 1987 with a Bachelor's degree in Industrial Engineering and began working for Ingersoll Rand as a sales engineer. Re-joining the family business in 1991, John relocated to Phoenix, AZ as Vice President of Sales, eventually becoming General Manager and co-owner in 1993. After converting the family business to a Coach USA company in 1996, John became a founding shareholder and operated the company as the Phoenix branch of Coach USA from 1996 until 1999 when he was promoted to Vice President responsible for Coach USA's West Region operations and relocated with his wife and two daughters to Las Vegas. In 2005 John changed roles with Coach USA, taking on the challenge of Vice President of Sales and Marketing, until he joined the Tectrans team in 2009 as COO. John has direct oversight responsibility for all transportation operations for Tectrans operating companies. A resume for John Busskohl is included in the Appendix at the end of our proposal.

#### **MICHAEL GRIFFUS: CHIEF EXECUTIVE OFFICER**

Mr. Michael Griffus, Chief Executive Officer of Tectrans, is a 25-year veteran of the transit and transportation industry, with extensive experience in vehicle operations for courtesy shuttles, transit and paratransit service, school bus, and



private shuttles nationwide. A veteran of the United States Marine Corps and a graduate of the University of Washington in Seattle, Mike takes an active role in promoting and directing the activities of the company he joined as CEO in early 2010. Prior to joining Tectrans, Mike served as the President and COO of a large contracted transportation company, holding overall responsibility for client satisfaction at more than 120 contract locations. These locations included numerous courtesy shuttle operations, including the Phoenix Airport shuttle operations among others. He has negotiated and managed dozens of labor union agreements, including collective bargaining agreements with the Teamsters, ATU, TWU, UTU and SEIU among others. Mike has an unwavering commitment to safety and ensures that the entire Tectrans organization understands that, from the top down and from the bottom up, Safety is Every Employee's #1 Priority. A resume for Mike Griffus is included in the Appendix at the end of our proposal.

## **CORPORATE SUPPORT**

Tectrans' corporate staff are critical members of the support team that will assist our field staff both during the start-up or transition of the Dial-a-Ride Paratransit Services, and throughout the contract term. These corporate support team members and their contributions include:

### **SAFETY, TRAINING AND REGULATORY COMPLIANCE**

#### **DREW JONES: SENIOR VICE PRESIDENT - SAFETY & RISK MANAGEMENT**

Mr. Drew Jones, Tectrans Senior Vice President, Safety & Risk Management, is a highly accomplished management professional with proven success in local, regional, national and international passenger transportation operations. Drew's responsibilities include developing and implementing industry leading safety programs that represent Tectrans' most important core value: Safety. His expertise is in developing business strategies, programs and processes that are practical and support the vision and goals of the organization and move the transportation industry forward. Drew has 25 years of experience in safety, security and risk management, including 18 years of experience in public safety as a paramedic. For the past decade, Drew has provided leadership for some of the largest passenger transportation companies, both nationally and internationally. Drew has served as a member of the board of delegates for the National Safety Council and he has played numerous other industry association roles. Drew is a recognized leader, receiving both national and international recognition and awards for his successes in the transportation and public safety arena. His devotion to safety is coupled with excellent communication and interpersonal skills, which allows Drew to forge strong relationships with staff, management and valued stakeholders, including highly regarded passengers in the communities we serve.

### **FLEET MANAGEMENT AND MAINTENANCE:**

#### **DANIEL MORENO: WEST REGION DIRECTOR OF MAINTENANCE**

Mr. Daniel Moreno is an experienced Transit Maintenance Manager who has quickly risen through the ranks from front-line positions to his current position as Tectrans West Region Director of Maintenance. Daniel is keenly aware of maintenance and service issues of all kinds, and possesses the knowledge and skills to ensure a safe, well-maintained fleet. Operations under Daniel's watch have ALWAYS passed regulatory inspections. Daniel has been managing and maintaining transit and paratransit fleets since 1997, and is well trained in virtually all aspects of transit maintenance including the following specific programs and certifications:

- Transit & Paratransit Management Certificate Program, 2007, University of the Pacific, Los Angeles, CA
- Certified Technical Vehicle Course, 1999 – 2000, West Valley Occupational Center, Woodland Hills, CA
- General Motors Training Center, Fleet and Commercial Service, On-Board Diagnostics I and II
- Ford Training, Tech II Familiarization, On-Board Diagnostics
- Ricon-Certified Lift Technician



- Braun-Certified Lift Technician
- Cummins Training, Alternative Fuel Service, Diagnostics, and Repair
- Mainstream Engineering, 609 Refrigerant Recovery and Recycling
- Carrier Transicold, Large Bus AC Certified
- Vehicle Maintenance Management and Inspection (VMMI), Community Transportation Association of America (CTAA), 2011

Daniel will be available to assist our Covina Transit services team with any vehicle or facility maintenance related issues, and he will be an instrumental member of the Tectrans transition team.

#### **TECHNOLOGY/CALL CENTER:**

##### **DIRK SCHNIEDERMEIER: CHIEF TECHNOLOGY OFFICER**

The Tectrans Information Technology Team is lead by Mr. Dirk Schniedermeier, Chief Technology Officer for Tectrans, Inc. and each of its operating divisions. Prior to his assignment as CTO, he served for 10 years as Tectrans subsidiary CDSNet/MyTransitPlus' Sr. Systems Administrator / Sr. Network Engineer. Following the CDSNet acquisition by Tectrans, Inc., he was awarded the role of IT Director, making him responsible for the overall IT and telephony infrastructure of approximately 1,500 employees. Dirk has numerous accomplishments in design, implementation and management of large-scale contact center solutions. Dirk has implemented large-scale Wide Area Networks, complex telephone systems, call center design and technology installation, and secure Internet gateways for Tectrans' clients, projects, and for internal purposes. Dirk specifies, sources, acquires and implements all technology for Tectrans and our dozens of client properties/contract assignments. He also oversees all IT staff at each operations and management location, serving as a principal liaison for all technology needs of our locally based teams.

##### **LILIANA PIMENTEL: CALL CENTER MANAGER**

Ms. Liliana Pimentel is a seasoned professional and effectual leader with a proven ability to adhere to performance measures, maximize operational efficiencies, and ensure customer satisfaction. She has more than 10 years of management experience in the call center and support services industry. Liliana has extensive multi-modal contact center management experience with the ability to adhere to stringent production deadlines and Level of Service (LOS) measures. Her passion for gaining and maintaining relationships with clients has made her a valuable asset to every customer for whom she has had the pleasure to work.

#### **HUMAN RESOURCES/LABOR RELATIONS:**

##### **PATRICIA GAUDIN: SENIOR VICE PRESIDENT – HUMAN RESOURCES**

Ms. Patricia Gaudin has more than 20 years of management and human resource experience with diverse nationally based industries. She has extensive experience driving strategic growth and profitability for assigned clients as well as a production environment for a payroll and staffing company. She is highly competitive, passionate, persuasive and articulate, able to achieve results in a fast-paced and dynamic environment. Patricia has a demonstrated success record in:

- Organization Development for senior leadership – Custom program development for C-level leadership teams.
- Experienced with compliance training and development of line and production based employees as well as mid-to senior-level management.
- Motivating staff to peak performance levels.
- Proven record of initiative and success in business development, C-level relationship development, writing, and project management within environments from small projects to large-scale retention and business campaigns.



- Extensive experience with mergers and acquisitions – operational as well as human resource due diligence and staff transition.
- Call Center management and customer service management and delivery systems.

**PERRI NEWELL: WEST REGION DIRECTOR OF HUMAN RESOURCES**

Ms. Perri Newell is relatively new to Tectrans but has been a human resources manager and professional in the passenger transportation industry for 14 years and is well versed in all facets of high quality human resources management. Perri has successfully negotiated collective bargaining agreements on behalf of management with nearly every major labor organization, including the Teamsters and ATU. Perri joined Tectrans in 2011 after successful long-term tenures at Veolia Transportation, First Student and Laidlaw, and is already having a major positive impact supporting all corporate HR efforts, including the enhancement of best practices, recruiting and hiring techniques, compliance, labor relations support, benefits administration, and payroll interface. She has managed human resources for regions as large as 140 locations with more than 11,000 employees. Perri supports all Tectrans operations and management locations with their respective human resources needs and serves as a staff point of contact for the Senior Vice President for Human Resources to ensure timely response to our work forces.

**FINANCE AND ACCOUNTING:**

**FRANK HOMAN, CPA: CHIEF FINANCIAL OFFICER**

Mr. Francis "Frank" Homan is a founding member of Tectrans, Inc. and serves as its Chief Financial Officer. He also led the start-up and growth of another successful transportation company, and was recently the President of FGH Consulting Group. He has completed nearly 40 transportation-related acquisitions as both a strategic buyer and investment-banking advisor. Frank oversees all financial and accounting functions of Tectrans, Inc. and its various subsidiary companies and is instrumental in managing all financial aspects of new contract start-ups and strategic acquisitions. He has overseen the tasks necessary to see Tectrans grow from its inaugural revenue of approximately \$30 million to the current run rate of \$80 million and growing. Frank is available to support all financial and accounting related needs of the Covina Transit services assignment, including establishment of standard operating procedures, customer and internal reporting, accounting system set-up, and assessment of vendor relationships. Frank is an active member of the American Institute of CPAs.

**ALLEN KIMBLE, CPA: CONTROLLER**

Mr. Allen Kimble has been a critical member of the Tectrans team since the Company's inception. Allen bring many years of accounting and finance experience to Tectrans and its clients, including experience as a Controller for both Laidlaw Transit Services and Trans Mobile Solutions. With Laidlaw, Allen provided oversight and control of the \$100 million financial operations for the company's U.S. west region. As Tectrans Controller, Allen is responsible for the financial operations of the Company. Under the direction of the CFO, he established and maintained the Company's accounting and reporting systems, and he developed financial and operational policy and procedures to allow operational efficiency and to ensure exemplary quality service to our clients and the public. He handles all aspects of accounting operation from A/P, A/R and budgeting to financial statement preparation and month-end reporting. Allen serves as a corporate finance liaison for all Tectrans Project Managers to ensure that all managed properties follow SOPs and perform their customer-based services on-time and within budget.

**CINDI RITTER: SENIOR VICE PRESIDENT – MANAGEMENT SYSTEMS AND COMPLIANCE**

Ms. Cindi Ritter, formerly the Tectrans Senior Vice President for West Operations, has been named to the newly created position of Senior Vice President – Management Systems and Compliance. This position was created to reflect the needs of Tectrans' rapidly growing organization to ensure quality control and adherence to standard operating and reporting procedures, companywide. Cindi, who has been in the transit and taxi business for more than 15 years, oversees a number of projects to enhance our companywide management systems and ensure our compliance with



regulatory, client, and internal reporting requirements. The primary function of this new role is to oversee our ongoing efforts to assure quality control for all customers, and will perform regular audits of the Covina Transit services operation. Cindi reports directly to Frank Homan, Chief Financial Officer, in her new role, as a liaison for all Tectrans Project Managers.

**MARKETING, BUSINESS DEVELOPMENT, CUSTOMER SATISFACTION:**

**DWIGHT BRASHEAR: EXECUTIVE VICE PRESIDENT - BUSINESS DEVELOPMENT**

Mr. Dwight Brashear joined the transit industry on September 9, 1985 as a part-time bus operator for San Diego Transit Corporation (SDTC). He spent the next 16 years in various positions; serving his final two years as Manager of Transportation. In April of 2002, Dwight was recruited away from San Diego Transit, serving for two years as General Manager over the San Diego South Bay Maintenance Facility for ATC Vancom, a private transit management company. In February 2004, Dwight joined Capital Area Transit System (CATS) as its Chief Executive Officer. On September 1, 2005, three days after Hurricane Katrina struck the Gulf Coast, Mr. Brashear was tapped by Louisiana Governor Kathleen Blanco to become the state transportation coordinator for the evacuation of New Orleans. Dwight was recognized for his efforts in October of 2006 when he received the American Public Transportation Association's first-ever Special Award for Extraordinary Leadership. In October 2005, Mr. Brashear was called to Washington, D.C. where he gave testimony relating to Hurricane Katrina before the United States House of Representatives. In February 2006, he was once again called to Washington to provide testimony before the U.S. Senate. Mr. Brashear has written numerous articles for various national transit publications and was featured for his accomplishments in Mass Transit Magazine. In November of 2006, Dwight was recruited by MV Transportation, where he served as Regional Vice President until 2008, when he was promoted to Vice President of Marketing for the Western Region. In 2010, Mr. Brashear joined Tectrans, where he serves as Executive Vice President of Business Development. Dwight is a graduate of the American Public Transportation Association's Leadership program. Mr. Brashear has also studied public transportation in France, Austria and Germany.

**SCOTT WILLIAMS: SENIOR VICE PRESIDENT -- BUSINESS DEVELOPMENT**

Mr. Scott Williams is a transportation services veteran with knowledge and experience in all areas of service provision and operations support services such as reservations, dispatch, call center operations, maintenance, and human resources. Scott, who has been a management team member with Tectrans since inception, was instrumental in the Company's growth, development, and operational direction. Prior to Tectrans, Scott served in several managerial roles with Diversified Paratransit, Inc. which was one of Tectrans' inaugural platform companies. After Diversified Paratransit was purchased by Tectrans, Scott was promoted to VP, Call Center Operations where he was the Company's leader in implementing the Trapeze scheduling and dispatch technology and managing the company's various call center operations. Prior to his current role in marketing and business development, Scott served as the SVP, West Bus Operations for Tectrans, overseeing more than 30 contracts for services across California.

**BRIAN SULLIVAN: CHIEF MARKETING OFFICER**

A founding member of Tectrans, Mr. Brian Sullivan has 20 years of experience marketing public transportation services, including the development of contract-winning proposals and award-winning marketing and communications campaigns. He has also managed complex customer satisfaction surveys and customer relations management (CRM) programs. Brian and his marketing teams have been recognized numerous times by the public transportation industry for excellence in communications (including several American Public Transportation Association AdWheel Awards and AdWheel Grand Awards). He is serving on the APTA Marketing and Communications Committee, and is an active participant in numerous other trade associations including CTAA, WTS, CTA, and CalACT. Brian has assisted transit agencies, municipalities, and counties with their marketing and communications needs, including tax referendum planning, market and brand awareness studies, strategic planning, and transition plans. He is the principal author and



facilitator of Tectrans' proprietary *AMBASSADOR* training program for all management team members to ensure that the Tectrans brand and the operating brands of our customers are represented well in their respective marketplaces.

**JENNIFER KELLY, MBA: MARKETING MANAGER**

Ms. Jennifer Kelly is a marketing and communications professional with experience in both the private and government sectors. A veteran of the United States Air Force and an Auburn University graduate, Jennifer has been in transportation-related marketing and communications since 2009. For Tectrans, Jennifer manages internal and external communications, public relations, branding, and customer satisfaction efforts. Jennifer is available to assist Tectrans management teams with projects ranging from effective vehicle designs and wraps, to maps and schedules, to advertising and public relations, to complex web-based outreach efforts. She has experience with the latest technologies and communication media, including the myriad of social networking portals that the transit industry is just beginning to utilize to their fullest potential.

**STAFFING PLAN**

The Tectrans Project Manager will lead a team of qualified local operations staff, comprised of many or all the qualified and dedicated existing contractor staff. Throughout the transition and ongoing operations, our goal will be to provide the City and riders with the highest quality staff to provide the highest quality Transit service possible. The table below represents our complete plan for staffing the Covina Transit services, from project management to front line staffing. The table includes typical job duties and full-time equivalent assignments for all the categories of staff needed to successfully operate the transit services.

Over time, the staffing needs of the Covina Transit services may change due to service changes, operational conditions and funding challenges. In partnership with our customers, Tectrans management reviews these conditions on a regular basis, and makes changes to staffing levels as needed to maintain exemplary customer service as well as efficient and effective transportation operations.

Title	Staff	Dedicated	Typical Job Duties
Project Manager Mr. Michael Klein	1	25%	The Project Manager is responsible for providing transportation operations with high on-time performance and excellent service to customers. He selects and manages all operations staff, monitors performance and works aggressively to identify and solve problems. As a leader of front line staff, he is a real people person and focused on delivery of excellent service for our customer.
Operations Manager Ms. Dianna Ortegon	1	33%	The Operations Manager provides direct supervision of transportation operations, including directing day-to-day operations, staff scheduling, regulatory compliance, and quality assurance. As the primary leader of service, the Operations Manager plays a key role in successful delivery of transportation services.
Maintenance Supervisor Mr. Ruben Jaramillo	1	33%	The Maintenance Supervisor provides supervision of the total vehicle maintenance program, including compliance with our preventative maintenance program, regulatory compliance, routine and specialized vehicle repairs, and quality assurance.
Safety and Training Manager Mr. Charles Gatewood	1	25%	Under the direction of the Project Manager, the Safety and Training Manager is responsible for all efforts to ensure the safe delivery of passenger service, training requirements and annual training needs. To follow-up on procedures and process for ADA compliance, medical testing, CDL certification and all other safety standards for the facility and passengers. Liaison with corporate Senior Vice President of Safety and Risk Management.
Technician	1	50%	Technicians perform hands on vehicle maintenance and repairs of paratransit vehicles. They perform preventative maintenance inspections, routine repairs, and parts removal and replacement.



Dispatcher & Call Taker	3	75%	Dispatchers track service delivery throughout the day, maintaining data and voice contact with drivers in the field and assisting them in providing excellent, on-time customer service. Dispatchers make adjustments to routes and schedules as needed during the service day to accommodate changing needs, emergencies and other service events.
Road Supervisor	1	25%	Road Supervisors are specially trained staff that provide direct oversight of vehicle operators and dispatch staff. They provide key first person observations and problem solving in the field that emphasizes the delivery of excellent customer service by vehicle operators and dispatchers.
Vehicle Operators	4	100%	Vehicle Operators are the "face" of Tectrans to our riders. Many times they are the only person a rider will ever see or talk to personally. A driver's responsibility is to operate vehicles on pre-assigned routes and provide a safe, comfortable and on-time trip to riders. Their focus is to provide every passenger with a safe and happy experience.

### WAGES AND BENEFITS

The following table presents our plan for the wages and benefits provided to our staff operating the Covina Transit services. Wages and benefits are adjusted over time to reflect changes in market conditions, individual performance and contract conditions.

Position	Exempt	Non-Exempt	Wage Range	401(k)	Paid Vacation	Paid Holidays	Jury Duty	Bereavement	Medical (Kaiser)	Dental (Delta)	Vision (Kaiser)
Project Manager	✓		\$80,000 to \$85,000	✓	✓	✓	✓	✓	✓	✓	✓
Operations Manager	✓		\$60,000 to \$65,000	✓	✓	✓	✓	✓	✓	✓	✓
Safety & Training Manager	✓		\$60,000 to \$70,000	✓	✓	✓	✓	✓	✓	✓	✓
Maintenance Supervisor		✓	\$17.00 to \$19.00 per hour	✓	✓	✓	✓	✓	✓	✓	✓
Technician		✓	\$16.00 to \$18.00 per hour	✓	✓	✓	✓	✓	✓	✓	✓
Dispatcher/Call Taker		✓	\$12.00 to \$13.00 per hour	✓	✓	✓	✓	✓	✓	✓	✓
Road Supervisor		✓	\$11.00 to \$13.00 per hour	✓	✓	✓	✓	✓	✓	✓	✓
Vehicle Operators		✓	\$10.00 to \$12.00 per hour	✓	✓	✓	✓	✓	✓	✓	✓

### SUBCONTRACTOR PARTICIPATION

As fulfillment of our Core Value: Responsibility, Tectrans is committed to the inclusion of disadvantaged business enterprises (DBE) in our supplier and vendor base. This inclusion helps Tectrans stay "involved in the communities we serve" and "enhance the neighborhoods in which we live." Because this commitment is part of our standard business practices, we can readily assist the City of Covina in meeting its commitment to the development and utilization of DBE suppliers.

While Tectrans does not propose subcontracting any portion of the Covina Transit services, should subcontracting become necessary throughout the term of this contract, Tectrans will make every effort to use DBE firms in the performance of subcontracted service. Tectrans will document and record our efforts to obtain qualified DBE subcontractors and our utilization of DBE subcontractors. Tectrans will report the extent of our DBE participation annually or more often as required by the City of Covina.



**TECTRANS DBE POLICY**

Tectrans is committed to increasing the number of disadvantaged, minority, small, and woman-owned business enterprises (collectively referred to as DBEs) providing subcontracted services to our company. We will take all reasonable steps to ensure that qualified DBEs have an equal opportunity to do business with our company. Standard practices to implement our DBE subcontracting policy include:

- Identify specific work items for subcontracted DBE participation
- Advertise specific subcontracted work items in one or more daily or weekly newspapers, trade association publications, minority or trade oriented publications, trade journals, or other media
- Ensure advertisements do not exclude or limit the number of potential DBE respondents
- Request assistance from organizations that provide recruitment and placement of DBEs
- Obtain lists of qualified DBEs through government placement, certification, or other DBE sources
- Contact DBEs directly through mail, email, internet and telephone to advertise subcontracted work items
- Maintain logs of all DBE contacts, including detailed status reports
- Negotiate in good faith with all interested DBEs
- Document all DBE proposals, bids and estimates received
- Document all DBE participation in subcontracted work



## QUALIFICATIONS AND EXPERIENCE

The Tectrans management team brings more than 300 combined years of experience in the specialized, ground-based passenger transportation industry and has positioned Tectrans and our operating companies as a preferred transportation provider. Our team is able to build success through the application of new technologies and transportation best practices for existing customers as well as new clients. Today, Tectrans provides paratransit services, Regional Center transportation, employee shuttle, fixed-route shuttle, and Dial-A-Ride operations to a wide variety of transportation city and state governments, transit authorities, municipalities, and for-profit corporations.

Tectrans provides the full support of our corporate resources and expertise. Tectrans operations share a corporate commitment to provide the highest quality, integrated transportation services to the transportation dependent community. From the creation of a transportation idea to the completion of a contract, we are able to bring our clients' strategic and operational vision to life with quality that is unlike any other.

The following is a brief history of the Tectrans organization, providing a summary of significant events in our formation:

- **June 2006:** Tectrans is formed through the simultaneous purchase of seven transportation and technology companies operating 800 vehicles, with combined revenues of \$32 million. Contracted bus and paratransit services form the foundation of Tectrans.
- **April 2007:** Tectrans transitions operations for San Francisco Paratransit ADA service and restores safe and timely transportation to riders, becoming the largest provider of trips for the San Francisco Paratransit brokerage program.
- **December 2007:** Tectrans acquires two companies in the Ft. Lauderdale/Miami, Florida, area, providing over 1,000 daily rides for ADA and medical transportation clients, including the largest contracted operations for the Broward County ADA/Transportation Disadvantaged program.
- **February 2008:** Tectrans wins a \$50 million contract to operate courtesy shuttle service for the Ft. Lauderdale-Hollywood International Airport. The transition in May 2008 from the former operator is smooth, and service immediately improves.
- **March 2008:** Tectrans begins transportation operations for the North Los Angeles County Regional Center. Successfully transitioning 84 routes over one weekend, with only three months' lead time, Tectrans completes a full transition, requiring new buses, a new management team, a new facility including maintenance, networks, and all supporting operations.
- **September 2008:** Tectrans is awarded the contract to provide the Bronco Link shuttle service at California State Polytechnic University, Pomona and provides alternative-fueled shuttle bus service to and from the local Metrolink station. The program was immediately successful, generating high ridership and routes were expanded to include a second Metrolink station and additional hours. The Bronco Link service was recently awarded the Metro Diamond Award for its innovative rideshare program, and is now the recipient of the award for two consecutive years.
- **June 2009:** Tectrans celebrates three years of successful operation, with over 1,100 vehicles and 1,200 employees, providing quality and reliability for transportation agencies and paratransit riders across the country.
- **January 2010:** Tectrans is selected and awarded the contract to provide Rental Car Shuttle service at Miami International Airport (MIA) operating over 60 vehicles to and from terminals and the new consolidated rental car center. The midnight start-up of operations on July 13, 2010 is nearly flawless and drew zero complaints.
- **August 2010:** Tectrans is selected to provide dial-a-ride and paratransit service for Merced County Transit.
- **September 2010:** Tectrans is selected to manage and operate Collier Area Transit and Paratransit in Naples, FL (accelerated start-up and transition from prior contractor occurred successfully on October 1, 2010). Tectrans is also selected to manage, operate and maintain the City of Monrovia, CA's Dial-A-Ride and Old Town Trolley fixed-route services (with start-up scheduled for November 1, 2010).



- **October 2010:** Tectrans successfully starts up three new operating contracts on the same day, including Collier County, Merced County and a conversion of the City of Margate, FL's fixed-route service from in-house to contracted operations.
- **November 2010:** Tectrans begins service for the Monrovia Transit dial-a-ride and fixed route services, providing a seamless transition for transit dependent riders.
- **December 2010:** Tectrans begins daily operations of the Pomona Valley Transportation Authority Get About paratransit service in Pomona, CA, bringing an innovative taxi and bus paratransit program to life for seniors and disabled riders in the four-city Pomona Valley region.
- **February 2011:** Tectrans begins daily operations of fixed-route shuttle service for the City of Opa-Locka which is funded through a joint partnership between the City and SFRTA. The community receives free bus service with two buses on the south route and one bus on the north route.

### TECTRANS TRANSPORTATION EXPERIENCE

Tectrans is an experienced transit provider, and operates numerous contracted shuttle, paratransit, dial-a-ride and fixed-route services. We have provided a comprehensive list of Tectrans clients in the table below. In our history as both Tectrans and prior legacy companies, we have never had a contract end prior to its scheduled conclusion for any reason. We invite you to contact our references for positive feedback on our people and our company.

#	Customer	Customer Since	Type of Service	Location
1	Alzheimer's Family Services	2009	Paratransit	Huntington Beach, CA
2	Anaheim Resort Transportation	1995	Dial-a-Cab	Anaheim, CA
3	Bay Area Rapid Transit District (BART)	1995	Fare Media Sales and Customer Service	San Francisco Bay Area, CA
4	Broward County	November 2010	Fixed-Route	Fort Lauderdale, FL
5	Burbank-Glendale-Pasadena Airport Authority (BUR)	2010	Fleet Management & Maintenance	Burbank, CA
6	California State Polytechnic University, Pomona	2009	Fixed Route	Pomona, CA
7	California State University, Dominguez Hills	2010	Fixed Route	Carson, CA
8	California State University, Northridge	2010	Fixed Route	Northridge, CA
9	City of Anaheim, Senior Mobility Program	1985	Paratransit	Anaheim, CA
10	City of Aventura	2003	Fixed Route	Aventura, FL
11	City of Beverly Hills	2009	Paratransit Program Administrator	Beverly Hills, CA
12	City of Boca Raton	2008	Fixed Route	Boca Raton, FL
13	City of Brea	1985	Fixed Route	Brea, CA
14	City of Coral Springs	2005	Fixed Route	Coral Springs, FL
15	City of Dania Beach	2004	Fixed Route	Dania Beach, FL
16	City of Doral	2008	Trolley Fixed Route	Doral, FL
17	City of Hallandale Beach	2003	Fixed Route	Hallandale Beach, FL
18	City of Hillsboro Beach	2010	Fixed Route	Hillsboro Beach, FL
19	City of Homestead	2010	Fixed Route	Homestead, FL
20	City of La Habra	1985	Paratransit	La Habra, CA
21	City of Lauderdale Lakes	2006	Fixed Route	Lauderdale Lakes, FL
22	City of Lauderhill	2009	Fixed Route	Lauderhill, FL
23	City of Margate	Oct 1, 2010	Fixed Route	Margate, CA
24	City of Maywood	1985	Dial-a-Ride	Maywood, CA



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#	Customer	Customer Since	Type of Service	Location
25	City of Monrovia	Nov 1, 2010	Dial-a-Ride & Trolley Service	Monrovia, CA
26	City of North Lauderdale	2006	Fixed Route	North Lauderdale, FL
27	City of Oakland Park	2006	Fixed Route	Oakland Park, FL
28	City of Opa Locka	2011	Fixed Route	Opa Locka, FL
29	City of Parkland	2005	Fixed Route	Parkland, FL
30	City of Plantation	2001	Fixed Route	Plantation, FL
31	City of Pompano Beach	2003	Fixed Route	Pompano Beach, FL
32	City of Temple City	2004	Dial-a-Ride	Temple City, CA
33	City of Walnut	1998	Dial-a-Cab	Walnut, CA
34	City of West Hollywood	2009	Paratransit Program Administrator	West Hollywood, CA
35	City of Yorba Linda	2008	Senior Shuttle	Yorba Linda, CA
36	Collier County	Oct 1, 2010	Fixed Route; Paratransit; Transit Management	Naples, FL
37	Contra Costa County Transit Authority (CCCTA)	2008	Online Fare Media Sales	Concord, CA
38	CVS Pharmacy LPGA Challenge	2007	VIP Shuttle	Danville, CA
39	Diamond Ride	1995	Dial-a-Cab	Diamond Bar, CA
40	Downtown Ft. Lauderdale Transportation Management Association	2005	Fixed Route	Ft. Lauderdale, FL
41	Fort Lauderdale-Hollywood International Airport (FLL)	1987-2002, 2008	Airport Shuttle	Fort Lauderdale, FL
42	Get About/Pomona Valley Transportation Authority	1996	Dial-a-Cab	La Verne, CA
43	Golden Gate Regional Center	2006	Paratransit	San Francisco, CA
44	Harbor Regional Center	1988	Paratransit	Torrance, CA
45	Hollywood Community Redevelopment Agency	2010	Trolley	Hollywood, FL
46	Long Beach Community College District	2009	Fixed Route	Long Beach, CA
47	Los Angeles Department of Transportation (LADOT)	1989	Paratransit Program Administrator (CityRide)	Los Angeles, CA
48	Memorial HealthCare Systems	2006	Fixed Route	Hollywood, FL
49	Merced County	2010	Dial-a-Ride	Merced, CA
50	Miami International Airport (MIA) Consolidated Rental Car Shuttle	2010	Airport Shuttle	Miami, FL
51	Miami Shores Village	2006	Fixed Route	Miami Shores, FL
52	North Los Angeles County Regional Center	2007	Paratransit	Van Nuys, CA
53	Orange County Transportation Authority	2001	Paratransit	Orange, CA
54	Playa Vista Beach Shuttle	2008	Fixed Route	Playa Vista, CA
55	Pomona Valley Transportation Authority	Dec 18, 2010	Paratransit	Pomona, CA
56	Raytheon	2004	Fixed Route	El Segundo, CA
57	Regional Center of Orange County	1992	Paratransit	Santa Ana, CA
58	Regional Center of the East Bay	2007	Paratransit	Moorpark, CA
59	San Bernardino County	2007	Demand/Response	San Bernardino, CA
60	San Dimas Dial-A-Cab/Pomona Valley Transportation Authority	1987	Dial-a-Cab	La Verne, CA
61	San Francisco MTA / SF Paratransit (through the Broker Veolia)	2007	ADA Paratransit	San Francisco, CA
62	South Florida Regional Transportation (SFRTA)	2003	Fixed Route	Pompano Beach, FL
63	TODA Development (600 Townsend Center)	2007	Fixed Route	San Francisco, CA



#	Customer	Customer Since	Type of Service	Location
64	Town of Bay Harbor Islands	1992	Fixed Route	Bay Harbor Islands, FL
65	Town of Davie	2005	Fixed Route	Davie, FL
66	Town of Miami Lakes	2005	Fixed Route	Miami Lakes, FL
67	Town of Surfside	2006	Fixed Route	Surfside, FL
68	Tri-Counties Regional Center	2008	Paratransit	Santa Barbara, CA
69	Village of Bal Harbour	2004	Fixed Route	Bal Harbour, FL
70	Village of Palmetto Bay	2006	Fixed Route	Palmetto Bay, FL
71	Village of Surfside	2006	Fixed Route	Surfside, FL
72	Westside Regional Center	2008	Paratransit	Culver City, CA

### TECTRANS REFERENCES

Tectrans' experience providing dial-a-ride, fixed route, local ADA paratransit and regional center paratransit transportation services throughout California and Florida gives us the edge to effectively operate the Covina Transit services, and enhance the City's dedication to providing friendly, reliable and cost effective transportation services to its residents. Tectrans has developed and maintained an extensive client base, providing dial-a-ride services in many local communities (*Moreno Valley, Maywood, Temple City, Anaheim, Yorba Linda, Seal Beach, La Habra, Pomona Valley Transportation Authority, OCTA*). We have provided a select list of Tectrans clients in the following table. These references have been selected to demonstrate our unique ability to provide the Covina Transit services. Each reference demonstrates our experience meeting the needs of similar sized paratransit services.

Client Name:	PVTA Get About	
Address:	2120 Foothill Blvd, Suite 116 La Verne, CA 91750	
Phone	(909)596 - 7664	
Contact Person	Mr. George Sparks	
Annual Revenues	\$1,400,000	
Length of Service	2010 - Present	
Type of Service	Demand response, advanced scheduled reservations, and same day return trips provided for seniors, disabled and other eligible riders.	
Client Name:	City of Monrovia	
Address:	415 S. Ivy Ave Monrovia, CA 91016	
Telephone Number	(626) 932 - 5550	
Contact Person	Craig Jimenez	
Annual Revenues	\$685,000	
Length of Service	November 2010 - Present	
Vehicle Size	16-20 Passenger Cutaway Vehicles	
Vehicle Quantity	9	
Type of Service	Downtown Trolley Bus and Dial-A-Ride service for the City of Monrovia.	



<b>Client Name:</b>	<b>Temple City Dial-a-Ride</b>	
<b>Address:</b>	9701 Las Tunas Drive Temple City, CA 91780	
<b>Telephone Number</b>	(626) 285-2171	
<b>Contact Person</b>	Ms. Cathy Burroughs	
<b>Length of Service</b>	2004 - present	
<b>Annual Revenues</b>	\$410,000	
<b>Vehicle Quantity</b>	5	
<b>Type of Service</b>	Provide local Dial-A-Ride services using subscription, advanced reservation, and same day scheduling of trips for Seniors and Disabled residents.	
<b>Client Name:</b>	<b>Merced County (Merced Transportation)</b>	
<b>Address:</b>	600 Grogan Street Merced, CA 95340	
<b>Telephone Number</b>	(209) 385-7600	
<b>Contact Person</b>	Mr. Rod Gherating, Transit Manager	
<b>Annual Revenues</b>	\$1,500,000	
<b>Length of Service</b>	October 2010 - Present	
<b>Vehicle Size</b>	16-20 Passenger Cutaway Vehicles	
<b>Vehicle Quantity</b>	30	
<b>Type of Service</b>	Dial-A-Ride ADA Paratransit	
<b>Client Name:</b>	<b>City of Maywood Dial-a-Ride and City Shuttle</b>	
<b>Address:</b>	4319 East Slauson Avenue Maywood, CA 90270	
<b>Telephone Number</b>	(213) 562-5000	
<b>Contact Person</b>	Mr. Carlos Fernando	
<b>Annual Revenues</b>	\$525,000	
<b>Length of Service</b>	1985 - present	
<b>Vehicle Size</b>	18 Passenger Buses – ADA Equipped	
<b>Vehicle Quantity</b>	4	
<b>Type of Service</b>	Operates this community demand-response Dial-a-Ride and Fixed Route service within the City of Maywood. Service is available to the general public 7 days per week from 7AM to 6PM. Productivity for the Dial-a-Ride service is over 7 passengers per hour and productivity for the fixed route is over 30 passengers per hour. Diversified has operated seven gasoline buses in service for Maywood since 1985.	

**FINANCIAL CAPABILITY**

Tectrans, Inc. is a financially sound, well managed and growth-oriented company. Tectrans has positioned itself for future growth and sustained health by assembling an industry leading management team and joining with well respected equity and senior lending partners capable of providing all needed capital funding, even in today's challenging economic environment.





Tectrans' accrual basis financial statements are prepared in accordance with GAAP with annual financial audits and tax return filings conducted by the regional accounting firm of Windes & McClaughry Accountancy Corporation ([www.windes.com](http://www.windes.com)). Windes and McClaughry is based in Long Beach, California and has been providing benefits administration, financial audit, and tax services to California businesses since 1926. They have represented Tectrans since the formation of the Company. Audited revenues have increased from \$28.2 million in Fiscal Year 2007 to \$67.9 million for our recently completed Fiscal Year 2010. Tectrans annualized 2011 revenue run rate is \$102 million based on recently awarded contract procurements.

Tectrans is well capitalized and has positioned itself for sustained growth over the next 5 to ten years by selecting best in class capital and lending partners. Tectrans' management team owns a sizeable percentage of the Company's equity share, with material capital contributions provided by Huron Capital Partners ([www.huronicapital.com](http://www.huronicapital.com)), Roynat Business Capital ([www.roynat.com](http://www.roynat.com)), and Thrivent Financial ([https://www.thrivent.com/aboutus/whoweare/factsfinancials/financial\\_ratings.html](https://www.thrivent.com/aboutus/whoweare/factsfinancials/financial_ratings.html)). Our management team's extensive experience, coupled with the long term commitment of our three equity stakeholders, has allowed us to deliver high quality service at competitive pricing and sustained operating cash margins well above industry averages. We have combined the equity interests of the management team and our external capital provides with a full service credit facility provided through our senior lending partner, Fifth Third Bank (<https://phx.corporate-ir.net/phoenix.zhtml?c=72735&p=irol-IRHome>). Fifth Third provides a one-stop financing solution to the Company by providing both term loans and an asset based revolver. Tectrans management has recently secured a commitment from our senior lender to increase our revolving credit line availability by over 50%. This increased borrowing base will provide significant funding reserves to address any capital expenditure and working capital requirements.

Additionally, Tectrans maintains a performance bond surety line of \$15 million with Ace-USA Surety (<http://gps.acegroup.com/Surety.html>). Ace is an A+15 rated surety provider and maintains a transportation industry specialization. Tectrans also utilizes Aon (<http://www.aon.com/about-aon/about-aon.jsp>) as its sole broker for all surety and corporate insurance programs.

Letters describing the good status of our relationship with a few of the above mentioned financial institutions, all signed by authorized officers, have been included following this page.

## INSURANCE COVERAGE

Tectrans maintains excellent insurance coverage through our broker, Aon Risk Services. Using carriers with minimum AM Best rating of "Excellent" or better, our coverage exceeds any requirements issued by state or public agencies for transit operations. Aon has reviewed the service parameters for the Covina Transit services and is committed to providing our standard insurance coverage, which will meet the requirements of the City of Covina and its stakeholders. For additional information, please refer to the Appendix at the end of this proposal to review a sample insurance certificate of insurance which documents our current coverage, as well as a commitment letter from Aon verifying our ability to bind the necessary coverage.



May 4, 2011

PERSONAL & CONFIDENTIAL

Alex Gonzalez  
Senior Management Analyst  
City of Covina  
125 E. College St.  
Covina, CA 91723

Dear Mr. Gonzalez:

We would like to make an introduction to Huron Capital and describe our working relationship with Tectrans. Huron is a Detroit-based private equity firm focused exclusively on making investments in private companies. The key to our strategy is to partner with highly motivated, proven management teams with a clear strategy to build businesses, and ensure they have the operational and financial resources to achieve that strategy.

Huron has partnered with Tectrans' management team with the strategic focus of creating a leading paratransit and fixed-route transportation service provider. Tectrans has grown significantly during the last five years of our investment, adding new capabilities, new contracts, and additional management depth. Huron has supported the growth of Tectrans through the provision of additional financial and operational resources. This has included funding for both organic and acquisition-driven growth opportunities. We have specifically set aside additional capital from our \$185 million committed equity fund to support growth initiatives of our portfolio companies such as Tectrans.

By way of additional background, Huron's committed capital base of over \$600 million is provided by a diversified mix of financial institutions, wealthy families and operating executives, including Alpinvest, Hartford Insurance, Dow Chemical, DuPont Chemical, Vlastic Investments, and many others. Since its founding in 1999, Huron has acquired or invested in 48 companies with aggregate revenues approaching \$1 billion. Investments have been made in the USA and Canada through three private equity funds, and we currently have offices in Detroit, Pittsburgh and Toronto.

If we can provide additional detail regarding our support of Tectrans or further clarity regarding any of the above points, please do not hesitate to contact us.

With best regards,

HURON CAPITAL PARTNERS LLC

John Higgins  
Partner  
(313) 962-5804

James S. Mahoney  
Vice President  
(313) 962-5809



May 4, 2011

Alex Gonzalez  
Senior Management Analyst  
City of Covina  
125 E. College St.  
Covina, CA 91723

Dear Mr. Gonzalez:

Tectrans, Inc has been a customer of Fifth Third Bank for over two and a half years. Tectrans, Inc has a mid eight figure credit facility from the bank including a low eight figure working capital line of credit. The working capital line of credit maintains availability in the low to mid seven figure range. Tectrans also maintains deposit accounts with the bank. All accounts and payments have been handled as agreed, and the Company is in compliance with all financial covenants.

Sincerely,

A handwritten signature in black ink, appearing to read 'Andrew P. Arton', with a long horizontal flourish extending to the right.

Andrew P. Arton

Vice President

Fifth Third Bank

1000 Town Center, Suite 1400

Southfield, MI 48075

REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES

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APPENDIX 12  
OPERATIONS CONTRACT RFP COST PROPOSAL (REQUIRED) FORMAT

	YEAR 1	YEAR 2	YEAR 3	OPTIONAL YEAR 1	OPTIONAL YEAR 2
	FY 2011/12	FY 2012/13	FY 2013/14	FY 2014/15	FY 2015/16
<b>Cost Proposal</b>					
Cost per Revenue Hour	\$43.13	\$45.00	\$46.24	\$47.54	\$48.90
Multiply by Estimated Revenue Hours	7,250	7,250	7,250	7,250	7,250
<b>TOTAL COST</b>	\$312,686	\$326,255	\$335,270	\$344,690	\$354,546

**REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES**

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**APPENDIX 3  
CERTIFICATION OF PRIMARY PARTICIPANT REGARDING DEBARMENT, SUSPENSION, AND  
OTHER RESPONSIBILITY MATTERS**

The Primary Participant (primary bidder), certifies to the best of its knowledge and belief, that it and its principals:

- 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- 2) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction; violation of Federal or State antitrust or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- 3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
- 4) Have not within a three-year period preceding the application/proposal had one or more public transaction (Federal, State, or Local) terminated for cause or default.

If the Primary Participant is unable to certify to any of the statements in this certification, the participant shall attach an explanation to this certification.

THE PRIMARY PARTICIPANT CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTIONS 3801 et seq. ARE APPLICABLE THERETO.

The undersigned chief legal counsel for the *Dwight Beach* Executive Vice President,  
Business Development  
Signature and Title of Authorized Official

Executive Vice President,  
Business Development  
hereby certifies that the Business Development has authority under State and local law to comply with the subject assurances and that the certification above has been legally made.

*[Signature]*  
Signature of Applicant's Attorney

4/28/11  
Date

**REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES**

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**APPENDIX 5  
CERTIFICATION OF RESTRICTION ON LOBBYING**

The undersigned certifies, to the best of his/her knowledge and belief, that,

1. No Federal appropriated funds have been or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into the cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
2. If any funds other than the Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award Documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loan, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of the fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Executed this 4th day of May, 2011

Company Name: Diversified Transportation, LLC dba Tectrans

By (signature of company official here)



Name and Title of Company Official

Dwight Brashear

Executive Vice President, Business Development

**REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES**

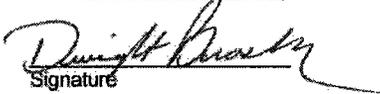
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**APPENDIX 6  
BUY AMERICA CERTIFICATE**

**Certificate of Compliance with Section 165(a)**

The bidder hereby certifies that it will comply with the requirements of Section 165(a) of the Surface Transportation Assistance Act of 1982, as amended, and the applicable regulations in 49 CFR Part 661.

Date: 05/04/2011

  
Signature

Diversified Transportation, LLC dba Tectrans  
Company Name

Executive Vice President, Business Development  
Title

Or

**Certificate of Non-Compliance with Section 165(a)**

The bidder hereby certifies that it cannot comply with the requirements of Section 165(a) of the Surface Transportation Assistance Act of 1982, as amended, but it may qualify for an exception to the requirement pursuant to Section 165(b)(2) or 165(b)(4) of the Surface Transportation Assistance Act of 1982 and regulations in 49 CFR 661.7

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Title

---

CITY OF COVINA  
REQUEST FOR PROPOSALS  
ADDENDUM #2  
TRANSIT OPERATIONS SERVICES

April 28, 2011

**Q1: What is the current hourly rate for the contract?**

A: \$46.35 per revenue service hour

**Q2: What is the projected overall operating budget for Fiscal Year 2011/2012?**

A: At this point, the Fiscal Year 2011-2012 Base Budget amount for the program is \$485,000. This amount includes all projected costs, such as (800) telephone number, postage, marketing and contract costs. The Requested Budget for FY 2011-2012 will take the procurement results into account.

**Q3: What are the wages and benefits for the current workforce?**

A: The information is now posted at the City of Covina website ([www.covinaca.gov](http://www.covinaca.gov)) under "Departments – Public Works – Transportation – Covina Transit."

**Q4: Please provide the operating reports for the last three months.**

A: The information is now posted at the City of Covina website ([www.covinaca.gov](http://www.covinaca.gov)) under "Departments – Public Works – Transportation – Covina Transit."

**Q5: What is the location of the current operating and maintenance facility?**

A: El Monte, CA at Southland Transit on Rockwell Street

**Q6: Does the current operator provide any vehicles for the service?**

A: No. All vehicles are owned by the City.

**Q7: Please confirm that the only costs we need to factor into the proposal relative to fuel is the tax.**

A: City will reimburse for fuel minus the tax, as stated in the RFP.

**Q8: Does the City provide radios and fareboxes on the vehicles?**

A: The City purchased fareboxes for its cutaways and donation boxes for its minivans. The City purchased Kenwood TK-863G radios for all of its vehicles.

**Q9: Does the current provider utilize an automated system for taking reservations?**

Received 4-21-11 JAV

REQUEST FOR PROPOSALS: TRANSIT OPERATIONS SERVICES

CITY OF COVINA  
REQUEST FOR PROPOSALS  
ADDENDUM #1  
TRANSIT OPERATIONS SERVICES

April 20, 2011

Statement of Clarification: Page 26, Section 2.6.2 – Fuel

- For gasoline, the Federal excise tax is \$0.18 per gallon and the state tax is \$0.06 per gallon, which totals \$0.24 per gallon.

**Q1: Will you consider a fixed price and a variable price?**

A: The City will consider a fixed-price and a variable price. However, any discussions regarding variable pricing should occur during negotiations. Please submit a fixed-price to ensure all bidders are evaluated using the same guidelines.

**Q2: Please clarify the "required sixteen (16) hours of special Department of Motor Vehicles training and eight (8) hours of recurrent "transit certificate training" referenced on page 21. We are not aware of any 16 hour "special" annual training requirements from the DMV.**

A: Bidder shall describe how it intends to meet all required operator certifications, licenses, and training necessary to operate the services as described in the RFP. Though not necessarily required at this time, should future licenses, certificates, and training be required to operate Covina Transit services at a later date, Contractor shall be responsible for obtaining and maintaining said certifications, licenses, and training, as well as all associated record-keeping.

**Q3: Please clarify the insurance requirements; auto and general liability appear very low.**

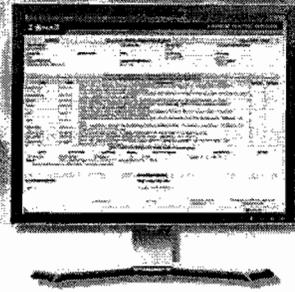
A: The RFP under-stated the insurance requirements on page 6. The City requests 5-million per occurrence and 10-million aggregate.

**Q4: On Section 2.4.1 manager retention requirement. Will the City consider condition the \$250.00 per day fine with the language, "Unless approved in advance by the City?"**

A: Yes, with the following change, "Unless requested in advance in writing by the Contractor and approved in advance in writing by the City."

**Q5: Sections 2.4.1 and 2.4.2 seem to be in conflict regarding the field supervision. 2.4.1 allows 25% dedication but 2.4.2 requires "continuous daily street supervision."**

A: Field supervisor is required at 25% dedication to the service. Section 2.4.2 page 23 shall be amended to read:



## GROUND TRAFFIC CONTROL™ APPLICATION

Efficiently Manage Vehicles and People on the Move

ZONAR'S GROUND TRAFFIC CONTROL™ is a powerful, web-based Telematics application that provides real-time visibility into all your data, including inspection reports, maintenance repairs and GPS vehicle information.

### HOW IT WORKS

Using an open systems approach, Ground Traffic Control allows you to not only access and manage the data captured by our EVIR® and HD-GPS systems, but also share this data with your maintenance, time and attendance, and other complementary applications via industry standard XML data exchange. Extensive administrative functionality enables you to easily set permissions for accessing, viewing and exporting the data for either global or detailed analysis.

Superior data mining algorithms enable Ground Traffic Control to effortlessly distill your data so you quickly understand asset utilization, fuel consumption, repair status, inspection compliance, labor savings and potential safety issues. Real-time, exception-based reports make it fast and easy to:

- Respond to inquiries from customers, technicians or drivers
- Analyze inspection reports from days, months or even a year ago
- Manage variations in routes or inspection processes
- Promote compliance among drivers

### FEATURES & BENEFITS

Zonar's robust Ground Traffic Control application offers the following features and benefits:

FEATURES	BENEFITS
Web-Based	Unlimited Users, Frequent Updates, No IT Burden
Open System	Integrates with Third Party Applications
Comprehensive Reporting	New Fleet Performance Metrics
User-Friendly	Exceptionally Easy to Use
Real-Time Analytics	Speed Critical Decision Making
Access to a Full Year of Data	Historical Analysis and Reporting

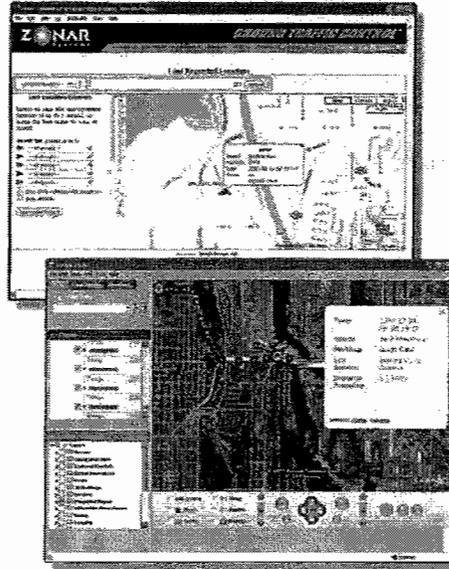
Contact Zonar today: Email: [info@zonarsystems.com](mailto:info@zonarsystems.com) • Call toll-free: 877.843.3847 • Or visit: [www.zonarsystems.com](http://www.zonarsystems.com)

# ZONAR'S GROUND TRAFFIC CONTROL™ FOR FLEET MANAGEMENT

## SYSTEM COMPONENTS & SPECIFICATIONS\*

### COMPONENTS

- Powerful data management tools
- Real-time exception-based reports:
  - GPS**
    - Standard idle, stop and mileage reporting
    - Route auditing, asset activity reporting
    - Forward and reverse geo-coding
    - Alerting
  - Inspections**
    - Skipped inspections
    - Vehicle conditions
    - Defect rates
    - Inspection times
  - Drivers**
    - Expiry data
    - Event times including inspection, yard delays and route
    - Statistics
    - Compliance
  - Assets**
    - Repair status and history
    - Utilization
    - In-/out-of-yard tracking
    - PM reporting



### MINIMUM REQUIREMENTS

- Internet Connection
- Web Browser
- Login and Password

Zonar's Ground Traffic Control is an enterprise-wide application that delivers greater operational efficiencies for your maintenance, safety, operations and finance departments. Learn how Zonar Systems can help your business.

### CONTACT US TODAY:

Email: [info@zonarsystems.com](mailto:info@zonarsystems.com)  
Call toll-free: 877.843.3847  
Or visit: [www.zonarsystems.com](http://www.zonarsystems.com)

\* All specifications subject to change without notice.



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REV: 10/08/09



## V2J™ HIGH DEFINITION GPS/IBUS SYSTEM

### Real-Time Delivery of Engine Condition and Performance Data, Driver Performance and Location

ZONAR'S HIGH-DEFINITION V2J™ system is the first of its kind to capture data in four dimensions - latitude, longitude, time and odometer - as well as provide real-time transmission of vehicle subsystem data, driver performance data and spatially-encoded event information - all together - so fleet operators have a new way of improving operational efficiencies.

#### HOW IT WORKS

The V2J provides dramatically enhanced accuracy over typical GPS units, delivering pinpoint recording of vehicle stops, speeds, routes traveled, excessive idling and other specific on-board events. The high sample rate, with four dimensional recording at every point of data collection, provides a much more coherent data set than those offered by typical AVL applications.

A true Telematics application platform, additional inputs record workflow processes and other functions such as pre- and post-trip inspections, time and attendance data, personnel tracking and engine diagnostics. All this event data is transmitted via cellular communication and collected in a secure database that you can readily access from any web browser via our Ground Traffic Control™ application.

Typically, gathering vehicle fault code data is done by using expensive diagnostic equipment which requires the mechanic and vehicle to be together - in the same place at the same time. This means fault code interpretation is occurring long after warning lights first appeared and the potential damage to the vehicle has been done.

With the V2J, vehicle electronic subsystems data can be read remotely and transmitted instantly to fleet operations at the same time the vehicle driver is seeing the indicator light. Zonar also delivers related engine condition and performance data along with the fault codes to provide the best possible real-time picture of vehicle health. Now fleet operators are able to make the best decision to protect their vehicles, themselves and cargo assets - in real-time.

While there are other remote diagnostic solutions, only Zonar is providing a solution that ensures both the latest and previous versions of the SAE data bus protocols are utilized in a single device. This includes SAE J1708/1587 and J1939. This is significant because the majority of fleets are mixed fleets, which means they have both older and newer vehicles so all 3 of these protocols are in use simultaneously. With Zonar, all fleets are now in a position to benefit from the powerful capabilities remote ECU access provides with one device.

#### FEATURES & BENEFITS

The powerful software and hardware combination of Zonar's V2J offers the following features and benefits:

FEATURES	BENEFITS
True Idle, Speed and Odometer	Driver Performance and Location
Internal J3 ECU Interface	Real-Time Delivery of Engine Condition and Performance Data
Integrated Antenna	No Drilling Required, Facilitates Quick and Easy Install
High Accuracy	Enhances Route Planning Integration
Expandable Architecture	Peripheral Inputs, Engine Diagnostics, MDT
Peel-and-Stick Installation	Dramatically Reduces Installation Time and Cost
Dynamic Geo-Fencing	Data Analytics, Exception Reports, Event Alerts
EVIR Integration	Associate Driver with a Vehicle
Data Port and 5 Discrete Inputs	Pinpoint Recording of On-board Events
Low Power Sleep Mode	Prevents Battery Drain

Contact Zonar today. Email: [info@zonarsystems.com](mailto:info@zonarsystems.com) • Call toll-free: 877.843.3847 • Or visit: [www.zonarsystems.com](http://www.zonarsystems.com)

# V2J™ GPS SYSTEMS FOR ASSET TRACKING AND VEHICLE PERFORMANCE

## SYSTEM COMPONENTS & SPECIFICATIONS\*

### COMPONENTS

- V2J GPS unit
- V2J peel-and-stick mounting plate

### Optional Accessories:

- External GPS antenna
- MiniWing style GSM antenna
- 5-Input wiring harness

### SPECIFICATIONS

- Operating Temp. -20C to +70C
- DC Input Range, 8.0Vdc to 30.0Vdc

### GPS Receiver

- WAAS capable
- Very high sensitivity receiver
- Rapid acquisition of satellites
- GPS signal acquisition, tracking and navigation
- On board GPS data storage

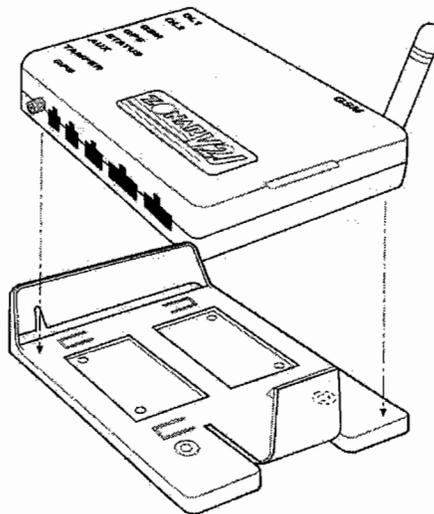
### DIMENSIONS

- Length: 5.812 in.
- Width: 3.675 in.
- Height: 1.25 in.

### COMMUNICATION

#### GSM Cellular Transceiver

- Quad Band 850/1900 900/1800
- GPRS



Zonar's V2J HD-GPS allows you to quickly audit a route, pinpoint speed at a given time or locate a vehicle in case of break down. With the J3 ECU interface the V2J provides realtime delivery of engine condition and performance data. The addition of the Electronic Vehicle Inspection Report (EVIR®) system provides the unmatched ability to associate a driver to a vehicle. Learn how Zonar Systems can help your business.

### CONTACT US TODAY:

Email: [info@zonarsystems.com](mailto:info@zonarsystems.com)  
Call toll-free: 877.843.3847  
Or visit: [www.zonarsystems.com](http://www.zonarsystems.com)



\*All specifications subject to change without notice.

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REV: 10/08/09



## Electronic Vehicle Inspection Report System

Pre- and Post-Trip Inspections Made Easy

ZONAR'S ELECTRONIC VEHICLE INSPECTION REPORT (EVIR®), the only patented, verified visual inspection system available, replaces manual inspection processes with electronic methods that are not only easy to use, but alleviate errors and inefficiencies associated with paper inspections.

### HOW IT WORKS

Implementing and using the EVIR system is as simple as tag, inspect, transmit, and track. Radio-frequency identification (RFID) tags are placed on the vehicle in critical inspection "zones". These weather-resistant tags - which can withstand mud, grease, or even ice - contain information about their location on the vehicle, components to be inspected, and vehicle identification.

Using Zonar's 2010 handheld reader, drivers conduct their inspections, placing the reader within a few inches of each tag, and indicating the zone's condition with simple one-handed, push-button responses. When defective components are discovered, the driver selects the defect description from a pre-defined list and indicates whether or not the vehicle is safe to operate with the noted defect.



When the inspection is complete, drivers place the Zonar 2010 into the vehicle mount. The information is then transmitted to a secure database that you can readily access from any web-browser with our Ground Traffic Control™ application. This enables the reporting and tracking of vehicle maintenance, driver performance, regulatory compliance, and overall operational efficiency, as well as the ability to disseminate the information to various departments for action.

### FEATURES & BENEFITS

The powerful software and hardware combination of Zonar's EVIR system offers the following features and benefits:

FEATURES	BENEFITS
Verified Inspection	New Best Practice, Creates Safety Mindset
Safety and Compliance Management Tool	Increased Compliance, Reduced Liability
Electronic Data Collection	Integrates With Complementary Applications
Web-Based Data Management	Secure Data Archive, Reduced IT Burden
All Events, Time and Date Stamps	Powerful New Fleet Performance Metrics
Tag-Driven System	Guides Driver Through Inspection

Contact Zonar today: Email: [info@zonarsystems.com](mailto:info@zonarsystems.com) • Call toll-free: 877-843-3847 • Or visit: [www.zonarsystems.com](http://www.zonarsystems.com)

# Zonar's EVIR System for Inspections

## System Components & Specifications

### COMPONENTS

- Zonar 2010 Handheld Reader
- RFID tags: Asset, containing specific vehicle information; Zone, containing zone-specific information; and Driver, containing unique id numbers
- Vehicle Mount

### Optional Accessories:

- DataTrac® Digital Mileage Interface

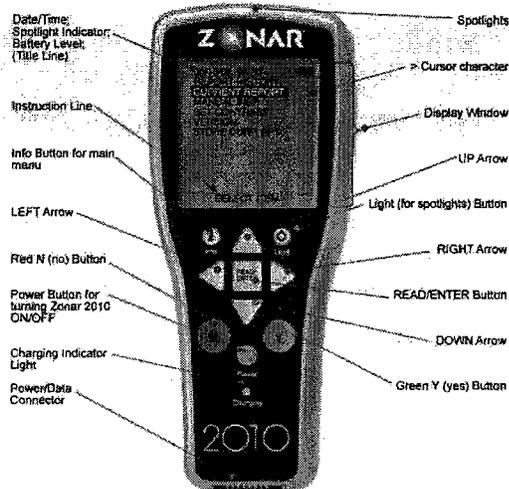
### SPECIFICATIONS

- Operating Temp -20C to +70C
- DC Input range, 8.0Vdc to 30.0Vdc

### COMMUNICATION OPTIONS

#### GSM Cellular Transceiver

- Quad-Band 850/1900/900/1800
- GPRS



Zonar's EVIR system makes recording, reviewing, storing, and managing vehicle inspections easier and faster, offering fleet owners a new level of safety, compliance, communication, and performance. Learn how Zonar Systems can help your business.

### CONTACT US TODAY:

Email: [info@zonarsystems.com](mailto:info@zonarsystems.com)  
Call toll-free: 877.843.3847  
Or visit: [www.zonarsystems.com](http://www.zonarsystems.com)



# TREQ-DX

## Mobile Data Terminal

A Full Featured Mobile Data Terminal with Optional GPS, Cellular and WiFi Capabilities.



**QSI**  
CORPORATION

Microsoft  
**Windows CE 5.0** CE

- 800x480 pixel, 178 mm (7") WVGA color TFT graphic LCD display
- Analog resistive touch screen
- Seven lighted, programmable function keys
- One serial port (one additional serial port optional)
- Two USB ports (one additional USB port optional)
- 10/100Base-T wired Ethernet (optional)
- 802.11g wireless Ethernet (optional)
- J1708/J1939 (CAN) interface (optional)
- Four general purpose digital I/Os (optional)
- GSM/GPRS modem (optional)
- Windows® CE 5.0 operating system
- Integrated GPS receiver (optional)
- Supports 12- or 24-volt vehicle power
- -20 to 60 °C operating temperature
- Built-in speaker and covert microphone
- Real-time clock
- Ambient light sensor
- RoHS compliant
- CE Certified
- Customizable logo and keypad (optional)

### TREQ-DX - Built Ready For The Road

The TREQ®-DX is your ideal in-cab hardware for fleet management, dispatching, messaging, reporting, mapping, navigation and more. QSI knows you require hardware that is robust enough to get the job done right, which is why we developed the TREQ product line.

Designed and built with years of rugged engineering experience, the TREQ-DX mobile data terminal is guaranteed to perform in the field. With a wide operating temperature, 12- or 24-volt vehicle power input, high-resolution resistive touch screen and a

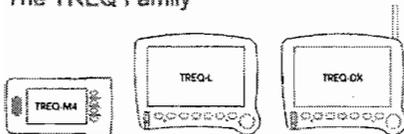
tough polycarbonate and polyester resin housing, the TREQ-DX is a built ready for the road.

For over twenty-five years, QSI has brought its innovative design and manufacturing expertise to customers worldwide. The TREQ family of mobile data terminals exceeds customers' requirements for ruggedness and reliability.

Contact QSI today and find out how the TREQ-DX can meet your communication needs. QSI Corporation is located at 2212 South West Temple #50, Salt Lake City, Utah 84115.

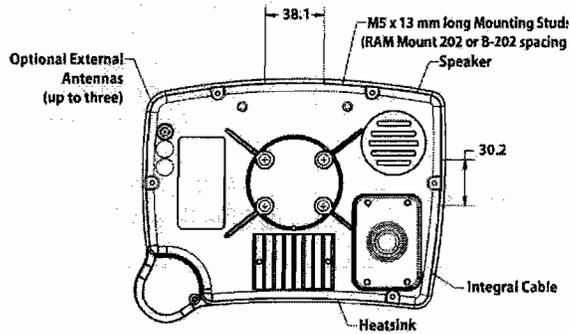
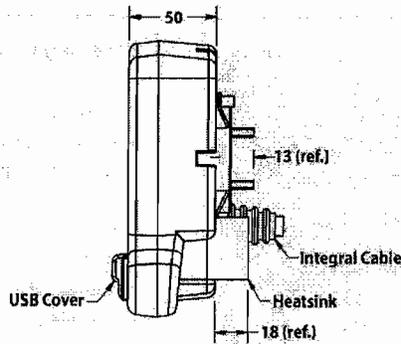
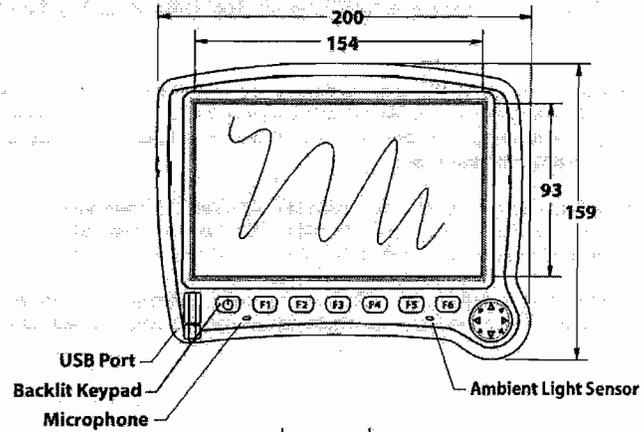
TREQ-DX Specifications			
Feature	Detail	Description	
Display	Resolution	800x480 TFT color WVGA LCD	
	Color depth	262,144 colors	
	Dot Pitch	0.19 mm	
	Size	178 mm (7") diagonal size; 154 mm x 93 mm "live area"	
	Lighting	LED lighting. Brightness is software controllable. Ambient light sensor (configurable)	
Touch screen	Type	Analog resistive	
Keypad	Number of keys	Seven lighted, programmable function keys; one lighted cursor key	
	Construction	Laser etched elastomeric with tactile feedback	
	Lighting	Bi-color LEDs	
	Legend customization (optional)	Custom laser etching	
Interface	USB	Two full-speed host ports (one on front and one on back) Third full-speed USB host port (wired in cable)	
	Serial port	One full-flow EIA-232. One configurable to EIA-232, -422 or -485 (optional)	
	Ethernet/USB (optional)	10/100Base-T wired Ethernet 802.11 b/g wireless Ethernet	
	Vehicle (optional)	J1708/J1939 (CANbus) interface	
	Digital I/O (optional)	Four general purpose digital I/O lines	
	Cable	Integral cable with strain relief	
Memory	Flash	2 Gbytes	
	RAM	128 Mbytes	
Audio	Speaker	Built-in speaker (line-out via cable) with covert microphone	
Housing	Material	Blended polycarbonate and polyester resin	
	Mounting	Standard vehicle mounting hardware	
	Size	WxHxD 200x159x50 mm	
	Mass	1.4 kg	
Environmental	RoHS	Compliant	
	Temperature	Operating	-20 to 60 °C
		Storage	-40 to 80 °C
	Humidity	0 to 95%, non-condensing	
	Vibration	10 to 1000 Hz, 4 g RMS	
	Shock	20 g, 11 ms, any axis	
	Certifications	FCC Part 15, Class A	
CE Certified	EN60950-1, EN55022, EN55024		
Processor	Type	AMD Geode™ GX 500 (x86)	
Power	Standard	8 to 32 VDC input voltage range (exceeds J1455)	
		12 watt average power consumption (1 A @ 12 VDC)	
	Power supply	12- or 24-volt vehicle power	
Software	Terminal operating system	Windows® CE 5.0 Professional Plus	
	Supported development tools	Microsoft® Embedded Visual C++ 4.0, Microsoft® Visual Studio 2005 and Microsoft® Visual Studio 2008	
Other	Communications (optional)	Quad-band GSM/GPRS modem (PTCRB certified)	
	Navigation	Integrated 50-channel GPS receiver	

### The TREQ Family



**TREQ®**  
Mobile Data Terminals

TREQ-DX Dimensions (mm)



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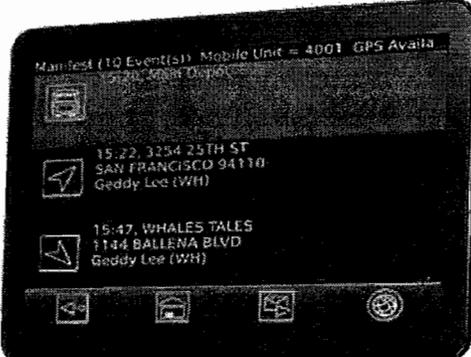


## DriverMate

Trapeze DriverMate is an affordable, easy to deploy alternative to demand response mobile computing. It uses handheld devices such as the BlackBerry Torch and tablets such as the Samsung Galaxy or the Motorola Xoom to connect vehicles, the dispatch center and the 'back office' in real-time. With DriverMate you get the overall same functionality as with MDC's, but without the pricey or potentially lengthy implementation.

Designed to be flexible and simple, it helps agencies who are looking to control costs, improve productivity and provide better service to their passengers. This turn-key solution can help paratransit operators achieve measurable goals, such as same-day bookings, fewer denials, improved on-time performance and an overall increase in passenger trips per hour.

DriverMate integrates mobile, communication and enterprise technologies to enable instant, on-the-fly decision making, as well as long-range planning. Rapid deployment and immediate results ensure a smooth transition and quick time to value.



Manifest (10 Event(s)) Mobile Unit = 4001 GPS Availd  
FROM D. J. [unclear]

15:22, 3254 25TH ST  
SAN FRANCISCO 94110  
Geddy Lee (WH)

15:47, WHALES TALES  
1144 BALLENA BLVD  
Geddy Lee (WH)

*DriverMate on Samsung Galaxy*

*Devices are affordable, easy to replace and are "ready for use" standard off the shelf. Integrated navigational mapping and push to talk radio technology for communications between dispatch and driver are available with selected devices.*

*Trapeze DriverMate can include automatic vehicle location (AVL) and mobile data communication.*

### THE BUSINESS CASE

#### Affordable, Quick Time to Value

- Savings associated with productivity improvements gained through mobile computing solutions often pay for the projects within three to five years
- Some paratransit operators have realized overall productivity gains of 5%-10% or more

#### Increased Efficiency

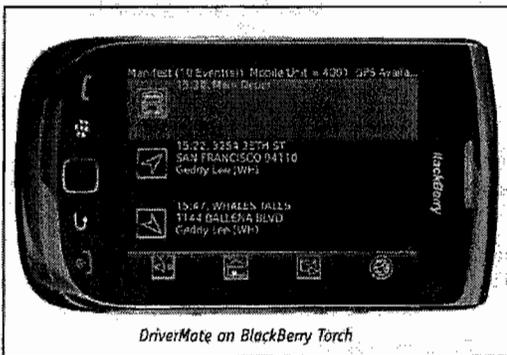
- Potential to significantly improve passengers per hour ratio
- Reduce dispatcher/driver radio traffic by as much as 80 percent

#### Streamlined Processes

- Redeploy your resources by eliminating the need for manual data entry and paper work
- Minimize the risk of human error with automated trip planning for operators

#### Improved Customer Service

- Better on-time performance rates
- Reduce or eliminate service denials


*DriverMate on BlackBerry Torch*

### To learn more about Trapeze Mobile Solutions

Please visit our website:

[www.trapezegrup.com/trapeze-mobile-solutions](http://www.trapezegrup.com/trapeze-mobile-solutions)



### SOLUTION FEATURES

#### Real-Time Updates

- Monitor vehicle location and schedule adherence in real time
- Get your reports faster. Seamlessly integrate real-time data with back-office systems and produce same-day reports

#### Designed with You in Mind

- 'Any Network Infrastructure' works with all cellular networks such as GPRS or CDMA, and has broadband connection capabilities
- Easy to update. Remotely and wirelessly install and update mobile software on the go

#### Safety and Security

- GPS tracking and covert alarms increase safety for drivers and passengers

#### Enterprise System Integration

- Integrate real-time data with paratransit scheduling
- Analyze origin-destination and other spatial data with GIS planning tools
- Trapeze provides complete solutions for mobile computing

### PART OF THE TRAPEZE DEMAND RESPONSE SUITE

Through more than a decade of research and close collaboration with the public transit sector, Trapeze has become a world leader in the development and implementation of demand response scheduling and dispatch systems. Our solutions for paratransit include registration, scheduling, dispatch, certification management, coordinated transportation, Web, IVR and mobile computing technologies.

### ABOUT TRAPEZE GROUP

Trapeze Group delivers solutions that consider the full 360 degrees of passenger transport. Whether addressing the needs of a single department, an entire organization, or the community, Trapeze provides some of the most advanced software, intelligent transportation systems (ITS) and mobile technologies in the industry. Hundreds of government and commercial organizations across Europe, North America and Asia Pacific have turned to Trapeze to realize efficiencies, enhance the quality and scope of their services, and safely transport more people with less cost. Visit [www.trapezegrup.com](http://www.trapezegrup.com).

www.trapezegrup.com

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## MOBILE DATA SYSTEM (DRIVERMATE)

In addition to the functionality requested as part of this RFP, we would like to give you some more information on additional technology that is available from Trapeze that would benefit your organization.

The Trapeze mobile computing software solution consists of two main components: dispatch center dispatching and vehicle location monitoring application (PASS-MON), and the driver application on the in-vehicle unit (PASS-MDC).

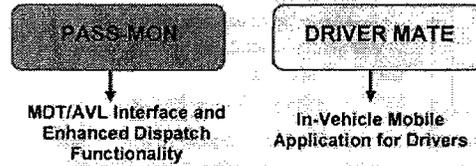
DriverMate can work with many different "off the shelf" mobile devices, including BlackBerrys, Samsung Galaxy, Motorola Xoom, Dell Streak and conventional on-board computers.

### Key Benefits:

- **Enhanced Functionality:** Provide dispatchers with the tools to remain in constant contact with vehicles and to be aware of their exact location at all times.
- **Real-Time Communications:** Coordinate up to the minute information exchange between vehicle operators, dispatchers, and their customers.
- **Lower Costs:** Improve operational efficiencies through persistent access to real-time information about schedules, vehicle location, client information, and other factors.
- **Long-Term Flexibility:** Accommodate change and growth, such as additional in-vehicle units, upgrades, without affecting the mobile application.
- **Extended Integration:** Ensure in-vehicle software is compatible with any changes made in the workstation application.
- **Global Standards:** The in-vehicle units employ the latest technologies available to wireless devices and adhere to global standards in wireless and software development.
- **Increased Safety:** Our solution provides integration with 'covert alarms' and GPS/AVL monitoring designed to improve the ability to respond to emergency situations.
- **Network Expansion:** with a mobile solution, vehicles become another 'node' on the network, enabling sites to monitor vehicle status and improve their preventative maintenance programs.



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### Dispatch Center Application (PASS-MON)

The dispatch system is significantly enhanced with the addition of mobile technology. With the introduction of an additional server application (MDT Server), wireless communications are enabled between the dispatcher and the driver.

### Mobile Data Terminal Server

This application integrates the PASS scheduling and dispatching software with Mobile Computing Units, enabling communication via a public or private data network that employs the TCP/IP communications standard. Integrated with the Trapeze dispatch system, this component enables:

- Trip, AVL and odometer data exchange between the back-office and the mobile computer
- Configuration of how many trips a driver is able to see based on number of trips or time period
- Configuration of how often AVL data is received
- Notification when a driver has arrived early or late for a pickup
- Additional configuration parameters to control performance
- Logging of data exchanged for troubleshooting

### MDT Dispatch Functionality

The following MDT dispatch features and functionality are enabled:

Dispatch to Mobile Data Computer	Mobile Data Computer to Dispatch
<ul style="list-style-type: none"> <li>▪ Electronic Manifest</li> <li>▪ Automatic Dispatch of Add-ons</li> <li>▪ Automatic Dispatch of Cancels/No-shows</li> </ul>	<ul style="list-style-type: none"> <li>▪ Arrive/Perform Status and Times</li> <li>▪ Driver Cancel or No Show Request</li> <li>▪ Fare Collected</li> </ul>

Dispatch to Mobile Data Computer	Mobile Data Computer to Dispatch
<ul style="list-style-type: none"> <li>Dispatch of Event Modifications</li> <li>Two-Way Text Messaging</li> </ul>	<ul style="list-style-type: none"> <li>Updated Passenger Information</li> <li>Odometer Entries</li> <li>Vehicle Location Monitoring (AVL)</li> <li>Speed and Direction Data</li> <li>Overt/Covert Alarm</li> <li>Driver Log-On/Log-Off Notification</li> </ul>

As presented in the diagram below, the dispatcher employs the same screens and features as they would normally, but the information displayed is enhanced with real-time GPS/AVL. In addition, dispatchers can communicate with the drivers via free-form or canned text messages.

Time	Type	Vehicle	Run	Vehicle Status	Details	Comments
1	LOG	A102	1001	OK	Logon Successful	Log successful
2						
3	EMERGENCY	A102	1001	OK	Emergency	Emergency
4	ARRIVED EARLY	A102	1001	OK	Arrived Early	Arrived Early
5						
6	NO-SHOW REQUEST	A102	1001	OK	No-Show Request	No-Show Request
7						
8	MESSAGE	A102	1001	OK	Message	Message
9						
10	LOGOFF	A102	1001	OK	Log Off by Driver	Driver Log Off the Log
11						
12	LOGOFF	A102	1001	OK	Log Off by Driver	Driver Log Off the Log
13						
14						
15						
16						
17						

**Actions available to the dispatcher**

- o Send a text message
- o Manually log vehicles on/off
- o Filter messages by Vehicle or Run Group
- o View message histories
- o Cancel or No Show a trip that a driver has requested a Cancel or No Show for
- o View Client Info screen
- o Jump to Run Itinerary
- o Jump to Client Itinerary



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Mobile Data System (DriverMate)

Also, automatic entries of real time performance data including Actual Arrive Time, Actual Depart Time, Odometer, and Fare Collected are enabled. The real-time data will provide timely notification of possible Schedule Adherence violations.

The screenshot shows a software window titled "Schedule Monitor - Run History". It contains a table with columns for Run, Start, End, Status, Type, Location, Schedule, Estimated, Actual, and Odometer. Annotations with arrows point to specific data points in the table:

- "Automatic Status updates" points to the Status column.
- "Automatic entries of times" points to the Estimated and Actual columns.
- "Automatic entry of Fare Collected" points to the Odometer column.
- "Automatic update of Estimated times for schedule adherence" points to the Estimated column.
- "Automatic odometer entry" points to the Odometer column.

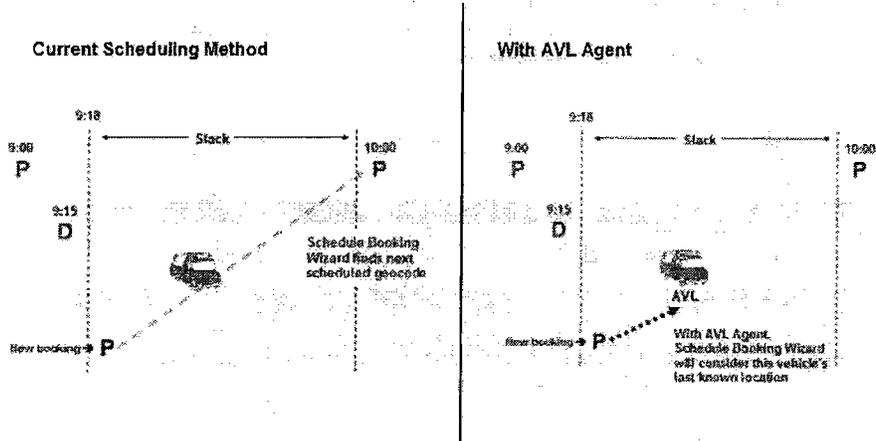
Run	Start	End	Status	Type	Location	Schedule	Estimated	Actual	Odometer
GPS	10:00	10:05	D	SC	1000 HOLLYWOOD ST	10:00	10:05	10:05	1000
GPS	10:05	10:10	D	TR	1000 HOLLYWOOD ST	10:05	10:10	10:10	1000
GPS	10:10	10:15	D	TR	1000 HOLLYWOOD ST	10:10	10:15	10:15	1000
GPS	10:15	10:20	D	TR	1000 HOLLYWOOD ST	10:15	10:20	10:20	1000
GPS	10:20	10:25	D	TR	1000 HOLLYWOOD ST	10:20	10:25	10:25	1000
GPS	10:25	10:30	D	TR	1000 HOLLYWOOD ST	10:25	10:30	10:30	1000
GPS	10:30	10:35	D	TR	1000 HOLLYWOOD ST	10:30	10:35	10:35	1000
GPS	10:35	10:40	D	TR	1000 HOLLYWOOD ST	10:35	10:40	10:40	1000
GPS	10:40	10:45	D	TR	1000 HOLLYWOOD ST	10:40	10:45	10:45	1000
GPS	10:45	10:50	D	TR	1000 HOLLYWOOD ST	10:45	10:50	10:50	1000
GPS	10:50	10:55	D	TR	1000 HOLLYWOOD ST	10:50	10:55	10:55	1000
GPS	10:55	11:00	D	TR	1000 HOLLYWOOD ST	10:55	11:00	11:00	1000
GPS	11:00	11:05	D	TR	1000 HOLLYWOOD ST	11:00	11:05	11:05	1000
GPS	11:05	11:10	D	TR	1000 HOLLYWOOD ST	11:05	11:10	11:10	1000
GPS	11:10	11:15	D	TR	1000 HOLLYWOOD ST	11:10	11:15	11:15	1000
GPS	11:15	11:20	D	TR	1000 HOLLYWOOD ST	11:15	11:20	11:20	1000
GPS	11:20	11:25	D	TR	1000 HOLLYWOOD ST	11:20	11:25	11:25	1000
GPS	11:25	11:30	D	TR	1000 HOLLYWOOD ST	11:25	11:30	11:30	1000
GPS	11:30	11:35	D	TR	1000 HOLLYWOOD ST	11:30	11:35	11:35	1000
GPS	11:35	11:40	D	TR	1000 HOLLYWOOD ST	11:35	11:40	11:40	1000
GPS	11:40	11:45	D	TR	1000 HOLLYWOOD ST	11:40	11:45	11:45	1000
GPS	11:45	11:50	D	TR	1000 HOLLYWOOD ST	11:45	11:50	11:50	1000
GPS	11:50	11:55	D	TR	1000 HOLLYWOOD ST	11:50	11:55	11:55	1000
GPS	11:55	12:00	D	TR	1000 HOLLYWOOD ST	11:55	12:00	12:00	1000

### AVL Agent

The AVL Agent improves system scalability by allowing processing of AVL data to be handled separately from other data received from the mobile data computer. In addition, this server component adds a new real-time function to scheduling:

The Schedule Server will recognize the vehicle's last known location. Currently, the Schedule Server does not consider "in-transit" location reported by AVL information when offering solutions.

Same day solutions would be based upon current vehicle location rather than geocoded events. This also makes it easier to "find" a vehicle in a certain area, especially during vehicle slack times when the exact whereabouts of a vehicle may not be known.



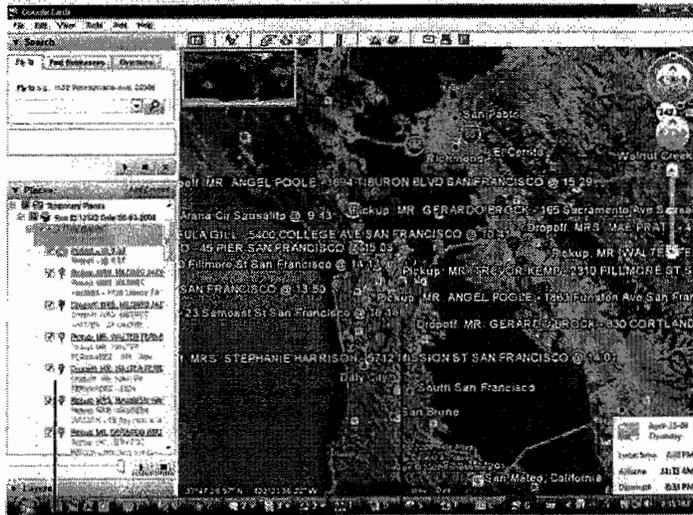
Schedule Booking Wizard screen showing the last known AVL for this vehicle

Class	Op	INC	RF	HL	LT	HR	LT	Location	Plan	Op
15.34 1400 SHERIDAN AVE SAN FRANCISCO, CA										
Run	Time	SE	ST	HL	LT	HR	LT	Time	Fee	Vol
1	14.0	P	14.20	14.20	14.20	14.20	14.20	0	0	0
2	14.4	P	14.20	14.20	14.20	14.20	14.20	0	0	0
3	14.3	P	14.20	14.20	14.20	14.20	14.20	0	0	0
4	14.1	P	14.20	14.20	14.20	14.20	14.20	0	0	0
Run	Time	ST	LT	Location	Plan	Op				
14.0	Op	12.20	12.20	Map Point	P	0				
14.0	P	13.00	13.00	1700 HUNTER ST SAN FRANCISCO, CA	P	0				
14.0	P	13.20	13.20	1770 LAMON ST SAN FRANCISCO, CA	P	0				
14.0	D	12.20	12.20	PRINCEWILCOX CAFE 1700 HUNTER ST	P	0				
14.0	D	14.20	14.20	PAPADIMAN RESTAURANT 15 BAY CT	P	0				
Run	Time	ST	LT	Location	Plan	Op				
14.0	P	14.20	14.20	AUDREY RESTAURANT 2600 CALHAN BLVD	P	0				
14.0	D	14.20	14.20	MIA LINDA MIDDLE SCHOOL 115 BIRNBA	S	0				
14.0	D	14.20	14.20	1400 SHERIDAN AVE SAN FRANCISCO, CA	S	0				
14.0	P	10.20	10.20	ESPERANZA CAFE 1615 DIVISADERO ST	S	0				
14.0	P	11.00	11.00	CAFAYOUN BREAD 1700 POTTER ST	S	0				
14.0	D	17.10	17.10	20 ANACOSTA AVE SAN FRANCISCO, CA	S	0				
14.0	P	17.15	17.15	ISLAND RESTAURANT 2700 BROADWAY SAN FRANCISCO, CA	S	0				
14.0	D	17.40	17.40	1000 CALIFORNIA SAN FRANCISCO, CA	S	0				
14.0	P	18.00	18.00	RED BULLOCH 2001 HUNTER ST	S	0				

### Vehicle Location Monitor

The Vehicle Location Monitor supports the integration of the 'real-time' GPS information with the scheduling software, providing up-to-the-minute information about driver runs and vehicle locations. Dispatchers can use the Monitor screen to:

- View the location of any vehicle on the system map in real time.
- View speed and direction associated with AVL data (if data is available from provider).
- Check the status of a vehicle in relation to future trips.
- View the itinerary of a run based on a user defined time span.
- Monitor the schedule adherence of a vehicle/run.
- View multiple vehicle/runs at any one time.
- To view historical information, PASS is equipped with self-service integration to Google Earth. Through Google Earth users can:
  - Review historical AVL data.
  - Produce a turn list and send to a MDT.
  - Set properties to customize the appearance of the monitor screen and GIS.
  - Drive both the 'scheduled' and 'actual' routes for runs/vehicles.



Vehicle Itinerary

Google Earth Map View



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### **PASS-MDC for Drivers**

The Trapeze **PASS-MDC** for drivers is designed to run on the in-vehicle mounted units (Treq) included in our pricing. The application performs several key real-time functions to increase overall dispatch and passenger transport efficiency, safety and effectiveness;

- o As an electronic manifest for drivers;
- o As a voiceless communications tool between drivers and dispatchers;
- o As a security tool by interfacing with alarms to alert dispatch and by AVL monitoring; and,
- o As an automatic data transmission device, transferring information such as trip arrival times, GPS coordinates and vehicle systems status back to the Trapeze system.

### **Easier Transition for Drivers**

Since the application is developed by Trapeze, the manifest data – for example, passenger, space and fare type designations - will be displayed exactly as you have customized within the Trapeze Workstation. Simple graphic icons provide one-touch access to different screens or perform actions.

### **Driver Actions**

The basic driver functionality of this application is scalable and includes:

- o Driver login/logoff
- o Manifest display
- o Trip Arrive and Perform
- o Fare collected
- o Trip Cancel request
- o Passenger No-Show request
- o Receive text messages from Dispatch
- o Canned text messaging to Dispatch
- o Emergency Alarm (Covert or Overt)

PASS-MDC also includes these advanced driver action functions:

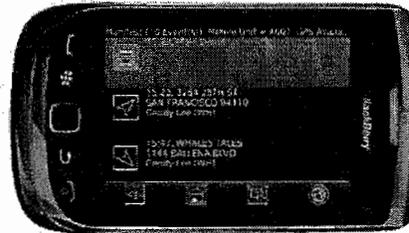
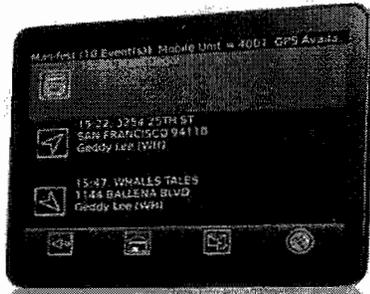
- o Group Arrive and Perform
- o Fare type changes
- o Add-on of additional passenger at pickup
- o Free text messaging to Dispatch
- o Request Next Day's Run

### Manifest Display

The same elements displayed on your existing paper manifest can be displayed in PASS-MDC. The number of lines of events viewed at one time can be customized to your specifications. The elements displayed can include items such as:

- o Client Name
- o Client Code
- o Number of Passengers
- o Street Address
- o Address (Location) Comment
- o Phone Number
- o Pickup Time
- o Scheduled Window
- o Equipment (Space) Type
- o Fare Type and Amount
- o Mobility Aids
- o Client Comments

The Itinerary Screens (manifest display) is shown below.



The Driver Manifest displayed on the Samsung Galaxy Tablet (left) and the BlackBerry Torch (right).



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Event Details Screens are shown below.

#### Configuration Options

- o **Pop-up Notification** – configure pop-up notifications for add-on trips, trip modifications, cancellations and mail messages.
- o **Audio Notification** – configure audio notifications for add-on trips, trip modifications, cancellations and mail messages.
- o **No-Show Timer** – PASS-MDC can be configured with a timer so that after “arriving” at a pickup, it will not allow a driver to request a No-Show until the timer has expired.
- o **Odometer** – Odometer entry can be configured to be required at logon only or for every event. This can be interfaced with a vehicle’s odometer and the readings can be automatically entered into Trapeze.
- o **Over-the-air upgrades** – Any PASS-MDC software updates to your fleet are easy to make with our over-the-air upgrade process. There’s no need to physically board each vehicle to make updates, saving time and resources.

#### GPS Lost Location Status

In the event a vehicle goes out of range of the communications network, the system has the intelligence to store any information sent between dispatchers and drivers. This includes manifest updates, text messages, alarms, etc. Once the vehicle comes back into communication range, the information is exchanged.

#### Trapeze Proxy Server

The Proxy Server transmits the data between each instance of the PASS-MDC application and the Trapeze MDT Server, connecting using a wireless networking using TCP/IP protocol. Setting up the Proxy Server and PASS-MDC is as simple as entering an IP Address and MDT ID of your choosing.

# BUS DRIVER'S VEHICLE INSPECTION REPORT

COMPANY \_\_\_\_\_ BUS NO. \_\_\_\_\_

ODOMETER READING \_\_\_\_\_

END MILEAGE: \_\_\_\_\_

DATE: \_\_\_\_\_

START MILEAGE: \_\_\_\_\_

TIME: \_\_\_\_\_  AM  
 PM

TOTAL MILEAGE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

**INSPECT ITEMS LISTED - IF DEFECTIVE, NUMBER AND DESCRIBE IN "REMARKS"**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>___ FLUID LEAKS UNDER BUS</li> <li>___ LOOSE WIRES, HOSE CONNECTIONS OR BELTS IN ENGINE COMPARTMENT</li> <li>___ OIL LEVEL</li> <li>___ RADIATOR COOLANT LEVEL</li> <li>___ BATTERY</li> <li>___ TRANSMISSION</li> <li>___ UNUSUAL ENGINE NOISE</li> <li>___ GAUGES &amp; WARNING LIGHTS</li> <li>___ SWITCHES</li> <li>___ HORN</li> <li>___ FANS &amp; DEFROSTERS</li> <li>___ WIPERS &amp; WASHERS</li> <li>___ STOP ARM CONTROL (WARNING CONTROL)</li> <li>___ INSIDE &amp; OUTSIDE MIRRORS</li> <li>___ BRAKE PEDAL &amp; WARNING LIGHT</li> <li>___ OPERATION OF SERVICE DOOR</li> <li>___ EMERGENCY EQUIPMENT</li> <li>___ FIRST AID KIT</li> <li>___ ENTRANCE STEPS</li> <li>___ CLEANLINESS OF INTERIOR</li> <li>___ CONDITION OF FLOOR</li> </ul> | <ul style="list-style-type: none"> <li>___ EMERGENCY DOOR &amp; BUZZER</li> <li>___ HEADLIGHTS, FLASHERS &amp; 4-WAY FLASHERS</li> <li>___ RIGHT FRONT TIRE &amp; WHEEL</li> <li>___ FRONT OF BUS - WINDSHIELD</li> <li>___ LEFT FRONT TIRE &amp; WHEEL</li> <li>___ STOP ARM (SCHOOL BUS)</li> <li>___ EXHAUST SYSTEM</li> <li>___ LEFT SIDE OF BUS - WINDOWS &amp; LIGHTS</li> <li>___ LEFT REAR TIRES &amp; WHEELS</li> <li>___ REAR OF BUS - WINDOWS &amp; LIGHTS</li> <li>___ TAIL PIPE</li> <li>___ RIGHT REAR TIRES &amp; WHEELS</li> <li>___ RIGHT SIDE OF BUS - WINDOWS &amp; LIGHTS</li> <li>___ DRIVER'S SEAT AND BELT</li> <li>___ DIRECTIONAL LIGHTS</li> <li>___ PARKING BRAKE OR SERVICE BRAKE</li> <li>___ CLUTCH</li> <li>___ STEERING</li> <li>___ WHEELCHAIR LIFT</li> </ul> |
|--|---|

REMARKS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CONDITION OF ABOVE VEHICLE IS:       SATISFACTORY       UNSATISFACTORY

DRIVER'S SIGNATURE: \_\_\_\_\_

- ABOVE DEFECTS CORRECTED
- ABOVE DEFECTS NEED NOT BE CORRECTED FOR SAFE OPERATION OF VEHICLE

MECHANIC'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DRIVER REVIEWING REPAIRS: SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ORIGINAL





# Work Order Inspection Checklist-Revised

WO# 51071902 Open Date 05/04/2009 Meter 1 \_\_\_\_\_ Meter 2 \_\_\_\_\_

Inspection: AC/Heating: AC/Heating Labor Hours: \_\_\_\_\_

Items:	Item	Pass/Fail	Notes
_____	Air vents	Other	check air vents for proper flow, dash, center and floor.
_____	Front AC	Other	Check front AC with Temp guage _____ Deg.
_____	Front Heat	Other	Check Front heater with temp guage _____ Deg.
_____	Rear AC	Other	Check rear AC with temp guage _____ Deg.
_____	Rear Heat	Other	Check rear heat with temp guage _____ Deg.

Inspection: Brakes: Brake Labor Hours: \_\_\_\_\_

Items:	Item	Pass/Fail	Notes
_____	Brake release	Other	working properly, hold and release
_____	Drum Spec	Other	Check drum spec _____ INCHES
_____	Front Lining	Other	check Front lining RF _____ /32 LF _____ /32
_____	Hardware	Other	Check hardware
_____	Hydraulics	Other	Check Hydraulics for leaks or damage.
_____	parking brake	Other	Parking brake able to hold vehicle on 'D'.
_____	Rear Lining	Other	Check rear lining RR _____ /32 LR _____ /32
_____	Rotor Spec	Other	Check Rotor spec _____ INCHES
_____	wheel seal	Other	check wheel seals for leaks

Inspection: Inspection: PMI / CHP Labor Hours: \_\_\_\_\_

Items:	Item	Pass/Fail	Notes
_____	Air Brakes	Other	Air brake system-adjustment, compartments, and/or condition
_____	Air compressor	Other	Air compressor governor-cut in and cut out pressure
_____	Air Filter	Other	Air Filter, Throttle linkage
_____	Air Hoses	Other	Air Hoses and tubing-leaks, condition, and/or Protection
_____	Air pressure test	Other	one minute air or vacuum loss test
_____	Air tank	Other	Primary air tank-drain and test function of check valve
_____	Batteries	Other	Batteries-water level, terminals and cables
_____	Belts	Other	Belts-Compressor, fan, water, and/or alternator
_____	Brake release	Other	Brake do not release after complete loss of service air
_____	Clutch	Other	Clutch adjustment-free play

_____	Drive shaft	Other	Drive shaft, universal joints and/or guards
_____	Electrical Wiring	Other	Electrical wiring-condition and protection.
_____	Emergency Stopping	Other	Emergency stopping system-labeled, operative
_____	Engine mounts	Other	Engine mounting, excessive grease and/or oil
_____	Exhaust	Other	Exhaust system manifold, piping, muffler-leaks and/or condition
_____	Exterior Frame	Other	Doors, Exterior, paint and Markings
_____	Fuel System	Other	Frame and cross members-cracks and/or condition
_____	Gauges	Other	Fuel system-tank, hoses, tubing and/or pump-leaks
_____	Heater	Other	Horn, Defroster, Gauges, Odometer and Speedometer
_____	Hoses	Other	Heaters, defrosters, switches and vents
_____	Hydraulic Master Cylinder	Other	Hoses and tubing-condition, protection
_____	Hydraulic-Brake Interlock System	Other	Hydraulic Master cylinder-level, leaks and/or condition
_____	Lighting	Other	Hydraulic brake system-adjustment, components, and/or condition
_____	Other air tanks	Other	shift level should not move from 'P'with rear door open, E-brake on or lift powered up.
_____	Parking brake	Other	All interior and exterior lights, signals and reflectors.
_____	Radiator	Other	Other air tanks-drain and check for contamination
_____	Safety Equipment	Other	parking brake-able to hold vehicle
_____	Seating	Other	Radiator and water hoses-coolant level, condition, and/or leaks
_____	Starting System	Other	Fire Extinguisher, First Aid Kit and Reflective warning devices
_____	Steering system	Other	Driver seat, passenger seats, padding, interior and flooring condition
_____	Steering arms	Other	Starting and charging system
_____	Suspension	Other	Steering system-mounting, free lash and components
_____	Tires	Other	Steering arms, drag links and/or tie rod ends
_____	Transmission	Other	Suspension system-springs, shackles, U-bolts and/or torque rods
_____	Under carriage	Other	Tires-tread depth, PSI, RF _____ /32 LF _____ /32 RR _____ /32 LR _____ /32 IR _____ /32 IL _____ /32
_____	Warning Devices	Other	Transmission and Differential-mounting, leaks and/or condition
_____	Wheel seals	Other	Under carriage-clean and secure
_____	Wheels	Other	Warning devices-air, oil, temperature, exits and/or vacuum
_____	Windows and Mirrors	Other	Wheel seals-leaks and/or condition
			Wheels, lug nuts, stud-cracks, looseness and/or condition
			Windshield wipers, windows, mirrors and supports.

# Work Order Inspection Checklist-Revised

Inspection: Lift: Lift Inspection      Labor Hours: \_\_\_\_\_

Items:	Item	Pass/Fail	Notes
_____	Hardware	Other	Check for broken or missing hardware
_____	Lift Adjustments	Other	make proper adjustments to locks, flap, stow, deploy, down and up.
_____	Oil Level	Other	check fluid level with cylinders extended in..
_____	Operation	Other	Check to make sure working properly
_____	Safety Strap	Other	Check safety strap

Inspection: Lights: Light Check      Labor Hours: \_\_\_\_\_

Items:	Item	Pass/Fail	Notes
_____	Brake Lights	Other	Ensure all Brake Lights (left, right, and third) are working with Headlights off and on.
_____	Dashboard Lights	Other	Ensure Dashboard Light is working when Headlights are turned on, and dimswitch is working properly.
_____	Door Light	Other	Ensure Door Light is working when door is open and when turned on manually.
_____	Headlights	Other	Ensure Headlights work in normal and bright modes.
_____	Reverse Lights	Other	Ensure each Reverse Lights are working with Headlights off and on.
_____	Turn Signals	Other	Ensure all Turn Signals (left/front, right/front, left/rear, and right/rear) are working with Headlights off and on.

Inspection: Suspension: Suspension Labor Hours: \_\_\_\_\_

Items:	Item	Pass/Fail	Notes
_____	Alignment	Other	Check Alignment
_____	Ball joints	Other	Check ball joints
_____	Con Arm Bushing	Other	Check Con arm bushing
_____	Idler/Ritman	Other	Check idler/Ritman
_____	Rack/ Gear box	Other	Check rack and gear box
_____	Shocks	Other	Check shocks
_____	Sway bar	Other	Check Sway bar
_____	Tie Rods	Other	Check Tie Rods
_____	Tires	Other	
_____	Torque wheel nuts	Other	

# Mechanic Work Order

WO#	Open Date	Close Date	Miles	Hours	Downtime
51069562	03/10/2009				

Equipment:58608: 2004 Ford E1 Dorado

LOF:Lube, Oil & Filter

Lube, Oil & Filter pm service notes on the pm service view. These will automatically populate the work order.

Service A:Service A

Services:

Inspections:AC/Heating:AC/Heating inspection  
Brakes: Brake Inspectionsb

Check AC/Heating Temp  
Check Braking system-- metal to metal on rear brakes

Inspection: PM / CHP Inspection  
Lift: Lift Inspection  
Lights: Light Check  
Suspension: Suspension inspection

Monthly Inspection Checklist  
Check Lift  
Ensure all lights are working properly  
Check suspension

Repairs:03-Brakes

Brakes repair notes on the repair view. These will automatically populate the work order.

02-Engine

Engine repair notes on the repair view. These will automatically populate the work order.

Tires:

Parts:15W40:OIL - ENGINE	8.000
18A881:ROTORS - REAR	2.000
5C2Z-6038-AA:MOTOR MOUNT - LEFT SIDE	1.000
B329:OIL FILTER	1.000
SX411:BRAKE PADS - REAR	1.000
SX655:BRAKE PADS	1.000

Labor:04151 - Barrios, Noe	0.50
04151 - Barrios, Noe	0.50
04151 - Barrios, Noe	0.50
04151 - Barrios, Noe	0.50
04151 - Barrios, Noe	0.50
04151 - Barrios, Noe	0.50
04151 - Barrios, Noe	2.50

REPLACED FRONT & REAR BRAKE PADS,  
INSTALLED NEW FRONT ROTORS  
1.00  
REPLACED MOTOR MOUNT

# Mechanic Work Order

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Mechanic: \_\_\_\_\_

Supervisor: \_\_\_\_\_

\* - Core Part

**04-Diversified Transportation**  
 144-Van Nuys  
 216-Regional Ctr North LA

**Work Order #**  
**51069562**

**Vehicle Information**

Vehicle No.	Year	Make	Body/Make	Model
58608	2004	Ford	EI Dorado	EI Dorado
VIN		Engine		
1FDXE45S34H468608		Unheated		
Cutaway				

**Invoice Information**

Date	Warranty	Claim No.
03/13/2009		
Current Miles	PONumber	
197397.0	58608	

**Vehicle PM History**

Date	PM Type	Mileage
	Service A	199707.0
	Service A	199420.0
03/13/2009	Service A	197397.0
02/12/2009	Service A	194509.0
07/15/2009	Service A	191906.0

**Description of Defect or Work Requested:**

PMI SERVICE  
 Description of Work Performed:  
 LOF / CHP INSPECTION

Part Number	Description	Qty	Unit Price	Ext. Price	Date	Mileage	Work Type	Description	Tech	Hrs.
15W40	OIL - ENGINE	8.000	\$2.25	\$18.00	03/10/2009	197397.0	PM SERVICE	LOF:Lube, Oil &		
18A881	ROTORs - REAR	2.000	\$72.35	\$144.70	03/10/2009	197397.0	PM SERVICE	03-Brakes		
5C2Z-6038-AA	MOTOR MOUNT - LEFT SIDE	1.000	\$53.09	\$53.09	03/10/2009	197397.0	PM SERVICE	02-Engine		
B329	OIL FILTER	1.000	\$2.49	\$2.49	03/10/2009	197397.0	PM SERVICE	LOF:Lube, Oil &		
SX411	BRAKE PADS - REAR	1.000	\$69.99	\$69.99	03/10/2009	197397.0	PM SERVICE	03-Brakes		
SX655	BRAKE PADS	1.000	\$47.13	\$47.13	03/10/2009	197397.0	PM SERVICE	03-Brakes		
					03/10/2009	197397.0	PM SERVICE	AC/Heating:	04151 - Barrios, Noe	0.50
					03/10/2009	197397.0	PM SERVICE	Brakes: Brake	04151 - Barrios, Noe	0.50
					03/10/2009	197397.0	PM SERVICE	Inspection: PM /	04151 - Barrios, Noe	0.50
					03/10/2009	197397.0	PM SERVICE	Lift: Lift	04151 - Barrios, Noe	0.50
					03/10/2009	197397.0	PM SERVICE	Lights: Light	04151 - Barrios, Noe	0.50
					03/10/2009	197397.0	PM SERVICE	Suspension:	04151 - Barrios, Noe	0.50
					03/10/2009	197397.0	PM SERVICE	03-Brakes	04151 - Barrios, Noe	2.50
					03/10/2009	197397.0	PM SERVICE	02-Engine	04151 - Barrios, Noe	1.00
<b>Outside Labor/Sublet</b>		<b>Invoice Number</b>	<b>Total</b>							
					<b>Total Hours</b>	<b>Rate Per Hour</b>	<b>Total Parts</b>	<b>Total Tax</b>	<b>Parts Markup %</b>	
					6.50	20.00	\$335.40	\$0.00	0.00	
					<b>Total Outside Labor</b>	<b>Total Tax</b>	<b>Grand Total</b>			
					\$0.00	\$0.00	\$465.40			

Mechanic's Signature

Supervisor's Signature

# Work Order Detail

58608: 2004 Ford El Dorado

VIN: 1FDXE45S34HA586  
: 197397.0

License Plate: 7L25552

Location: 04-Diversified

Department: 216-Regional Ctr

WO#	Open Date	Close Date	Status	Downtime	Accident
51069562	03/10/2009	03/13/2009	Complete	6.00	

Description: LOF / CHP INSPECTION

Detail	Discounts	Parts	Labor	Tires	Other	Total
<b>Service A</b>						
LOF:Lube, Oil & Filter		\$20.49	\$0.00		\$0.00	\$20.49
15W40: OIL - ENGINE - DT		\$18.00				
VAN NUYS (8.000)						
B329: OIL FILTER - DT VAN		\$2.49				
NUYS (1.000)						
Miscellaneous Parts		\$0.00				
Miscellaneous Labor			\$0.00			
Other					\$0.00	
<b>Service A:Service A</b>		\$0.00	\$0.00		\$0.00	\$0.00
Miscellaneous Parts		\$0.00				
Miscellaneous Labor			\$0.00			
Other					\$0.00	
<b>AC/Heating: AC/Heating</b>		\$0.00	\$10.00		\$0.00	\$10.00
Air vents:Other	Front AC:Other			Front Heat:Other		
Resistor:Other	Rear Heat:Other	\$0.00				
Miscellaneous Parts						
04151 - Barrios, Noe (0.50)			\$10.00			
Miscellaneous Labor			\$0.00			
Other					\$0.00	
<b>Brakes: Brake Inspectionsb</b>		\$0.00	\$10.00		\$0.00	\$10.00
Brake release:Other	Drum Spec:Other			Front Lining:Other		
Hardware:Other	Hydraulics:Other			parking brake:Other		
Rear Lining:Other	Rotor Spec:Other			wheel seal:Other		
Miscellaneous Parts		\$0.00				
04151 - Barrios, Noe (0.50)			\$10.00			
Miscellaneous Labor			\$0.00			
Other					\$0.00	
<b>Inspection: PMI / CHP Inspection</b>		\$0.00	\$10.00		\$0.00	\$10.00
Air Brakes:Other	Air compressor:Other			Air Filter:Other		
Air Hoses:Other	Air presure test:Other			Air tank:Other		
Batteries:Other	Belts:Other			Brake release:Other		
Clutch:Other	Drive shaft:Other			Electrical Wring:Other		
Emergency Stopping:Other	Engine mounts:Other			Exhaust:Other		
Exterior:Other	Frame:Other			Fuel System:Other		
Gauges:Other	Heater:Other			Hoses:Other		
Hydraulic Master Cyclinde:Other	Hydraulic-Brake:Other			Interlock System:Other		
Lighting:Other	Other air tanks:Other			Parking brake:Other		
Radiator:Other	Safety Equipment:Other			Seating:Other		
Starting System:Other	Steering system:Other			Streering arms:Other		
Suspension:Other	Tires:Other			Transmission:Other		
Under carriage:Other	Warning Devices:Other			Wheel seals:Other		
Miscellaneous Parts	Windows and Mirrors:Other					
04151 - Barrios, Noe (0.50)			\$10.00			
Miscellaneous Labor			\$0.00			
Other					\$0.00	
<b>Lift: Lift Inspection</b>		\$0.00	\$10.00		\$0.00	\$10.00
Hardware:Other	Lift Adjustments:Other			Oil Level:Other		
Miscellaneous Parts	Safety Strap:Other	\$0.00				

## Work Order Detail

04151 - Barrios, Noe (0.50)		\$10.00			
Miscellaneous Labor		\$0.00			
Other				\$0.00	
<b>Lights: Light Check</b>	<b>\$0.00</b>	<b>\$10.00</b>		<b>\$0.00</b>	<b>\$10.00</b>
Brake Lights:Other	Dashboard Lights:Other		Dome Light:Other		
Headlights:Other	Reverse Lights:Other		Turn Signals:Other		
Miscellaneous Parts	\$0.00				
04151 - Barrios, Noe (0.50)		\$10.00			
Miscellaneous Labor		\$0.00			
Other				\$0.00	
<b>Suspension: Suspension</b>	<b>\$0.00</b>	<b>\$10.00</b>		<b>\$0.00</b>	<b>\$10.00</b>
Alignment:Other	Ball joints:Other		Con Arm Bushing:Other		
Idler/Pitman:Other	Rack/ Gear box:Other		Shocks:Other		
Swaybar:Other	Tie Rods:Other		Tires:Other		
Miscellaneous Parts:Other	\$0.00				
04151 - Barrios, Noe (0.50)		\$10.00			
Miscellaneous Labor		\$0.00			
Other				\$0.00	
<b>03-Brakes</b>	<b>\$261.82</b>	<b>\$50.00</b>		<b>\$0.00</b>	<b>\$311.82</b>
18A881: ROTORS - REAR -	\$144.70				
DT VAN NUYS (2.000)					
SX411: BRAKE PADS - REAR -	\$69.99				
DT VAN NUYS (1.000)					
SX655: BRAKE PADS - DT VAN	\$47.13				
NUYS (1.000)					
Miscellaneous Parts	\$0.00				
04151 - Barrios, Noe (2.50)		\$50.00			
<b>Labor Comments:REPLACED FRONT &amp; REAR BRAKE PADS, INSTALLED NEW FRONT ROTORS</b>					
Miscellaneous Labor		\$0.00			
Other				\$0.00	
<b>02-Engine</b>	<b>\$53.09</b>	<b>\$20.00</b>		<b>\$0.00</b>	<b>\$73.09</b>
5C2Z-6038-AA MOTOR	\$53.09				
MOUNT - LEFT SIDE - DT VAN					
NUYS (1.000)					
Miscellaneous Parts	\$0.00				
04151 - Barrios, Noe (1.00)		\$20.00			
<b>Labor Comments:REPLACED MOTOR MOUNT</b>					
Miscellaneous Labor		\$0.00			
Other				\$0.00	
	<b>\$0.00</b>	<b>\$335.40</b>	<b>\$130.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
					<b>\$465.40</b>



# TECTRANS

- thermostat cycles on/off. Check coolant circulating pump to be operating.
18. \_\_\_\_\_ Check return air thermostat function by raising and lowering bus interior temperature to cycle unit in all modes of operation. (Heat, cool and reheat).
  19. \_\_\_\_\_ Record refrigerant charge level at fast idle. Make sure discharge pressure is 250 PSIG (min.) for R22 or 150 PSIG (min.) for R134a system. (Cover condenser air inlet to build head pressure if needed.)  
Charge Level OK \_\_\_\_\_ Added Refrigerant \_\_\_\_\_ lbs.
  20. \_\_\_\_\_ Check refrigerant charge level (ball floating in top of receiver tank sight glass.)

## **B – INSPECTION (Quarterly)**

(Refer to Bus Manufacturer and/or A/C Manufacturer's Service Manual for all specifications)

### **I. Before Running Inspection**

1. \_\_\_\_\_ Inspect and wash condenser, evaporator and heater coil with warm, soapy water. Steam clean compressor unit and compressor mounting unit. Clean evaporator and/or condenser drain lines and insure that drain outlet check valves are in place.
2. \_\_\_\_\_ Inspect evaporator motor and condenser motor brushes. Replace brushes if worn down to 1/2 inch in length. Check condition of commutator and bearings. Lubricate evaporator motor fan shaft bearings (if equipped). Check motor mounting hardware & fan to be tight and in good condition.
3. \_\_\_\_\_ Inspect heater water pump brushes wear and seal for evidence of leaks. Replace brushes if worn down. (Sutrak Only)

### **II. Running Inspection**

4. \_\_\_\_\_ Operate A/C system for 30 minutes at idle then fast idle and record pressures and temperatures:

#### **Engine Fast Idle**

Suction: \_\_\_\_\_ PSIG  
Discharge: \_\_\_\_\_ PSIG  
Ambient: \_\_\_\_\_ °F  
Return Air: \_\_\_\_\_ °F

5. \_\_\_\_\_ Check superheat setting and record \_\_\_\_\_ (ideal 10F – 12F) – (Sutrak only)

## **C – INSPECTION (Yearly)**

(Refer to Bus Manufacturer and/or A/C Manufacturer's Service Manual for all specifications)

### **I. Before Running Inspection**

1. \_\_\_\_\_ Clean electrical control panel of lint, dirt and corrosion. Inspect all wire connections to be tight and clean. Clean with nylon brush and spray with contact cleaner.
2. \_\_\_\_\_ Check condenser air inlet and air outlet seals to be in good condition and in place. Check rear mud flaps to be in good condition.
3. \_\_\_\_\_ Lubricate clutch bearing. 1oz. Of grease – do not over lubricate!
4. \_\_\_\_\_ Take sample of compressor oil and check for acidity using acid test kit.  
Safe \_\_\_\_\_ Marginal \_\_\_\_\_ Acidic \_\_\_\_\_  
**Note:** Replace oil and receiver dryer if acidic or color is black or gray. Perform A/C system cleanup if equipped.
5. \_\_\_\_\_ Remove clutch assy. and check mating surfaces for flatness or wear. Torque clutch retaining bolt (M12) to 110 ft. lbs. **Sutrak only**



# TECTRANS

**Return bus to service**

A. **Remarks:** Note any observations, suggestions and/or explain repairs made during the PM of the A/C system on the bus.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

B. **Parts Used:** List all parts, fluids or refrigerant used during the PM and/or repair of the A/C system on this bus.

<u>Qty</u>	<u>Part No.</u>	<u>Description</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____

# TECTRANS

## WHEELCHAIR LIFT PREVENTATIVE MAINTENANCE SCHEDULE

DATE: \_\_\_\_\_  
 BUS NUMBER: \_\_\_\_\_  
 LIFT MODEL NUMBER: \_\_\_\_\_  
 LIFT SERIAL NUMBER: \_\_\_\_\_  
 CYCLES (LIFT COUNTER): \_\_\_\_\_  
 HUB READING: \_\_\_\_\_

ITEM	DAILY	6 WEEKS	SEMI-ANNUAL
<b>CYCLE LIFT</b>	X _____		
<b>TEST SAFETY FEATURES:</b> A. PRESSURE SENSITIVE MATS B. PRESSURE SENSITIVE EDGES	X _____ X _____		
<b>INSPECT HANDRAILS FOR:</b> A. STRUCTURAL INTEGRITY B. BOLTS SECURED C. CRACKS IN THE TUBING		X _____ X _____ X _____	
<b>INSPECT CURBSIDE BARRIER/LINKAGE/CYLINDER:</b> A. STRUCTURAL INTEGRITY OF BARRIER B. BARRIER ANGLE C. PIVOT POINTS FOR DAMAGE OR WEAR D. LINKAGE SET SCREW/JAM NUTS E. CYLINDER ATTACHMENT BOLTS F. HYDRAULIC HOSES/FITTINGS FOR LEAKS G. LUBRICATION (LUBE WITH ANTI-SEIZE COMPOUND) 1. SLIDE LINK 2. ROD GUIDE 3. SHOULDER BOLT 4. LINKAGE PINS		X _____ X _____ X _____ X _____ X _____ X _____ X _____ X _____	X _____ X _____
<b>INSPECT ROADSIDE BARRIER/LINKAGE/CYLINDER:</b> A. STRUCTURAL INTEGRITY OF BARRIER B. BARRIER ANGLE C. PIVOT POINTS FOR DAMAGE AND WEAR D. LINKAGE/CYLINDER JAM NUTS E. CYLINDER CLEVIS PIN KEEPERS F. HYDRAULIC HOSES/FITTINGS FOR LEAKS G. CYLINDER CLEVIS PINS - REMOVE, INSPECT AND LUBRICATE 1. LUBRICATION (LUBE WITH ANTI-SEIZE COMPOUND)		X _____ X _____ X _____ X _____ X _____ X _____	X _____
<b>INSPECT LIFT MASTER CHAINS AND CONN LINES FOR:</b> A. RUST/CORROSION B. ABSENCE OF COTTER PIN/KEEPERS C. PROPER ADJUSTMENT D. LUBRICATION (LUBE WITH P/N P515-00005)		X _____ X _____ X _____	X _____

# TECTRANS

ITEM	DAILY	6 WEEKS	SEMI-ANNUAL
<b>INSPECT SLAVE CHAINS AND CONN LINKS FOR:</b> A. RUST/CORROSION B. ABSENCE OF COTTER PINS.KEEPER C. PROPER ADJUSTMENT D. LUBRICATION (LUBE WITH P/N 515-0005) E. JAM NUTS SECURED		X _____ X _____ X _____ X _____ X _____	
<b>INSPECT LIFT MOUNTING BOLTS:</b> NOTE: REFER TO BUS MANUFACTURERS TORQUE SPECIFICATION			X _____
<b>INSPECT CRUTCH BEARING:</b> A. PROPER ADJUSTMENT B. GALLING -- TRANSFERRING OF BRASS CRUTCH BEARING PARTICLES TO TORQUE SHAFT COUPLING C. LUBRICATION (LUBE WITH MULTI-PURPOSE GREASE)		X _____ X _____ X _____	
<b>INSPECT TORQUE SHAFT COUPLING SET SCREWS</b>			X _____
<b>INSPECT SLIDE CHANNEL, BEARING BLOCKS</b>			X _____
<b>MANUAL OPERATION OF HYDRAULIC SYSTEM:</b> A. STOW B. DEPLOY C. RAISE D. LOWER E. ROADSIDE BARRIER UP F. ROADSIDE BARRIER DOWN G. CURBSIDE BARRIER UP H. CURBSIDE BARRIER DOWN		X _____ X _____ X _____ X _____ X _____ X _____ X _____ X _____	
<b>INSPECT FOR "MANUAL OPERATING PROCEDURE" DECAL</b>		X _____	
<b>INSPECT FOR "MANUAL OPERATION PROCEDURE" DECAL STICKER</b>		X _____	
<b>INSPECT MAIN LIFT CYLINDERS, FORWARD/REAR:</b> A. CYLINDER CLEVIS PINS MUST BE FREE OF RUST AND CORROSION AND MUST MOVE FREELY B. CYLINDER CLEVIS PINS -- REMOVE, INSPECT AND LUBRICATE C. CYLINDER CLEVIS PIN KEEPERS D. JAM NUT MUST BE TIGHT AGAINST SYLINDER ROD E. MINIMUM THREAD ENGAGEMENT OF 1" ON TURNBUCKLE BOLTS F. SPEED OF LIFT IN CUSHION AREA G. APPLY LUBRICANT TO CUSHION ADJUSTMENT SCREWS CAVITIES LUBRICATION (LUBE WITH ANTI-SEIZE COMPOUND)		X _____ X _____ X _____ X _____ X _____ X _____	X _____
<b>INSPECT STOW LATCH/CYLINDER:</b> A. PROPER STOW LATCH ENGAGEMENT B. HYDRAULIC HOSE/FITTINGS FOR LEAKS C. LUBRICATION ON STOW LATCH FACE (LUBE WITH DOOR-EASE)		X _____ X _____	X _____
<b>INSPECT ALL FASTENERS FOR TORQUE</b>			X _____

# TECTRANS

ITEM	DAILY	6 WEEKS	SEMI-ANNUAL
<b>INSPECT PUSH-OFF SPRINGS</b> NOTE: REPLACE SPRINGS EVERY 6 YEARS OR 8,000 CYCLES		X _____	
<b>INSPECT STOW/DEPLOY CHAINS AND CONN LINKS:</b> A. RUST/CORROSION B. ABSENCE OF COTTER PINS/KEEPERS C. PROPER ADJUSTMENT D. LUBRICATION (LUBE WITH P515-0005) E. JAM NUTS SECURE		X _____ X _____ X _____ X _____ X _____	
<b>INSPECT STOW MOTOR CHAIN AND CONN LINK:</b> A. RUST/CORROSION B. ABSENCE OF COTTER PINS/KEEPERS C. PROPER ADJUSTMENT D. LUBRICATION (LUBE WITH P515-0005)		X _____ X _____ X _____ X _____	
<b>INSPECT HYDRAULIC HOSE/ELECTRICAL CABLE BUNDLE:</b> A. PROPER ROUTING B. LEAKS (HOSES) C. CHAFING		X _____ X _____ X _____	
<b>INSPECT STOW MOTOR/STOW SHAFT:</b> A. SPROCKET ALIGNMENT B. SET SCREW IN SPROCKETS C. HYDRAULIC HOSES/FITTINGS FOR LEAKS D. SET SCREW IN BEARING E. SPROCKETS FOR WEAR AND TEAR		X _____	X _____ X _____ X _____ X _____
<b>INSPECT STOW/DEPLOY LIMIT SWITCH:</b> A. STOW SWITCH MUST ACTIVATE 1/2" BEFORE FULLY STOWED B. DEPLOY SWITCH MUST ACTIVATE 1/2" BEFORE FULLY DEPLOYED C. LOOSE LIMIT SWITCH ARM		X _____	X _____ X _____
<b>INSPECT CHAIN LIMIT SWITCH (SLACK CHAIN):</b> A. ADJUST BETWEEN LIMIT SWITCH ARM AND TRIP B. LOOSE LIMIT SWITCH ARM NOTE: 1. FORWARD LIFT CYLINDER MUST OPERATE FREELY UP AND DOWN WHICH ALLOWS THE CHAIN SWITCH TO OPERATE PROPERLY. 2. LIFT CYLINDER CHAIN MUST BE FLEXIBLE WHICH ALLOWS THE CHAIN SWITCH TO OPERATE PROPERLY.		X _____ X _____ X _____	X _____
<b>INSPECT PROXIMITY SWITCH:</b> A. DAMAGE TO THE SENSING END B. GAP BETWEEN SENSING END AND TARGETS. (GAP .030 TO .060)		X _____ X _____	
<b>INSPECT HYDRAULIC POWER SOURCE:</b> A. FLUID LEVEL B. FLUID PRESSURE (1150-1200 P.S.I.) C. CHANGE FILTER ELEMENT		X _____	X _____ X _____



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## A Welcome Message from our CEO

**Congratulations and welcome to the Company!** It is an exciting time to be here and we are pleased to welcome you. As you settle into your new responsibilities, we encourage you to explore the many opportunities available to you as an employee. The information in this handbook will guide you through this process, as will your supervisor and your co-workers.

We have built our Company on a strong foundation of our employees' skills and expertise. You can take justifiable pride in the role you will play as part of a team focused on providing exceptional customer service to our clients as well as consistently demonstrating exceptional professional leadership in our industry. Our organization was built on the strength, creativity and integrity of our employees. We always welcome any suggestions, ideas, and comments you may have.

We are pleased you have decided to join us. We hope you enjoy your relationship with our organization.

Welcome aboard and best regards.

Michael Griffus, Chief Executive Officer



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## PURPOSE OF THIS HANDBOOK

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This Handbook provides employees with information about the policies and benefits of our organization. For reading ease, it will often use "the Company" when referring to Tectrans and all affiliated companies. We expect each employee to read this Handbook carefully. It is a valuable reference for understanding your job and the Company. The policies outlined in this Handbook should be regarded as management guidelines only, which, in a developing business, will require changes from time to time. The Company retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the Company. This Handbook supersedes and replaces any and all prior Handbooks and inconsistent verbal and written policy statements. No statement or promise by a Supervisor, Manager, or Department Head may be interpreted as a change in policy nor will it constitute as an agreement with an employee.

Should any provision in this Handbook be found to be unenforceable and invalid, such finding does not invalidate the entire Handbook, but only the subject provision.

The provisions in this Handbook or any Handbook are not intended to create contractual obligations with respect to any matters it covers. Nor is this Handbook or any Handbook intended to create a contract guaranteeing that you will be employed for any specific period of time.

Recognition of these rights and prerogatives is a term and condition of employment. Nothing contained in this Handbook should be construed as a guarantee of continued employment. Employment with the Company is on an at-will basis. This means that either the employee or the Company may terminate the employment relationship at any time, for any reason.

This Handbook and the information it contains are considered confidential and proprietary information of the Company and are not to be disclosed to anyone who is not an employee of the Company.

To the extent that any of the policies in this Employee Handbook conflict with any currently valid collective bargaining agreements, the language of the collective bargaining agreements controls.



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## A BRIEF HISTORY

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Tectrans ("The Company") is a privately held company established to design, deploy and coordinate passenger transportation solutions to a full range of clients, including governmental agencies, medical and senior care organizations, airports, transit authorities, the private sector, and the individual consumer.

The Tectrans Corporate Office is located at 6053 W. Century Blvd, Suite 900, Los Angeles, CA.

Tectrans family of companies serves a wide array of clients in the Transportation, Taxi, Logistics, and Technological Support markets. Our specific areas of expertise include shuttle services, paratransit and transit operations, taxi services, transportation technology (such as Smart Card services and customer information kiosks), regional center (developmentally disabled) transportation, call center services, technology solutions (such as IT consulting), and banking solutions (such as item processing and remote capture).

Please visit our website at: [www.tectransinc.com](http://www.tectransinc.com) to learn more about our organization and unique menu of services and solutions.

The Company has assembled an award-winning team to manage and direct its family of companies. Our team is committed to the continued success of our employees.

Tectrans, Inc. and all affiliated divisions are as follows:

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- Mobility Plus Transportation
- My TransitPlus
- Paul's Yellow Cab
- Western Transit Systems
- Yellow Cab of Greater Orange County
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## A. EMPLOYMENT

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### 1. AT-WILL EMPLOYMENT

Employment with our organization is at-will, which means that it can be terminated at any time, for any reason, by either the employee or the Company. The language used in this Handbook is not intended to create an employment contract between the employee and our Company. No implied contract concerning any employment-related decision or term or condition of employment can be established by any statement, conduct, policy or practice.

### 2. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at the Company and all affiliated companies, where employment is based upon merit. We want to have the best available persons in every job. Company policy prohibits discrimination based on race, color, religion, creed, national origin or ancestry, age, gender, sexual orientation, veteran status, genetic information or characteristics, medical condition, physical or mental disability, or any other consideration made unlawful by federal, state or local laws.

This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination, and all other terms and conditions of employment.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with disabilities, the Company will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the Human Resources department and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. The Company will conduct an investigation to identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform his or her job, and will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the Company will make the accommodation.

An employee who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should notify the Human Resources department or a member of the management team. All such inquiries or complaints will be treated as confidential to the extent permissible by law.



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### 3. ELIGIBILITY REQUIREMENTS

The Immigration Reform and Control Act of 1986 require all employers, including the Company, to only employ those candidates who are authorized to work in the United States.

This means that, as a condition of employment, candidates must bring proof of their eligibility to work in the United States on their first day of employment. Candidates who are not able to provide such documentation will not be eligible for employment with the Company.

### 4. BACKGROUND CHECKS AND INVESTIGATIONS

To maintain a safe and productive workplace, our Company may perform (or request that third parties perform) "background checks" or other types of investigations.

Background checks and investigations may include the use of consumer reporting agencies, which may gather and report information to the Company in the form of consumer or investigative consumer reports. Such reports may contain information concerning your credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. The types of reports that may be requested from consumer reporting agencies under this policy include, but are not limited to, credit reports, criminal records checks, court records checks, driving records, and/or summaries of educational and employment records and histories.

The information contained in these reports may be obtained by a consumer reporting agency from private or public records sources or through personal interviews with your co-workers, neighbors, friends, associates, current or former employers, or other personal acquaintances.

The Company may request consumer reports, including records checks and investigative reports based on interviews, in connection with your application for employment, or at any time during the course of your employment, for purposes of evaluating your suitability for employment, promotion, reassignment or retention as an employee. The Company may also obtain such reports, both during and after your employment, for purposes of evaluating, investigating, or enforcing compliance with Company policies or in connection with responding to grievances or complaints, regardless of whether you are still in the employ of the Company at the time the report is requested.

Employees are expected to cooperate fully with this policy, including providing truthful and complete information on your employment application and in response to inquiries made by the Company or third party investigators during the course of investigations and providing appropriate written authorizations required by law to facilitate the investigation process. Failure to cooperate will result in discipline, up to and including termination.



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## 5. DEFINITIONS

The job in which you are employed is defined in a number of ways, including:

### **Full-Time Exempt**

Full-time exempt employees regularly work thirty-two (32) or more hours per week and are exempt from overtime provisions of federal and state laws. Full-time exempt employees are eligible to participate in the Company's benefits programs, as detailed in this Handbook.

### **Full-Time Non-Exempt**

Full-time non-exempt employees regularly work thirty-two (32) hours or more per week and are eligible for overtime under applicable federal and/or state law. Full-time non-exempt employees are eligible to participate in the Company's benefits programs, as detailed in this Handbook.

### **Part-Time Non-Exempt**

Part-time non-exempt employees regularly work less than thirty-two (32) hours per week and are eligible for overtime under applicable federal and/or state law. Part-time non-exempt employees are eligible to participate in certain Company benefits programs, as detailed in this Handbook.

### **Introductory**

Introductory employees are exempt and non-exempt employees during the first ninety (90) days of employment. Depending on the job classification for which they are hired, introductory employees may be eligible for Company benefits programs upon successful completion of the 90-day Introductory Employment Period, as detailed in this Handbook.

### **Project**

Project employees work short periods of time for the Company and for the duration of a specific project. The job assignment, work schedule, and duration of the position are determined at the discretion of the Company. Project employees are usually employed for three months (92 days) or less and are not eligible to participate in any of the Company's benefits programs.

## 6. INTRODUCTORY EMPLOYMENT PERIOD

Every new employee goes through an initial period of adjustment in order to learn about the Company and about their job. During this time the employee will have an opportunity to find out if they are suited to, and like, the new position.



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Additionally, this period gives the employee's manager a reasonable period of time to evaluate performance. The Introductory Employment Period at the Company is three (3) months, or ninety (90) days.

During this time, the new employee will be provided with training and guidance from his/her manager. An employee may be discharged at any time during this period if the manager concludes that an employee is not progressing or performing satisfactorily. During the Introductory Employment Period, employees are not eligible to participate in Company benefits programs, as detailed in this Handbook.

Employees who are promoted or transferred within the organization must complete a secondary introductory period with each reassignment to a new position but will continue to be eligible for Company benefits programs depending on job classification. Additionally, as is true at all times during employment with the Company, employment is not for any specific time and may be terminated at any time for any reason either by the employee or the Company.

## 7. VERIFICATION OF EMPLOYMENT

The Company considers certain information about your employment with the Company as "Company Confidential." This means that the Company will only verify certain information about your employment, such as whether or not you are or were an employee, your current or most recent job title, and your dates of employment. Other information such as your salary and earnings requires your written authorization to the Company for the release of this information. Most often this information is requested when you apply for a home mortgage loan, apartment, or line of credit. All employment verification requests should be forwarded to Human Resources.

## 8. HUMAN RESOURCES FILES

The Company maintains official Human Resources files containing information on employees that is relevant to the employment relationship and that is required by governmental rules and regulations. All such employee information and records are the sole property of the Company and are considered Company Confidential. This information may include:

- Employment Applications
- Resumes
- Performance Evaluations
- Employee Correspondence
- Records of Wage and Salary Actions
- Status and History, Promotions, Transfers
- Employee Training Records



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Under the supervision of the Human Resources department, employees may review their personnel file at reasonable times and with reasonable notice, as determined by the Company. Employees may not remove, destroy, or alter any documents contained in the personnel file. Employees interested in reviewing their file should contact the Human Resources department.

Health/medical records are not included in your personnel file. These records are confidential. The Company will safeguard them from disclosure and will divulge such information only (1) as allowed by law; (2) to the employee's personal physician upon written request with permission of the employee; or (3) as required for workers' compensation cases.

#### Change of Status

The Company maintains Company Confidential and proprietary information about employees such as legal name, addresses, marital status, dependents, social security numbers, tax status, dates of birth, and other information that may be required by law, insurance carriers, or for the efficient operations of our business. Most of this information will be recorded when you are hired.

It is your responsibility to keep all of your personal information current. If you experience a change in status in the areas mentioned above, you should notify your Manager and Human Resources in writing to update this information.

### **9. CONFLICT OF INTEREST AND OUTSIDE EMPLOYMENT STATEMENT**

#### In General

The Company expects all employees to conduct business according to the highest ethical standards. Employees are expected to devote their best efforts to the interests of the Company. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member as a result of the Company's business dealings. Business dealings that create a conflict between the interests of the Company and an employee are unacceptable. In addition, illegal off-duty conduct on the part of an employee which adversely affects the Company's legitimate business interests or the employee's ability to perform his or her job will not be tolerated.

The Company recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to its business. However, the employee must disclose any possible conflicts so that the Company may assess and prevent any conflicts of interest from arising.

Although it is not possible to specify every action that might create a conflict of interest, this policy sets forth the ones that most frequently present problems. If an employee has any question concerning whether an action or proposed course of conduct would create a conflict



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of interest, the employee should immediately contact the Human Resources department or immediate supervisor to obtain advice on the issue. Possible conflicts that might arise include:

- Using proprietary or confidential Company information for personal gain or to the Company's detriment
- Using Company assets or labor for personal use or gain
- Violation of provisions of law or the Company's policies or rules

A violation of this policy may result in immediate and appropriate corrective action, up to and including termination from the Company.

The Company reserves the right to determine that other relationships, although not specifically covered by this policy, nevertheless represent actual or potential conflicts of interest. In any case where the Company determines, in its sole discretion that a relationship between two employees, or between an employee and a non-employee, presents an actual or potential conflict of interest, the Company may take whatever action it determines to be appropriate to avoid the actual or potential conflict of interest. This includes working relationships involving relatives or individuals with close personal relations that may potentially lead to complaints of favoritism, lack of objectivity, or employee morale and dissension problems that can result from such relationships. Action taken by the Company may include transfers, reassignments, changing shifts, or, where it deems such action appropriate, corrective action up to and including termination.

#### **Outside Employment**

Employees are hired and continue in employment with the understanding that the Company is their primary employer and that other employment or commercial involvement that is in conflict with the business interests of the Company is strictly prohibited.

Outside work activities are generally allowable where such activity does not present an actual or potential conflict with the Company's legitimate business interests. While it is not feasible to describe all possible conflicts of interest that could develop from participating in outside employment, some prohibited activities are listed below:

- Working for a direct or indirect competitor, supplier, or customer
- Involvement in organizations that are doing or seek to do business with the Company, including actual or potential vendors or customers
- Violation of provisions of law or the Company's policies or rules
- Employment that conflicts with an employee's work schedule, duties and responsibilities
- Employment which requires an employee to conduct work or related activities on Company property, during Company working hours, or using Company facilities and/or equipment



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For the purposes of this policy, self-employment is considered outside employment.

Employees wishing to engage in outside employment which may conflict with this policy must submit a written request to the Human Resources department explaining the details of the outside employment. If the Human Resources department authorizes such outside employment, the Company assumes no responsibility for such outside employment. The Company shall not provide workers compensation coverage or any other benefit for injuries occurring from or arising out of such outside employment. Authorization to engage in outside employment can be revoked at any time.

**Reporting Potential Conflicts**

An employee must disclose actual or potential conflicts of interest to his/her manager. Approval will not be given unless the relationship will not interfere with the employee's duties or will not damage the Company's relationship.



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## B. COMPENSATION

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### 1. PAY SCHEDULE

Every pay period, Company employees will receive a paycheck based upon his/her earned salary or wage rate. Currently the Company has employees that are paid semi-monthly, bi-weekly, and weekly. Please check with your manager to verify under which pay cycle your division operates.

Employees paid semi-monthly have regular pay cycles starting on the First (1<sup>st</sup>) and Sixteenth (16<sup>th</sup>) Business Days of every month. The pay date takes place five (5) business/banking days from the date payroll is closed, with special accommodations for holidays.

Employees paid bi-weekly are paid every other Friday. The pay date takes place on the Friday following the date payroll is closed, with special accommodations for holidays.

Employees paid weekly are paid every Friday. The pay date takes place on the Friday following the date payroll is closed, with special accommodations for holidays.

Under no circumstances will the Company release any paychecks prior to the announced schedule. It is the Company's policy that employee paychecks will only be given personally to that employee. All other arrangements for mailing or pick-up must be made in advance with the employee's manager. It is the Company's practice not to approve salary advances for employees.

The payroll check will include the following deductions:

- **Federal and State Withholding Tax**

The number of exemptions an employee claims on their Federal and State withholding statements affects the amount of Federal and State taxes withheld. If your number of dependents or desired withholding amount should change, you should report the changes to Human Resources and complete new withholding statements. At the end of the year, you will receive a tax statement showing your total deductions.

- **Social Security (FICA)**

Social Security will be deducted from your paycheck in accordance with Federal regulations.

- **Miscellaneous Payroll Deductions**

Other items such as benefits costs and contributions are automatically deducted from your paycheck.

- **Garnishments**



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The Company may be required by law to accept legal garnishments or liens attached to employee wages. These garnishments and/or liens require the Company to withhold a portion of the employee's disposable earnings for the satisfaction of a debt and to remit the withheld amount to the court or other entity as mandated. The Company will not modify the terms of the legal arrangements unless ordered by a court. If an employee feels they have satisfied the amount of the garnishment order, they are to contact the agency from which the garnishment was requested to have the garnishment cease.

- **Direct Deposit**

Employees may be paid by check or through direct deposit of funds to savings or checking accounts. To activate direct deposit, see the Human Resources department to complete necessary forms.

In the event of a lost paycheck, Human Resources must be notified as soon as possible before a replacement check can be issued. In the event of an error in a paycheck, please notify your supervisor immediately.

## **2. NON-EXEMPT OVERTIME PAY AND WORK WEEK DEFINED**

Depending on Company work needs, non-exempt employees may be requested to work overtime. When possible, advance notification of these assignments will be provided. Overtime work must be authorized in advance by a supervisor, and assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Non-exempt employees will be paid overtime in accordance with federal and state law.

The Company's seven-day workweek runs from 12:01 a.m. on Sunday until 12:00 midnight the following Saturday.

## **3. TIME REPORTING**

The Company requires all hourly/non-exempt employees to use a time registry and/or time clock to record all hours worked within the workweek. The time clock should accurately reflect each day's work period, including start and end times and meal breaks. All employees are expected to work until the end of their scheduled work day.

Any handwritten marks or changes on time records must be initialed by a supervisor. Writing on another employee's time record, allowing another employee to write on your time record, or altering a time record will not be tolerated. Any employee who falsifies or tampers with time records will be subject to corrective action up to and including termination.



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Any errors in your time record should be reported immediately to your Supervisor for correction. Company policy requires all employees review their pay stubs for accuracy and report any discrepancies to their immediate supervisor as soon as possible.

#### 4. TRANSFERS AND PROMOTIONS

We encourage all employees to seek advanced opportunities within our organization. To that end, we have established a company policy outlining employee transfers. Transfers are available to enhance an employee's career advancement and growth opportunities as well as the potential to provide greater alignment with other factors such as location, experience and diversity within our services as well as other attributes that may be important. All open positions will be posted internally for review and consideration.

An employee who wishes to be considered for an open position within his/her present department must discuss the request directly with their supervisor and/or manager of the department. If the transfer involves another department, the employee is required to speak to their supervisor and/or the department manager in addition to the hiring manager.

Employee transfers will be considered only if the following conditions are met:

1. The employee must have completed a minimum of six months of active service in the present job. Exceptions will be reviewed on an individual basis.
2. The employee's performance in the current position must be satisfactory or better. A written warning received within the six-month period preceding the request for a transfer will constitute unsatisfactory job performance for purposes of this policy.
3. The employee must possess the minimum qualifications required for the position for which the transfer is sought.
4. The employee's current department Terminal/Project manager must grant approval of the transfer request.
5. The employee's past performance, qualifications, potential abilities and job experience are the key factors in evaluating transfer requests and must satisfy the qualifications of the position for which the transfer is sought. These items must be fully discussed and documented during the interview process.

Once an employee communicates their interest in making a transfer, the employee's existing manager is responsible for communicating to the hiring manager. It is expected that the employee initiating the request will communicate to the hiring manager as well. The interviewing and selection process should be based on an agreed upon schedule by both managers. In the event it is agreed that the employee can be transferred, it is expected that both managers will work out an agreeable transition schedule that is conducive to positive business operations with minimal disruption.



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Additionally, if an employee is being considered for an open position, the hiring manager must first communicate to the employee's department manager prior to engaging in any communication about the open position with the employee directly. Once this step has been initiated, the steps regarding an employee transfer can then be initiated.

The intent of this policy is to consistently ensure that we are fair and objective in communicating open positions. In addition, it is expected that all managers review the employee's qualifications based on proven job performance that is fair, consistently demonstrated, and will further enhance our product and service deliverables.

Employees should always feel free to discuss their career aspirations with their manager at any time.



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## C. HOURS OF WORK

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### 1. ATTENDANCE AND PUNCTUALITY

Regular attendance and punctuality are the foundation of dependability and good work performance. Excessive and habitual absenteeism and tardiness have a direct adverse impact on an employee's performance, progress, and continued employment with the Company.

If you know you are going to be late or unable to report to work due to illness or other reasons, you should contact your supervisor/manager directly two (2) hours prior to your normal schedule time to work. If you call in less than two hours before your scheduled time to begin work, you will be considered tardy for that day. Absent extenuating circumstances, you must call in on every day you are scheduled to work and will not report to work.

Personal issues requiring time away from your work, such as doctor's appointments or other matters should be scheduled during your non-work hours whenever possible.

Employees not returning from leave or not calling to explain an absence of three (3) or more days will be considered to have abandoned their job and will be terminated from the Company.

Excessive absenteeism and tardiness may result in appropriate corrective action, up to and including termination from the Company.

The following general Guidelines apply to unscheduled/unexcused absences or tardiness:

First Absence or Tardy	Verbal Warning
Second Absence or Tardy	Written Warning
Third Absence or Tardy	Two days suspension without pay
Fourth Absence or Tardy	Termination of Employment

Other continuing patterns of absences or tardiness, regardless of the exact number of days, may warrant disciplinary action. Even one unexcused absence or tardy may be considered excessive depending on the circumstances and/or contract agreements.

### 2. HOURS OF WORK

Your Supervisor/Manager is responsible for assigning your regular work schedule. Receiving a schedule does not constitute a guarantee of time to be worked and there could be instances where you will be requested to work additional hours (overtime). The Company will schedule and notify you of the additional hours as much in advance as business necessity allows.



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Changes in work schedules are discouraged. If it is necessary to change your schedule, notify your supervisor who may authorize a change. Schedule changes will not be approved for mere convenience or if it will result in disruption of or interference with normal operations or will result in excessive overtime.

### 3. MEAL AND REST PERIODS

All non-exempt employees are entitled to a ten (10) minute rest break period for every four (4) hours worked. If you are a non-exempt employee, you will be paid for all such break periods and will not need to clock out. Your supervisor will advise you of the time and duration of your breaks. You are expected to return to work promptly at the end of any rest break.

If you work more than five (5) hours in a workday, you are entitled to an unpaid meal period of at least thirty (30) minutes in addition to your ten (10) minute break. If you work more than ten (10) hours, you are entitled to a second, unpaid meal period of thirty (30) minutes. Depending on the circumstances, you may be able to waive your second meal period if you took the first one. All employees must clock out for their meal periods and must not perform any work during these times for a full thirty (30) consecutive minutes.

You are expected to observe your assigned working hours and the time allowed for meal and rest periods. Employees may not work through their meal or rest periods in order to compensate for absence or tardiness or for any other reason. Do not leave the premises during your rest period and do not take more than ten minutes for each rest period. You may leave the premises on your meal period.

If for any reason you do not take the applicable rest breaks and/or meal periods, you must notify your supervisor immediately.



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## D. TIME OFF

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### 1. PAID TIME OFF (PTO)

PTO is our system of managing paid leave that can be used for scheduled and unscheduled absences from work. These absences include personal illness, family illness, personal days, floating holidays, and vacation. Accrual of PTO begins on the first day of employment. No PTO may be taken until completion of the 90-day Introductory Employment Period. Employees who separate from employment with the Company during the 90-day Introductory Employment Period will be paid out accrued PTO upon separation.

Regular Full-Time Employees of The Company are eligible for PTO based on length of service.

Employees who leave the Company will be paid for any PTO hours accrued but not used. Employees who leave the Company and have taken more PTO than was earned will owe the Company the difference, which will be deducted from an employee's final paycheck.

- The Company encourages employees to take PTO on an annual basis. Once the maximum accrual amount has been reached, no additional PTO will be earned until previously accrued PTO is used. Accrued PTO will be paid out upon separation from employment.
- If PTO is due to personal illness of three (3) consecutive days or more, employees must obtain and submit a doctor's note to their supervisor upon returning to work. Employees are eligible for Short-Term Disability after absence due to personal illness or injury lasting longer than seven (7) consecutive work days. Employees may elect PTO for these first seven (7) days, if available, or the time will be considered Leave without Pay.
- Use of PTO hours is not required for time away from work for jury duty, military leave, bereavement leave, or as otherwise detailed in the Leaves of Absence section of this Handbook.
- PTO must be scheduled in advance and requires a manager's approval and will be granted on a "first-request" basis.
- PTO hours must be taken in minimum increments of four (4) hours.
- Employees on unpaid leaves do not accrue PTO.
- If a Company Holiday occurs during your PTO, you will be granted one additional day of PTO, to be taken at a time approved in advance by your supervisor.



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## 2. HOLIDAYS

The Company recognizes paid holidays throughout the calendar year. Holiday pay is granted to all eligible employees who have completed the 90-day Introductory Employment Period and is based on the employee's straight-time rate of pay. To be eligible for holiday pay, employees must work the last scheduled day immediately preceding and the first scheduled day immediately following the holiday. Non-exempt employees who perform work on a recognized holiday will receive holiday pay in addition to their earned wages for the hours worked on the holiday.

## 3. BEREAVEMENT LEAVE

In the unfortunate event of a death in an employee's immediate family, a leave of absence of up to three (3) days with pay will be granted. These three days should be taken consecutively within a reasonable amount of time surrounding the day of the death or funeral. Employees should make their manager aware of the situation as soon as possible. We will be as flexible as possible in accommodating these leave requests.

For this purpose, immediate family is defined as spouse, domestic partner, children, stepchildren, parents (including in-laws), stepparents, siblings, stepsiblings, grandparents, and grandchildren. Special consideration will be given to any other person whose association with the employee is similar to any of the above relationships.

## 4. JURY DUTY

A leave of absence for mandatory jury duty will be granted to employees notified to serve. During this leave, exempt employees will be compensated according to state and federal guidelines. Non-exempt employees may elect to use accrued PTO to supplement their income. An employee on jury duty is expected to report to work any day he/she is excused from jury duty.

Upon receipt of the notice to serve jury duty, the employee should immediately notify his/her manager. Additionally, a copy of the notice to serve should be forwarded to Human Resources for attendance purposes. Upon the employee's return, the Human Resources department must be notified and a signed Certificate of Jury Service indicating the number of days served must be submitted.

## 5. MILITARY LEAVE

Military leave is granted by the Company in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).



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#### **Leave for Active or Reserve Duty**

Upon receipt of orders for active or reserve duty, an employee should notify his/her manager, as soon as possible, and submit a copy of the military orders to his/her manager.

#### **Spousal/Domestic Partner Military Leave**

Qualified employees who are spouses or registered domestic partners of a qualified member of the Armed Forces, National Guard, or Reserves ("member"), may take an unpaid leave of up to 10 days during a qualified leave period of the member.

To be eligible for this leave, the employee must 1) be the spouse or registered domestic partner of the member; 2) work for an average of 20 or more hours per week; 3) provide the Company with notice within 2 business days of receiving official notice that the member will be on leave from deployment that the employee intends to take leave under this policy; and 4) submit written documentation certifying that the member will be on leave from deployment during the period the leave is requested. This policy does not apply to independent contractors.

This policy does not affect an employee's rights with respect to any other employee benefit provided by law and does not affect, or prevent the Company from allowing an employee to take a leave that the employee is otherwise entitled to take. The Company will not retaliate against any employee for requesting or taking leave under this policy.

Please see the Human Resources department for further information.

#### **6. RELIGIOUS OBSERVANCES**

The Company provides reasonable time away from work for employees requesting such time for religious observance. Based on business needs, the Company will reasonably accommodate such requests that are made in advance and approved by your manager.

An employee may choose to use PTO, if available, for this purpose or take time as leave without pay. Under some circumstances, your work schedule may be adjusted to accommodate your request for time away from work for religious observances.

#### **7. FAMILY AND MEDICAL LEAVE ("FMLA")**

The Company will grant family and medical leave in accordance with the requirements of applicable state and federal law in effect at the time the leave is granted. Although the federal and state laws sometimes have different names, the Company refers to these types of leaves collectively as "FMLA Leave." No greater or lesser leave benefits will be granted than those set forth in such state or federal laws. In certain situations, the federal law requires that provisions of state law apply. In any case, employees will be eligible for the most generous benefits available under applicable law.



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Please contact your supervisor as soon as you become aware of the need for a FMLA Leave. Employees are expected to provide prompt notice to the Company of any change(s) to an employee's return to work date. Accepting other employment, continuing to work in another job, or filing for unemployment insurance benefits while on leave may be treated as a voluntary resignation from employment, unless you and the Company have agreed, in writing, otherwise.

To qualify for leave, employees must meet the following conditions:

- Have worked for the Company for at least 12 months
- Have worked at least 1,250 hours over the previous 12 months before the need for leave
- Work in a location where at least 50 employees are employed by the Company within 75 miles, as of the date the FMLA leave is requested

If you meet the above conditions, you may request up to 12 weeks of leave in a rolling 12-month period for the following reasons:

- The birth, adoption, or foster care of an employee's child within 12 months following birth or placement of the child ("Bonding Leave");
- Care for an immediate family member (spouse, registered domestic partner, child, or parent) with a serious health condition ("Family Care Leave")
- An employee's inability to work because of a serious health condition, including a Workers' Compensation injury ("Serious Health Condition Leave")
- "Qualifying exigencies," as defined by federal regulation, because of the employee's spouse, son, daughter, or parent is on active duty or called to active duty status as a member of the Armed Forces in support of a "contingency operation" declared by the U.S. Secretary of Defense, President or Congress, as required by law ("Military Emergency Leave")

Alternatively, employees may request up to 26 weeks of leave in a rolling 12-month look back period to care for a spouse, son, daughter, parent, or next of kin who is a member of the Armed Forces who is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness (as defined by federal regulation) ("Military Caregiver Leave").

The maximum amount of FMLA Leave will be twelve (12) workweeks in any 12-month period when the leave is taken for: (1) Bonding Leave; (2) Family Care Leave; (3) Serious Health Condition Leave; and/or (4) Military Emergency Leave. However, if either spouses (or registered domestic partners) work for the Company and are eligible for leave under this policy,



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the spouses (or registered domestic partners) will be limited to a total of 12 workweeks off between the two of them when the leave is for Bonding Leave.

The maximum amount of FMLA Leave for an employee wishing to take Military Caregiver Leave will be a combined leave total of twenty-six (26) workweeks in a single 12-month period. A "single 12-month period" begins on the date of your first use of such leave and ends 12 months after that date. If both spouses work for the Company and are eligible for leave under this policy, the spouses will be limited to a total of 26 workweeks off between the two when the leave is for Military Caregiver Leave only or is for a combination of Military Caregiver Leave, Military Emergency Leave, Bonding Leave and/or Family Care Leave taken to care for a parent.

To the extent required by law, some extensions to FMLA Leave may be granted when the leave is necessitated by an employee's work-related injury/illness, a pregnancy related disability, or a "disability" as defined by the Americans with Disabilities Act and/or applicable state or local law. In addition, in some circumstances and in accordance with applicable law, an extension to FMLA Leave may be granted when the leave is taken to care for a registered domestic partner and/or registered domestic partner's child. Certain restrictions on these benefits apply.

You must provide advance notice of your need for leave whenever possible and complete a Leave Request form provided by Human Resources. Employees must provide sufficient information for the Company to determine if the leave may qualify under state and federal leave laws, medical certification to support a request for time off for a serious medical condition, as well as the anticipated timing and duration of the leave. Additionally, you must also provide recertification if additional leave is required. Certification forms are available from the Human Resources department.

Employees may use any available PTO, if applicable, according to state and federal guidelines. PTO accrual and holiday pay will be suspended during the leave of absence and will resume upon return to active employment.

During this leave, an eligible employee is entitled to continued group health plan coverage on the same terms as if the employee had continued to work. The employee is responsible for continuing to make any premium payments in effect at the time of FMLA leave if they wish to maintain coverage. In some instances, the Company may recover premiums it paid to maintain health coverage if you fail to return to work following a FMLA leave.

If you are on FMLA leave but are not entitled to continued paid group health insurance coverage, you may continue your coverage through the Company in conjunction with COBRA guidelines. Please contact the Human Resources department for further information.



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At the conclusion of the leave, subject to some exceptions, an employee generally has a right to return to the same or to an equivalent position.

A Notice of Employee Rights and Responsibilities under the Family Medical Leave Act is located at the end of this Handbook.

#### **8. PREGNANCY DISABILITY LEAVE ("PDL")**

The Company will grant an unpaid pregnancy disability leave of up to four (4) months to employees disabled on account of their pregnancy, childbirth, or related medical conditions. Employees are eligible for such leave immediately upon hire. Employees who are affected by pregnancy or a related medical condition are also eligible to transfer to a less strenuous or hazardous position, or to less strenuous or hazardous duties, if such a transfer is medically advisable and certified as such by an attending physician, and such transfer can be reasonably accommodated. The transferred employee will receive the pay that accompanies the job, as is the case with any other temporary transfer due to temporary health reasons.

If the need for a leave or transfer is foreseeable, employees must provide notification at least thirty (30) days before the pregnancy disability leave or transfer is to begin, whenever possible. Employees must inform the Company when a leave is expected to begin and how long it will likely last along with certification from a health care provider to support the need for time off from work or any work restrictions. The certification indicating disability should contain the date on which the employee became disabled due to pregnancy, the probable duration of the period or periods of disability, and a statement that, due to the disability, the employee is unable to perform one or more of the essential functions of her position without undue risk to herself, the successful completion of the pregnancy, or to the other persons. Additionally you must also provide recertification if additional leave is required.

Leave taken under the pregnancy disability policy runs concurrently with family and medical leave under federal law, but not with family and medical leave under California law. Employees may use accrued PTO, if applicable, according to state and federal guidelines. All such payments will be coordinated with any state disability or other wage reimbursement benefits for which you may be eligible. At no time shall an employee receive a greater total payment than the employee's regular salary. PTO accrual and holiday pay will be suspended during the leave of absence and will resume upon return to active employment.

If the employee taking pregnancy disability leave is eligible for leave under federal or state family and medical leave laws, the Company will maintain your group health insurance coverage for up to a maximum of 12 workweeks per 12-month period on the same terms as if the employee had continued to work. In some instances, the Company may recover premiums it paid to maintain health coverage for an employee who fails to return to work following pregnancy disability leave. If ineligible under the federal and state family and medical leave



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laws, employees on pregnancy disability leave will receive continued paid coverage on the same basis as employees taking other leaves.

Employees on pregnancy disability leave who do not receive continued paid coverage, or whose paid coverage ceases after 12 workweeks, may continue their group health insurance coverage through the Company in conjunction with COBRA guidelines. Employees should contact the Human Resources department for further information.

At the conclusion of the leave, subject to some exceptions, an employee generally has a right to return to the same or to an equivalent position.

#### **9. CALIFORNIA STATE DISABILITY INSURANCE ("SDI") AND PAID FAMILY LEAVE ("PFL")**

California State Disability Insurance and Paid Family Leave programs are administered by the Employment Development Department (EDD) and financed entirely by California workers through a payroll tax. The State Disability Insurance (SDI) program provides benefits to workers who are unable to work due to non-work-related illness, injury, or pregnancy. Persons covered by SDI are also automatically covered by Paid Family Leave insurance (PFL). PFL benefits are available to persons who take time off work to care for a seriously ill child, child of a domestic partner, spouse, parent, or domestic partner, or to bond with a new minor child. PFL benefits run concurrently with FMLA leave and CFRA leave, California's FMLA counterpart.

Neither SDI nor PFL provide job protection or return to work rights. Your job may be protected if you qualify for leave under the federal and state family and medical leave laws. For more information, contact the Human Resources department for a brochure or visit [www.edd.ca.gov](http://www.edd.ca.gov).

#### **10. PERSONAL LEAVE OF ABSENCE**

At the discretion of The Company, full-time employees who have completed one (1) year (twelve consecutive months) of employment may be granted a leave of absence without pay for special circumstances. Requests must be submitted in writing, on the appropriate Company provided forms, to your Supervisor/Manager. Approval will be based on the anticipated needs of the business. If approval is granted, the Company will make reasonable efforts to return you to the same or similar job you held prior to the leave of absence, subject to staffing and business requirements, though it is under no legal requirement to do so.

Approved leave of absence may not exceed thirty (30) days and is granted only after accrued PTO is exhausted.

During unpaid leave, an eligible employee is entitled to continued group health plan coverage on the same terms as if the employee had continued to work. The employee is responsible for voluntary benefit deductions in effect at the time of leave if they wish to maintain coverage. In



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some instances, the Company may recover premiums it paid to maintain health coverage for an employee who fails to return to work following a Personal Leave of Absence.

#### **11. SCHOOL LEAVE (SUSPENSION)**

If it is necessary for an employee who is the parent or guardian of a child to attend the child's school to discuss possible suspension, the employee should alert his or her manager as soon as possible so that alternative arrangements may be made. No discriminatory action will be taken against the employee for taking time off for this purpose. Such time off is unpaid.

#### **12. TIME OFF FOR VICTIMS OF SEXUAL ASSAULT OR DOMESTIC VIOLENCE**

The Company will not discriminate against employees who are victims of crime if they take time off to appear in court to comply with a subpoena or other court order as a witness in any judicial proceeding. The Company will not discriminate against employees who are victims of domestic violence or sexual assault for taking time off from work to obtain or attempt to obtain any relief, including but not limited to, a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of a domestic violence or sexual assault victim or his or her child. Such time off is unpaid and certification of sexual assault will be required for time off to be granted.

The Company will not discriminate or retaliate against an employee who is a victim of domestic violence for taking time off from work, which will be unpaid, to seek medical attention for injuries caused by the domestic violence or sexual assault, to obtain services from a domestic violence program or a shelter, program, or rape crisis center, to obtain psychological counseling related to the domestic violence or sexual assault, or to participate in actions to increase safety from future domestic violence or sexual assault, including temporary or permanent relocation.

Affected employees must give the Company reasonable notice that they are required to be absent for a purpose stated above, except for unscheduled or emergency court appearances or other emergency circumstances. In such a case, the Company will take no action against affected employees if, within a reasonable time after the appearance, they provide the Company with documentary evidence that their absence was required for any of the above reasons.

Affected employees may use accrued PTO (if eligible).

#### **13. TIME OFF FOR VICTIMS OF VIOLENT CRIMES**

Employees who are victims or related to victims of a violent felony, or a felony statute prohibiting theft or embezzlement, may take unpaid time off from work to attend judicial proceedings related to the crime. "Related to" means the employee's spouse, child, stepchild,



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brother, stepbrother, sister, stepsister, mother, stepmother, father, stepfather, registered domestic partner, or the child of a registered domestic partner.

The employee must give the Company a copy of a notice in advance of each scheduled proceeding. If it is impossible to do so, the employee must give the Company such notice within a reasonable time after the proceeding from the court or government agency setting the hearing, the district attorney or prosecuting attorney's office, or the office of the victim's advocate. An employee may use accrued PTO (if eligible) for the purpose of attending the proceeding. The Company shall keep all records pertaining to this time off confidential.

#### **14. LACTATION ACCOMMODATION**

The Company shall provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child. As far as possible, this break time shall run concurrently with the employee's regularly-scheduled break time, if applicable. Any break time given for this purpose that does not run concurrently with the break time provided by law shall be unpaid and employees provided with such break time shall record it on their timesheets. The Company is not required to provide such break time if it would seriously disrupt operations.

The Company shall make every reasonable effort to provide employees with the use of a room or other location (other than a toilet stall) close to the employees' work area for employees to express milk in private. The room or location may include the place where the employee normally works if it otherwise meets the requirements of this policy.



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## E. EMPLOYEE BENEFITS

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### 1. DISCLAIMER

The Company has established a variety of employee benefit programs designed to assist you and your eligible dependents in meeting the financial burdens that can result from illness and disability. This portion of the Employee Handbook contains a very general description of the benefits for which you may be eligible. Please understand that this general explanation is not intended to, and does not, provide you with all the details of these benefits. Therefore, this Handbook does not change or otherwise interpret the terms of the official plan documents. The provisions of the official documents will govern in all cases.

Please note that nothing contained in the benefit plans described herein shall be held or construed to create a promise of employment or future benefits, or a binding contract between the Company and its employees, former employees, or their dependents for benefits or for any other purpose.

The Company reserves the right, in its sole and absolute discretion, to amend, modify, or terminate, in whole or in part, any or all of the provisions of the benefit plans described herein, including any health benefits that may be extended to employees, former employees, and their dependents. Further, the Company reserves the exclusive right, power and authority, in its sole and absolute discretion, to administer, apply, and interpret the benefit plans described herein and to decide all matters arising in connection with the operation or administration of such plans.

### 2. MEDICAL AND DENTAL BENEFITS

As a Full-Time employee, you are eligible to participate in the Company's health benefits programs that include medical and dental insurance coverage.

You may select individual, employee + child, employee + spouse, or family coverage for you, your spouse, and any of your eligible dependents. Medical coverage begins the first day of the month following ninety (90) days of continuous employment. You have ninety (90) days from your date of hire to decide on your coverage and return your enrollment form, otherwise you will automatically waive your coverage and have to wait until annual enrollment to sign up for benefits.

You will learn more about these benefits during orientation and at times of annual enrollment. Once you have selected the benefits level and coverage you desire, you must maintain these benefits until the Company's next annual enrollment period. There are certain exceptions to this policy, which are listed later in this chapter.



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Medical benefits programs are very specific and detailed as to covered occurrences, deductibles, and requirements. You will be provided this information and your portion of the cost at the time you sign up for the coverage you elect.

You should contact the Human Resources department any time you have questions about your coverage, costs, or benefit claim processes.

### **3. BENEFIT CHANGES**

Generally, you will not be allowed to make changes in the benefits you elect during the benefit year. The time to change benefit coverage occurs during the Company's annual enrollment period.

Exceptions to the policy include documented occurrences such as:

- Marriage
- Divorce
- Adoption of a Dependent
- Death
- Birth
- Termination of Spouse's or Domestic Partner's Employment
- Loss of Current Coverage

It is your responsibility to promptly notify the Human Resources department in writing in order to document these changes if, as a result, you want to change your current benefit coverage. Such notification must be provided to the Company within thirty (30) days of the date of the occurrence. The change in coverage will be effective on the date of the event.

### **4. WORKERS' COMPENSATION**

Workers' Compensation laws protect you against lost wages and cover reasonable medical expenses resulting from injuries sustained while performing your job. Each state has its own workers' compensation statutes. Waiting periods for payment of lost wages and benefits may vary from state to state. The coverage defined by statute in your home state is in effect while you are at work in another state.

All injuries and accidents that occur in the workplace must be reported immediately to a manager whether or not medical attention appears necessary. A first report of accident form may be obtained from your manager. This form must be completed and returned to your manager for further evaluation and completion.



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## F. ON – THE – JOB

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### 1. BUSINESS ETHICS AND PROFESSIONAL CONDUCT

The successful business operations and reputation of the Company are built upon the principles of professional, fair, and ethical conduct of our employees.

A professional image requires you to treat others as you would like to be treated, keep work areas orderly and clean, use appropriate language, be sensitive to cultural diversity, appreciate everyone's contribution to the success of the business, respect others' opinions, be on time, and maintain a positive attitude.

The continued success of the Company is also dependent upon our clients' trust in our services and we are dedicated to preserving that trust. Employees should always act in a way that will merit the continued trust and confidence of the public.

In furtherance of this policy, no employee may accept a gift or gratuity valued in excess of \$100.00 from any customer, vendor, supplier, or other person doing business with the Company. In the case of expenses paid by such persons for business meals or trips, please discuss this with your manager in advance. In no event may a gift, gratuity or expense payment influence a business decision, transaction or service.

### 2. QUALITY STATEMENT

Quality in what we do and the services we provide is a vital and strategic factor in The Company's continued corporate success.

The Company defines quality as exceeding expectations, improving the efficiency of our internal business processes, and providing those we serve with total customer satisfaction.

The quality we all strive for begins with your best efforts to maintain and improve your work skills, your knowledge of our Company's business activities, understanding of customer needs and teamwork, and the enthusiasm and personal satisfaction that comes with doing a job as best you can.

### 3. OPEN DOOR POLICY

The Company stands firm on the belief that everyone employed provides value to our business and will always be a key factor in our success as an organization. To that end, we have adopted an Open Door Policy in order to further demonstrate the value we place on our staff. This means that every Manager's door is open to every employee. The purpose of the Open Door



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Policy is to encourage open communication, feedback, and discussion about any matter of importance to our employees. The Company's open door policy means that employees are free to talk with any Manager at any time.

Each member of management is responsible for creating an atmosphere free of discrimination. Further, employees are responsible for respecting the rights of their co-workers, clients, consumers, and vendors. A Manager or Supervisor has the responsibility to address the concern and help our staff members understand workplace practices, processes, and business decisions.

If an employee does not feel comfortable discussing his or her issue with their immediate Supervisor, the Open Door Policy allows an employee to discuss an issue or concern with the next level or Management and/or Human Resources directly. All Managers and Supervisors should be willing to listen to any workplace concerns and help with resolution or clarification.

If you experience any job-related concern in the workplace and would like assistance in communicating these concerns and resolving the issues, or if you believe that you have been treated in an unlawful discriminatory manner, or have been unlawfully harassed, **promptly report the incident to your Supervisor or another member of the Management Team.** If you believe it would be inappropriate to discuss the matter with your Supervisor, report it directly to the head of your department or to Human Resources. Once made aware of your complaint, we are committed to commence an immediate, thorough investigation of the allegations. Your complaint will be kept confidential to the maximum extent possible.

If at the completion of the investigation, the Company determines that an employee is guilty of inappropriate work conduct as defined in our employee handbook, appropriate disciplinary action will be taken and the matter resolved.

Our Company prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in the complaint investigation. However, if after investigating any complaint of unlawful discrimination and/or inappropriate work conduct, the Company determines that an employee intentionally provided false information regarding the complaint, disciplinary action may be taken against the employee(s) that provided the false information. Additionally, it is expected that every employee conducts themselves in a professional manner at all times, which includes but is not limited to, maintaining a high level of confidentiality regarding any workplace investigations conducted. If an employee is found violating this professional conduct policy, we will initiate disciplinary action which may include termination of employment depending on the nature of the violation.

## 4. BULLYING POLICY

The Company defines bullying as *"repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more employees against another or others, at the place of work and/or in the course of employment."* Such behavior violates our Code of Ethics which clearly states that all employees will be treated with dignity and respect.

The purpose of this policy is to communicate to all employees, including Supervisors, Managers, and Executives, that our organization will not tolerate bullying behavior in any instance. Employees found in violation of this policy will be disciplined, up to and including termination.

Bullying may be intentional or unintentional, however it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when determining the proper form of discipline. As in sexual harassment, it is the affect of the behavior upon the individual that is important. The Company considers the following types of behavior examples of bullying:

- **Verbal Bullying:** slandering, ridiculing, or maligning a person or his/her family; persistent name calling which is hurtful, insulting, or humiliating; using a person as butt of jokes; abusive and offensive remarks.
- **Physical Bullying:** pushing, shoving, kicking, poking, or tripping; assault or threat of physical assault; damage to a person's work area or property
- **Gesture Bullying:** non-verbal threatening gestures, glances which can convey threatening messages

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

- Persistent singling out of one person
- Shouting or raising voice at an individual in the presence of other staff members and/or in private
- Using verbal or obscene gestures
- Personal insults and use of offensive nicknames
- Public humiliation in any form
- Constant criticism on matters unrelated or minimally related to the person's job performance or description
- Public reprimands
- Spreading rumors and/or gossip regarding individuals
- Intentionally manipulating the ability of someone to do their work (e.g. overloading, underloading, withholding information, setting meaningless tasks, setting deadlines that cannot be met, or giving deliberately ambiguous instructions)



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- Deliberately excluding an individual or isolating them from work-related activities (meetings, etc)
- Unwanted physical contact; physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property)

## 5. NEPOTISM POLICY

The Company encourages the referral of all qualified candidates for employment consideration; however it is not Company Policy to offer employment opportunities for members of the same family. In the best interest of all employees, those who are involved in a personal relationship outside of the workplace (i.e. dating, married, family, etc.) should not directly supervise, report to, or evaluate one another's performance or work activities. This Nepotism Policy enables the Company to eliminate the potential for conflicts of interest concerning the appearance of favoritism, the creation of morale problems, or spillover conflicts that may occur in the workplace.

Our goal is to create a favorable work environment for all employees. The Company has adopted the following nepotism policy:

The employment of relatives is prohibited if the situation would result in the creation of:

- A relative being hired/employed by another relative, regardless of position within the company
- A manager/subordinate relationship between relatives or if a direct managerial relationship would be established in the future as a requirement of the job position.
- An actual conflict of interest or the appearance of a conflict of interest. Generally, this restricts the hiring or employment of a relative in any position that has an auditing or control relationship of the employee's job.

**Please note:** Employees who marry or establish a close personal relationship can continue in their current position, as long as it does not create a prohibited employment relationship, until such time as it is practical to make other employment arrangements such as a transfer or change in management structure.

## 6. NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

The Company is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, the Company expects that all relationships among persons in the workplace be business-like and free of bias, prejudice, and unlawful harassment.

## Definitions of Harassment

- a. **Sexual Harassment** constitutes discrimination and is illegal under federal, state, and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when, for example: (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (ii) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or (iii) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Sexual harassment on the job is unlawful whether it involves co-worker harassment, harassment by a supervisor or manager, or by persons doing business with or for the Company.

Depending on the circumstances, these behaviors may include, but are not limited to unwanted sexual advances or requests for sexual favors, offering employment benefits in exchange for sexual favors, making or threatening reprisals after a negative response to sexual advances, sexual jokes and innuendo, verbal abuse of a sexual nature, commentary about an individual's body, sexual prowess or sexual deficiencies, leering, catcalls or touching, insulting or obscene comments or gestures, display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail) and other physical, verbal, or visual conduct of a sexual nature.

- b. **Harassment on the basis of any other protected characteristic** is also strictly prohibited. Harassment based on gender, gender identity, race, creed, color, religion, sex, age, sexual orientation, national origin or ancestry, physical or mental disability, cancer-related medical condition, marital status, veteran status, or any other characteristic protected by law is strictly prohibited. That is, verbal, visual or physical conduct based on one of these protected categories that: (i) has the purpose or effect of creating an intimidating, hostile, or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities, constitutes unlawful harassment.

Harassing conduct includes, but is not limited to epithets, slurs, or negative stereotyping, threatening, intimidating or hostile acts, denigrating jokes and displays, or circulation in the workplace of written or graphic material that



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denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

#### **Individuals and Conduct Covered**

These policies apply to all applicants and employees of the Company and persons engaging in business activities with the Company, and prohibit harassment, discrimination, and retaliation whether engaged in by fellow employees, by a manager, or by someone not directly connected to the Company (e.g., an outside vendor, consultant, or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, or business-related social events.

#### **Retaliation Is Prohibited**

The Company prohibits retaliation against any individual who reports conduct or practices the individual reasonably believes constitute unlawful discrimination or harassment or because of the employee's participation in an investigation, proceeding or hearing related to employment discrimination or harassment. Retaliation against an individual for such opposition or participation is a violation of law and, like harassment or discrimination itself, will be subject to corrective action, up to and including termination.

#### **REPORTING PROCEDURES:**

##### **Reporting of an Incident of Harassment, Discrimination, or Retaliation**

The Company strongly urges the reporting of all incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Individuals who believe they have witnessed or experienced conduct that they believe contrary to the Company's policy or who have concerns about such matters should file their complaints with their manager or the Human Resources department. Supervisors and managers must immediately report all harassment, discrimination and retaliation complaints to the Human Resources department.

The availability of this reporting procedure does not prevent individuals who believe they are being harassed from promptly advising the offender that the behavior is unwelcome and requesting that it be stopped.

Any employee who makes a false claim of harassment will be disciplined according to Company policy.

##### **Employee's Duty to Disclose Benefits Received**

No supervisor, manager, or officer of The Company is authorized to condition the receipt or denial of any benefit, compensation, or other term or condition of employment on an employee's complying with any sexual demand. To the contrary, all employees are instructed



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that they must refuse such demands and report them promptly to the Human Resources department. Any employee who is found to have obtained any benefit from the Company because he or she submitted to an unreported sexual demand will be disciplined appropriately, including but not limited to, reimbursement for the value of any benefits received. Any employee making such a demand will be disciplined, up to and including termination.

#### **Investigation of Harassment, Discrimination, or Retaliation**

Any reported allegations of harassment, discrimination, or retaliation must and will be investigated, even if the alleged victim expresses a desire that the Company not investigate. This is the law. The investigation may include individual interviews with all parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. The investigation will be completed and a determination regarding the harassment alleged will be made and communicated to the employee(s) who complained and the accused harasser(s). If the Company determines that sexual or other prohibited harassment has occurred, the Company will take effective remedial action commensurate with the circumstances. Appropriate action will also be taken to deter any future harassment. If a complaint of harassment is substantiated, appropriate disciplinary action, up to and including termination, will be taken.

Confidentiality will be maintained throughout this process to the extent consistent with adequate investigation and appropriate corrective action.

Individuals who have questions or concerns about these policies should talk with their Manager or the Human Resources department.

#### **7. ATTENDANCE**

Employees are responsible for being ready to start work at their scheduled time and continue working until their scheduled hours of work are completed. It is your obligation to notify your supervisor as far as possible in advance whenever you will be late or absent. If your supervisor is not available when you call, you must speak to another manager or supervisor. If you are physically unable to make a personal phone call, you must have someone else call for you.

Employees having excessive tardiness and absences are subject to disciplinary action up to and including termination. Please consult the Attendance and Punctuality policy of this Handbook for further details.

#### **8. DRESS CODE**

The Company's official standard of dress in the office is Business Casual Monday through Thursday and Casual on Friday. The purpose of the dress code is to uphold the image of the



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Company and its staff members. Business Casual dress is defined as more comfortable, less structured attire including cotton slacks, golf shirts, sweaters, blazers, and leather footwear.

Attire considered inappropriate for the work environment includes sweatpants, athletic outfits, bare mid-driffs, shorts, cut-offs, beach sandals, open-toed shoes, and excessive jewelry. Employees who report to work inappropriately dressed may be asked to leave and return in acceptable attire.

Compliance with this policy relies primarily on the good judgment of employees in selecting appropriate office attire. Heads of departments may adopt more structured guidelines as their business operations warrant and supervisory management has the overall responsibility for assuring proper attire worn by employees under their area of responsibility.

#### **9. PERSONAL APPEARANCE AND HYGIENE**

It is expected that all employees will maintain a clean and neat appearance and will project a professional and business-like image in dealing with other employees, clients, vendors, and the general public.

Good hygiene and pride in your appearance will ensure that all employees and clients are comfortable in our daily interactions. The Company reserves the right to define appropriate standards of appearance and hygiene in the workplace.

#### **10. EMPLOYEE CONDUCT**

It is each employee's responsibility to be aware of and adhere to Company policies, procedures, and common sense standards of conduct. Among the causes for corrective action, which may include immediate termination, are the following:

- Any act of dishonesty, including theft or misappropriation of money, supplies, information, services, equipment, or time
- Any act which calls into question the employee's integrity, such as falsification of company records and documents, competing in business with the Company or any other conflict of interest, divulging trade secrets or confidential information, or conviction of a felony
- Any act which may create a dangerous situation, such as carrying a weapon on Company premises, physically assaulting or verbally threatening another individual, or disregard of property or safety standards
- Violation of the Company's Substance Abuse Policy
- Failure to adhere to attendance or timekeeping regulations
- Violation of the Company's Policies and Procedures, including sexual or other unlawful harassment or discrimination



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This list is not comprehensive and other actions of a similar nature could also lead to corrective action, up to and including termination. This statement of prohibited conduct also does not alter the Company's policy of employment at will. Should you have a question concerning any of the above or if you are ever in doubt about whether certain conduct is permitted, please consult with your manager or the Human Resources department.

#### **11. CORRECTIVE ACTION**

Counseling and corrective actions are intended to provide employees an opportunity to correct performance or conduct deficiencies or, as circumstances warrant, for the Company to terminate the employment relationship. The corrective action process may include counseling, coaching, verbal warnings of dismissal, written warnings of dismissal, or termination of employment. These are not progressive steps that the Company is obligated to follow in any prescribed order. The Company maintains the sole authority, right, and responsibility to respond to the issue, conduct, or event that may lead to the application of corrective actions in the manner deemed appropriate (which may include immediate termination).

#### **12. JOB ABANDONMENT**

An employee who is absent from work for three (3) consecutive workdays without properly reporting their absence(s) to their manager will be considered to have voluntarily resigned their employment with the Company through job abandonment. Under these circumstances, resignation is effective the first day of the unreported absence.

#### **13. VIOLENCE IN THE WORKPLACE**

The Company strives to provide a safe workplace for all employees. To ensure a safe workplace and to reduce the risk of violence, all employees should review and understand all provisions of our workplace violence policy.

We will not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making threats or engaging in violent activities. Acts or threats of physical violence, including intimidation, harassment and/or coercion, which involve or affect the Company or its employees or which occur on Company property or during work hours, will not be tolerated.

This prohibition against threats and acts of violence applies to all persons involved in the operation of the Company, including, but not limited to, company personnel, contract and temporary workers and anyone else on company property. Violations of this policy, by any individual on company property, by any individual acting as a representative of the Company while off company property or by any individual acting off company property when his or her



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actions affect the business interests of the Company, will lead to disciplinary and/or legal action as appropriate.

Workplace violence is any intentional conduct which is sufficiently severe, offensive or intimidating to cause an individual to reasonably fear for his or her personal safety or the safety of his or her family, friends and/or property such that employment conditions are altered or a hostile, abusive or intimidating work environment is created for one or more company employees. Examples of workplace violence include, but are not limited to, the following:

- Threats or acts of violence occurring on company premises, regardless of the relationship between the Company and the parties involved in the incident.
- Threats or acts of violence occurring off company premises involving someone who is acting in the capacity of a representative of the Company.
- Threats or acts of violence occurring off company premises involving an employee of the Company if the threats or acts affect the business interests of the Company.
- Threats or acts of violence occurring off company premises of which an employee of the Company is a victim if the company determines that the incident may lead to an incident of violence on company premises.
- Threats or acts resulting in the conviction of an employee or agent of the Company, or of an individual performing services for the Company on a contract or temporary basis, under any criminal code provision relating to violence or threats of violence which adversely affect the legitimate business interests of the Company

Specific examples of prohibited behaviors:

- Causing physical injury to another person
- Making threatening remarks to cause injury to another person or to subject another individual to emotional distress
- Intentionally damaging company property or property of another employee
- Possession of a weapon while on company property or while on company business
- Committing acts motivated by or related to sexual harassment or domestic violence
- Harassing or threatening phone calls
- Surveillance
- Stalking
- Veiled threats of physical harm or intimidation

Any potentially dangerous situations must be reported immediately to your manager or the Human Resources department. Reports can be made anonymously and all reported incidents will be investigated. Reports or incidents warranting confidentiality will be handled appropriately and information will be disclosed to others only on a need-to-know basis. All



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parties involved in a situation will be counseled and the results of investigations will be discussed with them.

Threats, threatening conduct, or any other acts of aggression or violence in the workplace is a violation of this policy. Any employee determined to have committed such acts will be subject to corrective action, up to and including termination. Non-employees engaged in violent acts on the company's premises will be reported to the proper authorities and prosecuted to the fullest extent of the law.

Any employee who applies for a temporary or permanent protective or restraining order which lists any Company location as a protected area must provide to the Human Resources department a copy of the petition and declarations used to apply for the order. Any employee who obtains a temporary or permanent protective or restraining order which lists any Company location as a protected area must provide to the Human Resources department a copy of the order. Such information will be kept confidential to the extent possible without compromising the safety and security of Company employees and the Company.

**Important Note:** The Company will make the sole determination of whether, and to what extent, threats or acts of violence will be acted upon by the Company. In making this determination, the Company may undertake a case-by-case analysis in order to ascertain whether there is a reasonable basis to believe that workplace violence has occurred. No provision of this policy shall alter the at-will nature of employment at the Company.

#### 14. WEAPONS IN THE WORKPLACE

The Company believes it is important to establish a clear policy that specifically addresses weapons in the workplace. The Company prohibits all persons who enter Company property from carrying a handgun, firearm, or weapon of any kind onto the property regardless of whether the person is licensed to carry the weapon. Prohibited weapons include any form of weapon restricted under local, state, or federal regulation, including all firearms and illegal knives. This policy applies to all Company employees, temporary employees, visitors on Company property, and customers and contractors on Company property. The only exceptions to this policy will be police officers, security guards, or any other persons given written consent by the Company to carry a weapon on the property.

If you have any questions about whether an item is covered by this policy, please ask your manager or the Human Resources department. Failure to abide by all terms and conditions of the policy described above may result in corrective action up to and including termination from the Company. Further, carrying a weapon onto Company property in violation of this policy will be considered an act of criminal trespass and will be grounds for immediate removal from Company property and may result in prosecution.



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## 15. CONFIDENTIAL INFORMATION AND PROPERTY STEWARDSHIP

The protection of business information, property, and all other Company assets are vital to the interests and success of the Company. No company-related information or property, including documents, files, records, computer files, equipment, office supplies, or similar materials may be removed from the premises (except in the ordinary course of performing duties on the Company's behalf). In addition, when an employee leaves employment, all company-related information and property that the employee has in his/her possession must be returned on the last date of employment. Violation of this policy is a serious offense and may result in appropriate corrective action up to and including prosecution.

During the course of employment with the Company, employees will encounter confidential information about the Company, its employees, customers, suppliers and vendors. Confidential information includes, but is in no way limited to financial records, personnel and payroll records (regarding current or past employees), information regarding customer transactions, customer account information, information regarding customers, vendors or suppliers, trade secrets, and any documents or information regarding the Company operations, procedures or practices. Confidential information is to be divulged only to individuals within the Company with a need to receive, and authorization to receive, such information. If in doubt as to whether information should be divulged, err in favor of not divulging information and discuss the situation with your supervisor. Employees will be subject to appropriate corrective action, up to and including termination from the Company, for knowingly or unknowingly revealing confidential information.

Additionally, confidential information may not be removed from Company premises without express written authorization from an officer of the Company.

Confidential information obtained during or through employment with the Company may not be used by any employee for the purpose of furthering current or future outside employment or activities or for obtaining personal gain or profit. Employees may be required to enter into a written confidentiality and/or non-solicitation agreement as a condition of employment or continued employment.

## 16. USE OF COMPUTER SYSTEMS AND COMPANY EQUIPMENT

### Corporate Software

The Company provides certain supplies and materials necessary for you to perform your job including Company provided software. Only software that is needed for legitimate business purposes is to be installed on company computers. Installation of personal software on Company computers is strictly prohibited. The Company reserves the right to install monitoring software at the server and desktop levels to ensure compliance with Company policies. Disabling monitoring software is prohibited and cause for corrective action. Employees,



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managers, and the Information Technology department have a shared responsibility to ensure that all software residing on Company computer systems is properly installed, licensed, and approved for business purposes.

You may access only files or programs that you have permission to enter. Unauthorized review of files, dissemination of passwords, the creation or use of passwords not authorized by the Company, damage to systems, removal of files, removal of programs or improper use of information contained in any software or other technical system or application may be grounds for corrective action, up to and including termination.

#### **Company Equipment**

Employees are expected to exercise care in the use of Company equipment and property and use such property only for authorized purposes. Loss, damage, or theft of Company equipment should be reported at once. Negligence in the care and use of Company equipment may be considered grounds for corrective action up to and including termination from the Company.

Employees are also expected to exercise good judgment in using the Company's computers and computer network. The computing assets of the Company are subject to frequent attack from external sources (e.g., viruses, hackers, etc.). Employees are in no way entitled to disable any kind of virus-scanning, asset inventory, or similar software that is periodically run for the protection of the Company's computing assets.

It is also strongly recommended that employees use great caution when opening files that are received via email or that are available on the Internet that could in any way compromise the Company's security. To protect against any such compromise, all employees are encouraged to consult with the Information Technology team regarding any file, web page, email, etc. that is considered suspicious or potentially damaging.

The Company also retains the right to retain any employee password for their personal computer, network access, or locked file (e.g., spreadsheet, document, etc.). Use of passwords or other security measures does not diminish the Company's right to access materials on its system. Any password used by employees must be revealed to the Company if required by Management.

The Company's information equipment, including e-mail and voicemail systems, fax machines, computers, including Internet and World Wide Web, pagers, beepers, postage, facsimile and copier machines, are intended for business purpose use only. **Searches of the Company's information equipment may be conducted without advance notice in order to ensure that they are being used exclusively to facilitate transmittal of business-related information.**



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The following applies (as further elaborated below) to the use by employees of all of the Company's information equipment, including use of the Internet and World Wide Web, e-mail and voicemail systems, fax machines, computers, pagers, beepers, and any other communication or information-transmittal device:

1. The Company' harassment, discrimination and solicitation policies all extend to such use.
2. Commercial use of any of the Company's electronic communication systems that is not directly for the benefit of the Company is prohibited.
3. No electronic communication device, including the Internet and World Wide Web, may be used in a manner that infringes upon the rights of others to proprietary, trademarked, confidential or trade secret information.
4. Such devices may not be used for any competitive purpose or any purpose that creates an actual, potential or apparent conflict of interest.

The use of the Company's information equipment in any manner that may be disruptive, offensive to others, or harmful to morale is specifically prohibited, including but not limited to the display or transmission of sexually explicit images, messages and cartoons, as well as the use of any ethnic slurs or communication that may be construed as harassment or disparagement of others. Such transmissions may be grounds for disciplinary action, up to and including termination. **Searches of The Company' information equipment may be conducted without advance notice in order to ensure it is being used exclusively to facilitate transmittal of business-related information.**

#### **Safety Issues for Blackberry, PDA, Pager and Cellular Telephone Users**

Anyone who uses a Blackberry, PDA, pager or cellular telephone for Company business is expected to put safety above all other concerns. In compliance with California law, employees are prohibited from using the text messaging, email or internet features of Blackberries, PDAs, pagers or cell phones while driving. Also in compliance with California law, employees are prohibited from using a cellular telephone (or the cell phone features of Blackberries or PDAs) while driving, unless using a hands-free device and, even then, such use is strongly discouraged while driving. If an employee must initiate a telephone call using a Blackberry, PDA or cell phone, the employee should pull off the road in a safe place or park. The Company does not require employees to place or receive electronic or cellular communications while driving. Accordingly, any person who uses a Blackberry, PDA, pager or cellular phone and is charged with a violation of law resulting from the use of such electronic devices while driving, including traffic citations, will be solely responsible for any accident, claim, liability, fine, or other consequences of the use of a Blackberry, PDA, pager or cell phone.



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Use of any of the above Company's equipment constitutes consent by the user to all of the terms and conditions of this policy regarding computer systems and Company equipment.

#### **17. E-MAIL AND INTERNET USE POLICY**

Every employee is responsible for using the Internet and electronic mail (e-mail) system properly and in accordance with this policy. This policy specifically addresses e-mail and Internet use for Company business purposes.

The Internet can be a valuable source of information and research. In addition, e-mail can provide excellent means of communicating with other employees, customers, outside vendors, and other businesses. Use of the Internet for Company business, however, must be tempered with common sense and good judgment.

If you abuse your right to use the Internet, you may be subject to corrective action up to and including termination from the Company as well as civil and criminal liability.

##### **Disclaimer of Liability for Use of Internet and Email**

The Company is not responsible for material viewed or downloaded by users from the Internet or via e-mail. The Internet is a worldwide network that contains millions of pages of information. Users are cautioned that many of these pages and external emails include offensive, sexually explicit, and inappropriate material. Although the Company employs various tools to filter out some offensive content, users accessing the Internet and e-mail do so at their own risk.

##### **No Expectation of Privacy**

The computers and computer accounts given employees are to assist them in performing their jobs. **Employees should not have an expectation of privacy in anything they create, store, send, or receive on the Company's computer system.** The computer system belongs to the Company and may only be used for business purposes.

##### **Monitoring Computer Usage**

The Company has the duty to monitor any and all aspects of the computer system, including sites visited by employees on the Internet, chat and news groups, material downloaded or uploaded by users, and e-mail sent and received by users.

##### **Prohibited Activities**

Material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful, inappropriate, offensive, or a violation of The Company's equal employment opportunity policy and its policies against sexual or other harassment may not be downloaded from the Internet or displayed or stored in the Company's



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computers. Employees encountering or receiving this kind of material should immediately report the incident to their manager or to the Human Resources department.

#### Sending Unsolicited E-Mail (Spamming)

Without the express permission of their manager, employees may not send unsolicited e-mail to persons with whom they do not have a prior relationship.

#### Blogging

Except as permitted by law, no Company employee may post by blogging<sup>1</sup> comments that are: unlawfully discriminatory or harassing, that unlawfully defame or disparage the Company's business, work product, or management, or that reflect a lack of professionalism as a Company employee.

If an employee is dissatisfied with any aspect of the Company's operation, the employee is encouraged to bring those concerns to the Human Resources department. Employees have ethical and other obligations to keep confidential proprietary and other information about the Company.

#### Amendments and Revisions

This policy may be amended or revised as the need arises. Users will be provided with copies of all amendments and revisions.

Violations of this policy will be taken seriously and may result in corrective action, including possible termination and/or civil and criminal liability.

Use of e-mail and the Internet via the Company's computer system constitutes consent by the user to all of the terms and conditions of this policy.

### **18. VOICE MAIL POLICY**

The Voice Mail system is the property of the Company. It has been provided for use in conducting Company business and its use is subject to the Company's harassment, discrimination and solicitation policies. All communications and information transmitted by, received from, or stored in this system are Company records and property of the Company. **Employees have no right of personal privacy in any matter stored in, created, received, or sent over the Voice Mail system.** Use of passwords or other security measures does not diminish the Company's right to access materials on its system. Any password used by employees must be revealed to the Company if required by Management, as Voice Mail messages may need to be accessed in an employee's absence.

<sup>1</sup> "Blogging" consists of the posting of writings or other content on a publicly available Internet site by an individual.



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Any employee who discovers misuse of the Voice Mail system should immediately contact the Human Resources department. Violations of the Company's Voice Mail policy may result in corrective action up to and including termination from the Company. The Company has the right to modify this policy at any time, with or without notice.

#### **19. PERSONAL TELEPHONE CALLS**

Because a large percentage of our business is conducted over the phone, it is essential to project a professional telephone manner at all times.

Although the Company realizes that there are times during a normal work day when an employee may need to use the telephone/cell phone for personal reasons, it is expected that good judgment will be used in limiting the length and frequency of such calls.

Personal cell phones should be on silent or vibrate during normal company hours, as cell phone ringing can be disruptive to the work environment.

#### **20. SOLICITATION, DISTRIBUTION AND POSTING POLICY**

To maintain and promote a safe and efficient workplace and to avoid interference with and disruption of Company operations and employees' work, solicitations, collections and circulation of petitions by employees during working time are prohibited. Working time includes the working time of both the employee doing the soliciting and the employee being solicited but excludes meal and break periods and time before and after work.

Distribution of literature by employees during working time or in working areas at any time is also prohibited. In addition, the posting of notices or literature of any kind on Company property or premises by anyone other than management is prohibited.

Non-employees are not allowed on Company property or premises for solicitation, distribution or posting of literature at any time.

Any violation of this policy will result in disciplinary action up to and including termination.

#### **21. SMOKE-FREE/TOBACCO-FREE POLICY**

The Company is committed to being a smoke-free/tobacco-free work environment. Smoking or use of other tobacco products is not permitted inside of company offices and facilities. This policy also extends to all common areas such as lobbies, lounges, waiting areas, elevators, stairwells, restrooms, or company vehicles. Outside smoking or chewing tobacco is also restricted within twenty (20) feet of all building entrances, exits, operable windows, and air intakes.



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Smoking or chewing tobacco is strictly prohibited when dealing with public and/or serving clients.

## 22. SUBSTANCE ABUSE POLICY

It is the policy of the Company to provide a healthy workplace and to take reasonable measures to ensure that alcohol or drug use does not jeopardize the success or safety of our operations, employees, or customers.

The use of drugs and alcohol is a concern when it interferes with the efficient and/or safe performance of work, or an employee's dependability. Individuals who are under the influence of drugs and/or alcohol are a danger not only to themselves, but to all those around them. The misuse of drugs and/or alcohol can also severely impact an employee's performance, increase absenteeism, and contribute to increased medical expenses. To enforce the Company's commitment to a drug-free workplace, the following actions are prohibited:

- Using, possessing, distributing, selling, dispensing, manufacturing, transferring, offering, furnishing, or having in one's system illegal or illicit drugs (as defined under state and federal law and regulations) while working, while on Company premises, or when such conduct could, in the judgment of Company management, adversely affect the Company's interests;
- Using, possessing, selling, transporting, offering, or dispensing any product containing alcohol on Company premises or while engaged in the conduct of company business. [unless the consumption of alcohol at a Company-sponsored event has been approved in advance by the management team and employees who choose to consume alcohol at the event refrain from becoming intoxicated or impaired]
- Working while using prescription or over-the-counter drugs which could impair alertness, judgment, or coordination or otherwise affect the employee's ability to work safely. Employees who must use a medication that may affect their ability to perform safely are asked to inform their manager, in advance of starting to work, of any restrictions imposed by the employee's physician, or warnings included in the packaging accompanying the medication that might affect the employee's ability to work safely, so that the manager can make a decision regarding the employee's ability to work safely while he or she uses the medication.
- Please note that "medical marijuana" is illegal as a matter of federal law, and that the use of "medical marijuana" violates Company policy and will result in disciplinary action, up to and including termination.

If the Management Team has "reasonable suspicion" that an employee is under the influence of drugs or alcohol on Company premises, management will request for the employee to be tested and disciplinary actions will be taken if test results are positive. The Company will



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terminate any employee who refuses testing (including attempts to tamper with or evade the testing process).

#### **Testing Procedures**

The Company will:

1. Use only State/NIDA certified laboratories for its job-related drug testing. Alcohol tests will typically be performed by a trained breath-alcohol technician using an Evidential Breath Testing device, and will be confirmed at the test location by conducting a second test. Alcohol tests are considered positive if they reveal the presence of 0.02 percent or more in an employee's system.
2. Inform the tested employee, at the employee's request, of the address of the laboratory that will test the specimen.
3. Use the least intrusive test methods necessary to ensure the integrity of the sample and to ensure chain-of-custody of all test samples.
4. Employees' whose drug tests are confirmed positive by the laboratory will be contacted by the company's contracted Medical Review Officer (MRO) (a physician with knowledge of toxicology) and offered the opportunity to explain, in confidence, any reasons the employee may believe the test result does not reveal illegal drug use (such as, for example, evidence that the employee has a valid prescription for the drug detected). If the MRO concludes that the test result was caused by other than conduct that violates this policy, he or she will report the test result as negative to the Company.
5. Offer employees with verified positive drug test results the opportunity to have their remaining test specimen re-tested, at the employee's expense, and will reimburse the employee the cost of the re-test and any lost back pay if the re-test results do not confirm the presence of a prohibited drug.
6. Provide any employee who has tested positive and whose test results have been confirmed with the following information within 30 days of the testing date:
  - a. A copy of the laboratory test including results
  - b. A copy of this written policy on the use or abuse of controlled dangerous substances
  - c. If applicable, written notice of the Company's intent to take disciplinary action, terminate employment, or change the conditions of continued employment

Any employee who violates the Company's Substance Abuse Policy may be subject to corrective action up to and including termination of employment.



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## G. SAFETY

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### 1. INJURIES, ACCIDENTS, AND EMERGENCIES

Maintaining a safe work environment requires the continuous cooperation of all employees. The Company strongly encourages staff to communicate with fellow employees and their manager regarding any safety issues.

If an employee is injured on the job, the Company provides coverage and protection in accordance with Workers' Compensation Laws. When an injury is sustained while at work, it must be reported immediately to the employee's manager, who in turn will notify the Human Resources department and/or Risk Management of the accident.

Failure to report accidents is a serious matter, as it may preclude an employee's coverage under Workers' Compensation Insurance.



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## H. SECURITY

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### 1. GUESTS AND VISITORS

At designated times and with proper notice and approval from management, guests and visitors are welcome at the Company.

All guests and visitors are required to follow the Company's security policies. An employee must escort all guests, visitors, and family members when they are in our workplace.

The safety of our guests and visitors, especially minors, is important, as is the need to maintain a work environment free of disruption and distraction. It is also important to maintain the security of our work environment and safeguard Company property and confidential information.

### 2. CHILDREN AND PET VISITS

On occasion, employees may request that their child(ren) be allowed to visit the office. During these visits, all children must be directly supervised by their guardian at all times. The management team may deny requests for these visits based on work demands on that particular day. Due to health and safety reasons, the Company does not allow animals in the workplace. Pet visits are strictly prohibited.

### 3. COMPANY PROPERTY

All Company owned, leased, or provided equipment, materials, and supplies are the property of the Company. Each employee is obligated, as a condition of employment, to exercise prudent, safe, and effective use of all equipment, including company vehicles, materials, and supplies provided for employee use. Unauthorized removal or use of company property, equipment, or materials (whether in use, surplus, or discarded) or their misuse may result in corrective action up to and including termination from the Company and/or prosecution to the fullest extent of the law.

Upon termination of employment from the Company, you are required to return all Company property to your manager or to the Human Resources department.

### 4. THEFT AND VANDALISM

Each employee has the responsibility to safeguard and protect not only Company property, but also their own personal effects and those of their coworkers. In addition, vandalism or willful destruction of Company property or the personal property of others will not be tolerated.



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It is strongly recommended that employees not bring unnecessary valuables into the workplace. The Company is not responsible for the loss, theft, or destruction of an employee's personal effects. Incidents of theft, vandalism, or willful destruction of the Company or personal property will be vigorously investigated by Company personnel and, if appropriate, local law enforcement officials. An employee found responsible for such acts may be subject to corrective action up to and including termination from the Company and possible criminal prosecution.

#### **5. INVESTIGATIONS AND SEARCHES**

In some instances, an official investigation by the Company or local law enforcement officials may be warranted. In some instances, the Company may engage the services of private investigators. In addition, the Company may conduct internal investigations and searches pertaining to security, auditing, or work-related matters.

All employees are required to fully cooperate with those persons assigned by the Company to participate in an official Company investigation.

The Company will generally try to obtain an employee's consent before conducting a search or investigation but may not always be able to do so.



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## I. FACILITIES

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### 1. CLEAN ENVIRONMENT

Ensuring the protection and cleanliness of our work environment is part of the responsibility of each employee. The following measures will help ensure effective environmental protection at the Company and a safe and healthy work site.

- Report accidental spills or other releases of materials to sinks, floor drains, or the environment
- Be sure your work area is free of clutter and other hazards
- Be aware of situations that may prove hazardous to you, your co-workers, visitors, and guests. Report any problems or concerns to your manager immediately
- Discard materials such as paper, toner cartridges, and cleaning materials in proper receptacles and/or recycling bins

### 2. WORK AREA ENVIRONMENT

The Company is proud of the office and facilities we have established and maintain. Great efforts have been made to provide our employees with work areas that are efficient, comfortable, and that are based on sound ergonomic design. We urge you to respect your work area you have been provided by keeping it neat, clean, and free of clutter.

The Company encourages employees to personalize their own work areas within the boundaries of good taste. Any work area personalization that violates Company policy, draws unnecessary attention or is disruptive to the work environment will be removed immediately.



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## J. FINANCIAL POLICY

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### 1. TRAVEL/EXPENSE POLICY

The Company reimburses actual, reasonable, and customary travel expenses incurred by employees authorized to travel for business purposes. Employees are expected to use the most cost effective modes of transportation and choose reasonably priced accommodations and meals.

Company expense reports and instructions on how they are to be completed may be obtained from your manager. Eligible expenses to be reimbursed must be reported on expense reports, signed by the employee incurring the expense, and approved by the employee's manager.

Expense reports should be submitted promptly after expenses are incurred. Misrepresenting or falsifying information on an expense report may result in corrective action up to and including termination from the Company.

#### Receipts

Occasionally an employee will incur authorized expenses on behalf of the Company while conducting Company business. Receipts for these expenses must be obtained and properly reported to your manager in order for you to be reimbursed.

#### Meals

Employees will be reimbursed for reasonable and actual costs for personal meals during any approved long distance business trip. Receipts must support all meal reimbursements.

#### Mileage Allowance

Any official business that requires travel must be approved in advance by his/her manager or an officer of the Company in order to be reimbursed. Mileage can be reported on the travel and expense form. All such travel by private automobile will be reimbursed based on the actual miles driven and in accordance with the current governmental reimbursement rate. All travel and expense forms should be signed by your manager.

#### Traffic and Parking Tickets

Employees are not eligible for reimbursement of expenses for traffic and parking tickets while operating Company owned, rented, or personal vehicles on Company Business.

### 2. TRAINING, PROGRAMS, SEMINARS AND OUTSIDE ACTIVITIES

For the benefit of the Company and/or individual employees, it may be necessary for employees to attend training programs, seminars, conferences, lectures, meetings or other



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outside activities. Attendance at such activities may be required by the Company or requested by individual employees. Such attendance will not, under any circumstance, be considered an officially authorized activity, subject to the following policies on reimbursement and compensation, unless prior written approval has been issued by the Company. To obtain approval, employees wishing to attend outside activities must submit a written request detailing all relevant information including date, hours, location, cost, expenses, the nature and purpose of the training, and the work-related justification for attendance.

When attendance is required or authorized in writing by the Company, customary and reasonable expenses will be reimbursed upon submission of proper receipts pursuant to the Travel/Expense Policy (above).

Employee attendance at required outside activities will be considered hours worked for non-exempt employees and will be compensated in accordance with normal payroll practices.

This policy does not apply to an employee's voluntary attendance outside of normal working hours in formal or informal educational instruction or instruction which generally leads to improved job performance. While the Company generally encourages all employees to improve their job skills and promotional qualifications, such activities will not be subject to this policy regarding reimbursement or compensation unless the Company requires participation or attendance.



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## K. LEAVING THE COMPANY

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### 1. POST RESIGNATION/TERMINATION PROCEDURES

The employment relationship between you and the Company is at-will in that either you or the Company may terminate the employment relationship at any time for any reason. An employee who intends to resign his or her employment with the Company should do so in writing to his or her manager. It is customary for resigning employees to provide the Company with at least two (2) weeks notice of their intended resignation date. Managers should provide at least three (3) weeks notice of their intended resignation date.

#### Exit Interview

The Human Resources department normally conducts exit interviews with separating employees to ensure an orderly closure of the employment relationship. The Human Resources department is responsible for scheduling an exit interview with a terminating employee near or on the employee's last day of employment and for arranging the return of Company property.

#### Benefits

Benefits coverage will end upon the last day of the month in which the employee is separated from the Company. An employee has the option to continue Medical Benefits in accordance with the Consolidated Omnibus Budgeted Reconciliation Act (COBRA) regulations. Employees may choose the continuation or waiver of comprehensive medical and dental coverage under COBRA. Specific information will be mailed to the employee's home address after their date of separation from the Company.

#### Final Paycheck

The employee's final paycheck will be available to the employee in accordance with state and Federal laws and regulations. If there are any unpaid obligations to the Company, the final paycheck may reflect any appropriate deductions/adjustments.

### 2. REDUCTIONS IN FORCE

If it becomes necessary to restructure our operations or reduce the number of employees, the Company will attempt to provide advance notice, if possible, so as to minimize the impact on those affected. If possible or as required by law, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite.

In determining which employees will be subject to layoff, the Company will take into account, among other things, operational requirements, the skill, productivity, ability and past performance, disciplinary records, and also, where feasible, length of service.



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**ANNUAL ACKNOWLEDGMENT AND AGREEMENT**

This is to acknowledge that I have received a copy of the Company's Employee Handbook and understand that it sets forth the terms and conditions of my employment as well as the duties, responsibilities and obligations of employment with the Company. I understand and agree that it is my responsibility to read and familiarize myself with the provisions of the Employee Handbook and to abide by the policies in it. If I do not understand any Company policy or procedure, I understand that I should address any questions to the Human Resources department.

I understand and agree that the Employee Handbook, in whole or in part, is not a contract of employment, nor is it evidence of a contract between the Company and me.

I also acknowledge that, except for the policy of at-will employment, including any collective bargaining or alternative work schedule agreement, the terms and conditions set forth in this handbook may be modified, changed or deleted at any time provided such changes are in writing and approved by the Senior Vice-President of Human Resources of the Company. Any agreement between the Company and me of any kind pertaining to any term or condition of my employment or its termination must be in writing.

I also acknowledge and agree that my employment with the Company is not for a specified period of time and can be terminated or modified at will at any time for any reason, with or without cause or notice, by the Company. No one in the Company has made any statements to the contrary to me and I acknowledge that no oral statements or representations regarding my employment by anyone in the Company can alter the foregoing. My at-will-employment status can be changed only in writing by an authorized Company representative. No other communications to me, whether oral or in writing, can constitute nor be evidence of any contract of employment for any specified period of time.

I agree that, except for any complaint of harassment or discrimination that I may have currently pending as of the date below, from my first date of employment I have had no cause to complain about discrimination or harassment. I acknowledge that at all times I have been fully aware of the Company's procedures for addressing such complaints. I also agree that, with regard to any such complaints I may have made before the date below, they have been resolved to my satisfaction.

**THIS PARAGRAPH APPLIES ONLY TO CURRENT NON-EXEMPT EMPLOYEES:** I also agree that, other than any amount of currently owing overtime as of the date below, I have been compensated by the Company for any and all overtime which I may have worked and that I have fully reported any such overtime which I believe may have been owed to me. I have also received all applicable meal and rest periods.

Employee	Date _____
Signature _____	
Print Employee	
Name _____	
Witness	Date _____
Signature _____	



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## EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY MEDICAL LEAVE ACT

### Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

### Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

### Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

### Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

### Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

### Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

### Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

### Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

### Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility. Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

### Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

### Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.



U.S. Department of Labor | Employment Standards Administration | Wage and Hour Division  
WHD Publication 1420  
Revised January 2009



**For additional information:**  
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627  
[WWW.WAGEHOUR.DOL.GOV](http://WWW.WAGEHOUR.DOL.GOV)



**RESUME****Michael Klein****Project Manager****Education**TWT - Novell 3.12  
CertifiedDMV Certified Examiner  
and Trainer**Fixed Route College  
and University  
Shuttle Operations  
and Management****Dial-A-Ride and  
Paratransit  
Operations****Taxi Operations****Black Car/Luxury Car  
Management and  
Operations****Business  
Development****Regulatory  
Compliance****Administration****Overview**

Michael Klein is an extremely talented, experienced project manager who has an amazing background and the skill set to make any transportation service run smoothly and efficiently. Michael has succeeded at every level of transit services, and has established a particularly strong reputation for his commitment to safety and responsiveness to customers. As the current Project Manager for Tectrans, Michael is responsible for providing the Bronco Link service at Cal Poly today. Michael has been in the passenger transportation industry for more than ten years. He has proven experience providing quality transportation to campus shuttle passengers, dial-a-ride customers, disabled riders, and the transit dependent, special needs communities for many years. In 2007, Tectrans recruited Michael, and he has held various supervisory and management positions with our company since that time.

**Experience****Terminal Manager, Diversified Transportation, Pomona, CA, 2009 - Present**

Responsible for complete transportation operations from our Pomona Terminal. Provides direct project management of contracted transportation services including the Cal Poly Bronco Link shuttle from campus to the Metrolink stations, Temple City and Moreno Valley Dial-A-Ride and the San Bernardino County Department of Social Services Independent Living Program transportation services. In addition, operates Classic Sedan charter vehicle retail business unit serving corporate and private clients with on-demand passenger transportation under PUC authority.

**Operations Manager, Diversified Transportation, Van Nuys, CA, 2008-2009**

Responsible for driver and route supervision of 140 employees and 92 daily service routes for the North Los Angeles County Regional Center, as well as with five routes for the Tri-Counties Regional Center (in Santa Barbara, CA). Provide daily scheduling, dispatch oversight, operations management, and general supervision to support the Terminal Manager in providing high quality transportation service to our more than 2000 developmentally disabled daily riders.

**Driver/Trainer, Diversified Transportation, Van Nuys, CA, 2007-2008**

As Utility Driver, was trained and operated vehicles in all contracted transportation services provided by the Pomona Terminal. Route and contract assignments changed daily to accommodate service needs. Trained new drivers and obtained DMV Certification for Commercial Drivers trainer to train and test new commercial drivers.

**President, Corporate Solutions, LLC, Los Angeles, CA, 2005-2007**

Responsible for all company activities and personnel for retail on-demand charter transportation company under PUC authorization.

**COO, Top of the World Limousine, Los Angeles, CA, 2004-2005**

Responsible for all company activities and personnel for retail on-demand charter transportation company under PUC authorization.

**Manager, Preferred Limousines, Los Angeles, CA, 1998-2004**

Supervised 75 employees and reported to the Company Owner. Responsibilities included training all employees. Prepared and implemented work schedules and handled all disciplinary actions.

**TECTRANS**



**RESUME****Dianna Ortegon****Operations Manager****Education**Drug & Alcohol  
Reasonable SuspicionSexual Harassment  
Awareness/PreventionSTI Basic Supervision  
CourseTrapeze Dispatch  
Software**Overview**

Dianna Ortegon is an extremely talented, experienced operations manager who has an amazing background and the skill set to make any transportation service run smoothly and efficiently. Her attention to safety and customer service have earned her high marks at every stage of her career, including her current role with Tectrans. As a current Project Manager for Tectrans, Dianna is responsible for providing the Monrovia Transit service in Monrovia today. Dianna has been in the passenger transportation industry for more than 10 years. She has proven experience providing quality transportation to shuttle passengers, dial-a-ride customers, disabled riders, and the transit dependent, special needs communities for many years. A highly effective communicator, Dianna has the ability to relate successfully to individuals at all levels within and outside of the organization.

**Experience****Dial-A-Ride and  
Paratransit  
Operations  
Management****Call Center  
Operations****Regulatory  
Compliance****Administration****Project Manager, Tectrans, Inc., Monrovia, CA, 2010 - Present**

Responsible for overall operation of the company's Monrovia Transit general public dial-a-ride services under contract with the City of Monrovia. Investigates accidents and/or incidents and provides reports to clients. Handles customer comments and complaints. Develops direct relationships with any challenging clients to ensure their issues were not disruptive to the service.

**Project Manager, Southland Transportation, Monrovia, CA, 2001-2010**

Responsible for overall operation of the company's general public dial-a-ride services. Interviewed, selected and trained customer service team leaders and reservationists in effective use of the Trapeze system. Developed the company's approach to the effective use of Trapeze in a general public dial-a-ride environment. Interviewed potential drivers and selected for training. Investigated accidents and/or incidents and provided reports to clients. Handled customer comments and complaints. Worked with the other project managers to develop facility-wide solutions, in particular the movement of the vehicle washing and cleaning crews from being managed by the maintenance staff to the operations staff resulting in a more accountable and organized vehicle cleaning/detailing program.

**Call Center Manager, R&D Transportation Services, LA County, 1999-2001**

Managed consolidated call center operation using Trapeze automated dispatching for the Cities of Monrovia, Alhambra, West Covina and the Downey Regional Medical Center. Trained all team leaders and reservationists in the proper operation of the Trapeze system. Monitored telephone performance, system productivity, and on-time performance. Managed the service implementation for the dispatch portion of the LA County and West Covina projects.

**Dispatcher, Dootson Transportation, Monrovia, CA, 1998-1999**

Worked as a reservations call-taker and later a dispatcher on the Monrovia Transit system. During this period, the system was changing from a manual system to Trapeze as part of a technology demonstration project.

**TECTRANS**



# RESUME

**Ruben Jaramillo**

**Maintenance Supervisor**

## Education

U.S.M.C Engineer School - Equipment Mechanic Course

Los Angeles Trade Tech. - Diesel Engine System, Fuel System, Final Drive's, Welding

## Public Transit and Transportation Operations

## Technician Safety and Training

## Fleet Vehicle Maintenance and Repairs

## Vendor Management

## Inventory Management

## Fleet Management Information Systems (FMIS)

## Overview

Ruben Jaramillo is an accomplished vehicle maintenance professional experienced in supervision of vehicle maintenance shops servicing more than 100 vehicles and overseeing six mechanics. In his current position he is responsible for ordering parts, monitoring monthly expenses, managing preventive maintenance schedules and working with computer maintenance software, including CollectiveData and standard office software.

- Experienced in diagnosing performance problems, writing accurate work orders, preventive maintenance inspections and preparing estimates
- Skilled in repair and maintenance of fleet vehicles
- Strong background in working with cooling, electrical, front end and steering systems
- Bilingual: English and Spanish
- Class B licensed with passenger endorsement

## Experience

### Maintenance Supervisor, Tectrans, Monrovia, CA, 2010 - Present

- Provide complete shop management and supervision of maintenance staff.
- Coordinate daily scheduling of vehicles for preventive maintenance with Operations Manager and dispatch staff
- Schedule day-to-day repair list, work orders, daily vehicle inspections, and assign work for shop technicians
- Order all parts from vendors and coordinate warranty and outside repairs.
- Perform final physical inspection of all repair work and preventive maintenance inspections (PMIs)
- Manage road call services and towing response, as needed
- Complete documentation of repair and PMI work performed, including CollectiveData FMIS System and physical vehicle files
- Ensure OSHA, CHP, and other regulatory compliance

### Production Supervisor, Complete Coach Works, 2010 - 2011

- Supervised employee work schedules and daily tasks assigned for the day
- Assisted in technical support to employees
- Inspected work performed; ensured parts availability for completing tasks
- Supervision of repowering, transmission, electronic systems, fabrication of parts; repairs to air brakes, suspension system, air ride system, A/C, Q C of body work repair and paint from vendor

### Equipment Mechanic, California Dept Of Forestry, 2009 - 2010

- Preventive maintenance, B.I.T. inspection, overhaul and repair of diesel and gasoline engines, final drives, hydraulic systems, air and hydraulic brakes, A/C system repairs, electronic controlled engines and transmission. Weld and fabrication, light duty to heavy trucks, tracked equipment, safety inspection of fire equipment after emergency fire.
- Supervised mechanic helpers

### Mobile Equipment Mechanic, MJ Equipment Service, 2008 - 2010

- Performed call-out repairs to equipment break downs of light duty & heavy duty, diesel and gasoline engine repairs and overhauls, transmission repairs, A/C repairs, steering repairs, tire repairs, exhaust system, air brakes repairs, hydraulic system repairs, cooling system, suspension repairs, trailer repair, final drives, B.I.T. inspection

**TECTRANS**

**Heavy Equipment Mechanic, Caltrans, 1997 - 2008**

- Performed preventive maintenance, B.I.T. inspection, overhaul and repair of diesel and gasoline engines, final drives, hydraulic systems, air and hydraulic brakes, A/C system repairs, electronic controlled engines and transmission. repairs and services automobiles, trucks, tractors, personnel hoists, spray equipment, loaders, graders, and snowplows, pumps, air compressors, diesel and gasoline engines and similar equipment used in the Caltrans fleet.
- Completed various repair records and reports, using computer equipment to input time spent on tasks performed.
- Directed helpers, apprentices or other employees.
- Ensured proper use and handling of materials and equipment.
- Performed opacity smoke check to diesel engines
- Other duties included serving as a mobile mechanic, ordering parts, hazard waste, customer relationship, farming repairs to outside repair shops, Paying for repairs to vendors, inputting data into fleet system, and welding as required for repairs.
- Assisted shop supervisor with daily operation of shop, work assignment to mechanics.
- Supervised completion of work order and inspection by mechanics.
- Mentored and supervised helper and apprentice.

**Equipment Mechanic, City of Glendale, 1995 - 1997**

- Repairs to city-owned equipment.
- Trouble-shoot and repair automatic hydraulic system on city refuse trucks.
- Welding and fabrication of truck bodies and repairs needed.
- Perform B.I.T. inspection and safety checks.
- Repairs to air brakes, suspensions, electrical system, cooling system, final drives, road call service to equipment. Supervised helpers assisting in repairs.

**Diesel Mechanic, ATC/Santa Clarita Transit 1994 - 2000**

- Preventive maintenance, B.I.T. inspection, repairs to diesel engines, transmission, final drives, steering systems, air brakes, suspensions, electrical system, cooling systems, electronic controlled engines and transmissions.
- Tire repairs, A/C systems, repairs in the field (road calls), assisted supervisor with daily operation of shop repairs and PM and BIT inspections. Supervised helper and mechanic performing repairs.

# RESUME Charles Gatewood Safety and Training Manager

## Education

Instructor's Course in Bus Operator Training, Transportation Safety Institute

Drug and Alcohol Compliance, Transportation Safety Institute

Supervisor Certification, Transportation Safety Institute

Accident Investigation, Transportation Safety Institute

DMV Third Party Tester

Safety and Training

## Overview

Charles Gatewood has been in the transportation industry for 20 years. Mr. Gatewood has considerable transit safety and training expertise. He is responsible for maintaining the Tectrans culture of **SEE#1** to ensure that all employees see Safety as their primary responsibility. This includes serving as the primary spokesperson for all safety meetings and messages. He also oversees the local safety program and compliance with driver recruiting and training standards.

## Experience

**Area Director of Safety, Fairfield, CA**

**MV Transportation, September 2008 – June 2010**

- Accountable for 20 divisions that included a fleet of 4,000 vehicles and 5,000 employees
- Substantiate compliance of all State, Federal and OSHA laws, DMV and Federal Motor Carrier Rules
- Implementing new safety programs to reduce AFR/IFR throughout the California Region
- Verified that all Divisions are performing efficiently to recruit, hire, Train and place the most qualified operator possible into revenue service
- Trained and Certified Supervisors in Accident Investigation & Drug & Alcohol Compliance

**Safety Manager, Commerce, CA**

**Veolia Transportation, November 2007 – September 2008**

- Responsible for the Safety and training of two locations with a fleet of 160 vehicles
- Document all training and determine when a driver has successfully met all requirements
- Random testing and for cause, maintain the accurate testing log and D & A files in compliance with F.T.A.
- Conduct accident and industrial injury investigation as required
- Maintain all training records in an Inspection Ready status at all times
- Prepare and conduct monthly safety meetings and accurately record all in-service training

**Safety and Training Supervisor, Van Nuys, CA**

**Veolia Transportation, April 2006 – November 2007**

- Train and Evaluate drivers
- Established policies and procedures to reduce vehicle accidents
- Classroom Instruction using the Operator Development Program
- Maintain a current and accurate Credential Book
- Comply with Local and D.O.T. Regulations F.T.A., FM.S.C.A & ADA
- Run Monthly Reports that include Accident, M.I.S.& K.P.I

**TECTRANS**

**RESUME****Charles Gatewood Safety and Training Manager****Road Supervisor/Driver/B.T.W. Instructor, Arcadia, CA  
First Transit, July 2005 – April 2006**

- Fixed Route Driving
- Fixed Route Supervision
- Assisted Training Department
- Conduct accident and industrial injury investigation as required

**Training Assistant/Lead Dispatcher/Coach Operator, Downey, CA  
Coach USA, June 1997 – January 2005**

- Safe Operation of 45' Motor Coaches
- Dispatch Duties
- Assisting the Safety Department
- Lead Dispatcher for the Commuter Express Contract along side the Safety Department
- Maintain Map Knowledge across the U.S.

**Coach Operator, Los Angeles, CA  
Los Angeles Sightseeing, February 1995 – June 1997**

- Safe Operation of 45' Motor Coaches
- Dispatch Duties
- Assisting the Safety Department
- Maintain Map Knowledge across the U.S.
- Build Customer Relationship to gain repeat business

**Dispatcher/School Bus Driver/B.T.W. Instructor, North Hollywood, CA  
Laidlaw Transit, January 1990 – September 1994**

- Safe and Efficient Transportation of Students and contracted guests
- Dispatch
- Assisted Training Department
- Conducted Behind the Wheel Training

**RESUME****Donald Hyde****Field Supervisor/Lead Driver****Education**

VDDP Certificate

MCP, A+, and Net+  
Certificates for  
Computer Training**Dial-A-Ride and  
Paratransit  
Operations****Safety and Training****Behind-the-Wheel  
Driver Instruction****Business  
Development****Administration****Management and  
Customer Service****Overview**

Donald Hyde has been in public transit vehicle operations for three years and has been in business management for more than 40 years, including 35 years as the owner and manager of a successful automotive upholstery business. His experience also includes a year as a driving instructor in Upland. Don specializes in the safe transportation of the developmentally disabled and other high sensitivity clients. He has an exemplary safety record and with his long-term residency in the area and unmatched familiarity for the Covina service area, Don is well suited for the role of Field Supervisor/Lead Driver.

**Experience****Lead Driver, Tectrans, Inc., Pomona, CA, 2008 - Present**

- Senior driver performing Behind-The-Wheel driver evaluations, back-up driver duties and emergency response to all transportation contracts at the Pomona and Monrovia Terminals
- Transport clients of all ages, including CFS students to programs and special events.
- Previously transported developmentally disabled DPSS clients with care and respect
- Provide reliable, on-time service

**Driving Instructor, Imperial Driving School, 2006-2007**

- Provided teenage and adult students with behind-the-wheel driver training on public streets.
- Responsible for knowing and teaching Department of Motor Vehicle (DMV) rules to prepare students for the DMV driver's license test.

**Owner/Auto Upholsterer, Southern California, 1974-2008**

- Ran auto upholstery business that also included marine, aircraft, furniture, and re-upholstery.
- Managed/supervised six to eight employees.
- Made patterns, measured, cut, sewed, and installed different materials.

**TECTRANS**



## RESUME

## Valerie Flores Senior Vice President - West

### Education

Society of Human Resources Management Certificate, Chapman University, 1998

### Management

### Contract Compliance

### Operations Analysis

### Customer Satisfaction

### Acquisitions

### Employee Development

### Overview

Val Flores is a transportation services veteran with knowledge and experience in all areas of service provision and operations support services such as reservations, dispatch, call center operations, maintenance, and human resources.

### Experience

#### Senior Vice President – West, Tectrans, Inc., Los Angeles, CA, 2010 - Present

As SVP for West Region Operations at Tectrans, Val is responsible for all areas of project oversight, including risk management, labor negotiations, and operations management, including accountability for driver training, vehicle maintenance, safety, and financial management. She is responsible for monitoring staff performance, ensuring contract compliance for all of California operations. Val maintains and supports customer relations with multiple client entities and their respective boards.

#### General Manager, First Transit, Las Vegas, NV, 2004 - 2010

Responsible for complete oversight of all operational aspects of a \$30 million, 278-vehicle operation with 511 employees. Complete project oversight includes, risk management, labor negotiations, operations management including accountability for driver training, vehicle maintenance, safety programs, and financial management, as well as contract compliance, efficient performance, and periodic operational analysis. Held regular meetings with customer to ensure safe, reliable, timely service.

#### Area General Manager, Laidlaw Transit Services, Indianapolis, IN, 2003 - 2004

Oversaw all operational aspects of Laidlaw's projects in Illinois, Ohio, Indiana, Kentucky, Kansas and Missouri, with budgets totaling \$29 million, more than 475 vehicles, and 750 employees. Responsible for complete project oversight including risk management, labor negotiations, and operations management including accountability for driver training, vehicle maintenance, safety programs and financial management. Monitor staff performance. Focused on start-ups and ongoing quality control. Directly responsible for service implementations, including contract negotiation and administrative coordination. Ensured effective, efficient location performance and periodic operational analysis for compliance with corporate policies and procedures.

#### Senior Manager for Contracted Services, Regional Transportation District, Denver, CO, 2000 - 2003

Maintained contractor relationships with multiple providers for fixed-route, paratransit, and call center contracts with an \$86 million operating budget. Responsible for 47% of RTD services including 355 fixed-route buses and 203 paratransit vehicles. Reviewed contract requirements and directed development of the "Statement of Work" for RTD contracted service

**TECTRANS**

**RESUME****Valerie Flores Senior Vice President - West**

solicitations. Reviewed/recommended approval of monthly service invoices and approval of assessments for contract incentive and penalties. Developed and monitored budgets, directed performance audits, and developed and implemented quality control procedures for service delivery and maintenance. Supervised staff including hiring, scheduling, motivation, performance evaluations. Handled service requests/concerns from the public, RTD senior management and the Board of Directors.

**District Manager, Laidlaw Transit Services, Concord, CA, 1998 - 2000**

Responsible for oversight and administration of \$9.8 million in revenue for three paratransit and fixed-route operations, employing a combined total of 210 drivers, 32 schedulers/dispatchers and road supervisors, three trainers, one district trainer, sixteen mechanics and three maintenance managers. Oversaw budget development and preparations, managed customer relationships, and promoted positive image of Laidlaw to outside local and professional organizations.

**Project Manager, Laidlaw Transit Services, Concord, CA, 1996 - 2000**

Maintained dual District Manager/Project Manager role from 1998-2000. Managed a 44-vehicle paratransit operation for the Central Contra Costa Transit Authority (CCCTA) providing transportation to senior and disabled residents in Contra Costa County covering 13 cities and the Bay Area Rapid Transit system to meet federal ADA requirements. Ensured contractual compliance, customer satisfaction, and system effectiveness. Directed effective recruitment, hiring and training of personnel, including drivers, to ensure successful on-the-road operations, passenger relations and safety. Managed dispatch and scheduling functions utilizing Trapeze PASS system to ensure service quality and maximization of resources. Oversaw vehicle maintenance. Oversaw administration including a \$2 million budget, payroll, record keeping and customer reporting.

**Operations Manager, Laidlaw Transit Services, Antioch, CA, 1993 - 1996**

Responsible for a 55-vehicle operation comprised of public transportation for Tri Delta Transit, the BART Express fixed-route buses and paratransit vans. Supervised a staff of more than 100 drivers, 14 staff and eight mechanics. Controlled administrative functions including a \$6 million budget, payroll, and record keeping. Administered successful installation of PASS, paratransit scheduling system. Supervised scheduling and dispatch functions.

**RESUME****John Busskohl****Chief Operating Officer****Education**

Bachelor of Science,  
Industrial  
Engineering,  
Iowa State University

**Transportation  
Operations and  
Management,  
Paratransit and  
Transit Operations****Risk Management****Safety and  
Training****Executive  
Management****Community  
Relations****Vendor Relations****Maintenance****Professional  
Affiliations****American Public  
Transportation  
Association (APTA)****American Bus  
Association (ABA)****Travel Industry  
Association (TIA)****National Tourism  
Association (NTA)****United Motorcoach  
Association (UMA)****GrayLine****Overview**

John Busskohl is a seasoned transportation industry veteran who joined the Tectrans team as its COO in 2009 as the company is planning to expand by way of both organic and acquisition opportunities. Mr. Busskohl is an operations and business development executive with 17 years of experience in the passenger transportation industry. He has successfully led multi-market management teams and has assimilated several mergers and acquisitions and started up and transitioned several operations and contracts.

**Experience****Chief Operating Officer, Tectrans, Inc., Los Angeles, CA, 2009 - present**

Mr. Busskohl currently serves as Tectrans' Chief Operating Officer. He oversees all facets of transportation operations, including the oversight of two region Senior Vice Presidents who manage the firm's paratransit, shuttle, and taxicab operations. Mr. Busskohl also oversees several shared services, including fleet maintenance and asset management, facilities, safety, training and regulatory compliance. Annual revenues under Mr. Busskohl's leadership total approximately \$75M.

**Vice President Sales, Coach America (formerly Coach USA) 2005-2008**

Mr. Busskohl created and managed all facets of corporate sales and marketing to support 32 field locations for the largest charter and tour bus company in the United States (interstate carrier with annual revenues of \$380 million, and 2,700 vehicles). He developed sales and customer service training for all field locations, resulting in "best in class" sales processes (customer's likelihood to recommend Coach America was greater than 90%). He led the business development effort, which bid/secured major corporate/government contracts, increasing contract business by 30%.

**Vice President Western Region, Coach USA, 1999-2005**

Led a group of 25 managers responsible for all operational aspects of a \$150 million region. Included budget preparation, full P&L responsibility and operational leadership for 14 field locations, 1,000 vehicles and 1,500 employees. Successfully led the transition and integration of nine acquisitions maintaining key employees, operational stability and customer service. Operationally responsible for several fixed route contracts in the state of California including the ATN Anaheim Resort Contract. Led location start ups in San Diego, Salt Lake and Anaheim. Transitioned several California contracts including the LAX Flyaway, Amtrak, Disneyland Resort Express Airport Shuttle and San Diego MTA.

**General Manager, Coach USA, Phoenix, AZ, 1996-1999**

Managed a fleet of 100 vehicles, 200 employees, and held full P&L and operational responsibilities. Transitioned two acquisitions over a 12-month period adding 25 vehicles and 50 employees. Started up contracts with Arizona State University, Intel and Bank of America.

**Owner - General Manager, Arrow Stage Lines, Phoenix, AZ, 1991-1996**

Owned and operated interstate bus company with 65 vehicles, 160 employees and a 10,000 sq. ft. maintenance facility. Successfully converted to a public company through a roll-up IPO.

**Industry Leadership****Gray Line World Wide Board of Directors, 2005-2008**

Finance and Marketing Committees

**TECTRANS**



**RESUME****Michael D. Griffus****Chief Executive Officer****Education**

Bachelor of Arts,  
Business  
Administration,  
University of  
Washington, 1980

Achieving  
Breakthrough Services,  
Harvard Business  
School, 1999

Competitive Marketing  
Strategies for  
Businesses, Haas  
Business School, UC  
Berkeley, 1994

Time Management,  
Communications,  
Labor Relations,  
Interaction  
Management, & Stress  
Management;  
Management  
Development  
Corporation, 1981 -  
1996.

**Executive  
Leadership****Transportation  
Operations and  
Management****Business  
Development****Customer Relations****Talent Management  
& Team Building****Executive & Board  
Relations****Overview**

Michael Griffus, who joined Tectrans in 2010, is a results-driven Management Executive with over 25 years of experience leading high growth companies in the transit and transportation industries. His start in transportation was like so many other executives, as a driver, working his way all the way up to CEO, with progressively more responsible and challenging assignments. Though somewhat new to the Tectrans organization, the value Mike brings to each and every Tectrans client assignment is nearly immeasurable due to his vast experience and success in the industry.

**Experience****Chief Executive Officer****Tectrans, Inc., Los Angeles, CA, 2010 - Present**

- Responsible for executive leadership of Tectrans and all its subsidiary companies, representing approximately \$80M in annual revenues.
- Directs a senior executive management team in charge of operations, safety, maintenance, finance and accounting, information technology, human resources, and marketing/business development.
- Primary liaison with Tectrans' equity and debt partners and serves on the Tectrans, Inc. Board of Directors.
- Serves as executive level client liaison for key client assignments.
- Represents Tectrans and its operating entities in their respective marketplaces.

**Chief Operating Officer****Bauer Transportation, Inc., San Francisco, CA, August 2009 - December 2009**

- Responsible for running operations for a 200-vehicle bus company.
- Key customers included Google, Yahoo!, and Facebook
- Implemented several operational systems and process including action planning, forecasting, driver productivity.
- Implemented a new safety program.
- Assisted with marketing new services for commuter passengers.

**President & Chief Operating Officer****Veolia Transportation, Inc., Oak Brook, IL, 2006 - 2009**

Responsible for North American Transit Operations - Revenues \$650 million annually, 14,000 employees

**Key Accomplishments:**

- Increased revenues 15.5%
- Addressed the Board's concerns by implementing key strategies that resulted in:
  - significant profit improvement
  - reduced overhead through reorganization by 23%
  - reduced accidents and injuries 15%
  - successfully integrated multiple acquisitions and cultures to stabilize the company
- Fostered relations with key Public Transit Authority Board members and customers to ensure profitable renewal of loss making contracts renewing 58% of the company's revenue over the past two years
- Established business priorities for all departments and all levels of management
- Implemented a strategic training & development plan that focused on critical skills in safety, customer service, management, vehicle maintenance and compliance
- Instituted succession planning and a management development process
- Created a customer focused organization which enhanced company market image
- Restructured organization to optimize talent pool

**TECTRANS**

**RESUME****Michael D. Griffus****Chief Executive Officer****Military Service**United States Marine  
Corps**Vice President of Sales****Zonar Systems, Inc., Seattle, WA, 2005 - 2006****Key Accomplishments:**

- Identified and evaluated key markets, evaluated and negotiated with new clients.
- Built National Sales Team
- Introduced strategic planning, financial control systems, information technologies and established growth priorities which increased revenues, improved profitability, strengthened business practices and enhanced reporting/forecasting capabilities
- Developed a customized growth model based on strategic priorities, competitor analysis and trend forecasting
- Increased product sales 35% in 6 months

**Senior Vice President - Education Services****Laidlaw Education Services, Walnut Creek, CA, 1998 - 2005**

- Largest bus company in the world generating \$1.4 billion in revenue (41,000 vehicles)
- \$320 million western region, 120 operating locations in the region, 8,000 employees

**Key Accomplishments:**

- Developed strategic plans increasing return on investment by 60% and overall profitability by 50%
- Consistently surpassed all operating and key performance indicator targets
- Increased customer retention by 95%
- Stabilized regional functional group into a values-based, diversified, high performance team
- Increased income before interest and taxes from 8% in 1997 to 11.8%
- Increased return on assets from 10.4% to 16.1%
- Decreased overhead structure by 30%
- Reduced accident frequency rate by one-half since 1998
- Increased annual operating cash flow from \$16.8 million to \$41 million
- Personally led the Acquisition Team in acquiring 5 regional acquisitions, with responsibility for consolidation
- Served in multiple lead roles within major industry associations, encouraging positive legislation

**Regional Vice President of Operations, 1994 - 1998****District Director of Operations, 1990 - 1994****Laidlaw Education Services, Walnut Creek, CA**

- Northwest Region - 4 states - annual budget \$68 million - 22 locations - +2,000 vehicles - 2,200 employees

**Key Accomplishments:**

- Developed Action Plan format for Quality Improvement and Profit Improvement and developed Strategic Plan for Region - Received company-wide award
- Implemented manager-in-training program for management succession plan
- Initiated Individual development plans for all promotable employees
- Exceeded Profit Plan each year and consistently rated highly effective in all duties
- Reduced Worker Compensation Costs 30% in 2 years through motivation and awareness programs
- Developed \$8 million in new business.
- Integrated a major acquisition (Mayflower) in 1995 increasing revenues of the region by 50

**Leaseway Transportation Corporation****Area Manager/Business Development - Logistics,**

Oakland, CA, 1989 - 1990

**District Manager,**

Portland, OR, 1983 - 1989

**Terminal Manager for Leaseway Trucking (a subsidiary)**

Seattle, WA, 1981 - 1983

**TECTRANS**

April 28, 2011

Mark Milan  
Tectrans, Inc.  
6053 W. Century Blvd.  
Los Angeles, CA 90045

Re: Tectrans, Inc.  
City of Covina – Transit Operations Services

Dear Mark:

In the event that Tectrans, Inc. is awarded the above mentioned contract, we are in a position to secure the insurance coverage and issue evidence of such upon demand.

Should you have any questions, please feel free to contact me.

Regards,

*Holly Williams*

Holly Williams, CIC, CRM  
Sr Account Specialist





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Aon Risk Services Southwest, Inc. PO Box 3870 Little Rock, AR 72203  WWW: aon.com INSURANCE: Tectrans 6053 W Century Blvd, 9th Floor Los Angeles, CA 90045	<b>CONTACT NAME:</b> PHONE (A/C, No. Ext): FAX (A/C, No): E-MAIL ADDRESS:  <b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> National Casualty Company 11991 <b>INSURER B:</b> Scottsdale Insurance Company 41297 <b>INSURER C:</b> New Hampshire Insurance Co (Charis) 23841 <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
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**COVERAGES**      **CERTIFICATE NUMBER:** 9926427      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR ANY OTHER POLICY, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN ABOVE HAVE BEEN REDUCED BY PAID CLAIMS.

INBR LTR	TYPE OF INSURANCE	POLICY NO.	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	BCS002796	6/1/2010	6/1/2011	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	CAO001640	6/1/2010	6/1/2011	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$      RETENTION \$	XLS9960796 Excess Auto	6/1/2010	6/1/2011	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	WC001705194	4/23/2010	4/23/2011	WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Certificate Holder is Named Additional Insured under the Auto and General Liability as respects to operations of the insured.

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b> <i>Aon Risk Services Southwest, Inc.</i> Aon Risk Services
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ACORD 25 (2010/05)

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

CC 7

**MEETING DATE:** June 7, 2011

**ITEM NO.:** \_\_\_\_\_

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

**ITEM TITLE:** Destruction of Obsolete Human Resources Department Files.

---

**STAFF RECOMMENDATION:**

Adopt **Resolution No.11-6970**, approving the destruction of obsolete Human Resources records.

**FISCAL IMPACT:**

None

**BACKGROUND:**

The Human Resources Department recently completed a review of its files to determine which records are no longer required by staff, and available for destruction in accordance with the City's records retention policy. All documents are outside of the Human Resources Department's mandated retention period. Exhibit B details the proposed documents to be destroyed.

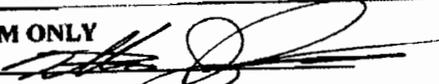
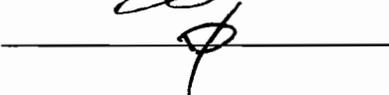
Government Code 34090 permits destruction of obsolete documents after receiving written consent of the City Attorney (Exhibit A) and approval of the City Council. Destruction is in accordance with the adopted records destruction policy.

**RELEVANCE TO THE STRATEGIC PLAN:**

None

**EXHIBITS:**

- A. Written consent of the City Attorney
- B. List of documents to be destroyed
- C. Resolution No.11-6970

<p><b>REVIEW TEAM ONLY</b></p> <p><b>City Attorney:</b> </p> <p><b>City Manager:</b> </p>	<p><b>Finance Director:</b> </p> <p><b>Other:</b> _____</p>
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**AUTHORIZATION TO DESTROY OBSOLETE RECORDS**

The retention period for the records listed on the attached page(s) has expired. These records are obsolete and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by statute, are not the minutes, ordinances or resolutions of the legislative body of the City or of any City Board, Commission or Committee, and are no longer required by the City. I request authority to destroy these obsolete records pursuant to Section 34090 of the Government Code of California

R. Anthony Gray  
Department Head

Human Resources  
Department

5/25/11  
Date

I hereby consent to the destruction of the obsolete records listed:

[Signature]  
City Attorney

5/31/11  
Date

I hereby certify that the records listed below were destroyed.

\_\_\_\_\_  
Resolution No.

\_\_\_\_\_  
Destruction Date

\_\_\_\_\_  
Method of Destruction

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**CITY OF COVINA DOCUMENTS TO BE DESTROYED**

<b>Expiration Date</b>	<b>RECRUITMENT FILES, ELIGIBILITY LISTS, AFFIRMATIVE ACTION RESEARCH DATA</b>
03-25-08	Account Clerk I
09-14-07	Account Clerk II
03-25-08	Administrative Technician
03-25-08	Assistant Director of Public Works
04-28-08	Assistant Planner
03-25-08	Assistant Pool Manager
04-04-08	Assistant Pool Manager
08-03-05	Background Investigator
03-25-08	Building and Code Enforcement Coordinator
09-05-06	Building and Code Enforcement Coordinator
03-25-08	Code Enforcement Officer
03-25-08	Code Enforcement Officer
04-10-08	Community Resources Aide
04-28-08	Community Resources Assistant I
04-28-08	Community Resources Assistant I
03-25-08	Community Resources Assistant I
04-28-08	Community Resources Specialist
04-28-08	Community Resources Specialist
04-28-08	Community Services Officer
04-28-08	Community Services Specialist
03-28-08	Deputy City Clerk
04-28-08	General Maintenance Worker
04-28-08	Jailer
04-28-08	Jailer
04-28-08	Jailer
04-28-08	Library Clerk
07-28-08	Library Shelver
04-28-08	Lifeguard
04-28-08	Lifeguard/Instructor
04-28-08	Management Analyst
04-28-08	Overnight Parking Enforcement Officer
04-28-08	Overnight Parking Enforcement Officer
04-28-08	Park Foreman
03-25-08	Park Maintenance Assistant
04-28-10	Park Maintenance Assistant
04-28-08	Park Maintenance Supervisor
04-28-08	Park Worker/Irrigation Specialist
04-28-08	Personal Computer Support Technician II
04-28-08	Police Cadet
04-28-08	Police Lieutenant
04-28-08	Police Records Clerk
04-28-08	Police Recruit
04-28-08	Police Recruit (Pre-Service)
04-28-08	Police Reserve
04-28-08	Police Reserve
04-28-08	Police Reserve

## CITY OF COVINA DOCUMENTS TO BE DESTROYED

08-01-07	Police Sergeant
04-28-08	Printing and Central Services Specialist
04-29-08	Public Safety Dispatcher
04-29-08	Public Safety Dispatcher
04-29-08	Public Works Manager
04-28-08	Public Works Superintendent
04-27-08	Recreation Services Coordinator
04-28-08	Senior Accountant
04-28-08	Senior Administrative Technician
04-28-08	Senior Finance Technician
04-28-08	Senior Librarian
04-29-08	Senior Librarian
04-28-08	Senior Management Analyst
04-29-08	Senior Management Analyst
04-29-08	Street Worker
04-29-08	Water Worker
04-29-08	Water Worker

**RESOLUTION NO. 11-6970**

**A RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF COVINA, CALIFORNIA, APPROVING  
THE DESTRUCTION OF OBSOLETE HUMAN  
RESOURCES RECORDS.**

WHEREAS, there has been submitted a request for authority to destroy certain obsolete records, of which the list is attached to this resolution as Exhibit "B"; and

WHEREAS, Section 34090 of the Government Code of the State of California provides that with the approval of the legislative body, and written consent of the City Attorney, the head of a City Department may destroy and City record, document, instrument, book or paper under the department head's charge, without making a copy thereof, if the same is no longer required, provided that said records are exempt from the provisions of said Section; and

WHEREAS, the City Attorney has given written consent to the destruction of the records herein set forth; and

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

SECTION 1. That the City Council does hereby give its approval for the destruction of certain records described as "City of Covina – Documents to be Destroyed" attached hereto as Exhibit "B".

SECTION 2. The City Clerk shall certify to the passage and adoption of this resolution and the same shall thereupon take effect and is in force.

PASSED, APPROVED AND ADOPTED this 7th day of June, 2011.

\_\_\_\_\_  
John King, Mayor

ATTEST:

\_\_\_\_\_  
Catherine M. LaCroix, City Clerk

APPROVED AS TO FORM;

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

I, Catherine M. LaCroix, Deputy City Clerk of the City of Covina, hereby CERTIFY that Resolution No. 11-6970 was adopted by the Covina City Council at a regular meeting of the City Council held June 7, 2011, and was approved and passed by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Catherine M. LaCroix  
Deputy City Clerk

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

**CC 8**

**MEETING DATE:** June 7, 2011

**ITEM NO.:** \_\_\_\_\_

**STAFF SOURCE:** Steve Henley, Director of Public Works  
Kalieh Honish, Assistant Director of Public Works   
Bob Hogan, Equipment Supervisor

**ITEM TITLE:** Approve Second Amendment to Fuel Station Use Agreement with Covina Valley Unified School District

---

**STAFF RECOMMENDATION**

Approve a Second Amendment to Fuel Station Use Agreement with Covina Valley Unified School District.

**FISCAL IMPACT**

There is no impact to the general fund. A rate of 6% is added to the City's wholesale fuel cost to cover the City's overhead expenses as related to the administration of this service and is collected in the Equipment Fund area (7010-06010-00-46430). The total amount received in Fiscal Year 2009-2010 was \$6,189. The year-to-date amount in the current fiscal year of \$4,886 indicates a lack of increased revenue in this area.

**BACKGROUND**

The City of Covina has been providing fuel services to the Covina Valley Unified School District since 1997. This amendment is an extension of the Fuel Station Service Agreement (Agreement) signed in 2005 and extended in 2008. The 6% cost on the fuel, as well as any applicable taxes, are terms of the Agreement, unchanged by this amendment.

**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 the Strategic Plan's Goal of enhancing financial stability.

**EXHIBITS**

A. Second Amendment to Fuel Station Use Agreement

**REVIEW TEAM ONLY**

City Attorney:  Finance Director: 

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

**SECOND AMENDMENT TO  
FUEL STATION USE AGREEMENT  
BETWEEN THE CITY OF COVINA  
AND  
COVINA VALLEY UNIFIED SCHOOL DISTRICT**

**1. PARTIES AND DATE.**

This Second Amendment to the Fuel Station Agreement (“Second Amendment”) is made and entered into this \_\_\_\_\_ day of June, 2011 by and between the City of Covina, a California municipal corporation (“City”) and Covina Valley Unified School District, a California unified school district (“District”). City and District are sometimes individually referred to as “Party” and collectively as “Parties” in this Second Amendment.

**2. RECITALS.**

2.1 Agreement. City and District entered into a Fuel Station Use Agreement dated July 1, 2005 (“Agreement”), and extended by Letter of Agreement on July 1, 2008 (“LOA”), whereby City agreed to provide fuel station service

2.2 Amendment. City and District desire to amend the Agreement for the second time to extend the fuel station access for an additional three (3) years, effective July 1, 2011.

**3. TERMS.**

3.1 Extension of Agreement. In accordance with Section 3.2 of the Agreement, City and District extend the term of the Agreement for an additional three (3) years, effective July 1, 2011.

3.2 Time of Use. Section 3.3 of the Agreement is hereby deleted in its entirety and restated to read as follows:

**“3.3 Time of Use.** District shall have the right to use the Station and purchase fuel thereon only between the hours of 7:00 a.m. and 4:00 p.m., Monday through Thursday, except for City holidays and other days that City is closed. The Parties hereby acknowledge that the City of Covina is closed every Friday. District shall be responsible for obtaining and maintaining a schedule of City’s days of operation for its own reference.”

3.3 City and District Representative. Section 3.4 of the Agreement is hereby deleted in its entirety and restated to read as follows:

**“3.4 City and District Representatives.** City hereby designates the Public Works Director, or the designee thereof, to act as its representative for the performance of this Agreement (“City’s Representative”). City’s Representative shall have the power to act on behalf of the City for all purposes under this Agreement. District hereby designates the District Superintendent, or the designee thereof, to act as its representative for the performance of this Agreement.”

3.4 Delivery of Notices. Section 4.10 of the Agreement is hereby deleted in its entirety and restated to read as follows:

**“4.10 Delivery of Notices.** All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

**City:** City of Covina  
Public Works Department  
534 North Barranca Avenue  
Covina, CA 91723  
Attn: Assistant Director of Public Works

**District:** Covina Valley Unified School District  
519 East Badillo Street  
Covina, CA 91723  
Attn: \_\_\_\_\_

Such notices shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

District is responsible for providing its exemption certificate or any other annual fuel tax filings to City by July 1<sup>st</sup> each year.

3.5 Continuing Effect of Agreement. Except as amended by this Second Amendment, all provisions of the Agreement shall remain unchanged and in full force and effect. From and after the date of this Second Amendment, whenever the term “Agreement” appears in the Agreement, it shall mean the Agreement as amended by LOA and this Second Amendment.

3.6 Adequate Consideration. The Parties hereto irrevocably stipulate and agree that they have each received adequate and independent consideration for the performance of the obligations they have undertaken pursuant to this Second Amendment.

3.7 Counterparts. This Second Amendment may be executed in duplicate originals, each of which is deemed to be an original, but when taken together shall constitute but one and the same instrument.

**[Signatures on following pages]**

“CITY”  
THE CITY OF COVINA,  
A California municipal corporation

By: \_\_\_\_\_  
Title:

*Attest:*

\_\_\_\_\_  
Catherine LaCroix  
City Clerk

*Approved as to Form:*

\_\_\_\_\_  
Best Best & Krieger LLP  
City Attorney

“DISTRICT”  
THE COVINA VALLEY UNIFIED  
SCHOOL DISTRICT,  
A California unified school district

By: \_\_\_\_\_  
Title:

*Attest:*

\_\_\_\_\_  
District Secretary

*Approved as to Form:*

\_\_\_\_\_  
District Counsel

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

CC 9

**MEETING DATE:** June 7, 2011

**ITEM NO:** \_\_\_\_\_

**STAFF SOURCE:** Robert Neiuber, Director of Community Development *pn*  
Debbie Pacheco, Sr. Management Analyst

**ITEM TITLE:** Approve exception to the Covina Home Rehabilitation Loan/Grant Program and Handyworker Program to allow expenditure of additional funds for necessary work and receive and file update to Community Development Block Grant (CDBG) program

---

**STAFF RECOMMENDATION**

Approve exception to the Covina Home Rehabilitation Loan/Grant Program and Handyworker Program to allow expenditure of additional funds for necessary work and receive and file report on Community Development Block Grant (CDBG) program.

**FISCAL IMPACT**

None.

**BACKGROUND**

The City of Covina receives federal Community Development Block Grant funds which are budgeted under the Redevelopment and Housing cost center in the Community Development Department budget. Because our municipal population is below 50,000 the City cannot receive the money directly from the federal government, and instead participates in the Urban County Program and receives our funds via the Los Angeles County Community Development Commission (CDC).

The CDC has notified us of a further reduction to what was thought to be the final allocation for Fiscal Year 2011-2012. We had previously been advised that our allocation for FY 2011-2012 was to be \$426,646. We are now in receipt of a letter that will reduce this number eleven percent (11%) to \$380,806.

Under the Community Development Block Grant program, public service (non-capital/non-construction) projects are limited to 15 percent (15%) of the annual allocation. The public service allocation for this year will be \$57,121. Because of the cuts, the focus will be on programs that have been successful in the past. Therefore, we will be eliminating the Recreational Activities Project as a result of this reduction.

Under the Community Development Block Grant program, expenses of administering the program was previously limited to ten percent (10%), however will now be limited to seven and 1/2 percent (7.5%) of the annual allocation. The administration allocation for this year will be \$28,560, a reduction of \$14,104 from the \$42,664 originally projected to be allocated.

Staff will not be bringing back a recommendation to fund trash containers in Prospero Park. The Prospero Park Association members met with the City Manager and Director of Community Development and have decided that as the costs to dispose of waste collected in the trash containers were not going to be paid by the City, that there is then no need to purchase trash containers.

The Covina Home Rehabilitation Loan/Grant Program provides for a grant of \$10,000 with additional funds of up to \$20,000 for a total of \$30,000 for rehabilitation of owner-occupied single family homes and a grant of up to \$8,000 for rehabilitation of owner-occupied mobile homes belonging to income-qualified households. The Handyworker Program allowed \$2,500 for small “fix-it” jobs as well as lead based paint and asbestos testing, with an additional \$3,500 available to cover the cost of lead based paint and/or asbestos abatement, with total not to exceed \$5,000.

For some households, the amounts expended exceeded the Program limits as previously approved by Council and must be approved as an exception to allow the expenditure of additional funds. If approved, all amounts listed are to be treated as grants and forgiven. Please see table below for details of amounts involved. For privacy purposes, the names of the homeowners are not being provided as they are low-income qualified and are residents within the City. If Council would like further details, they are available. If these amounts are not approved as exceptions, City General Fund monies will have to be used to reimburse the CDBG program.

Homeowner	Total Exception Amount to be Approved	Previously Approved by Council 6/17/08	Remaining Exception Amount to be Approved
1 MG	9,513.12	-	9,513.12
2 AH	7,000.00	-	7,000.00
3 WI	8,980.00	-	8,980.00
4 LK	2,595.00	10,000.00	-
5 SL	2,000.00	-	2,000.00
6 CR	6,735.00	4,000.00	2,735.00
7 RS	2,473.00	-	2,473.00
8 CV	2,279.00	7,444.00	-
<b>Total</b>	<b>41,575.12</b>	<b>21,444.00</b>	<b>32,701.12</b>

The following households have outstanding residential rehabilitation loans, but ownership of the property has been transferred. Currently, Deed’s of Trust as well as Residential Grant and Loan Agreements are filed with the Los Angeles County Recorder in order to secure the loan against the property. However, these loans originated in the 1980’s and 1990’s at which time, the City was not recording any kind of documentation with the County Recorder. These amounts need approval to be written off.

Homeowner	Writeoff Amount to be Approved
1 DJ	800.00
2 AW	440.00

The following household has an outstanding residential rehabilitation loan, but ownership of the property has been transferred. Although there was a Residential Grant Agreement recorded with the Los Angeles County Recorder, the property was transferred to new owners without the City being notified. This amount needs approval to be written off.

Homeowner      Writeoff Amount to be Approved

1 MJ              1,418.20

Staff is in the process of identifying all outstanding loan balances. Beginning this year, the homeowners of the outstanding loans will be notified annually of the amount of their loan still outstanding and a reminder of the obligation to repay such loans if homeowners cease to occupy the property or transfer title to the property.

**RELEVANCE TO THE STRATEGIC PLAN**

This CDBG funding assists enhancing parks and recreation and library services by providing funding for public service programs such as Second Start Literacy and Teen After School activities.

**EXHIBITS**

A. 2011-2012 Year Funding Table

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

## Recommended Funding Table

Program Name	Original Funding Requests 2011-2012	Original HCDA Recommendation	Revised Request based on final allocation	Revised Request based on reduced final allocation	City of Covina Program?	Meets the need of City Programs?
<b><u>PUBLIC SERVICE PROGRAMS</u></b>						
Sr. Case Mgmt	\$11,500.00	\$11,500.00	\$10,399.00	\$10,399.00	Yes	Yes
Senior Info & Referral	\$11,500.00	\$11,500.00	\$10,399.00	\$13,924.00	Yes	Yes
Senior Nutrition	\$11,748.00	\$11,748.00	\$10,400.00	\$10,399.00	Yes	Yes
Second Start Literacy	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	Yes	Yes
Recreational Activities	\$11,500.00	\$11,500.00	\$10,399.00	\$0.00	Yes	Yes
Teen After School	\$11,500.00	\$11,500.00	\$10,399.00	\$10,399.00	Yes	Yes
<b>Subtotal Public Service</b>	<b>\$69,748.00</b>	<b>\$69,748.00</b>	<b>\$63,996.00</b>	<b>\$57,121.00</b>		
<b><u>Program Administration</u></b>	<b>\$46,499.00</b>	<b>\$46,499.00</b>	<b>\$42,664.00</b>	<b>\$28,560.00</b>	Yes	Yes
<b><u>Other Programs</u></b>						
Residential Rehabilitation	\$100,000.00	\$100,000.00	\$93,207.00	\$93,207.00	Yes	Yes
Lead Based Paint & Asbestos Testing and Remediation Program	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	Yes	Yes
Economic Development	\$211,744.00	\$211,744.00	\$202,984.00	\$186,918.00	Yes	Yes
Microenterprise	\$22,000.00	\$22,000.00	\$12,000.00	\$0.00	Yes	Yes
<b>Subtotal Other Programs</b>	<b>\$348,744.00</b>	<b>\$348,744.00</b>	<b>\$323,191.00</b>	<b>\$295,125.00</b>		
<b>Total Funding Requested</b>	<b>\$464,991.00</b>	<b>\$464,991.00</b>	<b>\$429,851.00</b>	<b>\$380,806.00</b>		

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

**MEETING DATE** June 7, 2011

**ITEM NO.:** CC 10

**STAFF SOURCE:** Robert Neiuber, Director of Community Development *RN*  
Dilu De Alwis, Director of Finance *DDA*  
Nuala Gasser, Senior Redevelopment Manager *NG*

**ITEM TITLE** Approval of use of funds from the Community Development Block Grant 2010-2011 funding allocation for Special Economic Development.

---

**STAFF RECOMMENDATION**

Approve the Community Development Block Grant award of \$50,000, between the City of Covina and The Cake Mamas, LLC, contingent upon execution of a Guarantee of Note by the owners, and authorize the City Manager or his designee to execute the documents necessary to complete the grant/loan transactions when all conditions are met.

**FISCAL IMPACT**

This project is funded through the federal Community Development Block Grant program. \$50,000 is available at this time in funding under the CDBG Economic Development program number 600525-10, account number 2100-4750-07-53751.

**BACKGROUND**

The Economic Development Loan/Grant Program (“Program”) is funded through the federally funded Community Development Block Grant (CDBG) program. The Program provides financial assistance to for-profit entities to carry out economic development and job creation or job retention activities in our community.

The program has received an application from Janelle Copeland and Fabiola Gomez, owners of The Cake Mamas LLC. The business opened their first location in Glendora at 865 W. Route 66, Unit C, in October 2010, and have outgrown their location. They are expanding to their second location, which is in Covina at 720 E. Arrow Highway, Unit F. They have purchased the bakery business at that location and will expand the equipment to fit their need to make and sell cakes and pastries.

At the Covina location, the Cake Mamas will offer a variety of custom pastries from cakes to cupcakes, to cookies, specializing in custom products, and will offer private parties for children, as well as cake decorating classes.

A copy of an introductory letter and a business plan is attached as Exhibit A. A loan/grant of \$50,000 is recommended. The funding will cover some of the costs connected to the business, including but not limited to inventory, equipment, and working capital.

**Job Creation Requirement**

The Cake Mamas is required to create one full-time equivalent position (40 hours per week) for every \$25,000 granted for the business at 720 E. Arrow Highway. The business states that it will be able to meet the job creation requirements of two full-time equivalent employees to work in their bakery business. A minimum of fifty-one percent (51%) of the created positions must be held by employees from low- to moderate-income households.

The business will be required to maintain records and report on a quarterly basis on the low-to moderate-income positions. Program participants shall provide copies of the DE9 form, the State of California Quarterly Wage and Withholding Report, to the CDBG Division on a quarterly basis. These positions must be maintained for a minimum of one year.

**Staff Review/Collateral**

Staff has reviewed the application materials and is recommending funding in the amount of \$50,000 through the CDBG Special Economic Development Program. Staff recommendation of grant award is based on the need outlined in the application and the evaluated ability of the business owner to repay the loan in case of default.

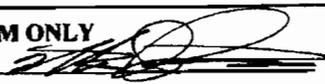
Collateral for the loan will be provided by a UCC-1 on lienable equipment, furnishings and inventory for the amount of the loan/grant. A Personal Guarantee of Note for the amount of the loan/grant, executed by the officers of the corporation, will be executed. The business shall comply with all federal, state and local laws applicable to conducting this business. Underwriting guidelines reveal that the project proposed above is a financially viable project, meeting the requirements as outlined in Appendix A to Part 570 of the Code of Federal Regulations.

**RELEVANCE TO THE STRATEGIC PLAN**

This action will assist the City to reach the goal of enhancing financial stability, as the loan/grant will assist the business to expand and become a viable partner in the community and to provide employment in the city.

**EXHIBITS**

- A. Introduction letter from The Cake Mamas and their business plan
- B. Confidential application information is on file in the CDBG office and is available for review by City Council members.

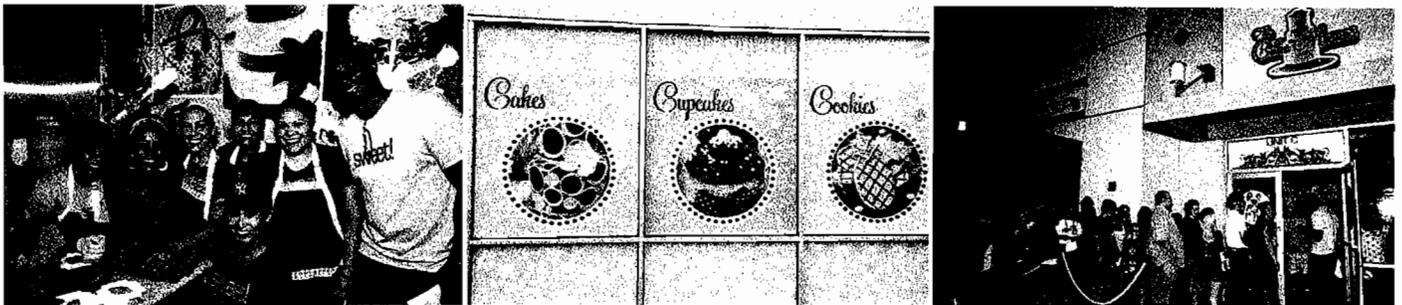
<b>REVIEW TEAM ONLY</b>	
City Attorney: 	Finance Director: 
City Manager: 	Other: _____

# The Cake Mamas™

Because life can be as sweet as you make it...

[www.thecakemamas.com](http://www.thecakemamas.com)

The Cake Mamas is a family owned business, owned and operated by two local moms who have both suffered from the heartbreaking downfall of our economy. Fabiola Gomez was laid off from a failed bakery when they closed down in 2008. Janelle Copeland was laid off in 2009 when electronics giant, Circuit City went out of business. Both women decided to do something about it so they put their skills and passions to the test, went into business for themselves and opened a small local custom cake shop in Glendora, CA.



After only 6 months in their retail location, they have outgrown their small 800 square foot bakery and have been searching for ways to expand their business. Due to the limited space in their Glendora kitchen, they are very limited to the amount of orders they are able to fulfill each week. Although it is a true blessing to be so busy and booked each week, this has resulted in thousands of dollars lost from customers that cannot be accommodated.

Recently, the pair purchased a second location in Covina, which is a large commercial kitchen. This investment allows The Cake Mamas to hire more employees, create more local jobs and create more amazing cakes and yummy cupcakes for more customers!

The Cake Mamas is in need of financial assistance to aid with the purchase of equipment, supplies, signage and everything else it takes to start up and launch a successful new business. With an injection of city funding, The Cake Mamas could be fully staffed, renovated and ready to open for business in less than 30 days!

We hope that you will consider assisting us with the expansion of our company. We are passionate about supporting small businesses within the community, especially female owned businesses. We are extremely charitable and donate ALL left-overs to local charities, churches and local businesses. We are very excited to be able to create local jobs for people that may have been effected by job loss, just as we were.

Sincerely, Janelle Copeland & Fabiola Gomez

The Cake Mamas

EXHIBIT A

## **The Cake Mamas Business Plan May 2011**

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### **Introduction**

Cake Mamas LLC, is a local, family owned bakery located in Covina, California. The Cake Mamas aims to offer its cakes, and other tasty treats at a competitive price to maintain the demand of local and surrounding residents' expectations. The Cake Mamas bakers work closely with their customers to design the perfect cake for their event. These cakes are sure to be remembered by all of the attendees for their unique look and delicious taste.

### **The Company**

The Cake Mamas is a Legal Liability Company (LLC) in the state of California. It is owned and managed by its two partners, Mrs. Janelle Copeland and Ms. Fabiola Gomez. Mrs. Copeland has extensive experience in retail, sales, marketing, management and project development. Ms. Gomez has over 10 years of bakery experience in cake decorating, baking and other bakery functions, as well as customer service.

### **Products and Services**

The Cake Mamas offers a variety of custom pastries from cakes to cupcakes, to cookies. The Cake Mamas caters to all of its customers by providing products to suit their specific needs down to the smallest detail, such as a tiny monogram on a cupcake for a couple's wedding.

The Cake Mamas focus is on local markets' customers, birthday celebrators, anniversary celebrators, work or school events, and any other occasion needing a cake. We have a variety of flavors (over 25 different flavors!) and even offer vegan cakes and gluten-free cakes for any event.

The Cake Mamas is now looking to expand their portfolio by offering cakes and other pastries at their second location in Covina, CA

The location will be a pick up and consultation location designed for production of pastries and also set up for personal consultations. Retail merchandise will also be available.

Within the establishments, there will also be decorating classes for beginner or advanced cake decorators interested in learning the art of cake decorating, and private parties for children to spend their special day decorating cakes with their friends.

Our store will have a community feel and will become a local "brand" to all community members. Because our story is so unique and people are eager to share it with their friends, referrals and word-of-mouth will be our main source of advertising.

## **The Market**

In the United States, the average wedding cake costs \$658.00. With approximately 2.2 million weddings per year, 1.5 billion US dollars are spent on wedding cakes alone! The cake industry is one that is *not strongly correlated with the declining economy*. Although families may be scaling back on elaborate parties for their children, they are still purchasing cakes for small and more intimate celebrations. Parents will always make sure their child has a cake, or even a small cupcake to blow candles out on. There are also many different types of events celebrated within a single home or family that require a cake; birthdays, graduations, weddings, bridal and baby showers, promotions, work or school functions, and many more. Purchasing a cake for these events is a tradition stemming back for centuries. The belief is, as long as there is a reason to celebrate; there is a reason to have some cake.

### **1.1 Objectives**

1. Attain sales of \$206,000 in the first year retail bakery is established.  
\*See Projected Revenue sheet on separate document.
2. Increase second year sales by 15% and third year of 30%.
3. Expand employee base by second year of business.

### **1.2 Keys to Success**

- Maintain affordable yet amazing cakes that cannot be obtained anywhere but The Cake Mamas bakery
- Offer a variety of delicious flavors
- Utilize the finest quality ingredients
- Unprecedented customer service
- Differentiated experience, (in all categories: Taste, offerings, service, etc.)

## **Company Summary**

The Cake Mamas' goal is to open a neighborhood bakery that fills a void in the local area. None of the local *bakeries produce cakes similar to the Cake Mamas cakes!* The taste, the flavors and the LOOK of their cakes is not currently offered anywhere but here! There are many bakeries that sell cakes, but not many establishments that offer everything under one roof.

- Custom cakes
- Specialty cupcakes and other pastries

- Children's parties
- Cake Decorating Classes
- Retail merchandise

## **2.1 Company Ownership**

The Cake Mamas business is co-owned. The owners are two local mothers, who happen to share the same passion and talent for baking cakes. Between the two women, they parent a total of three children. The three children are the foundation of the business, and also chose the name, The Cake Mamas.

## **2.2 Start up Summary**

The Start-up costs come to \$133,800 which includes; kitchen and office equipment, display cases, rent, labor and starting inventory expenses associated with opening a new establishment.

## **Market Segmentation**

Celebrators are just that- people celebrating special occasions with a similar symbol, cakes! Although most women are the primary purchasers for their children's cakes, men purchase at key times and for key occasions as well. So basically, anyone in need of gift giving items, appreciation items, holiday or birthday items and school or work items..That pretty much covers everyone!

## **Competitive Edge**

Our competitive edge is what makes us so unique. Although many bakeries, ice cream stores, grocery stores, etc. have an established position in the marketplace, none are quite like the Cake Mamas cakes. We guarantee to offer our customers a completely new experience with a high quality product. Our creativity alone sets us on a higher platform than our competition.

We also are pretty amazing at online marketing. That is the new marketing key for any successful business. We have over 5,400 fans/followers on the most popular social media networks. This definitely helps us communicate new offers or promotions in very little time.

## **4.2 Sales Strategy**

The Cake Mamas will focus on selling their name as well as their cakes. Their goal is to become a common name amongst households. They also hold high regard to customer service and a friendly staff. They want their customers to feel welcome when they walk into this establishment.

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

**MEETING DATE:** June 7, 2011

**ITEM NO.:** CC 11

**STAFF SOURCE:** Robert Neiuber, Deputy Executive Director *RN*  
Nuala Gasser, Senior Redevelopment Manager *mg*

**ITEM TITLE:** Annual Report of the Economic Development Council for Fiscal Year 2010-2011, and consideration of Fiscal Year 2011-2012 program budget

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**STAFF RECOMMENDATION**

Receive and file Annual Report of the Economic Development Council and approve the 2011-2012 program budget for the Covina Economic Development Council (EDC)

**FISCAL IMPACT**

Planned funding for all EDC programs are budgeted in the FY 11-12 budget request for the Redevelopment and Housing Marketing Budget (5011-4600-00-53705), in the amount of \$2,500.

**BACKGROUND**

***Report on 2010-2011 activities***

Pursuant to the Agreement for the Operation of the Economic Development Council (EDC), the Chamber of Commerce prepares an annual report. The attached report, Exhibit A, covering the period of July 2010 through June 2011, includes financial activity for the reporting period and highlights the status of programs that are implemented by the EDC. No funds were expended in FY 10-11 for the Business Information Brochure, the Business Attraction Effort, or the Business Awards. The Business Awards will be presented in July 2011. The unexpended funds will be carried over to FY 11-12.

***2010-2011 Proposed EDC Budget***

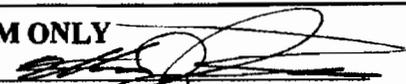
The EDC budget proposal covers five programs, and carries over unexpended funds from FY 10-11 for three programs. The budget proposal requests \$2,500 for FY 11-12, and is attached as Exhibit B.

**RELEVANCE TO THE STRATEGIC PLAN**

This action will assist the City to reach the goal of enhancing financial stability, as the funds are used by the Economic Development Council to assist businesses in the City through their programs. Businesses are an integral component of the financial stability of the City.

**EXHIBITS**

- A. Economic Development Council Report—July 1 2010 through June 30, 2011 with attached Covina Economic Development Council Financial Report—July 1, 2009 through May 11, 2011
- B. EDC Proposed Budget 2011-2012

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

## **EXHIBIT A**

### ECONOMIC DEVELOPMENT COUNCIL REPORT

July 2010- June 2011

#### Covina's Top Businesses

Top tax generating businesses will be honored in July. These businesses will be given plaques for their contributions to the city and commitment to the business community. The EDC also voted to give special awards to businesses for the following categories: Longevity, Image Enhancement, Quality Service, Marketing Success, Renovation/Revitalization and Entrepreneur.

#### New Business Information Brochure

This brochure has become very popular and useful for individuals seeking to open their own business in the city of Covina. The Covina Chamber recently added a download-able version to their website. Hard copies are available at local banks, the library, the Finance Dept at City Hall and the Covina Chamber of Commerce. Changes will be made to keep the information current and a "reprint" will be made within the year. This brochure is available at no cost and promotes local businesses in a directory listed in the back of the brochure.

#### State of the City

The EDC partnered with the Covina Chamber of Commerce to host a State of the City Luncheon in March 2011. Mayor Delach, Superintendent Catherine Nichols from Covina Valley Unified School District, Superintendent Mike Hendricks from Charter Oak Unified School District and Chamber Chairman Chris Carlos gave updates on different aspects of the City. It is an informative luncheon with about 115 people in attendance. This is an event the EDC would like to sponsor annually.

#### ICSC Conference

For the third year, the EDC Executive Director will be accompanying the staff from the Redevelopment Agency to this annual conference. The Executive Director promotes the City of Covina by visiting various retail booths and handing out Covina's marketing material.

#### Business Attraction

This allows EDC members to meet with business/land owners to discuss possible projects/ideas in Covina.

Economic Development Council  
**Profit & Loss**  
July 1, 2010 through May 11, 2011

	<u>Jul 1, '10 - May 11, 11</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Income	0.00
Program Funding/CRA	5,500.00
Thunderfest/Bluesapalooza	
Car Entries	4,450.00
Thunderfest/Bluesapalooza - Other	6,464.36
<b>Total Thunderfest/Bluesapalooza</b>	<u>10,914.36</u>
<b>Total Income</b>	16,414.36
<b>Expense</b>	
Misc	9.00
State of the City	1,000.00
Thunderfest	
Awards	971.95
Coordinator	2,000.00
Light Towers	2,125.00
Misc	405.00
Postage	500.00
Printing	297.02
Thunderfest - Other	4,450.00
<b>Total Thunderfest</b>	<u>10,748.97</u>
<b>Total Expense</b>	<u>11,757.97</u>
<b>Net Ordinary Income</b>	<u>4,656.39</u>
<b>Net Income</b>	<u><u>4,656.39</u></u>

**EXHIBIT B**

ECONOMIC DEVELOPMENT COUNCIL PROPOSED BUDGET  
2011-2012

**Proposed Budget**

Each program has a dollar amount assigned to it. This cost includes everything needed to initiate and maintain the program for the current fiscal year.

	Cost	Reserves	CRA funding
Thunderfest			0.00
Top Thirty/Bob Russo Business Awards	3,000	3,000	0.00
All costs include: Plaques, Luncheon and Mailings			
ICSC Conference	1,500		1,500
All costs include: Registration, meals and lodging			
New Business Information Brochure	1,500	1,500	0.00
All costs include: Updating and printing: \$1500			
State of the City Event	1,000		1,000
All costs include: Breakfast cost and advertising			
Business Attraction Effort:	500	500	0.00
All costs include: Expenses: Phone, gas and mileage, meals			
<b>Total Budget:</b>			<b>2,500</b>

Respectfully Submitted,

Dawn Nelson  
EDC Director

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

**MEETING DATE:** June 7, 2011

**ITEM NO.:** CC 12

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

**ITEM TITLE:** Redevelopment Agency to approve an Access Agreement with Russ Davis, Inc. Mary N. Davis, Richard R. Davis Family Trust and Paulette E. Davis for usage of the property at 116 East San Bernardino Road for temporary operation of the Covina Farmers Market and Family Night, and authorize the Executive Director to execute the agreement as well as increase subsidy to Farmers Market Operator

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**AGENCY STAFF RECOMMENDATION**

Approve Access Agreement with Russ Davis, Inc. Mary N. Davis, Richard R. Davis Family Trust and Paulette E. Davis for usage of the property at 116 East San Bernardino Road for temporary operation of the Covina Farmers Market and Family Night and authorize the Executive Director to execute the agreement for an amount not to exceed \$7,000 as well as increase existing subsidy to Farmers Market Operator by \$5,343.46 for a total subsidy of \$27,343.46.

**FISCAL IMPACT**

No General Fund Impact. On March 24, 2011 an Agreement for the Operation of a Covina Farmers Market by Harry Brown-Heigel was approved by the Agency Board. \$15,000 was authorized for expenditure from the Marketing Section of the Redevelopment and Housing budget account number 5011-4600-00-51620. A total of \$37,000 is currently budgeted in this account for FY 2010-2011. Staff requests that additional FY 2010-2011 monies be obligated as follows:

\$ 5,343.46 - Amount of Excess Insurance Coverage Brown-Heigel must carry in order operate temporarily at the Russ-Davis Ford location

\$ 7,000.00 - Equals \$1,000 monthly lease payment for a total of 5 months; a total of \$1,000 for payment of monthly utilities over the term of the contract; plus an amount not to exceed \$1,000 for utility improvements that may be required to be installed during the term of the contract (Any amount over this would require written authorization from the Covina Redevelopment Agency).

\$ 15,000.00 - *Authorized by the Agency Board on March 24, 2011 to be issued to the Brown-Heigel for operation of Farmers Market 2011*

\$ 27,343.46 **Total Amount Requested for operation of 2011 Farmers Market**

The amount requested is \$9,656.54 less than the amount allocated in FY 2010. Staff anticipates that Farmers Market revenues generated will be high enough to provide a cost neutral scenario.

**BACKGROUND**

Harry Brown-Heigel has operated the Covina Farmers Market and Family Night Festival for the past 10 years. Due to the current renovation of Heritage Plaza, the site at which the Market currently operates, both the Agency and Market Operator felt that it is important to continue the operation of the Market Downtown. Staff has taken steps to temporarily relocate the Market to 116 East San Bernardino Road (former Ford dealership site) and request Agency Board approval of an Access Agreement between the property owners and the Covina Redevelopment Agency.

In order to ready the site for the Market to utilize, some minor electrical work had to be performed on the site. Staff anticipates that no further improvements will be necessary at the site, however, a provision for an amount not to exceed \$1,000 for such improvements is included in the proposed Agreement as a precaution.

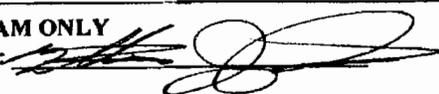
In addition, it is important to highlight that the Agency is sensitive to the possibility that this site could be developed in the near future and, therefore requests that the short-term Agreement brought before the Agency Board be approved.

**RELEVANCE TO THE STRATEGIC PLAN**

Continuing operation of the Farmers Market in Downtown Covina is in keeping with the Strategic Planning Goal of Enhancing Financial Stability. The Market will draw visitors who will shop, dine and relax downtown, thus furthering the revitalization of the area.

**EXHIBITS**

A. Access Agreement

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

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

**DATE:** June 7, 2011

**ITEM:** PH 1

**STAFF SOURCE:** Daryl Parrish, City Manager   
Steve Henley, Director of Public Works   
Kalieh Honish, Assistant Director of Public Works  
Vivian Castro, Environmental Services Manager

**ITEM TITLE:** Public Hearing on Proposed Refuse Rates and Adoption of Ordinance No. 11-1994, Adjusting City of Covina July 1, 2011 – June 30, 2012 Refuse Rates.

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**STAFF RECOMMENDATION**

City Council to:

- a) Conduct a public hearing on the City's proposed refuse rates for the period of July 1, 2011 through June 30, 2012 and making automatic adjustments to the proposed rates in future years by the change in Consumer Price Index or 3%, whichever is greater.
- b) If it is determined that a majority protest does not exist, adopt **City Ordinance No. 11-1994**, setting refuse rates for the period of July 1, 2011 through June 30, 2012 and making automatic adjustments to the proposed rates in future years by the change in Consumer Price Index or 3%, whichever is greater.

**FISCAL IMPACT**

\$5224.00, the total cost of preparing, printing and mailing the notices to all refuse rate payers, was included in the 2010-11 Environmental Services budget in account 6200-5580-00-53300.

If the proposed refuse rate adjustment is approved, City accounts would be impacted as follows in the 2011-12 budget year:

- Increase of approximately \$7,251.93 over 2010-11 budget year amount in 1010-0000-00-40880 as a result of 6% franchise fee being applied to the increased service and disposal components of the proposed 2011-12 refuse rates.
- The Integrated Waste Management Fee (IWMF) applied to each rate will remain the same in 2011-12 as in 2010-11. However, due to additional refuse customers being identified through an Athens audit, the IWMF revenues (6200-5580-00-46315) in the proposed 2011-12 budget (\$650,000) is slightly higher than those in the approved 2010-11 budget (\$645,760).

**BACKGROUND**

On February 15, 2011, the Covina City Council approved the Amended and Restated Exclusive Franchise Agreement between the City of Covina and Arakelian Enterprises, Incorporated (Agreement). In both the prior and new Agreements, refuse rates are to be adjusted annually

every July 1. Therefore, a refuse rate increase would have occurred July 1 under the prior Agreement as well.

The changes in the new Agreement that directly affect rates pertain to billing changes and a new refuse rate adjustment formula:

- Athens Services took over the billing for residential refuse accounts, which resulted in a decrease in the cost of residential refuse billing that was passed down to customers as specified below.
- The “True-Up” formula that was in the prior agreement was replaced by the simplified formula specified in Exhibit D (Exhibit B of the Agreement). The new rate adjustment methodology is discussed in greater detail in the following section.

Per the prior and new Agreement, refuse rates are to be adjusted July 1 of every year. Subsequent sections of this report explain how the new rates were calculated.

### **PROPOSITION 218 NOTICE OF PROPOSED REFUSE RATE**

Under Proposition 218 and AB 1260, local agencies are required to follow three procedures prior to increasing fees for these services. In brief, these three procedures are:

- Identifying the properties that would be affected by the proposed increase(s)
- Mailing a notice to the owners/tenants of the affected properties explaining the amount of the increase, the reason for the increase and setting a time, date and location of a “majority protest” hearing; and
- Conducting a majority protest hearing and only implementing fee increases if a written majority protest is not realized.

As required by Proposition 218 and Assembly Bill 1260, a Notice of Public Hearing (Notice, Exhibit H) was mailed to all refuse customers at least 45 days in advance of the June 7, 2011 public hearing on the proposed refuse rate increase. Per the attached proof of mailing in Exhibit I, 10,795 notices were mailed on April 15, 2011, in advance of the required April 23, 2011 deadline.

If it is determined that a majority protest does not exist, the Council may adopt Ordinance No. 11-1994 (Exhibit G), setting refuse rates for the period of July 1, 2011 through June 30, 2012 and making automatic adjustments to the proposed rates in future years by the change in Consumer Price Index or 3%, whichever is greater.

### **REFUSE RATE ADJUSTMENT CALCULATION**

On March 30, 2011, Athens Services provided City staff the proposed refuse rates for July 1, 2011-June 30, 2012. The proposed rates were calculated by applying the formula in Exhibit D (Exhibit B of the Agreement) to the March 1, 2011 – June 30, 2011 rates in Exhibit C (Exhibit A of the Agreement) that were approved by the City Council on February 15, 2011. Staff reviewed the proposed rates and independently verified that the rates were calculated in accordance with the formula specified in the Agreement. Refuse rates consist of two components, a Service Component and a Disposal Component, and two City fees, the Franchise Fee and the Integrated Waste Management Fee (IWMF).

***Consumer Price Index***

The Agreement states that the Service Component of refuse rates is to be automatically adjusted each July 1 in proportion to the increase or decrease in the cost of living as determined by the percentage change in the Consumer Price Index (“CPI”) for the immediately preceding twelve month period (February through January) for All Urban Consumers in the Los Angeles/Anaheim /Riverside area.

That information was obtained from the United States Department of Labor, Bureau of Labor Statistics website and is attached in Exhibit A. The January 2010 CPI was 224.610 and the January 2011 CPI was 228.652, resulting in a CPI increase of 1.80%.

***MRF Gate Fee***

The Disposal Component of refuse rates is to be adjusted automatically in proportion to the change in the MRF Gate Fee. Because the Puente Hills landfill tipping fee did not increase, the MRF Gate Fee was only adjusted by CPI as detailed in Exhibit B.

***Billing Fee***

Per the Agreement, Athens is billing Covina refuse customers on a quarterly basis, in advance. As part of the Service Component, Athens is charging residential customers a billing fee according to a schedule to be phased in over four years as follows:

Year 1 (2011)	\$0.22 per residential account, per month
Year 2 (2012)	\$0.44 per residential account, per month
Year 3 (2013)	\$0.66 per residential account, per month
Year 4 (2014)	\$0.88 per residential account, per month
Subsequent years (2015 +)	Adjust by CPI

The billing fee will remain the same for July 1, 2011 - June 30, 2012 as it is for March 1, 2011 - June 30, 2011 (\$.22/month), so no adjustment was made to the Service Component other than the aforementioned CPI adjustment.

***Integrated Waste Management Fee***

This fee is used by the City to pay for costs related to compliance with the State’s AB 939 diversion mandate, including hazardous materials responses and disposal, recycling programs, staff salaries and overhead and a contingency for supplementary programs if the waste diversion rate drops. A portion of this fee also pays for street sweeping, a service that typically follows trash pick-up days in order to sweep up any spillage. The IWMF will provide approximately \$650,000 to fund these activities in 2011-12.

***Franchise Fee***

A franchise fee is applied to services provided and is used to administer the contract and pay for wear and tear on City streets caused by disposal trucks. The franchise fee represents 6% of the sum of the service fee, disposal/processing fee, billing fee and the franchise fee itself for each customer class. The franchise fee calculation is detailed in Exhibit F.

**CONCLUSION**

If a majority protest does not exist, the Council should adopt the proposed rates. Based on staff review of the information provided by Athens, the proposed rates, as calculated by Athens Services and contained in Exhibit E, are valid.

**RELEVANCE TO THE STRATEGIC PLAN**

By adjusting refuse rates as specified by the Amended and Restated Exclusive Franchise Agreement, this item supports the City’s goals of becoming an environmentally sustainable community and enhancing financial stability.

**EXHIBITS**

- A. Consumer Price Index
- B. Covina MRF Gate Fee Calculation
- C. Exhibit A of the Amended and Restated Exclusive Franchise Agreement between the City of Covina and Arakelian Enterprises, Incorporated - City of Covina Schedule of Rates Effective March 1, 2011 – June 30, 2011.
- D. Exhibit B of the Amended and Restated Exclusive Franchise Agreement between the City of Covina and Arakelian Enterprises, Incorporated – Rate Adjustment
- E. Proposed City of Covina Schedule of Rates Effective July 1, 2011 – June 30, 2012.
- F. Franchise Fee Calculation
- G. Ordinance No. 11-1994
- H. Notice of Public Hearing on Proposed Increase in Refuse Collection, Disposal, and Recycling Collection Service Rates
- I. Mailing Transaction Receipt for Notice of Public Hearing

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

# EXHIBIT A



## Databases, Tables & Calculators by Subject

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**Change Output Options:** From:  To:   include graphs

[More Formatting Options](#)

Data extracted on: April 14, 2011 (4:48:11 PM)

### Consumer Price Index - All Urban Consumers

**Series Id:** CUURA421SA0  
**Not Seasonally Adjusted**  
**Area:** Los Angeles-Riverside-Orange County, CA  
**Item:** All items  
**Base Period:** 1982-84=100

**Download:** .xls

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2001	174.2	175.4	176.2	176.6	177.5	178.9	178.3	178.4	178.8	178.3	178.1	177.1	177.3	176.5	178.2
2002	178.9	180.1	181.1	182.2	182.6	181.9	182.2	183.0	183.4	183.7	184.0	183.7	182.2	181.1	183.3
2003	185.2	186.5	188.2	187.6	186.4	186.3	186.3	186.9	188.2	187.8	187.1	187.0	187.0	186.7	187.2
2004	188.5	190.1	191.5	191.9	193.3	193.7	193.4	193.1	194.5	196.3	196.9	195.2	193.2	191.5	194.9
2005	195.4	197.4	199.2	201.1	201.5	200.7	201.4	203.1	205.8	206.9	205.6	203.9	201.8	199.2	204.5
2006	206.0	207.5	208.5	210.5	212.4	211.1	211.4	211.9	212.9	211.4	211.1	210.6	210.4	209.3	211.6
2007	212.584	214.760	216.500	217.845	218.596	217.273	217.454	217.330	217.697	218.696	219.943	219.373	217.338	216.260	218.416
2008	220.918	221.431	223.606	224.625	226.651	229.033	229.886	228.484	227.449	226.159	222.229	219.620	225.008	224.377	225.638
2009	220.719	221.439	221.376	221.693	222.522	223.906	224.010	224.507	225.226	225.264	224.317	223.643	223.219	221.943	224.495
2010	224.610	224.620	225.483	225.916	226.438	225.877	225.991	226.373	226.048	226.794	225.941	226.639	225.894	225.491	226.298
2011	228.652	229.729													

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EXHIBIT B

**ARAKELIAN ENTERPRISES, INC.  
COVINA MRF GATE FEE  
EFFECTIVE JULY 2011**

	<u>7-1-10 Rate</u>	<u>0.00% Landfill Increase</u>	<u>1.21% CPI Increase</u>	<u>7-1-11 Rate</u>
DISPOSAL COST	28.70	0.00		28.70
NONDISPOSAL PORTION	<u>42.26</u>		<u>0.51</u>	<u>42.77</u>
GATE FEE	70.96	0.00	0.51	71.47
PRIOR YEAR GATE FEE				<u>70.96</u>
INCREASE				<u><u>0.72%</u></u>

DETAIL:

NEW LANDFILL RATE (PUENTE HILLS)	38.26
PREVIOUS LANDFILL RATE (PUENTE HILLS)	38.26
INCREASE	0.00%

JAN 2011 CPI	228.652
APR 2010 CPI	225.916
INCREASE	1.21%

EXHIBIT C

EXHIBIT A  
CITY OF COVINA

Schedule of Rates Effective March 1, 2011

		New Service Comp	New Disposal Comp	New Net Rate	6% Franchise Fee	Waste Mgmt Fee	New Total Rate	Basic Service Rate
<b>RESIDENTIAL</b>								
90 Gallon Black Barrel Service		10.38	3.79	14.17	0.90	1.93	17.00	25.14
60 Gallon Black Barrel Service		10.38	2.53	12.91	0.82	1.29	15.02	23.16
30 Gallon Black Barrel Service		10.38	1.27	11.65	0.74	0.65	13.04	21.18
90 Gallon Green Barrel Service		3.96	1.40	5.36	-	-	5.36	
90 Gallon Blue Barrel Service		2.78	-	2.78	-	-	2.78	
Additional 90 Gallon Black		10.16	3.79	13.95	0.89	1.93	16.77	
Additional 90 Gallon Green		3.96	1.40	5.36	-	-	5.36	
Additional 90 Gallon Blue		2.78	-	2.78	-	-	2.78	
Manual or Backyard Service		34.24	10.38	44.62	1.81	3.86	50.28	
Roll-Out Service		15.41	-	15.41	-	-	15.41	
<b>COMMERCIAL</b>								
1.5YD - First Bin	1X	63.60	22.21	85.81	5.48	6.16	97.45	
	2X	101.10	44.43	145.53	9.29	12.31	167.13	
	3X	138.57	66.64	205.21	13.11	18.47	236.78	
	4X	176.10	88.85	264.95	16.92	24.63	306.50	
	5X	213.59	111.06	324.65	20.73	30.79	376.17	
	6X	262.45	133.28	395.73	25.27	36.94	457.94	
1.5YD - Each Additional Bin	1X	50.11	22.21	72.32	4.62	6.16	83.10	
	2X	80.09	44.43	124.52	7.95	12.31	144.78	
	3X	108.59	66.64	175.23	11.19	18.47	204.89	
	4X	138.58	88.85	227.43	14.52	24.63	266.58	
	5X	168.58	111.06	279.64	17.86	30.79	328.29	
	6X	206.91	133.28	340.19	21.73	36.94	398.86	

2YD - First Bin	1X	73.09	29.62	102.71	6.56	8.21	117.48
	2X	112.09	59.23	171.32	10.94	16.42	198.68
	3X	151.14	88.85	239.99	15.32	24.63	279.94
	4X	190.17	118.47	308.64	19.70	32.84	361.18
	5X	229.21	148.09	377.30	24.08	41.05	442.43
	6X	281.82	177.70	459.52	29.33	49.26	538.11
2YD - Each Additional Bin	1X	58.08	29.62	87.70	5.60	8.21	101.51
	2X	88.11	59.23	147.34	9.40	16.42	173.17
	3X	119.61	88.85	208.46	13.31	24.63	246.40
	4X	149.65	118.47	268.12	17.12	32.84	318.08
	5X	181.16	148.09	329.25	21.03	41.05	391.33
	6X	223.34	177.70	401.04	25.61	49.26	475.91
3YD - First Bin	1X	80.65	44.43	125.08	7.99	12.31	145.38
	2X	123.90	88.85	212.75	13.59	24.63	250.97
	3X	167.12	133.28	300.40	19.18	36.94	356.52
	4X	210.32	177.70	388.02	24.78	49.26	462.06
	5X	253.59	222.13	475.72	30.38	61.57	567.67
	6X	309.26	266.55	575.81	36.77	73.89	686.47
3YD - Each Additional Bin	1X	64.17	44.43	108.60	6.94	12.31	127.85
	2X	98.40	88.85	187.25	11.96	24.63	223.84
	3X	132.57	133.28	265.85	16.98	36.94	319.77
	4X	166.80	177.70	344.50	22.00	49.26	415.76
	5X	201.07	222.13	423.20	27.03	61.57	511.80
	6X	244.73	266.55	511.28	32.65	73.89	617.82
<b>30YD Standard Roll-off (+ dump)</b>		254.02	Actual Cost	254.02	6% of service + disposal	30.73	Tons based #
<b>30YD C&amp;D Roll-off (+ dump)</b>		393.31	Actual Cost	393.31	6% of service + disposal	30.73	Tons based #
<b>3 Yard Temporary Bin</b>		140.00		140.00	8.94	2.84	151.78
<b>Commercial Barrel</b>		25.09	11.86	36.95	2.36	3.28	42.59
<b>Sweeper Service</b>		12.78	2.41	15.19			15.19

## EXHIBIT D

### EXHIBIT B

#### TO COVINA EXCLUSIVE FRANCHISE AGREEMENT

##### RATE ADJUSTMENT

Each of the rates provided by this Agreement consists of a Service Component and a Disposal Component.

The Service Component includes the costs of collection and hauling of all Refuse, including Recyclable Materials and Green Waste for all customers according to the terms set forth in this Agreement.

The Disposal Component shall be based on the per ton costs incurred by CONTRACTOR for disposal of all Refuse, processing of Recyclable Materials at CONTRACTOR's MRF (which costs are defined on a per ton basis as the "MRF Gate Fee") and for its disposal of Green Waste.

##### **Rate Adjustment Formula**

The Service Component will automatically be adjusted each July 1st in proportion to the increase or decrease in the cost of living as determined by the percentage change in the Consumer Price Index ("CPI") for the immediately previous twelve month period (February through January) for All Urban Consumers in the Los Angeles/Anaheim/Riverside area, or an equivalent index approved by mutual agreement in the event the CPI as described above is no longer published. CITY staff shall review all proposed rate increases solely for validity of the submitted data and, upon verification of data, approve the new Service Component rates.

The Disposal Component will automatically be adjusted in proportion to the increase or decrease in disposal costs as determined by the percentage change in the MRF Gate Fee. As soon as the information is available, CONTRACTOR shall submit documentation to the City Manager with evidence of the net change in disposal costs. CITY staff shall review the documentation in connection with the net change in disposal costs solely for validity of the submitted data and, upon verification of data, approve the new Disposal Component rates. The net change in disposal costs will be added to or subtracted from the Disposal Component of the maximum rates to be effective the next billing cycle after written notification to the CITY. CONTRACTOR agrees it will not be entitled to any increase in the Disposal Component due to an increase in the MRF Gate Fee other than due to the occurrence of one or more of the following: (1) an adjustment in the non-disposal portion of the MRF Gate Fee directly proportional to the percentage change in the CPI, as described above, and (2) an increase in the Puente Hills Landfill tipping fee for residue from the MRF.

Between the date of this Franchise Agreement and the closure of the Puente Hills Landfill, estimated to be at the end of 2013, CONTRACTOR shall evaluate cost-effective Disposal Sites to be utilized upon the closure of the Puente Hills Landfill. Prior to the closure of the Puente Hills Landfill, CONTRACTOR shall propose its recommendation to CITY of the Disposal Site for disposal of residue from the MRF and the Disposal Component of the rate in connection

therewith. CONTRACTOR and CITY shall meet and confer to discuss the CONTRACTOR's disposal recommendation and rate.

### **Special Rate Adjustment**

In the event circumstances beyond the control of CONTRACTOR impose or generate extraordinary costs in the performance of the Agreement, CONTRACTOR may petition CITY to determine if an adjustment in compensation is warranted to avoid undue financial hardship on CONTRACTOR. For each request, CONTRACTOR shall prepare a schedule documenting the extraordinary costs. Such request shall be prepared in a form acceptable to CITY with support for assumptions made by CONTRACTOR in preparing the estimate of extraordinary costs. CITY shall review CONTRACTOR's request and, in CITY's sole judgment, make the final determination on the adjustment.

**CITY OF COVINA**  
 Schedule of Rates Effective July 1, 2011  
 EXHIBIT A

**EXHIBIT E**

Jan 2010 CPI:	224.610
Jan 2011 CPI:	228.652
CPI Increase:	1.80%
July 1, 2010 Covina MRF Gate Fee:	70.96
July 1, 2011 Covina MRF Gate Fee:	71.47
Gate Fee Increase:	0.72%

		New Service Comp	New Disposal Comp	New Net Rate	6% Franchise Fee	Waste Mgmt Fee	New Total Rate
<b>RESIDENTIAL</b>							
90 Gallon Standard Service		17.43	5.22	22.65	0.92	1.93	25.50
60 Gallon Standard Service		17.43	3.95	21.38	0.84	1.29	23.51
30 Gallon Standard Service		17.43	2.68	20.11	0.76	0.65	21.52
Additional 90 Gallon Black		10.34	3.82	14.16	0.90	1.93	16.99
Additional 90 Gallon Green		4.03	1.41	5.44	-	-	5.44
Additional 90 Gallon Blue		2.83	-	2.83	-	-	2.83
Manual or Backyard Service		34.86	10.45	45.31	1.84	3.86	51.01
Roll-Out Service		15.69	-	15.69	-	-	15.69
<b>COMMERCIAL</b>							
1.5YD - First Bin	1X	64.74	22.37	87.11	5.56	6.16	98.83
	2X	102.92	44.75	147.67	9.43	12.31	169.41
	3X	141.06	67.12	208.18	13.29	18.47	239.94
	4X	179.27	89.49	268.76	17.15	24.63	310.54
	5X	217.43	111.86	329.29	21.02	30.79	381.10
	6X	267.17	134.24	401.41	25.62	36.94	463.97
1.5YD - Each Additional Bin	1X	51.01	22.37	73.38	4.68	6.16	84.22
	2X	81.53	44.75	126.28	8.06	12.31	146.65
	3X	110.54	67.12	177.66	11.34	18.47	207.47
	4X	141.07	89.49	230.56	14.72	24.63	269.91
	5X	171.61	111.86	283.47	18.09	30.79	332.35
	6X	210.63	134.24	344.87	22.01	36.94	403.82
2YD - First Bin	1X	74.41	29.83	104.24	6.65	8.21	119.10
	2X	114.11	59.66	173.77	11.09	16.42	201.28
	3X	153.86	89.49	243.35	15.53	24.63	283.51
	4X	193.59	119.32	312.91	19.97	32.84	365.72
	5X	233.33	149.15	382.48	24.41	41.05	447.94
	6X	286.89	178.98	465.87	29.74	49.26	544.87
2YD - Each Additional Bin	1X	59.13	29.83	88.96	5.68	8.21	102.85
	2X	89.70	59.66	149.36	9.53	16.42	175.31
	3X	121.76	89.49	211.25	13.48	24.63	249.37
	4X	152.34	119.32	271.66	17.34	32.84	321.84
	5X	184.42	149.15	333.57	21.29	41.05	395.91
	6X	227.36	178.98	406.34	25.94	49.26	481.54
3YD - First Bin	1X	82.10	44.75	126.85	8.10	12.31	147.26
	2X	126.13	89.49	215.62	13.76	24.63	254.01
	3X	170.13	134.24	304.37	19.43	36.94	360.74
	4X	214.10	178.98	393.08	25.09	49.26	467.43
	5X	258.15	223.73	481.88	30.76	61.57	574.21
	6X	314.83	268.47	583.30	37.23	73.89	694.42
3YD - Each Additional Bin	1X	65.32	44.75	110.07	7.03	12.31	129.41
	2X	100.17	89.49	189.66	12.11	24.63	226.40
	3X	134.96	134.24	269.19	17.18	36.94	323.31
	4X	169.80	178.98	348.78	22.26	49.26	420.30
	5X	204.69	223.73	428.41	27.35	61.57	517.33
	6X	249.13	268.47	517.60	33.04	73.89	624.53
30YD Standard Roll-off (+ dump)		258.59	Tons Based #	258.59	6% of net	30.73	Tons Based #
30YD C&D Roll-off (+ dump)		400.39	Tons Based #	400.39	6% of net	30.73	Tons Based #
3 Yard Temporary Bin		142.52	-	142.52	9.10	2.84	154.46
Commercial Barrel		25.54	11.95	37.49	2.39	3.28	43.16
Sweeper Service		13.01	2.43	15.44	-	-	15.44

## EXHIBIT F

	A	B	C	D	E	F	G	H
1	<b>FRANCHISE FEE CALCULATION TABLE</b>							
2	* Totals in the final Proposed City of Covina Schedule of Rates Effective July 1, 2011 - June 30, 2012 were							
3	rounded so may be lower or higher by \$0.01.							
4	<b>RESIDENTIAL SERVICE</b>							
5			Coll + Disp (1)	FF(2)	Coll + Disp + FF ON BLACK BARREL ONLY	Percent Check	IWMF	TOTAL *
6	90 GAL BASIC		22.66	0.92	15.308	6.00%	1.93	25.51
7	60 GAL BASIC		21.39	0.84	13.957	6.00%	1.29	23.52
8	30 GAL BASIC		20.12	0.76	12.606	6.00%	0.65	21.53
9	Add Black		14.16	0.90	15.064	6.00%	1.93	16.99
10	Add Green		5.44		5.440		0	5.44
11	Add Blue		2.83		2.830		0	2.83
12	Manual/Backyard		45.32	1.84	30.617	6.00%	3.86	51.02
13	Rollout		15.69		15.690		0	15.69
14								
15	<b>COMMERCIAL SERVICE</b>							
16								
17	Service		Coll + Disp	FF	Coll + Disp + Fr	Percent Check	IWMF	TOTAL
18	<b>1.5 CY Commercial Bins</b>							
19	1.5 Cubic Yard						X-Factor:	0.063827345
20	1 Day/Week		87.11	5.56	92.67	6.00%	6.16	98.83
21	2 Days/Week		147.67	9.43	157.10	6.00%	12.31	169.41
22	3 Days/Week		208.18	13.29	221.47	6.00%	18.47	239.94
23	4 Days/Week		268.76	17.15	285.91	6.00%	24.63	310.54
24	5 Days/Week		329.29	21.02	350.31	6.00%	30.79	381.10
25	6 Days/Week		401.41	25.62	427.03	6.00%	36.94	463.97
26	<b>2nd 1.5 CY Commercial Bins</b>							
27	1.5 Cubic Yard							
28	1 Day/Week		73.38	4.68	78.06	6.00%	6.16	84.22
29	2 Days/Week		126.28	8.06	134.34	6.00%	12.31	146.65
30	3 Days/Week		177.66	11.34	189.00	6.00%	18.47	207.47
31	4 Days/Week		230.56	14.72	245.28	6.00%	24.63	269.91
32	5 Days/Week		283.47	18.09	301.56	6.00%	30.79	332.35
33	6 Days/Week		344.87	22.01	366.88	6.00%	36.94	403.82
34								
35	<b>2 CY Commercial Bins</b>							
36	2 Cubic Yard							
37	1 Day/Week		104.24	6.65	110.89	6.00%	8.21	119.10
38	2 Days/Week		173.76	11.09	184.85	6.00%	16.42	201.27
39	3 Days/Week		243.35	15.53	258.88	6.00%	24.63	283.51
40	4 Days/Week		312.92	19.97	332.89	6.00%	32.84	365.73
41	5 Days/Week		382.49	24.41	406.90	6.00%	41.05	447.95
42	6 Days/Week		465.87	29.74	495.61	6.00%	49.26	544.87
43	<b>2nd 2 CY Commercial Bins</b>							
44	2 Cubic Yard							
45	1 Day/Week		88.96	5.68	94.64	6.00%	8.21	102.85
46	2 Days/Week		149.35	9.53	158.88	6.00%	16.42	175.30
47	3 Days/Week		211.25	13.48	224.73	6.00%	24.63	249.36
48	4 Days/Week		271.67	17.34	289.01	6.00%	32.84	321.85
49	5 Days/Week		333.58	21.29	354.87	6.00%	41.05	395.92
50	6 Days/Week		406.34	25.94	432.28	6.00%	49.26	481.54
51								
52	<b>3 CY Commercial Bins</b>							
53	3 Cubic Yard							
54	1 Day/Week		126.85	8.10	134.95	6.00%	12.31	147.26
55	2 Days/Week		215.62	13.76	229.38	6.00%	24.63	254.01
56	3 Days/Week		304.37	19.43	323.80	6.00%	36.94	360.74
57	4 Days/Week		393.09	25.09	418.18	6.00%	49.26	467.44
58	5 Days/Week		481.88	30.76	512.64	6.00%	61.57	574.21
59	6 Days/Week		583.30	37.23	620.53	6.00%	73.89	694.42
60	<b>2nd 3 CY Commercial Bins</b>							
61	3 Cubic Yard							
62	1 Day/Week		110.07	7.03	117.10	6.00%	12.31	129.41
63	2 Days/Week		189.66	12.11	201.77	6.00%	24.63	226.40
64	3 Days/Week		269.20	17.18	286.38	6.00%	36.94	323.32
65	4 Days/Week		348.78	22.26	371.04	6.00%	49.26	420.30
66	5 Days/Week		428.42	27.34	455.76	6.00%	61.57	517.33
67	6 Days/Week		517.60	33.04	550.64	6.00%	73.89	624.53
68								
69	30CY Standard Roll-off (+dump)	Tons Based #	6% of Tons Based #		Tons Based #	6.00%	30.73	Tons Based #
70	30CY C&D Roll-off (+dump)	Tons Based #	6% of Tons Based #		Tons Based #	6.00%	30.73	Tons Based #
71	3 CY Temporary Bin	142.52	9.10	151.62	6.00%	2.84	154.46	
72	Commercial Barrels	37.49	2.39	39.88	6.00%	3.28	43.16	
73	Sweeper Service	15.44		15.44	0.00%	0	15.44	

## EXHIBIT G

### ORDINANCE NO. 11-1994

#### **AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA SETTING THE CITY'S REFUSE COLLECTION RATES FOR RESIDENTIAL, COMMERCIAL AND INDUSTRIAL CUSTOMERS, FOR 2011-2012, EFFECTIVE JULY 1, 2011.**

**WHEREAS**, the City of Covina ("City") operates a municipal solid waste and refuse collection system that transports and disposes of all solid waste and refuse collected from residential, commercial and industrial customers within the City, via an exclusive franchise agreement ("Franchise Agreement") with Athens Services/Covina Disposal; and

**WHEREAS**, due to increases in (i) the Material Recovery Facility (MRF) gate fees charged to the City as a result of landfill disposal costs ("tipping fees"), (ii) State-mandated AB 939 recycling and diversion compliance costs, (iii) other operational costs in providing refuse collection services, as well as (iv) the annual percentage increase in the Consumer Price Index, all Urban Consumers, for the Los Angeles-Anaheim-Riverside Statistical Area, as determined by the United States Department of Labor Statistics, or its successor ("CPI"), the current level of refuse collection service rates and charges (hereinafter collectively referred to as "rates") is insufficient to recover the total costs of providing said services; and

**WHEREAS**, the City prepared a Cost Report analyzing the City's revenue requirements and the rate structure that should be adopted to proportionately allocate the costs of providing refuse service to its residential, commercial and industrial customers; and

**WHEREAS**, a copy of the Cost Report is on file with the City Clerk and by this reference is made a part of the record of these proceedings; and

**WHEREAS**, the Franchise Agreement allows for increases in refuse collection rates due to increasing costs, as outlined more particularly above; and

**WHEREAS**, based upon the data contained in the Cost Report, the City proposes to increase its refuse collection rates in accordance with California Health & Safety Code, Section 5471 in an amount that corresponds to the amount necessary for the collection, conveyance, recycling and disposal of solid waste via the City's Franchise Agreement with Athens Services/Covina Disposal. Therefore, the City Council finds, with respect to the revenue derived from the increased rates, that (1) there is a reasonable relationship between the use of the rates increased herein and the services for which they are imposed; (2) the revenue derived from the increased rates does not exceed the amount necessary to provide the services; (3) the increased rates shall not be used for any purpose other than that for which the rates are imposed, including but not limited to, refuse pick-up, street sweeping, transportation and disposal, facilities and equipment maintenance, capital projects and financing, and billing and account management; (4) the increased rates do not exceed the proportional cost of the services attributable to each customer; and (5) the increased rates are not levied for general governmental purposes; and

**WHEREAS**, pursuant to California Proposition 218 (Calif. Constitution, Article XIIIID, Section 6) and California Assembly Bill 1260 (Calif. Government Code, Section 53755) at least 45 days prior to the hearing on this Ordinance, the City has mailed, postage prepaid, a notice of the public hearing on the proposed refuse rate increase to the address to which the City customarily mails the refuse service bill, for each identified parcel upon which the increased rates are being proposed; and

**WHEREAS**, said notice identified: (1) the amount of the increased rate to be charged; (2) the basis upon which the rate increase was calculated; (3) the reason for the rate increase; and (4) the date, time, and location for the public hearing on the rate increase; and

**WHEREAS**, on June 7, 2011, at 7:30 p.m., the City Council conducted a duly noticed public hearing at which time all those wishing to be heard were afforded an opportunity to be heard, and at which time the City Council considered any and all written protests concerning the proposed refuse rates; and

**WHEREAS**, the City did not receive written protests from a majority of the identified parcels that would be subject to the proposed rates; and

**WHEREAS**, all other prerequisites to the adoption of this Ordinance have occurred.

**NOW THEREFORE**, THE CITY COUNCIL OF THE CITY OF COVINA HEREBY ORDAINS AS FOLLOWS:

**Section 1.** Based on the written and verbal evidence presented to the City Council, the amounts of the refuse collection service rates, as set forth in Exhibit "A", attached hereto and incorporated by reference herein, are hereby approved and adopted by the City Council of the City of Covina, by not less than a two-thirds vote pursuant to Government Code, Section 5471. The refuse collection service rates set forth herein shall become effective July 1, 2011.

**Section 2.** Pursuant to Government Code, Sections 53756 and 53739, such rates shall be automatically adjusted each fiscal year, beginning in Fiscal Year 2012-2013 (July 1, 2012) and ending in Fiscal Year 2015-2016 (June 30, 2016), by a factor equal to (i) CPI, or (ii) three percent (3%), whichever is greater, without further action on the part of the City Council. In addition, the City Council may amend these rates by ordinance, resolution or minute action, in accordance with applicable law.

**Section 3.** This Ordinance supersedes and voids all prior ordinances, resolutions, and other Council actions, which are inconsistent with its terms, including all prior ordinances and resolutions establishing or amending water rates.

**Section 4.** Pursuant to Section 21080(b)(8) of the Public Resources Code, and Section 15273(a) of the Guidelines for the Implementation of the California Environmental Quality Act ("CEQA"), further review under CEQA is not required because the City Council

action increasing refuse collection rates is for the purpose of (i) meeting refuse collection operating expenses, (ii) purchasing or leasing supplies, equipment, or materials for the refuse collection services, and (iii) obtaining funds for capital projects necessary to maintain refuse collection service. The City Clerk is hereby directed to file a Notice of Exemption with the County Clerk within five (5) days following the date of this Resolution.

**Section 5.** This Ordinance shall become effective thirty (30) days from and after its final passage.

**Section 6.** The City Clerk shall certify to the passage and adoption of this Ordinance; shall cause the same to be entered in the Book of Resolutions of the City of Covina; and shall make a record of the passage and adoption thereof in the records of the proceedings of the City Council of said City in the minutes of the meeting at which the same was passed and adopted.

**Section 7.** If any section, sub-section, sentence, clause, phrase or portion of this Resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the Resolution. The City Council hereby declares that it would have adopted the Resolution and each section, sub-section, sentence, clause, phrase or portion thereof, irrespective of the fact that any one or more sections, sub-sections, sentences, clauses, phrases or portions to be declared invalid or unconstitutional.

Passed, approved and adopted this 7th day of June, 2011.

\_\_\_\_\_  
John C. King, Mayor  
City of Covina, California

ATTEST:

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

APPROVED AS TO FORM:

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

I, \_\_\_\_\_, City Clerk of the City of Covina, California, do hereby certify that the foregoing ordinance is the actual resolution adopted by the City Council and was passed and adopted at a regular meeting of said City Council on the 7th day of June, 2011, by the following vote to wit:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
City Clerk of the City of Covina



**CITY OF COVINA**  
**Notice of Public Hearing on Proposed Increase in**  
**Refuse Collection, Disposal, and Recycling Collection Service Rates**

**Tuesday, June 7, 2011 at 7:30 p.m.**  
**City of Covina Council Chambers, 125 E. College Street, Covina, CA 91723**

**Reason for Public Hearing:** The Covina City Council will hold a public hearing on the above date and time to consider adoption of an ordinance increasing rates for residential and commercial solid waste collection, recycling and disposal services in order to off-set the increased costs of providing such services. On February 15, 2011, the City Council approved an extension of its existing refuse collection franchise agreement ("Agreement") with Covina Disposal. The extension of the Agreement will assist the City in controlling its long-term solid waste collection, recycling and disposal costs. However, annual rate increases to keep up with landfill costs, any pass-through fees charged by other agencies, state-mandated refuse and diversion activities, operational costs and the Consumer Price Index will continue to be charged. This notice is being provided to you 45 days in advance of the public hearing as a refuse customer of record.

**Public Hearing Process:** All Covina refuse customers of record are invited to attend this public hearing. The Covina City Council will hear and consider all materials and testimony as well as all written protests against the proposed rate increases. At the close of the public hearing, the City Council may adopt new refuse rates if written protests against the proposed increases are not presented by a majority of identified parcels upon which the proposed rates are to be charged. If adopted, the proposed rates shall become effective July 1, 2011.

**Basis for Rate Increases:** The proposed rate increases are due to the increase in (a) the Material Recovery Facility (MRF) gate fees charged to the City as a result of landfill disposal costs ("tipping fees"), (b) AB 939 refuse recycling and diversion compliance costs required by the State of California, (c) other operational costs in providing refuse collection and diversion services, as well as (d) the annual percentage increase in the Consumer Price Index, all Urban Consumers, for the Los Angeles-Anaheim-Riverside Statistical Area, as determined by the United States Department of Labor Statistics, or its successor. ("CPI"). The bases for the proposed rate increases are more particularly analyzed in that certain Staff Report prepared by the City ("Cost Report"). The Cost Report is on file at the Covina City Clerk's Office and may be reviewed there by any interested person. Revenues derived from the refuse service rates are used solely for defraying costs incurred in providing efficient, convenient and comprehensive refuse collection services and to ensure continued compliance with State law, including but not limited to, refuse pick-up, street sweeping, transportation and disposal, facilities and equipment maintenance, capital projects and financing, and billing and account management.

**How will the proposed rate increases affect my refuse bill?** By way of example, the current residential monthly refuse bill for Basic Residential Service (1-90 gal. black-refuse, 1-90 gal. blue-recyclables, and 1-90 gal. green-yard waste) is \$25.14 and would increase to \$ 25.50. The current monthly commercial rate for a 3.0 cubic yard bin serviced one time per week is \$145.38 per month and would increase to \$ 147.26 **(See "Current and Proposed Refuse Rates" charts on the back of this page)**. The rates shall thereafter increase annually, beginning July 1, 2012, by CPI or three percent (3%), whichever is greater, without conducting another noticed public hearing.

**To protest the proposed rate increases, you must submit a written protest:** To oppose the proposed rate increases, you must submit a written protest, even if you plan to attend the public hearing. Your written protest must be actually received (not postmarked) by the Covina City Clerk prior to the close of the public hearing. **Oral, telephonic and e-mail protests will not be accepted.** You must sign the protest and include: 1) your name; 2) your street address and assessor's parcel number(s); 3) your Covina Disposal refuse service account number; and 4) whether you are a residential and/or commercial customer. Please identify on the front of the envelope that the enclosed letter is for the "2011 Refuse Rate Increase Public Hearing". You may mail or deliver your written protest in person to: City of Covina, Office of the City Clerk, 125 E. College Street, Covina, CA.

If you have any questions regarding this notice, please contact the Environmental Services Section at (626) 384-5480.

**Proposed July 1, 2011 – June 30, 2012 Refuse Rates on Back**

**CITY OF COVINA**

**Current (March 1, 2011 – June 30, 2011) and Proposed (July 1, 2011 – June 30, 2012) Refuse Rates**

<b>RESIDENTIAL (per month)</b>			
<b>Service Type</b>		<b>3/1/11 - 6/30/11 Monthly</b>	<b>7/1/11 – 6/30/12 Monthly</b>
90 Gallon Basic Service (90 gal black-refuse, 90 gal green-yard waste, 90 gal blue-recyclables).		25.14	25.50
60 Gallon Service (condominiums & townhouses only; 60 gal black-refuse, 90 gal green-yard waste, 90 gal blue-recyclables).		23.16	23.51
30 Gallon Service (verified low-income seniors only; 30 gal black-refuse, 90 gal green-yard waste, 90 gal blue-recyclables).		21.18	21.52
Additional 90 Gallon Black-Refuse Barrel		16.77	16.99
Additional 90 Gallon Green-Yard Waste Barrel		5.36	5.44
Additional 90 Gallon Blue-Recyclables Barrel		2.78	2.83
Manual or Backyard Service		50.28	51.01
Roll-Out Service		15.41	15.69
<b>COMMERCIAL</b>			
<b>Bin</b>	<b>Service per Week</b>	<b>3/1/11 - 6/30/11 Monthly</b>	<b>7/1/11 – 6/30/12 Monthly</b>
1.5 Cubic Yard, first bin	1	97.45	98.83
	2	167.13	169.41
	3	236.78	239.94
	4	306.50	310.54
	5	376.17	381.10
	6	457.94	463.97
1.5 Cubic Yard, each additional bin	1	83.10	84.22
	2	144.78	146.65
	3	204.89	207.47
	4	266.58	269.91
	5	328.29	332.35
	6	398.86	403.82
2.0 Cubic Yard, first bin	1	117.48	119.10
	2	198.68	201.28
	3	279.94	283.51
	4	361.18	365.72
	5	442.43	447.94
	6	538.11	544.87
2.0 Cubic Yard, each additional bin	1	101.51	102.85
	2	173.17	175.31
	3	246.40	249.37
	4	318.08	321.84
	5	391.33	395.91
	6	475.91	481.54
3.0 Cubic Yard, first bin	1	145.38	147.26
	2	250.97	254.01
	3	356.52	360.74
	4	462.06	467.43
	5	567.67	574.21
	6	686.47	694.42
3.0 Cubic Yard, each additional bin	1	127.85	129.41
	2	223.84	226.40
	3	319.77	323.31
	4	415.76	420.30
	5	511.80	517.33
	6	617.82	624.53
30 Cubic yard (CY) Roll-Off	N/A	\$254.02 service component + \$30.73 Integrated Waste Management Fee (IW MF) + tons based disposal and franchise fees	\$258.59 service component + \$30.73 IW MF + tons based disposal and franchise fees
30 CY Construction & Demolition Recycling Roll-Off	N/A	\$393.31+ 30.73 IW MF + tons based franchise fee	\$400.39+ 30.73 IW MF + tons based franchise fee
Temporary 3 CY Bin	1	151.78	154.46
Commercial Barrel Rate	1	42.59	43.16
Sweeper Service (subsumed into refuse rates)	N/A	15.19 per curb mile	15.44 per curb mile

<b>Company Detail</b>	
Company Name	T T MAILING SERVICE
Address	575 E EDNA PL COVINA, CA 91723-1311
Contact Name	LUPE CARRILLO
Phone Number	(626)915-6607
Profit Indicator	P
<b>PS Form 3607R - Mailing Transaction Receipt</b>	
Permit Holder Permit Number	113
Permit Holder Permit Type	PI
Permit Holder GRID	4253704
Mailing Agent Name	
Mailing Agent Permit Number & Type	
Mail Owner Name	CITY OF COVINA
Mail Owner Permit Number & Type	83848 GH
Customer Reference ID	
CAPS Transaction Number	N/A
Class of Mail	First-Class Mail
Processing Category	Letters (may include Cards)
Postage Statement ID	110167033
Mailing Group ID	93925027
Mailer Provided Mailing Date	04/15/2011
Total Pieces	10,795 pcs.
Weight of a single-piece	0.0250 lbs.
Total Weight	269.8750 lbs.
Total Number of Containers	19
Additional Postage	
Total Postage	\$ 3,667.37
Transaction Date	04/15/2011
Transaction Number	201110518112245M0
Transaction Adjusted?	No
Person authorizing adjustment	
Name	
Phone Number	
Accepted at	COVINA BMEU - 91722-9898
Cost Center	051854-0755
Acceptance Site Mailer ID	
Clerk Initials	DYC
Statement Certification Date	04/15/2011

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

**MEETING DATE:** June 7, 2011

**ITEM NO.:** PH 2

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

**ITEM TITLE:** Public Hearing to consider Resolutions authorizing annexation of territory to City of Covina Community Facilities District No. 2007-1 (Public Services) (Annexation No. 3), and to call and hold a special election (451 E Badillo)

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**STAFF RECOMMENDATION**

- a. Adopt **Resolution No. 11-6971**, authorizing the annexation of territory to Community Facilities District No. 2007-1 (Annexation No. 3) and authorizing the levy of a special tax and submitting the levy of tax to the qualified electors; and
- b. Adopt **Resolution No. 11-6972**, calling a special election and submitting to the voters of Annexation No. 3 of City of Covina Community Facilities District No. 2007-1 (Public Services), propositions regarding the annual levy of special taxes within Annexation No. 3 to finance public services, and the establishment of an appropriations limit; and
- c. Adopt **Resolution No. 11-6973**, making certain findings, certifying the results of an election and adding property to Community Facilities District No. 2007-1 (Public Services), Annexation No. 3.

**FISCAL IMPACT**

The "Special Tax" authorized by the proposed Community Facilities District (CFD) will generate \$856.18 annually, based on two units at a 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 additional services in the District: 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 public hearing is to 1) authorize the annexation of territory to the CFD (Annexation No. 3), 2) call and hold an election of property owners within the CFD, and 3) authorize the levy of a special tax within Annexation No. 3 to the CFD. The related 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.

Pursuant to the Conditions of Approval for a 2-unit condominium development at 451 E. Badillo Street, Covina, the applicant 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 builder opted to annex into

the CFD. Under the proposed CFD, in Fiscal Year 2010-2011, any newly constructed, non-exempted multi-family 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 unit. The Special Tax authorized by the CFD shall be levied on all units for which building permits were issued on or before May 1 of the preceding fiscal year.

The purpose of the CFD is to finance the aforementioned public safety and park services that are provided to the territory within the District beyond that provided by the City generally. In Fiscal Year 2010-2011 it has been determined that the cost of these services, for each additional multi-family residential unit, is \$428.09 per year. This program has been conceived with the intention that all future residential development, which results in a net increase of non-exempted residential units, would be required to annex to the CFD. The project at 451 E. Badillo Street, has a total of two (2) new residential units. An existing residential unit on the property will not be subject to the Special Tax. The special tax will be applicable to two (2) units in Annexation No. 3.

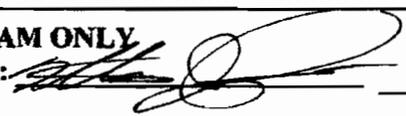
At the April 19, 2011 City Council meeting, the Council adopted the boundary map showing territory proposed to be annexed as Annexation No. 3, and declared its intention to authorize the annexation of that territory to CFD No.2007-1 (Public Services).

**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. Map of CFD No. 2007-1, Annexation No. 3
- B. Resolution No. 11-6971
- C. Resolution No. 11-6972
- D. Resolution No. 11-6973

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

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

CITY OF COVINA  
COUNTY OF LOS ANGELES  
STATE OF CALIFORNIA



FILED IN THE OFFICE OF THE CITY CLERK THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2011.

I HEREBY CERTIFY THAT THE WITHIN MAP SHOWING THE BOUNDARIES OF THE ANNEXATION MAP NO. 3 (PUBLIC SERVICES) DISTRICT NO. 2007-1 (PUBLIC SERVICES), CITY OF COVINA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, WAS APPROVED BY THE CITY COUNCIL OF THE CITY OF COVINA AT A REGULAR MEETING THEREON, \_\_\_\_\_, 2011, BY ITS RESOLUTION NO. \_\_\_\_\_.

CITY CLERK  
CITY OF COVINA

FILED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2011, AT THE HOUR OF \_\_\_\_\_ O'CLOCK \_\_\_\_\_ IN THE BOOK \_\_\_\_\_ OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS, (PAGES) \_\_\_\_\_ IN THE OFFICE OF THE COUNTY RECORDER IN THE COUNTY OF LOS ANGELES, STATE OF CALIFORNIA.

BY DEPUTY RECORDER  
COUNTY OF LOS ANGELES  
STATE OF CALIFORNIA

REFERENCE IS MADE TO THAT BOUNDARY MAP OF COMMUNITY FACILITIES DISTRICT NO. 2007-1 (PUBLIC SERVICES) OF THE CITY OF COVINA RECORDED WITH THE LOS ANGELES COUNTY RECORDER'S OFFICE ON MAY 19, 2007, AS DOCUMENT NO. 2007218327 IN THE COMMUNITY FACILITIES DISTRICTS.

THE LINES AND DIMENSIONS OF EACH LOT OR PARCEL SHOWN ON THIS PROGRAM SHALL BE THOSE LINES AND DIMENSIONS AS SHOWN ON THE LOS ANGELES COUNTY ASSESSOR'S MAPS FOR THOSE PARCELS LISTED.

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

**LEGEND**

-  ANNEXATION BOUNDARY
-  MAP REFERENCE NUMBER



DATE RECORDED	ASSESSOR'S REFERENCE NUMBER	UNITS
1	845-008-009-0000	2



## **EXHIBIT B**

### **RESOLUTION NO. 11-6971**

#### **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, AUTHORIZING THE ANNEXATION OF TERRITORY TO COMMUNITY FACILITIES DISTRICT NO. 2007-1 (ANNEXATION NO. 3) AND AUTHORIZING THE LEVY OF A SPECIAL TAX AND SUBMITTING THE LEVY OF TAX TO THE QUALIFIED ELECTORS**

**WHEREAS**, this Council, on April 19, 2011, adopted Resolution No. 11-6955 (hereafter referred to as the "Resolution of Intention") stating its intention to annex territory to City of Covina Community Facilities District No. 2007-1 (Public Services) ("CFD No. 2007-1"), pursuant to the Mello-Roos Community Facilities Act of 1982, as amended (the "Act"); and

**WHEREAS**, a copy of the Resolution of Intention, which states the authorized services to be provided and financed by CFD No. 2007-1, and a description and map of the proposed boundaries of the territory to be annexed to CFD No. 2007-1 ("Annexation No. 3"), is on file with the City Clerk and the provisions thereof are fully incorporated herein by this reference as if fully set forth herein; and

**WHEREAS**, on the 7<sup>th</sup> of June, 2011, this Council held a noticed public hearing as required by the Act and the Resolution of Intention relative to the proposed annexation of territory to CFD No. 2007-1; and

**WHEREAS**, at said hearing all interested persons desiring to be heard on all matters pertaining to the annexation of territory to CFD No. 2007-1 and the levy of said special taxes within the area proposed to be annexed were heard and a full and fair hearing was held; and

**WHEREAS**, prior to the time fixed for said hearing, written protests had not been filed against the proposed annexation of territory to CFD No. 2007-1 by (i) 50% or more of the registered voters, or six registered voters, whichever is more, residing in CFD No. 2007-1, or (ii) 50% or more of the registered voters, or six registered voters, whichever is more, residing in the territory proposed to be annexed to CFD No. 2007-1, or (iii) owners of one-half or more of the area of land in the territory within CFD 2007-1 and not exempt from special tax, or (iv), owners of one-half or more of the area of land in the territory proposed to be annexed to CFD No. 2007-1 and not exempt from the special tax; and

**WHEREAS**, a boundary map for Annexation No. 3 to CFD No. 2007-1 has been filed with the County Recorder of the County of Los Angeles, which map shows the territory to be annexed in these proceedings, and a copy thereof is on file with the City Clerk.

**NOW, THEREFORE, BE IT RESOLVED**, determined and ordered by the City Council for the City of Covina Community Facilities District No. 2007-1, Annexation No. 3 as follows:

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

**SECTION 2 Authorization.** All prior proceedings taken by this Council with respect to CFD No. 2007-1 and the proposed annexation of territory thereto have been duly considered and are hereby determined to be valid and in conformity with the Act.

**SECTION 3 Boundaries.** The description and map of the boundaries of the territory to be annexed to CFD No. 2007-1, on file with the City Clerk, are hereby finally approved, are incorporated herein by reference, and shall be included within the boundaries of CFD No. 2007-1, and said territory is hereby annexed to CFD No. 2007-1, subject to voter approval of the levy of the special taxes therein as hereinafter provided.

**SECTION 4 Services.** The services which CFD No. 2007-1 is authorized to finance are in addition to those provided in or required for the territory within CFD No. 2007-1 and the territory to be annexed to CFD No. 2007-1 and will not be replacing services already available. A general description of the services to be financed 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. The Special Tax provides only partial funding for Public Services.

**SECTION 5 Special Taxes.** It is the intention of this City Council that, except where funds are otherwise available, a special tax sufficient to pay for said services to be provided in CFD No. 2007-1 and the territory proposed to be annexed as part of Annexation No. 3, 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 Annexation No. 3 from and after the annexation of such property to CFD No. 2007-1. The special taxes shall be those as originally authorized through the formation of CFD No. 2007-1 and adopted by Ordinance of this legislative body, and no changes or modifications are proposed in the special taxes from those as originally set forth and made applicable to CFD No. 2007-1.

For particulars as to the rate and method of apportionment of the proposed special tax (the "RMA"), reference is made to the attached and incorporated Exhibit "A," which sets forth in sufficient detail the method of apportionment to allow each landowner or resident within Annexation No. 3 to clearly estimate the maximum annual amount that said person will have to pay on said special tax.

**SECTION 6 Election.** The provisions of the Resolution of Intention of the City, each as heretofore adopted by this Council, are by this reference incorporated herein as if fully set forth herein.

(a) Pursuant to the provisions of the Act, the proposition of the levy of the special tax within Annexation No. 3 shall be submitted to the voters within Annexation No. 3 at an election called therefore as hereinafter provided. This Council hereby finds that fewer than 12 persons have been registered to vote within Annexation No. 3 for each of the 90 days preceding the close of the hearing heretofore conducted and concluded by this Council for the purposes of these annexation proceedings. Accordingly, and pursuant to Section 53326 of the Act, this Council finds that for purposes of these proceedings the qualified electors are the landowners within Annexation No. 3 and that the vote shall be by said landowners, each having one vote for each acre or portion thereof such landowner owns in Annexation No. 3.

(b) Pursuant to Section 53326 of the Act, the election shall be conducted by mail ballot under applicable sections of the California Elections Code, commencing with Section 4000 of said code with respect to elections conducted by mail. The Council called a special election to consider the measures described and incorporated in the ballot, attached as Exhibit "B," which election was held on June 7, 2011, (hereafter referred to as "Election Day"). The City Clerk was the election official to conduct the election and provided each landowner in the territory to be annexed to CFD No. 2007-1, a ballot in the form of Exhibit "B", which form is hereby approved. The City Clerk has accepted the ballots of the qualified electors received prior to 7:30 p.m. on Election Day, whether received by mail or by personal delivery.

(c) This Council hereby further finds that the provision of Section 53326 of the Act requiring a minimum of 90 days to elapse before said election is for the protection of voters, has been waived by the voters and the date for the election hereinabove specified is established accordingly.

**SECTION 7** The City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED this 7th day of June, 2011.

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John King, Mayor

ATTEST:

---

Catherine LaCroix, Deputy City Clerk

APPROVED AS TO FORM:

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City Attorney

**CERTIFICATION**

I, Catherine M. LaCroix, Deputy City Clerk of the City of Covina, hereby CERTIFY that Resolution No. 6971 was adopted by the Covina City Council at a regular meeting of the City Council held this 7<sup>th</sup> day of June, 2011, and was approved and passed by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Catherine M. LaCroix  
Deputy City Clerk

**EXHIBIT A**

**FIRST AMENDED RATE AND METHOD OF APPORTIONMENT**

# FIRST AMENDED RATE AND METHOD OF APPORTIONMENT

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## 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**

<b>Tax Class</b>	<b>Description</b>	<b>Maximum Special Tax</b>
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**  
**SAMPLE BALLOT**



OFFICIAL BALLOT  
SPECIAL ELECTION

City of Covina  
Community Facilities District No. 2007-1  
(Public Services)  
Annexation No. 3

This ballot is for a special landowner election. You must return this ballot in the enclosed postage paid envelope to the Office of the City Clerk of the City of Covina no later than 7:30 p.m. on June 7, 2011, either by mail or in person. Ballots received after the special election with a postmark of the special election date, or earlier date, shall not be considered. The City Clerk's office is located at 125 East College Street, Covina, California, 91723.

To vote, mark a cross (X) in the voting square after the word "YES" or after the word "NO". All distinguishing marks otherwise made are forbidden and make the ballot void.

If you wrongly mark, tear, or deface this ballot, return it to the City Clerk of the City of Covina and obtain another.

**PROPOSITION A:** Shall special taxes be levied annually on taxable property within the territory to be annexed into the City of Covina Community Facilities District No. 2007-1 (Public Services), County of Los Angeles, State of California ("Annexation No. 3"); and to levy and collect such special taxes so long as the special taxes are needed to pay for police services, fire protection and suppression services, paramedic services, and park maintenance at the special tax rates and pursuant to the method of apportioning the special taxes set forth in Exhibit "B" to the Resolution of Intention, Resolution No. 07-6578, adopted by the City Council of the City of Covina on May 1, 2007, and as amended by Resolution No. 09-6743?

Yes

No

**PROPOSITION B:** Shall an appropriations limit, as defined by subdivision (h) of Section 8 of Article XIII B of the California Constitution, be established for Annexation No. 3 to the City of Covina Community Facilities District No. 2007-1 (Public Services), County of Los Angeles, State of California, in the amount of \$1,000,000 per annum?

Yes

No

Number of votes: 1

Property Owner: M AND M PORTFOLIO LLC

By: \_\_\_\_\_

**EXHIBIT C**

**RESOLUTION NO. 11-6972**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, CALLING A SPECIAL ELECTION AND SUBMITTING TO THE VOTERS OF ANNEXATION NO. 3 OF CITY OF COVINA COMMUNITY FACILITIES DISTRICT NO. 2007-1 (PUBLIC SERVICES) PROPOSITIONS REGARDING THE ANNUAL LEVY OF SPECIAL TAXES WITHIN ANNEXATION NO. 3 TO FINANCE PUBLIC SERVICES, AND THE ESTABLISHMENT OF AN APPROPRIATIONS LIMIT**

**WHEREAS**, pursuant to Section 53339.7 of the California Government Code the City Council (hereafter referred to as the “City Council”) of the City of Covina (the “City”) has adopted the resolution authorizing the annexation of territory to City of Covina Community Facilities District No. 2007-1 (Public Services), County of Los Angeles, State of California (“CFD No. 2007-1”); and

**WHEREAS**, by that resolution, the City Council called a special election on the propositions to be submitted to the voters of the territory proposed to be annexed to CFD No. 2007-1 (“Annexation No. 3”) with respect to the levy of special taxes therein for the financing of public services within CFD No. 2007-1; and

**WHEREAS**, pursuant to Section 53326 of the California Government Code, it is necessary that the City Council submit to the voters of Annexation No. 3 the annual levy of special taxes on taxable property within Annexation No. 3; and

**WHEREAS**, pursuant to Section 53325.7 of the California Government Code and the provisions of said Code, the City Council may also submit to the voters of Annexation No. 3 a proposition for the establishment of an appropriations limit for Annexation No. 3; and

**WHEREAS**, the City Clerk of the City of Covina (the “City Clerk”) has advised the City Council that she has received a statement from the Registrar of Voters of the County of Los Angeles that there are less than 12 persons registered to vote within Annexation No. 3;

**NOW, THEREFORE, BE IT RESOLVED**, determined and ordered by the City Council for the City of Covina Community Facilities District No. 2007-1, Annexation No. 3 as follows:

**SECTION 1 Findings.** The City Council finds that: (i) the foregoing recitals are true and correct; (ii) 12 persons have not been registered to vote within the territory to be annexed to CFD No. 2007-1 for each of the 90 days preceding the close of the public hearing on June 7, 2011; (iii) pursuant to Section 53326 of the California Government Code, as a result of the findings set forth in clause (ii) above, the vote in the special election called by this resolution shall be by the landowners of the territory to be annexed

to CFD No. 2007-1, whose property would be subject to the special taxes if they were levied at the time of the election, and each landowner shall have one vote for each acre, or portion thereof, which he or she owns within Annexation No. 3 which would be subject to the proposed special taxes if they were levied at the time of the election; (iv) the owners of all of the land in Annexation No. 3 by written consent (a) waived the time limits set forth in Section 53326 of the California Government Code for holding the election called by this resolution and the election on the propositions (b) consented to the holding of the election on June 7, 2011, (c) waived notice and mailed notice of the time and date of the election, (d) waived an impartial analysis by the City Attorney of the ballot propositions pursuant to Section 9280 of the California Elections Code and arguments and rebuttals pursuant to Sections 9281 to 9287, inclusive, and 9295 of that Code, and mailing of a statement pursuant to Section 9401 of that Code, and (e) waived a synopsis of the measures to be included in the official ballot for said elections pursuant to Section 12111 of that Code; and (v) the City Clerk (hereafter referred to as the "City Clerk") has consented to the holding of the election on June 7, 2011.

**SECTION 2 Call of Election.** The City Council hereby calls and schedules a election for June 7, 2011, on the proposition of the annual levy of special taxes on taxable property within Annexation No. 3 to CFD No. 2007-1 to finance public services within the CFD No. 2007-1, and on the proposition of the establishment of an appropriations limit for Annexation No. 3 to CFD No. 2007-1.

**SECTION 3 Propositions.** The propositions to be submitted to the voters of Annexation No. 3 at such special election shall be as follows:

***Proposition A:*** Shall special taxes be levied annually on taxable property within the territory to be annexed into the City of Covina Community Facilities District No. 2007-1 (Public Services), County of Los Angeles, State of California ("Annexation No. 3"); and to levy and collect such special taxes so long as the special taxes are needed to pay for police services, fire protection and suppression services, paramedic services, and park maintenance at the special tax rates and pursuant to the method of apportioning the special taxes set forth in Exhibit "B" to the Resolution of Intention, Resolution No. 07-6578, adopted by the City Council of the City of Covina on May 1, 2007, and as amended by Resolution No. 09-6743.

***Proposition B:*** Shall an appropriations limit, as defined by subdivision (h) of Section 8 of Article XIII B of the California Constitution, be established for Annexation No. 3 to the City of Covina Community Facilities District No. 2007-1 (Public Services), County of Los Angeles, State of California, in the amount of \$1,000,000 per annum?

The First Amended Rate and Method of Apportionment is attached as Exhibit A.

**SECTION 4 Conduct of Election.** Except as otherwise provided in Section 5 hereof, the special election shall be conducted by the City Clerk in accordance with the provisions of the California Elections Code governing mail ballot elections of cities, and in particular the provisions of Division 4 (commencing with Section 4000), of that Code, insofar as they may be applicable.

**SECTION 5** Election Procedures. The procedures to be followed in conducting the special election on (i) the proposition with respect to the levy of special taxes on taxable property within Annexation No. 3 to CFD No. 2007-1 to pay for public services, and (ii) the proposition with respect to the establishment of an appropriations limit for Annexation No. 3 to CFD No. 2007-1 in the amount of \$1,000,000 shall be as follows:

(a) Pursuant to Section 53326 of the California Government Code, ballots for the special election shall be distributed to the qualified electors by the City Clerk by mail or by personal service.

(b) Pursuant to applicable sections of the California Elections Code governing the conduct of mail ballot elections of cities, and in particular Division 4 (commencing with Section 4000) of that Code with respect to election conducted by mail, the City Clerk, or designated official, shall mail or deliver to each qualified elector an official ballot in the appropriate form, and shall also mail or deliver to all such qualified electors a ballot pamphlet, instructions to voter, and a return identification envelope addressed to the City Clerk for the return of voted official ballots.

(c) The official ballot to be mailed or delivered by the City Clerk to each landowner-voter shall have printed or typed thereon the name of the landowner-voter and the number of votes to be voted by the landowner-voter and shall have appended to it a certification to be signed by the person voting the official ballot which shall certify that the person signing the certification is the person who voted the official ballot, and if the landowner-voter is other than a natural person, that he or she is an officer of, or other person affiliated with, the landowner-voter entitled to vote such official ballot, that he or she has been authorized to vote such official ballot on behalf of the landowner-voter, that in voting such official ballot it was his or her intent, as well as the intent of the landowner-voter, to vote all votes to which the landowner-voter is entitled based on its land ownership on the propositions set forth in the official ballot as marked thereon in the voting square opposite each such proposition, and further certifying as to the acreage of the landowner-voter's land ownership within Annexation No. 3 to CFD No. 2007-1.

(d) The return identification envelope mailed or delivered by the City Clerk to each landowner-voter shall have printed or typed thereon the following: (i) the name of the landowner, (ii) the address of the landowner, (iii) a declaration under penalty of perjury stating that the voter is the landowner or the authorized representative of the landowner entitled to vote the enclosed ballot and is the person whose name appears on the identification envelope, (iv) the printed name and signature of the voter, (v) the address of the voter, (vi) the date of signing and place of execution of the declaration, and (vii) a notice that the envelope contains an official ballot and is to be opened only by the City Clerk.

(e) The information to voter form to be delivered by the City Clerk to the landowner-voter shall inform them that the official ballot shall be returned to the City Clerk properly voted as provided thereon and with the certification appended thereto properly completed and signed in the sealed return identification envelope with the certification thereon completed and signed and all other information to be inserted thereon properly inserted by 7:30 p.m. on the 7<sup>th</sup> day of June, 2011; provided that if all qualified electors have voted, the election shall be closed with the concurrence of the City Clerk.

(f) Upon receipt of the return identification envelope, which are returned prior to the voting deadline on the date of the election, the City Clerk shall canvass the votes cast in the election, and shall file a statement with the City Council as to the results of such canvass and the election on each proposition set forth in the official ballot.

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

PASSED, APPROVED AND ADOPTED this 7th day of June, 2011.

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John King, Mayor

ATTEST:

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Catherine LaCroix, Deputy City Clerk

APPROVED AS TO FORM:

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City Attorney

**CERTIFICATION**

I, Catherine M. LaCroix, Deputy City Clerk of the City of Covina, hereby CERTIFY that Resolution No. 6972 was adopted by the Covina City Council at a regular meeting of the City Council held this 7th day of June, 2011, and was approved and passed by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Catherine M. LaCroix  
Deputy City Clerk

**EXHIBIT A**

**FIRST AMENDED RATE AND METHOD OF APPORTIONMENT**

# FIRST AMENDED RATE AND METHOD OF APPORTIONMENT

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## 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**

<b>Tax Class</b>	<b>Description</b>	<b>Maximum Special Tax</b>
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 D**

### **RESOLUTION NO. 11-6973**

#### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, MAKING CERTAIN FINDINGS, CERTIFYING THE RESULTS OF AN ELECTION AND ADDING PROPERTY TO COMMUNITY FACILITIES DISTRICT NO. 2007-1 (PUBLIC SERVICES), ANNEXATION NO. 3**

**WHEREAS**, the City Council of the City of Covina (the "City Council"), has previously formed a Community Facilities District pursuant to the 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, said Article 3.5 thereof. The existing Community Facilities District being designated as Community Facilities District No. 2007-1 (Public Services) (hereafter referred to as CFD No. 2007-1); and,

**WHEREAS**, the City Council initiated proceedings to annex certain territory to Community Facilities District No. 2007-1 (Public Services), Annexation No. 3 (hereafter referred to as "Annexation No. 3"); and

**WHEREAS**, at this time the unanimous consent to the annexation of Annexation No. 3 has been received from the property owner or owners of such territory; and

**WHEREAS**, less than twelve (12) registered voters have resided within the territory of Annexation No. 3 for each of the ninety (90) days preceding June 7, 2011, therefore, pursuant to the Act the qualified electors of Annexation No. 3 shall be the "landowners" of Annexation No. 3 as such term is defined in Government Code Section 53317(f) and each such landowner who is the owner of record, or the authorized representative thereof, shall have one vote for each acre or portion of an acre of land that she or he owns within; and

**WHEREAS**, the time limit specified by the Act for conducting an election to submit the levy of the special taxes on the property within Annexation No. 3 to the qualified electors of Annexation No. 3 and the requirements for impartial analysis and ballot arguments have been waived with the unanimous consent of the qualified electors of Annexation No. 3; and

**WHEREAS**, the City Clerk of the City of Covina has caused ballots to be distributed to the qualified electors of Annexation No. 3, has received and canvassed such ballots and made a report to the City Council regarding the results of such canvas, a copy of which is attached as Exhibit A hereto and incorporated herein by this reference; and

**WHEREAS**, at this time the measure voted upon and such measure did receive the favorable 2/3's vote of the qualified electors, and the City Council desires to declare the results of the election; and

**WHEREAS**, a map showing the territory to be annexed and designated as Annexation No. 3 (hereafter referred to as the “Annexation Map”), a copy of which is attached as Exhibit B hereto and incorporated herein by this reference, and a list of Assessor Parcel Numbers and landowners, a copy of which is attached as Exhibit C hereto and incorporated herein by this reference, has been submitted to the City Council.

**NOW, THEREFORE, BE IT RESOLVED**, determined and ordered by the City Council for the City of Covina Community Facilities District No. 2007-1, Annexation No. 3 as follows:

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

**SECTION 2** Findings. This City Council does hereby determine as follows:

(a) The unanimous consent to the annexation of Annexation No. 3 to CFD No. 2007-1 has been given by all of the owners within Annexation No. 3 and such consent shall be kept on file in the Office of the City Clerk.

(b) Less than twelve (12) registered voters have resided within the territory of Annexation No. 3 for each of the ninety (90) days preceding June 7, 2011, therefore, pursuant to the Act the qualified electors of Annexation No. 3 shall be the “landowners” of such Annexation No. 3 as such term is defined in Government Code Section 53317(f).

(c) The qualified electors of Annexation No. 3 have unanimously voted in favor of the levy of special taxes within Annexation No. 3 upon its annexation to CFD No. 2007-1.

**SECTION 3** Annexed Area. The boundaries and parcels of territory within Annexation No. 3 and on which special taxes will be levied in order to pay for the costs and expenses of authorized public services are shown on the Annexation Map as submitted to and hereby approved by this City Council.

**SECTION 4** Declaration of Annexation. The City Council does hereby determine and declare that Annexation No. 3 is now added to and becomes a part of CFD No. 2007-1. The City Council, acting as the legislative body of CFD No. 2007-1, is hereby empowered to levy the authorized special tax within Annexation No. 3.

**SECTION 5** Notice. Immediately upon adoption of this Resolution, notice shall be given as follows:

An Amendment to the Notice of Special Tax Lien (Notice of Annexation) shall be recorded in the Office of the County Recorder no later than fifteen (15) days after the date of adoption of this Resolution.

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

PASSED, APPROVED AND ADOPTED this 7<sup>th</sup> day of June, 2011.

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John King, Mayor

ATTEST:

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Catherine LaCroix, Deputy City Clerk

APPROVED AS TO FORM:

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City Attorney

CERTIFICATION

I, Catherine M. LaCroix, Deputy City Clerk of the City of Covina, hereby CERTIFY that Resolution No. 6973 was adopted by the Covina City Council at a regular meeting of the City Council held this 7<sup>th</sup> day of June, 2011, and was approved and passed by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Catherine M. LaCroix  
Deputy City Clerk

**EXHIBIT A**

**CERTIFICATE OF ELECTION OFFICIAL AND STATEMENT OF VOTES CAST**

**CERTIFICATE OF ELECTION OFFICIAL AND STATEMENT OF VOTES CAST**

STATE OF CALIFORNIA )  
COUNTY OF LOS ANGELES ) ss.  
CITY OF COVINA )

The undersigned, ELECTION OFFICIAL OF THE CITY OF COVINA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, DOES HEREBY CERTIFY that pursuant to the provisions commencing with Section 53326 of the Government Code of the State of California, I did canvass the returns of the votes cast at the

CITY OF COVINA  
COMMUNITY FACILITIES DISTRICT NO. 2007-1  
(PUBLIC SERVICES)  
ANNEXATION NO. 3  
SPECIAL ELECTION

in the City, held on June 7, 2011.

I FURTHER CERTIFY that this Statement of Votes Cast shows the whole number of votes cast in the area proposed to be annexed, Annexation No. 3 to Community Facilities District No. 2007-1 (Public Services) of the City of Covina for or against the Measure are full, true and correct.

VOTES CAST ON PROPOSITION A: YES \_\_\_\_\_  
NO \_\_\_\_\_

VOTES CAST ON PROPOSITION B: YES \_\_\_\_\_  
NO \_\_\_\_\_

WITNESS my hand this 7<sup>th</sup> day of June, 2011

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

**EXHIBIT B**  
**ANNEXATION MAP**

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

CITY OF COVINA  
COUNTY OF LOS ANGELES  
STATE OF CALIFORNIA



FILED IN THE OFFICE OF THE CITY CLERK THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2011.

I HEREBY CERTIFY THAT THE WITHIN MAP SHOWING PROPOSED BOUNDARIES OF ANNEXATION NO. 3 TO COMMUNITY FACILITIES DISTRICT NO. 2007-1 (PUBLIC SERVICES), CITY OF COVINA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, WAS APPROVED BY THE CITY CLERK OF THE CITY OF COVINA AT THE MEETING THEREOF HELD ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2011, BY ITS RESOLUTION NO. \_\_\_\_\_.

CITY CLERK  
CITY OF COVINA

FILED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2011, AT THE HOUR OF \_\_\_\_\_ O'CLOCK \_\_\_\_\_ IN THE BOOK \_\_\_\_\_ OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS, PAGES \_\_\_\_\_ IN THE OFFICE OF THE COUNTY RECORDER IN THE COUNTY OF LOS ANGELES, STATE OF CALIFORNIA.

BY DEPUTY COUNTY CLERK  
COUNTY OF LOS ANGELES  
STATE OF CALIFORNIA

REFERENCE IS MADE TO THAT BOUNDARY MAP OF COMMUNITY FACILITIES DISTRICT NO. 2007-1 (PUBLIC SERVICES) OF THE CITY OF COVINA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, RECORDED IN THE BOOK OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS.

THE LINES AND DIMENSIONS OF EACH LOT OR PARCEL SHOWN ON THIS MAP SHALL BE THE SAME AS SHOWN ON THE LOS ANGELES COUNTY ASSESSOR'S MAPS FOR THOSE PARCELS LISTED.

THE LOS ANGELES COUNTY ASSESSOR'S MAPS SHALL CONTROL OVER ANY OTHER MAPS SHOWING THE LINES AND DIMENSIONS OF SUCH LOTS OR PARCELS.

**LEGEND**

ANNEXATION BOUNDARY

MAP REFERENCE NUMBER



1	046-005-008-000
2	



**EXHIBIT C**  
**LIST OF PROPERTIES TO BE ANNEXED**

**LIST OF PROPERTIES TO BE ANNEXED**

**ANNEXATION #3**

451 E. Badillo Street, Covina

**APN(s)**

**Landowner(s)**

8445-006-009

M & M Portfolio LLC

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

**MEETING DATE:** June 7, 2011

**ITEM NO.:** PH 3

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

**ITEM TITLE:** Public Hearing to consider Resolutions authorizing annexation of territory to City of Covina Community Facilities District No. 2007-1 (Public Services) (Annexation No. 4), and to call and hold a special election (McGill)

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**STAFF RECOMMENDATION**

- a. Adopt **Resolution No. 11-6974**, authorizing the annexation of territory to Community Facilities District No. 2007-1 (Annexation No. 4) and authorizing the levy of a special tax and submitting the levy of tax to the qualified electors; and
- b. Adopt **Resolution No. 11-6975**, calling a special election and submitting to the voters of Annexation No. 4 of City of Covina Community Facilities District No. 2007-1 (Public Services), propositions regarding the annual levy of special taxes within Annexation No. 4 to finance public services, and the establishment of an appropriations limit; and
- c. Adopt **Resolution No. 11-6976**, making certain findings, certifying the results of an election and adding property to Community Facilities District No. 2007-1 (Public Services), Annexation No. 4.

**FISCAL IMPACT**

The "Special Tax" authorized by the proposed Community Facilities District (CFD) will generate \$571.15 annually, based on one residence at a tax rate of \$571.15 per residence and will be deposited to Account No. 2740-4800-00-45800. The Special Tax shall be used to pay for the following additional services in the District: 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 public hearing is to 1) authorize the annexation of territory to the CFD (Annexation No. 4), 2) call and hold an election of property owners within the CFD, and 3) authorize the levy of a special tax within Annexation No. 4 to the CFD. The related resolutions are hereby presented to the City Council, pursuant to the Conditions of Approval for one (1) single family house to be built on West McGill Street, Covina, CA, APN #8434-004-036. Effective April 6, 2010, the Assessor's office combined the old APN numbers of 8434-004-034 and 8434-004-035 into one APN number 8434-004-036. The residence will be built on the prior APN 8434-004-034. The May 3, 2011 staff report referenced this property as APN 8343-004-

034; however, the Resolution of Intention and Resolution of Boundary Map related to the staff report correctly identified the property.

Pursuant to the Conditions of Approval for development of one single family home at APN 8434-004-036, Covina, the applicant 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 builder opted to annex into the CFD. Under the proposed CFD, in Fiscal Year 2010-2011, any newly constructed, non-exempted single-family residential units are charged \$571.15 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 unit. The Special Tax authorized by the CFD shall be levied on all units for which building permits were issued on or before May 1 of the preceding fiscal year.

The purpose of the CFD is to finance the aforementioned public safety and park services that are provided to the territory within the District beyond that provided by the City generally. In Fiscal Year 2010-2011 it has been determined that the cost of these services, for each additional single-family residential unit, is \$571.15 per year. This program has been conceived with the intention that all future residential development, which results in a net increase of non-exempted residential units, would be required to annex to the CFD. The project at APN 8434-004-036, has a total of one (1) new residential units. The special tax will be applicable to one (1) unit in Annexation No. 4.

At the May 3, 2011 City Council meeting, the Council adopted the boundary map showing territory proposed to be annexed as Annexation No. 4, and declared its intention to authorize the annexation of that territory to CFD No.2007-1 (Public Services).

**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. Map of CFD No. 2007-1, Annexation No. 4
- B. Resolution No. 11-6974
- C. Resolution No. 11-6975
- D. Resolution No. 11-6976

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

**ANNEXATION MAP NO. 4  
COMMUNITY FACILITIES DISTRICT NO. 2007-1  
(PUBLIC SERVICES)**

CITY OF COVINA  
COUNTY OF LOS ANGELES  
STATE OF CALIFORNIA



FILED IN THE OFFICE OF THE CITY CLERK THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2011.  
I HEREBY CERTIFY THAT THE WITHIN MAP SHOWING THE BOUNDARIES OF THE COMMUNITY FACILITIES DISTRICT NO. 2007-1 (PUBLIC SERVICES), CITY OF COVINA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, WAS APPROVED BY THE CITY COUNCIL OF THE CITY OF COVINA AT A REGULAR MEETING THEREOF HELD ON \_\_\_\_\_, 2011, BY ITS RESOLUTION NO. \_\_\_\_\_.

CITY CLERK  
CITY OF COVINA

FILED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2011, AT THE HOUR OF \_\_\_\_\_ O'CLOCK \_\_\_\_\_ IN THE BOOK \_\_\_\_\_ OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS (PARCELS) IN THE OFFICE OF THE COUNTY RECORDER IN THE COUNTY OF LOS ANGELES, STATE OF CALIFORNIA.

BY DEPUTY RECORDER  
COUNTY OF LOS ANGELES  
STATE OF CALIFORNIA

REFERENCE IS MADE TO THAT BOUNDARY MAP OF COMMUNITY FACILITIES DISTRICT NO. 2007-1 (PUBLIC SERVICES) OF THE CITY OF COVINA RECORDED WITH THE LOS ANGELES COUNTY RECORDER'S OFFICE ON \_\_\_\_\_, 2011, IN THE BOOK \_\_\_\_\_ OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS.

THE LINES AND DIMENSIONS OF EACH LOT OR PARCEL SHOWN ON THIS DIAGRAM SHALL BE THOSE LINES AND DIMENSIONS AS SHOWN ON THE LOS ANGELES COUNTY ASSESSOR'S MAPS FOR THOSE PARCELS LISTED.

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

**LEGEND**  
 ANNEXATION BOUNDARY  
 MAP REFERENCE NUMBER



MAP REFERENCE NUMBER	1
ASSESSOR'S MAP NUMBER	8434-004-036-000



**EXHIBIT B**

**RESOLUTION NO. 11-6974**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, AUTHORIZING THE ANNEXATION OF TERRITORY TO COMMUNITY FACILITIES DISTRICT NO. 2007-1 (ANNEXATION NO. 4) AND AUTHORIZING THE LEVY OF A SPECIAL TAX AND SUBMITTING THE LEVY OF TAX TO THE QUALIFIED ELECTORS**

**WHEREAS**, this Council, on May 3, 2011, adopted Resolution No. 11-6959 (hereafter referred to as the "Resolution of Intention") stating its intention to annex territory to City of Covina Community Facilities District No. 2007-1 (Public Services) ("CFD No. 2007-1"), pursuant to the Mello-Roos Community Facilities Act of 1982, as amended (the "Act"); and

**WHEREAS**, a copy of the Resolution of Intention, which states the authorized services to be provided and financed by CFD No. 2007-1, and a description and map of the proposed boundaries of the territory to be annexed to CFD No. 2007-1 ("Annexation No. 4"), is on file with the City Clerk and the provisions thereof are fully incorporated herein by this reference as if fully set forth herein; and

**WHEREAS**, on the 7<sup>th</sup> of June, 2011, this Council held a noticed public hearing as required by the Act and the Resolution of Intention relative to the proposed annexation of territory to CFD No. 2007-1; and

**WHEREAS**, at said hearing all interested persons desiring to be heard on all matters pertaining to the annexation of territory to CFD No. 2007-1 and the levy of said special taxes within the area proposed to be annexed were heard and a full and fair hearing was held; and

**WHEREAS**, prior to the time fixed for said hearing, written protests had not been filed against the proposed annexation of territory to CFD No. 2007-1 by (i) 50% or more of the registered voters, or six registered voters, whichever is more, residing in CFD No. 2007-1, or (ii) 50% or more of the registered voters, or six registered voters, whichever is more, residing in the territory proposed to be annexed to CFD No. 2007-1, or (iii) owners of one-half or more of the area of land in the territory within CFD 2007-1 and not exempt from special tax, or (iv), owners of one-half or more of the area of land in the territory proposed to be annexed to CFD No. 2007-1 and not exempt from the special tax; and

**WHEREAS**, a boundary map for Annexation No. 4 to CFD No. 2007-1 has been filed with the County Recorder of the County of Los Angeles, which map shows the territory to be annexed in these proceedings, and a copy thereof is on file with the City Clerk.

**NOW, THEREFORE, BE IT RESOLVED**, determined and ordered by the City Council for the City of Covina Community Facilities District No. 2007-1, Annexation No. 4 as follows:

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

**SECTION 2 Authorization.** All prior proceedings taken by this Council with respect to CFD No. 2007-1 and the proposed annexation of territory thereto have been duly considered and are hereby determined to be valid and in conformity with the Act.

**SECTION 3 Boundaries.** The description and map of the boundaries of the territory to be annexed to CFD No. 2007-1, on file with the City Clerk, are hereby finally approved, are incorporated herein by reference, and shall be included within the boundaries of CFD No. 2007-1, and said territory is hereby annexed to CFD No. 2007-1, subject to voter approval of the levy of the special taxes therein as hereinafter provided.

**SECTION 4 Services.** The services which CFD No. 2007-1 is authorized to finance are in addition to those provided in or required for the territory within CFD No. 2007-1 and the territory to be annexed to CFD No. 2007-1 and will not be replacing services already available. A general description of the services to be financed 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. The Special Tax provides only partial funding for Public Services.

**SECTION 5 Special Taxes.** It is the intention of this City Council that, except where funds are otherwise available, a special tax sufficient to pay for said services to be provided in CFD No. 2007-1 and the territory proposed to be annexed as part of Annexation No. 4, secured by recordation of a continuing lien against all non-exempt real property in Annexation No. 4, will be levied annually within the boundaries of Annexation No. 4 from and after the annexation of such property to CFD No. 2007-1. The special taxes shall be those as originally authorized through the formation of CFD No. 2007-1 and adopted by Ordinance of this legislative body, and no changes or modifications are proposed in the special taxes from those as originally set forth and made applicable to CFD No. 2007-1.

For particulars as to the rate and method of apportionment of the proposed special tax (the "RMA"), reference is made to the attached and incorporated Exhibit "A," which sets forth in sufficient detail the method of apportionment to allow each landowner or resident within Annexation No. 4 to clearly estimate the maximum annual amount that said person will have to pay on said special tax.

**SECTION 6 Election.** The provisions of the Resolution of Intention of the City, each as heretofore adopted by this Council, are by this reference incorporated herein as if fully set forth herein.

(a) Pursuant to the provisions of the Act, the proposition of the levy of the special tax within Annexation No. 4 shall be submitted to the voters within Annexation No. 4 at an election called therefore as hereinafter provided. This Council hereby finds that fewer than 12 persons have been registered to vote within Annexation No. 4 for each of the 90 days preceding the close of the hearing heretofore conducted and concluded by this Council for the purposes of these annexation proceedings. Accordingly, and pursuant to Section 53326 of the Act, this Council finds that for purposes of these proceedings the qualified electors are the landowners within Annexation No. 4 and that the vote shall be by said landowners, each having one vote for each acre or portion thereof such landowner owns in Annexation No. 4.

(b) Pursuant to Section 53326 of the Act, the election shall be conducted by mail ballot under applicable sections of the California Elections Code, commencing with Section 4000 of said code with respect to elections conducted by mail. The Council called a special election to consider the measures described and incorporated in the ballot, attached as Exhibit "B," which election was held on June 7, 2011, (hereafter referred to as "Election Day"). The City Clerk was the election official to conduct the election and provided each landowner in the territory to be annexed to CFD No. 2007-1, a ballot in the form of Exhibit "B", which form is hereby approved. The City Clerk has accepted the ballots of the qualified electors received prior to 7:30 p.m. on Election Day, whether received by mail or by personal delivery.

(c) This Council hereby further finds that the provision of Section 53326 of the Act requiring a minimum of 90 days to elapse before said election is for the protection of voters, has been waived by the voters and the date for the election hereinabove specified is established accordingly.

**SECTION 7** The City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED this 7th day of June, 2011.

---

John King, Mayor

ATTEST:

---

Catherine LaCroix, Deputy City Clerk

APPROVED AS TO FORM:

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City Attorney

**CERTIFICATION**

I, Catherine M. LaCroix, Deputy City Clerk of the City of Covina, hereby CERTIFY that Resolution No. 6974 was adopted by the Covina City Council at a regular meeting of the City Council held this 7<sup>th</sup> day of June, 2011, and was approved and passed by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Catherine M. LaCroix  
Deputy City Clerk

**EXHIBIT A**

**FIRST AMENDED RATE AND METHOD OF APPORTIONMENT**

# FIRST AMENDED RATE AND METHOD OF APPORTIONMENT

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## 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**

<b>Tax Class</b>	<b>Description</b>	<b>Maximum Special Tax</b>
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**  
**SAMPLE BALLOT**



OFFICIAL BALLOT  
SPECIAL ELECTION

City of Covina  
Community Facilities District No. 2007-1  
(Public Services)  
Annexation No. 4

This ballot is for a special landowner election. You must return this ballot in the enclosed postage paid envelope to the Office of the City Clerk of the City of Covina no later than 7:30 p.m. on June 7, 2011, either by mail or in person. Ballots received after the special election with a postmark of the special election date, or earlier date, shall not be considered. The City Clerk's office is located at 125 East College Street, Covina, California, 91723.

To vote, mark a cross (X) in the voting square after the word "YES" or after the word "NO". All distinguishing marks otherwise made are forbidden and make the ballot void.

If you wrongly mark, tear, or deface this ballot, return it to the City Clerk of the City of Covina and obtain another.

**PROPOSITION A:** Shall special taxes be levied annually on taxable property within the territory to be annexed into the City of Covina Community Facilities District No. 2007-1 (Public Services), County of Los Angeles, State of California ("Annexation No. 4"); and to levy and collect such special taxes so long as the special taxes are needed to pay for police services, fire protection and suppression services, paramedic services, and park maintenance at the special tax rates and pursuant to the method of apportioning the special taxes set forth in Exhibit "B" to the Resolution of Intention, Resolution No. 07-6578, adopted by the City Council of the City of Covina on May 1, 2007, and as amended by Resolution No. 09-6743?

Yes

No

**PROPOSITION B:** Shall an appropriations limit, as defined by subdivision (h) of Section 8 of Article XIII B of the California Constitution, be established for Annexation No. 4 to the City of Covina Community Facilities District No. 2007-1 (Public Services), County of Los Angeles, State of California, in the amount of \$1,000,000 per annum?

Yes

No

Number of votes: 1

Property Owner: GUINDI WAGUIH & EMAN GUINDI FAMILY TRUST

By: \_\_\_\_\_

## EXHIBIT C

### RESOLUTION NO. 11-6975

#### **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, CALLING A SPECIAL ELECTION AND SUBMITTING TO THE VOTERS OF ANNEXATION NO. 4 OF CITY OF COVINA COMMUNITY FACILITIES DISTRICT NO. 2007-1 (PUBLIC SERVICES) PROPOSITIONS REGARDING THE ANNUAL LEVY OF SPECIAL TAXES WITHIN ANNEXATION NO. 4 TO FINANCE PUBLIC SERVICES, AND THE ESTABLISHMENT OF AN APPROPRIATIONS LIMIT**

**WHEREAS**, pursuant to Section 53339.7 of the California Government Code the City Council (hereafter referred to as the “City Council”) of the City of Covina (the “City”) has adopted the resolution authorizing the annexation of territory to City of Covina Community Facilities District No. 2007-1 (Public Services), County of Los Angeles, State of California (“CFD No. 2007-1”); and

**WHEREAS**, by that resolution, the City Council called a special election on the propositions to be submitted to the voters of the territory proposed to be annexed to CFD No. 2007-1 (“Annexation No. 4”) with respect to the levy of special taxes therein for the financing of public services within CFD No. 2007-1; and

**WHEREAS**, pursuant to Section 53326 of the California Government Code, it is necessary that the City Council submit to the voters of Annexation No. 4 the annual levy of special taxes on taxable property within Annexation No. 4; and

**WHEREAS**, pursuant to Section 53325.7 of the California Government Code and the provisions of said Code, the City Council may also submit to the voters of Annexation No. 4 a proposition for the establishment of an appropriations limit for Annexation No. 4; and

**WHEREAS**, the City Clerk of the City of Covina (the “City Clerk”) has advised the City Council that she has received a statement from the Registrar of Voters of the County of Los Angeles that there are less than 12 persons registered to vote within Annexation No. 4;

**NOW, THEREFORE, BE IT RESOLVED**, determined and ordered by the City Council for the City of Covina Community Facilities District No. 2007-1, Annexation No. 4 as follows:

**SECTION 1 Findings.** The City Council finds that: (i) the foregoing recitals are true and correct; (ii) 12 persons have not been registered to vote within the territory to be annexed to CFD No. 2007-1 for each of the 90 days preceding the close of the public hearing on June 7, 2011; (iii) pursuant to Section 53326 of the California Government Code, as a result of the findings set forth in clause (ii) above, the vote in the special election called by this resolution shall be by the landowners of the territory to be annexed

to CFD No. 2007-1, whose property would be subject to the special taxes if they were levied at the time of the election, and each landowner shall have one vote for each acre, or portion thereof, which he or she owns within Annexation No. 4 which would be subject to the proposed special taxes if they were levied at the time of the election; (iv) the owners of all of the land in Annexation No. 4 by written consent (a) waived the time limits set forth in Section 53326 of the California Government Code for holding the election called by this resolution and the election on the propositions (b) consented to the holding of the election on June 7, 2011, (c) waived notice and mailed notice of the time and date of the election, (d) waived an impartial analysis by the City Attorney of the ballot propositions pursuant to Section 9280 of the California Elections Code and arguments and rebuttals pursuant to Sections 9281 to 9287, inclusive, and 9295 of that Code, and mailing of a statement pursuant to Section 9401 of that Code, and (e) waived a synopsis of the measures to be included in the official ballot for said elections pursuant to Section 12111 of that Code; and (v) the City Clerk (hereafter referred to as the "City Clerk") has consented to the holding of the election on June 7, 2011.

**SECTION 2 Call of Election.** The City Council hereby calls and schedules a election for June 7, 2011, on the proposition of the annual levy of special taxes on taxable property within Annexation No. 4 to CFD No. 2007-1 to finance public services within the CFD No. 2007-1, and on the proposition of the establishment of an appropriations limit for Annexation No. 4 to CFD No. 2007-1.

**SECTION 3 Propositions.** The propositions to be submitted to the voters of Annexation No. 4 at such special election shall be as follows:

***Proposition A:*** Shall special taxes be levied annually on taxable property within the territory to be annexed into the City of Covina Community Facilities District No. 2007-1 (Public Services), County of Los Angeles, State of California ("Annexation No. 4"); and to levy and collect such special taxes so long as the special taxes are needed to pay for police services, fire protection and suppression services, paramedic services, and park maintenance at the special tax rates and pursuant to the method of apportioning the special taxes set forth in Exhibit "B" to the Resolution of Intention, Resolution No. 07-6578, adopted by the City Council of the City of Covina on May 1, 2007, and as amended by Resolution No. 09-6743.

***Proposition B:*** Shall an appropriations limit, as defined by subdivision (h) of Section 8 of Article XIII B of the California Constitution, be established for Annexation No. 4 to the City of Covina Community Facilities District No. 2007-1 (Public Services), County of Los Angeles, State of California, in the amount of \$1,000,000 per annum?

The First Amended Rate and Method of Apportionment is attached as Exhibit A.

**SECTION 4 Conduct of Election.** Except as otherwise provided in Section 5 hereof, the special election shall be conducted by the City Clerk in accordance with the provisions of the California Elections Code governing mail ballot elections of cities, and in particular the provisions of Division 4 (commencing with Section 4000), of that Code, insofar as they may be applicable.

**SECTION 5** Election Procedures. The procedures to be followed in conducting the special election on (i) the proposition with respect to the levy of special taxes on taxable property within Annexation No. 4 to CFD No. 2007-1 to pay for public services, and (ii) the proposition with respect to the establishment of an appropriations limit for Annexation No. 4 to CFD No. 2007-1 in the amount of \$1,000,000 shall be as follows:

(a) Pursuant to Section 53326 of the California Government Code, ballots for the special election shall be distributed to the qualified electors by the City Clerk by mail or by personal service.

(b) Pursuant to applicable sections of the California Elections Code governing the conduct of mail ballot elections of cities, and in particular Division 4 (commencing with Section 4000) of that Code with respect to election conducted by mail, the City Clerk, or designated official, shall mail or deliver to each qualified elector an official ballot in the appropriate form, and shall also mail or deliver to all such qualified electors a ballot pamphlet, instructions to voter, and a return identification envelope addressed to the City Clerk for the return of voted official ballots.

(c) The official ballot to be mailed or delivered by the City Clerk to each landowner-voter shall have printed or typed thereon the name of the landowner-voter and the number of votes to be voted by the landowner-voter and shall have appended to it a certification to be signed by the person voting the official ballot which shall certify that the person signing the certification is the person who voted the official ballot, and if the landowner-voter is other than a natural person, that he or she is an officer of, or other person affiliated with, the landowner-voter entitled to vote such official ballot, that he or she has been authorized to vote such official ballot on behalf of the landowner-voter, that in voting such official ballot it was his or her intent, as well as the intent of the landowner-voter, to vote all votes to which the landowner-voter is entitled based on its land ownership on the propositions set forth in the official ballot as marked thereon in the voting square opposite each such proposition, and further certifying as to the acreage of the landowner-voter's land ownership within Annexation No. 4 to CFD No. 2007-1.

(d) The return identification envelope mailed or delivered by the City Clerk to each landowner-voter shall have printed or typed thereon the following: (i) the name of the landowner, (ii) the address of the landowner, (iii) a declaration under penalty of perjury stating that the voter is the landowner or the authorized representative of the landowner entitled to vote the enclosed ballot and is the person whose name appears on the identification envelope, (iv) the printed name and signature of the voter, (v) the address of the voter, (vi) the date of signing and place of execution of the declaration, and (vii) a notice that the envelope contains an official ballot and is to be opened only by the City Clerk.

(e) The information to voter form to be delivered by the City Clerk to the landowner-voter shall inform them that the official ballot shall be returned to the City Clerk properly voted as provided thereon and with the certification appended thereto properly completed and signed in the sealed return identification envelope with the certification thereon completed and signed and all other information to be inserted thereon properly inserted by 7:30 p.m. on the 7<sup>th</sup> day of June, 2011; provided that if all qualified electors have voted, the election shall be closed with the concurrence of the City Clerk.

(f) Upon receipt of the return identification envelope, which are returned prior to the voting deadline on the date of the election, the City Clerk shall canvass the votes cast in the election, and shall file a statement with the City Council as to the results of such canvass and the election on each proposition set forth in the official ballot.

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

PASSED, APPROVED AND ADOPTED this 7th day of June, 2011.

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John King, Mayor

ATTEST:

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Catherine LaCroix, Deputy City Clerk

APPROVED AS TO FORM:

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City Attorney

**CERTIFICATION**

I, Catherine M. LaCroix, Deputy City Clerk of the City of Covina, hereby CERTIFY that Resolution No. 6975 was adopted by the Covina City Council at a regular meeting of the City Council held this 7th day of June, 2011, and was approved and passed by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Catherine M. LaCroix  
Deputy City Clerk

**EXHIBIT A**

**FIRST AMENDED RATE AND METHOD OF APPORTIONMENT**

# FIRST AMENDED RATE AND METHOD OF APPORTIONMENT

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## 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**

<b>Tax Class</b>	<b>Description</b>	<b>Maximum Special Tax</b>
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 D**

### **RESOLUTION NO. 11-6976**

#### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, MAKING CERTAIN FINDINGS, CERTIFYING THE RESULTS OF AN ELECTION AND ADDING PROPERTY TO COMMUNITY FACILITIES DISTRICT NO. 2007-1 (PUBLIC SERVICES), ANNEXATION NO. 4**

**WHEREAS**, the City Council of the City of Covina (the “City Council”), has previously formed a Community Facilities District pursuant to the 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, said Article 3.5 thereof. The existing Community Facilities District being designated as Community Facilities District No. 2007-1 (Public Services) (hereafter referred to as CFD No. 2007-1); and,

**WHEREAS**, the City Council initiated proceedings to annex certain territory to Community Facilities District No. 2007-1 (Public Services), Annexation No. 4 (hereafter referred to as “Annexation No. 4”); and

**WHEREAS**, at this time the unanimous consent to the annexation of Annexation No. 4 has been received from the property owner or owners of such territory; and

**WHEREAS**, less than twelve (12) registered voters have resided within the territory of Annexation No. 4 for each of the ninety (90) days preceding June 7, 2011, therefore, pursuant to the Act the qualified electors of Annexation No. 4 shall be the “landowners” of Annexation No. 4 as such term is defined in Government Code Section 53317(f) and each such landowner who is the owner of record, or the authorized representative thereof, shall have one vote for each acre or portion of an acre of land that she or he owns within; and

**WHEREAS**, the time limit specified by the Act for conducting an election to submit the levy of the special taxes on the property within Annexation No. 4 to the qualified electors of Annexation No. 4 and the requirements for impartial analysis and ballot arguments have been waived with the unanimous consent of the qualified electors of Annexation No. 4; and

**WHEREAS**, the City Clerk of the City of Covina has caused ballots to be distributed to the qualified electors of Annexation No. 4, has received and canvassed such ballots and made a report to the City Council regarding the results of such canvas, a copy of which is attached as Exhibit A hereto and incorporated herein by this reference; and

**WHEREAS**, at this time the measure voted upon and such measure did receive the favorable 2/3’s vote of the qualified electors, and the City Council desires to declare the results of the election; and

**WHEREAS**, a map showing the territory to be annexed and designated as Annexation No. 4 (hereafter referred to as the “Annexation Map”), a copy of which is attached as Exhibit B hereto and incorporated herein by this reference, and a list of Assessor Parcel Numbers and landowners, a copy of which is attached as Exhibit C hereto and incorporated herein by this reference, has been submitted to the City Council.

**NOW, THEREFORE, BE IT RESOLVED**, determined and ordered by the City Council for the City of Covina Community Facilities District No. 2007-1, Annexation No. 4 as follows:

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

**SECTION 2** Findings. This City Council does hereby determine as follows:

(a) The unanimous consent to the annexation of Annexation No. 4 to CFD No. 2007-1 has been given by all of the owners within Annexation No. 4 and such consent shall be kept on file in the Office of the City Clerk.

(b) Less than twelve (12) registered voters have resided within the territory of Annexation No. 4 for each of the ninety (90) days preceding June 7, 2011, therefore, pursuant to the Act the qualified electors of Annexation No. 4 shall be the “landowners” of such Annexation No. 4 as such term is defined in Government Code Section 53317(f).

(c) The qualified electors of Annexation No. 4 have unanimously voted in favor of the levy of special taxes within Annexation No. 4 upon its annexation to CFD No. 2007-1.

**SECTION 3** Annexed Area. The boundaries and parcels of territory within Annexation No. 4 and on which special taxes will be levied in order to pay for the costs and expenses of authorized public services are shown on the Annexation Map as submitted to and hereby approved by this City Council.

**SECTION 4** Declaration of Annexation. The City Council does hereby determine and declare that Annexation No. 4 is now added to and becomes a part of CFD No. 2007-1. The City Council, acting as the legislative body of CFD No. 2007-1, is hereby empowered to levy the authorized special tax within Annexation No. 4.

**SECTION 5** Notice. Immediately upon adoption of this Resolution, notice shall be given as follows:

An Amendment to the Notice of Special Tax Lien (Notice of Annexation) shall be recorded in the Office of the County Recorder no later than fifteen (15) days after the date of adoption of this Resolution.

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

PASSED, APPROVED AND ADOPTED this 7<sup>th</sup> day of June, 2011.

---

John King, Mayor

ATTEST:

---

Catherine LaCroix, Deputy City Clerk

APPROVED AS TO FORM:

---

City Attorney

CERTIFICATION

I, Catherine M. LaCroix, Deputy City Clerk of the City of Covina, hereby CERTIFY that Resolution No. 6976 was adopted by the Covina City Council at a regular meeting of the City Council held this 7<sup>th</sup> day of June, 2011, and was approved and passed by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Catherine M. LaCroix  
Deputy City Clerk

**EXHIBIT A**

**CERTIFICATE OF ELECTION OFFICIAL AND STATEMENT OF VOTES CAST**

**CERTIFICATE OF ELECTION OFFICIAL AND STATEMENT OF VOTES CAST**

STATE OF CALIFORNIA )  
COUNTY OF LOS ANGELES ) ss.  
CITY OF COVINA )

The undersigned, ELECTION OFFICIAL OF THE CITY OF COVINA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, DOES HEREBY CERTIFY that pursuant to the provisions commencing with Section 53326 of the Government Code of the State of California, I did canvass the returns of the votes cast at the

CITY OF COVINA  
COMMUNITY FACILITIES DISTRICT NO. 2007-1  
(PUBLIC SERVICES)  
ANNEXATION NO. 4  
SPECIAL ELECTION

in the City, held on June 7, 2011.

I FURTHER CERTIFY that this Statement of Votes Cast shows the whole number of votes cast in the area proposed to be annexed, Annexation No. 4 to Community Facilities District No. 2007-1 (Public Services) of the City of Covina for or against the Measure are full, true and correct.

VOTES CAST ON PROPOSITION A: YES \_\_\_\_\_  
NO \_\_\_\_\_

VOTES CAST ON PROPOSITION B: YES \_\_\_\_\_  
NO \_\_\_\_\_

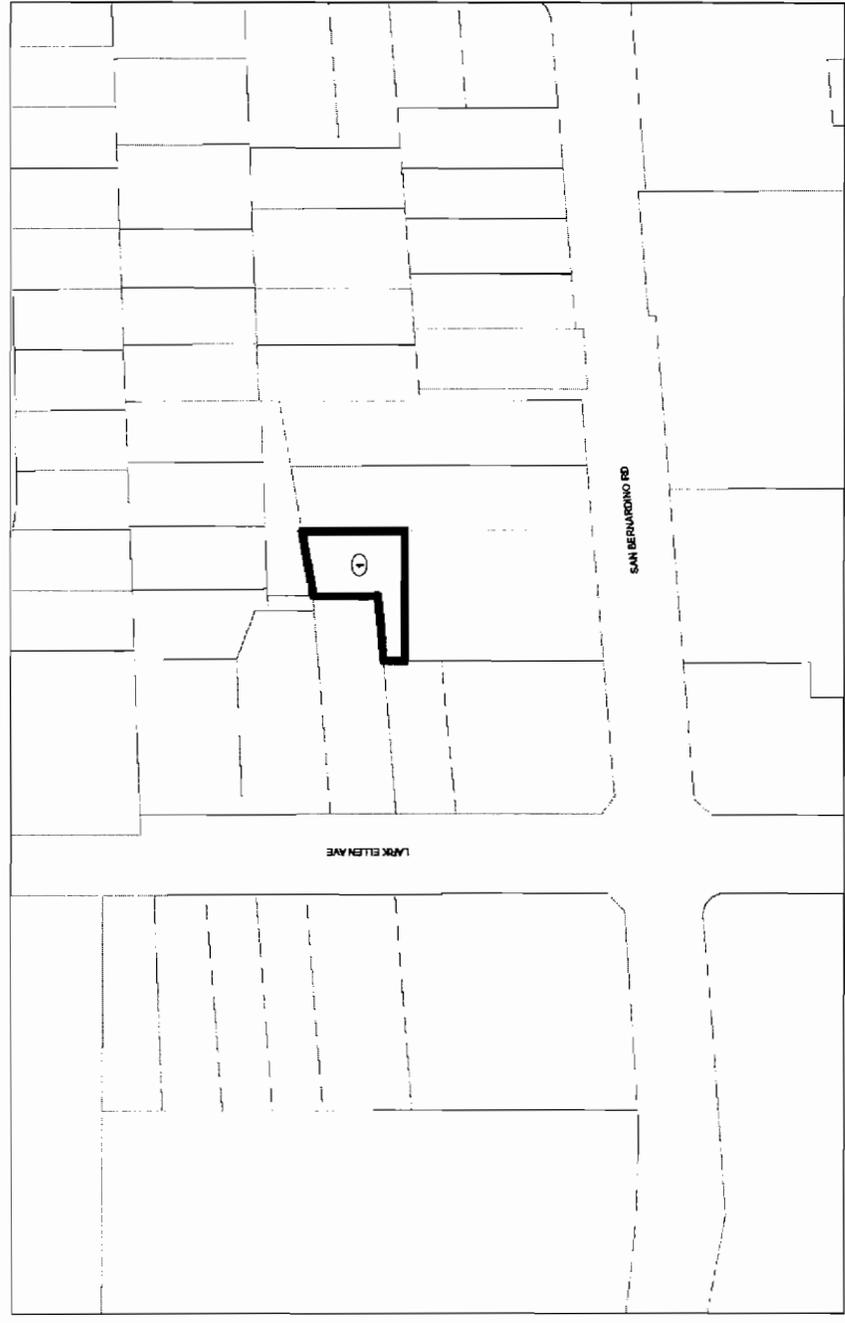
WITNESS my hand this 7<sup>th</sup> day of June, 2011

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

**EXHIBIT B**  
**ANNEXATION MAP**

# ANNEXATION MAP NO. 4 COMMUNITY FACILITIES DISTRICT NO. 2007-1 (PUBLIC SERVICES)

CITY OF COVINA  
COUNTY OF LOS ANGELES  
STATE OF CALIFORNIA



FILED IN THE OFFICE OF THE CITY CLERK THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2011.

I HEREBY CERTIFY THAT THE WITHIN MAP SHOWING PROPOSED BOUNDARIES OF ANNEXATION NO. 4 TO COMMUNITY FACILITIES DISTRICT NO. 2007-1 (PUBLIC SERVICES) IS TRUE AND CORRECT AND THAT THE CITY OF COVINA HAS APPROVED BY THE CITY COUNCIL OF THE CITY OF COVINA AT A REGULAR MEETING THEREOF, HELD ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2011, BY THE RESOLUTION NO. \_\_\_\_\_.

CITY CLERK  
CITY OF COVINA

FILED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2011, AT THE COUNTY CLERK'S OFFICE OF RECORDS AND COMMUNITY FACILITIES DISTRICTS, PARCELS \_\_\_\_\_ AND AN INSTRUMENT NO. \_\_\_\_\_ IN THE OFFICE OF THE COUNTY RECORDER IN THE COUNTY OF LOS ANGELES, STATE OF CALIFORNIA.

BY DEPUTY CLERK  
COUNTY OF LOS ANGELES  
STATE OF CALIFORNIA

REFERENCE IS MADE TO THAT BOUNDARY MAP OF COMMUNITY FACILITIES DISTRICT NO. 2007-1 (PUBLIC SERVICES) OF THE COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, RECORDED IN THE OFFICE OF THE COUNTY RECORDER IN THE COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, BY DOCUMENT NO. 2007181337 IN THE BOOK OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS.

THE LINES AND DIMENSIONS OF EACH LOT OR PARCEL SHOWN ON THIS INSTRUMENT SHALL BE THE UNRECORDED DIMENSIONS AS SHOWN ON THE LOS ANGELES COUNTY ASSESSOR'S MAPS FOR THOSE PARCELS LISTED.

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

**LEGEND**

ANNEXATION BOUNDARY

1 MAP REFERENCE NUMBER



DATE: 04/13/2011  
BY: J. J. J. J.  
DRAWN BY: J. J. J. J.  
SCALE: 1" = 100' (AS SHOWN)  
BOOK: 004-008-0000



**EXHIBIT C**  
**LIST OF PROPERTIES TO BE ANNEXED**

**LIST OF PROPERTIES TO BE ANNEXED**

**ANNEXATION #4**

West McGill Street, Covina

**APN(s)**

**Landowner(s)**

8434-004-036

Waguih Guindi and Ema W. Guindi

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

**MEETING DATE:** June 7, 2011

**ITEM NO.: PH 4**

**STAFF SOURCE:** Robert Neiuber, Director of Community Development   
William J. Priest, Assistant City Attorney

**ITEM TITLE:** Adopt and Issue Council Follow-Up Report to the Public; Adopt Interim Urgency Ordinance to extend Interim Urgency Ordinance Nos. 11-1992 and 10-1991 and for an additional 60 days and continue for this period the moratorium on the issuance of permits and entitlements for new standalone wireless communications facilities.

---

**STAFF RECOMMENDATION**

1. Adopt and issue this Agenda Item Commentary as the 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. 10-1991 and 11-1992 – a moratorium on the issuance of permits and entitlements for new standalone wireless communications facilities.
2. Adopt **Interim Urgency Ordinance No. 11-1993**, extending Interim Urgency Ordinance Nos. 10-1991 and 11-1992 and thereby extending the moratorium on the permitting and entitlements of new standalone wireless communications facilities for a period of 60 days.
3. Direct staff to continue studying possible revisions to the City's existing zoning regulations to address new standalone wireless communications facilities.

**FISCAL IMPACT**

None.

**BACKGROUND**

On December 7, 2010, the City Council adopted Interim Urgency Ordinance No. 10-1991 that temporarily prohibited the approval or issuance of any permit or land use entitlement to develop new standalone wireless communication facilities (a.k.a. "monopoles" or "celltowers") within the City. A copy of Ordinance No. 10-1991 is attached hereto as Exhibit "A"

The moratorium was established to allow the City the opportunity to evaluate its existing policies regulating new standalone wireless communication facilities. The City's current regulations were developed in 1998 and contain limited policies to assist the City in determining aesthetic compatibility within the neighborhoods in which they are proposed. The moratorium was premised on concerns that approval and development of new standalone wireless facilities in the City would have significant health, safety and welfare impacts to Covina residents given the lack of aesthetic and compatibility policies in the City's current regulations. The Council was

concerned that continued development of new standalone wireless facilities would be incompatible with the structure and aesthetics of residential and commercial buildings.

Ordinance No. 10-1991 was effective for only 45 days and was scheduled to expire on January 21, 2011. Pursuant to Government Code, Section 65858(d), the City Council is required not later than 10 days prior to 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 December 21, 2010, the City Council issued such a report to the public.

On January 18, 2011, at a noticed public hearing, the City council adopted Interim Urgency Ordinance No. 11-1992, which extended the interim moratorium for an additional one-hundred fifty (150) days – resulting in an amended expiration date of June 17, 2011. A copy of Ordinance No. 11-1992 is attached hereto as Exhibit “B”

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 by June 7, 2011 describing the measures taken to alleviate the conditions which led to the moratorium ordinance. This Agenda Item Commentary is intended to serve as a follow-up report and Staff is requesting that the Council adopt and issue this document.

Since the adoption of the moratorium, 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 aesthetic and other secondary impacts of new standalone wireless communication facilities, (ii) concluding research on Federal and State law regulation of new standalone wireless communication facilities (iii) surveying other cities’ regulations for adaptability to Covina, (iv) consulting with wireless providers to better understand their needs for coverage in Covina, and (v) drafting amendments to the Covina Municipal Code in order to both ensure compliance with evolving Federal and State law while mitigating the aesthetic and other community impacts of new standalone wireless communication facilities.

At present, the draft ordinance is undergoing internal review. Therefore, although Staff has taken the measures outlined above, they have not yet finished their work in this regard. As such, Staff is requesting the Council to extend the moratorium for an additional period of sixty (60) days. Staff intends to present a draft ordinance for the City Council’s consideration before this extension expires. The moratorium, if extended, will remain in effect until August 17, 2011. This is the final extension that may be taken under State law.

As with the initial moratorium ordinance, this extension will not prohibit the development of the following wireless facilities/antennas:

1. Those mounted to the side and/or roof of an existing building (new or co-located);
2. Those that co-locate onto an existing monopole/standalone wireless communication facility; and

3. Those new standalone facility applications that have already been submitted and deemed complete prior to the date of moratorium.

**RELEVANCE TO THE STRATEGIC PLAN**

Adoption of this Interim Urgency Ordinance will assist in the development of a sustainable community by pursuing the adoption of land use and aesthetic standards that promote neighborhood compatibility.

**EXHIBITS**

- A. Interim Urgency Ordinance No. 10-1991 (Adopted December 7, 2010)
- B. Interim Urgency Ordinance No. 11-1992 (Adopted January 18, 2011)
- C. Interim Urgency Ordinance No. 11-1993

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

**INTERIM URGENCY ORDINANCE NO. 10-1991**

**AN INTERIM URGENCY ORDINANCE OF THE CITY OF COVINA, CALIFORNIA, ESTABLISHING A MORATORIUM ON THE DEVELOPMENT OF NEW STANDALONE WIRELESS COMMUNICATION FACILITIES FOR A PERIOD OF 45 DAYS, PENDING THE DEVELOPMENT OF A WIRELESS COMMUNICATION FACILITIES POLICY, THE ADOPTION OF ANY AND ALL NECESSARY AMENDMENTS TO THE CITY'S LAND USE REGULATIONS, AND SETTING FORTH THE FACTUAL BASIS FOR SAME AS AN URGENCY ORDINANCE**

THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:

**SECTION 1.** This interim urgency ordinance is adopted pursuant to Section 65858 of the California Government Code.

**SECTION 2.** The City of Covina shall not issue or approve any building permit, conditional use permit, variance, site plan approval, or other land use entitlement for the development of any new standalone wireless communication facility within the City of Covina during the time that this interim ordinance is in effect. For purposes of this Section 2, the term "new standalone wireless communication facility" shall include newly constructed monopoles, monopalms, monopines, lattice towers, and any other similar wireless communication facilities that require the construction of a dedicated ground-mounted structure in order to elevate the facility's antennae and other transmitting equipment to a usable altitude.

The term "new standalone wireless communication facility" shall not include, and this moratorium shall not apply to the following:

- A. new wireless communication facilities that are co-located with another existing wireless communications facility, whether the existing wireless communication facility is mounted on an existing building, lattice tower, monopole, monopalm, monopine, or similar mounting, provided the initial/existing facility otherwise met City standards; and
- B. new wireless communication facilities that are mounted onto the sides or roof of existing buildings, or concealed in a building, provided they otherwise meet City standards; and
- C. new or replaced equipment cabinets and other minor ground-based structures that service a new or existing wireless communication facility.

**SECTION 3.** This moratorium shall not abridge those rights and privileges granted to wireless communication providers under the United States Telecommunications Act of 1996, (47

U.S.C. §332(c)(7)) (the "Act") nor shall it preclude a wireless communication provider from seeking administrative relief under the Act.

**SECTION 4. *Urgency Findings.*** In accordance with California Government Code, Section 65858 and in order to protect the public health, safety and welfare, the City Council of the City of Covina hereby finds, determines and declares that this interim urgency ordinance is necessary because:

- A. The proliferation of new standalone wireless communication facilities within the City presents a current and immediate threat to the public health, safety and welfare in that such facilities are often out of character with the design of existing residential, commercial and industrial development, contributing to aesthetic blight and reduced property values. They can also physically impact access to private and public rights-of-way within the City. The City has received numerous applications and inquiries regarding the development of new standalone wireless communication facilities within the City and, given the strong desire of wireless telecommunication companies to continue expanding and enhancing their coverage, the City anticipates that it will receive additional applications and inquiries in the near future. The City must prohibit the further development of new standalone wireless communication facilities until the City Council completes its analysis of how best to regulate these kinds of uses so that the City remains in compliance with Federal and State Law, while mitigating the negative secondary effects identified above to the greatest extent possible.
- B. Government Code, Section 65858 authorizes the City to adopt an interim Urgency Ordinance to protect the public safety, health and welfare and to prohibit uses which may be in conflict with a contemplated General Plan or zoning proposal which the City is considering, studying or intends to study within a reasonable time.
- C. The purpose of this moratorium is to protect the public safety, health and welfare of the citizens of the City of Covina by prohibiting the approval of land use entitlement applications and other permits for standalone wireless communication facilities within the City. The issuance or approval of any building permit, conditional use permit, variance, site plan approval, or other land use entitlement for the development of new standalone wireless communication facilities would result in a threat to the public health, safety and welfare in that the standards or regulations in the City's municipal code addressing such facilities are outdated and do not take into consideration evolving wireless communication technology nor recent changes in Federal and State law pertaining to such facilities. Additionally, to allow the approval of land use entitlements for the development of new standalone wireless communication facilities in the City at this time while the City considers amending its zoning regulations could result in the establishment of inconsistent land uses which would be harmful to the public health, safety and welfare.

**SECTION 5.** This interim urgency ordinance shall not apply to land use applications for the development of new standalone wireless communications facilities that were submitted and deemed complete prior to the date this interim urgency ordinance is adopted.

**SECTION 6.** The City Council hereby enacts this interim urgency ordinance by not less than a four-fifths (4/5) vote, and in light of the findings set forth in Section 4, under the authority granted to it by Article XI, Section 7 of the California Constitution and Section 65858 of the California Government Code, which allows the City to adopt an interim urgency ordinance prohibiting land uses which may be in conflict with a zoning proposal that the City Council, planning commission or the planning department is considering or studying or intends to study within a reasonable time. The City Council hereby directs the Planning Division of the Community Development Department to consider and study possible means of regulating new standalone wireless communications facilities including zoning and other regulations permissible under Federal and State law.

**SECTION 7.** Ten (10) days prior to the expiration of this interim urgency ordinance, or an extension thereof, the City Council shall issue a written report describing the measures which the City has taken to address the conditions which led to the adoption of this ordinance.

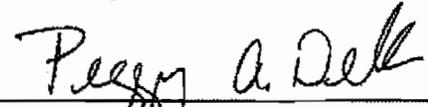
**SECTION 8.** This interim urgency ordinance shall take effect immediately upon its adoption by a four-fifths vote of the City Council. This interim urgency ordinance shall continue in effect for forty-five (45) days from the date of its adoption and shall thereafter be of no further force and effect unless, after notice pursuant to California Government Code Section 65090 and a public hearing, the City Council extends this interim urgency ordinance pursuant to California Government Code Section 65858.

**SECTION 9.** Not later than fifteen (15) days following the passage of this interim urgency ordinance, the ordinance, or a summary of the ordinance, along with the names of the City Councilmembers voting for and against the ordinance, shall be published in a newspaper of general circulation in the City of Covina.

**SECTION 10.** The City Council finds that this ordinance is not subject to the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

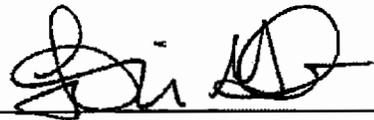
**SECTION 11.** If any section, subsection, subdivision, sentence, clause, phrase, or portion of this ordinance is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have adopted this ordinance, and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

PASSED AND APPROVED this 7th day of December, 2010.

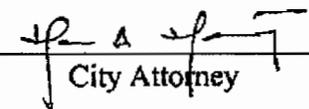


Peggy Delach  
Mayor of the City of Covina

ATTEST:

By:   
City Clerk of the City of Covina

APPROVED AS TO FORM:

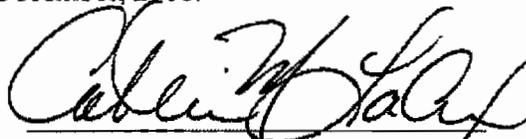
By:   
City Attorney

**CERTIFICATION**

I, Catherine M. LaCroix, Deputy City Clerk of the City of Covina, California, do hereby certify that the foregoing Interim Urgency Ordinance was introduced and adopted at a regular meeting of the City Council of the City of Covina, California duly held on the 7th day of December, 2010, by the following vote of the Council:

**AYES: ALLEN, DELACH, KING, LOW, STAPLETON**  
**NOES: NONE**  
**ABSENT: NONE**  
**ABSTAIN: NONE**

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Covina, California, this 7th day of December, 2010.

  
Deputy City Clerk of the City of Covina

**INTERIM URGENCY ORDINANCE NO. 11-1992**

**AN INTERIM URGENCY ORDINANCE OF THE CITY OF COVINA,  
CALIFORNIA, EXTENDING A MORATORIUM ADOPTED BY INTERIM  
URGENCY ORDINANCE NO. 10-1991 FOR AN ADDITIONAL ONE  
HUNDRED FIFTY (150) DAYS ON THE DEVELOPMENT OF NEW  
STANDALONE WIRELESS COMMUNICATION FACILITIES**

**WHEREAS**, on December 7, 2010, pursuant to Section 65858 of the California Government Code, the City Council of the City of Covina adopted Interim Urgency Ordinance No. 10-1991, establishing a 45-day moratorium prohibiting the issuance of any permit or entitlement for the development of new standalone wireless communications facilities, pending study and adoption of regulatory and zoning standards, as more particularly set forth in Interim Urgency Ordinance No. 10-1991; and

**WHEREAS**, Section 65858 of the California Government Code provides that Interim Ordinance No. 10-1991 shall expire and be of no further force and effect forty-five (45) days from its date of adoption – January 21, 2011; and

**WHEREAS**, Section 65858 of the California Government Code provides that prior to the expiration of Ordinance No. 10-1991, the City may extend Interim Urgency Ordinance No. 10-1991 for up to an additional ten (10) months and fifteen (15) days after giving notice pursuant to Section 65090 of the California Government Code and conducting a public hearing; and

**WHEREAS**, all of the findings cited in Interim Urgency Ordinance No. 10-1991, concerning the existence of an immediate and current threat to the public safety, health and welfare continue to exist and be valid; and

**WHEREAS**, on December 21, 2010, the City Council issued the written report required pursuant to Government Code Section 65858(d) describing the measures taken to alleviate the conditions which led up to the adoption of Interim Urgency Ordinance No. 10-1991, which report is also incorporated herein by this reference as if set forth in full; and

**WHEREAS**, Government Code Sections 65858, 36934 and 36937 expressly authorize the City Council to adopt an interim urgency ordinance prohibiting any uses which may be in conflict with any contemplated general plan, specific plan or zoning which the City Council or the Community Development Department is considering studying or intends to study within a reasonable period of time; and

**WHEREAS**, the City Council now seeks to extend the temporary prohibition on the approval or issuance of any permit or entitlement for the development of new standalone wireless communication facilities, as currently enacted under Interim Urgency Ordinance No. 10-1991, to continue studying possible amendments to the City's zoning regulations in order to both ensure

compliance with evolving Federal and State law, while mitigating the negative secondary effects of new standalone wireless communication facilities; and

**WHEREAS**, based upon the above, the City Council finds and determines that there is a need to extend Interim Urgency Ordinance No. 10-1991 for an additional one hundred fifty (150) days, as authorized by Government Code Section 65858(a); and

**WHEREAS**, subsequent to providing notice pursuant to Government Code Section 65090, the City Council has conducted a public hearing on the extension proposed herein.

**THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:**

**SECTION 1.** Interim Urgency Ordinance No. 10-1991 is hereby extended for an additional one hundred fifty (150) days from the effective date of this Ordinance. Interim Urgency Ordinance No. 10-1991 establishes a moratorium on the approval of any building permit, conditional use permit, variance, site plan approval, or other land use entitlement for the development of any new standalone wireless communication facility within the City of Covina for the immediate preservation of the public health, safety and welfare. The term "new standalone wireless communication facility" is defined in Interim Urgency Ordinance No. 10-1991.

**SECTION 2.** The City Council hereby finds, determines and declares that the proliferation of new standalone wireless communications facilities within the City continues to present the current and immediate threat to the public health, safety and welfare originally described in Interim Urgency Ordinance No. 10-1991. Without adequate regulation, the approval of additional permits or entitlements for the construction and operation of new standalone wireless communications facilities would result in that threat to the public health, safety and welfare. Therefore, the adoption of this ordinance is necessary for the immediate protection of the public safety, health and welfare.

**SECTION 3.** The City Council hereby directs the Planning Division of the Community Development Department to continue its consideration and study of the potential impact of new standalone wireless communications facilities on the community and possible means of regulating these uses to address such impacts, including zoning-based regulations.

**SECTION 4.** The City Council finds that this ordinance is not subject to the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

**SECTION 5.** This interim urgency ordinance shall take effect immediately upon its adoption by a four-fifths vote of the City Council. This interim urgency ordinance shall continue in effect until June 17, 2011 and shall thereafter be of no further force and effect unless, after notice pursuant

to California Government Code Section 65090 and a public hearing, the City Council again extends this interim urgency ordinance pursuant to California Government Code Section 65858.

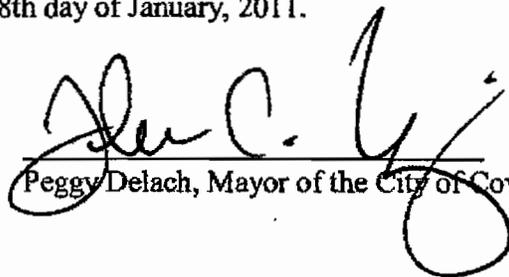
**SECTION 6.** The City Council hereby enacts this interim urgency ordinance by not less than a four-fifths (4/5) vote, and in light of the findings set forth in Section 3, under the authority granted to it by Article XI, Section 7 of the California Constitution and Section 65858 of the California Government Code, which allows the City to adopt an interim urgency ordinance prohibiting land uses which may be in conflict with a zoning proposal that the City Council, planning commission or the planning department is considering or studying or intends to study within a reasonable time.

**SECTION 7.** Ten (10) days prior to the expiration of this Ordinance, the City Council shall issue a written report describing the measures which the City has taken to alleviate the conditions which led to the adoption of this Ordinance.

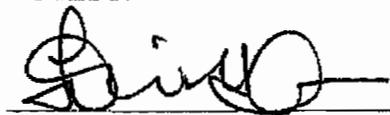
**SECTION 8.** If any section, subsection, subdivision, sentence, clause, phrase, or portion of this ordinance is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have adopted this ordinance, and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

**SECTION 9.** The Mayor shall sign this Ordinance and the City Clerk shall attest thereto and shall within fifteen (15) days of its adoption cause it, or a summary of it, to be published in a newspaper of general circulation in the City of Covina.

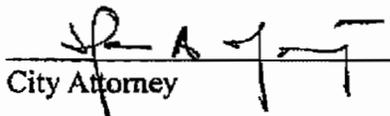
PASSED AND APPROVED this 18th day of January, 2011.

  
Peggy Delach, Mayor of the City of Covina

ATTEST:

  
\_\_\_\_\_  
City Clerk of the City of Covina

APPROVED AS TO FORM:

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

**CERTIFICATION**

I, Catherine M. LaCroix, Deputy City Clerk of the City of Covina, California, do hereby certify that the foregoing Interim Urgency Ordinance was introduced and adopted at a regular meeting of the City Council of the City of Covina, California duly held on the 18th day of January, 2011, by the following vote of the Council:

**AYES: ALLEN, KING, LOW, STAPLETON**  
**NOES: NONE**  
**ABSENT: DELACH**  
**ABSTAIN: NONE**

**IN WITNESS THEREOF**, I have hereunto set my hand and affixed the official seal of the City of Covina, California, this 18th day of January, 2011.

  
Deputy City Clerk of the City of Covina

**INTERIM URGENCY ORDINANCE NO. 11-1993**

**AN INTERIM URGENCY ORDINANCE OF THE CITY OF COVINA,  
CALIFORNIA, ENACTED PURSUANT TO GOVERNMENT CODE  
SECTION 65858, EXTENDING A MORATORIUM ADOPTED BY INTERIM  
URGENCY ORDINANCE NOS. 10-1991 AND 11-1992 FOR AN  
ADDITIONAL SIXTY (60) DAYS ON THE DEVELOPMENT OF NEW  
STANDALONE WIRELESS COMMUNICATION FACILITIES.**

**WHEREAS**, on December 7, 2010, pursuant to Section 65858 of the California Government Code, the City Council of the City of Covina adopted Interim Urgency Ordinance No. 10-1991, establishing a 45-day moratorium prohibiting the issuance of any permit or entitlement for the development of new standalone wireless communications facilities, pending study and adoption of regulatory and zoning standards, as more particularly set forth in Interim Urgency Ordinance No. 10-1991; and

**WHEREAS**, Section 65858 of the California Government Code provides that Interim Ordinance No. 10-1991 expired and was of no further force and effect forty-five (45) days from its date of adoption – January 21, 2011; and

**WHEREAS**, Section 65858 of the California Government Code provides that prior to the expiration of Ordinance No. 10-1991, the City may extend Interim Urgency Ordinance No. 10-1991 for up to an additional ten (10) months and fifteen (15) days after giving notice pursuant to Section 65090 of the California Government Code and conducting a public hearing; and

**WHEREAS**, on January 18, 2011, at a noticed public hearing, the Covina City Council adopted Interim Urgency Ordinance No. 11-1992, extending the interim moratorium for an additional one-hundred fifty (150) days – resulting in an amended expiration date of June 17, 2011; and

**WHEREAS**, on June 7, 2011, the City Council issued the written follow-up report required pursuant to Government Code Section 65858(d) describing the measures taken by the City to alleviate the conditions which led to the adoption of Interim Urgency Ordinance Nos. 10-1991 and 11-1992 since their adoption on December 7, 2010 and January 18, 2011, respectively, which report is also incorporated herein by this reference as if set forth in full ("Council Report"); and

**WHEREAS**, based on the Council Report, the City Council has determined that the circumstances and conditions that led to the adoption of Interim Urgency Ordinance Nos. 10-1991 and 11-1992, which are set forth in the recitals therein and are fully incorporated herein by this reference, have not been alleviated as of the date of this Ordinance and continue to create the concerns described in Ordinance Nos. 10-1991 and 11-1992; and

**WHEREAS**, all of the findings cited in Interim Urgency Ordinance Nos. 10-1991 and 11-1992, concerning the existence of an immediate and current threat to the public safety, health and welfare continue to exist and be valid; and

**WHEREAS**, Government Code Sections 65858, 36934 and 36937 expressly authorize the City Council to adopt an interim urgency ordinance prohibiting any uses which may be in conflict with any contemplated general plan, specific plan or zoning which the City Council or the Community Development Department is considering studying or intends to study within a reasonable period of time; and

**WHEREAS**, the City Council now seeks to extend the temporary prohibition on the approval or issuance of any permit or entitlement for the development of new standalone wireless communication facilities within the City, as currently enacted under Interim Urgency Ordinance Nos. 10-1991 and 11-1992, to continue studying possible amendments to the City's zoning regulations in order to both ensure compliance with evolving Federal and State law, while mitigating the negative secondary effects of new standalone wireless communication facilities; and

**WHEREAS**, based upon the above, the City Council finds and determines that there is a need to extend Interim Urgency Ordinance Nos. 10-1991 and 11-1992 for an additional sixty (60) days, as authorized by Government Code Section 65858(a); and

**WHEREAS**, subsequent to providing notice pursuant to Government Code Section 65090, the City Council has conducted a public hearing on the extension proposed herein.

THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:

**SECTION 1.** Interim Urgency Ordinance Nos. 10-1991 and 11-1992 are hereby extended for an additional sixty (60) days from the effective date of this Ordinance. Interim Urgency Ordinance Nos. 10-1991 and 11-1992 establish a moratorium on the approval of any building permit, conditional use permit, variance, site plan approval, or other land use entitlement for the development of any new standalone wireless communication facility within the City of Covina for the immediate preservation of the public health, safety and welfare. The term "new standalone wireless communication facility" is defined in Interim Urgency Ordinance No. 10-1991.

**SECTION 2.** The City Council hereby finds, determines and declares that the proliferation of new standalone wireless communications facilities within the City continues to present the current and immediate threat to the public health, safety and welfare originally described in Interim Urgency Ordinance No. 10-1991. Without adequate regulation, the approval of additional permits or entitlements for the construction and operation of new standalone wireless communications facilities would result in that threat to the public health, safety and welfare. Therefore, the adoption of this ordinance is necessary for the immediate protection of the public safety, health and welfare.

**SECTION 3.** The City Council hereby directs the Planning Division of the Community Development Department to continue its consideration and study of the potential impact of new

standalone wireless communications facilities on the community and possible means of regulating these uses to address such impacts, including zoning-based regulations.

**SECTION 4.** The City Council finds that this ordinance is not subject to the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

**SECTION 5.** This interim urgency ordinance shall take effect immediately upon its adoption by a four-fifths vote of the City Council. This interim urgency ordinance shall continue in effect until August 17, 2011 and shall thereafter be of no further force and effect.

**SECTION 6.** The City Council hereby enacts this interim urgency ordinance by not less than a four-fifths (4/5) vote, and in light of the findings set forth in Section 2, under the authority granted to it by Article XI, Section 7 of the California Constitution and Section 65858 of the California Government Code, which allows the City to adopt an interim urgency ordinance prohibiting land uses which may be in conflict with a zoning proposal that the City Council, planning commission or the planning department is considering or studying or intends to study within a reasonable time.

**SECTION 7.** If any section, subsection, subdivision, sentence, clause, phrase, or portion of this ordinance is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have adopted this ordinance, and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

**SECTION 8.** The Mayor shall sign this Ordinance and the City Clerk shall attest thereto and shall within fifteen (15) days of its adoption cause it, or a summary of it, to be published in a newspaper of general circulation in the City of Covina.

PASSED AND APPROVED this 7<sup>th</sup> day of June, 2011.

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JOHN C. KING  
Mayor of the City of Covina

ATTEST:

By: \_\_\_\_\_  
City Clerk of the City of Covina

APPROVED AS TO FORM:

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

I, \_\_\_\_\_, City Clerk of the City of Covina, do hereby certify that the foregoing Interim Urgency Ordinance is the actual Ordinance duly and regularly adopted by the City Council at a regular meeting on the 7<sup>th</sup> day of June, 2011, by the following vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

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City Clerk of the City of Covina

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

**MEETING DATE:** June 7, 2011

**ITEM NO.:** NB 1

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

**ITEM TITLE:** Introduce Ordinance No. 11-1995 to amend sections 9.48.010, 9.48.070, 9.48.130, 9.48.160, 9.48.220 and 9.40.140 of the Municipal Code, deleting section 7.12.070 and adding sections 9.48.075-9.48.079, 9.48.085-9.48.089, 9.48.135-9.48.139, 9.48.155-9.48.159, 9.48.165-9.48.169, 9.48.225-9.48.229 and 9.48.325 to the Covina Municipal Code relating to activities in parks.

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**STAFF RECOMMENDATION**

Introduce Ordinance No. 11-1995, which is scheduled for the July 5, 2011 City Council meeting for public hearing, consideration and action, to amend sections 9.48.010, 9.48.070, 9.48.130, 9.48.160, 9.48.220 and 9.40.140 of the Municipal Code, deleting section 7.12.070 and adding sections 9.48.075-9.48.079, 9.48.085-9.48.089, 9.48.135-9.48.139, 9.48.155-9.48.159, 9.48.165-9.48.169, 9.48.225-9.48.229 and 9.48.325 to the Covina Municipal Code relating to activities in parks.

**FISCAL IMPACT**

New signage will be required in all parks. The cost of signage is unknown at this time.

**BACKGROUND**

At the October 26, 2010 Strategic Planning meeting, a goal was established to review and update the park ordinances. To gather public input, five community meetings were held. Meetings were advertised in City View and press releases were sent to the Tribune and Highlander. Meeting notices were directly mailed to 1,604 residents whose properties are in the neighborhoods surrounding our City parks. In addition, a booth was setup at the Covina Green Fair. There were a total of 114 public input surveys collected at the meetings. Information from the public surveys guided the development of the ordinances relating to activities in Parks.

The Police Department, City Attorney staff, City Manager and various Parks & Recreation supervisory staff were involved in the review of the park ordinances.

The following are the significant amendments being proposed:

1. **Alcoholic Beverages – Amendment of 9.48.220 Alcoholic beverages, narcotics and dangerous drugs**  
The City will be eliminating the use of alcohol in city parks. The City of Covina is one of only a few entities that allow alcoholic beverages in city parks. For this reason, many non-residents use city parks just for the purpose of serving to serve alcoholic beverages at personal events. This has resulted in increased service calls for the Police Department when groups get out of hand. This also creates a less than desirable park experience for others visiting the park when alcohol consumption is not handled responsibly.
2. **Bicycles, Skates, Skateboards - Creation of a specific ordinance regarding bicycles, skates, skateboards in parks (9.48.075-9.48.076)**  
The City will be prohibiting any person from riding bicycles, skates, scooters, and skateboards upon any park's walls, steps, stairways, railings, benches, access ramps, driveways, parking lots, and any other area where signage is posted. In addition any person riding a bicycle, skates, scooter, or skateboard must yield the right-of-way to any pedestrian.
3. **Bounce House/Inflatables - Creation of an Ordinance prohibiting Bounce Houses and other Inflatables within City parks (9.48.085-9.48.086)**  
The City will be prohibiting bounce houses/inflatables within City parks except when part of a City sponsored event or activity. There are numerous liability issues with public use of bounce houses/inflatables in parks.
4. **Dogs – Creation of an Ordinance specific to dogs in parks (9.48.165)**  
This current ordinance which prohibits dogs in parks has not been feasible to enforce. The new ordinance should address the needs of all park users by requiring dog owners to be responsible when bringing their dogs to City parks.
5. **Metal Detectors - Creation of Metal Detector Usage Ordinance for City parks (9.48.135-9.48.136)**  
The City will be allowing the public to use metal detectors within parks, but will require users to obtain a permit from the Parks & Recreation Department and consent to following policies put in place to guide the use of metal detectors in parks. This includes ensuring that users will not destroy grass, turf, trees, etc. and requesting users to report to the Parks & Recreation Department any items found within parks that create safety concerns.
6. **Noise Ordinance - Creation of a specific Noise Ordinance for City parks (9.48.155-9.48.157)**  
The City will be creating a noise ordinance prohibiting amplified sound in parks, unless a special sound permit is obtained.

7. **Smoke Free Park Ordinance - Creation of a specific Smoke Fee Park Ordinance (9.48.225-9.48.226)**

The City will be prohibiting smoking in all areas within City parks. Currently state law prohibits smoking within 25 feet of playgrounds and tot lots. An overwhelming amount of support for the creation of this ordinance was received in the public input surveys that were collected during the public meeting process.

**RELEVANCE TO THE STRATEGIC PLAN**

This was a goal set at the October 26, 2010 Strategic Planning meeting to better meet the needs of the residents including safety and types of uses in the Covina Park System.

**EXHIBITS**

- A. Proposed Ordinance No. 11-1995
- B. Current Ordinance (redline/strikeout)

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

**ORDINANCE NO. 11-1995**

**AN ORDINANCE OF THE CITY OF COVINA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA AMENDING SECTIONS 9.48.010, 9.48.070, 9.48.130, 9.48.160, 9.48.220 AND 9.40.140 OF THE COVINA MUNICIPAL CODE, DELETING SECTION 7.12.070 AND ADDING SECTIONS 9.48.075-9.48.079, 9.48.085-9.48.089, 9.48.135-9.48.139, 9.48.155-9.48.159, 9.48.165-9.48.169, 9.48.225-9.48.229 AND 9.48.325 TO THE COVINA MUNICIPAL CODE RELATING TO ACTIVITIES IN PUBLIC PARKS**

**WHEREAS**, Vehicle Code section 21967 authorizes a city to regulate persons riding or propelling skateboards on highways, sidewalks, or roadways, and Vehicle Code section 21113(f) authorizes a city to regulate the use of bicycles, skateboards, and roller skates on public property in the city's jurisdiction;

**WHEREAS**, the City of Covina ("City") wishes to assure and promote the safe, convenient and efficient circulation of pedestrians, bicyclists, in-line skaters, skaters, skateboarders, and persons riding scooters on public parks within the City by adding certain provisions to the Covina Municipal Code in order to reduce the risk of injury to the City's citizens and the liability of the City; and

**WHEREAS**, the City currently allows park users to bring bounce houses and similar inflatable, temporary play structures for use on public parks which create dangerous conditions and expose the City to liability if park users are injured using such bounce houses; and

**WHEREAS**, the City has determined it is necessary to prohibit park users from bringing bounce houses and inflatable play structures to any public park in order to reduce the risk of injury to the City's citizens and the liability of the City; and

**WHEREAS**, a number of persons currently use metal detector devices in the City's public parks, and the City desires to regulate such use by requiring that any person who wishes to use a metal detector device at any public park must first apply for and obtain a City permit; and

**WHEREAS**, a number of park users host special events, such as athletic games or concerts, at public parks and use sound amplifiers which, if not regulated, create harmful impacts to surrounding park residents; and

**WHEREAS**, it is not the intent of the City to suppress any speech activities protected by the First Amendment, but to provide content neutral regulations which address the harmful impacts of unregulated amplified sound; and

**WHEREAS**, the City desires to regulate the use of amplified sound equipment by requiring that any person or entity that wishes to use a sound amplifier at any public park must first apply for and obtain a special permit from the City; and

**WHEREAS**, the current City Municipal Code currently prohibits a person from bringing any animal, including a dog, into any public park, but a number of residents have requested that the City allow dogs in City parks; and

**WHEREAS**, the City desires to address residents' requests by allowing dog owners and caretakers to bring their dog into public parks while protecting the City from liability by placing the responsibility on the dog's owner or caretaker for any action or injury committed by the animal; and

**WHEREAS**, the current City Municipal Code allows park users who are properly licensed by the City's Parks and Recreation Department to possess, buy, sell and consume alcoholic beverages in a public park, but allowing alcohol in public parks has resulted in increased police service calls due to alcohol-related disturbances which can annoy and threaten other park users; and

**WHEREAS**, the City wishes has determined it is necessary to prohibit the possessing, buying, selling and consuming of alcoholic beverages in any public park in order to reduce the risk of injury to citizens and to reduce the City's liability; and

**WHEREAS**, the City currently has no prohibition against smoking in public parks, but state law prohibits smoking within 25 feet of playgrounds and tot lots and expressly authorizes local communities to enact additional restrictions; and

**WHEREAS**, secondhand smoke has been repeatedly identified as a health hazard, as evidenced by the following:

- The U.S. Surgeon General concluded that there is no risk-free level of exposure to secondhand smoke; and
- The California Air Resources Board placed secondhand smoke in the same category as the most toxic automotive and industrial air pollutants by categorizing it as a toxic air contaminant for which there is no safe level of exposure; and

**WHEREAS**, exposure to secondhand smoke causes death and disease, as evidenced by the following:

- Secondhand smoke is responsible for as many as 73,000 deaths among nonsmokers each year in the United States; and
- Secondhand smoke exposure causes lower respiratory tract infections, such as pneumonia and bronchitis in as many as 300,000 children in the United States under the age of 18 months each year; and exacerbates childhood asthma; and

**WHEREAS**, the City wishes to prohibit smoking in public parks protect the public from exposure to secondhand smoke where they play, exercise, and relax, and promote a healthy environment in and around the City's recreational areas.

**NOW THEREFORE**, the City Council of the City of Covina does ordain as follows:

**SECTION 1.** Covina Municipal Code Section 9.48.010 is hereby amended in its entirety and restated to read as follows:

**“9.48.010 Definitions.**

For the purpose of this chapter, the following words and phrases shall have the meanings respectively ascribed to them in this section:

A. “Alcoholic beverages” includes alcohol, spirits, liquor, wine, beer and every liquid containing one-half of one percent or more of alcohol by volume and which is fit for beverage purposes either alone or when diluted, mixed or combined with other substances.

B. “Bicycle” means a device upon which any person may ride, propelled exclusively by human power through a belt, chain, or gears, and having one or more wheels.

C. “Director” means a person immediately in charge of any park area and its activities, and to whom all park or recreation personnel of such area are responsible, or other person authorized by him, pursuant to law to act in his stead.

D. “Motor vehicle” means any multi-wheeled, treaded, or sled-type vehicle that is propelled by a motor or engine. “Motor vehicles” includes any commonly known as a “motorized recreation vehicle,” and any self-propelled vehicle that is presently defined by Sections 400 and 405 of the Vehicle Code of the state as a motorcycle or motor-driven vehicle.

E. “Narcotics and dangerous drugs” means those narcotics and drugs listed or defined in the Health and Safety Code of the state as now or hereafter amended.

F. “Park” means a park, reservation, playground, recreation center or any other area in the city, owned, managed, used or controlled by the city, and devoted to active or passive recreation. “Park” shall include the entire site of the park, including, without limitation, all structures thereon, any parking lots, and any public sidewalk adjacent to the parksite.

G. “Person” means any person, firm, partnership, association, corporation, company or organization of any kind.

H. "Roller Skate" or "In-line Skate" means any shoe, boot or other footwear to which one or more wheels are attached and includes roller blades.

I. "Scooter" means any platform of any composition or size mounted between two or more wheels with an upright steering handle attached thereto.

J. "Smoke" or "Smoking" means possessing, carrying, holding or burning of a cigarette, cigar, pipe, or any other lighted smoking product or equipment used to burn any form of tobacco, weed, plant or any other similar combustible substance. "Smoke" or "Smoking" also includes inhaling, exhaling or emitting the fumes of any lighted cigarette, cigar, pipe, or any other lighted smoking product or equipment used to burn any form of tobacco, weed, plant, or any other similar combustible substance.

K. "Skateboard" means any platform of any composition or size to which two or more wheels are attached and which is intended to be ridden or propelled by one or more persons standing or kneeling upon it and to which there is not affixed any seat or any other device or mechanism to turn and control the wheels."

**SECTION 2.** Covina Municipal Code Section 9.48.070 is hereby amended in its entirety and restated to read as follows:

**"9.48.070 Restrictions on games.**

No person in a park shall take part in or abet the playing of any games involving thrown or otherwise propelled objects such as balls, stones, arrows, javelins or model airplanes except in areas set apart for such forms of recreation. The playing of rough or comparatively dangerous games such as tackle football or hockey is prohibited except on the fields and courts or areas specifically designated for such purpose by the director."

**SECTION 3.** Covina Municipal Code Sections 9.48.075-9.48.079 are hereby added read as follows:

**"9.48.075 Bicycles, skates, skateboards prohibited where sign is posted.**

It is unlawful for any person to ride a bicycle, in-line skates, roller skates, scooter, skateboard, or similar coaster device upon any park so long as such sign is posted so as to give reasonable notice of such prohibition.

It is unlawful for any person to ride a bicycle, in-line skates, roller skates, scooter, skateboard, or similar coaster device upon any

park's walls, steps, stairways, railings, benches, access ramps, driveways or parking lots.

**9.48.076 Pedestrian right-of-way.**

Any person lawfully riding in, on, or by means of a bicycle, in-line skates, roller skates, scooter, skateboard, or similar coaster device shall yield the right-of-way to any pedestrian

**9.48.077-9.48.079 Reserved.”**

**SECTION 4.** Covina Municipal Code Sections 9.48.085-9.48.089 are hereby added to read as follows:

**“9.48.085 Bounce houses prohibited.**

Bounce houses, astro jumps, jumpers, moonwalks or other similar, temporary play structures designed to be inflated are prohibited in all parks.

**9.48.086 Exemption.**

City sponsored events and activities conducted on any park are exempt from the prohibition of section 9.48.085.

**9.48.087-9.48.089 Reserved.”**

**SECTION 5.** Covina Municipal Code Section 9.48.130 is amended in its entirety and restated to read as follows:

**“9.48.130 Structure, flora, turf, etc.**

Except as otherwise provided in Section 9.48.135, a person, other than a duly authorized park employee, approved landscape contractor, or others as authorized by the director in the performance of his duties, shall not do the following:

A. Dig, remove, destroy, injure, mutilate, or cut any tree, plant, shrub, grass, fruit, or flower or any portion thereof growing in any park;

B. Remove any wood, turf, grass, soil, rock, sand or gravel from any park;

C. Cut, break, injure, deface, or disturb any rock, building, cage, pen, monument, sign, fence, bench, structure, apparatus, equipment, or property in any park or any portion thereof; or mark or place thereon or on any portion thereof any mark, writing, or

printing; or attach thereto any sign, card, display or other similar device.”

**SECTION 6.** Covina Municipal Code Sections 9.48.135-9.49.139 are hereby added to read as follows:

**“9.48.135 Use of metal detectors at parks.**

The use of metal detector devices is permitted in any park under the following conditions:

1. A person wishing to use a metal detector device must apply for and obtain a permit from the Director prior to using a metal detector in any park;

2. Metal detectors are limited to portable, hand-held devices only. Digging equipment is limited to small hand tools; all motorized digging devices are prohibited.

3. Any digging may be done only to a maximum depth of three (3) inches. Any area disturbed by digging must be restored as nearly as possible to its original condition immediately before the person leaves the area.

4. A person using a metal detector is required to use a trash apron to store all materials found. The collector may retain articles found, subject to subsection (5). Any material the person does not wish to retain shall be placed in an approved waste receptacle. Any material that may pose a safety hazard to other park users shall be reported to the Director.

5. No person shall collect, excavate, remove, injure, disfigure, deface, destroy or appropriate any object of archaeological, or historical interest or value except with written permission of the Director.

**9.48.136 Metal detector permit.**

The Director is hereby authorized to and shall establish procedures for the issuance, suspension, and revocation of permits for the use of metal detector devices in any park.

**9.48.137-9.48.139 Reserved.”**

**SECTION 7.** Covina Municipal Code Sections 9.48.155-9.48.159 are hereby added to read as follows:

**“9.48.155 Sound amplification.**

It is unlawful for any person to use sound amplifiers, speakers or similar devices in any park in such a manner that the sound is amplified so as to be audible at a distance of 150 feet or more, unless a special sound permit is obtained from the Director.

**9.48.156 Exemption.**

City sponsored events and activities conducted on any park are exempt from the prohibition of section 9.48.155, however, the City shall reasonably address noise impacts at City-sponsored events.

**9.48.157 Special sound permit.**

The Director is hereby authorized to and shall establish procedures for the issuance, suspension, and revocation of special sound permits for the use of sound amplifiers, speakers or similar devices in any park. Such procedures shall be established and implemented on a “content neutral” basis.

**9.48.158-9.48.159 Reserved.”**

**SECTION 8.** Covina Municipal Code Section 9.40.140 subsection (F) is hereby amended in its entirety and restated to read as follows:

**“9.40.140 Exceptions.**

F. City or school approved activities conducted on public parks, public playgrounds, and public or private school grounds, including athletic and school entertainment events; however, the City shall reasonably address noise impacts at City-sponsored events;”

**SECTION 9.** Covina Municipal Code Section 7.12.070 is hereby deleted in its entirety.

**SECTION 10.** Covina Municipal Code Section 9.48.160 is hereby amended in its entirety and restated to read as follows:

**“9.48.160 Animals.**

A person shall not bring into any park any cattle, horse, mule, goat, sheep, swine, cat, or other animal of any kind except as hereafter specifically provided or as otherwise permitted by the director.”

**SECTION 11.** Covina Municipal Code Sections 9.48.165-9.48.169 are hereby added to read as follows:

**“9.48.165 Dogs.**

Dogs are allowed in all city parks subject to the following rules and regulations:

1. All dogs must be securely restrained by a leash not exceeding six feet in length, of sufficient strength to prevent the escape of such dog at all times.
2. All dogs must be at least four months of age, vaccinated for rabies, currently licensed by the city's animal control authority and wear a collar with current tags while in the park.
3. All dogs must be in the care, custody and control of a person at least eighteen years old. Any person under eighteen years of age must be accompanied by and be under the direct supervision of an adult to enter the park with the on-leash dog. All dogs must be under the voice control of their caretakers at all times. Dogs shall not be left unattended at any time.
4. No adult may have more than two dogs in the park at any time.
5. Dogs are not permitted in or around child play areas, at organized sporting events or at City sponsored events and activities.
6. Any person having care, custody or control of a dog in the park shall quiet or remove the dog if the dog barks excessively.
7. Any person having care, custody, control of a dog in the park shall promptly remove and properly dispose of any waste deposited by such dog. The dog owner or caretaker shall carry a suitable container, bag, or instrument for the removal and disposal of dog feces.
8. Dogs shall not interfere with, bother or harass park users, groups, or other animals or wildlife.
9. No dog that is sick, in heat, injured or which displays aggressive behavior toward other dogs or humans is permitted in any park.
10. If signs of aggression occur, the dog must be removed from the park immediately. It shall be the dog owner or caretaker's responsibility for any of the dog's actions, even if the dog was provoked by another animal or another person. The dog owner or caretaker shall immediately remove the dog from the park if the dog bites or attempts to bite or attack any person or dog.
11. Any dog which has been repeatedly aggressive or attempted to attack or bite another dog or a person may be barred from any park by notice and order of the City, in its discretion.
12. The presence of a dog in the park shall constitute implied consent of the dog's owner or any person having the care, custody or control of the dog, to strictly follow the rules of this section and shall constitute a waiver of liability to the city, its elected officials, officers, employees, an assumption of all risks, an agreement and undertaking to protect, indemnify, defend and hold harmless the city, its elected officials, officers, and employees, for any injury or damage to persons or property during any time that the dog is in the park.

**9.48.166-9.48.169 Reserved.”**

**SECTION 12.** Covina Municipal Code Section 9.48.220 is hereby amended in its entirety and restated to read as follows:

**“9.48.220 Alcoholic beverages, narcotics, and dangerous drugs.**

A person shall not enter, be, or remain in any park while in possession of, transporting, purchasing, selling, giving away, or consuming any alcoholic beverage. A person shall not enter, be, or remain in any park while in possession of, transporting, purchasing, selling, giving away, or consuming any narcotics or dangerous drugs.”

**SECTION 13.** Covina Municipal Code Sections 9.48.225-9.48.229 are hereby added to read as follows:

**“9.48.225 Smoking prohibited.**

Smoking is hereby prohibited in all public parks within the city limits of the City of Covina.

**9.48.226 Disposal of cigars, cigarettes, pipes.**

No person shall dispose of lighted or unlighted cigars or cigarettes, or cigar or cigarette butts, or any other tobacco-related waste in or upon any public park.

**9.48.227-9.48.229 Reserved.”**

**SECTION 14.** Covina Municipal Code Section 9.48.325 is hereby added to read as follows:

**“9.48.325 Signage and posting.**

In order to provide reasonable notice to the public, the Director shall post signs in one or more conspicuous and visible area(s) of any park, specifying the requirements of sections 9.48.070, 9.48.075, 9.48.076, 9.48.085, 9.48.130, 9.48.135, 9.48.155, 9.48.220, 9.48.225, 9.48.226 and other prohibited activities described in this chapter. The signs required pursuant to this section shall cite the respective code section being invoked and shall state that any person failing to comply with such code section shall be subject to citation or other applicable enforcement authority available to the city. The manner of such posting, including the wording, size, color, design and place of posting, shall be determined by the Director.”

**SECTION 15.** If any section, sub-section, sentence, clause, phrase, word or portion of this ordinance is for any reason held to be invalid or unconstitutional by decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portion of this

ordinance. The City Council of the City of Covina hereby declares that it would have adopted this ordinance, and its sections, sub-sections, sentences, clauses, phrases, words or portions thereof, irrespective of the fact that any one or more sections, sub-sections, sentences, clauses, phrases, words or portions may be declared invalid or unconstitutional.

**SECTION 16.** Upon the effective date of this Ordinance, the provisions hereof shall supersede any conflicting provisions.

**SECTION 17.** This ordinance shall take effect 30 days after its final passage.

**SECTION 18.** The City Clerk shall certify to the passage and adoption of this ordinance and shall cause the same to be published and or posted according to law.

**PASSED AND APPROVED on this \_\_\_ day of \_\_\_\_\_, 2011.**

\_\_\_\_\_  
John King, Mayor

ATTEST:

\_\_\_\_\_  
Catherine M. LaCroix, Deputy City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Marco A. Martinez, City Attorney

I, Catherine M. LaCroix, Deputy City Clerk of Covina, California, hereby CERTIFY that Ordinance No. \_\_\_\_\_ was introduced on \_\_\_\_ day of \_\_\_\_\_, 2011, and thereafter said ordinance was duly approved and adopted at a regular meeting held on the \_\_ day of \_\_\_\_\_, 2011, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Catherine M. LaCroix  
Deputy City Clerk

#### 9.48.010 Definitions.

For the purpose of this chapter, the following words and phrases shall have the meanings respectively ascribed to them in this section:

A. "Alcoholic beverages" includes alcohol, spirits, liquor, wine, beer and every liquid containing one-half of one percent or more of alcohol by volume and which is fit for beverage purposes either alone or when diluted, mixed or combined with other substances.

B. "Bicycle" means a device upon which any person may ride, propelled exclusively by human power through a belt, chain, or gears, and having one or more wheels.

B.C. "Director" means a person immediately in charge of any park area and its activities, and to whom all park or recreation personnel of such area are responsible, or other person authorized by him, pursuant to law to act in his stead.

C.D. "Motor vehicle" means any multi-wheeled, treaded, or sled-type vehicle that is propelled by a motor or engine. "Motor vehicles" includes any commonly known as a "motorized recreation vehicle," and any self-propelled vehicle that is presently defined by Sections 400 and 405 of the Vehicle Code of the state as a motorcycle or motor-driven vehicle.

D.E. "Narcotics and dangerous drugs" means those narcotics and drugs listed or defined in the Health and Safety Code of the state as now or hereafter amended.

E.F. "Park" means a park, reservation, playground, recreation center or any other area in the city, owned ~~or~~, managed, used or controlled by the city, and devoted to active or passive recreation. "Park" shall include the entire site of the park, including, without limitation, all structures thereon, any parking lots, and any public sidewalk adjacent to the parksite.

F.G. "Person" means any person, firm, partnership, association, corporation, company or organization of any kind.

H. "Roller Skate" or "In-line Skate" means any shoe, boot or other footwear to which one or more wheels are attached and includes roller blades.

I. "Scooter" means any platform of any composition or size mounted between two or more wheels with an upright steering handle attached thereto.

J. "Smoke" or "Smoking" means possessing, carrying, holding or burning of a cigarette, cigar, pipe, or any other lighted smoking product or equipment used to burn any form of tobacco, weed, plant or any other similar combustible substance. "Smoke" or "Smoking" also includes inhaling, exhaling or emitting the fumes of any lighted cigarette, cigar, pipe, or any other lighted smoking product or equipment used to burn any form of tobacco, weed, plant, or any other similar combustible substance.

K. "Skateboard" means any platform of any composition or size to which two or more wheels are attached and which is intended to be ridden or propelled by one or more persons standing or kneeling upon it and to which there is not affixed any seat or any other device or mechanism to turn and control the wheels.

**9.48.070 Restrictions on games.**

No person in a park shall take part in or abet the playing of any games involving thrown or otherwise propelled objects such as balls, stones, arrows, javelins or model airplanes except in areas set apart for such forms of recreation. The playing of rough or comparatively dangerous games such as tackle football or hockey is prohibited except on the fields and courts or areas specifically designated for such purpose by the director. ~~Roller skating, skateboarding and roller blading shall be confined to those areas specifically designated for such pastime.~~

**9.48.075 Bicycles, skates, skateboards prohibited where sign is posted.**

It is unlawful for any person to ride a bicycle, in-line skates, roller skates, scooter, skateboard, or similar coaster device upon any park so long as such sign is posted so as to give reasonable notice of such prohibition.

It is unlawful for any person to ride a bicycle, in-line skates, roller skates, scooter, skateboard, or similar coaster device upon any park's walls, steps, stairways, railings, benches, access ramps, driveways or parking lots.

**9.48.076 Pedestrian right-of-way.**

Any person lawfully riding in, on, or by means of a bicycle, in-line skates, roller skates, scooter, skateboard, or similar coaster device shall yield the right-of-way to any pedestrian

**9.48.077-9.48.079 Reserved.**

**9.48.085 Bounce houses prohibited.**

Bounce houses, astro jumps, jumpers, moonwalks or other similar, temporary play structures designed to be inflated are prohibited in all parks.

**9.48.086 Exemption.**

City sponsored events and activities conducted on any park are exempt from the prohibition of section 9.48.085.

**9.48.087-9.48.089 Reserved.**

**9.48.130 Structure, flora, turf, etc.**

Except as otherwise provided in Section 9.48.135, a person, other than a duly authorized park employee, approved landscape contractor, or others as authorized by the director in the performance of his duties, shall not do the following:

- A. Dig, remove, destroy, injure, mutilate, or cut any tree, plant, shrub, grass, fruit, or flower or any portion thereof growing in any park;
- B. Remove any wood, turf, grass, soil, rock, sand or gravel from any park;
- C. Cut, break, injure, deface, or disturb any rock, building, cage, pen, monument, sign, fence, bench, structure, apparatus, equipment, or property in any park or any portion thereof; or mark or place thereon or on any portion thereof any mark, writing, or printing; or attach thereto any sign, card, display, or other similar device.

**9.48.135 Use of metal detectors at parks.**

The use of metal detector devices is permitted in any park under the following conditions:

1. A person wishing to use a metal detector device must apply for and obtain a permit from the Director prior to using a metal detector in any park;
2. Metal detectors are limited to portable, hand-held devices only. Digging equipment is limited to small hand tools; all motorized digging devices are prohibited.
3. Any digging may be done only to a maximum depth of three (3) inches. Any area disturbed by digging must be restored as nearly as possible to its original condition immediately before the person leaves the area.
4. A person using a metal detector is required to use a trash apron to store all materials found. The collector may retain articles found, subject to subsection (5). Any material the person does not wish to retain shall be placed in an approved waste receptacle. Any material that may pose a safety hazard to other park users shall be reported to the Director.
5. No person shall collect, excavate, remove, injure, disfigure, deface, destroy or appropriate any object of archaeological, or historical interest or value except with written permission of the Director.

**9.48.136 Metal detector permit.**

The Director is hereby authorized to and shall establish procedures for the issuance, suspension, and revocation of permits for the use of metal detector devices in any park.

**9.48.137-9.48.139 Reserved.**

**9.48.155 Sound amplification.**

It is unlawful for any person to use sound amplifiers, speakers or similar devices in any park in such a manner that the sound is amplified so as to be audible at a distance of 150 feet or more, unless a special sound permit is obtained from the Director.

**9.48.156 Exemption.**

City sponsored events and activities conducted on any park are exempt from the prohibition of section 9.48.155, however, the City shall reasonably address noise impacts at City-sponsored events.

**9.48.157 Special sound permit.**

The Director is hereby authorized to and shall establish procedures for the issuance, suspension, and revocation of special sound permits for the use of sound amplifiers, speakers or similar devices in any park.

**9.48.158-9.48.159 Reserved.**

**9.40.140 Exceptions.**

F. City or school approved activities conducted on public parks, public playgrounds, and public or private school grounds, including athletic and school entertainment events; however, the City shall reasonably address noise impacts at City-sponsored events;

~~7.12.070 Section 10.32.015 added — Dogs — Prohibited in parks.~~

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

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

**9.48.160 Animals.**

A person shall not bring into any park any cattle, horse, mule, goat, sheep, swine, ~~dog,~~ cat, or other animal of any kind except as provided in section 9.48.165-9.48.169, except as hereafter specifically provided or as otherwise permitted by the director.

9.48.165 Dogs.

Dogs are allowed in all city parks subject to the following rules and regulations:

1. All dogs must be securely restrained by a leash not exceeding six feet in length, of sufficient strength to prevent the escape of such dog at all times.
2. All dogs must be at least four months of age, vaccinated for rabies, currently licensed by the city's animal control authority and wear a collar with current tags while in the park.
3. All dogs must be in the care, custody and control of a person at least eighteen years old. Any person under eighteen years of age must be accompanied by and be under the direct supervision of an adult to enter the park with the on-leash dog. All dogs must be under the voice control of their caretakers at all times. Dogs shall not be left unattended at any time.
4. No adult may have more than two dogs in the park at any time.
5. Dogs are not permitted in or around child play areas, at organized sporting events or at City sponsored events and activities.
6. Any person having care, custody or control of a dog in the park shall quiet or remove the dog if the dog barks excessively.
7. Any person having care, custody, control of a dog in the park shall promptly remove and properly dispose of any waste deposited by such dog. The dog owner or caretaker shall carry a suitable container, bag, or instrument for the removal and disposal of dog feces.
8. Dogs shall not interfere with, bother or harass park users, groups, or other animals or wildlife.
9. No dog that is sick, in heat, injured or which displays aggressive behavior toward other dogs or humans is permitted in any park.
10. If signs of aggression occur, the dog must be removed from the park immediately. It shall be the dog owner or caretaker's responsibility for any of the dog's actions, even if the dog was provoked by another animal or another person. The dog owner or caretaker shall

immediately remove the dog from the park if the dog bites or attempts to bite or attack any person or dog.

11. Any dog which has been repeatedly aggressive or attempted to attack or bite another dog or a person may be barred from any park by notice and order of the City, in its discretion.

12. The presence of a dog in the park shall constitute implied consent of the dog's owner or any person having the care, custody or control of the dog, to strictly follow the rules of this section and shall constitute a waiver of liability to the city, its elected officials, officers, employees, an assumption of all risks, an agreement and undertaking to protect, indemnify, defend and hold harmless the city, its elected officials, officers, and employees, for any injury or damage to persons or property during any time that the dog is in the park.

**9.48.166-9.48.169 Reserved.**

**9.48.220 Alcoholic beverages, narcotics, and dangerous drugs.**

A person shall not enter, be, or remain in any park while in possession of, transporting, purchasing, selling, giving away, or consuming any alcoholic beverage, ~~except upon~~ being properly licensed by the parks and recreation department. A person shall not enter, be, or remain in any park while in possession of, transporting, purchasing, selling, giving away, or consuming any narcotics or dangerous drugs.

**9.48.225 Smoking prohibited.**

Smoking is hereby prohibited in all public parks within the city limits of the City of Covina.

**9.48.226 Disposal of cigars, cigarettes, pipes.**

No person shall dispose of lighted or unlighted cigars or cigarettes, or cigar or cigarette butts, or any other tobacco-related waste in or upon any public park.

**9.48.227-9.48.229 Reserved.**

**9.48.325 Signage and posting.**

In order to provide reasonable notice to the public, the Director shall post signs in one or more conspicuous and visible area(s) of any park, specifying the requirements of sections 9.48.070, 9.48.075, 9.48.076, 9.48.085, 9.48.130, 9.48.135, 9.48.155, 9.48.220,

9.48.225, 9.48.226 and other prohibited activities described in this chapter. The signs required pursuant to this section shall cite the respective code section being invoked and shall state that any person failing to comply with such code section shall be subject to citation or other applicable enforcement authority available to the city. The manner of such posting, including the wording, size, color, design and place of posting, shall be determined by the Director.

<b>Summary Report:</b>	
<b>Litera Change-Pro ML 6.5.0.313 Document Comparison done on 5/9/2011</b>	
<b>11:14:22 AM</b>	
<b>Style Name:</b> Default Style	
<b>Original Filename:</b>	
<b>Original DMS:</b> iw://iManage/iManage/5905883/1	
<b>Modified Filename:</b>	
<b>Modified DMS:</b> iw://iManage/iManage/5905879/1	
<b>Changes:</b>	
Add	114
Delete	13
Move From	0
Move To	0
Table Insert	0
Table Delete	0
Embedded Graphics (Visio, ChemDraw, Images etc.)	0
Embedded Excel	0
<b>Total Changes:</b>	<b>127</b>

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

**MEETING DATE:** June 7, 2011

**ITEM NO.:** NB2

**STAFF SOURCE:** Daryl Parrish, City Manager *DP*  
Dilu de Alwis, Finance Director *DDA*  
Steven Smith, Management Analyst

**ITEM TITLE:** Submittal/Receipt of the 2011-2012 Preliminary City of Covina and Covina Redevelopment Agency Budget Document

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**STAFF RECOMMENDATION:**

Receive and file the Preliminary City of Covina and Covina Redevelopment Agency Budget Documents for fiscal year 2011-2012.

**FISCAL IMPACT:**

Proposed General Fund Budget appropriation of \$28,605,480 (ongoing expenditure); proposed CRA Budget appropriation of \$11,473,710; Special Revenue/Other Fund appropriation of \$45,891,290 for a total City and Agency budget of \$85,970,480.

**BACKGROUND:**

The Preliminary City of Covina Budget document for fiscal year 2011-2012 is scheduled for submittal to the City Council prior to the regular meeting of June 7, 2011.

In accordance with State law, the City Council is required to adopt the annual budget containing proposed revenues and appropriations by June 30, 2011.

**RELEVANCE TO STRATEGIC PLAN**

The annual budget is a guide for the City and Agency through the next fiscal year as it provides services to its residents and businesses. This process also enables the staff to track and report to Council the results on a quarterly basis giving the Council a view of the fiscal sustainability of the City and Agency.

**EXHIBITS:**

Preliminary Budget Document for Fiscal Year 2011-2012

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



# CITY OF COVINA

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125 East College Street • Covina, California 91723-2199

## Disclaimer

This is a draft document. Please note that adjustments will be made as directed prior to printing the final budget document. If you discover any typos or misprints, please bring them to our attention.

Thank you.

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# CITY OF COVINA

125 East College Street • Covina, California 91723-2199

**DRAFT**

To the Covina City Council/Agency Board and Community:

The City of Covina has not been immune to the financial crisis of the “great recession” and it has in deed felt the stresses of balancing the growing needs of the community with limited resources. This challenge of forecasting resources accurately has been a stretch for even the most knowledgeable economic observers. However the City is fortunate that it has a balanced mix of revenues comprised primarily of taxes and charges for services that enables staff to project the results based on best practices. Staff is using historical data as well as current trends and data from sales tax and property tax consultants that in turn gather information from the County of Los Angeles and the State Board of Equalization for the purposes of projections. This conservative methodology has proven to be close to actual results when yearend data is tabulated and staff continues with this best practice.

As the Council is aware, the City chose to balance the FY 2009-10 budget using reserves and other financing sources to the tune of \$3.2 million. For FY 2010-11, the Council gave the City Manager direction to make the needed changes within the organization to produce a balanced budget. The City Manager made bold decisions that reduced the General Fund expenditure by upwards of \$2 million with minimal impacts in services to the community and produced a balanced budget. We continue to carry on with the practice of balancing ongoing expenditures with ongoing revenue and present a balance budget for FY 2011-12. Staff is recommending drawing down \$375,000 from reserves to transfer to a newly created Capital Project Fund to pay for one-time expenditures consisting of (a) protected turn signal at Hollenbeck and Workman (b) count down pedestrian heads per California Manual on Uniform Traffic Control Devices (c) ergonomic furniture for PD – to complete a project previously completed in part of the department and (d) new street signs to meet Federal standards. The proposed budget for FY 2011-12 will maintain the level of services provided to the community in FY 2010-11

Staff is proposing an appropriation of \$50,000 as a contingency for special projects that may require resources to be allocated during the fiscal year. Other than this contingency staff is not projecting that there will be any significant contributions to reserves from excess revenue over expenditures in FY 2011-12.

This budget as presented does not include funding for two major projects that needs to be addressed in FY 2011-12. The two projects namely (a) Joslyn Center rehabilitation and (b) City Hall rehabilitation have an estimated cost of approximately \$5.0 million when considering a 20% contingency to address any unknown issues once construction has started as well as for any replacement of flooring etc. within the two buildings. Staff is looking into financing options of either a lease/leaseback or certificate of participation option pledging a city asset as collateral. The City has a finance consultant under contract that is looking into these options and staff will bring back the options for Council consideration and direction to staff. The General Fund does not have ongoing revenue to support a debt service payment and it is anticipated that General Fund reserves will be used for the debt service payment at least for the first three years. When revenues begin to increase, we will turn to paying debt service from ongoing revenue and look into restoring the reserves drawn down.

## INTRODUCTION

This document represents the proposed financial plan for the community’s operations and capital improvements for the ensuing year.

The preliminary budget consists primarily the following sections: introductory, , budget revenue detail, activity

expenditure detail, and supplemental information. The introductory section includes this letter of transmittal (City Manager budget message). The budget summaries section includes general overview information of the budget by fund. The budget revenue detail section includes the detail revenues for each of the various funds. The activity expenditure detail section includes the activity information and summary relating to the following programs:

- General government
- Public safety
- Public works
- Culture and recreation
- Community development
- Transit
- Redevelopment and housing
- Water utility
- Environmental protection
- Central Equipment
- Management information systems
- Miscellaneous
- Debt service
- Other financing uses

The supplemental information section includes the proposed Capital Projects fund.

### GENERAL OVERVIEW

A City's budget reflects the goals and objectives of the City Council and is the foundation upon which the operation of the City is predicated. These recommendations fall within the parameters established by the Council policy direction.

A sampling of the results from previous and ongoing goals are as follows:

- Work on community education and outreach with emphasis on impact to City services due to budget restraints.
- Continue to track, record and collate citizen inquiries, complaints and request for service.
- Continue to work on issues and challenges that have regional implications, e.g. transit, health care, housing, homelessness, job creation, business retention and attraction.
- Provide strong leadership so that the community will continue to receive exceptional police service while ensuring that all laws are enforced and services are provided effectively, impartially and ethically.
- Increase outreach and assistance to victims of crimes.
- Maintain cooperation between the Community and the Police Department to reduce crime in the City.
- Decrease collisions in the City by identifying high incidence locations and employing enforcement and educational resources.
- Provide training to City personnel in Emergency Management
- Customer Service – registration processing, telephone coverage, and information dissemination to over 38,000 customers per year.
- Continue efforts to improve the City's park system.

- Address the priority needs identified in the Park System Master Plan.
- Provide the opportunity for families to enjoy high quality, free outdoor entertainment during the Summer Evening Entertainment program and increase attendance throughout the series.
- Preventing storm water pollution by complying with all aspects of the National Pollutant Discharge Elimination System (NPDES) permit.
- Supporting regional air quality goals by enforcing South Coast Air Quality Management District (SCAQMD) regulations and operating rideshare and carpool programs.
- Continue efforts to improve community recycling involvement by researching and applying for state grants to subsidize businesses and school recycling projects.
- Ensure the health, safety and welfare of the community through the maintenance and improvement of infrastructure, facilities, equipment and appurtenant services and the diligent application of adopted development codes and land use standards
- To investigate and enforce the laws and regulations as they pertain to the municipal code in order to ensure the highest quality of life and safety for the community.
- Prepare monthly, quarterly and annual financial reporting documentation timely and error free and gain Federal, State and independent audit compliance.
- Maintain budgetary control to maintain the City's fiscal sustainability.
- Continue to implement and refine the City's adopted Business Retention and Expansion program. Improve the Economic Development Incentive Handout
- Continue to follow-up on all potential leads to attract quality business to Covina.

There are many other great accomplishments and goals for the next year for each department that is found in the narrative at the activity level of the budget document.

The *Covina Strategic Plan* was originally approved by the City Council on May 16, 2006 and was updated on April 6, 2011 and includes the following components:

- Mission Statement for the City of Covina
- Three-year goals
- Matrix – most current Strategic Plan follow-up matrix dated April 6, 2011
- Analysis of strengths, weaknesses, opportunities and threats
- Outline of the strategic planning element

The Mission Statement developed for the City is: **“The City of Covina provides responsive municipal services and manages public resources to enhance the quality of life for our community”**.

The current three-year goals are: 1) improve and promote customer service, 2) enhance financial stability, 3) improve and expand parks & recreation and library services, 4) become an environmentally sustainable community, and 5) provide efficient, visible and responsive public safety.

The following is a summary of the 2011-12 preliminary budget for the City and Redevelopment Agency:

	City		Redevelopment	Total
	General	Restricted	Agency	
<b>Revenues</b>				
Taxes	23,918,680	43,160	7,448,000	31,409,840
Licenses and Permits	452,500	87,090	-	539,590
Intergovernmental	958,700	4,760,270	-	5,718,970
Charges for Services	1,852,300	399,330	692,080	2,943,710
Fines and Forfeits	961,000	194,220	-	1,155,220
Special Assessments	-	1,486,400	-	1,486,400
Water Revenue	-	8,813,000	-	8,813,000
Refuse/Waste Revenue	-	980,750	-	980,750
Central Equipment Charges	-	1,399,590	-	1,399,590
MIS Charges	-	1,108,550	-	1,108,550
Investment Earnings	246,700	259,100	256,600	762,400
Miscellaneous	73,380	85,390	60,000	218,770
Other Financing Sources	150,000	213,970	2,725,330	3,089,300
<b>Total Revenues</b>	<b>\$ 28,613,260</b>	<b>\$ 19,830,820</b>	<b>\$ 11,182,010</b>	<b>\$ 59,626,090</b>

	City		Redevelopment	Total
	General	Restricted	Agency	
<b>Expenditures</b>				
General Government	2,988,030	-	-	2,988,030
Public Safety:				
Police Services	13,352,070	498,620	-	13,850,690
Fire Safety Services	7,519,990	-	-	7,519,990
Public Works	993,610	15,914,950	-	16,908,560
Culture and Recreation:				
Parks and Recreation	2,413,250	39,390	-	2,452,640
Library Services	973,210	70,140	-	1,043,350
Community Development	-	-	-	-
Transit	-	2,624,080	-	2,624,080
Redevelopment and Housing	-	525,420	7,240,200	7,765,620
Water Utility	-	18,368,860	-	18,368,860
Environmental Protection	-	1,302,570	-	1,302,570
Central Equipment	-	1,375,810	-	1,375,810
Management Information Systems	-	1,466,800	-	1,466,800
Miscellaneous	73,810	17,750	-	91,560
Debt Service	-	3,161,900	4,233,510	7,395,410
Capital Projects	-	375,000	-	375,000
Other Financing Uses	291,510	150,000	-	441,510
<b>Total Expenditures</b>	<b>\$ 28,605,480</b>	<b>\$ 45,891,290</b>	<b>\$ 11,473,710</b>	<b>\$ 85,970,480</b>

The overall budget appropriation of \$86,345,480 represents a \$10,356,200 million or 14% increase from the previous year. The increase is attributed primarily to capital projects funded by the sewer and water bonds. The General Fund depicts an increase in appropriations of \$.6 million.

### ***Budget Philosophy***

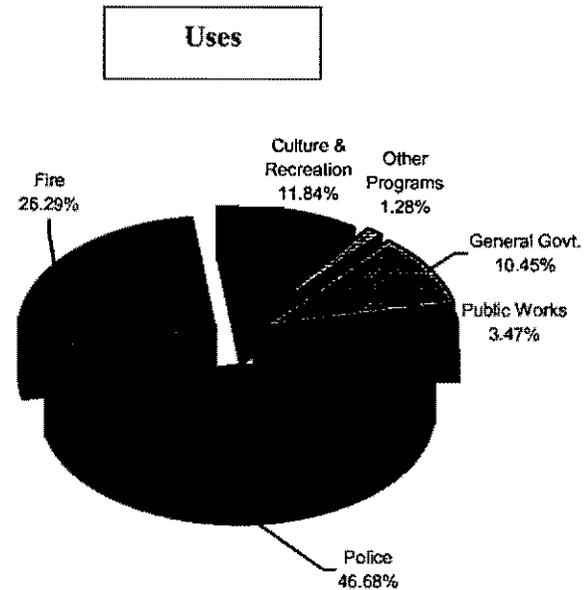
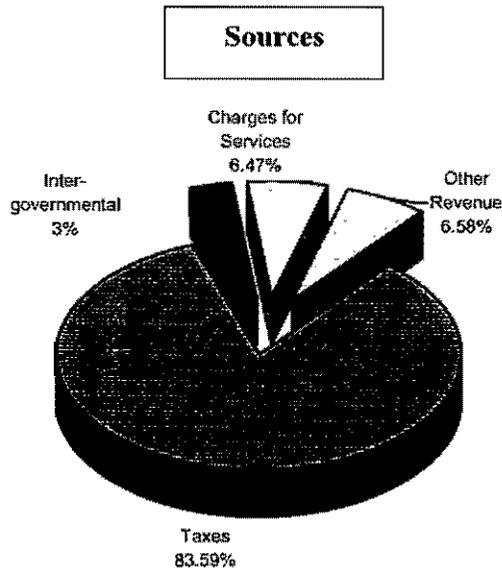
The budget philosophy is directed at programs to assist elected officials and citizens in identifying financial and program results, evaluating past program resource decisions, facilitating qualitative improvements in future decisions regarding resource allocation and service delivery options, and communicating service and program results to the community.

The budget format includes actual results for fiscal years 2008-2009 and 2009-2010, the adopted budget for fiscal year 2010-2011, the base budget to continue the established basic service level, and the recommended budget for fiscal year 2011-2012, which reflects any service level changes. This distinguishes appropriation increases or decreases attributed to the current service level (base) versus the recommended service level. Service level changes implemented during the 2010-2011 fiscal year are reflected in the adopted budget for that fiscal year, which becomes the basis for the proposed fiscal year 2011-2012 base budget.

**GENERAL FUND**

The following is a summary of the 2011-2012 General Fund budget:

	Actual 2008-2009	Actual 2009-2010	Budget 2010-2011	Base 2011-2012	Recommend 2011-2012
<b>Revenues</b>					
Taxes	23,824,709	21,580,336	23,583,970	24,055,060	23,918,680
Licenses and Permits	210,009	408,891	390,650	402,500	452,500
Intergovernmental	765,207	971,713	897,230	953,700	958,700
Charges for Services	1,675,561	2,099,733	1,697,190	1,776,300	1,852,300
Fines and Forfeits	608,082	702,114	720,500	761,000	961,000
Investment Earnings	609,807	322,588	490,000	240,000	246,700
Miscellaneous	76,251	51,791	100,030	73,380	73,380
Other Financing Sources	4,977,405	8,316,976	100,000	100,000	150,000
Total Revenues	<u>32,747,031</u>	<u>34,454,142</u>	<u>27,979,570</u>	<u>28,361,940</u>	<u>28,613,260</u>
<b>Expenditures</b>					
General Government	3,575,606	3,126,869	2,944,410	3,048,200	2,988,030
Public Safety:					
Police Services	12,774,960	13,332,221	12,858,540	13,507,430	13,352,060
Fire Safety Services	7,805,840	7,565,442	7,647,440	7,519,990	7,519,990
Public Works	1,565,204	1,186,131	799,080	878,120	993,610
Culture and Recreation:					
Parks and Recreation	2,234,123	2,233,376	2,200,170	2,392,970	2,423,440
Library Services	1,425,432	1,356,118	963,030	946,780	963,030
Community Development	686,299	271,424	48,790	(35,900)	-
Miscellaneous	42,788	28,186	59,900	58,810	73,810
Debt Service	137,273	107,483	66,390	-	-
Environmental	-	-	87,950	-	-
Other Financing Uses	-	6,802,496	291,510	291,510	291,510
Total Expenditures	<u>30,247,525</u>	<u>36,009,746</u>	<u>27,967,210</u>	<u>28,607,910</u>	<u>28,605,480</u>
Net Increase (Decrease)	<u>2,499,506</u>	<u>(1,555,604)</u>	<u>12,360</u>	<u>(245,970)</u>	<u>7,780</u>



The General Fund accounts for the resources and expenditures used to carry out basic governmental activities of the City such as general government, public safety, public works, culture and recreation, and community development. Revenues include taxes, licenses and permits, intergovernmental, charges for services, fines and forfeits, investment earnings and other miscellaneous revenue.

### Revenues

Estimated 2011-2012 General Fund revenues are \$28.613 million in comparison to the adopted budget of \$27.97 million for the prior fiscal year. The \$.6 million or 2% increase in revenues is attributed primarily to the following:

- Increase in Franchise Fees.
- Increase in Fines & Forfeitures.

Taxes of \$23.9 million are the largest source of revenue and represents 83.6 % of the General Fund resources. Charges for services of \$1.85 million is the second largest revenue source and includes service fees for general services, police, public works, parks and recreation and library services.

The remaining General Fund revenues of \$2.7 million include licenses and permits, intergovernmental revenue, fines and forfeits, investment earnings and other miscellaneous revenues that have also declined from the previous year.

### Expenditures

General Fund budget appropriation of \$28.605 million represents a \$.6 million increase from the previous year. The primary contributing factor to this increase is the cost of retirement benefits passed through from CalPERS. The total cost for retirement benefit is offset by employee contributions.

Departments have been diligent in scrutinizing their operations and have made their appropriation requests with the intent on maintaining the current level of service. Due to the limited resources, departments have not been able to enhance the current service levels.

The County of Los Angeles reduced its fire contract by \$127,450 over the FY 2010-2011 budget amount.

## Transfers

The Lighting District receives a General Fund Transfer of \$199,500 due to the assessment not covering the cost of the service provided.

During the budget process one-time capital requests totaling \$375,000 were received from various departments. A majority of these requests are as a result of unfunded Federal/State mandates. Staff is recommending setting up a Capital Projects Fund outside of the General Fund and pay for these projects from General Fund Reserves. There isn't ongoing revenue in the current year to pay for these projects and since they are one-time in nature it is appropriate to use reserves. The recommended projects are;

(1) Resurfacing of Jail Flooring	\$22,000
(2) Ergonomic Furniture for PD	\$38,400
(3) New Street Signs (funding one-half of the total)	\$39,600
(4) Traffic Control – Countdown Pedestrian Heads (funding one-half of the total)	\$90,000
(5) Traffic Control – Protected Left-Turn Movements	<u>\$185,000</u>
Total	<u>\$ 375,000</u>

The fund balance of the General Fund as recommended is projected to be \$11.9 million as of June 30, 2012 (after the above mentioned funding for CIP of \$375,000). This unreserved designations amount is further designated by the City as follows:

Established by management intent:

- |   |               |
|---|---------------|
| ▪ Emergency Contingency 20% of operating expenditures | \$5.7 million |
| ▪ Undesignated  | \$6.2 million |

Even though we present a balanced budget, the challenges to our revenues continues. Sales tax which is our #1 revenue source is expected to stabilize with the additional revenue expected from the new Lowes store which open the 3<sup>rd</sup> quarter of the current fiscal year. However it is anticipated that Toys R Us, Albertsons Michaels and Pets Mart are scheduled to close during FY 2011-2012 contributing to a loss of sales tax around \$150,000. Staff will keep close tabs on the property tax revenue which is another large revenue source to the City and keep the Council appraised on its performance.

## Personnel Changes

The following changes are recommended by staff and is included in the recommended budget. (a) Management Analyst in Human Resources to change to Sr. Human Resources Analyst (b) Sr. Accounting Clerk to Payroll Technician (c) Building Inspector II to Sr. Building Inspector (d) 2<sup>nd</sup> Police Captain (leaving a Police Sgt. position vacant) (e) Administrative Technician (Library) to Management Analyst.

## RESTRICTED FUNDS

Restricted funds account for revenues derived from specific taxes, intergovernmental, charges for services and other earmarked revenue sources. They are usually required by statute or local ordinance and/or resolution to finance particular functions, or activities. Designated funds of the City are as follows:

- |                         |                              |
|-------------------------|------------------------------|
| • CDBG                  | • Air Quality                |
| • Law Enforcement Grant | • Municipal Parking District |
| • State Gas Tax         | • Lighting District          |
| • Transit               | • Landscape District         |

- Sewer District
- Community Facilities District
- Library Grant
- City Donation
- Transportation
- Development Impact
- Shoppers Lane Parking District
- Water Utility
- Water Capital
- Environmental
- Central Equipment
- Management Information Systems

Certain restricted funds do not generate sufficient revenues to fund ongoing costs. These funds include law enforcement grants, lighting and landscape districts, library grant and Shoppers Lane Parking District. **The City will have to determine how to fund the affected activities in the future with no General Fund money. This will hold true for all operating grants and subventions of the City.**

### **REDEVELOPMENT AGENCY**

Since the beginning of the 2011 calendar year, California Redevelopment has been under siege. There is viable legislation being considered in Sacramento targeting redevelopment for elimination. If the Governor succeeds with this plan, there will be significant impacts to the City of Covina and to the City's general fund which the Agency pays for services that it receives. The indirect costs for services and direct costs for employees who provide service for the Agency are approximately \$1.5 million. Legislation is also being considered that would clarify and reform local redevelopment agencies. This legislation could affect how redevelopment agency funds are used and could also have similar impacts. Since the City and Redevelopment Agency (Agency) have a legal obligation to have a budget in place by July 1<sup>st</sup>, the budget as presented makes the assumption that Covina's Redevelopment Agency will be intact for FY 2011-2012.

The Agency accounts for certain revenues (tax increments, charges for services, sale of property and bond proceeds) for economic development and low-moderate income housing. The Agency is legally separate from the City and has no taxing authority. Activities include administration, marketing, redevelopment, housing and neighborhood preservation. The following are funds of the Redevelopment Agency:

- LMIH-I (Low-Moderate Income Housing-Project Area I)
- LMIH-II (Low-Moderate Income Housing-Project Area II)
- Tax Allocation Debt-I (Debt Service-Project Area I)
- Tax Allocation Debt-II (Debt Service-Project Area II)
- Redevelopment Private-I (Private Improvements-Project Area I)
- Redevelopment Private-II (Private Improvements-Project Area II)
- Redevelopment Public-I (Public Improvements-Project Area I)
- Redevelopment Public-II (Public Improvements-Project Area II)

Low-moderate income housing funds account for the twenty-percent set-aside tax increment generated by the Agency's project areas. The set-aside money is used for housing related activities that benefit low-moderate income residents. Tax allocation debt funds account for tax increments for the payment of outstanding bonds and certain loans. Redevelopment funds account for the bond proceeds and other revenue for economic development (commercial, industrial, etc.). Certain redevelopment funds are restricted for only public improvements. During the previous fiscal year, the Agency was forced to pay \$2.54 million in Supplemental Education Revenue Augmentation Funds (SERAF) to the County with approximately an additional \$500,000 due in the current fiscal year. In order to meet this obligation, the project areas had to borrow funds from the

Low/Moderate Income Housing Fund with payment due by 2015. This payment has a significant cash impact to the Agency and prevents it from doing projects that benefits the two project areas.

Respectively Submitted,

A handwritten signature in black ink, appearing to read "Daryl Parrish", written over a horizontal line.

Daryl Parrish  
City Manager/Agency Executive Director

CITY OF COVINA, CALIFORNIA  
 2011-2012 Budget  
 Budget Summary by Fund

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Recommended
<b>GENERAL FUND</b>					
<b>Revenues</b>					
Taxes	23,824,709	21,580,336	23,583,970	24,055,060	23,918,680
Licenses and Permits	210,009	408,891	390,650	402,500	452,500
Intergovernmental	765,207	971,713	897,230	953,700	958,700
Charges for Services	1,675,561	2,099,733	1,697,190	1,776,300	1,852,300
Fines and Forfeits	608,082	702,114	720,500	761,000	961,000
Investment Earnings	609,807	322,588	490,000	240,000	246,700
Miscellaneous	76,251	51,791	100,030	73,380	73,380
Other Financing Sources	4,977,405	8,316,976	100,000	100,000	150,000
Total Revenues	<u>32,747,031</u>	<u>34,454,142</u>	<u>27,979,570</u>	<u>28,361,940</u>	<u>28,613,260</u>
<b>Expenditures</b>					
General Government	3,575,606	3,126,869	2,944,410	3,048,200	2,988,030
Public Safety	20,580,800	20,897,663	20,505,980	21,027,420	20,872,060
Public Works	1,565,204	1,186,131	799,080	1,011,390	993,610
Culture and Recreation	3,659,555	3,589,494	3,163,200	3,339,750	3,386,460
Community Development	686,299	271,424	48,790	(169,170)	-
Miscellaneous	42,788	28,186	59,900	58,810	73,810
Debt Service	137,273	107,483	66,390	-	-
Other Financing Uses	-	6,802,496	291,510	291,510	291,510
Environmental Service	-	-	87,950	-	-
Total Expenditures	<u>30,247,525</u>	<u>36,009,746</u>	<u>27,967,210</u>	<u>28,607,910</u>	<u>28,605,480</u>
Net Increase (Decrease) in Fund Balance	<u>2,499,506</u>	<u>(1,555,604)</u>	<u>12,360</u>	<u>(245,970)</u>	<u>7,780</u>

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Budget Summary by Fund

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Recommended
<b>LMIH</b>					
<b>Revenues</b>					
Taxes	1,812,544	1,746,002	1,738,000	1,706,800	1,706,800
Intergovernmental	2,178	2,113	-	-	-
Investment Earnings	378,661	243,098	66,800	39,800	39,800
Miscellaneous	681,793	360	44,000	44,000	44,000
Other Financing Sources	<u>646,330</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>3,521,506</u>	<u>1,991,573</u>	<u>1,848,800</u>	<u>1,790,600</u>	<u>1,790,600</u>
<b>Expenditures</b>					
Redevelopment and Housing	853,572	1,235,684	1,264,240	2,165,970	2,180,440
Debt Service	396,284	393,736	406,280	395,720	395,720
Total Expenditures	<u>1,249,856</u>	<u>1,629,420</u>	<u>1,670,520</u>	<u>2,561,690</u>	<u>2,576,160</u>
Net Increase (Decrease) in Fund Balance	<u>2,271,650</u>	<u>362,153</u>	<u>178,280</u>	<u>(771,090)</u>	<u>(785,560)</u>
<b>CDBG</b>					
<b>Revenues</b>					
Intergovernmental	544,780	720,800	464,990	444,860	470,810
Investment Earnings	11	-	-	-	-
Miscellaneous	18,928	-	-	-	-
Other Financing Sources	101,922	15,628	54,630	-	-
Total Revenues	<u>665,641</u>	<u>736,428</u>	<u>519,620</u>	<u>444,860</u>	<u>470,810</u>
<b>Expenditures</b>					
Redevelopment and Housing	600,276	727,650	519,510	506,020	525,420
Total Expenditures	<u>600,276</u>	<u>727,650</u>	<u>519,510</u>	<u>506,020</u>	<u>525,420</u>
Net Increase (Decrease) in Fund Balance	<u>65,365</u>	<u>8,778</u>	<u>110</u>	<u>(61,160)</u>	<u>(54,610)</u>

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Budget Summary by Fund

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Recommended
<b>LIBRARY EQUIPMENT RESERVE</b>					
<b>Revenues</b>					
Charges for Services	5,245	4,587	5,000	2,000	2,000
Investment Earnings	237	377	-	-	-
Other Financing Sources	<u>11,604</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>17,086</u>	<u>4,964</u>	<u>5,000</u>	<u>2,000</u>	<u>2,000</u>
<b>Expenditures</b>					
Culture and Recreation	<u>1,327</u>	<u>3,602</u>	<u>4,860</u>	<u>1,970</u>	<u>1,970</u>
Total Expenditures	<u>1,327</u>	<u>3,602</u>	<u>4,860</u>	<u>1,970</u>	<u>1,970</u>
Net Increase (Decrease) in Fund Balance	<u>15,759</u>	<u>1,362</u>	<u>140</u>	<u>30</u>	<u>30</u>
<b>DOWNTOWN DISTRICT</b>					
<b>Revenues</b>					
Taxes	7,723	7,812	8,750	8,750	8,750
Investment Earnings	17	-	-	-	-
Other	<u>13,234</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>20,974</u>	<u>7,812</u>	<u>8,750</u>	<u>8,750</u>	<u>8,750</u>
<b>Expenditures</b>					
Miscellaneous	<u>13,845</u>	<u>10,142</u>	<u>8,750</u>	<u>8,750</u>	<u>8,750</u>
Total Expenditures	<u>13,845</u>	<u>10,142</u>	<u>8,750</u>	<u>8,750</u>	<u>8,750</u>
Net Increase (Decrease) in Fund Balance	<u>7,129</u>	<u>(2,330)</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>PROSPERO PARK DISTRICT</b>					
<b>Revenues</b>					
Taxes	7,216	7,875	9,000	9,000	9,000
Investment Earnings	64	11	-	-	-
Other	<u>563</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>7,843</u>	<u>7,886</u>	<u>9,000</u>	<u>9,000</u>	<u>9,000</u>
<b>Expenditures</b>					
Miscellaneous	<u>7,830</u>	<u>7,899</u>	<u>9,000</u>	<u>9,000</u>	<u>9,000</u>
Total Expenditures	<u>7,830</u>	<u>7,899</u>	<u>9,000</u>	<u>9,000</u>	<u>9,000</u>
Net Increase (Decrease) in Fund Balance	<u>13</u>	<u>(13)</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Budget Summary by Fund

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Recommended
<b>LAW ENFORCEMENT GRANT</b>					
<b>Revenues</b>					
Intergovernmental	218,789	470,570	136,010	119,420	119,420
Charges for Services	29,914	14,702	36,000	36,000	36,000
Investment Earnings	4,950	2,956	-	-	-
Other Financing Sources	184,013	45	96,300	96,300	96,300
<b>Total Revenues</b>	<u>437,666</u>	<u>488,273</u>	<u>268,310</u>	<u>251,720</u>	<u>251,720</u>
<b>Expenditures</b>					
Public Safety	353,721	407,506	232,310	264,400	304,400
<b>Total Expenditures</b>	<u>353,721</u>	<u>407,506</u>	<u>232,310</u>	<u>264,400</u>	<u>304,400</u>
Net Increase (Decrease) in Fund Balance	<u>83,945</u>	<u>80,767</u>	<u>36,000</u>	<u>(12,680)</u>	<u>(52,680)</u>
<b>RED LIGHT CAMERA PROGRAM</b>					
<b>Revenues</b>					
Fines and Forfeits	265,978	491,871	194,220	194,220	194,220
Investment Earnings	208	4,493	-	-	-
<b>Total Revenues</b>	<u>266,186</u>	<u>496,364</u>	<u>194,220</u>	<u>194,220</u>	<u>194,220</u>
<b>Expenditures</b>					
Public Safety	215,427	-	194,220	194,220	194,220
Other Financing Sources	-	-	100,000	100,000	150,000
<b>Total Expenditures</b>	<u>215,427</u>	<u>-</u>	<u>194,220</u>	<u>294,220</u>	<u>344,220</u>
Net Increase (Decrease) in Fund Balance	<u>50,759</u>	<u>496,364</u>	<u>-</u>	<u>(100,000)</u>	<u>(150,000)</u>
<b>NARCOTIC SEIZURE</b>					
<b>Revenues</b>					
Intergovernmental	1,922	25,873	-	-	-
Investment Earnings	5,617	2,818	1,000	-	-
Miscellaneous	23,595	-	-	-	-
<b>Total Revenues</b>	<u>31,134</u>	<u>28,691</u>	<u>1,000</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Fund Balance	<u>31,134</u>	<u>28,691</u>	<u>1,000</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Budget Summary by Fund

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Recommended
<b>STATE GAS TAX</b>					
<b>Revenues</b>					
Intergovernmental	787,394	801,646	776,000	790,000	790,000
Investment Earnings	12,784	7,135	9,900	9,900	9,900
Total Revenues	<u>800,178</u>	<u>808,781</u>	<u>785,900</u>	<u>799,900</u>	<u>799,900</u>
<b>Expenditures</b>					
Public Works	<u>803,706</u>	<u>953,590</u>	<u>813,190</u>	<u>813,190</u>	<u>813,190</u>
Total Expenditures	<u>803,706</u>	<u>953,590</u>	<u>813,190</u>	<u>813,190</u>	<u>813,190</u>
Net Increase (Decrease) in Fund Balance	<u>(3,528)</u>	<u>(144,809)</u>	<u>(27,290)</u>	<u>(13,290)</u>	<u>(13,290)</u>
<b>TRANSIT</b>					
<b>Revenues</b>					
Intergovernmental	717,172	945,096	1,065,000	1,242,040	1,242,040
Charges for Services	228,203	221,225	220,000	180,000	180,000
Investment Earnings	53,904	40,349	17,000	40,000	40,000
Miscellaneous	36	(412)	-	-	-
Other Financing Sources	6,272	145,958	-	-	-
Total Revenues	<u>1,005,587</u>	<u>1,352,216</u>	<u>1,302,000</u>	<u>1,462,040</u>	<u>1,462,040</u>
<b>Expenditures</b>					
Transit	<u>835,989</u>	<u>903,521</u>	<u>1,970,260</u>	<u>1,831,590</u>	<u>1,832,400</u>
Total Expenditures	<u>835,989</u>	<u>903,521</u>	<u>1,970,260</u>	<u>1,831,590</u>	<u>1,832,400</u>
Net Increase (Decrease) in Fund Balance	<u>169,598</u>	<u>448,695</u>	<u>(668,260)</u>	<u>(369,550)</u>	<u>(370,360)</u>
<b>AIR QUALITY</b>					
<b>Revenues</b>					
Intergovernmental	57,680	56,094	58,000	246,090	246,090
Investment Earnings	4,524	4,093	4,500	4,100	4,100
Other Financing Sources	1,640	-	-	-	-
Total Revenues	<u>63,844</u>	<u>60,187</u>	<u>62,500</u>	<u>250,190</u>	<u>250,190</u>
<b>Expenditures</b>					
Public Works	<u>25,500</u>	<u>30,533</u>	<u>143,300</u>	<u>397,980</u>	<u>397,980</u>
Total Expenditures	<u>25,500</u>	<u>30,533</u>	<u>143,300</u>	<u>397,980</u>	<u>397,980</u>
Net Increase (Decrease) in Fund Balance	<u>38,344</u>	<u>29,654</u>	<u>(80,800)</u>	<u>(147,790)</u>	<u>(147,790)</u>

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Budget Summary by Fund

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Recommended
<b>ENVIRONMENTAL SERVICES GRANT</b>					
<b>Revenues</b>					
Intergovernmental	16,119	26,444	221,580	226,750	226,750
Investment Earnings	1,181	845	-	-	-
Other Financing Sources	48,692	-	-	-	-
Total Revenues	<u>65,992</u>	<u>27,289</u>	<u>221,580</u>	<u>226,750</u>	<u>226,750</u>
<b>Expenditures</b>					
Environmental Services	27,976	16,708	221,580	226,750	226,750
Total Expenditures	<u>27,976</u>	<u>16,708</u>	<u>221,580</u>	<u>226,750</u>	<u>226,750</u>
Net Increase (Decrease) in Fund Balance	<u>38,016</u>	<u>10,581</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>MUNICIPAL PARKING DISTRICT</b>					
<b>Revenues</b>					
Taxes	26,434	24,113	28,220	24,310	24,310
Intergovernmental	11	10	20	10	10
Charges for Services	64,591	85,824	73,000	111,380	111,380
Investment Earnings	8,942	5,232	5,000	5,200	5,200
Miscellaneous	(666)	(622)	-	-	-
Total Revenues	<u>99,312</u>	<u>114,557</u>	<u>106,240</u>	<u>140,900</u>	<u>140,900</u>
<b>Expenditures</b>					
Public Works	137,980	156,957	147,390	154,530	154,530
Total Expenditures	<u>137,980</u>	<u>156,957</u>	<u>147,390</u>	<u>154,530</u>	<u>154,530</u>
Net Increase (Decrease) in Fund Balance	<u>(38,668)</u>	<u>(42,400)</u>	<u>(41,150)</u>	<u>(13,630)</u>	<u>(13,630)</u>
<b>LIGHTING DISTRICT</b>					
<b>Revenues</b>					
Special Assessments	122,021	125,494	122,500	122,500	122,500
Other Financing Sources	138,628	123,097	92,160	92,160	92,160
Total Revenues	<u>260,649</u>	<u>248,591</u>	<u>214,660</u>	<u>214,660</u>	<u>214,660</u>
<b>Expenditures</b>					
Public Works	231,044	192,641	214,660	244,660	244,660
Total Expenditures	<u>231,044</u>	<u>192,641</u>	<u>214,660</u>	<u>244,660</u>	<u>244,660</u>
Net Increase (Decrease) in Fund Balance	<u>29,605</u>	<u>55,950</u>	<u>-</u>	<u>(30,000)</u>	<u>(30,000)</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Budget Summary by Fund

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Recommended
<b>LANDSCAPE DISTRICT</b>					
<b>Revenues</b>					
Special Assessments	111,433	116,248	113,900	113,900	113,900
Investment Earnings	3,799	51	1,200	1,200	1,200
Other Financing Sources	-	770			
Total Revenues	<u>115,232</u>	<u>117,069</u>	<u>115,100</u>	<u>115,100</u>	<u>115,100</u>
<b>Expenditures</b>					
Public Works	<u>140,479</u>	<u>142,961</u>	<u>147,940</u>	<u>149,540</u>	<u>149,540</u>
Total Expenditures	<u>140,479</u>	<u>142,961</u>	<u>147,940</u>	<u>149,540</u>	<u>149,540</u>
Net Increase (Decrease) in Fund Balance	<u>(25,247)</u>	<u>(25,892)</u>	<u>(32,840)</u>	<u>(34,440)</u>	<u>(34,440)</u>
<b>SEWER DISTRICT</b>					
<b>Revenues</b>					
Charges for Services	1,156	5,982	4,000	50,000	50,000
Special Assessments	531,538	961,744	1,170,000	1,250,000	1,250,000
Investment Earnings	3,990	103,184	110,000	110,000	110,000
Miscellaneous	-	2,991			
Other Financing Sources	218,190	437,501	-	-	-
Total Revenues	<u>754,874</u>	<u>1,511,402</u>	<u>1,284,000</u>	<u>1,410,000</u>	<u>1,410,000</u>
<b>Expenditures</b>					
Public Works	270,453	834,668	13,231,640	13,151,800	13,160,800
Debt Service	-	469,092	760,420	1,007,300	1,007,300
Total Expenditures	<u>270,453</u>	<u>1,303,760</u>	<u>13,992,060</u>	<u>14,159,100</u>	<u>14,168,100</u>
Net Increase (Decrease) in Fund Balance	<u>484,421</u>	<u>207,642</u>	<u>(12,708,060)</u>	<u>(12,749,100)</u>	<u>(12,758,100)</u>
<b>LIBRARY GRANT</b>					
<b>Revenues</b>					
Intergovernmental	36,492	52,412	47,140	20,000	20,000
Investment Earnings	57	10	-	-	-
Miscellaneous	10,142	3,660	23,160	4,000	4,000
Other Financing Sources	139,738	576	44,170	44,170	44,170
Total Revenues	<u>186,429</u>	<u>56,658</u>	<u>114,470</u>	<u>68,170</u>	<u>68,170</u>
<b>Expenditures</b>					
Culture and Recreation	<u>121,563</u>	<u>58,329</u>	<u>112,670</u>	<u>68,170</u>	<u>68,170</u>
Total Expenditures	<u>121,563</u>	<u>58,329</u>	<u>112,670</u>	<u>68,170</u>	<u>68,170</u>
Net Increase (Decrease) in Fund Balance	<u>64,866</u>	<u>(1,671)</u>	<u>1,800</u>	<u>-</u>	<u>-</u>

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	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Recommended
<b>PUBLIC EDUCATION IN GOVERNMENT</b>					
<b>Revenues</b>					
Investment Earnings	-	153	-	-	-
Miscellaneous	10,987	47,694	41,000	41,000	45,000
Total Revenues	<u>10,987</u>	<u>47,847</u>	<u>41,000</u>	<u>41,000</u>	<u>45,000</u>
<b>Expenditures</b>					
General Government	35,264	-	18,000	-	-
Total Expenditures	<u>35,264</u>	<u>-</u>	<u>18,000</u>	<u>-</u>	<u>-</u>
Net Increase (Decrease) in Fund Balance	<u>(24,277)</u>	<u>47,847</u>	<u>23,000</u>	<u>41,000</u>	<u>45,000</u>
<b>CITY DONATION</b>					
<b>Revenues</b>					
Intergovernmental	-	268	-	-	-
Charges for Services	-	2,430	3,000	3,000	3,000
Investment Earnings	11,799	7,504	-	-	-
Miscellaneous	20,767	19,857	9,060	35,390	35,390
Other Financing Sources	-	18,823	-	-	-
Total Revenues	<u>32,566</u>	<u>48,882</u>	<u>12,060</u>	<u>38,390</u>	<u>38,390</u>
<b>Expenditures</b>					
Culture and Recreation	37,826	13,285	12,060	39,390	39,390
Total Expenditures	<u>37,826</u>	<u>13,285</u>	<u>12,060</u>	<u>39,390</u>	<u>39,390</u>
Net Increase (Decrease) in Fund Balance	<u>(5,260)</u>	<u>35,597</u>	<u>-</u>	<u>(1,000)</u>	<u>(1,000)</u>
<b>TAX ALLOCATION DEBT</b>					
<b>Revenues</b>					
Taxes	5,953,810	3,165,345	5,264,550	5,741,200	5,741,200
Intergovernmental	13,003	12,680	-	-	-
Investment Earnings	167,719	113,913	49,200	11,000	11,000
Other Financing Sources	-	-	522,450	-	-
Total Revenues	<u>6,134,532</u>	<u>3,291,938</u>	<u>5,836,200</u>	<u>5,752,200</u>	<u>5,752,200</u>
<b>Expenditures</b>					
Debt Service	3,792,883	-	6,147,910	3,837,790	3,837,790
Total Expenditures	<u>3,792,883</u>	<u>-</u>	<u>6,147,910</u>	<u>3,837,790</u>	<u>3,837,790</u>
Net Increase (Decrease) in Fund Balance	<u>2,341,649</u>	<u>3,291,938</u>	<u>(311,710)</u>	<u>1,914,410</u>	<u>1,914,410</u>

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	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Recommended
<b>DEVELOPMENT IMPACT</b>					
<b>Revenues</b>					
Charges for Services	73,440	61,335	-	-	-
Investment Earnings	10,195	6,014	-	-	-
<b>Total Revenues</b>	<u>83,635</u>	<u>67,349</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
<b>Total Expenditures</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net Increase (Decrease) in Fund Balance</b>	<u>83,635</u>	<u>67,349</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>PARK DEVELOPMENT</b>					
<b>Revenues</b>					
Intergovernmental	27,951	10,390	-	-	-
Investment Earnings	4,321	4,937	1,200	1,200	1,200
Other Financing Sources	216,735	74,777	-	-	-
<b>Total Revenues</b>	<u>249,007</u>	<u>90,104</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>
<b>Expenditures</b>					
Culture and Recreation	18,686	10,389	-	-	-
<b>Total Expenditures</b>	<u>18,686</u>	<u>10,389</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Net Increase (Decrease) in Fund Balance</b>	<u>230,321</u>	<u>79,715</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>
<b>TRANSPORTATION</b>					
<b>Revenues</b>					
Intergovernmental	2,321,988	-	1,694,780	1,645,150	1,645,150
Charges for Services	904	904	-	-	-
Investment Earnings	64,979	34,787	1,000	5,000	5,000
Other Financing Sources	749,628	(66,745)	315,000	-	-
<b>Total Revenues</b>	<u>3,137,499</u>	<u>(31,054)</u>	<u>2,010,780</u>	<u>1,650,150</u>	<u>1,650,150</u>
<b>Expenditures</b>					
Public Works	764,268	2,512,001	1,014,890	990,000	990,000
Transit	28,366	166,707	445,560	791,680	791,680
Debt Service	496,375	492,875	493,880	483,500	483,500
<b>Total Expenditures</b>	<u>1,289,009</u>	<u>3,171,583</u>	<u>1,954,330</u>	<u>2,265,180</u>	<u>2,265,180</u>
<b>Net Increase (Decrease) in Fund Balance</b>	<u>1,848,490</u>	<u>(3,202,637)</u>	<u>56,450</u>	<u>(615,030)</u>	<u>(615,030)</u>

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	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Recommended
<b>SHOPPERS LANE PARKING DISTRICT</b>					
<b>Revenues</b>					
Taxes	1,045	1,224	1,100	1,100	1,100
Investment Earnings	1	-	-	-	-
Other Financing Sources	38,048	2,845	-	-	-
Total Revenues	<u>39,094</u>	<u>4,069</u>	<u>1,100</u>	<u>1,100</u>	<u>1,100</u>
<b>Expenditures</b>					
Public Works	21,436	1,100	5,350	4,250	4,250
Total Expenditures	<u>21,436</u>	<u>1,100</u>	<u>5,350</u>	<u>4,250</u>	<u>4,250</u>
Net Increase (Decrease) in Fund Balance	<u>17,658</u>	<u>2,969</u>	<u>(4,250)</u>	<u>(3,150)</u>	<u>(3,150)</u>
 <b>REDEVELOPMENT</b>					
<b>Revenues</b>					
Charges for Services	498,084	498,084	498,080	498,080	498,080
Investment Earnings	541,151	-	305,360	190,800	190,800
Miscellaneous	109,765	41,002	93,750	16,000	16,000
Other Financing Sources	7,099,978	5,544,000	2,490,000	2,725,330	2,725,330
Total Revenues	<u>8,248,978</u>	<u>6,083,086</u>	<u>3,387,190</u>	<u>3,430,210</u>	<u>3,430,210</u>
<b>Expenditures</b>					
Redevelopment and Housing	4,460,238	2,300,628	3,126,890	4,684,760	4,684,760
Total Expenditures	<u>4,460,238</u>	<u>2,300,628</u>	<u>3,126,890</u>	<u>4,684,760</u>	<u>4,684,760</u>
Net Increase (Decrease) in Fund Balance	<u>3,788,740</u>	<u>3,782,458</u>	<u>260,300</u>	<u>(1,254,550)</u>	<u>(1,254,550)</u>
 <b>LAND PROCEEDS</b>					
<b>Revenues</b>					
Charges for Services	430,947	358,300	349,140	194,000	194,000
Investment Earnings	98,226	46,895	32,000	15,000	15,000
Miscellaneous	34,359	-	-	-	-
Total Revenues	<u>563,532</u>	<u>405,195</u>	<u>381,140</u>	<u>209,000</u>	<u>209,000</u>
<b>Expenditures</b>					
Land Proceeds	35,059	1,320,778	-	375,000	375,000
Total Expenditures	<u>35,059</u>	<u>1,320,778</u>	<u>-</u>	<u>375,000</u>	<u>375,000</u>
Net Increase (Decrease) in Fund Balance	<u>528,473</u>	<u>(915,583)</u>	<u>381,140</u>	<u>(166,000)</u>	<u>(166,000)</u>

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	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Recommended
<b>WATER UTILITY</b>					
<b>Revenues</b>					
Water Revenue	4,692,946	5,889,804	6,257,000	8,313,000	8,313,000
Refuse/Waste Revenue	-	84			
Investment Earnings	225,411	(11,335)	35,000	35,000	35,000
Miscellaneous	-	(33,717)	-	-	-
Other Financing Sources	2,452,837	-	-	-	-
Total Revenues	<u>7,371,194</u>	<u>5,844,836</u>	<u>6,292,000</u>	<u>8,348,000</u>	<u>8,348,000</u>
<b>Expenditures</b>					
Water Utility	4,234,445	4,840,678	6,301,450	7,273,770	7,312,760
Debt Service	95,534	-	250,790	1,181,400	1,181,400
Total Expenditures	<u>4,329,979</u>	<u>4,840,678</u>	<u>6,552,240</u>	<u>8,455,170</u>	<u>8,494,160</u>
Net Increase (Decrease) in Fund Balance	<u>3,041,215</u>	<u>1,004,158</u>	<u>(260,240)</u>	<u>(107,170)</u>	<u>(146,160)</u>
<b>WATER CAPITAL</b>					
<b>Revenues</b>					
Charges for Services	-	825			
Water Revenue	767,518	735,091	720,000	500,000	500,000
Investment Earnings	78,123	-	-	-	-
Total Revenues	<u>845,641</u>	<u>735,916</u>	<u>720,000</u>	<u>500,000</u>	<u>500,000</u>
<b>Expenditures</b>					
Water Capital	9,736	46,940	2,703,540	11,056,100	11,056,100
Debt Service	-	-	-	489,700	489,700
Total Expenditures	<u>9,736</u>	<u>46,940</u>	<u>2,703,540</u>	<u>11,545,800</u>	<u>11,545,800</u>
Net Increase (Decrease) in Fund Balance	<u>835,905</u>	<u>688,976</u>	<u>(1,983,540)</u>	<u>(11,045,800)</u>	<u>(11,045,800)</u>

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Budget Summary by Fund

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Recommended
<b>ENVIRONMENTAL</b>					
<b>Revenues</b>					
Licenses and Permits	180	180	150	87,090	87,090
Intergovernmental	9,797	-	-	-	-
Charges for Services	525	4,520	16,480	16,480	16,950
Refuse/Waste Revenue	3,844,472	3,730,708	3,616,090	2,833,640	980,750
Investment Earnings	2,045	2,633	500	500	500
Other Financing Sources	4,419	5,211	-	-	-
Total Revenues	<u>3,861,438</u>	<u>3,743,252</u>	<u>3,633,220</u>	<u>2,937,710</u>	<u>1,085,290</u>
<b>Expenditures</b>					
Environmental Protection	3,835,456	3,583,739	3,805,520	2,916,260	1,075,820
Total Expenditures	<u>3,835,456</u>	<u>3,583,739</u>	<u>3,805,520</u>	<u>2,916,260</u>	<u>1,075,820</u>
Net Increase (Decrease) in Fund Balance	<u>25,982</u>	<u>159,513</u>	<u>(172,300)</u>	<u>21,450</u>	<u>9,470</u>
<b>CENTRAL EQUIPMENT</b>					
<b>Revenues</b>					
Central Equipment Charges	1,370,289	1,369,118	1,330,120	1,446,170	1,399,590
Investment Earnings	50,643	25,693	25,000	25,000	-
Miscellaneous	6,388	-	-	-	-
Total Revenues	<u>1,427,320</u>	<u>1,394,811</u>	<u>1,355,120</u>	<u>1,471,170</u>	<u>1,399,590</u>
<b>Expenditures</b>					
Central Equipment	1,172,124	1,049,525	1,338,520	1,405,520	1,375,810
Other Financing Sources	-	1,000,000	-	-	-
Total Expenditures	<u>1,172,124</u>	<u>2,049,525</u>	<u>1,338,520</u>	<u>1,405,520</u>	<u>1,375,810</u>
Net Increase (Decrease) in Fund Balance	<u>255,196</u>	<u>(654,714)</u>	<u>16,600</u>	<u>65,650</u>	<u>23,780</u>
<b>MANAGEMENT INFORMATION SYSTEMS</b>					
<b>Revenues</b>					
MIS Charges	1,097,688	1,199,440	1,108,550	1,108,550	1,108,550
Investment Earnings	31,511	26,699	22,000	22,000	22,000
Total Revenues	<u>1,129,199</u>	<u>1,226,139</u>	<u>1,130,550</u>	<u>1,130,550</u>	<u>1,130,550</u>
<b>Expenditures</b>					
Management Information Systems	817,328	820,857	1,105,490	1,597,300	1,466,800
Debt Service	29,191	5,902	-	-	-
Total Expenditures	<u>846,519</u>	<u>826,759</u>	<u>1,105,490</u>	<u>1,597,300</u>	<u>1,466,800</u>
Net Increase (Decrease) in Fund Balance	<u>282,680</u>	<u>399,380</u>	<u>25,060</u>	<u>(466,750)</u>	<u>(336,250)</u>

CITY OF COVINA, CALIFORNIA  
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Fund: General Fund

Account No: 1000

	2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Recommended</u>
<b>Taxes</b>					
40120 Secured Property Tax-Current	4,741,760	4,684,666	4,694,600	4,788,490	4,788,490
40140 Unsecured Property Tax-Current	314,612	13,903	75,000	150,000	150,000
40160 Secured/Unsecured-Prior Year	8,617	(43,200)	-	-	-
40180 Supplemental Roll-Current Year	203,556	138,924	200,000	120,000	120,000
40185 Supplemental Roll-Prior Year	(36)	(1,870)	-	-	-
40187 Property Tax In-Lieu MVL	3,769,834	3,695,763	3,622,220	3,632,990	3,632,990
40190 Interest on Property Tax	37,698	56,417	65,000	60,000	60,000
40195 SB211 Pass-Throughs	52,299	138,489	150,000	150,000	150,000
40199 ERAF Transfer	(432)	-	-	-	-
40200 Sales Tax	5,190,154	4,661,397	5,255,500	5,413,170	5,282,170
40210 In-Lieu of Sales Tax	2,116,023	1,252,787	1,718,500	1,786,210	1,780,830
40300 Transient Occupancy Tax	340,175	356,027	370,000	350,000	350,000
40400 Property Transfer Tax	113,113	133,114	150,000	120,000	120,000
40500 Business Registration Tax	330,229	354,496	400,000	430,000	430,000
40520 Business Registration Changes	301	130	150	-	-
40540 Business Registration Downtown	-	60	-	-	-
40550 Business Registration Prospero	-	52	-	-	-
40590 Business Registration Penalty	17,534	12,951	15,000	12,000	12,000
40700 Utility Users Tax	5,274,912	4,977,442	5,698,000	5,600,000	5,600,000
40820 Franchise Tax-Cable TV	152,876	186,321	160,000	200,000	200,000
40840 Franchise Tax-Electric	232,527	224,035	250,000	225,000	225,000
40860 Franchise Tax-Gas	187,505	107,670	125,000	125,000	125,000
40870 Franchise Tax-Towing	359,988	215,986	240,000	225,000	225,000
40880 Franchise Tax-Refuse	356,133	343,811	360,000	567,200	567,200
40890 Franchise Tax-Other	25,331	70,965	35,000	100,000	100,000
<b>Total Taxes</b>	<u>23,824,709</u>	<u>21,580,336</u>	<u>23,583,970</u>	<u>24,055,060</u>	<u>23,918,680</u>
<b>Licenses and Permits</b>					
41100 Animal Licenses	6,949	1,462	-	-	-
41190 Application Fee - IWP	-	5,265	1,500	-	-
41200 Building Permits	120,393	239,772	150,000	200,000	225,000
41220 Electrical Permits	26,118	51,002	45,000	50,000	55,000
41240 Plumbing Permits	20,851	27,247	30,000	45,000	50,000
41260 Mechanical Permits	15,706	25,369	19,150	45,000	50,000
41300 Engineering Permits	19,077	39,506	25,000	55,000	65,000
41990 Permit/Inspection Fees -IWP	915	19,268	120,000	7,500	7,500
<b>Total Licenses and Permits</b>	<u>210,009</u>	<u>408,891</u>	<u>390,650</u>	<u>402,500</u>	<u>452,500</u>

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Fund: General Fund

Account No: 1000

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Intergovernmental</b>					
42100 Homeowners Exemption	43,275	41,887	40,000	40,000	40,000
42105 State Mandated Reimbursement	(140,627)	182,385	93,560	75,000	75,000
42115 Public Safety Augmentation	328,139	311,824	325,000	336,500	336,500
42117 POST Subvention	57,095	31,220	25,000	15,000	15,000
42118 Standards/Training-Corrections	5,002	5,885	5,720	1,000	1,000
42130 Vehicle In-Lieu Fees	168,956	145,828	160,000	185,000	160,000
42180 Library Services Grant	1,003	735	750	500	500
42185 Library Foundation Grant	16,872	17,547	-	-	-
42190 Other State Grants/Subventions	4,779	2,416	-	-	-
42240 Prop A Discretionary	30,000	-	41,000	33,000	63,000
42290 Other County Grants-Subvention	-	5,651	-	-	-
42500 School District	206,948	215,883	181,200	242,700	242,700
42600 Other Grants	5,000	-	-	-	-
42990 Other Governmental Units	38,765	10,452	25,000	25,000	25,000
Total Intergovernmental	<u>765,207</u>	<u>971,713</u>	<u>897,230</u>	<u>953,700</u>	<u>958,700</u>
<b>Charges for Services</b>					
43000 Recording of Legal Documents	-	1,296	-	-	-
43010 Passport Fee	8,640	9,600	10,000	6,000	9,500
43011 Passport Photo Fee	2,361	2,435	2,000	1,500	2,000
43020 Returned Ck Fees	4,902	5,203	5,000	5,000	5,000
43022 License Processing Fees	116,820	122,044	160,000	163,200	163,200
43025 Workers Compensation Charges	277,805	214,996	300,000	300,000	300,000
43026 Property Damage Charges	33,181	37,404	94,000	20,000	20,000
43050 Duplicating Charges	84,873	74,822	70,050	15,050	15,050
43080 Central Stores Sales	60	3	-	-	-
43100 Police Fee-Safe Alarm	-	55	-	-	-
43101 Police Fee-VIS	200	175	550	100	100
43113 Police Fee-VEH	670	760	500	500	500
43114 Police Fee-CIT	3,010	3,492	1,400	5,000	5,000
43116 Police Fee-Vehicle Impound	29,898	19,159	25,000	25,000	25,000
43118 Police Fee-TC/Crime Reports	1,049	556	800	800	800
43119 Police Fee-Other	41,485	47,969	43,120	50,000	50,000
43130 Finger Printing Fees	80	221	-	500	500
43140 Business/False Alarm Fees	18,564	42,002	30,000	35,000	35,000
43150 Overnight Parking Fees	74,231	91,986	120,000	120,000	170,000
43160 Hazard Materials Cleanup Fees	-	-	1,000	-	-
43190 Other Public Safety Charges	1,500	2,158	-	2,000	2,000
43200 Sale of Maps and Publications	730	402	-	100	100

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Fund: General Fund

Account No: 1000

	2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Recommended</u>
43205 Bid Packages	3,295	725	300	300	300
43250 Engineer Services-Other	21,375	11,840	15,000	50,000	50,000
43290 Other Public Works Charges	322	420	1,500	1,500	1,500
43305 Volunteer Service Fees	2,730	(40)	-	-	-
43311 Community Special Event Fees	18,940	14,196	6,500	13,790	13,790
43313 Adult Sport Fees	11,112	-	-	-	-
43314 Youth Sport Fees	70,567	37,424	97,390	102,470	102,470
43315 Leisure Lifestyle Fees	219,845	226,820	200,000	220,000	220,000
43316 Cultural Excursion Fees	13,353	12,633	15,000	14,000	14,000
43317 Peewee Recreation Fees	12,390	79,708	47,820	53,150	53,150
43318 Youth/Teen Program Fees	1,275	715	1,000	1,300	1,300
43320 Park Facilities Fees	10,443	12,640	12,800	11,000	11,000
43326 Field Maintenance Fees	-	14,545	10,000	14,000	14,000
43327 Park Maintenance Fees	3,700	206	3,120	-	-
43328 Community Involvement	9,731	6,002	-	3,500	3,500
43337 Senior Programs	22,210	37,199	27,540	31,400	31,400
43340 Community Parade	6,331	9,176	7,600	7,000	7,000
43350 Aquatics	186,448	179,512	185,730	184,520	184,520
43380 Library Services	3,639	3,522	2,780	2,780	2,780
43385 Library Videos	19,779	16,794	15,340	15,340	15,340
43387 Lost/Damaged Book fees	9,909	8,131	12,000	5,500	5,500
43388 Library Late Charges	22,649	20,594	18,000	17,000	17,000
43400 Plan Review	166,491	489,566	13,850	118,000	125,000
43401 Plan Maint Fee	-	6	-	-	-
43405 Energy Plan Check Fee	5,772	88	-	-	-
43410 Zoning and Subdivision Fees	132,561	238,998	140,000	160,000	175,000
43441 Code Verification Fees	220	-	-	-	-
43500 Transit Fares	-	325	-	-	-
43800 Community Award Fees	415	1,250	500	-	-
Total Charges for Services	<u>1,675,561</u>	<u>2,099,733</u>	<u>1,697,190</u>	<u>1,776,300</u>	<u>1,852,300</u>
Fines and Forfeits					
44100 Court Fines	208,374	211,782	243,000	260,000	260,000
44200 Parking Fines	397,409	487,245	475,000	500,000	700,000
44800 Code Enforcement Fines	2,299	3,087	2,500	1,000	1,000
Total Fines and Forfeits	<u>608,082</u>	<u>702,114</u>	<u>720,500</u>	<u>761,000</u>	<u>961,000</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Revenue Detail

Fund: General Fund

Account No: 1000

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		Actual	Actual	Budget	Base	Recommended
<b>Refuse/Waste Revenue</b>						
46385	Storm Water Inspection Fee	-	30	-	-	-
	Total Refuse/Waste Revenue	-	30	-	-	-
<b>Employee Benefits Charges</b>						
46890	Employee Benefits-Other	70	546	-	-	-
	Total Employee Benefits Charges	70	546	-	-	-
<b>Investment Earnings</b>						
47200	Interest on Investments	442,372	261,377	260,000	150,000	150,000
47300	Interest on Loans	176,049	190,590	230,000	75,000	81,700
47400	Interest on Advances-MIS	17,708	-	-	-	-
47410	Interest on Advances-Genl Fund	11,483	5,902	-	-	-
47500	UnrealizedGain (Loss)-Investmt	(37,805)	(135,281)	-	15,000	15,000
	Total Investment Earnings	609,807	322,588	490,000	240,000	246,700
<b>Miscellaneous</b>						
48100	Donations and Contributions	39,287	34,083	58,500	38,380	38,380
48790	Cash Overage/Shortage	(789)	1,524	-	-	-
48990	Other	37,753	15,608	41,530	35,000	35,000
	Total Miscellaneous	76,251	51,215	100,030	73,380	73,380
<b>Other Financing Sources</b>						
49110	Transfer-General Fund	4,909,273	5,793,000	-	-	-
49120	Transfer-Special Revenue Fund	68,132	4,121	100,000	100,000	150,000
49170	Transfer-Internal Service Fund	-	1,718,000	-	-	-
49380	Inception of Capital Lease	-	486,788	-	-	-
49800	Other Financing Sources	-	315,067	-	-	-
	Total Other Financing Sources	4,977,405	8,316,976	100,000	100,000	150,000
	<b>Total Revenues</b>	<b>32,747,101</b>	<b>34,454,112</b>	<b>27,979,570</b>	<b>28,361,940</b>	<b>28,613,260</b>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Revenue Detail

Fund: LMIH Fund

Account No: 2050

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		Actual	Actual	Budget	Base	Recommended
<b>Taxes</b>						
40120	Secured Property Tax-Current	1,637,148	1,593,541	1,738,000	1,706,800	1,706,800
40140	Unsecured Property Tax-Current	116,484	146,061	-	-	-
40160	Secured/Unsecured-Prior Year	4,009	5,760	-	-	-
40180	Supplemental Roll-Current Year	39,881	2,736	-	-	-
40185	Supplemental Roll-Prior Year	15,022	(2,096)	-	-	-
	<b>Total Taxes</b>	<u>1,812,544</u>	<u>1,746,002</u>	<u>1,738,000</u>	<u>1,706,800</u>	<u>1,706,800</u>
<b>Intergovernmental</b>						
42100	Homeowners Exemption	3,251	3,171	-	-	-
	<b>Total Intergovernmental</b>	<u>2,178</u>	<u>2,113</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Investment Earnings</b>						
47200	Interest on Investments	353,058	243,098	66,800	39,800	39,800
47300	Interest on Loans	25,603	-	-	-	-
	<b>Total Investment Earnings</b>	<u>378,661</u>	<u>243,098</u>	<u>66,800</u>	<u>39,800</u>	<u>39,800</u>
<b>Miscellaneous</b>						
48650	Loan Reimbursements	681,793	360	-	-	-
48660	Advance Reimbursements	-	-	44,000	44,000	44,000
	<b>Total Miscellaneous</b>	<u>681,793</u>	<u>360</u>	<u>44,000</u>	<u>44,000</u>	<u>44,000</u>
<b>Other Financing Sources</b>						
49120	Transfer-Special Revenue Fund	646,330	-	-	-	-
	<b>Total Other Financing Sources</b>	<u>646,330</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<b>Total Revenues</b>	<u>3,521,506</u>	<u>1,991,573</u>	<u>1,848,800</u>	<u>1,790,600</u>	<u>1,790,600</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Revenue Detail

Fund: CDBG

Account No: 2100

		<u>2008 - 2009</u>	<u>2009 - 2010</u>	<u>2010 - 2011</u>	<u>2011 - 2012</u>	<u>2011 - 2012</u>
		Actual	Actual	Budget	Base	Recommended
<b>Intergovernmental</b>						
42050	Community Development Block Gr	544,780	663,264	464,990	444,860	380,810
42095	ARRA Federal Stimulus Grants	-	57,536	-	-	90,000
	<b>Total Intergovernmental</b>	<u>544,780</u>	<u>720,800</u>	<u>464,990</u>	<u>444,860</u>	<u>470,810</u>
<b>Investment Earnings</b>						
47200	Interest on Investments	11	-	-	-	-
	<b>Total Investment Earnings</b>	<u>11</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Miscellaneous</b>						
48100	Donations and Contributions	7,571	-	-	-	-
48600	Grant Reimbursements	11,357	-	-	-	-
	<b>Total Miscellaneous</b>	<u>18,928</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Other Financing Sources</b>						
49110	Transfer-General Fund	101,922	15,628	54,630	-	-
	<b>Total Other Financing Sources</b>	<u>101,922</u>	<u>15,628</u>	<u>54,630</u>	<u>-</u>	<u>-</u>
	<b>Total Revenues</b>	<u>665,641</u>	<u>736,428</u>	<u>519,620</u>	<u>444,860</u>	<u>470,810</u>

CITY OF COVINA, CALIFORNIA  
 2011 - 2012 Budget  
 Revenue Detail

Fund: Inmate Communication

Account No: 2178

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		Actual	Actual	Budget	Base	Recommended
Charges for Services						
43121	Inmate Telephone Use Fee	11,236	10,035	-	-	-
	Total Charges for Services	11,236	10,035	-	-	-
Investment Earnings						
47200	Interest on Investments	104	336	-	-	-
	Total Investment Earnings	104	336	-	-	-
	Total Revenues	11,340	10,371	-	-	-

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Revenue Detail

Fund: Cultural Arts Commission

Account No: 2179

		<u>2008 - 2009</u>	<u>2009 - 2010</u>	<u>2010 - 2011</u>	<u>2011 - 2012</u>	<u>2011 - 2012</u>
		Actual	Actual	Budget	Base	Recommended
<b>Investment Earnings</b>						
47200	Interest on Investments	13	51	-	-	-
	Total Investment Earnings	<u>13</u>	<u>51</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Miscellaneous</b>						
48100	Donations and Contributions	2,318	459	-	1,000	1,000
	Total Miscellaneous	<u>2,318</u>	<u>459</u>	<u>-</u>	<u>1,000</u>	<u>1,000</u>
<b>Other Financing Sources</b>						
49110	Transfer-General Fund	2,808	-	-	-	-
	Total Other Financing Sources	<u>2,808</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>5,139</u>	<u>510</u>	<u>-</u>	<u>1,000</u>	<u>1,000</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Revenue Detail

Fund: Library Equipment Reserve

Account No: 2180

		<u>2008 - 2009</u>	<u>2009 - 2010</u>	<u>2010 - 2011</u>	<u>2011 - 2012</u>	<u>2011 - 2012</u>
		Actual	Actual	Budget	Base	Recommended
Charges for Services						
43380	Library Services	<u>5,245</u>	<u>4,587</u>	<u>5,000</u>	<u>2,000</u>	<u>2,000</u>
	Total Charges for Services	<u>5,245</u>	<u>4,587</u>	<u>5,000</u>	<u>2,000</u>	<u>2,000</u>
Investment Earnings						
47200	Interest on Investments	<u>237</u>	<u>377</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Investment Earnings	<u>237</u>	<u>377</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources						
49110	Transfer-General Fund	<u>11,604</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Other Financing Sources	<u>11,604</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>17,086</u>	<u>4,964</u>	<u>5,000</u>	<u>2,000</u>	<u>2,000</u>

CITY OF COVINA, CALIFORNIA  
 2011 - 2012 Budget  
 Revenue Detail

Fund: Police Evidence Money Reserve

Account No: 2181

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		Actual	Actual	Budget	Base	Recommended
Investment Earnings						
47200	Interest on Investments	1,028	1,567	-	-	-
	Total Investment Earnings	<u>1,028</u>	<u>1,567</u>	<u>-</u>	<u>-</u>	<u>-</u>
Miscellaneous						
48990	Other	133,237	-	-	-	-
	Total Miscellaneous	<u>133,237</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>134,265</u>	<u>1,567</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Revenue Detail

Fund: Building Equipment Reserve

Account No: 2185

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Recommended</u>
Licenses and Permits						
41200	Building Permits	865	-	-	-	-
	Total Licenses and Permits	<u>865</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Charges for Services						
43401	Plan Maint Fee	1,462	2,880	-	-	-
	Total Charges for Services	<u>1,462</u>	<u>2,880</u>	<u>-</u>	<u>-</u>	<u>-</u>
Investment Earnings						
47200	Interest on Investments	358	531	-	-	-
	Total Investment Earnings	<u>358</u>	<u>531</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources						
49110	Transfer-General Fund	19,331	-	-	-	-
	Total Other Financing Sources	<u>19,331</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>22,016</u>	<u>3,411</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Revenue Detail

Fund: Downtown

Account No: 2186

		<u>2008 - 2009</u>	<u>2009 - 2010</u>	<u>2010 - 2011</u>	<u>2011 - 2012</u>	<u>2011 - 2012</u>
		Actual	Actual	Budget	Base	Recommended
<b>Taxes</b>						
40540	Business Registration Downtown	7,723	7,812	8,750	8,750	8,750
	Total Taxes	<u>7,723</u>	<u>7,812</u>	<u>8,750</u>	<u>8,750</u>	<u>8,750</u>
<b>Investment Earnings</b>						
47200	Interest on Investments	17	-	-	-	-
	Total Investment Earnings	<u>17</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Miscellaneous</b>						
48990	Other	13,234	-	-	-	-
	Total Miscellaneous	<u>13,234</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>20,974</u>	<u>7,812</u>	<u>8,750</u>	<u>8,750</u>	<u>8,750</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Revenue Detail

Fund: Prospero

Account No: 2187

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		Actual	Actual	Budget	Base	Recommended
<b>Taxes</b>						
40550	Business Registration Prospero	7,216	7,875	9,000	9,000	9,000
	Total Taxes	<u>7,216</u>	<u>7,875</u>	<u>9,000</u>	<u>9,000</u>	<u>9,000</u>
<b>Investment Earnings</b>						
47200	Interest on Investments	64	11	-	-	-
	Total Investment Earnings	<u>64</u>	<u>11</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Other Financing Sources</b>						
49110	Transfer-General Fund	563	-	-	-	-
	Total Other Financing Sources	<u>563</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>7,843</u>	<u>7,886</u>	<u>9,000</u>	<u>9,000</u>	<u>9,000</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Revenue Detail

Fund: Community Improvement

Account No: 2188

		<u>2008 - 2009</u>	<u>2009 - 2010</u>	<u>2010 - 2011</u>	<u>2011 - 2012</u>	<u>2011 - 2012</u>
		Actual	Actual	Budget	Base	Recommended
<b>Fines and Forfeits</b>						
44800	Code Enforcement Fines	26,195	33,614	-	-	-
	Total Fines and Forfeits	<u>26,195</u>	<u>33,614</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Investment Earnings</b>						
47200	Interest on Investments	1,005	1,807	-	-	-
	Total Investment Earnings	<u>1,005</u>	<u>1,807</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Miscellaneous</b>						
48990	Other	37,312	17,600	-	-	-
	Total Miscellaneous	<u>37,312</u>	<u>17,600</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Other Financing Sources</b>						
49110	Transfer-General Fund	20,666	-	-	-	-
	Total Other Financing Sources	<u>20,666</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>85,178</u>	<u>53,021</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
 2011 - 2012 Budget  
 Revenue Detail

Fund: Heritage Tree Preservation

Account No: 2189

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Recommended</u>
Investment Earnings						
47200	Interest on Investments	429	591	-	-	-
	Total Investment Earnings	<u>429</u>	<u>591</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources						
49110	Transfer-General Fund	25,500	-	-	-	-
	Total Other Financing Sources	<u>25,500</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>25,929</u>	<u>591</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Revenue Detail

Fund: Law Enforcement Grant

Account No: 2200

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Intergovernmental</b>					
42010 LLEB Grant	8,235	-	36,010	-	-
42030 COPS In Schools	13,178	-	-	-	-
42031 COPS Grant	-	202,214	-	-	-
42035 Homeland Security Grant	25,011	22,123	-	-	-
42080 JAG Grant	-	21,794	-	-	-
42090 Other Federal Grants	-	-	-	19,420	19,420
42095 ARRA Federal Stimulus Grants	-	85,787	-	-	-
42110 Supplemental Law	63,082	100,000	100,000	100,000	100,000
42190 Other State Grants/Subventions	11,136	-	-	-	-
42990 Other Governmental Units	98,147	38,652	-	-	-
Total Intergovernmental	<u>218,789</u>	<u>470,570</u>	<u>136,010</u>	<u>119,420</u>	<u>119,420</u>
<b>Charges for Services</b>					
43116 Police Fee-Vehicle Impound	29,914	14,702	36,000	36,000	36,000
Total Charges for Services	<u>29,914</u>	<u>14,702</u>	<u>36,000</u>	<u>36,000</u>	<u>36,000</u>
<b>Investment Earnings</b>					
47200 Interest on Investments	4,950	2,956	-	-	-
Total Investment Earnings	<u>4,950</u>	<u>2,956</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Other Financing Sources</b>					
49110 Transfer-General Fund	180,292	-	96,300	96,300	96,300
49120 Transfer-Special Revenue Fund	3,721	45	-	-	-
Total Other Financing Sources	<u>184,013</u>	<u>45</u>	<u>96,300</u>	<u>96,300</u>	<u>96,300</u>
Total Revenues	<u>437,666</u>	<u>488,273</u>	<u>268,310</u>	<u>251,720</u>	<u>251,720</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Revenue Detail

Fund: Red Light Camera Program

Account No: 2210

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		Actual	Actual	Budget	Base	Recommended
Fines and Forfeits						
44150	Red Light Camera Fines	265,978	491,871	194,220	194,220	194,220
	Total Fines and Forfeits	265,978	491,871	194,220	194,220	194,220
Investment Earnings						
47200	Interest on Investments	208	4,493	-	-	-
	Total Investment Earnings	208	4,493	-	-	-
	Total Revenues	266,186	496,364	194,220	194,220	194,220

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Revenue Detail

Fund: Narcotic Seizure

Account No: 2220

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		Actual	Actual	Budget	Base	Recommended
<b>Intergovernmental</b>						
42112	State Narcotic Seizure	1,922	25,873	-	-	-
	Total Intergovernmental	1,922	25,873	-	-	-
<b>Investment Earnings</b>						
47200	Interest on Investments	5,617	2,818	1,000	-	-
	Total Investment Earnings	5,617	2,818	1,000	-	-
<b>Miscellaneous</b>						
48990	Other	23,595	-	-	-	-
	Total Miscellaneous	23,595	-	-	-	-
	Total Revenues	31,134	28,691	1,000	-	-

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Revenue Detail

Fund: State Gas Tax

Account No: 2300

		<u>2008 - 2009</u>	<u>2009 - 2010</u>	<u>2010 - 2011</u>	<u>2011 - 2012</u>	<u>2011 - 2012</u>
		Actual	Actual	Budget	Base	Recommended
<b>Intergovernmental</b>						
42140	State Gas Tax (2105)	266,849	271,106	263,500	267,000	267,000
42141	State Gas Tax (2106)	159,384	163,215	155,000	162,000	162,000
42143	State Gas Tax (2107)	355,161	361,325	351,500	355,000	355,000
42144	State Gas Tax (2107.5)	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>
	Total Intergovernmental	<u>787,394</u>	<u>801,646</u>	<u>776,000</u>	<u>790,000</u>	<u>790,000</u>
<b>Investment Earnings</b>						
47200	Interest on Investments	<u>12,784</u>	<u>7,135</u>	<u>9,900</u>	<u>9,900</u>	<u>9,900</u>
	Total Investment Earnings	<u>12,784</u>	<u>7,135</u>	<u>9,900</u>	<u>9,900</u>	<u>9,900</u>
	Total Revenues	<u>800,178</u>	<u>808,781</u>	<u>785,900</u>	<u>799,900</u>	<u>799,900</u>

CITY OF COVINA, CALIFORNIA  
 2011 - 2012 Budget  
 Revenue Detail

Fund: CA-Strong Motion Instrumentati

Account No: 2360

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Recommended</u>
Intergovernmental						
42155	State-Strong Motion Instrument	8,417	234	-	-	-
	Total Intergovernmental	<u>8,417</u>	<u>234</u>	-	-	-
Investment Earnings						
47200	Interest on Investments	-	213	-	-	-
	Total Investment Earnings	-	<u>213</u>	-	-	-
	Total Revenues	<u>8,417</u>	<u>447</u>	-	-	-

CITY OF COVINA, CALIFORNIA  
 2011 - 2012 Budget  
 Revenue Detail

Fund: CA-Green Building Standards

Account No: 2370

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		Actual	Actual	Budget	Base	Recommended
Intergovernmental						
42156	State-Green Building Standards	23	256	-	-	-
	Total Intergovernmental	<u>23</u>	<u>256</u>	<u>-</u>	<u>-</u>	<u>-</u>
Investment Earnings						
47200	Interest on Investments	-	7	-	-	-
	Total Investment Earnings	<u>-</u>	<u>7</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>23</u>	<u>263</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Revenue Detail

Fund: Transit

Account No: 2400

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		Actual	Actual	Budget	Base	Recommended
<b>Intergovernmental</b>						
42210	Proposition A	717,172	630,435	650,000	765,700	765,700
42221	Measure R	-	314,661	415,000	476,340	476,340
	<b>Total Intergovernmental</b>	<u>717,172</u>	<u>945,096</u>	<u>1,065,000</u>	<u>1,242,040</u>	<u>1,242,040</u>
<b>Charges for Services</b>						
43205	Bid Packages	180	-	-	-	-
43500	Transit Fares	7,560	4,498	10,000	5,000	5,000
43550	Transit Parking Permit Fees	220,363	216,727	210,000	175,000	175,000
43600	Property Rental Fees	100	-	-	-	-
	<b>Total Charges for Services</b>	<u>228,203</u>	<u>221,225</u>	<u>220,000</u>	<u>180,000</u>	<u>180,000</u>
<b>Investment Earnings</b>						
47200	Interest on Investments	53,904	40,349	17,000	40,000	40,000
	<b>Total Investment Earnings</b>	<u>53,904</u>	<u>40,349</u>	<u>17,000</u>	<u>40,000</u>	<u>40,000</u>
<b>Miscellaneous</b>						
48790	Cash Overage/Shortage	36	(412)	-	-	-
	<b>Total Miscellaneous</b>	<u>36</u>	<u>(412)</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Other Financing Sources</b>						
49110	Transfer-General Fund	6,272	-	-	-	-
49120	Transfer-Special Revenue Fund	-	145,958	-	-	-
	<b>Total Other Financing Sources</b>	<u>6,272</u>	<u>145,958</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<b>Total Revenues</b>	<u>1,005,587</u>	<u>1,352,216</u>	<u>1,302,000</u>	<u>1,462,040</u>	<u>1,462,040</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Revenue Detail

Fund: Air Quality

Account No: 2500

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Recommended</u>
Intergovernmental						
42900	Motor Vehicle Environmental	57,680	56,094	58,000	59,500	59,500
42910	MSRC-Motor Vehicle Environment	-	-	-	186,590	186,590
	<b>Total Intergovernmental</b>	<u>57,680</u>	<u>56,094</u>	<u>58,000</u>	<u>246,090</u>	<u>246,090</u>
Investment Earnings						
47200	Interest on Investments	4,524	4,093	4,500	4,100	4,100
	<b>Total Investment Earnings</b>	<u>4,524</u>	<u>4,093</u>	<u>4,500</u>	<u>4,100</u>	<u>4,100</u>
Other Financing Sources						
49160	Transfer-Enterprise Fund	1,640	-	-	-	-
	<b>Total Other Financing Sources</b>	<u>1,640</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<b>Total Revenues</b>	<u>63,844</u>	<u>60,187</u>	<u>62,500</u>	<u>250,190</u>	<u>250,190</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Revenue Detail

Fund: Environmental Services Grants

Account No: 25XX

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Recommended</u>
Intergovernmental						
42090	Other Federal Grants	-	-	200,200	200,200	200,200
42165	Oil Block Grant	3,076	20,294	8,330	13,500	13,500
42190	Other State Grants/Subventions	13,043	6,150	13,050	13,050	13,050
	Total Intergovernmental	<u>16,119</u>	<u>26,444</u>	<u>221,580</u>	<u>226,750</u>	<u>226,750</u>
Investment Earnings						
47200	Interest on Investments	1,181	845	-	-	-
	Total Investment Earnings	<u>1,181</u>	<u>845</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources						
49160	Transfer-Enterprise Fund	48,692	-	-	-	-
	Total Other Financing Sources	<u>48,692</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>65,992</u>	<u>27,289</u>	<u>221,580</u>	<u>226,750</u>	<u>226,750</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Revenue Detail

Fund: Municipal Parking District

Account No: 2600

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		Actual	Actual	Budget	Base	Recommended
<b>Taxes</b>						
40120	Secured Property Tax-Current	24,417	23,827	26,800	24,000	24,000
40140	Unsecured Property Tax-Current	1,701	186	700	200	200
40160	Secured/Unsecured-Prior Year	229	(10)	500	-	-
40180	Supplemental Roll-Current Year	69	36	-	40	40
40185	Supplemental Roll-Prior Year	-	62	20	60	60
40190	Interest on Property Tax	25	12	200	10	10
40199	ERAF Transfer	(7)	-	-	-	-
	<b>Total Taxes</b>	<u>26,434</u>	<u>24,113</u>	<u>28,220</u>	<u>24,310</u>	<u>24,310</u>
<b>Intergovernmental</b>						
42100	Homeowners Exemption	11	10	20	10	10
	<b>Total Intergovernmental</b>	<u>11</u>	<u>10</u>	<u>20</u>	<u>10</u>	<u>10</u>
<b>Charges for Services</b>						
43280	Parking Permit Fees	28,591	39,872	34,000	56,540	56,540
43285	Parking Meter Fees	-	-	3,000	12,840	12,840
43600	Property Rental Fees	36,000	45,952	36,000	42,000	42,000
	<b>Total Charges for Services</b>	<u>64,591</u>	<u>85,824</u>	<u>73,000</u>	<u>111,380</u>	<u>111,380</u>
<b>Investment Earnings</b>						
47200	Interest on Investments	8,942	5,232	5,000	5,200	5,200
	<b>Total Investment Earnings</b>	<u>8,942</u>	<u>5,232</u>	<u>5,000</u>	<u>5,200</u>	<u>5,200</u>
<b>Miscellaneous</b>						
48790	Cash Overage/Shortage	(666)	(622)	-	-	-
	<b>Total Miscellaneous</b>	<u>(666)</u>	<u>(622)</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<b>Total Revenues</b>	<u>99,312</u>	<u>114,557</u>	<u>106,240</u>	<u>140,900</u>	<u>140,900</u>

CITY OF COVINA, CALIFORNIA  
 2011 - 2012 Budget  
 Revenue Detail

Fund: Lighting District

Account No: 2710

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Recommended</u>
Special Assessments						
45300	Street Lighting	<u>122,021</u>	<u>125,494</u>	<u>122,500</u>	<u>122,500</u>	<u>122,500</u>
	Total Special Assessments	<u>122,021</u>	<u>125,494</u>	<u>122,500</u>	<u>122,500</u>	<u>122,500</u>
Other Financing Sources						
49110	Transfer-General Fund	<u>138,628</u>	<u>123,097</u>	<u>73,500</u>	<u>73,500</u>	<u>73,500</u>
	Total Other Financing Sources	<u>138,628</u>	<u>123,097</u>	<u>73,500</u>	<u>73,500</u>	<u>73,500</u>
	Total Revenues	<u>260,649</u>	<u>248,591</u>	<u>196,000</u>	<u>196,000</u>	<u>196,000</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Revenue Detail

Fund: Landscape District

Account No: 2720

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Recommended</u>
Special Assessments						
45250	Street Landscaping	111,433	116,248	113,900	113,900	113,900
	Total Special Assessments	<u>111,433</u>	<u>116,248</u>	<u>113,900</u>	<u>113,900</u>	<u>113,900</u>
Investment Earnings						
47200	Interest on Investments	3,799	51	1,200	1,200	1,200
	Total Investment Earnings	<u>3,799</u>	<u>51</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>
Other Financing Sources						
49110	Transfer-General Fund	-	770	-	-	-
	Total Other Financing Sources	<u>-</u>	<u>770</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>115,232</u>	<u>117,069</u>	<u>115,100</u>	<u>115,100</u>	<u>115,100</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Revenue Detail

Fund: Shoppers Lane Parking District

Account No: 2750

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Recommended</u>
<b>Taxes</b>						
40500	Business Registration Tax	1,045	1,224	1,100	1,100	1,100
	<b>Total Taxes</b>	<u>1,045</u>	<u>1,224</u>	<u>1,100</u>	<u>1,100</u>	<u>1,100</u>
<b>Investment Earnings</b>						
47200	Interest on Investments	1	-	-	-	-
	<b>Total Investment Earnings</b>	<u>1</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Other Financing Sources</b>						
49110	Transfer-General Fund	38,048	2,845	-	-	-
	<b>Total Other Financing Sources</b>	<u>38,048</u>	<u>2,845</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<b>Total Revenues</b>	<u>39,094</u>	<u>4,069</u>	<u>1,100</u>	<u>1,100</u>	<u>1,100</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Revenue Detail

Fund: Library Grant

Account No: 2800

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		Actual	Actual	Budget	Base	Recommended
Intergovernmental						
42186	Library Literacy Grant	31,955	52,412	20,990	10,000	10,000
42190	Other State Grants/Subventions	4,537	-	26,150	10,000	10,000
	<b>Total Intergovernmental</b>	<b>36,492</b>	<b>52,412</b>	<b>47,140</b>	<b>20,000</b>	<b>20,000</b>
Investment Earnings						
47200	Interest on Investments	57	10	-	-	-
	<b>Total Investment Earnings</b>	<b>57</b>	<b>10</b>	<b>-</b>	<b>-</b>	<b>-</b>
Miscellaneous						
48100	Donations and Contributions	10,142	3,660	23,160	4,000	4,000
	<b>Total Miscellaneous</b>	<b>10,142</b>	<b>3,660</b>	<b>23,160</b>	<b>4,000</b>	<b>4,000</b>
Other Financing Sources						
49110	Transfer-General Fund	128,052	-	44,170	44,170	44,170
49120	Transfer-Special Revenue Fund	11,686	576	-	-	-
	<b>Total Other Financing Sources</b>	<b>139,738</b>	<b>576</b>	<b>44,170</b>	<b>44,170</b>	<b>44,170</b>
	<b>Total Revenues</b>	<b>186,429</b>	<b>56,658</b>	<b>114,470</b>	<b>68,170</b>	<b>68,170</b>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Revenue Detail

Fund: Public Education in Government

Account No: 2890

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		Actual	Actual	Budget	Base	Recommended
Investment Earnings						
47200	Interest on Investments	-	153	-	-	-
	Total Investment Earnings	-	153	-	-	-
Miscellaneous						
48400	Public Education in Government	10,987	47,694	41,000	41,000	45,000
	Total Miscellaneous	10,987	47,694	41,000	41,000	45,000
	Total Revenues	10,987	47,847	41,000	41,000	45,000

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Revenue Detail

Fund: General Donation

Account No: 2900

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		Actual	Actual	Budget	Base	Recommended
<b>Intergovernmental</b>						
42090	Other Federal Grants	-	268	-	-	-
	<b>Total Intergovernmental</b>	<b>-</b>	<b>268</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Charges for Services</b>						
43305	Volunteer Service Fees	-	2,430	3,000	3,000	3,000
	<b>Total Charges for Services</b>	<b>-</b>	<b>2,430</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
<b>Investment Earnings</b>						
47200	Interest on Investments	11,799	7,504	-	-	-
	<b>Total Investment Earnings</b>	<b>11,799</b>	<b>7,504</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Miscellaneous</b>						
48100	Donations and Contributions	19,764	19,482	9,060	35,390	35,390
48990	Other	1,003	375	-	-	-
	<b>Total Miscellaneous</b>	<b>20,767</b>	<b>19,857</b>	<b>9,060</b>	<b>35,390</b>	<b>35,390</b>
<b>Other Financing Sources</b>						
49110	Transfer-General Fund	-	12,739	-	-	-
49120	Transfer-Special Revenue Fund	-	6,084	-	-	-
	<b>Total Other Financing Sources</b>	<b>-</b>	<b>18,823</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>Total Revenues</b>	<b>32,566</b>	<b>48,882</b>	<b>12,060</b>	<b>38,390</b>	<b>38,390</b>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Revenue Detail

Fund: Tax Allocation Debt

Account No: 3500

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		Actual	Actual	Budget	Base	Recommended
<b>Taxes</b>						
40120	Secured Property Tax-Current	6,548,591	6,374,162	6,949,000	6,863,200	6,863,200
40140	Unsecured Property Tax-Current	465,936	584,243	-	-	-
40160	Secured/Unsecured-Prior Year	16,038	23,041	-	-	-
40180	Supplemental Roll-Current Year	159,523	10,944	-	-	-
40185	Supplemental Roll-Prior Year	60,089	(8,384)	-	-	-
40195	SB211 Pass-Throughs	(235,221)	(328,715)	(486,000)	(457,000)	(457,000)
40197	County Pass-Through, Inflation	(72,532)	(76,772)	-	-	-
40198	County Pass-Through	(988,614)	(873,083)	(676,000)	(665,000)	(665,000)
40199	ERAF Transfer	-	(2,540,091)	(522,450)	-	-
	<b>Total Taxes</b>	<u>5,953,810</u>	<u>3,165,345</u>	<u>5,264,550</u>	<u>5,741,200</u>	<u>5,741,200</u>
<b>Intergovernmental</b>						
42100	Homeowners Exemption	13,003	12,680	-	-	-
	<b>Total Intergovernmental</b>	<u>13,003</u>	<u>12,680</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Investment Earnings</b>						
47200	Interest on Investments	167,719	113,913	49,200	11,000	11,000
	<b>Total Investment Earnings</b>	<u>167,719</u>	<u>113,913</u>	<u>49,200</u>	<u>11,000</u>	<u>11,000</u>
<b>Other Financing Sources</b>						
49120	Transfer-Special Revenue Fund	-	-	522,450	-	-
	<b>Total Other Financing Sources</b>	<u>-</u>	<u>-</u>	<u>522,450</u>	<u>-</u>	<u>-</u>
	<b>Total Revenues</b>	<u>6,134,532</u>	<u>3,291,938</u>	<u>5,836,200</u>	<u>5,752,200</u>	<u>5,752,200</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Revenue Detail

Fund: Park Development

Account No: 4200

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Recommended</u>
Intergovernmental						
42177	State Park Grant	(82,356)	-	-	-	-
42250	County Park Grants	110,307	-	-	-	-
42600	Other Grants	-	10,390	-	-	-
	Total Intergovernmental	<u>27,951</u>	<u>10,390</u>	<u>-</u>	<u>-</u>	<u>-</u>
Investment Earnings						
47200	Interest on Investments	4,321	4,937	1,200	1,200	1,200
	Total Investment Earnings	<u>4,321</u>	<u>4,937</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>
Other Financing Sources						
49120	Transfer-Special Revenue Fund	124,911	-	-	-	-
49140	Transfer-Capital Projects Fund	91,824	74,777	-	-	-
	Total Other Financing Sources	<u>216,735</u>	<u>74,777</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>249,007</u>	<u>90,104</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Revenue Detail

Fund: Transportation

Account No: 4300

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Recommended</u>
<b>Intergovernmental</b>						
42040	Surface Transportation Prog Gr	636,317	(75,923)	990,000	990,000	990,000
42090	Other Federal Grants	-	-	154,780	-	-
42095	ARRA Federal Stimulus Grants	-	839,829	-	-	-
42122	Bicycle-Pedestrian Grant	28,681	21,378	-	19,930	19,930
42124	Traffic Congestion Relief	298,236	448,207	-	-	-
42200	County Highway Maintenance	597,251	522,973	-	-	-
42205	Prop 1B	739,155	-	-	-	-
42220	Proposition C	-	-	550,000	635,220	635,220
42230	County MTA	23,250	-	-	-	-
42600	Other Grants	(902)	-	-	-	-
	<b>Total Intergovernmental</b>	<u>2,321,988</u>	<u>1,756,464</u>	<u>1,694,780</u>	<u>1,645,150</u>	<u>1,645,150</u>
<b>Charges for Services</b>						
43205	Bid Packages	904	-	-	-	-
	<b>Total Charges for Services</b>	<u>904</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Investment Earnings</b>						
47200	Interest on Investments	64,979	34,787	1,000	5,000	5,000
	<b>Total Investment Earnings</b>	<u>64,979</u>	<u>34,787</u>	<u>1,000</u>	<u>5,000</u>	<u>5,000</u>
<b>Other Financing Sources</b>						
49110	Transfer-General Fund	22,199	-	-	-	-
49120	Transfer-Special Revenue Fund	29,268	135,152	315,000	-	-
49140	Transfer-Capital Projects Fund	698,161	38,000	-	-	-
49150	Transfer-CRA Capital Projects	-	194,493	-	-	-
49800	Other Financing Sources	-	(434,390)	-	-	-
	<b>Total Other Financing Sources</b>	<u>749,628</u>	<u>(66,745)</u>	<u>315,000</u>	<u>-</u>	<u>-</u>
	<b>Total Revenues</b>	<u>3,137,499</u>	<u>1,724,506</u>	<u>2,010,780</u>	<u>1,650,150</u>	<u>1,650,150</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Revenue Detail

Fund: Development Impact Fees

Account No: 4700

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Recommended</u>
<b>Charges for Services</b>						
43095	Development Impact Fee - Gen. Gov.	6,394	1,883	-	-	-
43155	Development Impact Fee - Police	5,935	1,736	-	-	-
43180	Development Impact Fee - Fire	2,843	834	-	-	-
43263	Development Impact Fee - Streets	16,212	56,882	-	-	-
43360	Development Impact Fee - Parks	38,072	-	-	-	-
43382	Development Impact Fee - Library	3,984	-	-	-	-
	<b>Total Charges for Services</b>	<u>73,440</u>	<u>61,335</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Investment Earnings</b>						
47200	Interest on Investments	10,195	6,014	-	-	-
	<b>Total Investment Earnings</b>	<u>10,195</u>	<u>6,014</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<b>Total Revenues</b>	<u>83,635</u>	<u>67,349</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Revenue Detail

Fund: Redevelopment

Account No: 5000

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		Actual	Actual	Budget	Base	Recommended
<b>Charges for Services</b>						
43600	Property Rental Fees	498,084	498,084	498,080	498,080	498,080
	<b>Total Charges for Services</b>	<u>498,084</u>	<u>498,084</u>	<u>498,080</u>	<u>498,080</u>	<u>498,080</u>
<b>Investment Earnings</b>						
47200	Interest on Investments	627,956	377,620	246,950	144,700	144,700
47300	Interest on Loans	39,436	38,345	29,480	26,400	26,400
47410	Interest on Advances-Genl Fund	25,481	23,640	28,930	19,700	19,700
47500	UnrealizedGain (Loss)-Investmt	(151,722)	(108,177)	-	-	-
	<b>Total Investment Earnings</b>	<u>541,151</u>	<u>331,428</u>	<u>305,360</u>	<u>190,800</u>	<u>190,800</u>
<b>Miscellaneous</b>						
48650	Loan Reimbursements	16,427	-	42,750	-	-
48990	Other	93,338	41,002	51,000	16,000	16,000
	<b>Total Miscellaneous</b>	<u>109,765</u>	<u>41,002</u>	<u>93,750</u>	<u>16,000</u>	<u>16,000</u>
<b>Other Financing Sources</b>						
49110	Transfer-General Fund	8,416	-	-	-	-
49130	Transfer-Debt Service Fund	-	3,099,250	-	2,725,330	2,725,330
49140	Transfer-Capital Projects Fund	6,204,234	-	-	-	-
49150	Transfer-CRA Capital Projects	887,328	134,750	-	-	-
49320	Loan Proceeds	-	2,310,000	2,490,000	-	-
	<b>Total Other Financing Sources</b>	<u>7,099,978</u>	<u>5,544,000</u>	<u>2,490,000</u>	<u>2,725,330</u>	<u>2,725,330</u>
	<b>Total Revenues</b>	<u>8,248,978</u>	<u>6,414,514</u>	<u>3,387,190</u>	<u>3,430,210</u>	<u>3,430,210</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Revenue Detail

Fund: CRA Land Proceeds Fund

Account No: 5031

		<u>2008 - 2009</u>	<u>2009 - 2010</u>	<u>2010 - 2011</u>	<u>2011 - 2012</u>	<u>2011 - 2012</u>
		Actual	Actual	Budget	Base	Recommended
<b>Charges for Services</b>						
43600	Property Rental Fees	430,947	358,300	349,140	194,000	194,000
	<b>Total Charges for Services</b>	<u>430,947</u>	<u>358,300</u>	<u>349,140</u>	<u>194,000</u>	<u>194,000</u>
<b>Investment Earnings</b>						
47200	Interest on Investments	98,226	46,895	32,000	15,000	15,000
	<b>Total Investment Earnings</b>	<u>98,226</u>	<u>46,895</u>	<u>32,000</u>	<u>15,000</u>	<u>15,000</u>
<b>Miscellaneous</b>						
48990	Other	34,359	-	-	-	-
	<b>Total Miscellaneous</b>	<u>34,359</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<b>Total Revenues</b>	<u>563,532</u>	<u>405,195</u>	<u>381,140</u>	<u>209,000</u>	<u>209,000</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Revenue Detail

Fund: Water Utility

Account No: 6010

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Water Revenue</b>					
46100 Water Sales-Retail	4,469,898	5,573,650	6,000,000	8,000,000	8,000,000
46110 Water Sales-Wholesale	299	4,917	-	-	-
46120 Fire Line	67,334	70,385	67,000	185,000	185,000
46160 Water Meter Installation Fees	6,942	8,494	4,000	4,000	4,000
46165 Water Reconnection Fees	63,350	53,230	40,000	20,000	20,000
46170 Water Late Fees	20,324	108,687	90,000	50,000	50,000
46175 Meter Re-read Fee	300	180	-	-	-
46180 Water Antenna Rentals	48,937	49,482	48,000	48,000	48,000
46190 Water-Other	15,562	20,779	8,000	6,000	6,000
Total Water Revenue	<u>4,692,946</u>	<u>5,889,804</u>	<u>6,257,000</u>	<u>8,313,000</u>	<u>8,313,000</u>
<b>Refuse/Waste Revenue</b>					
46370 Refuse Late Fees	-	84	-	-	-
Total Refuse/Waste Revenue	<u>-</u>	<u>84</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Investment Earnings</b>					
47200 Interest on Investments	6,154	55,073	35,000	35,000	35,000
47510 UnrealizedGain(Loss)-CIC	219,257	(66,408)	-	-	-
Total Investment Earnings	<u>225,411</u>	<u>(11,335)</u>	<u>35,000</u>	<u>35,000</u>	<u>35,000</u>
<b>Miscellaneous</b>					
48700 Gain on Sale of Property	-	(33,696)	-	-	-
48990 Other	-	(21)	-	-	-
Total Miscellaneous	<u>-</u>	<u>(33,717)</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Other Financing Sources</b>					
49160 Transfer-Enterprise Fund	2,452,837	-	-	-	-
Total Other Financing Sources	<u>2,452,837</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>7,371,194</u>	<u>5,844,836</u>	<u>6,292,000</u>	<u>8,348,000</u>	<u>8,348,000</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Revenue Detail

Fund: Water Capital

Account No: 6011

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Recommended</u>
<b>Charges for Services</b>						
43205	Bid Packages	-	825	-	-	-
	<b>Total Charges for Services</b>	<u>-</u>	<u>825</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Water Revenue</b>						
46150	Water Capital Fees	767,518	735,091	720,000	500,000	500,000
	<b>Total Water Revenue</b>	<u>767,518</u>	<u>735,091</u>	<u>720,000</u>	<u>500,000</u>	<u>500,000</u>
<b>Investment Earnings</b>						
47200	Interest on Investments	78,123	-	-	-	-
	<b>Total Investment Earnings</b>	<u>78,123</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<b>Total Revenues</b>	<u>845,641</u>	<u>735,916</u>	<u>720,000</u>	<u>500,000</u>	<u>500,000</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Revenue Detail

Fund: Environmental

Account No: 6200

	2008 - 2009 Actual	2009 - 2010 Actual	2010 - 2011 Budget	2011 - 2012 Base	2011 - 2012 Recommended
<b>Licenses and Permits</b>					
41190 Application Fee - IWP	-	-	-	4,500	4,500
41990 Permit/Inspection Fees -IWP	180	180	150	82,590	82,590
Total Licenses and Permits	<u>180</u>	<u>180</u>	<u>150</u>	<u>87,090</u>	<u>87,090</u>
<b>Intergovernmental</b>					
42165 Oil Block Grant	9,797	-	-	-	-
Total Intergovernmental	<u>9,797</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Charges for Services</b>					
43160 Hazard Materials Cleanup Fees	525	375	1,000	1,000	1,000
43262 Storm Water Inspection Fee	-	3,600	12,930	12,930	12,930
43290 Other Public Works Charges	-	25	150	150	620
43400 Plan Review	-	520	2,400	2,400	2,400
Total Charges for Services	<u>525</u>	<u>4,520</u>	<u>16,480</u>	<u>16,480</u>	<u>16,950</u>
<b>Refuse/Waste Revenue</b>					
46310 Refuse Collection Fees	2,010,007	1,927,240	1,853,390	1,853,390	-
46315 Integrated Waste Fee	705,803	540,633	645,760	650,000	650,000
46320 Recycling Fees	316,314	299,437	313,570	-	-
46325 Trash/Green Waste	546,965	533,982	541,080	-	-
46330 Recycling - MRF	100,830	148,351	137,880	200,000	200,000
46350 CRV Rebate	5,039	3,521	500	500	500
46370 Refuse Late Fees	-	35,538	-	-	-
46375 Refuse Restoration Fee	-	1,200	500	-	-
46380 CNG Station Charge In-House	892	198	80	350	350
46381 CNG Station Charge Outside	41,853	56,297	50,000	60,000	60,000
46382 Fed Alternative Fuel Credit	344	2,547	7,430	3,500	3,500
46385 Storm Water Inspection Fee	22,228	27,878	25,400	25,400	25,400
46387 NPDES Environmental Compliance	-	51,936	40,500	40,500	40,500
46390 Waste Management-Other	94,197	101,950	-	-	500
Total Refuse/Waste Revenue	<u>3,844,472</u>	<u>3,730,708</u>	<u>3,616,090</u>	<u>2,833,640</u>	<u>980,750</u>
<b>Investment Earnings</b>					
47200 Interest on Investments	2,045	2,633	500	500	500
Total Investment Earnings	<u>2,045</u>	<u>2,633</u>	<u>500</u>	<u>500</u>	<u>500</u>
<b>Other Financing Sources</b>					
49110 Transfer-General Fund	2,679	-	-	-	-

CITY OF COVINA, CALIFORNIA  
 2011 - 2012 Budget  
 Revenue Detail

Fund: Environmental

Account No: 6200

	<u>2008 - 2009</u>	<u>2009 - 2010</u>	<u>2010 - 2011</u>	<u>2011 - 2012</u>	<u>2011 - 2012</u>
	Actual	Actual	Budget	Base	Recommended
Licenses and Permits					
49120 Transfer-Special Revenue Fund	1,740	-	-	-	-
49160 Transfer-Enterprise Fund	-	5,211	-	-	-
Total Other Financing Sources	4,419	5,211	-	-	-
Total Revenues	<u>3,861,438</u>	<u>3,743,252</u>	<u>3,633,220</u>	<u>2,937,710</u>	<u>1,085,290</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Revenue Detail

Fund: Sewer District

Account No: 6300

		<u>2008 - 2009</u>	<u>2009 - 2010</u>	<u>2010 - 2011</u>	<u>2011 - 2012</u>	<u>2011 - 2012</u>
		Actual	Actual	Budget	Base	Recommended
Charges for Services						
43160	Hazard Materials Cleanup Fees	(4,535)	-	-	-	-
43420	Variance Fees	5,691	5,982	4,000	50,000	50,000
	Total Charges for Services	<u>1,156</u>	<u>5,982</u>	<u>4,000</u>	<u>50,000</u>	<u>50,000</u>
Special Assessments						
45700	Sanitary Sewer	531,538	961,744	1,170,000	1,250,000	1,250,000
	Total Special Assessments	<u>531,538</u>	<u>961,744</u>	<u>1,170,000</u>	<u>1,250,000</u>	<u>1,250,000</u>
Investment Earnings						
47200	Interest on Investments	3,990	103,184	110,000	110,000	110,000
	Total Investment Earnings	<u>3,990</u>	<u>103,184</u>	<u>110,000</u>	<u>110,000</u>	<u>110,000</u>
Miscellaneous						
48795	Connection Fees	-	2,991	-	-	-
	Total Miscellaneous	<u>-</u>	<u>2,991</u>	<u>-</u>	<u>-</u>	<u>-</u>
Other Financing Sources						
49120	Transfer-Special Revenue Fund	-	437,501	-	-	-
49140	Transfer-Capital Projects Fund	218,190	-	-	-	-
	Total Other Financing Sources	<u>218,190</u>	<u>437,501</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>754,874</u>	<u>1,511,402</u>	<u>1,284,000</u>	<u>1,410,000</u>	<u>1,410,000</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Revenue Detail

Fund: Central Equipment

Account No: 7010

		2008 - 2009	2009 - 2010	2010 - 2011	2011 - 2012	2011 - 2012
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Recommended</u>
Central Equipment Charges						
46400	Motor Pool Charges	1,239,120	1,239,120	1,239,120	1,385,170	1,339,590
46420	Fuel Charges- Inhouse Sales	-	81	-	-	-
46430	Fuel Charges- Outside Sales	131,080	129,917	90,000	60,000	60,000
46490	Central Equipment-Other	89	-	1,000	1,000	-
	Total Central Equipment Charges	<u>1,370,289</u>	<u>1,369,118</u>	<u>1,330,120</u>	<u>1,446,170</u>	<u>1,399,590</u>
Investment Earnings						
47200	Interest on Investments	50,643	25,693	25,000	25,000	25,000
	Total Investment Earnings	<u>50,643</u>	<u>25,693</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>
Miscellaneous						
48700	Gain on Sale of Property	6,388	(879)	-	-	-
	Total Miscellaneous	<u>6,388</u>	<u>(879)</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Revenues	<u>1,427,320</u>	<u>1,393,932</u>	<u>1,355,120</u>	<u>1,471,170</u>	<u>1,424,590</u>

CITY OF COVINA, CALIFORNIA  
 2011 - 2012 Budget  
 Revenue Detail

Fund: Management Information Systems

Account No: 7200

		<u>2008 - 2009</u>	<u>2009 - 2010</u>	<u>2010 - 2011</u>	<u>2011 - 2012</u>	<u>2011 - 2012</u>
		Actual	Actual	Budget	Base	Recommended
MIS Charges						
46600	Information Technology Charges	<u>1,097,688</u>	<u>1,199,440</u>	<u>1,108,550</u>	<u>1,108,550</u>	<u>1,108,550</u>
	Total MIS Charges	<u>1,097,688</u>	<u>1,199,440</u>	<u>1,108,550</u>	<u>1,108,550</u>	<u>1,108,550</u>
Investment Earnings						
47200	Interest on Investments	<u>31,511</u>	<u>26,699</u>	<u>22,000</u>	<u>22,000</u>	<u>22,000</u>
	Total Investment Earnings	<u>31,511</u>	<u>26,699</u>	<u>22,000</u>	<u>22,000</u>	<u>22,000</u>
	Total Revenues	<u>1,129,199</u>	<u>1,226,139</u>	<u>1,130,550</u>	<u>1,130,550</u>	<u>1,130,550</u>

CITY OF COVINA, CALIFORNIA  
 2011 - 2012 Budget  
 Revenue Detail

Fund: Worker's Compensations Fund

Account No: 7360

		<u>2008 - 2009</u>	<u>2009 - 2010</u>	<u>2010 - 2011</u>	<u>2011 - 2012</u>	<u>2011 - 2012</u>
		Actual	Actual	Budget	Base	Recommended
Other Financing Sources						
49110	Transfer-General Fund	-	4,004,000	-	-	-
	Total Other Financing Sources	-	4,004,000	-	-	-
	Total Revenues	-	4,004,000	-	-	-

CITY OF COVINA, CALIFORNIA  
 2011 - 2012 Budget  
 Revenue Detail

Fund: Public Liability Fund

Account No: 7370

		<u>2008 - 2009</u>	<u>2009 - 2010</u>	<u>2010 - 2011</u>	<u>2011 - 2012</u>	<u>2011 - 2012</u>
		Actual	Actual	Budget	Base	Recommended
Other Financing Sources						
49110	Transfer-General Fund	-	2,107,000	-	-	-
	Total Other Financing Sources	-	2,107,000	-	-	-
	Total Revenues	-	2,107,000	-	-	-

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Program Summary

Program: General Government

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Taxes	-	5	-	-	-
Charges for Services	529,036	469,378	641,550	510,750	514,750
Fines and Forfeits	2,299	3,082	2,500	1,000	1,000
Refuse/Waste Revenue	-	30	-	-	-
Employee Benefits Charges	65	-	-	-	-
Investment Earnings	157,013	(151,105)	-	-	-
Miscellaneous	30,075	47,694	46,500	41,000	45,000
<b>Total Revenues</b>	<u>718,488</u>	<u>369,084</u>	<u>690,550</u>	<u>552,750</u>	<u>560,750</u>
<b>Activities</b>					
City Council	107,310	57,469	60,030	60,030	60,030
City Clerk	3,231	2,501	2,700	2,700	2,700
City Treasurer	3,523	3,334	3,350	3,350	3,350
City Manager	754,871	756,144	524,480	377,500	367,280
City Attorney	271,655	154,952	226,680	226,680	207,540
Finance	1,470,871	1,584,360	1,407,110	1,502,100	1,496,100
Elections	56,901	-	69,450	-	-
Records Management	235,045	225,546	137,990	190,680	190,680
Human Resources	492,224	615,216	552,390	581,110	583,800
Employee Development	5,354	6,328	8,000	8,000	8,000
Workers Compensation	587,636	655,022	626,800	596,800	596,800
Public Liability	467,598	443,169	431,000	431,000	425,000
General Insurance	401,036	465,443	617,000	617,000	597,000
Duplicating Services	125,303	122,726	129,450	109,730	109,230
Public Information	267,890	257,321	145,380	104,880	104,880
Civic Center	230,342	190,697	189,830	205,870	204,870
Indirect Cost Allocation - General Gov.	(1,869,920)	(1,782,944)	(2,169,230)	(1,969,230)	(1,969,230)
<b>Total Activities</b>	<u>3,610,870</u>	<u>3,757,284</u>	<u>2,962,410</u>	<u>3,048,200</u>	<u>2,988,030</u>
<b>Appropriations</b>					
General Fund	3,575,606	3,757,284	2,944,410	3,048,200	2,988,030
Public Education in Government	35,264	-	18,000	-	-
<b>Total Appropriations</b>	<u>3,610,870</u>	<u>3,757,284</u>	<u>2,962,410</u>	<u>3,048,200</u>	<u>2,988,030</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: General Government

Activity: City Council

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**Purpose**

The Members of the City Council are the elected representatives of the City and, therefore, act as the policy-making legislative body of the Municipality. They adopt the City's laws, known as ordinances, adopt resolutions reflecting policy positions, or authorization for City actions, and are bound to uphold the laws of the State of California, as well as our Federal Government. The City Council selects or approves the selection of members of City boards, commissions, and committees. Each year the City Council adopts a fiscal budget of appropriations and retains control over transfers and/or supplements between/to the various funds of that budget.

The City of Covina functions under a City Council-City Manager form of government. The City Council serves as the legislative branch of government while the City Manager serves as the chief executive.

**Goals and Objectives**

The City Council has identified the following goals and objectives:

- Work toward implementation of the City's Strategic Plan.
- Improve the financial long-term health of the City organization.
- Develop goals and objectives that unite the diverse parts of the City.
- Improve the value (both economic and quality of life) of the City.
- Reach out to involve more citizens and other groups in civic affairs.
- Create an atmosphere of civility, pride and respect in all its dealings with citizens, groups and other agencies.
- Address the long-term infrastructure needs to the City.
- Seek and support intergovernmental solutions to regional problems and issues, e.g. housing, job creation, economic growth, healthcare, homelessness, transit and other environmental issues.

**Base Budget-Change in Service**

Proposed changes in service for 2011-2012 include:

- Reduction of conference and meeting contingency.
- Reduction of ads and sponsorship support.

The City Council activity is accounted for in the General Fund.

	<u>2007-2008</u> <u>Actual</u>	<u>2008-2009</u> <u>Actual</u>	<u>2009-2010</u> <u>Budget</u>	<u>2010-2011</u> <u>Base</u>	<u>2011-2012</u> <u>Recommended</u>
<b>Full-Time Equivalent Positions</b>					
<u>FTE Part-Time Positions</u>					
City Council	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
Total Full-Time Equivalent Positions	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: General Government

Activity: City Council

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Miscellaneous	13,500	-	-	-	-
Total Revenues	<u>13,500</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Personal Services	25,450	26,812	27,060	27,060	27,060
Professional and Technical	35,129	12,909	12,870	12,870	12,870
Property Services	691	309	350	350	350
Other Services and Charges	41,769	13,675	15,930	15,930	15,930
Supplies	4,271	3,764	3,820	3,820	3,820
Total Expenditures	<u>107,310</u>	<u>57,469</u>	<u>60,030</u>	<u>60,030</u>	<u>60,030</u>
<b>Appropriations</b>					
General Fund	107,310	57,469	60,030	60,030	60,030
Total Appropriations	<u>107,310</u>	<u>57,469</u>	<u>60,030</u>	<u>60,030</u>	<u>60,030</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Information

Program: General Government

Activity: City Clerk

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**Purpose**

The City Clerk, an elected official, acts under the authority of the California Government Code, City Statutes and policies. The City Clerk is the official keeper of the City Seal. The City Clerk attends City Council/Redevelopment Agency/Public Finance Authority/Housing Authority meetings and certifies the minutes of these meetings. Preparation of the minutes may be delegated to the Records Management Staff through the City Manager at the option of the City Clerk. The City Clerk is responsible for administering oaths or affirmations of office. The City Clerk may appoint deputies to act on his or her behalf.

**Goals and Objectives**

The main objective of the City Clerk is to provide complete and up-to-date records of all proceedings of the legislative body.

**Base Budget-Change in Service**

There is no change in service for Fiscal Year 2011-2012.

	<u>2008-2009</u> <u>Actual</u>	<u>2009-2010</u> <u>Actual</u>	<u>2010-2011</u> <u>Budget</u>	<u>2011-2012</u> <u>Base</u>	<u>2011-2012</u> <u>Recommended</u>
<b>Full-Time Equivalent Positions</b>					
<u>FTE Part-Time Positions</u>					
City Clerk	<u>0.03</u>	<u>0.03</u>	<u>0.03</u>	<u>0.03</u>	<u>0.03</u>
Total Full-Time Equivalent Positions	<u>0.03</u>	<u>0.03</u>	<u>0.03</u>	<u>0.03</u>	<u>0.03</u>

CITY OF COVINA, CALIFORNIA  
 2011 - 2012 Budget  
 Activity Summary

Program: General Government

Activity: City Clerk

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Personal Services	2,660	2,501	2,600	2,600	2,600
Other Services and Charges	<u>571</u>	<u>-</u>	<u>100</u>	<u>100</u>	<u>100</u>
Total Expenditures	<u>3,231</u>	<u>2,501</u>	<u>2,700</u>	<u>2,700</u>	<u>2,700</u>
<b>Appropriations</b>					
General Fund	<u>3,231</u>	<u>2,501</u>	<u>2,700</u>	<u>2,700</u>	<u>2,700</u>
Total Appropriations	<u>3,231</u>	<u>2,501</u>	<u>2,700</u>	<u>2,700</u>	<u>2,700</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: General Government

Activity: City Treasurer

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**Purpose**

The City Treasurer, an elected official, is the custodian of all City and Redevelopment Agency funds. Other responsibilities include monthly treasurer reports to the City Council and Redevelopment Agency Board.

**Goals and Objectives**

The main objective of the city treasurer activity is timely and accurate monthly treasurer reports to the City Council and Redevelopment Agency Board.

**Base Budget-Change in Service**

There is no change in service for Fiscal Year 2010-2011.

The City Treasurer activity is accounted for in the General Fund.

**Performance Workload Measurements**

Percent of treasurer reports issued within 90 days 100%

	<u>2008-2009 Actual</u>	<u>2009-2010 Actual</u>	<u>2010-2011 Budget</u>	<u>2011-2012 Base</u>	<u>2011-2012 Recommended</u>
<b>Full-Time Equivalent Positions</b>					
<u>FTE Part-Time Positions</u>					
City Treasurer	<u>0.03</u>	<u>0.03</u>	<u>0.03</u>	<u>0.03</u>	<u>0.03</u>
Total Full-Time Equivalent Positions	<u>0.03</u>	<u>0.03</u>	<u>0.03</u>	<u>0.03</u>	<u>0.03</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: General Government

Activity: City Treasurer

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Personal Services	2,585	2,584	2,600	2,600	2,600
Other Services and Charges	<u>938</u>	<u>750</u>	<u>750</u>	<u>750</u>	<u>750</u>
Total Expenditures	<u>3,523</u>	<u>3,334</u>	<u>3,350</u>	<u>3,350</u>	<u>3,350</u>
<b>Appropriations</b>					
General Fund	<u>3,523</u>	<u>3,334</u>	<u>3,350</u>	<u>3,350</u>	<u>3,350</u>
Total Appropriations	<u>3,523</u>	<u>3,334</u>	<u>3,350</u>	<u>3,350</u>	<u>3,350</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: General Government

Activity: City Manager (Administration)

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**Purpose**

The City Manager provides the services of chief executive officer for City operations and municipal services, and implementing City Council policy. The City Manager also functions as the Executive Director of the Covina Redevelopment Agency.

The City Manager is responsible for the hiring, management, and discipline of all employees except the City Attorney, City Clerk, and City Treasurer. The primary functions of City Management are to plan, direct, and supervise employees; prepare and administer the fiscal budget; act as employee relations officer; and enforce all municipal codes and City contract obligations. The City Manager must lead on short-term and long-term issues.

***Support Service Activities***

The City Manager's department is responsible for the following support service activities:

- Liaison to citizen inquiries and/or issues
- Support staff to City Council, City Attorney, Redevelopment Agency, and Public Information activities.

**Goals and Objectives**

This fiscal year the City Manager will continue to place great emphasis on the following issues:

- Work on community education and outreach with emphasis on impact to City services due to budget restraints.
- Continue to service and respond to the needs of our citizens.
- Continue to track, record and collate citizen inquiries, complaints and request for service.
- Continue our outreach to citizens and other groups that traditionally have not been fully involved in the civic decision making process through new as well as established programs.
- Continue to work on issues and challenges that have regional implications, e.g. transit, health care, housing, homelessness, job creation, business retention and attraction.
- Continue to support the long-range community visioning process started by the Chamber of Commerce.
- Work on succession planning throughout the organization.
- Continue emphasis on continuing education, training and staff development at all levels of the City organization.
- Work toward stabilizing and improving the core duties of our various divisions and departments within the City.
- Continue and improve the "marketing initiative" that enhances the overall image of the community of Covina.
- Continue to provide priority to capital and infrastructure needs around the City.
- Assist the City Council in developing policies that will "set" longer range goals regarding municipal service levels as dictated by current funding levels.
- Work toward implementation of the City's Strategic Plan.

**Base Budget-Change in Service**

There is no change in the City Manager Budget in the 2011-2012 Fiscal Year.

The budget appropriation for the City Manager activity is accounted for in the General Fund.

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Information

Program: General Government

Activity: City Manager

	<u>2007-2008</u> <u>Actual</u>	<u>2008-2009</u> <u>Actual</u>	<u>2009-2010</u> <u>Budget</u>	<u>2010-2011</u> <u>Budget</u>	<u>2011-2012</u> <u>Recommended</u>
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
City Manager	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	1.00	1.00	1.00		
Executive Assistant to the City Manager	-	-	-	1.00	1.00
Senior Administrative Technician	1.00	1.00	1.00		
Total Full-Time Positions	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>2.00</u>	<u>2.00</u>
<u>FTE Part-Time Positions</u>					
Administrative Technician	1.00	1.00	.50	.50	.50
Total Full-Time Equivalent Positions	<u>4.00</u>	<u>4.00</u>	<u>3.50</u>	<u>2.50</u>	<u>2.50</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: General Government

Activity: City Manager

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Personal Services	602,309	645,398	368,840	268,680	268,680
Professional and Technical	121,964	78,979	115,190	68,190	68,190
Property Services	5,050	9,159	7,030	7,450	7,450
Other Services and Charges	22,811	20,460	28,560	28,320	18,100
Supplies	<u>2,737</u>	<u>2,148</u>	<u>4,860</u>	<u>4,860</u>	<u>4,860</u>
Total Expenditures	<u>754,871</u>	<u>756,144</u>	<u>524,480</u>	<u>377,500</u>	<u>367,280</u>
<b>Appropriations</b>					
General Fund	<u>754,871</u>	<u>756,144</u>	<u>524,480</u>	<u>377,500</u>	<u>367,280</u>
Total Appropriations	<u>754,871</u>	<u>756,144</u>	<u>524,480</u>	<u>377,500</u>	<u>367,280</u>

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Activity Information

Program: General Government

Activity: City Attorney

**Purpose**

The City Attorney is the chief legal advisor of the City. The City Attorney and various Assistant City Attorneys, under the line authority of the City Council and in cooperation with the City Manager, attends all City Council Meetings and all meetings of the Planning Commission and is prepared to render advice on actions of legal implication and prepares such documents for or in follow-up to the deliberations thereof.

**Goals and Objectives**

The main objective of the City Attorney activity is to provide expert legal advice to the City Council, City Manager, other City staff and officials; and to review and represent the City in court on all matters of litigation. The City Attorney also does legal work on Workers' Compensation claims and personnel matters, and continues to be involved in ordinance amendments, Municipal Code updates, preparation and review of draft legislation, as well as review matters of pending litigation. The City Attorney is the City's chief advisor on matters of law and the impact of the law on public policy. The City Attorney advises the City at all public meetings, and may from time to time advise the City in closed session (attorney/client) as the law requires.

**Base Budget-Change in Service**

There is no change in service in the 2011-2012 City Attorney budget. The City Attorney activity is accounted for in the General Fund.

	<u>2007-2008</u>	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>
	Actual	Actual	Budget	Budget	Recommended
<b>Full-Time Equivalent Positions</b>					
<u>FTE Part-Time Positions</u>					
City Attorney	-	-	-	-	-
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA  
 2011 - 2012 Budget  
 Activity Summary

Program: General Government

Activity: City Attorney

	<u>2008 - 2009</u> <u>Actual</u>	<u>2009 - 2010</u> <u>Actual</u>	<u>2010 - 2011</u> <u>Budget</u>	<u>2011 - 2012</u> <u>Base</u>	<u>2011 - 2012</u> <u>Recommended</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Professional and Technical	<u>271,655</u>	<u>154,952</u>	<u>226,680</u>	<u>226,680</u>	<u>207,540</u>
Total Expenditures	<u>271,655</u>	<u>154,952</u>	<u>226,680</u>	<u>226,680</u>	<u>207,540</u>
<b>Appropriations</b>					
General Fund	<u>271,655</u>	<u>154,952</u>	<u>226,680</u>	<u>226,680</u>	<u>207,540</u>
Total Appropriations	<u>271,655</u>	<u>154,952</u>	<u>226,680</u>	<u>226,680</u>	<u>207,540</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: General Government

Activity: Finance

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**Purpose**

Finance manages the overall financial operations of the City and Redevelopment Agency. The department is responsible for the following support services:

- Financial administration
- General accounting
- Grant and capital project administration
- Purchasing and accounts payable
- Payroll
- Cashier
- Independent audit
- Business licensing
- Financial information systems

Finance is also responsible for the treasury and utility bill payment functions. These activities are accounted for in the City Treasurer and Water/Environmental Utility Billing budget.

**Financial administration.** Financial administration manages the City and Redevelopment Agency financial operations. This includes financial planning, cash and debt management, staff support, banking relations and special projects.

**General accounting.** General accounting provides for the financial reporting, independent audit, budgeting and accounting of the City and Redevelopment Agency.

- Maintenance of chart of accounts
- Maintenance of GASB reporting requirements
- Daily, weekly and monthly postings to general and grant/project ledgers.
- Preparation of monthly bank reconciliation to general ledger cash balances.
- Preparation of budget document.
- Budgetary control.
- Maintaining internal control systems.
- Preparation of federal, state and county financial reports.

**Grant and capital project administration.** Grant and capital project administration provides for the management and reporting of grants and capital projects of the City and Redevelopment Agency.

- Maintain files on various federal, state and county grants and subventions.
- Provide monthly, quarterly and annual reports to federal, state and county agencies.
- Reconcile grant and capital project accounting with general ledger.
- Capitalize infrastructure improvements in fixed asset system for financial reporting purposes.

**Purchasing and accounts payable.** Purchasing and accounts payable coordinates and controls the City and Redevelopment Agency vendor files and cash disbursement function.

- Monitor authorization, documentation and proper account distribution.
- Prepare weekly cash requirement report and vendor checks.
- Maintain and update vendor files.
- Audit vendor files for Form 1099 reports.
- Communicate with departments on open purchase orders and invoices.

**Payroll.** Payroll is responsible for the timely issuance of the bi-weekly payroll and other required special payroll. Health, dental, vision, life, LTD and flex benefit monthly billings are reconciled for payment by payroll.

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: General Government

Activity: Finance

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- Prepare computerized employee time sheets.
- Maintain employee payroll records.
- Enter all employee benefit changes from MOU and open enrollment.
- Enter employee compensation changes from MOU and personnel actions.
- Reconcile work hours and labor distribution.
- Process bi-weekly and special payrolls.
- Prepare bi-weekly payroll reports and checks.
- Prepare monthly health, dental, vision, life, LTD and flex benefit checks.
- Prepare and distribute all payroll and benefit reports.
- Prepare monthly, quarterly, annual federal and state payroll reports.
- Prepare year-end employee W2's.
- Special payroll and personnel projects.

**Independent audit.** Independent audit includes the planning, scheduling and completion of the financial and single audits of the City and Redevelopment Agency.

- Preparation of lead schedules to support the audit testing and reports.
- Preparation of Comprehensive Annual Financial Report and related audit reports for the City and Redevelopment Agency.

**Cashier.** Cashier is responsible for miscellaneous accounts receivable, and the processing cash receipts for the City and Redevelopment Agency.

- Centralize miscellaneous accounts receivable for various services of the City and Redevelopment Agency.
- Process finance mail and remittances.
- Process residential and nonresidential utility users tax exemptions.
- Process payments for utility users taxes and other revenues.
- Maintains cash receipts journal.
- Prepares daily cash receipts report and deposit.

**Business licensing.** Business licensing is responsible for the administration and enforcement of the City's business license registration tax. A business license processing fee supports the activity.

- Establish and maintain business files.
- Perform physical inventory of both compliant and noncompliant businesses.
- Process new business applications.
- Prepare initial, second and third notices for business licenses.
- Track and process payments for business licenses.
- Enforce City Code relating to business licenses.
- Coordinate with planning, building, code enforcement and police.

**Financial information systems.** Financial information systems provide the information technology support to the City and Redevelopment Agency financial and accounting operations. Technical support is provided by the information technology staff.

- Provide general ongoing technical support for IFAS, payroll and business licensing.
- Maintain and update financial applications. Finance will be implementing the new MUNIS financial application during fiscal year 2011-2012
- Provide ongoing training to finance staff.

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Activity Information

Program: General Government

Activity: Finance

**Goals and Objectives**

Major finance goals are:

- Maintain program base budgeting standards.
- Improve the return on City and Redevelopment Agency investments.
- Review and audit utility users tax revenues.
- Review and adjust user fees where appropriate.
- Maintain GASB reporting requirements.
- Maintain the Certificate of Achievement for Excellence in Financial Reporting.
- Enforce City Code compliance relating to business licenses.
- Maintain financial information systems upgrades.
- Improve customer service by implementing a continuance of training programs for staff.
- Adopt formal budget policies.
- Replace existing Financial System.

**Base Budget-Change in Service**

The Finance Director was hired under a professional services agreement but has since been hired on as an employee and is reflected under the "Personal Services" budget line-item. For FY 2011-12 the Public Information budget (excluding the contract position and City News printing/production/ mailing costs) have been incorporated into the Finance budget. The Finance Department has included a minimal cost associated with changing the title of the employee currently handling the complex payroll duties from Sr. Finance Technician to Payroll Technician to correctly reflect the specific duties being performed.

The budget appropriation for the Finance activity is accounted for in the General Fund and offset by charges for services and indirect cost allocation.

**Performance Workload Measurements**

Financial Administration

Maintenance of formal financial and fiscal policies	Yes
Maintain the Certificate of Achievement for Excellence in Financial Reporting from GFOA	Yes
Most recent (1991) uninsured bond rating (S&P)	AA-
Current insured bond rating (S&P)	AA+
Maintenance of program base budgeting standards	Yes

General Accounting

Timely implementation GASB reporting requirements	Yes
Completion of annual budget by June 30 of each year	Yes
Providing budgetary control updates quarterly	Yes
Percent of time monthly bank statements reconciled to general ledger cash balances within 30 days of receipt of bank statements	92%
Percent of special federal and state financial reports issued within specified period of time	100%

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Activity Information

Program: General Government

Activity: Finance

Grant and Capital Project Administration

Provide individual files on various federal, state and county grants and subventions at time of Council approval	Yes
Provide monthly, quarterly and annual reports to federal, state and county agencies by due dates	Yes
Capitalize infrastructure improvements in fixed asset system by 30 days after close of fiscal year	Yes

Purchasing and Accounts Payable

Percent of accounts payable processed within 3 working days	96%
Percent of vendor 1099s processed on time	100%

Payroll

Percent of payroll processed within 4 working days	100%
Percent of federal and state payroll reports prepared on time	100%
Percent of annual W2s processed on time	100%

Independent Audit

Preparation of lead schedules to support the audit testing and reports before field work	Yes
Completion of City and Redevelopment Agency annual financial and single audit by November 30 of each year	Yes
Completion of Comprehensive Annual Financial Report by December 31 of each year	Yes

Cashier

Percent of cash receipts processed within 24 hours	90%
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Business Licensing

Perform physical inventory of both compliant and noncompliant businesses	Yes
Percent of business licenses renewals mailed on time	100%
Percent of initial business license cash receipts processed within 24 hours	90%
Prepare second and third notices for business licenses with penalties	Yes
Prepare citations for noncompliant businesses	Yes

Financial Information Systems

Maintain and update financial applications	Yes
Provide ongoing training to finance staff	Yes

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Activity Information

Program: General Government

Activity: Finance

	2008-2009 Actual	2009-2010 Actual	2010-2011 Adopted	2011-2012 Base	2011-2012 Recommended
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Director of Finance	1.00	1.00	1.00	1.00	1.00
Finance Manager	1.00	1.00	1.00	1.00	1.00
Senior Accountant	2.00	1.00	1.00	1.00	1.00
Accountant	-	1.00	1.00	1.00	1.00
Management Analyst	-	1.00	1.00	1.00	1.00
Senior Finance Technician	2.00	1.00	1.00	1.00	-
Business License Technician	1.00	1.00	1.00	1.00	1.00
Account Clerk II	1.50	1.25	1.25	1.50	1.50
Payroll Technician	-	-	-	-	1.00
Admin Technician	-	-	-	0.50	0.50
Total Full-Time Positions	<u>8.50</u>	<u>8.25</u>	<u>8.25</u>	<u>9.00</u>	<u>9.00</u>
<u>FTE Part-Time Positions</u>					
Account Clerk I	0.50	-	-	0.50	0.50
Account Clerk II	-	0.50	0.50	0.50	0.50
Total FTE Part-Time Positions	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>1.00</u>	<u>1.00</u>
Total Full-Time Equivalent Positions	<u>9.00</u>	<u>9.00</u>	<u>8.75</u>	<u>10.00</u>	<u>10.00</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: General Government

Activity: Finance

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Taxes	-	5	-	-	-
Charges for Services	121,652	127,247	165,000	168,200	168,200
Fines and Forfeits	2,299	3,082	2,500	1,000	1,000
Refuse/Waste Revenue	-	30	-	-	-
Employee Benefits Charges	65	-	-	-	-
Investment Earnings	157,013	(151,105)	-	-	-
Total Revenues	<u>281,029</u>	<u>(20,746)</u>	<u>167,500</u>	<u>169,200</u>	<u>169,200</u>
<b>Expenditures</b>					
Personal Services	490,100	530,082	604,980	947,670	942,670
Professional and Technical	924,337	1,000,942	740,100	501,400	501,400
Property Services	5,969	10,058	14,150	14,500	14,500
Other Services and Charges	49,143	39,236	43,350	34,630	33,630
Supplies	4,014	4,042	4,530	3,900	3,900
Interdepartmental	(2,692)	-	-	-	-
Total Expenditures	<u>1,470,871</u>	<u>1,584,360</u>	<u>1,407,110</u>	<u>1,502,100</u>	<u>1,496,100</u>
<b>Appropriations</b>					
General Fund	<u>1,470,871</u>	<u>1,584,360</u>	<u>1,407,110</u>	<u>1,502,100</u>	<u>1,496,100</u>
Total Appropriations	<u>1,470,871</u>	<u>1,584,360</u>	<u>1,407,110</u>	<u>1,502,100</u>	<u>1,496,100</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Information

Program: General Government

Activity: Elections

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**Purpose**

General Municipal Elections are held in March of odd numbered years to allow the registered voters of Covina the opportunity to choose the five members of the City Council, a City Clerk, and a City Treasurer. In addition, the voters may also vote on various measures as needed. The next General Municipal Election will be held on March 8, 2011.

**Goals and Objectives**

The main objective of elections is to conduct timely and accurate processing of each voted ballot. This is accomplished by having a well-trained staff to provide "Vote by Mail" ballots upon request; easy to find polling places on election day staffed with trained poll workers; and an organized election night counting procedure to ensure the accurate counting of all voted ballots.

**Base Budget-Change in Service**

There is a "zero" budget for 2011-2012 due to there being no scheduled election.

	<u>2008-2009</u> <u>Actual</u>	<u>2009-2010</u> <u>Actual</u>	<u>2010-2011</u> <u>Budget</u>	<u>2011-2012</u> <u>Base</u>	<u>2011-2012</u> <u>Recommended</u>
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: General Government

Activity: Elections

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Miscellaneous	5,588	-	5,500	-	-
Total Revenues	<u>5,588</u>	<u>-</u>	<u>5,500</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Personal Services	3,005	-	4,500	-	-
Professional and Technical	45,672	-	55,000	-	-
Property Services	240	-	400	-	-
Other Services and Charges	7,701	-	9,250	-	-
Supplies	283	-	300	-	-
Total Expenditures	<u>56,901</u>	<u>-</u>	<u>69,450</u>	<u>-</u>	<u>-</u>
<b>Appropriations</b>					
General Fund	56,901	-	69,450	-	-
Total Appropriations	<u>56,901</u>	<u>-</u>	<u>69,450</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2011 - 2012 Budget

Activity Information

Program: General Government

Activity: Records Management

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**Purpose**

Records Management carries out many of the functions designated to the City Clerk by the California Government Code, California Elections Code, Covina Municipal Code and other city policies. Personnel assigned to Records Management come under the direct authority of the City Manager.

The significant department tasks include:

- Manage and maintain custody of all official records and documents including Ordinances, Resolutions and Minutes.
- Administer the Oath of Office to new hires and appointed/elected officials.
- Preparation and distribution of City Council/Redevelopment Agency/Public Finance Authority/Housing Authority agenda packets.
- Attend Council/Agency/Authority meeting and prepare minutes.
- Provide updates to the online Municipal Code and distribute CMC supplements from adopted ordinances.
- Update City's Conflict of Interest Code bi-annually.
- Filing officer for Political Reform Act and Conflict of Interest Code filings.
- Maintain record keeping for State mandated Ethics training.
- Accept subpoenas and claims on behalf of the City.
- Respond to request for records according to requirements under the California Public Records Act.
- Administer the provisions of the Maddy Act for City Boards, Commissions and Committees.
- Conduct general municipal, special municipal elections and ballot measures.
- Coordinate legal publications and noticing and certify documents pertaining to city affairs.
- Provide prompt and courteous service to city staff and citizen requests.

**Goals and Objectives**

Goals for Fiscal Year –2011-2012 are as follows:

- Maintain Records Management Program and Retention Schedule.
- Continue the reorganization and purging of the filing system.
- Implement the Laserfiche digital records management system to provide greater capability to quickly research and retrieve documents.
- Improve the City Clerk's webpage by providing efficient access to public records to its citizens by introducing Laserfiche Weblink module.
- Maintain records of Campaign Statements and Statement of Economic Interests
- Maintain complete and current minutes of all legislative board meetings.
- Complete indexing of legislative history.
- Continue development and maintenance of up-to-date job skills through training opportunities.
- Serve as a Passport Acceptance Facility.

**Base Budget-Change in Service**

The overall budget for Records Management will reflect a change in service this fiscal year due to:

- Re-establishing the part-time position of Office Assistant.

CITY OF COVINA, CALIFORNIA

2010 - 2011 Budget

Activity Information

Program: General Government

Activity: Records Management

	<u>2008-2009 Actual</u>	<u>2009-2010 Actual</u>	<u>2010-2011 Budget</u>	<u>2011-2012 Base</u>	<u>2011-2012 Recommended</u>
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Chief Deputy City Clerk	1.00	1.00	-	-	-
Administrative Technician	-	-	0.50	0.50	0.50
Deputy City Clerk	1.00	1.00	1.00	1.00	1.00
Total Full-Time Positions	<u>2.00</u>	<u>2.00</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>
<u>FTE Part-Time Positions</u>					
Office Assistant II	0.50	0.50	0.50	0.50	0.50
Total FTE Part-Time Positions	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>-</u>	<u>-</u>
Total Full-Time Equivalent Positions	<u>2.50</u>	<u>2.50</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: General Government

Activity: Records Management

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Charges for Services	11,283	12,035	12,050	7,550	11,550
Total Revenues	<u>11,283</u>	<u>12,035</u>	<u>12,050</u>	<u>7,550</u>	<u>11,550</u>
<b>Expenditures</b>					
Personal Services	196,376	188,759	82,690	140,150	140,150
Professional and Technical	12,040	12,320	33,250	29,080	29,080
Property Services	2,928	6,922	3,500	3,000	3,000
Other Services and Charges	15,788	10,795	12,950	11,950	11,950
Supplies	7,913	6,750	5,600	6,500	6,500
Total Expenditures	<u>235,045</u>	<u>225,546</u>	<u>137,990</u>	<u>190,680</u>	<u>190,680</u>
<b>Appropriations</b>					
General Fund	235,045	225,546	137,990	190,680	190,680
Total Appropriations	<u>235,045</u>	<u>225,546</u>	<u>137,990</u>	<u>190,680</u>	<u>190,680</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: General Government

Activity: Human Resources

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**Purpose**

Human Resources manages the City-wide personnel system and risk management activities. The department is responsible for the following support services:

- Personnel administration
- Recruitment and selection
- Employee relations
- Labor relations
- Classification and salary plan
- Maintenance of personnel records
- Employee benefits administration
- Employee Development
- Workers compensation
- Public Liability
- General Insurance

Employee Development, workers compensation, public liability, and general insurance are accounted for in separate activities.

**Goals and Objectives**

Major Personnel-Risk Management goals are:

- Improve succession planning and programs to enhance recruitment and retention
- Develop programs for colleges and High Schools to improve recruitments and their perception of public service
- Improve learning orientated goals and objectives in employee evaluations
- Maintain the City-wide Safety Committee and improve the Loss Prevention Program
- Maintain the City-wide employee and supervisory training program
- Develop, adopt, and implement revisions to procedure to assure that the City is an "Employer of Choice"

**Base Budget-Change in Services**

There is an increase of \$28,720.

<b>Performance Workload Measurements</b>	2006	2007	2008	2009	2010
Average number of days from receipt of requisition to certification of full-time eligibility list	48	58	64	37	60
Number of full-time lists certified	34	17	26	10	22
Employee Injuries resulting in workers compensation claims	15	19	30	31	34
Liability Claims Filed	46	40	36	29	40

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: General Government

Activity: Human Resources

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	<u>2008-2009</u> Actual	<u>2009-2010</u> Actual	<u>2010-2011</u> Budget	<u>2011-2012</u> Base	<u>2011-2012</u> Recommended
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Director of Human Resources	-	1.00	1.00	1.00	1.00
Human Resources Manager	1.00	-	-	-	-
Risk Manager	1.00	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00	1.00
Benefits Coordinator	-	-	-	-	-
Administrative Technician	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalent Positions	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: General Government

Activity: Human Resources

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Total Revenues	-	-	-	-	-
<b>Expenditures</b>					
Personal Services	382,636	449,589	443,190	463,910	466,600
Professional and Technical	75,593	119,710	65,610	77,410	77,410
Property Services	4,406	7,214	9,350	2,000	2,000
Other Services and Charges	20,022	31,924	23,440	25,940	25,940
Supplies	9,567	6,779	10,800	11,850	11,850
Total Expenditures	<u>492,224</u>	<u>615,216</u>	<u>552,390</u>	<u>581,110</u>	<u>583,800</u>
<b>Appropriations</b>					
General Fund	<u>492,224</u>	<u>615,216</u>	<u>552,390</u>	<u>581,110</u>	<u>583,800</u>
Total Appropriations	<u>492,224</u>	<u>615,216</u>	<u>552,390</u>	<u>581,110</u>	<u>583,800</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: General Government

Activity: Employee Development

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**Purpose**

Employee development provides for citywide sponsored training, continuing education of city staff, and programs to assist in workforce planning and training to meet the staffing needs as more employees near retirement age. Examples include leadership and management training.

**Goals and Objectives**

The goal of the employee development activity is to invest resources in the citywide training and development of city staff for their current and future positions with the City. A staff that is well trained is better prepared to meet the challenges of City government and provide excellent customer service. Developing a learning environment is one way to address retention and improve recruitment.

**Base Budget-Change in Service**

The 2011-2012 budget remains the same as was adopted for the 2010-2011 fiscal year.

	<u>2008-2009</u> <u>Actual</u>	<u>2009-2010</u> <u>Actual</u>	<u>2010-2011</u> <u>Budget</u>	<u>2011-2012</u> <u>Base</u>	<u>2012-2012</u> <u>Recommended</u>
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: General Government

Activity: Employee Development

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Other Services and Charges	<u>5,354</u>	<u>6,328</u>	<u>8,000</u>	<u>8,000</u>	<u>8,000</u>
Total Expenditures	<u>5,354</u>	<u>6,328</u>	<u>8,000</u>	<u>8,000</u>	<u>8,000</u>
<b>Appropriations</b>					
General Fund	<u>5,354</u>	<u>6,328</u>	<u>8,000</u>	<u>8,000</u>	<u>8,000</u>
Total Appropriations	<u>5,354</u>	<u>6,328</u>	<u>8,000</u>	<u>8,000</u>	<u>8,000</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: General Government

Activity: Workers Compensation

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**Purpose**

Workers Compensation administration is the identification of legal, medical, administrative, insurance and disability costs associated with the City's self insured program.

- Coordination of medical care and treatment for employees' work related injuries and illnesses
- Monitor workers' compensation claims activity utilizing a third-party administrator
- Direct legal counsel in negotiating settlement of litigated claims
- Development of informational programs for employees and departments
- Development of safety needs assessment program for all departments
- Ensure compliance with federal and state worker safety laws
- Compliance with Federal Medicare reporting

**Goals and Objectives**

Major goals are the continued assessment of current service providers and the continued improvement of loss control measures and safety training.

**Base Budget-Change in Service**

The 2011-2012 budget reflects a decrease of \$30,000.

Workers compensation is accounted for in the General Fund and offset by functional revenues (direct workers compensation charges) and transfers in from the Worker's Compensation Internal Service Fund.

	<u>2008-2009</u> <u>Actual</u>	<u>2009-2010</u> <u>Actual</u>	<u>2010-2011</u> <u>Budget</u>	<u>2011-2012</u> <u>Base</u>	<u>2011-2012</u> <u>Recommended</u>
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: General Government

Activity: Workers Compensation

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Charges for Services	277,805	214,996	300,000	300,000	300,000
Total Revenues	<u>277,805</u>	<u>214,996</u>	<u>300,000</u>	<u>300,000</u>	<u>300,000</u>
<b>Expenditures</b>					
Professional and Technical	362,390	322,021	377,200	322,200	322,200
Other Services and Charges	225,246	333,001	249,600	274,600	274,600
Total Expenditures	<u>587,636</u>	<u>655,022</u>	<u>626,800</u>	<u>596,800</u>	<u>596,800</u>
<b>Appropriations</b>					
General Fund	587,636	655,022	626,800	596,800	596,800
Total Appropriations	<u>587,636</u>	<u>655,022</u>	<u>626,800</u>	<u>596,800</u>	<u>596,800</u>

CITY OF COVINA, CALIFORNIA  
 2011-2012 Budget  
 Activity Information

Program: General Government

Activity: Public Liability

**Purpose**

Public liability is the defense and settlement of liability claims for damages filed against the City under a self-insurance program.

- Preparation and maintenance of a five year loss history
- Process claims for adjudication or settlement
- Coordinate legal defense with the City Attorney and other special counsel
- Secure necessary bonds and excess liability insurance coverage through outside carriers

**Goals and Objectives**

Major goals are the continued assessment of current service providers and continued improvement of loss control measures.

**Base Budget-Change in Service**

The 2011-2012 budget remains the same as was adopted for the 2010-2011 fiscal year.

Public liability is accounted for in the General Fund and offset by functional revenues (property damage recovery costs) and transfers in from the Public Liability Internal Service Fund.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Rccommended
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: General Government

Activity: Public Liability

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Charges for Services	33,181	38,700	94,000	20,000	20,000
Total Revenues	<u>33,181</u>	<u>38,700</u>	<u>94,000</u>	<u>20,000</u>	<u>20,000</u>
<b>Expenditures</b>					
Professional and Technical	328,467	78,776	175,000	175,000	175,000
Other Services and Charges	139,131	364,393	256,000	256,000	250,000
Capital Outlay	24,197	-	-	-	-
Interdepartmental	(24,197)	-	-	-	-
Total Expenditures	<u>467,598</u>	<u>443,169</u>	<u>431,000</u>	<u>431,000</u>	<u>425,000</u>
<b>Appropriations</b>					
General Fund	<u>467,598</u>	<u>443,169</u>	<u>431,000</u>	<u>431,000</u>	<u>425,000</u>
Total Appropriations	<u>467,598</u>	<u>443,169</u>	<u>431,000</u>	<u>431,000</u>	<u>425,000</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: General Government

Activity: General Insurance

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**Purpose**

General insurance is the management of all other insurance functions including retiree health, unemployment compensation, property, and surety bonding.

- Coordinate quarterly reimbursement for retiree medical insurance with Finance staff
- Monitor unemployment claims utilizing a third party administrator
- Secure necessary bonds and property insurance through outside carriers

**Goals and Objectives**

The major goal is the continued assessment of current service providers. Work with the Finance Department to prepare for the effects of GASB 45 and how it will affect retiree health costs and funding requirements.

**Base Budget-Change in Service**

The 2011-2012 budget is the same as was adopted for the 2010-2011 fiscal year.

General insurance is accounted for in the General Fund.

	<u>2008-2009</u> Actual	<u>2009-2010</u> Actual	<u>2010-2011</u> Budget	<u>2011-2012</u> Base	<u>2011-2012</u> Recommended
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: General Government

Activity: General Insurance

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Personal Services	389,476	447,142	560,000	560,000	540,000
Professional and Technical	-	-	5,500	5,500	5,500
Other Services and Charges	<u>11,560</u>	<u>18,301</u>	<u>51,500</u>	<u>51,500</u>	<u>51,500</u>
Total Expenditures	<u>401,036</u>	<u>465,443</u>	<u>617,000</u>	<u>617,000</u>	<u>597,000</u>
<b>Appropriations</b>					
General Fund	<u>401,036</u>	<u>465,443</u>	<u>617,000</u>	<u>617,000</u>	<u>597,000</u>
Total Appropriations	<u>401,036</u>	<u>465,443</u>	<u>617,000</u>	<u>617,000</u>	<u>597,000</u>

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Activity Information

Program: General Government

Activity: Duplicating Services

**Purpose**

Duplicating is a support service benefiting all City departments. The major functions of the division are:

- Development of original documents for all City departments.
- Reproduction of documents for all City departments.
- Mail processing for all City departments.
- Final stage processing for water/refuse statements for the Finance Department.
- Maintenance of all City Hall satellite copiers.
- Production and central inventory location for all commonly used City forms and some supplies.

The Duplicating Services division strives to provide professional quality in-house printing services for the City of Covina, to maintain cost-effective graphics, and to provide efficient mail services. When documents must be out-sourced for printing, Duplicating coordinates bids, transportation of product, and centralized billing.

Monitoring costs for various types of mailings and other delivery services is also a main function of Duplicating.

**Goals and Objectives**

The Duplicating Services division's goals are to continue the highest possible level of customer service to City departments and to increase communication so all City departments can take full advantage of services available through Duplicating Services.

To accomplish this goal the division will:

- 1) Continue to advance applications of new technology to in shop printing methods as resources allow.
- 2) Continue to monitor and report on changes in postal regulations, rates and technology.

**Base Budget-Change in Service**

There is no change in service for Fiscal Year 2011-12.

	<u>2008-2009 Actual</u>	<u>2009-2010 Actual</u>	<u>2010-2011 Adopted</u>	<u>2011-2012 Base</u>	<u>2011-2012 Recommended</u>
<b>Full-Time Equivalent Positions</b>					
<u>FTE Full-Time Positions</u>					
Printing and Central Services Specialist	1.00	1.00	1.00	1.00	1.00
Total Full-Time Positions	1.00	1.00	1.00	1.00	1.00
<u>FTE Part-Time Positions</u>					
Printing and Central Services Specialist	-	-	-	-	-
Total FTE Part-Time Positions	0.25	-	-	-	-
Total Full-Time Equivalent Positions	1.00	1.00	1.00	1.00	1.00

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: General Government

Activity: Duplicating Services

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Charges for Services	84,640	74,822	70,000	15,000	15,000
Total Revenues	<u>84,640</u>	<u>74,822</u>	<u>70,000</u>	<u>15,000</u>	<u>15,000</u>
<b>Expenditures</b>					
Personal Services	50,538	54,435	55,250	59,590	59,590
Professional and Technical	4,240	3,230	5,090	5,090	5,090
Property Services	17,079	15,047	17,110	16,050	15,550
Other Services and Charges	38,140	36,957	32,500	15,500	15,500
Supplies	15,306	13,057	19,500	13,500	13,500
Total Expenditures	<u>125,303</u>	<u>122,726</u>	<u>129,450</u>	<u>109,730</u>	<u>109,230</u>
<b>Appropriations</b>					
General Fund	125,303	122,726	129,450	109,730	109,230
Total Appropriations	<u>125,303</u>	<u>122,726</u>	<u>129,450</u>	<u>109,730</u>	<u>109,230</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: General Government

Activity: Public Information

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**Purpose**

Public Information provides centralized distribution of information and informational resources to Covina residents, business owners and media outlets.

**Basic Functions**

Public Information is a support service function benefiting all City departments. With the implementation of service reductions, the major functions of the division are:

- Media liaison.
- Production of City View (three issues).
- Coordination of special mailings.
- Development and staff support for outreach/educational efforts, meetings, events, State of the City, Local Government 101, Job Fair, etc., as directed.
- Coordination of Veterans' Day and Wall of Honor ceremonies.
- Production of City View Extra water/refuse bill inserts.
- Presentation coordination for City Council meetings.
- Design and content development/management of City web site.
- Coordination of Connect CTY reverse 911 system.
- Management, recording, reproduction and scheduling of cable television re-broadcasts of City Council meetings and other presentations.

**Goals and Objectives**

- With City View, the web site and water/refuse bill inserts as the main informational tools, continue to provide direct verifiable information to residents in a clear, easy-to-understand and cost effective manner.
- Continue to work with media to promote accurate coverage.
- Provide coordination of media Citywide for non-emergency programs, services and events.
- Maximize and expand technology options to provide information via local television providers (Public Education and Government (PEG) channels as resources allow.
- Establish and implement procedures for organizational image tools (formatting of letters, memos, etc.) to achieve a consistent organizational appearance.

**Base Budget-Change in Service**

The fiscal year 2011-2012 budget reflects a change whereby the PT personnel assigned to this activity has been consolidated with the Finance activity. The budget as presented represents the contract position for City View production, Council meeting broadcast/presentations and other outreach services as needed.

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: General Government

Activity: Public Information

	2008-2009	2009-2010	2010-2011	2011-2012	2011-2012
	Actual	Actual	Budget	Base	Recommended
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Public Information Officer	1.00	1.00	-	-	-
Total Full-Time Positions	1.00	1.00	-	-	-
<u>FTE Part-Time Positions</u>					
Public Information Officer	-	-	-	-	-
Account Clerk I	1.00	1.00	1.00	1.00	0.75
Total FTE Part-Time Positions	1.00	1.00	1.00	1.00	0.75
Total Full-Time Equivalent Positions	2.00	2.00	1.00	1.00	0.75

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: General Government

Activity: Public Information

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Charges for Services	475	1,578	500	-	-
Miscellaneous	<u>10,987</u>	<u>47,694</u>	<u>41,000</u>	<u>41,000</u>	<u>45,000</u>
Total Revenues	<u>11,462</u>	<u>49,272</u>	<u>41,500</u>	<u>41,000</u>	<u>45,000</u>
<b>Expenditures</b>					
Personal Services	154,363	176,096	35,750	-	-
Professional and Technical	12,330	21,165	48,680	63,680	63,680
Property Services	3,195	2,853	3,150	-	-
Other Services and Charges	57,660	53,221	38,650	40,650	40,650
Supplies	5,078	3,986	1,150	550	550
Capital Outlay	<u>35,264</u>	<u>-</u>	<u>18,000</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>267,890</u>	<u>257,321</u>	<u>145,380</u>	<u>104,880</u>	<u>104,880</u>
<b>Appropriations</b>					
General Fund	232,626	257,321	127,380	104,880	104,880
Public Education in Government	<u>35,264</u>	<u>-</u>	<u>18,000</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>267,890</u>	<u>257,321</u>	<u>145,380</u>	<u>104,880</u>	<u>104,880</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: General Government

Activity: Civic Center

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**Purpose**

The Civic Center is responsible for the maintenance, repair and custodial services for the City Hall complex. The basic function is to provide a clean, safe and aesthetically pleasing facility for the public and employees.

**Goals and Objectives**

To maintain a safe, healthful and aesthetically pleasing facility.

**Base Budget-Change in Service**

There is no change of service for fiscal 2011-2012. City Hall improvements, maintenance and repairs will continue to be limited to urgent structural and safety repairs only. Specifically, needed roof, façade, structure and window repairs have been deferred.

	2008-2009	2009-2010	2010-2011	2011-2012	2011-2012
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Recommended</u>
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: General Government

Activity: Civic Center

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Total Revenues	-	-	-	-	-
<b>Expenditures</b>					
Professional and Technical	-	35,298	-	-	-
Property Services	83,842	78,711	109,690	107,310	106,310
Other Services and Charges	2,938	2,820	3,320	5,180	5,180
Supplies	2,314	2,658	5,610	5,110	5,110
Capital Outlay	120,448	-	-	-	-
Interdepartmental	20,800	71,210	71,210	88,270	88,270
Total Expenditures	<u>230,342</u>	<u>190,697</u>	<u>189,830</u>	<u>205,870</u>	<u>204,870</u>
<b>Appropriations</b>					
General Fund	<u>230,342</u>	<u>190,697</u>	<u>189,830</u>	<u>205,870</u>	<u>204,870</u>
Total Appropriations	<u>230,342</u>	<u>190,697</u>	<u>189,830</u>	<u>205,870</u>	<u>204,870</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: General Government

Activity: Indirect Cost Allocation

**Purpose**

Indirect cost allocation of the general government program recognizes the general government support of the General Fund to other designated funds (activities) as follows:

<i>From</i>	<i>To</i>
• City Council	• Law Enforcement Grant
• City Clerk	• State Gas Tax
• City Treasurer	• Landscape District
• City Manager	• Lighting District
• City Attorney	• Sewer District
• Finance	• Public Parking
• Records Management	• Library Grant
• Human Resources	• Transit
• Employee Development	• Redevelopment and Housing
• Workers Compensation	• Water Utility
• Public Liability	• Environmental Protection
• General Insurance	• Central Equipment
• Duplicating Services	• MIS Administration
• Public Information	• Tax Allocation Debt
• Civic Center	

The indirect cost allocation is based on various variables and includes building and equipment usage components.

**Goals and Objectives**

To recognize and account for the indirect General Fund general government support to other designated funds (activities).

**Base Budget-Change in Service**

There is a reduction of \$200,000 allocated from the Tax Allocation Debt Fund.

	<u>2008-2009</u> Actual	<u>2009-2010</u> Actual	<u>2010-2011</u> Budget	<u>2011-2012</u> Base	<u>2011-2012</u> Recommended
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: General Government

Activity: Indirect Cost Allocation - General Gov.

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Interdepartmental	<u>(1,869,920)</u>	<u>(1,782,944)</u>	<u>(2,169,230)</u>	<u>(1,969,230)</u>	<u>(1,969,230)</u>
Total Expenditures	<u>(1,869,920)</u>	<u>(1,782,944)</u>	<u>(2,169,230)</u>	<u>(1,969,230)</u>	<u>(1,969,230)</u>
<b>Appropriations</b>					
General Fund	<u>(1,869,920)</u>	<u>(1,782,944)</u>	<u>(2,169,230)</u>	<u>(1,969,230)</u>	<u>(1,969,230)</u>
Total Appropriations	<u>(1,869,920)</u>	<u>(1,782,944)</u>	<u>(2,169,230)</u>	<u>(1,969,230)</u>	<u>(1,969,230)</u>

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CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Program Summary

Program: Public Safety

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Taxes	1,340	7,600	-	-	-
Licenses and Permits	6,949	1,462	-	-	-
Intergovernmental	740,410	894,823	714,930	737,200	737,200
Charges for Services	204,256	325,914	257,370	274,900	324,900
Fines and Forfeits	871,761	1,190,898	912,220	954,220	1,154,220
Miscellaneous	(177)	5,717	-	-	-
Other Financing Sources	-	486,788	-	-	-
Total Revenues	<u>1,824,539</u>	<u>2,913,202</u>	<u>1,884,520</u>	<u>1,966,320</u>	<u>2,216,320</u>
<b>Activities</b>					
Police Administration	1,049,074	1,064,430	1,099,500	1,196,010	1,389,600
Crime Prevention	446,530	435,155	304,120	320,400	314,430
Police Investigation	1,973,246	1,986,470	1,889,350	1,933,810	1,911,100
Police Patrol	6,495,156	6,514,987	6,288,370	6,732,920	6,434,760
Police Records	447,543	464,811	505,030	504,550	504,550
Police Jail	399,668	365,974	415,780	415,240	415,240
Traffic Safety	385,561	368,663	364,190	385,320	381,240
Parking Control	207,142	249,260	274,130	273,730	296,200
Communication Services	1,124,038	1,582,315	1,204,020	1,249,930	1,249,430
Police Training	271,244	401,837	344,580	358,140	358,140
Police Computer Services	370,564	380,470	386,850	386,850	386,850
Fire Suppression	7,772,168	7,565,649	7,647,440	7,519,990	7,519,990
Disaster Preparedness	44,014	17,012	16,350	16,350	16,350
Animal Control	63,180	105,949	125,600	125,600	125,600
Indirect Cost Allocation - Public Safety	100,820	-	67,200	67,200	67,200
Total Activities	<u>21,149,948</u>	<u>21,502,982</u>	<u>20,932,510</u>	<u>21,486,040</u>	<u>21,370,680</u>
<b>Appropriations</b>					
General Fund	20,580,800	20,897,598	20,505,980	21,027,420	20,872,060
Police Evidence Money Reserve	-	3,658	-	-	-
Red Light Camera Fund	215,427	194,220	194,220	194,220	194,220
Law Enforcement Grant Fund	353,721	407,506	232,310	264,400	304,400
Total Appropriations	<u>21,149,948</u>	<u>21,502,982</u>	<u>20,932,510</u>	<u>21,486,040</u>	<u>21,370,680</u>

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Activity Information

Program: Public Safety

Activity: Police Administration

**Purpose**

Police Administration includes the office of the Chief of Police and all activity associated with the overall administration of the Police Department. The Chief of Police provides overall leadership in directing the activities of the Department.

The Administration of the Police Department is responsible for two basic functions—first, the formulation of long-range plans for the continuation and improvement of the police services delivered to the community and second, the control of program development, support of policies, and conformance with procedures.

**Goals and Objectives**

Police Administration includes all activities associated with internal affairs, press relations, facility management, purchasing, payroll, and accounts payable/receivable.

Goals for fiscal year 2011-2012 are as follows:

- Provide strong leadership so that the community will continue to receive exceptional police service.
- Ensure that all laws are enforced and services are provided effectively, impartially, and ethically.
- Establish a succession plan to ensure the seamless transfer of leadership duties/responsibilities in the near future.

The objectives to meet the aforementioned goals are:

- Frequent meetings with management and supervisory personnel to ensure proper communication within the Department.
- Analyze community and crime trends so programs will be designed to maximize efficiency and utilization of resources.
- Provide appropriate training and professional opportunities to management and supervisory personnel that will foster their preparation for future leadership opportunities.

**Base Budget-Change in Service**

There is an increase of \$193,590 in this activity due to the addition of one Police Captain. This position was offset by the elimination of one Police Sergeant position in the Patrol activity. The Department continues to receive grant funding from the U.S. Department of Justice, Office of Justice Programs to continue the Police Cadet program.

	<u>2008-2009</u> Actual	<u>2009-2010</u> Actual	<u>2010-2011</u> Budget	<u>2011-2012</u> Base	<u>2011-2012</u> Recommended
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Chief of Police	1.00	1.00	1.00	1.00	1.00
Police Captain	1.00	1.00	1.00	1.00	2.00
Support Services Manager	1.00	1.00	1.00	-	-
Management Analyst	-	-	-	1.00	1.00
Executive Assistant to the Police Chief	1.00	1.00	1.00	1.00	1.00
Total Full-Time Positions	<u>3.00</u>	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>	<u>5.00</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Safety

Activity: Police Administration

	2008-2009	2009-2010	2010-2011	2011-2012	2011-2012
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Requested</u>
<u>FTE Part-Time Positions</u>					
Administrative Technician	0.50	0.50	0.50	0.50	0.50
Police Cadet	1.50	1.00	1.50	1.50	1.50
Background Investigator	.50	.50	1.00	.50	.50
Custodian	-	-	1.00	1.00	1.00
General Maintenance Worker	-	-	1.00	1.00	1.00
Total FTE Part-Time Positions	<u>2.50</u>	<u>2.00</u>	<u>4.50</u>	<u>4.00</u>	<u>4.50</u>
Total Full-Time Equivalent Positions	<u>5.50</u>	<u>6.00</u>	<u>8.50</u>	<u>8.00</u>	<u>9.50</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Public Safety

Activity: Police Administration

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Taxes	1,340	7,600	-	-	-
Intergovernmental	-	14,452	36,010	-	-
Charges for Services	1,630	2,158	-	2,000	2,000
Miscellaneous	5,286	279	-	-	-
Total Revenues	<u>8,256</u>	<u>24,489</u>	<u>36,010</u>	<u>2,000</u>	<u>2,000</u>
<b>Expenditures</b>					
Personal Services	678,761	703,786	750,810	847,320	1,040,280
Professional and Technical	42,173	57,856	88,090	73,090	73,090
Property Services	141,646	150,733	130,220	156,220	156,220
Other Services and Charges	75,142	76,705	76,550	75,550	76,180
Supplies	39,328	29,650	49,570	39,570	39,570
Capital Outlay	25,620	-	-	-	-
Interdepartmental	46,404	45,700	4,260	4,260	4,260
Total Expenditures	<u>1,049,074</u>	<u>1,064,430</u>	<u>1,099,500</u>	<u>1,196,010</u>	<u>1,389,600</u>
<b>Appropriations</b>					
General Fund	1,042,409	1,049,291	1,063,490	1,171,570	1,365,160
Law Enforcement Grant Fund	6,665	15,139	36,010	24,440	24,440
Total Appropriations	<u>1,049,074</u>	<u>1,064,430</u>	<u>1,099,500</u>	<u>1,196,010</u>	<u>1,389,600</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Safety

Activity: Crime Prevention

**Purpose**

The Crime Prevention Unit is responsible for managing specific programs and developing community partnerships to help prevent crime. This is accomplished through education and presentations that make citizens aware of ways to reduce crime, protect their property, and become involved in the fight against crime.

**Goals and Objectives**

The Crime Prevention Unit will continue to provide information to the community on issues related to the Department and other community safety topics through various forums. The Crime Prevention Unit will continue its efforts in victim outreach and assistance. Crime victims will be identified by on-going review of crime reports. The Crime Prevention Unit will contact these victims and offer guidance and resources to help them cope with being a crime victim and try to minimize the chances of them being similarly victimized again.

The Covina Police Department Crime Prevention Unit will continue to provide excellent service to the community by being a resource for the community for business, home and personal safety.

Goals for fiscal year 2011-2012 are as follows:

- Maintain Police Department staffing levels by recruiting when necessary.
- Increase outreach and assistance to victims of crimes.
- Maintain cooperation between the Community and the Police Department to reduce crime in the City.
- Continue to manage volunteer programs to assist staff wherever appropriate.

The objectives to meet the aforementioned goals are:

- The Crime Prevention Sergeant will supervise recruitment and coordinate efforts to work with Human Resources to recruit qualified applicants for Police Department positions.
- Identify victims and offer crime prevention tips and /or referrals.
- Plan, organize and provide a night where citizens in the community take a stance against crime (annual National Night Out Against Crime).
- Recruit and train volunteers in various field and station assignments.

**Base Budget-Change in Service**

There is a decrease of \$5,970 in this activity due to reduced Motor Pool charges. The part time Community Services Specialist continues to be funded by a COPS grant. Should the grant not be funded, this position will be eliminated.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Recommended
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Police Sergeant	1.00	1.00	1.00	1.00	1.00
Community Services Specialist	1.00	1.00	-	-	-
Community Services Officer	1.00	1.00	1.00	1.00	1.00
Total Full-Time Positions	<u>3.00</u>	<u>3.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Safety

Activity: Crime Prevention

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	<u>2008-2009 Actual</u>	<u>2009-2010 Actual</u>	<u>2010-2011 Budget</u>	<u>2011-2012 Base</u>	<u>2011-2012 Rccommended</u>
<u>FTE Part-Time Positions</u>					
Community Services Specialist	0.50	0.50	0.50	0.50	0.50
Total FTE Part-Time Positions	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>
Total Full-Time Equivalent Positions	<u>3.50</u>	<u>3.50</u>	<u>3.50</u>	<u>3.50</u>	<u>2.50</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Public Safety

Activity: Crime Prevention

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Intergovernmental	18,650	24,800	24,800	24,800	24,800
Charges for Services	18,433	41,852	30,000	35,000	35,000
Miscellaneous	2,256	5,260	-	-	-
<b>Total Revenues</b>	<u>39,339</u>	<u>71,912</u>	<u>54,800</u>	<u>59,800</u>	<u>59,800</u>
<b>Expenditures</b>					
Personal Services	339,453	337,166	257,490	273,770	273,770
Professional and Technical	60,000	60,000	-	-	-
Property Services	10,316	-	500	500	500
Other Services and Charges	21,758	21,754	25,720	25,720	19,750
Supplies	15,003	16,235	20,410	20,410	20,410
<b>Total Expenditures</b>	<u>446,530</u>	<u>435,155</u>	<u>304,120</u>	<u>320,400</u>	<u>314,430</u>
<b>Appropriations</b>					
General Fund	415,367	399,690	279,320	295,920	289,950
Law Enforcement Grant Fund	31,163	35,465	24,800	24,480	24,480
<b>Total Appropriations</b>	<u>446,530</u>	<u>435,155</u>	<u>304,120</u>	<u>320,400</u>	<u>314,430</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Safety

Activity: Police Investigations

**Purpose**

The Investigations Bureau is responsible for the investigation of crime, proactive deterrence of crime and the presentation of cases to the District Attorney's Office for prosecution. The Unit is comprised of seven work units: Crimes Persons, Juvenile Investigations, Economic Crime, Property Crime, Special Enforcement Team, Court Liaison, and Crime Analysis.

**Goals and Objectives**

The Investigations Bureau is committed to timely and responsive investigative follow-up and self-initiated activity in the area of narcotics and gang enforcement. Public awareness will be increased in the areas of gangs, graffiti and narcotics. Detectives will provide crime prevention techniques so citizens can better protect themselves against becoming victims.

Goals for fiscal year 2011-2012 are as follows:

- Increase the public's awareness of crime trends.
- Address the increase in parolees released from the State Prison system, including the non-revocable parolees.
- Monitor registrant compliance as it relates to subjects who fall under 290 of the California Penal Code.

The objectives to meet the aforementioned goals are:

- Detectives and support personnel will work in conjunction with Crime Prevention staff to educate both crime victims and the general public on how to protect themselves against either being a first time or repeat victim.
- Develop and implement an in-house parolee management program that will monitor the whereabouts of both assigned and non-revocable parolees who reside in and around the Covina area.
- Review and update all in-house files as they relate to subjects required to register under 290 of the Penal Code. Conduct quarterly reviews for compliance that include home visits to ensure validity of provided information.

**Base Budget-Change in Service**

There a decrease in this activity of \$22,710 due to a reduction in Motor Pool charges.

	2008-2009 <u>Actual</u>	2009-2010 <u>Actual</u>	2010-2011 <u>Budget</u>	2011-2012 <u>Base</u>	2011-2012 <u>Recommended</u>
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Police Lieutenant	1.00	1.00	1.00	1.00	1.00
Police Sergeant	1.00	1.00	1.00	1.00	1.00
Police Officer	10.00	10.00	9.00	9.00	9.00
Court Officer	1.00	1.00	1.00	1.00	1.00
Property/Evidence Clerk	1.00	1.00	1.00	1.00	1.00
Police Records Clerk	1.00	1.00	1.00	1.00	1.00
Total Full-Time Positions	<u>15.00</u>	<u>15.00</u>	<u>14.00</u>	<u>14.00</u>	<u>14.00</u>

CITY OF COVINA, CALIFORNIA  
 2011-2012 Budget  
 Activity Information

Program: Public Safety

Activity: Police Investigation

	<u>2008-2009 Actual</u>	<u>2009-2010 Actual</u>	<u>2010-2011 Budget</u>	<u>2011-2012 Base</u>	<u>2011-2012 Recommended</u>
<u>FTE Part-Time Positions</u>					
Police Officer	0.50	0.50	-	-	-
Community Services Officer	0.50	0.50	0.50	0.50	0.50
Total FTE Part-Time Positions	<u>1.00</u>	<u>1.00</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>
Total Full-Time Equivalent Positions	<u>16.00</u>	<u>16.00</u>	<u>14.50</u>	<u>14.50</u>	<u>14.50</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Public Safety

Activity: Police Investigation

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Charges for Services	6,468	7,525	-	-	-
Total Revenues	<u>6,468</u>	<u>7,525</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Personal Services	1,772,859	1,780,006	1,715,730	1,760,190	1,752,130
Professional and Technical	48,907	76,507	56,070	56,070	56,070
Property Services	11,419	9,642	13,110	13,110	13,110
Other Services and Charges	91,196	89,933	89,560	89,560	74,910
Supplies	13,861	16,633	14,880	14,880	14,880
Capital Outlay	-	10,249	-	-	-
Interdepartmental	35,004	3,500	-	-	-
Total Expenditures	<u>1,973,246</u>	<u>1,986,470</u>	<u>1,889,350</u>	<u>1,933,810</u>	<u>1,911,100</u>
<b>Appropriations</b>					
General Fund	1,973,246	1,982,812	1,889,350	1,933,810	1,911,100
Police Evidence Money Reserve	-	3,658	-	-	-
Total Appropriations	<u>1,973,246</u>	<u>1,986,470</u>	<u>1,889,350</u>	<u>1,933,810</u>	<u>1,911,100</u>

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Activity Information

Program: Public Safety

Activity: Police Patrol

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**Purpose**

The Patrol Division is the largest division within the Police Department. The Patrol Division's functions include:

- Providing efficient and effective law enforcement service to the community.
- Remaining responsive and flexible to the changing needs of the community.
- Working to reduce crime and fear of crime.
- Enhancing the quality of life in the community through strong police service.
- Cooperatively working with other city departments to enhance overall city service.
- Where appropriate, applying innovative strategies to form more long-term solutions to crime and related community problems.

These functions are accomplished through the use of 24-hour/7 days per week patrolling of the streets and neighborhoods of our community. The Patrol Division utilizes supervision, Field Training Officers, Patrol Officers, Traffic Unit, and Community Service Officers (civilian report takers) to effectively and efficiently conduct the above functions in a safe, lawful and responsible manner.

The Patrol Division divides the City into three service areas with one Lieutenant assigned to each area. Service Area Policing allows citizens to contact the Lieutenant who is responsible for their specific area of concern for any non-emergency issues. It provides for the following:

- Increased police accountability to citizens
- More personalized service to residents and business owners
- Increased citizen satisfaction and communication with the Police Department
- Improved neighborhood quality of life

**Goals and Objectives**

The Patrol Division's goals for fiscal year 2011-2012 are as follows:

- Provide an enhanced level of fundamental police services to the community.
- Proactive deployment of patrol forces in problematic areas.

The objectives of the aforementioned goals are:

- Maintain close supervision and quality auditing to ensure basic service is provided in the most efficient and professional manner.
- Utilize data analysis to accurately assess crime patterns and strategically deploy personnel and services.

**Base Budget-Change in Service**

There is a decrease of \$298,160 in this activity due to a reduction in Motor Pool charges and the elimination of one Police Sergeant position. This activity also has three Police Officer positions that have not been funded since mid-year 2009-2010.

While not funded by the General Fund, this activity includes two (2) Community Services Officers and the funding is provided by a COPS grant. Should the State discontinue this grant, the two (2) CSO positions would be eliminated.

Four (4) Patrol vehicles are scheduled for replacement this year and this expenditure appears in the Public Works Central Equipment cost center

CITY OF COVINA, CALIFORNIA  
 2011-2012 Budget  
 Activity Information

Program: Public Safety

Activity: Police Patrol

	<u>2008-2009 Actual</u>	<u>2009-2010 Actual</u>	<u>2010-2011 Budget</u>	<u>2011-2012 Base</u>	<u>2011-2012 Recommended</u>
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Police Lieutenant	3.00	3.00	3.00	3.00	3.00
Police Sergeant	6.00	6.00	6.00	6.00	5.00
Police Officer	32.00	32.00	32.00	32.00	30.00
Community Services Officer	4.00	4.00	4.00	4.00	3.00
Total Full-Time Positions	<u>45.00</u>	<u>45.00</u>	<u>45.00</u>	<u>45.00</u>	<u>41.00</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Public Safety

Activity: Police Patrol

	2008 - 2009 Actual	2009 - 2010 Actual	2010 - 2011 Budget	2011 - 2012 Base	2011 - 2012 Recommended
<b>Revenues</b>					
Intergovernmental	626,594	754,909	578,700	651,700	651,700
Charges for Services	34,967	40,444	43,120	50,000	50,000
Fines and Forfeits	463,224	645,710	437,220	454,220	454,220
Miscellaneous	39	(60)	-	-	-
Total Revenues	<u>1,124,824</u>	<u>1,441,003</u>	<u>1,059,040</u>	<u>1,155,920</u>	<u>1,155,920</u>
<b>Expenditures</b>					
Personal Services	5,526,858	5,482,722	5,385,720	5,830,270	5,645,370
Professional and Technical	269,716	242,342	253,780	257,320	256,820
Property Services	31,133	19,211	13,100	15,100	15,100
Other Services and Charges	602,825	605,066	607,940	604,940	493,180
Supplies	41,228	23,141	54,700	52,160	51,160
Capital Outlay	25,011				
Interdepartmental	(1,615)	142,505	(26,870)	(26,870)	(26,870)
Total Expenditures	<u>6,495,156</u>	<u>6,514,987</u>	<u>6,288,370</u>	<u>6,732,920</u>	<u>6,434,760</u>
<b>Appropriations</b>					
General Fund	6,157,007	6,028,458	6,018,950	6,419,520	6,121,360
Red Light Camera Fund	215,427	194,220	194,220	194,220	194,220
Law Enforcement Grant Fund	122,722	292,309	75,200	119,180	119,180
Total Appropriations	<u>6,495,156</u>	<u>6,514,987</u>	<u>6,288,370</u>	<u>6,732,920</u>	<u>6,434,760</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Safety

Activity: Police Records

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**Purpose**

The Records Bureau is the central repository for all Police Department incident reporting. Records is responsible for the processing, storage, and dissemination of all Police Department public documents. Thousands of new police reports are processed through Records each year. In addition to police reports, registrant files, solicitor permit application files, and overnight parking applicant files are maintained and each have a distinctive process that must take place. Records also supports a computerized parking citation system by entering citation and payment information into the system and collecting parking citation fines at the front counter. In addition, the Records Bureau provides clerical support to the Detective Bureau. Significant unit tasks include:

- All data entry into the Records Management System.
- Maintaining a high customer service profile.
- The scanning of all reports into an optical imaging system for permanent storage and retrieval.
- The certifying and releasing of official public police documents.
- Duplication and distribution of reports for court action and in fulfillment of State and Federal requirements.
- Purging of records as required by law.
- Responding to court subpoenas for records.
- Collection of NSF checks.
- Tracking the three step process of administrative adjudication of parking citations through the Computerized Parking System.
- Processing City applicants through the Department of Justice.
- Processing registrant paperwork.
- Entering restraining orders into the California Law Enforcement Telecommunications System.

**Goals and Objectives**

Since Records Management is an important component in the successful completion of the law enforcement mission, the information entered into the Records Management System must be accurate and current. Three elements of statistical reporting are derived from the information entered into the Records Management System. The first element is the Uniform Crime Report (UCR) which is required to be submitted monthly by the California Department of Justice and the Federal Bureau of Investigation. The second element of statistical reporting is for management purposes, which provides data for budgetary objectives and programs. The final element of statistical reporting is for Crime Analysis, which is a valuable tool for law enforcement planning and directed enforcement.

A major responsibility of police records management is to ensure that the most recent State and Federal mandates are met by records personnel. The Records Bureau has 10 days to respond to a request for information from the public. The Records unit receives requests for information on a continuous basis, by mail and in person at the front counter.

Due to the sensitive nature of domestic violence incidents, emergency protective orders and restraining order information must be entered into the State information systems as soon as the paperwork is received by Records. In the case of Emergency Protective Orders, this can occur at any time of the day or night.

Goals for fiscal year 2011-2012 are as follows:

- Continue to provide a high level of customer service to the public by responding to their requests in a timely and efficient manner while adhering to Federal and State law and Department policies.
- Keep current with data entry into the Records Management System to provide investigators with an up-to-date database for case management and statistical reporting requirements.
- Reduce liability by maintaining a well-trained, informed staff.

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Activity Information

Program: Public Safety

Activity: Police Records

The objectives to meet these goals are:

- Maintain a full staffing level.
- Ensure that all Records personnel are adequately trained in data entry.
- Provide adequate training to ensure that all staff is fully trained in Department policies and procedures and that all State and Federal mandates are met.

**Base Budget-Change in Service**

There is no increase in this activity.

	<u>2008-2009 Actual</u>	<u>2009-2010 Actual</u>	<u>2010-2011 Budget</u>	<u>2011-2012 Base</u>	<u>2011-2012 Recommended</u>
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Police Records Supervisor	1.00	1.00	1.00	1.00	1.00
Police Records Clerk	5.00	5.00	5.00	5.00	5.00
Total Full-Time Positions	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>
<u>FTE Part-Time Positions</u>					
Police Aide/Clerical	1.50	1.50	1.50	1.50	-
Police Records Clerk	-	-	-	-	1.50
Total Full-Time Equivalent Positions	<u>7.50</u>	<u>7.50</u>	<u>7.50</u>	<u>7.50</u>	<u>7.50</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Public Safety

Activity: Police Records

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Intergovernmental	7,197	477	2,000	2,000	2,000
Charges for Services	<u>34,908</u>	<u>24,516</u>	<u>28,250</u>	<u>31,900</u>	<u>31,900</u>
Total Revenues	<u>42,105</u>	<u>24,993</u>	<u>30,250</u>	<u>33,900</u>	<u>33,900</u>
<b>Expenditures</b>					
Personal Services	416,733	431,449	471,120	470,640	470,640
Professional and Technical	6,746	5,071	5,590	5,590	5,590
Property Services	23,625	27,804	24,400	24,400	24,400
Other Services and Charges	-	105	170	170	170
Supplies	<u>439</u>	<u>382</u>	<u>3,750</u>	<u>3,750</u>	<u>3,750</u>
Total Expenditures	<u>447,543</u>	<u>464,811</u>	<u>505,030</u>	<u>504,550</u>	<u>504,550</u>
<b>Appropriations</b>					
General Fund	<u>447,543</u>	<u>464,811</u>	<u>505,030</u>	<u>504,550</u>	<u>504,550</u>
Total Appropriations	<u>447,543</u>	<u>464,811</u>	<u>505,030</u>	<u>504,550</u>	<u>504,550</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Safety

Activity: Police Jail

**Purpose**

The Jail is responsible for the booking, care, and temporary detention of persons, primarily adults, pending court arraignment or release from custody. Adult detentions do not exceed 48 hours, excluding weekends and holidays. Juveniles are periodically detained pending transportation to Juvenile Hall. Juvenile detentions do not exceed six (6) hours.

**Goals and Objectives**

Goals for fiscal year 2011-2012 are as follows:

- Increase safety and reduce civil liability in the operation of this jail facility.
- Pass inspections by State and County agencies and maintain compliance with changes in law under Title 15 of the California Code of Regulations.

The objectives to meet the aforementioned goals are:

- Ensure that all jail personnel are in compliance with State of California, Board of Corrections Standards and Training Commission basic training recommendations and seek out additional training that will enhance jail efficiency and safety, thus reducing operational and liability costs.
- Continually monitor the jail facility and quickly address/correct any deficient areas, make modifications and/or improvements as necessary to maintain compliance with all regulations governing the jail facility.

**Base Budget-Change in Service**

There is an overall decrease of \$540 in this activity due to personnel costs.

	<u>2008-2009</u> Actual	<u>2009-2010</u> Actual	<u>2010-2011</u> Budget	<u>2011-2012</u> Base	<u>2011-2012</u> Recommended
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Jailer	4.00	4.00	4.00	4.00	4.00
<u>FTE Part-Time Positions</u>					
Jailer	0.50	0.50	0.50	0.50	0.50
<b>Total Full-Time Equivalent Positions</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Public Safety

Activity: Police Jail

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Intergovernmental	11,128	-	15,000	15,000	15,000
Charges for Services	-	10,035	-	-	-
Miscellaneous	(7,758)	-	-	-	-
<b>Total Revenues</b>	<u>3,370</u>	<u>10,035</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
<b>Expenditures</b>					
Personal Services	329,912	328,662	357,660	367,120	367,120
Professional and Technical	-	-	2,000	2,000	2,000
Property Services	24,205	13,299	29,320	29,320	29,320
Supplies	13,975	16,372	16,800	16,800	16,800
Capital Outlay	55,651	7,641	10,000	-	-
Interdepartmental	(24,075)	-	-	-	-
<b>Total Expenditures</b>	<u>399,668</u>	<u>365,974</u>	<u>415,780</u>	<u>415,240</u>	<u>415,240</u>
<b>Appropriations</b>					
General Fund	399,668	361,089	415,780	415,240	415,240
Law Enforcement Grant Fund	-	4,885	-	-	-
<b>Total Appropriations</b>	<u>399,668</u>	<u>365,974</u>	<u>415,780</u>	<u>415,240</u>	<u>415,240</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Safety

Activity: Traffic Safety

**Purpose**

The Traffic Unit is responsible for traffic enforcement, major injury and fatal traffic collision investigations, and accident reduction through selective enforcement.

**Goals and Objectives**

Goals for fiscal year 2011-2012 are as follows:

- Decrease collisions in the City by identifying high incidence locations and employing enforcement and educational resources.
- Decrease DUI and unlicensed driving throughout the City.
- Diagram major intersections and high collision locations throughout the City to allow investigations to be conducted more efficiently.

The objectives to meet the aforementioned goals are:

- Use Crossroads computer data analysis to identify high frequency collision locations. Assist City Traffic Engineer in recommendations for improving flow of traffic at locations.
- With the aid of a local law enforcement DUI grant, continue directed DUI patrols, checkpoints and public education.
- Use laser-diagramming system to accurately gather measurements and make master diagrams for patrol personnel to utilize.

**Base Budget-Change in Service**

There is a decrease of \$44,080 in this activity due to a decrease in personnel costs and a reduction in Motor Pool charges. These personnel costs are being funded from the Impound Grant (2290).

	<u>2008-2009</u> Actual	<u>2009-2010</u> Actual	<u>2010-2011</u> Budget	<u>2011-2012</u> Base	<u>2011-2012</u> Recommended
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Police Officer	2.00	3.00	2.00	2.00	2.00
Total Full-Time Equivalent Positions	<u>2.00</u>	<u>3.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Public Safety

Activity: Traffic Safety

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Intergovernmental	14,744	3,912	2,700	2,700	2,700
Charges for Services	<u>29,914</u>	<u>14,702</u>	<u>36,000</u>	<u>36,000</u>	<u>36,000</u>
Total Revenues	<u><u>44,658</u></u>	<u><u>18,614</u></u>	<u><u>38,700</u></u>	<u><u>38,700</u></u>	<u><u>38,700</u></u>
<b>Expenditures</b>					
Personal Services	279,133	262,732	250,890	272,020	272,020
Professional and Technical	92,063	90,155	97,580	97,580	97,580
Property Services	4,418	4,375	4,500	4,500	4,500
Other Services and Charges	4,080	4,080	4,180	4,180	100
Supplies	<u>5,867</u>	<u>7,321</u>	<u>7,040</u>	<u>7,040</u>	<u>7,040</u>
Total Expenditures	<u><u>385,561</u></u>	<u><u>368,663</u></u>	<u><u>364,190</u></u>	<u><u>385,320</u></u>	<u><u>381,240</u></u>
<b>Appropriations</b>					
General Fund	340,716	368,663	364,190	385,320	341,240
Law Enforcement Grant Fund	<u>44,845</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>40,000</u>
Total Appropriations	<u><u>385,561</u></u>	<u><u>368,663</u></u>	<u><u>364,190</u></u>	<u><u>385,320</u></u>	<u><u>381,240</u></u>

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Activity Information

Program: Public Safety

Activity: Parking Control

**Purpose**

The Parking Enforcement Unit is designed to ensure the best utilization of available parking and to control the parking of unauthorized vehicles in restricted areas throughout the City. The program includes direct supervision of enforcement personnel and managing of the contract which provides for the collection and processing of citations.

**Goals and Objectives**

Goals for fiscal year 2011-2012 are as follows:

- Identify parking needs and issues in and around the City parking structure and develop ways to alleviate problems.
- Educate public regarding appropriate areas to park for different needs (commuters, shoppers, etc.)
- Strengthen relationships between the Police Department and business owners affected by parking regulations.
- Implement new Web system to enhance revenue collection and reduce administrative workload.

The objectives to meet the aforementioned goals are:

- The part time parking enforcement officer will focus on enforcement in and around the parking structure, and, if necessary, will assess and make recommendations for improvements.
- Carry maps and/or material to educate the members of the public that park in the City.
- Attend parking meetings, provide relevant input, and listen to concerns from business owners.
- Work closely with current vendor to ensure enhancements are beneficial to the public as well as the City.

**Base Budget-Change in Service**

This activity reflects an increase of \$22,470 due to an increase in Motor Pool Charges and change in the contract/services provided by the City of Inglewood. Prop A Transit Funds are used for a part time parking enforcement officer and these are budgeted via interdepartmental instead of revenue.

	<u>2008-2009 Actual</u>	<u>2009-2010 Actual</u>	<u>2010-2011 Budget</u>	<u>2011-2012 Base</u>	<u>2011-2012 Recommended</u>
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Parking Officer	1.00	1.00	1.00	1.00	-
<u>FTE Part-Time Positions</u>					
Overnight Parking Enforcement Officer	2.00	2.00	2.00	2.00	2.00
Parking Officer	-	0.50	0.50	0.50	0.50
<b>Total Full-Time Equivalent Positions</b>	<b>3.00</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>	<b>2.50</b>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Public Safety

Activity: Parking Control

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Intergovernmental	-	-	25,000	25,000	25,000
Charges for Services	74,231	91,986	120,000	120,000	170,000
Fines and Forfeits	408,537	545,188	475,000	500,000	700,000
<b>Total Revenues</b>	<u>482,768</u>	<u>637,174</u>	<u>620,000</u>	<u>645,000</u>	<u>895,000</u>
<b>Expenditures</b>					
Personal Services	88,645	42,642	93,640	93,240	93,240
Professional and Technical	133,750	216,667	211,000	211,000	225,760
Property Services	2,331	2,848	1,800	1,800	1,800
Other Services and Charges	25,007	26,088	21,370	21,370	29,080
Supplies	718	1,999	1,320	1,320	1,320
Interdepartmental	(43,309)	(40,984)	(55,000)	(55,000)	(55,000)
<b>Total Expenditures</b>	<u>207,142</u>	<u>249,260</u>	<u>274,130</u>	<u>273,730</u>	<u>296,200</u>
<b>Appropriations</b>					
General Fund	<u>207,142</u>	<u>249,260</u>	<u>274,130</u>	<u>273,730</u>	<u>296,200</u>
<b>Total Appropriations</b>	<u>207,142</u>	<u>249,260</u>	<u>274,130</u>	<u>273,730</u>	<u>296,200</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Safety

Activity: Communication Services

**Purpose**

Police Communications is responsible for the twenty-four hour a day, radio and telephone communications for the Police Department. The role of the unit is to receive and prioritize calls for service, provide information and customer service to citizens and to direct manpower and equipment where needed to ensure public safety. The significant unit tasks include:

- Emergency and non-emergency telephone communications.
- Police emergency mobile radio communications.
- Call prioritization/assignment to patrol officers.
- Accurate operation of numerous computer applications.
- Provide accurate documentation of incidents or events to include all telephone and radio communications as requested.

**Goals and Objectives**

Police Communications operates seven days a week, 24 hours a day, and is staffed by a minimum of two dispatchers at all times. The Dispatch Center uses a variety of specialized equipment to receive requests for both police and fire services, prioritizes those requests, and dispatches the necessary resources to efficiently handle each incident. The Dispatch Center is a Primary PSAP (Public Safety Answering Point) for the 9-1-1 System, including wireless 9-1-1 calls. The Dispatch Center is the first point of contact between the police department and the public. The staff of the Dispatch Center is committed to professionalism and courtesy.

Goals for fiscal year 2011-2012 are as follows:

- Provide formal dispatcher training to each dispatcher.
- Recruit and retain the best possible candidates for vacant positions and establish an eligibility list for future vacancies.

The objectives to meet the aforementioned goals are:

- All dispatchers will receive specialized training. With the changing needs of public safety and POST mandates, each dispatcher needs up to date information to perform their duties and mitigate the Department's civil liability.
- The unit will take an active role in the solicitation and recruitment of potential dispatchers in order to obtain the best qualified candidates. Potential candidates will attend unit sponsored workshops, tours and participate in hands on observation of the dispatch center.

**Base Budget-Change in Service**

There is decrease of \$500 in this activity due to a reduction in property services costs. One additional part time dispatcher has been hired to assist with overtime due to vacancies and without any additional funding required.

	2008-2009 <u>Actual</u>	2009-2010 <u>Actual</u>	2010-2011 <u>Budget</u>	2011-2012 <u>Base</u>	2011-2012 <u>Recommended</u>
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Public Safety Communications Supervisor	1.00	1.00	1.00	1.00	1.00
Public Safety Dispatcher	9.00	9.00	10.00	10.00	10.00
Total Full-Time Positions	<u>10.00</u>	<u>10.00</u>	<u>11.00</u>	<u>11.00</u>	<u>11.00</u>
<u>FTE Part-Time Positions</u>					
Public Safety Dispatcher	1.0	1.00	1.00	1.00	1.00
Total Full-Time Equivalent Positions	<u>11.00</u>	<u>11.00</u>	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Public Safety

Activity: Communication Services

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Other Financing Sources	-	486,788	-	-	-
Total Revenues	<u>-</u>	<u>486,788</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Personal Services	986,170	968,525	1,044,910	1,090,820	1,090,820
Property Services	135,333	124,438	156,890	156,890	156,390
Other Services and Charges	765	366	300	300	300
Supplies	1,770	2,198	1,920	1,920	1,920
Interdepartmental	-	486,788	-	-	-
Total Expenditures	<u>1,124,038</u>	<u>1,582,315</u>	<u>1,204,020</u>	<u>1,249,930</u>	<u>1,249,430</u>
<b>Appropriations</b>					
General Fund	<u>1,124,038</u>	<u>1,582,315</u>	<u>1,204,020</u>	<u>1,249,930</u>	<u>1,249,430</u>
Total Appropriations	<u>1,124,038</u>	<u>1,582,315</u>	<u>1,204,020</u>	<u>1,249,930</u>	<u>1,249,430</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Safety

Activity: Police Training

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**Purpose**

Training is an integral part of the management of any police department that cannot be overstated. Continuous professional training is one of a police department's strongest tools in ensuring its mission to prevent and suppress crime and enhance public safety. Proper training at all levels of an organization reduces exposure to civil liability. The well-trained sworn and civilian employee maximizes organizational effectiveness.

The State mandates certain levels of ongoing training for sworn and civilian personnel. The State minimum requirements are 24 hours every two years of Advanced Officer and 14 hours a year of Perishable Skills training. Cities and police departments are subject to substantial liability in cases of negligent training. The purpose of the training unit is to ensure that employees are provided with the most current, credible and realistic training that the law requires.

The training budget will include all aspects of training from the basic police academy to managerial training and everything in between. Job specific training will include every aspect of police work, including but not limited to issues such as firearms and weaponless defense training, specialized investigations training, driver's training, first aid and legal updates.

Civilian training will include topics such as Crisis Communications for dispatchers, Custodial Officer training for jailers, and crime analysis and computer related courses for those charged with the crime analysis function.

Comprehensive training of employees includes their enrollment in job specific associations, attendance at job specific conferences and subscriptions to professional publications. These items will also be included in this training budget.

Firearms training is also included in this activity. Covina Police Officers are each issued a .40 caliber pistol as a primary duty weapon. All officers have access to and most deploy a 12-gauge shotgun; officers also deploy AR-15 and M16 .223 caliber rifles. All patrol officers deploy "Less Lethal" shotguns; officers additionally deploy electronic weapons (Tasers). Officers train with their pistol every other month, with their shotgun three (3) times a year, rifle three (3) times a year and with less lethal shotguns and Tasers twice a year. During the course of one (1) year the range staff provides officers with approximately 650 man-hours of training.

The police department has an indoor firing range. Environmental safety mandates that the expended bullets contained in the bullet trap are cleaned on a regular basis. The cost of this necessary maintenance is incorporated into the range portion of this activity.

Some of the classes/courses listed in this cost center are projected based upon expected attrition.

**Goals and Objectives**

Goals for fiscal year 2011-2012 are as follows:

- Assess/address all training related issues for each assignment in the Department.
- Develop a training plan that takes into account departmental and individual needs.
- This activity will focus on an employee development program oriented toward improving performance in the employee's current position, preparation for promotion to a higher level, and/or enhancing organizational effectiveness.

The objectives to meet the aforementioned goals are:

- Input/track all training on a computerized database to ensure all employees receive all statutory required training and job specific training.

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Safety

Activity: Police Training

- Evaluate incidents and Watch Commander audits for training related issues.
- Monitor all training programs for effectiveness, keeping in mind Department needs, relevancy to contemporary issues, case law, and career development. Ensure that training related goals listed in employee evaluations are satisfied.

**Base Budget Change in Service**

There is no change in this activity.

	<u>2008-2009</u> Actual	<u>2009-2010</u> Actual	<u>2010-2011</u> Budget	<u>2011-2012</u> Base	<u>2011-2012</u> Recommended
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Police Sergeant	1.00	1.00	1.00	1.00	1.00
<b>Total Full-Time Equivalent Positions</b>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Public Safety

Activity: Police Training

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Intergovernmental	62,097	96,273	30,720	16,000	16,000
Miscellaneous	-	238	-	-	-
<b>Total Revenues</b>	<u>62,097</u>	<u>96,511</u>	<u>30,720</u>	<u>16,000</u>	<u>16,000</u>
<b>Expenditures</b>					
Personal Services	155,213	213,903	215,280	228,840	228,840
Property Services	750	938	13,210	13,210	13,210
Other Services and Charges	81,489	60,543	50,870	50,870	50,870
Supplies	33,792	112,933	65,220	65,220	65,220
Capital Outlay	-	13,520	-	-	-
<b>Total Expenditures</b>	<u>271,244</u>	<u>401,837</u>	<u>344,580</u>	<u>358,140</u>	<u>358,140</u>
<b>Appropriations</b>					
General Fund	268,758	345,085	344,580	358,140	358,140
Law Enforcement Grant Fund	2,486	56,752	-	-	-
<b>Total Appropriations</b>	<u>271,244</u>	<u>401,837</u>	<u>344,580</u>	<u>358,140</u>	<u>358,140</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Safety

Activity: Police Computer Services

**Purpose**

Police Computer Services is the cost center for the Police Department's Information Technology system. The core is an automated Computer Aided Dispatch/Records Management System. This system is contractually provided by the West Covina Service Group, which also provides software upgrades and hardware services. The system is connected throughout the department by a local area network (LAN) that is connected to the City's wide area network (WAN). This cost center also covers the Mobile Data Computers which are in the patrol vehicles.

**Goals and Objectives**

Goals for fiscal year 2011-2012 are as follows:

- The continued integration of crime analysis to ensure trends are identified and resources are properly deployed.
- Maintain equipment and applications to assist in crime suppression and prevention.
- Maintain equipment and applications to operate Computer Aided Dispatch via mobile digital computers installed in patrol units.
- Maintain level of service to citizens who are reporting non-emergent crimes.

The objectives to meet the aforementioned goals are:

- Training and education in crime analysis functions.
- Participate in County wide regional computer applications and implement online reporting system.
- Provide continual maintenance and upgrades to current equipment and replace equipment as needed.
- Continue to build upon an online Internet-based police reporting system available to citizens 24 hours per day, seven days per week.
- Continue subscription to Internet-based crime mapping service to make crime information available to members of our community.

**Base Budget-Change in Service**

There is no change in this activity. The majority of the expenses in this activity reflect the Police Department's share of the Information Technology General and Network charges.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Recommended
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Public Safety

Activity: Police Computer Services

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Total Revenues	-	-	-	-	-
<b>Expenditures</b>					
Professional and Technical	365,339	370,430	375,930	375,930	375,930
Property Services	-	-	4,500	4,500	4,500
Other Services and Charges	-	-	100	100	100
Supplies	5,225	7,084	6,320	6,320	6,320
Interdepartmental	-	2,956	-	-	-
Total Expenditures	<u>370,564</u>	<u>380,470</u>	<u>386,850</u>	<u>386,850</u>	<u>386,850</u>
<b>Appropriations</b>					
General Fund	370,564	377,514	386,850	386,850	386,850
Law Enforcement Grant Fund	-	2,956	-	-	-
Total Appropriations	<u>370,564</u>	<u>380,470</u>	<u>386,850</u>	<u>386,850</u>	<u>386,850</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Safety

Activity: Fire Suppression

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**Purpose**

The City of Covina has contracted with the Los Angeles County Fire Department for fire/paramedic services for the City since February 1998.

**Goals and Objectives**

It will be the continuing goal of this program to provide the highest level of service possible, in the most cost effective manner.

**Base Budget Change in Service**

There is no change in this activity from fiscal year 2010-2011 based on final estimates from the Los Angeles County Fire Department.

	<u>2008-2009</u> <u>Actual</u>	<u>2009-2010</u> <u>Actual</u>	<u>2010-2011</u> <u>Budget</u>	<u>2011-2012</u> <u>Base</u>	<u>2011-2012</u> <u>Recommended</u>
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Public Safety

Activity: Fire Suppression

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Charges for Services	3,705	92,696	-	-	-
Total Revenues	<u>3,705</u>	<u>92,696</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Professional and Technical	7,772,375	7,565,442	7,647,440	7,519,990	7,519,990
Property Services	(207)	207	-	-	-
Total Expenditures	<u>7,772,168</u>	<u>7,565,649</u>	<u>7,647,440</u>	<u>7,519,990</u>	<u>7,519,990</u>
<b>Appropriations</b>					
General Fund	<u>7,772,168</u>	<u>7,565,649</u>	<u>7,647,440</u>	<u>7,519,990</u>	<u>7,519,990</u>
Total Appropriations	<u>7,772,168</u>	<u>7,565,649</u>	<u>7,647,440</u>	<u>7,519,990</u>	<u>7,519,990</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Safety

Activity: Disaster Preparedness

**Purpose**

The Disaster Preparedness activity is responsible for providing the City with coordination and resources to deal with a major earthquake or other disaster that might affect the City. The Police Department has the primary responsibility for management of this program. The main role of this function is to provide direction to City employees in the coordinated handling of a major disaster. This is accomplished by providing training to city personnel, maintaining existing equipment, and ensuring an adequately equipped and working Emergency Operations Center (EOC). The basement of the Police Department serves as the EOC for the City, and it has been outfitted with equipment and supplies necessary to manage an emergency upon activation of the EOC.

**Goals and Objectives**

Goals for fiscal year 2011-2012 are as follows:

- (1) Provide training to City personnel in Emergency Management.
- (2) Participate in emergency management training exercises.
- (3) Continue maintenance to the Command Post Vehicle for service as a mobile EOC if necessary.
- (4) Obtain available grant funding to enhance disaster preparedness efforts.
- (5) Inventory and assess condition and shelf life of current emergency supplies for EOC operations.
- (6) Follow through with Natural Hazard Mitigation Plan sent to CAL-EMA and FEMA.

The objectives to meet the aforementioned goals are:

- (1) Attend applicable training courses.
- (2) Organize table-top and other forms of emergency management exercises.
- (3) Equip and maintain the existing Command Post Vehicle to serve as an incident command center for any unusual occurrence.
- (4) Monitor available grant funding sources and submit applications for qualifying grants.
- (5) Purchase any replacement emergency supplies needed.
- (6) Document and distribute the Natural Hazard Mitigation Plan once returned from CAL-EMA and FEMA.

**Base Budget Change in Service**

There is no change in this activity.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Recommended
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Public Safety

Activity: Disaster Preparedness

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Total Revenues	-	-	-	-	-
<b>Expenditures</b>					
Professional and Technical	-	5,400	-	-	-
Property Services	4,047	8,712	8,850	8,850	8,850
Other Services and Charges	4,963	2,900	2,500	2,500	2,500
Supplies	-	-	5,000	5,000	5,000
Interdepartmental	35,004	-	-	-	-
Total Expenditures	<u>44,014</u>	<u>17,012</u>	<u>16,350</u>	<u>16,350</u>	<u>16,350</u>
<b>Appropriations</b>					
General Fund	<u>44,014</u>	<u>17,012</u>	<u>16,350</u>	<u>16,350</u>	<u>16,350</u>
Total Appropriations	<u>44,014</u>	<u>17,012</u>	<u>16,350</u>	<u>16,350</u>	<u>16,350</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Safety

Activity: Animal Control

**Purpose**

California State law mandates cities to provide certain animal control services. Since July, 1995, the City of Covina has contracted with the Los Angeles County Department of Animal Care and Control to provide these services. Contracted services include the following:

- Complete dog licensing and collection program.
- Coordination of Annual Low Cost Rabies vaccination clinic.
- Pickup of stray and dead animals.
- Humane confinement of animals picked up pending release to owners/adoption/euthanasia.
- Veterinary care for injured animals.
- Enforcement of City and County leash laws, vicious animal ordinances and barking control regulations.
- Enforcement of all federal, state, and county codes pertaining to animals.

The County's Baldwin Park Animal Shelter facility is the base for services to Covina. The cost for service is budgeted at the County's full estimated cost for service. This figure is subject to credits based on the number of dog licenses purchased and the penalties collected during the fiscal year. In the past, revenue has been received at the end of the year but the County has changed their policy and the monthly invoice is offset by animal licenses sold. This activity reflects zero revenue, however the revenue is being applied in a different manner. The Management Analyst is the Department's liaison for the Animal Control contract.

**Goals and Objectives**

This will be the 17th year of contract services with the Los Angeles County Department of Animal Care and Control. The dog licensing and collection program continues to partially offset the total cost of the program. The annual low cost rabies vaccination clinic is one of the most successful in Los Angeles County. This clinic provides convenient and low cost vaccinations to ensure a safe pet environment in the community and provides residents with a convenient opportunity to license their dogs.

Goals for this fiscal year are:

- Provide the highest level of service possible, in the most cost effective manner.
- Promote citizen awareness of Animal Control Services and regulations.
- Host another successful low cost rabies vaccination clinic.

The objectives to meet this goal are as follows:

- The Management Analyst will maintain a good working relationship with the Los Angeles County Shelter Manager and will closely monitor the services provided by them.
- Educate residents on animal regulations and available services through existing City publications and resources.
- Assist in publicizing and conducting the annual rabies vaccination clinic.

**Base Budget-Change in Service**

There is change in the contract with the County.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Recommended
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Public Safety

Activity: Animal Control

	2008 - 2009 Actual	2009 - 2010 Actual	2010 - 2011 Budget	2011 - 2012 Base	2011 - 2012 Recommended
<b>Revenues</b>					
Licenses and Permits	6,949	1,462	-	-	-
Total Revenues	<u>6,949</u>	<u>1,462</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Professional and Technical	63,180	105,803	125,040	125,040	125,040
Supplies	-	146	560	560	560
Total Expenditures	<u>63,180</u>	<u>105,949</u>	<u>125,600</u>	<u>125,600</u>	<u>125,600</u>
<b>Appropriations</b>					
General Fund	63,180	105,949	125,600	125,600	125,600
Total Appropriations	<u>63,180</u>	<u>105,949</u>	<u>125,600</u>	<u>125,600</u>	<u>125,600</u>

CITY OF COVINA, CALIFORNIA  
 2011-2012 Budget  
 Activity Information

Program: Public Safety

Activity: Indirect Cost Allocation

**Purpose**

Indirect cost allocation of the public safety program recognizes the public safety support of the General Fund to other public safety designated funds (activities) as follows:

**From**

- Police Administration

**To**

- Law Enforcement Grant

The indirect cost allocation is based on various variables and includes building and equipment usage components. A portion of the indirect cost allocation charges to public safety designated funds (activities) is attributed to General Fund general government support (see general government indirect costs allocation).

**Goals and Objectives**

To recognize and account for the indirect General Fund public safety support to other public safety designated funds (activities).

**Base Budget-Change in Service**

There is no change in service for Fiscal Year 2011-2012.

	2008-2009 <u>Actual</u>	2009-2010 <u>Actual</u>	2010-2011 <u>Budget</u>	2011-2012 <u>Base</u>	2011-2012 <u>Recommended</u>
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Public Safety

Activity: Indirect Cost Allocation - Public Safety

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Interdepartmental	<u>100,820</u>	<u>-</u>	<u>67,200</u>	<u>67,200</u>	<u>67,200</u>
Total Expenditures	<u>100,820</u>	<u>-</u>	<u>67,200</u>	<u>67,200</u>	<u>67,200</u>
<b>Appropriations</b>					
General Fund	<u>(45,020)</u>	<u>-</u>	<u>(29,100)</u>	<u>(29,100)</u>	<u>(29,100)</u>
Law Enforcement Grant Fund	<u>145,840</u>	<u>-</u>	<u>96,300</u>	<u>96,300</u>	<u>96,300</u>
Total Appropriations	<u>100,820</u>	<u>-</u>	<u>67,200</u>	<u>67,200</u>	<u>67,200</u>

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CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Program Summary

Program: Public Works

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Taxes	27,479	25,337	29,320	25,410	25,410
Licenses and Permits	19,077	39,506	269,150	402,500	452,500
Intergovernmental	1,911,157	1,316,761	1,824,020	2,046,030	2,046,030
Charges for Services	108,349	161,789	93,800	308,280	315,280
Special Assessments	764,992	1,203,486	1,406,400	1,486,400	1,486,400
Investment Earnings	5,497	-	9,500	9,300	9,300
Miscellaneous	27,380	2,549	-	-	-
Other Financing Sources	-	(359,613)	-	-	-
Total Revenues	<u>2,863,931</u>	<u>2,389,815</u>	<u>3,632,190</u>	<u>4,277,920</u>	<u>4,334,920</u>
<b>Activities</b>					
Public Works Administration	237,210	81,901	132,880	120,130	121,720
Graffiti Removal	-	-	76,220	76,220	85,440
Engineering	429,299	471,414	248,040	222,220	221,540
Streets	2,044,304	3,300,177	1,647,380	1,678,510	1,785,660
Street Landscaping	111,789	112,841	117,820	119,420	119,420
Street Lighting	465,713	491,406	495,500	495,500	495,500
Traffic Control	450,460	162,835	214,500	214,500	214,500
Air Quality	25,500	30,533	143,300	397,980	397,980
Sanitary Sewer	251,263	806,558	13,203,530	13,123,690	13,132,690
Public Parking	92,476	117,867	108,300	114,340	114,340
Yard Center	153,516	64,068	47,410	42,410	41,450
Building Inspection	-	-	326,690	448,170	447,340
Code Enforcement	-	-	-	133,270	140,070
Indirect Cost Allocation - Public Works	(301,460)	(266,580)	(244,130)	(269,020)	(409,090)
Total Activities	<u>3,960,070</u>	<u>5,373,020</u>	<u>16,517,440</u>	<u>16,917,340</u>	<u>16,908,560</u>
<b>Appropriations</b>					
General Fund	1,565,204	548,569	799,080	1,011,390	993,610
State Gas Tax	803,706	953,590	813,190	813,190	813,190
Air Quality	25,500	30,533	143,300	397,980	397,980
Municipal Parking District	137,980	156,957	147,390	154,530	154,530
Lighting District	231,044	192,641	214,660	244,660	244,660
Landscape District	140,479	142,961	147,940	149,540	149,540
Sewer Fund	270,453	834,668	13,231,640	13,151,800	13,160,800
Shoppers Lane Parking District	21,436	1,100	5,350	4,250	4,250
Transportation	764,268	2,512,001	1,014,890	990,000	990,000
Total Appropriations	<u>3,960,070</u>	<u>5,373,020</u>	<u>16,517,440</u>	<u>16,917,340</u>	<u>16,908,560</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Works

Activity: Public Works Administration

**Purpose**

Public Works is responsible for the overall management and administration of the City infrastructure and appurtenant functions. The Administration Division oversees and coordinates all cost centers within the department; directs the design and construction of capital improvement projects with a variety of funding sources; schedules the maintenance of City infrastructure; oversees the activities of the Building and Safety, Engineering, Environmental Services, Neighborhood Preservation, and Transportation Sections and Central Equipment, Streets and Sewers and Water Utility Divisions; and coordinates with all other operations (internal and external) to meet the goals and objective of the City.

**Goals and Objectives**

The major goals of the division are:

- Ensure the health, safety and welfare of the community through the maintenance and improvement of infrastructure, facilities, equipment and appurtenant services and the diligent application of adopted development codes and land use standards
- To assist other departments to fulfill their missions

**Base Budget-Change in Service**

There is no change in service, but there is a cut to overhead expenses. A portion of the cost of this Division is being allocated to both the Water and Sewer Enterprise funds; recognizing the direct involvement this Division has over those activity areas.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Recommended
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Public Works Director	1.00	1.00	1.00	1.00	1.00
Public Works Manager	1.00	1.00	-	-	-
Assistant Public Works Director	-	-	1.00	1.00	1.00
Total Full-Time Equivalent Positions	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Public Works

Activity: Public Works Administration

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Miscellaneous	19,250	180	-	-	-
Total Revenues	<u>19,250</u>	<u>180</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Personal Services	276,698	287,312	295,640	314,690	314,690
Professional and Technical	11,430	4,780	10,770	10,770	10,770
Property Services	6,107	7,177	6,800	7,000	7,000
Other Services and Charges	5,878	6,090	9,370	9,070	11,160
Supplies	3,013	2,902	4,500	4,200	3,700
Interdepartmental	(65,916)	(226,360)	(194,200)	(225,600)	(225,600)
Total Expenditures	<u>237,210</u>	<u>81,901</u>	<u>132,880</u>	<u>120,130</u>	<u>121,720</u>
<b>Appropriations</b>					
General Fund	<u>237,210</u>	<u>81,901</u>	<u>132,880</u>	<u>120,130</u>	<u>121,720</u>
Total Appropriations	<u>237,210</u>	<u>81,901</u>	<u>132,880</u>	<u>120,130</u>	<u>121,720</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Works

Activity: Graffiti Removal

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**Purpose**

There has been a noticeable increase in graffiti, as well as a growing public concern that graffiti is on the rise. This community has always valued the "quality of life" that Covina offers, and the presence of graffiti is seen as a direct threat to that value. Graffiti Removal is a service provided by the City to assist in maintaining the community standards.

**Goals and Objectives**

Graffiti contributes to lost revenue associated with reduced retail sales, declines in property value, and reduced ridership on mass transit systems. Our goal is to provide professional responsive service in an on-going effort to contain this negative element on public property as quickly as possible.

**Base Budget-Change in Service**

There is no change in basic service for fiscal year 2011-2012.

	<u>2008-2009</u> <u>Actual</u>	<u>2009-2010</u> <u>Actual</u>	<u>2010-2011</u> <u>Budget</u>	<u>2011-2012</u> <u>Base</u>	<u>2011-2012</u> <u>Recommended</u>
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Public Works

Activity: Graffiti Removal

	<u>2008 - 2009</u> Actual	<u>2009 - 2010</u> Actual	<u>2010 - 2011</u> Budget	<u>2011 - 2012</u> Base	<u>2011 - 2012</u> Recommended
<b>Revenues</b>					
Total Revenues	-	-	-	-	-
<b>Expenditures</b>					
Professional and Technical	-	-	68,400	68,400	68,400
Property Services	-	-	1,300	1,300	1,300
Other Services and Charges	-	-	50	50	9,270
Supplies	-	-	6,470	6,470	6,470
Total Expenditures	-	-	76,220	76,220	85,440
<b>Appropriations</b>					
General Fund	-	-	76,220	76,220	85,440
Total Appropriations	-	-	76,220	76,220	85,440

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Works

Activity: Engineering

**Purpose**

To advise the City Manager, City Council, Planning Commission, Board of Parking Commissioners, Traffic Advisory Committee, and City staff on all aspects of traffic and civil engineering.

**Goals and Objectives**

The Engineering Section's goal is to assist other departments to fulfill their missions and to provide a systematic approach to development, maintenance and operation of the City infrastructure. To attain this, the Section will focus on:

- Design and construct street, sewer, water, storm drain, street lighting, traffic signal, and safety lighting projects
- Administer public works contracts and inspection of all construction in public rights-of-way
- Control work in the public right-of-way through the permit system
- Administer the Subdivision Ordinance, Map Act, and Floodplain Management program
- Maintain Public Works development records for use by City staff, public and private sector.

**Base Budget-Change in Service**

The City Engineer position continues to be budgeted as a part-time position which will continue to restrict the Department's ability to perform in-house engineering design and project reviews. Administrative support services for this Section will continue to be limited by shared resources with the Environmental Services Section.

	<u>2008-2009 Actual</u>	<u>2009-2010 Actual</u>	<u>2010-2011 Budget</u>	<u>2011-2012 Base</u>	<u>2011-2012 Recommended</u>
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
City Engineer	1.00	1.00	0.50	0.50	0.50
Supervising Civil Engineer	-	-	-	-	-
Associate Civil Engineer	1.00	1.00	1.00	1.00	1.00
Senior Administrative Technician	1.00	1.00	-	-	-
Construction Inspector	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalent Positions	<u>4.00</u>	<u>4.00</u>	<u>2.50</u>	<u>2.50</u>	<u>2.50</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Public Works

Activity: Engineering

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Licenses and Permits	19,077	39,506	25,000	55,000	65,000
Charges for Services	<u>25,164</u>	<u>12,681</u>	<u>15,300</u>	<u>50,400</u>	<u>50,400</u>
Total Revenues	<u>44,241</u>	<u>52,187</u>	<u>40,300</u>	<u>105,400</u>	<u>115,400</u>
<b>Expenditures</b>					
Personal Services	375,730	453,092	202,450	228,060	228,060
Professional and Technical	13,382	59,228	81,000	70,000	69,500
Property Services	8,945	5,342	7,000	7,000	7,000
Other Services and Charges	13,640	9,085	13,870	12,940	12,760
Supplies	2,190	1,435	2,280	2,280	2,280
Capital Outlay	15,868	-	-	-	-
Interdepartmental	<u>(456)</u>	<u>(56,768)</u>	<u>(58,560)</u>	<u>(98,060)</u>	<u>(98,060)</u>
Total Expenditures	<u>429,299</u>	<u>471,414</u>	<u>248,040</u>	<u>222,220</u>	<u>221,540</u>
<b>Appropriations</b>					
General Fund	<u>429,299</u>	<u>471,414</u>	<u>248,040</u>	<u>222,220</u>	<u>221,540</u>
Total Appropriations	<u>429,299</u>	<u>471,414</u>	<u>248,040</u>	<u>222,220</u>	<u>221,540</u>

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Activity Information

Program: Public Works

Activity: Streets

**Purpose**

To protect the health, welfare and safety of the general public via maintenance of the rights-of-way and infrastructure.

**Goals and Objectives**

To provide the highest quality public service in the areas of:

- Customer service requests
- Asphalt repairs
- Utility cut repair
- Street signing and painting
- Street landscape maintenance
- Street tree maintenance
- Storm drain system maintenance
- Sewer system maintenance
- Sidewalk, curb and gutter repairs

**Base Budget-Change in Service**

The staffing level of the Street Division has previously been reduced by 0.75 FTE by downgrading the existing full-time Senior Administrative Technician position to a part-time position. One quarter of this part time position (0.25 FTE) will be reflected in this cost center with the remaining portion allocated to the Water division. Additionally, the vacant Street Maintenance Supervisor position was previously under-filled with the creation of a Street Maintenance Foreman position; with upper managerial duties of the Street Maintenance Supervisor position being reassigned to the Public Works Superintendent. A requested budget increase in one-time capital outlay funds will finance the reconstruction/resurfacing of Puente Street from Barranca to Arnel. This work, which will be funded by a combination of STP-L federal funds and Measure R Local Return funds, will be coordinated with associated water and sewer main upgrades.

The greatest impact to the General Fund in this area is the continued elimination of all General Fund capital outlay expenditures for the resurfacing of City of Covina streets. In the past, the City budgeted approximately \$1 million of these funds for this repair and maintenance work on an annual basis, but this expenditure will again be eliminated in 2011-2012. The lack of General Fund activity in this area will result in few local streets being scheduled for major repair during the year only as Measure R Local Return funds become available.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Recommended
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Public Works Superintendent	1.00	1.00	1.00	1.00	1.00
Street Maintenance Supervisor	1.00	1.00	-	-	-
Street Maintenance Foreman	-	-	1.00	1.00	1.00
Street Crew Leader	1.00	1.00	2.00	2.00	2.00
Traffic Painter	-	-	-	-	-
Administrative Technician	1.00	1.00	-	-	-
Sr. Administrative Technician	-	-	0.25	0.25	0.25
Street Worker	5.00	5.00	7.00	7.00	7.00
<b>Total Full-Time Equivalent Positions</b>	<b>9.00</b>	<b>9.00</b>	<b>11.25</b>	<b>11.25</b>	<b>11.25</b>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Public Works

Activity: Streets

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Intergovernmental	1,853,466	1,260,657	1,766,000	1,799,930	1,799,930
Charges for Services	17,438	57,302	1,500	1,500	1,500
Other Financing Sources	-	(359,613)	-	-	-
<b>Total Revenues</b>	<u>1,870,904</u>	<u>958,346</u>	<u>1,767,500</u>	<u>1,801,430</u>	<u>1,801,430</u>
<b>Expenditures</b>					
Personal Services	606,310	717,841	736,110	747,230	747,230
Professional and Technical	3,730	5,560	6,780	4,470	5,560
Property Services	279,498	297,240	368,890	378,250	378,250
Other Services and Charges	126,876	127,308	131,860	131,860	237,920
Supplies	52,038	44,202	50,700	53,700	53,700
Capital Outlay	1,484,612	2,512,233	1,168,000	1,168,000	1,168,000
Interdepartmental	(508,760)	(404,207)	(814,960)	(805,000)	(805,000)
<b>Total Expenditures</b>	<u>2,044,304</u>	<u>3,300,177</u>	<u>1,647,380</u>	<u>1,678,510</u>	<u>1,785,660</u>
<b>Appropriations</b>					
General Fund	634,758	37,776	57,380	88,510	195,660
State Gas Tax	652,018	750,400	600,000	600,000	600,000
Transportation Fund	757,528	2,512,001	990,000	990,000	990,000
<b>Total Appropriations</b>	<u>2,044,304</u>	<u>3,300,177</u>	<u>1,647,380</u>	<u>1,678,510</u>	<u>1,785,660</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Works

Activity: Street Landscaping

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**Purpose**

To provide maintenance of landscaped areas within the public rights-of-way and the Landscape Maintenance District.

**Goals and Objectives**

To have healthy, well kept and visually aesthetic landscaped areas within the community.

**Base Budget-Change in Service**

There is no change in service. As the City is legally unable to raise the District's assessments and the affected property owners within the District voted not to increase their assessments, we will maintain the change in service implemented in 2007-2008 to this district, which automatically reduces services to match anticipated revenues. The effect of these cuts will continue to negatively impact the aesthetic appearance throughout the city and district.

	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2011-2012</u>
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Recommended</u>
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Public Works

Activity: Street Landscaping

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Special Assessments	111,433	116,248	113,900	113,900	113,900
<b>Total Revenues</b>	<u>111,433</u>	<u>116,248</u>	<u>113,900</u>	<u>113,900</u>	<u>113,900</u>
<b>Expenditures</b>					
Professional and Technical	5,666	6,970	7,200	8,000	8,000
Property Services	23,803	23,551	28,300	29,100	29,100
Interdepartmental	82,320	82,320	82,320	82,320	82,320
<b>Total Expenditures</b>	<u>111,789</u>	<u>112,841</u>	<u>117,820</u>	<u>119,420</u>	<u>119,420</u>
<b>Appropriations</b>					
Landscape District	111,789	112,841	117,820	119,420	119,420
<b>Total Appropriations</b>	<u>111,789</u>	<u>112,841</u>	<u>117,820</u>	<u>119,420</u>	<u>119,420</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Works

Activity: Street Lighting

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**Purpose**

To energize and maintain City/utility owned street lights within the community for safety and aesthetic purposes.

**Goals and Objectives**

To provide energy to and maintenance of City/utility owned street lights within the community.

**Base Budget-Change in Service**

Southern California Edison's policies preclude reductions from being implemented throughout the city as any lights de-energized for more than 30 days would be permanently removed. Rather than experiencing the permanent loss of street lighting, a total of \$70,000 in Gas Tax funds has been allocated to pay for street lighting. Therefore these funds are no longer available for local road repairs. Additionally, property owners within the city's lighting district have voted not to increase their annual assessments to maintain the lights within the lighting district, thus creating an on-going and ever-increasing demand upon the General Fund.

	<u>2008-2009</u> <u>Actual</u>	<u>2009-2010</u> <u>Actual</u>	<u>2010-2011</u> <u>Budget</u>	<u>2011-2012</u> <u>Base</u>	<u>2011-2012</u> <u>Recommended</u>
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Public Works

Activity: Street Lighting

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Special Assessments	122,021	125,494	122,500	122,500	122,500
Total Revenues	<u>122,021</u>	<u>125,494</u>	<u>122,500</u>	<u>122,500</u>	<u>122,500</u>
<b>Expenditures</b>					
Professional and Technical	4,677	5,408	6,000	6,000	6,000
Property Services	461,036	485,998	489,000	489,000	489,000
Other Services and Charges	-	-	500	500	500
Total Expenditures	<u>465,713</u>	<u>491,406</u>	<u>495,500</u>	<u>495,500</u>	<u>495,500</u>
<b>Appropriations</b>					
General Fund	179,011	208,765	199,500	199,500	199,500
State Gas Tax	73,428	90,000	100,000	70,000	70,000
Lighting District	213,274	192,641	196,000	226,000	226,000
Total Appropriations	<u>465,713</u>	<u>491,406</u>	<u>495,500</u>	<u>495,500</u>	<u>495,500</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Works

Activity: Traffic Control

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**Purpose**

To provide energy to and maintenance of the traffic signal systems within the community.

**Goals and Objectives**

The major goals of the division are:

- Engage a professional and responsible contractor for maintenance of the traffic signals.
- Obtain energy at the most reasonable cost.

**Base Budget-Change in Service**

There is no change in basic service for fiscal year 2011-2012. One-time capital funds have been included for the construction of a joint-jurisdiction protected left turn phase with West Covina at Hollenbeck and Workman. Funds have also been included to begin the conversion of all pedestrian heads to the "count down" style of head. New federal and state standards require all existing heads to be converted to the "count down" style by 2013. The funds requested in this year's budget will fund the conversion of approximately half of the city's heads.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Recommended
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Public Works

Activity: Traffic Control

	<u>2008 - 2009</u> <u>Actual</u>	<u>2009 - 2010</u> <u>Actual</u>	<u>2010 - 2011</u> <u>Budget</u>	<u>2011 - 2012</u> <u>Base</u>	<u>2011 - 2012</u> <u>Recommended</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Professional and Technical	7,120	600	15,000	15,000	15,000
Property Services	216,336	162,235	199,500	199,500	199,500
Capital Outlay	<u>227,004</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>450,460</u>	<u>162,835</u>	<u>214,500</u>	<u>214,500</u>	<u>214,500</u>
<b>Appropriations</b>					
General Fund	375,220	92,835	144,500	114,500	114,500
State Gas Tax	<u>75,240</u>	<u>70,000</u>	<u>70,000</u>	<u>100,000</u>	<u>100,000</u>
Total Appropriations	<u>450,460</u>	<u>162,835</u>	<u>214,500</u>	<u>214,500</u>	<u>214,500</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Works

Activity: Air Quality

**Purpose**

Account for the motor vehicle fee for air and environmental improvements.

**Goals and Objectives**

Provide air quality improvement capital assistance to environmental services and other City services and equipment.

**Base Budget-Change in Service**

There is no change in basic service for fiscal year 2011-2012. One-time capital expenditures are planned for the modernization and upgrading of the City's compressed natural gas (CNG) fueling equipment located at the City Yard.

	<u>2008-2009</u> <u>Actual</u>	<u>2009-2010</u> <u>Actual</u>	<u>2010-2011</u> <u>Budget</u>	<u>2011-2012</u> <u>Base</u>	<u>2011-2012</u> <u>Recommended</u>
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Public Works

Activity: Air Quality

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Intergovernmental	57,680	56,094	58,000	246,090	246,090
Investment Earnings	-	-	4,500	4,100	4,100
Total Revenues	<u>57,680</u>	<u>56,094</u>	<u>62,500</u>	<u>250,190</u>	<u>250,190</u>
<b>Expenditures</b>					
Personal Services	-	-	11,100	11,800	11,800
Property Services	-	-	500	500	500
Other Services and Charges	-	5,000	11,700	12,500	12,500
Capital Outlay	-	-	-	186,590	186,590
Interdepartmental	25,500	25,533	120,000	186,590	186,590
Total Expenditures	<u>25,500</u>	<u>30,533</u>	<u>143,300</u>	<u>397,980</u>	<u>397,980</u>
<b>Appropriations</b>					
Air Quality	25,500	30,533	143,300	397,980	397,980
Total Appropriations	<u>25,500</u>	<u>30,533</u>	<u>143,300</u>	<u>397,980</u>	<u>397,980</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Works

Activity: Sanitary Sewer

**Purpose**

Provide for the operation, maintenance and repair of the city's sanitary sewer system.

**Goals and Objectives**

Protect the health, welfare and safety of the general public by eliminating sanitary sewer overflows via the:

- Implementation of an expanded and pro-active in-house sewer maintenance program
- Construction of infrastructure improvements to relieve overloaded and/or deteriorating sewer mains

**Base Budget-Change in Service**

This activity area will experience significant increases during the course of the fiscal year predominantly related to the initiation of capital improvement construction activities to relieve overloaded and/or deteriorated sewer mains in accordance with the City's Sewer Master Plan. These construction activities will be funded by bond proceeds.

While the City Council has authorized three full-time positions for the implementation of the in-house sewer maintenance program, these positions are housed within the Street Division's budget, then allocated to this activity area via interdepartmental cost allocation transfers.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Recommended
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Public Works

Activity: Sanitary Sewer

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Charges for Services	1,156	5,982	4,000	50,000	50,000
Special Assessments	531,538	961,744	1,170,000	1,250,000	1,250,000
Miscellaneous	8,796	2,991	-	-	-
Total Revenues	<u>541,490</u>	<u>970,717</u>	<u>1,174,000</u>	<u>1,300,000</u>	<u>1,300,000</u>
<b>Expenditures</b>					
Personal Services	-	-	5,000	5,000	5,000
Professional and Technical	27,966	200,248	60,000	33,500	33,500
Property Services	48,249	84,107	35,800	25,800	25,800
Other Services and Charges	185	-	1,000	1,000	10,000
Supplies	-	11,575	22,100	19,100	19,100
Capital Outlay	11	-	12,730,000	12,700,000	12,700,000
Debt Service	-	146,028	-	-	-
Interdepartmental	174,852	364,600	349,630	339,290	339,290
Total Expenditures	<u>251,263</u>	<u>806,558</u>	<u>13,203,530</u>	<u>13,123,690</u>	<u>13,132,690</u>
<b>Appropriations</b>					
Sewer Fund	<u>251,263</u>	<u>806,558</u>	<u>13,203,530</u>	<u>13,123,690</u>	<u>13,132,690</u>
Total Appropriations	<u>251,263</u>	<u>806,558</u>	<u>13,203,530</u>	<u>13,123,690</u>	<u>13,132,690</u>

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Activity Information

Program: Public Works

Activity: Public Parking

**Purpose**

Provides for the operation and maintenance of publicly-owned parking facilities within the Municipal Parking and Shoppers Lane Parking Districts.

**Goals and Objectives**

The major goals of the Section are:

- Operate the existing facilities to the best advantage of the user
- Maintain the facilities in a manner which protects the health, welfare and safety of the general public

**Base Budget-Change in Service.**

There is no change in services to be provided to the Shoppers Lane District in fiscal year 2011-2012. Continuing the services changes made in 2006-2007, as the City is unable to legally increase the Shoppers Lane assessments and the affected property owners have chosen not to voluntarily increase their assessments, services are automatically reduced to match the level of revenue generated by the District. While there will be no change in services provided to the Municipal Parking District in fiscal year 2011-2012, operational costs have increased due to the downtown parking structure's opening.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Recommended
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Public Works

Activity: Public Parking

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Taxes	27,479	25,337	29,320	25,410	25,410
Intergovernmental	11	10	20	10	10
Charges for Services	64,591	85,824	73,000	111,380	111,380
Investment Earnings	5,497	-	5,000	5,200	5,200
Miscellaneous	(666)	(622)	-	-	-
Total Revenues	<u>96,912</u>	<u>110,549</u>	<u>107,340</u>	<u>142,000</u>	<u>142,000</u>
<b>Expenditures</b>					
Professional and Technical	2,901	25,904	3,000	3,000	3,000
Property Services	21,986	27,988	35,500	41,500	41,500
Other Services and Charges	463	22	1,000	1,000	1,000
Supplies	-	343	500	500	500
Capital Outlay	22,294	-	-	-	-
Interdepartmental	44,832	63,610	68,300	68,340	68,340
Total Expenditures	<u>92,476</u>	<u>117,867</u>	<u>108,300</u>	<u>114,340</u>	<u>114,340</u>
<b>Appropriations</b>					
Municipal Parking District	88,460	116,767	107,200	114,340	114,340
Shopper's Lane Parking District	4,016	1,100	1,100	-	-
Total Appropriations	<u>92,476</u>	<u>117,867</u>	<u>108,300</u>	<u>114,340</u>	<u>114,340</u>

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Activity Information

Program: Public Works

Activity: Yard Center

**Purpose**

The Yard Center Operation is responsible for the maintenance, repair and custodial services for City facilities. The basic function is to provide clean, safe and aesthetically pleasing buildings for the public and employees.

**Goals and Objectives**

All City buildings, excluding Parks & Recreation facilities, are maintained and repaired by one full-time and four part-time employees; with two of the part-time employees being dedicated solely to the Police Department facility. The primary areas of expertise are general maintenance such as painting, electrical, carpentry and plumbing. Janitorial services and non-general maintenance is performed by outside contractors with the contract administration performed in this cost center.

**Base Budget-Change in Service**

There is no change in basic service for fiscal year 2011-2012.

	<u>2008-2009 Actual</u>	<u>2009-2010 Actual</u>	<u>2010-2011 Budget</u>	<u>2011-2012 Base</u>	<u>2011-2012 Recommended</u>
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Building Maintenance Worker	1.00	1.00	1.00	1.00	1.00
Total Full-Time Positions	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<u>FTE Part-Time Positions</u>					
General Maintenance Workers	2.00	2.00	1.00	1.00	1.00
Total Full-Time Equivalent Positions	<u>3.00</u>	<u>3.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Public Works

Activity: Yard Center

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Total Revenues	-	-	-	-	-
<b>Expenditures</b>					
Personal Services	112,715	125,806	107,980	110,930	110,930
Professional and Technical	580	1,910	5,690	2,610	5,690
Property Services	44,600	49,236	57,380	55,700	55,200
Other Services and Charges	11,460	11,460	12,360	17,070	13,530
Supplies	8,889	6,076	9,500	9,000	9,000
Capital Outlay	100,650	13,150	-	-	-
Interdepartmental	(125,378)	(143,570)	(145,500)	(152,900)	(152,900)
Total Expenditures	<u>153,516</u>	<u>64,068</u>	<u>47,410</u>	<u>42,410</u>	<u>41,450</u>
<b>Appropriations</b>					
General Fund	<u>153,516</u>	<u>64,068</u>	<u>47,410</u>	<u>42,410</u>	<u>41,450</u>
Total Appropriations	<u>153,516</u>	<u>64,068</u>	<u>47,410</u>	<u>42,410</u>	<u>41,450</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Works

Activity: Building Inspection

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**Purpose**

The mission of the Building and Safety Section is to provide quality service by fulfilling the community's needs in a manner that exceeds their expectations for public service. Our commitment of providing a solid foundation for building strong relationships between the citizenry and business development community provides a collaborative effort of establishing trust, while promoting the highest standards of safety for all new development, and ensuring that all existing structures maintain an equitable level of safety as stipulated within the State of California Building Codes.

To assist with the Building and Safety Section's mission of enforcing the most relevant building standards, the City Council adopts the California Code of Regulations, Title 24 (CCR, T-24), incorporating the latest editions of the model codes as amended and approved by the California Building Standards Commission.

Title 14 of the Covina Municipal Code currently incorporates the 2010 triennial edition of CCR, Title 24, which consists of the following 12 parts:

- Part 1 – California Building Standards Administrative Code
- Part 2 – California Building Code, based on the 2009 edition of the International Building Code
- Part 2.5 – California Residential Code, based on the 2009 edition of the International Residential Code
- Part 3 – California Electrical Code, based on the 2008 edition of the National Electrical Code
- Part 4 – California Mechanical Code, based on the 2009 edition of the Uniform Mechanical Code
- Part 5 – California Plumbing Code, based on the 2009 edition of the Uniform Plumbing Code
- Part 6 – California Energy Code
- Part 7 – California Elevator Safety Construction Code
- Part 8 – California Historical Building Code
- Part 9 – California Fire Code, based on the 2009 edition of the International Fire Code
- Part 10 – California Existing Buildings Code
- Part 11 – California Green Building Standards Code (CalGreen)
- Part 12 – California Reference Standards Code

To enhance the Public Works Department's enforcement of property maintenance, the Covina City Council also adopts the following codes:

- Latest edition of Uniform Housing Code
- Latest edition of Uniform Code for the Abatement of Dangerous Buildings

To assure compliance with the adopted codes and regulations, all construction documents submitted to the Building and Safety Section undergo a plan review process. This process utilizes a "hub" approach to the processing of both small and large projects; with the "spokes" of the "hub" consisting of representatives from Building, Planning, Engineering, Environmental Services, Covina Redevelopment Agency and Los Angeles County Fire and Health Departments. This simultaneous plan review process ensures a smooth and streamlined approach of collecting comments and forwarding them to the applicant within 20 working days. When the "hub" has satisfactorily approved the construction documents, the applicant is encouraged to proceed with the permit application.

The General Building Inspector is a highly respected professional in the building construction industry as this level of expertise requires continuous code education and training in order to keep up with the endless changes in State and Federal laws. The inspector verifies construction techniques and code compliance to the City approved construction documents, and when discrepancies or design changes are contrary to the approved construction documents, the inspector presents this finding to the construction superintendent, contractor or homeowner with written notification. The inspector provides the responsible party an opportunity to resolve the discrepancies prior to moving forward and once resolved, the project moves forward to the next stage of construction getting the project back on schedule.

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Activity Information

Program: Public Works

Activity: Building Inspection

**Goals and Objectives**

The Building and Safety Section’s long-standing goal is to serve the public by ensuring that the safety contemplated by its various codes becomes an accomplished fact. We achieve this by working towards the following goals:

- Provide professional, accurate, timely and courteous service to the public.
- Provide a high standard of technical expertise for department staff through regular training and awareness of new legislation and innovative construction techniques.
- Take an active role in the development of new codes.
- Continue to promote Covina’s development values in our daily work activities.

The Building and Safety Section will investigate all construction activity for proper permits, life safety conditions, and appropriate City and outside agency approvals to help eliminate unapproved, improper and substandard construction projects within the community.

The Building and Safety Section will assess damage to all structures involved in all catastrophic events in an effort to restore the citizenry and business community to the safest conditions possible.

The Building and Safety Section will continue to work together with Neighborhood Preservation and Housing Division staff to eliminate blight and maintain the highest possible standards in both the housing stock and business community.

**Base Budget-Change in Service**

Salaries and benefits for City staff working on behalf of the Covina Redevelopment Agency have been previously budgeted in this activity as interdepartmental transfers. There is no change in service or number of employees, just a change in the budgeting methodology for these shared services. One General Building Inspector II will be upgraded to a Senior Building Inspector, while another General Building Inspector previously filled as a II will now be recruited and filled as a General Building Inspector I, for an overall cost savings to the General Fund.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Recommended
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Building Official	1.00	1.00	1.00	0.60	0.60
Assistant Building Official			1.00	1.00	1.00
Senior Building Inspector	-	-	-	1.00	1.00
General Building Inspector	2.00	2.00	3.00	1.50	1.50
Permit Technician	1.00	1.00	-	-	-
Secretary	1.00	1.00	-	-	-
Total Full-Time Equivalent Positions	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>4.10</u>	<u>4.10</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Public Works

Activity: Building Inspection

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Licenses and Permits	-	-	244,150	347,500	387,500
Charges for Services	-	-	-	95,000	102,000
Total Revenues	-	-	<u>244,150</u>	<u>442,500</u>	<u>489,500</u>
<b>Expenditures</b>					
Personal Services	-	-	320,450	381,390	381,390
Professional and Technical	-	-	20,440	78,230	78,230
Property Services	-	-	4,250	7,000	7,000
Other Services and Charges	-	-	30,300	30,300	28,470
Supplies	-	-	8,050	8,050	8,050
Capital Outlay	-	-	-	-	1,000
Interdepartmental	-	-	(56,800)	(56,800)	(56,800)
Total Expenditures	-	-	<u>326,690</u>	<u>448,170</u>	<u>447,340</u>
<b>Appropriations</b>					
General Fund	-	-	326,690	448,170	447,340
Total Appropriations	-	-	<u>326,690</u>	<u>448,170</u>	<u>447,340</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Community Development

Activity: Neighborhood Preservation

**Purpose**

- Neighborhood Preservation serves the community by interpreting and enforcing provisions of the Municipal Code. It is an essential division responsible for inspections to verify compliance with the City's adopted regulations. The use of Neighborhood Preservation Officers and Building Inspectors make the enforcement of these regulations possible

**Goals and Objectives**

The goal of Neighborhood Preservation is to maintain and/or restore property values by promoting an acceptable quality of life to the community that encourages neighborhood pride.

To achieve its goals while maintaining the highest quality service, Neighborhood Preservation has established the following objectives:

- To investigate and enforce the laws and regulations as they pertain to the municipal code in order to ensure the highest quality of life and safety for the community.
- Code Enforcement activities will continue to be proactive regarding significant code violations.
- Code enforcement will actively initiate investigations, follow-ups and enforcement actions against all complaints in a reasonable timely manner.
- When necessary we will improve and/or adopt ordinances intended to facilitate the enforcement of our municipal code and impose an administrative citation that would provide our officers greater control in obtaining compliance.
- Code enforcement will continue to enforce the spirit of the law while maintaining the integrity and intent of the law.

**Base Budget-Change in Service**

Salaries and benefits for City staff working on behalf of the Covina Redevelopment Agency are budgeted directly to CRA - Neighborhood Preservation.

	<u>2008-2009 Actual</u>	<u>2009-2010 Actual</u>	<u>2010-2011 Budget</u>	<u>2011-2012 Base</u>	<u>2011-2012 Recommended</u>
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Building and Code Enforcement Coordinator	1.00	1.00	0.00	0.00	0.00
Neighborhood Preservation Officer	2.00	2.00	0.50	0.50	0.50
<u>FTE Part-Time Positions</u>					
Code Enforcement Officer	0.95	0.45	0.45	0.45	0.45
Total Full-Time Equivalent Positions	<u>3.95</u>	<u>3.45</u>	<u>0.95</u>	<u>0.95</u>	<u>0.95</u>

CITY OF COVINA, CALIFORNIA  
 2011 - 2012 Budget  
 Activity Summary

Program: Public Works

Activity: Code Enforcement

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Charges for Services	-	-	-	-	-
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Personal Services	-	-	-	66,110	66,110
Professional and Technical	-	-	-	40,770	40,770
Property Services	-	-	-	4,000	4,000
Other Services and Charges	-	-	-	20,260	27,060
Supplies	-	-	-	2,130	2,130
Interdepartmental	-	-	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>133,270</u>	<u>140,070</u>
<b>Appropriations</b>					
General Fund	-	-	-	133,270	140,070
Total Appropriations	<u>-</u>	<u>-</u>	<u>-</u>	<u>133,270</u>	<u>140,070</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Works

Activity: Indirect Cost Allocation

**Purpose**

Indirect cost allocation of the Public Works program recognizes the Public Works support of the General Fund by other Public Works designated funds (activities) as follows:

*From*

- Public Works Administration
- Engineering
- City Yard
- Municipal Parking Districts
- Street Maintenance

*To*

- Transportation
- Landscape District
- Lighting District
- Sewer District
- Public Parking
- Water Utility
- Environmental Protection
- Central Equipment

The indirect cost allocation is based on numerous variables and includes building and equipment usage components. A portion of the indirect cost allocation charges to other public works designated funds (activities) is attributed to General Fund general government support (see general government indirect costs allocation).

**Goals and Objectives**

To recognize and account for the indirect General Fund public works support to other public works designated funds (activities).

**Base Budget-Change in Service**

There is no base budget change in services.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Recommended
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Public Works

Activity: Indirect Cost Allocation - Public Works

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Charges for Services	-	-	-	-	-
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Interdepartmental	(301,460)	(266,580)	(244,130)	(269,020)	(409,090)
Total Expenditures	<u>(301,460)</u>	<u>(266,580)</u>	<u>(244,130)</u>	<u>(269,020)</u>	<u>(409,090)</u>
<b>Appropriations</b>					
General Fund	(443,810)	(408,190)	(433,540)	(433,540)	(573,610)
State Gas Tax	3,020	43,190	43,190	43,190	43,190
Municipal Parking District	49,520	40,190	40,190	40,190	40,190
Lighting District	17,770	-	18,660	18,660	18,660
Landscape District	28,690	30,120	30,120	30,120	30,120
Sewer Fund	19,190	28,110	28,110	28,110	28,110
Shopper's Lane Parking District	17,420	-	4,250	4,250	4,250
Transportation Fund	6,740	-	24,890	-	-
Total Appropriations	<u>(301,460)</u>	<u>(266,580)</u>	<u>(244,130)</u>	<u>(269,020)</u>	<u>(409,090)</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Program Summary

Program: Culture and Recreation

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Intergovernmental	7,635	81,084	88,890	53,500	83,500
Charges for Services	650,296	686,791	670,620	701,750	701,750
Miscellaneous	60,697	52,589	111,750	78,770	78,770
Total Revenues	<u>718,628</u>	<u>820,464</u>	<u>871,260</u>	<u>834,020</u>	<u>864,020</u>
<b>Activities</b>					
Park-Recreation Administration	401,207	422,734	430,620	461,300	460,600
Community Relations	127,470	122,084	134,460	144,220	144,220
Recreation Services	510,540	486,451	508,210	556,270	559,680
Community Programs	45,148	18,093	-	-	-
Park Facilities	654,596	646,949	554,010	583,590	600,320
Senior Services	268,778	232,196	246,060	269,280	269,280
Community Parade	73,294	48,231	103,970	112,050	112,050
Community - Special Events	4,084	15,140	(3,000)	15,160	15,160
Aquatics	258,135	261,112	311,260	289,490	289,490
Cultural Arts	4,933	3,484	-	1,000	1,000
Library Services	1,425,432	1,418,049	963,030	972,750	1,000,020
Indirect Cost Allocation - Culture & Rec	65,340	-	44,170	44,170	44,170
Total Activities	<u>3,838,957</u>	<u>3,674,523</u>	<u>3,292,790</u>	<u>3,449,280</u>	<u>3,495,990</u>
<b>Appropriations</b>					
General Fund	3,659,555	3,588,918	3,163,200	3,339,750	3,386,460
Library Equipment Reserve	1,327	3,602	4,860	1,970	1,970
Library Grant Fund	121,563	58,329	112,670	68,170	68,170
Parks & Recreation Grant Fund	-	6,734	12,060	8,000	8,000
Park Development Fund	18,686	10,389	-	-	-
City Donation Fund	37,826	6,551	-	31,390	31,390
Total Appropriations	<u>3,838,957</u>	<u>3,674,523</u>	<u>3,292,790</u>	<u>3,449,280</u>	<u>3,495,990</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Culture and Recreation

Activity: Parks-Recreation Administration

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**Purpose**

The Parks and Recreation Department "Creates Community Through People, Parks, and Programs." The services and programs offered through the department's operational divisions are essential to the quality of life in Covina. Citizens are provided with "Space to Image and Learn," "Space to Run and Play," "Space to Share Life Experiences," "Space to be Safe and Secure," "Space to be Healthy and Grow," and "Space to Create and Explore." The California Parks & Recreation Society's new branding campaign "Parks Make Life Better" is now being incorporated into the department's publicity efforts and will appear on staff uniforms.

The Parks and Recreation Department coordinates two volunteer groups, the Covina Christmas Parade Committee and the Cultural Arts Advisory Commission. Both groups meet on a regular basis throughout the year. The department also has the responsibility of coordinating the Thunderfest and Music Festival event, which is primarily funded by the Covina Redevelopment Agency.

Since March 2010, the Parks and Recreation Department has had the responsibility of managing the Covina Public Library. The Parks and Recreation Director directly oversees Library operations and supervises Library staff.

The Administration division oversees the department's capital improvement projects and grants, and coordinates the docents and school tour program for "The Vintage Years, Covina Before 1950" photographic exhibit at City Hall. In addition, the supervision of the Leisure Lifestyle Classes program and the Cultural Excursion program is assigned to the Parks & Recreation Manager in this division. The expenditure and revenue figures for these two programs are shown in the Recreation Services division budget.

The Administration division provides the following support services to the operating divisions:

- Customer Service – registration processing, telephone coverage, and information dissemination to over 38,000 customers per year.
- Clerical Support – typing, proof reading, office supply ordering, and forms maintenance.
- Personnel Functions – recruitment coordination, interviewing and testing, personnel paperwork processing, staff rosters, coordination of annual department in-service training, and staff handbooks.
- Financial Functions – coordination of department budget submittal, budget controls, accounts payable, accounts receivable, cash reports, payroll processing, petty cash, and refunds.

A key function of the Administration division is long-range planning. The key issues facing the parks and recreation profession and the delivery of quality services to the community include:

- The unstable economy and state-wide budget issues.
- Aging infrastructure system, including buildings and park facilities.
- Health and fitness issues for youth and adults.
- Reduction of available grant funds for capital improvement projects.
- Demographic, social, cultural, political, and legislative trends.

The Parks and Recreation Department is committed to addressing significant social trends and changes in how people live today and will live tomorrow. Current trends illustrate the need to increase services aimed at improving youth resiliency, maintaining healthy family relationships, preventing and reducing crime, and promoting more active lifestyles to reduce obesity and improve overall health. The older population continues to grow in California, along with the need to provide services for the frail and the more active older adult. Providing programs and services to participants with disabilities continues to be a challenge. To better serve persons with disabilities, the City must have the appropriate trained staff and funding.

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Culture and Recreation

Activity: Parks-Recreation Administration

The department is governed by the following principles:

- Maintaining our parks, facilities, and open green spaces in a safe and aesthetically pleasing manner so as to contribute to the environmental health of our community and meet the needs of the users.
- Providing innovative recreational activities in a structured environment.
- Sharing our leadership skills to allow youth of all ages to share, grow and play together.
- Providing opportunities for people of all ages to increase physical fitness and overall health.
- Keeping older adults actively involved in the community.
- Promoting ethnic and cultural awareness through arts education.
- Energetically pursuing grants, sponsorships, and other creative funding alternatives to the General Fund.
- The belief that the citizen is our customer and our success is dependent upon their satisfaction.

**Goals and Objectives**

The division has established the following goals:

- Offer the highest quality and most effective customer service possible.
- Provide effective and efficient support to the department's operational divisions.
- Continue to identify common and critical issues affecting the delivery of parks and recreation services.
- Offer programs and services delivered by high quality, well-trained staff.

To accomplish these goals the division will:

- Continue to train and cross-train front office staff to increase their knowledge and skills, and continue efforts to make registration processes more convenient for customers.
- Make the most effective use of automation and train division supervisors to more fully utilize resources at their disposal.
- Continue to use and develop program evaluations to be completed by the service users, and establish a method of measuring the success rate of each program/service.
- Continue the U.C.P.R. (University of Covina Parks & Recreation) training program, consisting of biannual department-wide trainings, supplemented by individual program training.

**Base Budget-Change in Service**

There is no change in service.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Recommended
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Parks-Recreation Director	1.00	1.00	1.00	1.00	1.00
Parks & Reereation Manager	-	-	-	1.00	1.00
Administrative Services Manager	1.00	1.00	1.00	-	-
Administrative Teehnieian	1.00	1.00	1.00	1.00	1.00
Recreation Coordinator	0.50	0.50	0.50	0.50	0.50
Total Full-Time Equivalent Positions	<u>3.50</u>	<u>3.50</u>	<u>3.50</u>	<u>3.50</u>	<u>3.50</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Culture and Recreation

Activity: Park-Recreation Administration

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Miscellaneous	173	-	-	-	-
Total Revenues	<u>173</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Personal Services	356,127	374,033	369,410	399,730	399,730
Professional and Technical	8,320	14,150	22,140	22,140	22,140
Property Services	10,269	12,521	12,270	12,570	12,570
Other Services and Charges	20,710	19,550	21,960	22,860	22,160
Supplies	5,781	2,480	4,840	4,000	4,000
Total Expenditures	<u>401,207</u>	<u>422,734</u>	<u>430,620</u>	<u>461,300</u>	<u>460,600</u>
<b>Appropriations</b>					
General Fund	400,975	422,734	430,620	461,300	460,600
City Donation Fund	232	-	-	-	-
Total Appropriations	<u>401,207</u>	<u>422,734</u>	<u>430,620</u>	<u>461,300</u>	<u>460,600</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Culture and Recreation

Activity: Community Relations

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**Purpose**

The Community Relations division is responsible for development and administration of Parks and Recreation Department promotional efforts and sponsorship program, coordination of the Summer Evening Entertainment program, and serves as liaison to the Covina Concert Band. The Community Relations Supervisor is also responsible for conducting school tours for "The Vintage Years, Covina Before 1950."

The promotional efforts coordinated by this division include the design and production of printed materials, updating of website content, writing of press releases, coordination of the department's portion of the City View Newsletter, taking of photos and video of department programs and activities, coordination of presentations for the City Council, local schools, service clubs, and other interested organizations, and coordination of promotional booths at various venues.

Community and court referred volunteers working in Parks and Recreation Department program areas are registered and tracked through this division. This includes the compilation of timesheets, writing of verification letters, and coordination of public recognition when appropriate.

The Community Relations division actively seeks sponsors for various Parks and Recreation Department programs. The division handles promotional efforts on behalf of the sponsor, development of program announcements, and follow-up tasks such as recognition and thank you letters. Department programs funded through sponsorships include Summer Evening Entertainment, Thunderfest and Music Festival, Halloween Carnival, Christmas Parade, and various Senior Services events.

The Rec N' Roll Movie Experience program, coordinated by this division, was added during fiscal year 2009-10. The program is designed for local schools and youth sports organizations, and includes the setup of a portable movie screen, showing of a feature film, snacks, and activities.

The Community Relations division is constantly seeking partnership opportunities with local schools, service clubs, businesses, and other city departments to assist in economic development and further the department's efforts to enhance the quality of life for our residents.

**Goals and Objectives**

The Community Relations division has established the following goals:

- Expand the sponsorship base, improve benefits for sponsors, and work to obtain large company donations.
- Continue to expand and improve program promotion.
- Continue to obtain sponsorships needed to complete The Vintage Years exhibit project.

To accomplish these goals the division will:

- Develop a potential sponsor list of Covina area businesses and make personal contact with each one to build effective working relationships, provide enhanced recognition for sponsors at events, and make contact with larger companies to discuss the benefits of sponsoring events.
- Develop and create new ideas for presentations, keep website content current, research new and innovative ideas that best promote programs, and monitor press releases submitted to media.
- Develop new promotional avenues for The Vintage Years exhibit.

**Base Budget-Change in Service**

There is no change in service.

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Culture and Recreation

Activity: Community Relations

	<u>2008-2009</u> <u>Actual</u>	<u>2009-2010</u> <u>Actual</u>	<u>2010-2011</u> <u>Budget</u>	<u>2011-2012</u> <u>Base</u>	<u>2011-2012</u> <u>Recommended</u>
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Community Relations Supervisor	1.00	1.00	1.00	1.00	1.00
Total Full-Time Positions	1.00	1.00	1.00	1.00	1.00
<u>FTE Part-Time Positions</u>					
Community Resources Specialist	0.50	0.49	0.47	0.48	0.48
Community Resources Assistant II	0.12	0.07	0.04	0.02	0.02
Community Resources Assistant I	0.05	0.02	0.06	0.07	0.07
Community Resources Aide	-	0.02	0.02	0.02	0.02
Total FTE Part-Time Positions	0.67	0.60	0.59	0.59	0.59
Total Full-Time Equivalent Positions	1.67	1.60	1.59	1.59	1.59

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Culture and Recreation

Activity: Community Relations

	2008 - 2009 Actual	2009 - 2010 Actual	2010 - 2011 Budget	2011 - 2012 Base	2011 - 2012 Recommended
<b>Revenues</b>					
Charges for Services	2,730	2,390	7,340	7,500	7,500
Miscellaneous	8,000	8,000	9,060	5,000	5,000
<b>Total Revenues</b>	<u>10,730</u>	<u>10,390</u>	<u>16,400</u>	<u>12,500</u>	<u>12,500</u>
<b>Expenditures</b>					
Personal Services	110,964	112,910	112,540	124,380	124,380
Professional and Technical	4,596	87	9,980	8,900	8,900
Other Services and Charges	3,489	1,058	1,360	1,750	1,750
Supplies	8,421	8,029	10,580	9,190	9,190
<b>Total Expenditures</b>	<u>127,470</u>	<u>122,084</u>	<u>134,460</u>	<u>144,220</u>	<u>144,220</u>
<b>Appropriations</b>					
General Fund	127,470	115,350	122,400	136,220	136,220
Parks & Recreation Grant Fund	-	6,734	12,060	8,000	8,000
<b>Total Appropriations</b>	<u>127,470</u>	<u>122,084</u>	<u>134,460</u>	<u>144,220</u>	<u>144,220</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Culture and Recreation

Activity: Recreation Services

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**Purpose**

The Recreation Services division provides recreational experiences through programmed and self-facilitated activities. A variety of benefits to individuals and the community are achieved through the programs and activities of the Recreation Services division. Recreation fosters human development, promotes health and wellness, and increases cultural unity. The Recreation Services division is comprised of the following program and service areas:

**Youth Sports.** A year-round sports program is offered for children ages 3 to 11. The programs are designed to introduce participants to sports in a comfortable, non-competitive environment. Emphasis is placed on instruction of individual and team fundamentals through structured lesson formats. All direct program costs are covered by participant fees. The following sports programs are offered during the year:

- Little Tot and Pee Wee T-Ball and Junior and Youth Softball (summer)
- Little Tot, Pee Wee, Junior and Youth Soccer (fall and spring)
- Little Tot, Pee Wee, Junior and Youth Basketball (winter)
- Little Tot, Pee Wee, Junior and Youth Flag Football (spring)

**Adult Sports (all expenditures and revenues are reflected in the Park Facilities Division).** Year-round adult softball leagues provide recreation in a structured competitive atmosphere. The adult softball program is provided through a contract with Major League Softball. Major League Softball handles all elements of the program, including promotion, registration, league formation, game scheduling, scorekeepers, officials, awards, and field maintenance and renovation.

**Halloween Carnival.** The annual Halloween Carnival has been held for over 20 years. With a sponsorship from the Covina Lions Breakfast Club, the Parks & Recreation Department is able to provide a free, fun, safe alternative to trick-or-treating.

**Summer Evening Entertainment (managed by the Community Relations Division).** Summer Evening Entertainment is free to the public and takes place at the Covina Park Bandshell. The program is funded through sponsorships. The series offers performances by local cover bands on Monday evenings, entertainment for children on Tuesday evenings, entertainment provided by local churches on Wednesday evenings, and Covina Concert Band and Bunco on Thursdays.

**Summer Day Camp Program.** The Summer Day Camp program operates Monday-Friday, 7:30 a.m.-6 p.m. at Covina Park. This affordable program provides structured, supervised activities for children ages 6-11. It includes arts & crafts, science, games, sports, field games, movies, character development, leadership skill development, swimming, and field trips.

**Leisure Lifestyle Classes Program (managed by the Administration Division).** The Leisure Lifestyle Classes program offers a wide variety of recreational, educational, fitness, and skill-oriented classes to the community at affordable prices. Classes are offered for children beginning at one year of age, youth, and adults. Participation not only fosters self-improvement, but also offers an opportunity for social interaction and growth. Current trends are considered when developing new classes to ensure that the program is meeting the needs of an ever-changing society.

**Cultural Excursion Program (managed by the Administration Division).** The Cultural Excursion Program offers a wide variety of one-day trips to the community at affordable prices. The program gives participants the opportunity to visit local and regional areas of interest in a social atmosphere. Proposition A transportation funds are used to help offset bus costs.

**Hollfelder Teen Center Program.** The Hollfelder Teen Center at Covina Park offers a summer recreational program that is free to participants. The center provides a safe, friendly, and supervised environment where teens can hang out, meet new friends, and listen to their favorite music. Teen Center activities include billiards, video games, ping pong, foosball, movies, arts & crafts, outdoor sports, computer lab, special events, trips, and an intramural sports program. In 2009, IKEA partnered with the Parks and Recreation Department to completely redesign and furnish the Hollfelder Teen Center with new flat screen televisions, new furniture, and a whole new look. The Teen Council continues to provide input on teen programming and assist in fundraising efforts for these programs.

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Culture and Recreation

Activity: Recreation Services

**Covina-Valley Unified School District Joint Summer Reading Program.** This free drop-in program for elementary school students encourages students to continue reading over the summer by providing a fun, safe environment and the opportunity to earn incentives for participating. The program will take place at the Covina Elementary School Resources Center, which houses 40 computers. The school district is providing approximately 8,000 books. Students will check-out books and then take tests after reading. The students reading scores will be tracked just as they are during the school year.

**Goals and Objectives**

The division has established the following goals:

- Continue to improve staff training and reduce risk potential.
- Continue to provide the opportunity for families to enjoy high quality, free outdoor entertainment during the Summer Evening Entertainment program and increase attendance throughout the series.
- Continue to improve the quality of fee-based classes offered to the community and expand the program.
- Continue to provide affordable, interesting trips that offer youth and adults the opportunity to see and experience new places and people.
- Continue to improve existing Youth Sports programs, teen programs, and the Summer Day Camp program.

To accomplish these goals the division will:

- Continue the University of Covina Parks & Recreation (UCPR) training program.
- Secure the highest quality entertainers possible, improve the youth talent show contest, and continue to provide kid's night activities with specialized themes.
- Keep abreast of trends in society and take an active approach to researching new classes and instructors, continue to expand the use of participant/parent surveys, and make use of alternative locations for classes.
- Research and plan trips to locations and events that provide cultural diversity, environmental beauty, and the appreciation of the arts.
- Increase efforts to hire specialized coaches and promote programs more rigorously in the community.

**Base Budget-Change in Service**

The budget reflects the addition of a Joint Summer Reading Program, which is being coordinated with the Covina-Valley Unified School District.

	2008-2009 <u>Actual</u>	2009-2010 <u>Actual</u>	2010-2011 <u>Budget</u>	2011-2012 <u>Base</u>	2011-2012 <u>Recommended</u>
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Community Services Supervisor	1.00	1.00	1.00	1.00	1.00
Recreation Services Supervisor	-	-	-	-	-
Recreation Coordinator	1.50	1.50	1.50	1.50	1.50
Total Full-Time Positions	<u>2.50</u>	<u>2.50</u>	<u>2.50</u>	<u>2.50</u>	<u>2.50</u>
<u>FTE Part-Time Positions</u>					
Community Resources Specialist	1.09	0.61	0.92	1.04	1.08
Community Resources Assistant II	1.78	1.64	2.41	2.61	2.68
Community Resources Assistant I	1.07	1.26	1.14	1.12	1.12
Community Resources Aide	0.30	0.54	0.07	0.07	0.07
Total FTE Part-Time Positions	<u>4.24</u>	<u>4.05</u>	<u>4.54</u>	<u>4.84</u>	<u>4.95</u>
Total Full-Time Equivalent Positions	<u>6.74</u>	<u>6.55</u>	<u>7.04</u>	<u>7.34</u>	<u>7.45</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Culture and Recreation

Activity: Recreation Services

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Intergovernmental	5,000	-	-	-	-
Charges for Services	329,069	359,454	363,370	392,660	392,660
Miscellaneous	24,393	21,675	19,650	20,700	20,700
<b>Total Revenues</b>	<u>358,462</u>	<u>380,579</u>	<u>383,020</u>	<u>412,580</u>	<u>412,580</u>
<b>Expenditures</b>					
Personal Services	272,128	277,705	292,990	330,620	333,130
Professional and Technical	177,344	180,608	169,490	177,100	177,100
Property Services	5,442	2,328	2,920	2,860	2,860
Other Services and Charges	28,437	25,983	33,210	34,120	34,560
Supplies	30,365	24,522	32,600	33,470	33,930
Capital Outlay	28,555	-	-	-	-
Interdepartmental	(31,731)	(24,695)	(23,000)	(21,900)	(21,900)
<b>Total Expenditures</b>	<u>510,540</u>	<u>486,451</u>	<u>508,210</u>	<u>556,270</u>	<u>559,680</u>
<b>Appropriations</b>					
General Fund	494,465	486,380	508,210	555,490	558,900
City Donation Fund	16,075	71	-	780	780
<b>Total Appropriations</b>	<u>510,540</u>	<u>486,451</u>	<u>508,210</u>	<u>556,270</u>	<u>559,680</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Culture and Recreation

Activity: Community Programs

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Charges for Services	22,279	9,143	-	-	-
Total Revenues	<u>22,279</u>	<u>9,143</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Personal Services	2,223	1,848	-	-	-
Professional and Technical	150	1,480	-	-	-
Property Services	12,656	12,644	-	-	-
Other Services and Charges	515	36	-	-	-
Supplies	5,025	2,085	-	-	-
Capital Outlay	24,579	-	-	-	-
Total Expenditures	<u>45,148</u>	<u>18,093</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Appropriations</b>					
General Fund	45,148	18,093	-	-	-
Total Appropriations	<u>45,148</u>	<u>18,093</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Culture and Recreation

Activity: Park Facilities

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**Purpose**

Environmental stewardship is a core value of the parks and recreation profession. The parks create a green infrastructure that is essential to our community's economy and preservation of the environment. They provide residents and guests places to enjoy passive and active recreational pursuits. The Covina Park System provides a substantial environmental benefit to the citizens with 57 acres of parkland. The Park Facilities division also provides support services to all divisions within the Parks & Recreation Department. There is a natural bond that exists between recreational programming staff and the park maintenance staff.

The Park Facilities division is responsible for the maintenance and contract administration of the City's parks and City Hall grounds. The Administrative division seeks grant opportunities that will allow the City to upgrade and enhance its park facilities and open green space without using General Fund monies. Parks and Recreation will continue to play an important role in preserving and protecting the environment, as well as educating citizens about its significance. The division also administers an Adopt-a-Park program and Eagle Scout projects that encourage community groups to play a volunteer role in providing additional maintenance to the parks.

The Park Facilities division also devotes time to the maintenance of Heyler Field at Royal Oak Intermediate School and Savoy Field at Charter Oak High School. Maintenance and project assistance is also provided to the Covina Little Leagues.

In fiscal year 2010-2011, the department began the process of updating the Park System Master Plan, as well as updating the City Ordinances that pertain to the park system. The major changes being considered include, allowing dogs in parks, prohibiting alcohol in parks, addressing noise levels, prohibiting inflatable structures in parks, and prohibiting smoking in parks. These updates will be finalized and implemented in fiscal year 2011-12.

**Goals and Objectives**

The division has established the following goals:

- Continue to provide safe playground equipment for public use.
- Continue efforts to improve the City's park system.
- Continue to address the priority needs identified in the Park System Master Plan.
- Continue to provide training opportunities to staff.

To accomplish these goals the division will:

- Conduct annual playground safety training.
- Continue to apply for competitive grants to secure funding to improve aging irrigation systems, fencing, bleachers, lighting, ADA requirements, and more.
- Continue to complete an annual review of the Park System Master plan when applying for future grants.
- Continue to develop annual SB198, park maintenance, and supervisory training programs.

**Base Budget-Change in Service**

There is no change in service.

CITY OF COVINA, CALIFORNIA  
 2011-2012 Budget  
 Activity Information

Program: Culture and Recreation

Activity: Park Facilities

	<u>2008-2009</u> Actual	<u>2009-2010</u> Actual	<u>2010-2011</u> Budget	<u>2011-2012</u> Base	<u>2011-2012</u> Recommended
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Park Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
Park Foreman	1.00	1.00	1.00	1.00	1.00
Park Worker - Irrigation Specialist	1.00	0.75	-	-	-
Park Worker	1.00	1.00	1.00	1.00	1.00
Total Full-Time Positions	<u>4.00</u>	<u>3.75</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
<u>FTE Part-Time Positions</u>					
Park Maintenance Assistant	0.82	0.79	0.97	0.97	0.97
Community Resources Assistant II	-	0.38	0.07	0.07	0.07
Community Resources Assistant I	0.19	0.01	0.01	0.01	0.01
Total FTE Part-Time Positions	<u>1.01</u>	<u>1.18</u>	<u>1.05</u>	<u>1.05</u>	<u>1.05</u>
Total Full-Time Equivalent Positions	<u>5.01</u>	<u>4.93</u>	<u>4.05</u>	<u>4.05</u>	<u>4.05</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Culture and Recreation

Activity: Park Facilities

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Intergovernmental	(52,356)	10,390	21,000	18,000	28,000
Charges for Services	14,143	27,991	25,920	28,500	28,500
Total Revenues	<u>(38,213)</u>	<u>38,381</u>	<u>46,920</u>	<u>46,500</u>	<u>56,500</u>
<b>Expenditures</b>					
Personal Services	382,270	391,693	279,040	306,590	306,590
Professional and Technical	3,054	4,283	4,900	4,900	4,900
Property Services	228,473	219,864	243,230	243,430	239,930
Other Services and Charges	67,462	68,447	68,130	68,060	88,290
Supplies	32,423	40,852	36,900	38,800	38,800
Capital Outlay	18,686				
Interdepartmental	(77,772)	(78,190)	(78,190)	(78,190)	(78,190)
Total Expenditures	<u>654,596</u>	<u>646,949</u>	<u>554,010</u>	<u>583,590</u>	<u>600,320</u>
<b>Appropriations</b>					
General Fund	635,910	636,560	554,010	583,590	600,320
Park Development Fund	18,686	10,389	-	-	-
Total Appropriations	<u>654,596</u>	<u>646,949</u>	<u>554,010</u>	<u>583,590</u>	<u>600,320</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Culture and Recreation

Activity: Senior Services

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**Purpose**

The Senior Services division provides services which meet the unique needs of the older adult and offers programs designed to enrich the added leisure time available upon retirement. The purpose of the division is to meet the social, educational, physical and emotional needs of the older adult. This division also facilitates the needs of six senior citizen clubs/organizations, which meet at the Joslyn Center. The Joslyn Center functions as a multipurpose social institution.

The Senior Services division offers a wide variety of programs and services for older adults, including:

- **Special Events.** Evening activities, such as dances, featured entertainers, and other themed events are planned throughout the year. Events are funded through fees and sponsorships.
- **Excursions.** One-day trips are offered on a monthly basis. Proposition A transportation funds are used to lower the cost to the participants.
- **Information and Referral Services.** Information needed to maintain a safe independent living environment is provided to seniors and their families. Funding for this program is through the Community Development Block Grant. Other services include legal assurance, Medicare advocacy, income tax preparation, renters' credit preparation, and health assessment services.
- **Transportation.** Reduced rate transportation is accessible at the Joslyn Center. Identification cards are prepared and issued for the Dial-a-Cab program, and discounted bus passes are sold each month.
- **Nutrition Program.** Through a contract with YWCA Intervale Senior Services and grant funding from Los Angeles County Area Agency on Aging and the Community Development Block Grant, the Senior Services division offers a daily congregate meal program. Home delivered meals are available to Covina residents through the Meals-on-Wheels program.
- **Case Management.** Funded by the Community Development Block Grant and coordinated by YWCA Intervale Senior Services, the Case Management program assists the elderly who have problems which are preventing them from living independently or from receiving needed services. The Case Manager acts as an advocate and connects seniors with available services.
- **Older Adult Classes.** A variety of fee-based classes for older adults are offered at the Joslyn Center. Also, the Mount San Antonio College continuing education program offers several classes at no cost.

**Goals and Objectives**

The division has established the following goals:

- Continue to provide a safe and well-maintained facility.
- Increase participation in programs and activities at the Joslyn Center, with particular emphasis on the daily nutrition and case management programs.
- Continue to provide quality events, classes, and trips at a reasonable cost while increasing participation.

To accomplish these goals the division will:

- Conduct daily facility inspections, monthly meetings with the contract maintenance service provider, and promptly repair or correct substandard conditions.
- Seek input from the participants at the Joslyn Center to ensure that services and programs being offered are in line with their expectations and continue to cultivate community outreach programs at expos, information fairs and other senior related activities.
- Continue to seek sponsorships to subsidize special events, seek additional senior travel providers, and expand the number of special interest classes offered.

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Culture and Recreation

Activity: Senior Services

**Base Budget-Change in Service**

There is no change in service.

	<u>2008-2009 Actual</u>	<u>2009-2010 Actual</u>	<u>2010-2011 Budget</u>	<u>2011-2012 Base</u>	<u>2011-2012 Recommended</u>
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Community Services Supervisor	-	-	-	-	-
Recreation Services Supervisor	0.50	0.50	0.50	0.50	0.50
Recreation Coordinator	1.00	1.00	1.00	1.00	1.00
Total Full-Time Positions	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>
<u>FTE Part-Time Positions</u>					
Community Resources Specialist	1.35	1.21	1.33	1.33	1.33
Community Resources Assistant II	0.33	0.39	0.05	0.05	0.05
Community Resources Assistant I	0.12	0.03	-	-	-
Total FTE Part-Time Positions	<u>1.80</u>	<u>1.63</u>	<u>1.38</u>	<u>1.38</u>	<u>1.38</u>
Total Full-Time Equivalent Positions	<u>3.30</u>	<u>3.13</u>	<u>2.88</u>	<u>2.88</u>	<u>2.88</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Culture and Recreation

Activity: Senior Services

	2008 - 2009 Actual	2009 - 2010 Actual	2010 - 2011 Budget	2011 - 2012 Base	2011 - 2012 Recommended
<b>Revenues</b>					
Charges for Services	22,717	37,217	27,540	31,400	31,400
Miscellaneous	5,970	7,957	39,970	33,560	33,560
Total Revenues	<u>28,687</u>	<u>45,174</u>	<u>67,510</u>	<u>64,960</u>	<u>64,960</u>
<b>Expenditures</b>					
Personal Services	147,312	153,149	156,710	164,580	164,580
Professional and Technical	14,339	25,840	28,910	31,060	31,060
Property Services	45,181	36,976	51,260	33,120	33,120
Other Services and Charges	25,293	34,880	37,010	34,850	34,850
Supplies	15,290	20,526	14,920	19,310	19,310
Capital Outlay	27,219	-	-	25,560	25,560
Interdepartmental	(5,856)	(39,175)	(42,750)	(39,200)	(39,200)
Total Expenditures	<u>268,778</u>	<u>232,196</u>	<u>246,060</u>	<u>269,280</u>	<u>269,280</u>
<b>Appropriations</b>					
General Fund	253,208	227,781	246,060	239,670	239,670
City Donation Fund	15,570	4,415	-	29,610	29,610
Total Appropriations	<u>268,778</u>	<u>232,196</u>	<u>246,060</u>	<u>269,280</u>	<u>269,280</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Culture and Recreation

Activity: Community Parade

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**Purpose**

The Covina Christmas Parade will celebrate its 61<sup>st</sup> year on December 3, 2011. Since 1978 the parade has been managed and funded by the City. Prior to that time the Chamber of Commerce coordinated this effort with a tremendous amount of support from City departments.

The Parks and Recreation Department is responsible for the overall coordination and administration of the parade and tree lighting event. Department staff serve as liaisons to the parade's volunteer committee and directly handle many of the tasks necessary to provide these events.

The Police Department is responsible for the coordination and scheduling of tactical setup and facilitation of the operations plan for the Parade. The Fire Department is responsible for safety checks. The Public Works Department is responsible for route preparation.

Along with staff, a committee of approximately 35 volunteers begins working on the parade each year in January. The committee is a representation of interested citizens, business people, and service club members. In addition to the 35 continuous volunteers, there are over 100 volunteers who work the day of the parade. Volunteers are a necessary part of the parade. The parade would not be possible without the assistance and expertise that the volunteers give. Obtaining volunteers to work on the day of the parade is one of the committee's biggest challenges.

The Christmas Parade Committee is divided into two functioning bodies, the Executive Committee and the General Committee. The Executive Committee is comprised of committee chairs, assistant chairs, and staff liaisons. The Executive Committee is responsible for setting policies, establishing fees, and long-range planning. Members serve a two-year term.

The Parade Committee is very fortunate to have many in-kind services donated each year. These services have included the printing of the Parade program, facilities and refreshments for the VIP reception, use of District Field, discounted equipment rentals, refreshments for volunteers, and more.

**Goals and Objectives**

The division has established the following goals:

- Continue to strive for financial stability and long-term independence.
- Continue to provide a safe, quality community event for the public.
- Continue to research new avenues for volunteers.
- Increase Parade awareness to residents and surrounding cities.

To accomplish these goals the division will:

- Continue to develop and maintain sponsorships and seek in-kind services.
- Work closely with the Police Department in the preparation and implementation of operational plan for Parade day.
- Seek new sources for volunteers to work the day of the Parade, such as local community organizations with already established large volunteer bases.
- Expand the Parade marketing plan, including placing expanded parade information on the City's web site and in other media sources.

**Base Budget-Change in Service**

There is no change in service.

CITY OF COVINA, CALIFORNIA  
 2011-2012 Budget  
 Activity Information

Program: Culture and Recreation

Activity: Community Parade

	<u>2008-2009 Actual</u>	<u>2009-2010 Actual</u>	<u>2010-2011 Budget</u>	<u>2011-2012 Base</u>	<u>2011-2012 Recommended</u>
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Office Assistant II	1.00	1.00	1.00	1.00	1.00
Total Full-Time Positions	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<u>FTE Part-Time Positions</u>					
Community Resources Specialist	0.03	0.03	0.02	0.02	0.02
Community Resources Assistant II	0.01	0.06	0.03	0.03	0.03
Community Resources Assistant I	0.01	-	-	-	-
Total FTE Part-Time Positions	<u>0.05</u>	<u>0.09</u>	<u>0.05</u>	<u>0.05</u>	<u>0.05</u>
Total Full-Time Equivalent Positions	<u>1.05</u>	<u>1.09</u>	<u>1.05</u>	<u>1.05</u>	<u>1.05</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Culture and Recreation

Activity: Community Parade

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Charges for Services	6,331	9,176	7,600	7,000	7,000
Miscellaneous	6,576	2,605	2,500	2,500	2,500
<b>Total Revenues</b>	<u>12,907</u>	<u>11,781</u>	<u>10,100</u>	<u>9,500</u>	<u>9,500</u>
<b>Expenditures</b>					
Personal Services	2,500	1,814	60,990	63,840	63,840
Professional and Technical	8,759	3,911	2,950	2,950	2,950
Property Services	13,348	15,485	12,060	13,240	13,240
Other Services and Charges	3,581	5,012	4,880	4,760	4,760
Supplies	4,483	2,934	2,450	2,970	2,970
Interdepartmental	40,623	19,075	20,640	24,290	24,290
<b>Total Expenditures</b>	<u>73,294</u>	<u>48,231</u>	<u>103,970</u>	<u>112,050</u>	<u>112,050</u>
<b>Appropriations</b>					
General Fund	73,294	48,231	103,970	112,050	112,050
<b>Total Appropriations</b>	<u>73,294</u>	<u>48,231</u>	<u>103,970</u>	<u>112,050</u>	<u>112,050</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Culture and Recreation

Activity: Community Special Events

**Purpose**

Thunderfest Car Show and Music Festival is a free community-wide event scheduled for Saturday, October 1, 2011. The event features indoor and outdoor musical venues, the largest car show in the east San Gabriel Valley (race cars from the National Hot Rod Association – NHRA), food vendors, arts & crafts vendors, and more. Over 25,000 attend the event annually.

This year's event will be administered by the Parks and Recreation Department with funding from the Covina Redevelopment Agency and various sponsors. The event is coordinated by a logistical committee comprised of representatives from the Parks & Recreation Department, Police Department, Public Works Department, Fire Department, Covina Redevelopment Agency, Chamber of Commerce, and Downtown Association.

**Goals and Objectives**

The following goals have been established for the event:

- To continue to market the downtown businesses to a larger number of people coming from all over the San Gabriel Valley.
- To continue to improve the overall event and the coordination efforts.
- To increase the activity venues to draw on additional funding sources and increase attendance.

To accomplish these goals the department will:

- Promote the event through local newspapers, NHRA promotional materials, billboards, and radio stations.
- Continue the event evaluation process and revise the reporting format.
- Review current trends and potential sponsors that would assist in covering event costs.

**Base Budget-Change in Service**

There is no change in service.

	<u>2008-2009 Actual</u>	<u>2009-2010 Actual</u>	<u>2010-2011 Budget</u>	<u>2011-2012 Base</u>	<u>2011-2012 Recommended</u>
<b>Full-Time Equivalent Positions</b>					
<u>FTE Part-Time Positions</u>					
Community Resources Specialist	0.06	0.07	0.15	0.11	0.15
Community Resources Assistant II	0.01	0.16	-	0.03	0.03
Community Resources Assistant I	0.01	0.01	-	0.02	0.02
Total FTE Part-Time Positions	<u>0.08</u>	<u>0.24</u>	<u>0.15</u>	<u>0.16</u>	<u>0.16</u>
Total Full-Time Equivalent Positions	<u>0.08</u>	<u>0.24</u>	<u>0.15</u>	<u>0.16</u>	<u>0.16</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Culture and Recreation

Activity: Community - Special Events

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Charges for Services	5,358	8,280	-	7,550	7,550
Miscellaneous	-	6,845	15,000	7,610	7,610
Total Revenues	<u>5,358</u>	<u>15,125</u>	<u>15,000</u>	<u>15,160</u>	<u>15,160</u>
<b>Expenditures</b>					
Personal Services	2,540	5,658	4,810	4,290	4,290
Professional and Technical	516	12,905	12,900	9,950	9,950
Property Services	403	12,396	11,700	17,330	17,330
Other Services and Charges	-	16,753	16,700	15,970	15,970
Supplies	625	7,392	7,170	4,920	4,920
Interdepartmental	-	(39,964)	(56,280)	(37,300)	(37,300)
Total Expenditures	<u>4,084</u>	<u>15,140</u>	<u>(3,000)</u>	<u>15,160</u>	<u>15,160</u>
<b>Appropriations</b>					
General Fund	<u>4,084</u>	<u>15,140</u>	<u>(3,000)</u>	<u>15,160</u>	<u>15,160</u>
Total Appropriations	<u>4,084</u>	<u>15,140</u>	<u>(3,000)</u>	<u>15,160</u>	<u>15,160</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Culture and Recreation

Activity: Aquatics

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**Purpose**

The Aquatics program offers instructional and recreational swim programs for all ages beginning at 9 months old. All staff are American Red Cross certified in first aid and C.P.R. and Instructors are trained in the City's E.L.I.T.E. swim program.

The Aquatics division offers a wide variety of programs that promote health and wellness and teach lifesaving skills, including:

- **Instructional Classes.** The E.L.I.T.E. swim program offers comprehensive group, semi-private, and private swim lessons that advance participants through seven levels based on their swimming abilities. When participants advance from one level to the next, they are given a passing certificate that states what they have learned and what they will learn at the next level. Also offered are parent/child classes designed to introduce 1-3 year olds to the pool. The parents participate in the lesson with the guidance of a swim instructor.
- **Aqua Aerobics and Lap Swimming.** These programs provide both structured and unstructured opportunities to gain the benefits of exercising in the water.
- **Recreational Swimming.** This program provides an opportunity to swim and recreate at a very low cost.
- **Parent & Me.** This special time is for children ages 1-12 to practice their swimming skills with their parents.
- **Lifeguard and Instructor Camps.** The Lifeguard Camp provides training and certification in CPR, first aid, Title 22, and lifeguarding skills. The Instructor Camp provides training and certification in the City's E.L.I.T.E. swim instruction program. A high percentage of camp participants have been hired by the City for the Aquatics program. The camp has proven to be a vital source of Aquatics personnel.
- **Guardstart Program.** This program covers water safety and the duties and responsibilities of a lifeguard. It is designed to prepare participants, ages 12-15, to be lifeguards in the future.
- **Swim Team.** This very popular program focuses on conditioning and instruction in proper swim and stroke techniques. Participants receive a t-shirt, swim cap, and trophy. Participants also have the opportunity to compete in various local swim meets through the Southern California Municipal Athletic Federation (SCMAF).

**Goals and Objectives**

The division has established the following goals:

- Continue to provide a cost-effective program to the community with the highest standard safety.
- Improve and build on the quality of lifeguarding and staff training.

To accomplish these goals the division will:

- Continue to provide parent evaluations on current programs to measure the effectiveness of the program.
- Provide Lifeguard and Instructor Camps and training before the season begins.
- Maintain an effective working relationship with the American Red Cross.

**Base Budget-Change in Service**

There is no change in service.

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Culture and Recreation

Activity: Aquatics

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Recommended
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Recreation Services Supervisor	0.50	0.50	0.50	0.50	0.50
Total Full-Time Positions	0.50	0.50	0.50	0.50	0.50
<u>FTE Part-Time Positions</u>					
Pool Manager	0.25	0.50	0.25	0.25	0.25
Assistant Pool Manager	0.60	0.46	0.23	0.27	0.27
Lifeguard/Instructor	3.03	3.16	4.22	4.02	4.02
Lifeguard	0.31	0.48	0.33	0.77	0.77
Park Maintenance Assistant	0.30	-	0.48	0.48	0.48
Community Resources Specialist	0.04	-	-	-	-
Community Resources Assistant II	0.27	0.24	0.26	0.27	0.27
Community Resources Assistant I	0.02	0.21	-	-	-
Total FTE Part-Time Positions	4.82	5.05	5.77	6.06	6.06
Total Full-Time Equivalent Positions	5.32	5.55	6.27	6.56	6.56

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Culture and Recreation

Activity: Aquatics

	2008 - 2009 Actual	2009 - 2010 Actual	2010 - 2011 Budget	2011 - 2012 Base	2011 - 2012 Recommended
<b>Revenues</b>					
Intergovernmental	-	-	20,000	15,000	35,000
Charges for Services	186,448	179,512	185,730	184,520	184,520
Miscellaneous	9	-	-	-	-
<b>Total Revenues</b>	<b>186,457</b>	<b>179,512</b>	<b>205,730</b>	<b>199,520</b>	<b>219,520</b>
<b>Expenditures</b>					
Personal Services	166,738	180,722	197,170	207,580	207,580
Professional and Technical	1,540	1,484	3,430	3,430	3,430
Property Services	53,589	58,603	47,430	48,930	48,930
Other Services and Charges	3,360	2,791	15,590	14,690	14,690
Supplies	32,908	20,022	29,140	25,260	25,260
Capital Outlay	-	-	30,000	-	-
Interdepartmental	-	(2,510)	(11,500)	(10,400)	(10,400)
<b>Total Expenditures</b>	<b>258,135</b>	<b>261,112</b>	<b>311,260</b>	<b>289,490</b>	<b>289,490</b>
<b>Appropriations</b>					
General Fund	255,542	260,478	311,260	289,490	289,490
City Donation Fund	2,593	634	-	-	-
<b>Total Appropriations</b>	<b>258,135</b>	<b>261,112</b>	<b>311,260</b>	<b>289,490</b>	<b>289,490</b>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Culture and Recreation

Activity: Cultural Arts

**Purpose**

“The City of Covina is 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 is the mission statement of the Cultural Arts Advisory Commission’s Master Plan. The Cultural Arts Advisory Commission is in its eleventh year.

The Cultural Arts Advisory Commission has the following projects/events planned for 2011-2012:

- Rusty Venture Concert
- Kids’ Hawaiian Luau event
- Dia de Los Muerto (Day of the Dead) Celebration

**Goals and Objectives**

The division has established the following goals:

- Provide educational opportunities for the arts.
- Increase the opportunities for cultural arts venues meeting the diversity of the community.
- Seek grant funds for promotion of the arts.
- Expand fundraising efforts to provide additional monies to support programs.

To accomplish these goals the division will:

- Continue to work with staff in joint programming efforts.

**Base Budget-Change in Service**

There is no change in service.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Recommended
<b>Full-Time Equivalent Positions</b>					
<u>FTE Part-Time Positions</u>					
Community Resources Specialist	0.01	0.01	-	-	-
Community Resources Assistant II	-	-	-	-	-
Community Resources Aide	-	0.01	-	-	-
Total Full-Time Equivalent Positions	<u>0.01</u>	<u>0.02</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Culture and Recreation

Activity: Cultural Arts

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Miscellaneous	2,695	1,459	-	1,000	1,000
Total Revenues	<u>2,695</u>	<u>1,459</u>	<u>-</u>	<u>1,000</u>	<u>1,000</u>
<b>Expenditures</b>					
Personal Services	179	319	-	-	-
Professional and Technical	3,500	1,260	-	1,000	1,000
Property Services	-	100	-	-	-
Other Services and Charges	643	677	-	-	-
Supplies	611	1,128	-	-	-
Total Expenditures	<u>4,933</u>	<u>3,484</u>	<u>-</u>	<u>1,000</u>	<u>1,000</u>
<b>Appropriations</b>					
General Fund	1,577	2,053	-	-	-
City Donation Fund	3,356	1,431	-	1,000	1,000
Total Appropriations	<u>4,933</u>	<u>3,484</u>	<u>-</u>	<u>1,000</u>	<u>1,000</u>

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Activity Information

Program: Culture and Recreation

Activity: Library Administration

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**Purpose**

The Covina Public Library provides services to meet the informational, educational, and recreational reading needs of the community. The services the library provides are essential to the quality of life in Covina. Current trends illustrate the need for services aimed at improving adult and youth literacy.

The Library is governed by the following principles:

- Providing opportunities for people of all ages to enjoy reading and reading related programs.
- Commitment to addressing reading and informational trends, including printed material and media.
- Promoting ethnic and cultural awareness through education.
- To serve persons with disabilities, within the staffing and current funding constraints.
- Pursuing grants, sponsorships, and other creative funding alternatives to the General Fund.
- The belief that the citizen is our customer and our success is dependent upon their satisfaction.

Library Administration division provides the following support services:

- Clerical Support – typing, proof reading, office supply ordering, and forms maintenance.
- Personnel Functions – recruitment coordination , interviewing, personnel paperwork processing, staff rosters, coordination of in-service training, and staff handbooks.
- Financial Functions – coordination of department budget submittal, budget controls, accounts payable, accounts receivable, cash reports, payroll processing, petty cash, and refunds.
- Oversees the capital improvement projects and grants.
- Oversees the scheduling and handling of the Library's Community Room
- Coordination of building maintenance needs.
- Preparation of annual and quarterly mandated reports to the State.
- Assist in preparation of mandated Literacy reports to the State.
- Preparation of Library Board meeting packets and staff liaison to the Covina Library Board of trustees, a state mandated educational board that which meets regularly throughout the year
- Staff liaison to the Friends of the Covina Public Library and assistance with coordinating their event needs.
- Educating patrons on current library databases

A key function of the Administration division is long-range planning. The key issues facing the library profession and the delivery of quality services to the community include:

- Reduction of available grant funds for literacy.
- Building improvements to provide a higher standard of customer service including but not limited to:
  - Improved ADA access.
  - Relocation of all public computers.
  - Relocation and centralization of Adult/Children's Reference areas into one area.
- The unstable economy and legislative changes.
- Aging building, which needs electrical upgrades and earthquake retrofitting.
- Increasing special needs population desiring access to library services.

**Goals and Objectives**

Library Administration has established the following goals:

- Offer the highest quality and most effective customer service possible.
- Increase public awareness and use of library programs.
- Seek alternative sources of revenue to supplement library funding.
- Provide an attractive, inviting, and safe library facility for our patrons.
- Provide effective and efficient support to the department's operational divisions.
- Continue to identify common and critical issues affecting the delivery of library services.
- Offer programs and services delivered by high quality, well-trained staff.
- Provide easier access to the special needs population where possible within the current staffing and funding levels.

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Activity Information

Program: Culture and Recreation

Activity: Library Administration

To accomplish these goals Library Administration will:

- Development and training on Library and City policies and procedures
- Develop internal publicity/media procedures to achieve a higher standard of marketing.
- Continue to use and develop program evaluations completed by the service users, and establish a method of measuring the success rate of each program/service.
- Continue efforts to implement a "Donor Wall" to create an ongoing source of revenue for the Library needs which are not covered by the General Fund.
- Create a Community Room Policy Guide with a new fee structure to streamline the application process and achieve better utilization of the room with Library programs having first priority.

**Base Budget-Change in Service**

The budget reflects an increase to the department budget due to the reclassification of an Administrative Technician to a Management Analyst at mid-year and the hiring of a part-time Building Maintenance Worker. By having a Maintenance Worker at the Library five days a week, maintenance issues will be handled as they occur without the delay of waiting for a work order to be processed. In addition, a maintenance worker will be on site every service day.

There will be a change in the online databascs to include:

- The elimination of Grolier and NewsBank (cut due to lack of usage)
- The expansion of Gale to include Kids InfoBits, expanded Academic Onefile, and General Onefile, as well as the addition of genealogical databascs HeritageQuest and Ancestry Library Edition.

	2008-2009 <u>Actual</u>	2009-2010 <u>Actual</u>	2010-2011 <u>Budget</u>	2011-2012 <u>Base</u>	2011-2012 <u>Recommended</u>
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Library Director	1.00	1.00	-	-	-
Administrative Technician	1.00	1.00	-	1.00	1.00
<b>Total Full-Time Positions</b>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>-</u>	<u>-</u>
<u>FTE Part-Time Positions</u>					
Administrative Technician	-	-	-	0.46	0.26
Building Maintenance Worker	-	-	-	-	0.50
<b>Total FTE Part-Time Positions</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.46</u>	<u>0.70</u>
<b>Total Full-Time Equivalent Positions</b>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.46</u>	<u>1.76</u>

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Activity Information

Program: Culture and Recreation

Activity: Circulation Services

**Purpose**

The Circulation Services Division is responsible for checking library materials in and out, issuing library cards, maintaining patron records and providing quality customer service. Responsibilities include:

- Issuing new library cards.
- Check out materials
- Process returned materials, including checking and cleaning returned items and flagging materials that have been damaged.
- Sort returned materials for reshelving.
- Reshelve returned materials.
- Maintain library patron account information.
- Coordination of questions and collection of library fees and fines.
- Run report on Late Items and send Overdue Notices.
- Send notices to those who have unresolved charges remaining on their account.
- Process collection agency accounts.
- Collection development of CDs and DVD; maintain the CDs and DVDs displays to encourage more checkouts.
- Answering questions related to library check-out and returns.
- Update newspapers daily and magazines as they are published.
- Preparation of mandated quarterly Direct Loan Survey reports for the California State Library.

**Goals and Objectives**

The division has established the following goals:

- Provide quality customer service
- Educate the public on library services.

To accomplish these goals the division will:

- Continue to cross-train staff/volunteers to increase their knowledge and skills to provide continuous quality customer service.
- Provide new library patrons with a "New Library Patron Welcome Packet" which will also include a verbal introduction to library procedures and policies.
- Continue to update library handouts.

**Base Budget-Change in Service**

The Circulation Supervisor's salary code was brought into alignment with comparable supervisor positions in the City.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Recommended
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Circulation Supervisor	1.00	1.00	1.00	1.00	1.00
Total Full-Time Positions	1.00	1.00	1.00	1.00	1.00
<u>FTE Part-Time Positions</u>					
Library Clerk	2.23	2.23	2.23	2.22	2.22
Library Shelver	0.52	0.52	0.41	0.43	0.43
Total FTE Part-Time Positions	2.75	2.75	2.64	2.65	2.65
Total Full-Time Equivalent Positions	3.75	3.75	3.64	3.65	3.65

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Activity Information

Program: Culture and Recreation

Activity: Adult Reference Services

**Purpose**

The Adult Reference Services Division administers collection development to meet the informational, educational, and recreational reading needs of the community. Responsibilities include:

- Answering informational questions and helping patrons find library materials
- Selection of book, periodicals, audiovisual, and computer accessed materials
- Coordination of special programs and services
- Coordination of Adult Reading Programs
- Coordination of family programs , including Game Day and Puzzle Place.
- Education the patrons on current library databases

**Goals and Objectives**

The division has established the following goals:

- Endeavor to maintain the existing collection and make the collection more relevant by careful selection of new materials; discarding outdated and unneeded materials.
- Provide reference and computer assistance services that meet the needs of the community.
- Seek out and increase special programs and services.
- Increase the number of selections and materials.
- Maintain current knowledge of all available library databases offered to the public.

To accomplish these goals the division will:

- Work with the Collections and Materials Committee on book and other material selections.
- Seek new materials donation through a "book donation wall" to augment the reduced book budget.
- Train and cross-train staff/volunteers to increase their knowledge and skills to provide quality reference service and computer assistance
- Attend all available trainings on library databases.
- Schedule free classes on available library databases to increase users' knowledge.

**Base Budget-Change in Service**

To better serve the Library's teen population, Teen Reference Services has been incorporated into the Children's Reference Area. This will allow the Senior Librarian to focus solely on Adult/Family programming and services.

	<u>2008-2009</u> Actual	<u>2009-2010</u> Actual	<u>2010-2011</u> Budget	<u>2011-2012</u> Base	<u>2011-2012</u> Recommended
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Senior Librarian	2.00	2.00	1.00	1.00	1.00
Total Full-Time Positions	2.00	2.00	1.00	1.00	1.00
<u>FTE Part-Time Positions</u>					
Senior Librarian	0.82	0.82	0.75	-	-
Community Resources Specialist	-	-	-	0.63	0.63
Total FTE Part-Time Positions	0.82	0.82	0.75	0.63	0.63
Total Full-Time Equivalent Positions	2.82	2.82	1.75	1.63	1.63

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Activity Information

Program: Culture and Recreation

Activity: Children's/Teen Reference Area

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**Purpose**

The Children's/Teen Reference Services Division administers collection development to meet the informational, educational, and recreational reading needs for youth ages 0-17. The Children's Reference area is also responsive to the needs of parents, caregivers and others studying for child development or children's literature who need the expertise of the librarians for appropriate book selection for youth of all ages. Responsibilities include:

- Answering informational questions and helping patrons find library materials.
- Selection of book, periodicals, audiovisual, and computer accessed materials.
- Conducting library programs.
- Educating patrons on current library databases.

**Goals and Objectives**

The division has established the following goals:

- Endeavor to maintain the existing collection and make the collection more relevant by careful selection of new materials; discarding outdated and unneeded materials.
- Provide reference services that meet the needs youth ages 0-17.
- Continue to seek new ideas for programs and services and increase programming to bring in new patrons to the library.
- Provide quality programs.
- Maintain current knowledge of all available library databases offered to the public and maintain high quality databases.
- Foster new partnership with Covina-Valley Unified School District by implementing a joint summer reading program.

To accomplish these goals the division will:

- Read reviews composed by reputable book reviewers, etc. when making the selection of materials from library vendors.
- Seek new materials donation through an "adopt-a-book" program to augment the reduced book budget.
- Maintain a 0-3 Storytime program to introduce new parents to library services and early childhood development skills through stories and song.
- Participate in professional library organizations' forums and trainings to advance current programming/services.
- Train and cross-train staff/volunteers to increase their knowledge and skills to provide quality reference service.
- Administer the Summer Reading Program.
- Invite authors and performers who stimulate and educate the children.
- Attend all available trainings on library databases and annually review library databases.
- Schedule free classes on available library databases to increase users' knowledge.
- Offer scheduled storytimes and access to books for children enrolled in the joint summer reading program.
- Create and maintain a book club for teens that will meet on a monthly basis.

**Base Budget-Change in Service**

In an effort to better serve the library's teen users, the Children's Reference Area is now the Children's/Teen Reference Area. The Senior Librarian is now responsible for programming and other services for Teens, such as maintaining the Library's Young Adult book collection and seeking activities that Teens would enjoy. The Children's Library Shelver Position was reclassified to a Library Clerk due to additional responsibilities.

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Activity Information

Program: Culture and Recreation

Activity: Children's/Teen Reference Area

	2008-2009 <u>Actual</u>	2009-2010 <u>Actual</u>	2010-2011 <u>Budget</u>	2011-2012 <u>Base</u>	2011-2012 <u>Recommended</u>
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Senior Librarian	1.00	1.00	1.00	1.00	1.00
Total Full-Time Positions	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<u>FTE Part-Time Positions</u>					
Senior Librarian	-	-	0.27	-	-
Library Clerk	-	-	-	0.38	0.38
Total FTE Part-Time Positions	<u>-</u>	<u>-</u>	<u>0.27</u>	<u>0.38</u>	<u>0.38</u>
Total Full-Time Equivalent Positions	<u>1.00</u>	<u>1.00</u>	<u>1.27</u>	<u>1.38</u>	<u>1.38</u>

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Activity Information

Program: Culture and Recreation

Activity: Technical Services

**Purpose**

The Technical Services Division is responsible for processing new materials for check out, cataloging materials, and repair of damaged items.

Responsibilities include:

- Ordering new materials – books, CDs, DVDs and periodicals.
- Cataloging new material to the OCLC database.
- Processing new materials for check out.
- Coordinating Inter-Library loans.
- Daily scheduling of the Library's SIRSI/DYNIX backups and alerting IT when problems occur.
- Repairing of damaged items.
- Preparation of quarterly Inter-Library Loan reports to the California State Library.

**Goals and Objectives**

The division has established the following goals:

- Provide support for library staff who order library books, audio, CDs and DVDs, and periodicals.
- Ensure library computer for check-out and library patron records is updated daily.
- Improve support services to better serve the other functions of the library.

To accomplish these goals the division will:

- Train and cross-train staff/volunteers to increase their knowledge and skills for cataloging the new materials to the OCLC database.
- Train additional staff on how to repair damaged books.
- Review procedures for Technical Services.

**Base Budget-Change in Service**

One Library Clerk position was reclassified to a Library Assistant due to the responsibilities and duties of the position.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Recommended
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Principal Librarian	1.00	1.00	-	-	-
Total Full-Time Positions	1.00	1.00	-	-	-
<u>FTE Part-Time Positions</u>					
Library Assistant	0.47	0.47	0.47	0.95	0.95
Library Clerk	1.78	1.78	1.78	1.25	1.25
Library Shelver	-	-	0.08	-	-
Total FTE Part-Time Positions	2.25	2.25	2.33	2.20	2.20
Total Full-Time Equivalent Positions	3.25	3.25	2.33	2.20	2.20

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Activity Information

Program: Culture and Recreation

Activity: Public Printer

**Purpose**

The public printer is available for library patrons to print from the catalog computers or the public computers. The funds generated from this cost center are used for supplies and equipment related to library equipment needs.

**Base Budget-Change in Service**

There is no service change.

	2008-2009 <u>Actual</u>	2009-2010 <u>Actual</u>	2010-2011 <u>Budget</u>	2011-2012 <u>Base</u>	2011-2012 <u>Recommended</u>
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Activity Information

Program: Culture and Recreation

Activity: Library Literacy Program

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**Purpose**

The Second Start Literacy Program, a partially grant funded program trains and supports volunteer tutors, and recruits and matches adults and children needing help with reading. Grant funds are provided through the State Library, Workforce 231 Grant, and Community Development Block Grant program. Additional funds will be provided through the Annual Trivia Showdown Contest, community donations, Friends of the Library and the General Fund. Since 2001, the Literacy program has served 525 participants and has trained 273 tutors.

**Goals and Objectives**

The Second Start Literacy Program has established the following goals:

- Continue to provide quality literacy services to adults and children with 1 full time staff member and 34 volunteers and recruit additional volunteers.
- To provide literacy services in an atmosphere that promotes self-esteem, cultural diversity, and life-long learning.
- To maintain funding levels despite drastic cuts from the State Library, Department of Education, and corporate and private donations.
- Submit quarterly reports for the State of California
- Prepare and submit annual and quarterly reports to the Department of Education.
- Conduct mandated Department of Education testing of adult participants enrolled in the program.
- Mainstream literacy participants into the library programs, including but not limited to:
  - Summer Reading Programs
  - Library databases
  - Special events and programs
- Foster new partnership with Covina-Valley Unified School District by implementing a joint summer reading program
- Continue to grow the Homework Help program.

To accomplish these goals the Second Start Literacy Program will:

- Maintain and increase the volunteer base utilizing the VolunteerMatch.org and local publicity along with public presentations to local service clubs and organizations.
- Local fundraising through various approaches, such as Wine Walk and the new Literacy donation form in the City View, and corporate entities.
- During the orientation, give new participants a tour of the library.
- Introduce participants to library programs.
- Have all participants in the Literacy program join the Summer Reading Programs.
- Encourage adult learners and children to obtain a library card.
- Provide Literacy support to the joint summer reading program with Covina-Valley Unified School District.
- Provide planning support to the Summer Reading Program
- Maintain and increase the number of volunteers for the Homework Help program
- Promote the Homework Help program at schools

**Base Budget Changes in Services**

There is no change in service.

CITY OF COVINA, CALIFORNIA  
 2011-2012 Budget  
 Activity Information

Program: Culture and Recreation

Activity: Library Literacy Program

	<u>2008-2009</u> <u>Actual</u>	<u>2009-2010</u> <u>Actual</u>	<u>2010-2011</u> <u>Budget</u>	<u>2011-2012</u> <u>Base</u>	<u>2011-2012</u> <u>Recommended</u>
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Literacy Coordinator	1.00	1.00	1.00	1.00	1.00
Total Full-Time Positions	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<u>FTE Part-Time Positions</u>					
Library Clerk	0.03	-	-	-	-
Total FTE Part-Time Positions	<u>0.03</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Full-Time Equivalent Positions	<u>1.03</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Culture and Recreation

Activity: Library Services

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Intergovernmental	54,991	70,694	47,890	20,500	20,500
Charges for Services	61,221	53,628	53,120	42,620	42,620
Miscellaneous	12,881	4,048	25,570	8,400	8,400
Total Revenues	<u>129,093</u>	<u>128,370</u>	<u>126,580</u>	<u>71,520</u>	<u>71,520</u>
<b>Expenditures</b>					
Personal Services	906,654	950,511	554,590	598,450	625,720
Professional and Technical	135,826	125,600	163,410	164,160	164,160
Property Services	121,436	115,090	119,970	132,470	132,470
Other Services and Charges	28,842	22,445	27,180	28,510	28,510
Supplies	130,468	129,877	69,130	61,160	61,160
Capital Outlay	72,509	45,663	-	-	-
Interdepartmental	29,697	28,863	28,750	(12,000)	(12,000)
Total Expenditures	<u>1,425,432</u>	<u>1,418,049</u>	<u>963,030</u>	<u>972,750</u>	<u>1,000,020</u>
<b>Appropriations</b>					
General Fund	1,367,882	1,356,118	889,670	946,780	974,050
Library Equipment Reserve	1,327	3,602	4,860	1,970	1,970
Library Grant Fund	56,223	58,329	68,500	24,000	24,000
Total Appropriations	<u>1,425,432</u>	<u>1,418,049</u>	<u>963,030</u>	<u>972,750</u>	<u>1,000,020</u>

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Activity Information

Program: Culture and Recreation

Activity: Indirect Cost Allocation

**Purpose**

Indirect cost allocation of the culture and recreation program recognizes the culture and recreation support of the General Fund to other culture and recreation designated funds (activities).

The indirect cost allocation is based on various variables and includes building and equipment usage components. The only indirect cost allocation charges to other culture and recreation designated funds (activities) are attributed to General Fund general government support (see general government indirect costs allocation).

**Goals and Objectives**

To recognize and account for the indirect General Fund culture and recreation support to other culture and recreation designated funds (activities).

**Base Budget-Change in Service**

There is no change in service for Fiscal Year 2011-2012.

	2008-2009 <u>Actual</u>	2009-2010 <u>Actual</u>	2010-2011 <u>Budget</u>	2011-2012 <u>Base</u>	2011-2012 <u>Recommended</u>
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA  
 2011 - 2012 Budget  
 Activity Summary

Program: Culture and Recreation

Activity: Indirect Cost Allocation - Culture & Rec

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Total Revenues	-	-	-	-	-
<b>Expenditures</b>					
Interdepartmental	<u>65,340</u>	<u>-</u>	<u>44,170</u>	<u>44,170</u>	<u>44,170</u>
Total Expenditures	<u>65,340</u>	<u>-</u>	<u>44,170</u>	<u>44,170</u>	<u>44,170</u>
<b>Appropriations</b>					
Literacy Grant	<u>65,340</u>	<u>-</u>	<u>44,170</u>	<u>44,170</u>	<u>44,170</u>
Total Appropriations	<u>65,340</u>	<u>-</u>	<u>44,170</u>	<u>44,170</u>	<u>44,170</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Program Summary

Program: Community Development

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Licenses and Permits	865	-	-	-	-
Charges for Services	156,840	264,458	143,850	183,000	198,000
Fines and Forfeits	26,195	33,619	-	-	-
Miscellaneous	39,262	32,084	15,000	15,000	15,000
Total Revenues	<u>223,162</u>	<u>330,161</u>	<u>158,850</u>	<u>198,000</u>	<u>213,000</u>
<b>Activities</b>					
Development Administration	353,231	347,646	153,580	35,700	30,500
Planning	333,196	370,164	215,770	213,240	213,240
Building Inspection	429,520	637,562	-	-	-
Code Enforcement	93,112	97,044	97,550	-	-
Indirect Cost Allocation - Comm. Dev.	(522,760)	(543,430)	(418,110)	(418,110)	(243,740)
Total Activities	<u>686,299</u>	<u>908,986</u>	<u>48,790</u>	<u>(169,170)</u>	<u>-</u>
<b>Appropriations</b>					
General Fund	686,299	908,986	48,790	(169,170)	-
Total Appropriations	<u>686,299</u>	<u>908,986</u>	<u>48,790</u>	<u>(169,170)</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Community Development

Activity: Development Administration

**Purpose**

The purpose of the Community Development Administration is to provide an activity in which to charge personnel and related costs associated with overseeing Planning. With the end of the life of the Redevelopment Agency in sight, this activity identifies costs, which will require funding even after the cessation of the Redevelopment Agency in order for the Community Development Department to continue to function.

**Goals and Objectives**

The primary goal of the Community Development Administration activity will be to continue to provide support and guidance to the Community Development Department as a whole. Positive customer service will be emphasized as it provides an environment that entices new construction as well as rehabilitation of existing construction and compliance with Covina's Municipal Code.

**Base Budget-Change in Services**

Personnel charges of the Director of Community Development, Senior Management Analyst, and a Senior Administrative Technician, are charged to Redevelopment Administration.

	<u>2008-2009</u> Actual	<u>2009-2010</u> Actual	<u>2010-2011</u> Budget	<u>2011-2012</u> Base	<u>2011-2012</u> Recommended
<b>Full-Time Equivalent Positions</b>					
<b><u>Full-Time Positions</u></b>					
Director of Community Development	1.00	1.00	0.50	-	-
Senior Management Analyst	1.00	1.00	-	-	-
Senior Administrative Technician	1.00	1.00	0.50	-	-
Total Full-Time Equivalent Positions	<u>3.00</u>	<u>3.00</u>	<u>1.00</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Community Development

Activity: Development Administration

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Total Revenues	-	-	-	-	-
<b>Expenditures</b>					
Personal Services	324,725	316,512	117,880	-	-
Professional and Technical	10,060	12,000	12,460	12,460	12,460
Property Services	4,909	5,285	6,650	6,650	6,650
Other Services and Charges	12,612	12,770	13,840	13,840	8,640
Supplies	925	1,079	2,750	2,750	2,750
Total Expenditures	<u>353,231</u>	<u>347,646</u>	<u>153,580</u>	<u>35,700</u>	<u>30,500</u>
<b>Appropriations</b>					
General Fund	<u>353,231</u>	<u>347,646</u>	<u>153,580</u>	<u>35,700</u>	<u>30,500</u>
Total Appropriations	<u>353,231</u>	<u>347,646</u>	<u>153,580</u>	<u>35,700</u>	<u>30,500</u>

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Activity Information

Program: Community Development

Activity: Planning

**Purpose**

The Planning Division advises and reports to the City Council, City Manager and Planning Commission on community development issues. Under state law the division must maintain a comprehensive General Plan of development for the community, serve as the planning advisory body, review development proposals, capital projects and city actions for consistency with the general plan, and conduct environmental reviews. The division assists residents, developers and business owners in obtaining the best use of their property in a manner that is consistent with the highest quality of land use planning and the overall goals of the community. Significant tasks include:

- Administer and maintain the General Plan.
- Prepare studies, reports and recommendation for the City Council, City Manager, Planning Commission and Historic Preservation Board.
- Review development proposals and advise residents, property owners and developers on the use of real property.
- Perform environmental reviews pursuant to the California Environmental Quality Act.
- Coordinate City planning activities with those of surrounding jurisdictions and regional planning agencies.
- Assist in the enforcement of complex zoning violations.
- Review and process requests to annex land to the City.

**Goals and Objectives**

It is the overall goal of the Planning Division to continue ongoing efforts to improve and streamline the development review process. The division will continue to provide staff support to the Planning Commission, Historic Preservation Board and the Neighborhood Preservation program.

Our specific objectives for this year are to:

- Update public information related to development standards and the review process, and make this information available on the City's website.
- Complete a comprehensive update of the zoning code.

**Base Budget-Change in Service**

Seventy percent (70%) of the cost of a Senior Planner is charged to Housing.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Recommended
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
City Planner	-	1.00	1.00	1.00	1.00
Senior Planner	-	-	-	0.30	0.30
Associate Planner	2.00	2.00	0.30	-	-
Assistant Planner	1.00	-	-	-	-
Planning Technician	1.00	1.00	-	-	-
Total Full-Time Equivalent Positions	<u>4.00</u>	<u>4.00</u>	<u>1.30</u>	<u>1.30</u>	<u>1.30</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Community Development

Activity: Planning

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Charges for Services	155,158	261,578	143,850	183,000	198,000
Fines and Forfeits	-	5	-	-	-
Miscellaneous	1,950	14,484	15,000	15,000	15,000
Total Revenues	<u>157,108</u>	<u>276,067</u>	<u>158,850</u>	<u>198,000</u>	<u>213,000</u>
<b>Expenditures</b>					
Personal Services	345,062	383,534	170,740	168,210	168,210
Professional and Technical	34,117	39,925	24,510	24,510	24,510
Property Services	2,480	4,892	5,000	5,000	5,000
Other Services and Charges	8,809	6,372	12,880	12,880	12,880
Supplies	1,228	621	2,640	2,640	2,640
Interdepartmental	(58,500)	(65,180)	-	-	-
Total Expenditures	<u>333,196</u>	<u>370,164</u>	<u>215,770</u>	<u>213,240</u>	<u>213,240</u>
<b>Appropriations</b>					
General Fund	333,196	370,164	215,770	213,240	213,240
Total Appropriations	<u>333,196</u>	<u>370,164</u>	<u>215,770</u>	<u>213,240</u>	<u>213,240</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Public Works

Activity: Building Inspection

**Note:**

Building Inspection is now accounted for in the Public Works program. Any information pertaining to Building Inspection in this section is in reference to the prior fiscal years in which it was accounted for in the Community Development program. Please refer to the Public Works section for more information.

	<u>2008-2009</u> Actual	<u>2009-2010</u> Actual	<u>2010-2011</u> Budget	<u>2011-2012</u> Base	<u>2011-2012</u> Recommended
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Building Official	1.00	1.00	-	-	-
Deputy Building Official	-	-	-	-	-
General Building Inspector	2.00	2.00	-	-	-
Permit Technician	-	1.00	-	-	-
Secretary	1.00	1.00	-	-	-
Total Full-Time Equivalent Positions	<u>4.00</u>	<u>4.00</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Public Works

Activity: Building Inspection

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Licenses and Permits	183,068	343,390	-	-	-
Charges for Services	146,197	374,725	-	-	-
Total Revenues	<u>329,265</u>	<u>718,115</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Personal Services	330,294	341,440	-	-	-
Professional and Technical	144,850	354,579	-	-	-
Property Services	4,160	6,853	-	-	-
Other Services and Charges	25,890	23,024	-	-	-
Supplies	862	1,904	-	-	-
Capital Outlay	-	-	-	-	-
Interdepartmental	(76,536)	(90,238)	-	-	-
Total Expenditures	<u>429,520</u>	<u>637,562</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Appropriations</b>					
General Fund	429,520	637,562	-	-	-
Total Appropriations	<u>429,520</u>	<u>637,562</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Community Development

Activity: Neighborhood Preservation

**Note:**

Neighborhood Preservation is now accounted for in the Public Works program. Any information pertaining to General Fund Neighborhood Preservation in this section is in reference to the prior fiscal years in which it was accounted for in the Community Development program. Please refer to the Public Works section for more information.

	<u>2008-2009 Actual</u>	<u>2009-2010 Actual</u>	<u>2010-2011 Budget</u>	<u>2011-2012 Base</u>	<u>2011-2012 Recommend</u>
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Building and Code Enforcement Coordinator	1.00	1.00	1.00	-	-
Neighborhood Preservation Officer	2.00	2.00	2.00	-	-
<u>FTE Part-Time Positions</u>					
Code Enforcement Officer	0.95	0.45	0.45	-	-
Total Full-Time Equivalent Positions	3.95	3.45	3.45	-	-

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Community Development

Activity: Neighborhood Preservation

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Charges for Services	220	-	-	-	-
Total Revenues	<u>220</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Personal Services	234,105	252,756	62,290	-	-
Professional and Technical	13,347	13,161	9,770	-	-
Property Services	2,153	4,570	4,000	-	-
Other Services and Charges	20,036	18,924	19,660	-	-
Supplies	1,023	443	1,830	-	-
Interdepartmental	(177,552)	(192,810)	-	-	-
Total Expenditures	<u>93,112</u>	<u>97,044</u>	<u>97,550</u>	<u>-</u>	<u>-</u>
<b>Appropriations</b>					
General Fund	93,112	97,044	97,550	-	-
Total Appropriations	<u>93,112</u>	<u>97,044</u>	<u>97,550</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Activity Information

Program: Community Development

Activity: Indirect Cost Allocation

**Purpose**

Indirect cost allocation of the community development program recognizes the community development support of the General Fund to other designated funds (activities) as follows:

**From**

- Development Administration

**To**

- Transit
- Redevelopment and Housing

The indirect cost allocation is based on various variables and includes building and equipment usage components.

**Goals and Objectives**

To recognize and account for the indirect General Fund community development support to other designated funds (activities).

**Base Budget-Change in Service**

There is a decrease in Indirect Cost Allocation due to more costs being directly charged to the Redevelopment Agency.

	2008-2009 <u>Actual</u>	2009-2010 <u>Actual</u>	2010-2011 <u>Budget</u>	2011-2012 <u>Base</u>	2011-2012 <u>Recommended</u>
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Community Development

Activity: Indirect Cost Allocation - Comm. Dev.

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Interdepartmental	<u>(522,760)</u>	<u>(543,430)</u>	<u>(418,110)</u>	<u>(418,110)</u>	<u>(243,740)</u>
Total Expenditures	<u>(522,760)</u>	<u>(543,430)</u>	<u>(418,110)</u>	<u>(418,110)</u>	<u>(243,740)</u>
<b>Appropriations</b>					
General Fund	<u>(522,760)</u>	<u>(543,430)</u>	<u>(418,110)</u>	<u>(418,110)</u>	<u>(243,740)</u>
Total Appropriations	<u>(522,760)</u>	<u>(543,430)</u>	<u>(418,110)</u>	<u>(418,110)</u>	<u>(243,740)</u>

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CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Program Summary

Program: Transit

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Intergovernmental	717,172	630,435	1,354,780	1,877,260	1,877,260
Charges for Services	228,203	221,225	220,000	180,000	180,000
Investment Earnings	30,078	-	18,000	45,000	45,000
Miscellaneous	36	412	-	-	-
Total Revenues	<u>975,489</u>	<u>852,072</u>	<u>1,592,780</u>	<u>2,102,260</u>	<u>2,102,260</u>
<b>Activities</b>					
Transit Administration	118,600	135,902	174,580	171,910	172,720
Transit Operation	668,915	934,326	2,225,130	2,435,250	2,435,250
Indirect Cost Allocation - Transit	76,840	-	16,110	16,110	16,110
Total Activities	<u>864,355</u>	<u>1,070,228</u>	<u>2,415,820</u>	<u>2,623,270</u>	<u>2,624,080</u>
<b>Appropriations</b>					
Transit	835,989	903,521	1,970,260	1,831,590	1,832,400
Transportation Fund	28,366	166,707	445,560	791,680	791,680
Total Appropriations	<u>864,355</u>	<u>1,070,228</u>	<u>2,415,820</u>	<u>2,623,270</u>	<u>2,624,080</u>

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Activity Information

Program: Transit

Activity: Transit Administration

**Purpose**

To administer transportation programs and projects in accordance with local, state, and federal requirements for the good of the citizens of Covina.

**Goals and Objectives**

The goal of the Transit Section is to identify and implement transportation projects or programs beneficial to the community, to engage in regional transportation policy discussions for the benefit of the residents of Covina, and to obtain sources of revenue to implement local transit projects and programs. Current programs are:

- Development and maintenance of the Covina Metrolink Station to ensure connectivity between the Metrolink Station and the Downtown corridor via pedestrian and bicycle linkages.
- Covina Metrolink Transit Complex parking lot and Municipal parking lot maintenance.
- Bikestation Covina maintenance.
- Contract management for Covina Transit Dial-A-Ride, a local transportation service benefiting senior citizens and the disabled.
- Subsidy of METRO and Foothill Transit monthly bus passes for senior citizens and the disabled.
- Management of [www.ParkCovina.com](http://www.ParkCovina.com) web portal.
- Transit shelter maintenance and bus stop improvements citywide.
- Maintain Metrolink right-of-way clean of graffiti citywide.
- Administration of the City's of Proposition A, Proposition C and Measure R funds.
- Serve as a liaison between the City of Covina and Foothill Transit, METRO, Metrolink, the San Gabriel Valley Council of Governments, and other regional bodies on transportation matters.
- Review and recommend policy positions on transportation legislation for City administration.

**Base Budget-Change in Service**

Due to an increased need for administrative support and customer service in this area, the Account Clerk II position will be increased to a full-time position.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Recommended
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Senior Management Analyst	1.00	1.00	1.00	1.00	1.00
Account Clerk II	-	-	1.00	1.00	1.00
Total Full-Time Positions	1.00	1.00	2.00	2.00	2.00
<u>FTE Part-Time Positions</u>					
Office Assistant II	-	-	-	-	-
Account Clerk II	0.50	0.50	-	-	-
Total Full-Time Equivalent Positions	1.50	1.50	2.00	2.00	2.00

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Transit

Activity: Transit Administration

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Investment Earnings	30,078	-	17,000	40,000	40,000
Total Revenues	<u>30,078</u>	<u>-</u>	<u>17,000</u>	<u>40,000</u>	<u>40,000</u>
<b>Expenditures</b>					
Personal Services	109,444	125,701	167,130	164,460	164,460
Professional and Technical	1,870	1,850	2,750	2,750	2,750
Property Services	1,352	2,266	1,100	1,100	1,100
Other Services and Charges	4,793	4,627	2,200	2,200	3,010
Supplies	1,141	1,458	1,400	1,400	1,400
Total Expenditures	<u>118,600</u>	<u>135,902</u>	<u>174,580</u>	<u>171,910</u>	<u>172,720</u>
<b>Appropriations</b>					
Transit	118,600	135,902	174,580	171,910	172,720
Total Appropriations	<u>118,600</u>	<u>135,902</u>	<u>174,580</u>	<u>171,910</u>	<u>172,720</u>

**CITY OF COVINA, CALIFORNIA**

2011-2012 Budget

Activity Information

Program: Transit

Activity: Transit Operation

**Purpose**

To provide transportation services to the community and develop and maintain transit capital projects and infrastructure in the City of Covina.

**Goals and Objectives**

Planning, project management, program management and grant management with special focus on Proposition A, Proposition C and Measure R Local Return funds as well as State and Federal funding sources to provide transportation services and capital projects to the community. Transportation services and capital projects include operation of the Metrolink Parking Complex, Municipal Parking Lots, and Bikestation Covina.

**Base Budget-Change in Service**

Due to low ridership and reduced Proposition A funding allocations during the economic downturn, the Covina Transit Metrolink Shuttle program has been recommended for elimination. Cost savings from the elimination of the Metrolink shuttle have been redirected to improve service quality for the Covina Transit Dial-a-Ride program that services Covina's elderly and disabled community.

Security services have been increased at the Covina Metrolink station with a new contractor to provide 24 hour / 7 day a week security presence.

One federal earmark is included in the 2011-2012 transportation budget: a construction grant to improve pedestrian safety in the vicinity of the Metrolink station.

	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2011-2012</u>
	Actual	Actual	Budget	Base	Recommended
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Transit

Activity: Transit Operation

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Intergovernmental	717,172	630,435	1,354,780	1,877,260	1,877,260
Charges for Services	228,203	221,225	220,000	180,000	180,000
Investment Earning	-	-	1,000	5,000	5,000
Miscellaneous	36	(412)	-	-	-
<b>Total Revenues</b>	<u>945,411</u>	<u>851,248</u>	<u>1,575,780</u>	<u>2,062,260</u>	<u>2,062,260</u>
<b>Expenditures</b>					
Professional and Technical	22,958	57,070	435,000	120,000	120,000
Property Services	272,730	290,588	585,100	535,100	535,100
Other Services and Charges	276,199	392,250	645,090	619,090	619,090
Supplies	1,325	632	3,100	3,100	3,100
Capital Outlay	37,960	154,840	25,000	325,000	325,000
Interdepartmental	28,475	38,946	171,840	532,960	532,960
Other Financing Uses	29,268	-	360,000	300,000	300,000
<b>Total Expenditures</b>	<u>668,915</u>	<u>934,326</u>	<u>2,225,130</u>	<u>2,435,250</u>	<u>2,435,250</u>
<b>Appropriations</b>					
Transit	640,549	767,619	1,782,790	1,646,790	1,646,790
Transportation Fund	28,366	166,707	442,340	788,460	788,460
<b>Total Appropriations</b>	<u>668,915</u>	<u>934,326</u>	<u>2,225,130</u>	<u>2,435,250</u>	<u>2,435,250</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Transit

Activity: Indirect Cost Allocation

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**Purpose**

Indirect cost allocation of the transit program recognizes the support of the General Fund to transit activities.

The indirect cost allocation is based on various variables and includes building and equipment usage components. The only indirect cost allocation charges to transit designated funds (activities) are attributed to General Fund general government and community development support (see general government and community development indirect costs allocation).

**Goals and Objectives**

To recognize and account for the indirect General Fund general government and public works support to transit designated funds (activities).

**Base Budget-Change in Service**

There is no change in service for Fiscal Year 2011-2012.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Recommended
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA  
 2011 - 2012 Budget  
 Activity Summary

Program: Transit

Activity: Indirect Cost Allocation - Transit

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Expenditures</b>					
Interdepartmental	76,840	-	16,110	16,110	16,110
Total Expenditures	<u>76,840</u>	<u>-</u>	<u>16,110</u>	<u>16,110</u>	<u>16,110</u>
<b>Appropriations</b>					
Transit	76,840	-	12,890	12,890	12,890
Transportation Fund	-	-	3,220	3,220	3,220
Total Appropriations	<u>76,840</u>	<u>-</u>	<u>16,110</u>	<u>16,110</u>	<u>16,110</u>

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CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Program Summary

Program: Redevelopment and Housing

	2008 - 2009 Actual	2009 - 2010 Actual	2010 - 2011 Budget	2011 - 2012 Base	2011 - 2012 Recommended
<b>Revenues</b>					
Taxes	1,812,544	1,746,002	1,738,000	1,706,800	1,706,800
Intergovernmental	616,408	799,130	464,990	444,860	470,810
Charges for Services	929,031	856,384	847,220	692,080	692,080
Investment Earnings	985,626	480,026	190,910	200,600	200,600
Miscellaneous	816,190	41,002	137,750	60,000	60,000
Other Financing Sources	-	2,310,000	2,200,000	-	-
Total Revenues	<u>5,159,799</u>	<u>6,232,544</u>	<u>5,578,870</u>	<u>3,104,340</u>	<u>3,130,290</u>
<b>Activities</b>					
Redevelopment-Administration	255,352	279,109	475,810	723,620	723,620
CDBG Administration	41,065	44,691	46,500	40,910	28,560
Marketing	371,494	370,802	497,520	508,660	508,660
Redevelopment	3,052,142	812,967	1,094,160	2,393,080	2,393,080
Housing	531,183	871,992	983,630	1,798,320	1,812,790
Business Assistance	282,910	470,575	235,000	213,960	276,900
Public Service	62,241	59,868	69,750	90,500	57,120
Residential Rehabilitation	90,521	17,726	113,630	106,020	108,210
Neighborhood Preservation	200,719	220,322	137,240	224,280	224,280
Public Improvements	71,529	134,790	-	-	-
Land Proceeds	35,059	1,320,778	-	375,000	375,000
Indirect Cost Allocation - Redevelopment	954,930	981,120	1,257,400	1,257,400	1,257,400
Total Activities	<u>5,949,145</u>	<u>5,584,740</u>	<u>4,910,640</u>	<u>7,731,750</u>	<u>7,765,620</u>
<b>Appropriations</b>					
LMIH Fund	853,572	1,235,684	1,264,240	2,165,970	2,180,440
CDBG Fund	600,276	727,650	519,510	506,020	525,420
Redevelopment Fund	4,460,238	2,300,628	3,126,890	4,684,760	4,684,760
Land Proceeds Fund	35,059	1,320,778	-	375,000	375,000
Total Appropriations	<u>5,949,145</u>	<u>5,584,740</u>	<u>4,910,640</u>	<u>7,731,750</u>	<u>7,765,620</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Redevelopment and Housing

Activity: Redevelopment

**Purpose**

The function of this activity is to consolidate and identify all Agency project costs by specific project, project area, and subareas served, priorities, and relationship to other Agency and City projects.

The project is for the most part limited to "year of appropriation," which is the budget year of this document. The plan is for the Agency Board to work with staff to develop a long-range program aimed at implementing Board-adopted redevelopment plans for the two Agency project areas.

This budget may be severely impacted or eliminated due to future State actions, but while the debate on local redevelopment agencies continues, the Redevelopment Agency of the City of Covina will strive to continue its mission to eliminate blight provide affordable housing opportunities and work to bring jobs and economic viability for the community.

**Goals and Objectives**

This budget continues to be prepared with the Agency limited cash flow in mind. The emphasis on economic development activity has been maintained while adhering to the financial constraints has been necessary.

The program for this fiscal year consists of seven ongoing projects which have entered subsequent phases aimed at strengthening the City's commercial, retail, and industrial centers; rehabilitating and revitalizing downtown properties; and maintaining acquired properties. These projects are:

- Shoppers Lane – The last several fiscal years have focused on public improvements to this “gateway” to the City. Storefront improvement has also occurred, improving the overall appearance of this area. This next fiscal year the Agency will continue to offer storefront improvement opportunities.
- Azusa Arrow Commercial Center – Agency staff has spent considerable time and effort over the last several years focused on improving the sales tax base as well as creating additional jobs. The emphasis this fiscal year will be on continued efforts to meet current retailer’s business needs.
- Village Oaks Freeway Sign – With very limited freeway frontage, Covina has spent several years examining the possibility of a freeway sign for auto dealerships and/or major retailers. This fiscal year, the Agency will continue to explore this option.
- Town Square Commercial Center – With a major retail establishment relocating from this Center, the Agency will work with the property owner/developer to attract a viable replacement.
- Citrus Avenue Auto Center – Covina’s auto dealerships are an integral part of the City through provision of a sales tax base and jobs. The Agency has been working consistently towards the marketing and promotion of Agency-owned land and analysis of future development opportunities.
- Town Center Plan – Agency staff combined with Planning have invested considerable time and effort revising the zoning in the Downtown area. This revision allows a mixed use in designated areas, combining retail and residential. This will eliminate blight in the Downtown and address the growing demand for housing. Continuation of the storefront program as well as acquisition and marketing of property will take place in this fiscal year.
- City Offices – Operation and maintenance of the Agency-owned City offices is an ongoing need and effort.

**Base Budget-Change in Service**

There are no changes in services.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Recommended
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Redevelopment and Housing

Activity: Redevelopment-Administration

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Intergovernmental	68,377	75,159	-	-	-
Investment Earnings	61,194	95,826	92,400	81,100	81,100
Miscellaneous	25,001	19,031	16,000	16,000	16,000
Total Revenues	<u>86,195</u>	<u>114,857</u>	<u>108,400</u>	<u>97,100</u>	<u>97,100</u>
<b>Expenditures</b>					
Personal Services	104,693	111,328	322,780	570,590	570,590
Professional and Technical	69,788	78,283	125,670	125,670	125,670
Property Services	633	1,576	2,000	2,000	2,000
Other Services and Charges	69,355	87,843	15,360	15,360	15,360
Supplies	8,191	79	10,000	10,000	10,000
Interdepartmental	2,692	-	-	-	-
Total Expenditures	<u>255,352</u>	<u>279,109</u>	<u>475,810</u>	<u>723,620</u>	<u>723,620</u>
<b>Appropriations</b>					
Redevelopment Fund	<u>255,352</u>	<u>279,109</u>	<u>475,810</u>	<u>723,620</u>	<u>723,620</u>
Total Appropriations	<u>255,352</u>	<u>279,109</u>	<u>475,810</u>	<u>723,620</u>	<u>723,620</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Redevelopment and Housing

Activity: CDBG Administration

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**Purpose**

CDBG funds may be used to pay reasonable program administration costs and carrying charges related to the planning and execution of community development activities assisted in whole or in part with funds provided under the CDBG program.

Costs that are charged to administrative costs are subject to a limitation that not more than 7.5% of total grant funds may be used for administration.

Program administration costs include staff and related costs required for overall program management, coordination, monitoring, reporting, and evaluation of the following types of CDBG-funded programs:

- Public Service
- Housing Rehabilitation
- Economic Development
- Capital Facility Improvement

**Goals and Objectives**

Goals for fiscal year 2011-2012 are as follows:

- Oversee the CDBG programs to ensure compliance with the eligibility requirements established by federal guidelines.
- Monitor and coordinate all CDBG fund expenditures for compliance with various federally mandated rules and regulations, and County of Los Angeles regulations.
- Ensure compliance with lead-based paint hazard regulations.
- Ensure compliance with asbestos requirements.
- Coordinate citizen involvement in the grant request process.

The objectives to meet the above mentioned goals are:

- Determine eligibility based on the statutory requirements in the Code of Federal Regulations (CFR) Title 24, Part 570, which covers the Community Development Block Grant (CDBG) Program.
- Attend educational training sessions to keep up with changes in the law.
- Provide public noticing of meetings and publish notice of grant availability.
- At least quarterly, review CDBG programs for compliance with stated objectives.
- At least yearly, monitor all programs.

**Base Budget-Change in Service**

The fiscal year 2011-2012 CDBG Administration budget reflects personnel costs including benefits, information technology, postage, photocopy and meeting charges.

The CDBG funding allocation has been reduced annually by the Department of Housing and Development (HUD). Allocated funds saw a reduction in funding for fiscal year 05-06 of 5.3%, fiscal year 06-07 of 10.1%, fiscal year 08-09 of 3.5%, fiscal year 09-10 of 3.5% and 11-12 projected at 18%. According to the Community Development Commission (CDC), this reduction will not be final until sometime in July of 2011. This reduction takes the City back to 1988-89 funding levels. The CDC anticipates that there will be additional reductions, which are all dependent upon the outcome of the Federal 2012 final budget.

For fiscal year 2011-2012, the costs charged to administration will not be allowed to exceed 7.5% of the total grant funds allotted to the City. This is a decrease from 10% in prior years.

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Activity Information

Program: Redevelopment and Housing

Activity: CDBG Administration

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	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Recommended
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Senior Management Analyst	0.45	0.45	0.45	0.31	0.31
Redevelopment Manager	0.02	0.00	0.00	0.00	0.00
Total Full-Time Positions	<u>0.47</u>	<u>0.45</u>	<u>0.45</u>	<u>0.31</u>	<u>0.31</u>
<u>Part-Time Positions</u>					
Account Clerk II	0.10	0.10	0.05	0.00	0.00
Total Part-Time Positions	<u>0.10</u>	<u>0.10</u>	<u>0.05</u>	<u>0.00</u>	<u>0.00</u>
Total Full-Time Equivalent Positions	<u>0.57</u>	<u>0.55</u>	<u>0.50</u>	<u>0.31</u>	<u>0.31</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Redevelopment and Housing

Activity: CDBG Administration

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Intergovernmental	41,182	44,682	46,500	42,660	28,560
Total Revenues	<u>41,182</u>	<u>44,682</u>	<u>46,500</u>	<u>42,660</u>	<u>28,560</u>
<b>Expenditures</b>					
Personal Services	38,049	39,578	40,700	35,960	23,680
Professional and Technical	2,100	4,230	4,200	4,200	4,200
Other Services and Charges	916	883	1,400	750	680
Supplies	-	-	200	-	-
Total Expenditures	<u>41,065</u>	<u>44,691</u>	<u>46,500</u>	<u>40,910</u>	<u>28,560</u>
<b>Appropriations</b>					
CDBG Fund	<u>41,065</u>	<u>44,691</u>	<u>46,500</u>	<u>40,910</u>	<u>28,560</u>
Total Appropriations	<u>41,065</u>	<u>44,691</u>	<u>46,500</u>	<u>40,910</u>	<u>28,560</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Redevelopment and Housing

Activity: Marketing

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**Purpose**

The marketing of Covina as an economically viable area is primarily aimed at retaining current businesses and the attraction of new companies and development, with secondary efforts in promoting the local business area to consumers. This is accomplished through our recently adopted Business Retention and Expansion Program, by marketing the Covina Opportunity and Authenticity brand and web site, by marketing our ShopCovina.org shop local program, and by instituting sound long-term institutional marketing efforts. With the exception of the promotion conducted for events such as the Thunderfest and specific development sites, all of the advertising efforts used in the marketing effort have been institutional in nature. This means all of the vehicles utilized were presented to enhance Covina's reputation in the perception of potential developers, business operators and consumers. The obvious result is the long-term improved identity for Covina and ultimately, tangible benefits in the future.

The Downtown Thunderfest event attracted a crowd of over 30,000 to our community. The weekly Street Market operates April through December. The Agency and the Economic Development Council (EDC) of the Chamber of Commerce continue to work together on several projects including: the "Shop Local" program, task force teams to visit businesses that have expressed concerns, and the production of business ombudsman videos.

**Goals and Objectives**

- Continue to implement and refine the City's adopted Business Retention and Expansion program.
  - Improve the Economic Development Incentive Handout
- Maintain and expand the [www.covinopportunity.com](http://www.covinopportunity.com) Economic Development webpage
- Maintain and expand the [www.ShopCovina.org](http://www.ShopCovina.org) shop local webpage
- Continue to follow-up on all potential leads to attract quality business to Covina.
- Continue the institutional display advertising.
- Continue the consumer directed "Covina as the entertainment center for the East San Gabriel Valley" promotion campaign including the following efforts:
  - Purchase institutional display and/or audio and/or visual media ads promoting this entertainment identity.
  - Reprint and distribute the Entertainment and Restaurant Guide (with financial participation of the restaurants and entertainment venues).
  - Continue to organize and implement the Thunderfest event and the weekly Street/Farmers Market.
  - Continue to support and assist the Covina Center for the Performing Arts, The Fret House, Taste of Texas, the AMC Theater and other entertainment related businesses as "core assets".
  - Continue to coordinate with the Downtown Business Association, the Covina Chamber of Commerce and/or any local organization's community events that attract potential consumers to Covina.
- Continue to provide direct support to the efforts of the Covina Economic Development Council's business retention and improvement programs.
- Continue to actively support the programs and activities of the San Gabriel Valley Economic Partnership. When appropriate, set-up promotional displays and distribute marketing information at their events.
- Continue to promote the success of past, current and future development projects by the use of press releases, ground breaking and grand opening ceremonies, display advertisements (when appropriate), and City publications (i.e. City View and the Annual Report).
- Continue to attend the International Conference of Shopping Centers and other economic development oriented conferences to gain direct contact with developers, retailers and real estate representatives and to keep informed regarding all the latest trends in the development fields.
- Continue to expand the knowledge base of staff to improve marketing and outreach programs.
- Once constructed, work with the advertising company to utilize the "Freeway Sign" to promote businesses in Covina Redevelopment Agency project areas and when appropriate to advertise events and activities related to the Agency's consumer directed promotional efforts.

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Redevelopment and Housing

Activity: Marketing

**Base Budget-Change in Service**

There are no changes in service for fiscal year 2011-2012.

	<u>2008-2009 Actual</u>	<u>2009-2010 Actual</u>	<u>2010-2011 Budget</u>	<u>2011-2012 Base</u>	<u>2011-2012 Recommended</u>
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Redevelopment Manager	0.98	0.98	-	-	-
Senior Redevelopment Manager	-	-	1.00	1.00	1.00
Total Full-Time Equivalent Positions	<u>0.98</u>	<u>0.98</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Redevelopment and Housing

Activity: Marketing

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Miscellaneous	75,962	21,971	35,000	-	-
<b>Total Revenues</b>	<u>75,962</u>	<u>21,971</u>	<u>35,000</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Personal Services	128,892	130,338	128,310	129,450	129,450
Professional and Technical	63,336	39,924	119,250	119,250	119,250
Property Services	972	897	1,200	11,200	11,200
Other Services and Charges	162,603	144,568	231,800	231,800	231,800
Supplies	15,691	3,403	16,960	16,960	16,960
Interdepartmental	-	51,672	-	-	-
<b>Total Expenditures</b>	<u>371,494</u>	<u>370,802</u>	<u>497,520</u>	<u>508,660</u>	<u>508,660</u>
<b>Appropriations</b>					
Redevelopment Fund	371,494	370,802	497,520	508,660	508,660
<b>Total Appropriations</b>	<u>371,494</u>	<u>370,802</u>	<u>497,520</u>	<u>508,660</u>	<u>508,660</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Redevelopment and Housing

Activity: Redevelopment

**Purpose**

The function of this activity is to consolidate and identify all Agency project costs by specific project, project area, and subareas served, priorities, and relationship to other Agency and City projects.

The project is for the most part limited to "year of appropriation," which is the budget year of this document. The plan is for the Agency Board to work with staff to develop a long-range program aimed at implementing Board-adopted redevelopment plans for the two Agency project areas.

This budget may be severely impacted or eliminated due to future State actions, but while the debate on local redevelopment agencies continues, the Redevelopment Agency of the City of Covina will strive to continue its mission to eliminate blight provide affordable housing opportunities and work to bring jobs and economic viability for the community.

**Goals and Objectives**

This budget continues to be prepared with the Agency limited cash flow in mind. The emphasis on economic development activity has been maintained while adhering to the financial constraints has been necessary.

The program for this fiscal year consists of seven ongoing projects which have entered subsequent phases aimed at strengthening the City's commercial, retail, and industrial centers; rehabilitating and revitalizing downtown properties; and maintaining acquired properties. These projects are:

- Shoppers Lane – The last several fiscal years have focused on public improvements to this “gateway” to the City. Storefront improvement has also occurred, improving the overall appearance of this area. This next fiscal year the Agency will continue to offer storefront improvement opportunities.
- Azusa Arrow Commercial Center – Agency staff has spent considerable time and effort over the last several years focused on improving the sales tax base as well as creating additional jobs. The emphasis this fiscal year will be on continued efforts to meet current retailer’s business needs.
- Villagc Oaks Freeway Sign – With very limited freeway frontage, Covina has spent several years examining the possibility of a freeway sign for auto dealerships and/or major retailers. This fiscal year, the Agency will continue to explore this option.
- Town Square Commercial Center – With a major retail establishment relocating from this Center, the Agency will work with the property owner/developer to attract a viable replacement.
- Citrus Avenue Auto Center – Covina’s auto dealerships are an integral part of the City through provision of a sales tax base and jobs. The Agency has been working consistently towards the marketing and promotion of Agency-owned land and analysis of future development opportunities.
- Town Center Plan – Agency staff combined with Planning have invested considerable time and effort revising the zoning in the Downtown area. This revision allows a mixed use in designated areas, combining retail and residential. This will eliminate blight in the Downtown and address the growing demand for housing. Continuation of the storefront program as well as acquisition and marketing of property will take place in this fiscal year.
- City Offices – Operation and maintenance of the Agency-owned City offices is an ongoing need and effort.

**Base Budget-Change in Service**

There are no changes in services.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Recommended
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Redevelopment and Housing

Activity: Redevelopment

	2008 - 2009 Actual	2009 - 2010 Actual	2010 - 2011 Budget	2011 - 2012 Base	2011 - 2012 Recommended
<b>Revenues</b>					
Charges for Services	498,084	498,084	498,080	498,080	498,080
Investment Earning	447,551	94,207	31,710	64,700	64,700
Miscellaneous	(565)	-	42,750	-	-
Other Financing Sources	-	2,310,000	2,200,000	-	-
<b>Total Revenues</b>	<u>945,070</u>	<u>2,902,291</u>	<u>2,772,540</u>	<u>562,780</u>	<u>562,780</u>
<b>Expenditures</b>					
Professional and Technical	63,572	69,902	212,580	212,580	212,580
Property Services	715,164	718,007	719,080	718,000	718,000
Other Services and Charges	457,752	25,058	162,500	1,462,500	1,462,500
Capital Outlay	1,765,654	-	-	-	-
Interdepartmental	50,000	-	-	-	-
<b>Total Expenditures</b>	<u>3,052,142</u>	<u>812,967</u>	<u>1,094,160</u>	<u>2,393,080</u>	<u>2,393,080</u>
<b>Appropriations</b>					
Redevelopment Fund	3,052,142	812,967	1,094,160	2,393,080	2,393,080
<b>Total Appropriations</b>	<u>3,052,142</u>	<u>812,967</u>	<u>1,094,160</u>	<u>2,393,080</u>	<u>2,393,080</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Redevelopment and Housing

Activity: Housing

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**Purpose**

The function of this cost center is to identify and consolidate all costs associated with the Agency's Low-and Moderate Income Housing Program. Under California Redevelopment Law, 20 percent of the tax increment generated by the Agency's project areas is to be placed into a Set-Aside Fund and is to be utilized for housing related activities that benefit low-and moderate income persons to help maintain, protect, and preserve our community's affordable housing stock.

The Covina Redevelopment Agency was formed late in year 1969. Since that time, Agency members have authorized the formation of two redevelopment project areas. Project Area One, formed during 1974, deferred the tax increment generated by its activities until fiscal year 1989-90. From that time forward, a portion of the tax increment generated by the project area has been committed to housing related activities. In prior budget documents, 1990-91 was incorrectly identified as the initial year of housing set-aside funds for Project Area One.

Project Area Two, formed during the year 1983, has from its inception utilized the tax increment generated by the area activities for housing related activities.

Redevelopment Law required the Agency to not only fund the amounts previously deferred, but to also commit those funds to qualifying housing-related programs/activities. In compliance with Redevelopment Law, the Agency ensures that the appropriate number of very low, low, and moderate-income housing units will be produced as a result of new construction of substantial rehabilitation.

The Agency is currently working with City Ventures and the Olson Company to provide eleven for-sale workforce condominiums in our Downtown area, to be available to moderate-income households, and with Thomas Saffron and Associates on the substantial rehabilitation of a 90 unit apartment complex and the addition of 89 covenanted units within that complex. The Agency will seek to maximize its housing money to seek additional housing opportunities.

**Goals and Objectives**

The Agency's primary goals for the coming fiscal year will be to:

- Continue to serve the low-to moderate-income population.
- Address the requirements of the Housing Replacement Plan.
- Address the requirements of AB 637, effective January 1, 2002, which:
  - Increases the affordability covenants from a minimum of 10 years to 45 years for owner-occupied affordable housing, and from a minimum of 15 years to 55 years for rental housing.
  - Requires that housing funds be expended in proportion to the need for affordable units and identified income levels needed in the community.
  - Requires that housing funds be expended for housing available to families with children in at least the same proportion as the population under age 65 years to the total population of the community as reported in the most recent census.
- Address the requirements of SB 975 regarding payment of prevailing wages.
- The Agency will work with the State to extend the rent subsidy program for those already in the program.
- As conditioned by SB 701, continue to provide housing subsidies to qualifying seniors currently receiving a rental subsidy under the Housing Subsidy Program. A provision in SB 701 exempts the Agency from meeting the requirements under AB 637 regarding proportionality until January, 2012.
- Continue to address the issues raised by the Department of Housing and Community Development.

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Redevelopment and Housing

Activity: Housing

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***Subsidy Programs***

- The Agency will continue the Rent Subsidy Program for the senior citizens at Village Green Senior Apartments and the Smith Senior Housing project. In compliance with SB 701, no new participants will be accepted under the program.
- The Agency will assist in the support of a shelter for battered women and children through the YWCA-operated WINGS program. The assisted housing will be available for a minimum of 60 days to women and families requiring such assistance.
- The Agency will also continue its current Rent Subsidy Program for members of the general community who require rental assistance. This program is not accepting new applications.

***Housing Rehabilitation Programs***

- The Housing Rehabilitation and Preservation Program will continue to be funded using federal Community Development Block Grant funds shown in the Redevelopment and Housing activity. The Agency administers this program, funding residential repair and improvement activities. The intent, by making financial assistance available to qualifying low- and moderate-income households, is to help maintain, protect, and preserve the community's affordable housing stock.

***Replacement Housing***

- On July 20, 1999, the Agency Board approved a Replacement Housing Plan for housing units destroyed on Orange Street. The residences must be replaced within four years from the date of sale, February 10, 2000. In fiscal year 02-03, property was purchased for this project. In March 2009, two replacement housing units were completed as part of the ten-unit apartment project at 236 West Center Street, Covina.

***Cienega Gardens Apartments***

- On April 2, 2002, the Agency Board approved participation in an affordable housing project proposed by a limited tax credit equity partnership, Cienega Gardens Preservation Limited Partnership (Owner), for the Cienega Gardens Apartments, 1212 Lyman Avenue, Covina. The Agency made a loan to the Owner in October 2002, in the amount of \$1,400,000. Assistance to the owner in this apartment acquisition and rehabilitation is of benefit to the Redevelopment Project No. One and No. Two although the apartments are outside of the boundary of the Redevelopment Project No. One and No. Two. The proximity of the affordable rental units to the redevelopment project areas is of benefit to those persons working in the project areas.

***Home-Ownership Programs***

- The Agency will continue to participate in four different programs that are administered through Los Angeles County to assist Covina residents, as follows:
  - Mortgage Credit Certificate
  - Home Ownership Program (HOP), and
  - Down Payment Assistance Program (DPA)
  - Southern California Home Financing Authority Revenue Bond Program (SCHFA) is intended to aid first time homebuyers seeking residence in the City.
- Information on Home Ownership Programs is available to the public at the City of Covina web page and in the Housing division. The Los Angeles County programs and other participating programs require Agency staff to provide information to any interested parties that might be eligible for assistance.

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Activity Information

Program: Redevelopment and Housing

Activity: Housing

**Base Budget-Change in Service**

Interdepartmental charges include the cost allocation which reflects building and equipment usage. There are no changes in services.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Recommended
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Associate Planner	-	-	0.70	-	-
Senior Planner	-	-	-	0.70	0.70
Sr. Management Analyst	-	-	-	0.57	0.57
Management Analyst	0.55	0.55	0.55	-	-
Total Full-Time Equivalent Positions	<u>0.55</u>	<u>0.55</u>	<u>1.25</u>	<u>1.27</u>	<u>1.27</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Redevelopment and Housing

Activity: Housing

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Taxes	1,812,544	1,746,002	1,738,000	1,706,800	1,706,800
Intergovernmental	3,251	3,171	-	-	-
Investment Earnings	378,655	243,098	66,800	39,800	39,800
Miscellaneous	681,433	-	44,000	44,000	44,000
<b>Total Revenues</b>	<u>2,875,883</u>	<u>1,992,271</u>	<u>1,848,800</u>	<u>1,790,600</u>	<u>1,790,600</u>
<b>Expenditures</b>					
Personal Services	45,712	54,409	131,680	98,320	112,790
Professional and Technical	82,330	110,303	66,420	65,920	65,920
Property Services	1,955	3,976	6,400	6,400	6,400
Other Services and Charges	276,111	140,518	255,490	1,626,490	1,626,490
Supplies	359	136	1,190	1,190	1,190
Capital Outlay	-	425,610	-	-	-
Interdepartmental	124,716	137,040	-	-	-
Other Financing Uses	-	-	522,450	-	-
<b>Total Expenditures</b>	<u>531,183</u>	<u>871,992</u>	<u>983,630</u>	<u>1,798,320</u>	<u>1,812,790</u>
<b>Appropriations</b>					
LMIH Fund	531,183	871,992	983,630	1,798,320	1,812,790
<b>Total Appropriations</b>	<u>531,183</u>	<u>871,992</u>	<u>983,630</u>	<u>1,798,320</u>	<u>1,812,790</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Redevelopment and Housing

Activity: Business Assistance

**Purpose**

This cost center provides funding for the economic development program. The program “Special Economic Development Activities” as that term is used at 24 CFR 570.203. The program provides for assistance to for-profit entities to attract and retain businesses to our community. Under this type of assistance, to the extent practical, displacement of existing businesses and jobs in the neighborhood shall be minimized. The level of public benefit to be derived from the special economic development activity must be appropriate given the amount of Community Development Block Grant assistance being provided.

Existing City policy requires that for every \$25,000 loaned/granted, one full-time equivalent position (40 hours per week) will be created. The funds are secured by collateral, and if for any reason the terms of the agreement are not met, the forgivable loan/grant reverts to a loan, and the money is repaid to the program.

The “Microenterprise Assistance” as that term is used at 24 CFR 570.201 (o) no longer exists in this current fiscal year. The program, in the past, provided financial assistance to businesses having five or fewer employees, one or more of whom owns the business. The program had provided grants of \$10,000 to qualifying businesses. The grants would be forgiven one year after the business meets program requirements. However, due to the economic climate, it has been difficult to obtain applicants that qualify for the program; therefore, the program is terminated at this time; however, there could be a change in future years to bring the program back.

**Goals and Objectives**

Goals for fiscal year 2011-2012 are as follows:

- Continue to monitor existing loan/grants for compliance.
- Process new applications for grants/loans, award available funds to qualifying businesses.
- Review current policy for effectiveness and timeliness.

The objectives to meet the aforementioned goals are:

- Require ongoing reports from program participants for review and meet with recipients to discuss results.
- Hold meetings with possible new program participants to describe federal and City requirements and review applications with appropriate staff to determine whether the amount of risk meets program parameters.
- Compare policy requirements to federal requirements for possible revision.

**Base Budget-Change in Service**

The base budget personnel allocation increased in this fiscal year to 0.475, up from previous years of 0.25.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Recommended
<b>Full-Time Equivalent Positions</b>					
<u>FTE Part-Time Positions</u>					
Account Clerk II	0.25	0.25	0.475	0.46	0.46
Total Full-Time Equivalent Positions	0.25	0.25	0.475	0.46	0.46

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Redevelopment and Housing

Activity: Business Assistance

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Intergovernmental	281,322	470,577	235,000	214,990	276,920
Total Revenues	<u>281,322</u>	<u>470,577</u>	<u>235,000</u>	<u>214,990</u>	<u>276,920</u>
<b>Expenditures</b>					
Personal Services	17,917	11,954	9,450	14,490	31,490
Professional and Technical	45	69	3,350	4,520	4,520
Other Services and Charges	264,948	458,552	222,200	194,950	240,890
Total Expenditures	<u>282,910</u>	<u>470,575</u>	<u>235,000</u>	<u>213,960</u>	<u>276,900</u>
<b>Appropriations</b>					
CDBG Fund	282,910	470,575	235,000	213,960	276,900
Total Appropriations	<u>282,910</u>	<u>470,575</u>	<u>235,000</u>	<u>213,960</u>	<u>276,900</u>

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Activity Information

Program: Redevelopment and Housing

Activity: Public Service

**Purpose**

CDBG funds may be used to provide public services (including labor, supplies, materials and other costs), provided that the following criteria's are met:

- The public service must be either a new service, or a quantifiable increase in the level of service above that which has been provided by on behalf of the unit of local government through funds raised by such unit. This requirement is intended to prevent the substitution of CDBG funds for recent support of public services by the grantee using local or State government funds.
- The amount of CDBG funds obligated within a program year to support public service activities may not exceed 15% of the total grant awarded for that year.
- The Los Angeles County Community Development Commission (CDC) requires that all City CDBG-funded projects contain an approved budget of not less than \$10,000. Projects included in this year's public service project list, which encompass five individual programs. This is a reduction from six programs in 2010-2011.

**Goals and Objectives**

The goal and objective of public service programs is to provide public services to low- to moderate-income persons or households. The following programs are funded through federal CDBG funds in fiscal year 2011-2012:

- |                                 |  |
|---------------------------------|--|
| Senior Case Management Program  | • This continuing program provides case management services to senior citizens and disabled residents of the city. The Program provides for in-home assessments and personal care programs for problem resolution as well as on-site service at Joslyn Senior Center. Service is provided by a service contractor through the Parks and Recreation Department. |
| Senior Information and Referral | • Funds are used in this continuing program to provide referral services such as housing needs, transportation information, legal assistance, support groups and health education awareness to senior citizens. The Program is run through the Senior Center of the Parks and Recreation Department.   |
| Senior Nutrition Program        | • Hot, nutritious meals are provided at a subsidized cost, Monday through Friday at the Joslyn Senior Center in Kelby Park to seniors and disabled residents. A service contractor through the Parks and Recreation Department provides services for this continuing program.  |
| Teen After School               | • This continuing program provides various supervised activities to teens on a drop-in basis. This Program, administered by Covina Parks and Recreation staff, is operated throughout the year at the Hollfelder Teen Center at Covina Park.   |
| Second Start Literacy Program   | • This continuing project, previously known as the Adult Literacy Program, provides trained volunteers to teach basic reading, writing, spelling and math skills to illiterate and functionally-illiterate English-speaking adults ages 16 and up. The Program is run by Covina staff in the Covina Library.   |

CITY OF COVINA, CALIFORNIA  
 2011-2012 Budget  
 Activity Information

Program: Redevelopment and Housing

Activity: Public Service

**Base Budget-Change in Service**

Interdepartmental charges reflect a reduction in program funds.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Recommended
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Redevelopment and Housing

Activity: Public Service

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Intergovernmental	60,965	59,871	69,750	79,000	57,120
Total Revenues	<u>60,965</u>	<u>59,871</u>	<u>69,750</u>	<u>79,000</u>	<u>57,120</u>
<b>Expenditures</b>					
Professional and Technical	-	-	-	15,000	-
Other Services and Charges	10,927	-	-	10,400	-
Interdepartmental	51,314	59,868	69,750	65,100	57,120
Total Expenditures	<u>62,241</u>	<u>59,868</u>	<u>69,750</u>	<u>90,500</u>	<u>57,120</u>
<b>Appropriations</b>					
CDBG Fund	62,241	59,868	69,750	90,500	57,120
Total Appropriations	<u>62,241</u>	<u>59,868</u>	<u>69,750</u>	<u>90,500</u>	<u>57,120</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Redevelopment and Housing

Activity: Residential Rehabilitation

**Purpose**

Federal Residential Rehabilitation programs finance the cost of rehabilitating deteriorating housing stock in the City of Covina, to benefit low- to moderate-income households. Funding is provided in the form of grants and loans.

In fiscal year 2011-2012, the following program is budgeted in this cost center:

- Residential Rehabilitation Program Citywide
- This program provides a combination of grants and loans for repair, weather sealing, roofing and rehabilitation of existing single-family owned and occupied residences and mobile homes. The program is administered on a first-come, first-served basis, with very-low income households receiving higher priority and urgent, safety, and hazardous conditions receiving priority as well. Program also funds one part-time position.

**Goals and Objectives**

In fiscal year 2011-2012, household requests for housing rehabilitation assistance will be evaluated for priority status, with leaking roofs and health and safety-related repairs receiving highest priority. Projects with highest priority will be funded in this fiscal year. In accordance with regulations implemented in fiscal year 2003-2004 pertaining to asbestos and lead-based paint, procedures have been developed to ensure compliance with federal testing, clearance and abatement requirements. Staff will attend educational training sessions to keep abreast of current law.

**Base Budget-Change in Service**

There are no changes in service for fiscal year 2011-2012.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Recommended
<b>Full-Time Equivalent Positions</b>					
<u>FTE Part-Time Positions</u>					
Account Clerk II	0.15	0.15	0.475	0.137	0.137
Total Full-Time Equivalent Positions	0.15	0.15	0.475	0.137	0.137

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Redevelopment and Housing

Activity: Residential Rehabilitation

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Intergovernmental	89,782	17,727	113,740	108,210	108,210
Total Revenues	<u>89,782</u>	<u>17,727</u>	<u>113,740</u>	<u>108,210</u>	<u>108,210</u>
<b>Expenditures</b>					
Personal Services	8,055	4,576	9,330	6,790	18,630
Professional and Technical	310	-	11,300	15,000	15,000
Other Services and Charges	82,156	13,150	93,000	84,230	74,580
Supplies	-	<u>3,442</u>	-	-	-
Total Expenditures	<u>90,521</u>	<u>17,726</u>	<u>113,630</u>	<u>106,020</u>	<u>108,210</u>
<b>Appropriations</b>					
CDBG	<u>90,521</u>	<u>17,726</u>	<u>113,630</u>	<u>106,020</u>	<u>108,210</u>
Total Appropriations	<u>90,521</u>	<u>17,726</u>	<u>113,630</u>	<u>106,020</u>	<u>108,210</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Redevelopment and Housing

Activity: Neighborhood Preservation

**Purpose**

To provide the quality of life that our residents desire, the portions of the Building, Health and Safety, Plumbing and Electrical Codes and Covina Municipal Codes that pertain to property maintenance are enforced by the Code Enforcement and Building staff. In instances where there are violations of the Codes, Code Enforcement staff seeks compliance through the use of inspection warrants, abatement warrants, property maintenance hearings and civil actions (nuisance/injunction) in the Superior Court. For the most part, cases are resolved through the efforts of the staff through use of the Administrative Citation Ordinance.

**Goals and Objectives**

The goal of this program is to obtain compliance with code requirements in order to achieve a higher quality of life for the citizens and businesses of the City. Program objective is to obtain compliance through initial contact with the building permit process as well as negotiation and use of the Administrative Citation Ordinance.

**Base Budget-Change in Service**

Salaries and benefits for City staff working on behalf of the Covina Redevelopment Agency are budgeted in this cost center, with the remainder budgeted under the General Fund.

	<u>2008-2009 Actual</u>	<u>2009-2010 Actual</u>	<u>2010-2011 Budget</u>	<u>2011-2012 Base</u>	<u>2011-2012 Recommended</u>
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
General Building Inspector II	-	-	-	0.50	0.50
Building Official	-	-	-	0.40	0.40
Neighborhood Preservation Officer	-	-	0.50	0.50	0.50
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>0.50</u>	<u>1.40</u>	<u>1.40</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Redevelopment and Housing

Activity: Neighborhood Preservation

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Total Revenues	-	-	-	-	-
<b>Expenditures</b>					
Personal Services	-	-	113,550	200,720	200,720
Professional and Technical	375	187	4,500	4,500	4,500
Property Services	1,052	1,695	5,490	5,490	5,490
Other Services and Charges	9,740	7,695	10,010	10,010	10,010
Supplies	1,680	25	3,690	3,560	3,560
Interdepartmental	187,872	210,720	-	-	-
Total Expenditures	<u>200,719</u>	<u>220,322</u>	<u>137,240</u>	<u>224,280</u>	<u>224,280</u>
<b>Appropriations</b>					
LMIH Fund	<u>200,719</u>	<u>220,322</u>	<u>137,240</u>	<u>224,280</u>	<u>224,280</u>
Total Appropriations	<u>200,719</u>	<u>220,322</u>	<u>137,240</u>	<u>224,280</u>	<u>224,280</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Redevelopment and Housing

Activity: Public Improvements

**Purpose**

In this fiscal year 2011-2012, there are no programs budgeted in this cost center.

**Goals and Objectives**

- Due to no programs being budgeted this fiscal year there are no goals or objectives that need to be met.

**Base Budget-Change in Service**

If, in the future, programs are presented for CDBG consideration, they would be discussed, and recommended for funding by the Housing and Community Development Advisory Committee at their regular meeting in December. The programs, if applied for and approved for funding by the Community Development Advisory Committee, they would later be considered and approved by the City Council at a public hearing in January. Interdepartmental charges are increased too reflect additional City capital improvements.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Recommended
<b>Full-Time Equivalent Positions</b>					
<u>Part-Time Positions</u>					
Account Clerk II	0.40	0.40	-	-	-
Total Full-Time Equivalent Positions	0.40	0.40	-	-	-

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Redevelopment and Housing

Activity: Public Improvements

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Intergovernmental	71,529	127,943	-	-	-
Total Revenues	<u>71,529</u>	<u>127,943</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Personal Services	-	2,473	-	-	-
Professional and Technical	-	160,326	-	-	-
Other Services and Charges	-	(28,009)	-	-	-
Interdepartmental	71,529	-	-	-	-
Total Expenditures	<u>71,529</u>	<u>134,790</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Appropriations</b>					
CDBG Fund	71,529	134,790	-	-	-
Total Appropriations	<u>71,529</u>	<u>134,790</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Redevelopment and Housing

Activity: Land Proceeds

**Purpose**

The function of this activity is to consolidate proceeds from property rentals and sale of property in the Covina Redevelopment Project Areas One and Two. Land proceeds can be utilized in either project area for redevelopment purposes.

**Goals and Objectives**

The consolidation of proceeds into one account allows for more flexibility in redevelopment activities as it removes the project area specific requirement. Proceeds deposited into the Land Proceeds fund will be utilized when redevelopment activities are scheduled in a project area that does not have the funds available. Said funds are restricted funds to be spent on redevelopment projects only and not general government costs such as public safety, library, and parks and recreation.

**Base Budget-Change in Service**

There are no changes in service for fiscal year 2011-2012.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Recommended
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Redevelopment and Housing

Activity: Land Proceeds

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Charges for Services	430,947	358,300	349,140	194,000	194,000
Investment Earnings	98,226	46,895	-	15,000	15,000
Miscellaneous	34,359	-	-	-	-
<b>Total Revenues</b>	<u>563,532</u>	<u>405,195</u>	<u>349,140</u>	<u>209,000</u>	<u>209,000</u>
<b>Expenditures</b>					
Professional and Technical	-	52,158	-	-	-
Other Services and Charges	35,059	213,229	-	-	-
Capital Outlay	-	1,055,391	-	375,000	375,000
<b>Total Expenditures</b>	<u>35,059</u>	<u>1,320,778</u>	<u>-</u>	<u>375,000</u>	<u>375,000</u>
<b>Appropriations</b>					
Land Proceeds Fund	35,059	1,320,778	-	375,000	375,000
<b>Total Appropriations</b>	<u>35,059</u>	<u>1,320,778</u>	<u>-</u>	<u>375,000</u>	<u>375,000</u>

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Activity Information

Program: Redevelopment and Housing

Activity: Indirect Cost Allocation

**Purpose**

Indirect cost allocation of the redevelopment and housing program recognizes the redevelopment and housing support of the Redevelopment Private-I Fund to other designated funds (activities) as follows:

<i>From</i>	<i>To</i>
<ul style="list-style-type: none"> <li>• Redevelopment</li> </ul>	<ul style="list-style-type: none"> <li>• LMIH</li> <li>• Tax Allocation</li> </ul>

The indirect cost allocation is based on various variables and includes building and equipment usage components. The Tax Allocation I and II Funds are accounted for in the debt service program. A portion of the indirect cost allocation charges to redevelopment and housing designated funds (activities) is attributed to General Fund general government and community development support (see general government and community development indirect costs allocation).

**Goals and Objectives**

To recognize and account for the indirect Redevelopment Private-I Fund support to other designated funds (activities).

**Base Budget-Change in Service**

There is a slight decrease in allocation due to more expenses being directly charged to the CRA funds.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Recommended
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Redevelopment and Housing

Activity: Indirect Cost Allocation - Redevelopment

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Total Revenues	-	-	-	-	-
<b>Expenditures</b>					
Interdepartmental	<u>954,930</u>	<u>981,120</u>	<u>1,257,400</u>	<u>1,257,400</u>	<u>1,257,400</u>
Total Expenditures	<u>954,930</u>	<u>981,120</u>	<u>1,257,400</u>	<u>1,257,400</u>	<u>1,257,400</u>
<b>Appropriations</b>					
LMIH-1	121,670	143,370	143,370	143,370	143,370
CDBG Fund	52,010	-	54,630	54,630	54,630
Redevelopment Fund	<u>781,250</u>	<u>837,750</u>	<u>1,059,400</u>	<u>1,059,400</u>	<u>1,059,400</u>
Total Appropriations	<u>954,930</u>	<u>981,120</u>	<u>1,257,400</u>	<u>1,257,400</u>	<u>1,257,400</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Program Summary

Program: Water Utility

	<u>2008 - 2009</u> Actual	<u>2009 - 2010</u> Actual	<u>2010 - 2011</u> Budget	<u>2011 - 2012</u> Base	<u>2011 - 2012</u> Recommended
<b>Revenues</b>					
Charges for Services	-	825	-	-	-
Water Revenue	5,460,464	6,526,353	6,977,000	8,813,000	8,813,000
Miscellaneous	-	(21)	-	-	-
Total Revenues	<u>5,460,464</u>	<u>6,527,157</u>	<u>6,977,000</u>	<u>8,813,000</u>	<u>8,813,000</u>
<b>Activities</b>					
General and Admin-Water	135,810	177,072	315,700	482,010	482,010
Utility Billing-Water	92,136	109,791	440,470	417,130	417,130
Customer Service	284,891	314,210	279,930	477,460	477,450
Sales Promotion	-	-	20,000	28,000	67,000
Source and Supply	1,567,518	2,135,247	2,854,760	3,500,000	3,500,000
Production and Storage	570,552	446,233	2,277,620	8,169,300	8,169,300
Transmission and Distribution	925,844	960,515	2,071,960	4,511,420	4,511,420
Indirect Cost Allocation - Water	667,430	744,550	744,550	744,550	744,550
Total Activities	<u>4,244,181</u>	<u>4,887,618</u>	<u>9,004,990</u>	<u>18,329,870</u>	<u>18,368,860</u>
<b>Appropriations</b>					
Water Utility	4,234,445	4,840,678	6,301,450	7,273,770	7,312,760
Water Capital	9,736	46,940	2,703,540	11,056,100	11,056,100
Total Appropriations	<u>4,244,181</u>	<u>4,887,618</u>	<u>9,004,990</u>	<u>18,329,870</u>	<u>18,368,860</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Water Utility

Activity: General and Admin-Water

**Purpose**

Manage the supply, distribution and other activities related to potable and fire suppression water to all customers of the utility system. The system encompasses approximately 66 percent of the City of Covina along with portions of the City of West Covina and unincorporated Los Angeles County.

**Goals and Objectives**

The goals of the division are:

- Oversight of the entire enterprise fund through sound managerial practices.
- Coordination of all other water utility activities with other City departments, governmental and water agencies, the business community and customers.
- Good record management for accurate information.
- Meet State and Federal regulations.
- Reduce unaccounted for water in the system.
- Lease and/or purchase water right to meet the customer demands.

**Base Budget-Change in Service**

A full-time Administrative Technician was added last fiscal year to accommodate a shift in billing services from the Finance Department to the Water Division headquarters located at the Public Works City Yard. One quarter of a part-time Senior Administrative Technician will be added to this area to help transition a retiring employee and the training for her replacement without impact to customer service. Additionally, the Water Services Supervisor was moved to the administration cost center for a more centralized and accurate distribution of his Water Utility oversight.

	<u>2008-2009 Actual</u>	<u>2009-2010 Actual</u>	<u>2010-2011 Budget</u>	<u>2011-2012 Base</u>	<u>2011-2012 Recommended</u>
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Senior Administrative Technician	1.0	1.00	1.00	1.25	1.25
Administrative Technician	-	-	0.25	1.00	1.00
Water Services Supervisor				1.00	1.00
Total Full-Time Positions	<u>1.00</u>	<u>1.00</u>	<u>1.25</u>	<u>3.25</u>	<u>3.25</u>
<u>FTE Part-Time Positions</u>					
Engineering Intern	0.50	0.50	0.50	0.50	0.50
Total Full-Time Equivalent Positions	<u>1.50</u>	<u>1.50</u>	<u>1.75</u>	<u>3.75</u>	<u>3.75</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Water Utility

Activity: General and Admin-Water

	<u>2008 - 2009</u> Actual	<u>2009 - 2010</u> Actual	<u>2010 - 2011</u> Budget	<u>2011 - 2012</u> Base	<u>2011 - 2012</u> Recommended
<b>Revenues</b>					
Water Revenue	49,942	49,482	48,000	48,000	48,000
Total Revenues	<u>49,942</u>	<u>49,482</u>	<u>48,000</u>	<u>48,000</u>	<u>48,000</u>
<b>Expenditures</b>					
Personal Services	78,316	71,083	99,790	224,070	224,070
Professional and Technical	21,449	71,004	70,910	70,910	70,910
Property Services	3,307	3,705	4,700	4,700	4,700
Other Services and Charges	15,030	14,086	18,500	24,100	24,100
Supplies	2,852	2,844	4,500	4,500	4,500
Interdepartmental	14,856	14,350	117,300	153,730	153,730
Total Expenditures	<u>135,810</u>	<u>177,072</u>	<u>315,700</u>	<u>482,010</u>	<u>482,010</u>
<b>Appropriations</b>					
Water Utility	<u>135,810</u>	<u>177,072</u>	<u>315,700</u>	<u>482,010</u>	<u>482,010</u>
Total Appropriations	<u>135,810</u>	<u>177,072</u>	<u>315,700</u>	<u>482,010</u>	<u>482,010</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Water Utility

Activity: Utility Billing-Water

**Purpose**

Utility Billing-Water is responsible for the water customer billing process including establishing new customer accounts, handling individual customer inquiries, and closing customer accounts. Water bills are generated on a monthly basis. The Utility Billing-Water activity is accounted for in the Water Utility Fund.

- Establish and maintain customer files.
- Process monthly water billings, late notices and IVR payment reminders.
- Prepare billing and consumption reports.
- Generate and coordinate customer work orders.

**Goals and Objectives**

The main goal for the Utility Billing-Water activity is the efficient and accurate delivery of utility bills to customers and the provision of excellent customer service while handling their inquiries and concerns.

**Base Budget-Change in Services**

The major change in this area for fiscal year 2011-2012 is the full implementation of a web-based water utility billing and customer service system, which will allow customers to access their account information online, offer paperless billing, and provide credit card payment as an option. Billing has been out-sourced for a cost savings from the previous 1.75 staffing levels, as well as expanded customer service options.

	2008-2009 <u>Actual</u>	2009-2010 <u>Actual</u>	2010-2011 <u>Budget</u>	2011-2012 <u>Base</u>	2011-2012 <u>Recommended</u>
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Account Clerk II	0.75	1.25	1.75	0.50	0.50
<b>Total Full-Time Equivalent Positions</b>	<u>0.75</u>	<u>1.25</u>	<u>1.75</u>	<u>0.50</u>	<u>0.50</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Water Utility

Activity: Utility Billing-Water

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Water Revenue	20,324	108,687	90,000	50,000	50,000
Total Revenues	<u>20,324</u>	<u>108,687</u>	<u>90,000</u>	<u>50,000</u>	<u>50,000</u>
<b>Expenditures</b>					
Personal Services	53,137	70,999	103,040	16,630	16,630
Professional and Technical	18,800	16,880	336,880	400,000	400,000
Property Services	-	-	100	100	100
Other Services and Charges	20,199	18,854	450	400	400
Supplies	-	3,058	-	-	-
Total Expenditures	<u>92,136</u>	<u>109,791</u>	<u>440,470</u>	<u>417,130</u>	<u>417,130</u>
<b>Appropriations</b>					
Water Utility	92,136	109,791	440,470	417,130	417,130
Total Appropriations	<u>92,136</u>	<u>109,791</u>	<u>440,470</u>	<u>417,130</u>	<u>417,130</u>

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Activity Information

Program: Water Utility

Activity: Customer Service

**Purpose**

To provide and maintain a high quality level of service to our customers.

**Goals and Objectives**

The major goals of the section are:

- Maintain automated meter reading (AMR) system.
- Field response to customers' inquiries.
- Test and inspect back flow devices.
- On property responses to customer need for water pressure and flow.
- Maintain water system warehouse and inventory control.

**Base Budget-Change in Service**

There are no changes in service for fiscal year 2011-2012. The title of the Water Consumer Representative was changed to Water Quality Technician with no impact to the budget. The job duties were adjusted to include backflow testing and water quality assurance.

	<u>2008-2009 Actual</u>	<u>2009-2010 Actual</u>	<u>2010-2011 Budget</u>	<u>2011-2012 Base</u>	<u>2011-2012 Recommended</u>
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Water Crew Leader	1.00	1.00	1.00	1.00	1.00
Water Consumer Representative	1.00	1.00	1.00	-	-
Water Quality Technician	-	-	-	1.00	1.00
Water Worker	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalent Positions	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Water Utility

Activity: Customer Service

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Water Revenue	70,714	62,690	44,000	24,000	24,000
Total Revenues	<u>70,714</u>	<u>62,690</u>	<u>44,000</u>	<u>24,000</u>	<u>24,000</u>
<b>Expenditures</b>					
Personal Services	192,331	200,343	217,470	214,840	214,840
Property Services	54,885	81,195	2,920	2,920	2,920
Other Services and Charges	32,640	32,640	32,640	252,800	252,790
Supplies	1,085	1,052	1,900	1,900	1,900
Capital Outlay	-	-	25,000	5,000	5,000
Interdepartmental	3,950	(1,020)	-	-	-
Total Expenditures	<u>284,891</u>	<u>314,210</u>	<u>279,930</u>	<u>477,460</u>	<u>477,450</u>
<b>Appropriations</b>					
Water Utility	284,891	314,210	279,930	477,460	477,450
Total Appropriations	<u>284,891</u>	<u>314,210</u>	<u>279,930</u>	<u>477,460</u>	<u>477,450</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Water Utility

Activity: Sales Promotion

**Purpose**

To promote water conservation in accordance with a Memorandum of Understanding with the State Department of Water Resources.

**Goals and Objectives**

The major goals of the section are:

- Participation in water conservation programs through Three Valleys and Metropolitan Water Districts.
- School Programs independent and/or in conjunction with a District.
- Commercial Program ICP.
- Special events.

**Base Budget-Change in Service**

There are no anticipated changes in service for fiscal year 2011-2012. A capital project in the amount of \$35,000 has been budgeted here as a contingency. The intent of the project is to develop the City Hall fountain location into a more environmentally friendly water feature, surrounded by a California friendly landscape. The design which is intended to have an educational impact focused on encouraging conservation is expected to have 100% corporate sponsorship. Once completed the capital funds budgeted for this project are expected to be returned to the Water Fund for future capital projects.

	<u>2008-2009</u> <u>Actual</u>	<u>2009-2010</u> <u>Actual</u>	<u>2010-2011</u> <u>Budget</u>	<u>2011-2012</u> <u>Base</u>	<u>2011-2012</u> <u>Recommended</u>
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
 2011 - 2012 Budget  
 Activity Summary

Program: Water Utility

Activity: Sales Promotion

	<u>2008 - 2009</u> <u>Actual</u>	<u>2009 - 2010</u> <u>Actual</u>	<u>2010 - 2011</u> <u>Budget</u>	<u>2011 - 2012</u> <u>Base</u>	<u>2011 - 2012</u> <u>Recommended</u>
<b>Revenues</b>					
Total Revenues	-	-	-	-	-
<b>Expenditures</b>					
Supplies	-	-	20,000	28,000	32,000
Capital Outlay	-	-	-	-	35,000
Total Expenditures	-	-	20,000	28,000	67,000
<b>Appropriations</b>					
Water Utility	-	-	20,000	28,000	67,000
Total Appropriations	-	-	20,000	28,000	67,000

CITY OF COVINA, CALIFORNIA  
 2011-2012 Budget  
 Activity Information

Program: Water Utility

Activity: Source and Supply

**Purpose**

To purchase potable water for resale to the customer.

**Goals and Objectives**

To acquire all water produced and stored in the system from Covina Irrigating Company, if possible.

**Base Budget-Change in Service**

There is no change in service for fiscal year 2011-2012.

	<u>2008-2009 Actual</u>	<u>2009-2010 Actual</u>	<u>2010-2011 Budget</u>	<u>2011-2012 Base</u>	<u>2011-2012 Recommended</u>
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Water Utility

Activity: Source and Supply

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Supplies	<u>1,567,518</u>	<u>2,135,247</u>	<u>2,854,760</u>	<u>3,500,000</u>	<u>3,500,000</u>
Total Expenditures	<u>1,567,518</u>	<u>2,135,247</u>	<u>2,854,760</u>	<u>3,500,000</u>	<u>3,500,000</u>
<b>Appropriations</b>					
Water Utility	<u>1,567,518</u>	<u>2,135,247</u>	<u>2,854,760</u>	<u>3,500,000</u>	<u>3,500,000</u>
Total Appropriations	<u>1,567,518</u>	<u>2,135,247</u>	<u>2,854,760</u>	<u>3,500,000</u>	<u>3,500,000</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Water Utility

Activity: Production and Storage

**Purpose**

To import, store and distribute the water supply in the time, manner and amounts to best serve the needs of the customers.

**Goals and Objectives**

The major goals of the section are:

- To obtain, store and distribute water in a quantity to meet the community and public safety demand.
- To ensure water quality through outside testing.
- To purchase water at the most reasonable cost for resale.
- To use Covina Irrigating Company as the primary if not only source of water.

**Base Budget-Change in Service**

There is no change for fiscal year 2011-2012.

	<u>2008-2009 Actual</u>	<u>2009-2010 Actual</u>	<u>2010-2011 Budget</u>	<u>2011-2012 Base</u>	<u>2011-2012 Recommended</u>
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Water Pump Operator	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
Total Full-Time Equivalent Positions	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Water Utility

Activity: Production and Storage

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Water Revenue	5,236,710	6,218,031	6,720,000	8,505,000	8,505,000
Miscellaneous	-	(21)	-	-	-
<b>Total Revenues</b>	<u>5,236,710</u>	<u>6,218,010</u>	<u>6,720,000</u>	<u>8,505,000</u>	<u>8,505,000</u>
<b>Expenditures</b>					
Personal Services	171,399	139,247	175,050	175,380	175,380
Professional and Technical	41,928	23,322	42,000	42,000	42,000
Property Services	322,249	248,060	268,850	273,750	273,750
Other Services and Charges	29,569	29,941	31,220	37,910	37,910
Supplies	5,767	5,663	10,500	12,700	12,700
Capital Outlay	-	-	1,750,000	7,627,560	7,627,560
Interdepartmental	(360)	-	-	-	-
<b>Total Expenditures</b>	<u>570,552</u>	<u>446,233</u>	<u>2,277,620</u>	<u>8,169,300</u>	<u>8,169,300</u>
<b>Appropriations</b>					
Water Utility	570,552	446,233	527,620	541,740	541,740
Water Capital	-	-	1,750,000	7,627,560	7,627,560
<b>Total Appropriations</b>	<u>570,552</u>	<u>446,233</u>	<u>2,277,620</u>	<u>8,169,300</u>	<u>8,169,300</u>

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Activity Information

Program: Water Utility

Activity: Transmission and Distribution

**Purpose**

To ensure potable water is transmitted and properly distributed to all customers.

**Goals and Objectives**

To properly maintain the water infrastructure through:

- Transmission lines
- Mains
- Services
- Cross connections
- Fire hydrants
- Distribution plant
- Valve system

**Base Budget-Change in Service**

The Water Services Supervisor was moved to the Water Administration cost center for a more centralized and accurate distribution of his division oversight.

	<u>2008-2009 Actual</u>	<u>2009-2010 Actual</u>	<u>2010-2011 Budget</u>	<u>2011-2012 Base</u>	<u>2011-2012 Recommended</u>
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Water Services Supervisor	1.00	1.00	1.00	0.00	0.00
Water Foreman	-	1.00	1.00	1.00	1.00
Water Crew Leader	1.00	1.00	1.00	1.00	1.00
Equipment Operator	1.00	1.00	1.00	1.00	1.00
Water Worker	3.00	5.00	5.00	5.00	5.00
Total Full-Time Equivalent Positions	<u>6.00</u>	<u>9.00</u>	<u>9.00</u>	<u>8.00</u>	<u>8.00</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Water Utility

Activity: Transmission and Distribution

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Charges for Services	-	825	-	-	-
Water Revenue	<u>82,774</u>	<u>87,463</u>	<u>75,000</u>	<u>186,000</u>	<u>186,000</u>
Total Revenues	<u>82,774</u>	<u>88,288</u>	<u>75,000</u>	<u>186,000</u>	<u>186,000</u>
<b>Expenditures</b>					
Personal Services	405,448	497,201	622,380	534,730	534,730
Professional and Technical	4,355	8,046	45,000	50,000	50,000
Property Services	118,020	70,683	105,850	112,250	112,250
Other Services and Charges	104,987	103,588	117,460	203,350	203,350
Supplies	18,042	21,317	27,850	26,050	26,050
Capital Outlay	-	-	906,600	3,381,600	3,381,600
Interdepartmental	<u>274,992</u>	<u>259,680</u>	<u>246,820</u>	<u>203,440</u>	<u>203,440</u>
Total Expenditures	<u>925,844</u>	<u>960,515</u>	<u>2,071,960</u>	<u>4,511,420</u>	<u>4,511,420</u>
<b>Appropriations</b>					
Water Utility	919,148	960,515	1,165,360	1,129,820	1,129,820
Water Capital	<u>6,696</u>	<u>-</u>	<u>906,600</u>	<u>3,381,600</u>	<u>3,381,600</u>
Total Appropriations	<u>925,844</u>	<u>960,515</u>	<u>2,071,960</u>	<u>4,511,420</u>	<u>4,511,420</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Water Utility

Activity: Indirect Cost Allocation

**Purpose**

Indirect cost allocation of the water utility program recognizes the support of the General Fund to water utility activities.

The indirect cost allocation is based on various variables and includes building and equipment usage components. The only indirect cost allocation charges to water utility and capital funds (activities) are attributed to General Fund general government and public works support (see general government and public works indirect costs allocation).

**Goals and Objectives**

To recognize and account for the indirect General Fund general government and public works support to water utility designated funds (activities).

**Base Budget-Change in Service**

There is no base budget change in services.

	2008-2009 <u>Actual</u>	2009-2010 <u>Actual</u>	2010-2011 <u>Budget</u>	2011-2012 <u>Base</u>	2011-2012 <u>Recommended</u>
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA  
 2011 - 2012 Budget  
 Activity Summary

Program: Water Utility

Activity: Indirect Cost Allocation - Water

	2008 - 2009 Actual	2009 - 2010 Actual	2010 - 2011 Budget	2011 - 2012 Base	2011 - 2012 Recommended
<b>Revenues</b>					
Total Revenues	-	-	-	-	-
<b>Expenditures</b>					
Interdepartmental	667,430	744,550	744,550	744,550	744,550
Total Expenditures	667,430	744,550	744,550	744,550	744,550
<b>Appropriations</b>					
Water Utility	664,390	697,610	697,610	697,610	697,610
Water Capital	3,040	46,940	46,940	46,940	46,940
Total Appropriations	667,430	744,550	744,550	744,550	744,550

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CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Program Summary

Program: Environmental Protection

	2008 - 2009 Actual	2009 - 2010 Actual	2010 - 2011 Budget	2011 - 2012 Base	2011 - 2012 Recommended
<b>Revenues</b>					
Licenses and Permits	180	24,563	114,650	87,090	87,090
Intergovernmental	25,916	18,112	221,580	226,750	226,750
Charges for Services	525	4,520	27,480	16,480	16,950
Refuse/Waste Revenue	3,844,472	3,724,712	3,616,090	2,833,640	980,750
Investment Earnings	-	-	500	500	500
Total Revenues	<u>3,871,093</u>	<u>3,771,907</u>	<u>3,980,300</u>	<u>3,164,460</u>	<u>1,312,040</u>
<b>Activities</b>					
General and Admin-Environment	84,156	67,680	86,200	85,750	81,260
Utility Billing-Environment	89,150	66,318	-	-	-
Energy	-	-	200,200	200,200	200,200
Street Sweeping	133,416	139,222	177,730	177,730	177,730
Environmental Services	156,292	188,540	267,210	273,590	282,930
Refuse Collection	1,916,200	1,848,314	1,853,390	1,853,390	-
Industrial Waste	-	-	-	82,600	83,700
Waste Management	1,010,748	972,183	1,212,130	151,560	158,560
Indirect Cost Allocation - Environmental	473,470	318,190	318,190	318,190	318,190
Total Activities	<u>3,863,432</u>	<u>3,600,447</u>	<u>4,115,050</u>	<u>3,143,010</u>	<u>1,302,570</u>
<b>Appropriations</b>					
General Fund	-	-	87,950	-	-
Environmental	3,835,456	3,583,739	3,805,520	2,916,260	1,075,820
Environmental Services Grants	27,976	16,708	221,580	226,750	226,750
Total Appropriations	<u>3,863,432</u>	<u>3,600,447</u>	<u>4,115,050</u>	<u>3,143,010</u>	<u>1,302,570</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Environmental Protection

Activity: General and Admin-Environmental

**Purpose**

Provide customer service, outreach, general and administrative support for Environmental Services and Waste Management programs to improve the environmental quality of to the community. Support includes assisting with the implementation, budgeting, record-keeping and reporting requirements of assigned federal, state, and local laws and policies. Coordinate special projects, assist with the development and processing of requests for proposals, and the monitoring of contracts. Prepare applications and budgets, maintain records, and prepare reports for assigned grants.

**Goals and Objectives**

To support the Environmental Services Section by efficiently performing administrative tasks and procuring necessary services and supplies.

To provide City residents and businesses outstanding customer service related to waste management, recycling, air quality and other environmental programs.

To promote awareness of environmental issues and programs through cooperation with state, regional and local agencies on outreach efforts and activities.

To ensure the implementation of Environmental Services programs and compliance efforts are well documented and reported in a timely and efficient manner.

**Base Budget-Change in Service**

There is no change in service.

	2008-2009	2009-2010	2010-2011	2011-2012	2011-2012
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Recommended</u>
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Management Analyst Trainee	-	-	1.00	1.00	1.00
Senior Administrative Technician	-	1.00	-	-	-
Administrative Technician	1.00	-	-	-	-
<b>Total Full-Time Equivalent Positions</b>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Environmental Protection

Activity: General and Admin-Environment

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Charges for Services	-	2,065	-	-	-
Refuse/Waste Revenue	24,502	-	-	-	-
Investment Earnings	-	-	500	500	500
Total Revenues	<u>24,502</u>	<u>2,065</u>	<u>500</u>	<u>500</u>	<u>500</u>
<b>Expenditures</b>					
Personal Services	57,955	49,744	74,370	74,120	74,120
Professional and Technical	7,013	490	1,800	1,800	1,800
Property Services	843	1,694	1,850	1,850	1,850
Other Services and Charges	6,901	6,606	8,760	8,560	4,070
Supplies	1,509	1,100	1,700	1,700	1,700
Capital Outlay	-	(350)	-	-	-
Interdepartmental	9,935	8,396	(2,280)	(2,280)	(2,280)
Total Expenditures	<u>84,156</u>	<u>67,680</u>	<u>86,200</u>	<u>85,750</u>	<u>81,260</u>
<b>Appropriations</b>					
Environmental	<u>84,156</u>	<u>67,680</u>	<u>86,200</u>	<u>85,750</u>	<u>81,260</u>
Total Appropriations	<u>84,156</u>	<u>67,680</u>	<u>86,200</u>	<u>85,750</u>	<u>81,260</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Environmental Protection

Activity: Utility Billing-Environmental

**Purpose**

Utility Billing-Environmental is responsible for the refuse and recycling customer billing process and handling individual customer inquiries. Refuse and recycling bills are generated on a bi-monthly basis with water charges (see Utility Billing-Water) included on the same bill. The Utility Billing-Environmental activity is accounted for in the Environmental Fund.

- Establish and maintain customer files.
- Process and prepare bi-monthly refuse/recycling/water billings and second and final notices.
- Provide special information for outside agencies.
- Coordinate customer information on environmental issues with Public Works.

**Goals and Objectives**

The main goal for the Utility Billing-Environmental activity is the ongoing maintenance and operation of the utility billing software application.

**Base Budget-Change in Services**

The 2011-2012 budget reflects the transfer of Utility Billing responsibilities to the City's waste hauler, resulting in a "zero" budget.

	<u>2008-2009 Actual</u>	<u>2009-2010 Actual</u>	<u>2010-2011 Budget</u>	<u>2011-2012 Base</u>	<u>2011-2012 Recommended</u>
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Account Clerk II	0.75	0.75	-	-	-
Total Full-Time Equivalent Positions	0.75	0.75	-	-	-

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Environmental Protection

Activity: Utility Billing-Environment

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Refuse/Waste Revenue	94,047	123,849	-	-	-
Total Revenues	<u>94,047</u>	<u>123,849</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Personal Services	49,532	30,048	-	-	-
Professional and Technical	18,800	15,020	-	-	-
Other Services and Charges	20,818	18,792	-	-	-
Supplies	-	2,458	-	-	-
Total Expenditures	<u>89,150</u>	<u>66,318</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Appropriations</b>					
Environmental	89,150	66,318	-	-	-
Total Appropriations	<u>89,150</u>	<u>66,318</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
 2011 - 2012 Budget  
 Activity Summary

Program: Environmental Protection

Activity: Energy

	2008 - 2009 Actual	2009 - 2010 Actual	2010 - 2011 Budget	2011 - 2012 Base	2011 - 2012 Recommended
<b>Revenues</b>					
Intergovernmental	-	-	200,200	200,200	200,200
Total Revenues	<u>-</u>	<u>-</u>	<u>200,200</u>	<u>200,200</u>	<u>200,200</u>
<b>Expenditures</b>					
Personal Services	-	-	-	50,000	50,000
Property Services	-	-	200,200	150,200	150,200
Total Expenditures	<u>-</u>	<u>-</u>	<u>200,200</u>	<u>200,200</u>	<u>200,200</u>
<b>Appropriations</b>					
Environmental Services Grants	-	-	200,200	200,200	200,200
Total Appropriations	<u>-</u>	<u>-</u>	<u>200,200</u>	<u>200,200</u>	<u>200,200</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Environmental Protection

Activity: Street Sweeping

**Purpose**

To provide clean streets and recycle waste collected from this service.

**Goals and Objectives**

The major goals of this activity are:

- Sweep public streets twice per month.
- Sweep Downtown three times per week.
- Sweep Proscuro Park area and Azusa Avenue once per week.

**Base Budget-Change in Service**

There are no changes in service for fiscal year 2011-2012.

	2008-2009	2009-2010	2010-2011	2011-2012	2011-2012
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Rccommended</u>
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Environmental Protection

Activity: Street Sweeping

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Property Services	<u>133,416</u>	<u>139,222</u>	<u>177,730</u>	<u>177,730</u>	<u>177,730</u>
Total Expenditures	<u>133,416</u>	<u>139,222</u>	<u>177,730</u>	<u>177,730</u>	<u>177,730</u>
<b>Appropriations</b>					
Environmental	<u>133,416</u>	<u>139,222</u>	<u>177,730</u>	<u>177,730</u>	<u>177,730</u>
Total Appropriations	<u>133,416</u>	<u>139,222</u>	<u>177,730</u>	<u>177,730</u>	<u>177,730</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Environmental Protection

Activity: Environmental Services

**Purpose**

Improve the environmental quality of the community by implementing programs that create a cleaner and safer place to live and work while complying with all state and federal regulations.

**Goals and Objectives**

Protect and improve the environment by:

- Overseeing the waste and recycling contract.
- Preventing storm water pollution by complying with all aspects of the National Pollutant Discharge Elimination System (NPDES) permit.
- Overseeing sewer spills and hazardous material clean-ups.
- Managing the Industrial/Commercial Waste Permit process to protect the City's sewer system
- Managing and reporting on four state and federal grants in order to enhance the City's efforts to reduce pollution and promote resource conservation.
- Encouraging used oil recycling by supporting and promoting four used oil certified collection centers.
- Ensuring proper disposal of hazardous waste and universal waste by residents, businesses, and the City.
- Supporting regional air quality goals by enforcing South Coast Air Quality Management District (SCAQMD) regulations and operating a rideshare and carpool programs.
- Operating the Compressed Natural Gas (CNG) fueling station for the benefit of the community and to enhance Environmental Fund revenue.
- Managing the Street Sweeping contract.
- Promoting and monitoring City energy efficiency efforts.
- Developing and implementing new energy conservation programs for residents.
- Analyzing proposed legislation for environmental impact on the City.
- Reviewing and implementing new regulations as necessary.
- Providing Geographic Information System (GIS) support to the City's departments.
- Disseminating information on environmental laws and regulations to City businesses and residents and promoting compliance.
- Reviewing plans for compliance with environmental requirements.
- Inspecting and enforcing for environmental violations related to waste, storm water pollution, and air quality.
- Maintaining records, gathering and analyzing data, and preparing reports to Federal, State and local agencies to ensure the City's compliance with laws and regulations.
- Coordinating with regional, private and other local agencies on common environmental goals.

**Base Budget-Change in Services**

There are no changes in service for fiscal year 2011-2012.

	<u>2008-2009 Actual</u>	<u>2009-2010 Actual</u>	<u>2010-2011 Budget</u>	<u>2011-2012 Base</u>	<u>2011-2012 Recommended</u>
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Environmental Services Manager	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalent Positions	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Environmental Protection

Activity: Environmental Services

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Intergovernmental	25,916	18,112	21,380	26,550	26,550
Charges for Services	525	2,455	16,480	16,480	16,950
Refuse/Waste Revenue	40,815	138,856	123,410	129,750	129,750
<b>Total Revenues</b>	<u>67,256</u>	<u>159,423</u>	<u>161,270</u>	<u>172,780</u>	<u>173,250</u>
<b>Expenditures</b>					
Personal Services	92,465	103,975	104,710	111,290	111,290
Professional and Technical	9,805	32,529	54,190	48,410	48,410
Property Services	11,708	10,936	15,670	15,970	15,970
Other Services and Charges	34,877	54,267	46,430	55,420	64,760
Supplies	27,855	23,220	46,210	50,500	50,500
Capital Outlay	16,690				
Interdepartmental	(37,108)	(36,387)	-	(8,000)	(8,000)
<b>Total Expenditures</b>	<u>156,292</u>	<u>188,540</u>	<u>267,210</u>	<u>273,590</u>	<u>282,930</u>
<b>Appropriations</b>					
Environmental	128,316	171,832	245,830	247,040	256,380
Environmental Services Grants	27,976	16,708	21,380	26,550	26,550
<b>Total Appropriations</b>	<u>156,292</u>	<u>188,540</u>	<u>267,210</u>	<u>273,590</u>	<u>282,930</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Environmental Protection

Activity: Refuse Collection

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**Purpose**

To protect the environment, public health and welfare, and enhance the quality of life of our residents by providing effective programs to collect and remove solid waste materials in a convenient, economical and environmentally safe and responsible manner.

**Goals and Objectives**

To provide a clean and healthy environment for the community by removing and properly disposing of all refuse accumulated within City limits, which includes single family and multi-family residences as well as commercial and industrial businesses.

**Base Budget-Change in Service**

There are no changes in service for fiscal year 2011-2012.

	2008-2009	2009-2010	2010-2011	2011-2012	2011-2012
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Recommended</u>
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Environmental Protection

Activity: Refuse Collection

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Refuse/Waste Revenue	2,010,007	1,927,240	1,853,390	1,853,390	-
Total Revenues	<u>2,010,007</u>	<u>1,927,240</u>	<u>1,853,390</u>	<u>1,853,390</u>	<u>-</u>
<b>Expenditures</b>					
Property Services	1,916,200	1,848,314	1,853,390	1,853,390	-
Total Expenditures	<u>1,916,200</u>	<u>1,848,314</u>	<u>1,853,390</u>	<u>1,853,390</u>	<u>-</u>
<b>Appropriations</b>					
Environmental	1,916,200	1,848,314	1,853,390	1,853,390	-
Total Appropriations	<u>1,916,200</u>	<u>1,848,314</u>	<u>1,853,390</u>	<u>1,853,390</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Environmental Protection

Activity: Industrial Waste

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Licenses and Permits	-	-	-	87,000	87,000
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>87,000</u>	<u>87,000</u>
<b>Expenditures</b>					
Professional and Technical	-	-	-	3,000	3,000
Other Services and Charges	-	-	-	3,500	4,600
Supplies	-	-	-	4,300	4,300
Interdepartmental	<u>-</u>	<u>-</u>	<u>-</u>	<u>71,800</u>	<u>71,800</u>
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>82,600</u>	<u>83,700</u>
<b>Appropriations</b>					
Environmental	<u>-</u>	<u>-</u>	<u>-</u>	<u>82,600</u>	<u>83,700</u>
Total Appropriations	<u>-</u>	<u>-</u>	<u>-</u>	<u>82,600</u>	<u>83,700</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Environmental Protection

Activity: Waste Management

**Purpose**

To implement, manage, and monitor various refuse and recycling programs, and to track legislation and policies in order to comply with the state refuse and recycling mandates, including Senate Bill 1016 (which requires reducing the City's per capita disposal by at least 50%), and to continue to provide reliable, convenient and low-cost curbside refuse and recycling collection services to our residents and businesses.

**Goals and Objectives**

The main goal is to be in or exceed the compliance mandates of SB 1016 while meeting the needs of the community. Other goals and objectives are:

- Monitor the performance of the disposal company by ensuring services are provided in accordance with the agreement and in compliance with federal, state and local regulations.
- Comply with the regulations pertaining to SB 1016 mandate and submit annual reports to the CalRecycle.
- Continue efforts to improve community recycling involvement by researching and applying for state grants to subsidize businesses and school recycling projects.
- Develop, implement, monitor and promote disposal reduction public outreach by developing, implementing, and monitoring waste reduction and recycling programs.
- Provide assistance to Utility Billing staff for collecting balance owed on delinquent refuse accounts.
- Research, develop and implement specialized programs to facilitate the disposal of items that are difficult and/or dangerous to dispose of or recycle.
- Collaborate with other local governments and regional entities to develop and advocate for economical and convenient disposal options for the City.

**Base Budget-Change in Service**

There are no changes in service for fiscal year 2011-2012.

	2008-2009	2009-2010	2010-2011	2011-2012	2011-2012
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Recommended</u>
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Management Analyst	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalent Positions	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Environmental Protection

Activity: Waste Management

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Licenses and Permits	180	24,563	114,650	90	90
Charges for Services	-	-	11,000	-	-
Refuse/Waste Revenue	<u>1,675,101</u>	<u>1,534,767</u>	<u>1,639,290</u>	<u>850,500</u>	<u>851,000</u>
Total Revenues	<u>1,675,281</u>	<u>1,559,330</u>	<u>1,764,940</u>	<u>850,590</u>	<u>851,090</u>
<b>Expenditures</b>					
Personal Services	68,894	81,521	80,800	82,960	82,960
Professional and Technical	5,358	680	10,500	5,500	12,500
Property Services	913,475	878,683	998,810	17,500	17,500
Other Services and Charges	23,384	13,070	27,740	23,920	23,920
Supplies	2,212	231	7,700	6,900	6,900
Interdepartmental	<u>(2,575)</u>	<u>(2,002)</u>	<u>86,580</u>	<u>14,780</u>	<u>14,780</u>
Total Expenditures	<u>1,010,748</u>	<u>972,183</u>	<u>1,212,130</u>	<u>151,560</u>	<u>158,560</u>
<b>Appropriations</b>					
General Fund	-	-	87,950	-	-
Environmental	<u>1,010,748</u>	<u>972,183</u>	<u>1,124,180</u>	<u>151,560</u>	<u>158,560</u>
Total Appropriations	<u>1,010,748</u>	<u>972,183</u>	<u>1,212,130</u>	<u>151,560</u>	<u>158,560</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Environmental Protection

Activity: Indirect Cost Allocation

**Purpose**

Indirect cost allocation of the environmental protection program recognizes the support of the General Fund for environmental protection activities.

The indirect cost allocation is based on various variables and includes building and equipment usage components. The only indirect cost allocation charges to the environmental fund (activities) are attributed to General Fund general government and public works support (see general government and public works indirect costs allocation).

**Goals and Objectives**

To recognize and account for the indirect General Fund general government and public works support to the environmental fund (activities).

**Base Budget-Change in Service**

There is no base level change in service

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Recommended
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA  
 2011 - 2012 Budget  
 Activity Summary

Program: Environmental Protection

Activity: Indirect Cost Allocation - Environmental

	<u>2008 - 2009</u> <u>Actual</u>	<u>2009 - 2010</u> <u>Actual</u>	<u>2010 - 2011</u> <u>Budget</u>	<u>2011 - 2012</u> <u>Base</u>	<u>2011 - 2012</u> <u>Recommended</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Interdepartmental	<u>473,470</u>	<u>318,190</u>	<u>318,190</u>	<u>318,190</u>	<u>318,190</u>
Total Expenditures	<u>473,470</u>	<u>318,190</u>	<u>318,190</u>	<u>318,190</u>	<u>318,190</u>
<b>Appropriations</b>					
Environmental	<u>473,470</u>	<u>318,190</u>	<u>318,190</u>	<u>318,190</u>	<u>318,190</u>
Total Appropriations	<u>473,470</u>	<u>318,190</u>	<u>318,190</u>	<u>318,190</u>	<u>318,190</u>

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CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Program Summary

Program: Central Equipment

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Central Equipment Charges	1,370,289	1,369,118	1,330,120	1,446,170	1,399,590
Miscellaneous	<u>6,388</u>	<u>(879)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u>1,376,677</u>	<u>1,368,239</u>	<u>1,330,120</u>	<u>1,446,170</u>	<u>1,399,590</u>
<b>Activities</b>					
Equipment Administration	26,507	29,392	44,480	44,150	44,440
Vehicle-Equipment Operation	931,307	795,113	1,069,020	1,136,350	1,106,350
Indirect Cost Central Services	<u>214,310</u>	<u>225,020</u>	<u>225,020</u>	<u>225,020</u>	<u>225,020</u>
Total Activities	<u>1,172,124</u>	<u>1,049,525</u>	<u>1,338,520</u>	<u>1,405,520</u>	<u>1,375,810</u>
<b>Appropriations</b>					
Central Equipment	<u>1,172,124</u>	<u>1,049,525</u>	<u>1,338,520</u>	<u>1,405,520</u>	<u>1,375,810</u>
Total Appropriations	<u>1,172,124</u>	<u>1,049,525</u>	<u>1,338,520</u>	<u>1,405,520</u>	<u>1,375,810</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Central Equipment

Activity: Equipment Administration

**Purpose**

To provide support services for the maintenance, repair, acquisition and sale of all City-owned motorized and small equipment utilized for municipal services.

**Goals and Objectives**

Prepare and maintain records for all aspects of an automotive repair facility; this includes, but is not limited to, operating within regulations as mandated by the EPA, AQMD, OSHA and State Department of Water Resources.

Maintain business practices of the Enterprise Fund to assure a viable inventory control system; serve the vehicle and equipment acquisition/maintenance needs of all City Departments; and make prudent acquisitions based on sound economic practices.

**Base Budget-Change in Services**

There is no change to the base level of service in fiscal year 2011-2012.

	2008-2009	2009-2010	2010-2011	2011-2012	2011-2012
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Recommended</u>
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Administrative Technician	<u>1.00</u>	<u>1.00</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>
Total Full-Time Equivalent Positions	<u>1.00</u>	<u>1.00</u>	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Central Equipment

Activity: Equipment Administration

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Total Revenues	-	-	-	-	-
<b>Expenditures</b>					
Personal Services	18,481	19,945	23,990	24,030	24,320
Professional and Technical	7,277	7,790	16,890	16,890	16,890
Property Services	365	844	1,170	800	800
Other Services and Charges	7	305	1,030	1,030	1,030
Supplies	377	508	1,400	1,400	1,400
Total Expenditures	<u>26,507</u>	<u>29,392</u>	<u>44,480</u>	<u>44,150</u>	<u>44,440</u>
<b>Appropriations</b>					
Central Equipment	<u>26,507</u>	<u>29,392</u>	<u>44,480</u>	<u>44,150</u>	<u>44,440</u>
Total Appropriations	<u>26,507</u>	<u>29,392</u>	<u>44,480</u>	<u>44,150</u>	<u>44,440</u>

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Activity Information

Program: Central Equipment

Activity: Vehicle-Equipment Operation

**Purpose**

Provide and/or coordinate the maintenance, repair, acquisition and sale of all City-owned motorized and small equipment utilized for municipal services.

**Goals and Objectives**

Provide sound mechanical service for the safety and reliability of City-provided services to the community.

**Base Budget-Change in Services**

In the base budget there are 105 vehicles, 34 various pieces of large equipment (e.g. forklift, backhoe) and more than 50 other motorized items that the staff has to maintain and repair.

During Fiscal Year 2009-2010 the City transferred \$1,000,000 from the Equipment Fund to the General Fund to help balance the budget for Fiscal Year 2010-2011. The City will transfer \$100,000 in Fiscal Year 2011-2012. In the previous 4 fiscal years the motor pool rates charged to other departments for the maintenance of each vehicle has remained unchanged, despite changes in expenditures. At the time of publishing, it is unknown if those rates will be adjusted to reflect actual Equipment Fund operational expenditures and overhead for fleet maintenance. This may also have an impact on the Equipment Fund balance.

	<u>2008-2009</u> Actual	<u>2009-2010</u> Actual	<u>2010-2011</u> Budget	<u>2011-2012</u> Base	<u>2011-2012</u> Recommended
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Equipment Maintenance Supervisor	1.00	1.00	1.00	1.00	1.00
Equipment Foreman	-	-	1.00	1.00	1.00
Senior Equipment Mechanic	2.00	2.00	1.00	1.00	1.00
Equipment Mechanic	-	-	1.50	1.50	1.50
Total Full-Time Equivalent Positions	<u>3.00</u>	<u>3.00</u>	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Central Equipment

Activity: Vehicle-Equipment Operation

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Central Equipment Charges	1,370,289	1,369,118	1,330,120	1,446,170	1,399,590
Miscellaneous	<u>6,388</u>	<u>(879)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenues	<u><u>1,376,677</u></u>	<u><u>1,368,239</u></u>	<u><u>1,330,120</u></u>	<u><u>1,446,170</u></u>	<u><u>1,399,590</u></u>
<b>Expenditures</b>					
Personal Services	233,648	283,619	375,190	377,950	377,950
Property Services	71,237	92,007	82,760	79,600	79,600
Other Services and Charges	363,099	2,019	5,320	5,300	5,300
Supplies	381,103	418,018	478,300	479,000	479,000
Capital Outlay	-	-	330,000	567,700	537,700
Interdepartmental	<u>(117,780)</u>	<u>(550)</u>	<u>(202,550)</u>	<u>(373,200)</u>	<u>(373,200)</u>
Total Expenditures	<u><u>931,307</u></u>	<u><u>795,113</u></u>	<u><u>1,069,020</u></u>	<u><u>1,136,350</u></u>	<u><u>1,106,350</u></u>
<b>Appropriations</b>					
Central Equipment	<u>931,307</u>	<u>795,113</u>	<u>1,069,020</u>	<u>1,136,350</u>	<u>1,106,350</u>
Total Appropriations	<u><u>931,307</u></u>	<u><u>795,113</u></u>	<u><u>1,069,020</u></u>	<u><u>1,136,350</u></u>	<u><u>1,106,350</u></u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Central Equipment

Activity: Indirect Cost Allocation

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**Purpose**

Indirect cost allocation of the central equipment program recognizes the support of the General Fund to central equipment fund (activities).

The indirect cost allocation is based on various variables and includes building and equipment usage components. The only indirect cost allocation charges to the central equipment fund (activities) are attributed to General Fund general government and public works support (see general government and public works indirect costs allocation).

**Goals and Objectives**

To recognize and account for the indirect General Fund general government and public works support to the central equipment fund (activities).

**Base Budget-Change in Service**

There is no change in the base level of service.

	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2011-2012</u>
<b>Full-Time Equivalent Positions</b>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Recommended</u>
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Central Equipment

Activity: Indirect Cost Central Services

	<u>2008 - 2009</u> <u>Actual</u>	<u>2009 - 2010</u> <u>Actual</u>	<u>2010 - 2011</u> <u>Budget</u>	<u>2011 - 2012</u> <u>Base</u>	<u>2011 - 2012</u> <u>Recommended</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Interdepartmental	<u>214,310</u>	<u>225,020</u>	<u>225,020</u>	<u>225,020</u>	<u>225,020</u>
Total Expenditures	<u>214,310</u>	<u>225,020</u>	<u>225,020</u>	<u>225,020</u>	<u>225,020</u>
<b>Appropriations</b>					
Central Equipment	<u>214,310</u>	<u>225,020</u>	<u>225,020</u>	<u>225,020</u>	<u>225,020</u>
Total Appropriations	<u>214,310</u>	<u>225,020</u>	<u>225,020</u>	<u>225,020</u>	<u>225,020</u>

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CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Program Summary

Program: Management Information Systems

	<u>2008 - 2009</u> Actual	<u>2009 - 2010</u> Actual	<u>2010 - 2011</u> Budget	<u>2011 - 2012</u> Base	<u>2011 - 2012</u> Recommended
<b>Revenues</b>					
MIS Charges	1,097,688	1,199,440	1,108,550	1,108,550	1,108,550
Investment Earnings	18,218	-	-	-	-
Total Revenues	<u>1,115,906</u>	<u>1,199,440</u>	<u>1,108,550</u>	<u>1,108,550</u>	<u>1,108,550</u>
<b>Activities</b>					
MIS Administration	117,280	127,390	131,040	1,515,100	1,384,600
General Systems	338,680	345,901	501,660	-	-
City Network	115,439	88,330	206,720	-	-
Financial Systems	167,629	177,036	183,870	-	-
Indirect Cost Allocation - MIS	78,300	82,200	82,200	82,200	82,200
Total Activities	<u>817,328</u>	<u>820,857</u>	<u>1,105,490</u>	<u>1,597,300</u>	<u>1,466,800</u>
<b>Appropriations</b>					
Management Information Systems	<u>817,328</u>	<u>820,857</u>	<u>1,105,490</u>	<u>1,597,300</u>	<u>1,466,800</u>
Total Appropriations	<u>817,328</u>	<u>820,857</u>	<u>1,105,490</u>	<u>1,597,300</u>	<u>1,466,800</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Management Information Systems

Activity: MIS Administration

**Purpose**

MIS Administration manages the overall management information system operations of the City and Redevelopment Agency. The budgeting/reporting structure for MIS has been changed for FY 2011-2012 whereby all activities have been combined under the Administration activity for ease of operation. This includes planning, budgeting, purchasing, special projects, managing department and staff. The function is responsible for all support services in the City with the exception of the 911 dispatch system.

**Goals and Objectives**

- Manage information systems implementations, operations, upgrades and support.
- Maintain hardware/software replacement schedule
- Provide ongoing training and support for all users

**Base Budget-Change in Services**

During the 2010-2011 fiscal year, the City Council approved the reorganization of this activity adding one extra position. The IT Services Manager was brought on board to move the City's IT infrastructure to the 21<sup>st</sup> century and implement current software systems that will enhance efficiency and productivity. In addition to this major change, the Council approved a contract with Tyler Technologies to implement the new MUNIS Financial, Human Resources and Payroll modules.

To address audit findings for the year ended June 30, 2010, staff has implemented new hardware as well as new policies to address disaster recovery, strategic planning, segregation of duties, backup systems, password security etc.

All formerly separate functions have been rolled into the MIS Administration Budget

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Recommended
<b>Full-Time Equivalent Positions</b>					
<u>Full-Time Positions</u>					
Information Technology Manager	1.00	1.00	1.00	-	-
Information Technology Services Manager	-	-	-	1.00	1.00
Senior IT Coordinator	-	-	-	1.00	1.00
IT Coordinator	-	-	-	2.00	2.00
Systems Analyst	1.00	1.00	1.00	-	-
PC Technician II	1.00	1.00	1.00	-	-
Network Administrator	-	-	1.00	-	-
Part-Time IT Coordinator	-	-	0.50	0.50	0.50
<b>Total Full-Time Equivalent Positions</b>	<b>3.00</b>	<b>3.00</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Management Information Systems

Activity: MIS Administration

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
MIS Charges	-	-	-	1,108,550	1,108,550
Investment Earnings	18,218	-	-	-	-
<b>Total Revenues</b>	<u>18,218</u>	<u>-</u>	<u>-</u>	<u>1,108,550</u>	<u>1,108,550</u>
<b>Expenditures</b>					
Personal Services	116,807	121,172	115,830	504,520	504,520
Professional and Technical	-	-	-	316,000	316,000
Property Services	-	3,717	4,500	399,800	399,800
Other Services and Charges	420	240	7,610	9,860	9,860
Supplies	53	61	900	82,210	82,210
Capital Outlay	-	-	-	200,510	70,010
Interdepartmental	-	2,200	2,200	2,200	2,200
<b>Total Expenditures</b>	<u>117,280</u>	<u>127,390</u>	<u>131,040</u>	<u>1,515,100</u>	<u>1,384,600</u>
<b>Appropriations</b>					
Management Information Systems	117,280	127,390	131,040	1,515,100	1,384,600
<b>Total Appropriations</b>	<u>117,280</u>	<u>127,390</u>	<u>131,040</u>	<u>1,515,100</u>	<u>1,384,600</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Management Information Systems

Activity: General Systems

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
MIS Charges	437,188	564,460	597,050	-	-
Total Revenues	<u>437,188</u>	<u>564,460</u>	<u>597,050</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Personal Services	76,784	81,548	94,190	-	-
Professional and Technical	-	25,000	50,000	-	-
Property Services	209,278	186,617	201,420	-	-
Other Services and Charges	588	10,537	1,350	-	-
Supplies	52,030	42,199	57,500	-	-
Capital Outlay	-	-	97,200	-	-
Total Expenditures	<u>338,680</u>	<u>345,901</u>	<u>501,660</u>	<u>-</u>	<u>-</u>
<b>Appropriations</b>					
Management Information Systems	<u>338,680</u>	<u>345,901</u>	<u>501,660</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>338,680</u>	<u>345,901</u>	<u>501,660</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
 2011 - 2012 Budget  
 Activity Summary

Program: Management Information Systems

Activity: City Network

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
MIS Charges	224,170	218,830	261,390	-	-
Total Revenues	<u>224,170</u>	<u>218,830</u>	<u>261,390</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Personal Services	-	-	80,430	-	-
Professional and Technical	1,665	-	-	-	-
Property Services	84,603	73,703	105,840	-	-
Other Services and Charges	8,463	652	450	-	-
Supplies	20,708	13,975	20,000	-	-
Total Expenditures	<u>115,439</u>	<u>88,330</u>	<u>206,720</u>	<u>-</u>	<u>-</u>
<b>Appropriations</b>					
Management Information Systems	115,439	88,330	206,720	-	-
Total Appropriations	<u>115,439</u>	<u>88,330</u>	<u>206,720</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Management Information Systems

Activity: Financial Systems

	<u>2008 - 2009</u> Actual	<u>2009 - 2010</u> Actual	<u>2010 - 2011</u> Budget	<u>2011 - 2012</u> Base	<u>2011 - 2012</u> Recommended
<b>Revenues</b>					
MIS Charges	436,330	416,150	250,110	-	-
Total Revenues	<u>436,330</u>	<u>416,150</u>	<u>250,110</u>	-	-
<b>Expenditures</b>					
Personal Services	89,889	97,595	90,350	-	-
Professional and Technical	370	747	-	-	-
Property Services	76,907	78,394	89,260	-	-
Other Services and Charges	100	300	450	-	-
Supplies	363	-	3,810	-	-
Total Expenditures	<u>167,629</u>	<u>177,036</u>	<u>183,870</u>	-	-
<b>Appropriations</b>					
Management Information Systems	<u>167,629</u>	<u>177,036</u>	<u>183,870</u>	-	-
Total Appropriations	<u>167,629</u>	<u>177,036</u>	<u>183,870</u>	-	-

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Management Information Systems

Activity: Indirect Cost Allocation

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**Purpose**

Indirect cost allocation of the central MIS program recognizes the support of the General Fund to MIS fund (activities).

The indirect cost allocation is based on various variables and includes building and equipment usage components. The only indirect cost allocation charges to the MIS fund (activities) are attributed to General Fund general government support (see general government indirect costs allocation).

**Goals and Objectives**

To recognize and account for the indirect General Fund general government support to the MIS fund (activities).

**Base Budget-Change in Service**

None.

	2008-2009	2009-2010	2010-2011	2011-2012	2011-2012
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Recommended</u>
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
 2011 - 2012 Budget  
 Activity Summary

Program: Management Information Systems

Activity: Indirect Cost Alloc. MIS

	<u>2008 - 2009</u> Actual	<u>2009 - 2010</u> Actual	<u>2010 - 2011</u> Budget	<u>2011 - 2012</u> Base	<u>2011 - 2012</u> Recommended
<b>Revenues</b>					
Total Revenues	-	-	-	-	-
<b>Expenditures</b>					
Interdepartmental	78,300	82,200	82,200	82,200	82,200
Total Expenditures	78,300	82,200	82,200	82,200	82,200
<b>Appropriations</b>					
Management Information Systems	78,300	82,200	82,200	82,200	82,200
Total Appropriations	78,300	82,200	82,200	82,200	82,200

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Program Summary

Program: Miscellaneous

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Taxes	14,939	15,687	17,750	17,750	17,750
Miscellaneous	13,234	-	-	-	-
Total Revenues	<u>28,173</u>	<u>15,687</u>	<u>17,750</u>	<u>17,750</u>	<u>17,750</u>
<b>Activities</b>					
Intergovernmental	31,522	24,105	24,900	23,810	23,810
Community Outreach	11,266	4,081	-	-	-
Downtown District	13,845	10,142	8,750	8,750	8,750
Prospero Park District	7,830	7,899	9,000	9,000	9,000
Contingency	-	-	35,000	35,000	50,000
Total Activities	<u>64,463</u>	<u>46,227</u>	<u>77,650</u>	<u>76,560</u>	<u>91,560</u>
<b>Appropriations</b>					
General Fund	42,788	28,186	59,900	58,810	73,810
Downtown	13,845	10,142	8,750	8,750	8,750
Prospero	7,830	7,899	9,000	9,000	9,000
Total Appropriations	<u>64,463</u>	<u>46,227</u>	<u>77,650</u>	<u>76,560</u>	<u>91,560</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Miscellaneous

Activity: Intergovernmental

**Purpose**

Intergovernmental includes memberships and other costs associated with lobbying efforts for cities with County, State and other government agencies.

**Goals and Objectives**

The major goals of the intergovernmental activity are:

- To influence County and State legislation that is favorable and friendly to municipal governments.
- To identify regional opportunities and problems.

**Base Budget-Change in Service**

There is no base-budget change in service.

**Performance Workload Measurements**

San Gabriel Valley Council of Governments:

General	Yes
Air Quality	Yes
Transit	Yes

League of California Cities:

General	Yes
LA County Division	Yes

Independent Cities Association

Yes

Southern California Association of Governments

Yes

San Gabriel Valley Water Association

Yes

	<u>2008-2009</u> Actual	<u>2009-2010</u> Actual	<u>2010-2011</u> Budget	<u>2011-2012</u> Base	<u>2011-2012</u> Recommended
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Miscellaneous

Activity: Intergovernmental

	<u>2008 - 2009</u> <u>Actual</u>	<u>2009 - 2010</u> <u>Actual</u>	<u>2010 - 2011</u> <u>Budget</u>	<u>2011 - 2012</u> <u>Base</u>	<u>2011 - 2012</u> <u>Recommended</u>
<b>Revenues</b>					
Total Revenues	-	-	-	-	-
<b>Expenditures</b>					
Professional and Technical	1,082	1,357	1,000	1,000	1,000
Other Services and Charges	44,192	36,288	36,620	35,530	35,530
Interdepartmental	(13,752)	(13,540)	(12,720)	(12,720)	(12,720)
Total Expenditures	<u>31,522</u>	<u>24,105</u>	<u>24,900</u>	<u>23,810</u>	<u>23,810</u>
<b>Appropriations</b>					
General Fund	<u>31,522</u>	<u>24,105</u>	<u>24,900</u>	<u>23,810</u>	<u>23,810</u>
Total Appropriations	<u>31,522</u>	<u>24,105</u>	<u>24,900</u>	<u>23,810</u>	<u>23,810</u>

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Activity Information

Program: Miscellaneous

Activity: Community Outreach

**Purpose**

To provide opportunities for the community to engage and interact with Council members and City staff outside of the regular business setting of local government.

To enhance the transparency of City government by providing community education on the specific workings of City departments, functions, programs and projects.

To gather opinions and concerns of residents regarding local government services and provide policy makers with tools to assess the long-range needs residents.

- 1) Plan, promote and conduct various public meetings and workshops.
- 2) Provide local government educational opportunities for members of the residential and business public.
- 3) Develop, distribute and facilitate analysis of community opinion polls and/or needs assessments.

**Goals and Objectives**

The goal of the Community Outreach activity is to maintain consistent, interactive communication with Covina stakeholders.

To accomplish this goal the activity will:

- 1) Act at the direction of the City Manager to facilitate opportunities for Council/staff/community education and interaction.

**Base Budget-Change in Service**

In an ongoing effort to reduce expenditures, this budget was eliminated for the 2010-2011 Fiscal Year. There is no change in the base level of service.

	<u>2008-2009</u> Actual	<u>2009-2010</u> Actual	<u>2010-2011</u> Budget	<u>2011-2012</u> Base	<u>2011-2012</u> Recommended
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Miscellaneous

Activity: Community Outreach

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Total Revenues	-	-	-	-	-
<b>Expenditures</b>					
Other Services and Charges	9,350	3,198	-	-	-
Supplies	1,916	883	-	-	-
Total Expenditures	<u>11,266</u>	<u>4,081</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Appropriations</b>					
General Fund	<u>11,266</u>	<u>4,081</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>11,266</u>	<u>4,081</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
 2011-2012 Budget  
 Activity Information

Program: Miscellaneous

Activity: Downtown District

**Purpose**

The Downtown District accounts for the special business license registration tax for the promotion and maintenance of the Covina downtown area.

**Goals and Objectives**

Promote and maintain the downtown area.

**Base Budget-Change in Service**

There is no change in service for fiscal year 2011-2012.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Recommended
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Miscellaneous

Activity: Downtown District

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Taxes	7,723	7,812	8,750	8,750	8,750
Miscellaneous	13,234	-	-	-	-
Total Revenues	<u>20,957</u>	<u>7,812</u>	<u>8,750</u>	<u>8,750</u>	<u>8,750</u>
<b>Expenditures</b>					
Other Services and Charges	13,845	10,142	8,750	8,750	8,750
Total Expenditures	<u>13,845</u>	<u>10,142</u>	<u>8,750</u>	<u>8,750</u>	<u>8,750</u>
<b>Appropriations</b>					
Downtown	13,845	10,142	8,750	8,750	8,750
Total Appropriations	<u>13,845</u>	<u>10,142</u>	<u>8,750</u>	<u>8,750</u>	<u>8,750</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Miscellaneous

Activity: Prospero Park District

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**Purpose**

The Prospero Park District accounts for the special business license registration tax for the maintenance and improvements in the Covina Prospero Park apartment area.

**Goals and Objectives**

Maintain and improve Prospero Park apartment area.

**Base Budget-Change in Service**

There is no change in service for fiscal year 2011-2012.

	<u>2008-2009 Actual</u>	<u>2009-2010 Actual</u>	<u>2010-2011 Budget</u>	<u>2011-2012 Base</u>	<u>2011-2012 Recommended</u>
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Miscellaneous

Activity: Prospero Park District

	<u>2008 - 2009</u> <u>Actual</u>	<u>2009 - 2010</u> <u>Actual</u>	<u>2010 - 2011</u> <u>Budget</u>	<u>2011 - 2012</u> <u>Base</u>	<u>2011 - 2012</u> <u>Recommended</u>
<b>Revenues</b>					
Taxes	7,216	7,875	9,000	9,000	9,000
Total Revenues	<u>7,216</u>	<u>7,875</u>	<u>9,000</u>	<u>9,000</u>	<u>9,000</u>
<b>Expenditures</b>					
Other Services and Charges	7,830	7,899	9,000	9,000	9,000
Total Expenditures	<u>7,830</u>	<u>7,899</u>	<u>9,000</u>	<u>9,000</u>	<u>9,000</u>
<b>Appropriations</b>					
Prospero	7,830	7,899	9,000	9,000	9,000
Total Appropriations	<u>7,830</u>	<u>7,899</u>	<u>9,000</u>	<u>9,000</u>	<u>9,000</u>

CITY OF COVINA, CALIFORNIA  
 2011-2012 Budget  
 Activity Information

Program: Miscellaneous

Activity: Contingency

**Purpose**

Contingency is an undesignated appropriation in the annual budget for both anticipated and unanticipated events or actions not incorporated in other areas of the budget. City Council action is required for the use of the contingency item.

**Goals and Objectives**

To provide an adequate reserve for events and actions not incorporated in other areas of the budget.

**Base Budget-Change in Services**

The General Fund contingency was increased from \$35,000 to \$50,000 for the fiscal year.

**Performance Workload Measurements**

Provide contingency for unanticipated events Yes

**Full-Time Equivalent Positions**

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Adopted
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA  
 2011 - 2012 Budget  
 Activity Summary

Program: Miscellaneous

Activity: Contingency

	<u>2008 - 2009</u> <u>Actual</u>	<u>2009 - 2010</u> <u>Actual</u>	<u>2010 - 2011</u> <u>Budget</u>	<u>2011 - 2012</u> <u>Base</u>	<u>2011 - 2012</u> <u>Recommended</u>
<b>Revenues</b>					
Total Revenues	-	-	-	-	-
<b>Expenditures</b>					
Contingency	-	-	35,000	35,000	50,000
Total Expenditures	-	-	35,000	35,000	50,000
<b>Appropriations</b>					
General Fund	-	-	35,000	35,000	50,000
Total Appropriations	-	-	35,000	35,000	50,000

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CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Program Summary

Program: Debt Service

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Taxes	5,953,810	3,165,345	5,264,550	5,741,200	5,741,200
Intergovernmental	13,003	12,680	-	-	-
Investment Earnings	168,858	113,914	49,200	11,000	11,000
<b>Total Revenues</b>	<u>6,135,671</u>	<u>3,291,939</u>	<u>5,313,750</u>	<u>5,752,200</u>	<u>5,752,200</u>
<b>Activities</b>					
General	25,481	23,640	752,320	2,114,210	2,114,210
Tax Allocation	4,126,467	6,317,574	6,205,820	4,085,140	4,085,140
Revenue	-	469,092	-	-	-
Certificates of Participation	591,909	580,349	744,670	483,500	483,500
Capital Lease	111,792	83,843	74,490	564,190	564,190
Advances	29,191	5,902	-	-	-
Indirect Cost Allocation - Debt Service	62,700	161,184	348,370	148,370	148,370
<b>Total Activities</b>	<u>4,947,540</u>	<u>7,641,584</u>	<u>8,125,670</u>	<u>7,395,410</u>	<u>7,395,410</u>
<b>Appropriations</b>					
General Fund	137,273	107,483	66,390	-	-
LMIH Fund	396,284	393,736	406,280	395,720	395,720
Tax Allocation Debt Fund	3,792,883	6,085,022	6,147,910	3,837,790	3,837,790
Transportation	496,375	492,875	493,880	483,500	483,500
Water Utility	95,534	87,474	250,790	1,181,400	1,181,400
Water Capital	-	-	-	489,700	489,700
Sewer Fund	-	469,092	760,420	1,007,300	1,007,300
Management Information Systems	29,191	5,902	-	-	-
<b>Total Appropriations</b>	<u>4,947,540</u>	<u>7,641,584</u>	<u>8,125,670</u>	<u>7,395,410</u>	<u>7,395,410</u>

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Activity Information

Program: Debt Service

Activity: General

**Purpose**

To provide funding for bonds payable for the Water Utility and Sewer Constructions bonds.

**Goals and Objectives**

To pay debts in a timely and professional manner.

**Base Budget-Change in Services**

This budget includes the payments on the Water Utility bond and eliminates the funding for the City repayment of the City Yard loan to the Redevelopment Agency.

**Performance Workload Measurements**

Percent of timely principal and interest payments 100%

	<u>2008-2009</u> Actual	<u>2009-2010</u> Actual	<u>2010-2011</u> Budget	<u>2011-2012</u> Base	<u>2011-2012</u> Recommended
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Debt Service

Activity: General

	<u>2008 - 2009</u> <u>Actual</u>	<u>2009 - 2010</u> <u>Actual</u>	<u>2010 - 2011</u> <u>Budget</u>	<u>2011 - 2012</u> <u>Base</u>	<u>2011 - 2012</u> <u>Recommended</u>
<b>Revenues</b>					
Total Revenues	-	-	-	-	-
<b>Expenditures</b>					
Debt Service	25,481	23,640	752,320	2,114,210	2,114,210
Total Expenditures	<u>25,481</u>	<u>23,640</u>	<u>752,320</u>	<u>2,114,210</u>	<u>2,114,210</u>
<b>Appropriations</b>					
General Fund	25,481	23,640	66,390	-	-
Water Utility	-	-	-	1,181,400	1,181,400
Sewer Fund	-	-	685,930	932,810	932,810
Total Appropriations	<u>25,481</u>	<u>23,640</u>	<u>752,320</u>	<u>2,114,210</u>	<u>2,114,210</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Debt Service

Activity: Tax Allocation

**Purpose**

Account for tax allocation notes, loans and bonds issued for redevelopment in Project Areas I and II of the Covina Redevelopment Agency. The source of financing for the payment of principal and interest is property tax increments generated from current and future development.

**Goals and Objectives**

The main objective of the tax allocation debt activity is timely payments of principal and interest on outstanding notes, loans and bonded indebtedness.

**Base Budget-Change in Service**

There is no change in service.

**Performance Workload Measurements**

Percent of timely principal and interest payments 100%

	<u>2008-2009</u> <u>Actual</u>	<u>2009-2010</u> <u>Actual</u>	<u>2010-2011</u> <u>Budget</u>	<u>2011-2012</u> <u>Base</u>	<u>2011-2012</u> <u>Recommended</u>
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Debt Service

Activity: Tax Allocation

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Taxes	5,953,810	3,165,345	5,264,550	5,741,200	5,741,200
Intergovernmental	13,003	12,680	-	-	-
Investment Earnings	<u>167,725</u>	<u>113,913</u>	<u>49,200</u>	<u>11,000</u>	<u>11,000</u>
Total Revenues	<u>6,134,538</u>	<u>3,291,938</u>	<u>5,313,750</u>	<u>5,752,200</u>	<u>5,752,200</u>
<b>Expenditures</b>					
Professional and Technical	111,601	107,091	122,000	108,800	108,800
Debt Service	<u>4,014,866</u>	<u>6,210,483</u>	<u>6,083,820</u>	<u>3,976,340</u>	<u>3,976,340</u>
Total Expenditures	<u>4,126,467</u>	<u>6,317,574</u>	<u>6,205,820</u>	<u>4,085,140</u>	<u>4,085,140</u>
<b>Appropriations</b>					
LMIH Fund	396,284	393,736	406,280	395,720	395,720
Tax Allocation Debt Fund	<u>3,730,183</u>	<u>5,923,838</u>	<u>5,799,540</u>	<u>3,689,420</u>	<u>3,689,420</u>
Total Appropriations	<u>4,126,467</u>	<u>6,317,574</u>	<u>6,205,820</u>	<u>4,085,140</u>	<u>4,085,140</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Debt Service

Activity: Revenue

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Total Revenues	-	-	-	-	-
<b>Expenditures</b>					
Debt Service	-	469,092	-	-	-
Total Expenditures	-	469,092	-	-	-
<b>Appropriations</b>					
Sewer Fund	-	469,092	-	-	-
Total Appropriations	-	469,092	-	-	-

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Debt Service

Activity: Certificates of Participation

**Purpose**

To provide funding for the refinanced bonds.

**Goals and Objectives**

To pay debts in a timely and professional manner.

**Base Budget-Change in Services**

This budget reflects the elimination of the Water Utility COP, which was paid off with the new Water Utility bond issue. Debt service for that is now accounted for in the General – Debt Service function..

**Performance Workload Measurements**

Percent of timely principal and interest payments 100%

	<u>2008-2009</u> Actual	<u>2009-2010</u> Actual	<u>2010-2011</u> Budget	<u>2011-2012</u> Base	<u>2011-2012</u> Recommended
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Debt Service

Activity: Certificates of Participation

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Investment Earnings	1,133	1	-	-	-
Total Revenues	<u>1,133</u>	<u>1</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Debt Service	591,909	580,349	744,670	483,500	483,500
Total Expenditures	<u>591,909</u>	<u>580,349</u>	<u>744,670</u>	<u>483,500</u>	<u>483,500</u>
<b>Appropriations</b>					
Transportation	496,375	492,875	493,880	483,500	483,500
Water Utility	95,534	87,474	250,790	-	-
Total Appropriations	<u>591,909</u>	<u>580,349</u>	<u>744,670</u>	<u>483,500</u>	<u>483,500</u>

CITY OF COVINA, CALIFORNIA  
2011-2012 Budget  
Activity Information

Program: Debt Service

Activity: Capital Lease

**Purpose**

To provide for lease payments for the Water Capital and Sewer Funds.

**Goals and Objectives**

To pay monthly lease payments in a timely manner.

**Base Budget-Change in Services**

This budget adds payments for the Water Capital fund for the lease of the Water Utility AMR meters.

**Performance Workload Measurements**

Percent of timely principal and interest payments 100%

	<u>2008-2009</u> Actual	<u>2009-2010</u> Actual	<u>2010-2011</u> Budget	<u>2011-2012</u> Base	<u>2011-2012</u> Recommended
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA  
 2011 - 2012 Budget  
 Activity Summary

Program: Debt Service

Activity: Capital Lease

	<u>2008 - 2009</u> <u>Actual</u>	<u>2009 - 2010</u> <u>Actual</u>	<u>2010 - 2011</u> <u>Budget</u>	<u>2011 - 2012</u> <u>Base</u>	<u>2011 - 2012</u> <u>Recommended</u>
<b>Revenues</b>					
Total Revenues	-	-	-	-	-
<b>Expenditures</b>					
Debt Service	111,792	83,843	74,490	564,190	564,190
Total Expenditures	111,792	83,843	74,490	564,190	564,190
<b>Appropriations</b>					
General Fund	111,792	83,843	-	-	-
Water Capital	-	-	-	489,700	489,700
Sewer Fund	-	-	74,490	74,490	74,490
Total Appropriations	111,792	83,843	74,490	564,190	564,190

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Debt Service

Activity: Advances

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**Purpose**

To provide payment for ten year advance from the General Fund-PERS reserve at 5.5%. The advance financed the IFAS implementation.

**Goals and Objectives**

To pay annual principal and interest on advance from the General Fund-PERS reserve.

**Base Budget-Change in Services**

The final payment for this advance was received in Fiscal Year 2009-2010. No more payments are due.

**Performance Workload Measurements**

Percent of timely principal and interest payments 100%

	<u>2008-2009</u> <u>Actual</u>	<u>2009-2010</u> <u>Actual</u>	<u>2010-2011</u> <u>Budget</u>	<u>2011-2012</u> <u>Base</u>	<u>2011-2012</u> <u>Recommended</u>
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA  
 2011 - 2012 Budget  
 Activity Summary

Program: Debt Service

Activity: Advances

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Debt Service	<u>29,191</u>	<u>5,902</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>29,191</u>	<u>5,902</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Appropriations</b>					
Management Information Systems	<u>29,191</u>	<u>5,902</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Appropriations	<u>29,191</u>	<u>5,902</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Debt Service

Activity: Indirect Cost Allocation

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**Purpose**

Indirect cost allocation of the debt service program recognizes the support of the General Fund to debt service activities.

The indirect cost allocation is based on various variables and includes building and equipment usage components. The only indirect cost allocation charges to debt service (tax allocation) are attributed to General Fund general government and Redevelopment Private-I Fund support (see general government and redevelopment and housing indirect costs allocation).

**Goals and Objectives**

To recognize and account for the indirect General Fund general government and Redevelopment Private-I Fund support to debt service (tax allocation).

**Base Budget-Change in Service**

There is a decrease of \$200,000 from the Tax Allocation Fund to the General Fund.

	2008-2009 Actual	2009-2010 Actual	2010-2011 Budget	2011-2012 Base	2011-2012 Recommended
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	-	-	-	-	-

CITY OF COVINA, CALIFORNIA  
 2011 - 2012 Budget  
 Activity Summary

Program: Debt Service

Activity: Indirect Cost Allocation - Debt Service

	<u>2008 - 2009</u> <u>Actual</u>	<u>2009 - 2010</u> <u>Actual</u>	<u>2010 - 2011</u> <u>Budget</u>	<u>2011 - 2012</u> <u>Base</u>	<u>2011 - 2012</u> <u>Recommended</u>
<b>Revenues</b>					
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Expenditures</b>					
Interdepartmental	<u>62,700</u>	<u>161,184</u>	<u>348,370</u>	<u>148,370</u>	<u>148,370</u>
Total Expenditures	<u>62,700</u>	<u>161,184</u>	<u>348,370</u>	<u>148,370</u>	<u>148,370</u>
<b>Appropriations</b>					
Tax Allocation Debt Fund	<u>62,700</u>	<u>161,184</u>	<u>348,370</u>	<u>148,370</u>	<u>148,370</u>
Total Appropriations	<u>62,700</u>	<u>161,184</u>	<u>348,370</u>	<u>148,370</u>	<u>148,370</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Program Summary

Program: Other Financing Uses

	<u>2008 - 2009</u> <u>Actual</u>	<u>2009 - 2010</u> <u>Actual</u>	<u>2010 - 2011</u> <u>Budget</u>	<u>2011 - 2012</u> <u>Base</u>	<u>2011 - 2012</u> <u>Recommended</u>
<b>Revenues</b>					
Other Financing Sources	-	315,067	100,000	100,000	150,000
Total Revenues	<u>-</u>	<u>315,067</u>	<u>100,000</u>	<u>100,000</u>	<u>150,000</u>
<b>Activities</b>					
Financial Sources Provided	-	1,629,840	391,510	391,510	391,510
Total Activities	<u>-</u>	<u>1,629,840</u>	<u>391,510</u>	<u>391,510</u>	<u>391,510</u>
<b>Appropriations</b>					
General Fund	-	629,840	291,510	291,510	291,510
Red Light Camera Fund	-	-	100,000	100,000	150,000
Central Equipment Fund	-	1,000,000	-	-	-
	<u>-</u>	<u>1,629,840</u>	<u>391,510</u>	<u>391,510</u>	<u>441,510</u>

CITY OF COVINA, CALIFORNIA

2011-2012 Budget

Activity Information

Program: Other Financing Uses

Activity: Financial Sources Provided

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**Purpose**

Financial sources represent transfers and subsidies between various funds.

**Goals and Objectives**

To recognize transfers between funds and true costs and subsidies of the various funds and activities of the City.

**Basic Budget-Change in Service**

There is an increase of \$50,000 in transfers from the Red Light Camera Fund to the General Fund.

	<u>2008-2009</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2011-2012</u>
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Base</u>	<u>Recommended</u>
<b>Full-Time Equivalent Positions</b>					
Total Full-Time Equivalent Positions	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

CITY OF COVINA, CALIFORNIA  
2011 - 2012 Budget  
Activity Summary

Program: Other Financing Uses

Activity: Financial Sources Provided

	2008 - 2009 <u>Actual</u>	2009 - 2010 <u>Actual</u>	2010 - 2011 <u>Budget</u>	2011 - 2012 <u>Base</u>	2011 - 2012 <u>Recommended</u>
<b>Revenues</b>					
Other Financing Sources	-	315,067	100,000	100,000	150,000
Total Revenues	<u>-</u>	<u>315,067</u>	<u>100,000</u>	<u>100,000</u>	<u>150,000</u>
<b>Expenditures</b>					
Financial Sources Provided	-	1,629,840	391,510	391,510	391,510
Total Expenditures	<u>-</u>	<u>1,629,840</u>	<u>391,510</u>	<u>391,510</u>	<u>391,510</u>
<b>Appropriations</b>					
General Fund	-	629,840	291,510	291,510	291,510
Red Light Camera Fund	-	-	100,000	100,000	150,000
Central Equipment Fund	-	1,000,000	-	-	-
	<u>-</u>	<u>1,629,840</u>	<u>391,510</u>	<u>391,510</u>	<u>441,510</u>

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In an effort to mitigate the budget impact on the General Fund, staff is recommending the use of a projected increase in Fund Balance from the 2010-2011 Fiscal Year to establish a Capital Project Fund. The projects funded are exclusive of the larger, longer-term Capital Projects being funded by the Water and Sewer Bonds. As detailed below, several projects are necessary due to unfunded mandates by the Federal Government.

**Capital Budgeting (non-enterprise/non-internal service funds)**

PD - Resurface Jail Flooring ("Recommended"/Required by LA County Environmental Health Inspector & Corrections Standards Authority)	\$ 22,000
PD - Ergonomic Furniture ( Recommended to reduce Worker's Compensation claims)	\$ 38,410
Streets - New Street Signs - 1/2 project (Required by Federal Government)	\$ 39,600
Traffic Control - Countdown Pedestrian Heads - 1/2 project (Required by Federal Government)	\$ 90,000
Traffic Control - Protected Left-Turn Movements (Required by Engineering Study)	\$ 185,000
<b>Total</b>	<b>\$ 375,010</b>

