



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, November 1, 2011
6:30 p.m.

- **The City Council/Redevelopment Agency/Public Finance Authority/Housing Authority will meet in closed session from 6:30 p.m.-7:30 p.m.**
- As a courtesy to Council/Agency/Authority Members, staff and attendees, everyone is asked to silence all pagers, cellular telephones and any other communication devices.
- Any member of the public may address the Council/Agency/Authority during both the public comment period and on any scheduled item on the agenda. Comments are limited to a maximum of five minutes per speaker unless, for good cause, the Mayor/Chairperson amends the time limit. Anyone wishing to speak is requested to submit a yellow Speaker Request Card to the City Clerk; cards are located near the agendas or at the City Clerk's desk.
- Please provide 10 copies of any information intended for use at the Council/Agency/Authority meeting to the City Clerk prior to the meeting.
- MEETING ASSISTANCE INFORMATION: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at (626) 384-5430. Services such as American Sign Language interpreters, a reader during the meeting, large print copies of the agenda and assisted listening devices are available. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.
- DOCUMENT AVAILABILITY: Any writings or documents provided to a majority of the Council/Agency/Authority regarding any item on this agenda will be made available for public inspection at the City Clerk counter at City Hall located at 125 E. College Street and the Reference Desk at the Covina Library located at 234 North Second Avenue during normal business hours. In addition, such writings and documents are available in the City Clerk's Office and may be posted on the City's website at www.covinaca.gov.
- Pursuant to Government Code Section 54954.2, no matter shall be acted upon by the City Council/Redevelopment Agency/Public Finance Authority/Covina Housing Authority unless listed on agenda, which has been posted not less than 72 hours prior to meeting.
- If you challenge in court any discussion or action taken concerning an item on this Agenda, you may be limited to raising only those issues you or someone else raised during the meeting or in written correspondence delivered to the City at or prior to the City's consideration of the item at the meeting.
- The Deputy City Clerk of the Covina City Council hereby declares that the agenda for the **November 1, 2011**, meeting was posted on **October 27, 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.

November 1, 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. §54956.9(a) - CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Name of Case: State of California v. Commission on State Mandates, et al: Superior Court of the State of California, Los Angeles County, Case No. 34-2010-000605
- B. G.C. §54956.9(a) - CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
Name of case: Leah Diane Sanders v. City of Covina: Case No. KCO59172
- C. G.C. §54956.9(b)(3)(A) - CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Number of potential cases: 1 (one)

RECESS

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

CALL TO ORDER

ROLL CALL

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

PLEDGE OF ALLEGIANCE

Led by Council Member Low

INVOCATION

Led by Covina Police Chaplain

PRESENTATIONS

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 receive and file report of total workers' compensation liabilities under Labor Code Section 3702.6(b).
- CC 2.** City Council to receive and file the Water Utility Billing and Automated Meter Reading Projects Quarterly Status Update.
- CC 3.** City Council to receive and file a report on the sale of the property located at 151 East College Street, Covina.
- CC 4.** City Council to receive and file second quarter 2011 Sales Tax Report.

- CC 5. City Council to approve a request by Parent Institute for Quality Education for exemption from the City's business license tax for the organization located at 957 N. Grand Avenue, Covina.
- CC 6. City Council to approve a request by Our Wellness Center for exemption from the City's business license tax for the organization located at 206 E. Bentwood Street, Covina.
- CC 7. City Council to approve the "Avoid the 100" Los Angeles County DUI Task Force Memorandum of Understanding.
- CC 8. City Council to approve the use of funds from the Community Development Block Grant (CDBG) 2011-2012 funding allocation for Special Economic Development.
- CC 9. City Council to approve salary adjustment for the Police Records Supervisor.
- CC 10. City Council to adopt **Resolution No. 11-7012**, approving the Compensation Rules between the City of Covina and the Mid-Management, Supervisory and Professional, and Professional and Technical Employee Group.
- CC 11. City Council to adopt **Resolution No. 11-7014**, approving the Executive Compensation Rules.
- CC 12. City Council to approve **Resolution No. 11-7020**, amending the fiscal year 2011-2012 budget for the Covina Cultural Arts Advisory Commission's "Dia de los Muertos" event.
- CC 13. City Council to approve **Resolution No. 11-7021**, amending the City of Covina fiscal year 2011-2012 Parks & Recreation Department's operating budget for park signage at Heritage Plaza.
- CC 14. Redevelopment Agency to adopt **Resolution No. 11-694**, amending the Enforceable Obligation Payment Schedule and Recognized Obligation Payment Schedule; and authorize Executive Director to post the amended Enforceable Obligation Payment Schedule on the City's website.

PUBLIC HEARING

- PH 1. City Council to conduct a public hearing for the 2011 Annual Report for the Covina Downtown Business Enhancement District and Proposed Assessment.

Staff Recommendation:

- a) City Council to continue the public hearing to November 15, 2011.

- PH 2. City Council to conduct a public hearing for the 2011 Annual Report for the Prospero Park Business Area Enhancement District and Proposed Assessment.

Staff Recommendation:

- a) City Council to continue the public hearing to November 15, 2011.

NEW BUSINESS

NB 1. City Council to introduce and waive further reading of **Ordinance No. 11-2004**, amending and updating Chapter 3.04 of Title 3 of the Covina Municipal Code pertaining to claims and demands against the City.

Staff Recommendation:

- a) That the City Council introduce and waive further reading of **Ordinance No. 11-2004**, amending and updating Chapter 3.04 of Title 3 of the Covina Municipal Code pertaining to claims and demands against the City.

ADJOURNMENT

The Covina City Council/Redevelopment Agency/Covina Public Finance Authority/Covina Housing Authority will adjourn to its next regular meeting, **Tuesday, November 15, 2011** at 6:30 p.m. for closed session and at 7:30 p.m. for open session in the Council Chamber of City Hall, 125 East College Street, Covina, California, 91723.

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: November 1, 2011

ITEM NO.: CC 1

STAFF SOURCE: Dilu De Alwis, Director of Finance
Marie Klymkiw, Risk Manager

ITEM TITLE: Receive and file report of total workers' compensation liabilities under Labor Code Section 3702.6(b)

STAFF RECOMMENDATION

Receive and file report of total workers' compensation liabilities under Labor Code Section 3702.6(b) requiring each public self insurer to advise its governing board of total liabilities reported, and if current funding of those liabilities is in compliance with the requirements of GASB 10.

FISCAL IMPACT

The workers' compensation reserve for Fiscal Year 2010-2011 is accounted for in internal service fund 7360. The reserve at June 30, 2011 (unaudited) is at \$3,542,000.

BACKGROUND

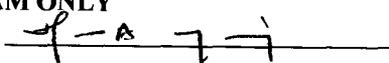
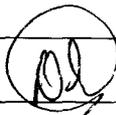
Every year self-insured employers, both private and public are required to complete the "Self-Insurers" Annual Report and forward to the State of California. In compliance with Labor Code Section 3702.6(b), each public insurer is required to advise its governing board of the total workers' compensation liabilities reported and if the current funding of those liabilities is in compliance with the requirements of GASB 10. The estimated workers' compensation liability for the City of Covina, as of June 30, 2011 is \$3,357,000. This amount represents the cost to administer all claims to final settlement, which may be years into the future.

RELEVANCE TO THE STRATEGIC PLAN

None

EXHIBITS

None

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

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: November 1, 2011

ITEM NO.: CC 2

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

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

STAFF RECOMMENDATION

Receive and file the Water Utility Billing and Automated Meter Reading Projects Quarterly Status Update.

FISCAL IMPACT

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

BACKGROUND

At its regular meeting of January 18th, the City Council directed staff to provide regular status updates on the on-going implementation of the Water Utility's new billing system and automated meter reading system. To streamline reporting staff has begun to gather information on quarterly basis. The following is key performance information for both projects for the first quarter of the current fiscal year:

Utility Billing System

	JULY	AUG	SEP
Total Call Center Calls Received	1,690	2,171	1,786
Abandoned Call Rate	3.2%	4.0%	3.6%
% Answered <60 seconds	84.6%	77.2%	78.6%
% Answered <30 seconds	82.2%	73.1%	71.9%
Average Wait Time in Seconds	32	45	45
Total Payments	7,169	7,143	7,740
# of Payments by Credit Card	763	860	1,101
Total Number of Bills Mailed	7,847	7,851	8,169
% in 25-35 Day Read Window	100%	100%	100%

COVINA REDEVELOPMENT AGENCY
AGENDA ITEM COMMENTARY

MEETING DATE: 11/1/11

ITEM NO.: CC 3

STAFF SOURCE: Robert Neiuber, Deputy Executive Director of Redevelopment *RN*

ITEM TITLE: Report on sale of property at 151 East College Street

AGENCY STAFF RECOMMENDATION

Receive and File

FISCAL IMPACT

None

BACKGROUND

On March 1, 2011 the City Council, the Covina Redevelopment Agency and the Covina Housing Authority all approved the sale of real property located at 151 East College Street (Property). The sale was approved on a 4 to 1 vote with Mr. Low dissenting.

The Property was purchased by the Redevelopment Agency (Agency) in 2005 using housing set aside funds and was envisioned to be part of a then conceived large mixed-use development encompassing area on College Street and in the parking lot behind City Hall. That project did not move forward and subsequent use of the site as a housing project was limited by the sale of the adjoining property to Claro's Market. The property was purchased for \$681,000 in 2005, and the Agency paid another \$48,100 in acquisition and disposition expenses at that time (payment to the owner for lease losses) for a total acquisition cost of \$729,100. \$113,373 was paid for the required relocation costs of the existing business that was at that location in 2008.

Earlier this year the Agency was approached by Mercy Moreno regarding acquiring the site and redeveloping it with a restaurant use. The site was appraised at the time of sale in March of 2011 for \$725,000. It was sold for \$715,000 based on a \$10,000 credit for the required removal of a large dilapidated storage shed at the site. All cost associated with the acquisition and proposed sale of the property were outlined in the summary report which was prepared as required by California Health and Safety Code section 33433 when the sale of the property was considered by the City Council and Agency Board. The sale of the building followed all applicable State, including the California Redevelopment Law, and City requirements for the disposition of real property.

As a result of the pending litigation before the Supreme Court regarding AB 1X 26 and AB 1X 27, the Agency is stayed from taking action beyond maintaining the status quo. Following the resolution of the litigation, provided the Agency is still in existence and pending direction from the Agency Board, staff would be able to bring back for consideration an item on transferring from the Agency's unencumbered funds to the Low and Moderate Income Housing Fund the difference between the purchase price and sale price, \$14,100. As more fully explained in the

attached memorandum, there is no legal requirement to place additional funds associated with the sales price into the Low and Moderate Housing Fund as a result of Mercy Moreno transaction. This would be a policy decision of the Board as it is not a legal requirement.

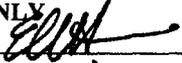
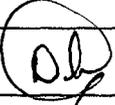
If the Agency is still in existence when the sale of the property is completed, and if the Agency does not enter into a housing agreement on the property then the relocation costs, \$113,373, would be reimbursed to the Low and Moderate Housing Fund from Project Area Two Project Funds and/or from the Redevelopment Land Proceeds Fund.

RELEVANCE TO THE STRATEGIC PLAN

None

EXHIBITS

- A. Agenda Item Commentary from March 1, 2011
- B. City Attorney Memo on Agency action

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

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

MEETING DATE: March 1, 2011

ITEM NO: JPH1

STAFF SOURCE: Robert Neuber, Director of Community Development/
Deputy Executive Director *RN*
Elizabeth Hull, Agency Counsel
Nuala Gasser, Senior Redevelopment Manager *mg*

ITEM TITLE: City Council/Agency Board/Covina Housing Authority to hold a Joint Public Hearing to consider the Disposition and Development Agreement between the Agency and Maria Mercy Moreno for the property at 147-151 E. College Street Covina.

STAFF RECOMMENDATION

- a) Conduct the public hearing to consider the Disposition and Development Agreement, and
- b) Adopt City Council **Resolution No. 11-6935** approving that certain Disposition and Development Agreement between the Covina Redevelopment Agency and Maria Mercy Moreno, and the sale of real property by the Covina Redevelopment Agency pursuant to that certain Disposition and Development Agreement
- c) Adopt Agency **Resolution No. 11-659** approving that certain Disposition and Development Agreement between the Covina Redevelopment Agency and Maria Mercy Moreno, the sale of real property by the Covina Redevelopment Agency pursuant to that certain Disposition and Development Agreement, and authorizing assignment of such Disposition and Development Agreement, and
- d) Adopt Authority **Resolution No. 11-002** accepting assignment of that certain Disposition and Development Agreement between the Covina Redevelopment Agency and Maria Mercy Moreno for property located at 147-151 E. College Street, Covina.

FISCAL IMPACT

Over the remaining life of Project Area Two, it is estimated that the benefit to the City will be \$202,210, realized through sales tax and property tax payments. There will be a loss to the Redevelopment Agency of \$80,283. The revenue realized through the land sale will be deposited to CRA Low-Income Housing Account 2052-4700-00-48700 to repay funds used to purchase the property initially.

BACKGROUND

The Agency has received a proposal from Maria Mercy Moreno (the "Developer") for the development of property commonly known as 147-151 E. College Street, Covina. The proposal

is in the form of a Disposition and Development Agreement (the "Agreement") executed by Developer.

The Developer proposes to purchase and rehabilitate the building on the Agency's parcel at 147-151 E. College Street, Covina. The Agency parcel is identified in the Agreement as Parcel 1, the "Property", and is located in Project Area Two Amended Area. The Agreement states that the proposed use is a family oriented, sit-down, dinner-house type of restaurant, subject to approval of the Agency. Escrow on the property would extend for a period of up to twelve months.

The Property would be sold to the Developer by Agency for \$715,000 which price is based upon an appraisal prepared by Himes and Himes dated July 2010, as the highest and best use without regard to the restrictions imposed by the terms of the Agreement, with an allowance which provides for the destruction of the workshed in the rear of the property as required under the DDA.

The project is categorically exempt from The California Environmental Quality Act (CEQA) under Article 19, Section 15332 of the CEQA Guidelines. Analysis by staff has determined that the project meets the conditions described in Section 15332.

The Agreement is the subject of a Joint Public Hearing by the Redevelopment Agency Members, City Council and the Covina Housing Authority pursuant to published notice.

The attached Exhibit A, Summary of Project, describes not only the proposed development, but also the financial aspects of the Agreement as required by Health and Safety Code Section 33433.

The Agency resolution, attached as Exhibit D, provides for the assignment of the DDA at the discretion of the Executive Director, from the Agency to the Housing Authority, with the approval of the Executive Director and the Redevelopment Counsel. The Authority resolution, Exhibit E, accepts the assignment of the DDA.

RELEVANCE TO THE STRATEGIC PLAN

The sale of the property will assist in the revitalization of the downtown commercial area, promoting commercial development and encouraging private investment, all of which contribute to enhancing financial stability in the City.

EXHIBITS

- A. Summary of Project
- B. Disposition and Development Agreement (on file in the office of the City Clerk)
- C. Resolution of City Council making environmental findings and approving Agreement
- D. Resolution of Agency making environmental findings and approving Agreement
- E. Resolution of the Housing Authority accepting assignment of the DDA

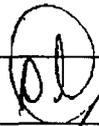
REVIEW TEAM ONLY	
City Attorney: 	Finance Director: 
City Manager: _____	Other: _____

EXHIBIT A

**INFORMATION SUMMARY (33433 REPORT)
FOR THE
DISPOSITION AND DEVELOPMENT AGREEMENT
WITH
MARIA MERCY MORENO**

This summary is provided pursuant to Section 33433 of the California Community Redevelopment Law (Part 1 of Division 24 of the Health and Safety Code) for the proposed Disposition and Development Agreement (DDA) between the Covina Redevelopment Agency/the Covina Housing Authority and Maria Mercy Moreno (the "DDA").

1. Cost of the Project to the Agency:

On May 20, 2005, the Covina Redevelopment Agency (the "Agency") acquired the property at 147-149-151 East College Street, Covina (Parcel 1). Property is identified by Assessor's Parcel Number 8445-001-918.

The property was purchased initially for a housing project in the downtown area. As the project did not come to fruition, the funds to purchase the property be repaid to the redevelopment LMIHF by funds realized from the sale approved under this DDA.

Pursuant to the proposed Disposition and Development Agreement, Maria Mercy Moreno (the "Developer") would purchase the property in order to renovate the building and conduct a restaurant business. A map showing the commercial site area and location of Parcel 1 is attached. The cost to assemble the site is determined based on the following information:

a.	Real Property Acquisition Costs	The Agency-owned property was acquired for a purchase price of \$681,000. The total acquisition cost is estimated at \$729,100.
b.	Acquisition Expense	\$681,000 for Sales Parcel 1.
c.	Relocation Costs & Goodwill	\$113,373 paid by Agency.

d.	Clearance Costs	\$0 to Agency. Developer shall be responsible for all building remediation costs and business preparation costs.
e.	Improvement Costs	Water and sewer service to the Site is currently provided to the Site and all on-site improvements and connection fees to such utilities are the Developer's responsibility. No Agency cost is anticipated.
f.	Finance Costs	\$0 (estimated)

2. Estimated value of interest to be conveyed by the Agency to the Developer determined at highest and best use permitted by the Redevelopment Plan:

The estimated value of interest for the Sales Parcel to be conveyed at its "highest and best use" based on the appraised value is \$725,000 prepared by an independent appraisal firm, Himes and Himes. This is the fair market value as determined by such independent appraisal of the property prepared in July 2010. However the Sales Parcel will be sold at a purchase price which equals the appraised value, less the Developer's actual out of pocket cost, estimated at \$10,000, to demolish the work shed as required and defined in section 1.186 of the DDA.

3. Estimated value of interest to be conveyed at the use and with the conditions, covenants and development costs required by the sale:

Analysis of the "estimated value of interest" must take into account the fair market value of the interest to be conveyed at \$715,000. Although a reuse value for the Sales Parcel being conveyed might support a lower value, a reuse value has not been prepared since the Sales Parcel will be conveyed at its fair market value as determined by the Agency's appraisal.

4. The acquisition price which the Developer will be required to pay during the terms of the PDDA:

Pursuant to the terms of the DDA, as noted above the Developer will pay \$715,000 for Sales Parcel 1.

5. Explanation as to the reason why the sale of the property will assist the elimination of blight:

The sale of this property will help to eliminate blight as a result of promoting development within vacant and underutilized areas of the Covina Redevelopment Agency Project Area No. 2. The long-vacant property on the Site will be fully renovated, and become a revenue-producing business which will attract more foot-traffic to the downtown area, which will result in increased economic activity in surrounding businesses.

6. Consistency with the Five-Year Implementation Plan

Pursuant to the California Redevelopment Law, all agencies must adopt an implementation plan that outlines the projects, programs, and expenditures anticipated over a five-year period. The Covina Redevelopment Agency has adopted such a plan, covering fiscal years 2009-2010 through 2013-2014.

The proposed development is located in Project Area 2. Programs identified by the Implementation Plan for Project Area 2 includes the "College Street Project", and suggests a reuse would include a restaurant. In addition, goals and objectives for Project Area 2 to address blighting conditions includes the goals to facilitate revitalization of commercial areas, thereby enhancing the economic viability; to promote compatible commercial development, and to encourage private sector investment.

The proposed development would contribute to accomplishing these objectives by bringing new private sector investment to the downtown. In addition, this project will allow for the upgrade of the building.

7. DDA stipulations regarding Definition of Project, Scope of Development, and Designation of Certain Dates

Project

Project is defined as one (1) family oriented, sit-down, dinner-house type of restaurant subject to approval by the Agency to be located on the property.

Scope of Development/Escrow Closing:

The Scope of Development provides that escrow close no later than 12 months after the Effective Date, as defined in the DDA.

147-151 E. College Street, Covina

EXPENDITURES

LAND ACQUISITION PRICE 147-151 E. College Street, Covina	\$681,000
ACQUISITION and DISPOSITION EXPENSE Business and consulting fees	\$48,100
RELOCATION/GOODWILL	\$113,373
OFFSITE & BUILDING IMPROVEMENTS	\$0
OTHER COSTS (LEGAL, APPRAISALS, EIR, TRAFFIC & ECONOMIC STUDIES)	\$30,000
BOND INTEREST	\$0
TOTAL EXPENDITURES	\$872,473

REVENUES

LAND SALE	\$715,000
ESTIMATED TAX INCREMENT THROUGH 2027(net gain @ 2% annual growth)	\$50,000
ESTIMATED TAX INCREMENT TO LOW/MOD FUND THROUGH 2727	\$27,190
ESTIMATED PROPERTY TAX PAID TO CITY THROUGH 2027	\$5,000
ESTIMATED SALES TAX THROUGH 2025 (net gain @ 2% annual growth)	\$197,210

REVENUES TOTAL-RANGE \$994,400

TOTAL BENEFIT (LOSS)	\$121,927
BENEFIT (LOSS) TO CITY	\$202,210
BENEFIT (LOSS) TO AGENCY/LOW-MOD FUND	-\$80,283



BEST BEST & KRIEGER
ATTORNEYS AT LAW

MEMORANDUM

ATTORNEY WORK PRODUCT
ATTORNEY-CLIENT PRIVILEGE

To: Honorable Mayor and Members of the City Council of the City of Covina
From: Best Best & Krieger LLP
Date: October 25, 2011
Re: Reimbursement of Low and Moderate Income Housing Funds for Sale of Property for Purposes Other Than Affordable Housing

BACKGROUND & QUESTION PRESENTED

During a recent City Council meeting, Councilmembers Low and Stapleton requested further information and discussion concerning the Covina Redevelopment Agency's ("Agency") obligation to reimburse the Agency's Low and Moderate Income Housing Fund ("LM Funds") from the proceeds of the sale of a property that was originally purchased using LM Funds. Specifically, the Councilmembers asked whether the Agency has a legal obligation to reimburse the LM Funds with an amount equal to 100 percent of the original purchase price of the property rather than the actual sale price, when the property's fair market value has decreased during the period in which the Agency owned the Property so that its sale price, at fair market value, is less than the original purchase price.

This memorandum addresses the obligations of the Agency to reimburse the LM Funds for property purchased using LM Funds which is later sold or transferred for purposes other than providing affordable housing. This memorandum additionally addresses whether other expenses related to the property that are paid with LM Funds, such as relocation costs, must also be repaid.

ANALYSIS

1. REPAYMENT UPON SALE OF PROPERTY

As you know, LM Funds may be used only for purposes of increasing, improving, and preserving the community's supply of low- and moderate-income housing which includes, but is not limited to, acquiring real property. (Health & Saf. Code § 33334.2(e)(1).) However, within five years of acquiring real property with LM Funds the Agency must either: (i) initiate activities for the development of housing affordable to persons of low and moderate income on the property; (ii) adopt a resolution allowing the Agency to retain the property for affordable housing purposes for one additional five year period; or (iii) sell the property. (Health & Safety Code § 33334.16.) If the Agency has not completed either (i) or (ii), Health and Safety Code section 33334.16 provides, in pertinent part, that:

...the property shall be sold and the moneys from the sale, less reimbursement to the agency for the cost of the sale, shall be deposited in the agency's Low and Moderate Income Housing Fund.

Section 33334.16 provides that the *sale* price, and not the original *purchase* price, shall be reimbursed to the LM Fund. Although under current market conditions the sale price may be less than the original purchase price, thereby resulting in a reimbursement to the LM Fund of an amount less than the LM Funds' original investment, Section 33334.16 would also require the Agency to reimburse the LM Fund an amount greater than the purchase price if the property had appreciated during the period between its purchase and sale by the Agency.

If, however, the Agency's purchase and subsequent sale of the property is challenged and the Agency is found to have spent money from the LM Fund for purposes other than increasing, improving and preserving the community's supply of affordable housing, the Agency must repay all LM Funds used, with interest. (Health & Saf. Code § 33334.2(j)(1)(C).) This would only occur if the Agency's actions in purchasing and selling the Property for non-affordable housing purposes are challenged, and the Agency loses, in court.

The significant difference between Section 33334.16, which only requires the Agency to reimburse the sale price of the property to the LM Fund, and Section 33334.2, which requires the Agency to reimburse the purchase price of the property, plus interest, to the LM Fund, is the original intent of the Agency in purchasing the property. So long as the Agency can show that it intended, at the time of purchase, to use the property for purposes of increasing, improving and preserving the community's supply of affordable housing, it should operate in accordance with Section 33334.16.

2. REPAYMENT OF EXPENSES RELATED TO PROPERTY

As stated above, LM Funds may only be used for purposes of "increasing, improving, and preserving the community's supply of low- and moderate-income housing." (Health & Saf. Code § 33334.3(a).) "Increasing, improving, and preserving" is defined to include the preservation of rental housing units assisted with governmental funds on the condition that units remain affordable to, and occupied by, low- and moderate-income households. (Health & Saf. Code § 33334.3(h).) The Agency may preserve the community's supply of affordable housing by providing equally affordable and comparable replacement rental units in another location within the community so long as: (1) the replacement units are available for occupancy prior to the displacement of low- and moderate-income households residing in the units to be replaced; and (2) the replacement units are not development with LM Funds.

Additionally, Health and Safety Code Section 33334.2(f) authorizes the Agency to use LM Funds to meet, in whole or in part, its requirement to provide replacement housing pursuant to Health and Safety Code Section 33413. Section 33413 addresses the relocation of persons displaced by redevelopment projects and requires replacement housing to be provided, either through the construction or rehabilitation of affordable units or the acquisition of affordability covenants on residential units, whenever residential units housing low- and moderate-income households are destroyed or removed from the housing market as part of a redevelopment project. Thus, if property purchased by the Agency is currently being used to provide affordable housing, costs associated with relocating those low- and moderate-income households to

replacement units that were not constructed or rehabilitated using LM Funds would most likely qualify as preserving the community's supply of affordable housing.

However, the Agency may not use LM Funds to pay for relocation costs that are not related to increasing, improving or preserving the supply of affordable housing. For example, costs associated with the relocation of a commercial business cannot be paid for with LM Funds unless the relocation of the commercial business is for the purpose of redeveloping the property that the commercial business previously inhabited to provide affordable housing units. Thus, at the time that the property was originally purchased, because the Agency intended to use the property to provide affordable housing the Agency was authorized to use LM Funds to pay all associated relocation costs; however, because the property is no longer intended to be used to increase, improve or preserve the supply of affordable housing, the Agency must repay the full amount of LM Funds used to the LM Fund. Should the Agency fail to do so and is found by a court to have used LM Funds for purposes other than increasing, improving and preserving the supply of affordable housing, the Agency would be required to repay all LM Funds, with interest, and could also be liable for all related court costs and attorneys fees. (Health & Saf. Code § 33334.2(j)(1)(C).)

CONCLUSION

Pursuant to Health and Safety Code Section 33334.16, and provided the Agency originally purchased the property with the intent to use the property for purpose of providing affordable housing, the Agency need only reimburse the LM Fund an amount equal to the sale price of the property, regardless of whether it is higher or lower than the original purchase price. If the sale price is lower than the original purchase price, there is no legal requirement that the Agency place additional funds in the LM Fund to make up the difference between the sale price and original purchase price.

However, any expenses related to the purchase of the property, such as relocation costs, should be repaid in full to the LM Funds unless such expenses are somehow related to the increase, improvement or preservation of the supply of affordable housing.

CITY OF COVINA/REDEVELOPMENT AGENCY
AGENDA ITEM COMMENTARY

MEETING DATE: November 1, 2011

ITEM NO.: CC 4

STAFF SOURCE: Dilu de Alwis, Finance Director *DeAlwis*
Robert Neuber, Director Community Development

ITEM TITLE: Receive and File 2nd Quarter 2011 Sales Tax Report.

STAFF RECOMMENDATION

City Council and Covina Redevelopment Agency Board to receive and file 2nd Quarter 2011 Sales Tax Report.

FISCAL IMPACT

None

BACKGROUND

Sales tax results over the past five quarters have varied significantly. The following table depicts this variation;

		Quarter over Quarter Variance by %	\$ Variance
1 st Quarter 2009	1 st Quarter 2010	(3.6%)	(\$58,773)
2 nd Quarter 2009	2 nd Quarter 2010	2%	\$32,273
3 rd Quarter 2009	3 rd Quarter 2010	1%	\$15,657
1 st Quarter 2010	1 st Quarter 2011	2%	\$33,939
2 nd Quarter 2010	2 nd Quarter 2011	8%	\$132,442

Sales tax continues to stay above the negative territory that the region experienced as recently as the 1st quarter of 2009. This is welcome news that the Covina economy is stabilizing and staff is cautiously optimistic that the coming quarters continue to show marginal growth. As shown in the table above, this is the 4th quarter in a row that the sales tax results have been positive with the reporting quarter being the highest. Building and Construction, Fuel and Service Stations, Home Furnishings, Drug Stores and Office Supplies/Furniture business categories contributed to push the sales tax upward while Grocery Stores, Music Stores, Used Automotive Dealers and Auto Lease categories had a negative impact. The City is fortunate that it has well-balanced sales tax generators that seem to offset one-another in down economies.

Our hope is that the economy continues move in the positive territory and the sales tax results return to the 2007 levels. Sales tax which makes up approximately 25% of the General Fund budget is a key funding source for many programs including public safety. Stabilization of this

Q2 2011



City of Covina Sales Tax *Update*

Third Quarter Receipts for Second Quarter Sales (Apr-Jun 2011)

Covina In Brief

Receipts for Covina's April through June sales were 9.5% higher than the same quarter one year ago. Actual sales activity was up 8.0% when reporting aberrations were factored out.

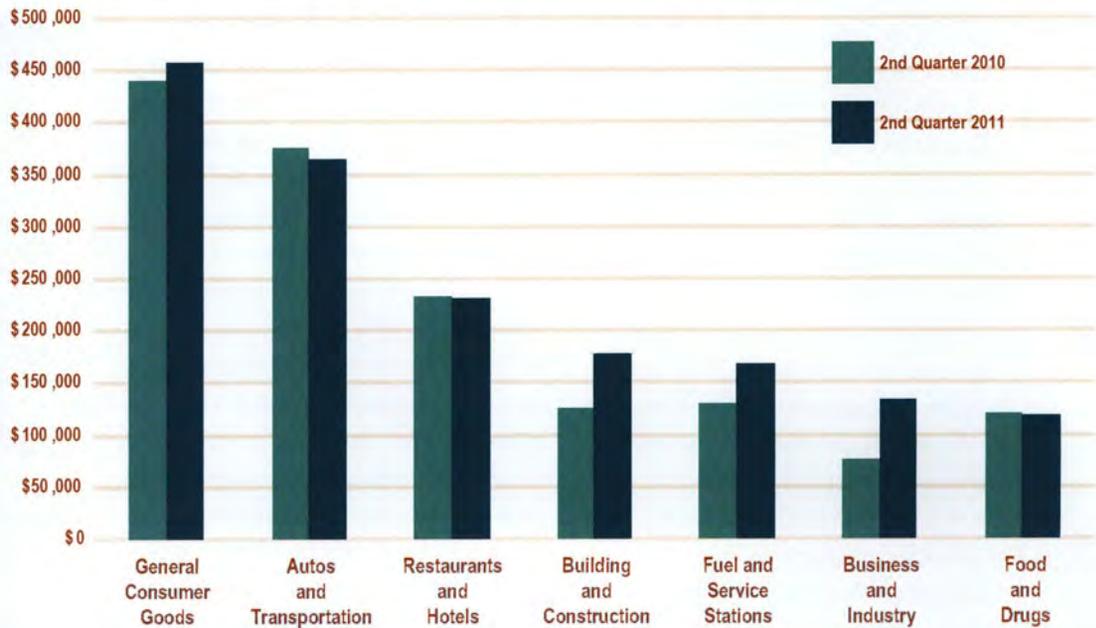
A recent addition helped boost revenues for building and construction, while higher fuel prices resulted in robust gains from service stations. Receipts from several categories of business and industry were exaggerated by onetime reporting aberrations. An increase in sales for general consumer goods contributed to overall results.

The city experienced a decline in sales for new automobile dealers and grocery stores selling liquor.

The city's allocation from the county use tax pool increased overall results.

Adjusted for aberrations, taxable sales for all of Los Angeles County increased 8.4% over the comparable time period, while the Southern California region as a whole was up 8.9%.

SALES TAX BY MAJOR BUSINESS GROUP



TOP 25 PRODUCERS

In Alphabetical Order

Albertsons	Reynolds GMC Trucks
Azusa Shell	Ross
Baltazar Construction	Smart & Final Staples
Berts Mega Mall	Superior Super Warehouse
Bozzani Volkswagen/Kia	Thomas Acura
Cleamans North Woods	Toys R Us
Enterprise Rent A Car	Vincent Arco
Home Depot	Walgreens
Ikea	Walmart
Jr Oil	World Oil Marketing
K Mart	
Kwik/Al Sal Oil	
Lowe's	
Med Legal	

REVENUE COMPARISON

One Quarter – Fiscal Year To Date

	2010-11	2011-12
Point-of-Sale	\$1,503,779	\$1,649,476
County Pool	167,762	182,973
State Pool	806	(973)
Gross Receipts	\$1,672,347	\$1,831,476
Less Triple Flip*	\$(418,087)	\$(457,869)

*Reimbursed from county compensation fund

Statewide Results

California's local sales and use tax revenues for sales occurring April through June 2011 were 9.4% higher than the same quarter of 2010 after payment aberrations were removed. This marks the sixth consecutive quarter of growth since the recovery began.

Higher fuel prices accounted for much of the statewide increase. Easing consumer credit, sales incentives and pent up demand led to gains in new auto sales while consumers also showed signs of spending more freely in specialty stores, home furnishings, apparel categories, jewelry and restaurants.

Electronics sales in the Bay Area sharply outpaced statewide results and highlighted the continued strength of tech-oriented business in that region. Stimulus funded infrastructure projects produced temporary gains in sales tax on concrete, asphalt and aggregates but are expected to wane later in the year as funding is depleted.

Increased airport traffic and auto rentals suggest that travel and leisure sales are in a recovery mode.

Fuel Prices Boosting Receipts

Second quarter fuel sales represented 38% of the total statewide sales tax increase. California consumers paid an average of \$3.94 per gallon the week of September 12th, 94 cents higher than the same period of 2010, but below the all-time high of \$4.59 in 2008. Crude oil prices, which account for about 85% of gasoline price variability, were \$90.21 a barrel in September 2011 versus \$141.06 in the summer of 2008.

Although future gas prices are expected to decline from this year's highs, increased exports of U.S. refinery output to other countries are expected to keep prices here at elevated levels.

Growth in the Hourglass Economy

The good news is that the economy is in recovery, the bad news is this may be as good as it gets according to a recent International Monetary Fund report

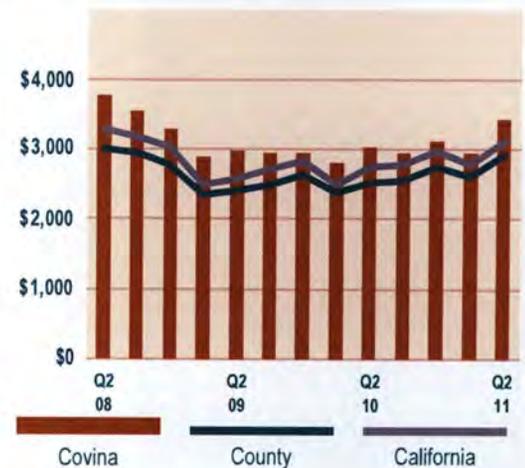
which highlights problems caused by a shift to an hourglass economy.

This type of economy is characterized by a large and expanding group at the top with high skills and high incomes offset by an expanding group at the bottom with low skills and low pay. The middle levels traditionally composed of skilled or semi-manual workers in good paying jobs continue to decline, giving the occupational income profile of the economy its distinctive shape. The 2010 Census revealed that most Americans' inflation-adjusted incomes were either stagnate or in decline with the proportion of people living in poverty now at 15.3% while 24% of the nation's wealth is concentrated in the top 1/10th of one percent.

Consumer spending has historically accounted for 70% of economic output and with the wealthiest 5% of Americans now accounting for 37% of all consumer spending, retailers are bifurcating their marketing strategies into sales of high end and low end goods while reducing offerings for the disappearing middle class. Economists say

the dependency on just a small portion of the population for increased spending limits future growth potential and fosters more boom and bust cycles. This is because the wealthy splurge and speculate when their savings are doing well and quickly cut back when the value of their assets tumble. Analysts further argue that this lack of growth potential is why major corporations are sitting on record profits and not investing in more employees.

SALES PER CAPITA



COVINA TOP 15 BUSINESS TYPES

Business Type	Covina		County	HdL State
	Q2 '11*	Change	Change	Change
Auto Repair Shops	36.7	-6.0%	4.6%	4.8%
Boats/Motorcycles	— CONFIDENTIAL —		5.1%	7.0%
Business Services	35.0	616.1%	34.0%	16.4%
Contractors	40.6	37.1%	1.5%	7.6%
Discount Dept Stores	— CONFIDENTIAL —		6.7%	6.4%
Grocery Stores Liquor	55.7	-11.4%	0.3%	1.5%
Home Furnishings	178.9	10.6%	3.4%	3.5%
Lumber/Building Materials	134.8	44.0%	2.7%	1.3%
New Motor Vehicle Dealers	131.9	-9.6%	10.0%	9.8%
Office Supplies/Furniture	40.3	283.5%	31.7%	43.0%
Restaurants Beer And Wine	42.5	3.6%	-0.2%	-1.2%
Restaurants Liquor	44.8	0.8%	7.1%	8.6%
Restaurants No Alcohol	136.4	-3.3%	4.6%	3.5%
Service Stations	167.8	28.3%	32.7%	30.9%
Specialty Stores	55.1	0.6%	4.0%	5.4%
Total All Accounts	\$1,649.5	9.7%	9.5%	10.1%
County & State Pool Allocation	182.0	8.0%		
Gross Receipts	\$1,831.5	9.5%		

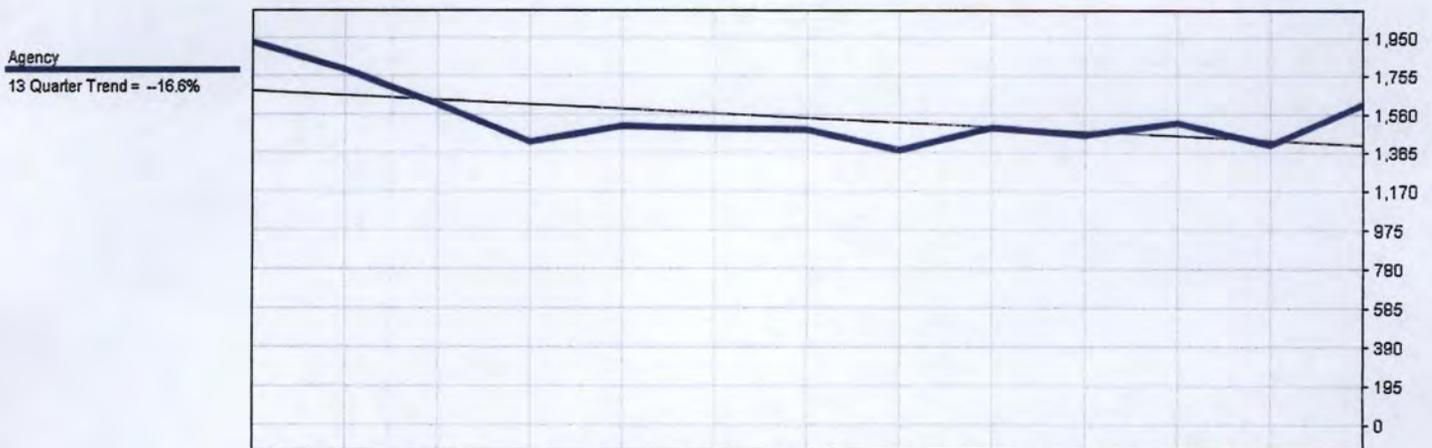
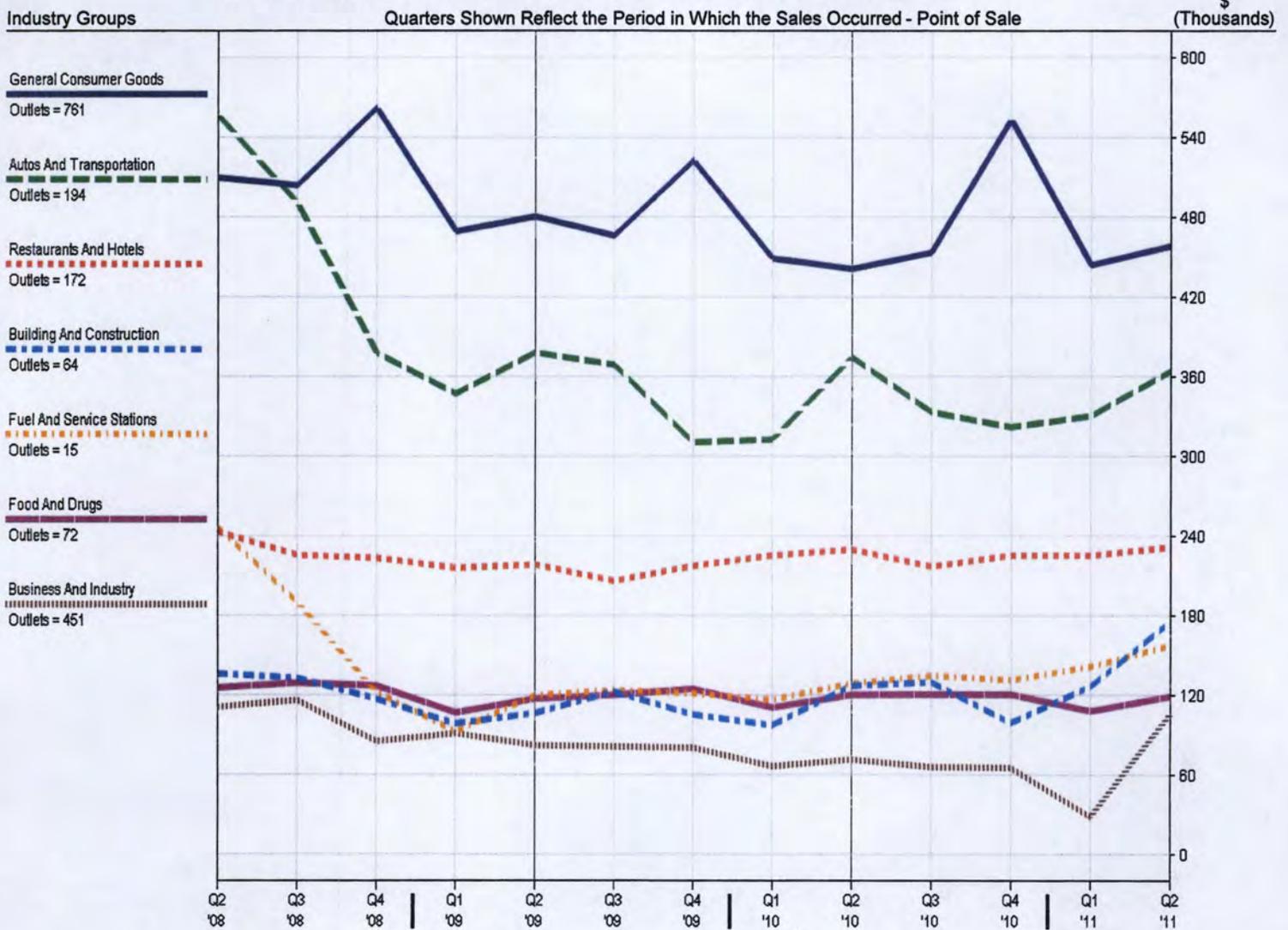
*In thousands

CITY OF COVINA MAJOR INDUSTRY GROUPS - 13 QUARTER HISTORY

**ADJUSTED FOR
ECONOMIC DATA**

Adjusted by moving retroactive payments with an absolute value of \$5,000 or more into the quarter the sale was generated

Chart Description: This chart compares sales tax for the Major Industry Groups. The prior 12 quarters are shown graphically for historical reference purposes. **Allocations have been adjusted to reflect economic data.**



CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: November 1, 2011

ITEM NO.: CC 5

STAFF SOURCE: Dilu De Alwis, Finance Director *DA*
Tanya Nguyen, Account Clerk

ITEM TITLE: Approval of request by Parent Institute For Quality Education for exemption from the City's business license tax, Calendar year 2011. The organization is located at 957 N. Grand Ave., Covina, CA 91724.

STAFF RECOMMENDATION

Approve Parent Institute For Quality Education business license tax exemption request since the organization has complied with the Covina Municipal Code exemption requirements.

FISCAL IMPACT

Forfeit business license tax of \$52 (account: 1010-0000-00-40500) and processing fee of \$30 (account: 1010-0500-00-43022).

BACKGROUND

Nonprofit organizations are exempt from paying the City's business license tax if the organization submits an application for the exemption and they provide proof of their nonprofit status (Covina Municipal Code Sections 5.04.100 through 5.04.140). Upon presentation of the required information, the City Council shall direct the City's Finance Director to issue the business license to the nonprofit organization without charging the normal tax (CMC 5.04.130).

Parent Institute For Quality Education is a nonprofit public benefit corporation which provides training and other educational services to parents to enable them to participate more fully in the schooling of their children and to promote quality education.

Parent Institute For Quality Education is seeking exemption from the City's business license tax in order to conduct the charitable business of the organization. The organization has met all of the requirements for exemption of the business license tax contained in Sections 5.04.100 through 5.04.140.

EXHIBITS

- A. Application for Fee Exempt Business License – on file in the Finance Department.
- B. Articles Of Incorporation – on file in the Finance Department.
- C. Internal Revenue Tax Exempt Ruling – on file in the Finance Department.

REVIEW TEAM ONLY

City Attorney: _____

Finance Director: _____

City Manager: _____

Other: _____

MA

TP

DD

9

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: November 1, 2011

ITEM NO.: CC 6

STAFF SOURCE: Dilu De Alwis, Finance Director *DA*
Tanya Nguyen, Account Clerk

ITEM TITLE: Approval of request by Our Wellness Center for exemption from the City's business license tax, Calendar year 2011. The organization is located at 206 E. Benwood St., Covina, CA 91722

STAFF RECOMMENDATION

Approve Our Wellness Center business license tax exemption request since the organization has complied with the Covina Municipal Code exemption requirements.

FISCAL IMPACT

Forfeit business license tax of \$52 (account: 1010-0000-00-40500) and processing fee of \$30 (account: 1010-0500-00-43022).

BACKGROUND

Nonprofit organizations are exempt from paying the City's business license tax if the organization submits an application for the exemption and they provide proof of their nonprofit status (Covina Municipal Code Sections 5.04.100 through 5.04.140). Upon presentation of the required information, the City Council shall direct the City's Finance Director to issue the business license to the nonprofit organization without charging the normal tax (CMC 5.04.130).

Our Wellness Center is a nonprofit public benefit corporation which educates the children and families in the community about physical fitness, nutrition and diabetes awareness.

Our Wellness Center is seeking exemption from the City's business license tax in order to conduct the charitable business of the organization. The organization has met all of the requirements for exemption of the business license tax contained in Sections 5.04.100 through 5.04.140.

EXHIBITS

- A. Application for Fee Exempt Business License – on file in the Finance Department.
- B. Articles Of Incorporation – on file in the Finance Department.
- C. Internal Revenue Tax Exempt Ruling – on file in the Finance Department.
- D. ByLaws – on file in the Finance Department.

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: November 1, 2011

ITEM NO.: CC 7

STAFF SOURCE: Kim Raney, Chief of Police

ITEM TITLE: Approve the Avoid the 100 Los Angeles County DUI Task Force Memorandum of Understanding.

STAFF RECOMMENDATION

Approve the Avoid the 100 Memorandum of Understanding and authorize the Police Chief to execute.

FINANCIAL IMPACT

There is no impact to the General Fund. All overtime is reimbursed from grant funds received by the administering agency and are charged to Fund 2270 1130 50030.

BACKGROUND

The Covina Police Department has participated in several multi-agency drunk driving task force operations for many years. The funding source for these task force operations has been the State of California. Beginning in 2008, The Avoid the 100 DUI Task Force replaced these task forces. The Avoid the 100 DUI Task force is funded by the State of California, Office of Traffic Safety (CFDA #20.600). The primary operations funded by the grant are DUI/driver license checkpoints, DUI saturation patrols, and warrant sweeps. The grant period is one year beginning October 1, 2011 through September 30, 2012.

The City Attorney has reviewed and approved the memorandum of understanding as to form. Signing this memorandum of understanding will allow the Covina Police Department to continue participating in the DUI Task Force efforts in the East San Gabriel Valley.

RELEVANCE TO STRATEGIC PLAN

None.

EXHIBITS

A. Avoid the 100 Memorandum of Understanding

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

Glendora Police Department
Avoid the 100 DUI Campaign (East) Los Angeles County
(PARTICIPATION AGREEMENT)

This Agreement for participating in the *Avoid the 100 DUI Campaign (East) – Los Angeles County Project* (#20540) is made and entered into this 1st day of November 2011, between the Covina (hereafter the "Participating Agency") and the Glendora Police Department.

RECITALS

- A. The Glendora Police Department is a Grant Administrator for a countywide traffic safety grant (hereafter the "grant") entitled "***Avoid the 100 DUI Campaign (East) - Los Angeles County***" (hereafter "Avoid the 100"). A copy of the Grant Agreement is attached hereto as Exhibit A and made a part hereof. The Avoid Grant Program Manual is referenced herein and made a part hereof. As the Grant Administrator, the Glendora Police Department will provide a Lieutenant to coordinate the grant, a Community Services Officer (CSO) to administer and manage the grant (Grant Manager), and an account manager to handle the fiscal processing, including reimbursement to each of the participating agencies for authorized overtime incurred as a result of enforcement operations related to the grant.
- B. The Avoid the 100 program provides for reimbursement to the Participating Agency for personnel working overtime shift(s) to staff special enforcement operations as detailed in the grant and scheduled and approved by the Grant Manager.
- C. The Glendora Police Department has agreed to act as the Grant Administrator, and as such will coordinate activities involving the contracted agencies to meet the goals and objectives of the grant.
- D. The Participating Agency is an agency participating in the Avoid the 100 grant program. The Participating Agency hereby agrees to comply with the terms and conditions of the Avoid the 100 grant, and to work with the Glendora Police Department as the grant administrator as more specifically set forth in the grant, the Grant Program Manual, and this agreement.

AGREEMENT

The Glendora Police Department and the Covina Police Department
 (the Participating Agency) hereby agree as follows:

1. SCOPE OF OVERTIME SERVICES

The DUI Enforcement Nights:

The Participating Agency shall provide two Officers, or more, as staffing levels allow, and as approved by the Grant Manager, for staffing DUI roving patrols and/or DUI checkpoints, as scheduled by the Grant Manager, with members of neighboring agencies in a locally designated region for the primary purpose of identifying and arresting under the influence drivers. Each region will be coordinated by a volunteering agency, which shall additionally provide one Regional Coordinator/Supervisor and one Communications Officer as approved by the Grant Manager.

8. ALLOWABLE COSTS AND PAYMENTS

A. Allowable Costs

The Participating Agency shall bill for overtime services rendered at the actual rate of the employee working overtime and in no case will it exceed the maximum rate of \$100 per hour. The Participating Agency shall be responsible for invoicing the City of Glendora before any reimbursement is made for overtime services of officers and/or other personnel.

The Participating Agency shall maintain complete and accurate records with respect to all the services rendered under this Agreement. All such records shall be clearly identifiable.

B. Payments

Payments to the Participating Agency for services rendered under the terms of this Agreement shall be limited to the actual amount of compensation for overtime services. Payments to the Participating Agency for the services rendered will be made by the City of Glendora within forty-five (45) days of receipt of complete and accurate invoices submitted by the Participating Agency, or in the event of any question or discrepancy, the Grant Manager shall provide the Participating Agency a written statement objecting to the charges within thirty (30) days of the receipt of the invoice.

9. NOTICES

Formal notices, communications, and demands for payment shall be made in writing and faxed, e-mailed, or mailed to the Grant Manager:

Sr. CSO Wendy Brewer
150 S. Glendora Ave.
Glendora, CA. 91741

Phone: (626) 914-8272
Fax to: (626) 914-8211
E-mail: wbrewer@glendorapd.org

Formal notices and communications for the Participating Agency shall be mailed to:

Police Administration
Covina Police Department
444 N Citrus Avenue
Covina CA 91723

Notice shall be deemed received as follows, depending upon the method of transmittal: by facsimile, as of the date and time sent; by e-mail, as of the date and time received; by messenger, as of the date delivered; and by U.S. mail, certified, return receipt requested, as of 72 hours after deposit of the U.S. Mail.

10. COOPERATIONS; FURTHER ACTS

The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary or appropriate to attain purposes of this Agreement.

Arrest Warrant Operations:

The Participating Agency shall provide two Officers, or more, as staffing levels allow, as approved by the Grant Manager, for staffing DUI and Suspended License arrest warrant details. Operations will be held in locally designated regions for the primary purpose of locating persons with outstanding arrest warrants for DUI or Driving on a Suspended License. Each region will be coordinated by a volunteering agency, which shall additionally provide one Regional Coordinator/Supervisor and one Communications Officer as approved by the Grant Manager.

2. SCOPE OF TRAFFIC COMMITTEE ACTIVITIES

The Participating Agency shall designate a representative to attend the POALAC Traffic Committee meetings, which take place on the 2nd Wednesday of every other month, as announced by the Grant Manager. This representative will work with the Traffic Committee in developing countywide traffic safety programs.

3. PERIOD OF PERFORMANCE

This agreement is to commence on October 1, 2011, and shall continue on a year-to-year basis until September 30, 2014, unless: 1) earlier terminated by either party with or without cause by giving at least thirty days written notice to the respective party and specifying the effective date thereof, or 2) the Glendora Police Department is no longer the Grant Administrator.

4. FORCE MAJEURE

The Participating Agency shall not be in default by reason of any failure in the performance of this Agreement in accordance with the terms, if such failure arises out of causes beyond the control and without the fault or negligence of the Participating Agency. Such causes may include, but are not restricted to, acts of God or a public enemy, acts of the government in its sovereign capacity, strikes or freight embargoes, notwithstanding that in every case the failure to perform must be beyond the control and without the fault or negligence of the Participating Agency.

5. INDEMNIFICATION

Each party agrees to defend, indemnify and hold the other party, their elected officials, officers, directors, employees, agents, and volunteers free and harmless against and from any and all losses, claims, demands, actions or causes of actions, for damage to persons or property, including wrongful death and attorneys' costs and expenses of suit, resulting from any cause arising out of or pertaining to this Agreement, except to the extent caused by the negligent or intentional acts of the indemnified party, its agents or employees.

6. GOVERNING LAW

This Agreement shall be interpreted and construed according to the laws of the State of California. Venue shall be in Los Angeles County.

7. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the Glendora Police Department and the Participating Agency. Any prior agreements, promises, negotiations or representations to expressly set forth herein are of no force or effect. Subsequent modifications to this Agreement shall be effective only if in writing and signed by both parties.

11. **ATTORNEY'S FEES**

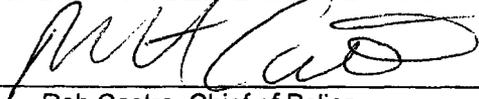
In the event of any action or proceeding brought by either party against the other under this Agreement, the prevailing party shall be entitled to recover for the fees of its attorneys in such action or proceeding, including costs of appeal, if any, in such amount as the court may adjudge reasonable as attorney's fees.

12. **PARTIAL INVALIDITY**

Any provision of this Agreement which shall prove to be invalid, void, or illegal shall in no way affect, impair or invalidate any other provision thereof and such other provision shall remain in full force and effect.

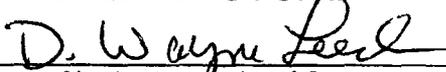
IN WITNESS WHEREOF, the Covina Police Department and the Glendora Police Department have caused this Agreement to be executed and attested by their respective officers duly authorized as of the date set forth above.

GLENDORA POLICE DEPARTMENT

By 
Rob Castro, Chief of Police

Dated: 9-29-11

APPROVED AS TO FORM:

By 
City Attorney, City of Glendora

Dated: 9/26/11

PARTICIPATING AGENCY

By _____
Chief of Police

Dated: _____

APPROVED AS TO FORM:

By _____
City Attorney

Dated: _____

CITY OF COVINA

AGENDA ITEM COMMENTARY

MEETING DATE: November 1, 2011

ITEM NO.: CC 8

STAFF SOURCE: Robert Neiuber, Director of Community Development ^{SN}
Dilu De Alwis, Director of Finance ^{DA}
Nuala Gasser, Senior Redevelopment Manager ^{NG}

ITEM TITLE: Approval of use of funds from the Community Development Block Grant 2011-2012 funding allocation for Special Economic Development.

STAFF RECOMMENDATION

Approve the Community Development Block Grant award of \$100,000, between the City of Covina and JP United LLC doing business as RED, contingent upon execution of a Guarantee of Note by the owners, and in compliance with other requirements, 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. Funds have been appropriated for the CDBG Economic Development program number 600525-11, account number 2100-4750-07-53751. See further discussion under "Funding Availability" which follows.

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 JP United LLC, doing business as RED. The business name is an acronym for Restaurant, Entertainment and Dancing. The principals of JP United are Ms. Jian Lin, an individual, and Paradize LLC. JP United proposes to open a restaurant and lounge on the ground level at 211 N. Citrus Avenue, with outside dining areas.

RED will feature a New American Cuisine menu, with some cultural additions, including Mediterranean and Latin. The menu will also include a children's selection to provide options for families. The restaurant will serve lunch and dinner, and will feature dancing, live music and disc jockeys. The build-out of the restaurant and lounge will bring a vibrant use to the two hundred block of north Citrus Avenue, where the three store-fronts at this location have been closed and vacant for many years.

A copy of the application letter, as well as a copy of the menu, is attached as Exhibit A.

Requested Funding

The applicant has stated that a gap of \$250,000 exists between the amount of funds available for this project, and the cost to bring the project to fruition, and has requested a loan/grant award of \$250,000. The Economic Development Policy for the CDBG program has a funding cap of \$100,000. Exceptions to the limit are allowed if approved by the City Council.

Projects similar to this application, with similar prior owner experience, have been awarded \$100,000. A loan/grant of \$100,000 is recommended by staff.

Fund availability

In Fiscal Year 2011-2012, \$186,918 was allocated to the federally-funded Community Development Block Grant Economic Development program. Unused funds from prior year 2010-2011 were reallocated and rebudgeted by Council on September 20, 2011, to bring the available funds in the program to \$709,892. The increase to the Economic Development project is being processed by Los Angeles County Community Development Commission at this time. Loan documents related to the loan/grant, if awarded to JP United DBA RED, will be processed after the Exhibit A for the CDBG Economic Development program is amended and all County documents are executed. This process is expected to be completed in November 2011. Any costs incurred by the applicant prior to the execution of the loan/grant documents cannot be reimbursed.

Job Creation Requirement

Program participants are required to create one full-time equivalent position (40 hours per week) for every \$25,000 granted. Created positions will be held by qualifying persons after advertising the opening in the community. Positions will be held by persons unrelated to the business. The business states that it will be able to meet the job creation requirements. 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 \$100,000 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 second deed of trust on residential property. A Personal Guarantee of Note for the amount of the loan/grant, executed by the Members of the LLC and their spouses, if applicable, will be executed. The business shall comply with all federal, state and local laws applicable to conducting this business. Underwriting guidelines

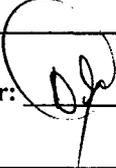
reveal that the project proposed above is a financially viable project, meeting the requirements as outlined in Appendix A to Part 570 of the Code of Federal Regulations.

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. Application letter from RED and a copy of the menu
- B. Application information is on file in the CDBG office. (Some information may be confidential).

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

R.E.D.

Application Letter

To Whom It May Concern:

R.E.D. is the acronym for Restaurant, Entertainment and Dancing. The Restaurant & Lounge Concept is based on the idea of providing a contemporary stylized venue of sophistication and comfort for dining and entertainment. Although the demographics in the area are varied, R.E.D. will appeal to a universal crowd by offering great food and entertainment in an unparalleled modern setting. The goal is to be a step ahead of the competition and become the premier culinary, bar/lounge, and dancing destination in the greater San Gabriel Valley.

R.E.D. will consist of a 7,900 sq. ft. floor plan with restaurant seating for about 190 people. The restaurant will serve New American Cuisine with some cultural twists as well as an extensive selection of fine wines and spirits.

Lunch and Dinner menus will be offered, as well as the inclusion of a children's menu selection that will provide families with friendly dining options.

The Bar / Lounge area, with capacity of up to 500, will contain a state-of-the-art lighting and audio system to enhance the ambiance and customer's total entertainment and nightlife experience. Each night of the week will be theme based, with ongoing dancing, live music, DJ's and other entertainment events planned, utilizing the stylistic advantages of the venue and its location to attract a varied clientele from neighboring communities and the greater Covina area. R.E.D. will combine an exciting menu, an extensive wine list, top shelf spirits, ambiance, style and sophistication with a broad spectrum of entertainment that will keep patrons coming back for more. R.E.D. will become synonymous with excellence in value for upscale dining and premium entertainment in the San Gabriel Valley.

APPETIZERS

Price Range \$6-\$13

Smoked Oysters
New Zealand Mussels
Bruschetta Classica
Stuffed Jumbo Mushrooms
Mini Crab Cakes
Jumbo Shrimp Cocktail
Hot Seafood Platter

Grilled Artichokes
Fried Calamari
Stuffed Potato Skins
Shrimp Scampi
Tomato & Fresh Mozzarella
Empanada Platter
Spicy Chicken Bites

SOUP / SALAD

Price Range \$4-\$9

Gouda and Red Pepper
New England clam chowder
French Onion
Chilled Gazpacho

Baby Spinach Salad
American Wedge
Chopped Vegetable Salad
Classic Caesar Salad
Greek Salad

MAIN COURSE

Price Range \$10-\$25

Center Cut Filet Mignon
Porterhouse Steak
King Cut Prime Rib of Beef
Braised Lamb Chops
Berkshire Natural Pork Chop
Pan Roasted Chicken Breast
Braised Salmon
Fish Tacos

Burgers and Cold Sandwiches

Price Range \$7-\$10

KIDS MENU

Pizza, Macaroni
and Cheese,
Chicken Tenders,
Grilled Cheese,
Corn Dog

SIDES

Buttermilk Breaded Onion Rings
Spinach, Sautéed or Creamed
Colossal Baked Potato
Steamed Asparagus
Seasonal Mushroom Medley

Seasoned Jumbo Steak Fries
Sautéed French Green Beans
Broccoli, Steamed
Four Cheese Macaroni
Sautéed Vegetables

DRINKS

Sodas, Juices, Water, Coffee, etc..

Cocktails

Full Bar, Well Drinks and Wine

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: November 1, 2011

ITEM NO.: CC 9

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



ITEM TITLE: Approval of Salary Adjustment for Police Records Supervisor

STAFF RECOMMENDATION

Approve salary adjustment for the position of Police Records Supervisor.

FISCAL IMPACT

This position is currently budgeted in Account #10101140. The increase of approximately \$8,000 per year will be absorbed in this year's budget, and will not require an increase to the Police Department budget for the current fiscal year.

BACKGROUND

The Police Department Records Division is currently being supervised by an interim position. The recruitment for the permanent position of Police Records Supervisor first opened in September and, since then, the collection of qualified applicants has been limited due to the lower salary in comparison to neighboring cities. After surveying the salaries of local competitive cities, staff has realized that an increase in salary is warranted to potentially attract a larger applicant pool and ultimately for the retention of a qualified candidate.

Staff surveyed the following cities with a comparable classification: Baldwin Park, Glendora, La Verne, Montebello, San Gabriel, San Marino and Whittier. The average salary range is \$4,404 to \$5,509 (10.4% above the City of Covina's current range). Staff recommends that the salary range of \$4,107 – \$5,375 per month (F, G, and H steps included) is changed to \$4,512 - \$5,908 (F, G and H steps included) per month. This salary adjustment is commensurate with other equitable positions within the Police Department and the City.

RELEVANCE TO THE STRATEGIC PLAN

NONE

EXHIBITS

NONE

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

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: November 1, 2011

ITEM NO.: CC 10

STAFF SOURCE: Anthony Arroyo, Human Resources Director *AA*

ITEM TITLE: Adopt Resolution No. 11-7012 Approving the Memorandum of Understanding between the City of Covina and the Mid-Management, Supervisory and Professional, and Confidential and Technical Employee Group

STAFF RECOMMENDATION

Adopt **Resolution No. 11-7012** approving the Memorandum of Understanding (MOU) between the City of Covina and the Mid-Management, Supervisory and Professional/Technical Employee Group (commonly referred to as the Unaffiliated group) for a period commencing July 1, 2009 through June 30, 2012.

FISCAL IMPACT

There is no fiscal impact to 2011-12 budget. Some of the savings are significant and do warrant mention here. To begin, since September 2010, all miscellaneous employees have been paying 3% of the 8% employee contribution to PERS. The savings to the city has been approximately \$72,000. Savings for future years will be approximately the same should the staffing levels remain the same. In addition, new hires who opt out of the city's medical plan will cash out no more than \$400.

BACKGROUND

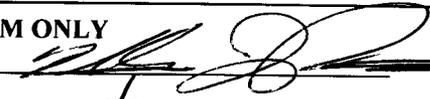
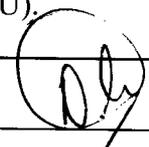
The City and the Unaffiliated members met informally for a successor MOU during the 2009-10 fiscal year. The informal discussions ended earlier this year but a final draft of the MOU was not ready until late this summer. The MOU is now being presented to the City Council for formal approval.

RELEVANCE TO THE STRATEGIC PLAN

None.

EXHIBITS

A. Resolution No. 11-7012, which includes the redline version of Resolution Exhibit A (Mid-Management, Supervisory and Professional/Technical Employees MOU).

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

RESOLUTION NO. 11-7012

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA APPROVING THE COMPENSATION RULES BETWEEN THE CITY AND THE MID-MANAGEMENT, SUPERVISORY, AND PROFESSIONAL/TECHNICAL EMPLOYEES FOR THE PERIOD COMMENCING JULY 1, 2009 THROUGH JUNE 30, 2012.

WHEREAS, the City Council is desirous of attracting and retaining qualified employees to the City's service through a competitive salary and benefit total compensation program; and

WHEREAS, representatives of the city and the Mid-management, Supervisor, and Professional/Technical Employees have met in good faith to reach an agreement on a new Memorandum of Understanding pursuant to Government Code Section 3500 et seq.; and

WHEREAS, said Compensation Rules for the period commencing July 1, 2009 and expiring on June 30, 2012 has been ratified by a majority membership of the represented employees and is hereby presented to the City Council for its review and determination; and

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

SECTION 1. The City Council does hereby ratify and approve the Compensation Rules between the City of Covina and the Mid-management, Supervisor, and Professional/Technical Employees attached hereto as Exhibit A.

SECTION 2. That all resolutions or portions thereof, in conflict herewith are hereby repealed.

SECTION 3. That the Mayor of the City of Covina is hereby authorized, empowered and directed to execute said Compensation Rules for and on behalf of the City.

SECTION 4. 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 1st day of November, 2011.

John C. King, Mayor

ATTEST:

Kay Manning, City Clerk

APPROVED AS TO FORM;

City Attorney

CERTIFICATION

I, Catherine LaCroix, Deputy City Clerk of the City of Covina, hereby CERTIFY that Resolution No. 10-6888 was adopted by the Covina City Council at a regular meeting of the City Council held November 2, 2010, and was approved and passed by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Catherine LaCroix
Deputy City Clerk

2008 Mid-Management, Supervisory and Professional, and Confidential and Technical Employees Compensation Rules

This document establishes the salary and benefits, authorized by the City Council, for regular full-time personnel in mid-management, ~~(supervisory and professional)~~, and confidential and technical classifications not represented by employee bargaining units, as of ~~July 1, 2006~~ January 1, 2011. This document supersedes any prior resolution or action taken with respect to the classifications listed herein. These rules will remain in effect until such time as they are amended by the City Council or superseded by a higher governmental authority.

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SECTION 1. SCOPE OF COVERAGE

Pursuant to Government Code Section 3507.5, "Designation of management and confidential employees," a public agency may adopt reasonable rules and regulations providing for designation of the management and confidential employees of the public agency and restricting such employees from representing any employee organization, which represents other employees of the public agency, on matters within the scope of representation.

SECTION 2. POSITION CLASSIFICATION SPECIFICATIONS

The City Manager shall have prepared for public record the classification specifications of all positions covered herein. He/she may authorize the modification of such position classification specifications as deemed necessary or otherwise appropriate to effect staff assignment or organizational changes.

Employees hired or promoted after September 1, 2004, in the following classifications are excluded from the agency's civil service rules. These employees serve "at-will," i.e., at the pleasure of the appointing authority. The employment relationship between the City of Covina and its at-will employees is at the mutual consent of both parties. Either the employee or the City of Covina can terminate the employment relationship at-will, at any time, with or without cause or advance notice. The employer need not state reasons for release of such employees, and such employees have no right or expectation to receive any pre-release or post-release proceeding, hearing or appeal, nor are they eligible for severance pay. Employees hired or promoted after September 1, 2004, in the classifications have no right to return to employment in a former position or right to employment in any other position within the agency.

Mid-Management

City Engineer

Environmental Services Manager

Human Resources Manager

Information Technology Services Manager

Parks and Recreation Manager

Public Works Superintendent

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2008 Mid-Management, Supervisory and Professional, and Confidential and Technical Employees Compensation Rules

Redevelopment Manager
Risk Manager
Senior Human Resources Analyst
Senior Management Analyst
Senior Redevelopment Manager
Support Services Manager

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Supervisory and Professional

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

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2008 Mid-Management, Supervisory and Professional, and Confidential and Technical Employees Compensation Rules

Water Services Supervisor

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Confidential and Technical
Administrative Secretary/Accountant

Administrative Technician
Business License Technician
Deputy City Clerk

Executive Assistant to the City Manager
Executive Assistant to the Police Chief

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Finance Technician
Human Resources Analyst

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Personal Computer Support Technician I/Payroll Technician
Personal Computer Support Technician II

Senior Administrative Technician
Senior Finance Technician

Senior Human Resources Analyst

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This policy states the full and complete policy in respect to the at-will status, employment rights, retention rights, and severance rights of agency at-will personnel. No other statement, written or oral, can modify the terms of this policy, except for a later formal resolution by the City Council enacted in open session. Apart from the City Council, no one employed by the agency has the authority to modify the at-will status of any such employees.

SECTION 3. AUTHORIZED SALARY RANGES & ADVANCEMENT

A. Base Salary Ranges The following salaries are effective July 1, 2006, for these positions. Refer to Exhibit A for the salary tables.

TITLE	RANGE CODES	A	B	C	D	E
Accountant	6010	\$3,672	\$3,856	\$4,049	\$4,251	\$4,464
Accounting Supervisor	6020	\$5,203	\$5,463	\$5,736	\$6,023	\$6,324
Administrative Secretary	7010	\$3,101	\$3,256	\$3,419	\$3,590	\$3,769
Administrative Services Manager	6031	\$4,525	\$4,751	\$4,989	\$5,238	\$5,500
Administrative Technician	7020	\$2,980	\$3,129	\$3,285	\$3,449	\$3,622
Assistant City Librarian	6040	\$4,239	\$4,451	\$4,673	\$4,907	\$5,152
Building Official	6060	\$5,414	\$5,685	\$5,969	\$6,267	\$6,581
Business License Technician	7022	\$2,980	\$3,129	\$3,285	\$3,449	\$3,622
City Engineer	6070	\$6,493	\$6,817	\$7,158	\$7,516	\$7,892
City Planner	6080	\$5,579	\$5,858	\$6,150	\$6,458	\$6,781
Community Relations Supervisor	6092	\$3,978	\$4,176	\$4,385	\$4,604	\$4,835
Community Services Supervisor	6100	\$3,978	\$4,176	\$4,385	\$4,604	\$4,835
Computer Systems Analyst	6110	\$3,783	\$3,972	\$4,171	\$4,379	\$4,598
Deputy City Clerk	7040	\$3,359	\$3,527	\$3,703	\$3,888	\$4,083
Environmental Services Manager	6132	\$4,525	\$4,751	\$4,989	\$5,238	\$5,500
Equipment Maintenance Supervisor	6140	\$4,149	\$4,357	\$4,575	\$4,803	\$5,044
Exec. Asst. To The City Manager	6270	\$3,637	\$3,819	\$4,010	\$4,210	\$4,421
Finance Technician	7050	\$2,980	\$3,129	\$3,285	\$3,449	\$3,622
Information Technology Manager	6143	\$5,540	\$5,817	\$6,108	\$6,414	\$6,734
Library Circulation Supervisor	6145	\$3,532	\$3,709	\$3,895	\$4,089	\$4,294
Management Analyst	6150	\$3,782	\$3,971	\$4,170	\$4,378	\$4,597

2008-Mid-Management, Supervisory and Professional, and Confidential and Technical Employees Compensation Rules

Management Analyst Trainee	6160	\$3,359	\$3,527	\$3,703	\$3,888	\$4,082
Marketing Manager	6170	\$4,950	\$5,198	\$5,458	\$5,731	\$6,017
Network Supervisor	6180	\$4,617	\$4,848	\$5,090	\$5,345	\$5,612
Park Maintenance Supervisor	6190	\$3,978	\$4,176	\$4,385	\$4,604	\$4,835
Personal Computer Support Tech. I	7052	\$3,194	\$3,354	\$3,522	\$3,698	\$3,883
Personal Computer Support Tech. II	7053	\$3,439	\$3,611	\$3,792	\$3,981	\$4,180
Police Records Supervisor	7120	\$3,622	\$3,803	\$3,993	\$4,192	\$4,402
Pool Manager	6205	\$2,188	\$2,297	\$2,412	\$2,533	\$2,660
Principal Librarian	6202	\$4,391	\$4,611	\$4,841	\$5,083	\$5,338
Public Safety Com. Supervisor	6130	\$4,298	\$4,513	\$4,739	\$4,976	\$5,225
Public Works Superintendent	6232	\$5,594	\$5,874	\$6,168	\$6,476	\$6,800
Recreation Services Supervisor	6240	\$3,978	\$4,176	\$4,385	\$4,604	\$4,835
Redevelopment Manager	6250	\$5,255	\$5,517	\$5,793	\$6,083	\$6,387
Risk Manager	6260	\$4,496	\$5,194	\$5,453	\$5,726	\$6,012
Senior Accountant	6280	\$4,056	\$4,259	\$4,472	\$4,696	\$4,930
Senior Administrative Technician	7090	\$3,292	\$3,457	\$3,630	\$3,811	\$4,002
Senior Finance Technician	7100	\$3,292	\$3,457	\$3,630	\$3,811	\$4,002
Senior Management Analyst	6300	\$4,525	\$4,751	\$4,989	\$5,238	\$5,500
Senior Planner	6305	\$4,929	\$5,176	\$5,435	\$5,706	\$5,992
Senior Maintenance Supervisor	6330	\$4,149	\$4,357	\$4,575	\$4,803	\$5,044
Water Maintenance Supervisor	6348	\$4,149	\$4,357	\$4,575	\$4,803	\$5,044
Water Services Supervisor	6350	\$4,756	\$4,994	\$5,243	\$5,505	\$5,781

B. Placement

1. New Hire

A newly hired person into a position classification covered by these rules shall be hired at Step A, unless otherwise authorized by the City Manager.

2. Promotion

A current full-time regular employee of the City of Covina promoting from a Closed Promotional Certification List into a position classification covered by these rules shall receive placement within the pay steps range at the "A" step, unless such placement will not result in a base pay to base pay increase of at least five percent (5%). In such a case the employee will be placed in a pay step so as to allow for a five percent (5%) increase, except that the pay step placement limit of the "E" step is the maximum allowed and supersedes the five percent (5%) increase guidelines.

A current full-time regular employee of the City of Covina promoting into a position classification covered by these rules from an Open and Competitive certification list shall receive placement within the pay steps range at the "A" step, unless placement will not result in a base pay to base pay increase of at least five percent (5%) increase. Also, with City Manager approval, a higher placement within pay range is allowable under extraordinary circumstance. However, the pay step placement limit of the "E" step is the maximum allowed and supersedes the above increase guidelines.

3. Demotion

2008-Mid-Management, Supervisory and Professional, and Confidential and Technical Employees Compensation Rules

If a person already subject to these rules is demoted to a different position classification of a lesser paid base monthly pay range, then that employee may be placed in any pay step of the newly assigned position classification as may be approved by the City Manager.

- C. Salary Advancement Unless otherwise authorized by the City Manager in writing, all employees covered by these provisions may advance through the base monthly pay steps, "A" through "E," subject to the following:

Pay Step	A	Upon initial employment
	B	Upon twelve (12) months of successful completion of paid service at Step "A"
	C	Upon twelve (12) months of successful completion of paid service at Step "B"
	D	Upon twelve (12) months of successful completion of paid service at Step "C"
	E	Upon twelve (12) months of successful completion of paid service at Step "D"

- D. Accelerated Advancement The City Manager may authorize accelerated movement through the pay steps for exceptional performance.

- E. Bilingual Pay Employee classifications appropriate to this unit will receive \$100.00 a month lump sum for possessing the ability to speak and understand a second language. The City in conjunction with a local high school, community college or other mutually agreed upon source(s) will develop and certify such employee(s) language abilities.

The City reserves the right, as the needs of the City dictate, to certify employees and also reserves the right to determine from what departments and classifications these employees are selected as best suits the City's service need.

- F. Acting Pay When a full-time budgeted position becomes vacant as a result of either a permanent separation or the extended absence of an employee, an employee may be assigned to work in a higher position on an acting basis upon approval by the City Manager. When an employee has served in the acting position beyond ten (10) consecutive working days, the employee shall be paid at

2008 Mid-Management, Supervisory and Professional, and Confidential and Technical Employees Compensation Rules

a minimum of five percent (5%) above his/her regular pay or at "A" step of the acting position, whichever is greater, retroactively to the first day served in the acting position.

The City reserves the right, as the needs of the City dictate, to certify employees and also reserves the right to determine from what departments and classifications these employees are selected as best suits the City's service need.

- G. Longevity and Performance Step Increases ~~In order to encourage and reward longevity and performance, unaffiliated staff may be eligible for the following salary advancement only if they meet the criteria outlined in this section. Refer to Exhibit A for Longevity and Performance Step Increases (Steps F, G, and H).~~

TITLE	RANGE CODES	F	G	H
Accountant	6010	\$4,575	\$4,690	\$4,807
Accounting Supervisor	6020	\$6,482	\$6,644	\$6,810
Administrative Secretary	7010	\$3,863	\$3,960	\$4,059
Administrative Services Manager	6031	\$5,638	\$5,779	\$5,923
Administrative Technician	7020	\$3,712	\$3,805	\$3,900
Assistant City Librarian	6040	\$5,281	\$5,413	\$5,548
Building Official	6060	\$6,745	\$6,914	\$7,087
Business License Technician	7022	\$3,712	\$3,805	\$3,900
City Engineer	6070	\$8,089	\$8,291	\$8,499
City Planner	6080	\$6,950	\$7,124	\$7,302
Community Relations Supervisor	6092	\$4,956	\$5,079	\$5,206
Community Services Supervisor	6100	\$4,956	\$5,079	\$5,206
Computer Systems Analyst	6110	\$4,713	\$4,831	\$4,952
Deputy City Clerk	7040	\$4,185	\$4,290	\$4,397
Environmental Services Manager	6132	\$5,638	\$5,779	\$5,923
Equipment Maintenance Supervisor	6140	\$5,170	\$5,299	\$5,431
Exec. Asst. To The City Manager	6270	\$4,531	\$4,645	\$4,761
Finance Technician	7050	\$3,712	\$3,805	\$3,900
Information Technology Manager	6143	\$6,903	\$7,075	\$7,252
Library Circulation Supervisor	6145	\$4,401	\$4,511	\$4,624
Management Analyst	6150	\$4,712	\$4,830	\$4,950
Management Analyst Trainee	6160	\$4,184	\$4,289	\$4,396
Marketing Manager	6170	\$6,168	\$6,322	\$6,480
Network Supervisor	6180	\$5,752	\$5,896	\$6,044
Park Maintenance Supervisor	6190	\$4,956	\$5,079	\$5,206
Personal Computer Support Tech. I	7052	\$3,980	\$4,079	\$4,181
Personal Computer Support Tech. II	7053	\$4,285	\$4,392	\$4,502
Police Records Supervisor	7120	\$4,512	\$4,625	\$4,741
Pool Manager	6205	\$2,726	\$2,794	\$2,864
Principal Librarian	6202	\$5,471	\$5,608	\$5,748
Public Safety Com. Supervisor	6130	\$5,355	\$5,489	\$5,626
Public Works Superintendent	6232	\$6,970	\$7,144	\$7,323
Recreation Services Supervisor	6240	\$4,956	\$5,079	\$5,206
Redevelopment Manager	6250	\$6,457	\$6,710	\$6,878
Risk Manager	6260	\$6,163	\$6,317	\$6,474
Senior Accountant	6280	\$5,054	\$5,180	\$5,309
Senior Administrative Technician	7090	\$4,102	\$4,204	\$4,310
Senior Finance Technician	7100	\$4,102	\$4,204	\$4,310
Senior Management Analyst	6300	\$5,638	\$5,779	\$5,923
Senior Planner	6305	\$6,142	\$6,295	\$6,452
Senior Maintenance Supervisor	6330	\$5,170	\$5,299	\$5,431

2008 Mid-Management, Supervisory and Professional, and Confidential and Technical Employees Compensation Rules

Water Maintenance Supervisor	6348	\$5,170	\$5,299	\$5,431
Water Services Supervisor	6350	\$5,925	\$6,073	\$6,225

- Longevity Pay Step F Upon twenty-four (24) months of successful completion of paid service at Step “E” and a “Meets Expectations,” “Exceeds Expectations,” or “Outstanding” rating on their current evaluation.
- G Upon twenty-four (24) months of successful completion of paid service at Step “F” and an “Exceeds Expectations” or “Outstanding” rating on their current evaluation.
- H Upon twenty-four (24) months of successful completion of paid service at Step “G” and an “Outstanding” rating on their current evaluation.

If an employee who has already achieved a Longevity and Performance Step Increase receives a “Needs Improvement” or “Unsatisfactory” rating on an evaluation they are automatically returned to the next lower pay step and are not eligible to return to their former step until successful completion of twelve (12) months of paid service and the required rating level for the appropriate step on their current evaluation.

H. Longevity Pay Effective July 1, 2001, the City of Covina implemented a longevity bonus for unaffiliated employees. Bonuses are paid to the employee on their anniversary date as service benchmarks are met.

10 years of service	\$1000
15 years of service	\$1500
20 years of service	\$2000
25 years of service	\$2500
30 years of service	\$3000
35 years of service	\$3500

I. Uniform Allowance and Maintenance Effective with the first full pay period following August 1, the Public Safety Communications Supervisor and the Police Records Supervisor shall receive an annual clothing and maintenance allowance of six hundred dollars (\$600).

SECTION 4. HOURS OF WORK

~~Mid-management~~ Management, Supervisory and Professional, and Confidential and Technical employees covered by this document are expected to work or

2008-Mid-Management, Supervisory and Professional, and Confidential and Technical Employees Compensation Rules

to be on an approved leave of absence for a combined total of no less than 2080 hours per year.

It is understood that the average workweek must be forty (40) hours with a significant majority of the time worked being done Monday through Friday. Unless otherwise approved by the City Manager for operational reasons, ~~mid-management~~ Management, Supervisory and Professional, and Confidential and Technical employees will work the same 9/80 schedule as City Hall staff. The City Manager or his/her designee has the option to set schedules and approve all leaves of absence.

A. Work Schedules

1. 5/40 Plan The work period for employees appropriate to this group assigned to a five-forty plan shall consist of five (5) eight (8) hour days within seven (7) consecutive twenty-four (24) hour periods inclusive of rest periods but exclusive of the lunch period which shall not be paid time.
2. 9/80 Plan The work period for employees appropriate to this group assigned to a nine-eighty plan shall consist of eight (8) nine hour days and one (1) eight (8) hour day within fourteen (14) consecutive twenty-four (24) hour periods inclusive of rest periods but exclusive of the lunch period which shall not be paid time.

In accordance with the Fair Labor Standards Act as amended, this work period shall consist of two (2) distinct forty (40) hour work weeks for the purpose of establishing overtime eligibility.

3. 4/40 Plan The work week for employees appropriate to this group assigned to a four-ten plan shall consist of four (4) ten (10) hour days within seven (7) consecutive twenty-four (24) hour periods inclusive of rest periods but exclusive of the lunch period which shall not be paid time.

SECTION 5. ADMINISTRATIVE LEAVE

Effective July 1, 2006, administrative leave is hereby provided to ~~mid-management-non-exempt (non-FLSA) employees (supervisory/professional) in this category~~ in lieu of compensatory time for hours worked. All employees of this group will be advanced fifty-four (54) hours of paid administrative leave as of January 1 of each calendar year. The earning of this administrative leave will be at the rate of four and one-half (4.5) hours per month. An employee terminating prior to a complete calendar year and having utilized leave not yet earned will be subject to a dollar value deduction from his or her final paycheck. Employees may use compensatory time already earned.

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The scheduling and use of administrative leave for this group is subject to approval of the Department Director.

In partial recognition of prolonged, uncommon, or exceptional hours of work beyond the standard work expectations for exempt staff, the Department Director may, at his/her discretion, adjust employees work hours and allow exempt employees to take time off without using administrative leave.

SECTION 6. FLSA COVERED EMPLOYEES

Those ~~confidential~~ **Confidential and Technical** position classifications covered by this document are subject to the Fair Labor Standards Act. Employees will be paid overtime at the rate of 1.5 (premium rate) for every hour they are directed to work over forty (40) hours in a work week, unless the employee requests and is allowed to accrue compensatory time in-lieu.

Comment [AA1]: Delete this and only refer to "those positions...."?

Compensatory time will be accrued at the same premium rate of 1.5 for every hour worked over the 40-hour work week. Employees may be allowed to accumulate compensatory time up to sixty (60) hours. Said accumulation shall be within the limit by each month's end and will be reported with regular payroll information. When this maximum level of accumulation is reached, overtime will thereon be paid at the premium rate. The employee may request compensatory time off subject to the approval of the City Manager or his or her designee.

SECTION 7. HOLIDAYS

A. Fixed Holidays

The following schedule of holidays shall be observed and the employees shall receive the following days off with pay:

- | | |
|---------------------------|------------------------------|
| 1. New Years Day | 6. Labor Day |
| 2. Martin Luther King Day | 7. Veterans Day |
| 3. Presidents Day | 8. Thanksgiving |
| 4. Memorial Day | 9. Friday after Thanksgiving |
| 5. Independence Day | 10. Christmas Day |

B. Fixed Holidays Falling On A Weekend

1. When a holiday falls on a scheduled workday, the holiday will be observed on that day.

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2. When a holiday falls on a Friday, when City Hall is regularly closed, or on a Saturday following a Friday closure, then a floating holiday will be granted the employee.
3. When a holiday falls on a Saturday, following a Friday that is a scheduled workday, the holiday will be observed on that Friday.
4. When a holiday falls on a Sunday, the holiday will be observed on the following Monday.

- C. Floating Holidays ~~Mid-management~~—Management, Supervisory and Professional, and Confidential—~~Confidential and Professional~~ employees working alternate schedules will be granted floating holiday leave dependent upon work schedule. Employees shall receive 24 hours on a 5/40 schedule, 27 hours on a 9/80 schedule and 30 hours on a 4/40 schedule. There will be no carryover or payoff of floating holidays. Use of floating holidays is subject to approval of the City Manager or his/her designee.

New employees: shall accrue floating holidays prorated to such employees only upon successful completion of six (6) months of continuous employment.

New employees successfully completing six months employment between January 1 and January 31 of a given calendar year shall enjoy the full number of floating holidays enumerated herein for said calendar year.

New employees successfully completing six months employment between February 1 and August 31 of a given calendar year shall enjoy one half the number of floating holidays enumerated herein for said calendar year.

New employees successfully completing six months employment between September 1 and December 31 of a given calendar year shall not enjoy any floating holidays in the given calendar year. These employees, however, will enjoy the full number of floating holidays beginning January 1 of the following year.

- D. Holiday Furlough The City reserves the right to close non-essential, non-safety facilities between the Christmas and New Years holidays. Employees may use vacation, floating holidays, compensatory time, or administrative leave during this furlough period.
- E. Public Safety Communications Supervisor – Compensation in Lieu of Fixed Holidays The Public Safety Communications Supervisor is provided with the option of taking time off for the 13 fixed and floating holidays or being compensated for 13 hours of holiday pay every month. The Public Safety Communications Supervisor is required to inform the Finance Department by June 15 of each year, which option they select. If compensation in lieu of fixed holidays is chosen, the money will be paid with the second paycheck of each month.

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If the Public Safety Communications Supervisor works on a designated holiday, they shall be compensated at their regular rate of pay.

If the Public Safety Communications Supervisor chooses to be compensated for 13 hours of holiday pay every month, and they leave City Service or a new Public Safety Communications Supervisor is hired, this money will be prorated by the number of hours worked in a month.

SECTION 8. SICK LEAVE

A. Earning and Accumulation Mid-management and confidential employees shall receive ~~eight~~ ten hours of paid sick leave per month subject to the following conditions:

1. Employees of record as of February 29, 1988 shall have unlimited accumulation. This section shall also apply to employees originally hired prior to February 29, 1988, and promoted from bargaining units with no sick leave accumulation cap.
2. Employees hired or promoted from bargaining units with a sick leave accumulation cap as of or after March 1, 1988, shall be subject to an accumulation limit of 960 hours. Thereafter, all accrual shall cease until the employee's usage causes the balance to fall below 960 hours.

B. Use of Sick Leave Sick Leave shall be deducted from an employee's accrued leave balance on an hour for hour basis for the following purposes:

1. In the case of the employee's injury, illness or disability.
2. In the case of the employee's need to receive medical or dental examination, treatment or preventative care from a licensed health care practitioner.
3. In the case where an employee needs to be absent to provide temporary assistance, due to illness or injury, or the need for medical or dental examination, treatment or preventative care from a licensed health care practitioner, for members of the employee's immediate family. Immediate family shall include an employee's spouse, domestic partner, children, grandchildren, sons-in-law, brothers-in-law, and sisters-in-law. "Children" shall include a biological, foster, or adopted child, a stepchild, a legal ward, a child of a domestic partner, or a child of a person standing in loco parentis. "Parent" shall include a biological, foster, or adoptive

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parent, a stepparent, or a legal guardian requiring the care and attention of the employee.

4. From accrued sick leave available, an employee may be granted (on each separate occasion) up to three (3) days bereavement leave with pay in the event of death to a member of the employee's immediate family. For purposes of this section an employee's immediate family shall include: an employee's spouse, domestic partner, children, grandchildren, sons-in-law, daughters-in-law, parents, grandparents, parents-in-law, brothers, sisters, brothers-in-law, and sisters-in-law. "Children" shall also include a biological, foster, or adopted child, a stepchild, a legal ward, a child of a domestic partner, or a child of a person standing in loco parentis. "Parent" shall include a biological, foster, or adoptive parent, a stepparent, or a legal guardian and significant others. An additional two (2) days leave may be granted by the department head if the funeral location is five hundred (500) miles or more (one way) away from the City of Covina.
5. A physician's certificate attesting to the nature of the illness, injury and/or treatment may be required prior to granting paid sick leave.
6. An employee who is granted sick leave for personal illness/disability or family illness/disability shall be required to be available at his/her residence or that of an immediate family member for telephone or personal contact from the City during the employee's normal working hours. Exceptions to this requirement shall be authorized for seeking and receiving medical treatment.

C. Payoff of Accumulated Sick Leave Upon Termination

Employees shall be compensated for 55% of his/her accumulated sick leave up to the maximums outlined below. Computation shall be at base rate of pay. Payment shall be for non-disciplinary termination only.

1. Employees of record as of February 29, 1988, upon termination shall be compensated for up to 1600 hours of accumulated sick. Any unused balance of paid sick leave may be applied to the calculation of retirement credit as applicable.

This section shall also apply to those employees originally hired prior to March 1, 1988 and promoted from bargaining units with no sick leave accumulation limits.

2. Employees hired or promoted from bargaining units with a sick leave cap on or after March 1, 1988, upon termination shall be compensated for up to 960 hours of accumulated sick. Any unused balance of paid sick leave may be applied to the calculation of retirement credit as applicable.

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D. Payoff of Accumulated Sick Leave Prior to Termination

With written approval of the City Manager, an employee may sell back to the City, accrued sick leave in excess of 200 hours at the rate of fifty percent (50%) of straight time rate of base pay for reimbursement of the cost of tuition for job related coursework, computer purchase or computer training. The City Manager may approve requests subject to the availability of funds and documentation of uses/purchases.

SECTION 9. VACATION LEAVE

A. Vacation Earning Rate Upon completion of the specified year of service employees shall accrue vacation as follows:

<u>Years of Service</u>	<u>Monthly Accrual</u>	<u>Annual Total</u>
Up to completion of 5 years	Accrued at 9 hours per month	108 hours
Beginning of the 6 th year through 10 years	Accrued at 13.67 hours per month	164 hours
Beginning of the 11 th year through 15 years	Accrued at 16.00 hours per month	192 hours
Beginning of the 16 th year through 20 years	Accrued at 17.33 hours per month	208 hours
Beginning of the 21 st year	Accrued 18.67 hours per month	224 hours

Vacation usage shall be charged hour for regularly scheduled hour.

B. Accumulation Limitation Accumulation of earned vacation shall be allowed up to an amount equal to twice (2x) the current annual earning allowance of vacation for that particular employee.

The determination of status as regards an employee staying within the accumulation limit will be made each July 1st. The employee will have until the following October 1st to bring his or her accumulated leave to be within the specified accumulation limit. Each individual employee covered by these rules will be responsible for tracking his or her accumulations and taking appropriate action in the event of an overage.

If the employee fails to utilize earned vacation over this limitation amount, then the result will be as follows:

1. If the failure to use the vacation over the maximum allowed for accumulation was due to the City canceling or refusing (in writing), the employee a reasonable opportunity to schedule and utilize the vacation time necessary to stay within the accumulation limitation, then the City will compensate the employee for all of said time at the straight time (1x) value of the time to bring the accumulation level to the specified maximum.

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2. If written consent of the City Manager is received prior to July 31st of each year, the City will compensate the employee for all or portion of said accumulation overage at the straight time (1x) value of the time to bring the accumulation level to the specified maximum. The City Manager may approve payment of all, a portion of or none of said overage depending upon available funds and anticipated workload of the individual employee as determined by the City.
 3. If the first two conditions above have not been satisfied, the accrual of excess vacation time may be suspended until the leave balance is brought within the cap amount.
- C. Pay-Off Prior to Termination With written consent of the City Manager, an employee may sell back to the City any of his or her accumulated vacation at the employee's straight time (1x) rate of base pay. The City Manager may approve payment of all, a portion of or none of said request depending upon available funds and anticipated workload of the individual employee as determined by the City.
- D. Pay-Off Accumulated Vacation Upon Termination of Employment For those employees who leave City service and have an accumulation of earned vacation leave credit within the accumulation maximum, they will be compensated in straight time base pay equal to the employee's then current pay level.

SECTION 10. INDUSTRIAL LEAVE/WORKERS' COMPENSATION

The City shall provide Workers' Compensation benefits in accordance with State Law and these provisions.

The City has the right to require the employee to go to a City selected physician or physicians initially or to verify that the disability restricts the employee from performing his or her regular job assignment. It is also understood that the employee receiving this benefit will not be employed elsewhere for paid compensation.

If an employee not subject to California Labor Code Section 4850 sustains a work-related injury or illness on-the-job and such injury or illness is recognized as qualifying for coverage by the self-insurance administrators, the employee shall be eligible to receive full base salary continuation for the initial period up to forty-five (45) calendar days or until the employee returns to work, whichever is earlier. In addition, the City will maintain its contribution to benefits as provided for herein (retirement, health, dental, life and LTD insurance). This provision shall apply only up through the first forty-five (45) calendar days of absence from work for each separate injury or illness, including aggravations thereof.

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During this initial forty-five period, vacation, sick, and other leaves shall not be deducted from the absent employee's accruals. Vacation and sick leave shall also continue to accrue during this time. In order for the employee to receive the above pay and benefit continuation, he or she must remit all Workers' Compensation temporary disability checks to the City of Covina.

At the end of the aforementioned forty-five-day period, and provided that it is available, sick leave shall be used to augment Workers' Compensation so that the employee may receive up to full base salary during the disability. Sick leave shall be charged at a rate proportionate to the percentage of said employee's salary not covered by Workers' Compensation. As long as an employee is utilizing sick leave to insure full base salary, his or her City paid benefit contributions (as provided for herein) shall be continued. At no time shall an employee receive merit salary increases nor accrue additional vacation, sick leave, floating holidays or any other leaves after the initial forty-five (45) calendar day period until he or she returns to regular duty.

Upon depletion of accumulated sick leave, the City shall discontinue all non-health City paid benefits and supplement to Workers' Compensation payments. At this time, the employee is subject to Long Term Disability insurance benefits (claims shall be submitted to the carrier in accordance with said policy).

With regards to the payment of health insurance benefits after depletion of sick leave, the City and employee will continue to contribute the amounts enumerated by this resolution towards the available plans. Said contribution shall continue until the earlier of: 1) the date that the employee returns to regular work; 2) the date that the employee is declared permanent and stationary; 3) the date that employee retires; or 4) 365 calendar days from the date of original injury (intermittent periods of disability from work relating to aggravations of the same injury or illness shall be cumulative for the purposes of calculating this 365 day period).

Subject employees may maintain dental insurance at their own cost in accordance with Federal or State Law (COBRA continuation coverage). The subject employee is responsible for coordinating said coverage with the Human Resources Department.

SECTION 11. MATERNITY LEAVE AND FAMILY CARE AND MEDICAL LEAVE

Employees shall be granted unpaid maternity, family care and medical leave in accordance with federal and state law and City policy.

SECTION 12. LEAVE OF ABSENCE WITHOUT PAY

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Employees covered by this resolution may apply in writing to the City Manager for a leave of absence without pay. If the City Manager determines there is adequate justification to grant such a leave of absence and that the work of the department will not be significantly impacted by a temporary absence of the employee, the leave without pay may be authorized. The City Manager's decision is final. The City Manager may also terminate or cancel early any authorized leave by giving the employee notice of 10 calendar days. Notice will be given via certified mail sent to the employee's last known address and commencing from the postmarked date.

During the period of authorized leave of absence without pay, the employee will not be entitled to any City paid fringe benefits nor will they accrue leave.

SECTION 13. JURY DUTY AND JOB RELATED REQUIRED COURT APPEARANCE

- A. Routine Jury Service Every employee who is called or required to serve as a juror shall be entitled to absent him/herself from his/her duties during the period of such service while necessarily being present in court as a result of such a call. Employees shall be granted leave with pay for fifteen days of jury duty service annually. Leave without pay will be granted to any employee who is required to serve over 15 days on jury duty. The employee may also seek approval of use of his or her earned vacation, administrative leave, or floating holiday time to covered the required time off.
- B. Non-Job Related Court Appearances In the case where an action does not pertain to a job-related matter, leave without pay shall be granted for an appearance before a court, legislative committee, judicial or quasi-judicial body as a witness in response to a subpoena or other order by proper authority compelling his or her attendance under penalty described by law. The employee may also seeks approval of use of his or her earned vacation, administrative leave, or floating holiday time to cover the required time off.
- C. Job Related Court Appearance In the case where an action is job-related, upon review and approval of the appropriate authority the time required will not be subject to any need for leave, and the employee will be considered on-duty.

SECTION 14. OTHER EMPLOYEE BENEFITS

- A. Health, Dental, and Life Insurance
 - 1. Health The City shall contribute the required minimum contribution, per employee, under PEHMCA, for so long as the City is

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enrolled in the PERS Health Plan. Every full-time active employee must be covered by health care plan approved by the City.

2. Optional Benefits Effective January 1, 2011, the City shall contribute \$625840.00 per month per eligible employee toward optional benefits plan. The employee may receive this amount in cash or may elect to use it for coverage for him/herself or his/her dependents for City approved benefit options, including but not limited to, dental insurance, supplemental life insurance, optical insurance, or deferred compensation plan. Any monies received in cash will be considered as taxable income. Employees opting out of the Optional Benefits will receive no more than \$800.00, which can be used for deferred compensation or as taxable income.

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2. Any employee hired on or after January 1, 2012 who opts out of the City's health insurance plan will be provided a cash-out amount of \$400.00 per month.

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3. Life Insurance Effective January 1, 2011, the City shall provide a \$50100,000 Term Life Insurance policy for all mid-management and confidential personnel.

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B. Long Term Disability Insurance Employees covered by this resolution are provided with a long term disability insurance program consisting of two-thirds compensation of base pay up to \$59,000 per month, after a thirty (30) day waiting period or whenever the employee's accumulated sick leave has expired, whichever comes last. The City pays all the cost.

C. Public Officials Errors and Omissions Insurance Employees covered by these compensation rules shall be covered by a Public Officials Errors and Omissions insurance policy. The City will pay for the premium for the policy.

D. Retirement
Miscellaneous Employees
Effective March 16, 2010, the present contract with Public Employees' Retirement System, 2.5% per year at age 55 (§21354) with the following additions:

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One-half pay continuance (§21628)

1959 Survivors Benefit (§21573)

- Employee Contributes \$2.00 per month
- Level IV Survivor Benefits

One year final compensation (§20042)

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Employees covered by these Rules shall receive the opportunity to buy military service credit for retirement purposes (§21024)

Unused sick leave credit (§20965) for those employees hired on or before February 29, 1988.

Retired Employee Death Benefit of \$600. (§21622)

Effective October 5, 2010, the City will contribute 2% towards the payment of the employee's contribution to P.E.R.S. with such portion to be deposited in the employee member's account. The balance of 3% is being paid by the employee.

- E. Supplemental Retiree Benefits Effective December 31, 1996, the City shall contribute \$472.00 per month per *eligible retiree* toward optional benefit plan until the beginning of the month the retiree reaches Medicare eligibility age. Each *eligible retiree* may receive this amount in cash or may elect to use it for coverage for him/herself for city-approved benefit options. Upon reaching Medicare eligibility age, an eligible retiree shall receive \$34.00 per month toward optional benefits. Any monies received in cash will be considered as taxable income.

Eligible retiree means any person who meets the retirement eligibility standards of the Public Employee's Retirement System and either was a current full time employee on December 31, 1996, or is a person who has ten (10) years of uninterrupted service as a full time employee with the City of Covina subsequent to December 31, 1996. An employee retiring due to job-related disabilities shall be entitled to supplemental retiree benefits.

- F. Auto Mileage Reimbursement An employee who occasionally uses his/her private vehicle to perform official City business will be compensated at the current IRS rate per mile.

Employees desiring to use their personal vehicles on authorized City business must provide the City's risk management office with evidence of personal automobile insurance coverage in such minimum limits as required by the State of California. Such evidence could include a letter from an employee's insurance agent or company, or copy of such insurance policy face sheets identifying names, coverage dates, limits and vehicle's coverage.

- G. Education Incentive Personnel who have earned a job related advanced degree (MA, MS, MPA) from an accredited college or university may receive an additional 2% of base salary with the approval of the City Manager and a current satisfactory evaluation on file. Approval of the City Manager should be secured in advance of starting a program to ensure eligibility upon completion of degree program.

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Personnel who are not required to have a degree as a condition of employment and who have earned a job related undergraduate degree (AA, AS, BA, BS) from an accredited college or university may receive an additional one percent (1%) of base salary with the approval of the City Manager and a current satisfactory evaluation on file. Approval of the City Manager should be secured in advance of starting a program to ensure eligibility upon completion of degree program.

SECTION 15. OTHER RELATED PROVISIONS

A. Layoff of Personnel Hired or Promoted Prior to September 1, 2004

1. *Lay-off procedure* Lay-off within a classification of regular permanent status employee shall be accomplished on a last appointed, first laid-off order basis. Temporary, provisional, part-time and limited term employees have no lay-off protection. Only employees on promotional probation and who have attained permanent regular status are provided with lay-off procedural rights.
2. *Seniority* Seniority for the purpose of lay-off and the establishment of reemployment lists shall be defined as total cumulative time served in regular permanent status within the classification and are in active status upon the effective date of the lay-off. Seniority shall be lost in event of resignation, discharge, retirement, or lay-off for a period of more than two (2) years.
3. Lay-off of a regular permanent employee who has not completed a promotional probationary period Such employee in the affected classification shall be returned to the position such person held prior to promotion in a regular permanent status. As between two or more probationary employees, the employee promoted last shall be returned to the position previously held.
4. A regular permanent employee who has completed the probationary period in the affected classification All such employees shall be listed in the order of their seniority. The most junior employee shall be given the opportunity to transfer to any comparable vacant position for which the employee is qualified. If such a vacancy does not exist, such employee shall be given the opportunity to exercise his seniority to be placed in the most junior position in any lower classification for which he is qualified and has seniority, or to accept the lay-off. Employees at the lower level who have less seniority will then be transferred or demoted in the same manner until the lowest levels of classification and the most junior employees with the least amount of seniority are reached. At such time, such employees shall be laid off.

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In the event that the position to be eliminated is not held by the most junior person in that classification, the employee that holds such affected position shall be given the opportunity to replace the most junior employee or to exercise his transfer or seniority rights as set forth above.

5. *Reinstatement to former classification* All regular permanent status employees demoted or transferred in lieu of lay-off shall be reinstated to their former classification once vacancies occur, or if the positions are restored with priority for reinstatement given to demoted employees.

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6. *Reemployment list* All laid-off regular permanent status employees shall be placed in order of seniority on a reemployment list for two (2) years, and shall retain existing seniority rights for such period.

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- a. When a vacancy occurs for which a reemployment list exists, the City Manager shall certify from the top of such list the number of names equal to the number of vacancies to be filled, and the department head shall appoint such persons to fill the vacancies.
- b. Anyone on a reemployment list may be reemployed in a position with lower maximum rate of pay, provided the person possesses the skills and qualifications for the position as identified by the position classification specification.
- c. Notice of vacancy to an employee on a reemployment list shall be by the most expeditious means in order to fill the vacancy as soon as possible. As a last resort, notice shall be given by Certified Mail to the employee's last known address, and if the employee does not respond within three (3) days from the date of receipt, or if the notice is undeliverable due to address unknown, the employee's name shall be passed over and the next employee on the list shall be notified of the vacancy. After an employee has been passed over twice in such manner, the employee's name shall be removed from the reemployment list after notification of the Recognized Employee Organization. An eligible employee shall have ten (10) working days from receipt of notice to report to work.

- B. Employees Hired or Promoted After September 1, 2004 This lay-off information does not apply to at-will employees hired or promoted after September 1, 2004.

- C. Outside Employment Outside employment shall be permitted only with the express prior written approval of the City Manager. An employee with

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existing outside employment on the effective date of this agreement shall notify the City thereof within thirty (30) days thereafter.

To deny outside employment the City must find that it violates one of the following criterion: 1) that such employment is in conflict with the interest of City employment; 2) that such employment detracts from the efficiency of the employee in his City work; 3) that such employment is a discredit to City employment; 4) that such employment takes preference over the requirements of the City. No outside employment activities shall occur during regular City hours of operation applicable to the affected employee unless the employee is on authorized vacation or holiday leave.

SECTION 16. EXCLUSIONS

Employees in the positions listed herein, hired prior to September 1, 2004, are part of the competitive service of the City and will be subject to the provisions of the Personnel System in the Covina Municipal Code and the City of Covina Personnel Rules and Regulations. Employees in the positions listed herein, hired on or after September 1, 2004 are at-will employees and are not part of the competitive service of the City and are not subject to the provisions of the Personnel System in the Covina Municipal Code and the City of Covina Personnel Rules and Regulations. As "at-will" employees, these individuals are excluded from probationary periods and the ability to obtain regular status. Employees in these classifications are excluded from the agency's civil service rules. These employees serve "at-will," i.e., at the pleasure of the appointing authority. The employment relationship between the City of Covina and its at-will employees is at the mutual consent of both parties. Either the employee or the City of Covina can terminate the employment relationship at-will, at any time, with or without cause or advance notice. The employer need not state reasons for release of such employees, and such employees have no right or expectation to receive any pre-release or post-release proceeding, hearing or appeal, not are they eligible for severance pay. Employees hired or promoted after January 1, 2002, in the classifications covered under the Mid-Management and Confidential Employees Compensation Rules have no right to return to employment in a former position or right to employment in any other position within the agency.

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**CITY OF COVINA
UNAFFILIATED SALARY TABLE
EFFECTIVE JULY 1, 2008**

6010 ACCOUNTANT		A	B	C	D	E	F	G	H
	HOURLY	22.24385	23.35846	24.52760	25.75125	27.04154	27.71758	28.41052	29.12078
	MONTHLY	3,855.60	4,048.80	4,251.45	4,463.55	4,687.20	4,804.38	4,924.49	5,047.60
	ANNUAL	46,267.20	48,585.60	51,017.40	53,562.60	56,246.40	57,652.56	59,093.87	60,571.22
6020 ACCOUNTING SUPERVISOR		A	B	C	D	E	F	G	H
	HOURLY	31.51817	33.09317	34.74692	36.48548	38.30885	39.26657	40.24823	41.25444
	MONTHLY	5,463.15	5,736.15	6,022.80	6,324.15	6,640.20	6,806.21	6,976.36	7,150.77
	ANNUAL	65,557.80	68,833.80	72,273.60	75,889.80	79,682.40	81,674.46	83,716.32	85,809.23
7020 ADMINISTRATIVE TECHNICIAN 9043		A	B	C	D	E	F	G	H
	HOURLY	18.05192	18.95452	19.89952	20.89298	21.94096	22.48949	23.05172	23.62802
	MONTHLY	3,129.00	3,285.45	3,449.25	3,621.45	3,803.10	3,898.18	3,995.63	4,095.52
	ANNUAL	37,548.00	39,425.40	41,391.00	43,457.40	45,637.20	46,778.13	47,947.58	49,146.27
6040 ASSISTANT CITY LIBRARIAN		A	B	C	D	E	F	G	H
	HOURLY	27.09000	28.44087	29.86442	31.36067	32.92962	33.75286	34.59668	35.46159
	MONTHLY	4,695.60	4,929.75	5,176.50	5,435.85	5,707.80	5,850.50	5,996.76	6,146.68
	ANNUAL	56,347.20	59,157.00	62,118.00	65,230.20	68,493.60	70,205.94	71,961.09	73,760.12
6060 BUILDING OFFICIAL		A	B	C	D	E	F	G	H
	HOURLY	33.73338	35.42192	37.19146	39.04823	41.00469	42.02981	43.08055	44.15757
	MONTHLY	5,847.12	6,139.80	6,446.52	6,768.36	7,107.48	7,285.17	7,467.30	7,653.98
	ANNUAL	70,165.44	73,677.60	77,358.24	81,220.32	85,289.76	87,422.00	89,607.55	91,847.74
7022 BUSINESS LICENSE TECHNICIAN		A	B	C	D	E	F	G	H
	HOURLY	18.56769	19.49608	20.46808	21.48992	22.56785	23.13204	23.71034	24.30310
	MONTHLY	3,218.40	3,379.32	3,547.80	3,724.92	3,911.76	4,009.55	4,109.79	4,212.54
	ANNUAL	38,620.80	40,551.84	42,573.60	44,699.04	46,941.12	48,114.65	49,317.51	50,550.45
6070 CITY ENGINEER		A	B	C	D	E	F	G	H
	HOURLY	39.33260	41.29529	43.36096	45.52962	47.80731	49.00249	50.22755	51.48324
	MONTHLY	6,817.65	7,157.85	7,515.90	7,891.80	8,286.60	8,493.77	8,706.11	8,923.76
	ANNUAL	81,811.80	85,894.20	90,190.80	94,701.60	99,439.20	101,925.18	104,473.31	107,085.14
6080 CITY PLANNER		A	B	C	D	E	F	G	H
	HOURLY	34.76146	36.49985	38.31923	40.23831	42.25085	43.30712	44.38980	45.49954
	MONTHLY	6,025.32	6,326.64	6,642.00	6,974.64	7,323.48	7,506.57	7,694.23	7,886.59
	ANNUAL	72,303.84	75,919.68	79,704.00	83,695.68	87,881.76	90,078.80	92,330.77	94,639.04

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6092 COMMUNITY RELATIONS SUPERVISOR (eff. 07-01-2011)		A	B	C	D	E	F	G	H
	HOURLY	28.36758	29.77954	31.26994	32.83165	34.47895	35.34092	36.22444	37.13005
	MONTHLY	4,917.05	5,161.78	5,420.12	5,690.82	5,976.35	6,125.76	6,278.90	6,435.88
	ANNUAL	59,004.56	61,941.45	65,041.48	68,289.83	71,716.21	73,509.11	75,346.84	77,230.51
6100 COMMUNITY SERVICES SUPERVISOR (eff. 07-01-2011)		A	B	C	D	E	F	G	H
	HOURLY	28.36758	29.77954	31.26994	32.83165	34.47895	35.34092	36.22444	37.13005
	MONTHLY	4,917.05	5,161.78	5,420.12	5,690.82	5,976.35	6,125.76	6,278.90	6,435.88
	ANNUAL	59,004.56	61,941.45	65,041.48	68,289.83	71,716.21	73,509.11	75,346.84	77,230.51
7040 DEPUTY CITY CLERK		A	B	C	D	E	F	G	H
	HOURLY	22.08185	23.18469	24.34362	25.55862	26.83592	27.50682	28.19449	28.89935
	MONTHLY	3,827.52	4,018.68	4,219.56	4,430.16	4,651.56	4,767.85	4,887.05	5,009.22
	ANNUAL	45,930.24	48,224.16	50,634.72	53,161.92	55,818.72	57,214.19	58,644.54	60,110.66
6132 ENVIRONMENTAL SERVICES MANAGER		A	B	C	D	E	F	G	H
	HOURLY	29.32200	30.78623	32.32523	33.94523	35.64000	36.53100	37.44428	38.38038
	MONTHLY	5,082.48	5,336.28	5,603.04	5,883.84	6,177.60	6,332.04	6,490.34	6,652.60
	ANNUAL	60,989.76	64,035.36	67,236.48	70,606.08	74,131.20	75,984.48	77,884.09	79,831.19
6140 EQUIPMENT MAINTENANCE SUPERVISOR		A	B	C	D	E	F	G	H
	HOURLY	25.13337	26.39337	27.71394	29.09510	30.55500	31.31888	32.10185	32.90439
	MONTHLY	4,356.45	4,574.85	4,803.75	5,043.15	5,296.20	5,428.61	5,564.32	5,703.43
	ANNUAL	52,277.40	54,898.20	57,645.00	60,517.80	63,554.40	65,143.26	66,771.84	68,441.14
6272 EXECUTIVE ASSISTANT TO THE CHIEF OF POLICE		A	B	C	D	E	F	G	H
	HOURLY	22.03183	23.13433	24.29135	25.50288	26.78106	27.45058	28.13685	28.84027
	MONTHLY	3,818.85	4,009.95	4,210.50	4,420.50	4,642.05	4,758.10	4,877.05	4,998.98
	ANNUAL	45,826.20	48,119.40	50,526.00	53,046.00	55,704.60	57,097.22	58,524.65	59,987.76
6270 EXECUTIVE ASSISTANT TO THE CITY MANAGER		A	B	C	D	E	F	G	H
	HOURLY	22.03183	23.13433	24.29135	25.50288	26.78106	27.45058	28.13685	28.84027
	MONTHLY	3,818.85	4,009.95	4,210.50	4,420.50	4,642.05	4,758.10	4,877.05	4,998.98
	ANNUAL	45,826.20	48,119.40	50,526.00	53,046.00	55,704.60	57,097.22	58,524.65	59,987.76
7050 FINANCE TECHNICIAN		A	B	C	D	E	F	G	H
	HOURLY	18.05192	18.95452	19.89952	20.89298	21.94096	22.48949	23.05172	23.62802
	MONTHLY	3,129.00	3,285.45	3,449.25	3,621.45	3,803.10	3,898.18	3,995.63	4,095.52
	ANNUAL	37,548.00	39,425.40	41,391.00	43,457.40	45,637.20	46,778.13	47,947.58	49,146.27

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6315 HUMAN RESOURCES ANALYST		A	B	C	D	E	F	G	H
	HOURLY	24.50562	25.73308	27.01662	28.36869	29.78931	30.53404	31.29739	32.07983
	MONTHLY	4,247.64	4,460.40	4,682.88	4,917.24	5,163.48	5,292.57	5,424.88	5,560.50
	ANNUAL	50,971.68	53,524.80	56,194.56	59,006.88	61,961.76	63,510.80	65,098.57	66,726.04
8075 HUMAN RESOURCES MANAGER		A	B	C	D	E	F	G	H
	HOURLY	40.81021	42.84733	44.98938	47.24256	49.60067	50.84069	52.11171	53.41450
	MONTHLY	7,073.77	7,426.87	7,798.16	8,188.71	8,597.45	8,812.39	9,032.70	9,258.51
	ANNUAL	84,885.24	89,122.44	93,577.92	98,264.52	103,169.40	105,748.64	108,392.35	111,102.16
6185 INFORMATION TECHNOLOGY SERVICES MANAGER (eff.11-16-10)		A	B	C	D	E	F	G	H
	HOURLY	37.26087	39.12058	41.07721	43.13077	45.28731	46.41949	47.57998	48.76948
	MONTHLY	5,817.00	6,107.85	6,413.40	6,734.70	7,070.70	7,247.47	7,428.65	7,614.37
	ANNUAL	77,502.60	81,370.80	85,440.60	89,712.00	94,197.60	96,552.54	98,966.35	101,440.51
6125 INFORMATION TECHNOLOGY COORDINATOR (eff.11-16-10)		A	B	C	D	E	F	G	H
	HOURLY	24.74862	25.98854	27.28454	28.64908	30.08215	30.83421	31.60506	32.39519
	MONTHLY	5,817.00	6,107.85	6,413.40	6,734.70	7,070.70	7,247.47	7,428.65	7,614.37
	ANNUAL	51,477.12	54,056.16	56,751.84	59,590.08	62,570.88	64,135.15	65,738.53	67,381.99
6145 LIBRARY CIRCULATION SUPERVISOR		A	B	C	D	E	F	G	H
	HOURLY	22.00708	23.10992	24.26885	25.47762	26.75492	27.42380	28.10939	28.81213
	MONTHLY	3,814.56	4,005.72	4,206.60	4,416.12	4,637.52	4,753.46	4,872.29	4,994.10
	ANNUAL	45,774.72	48,068.64	50,479.20	52,993.44	55,650.24	57,041.50	58,467.53	59,929.22
6141 LITERACY PROGRAM COORDINATOR		A	B	C	D	E	F	G	H
	HOURLY	25.11623	26.36862	27.68954	29.07277	30.53077	31.29404	32.07639	32.87830
	MONTHLY	4,353.48	4,570.56	4,799.52	5,039.28	5,292.00	5,424.30	5,559.91	5,698.91
	ANNUAL	52,241.76	54,846.72	57,594.24	60,471.36	63,504.00	65,091.60	66,718.89	68,386.86
6150 MANAGEMENT ANALYST		A	B	C	D	E	F	G	H
	HOURLY	24.50562	25.73308	27.01662	28.36869	29.78931	30.53404	31.29739	32.07983
	MONTHLY	4,247.64	4,460.40	4,682.88	4,917.24	5,163.48	5,292.57	5,424.88	5,560.50
	ANNUAL	50,971.68	53,524.80	56,194.56	59,006.88	61,961.76	63,510.80	65,098.57	66,726.04

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6160 MANAGEMENT ANALYST TRAINEE		A	B	C	D	E	F	G	H
	HOURLY	20.34779	21.36548	22.43163	23.55231	24.72750	25.34569	25.97933	26.62881
	MONTHLY	3,526.95	3,703.35	3,888.15	4,082.40	4,286.10	4,393.25	4,503.08	4,615.66
	ANNUAL	42,323.40	44,440.20	46,657.80	48,988.80	51,433.20	52,719.03	54,037.01	55,387.93
6170 MARKETING MANAGER		A	B	C	D	E	F	G	H
	HOURLY	29.98558	31.48788	33.06288	34.71663	36.44913	37.36036	38.29437	39.25173
	MONTHLY	5,197.50	5,457.90	5,730.90	6,017.55	6,317.85	6,475.80	6,637.69	6,803.63
	ANNUAL	62,370.00	65,494.80	68,770.80	72,210.60	75,814.20	77,709.56	79,652.29	81,643.60
6032 PARKS AND RECREATION MANAGER		A	B	C	D	E	F	G	H
	HOURLY	36.52997	38.35647	40.27430	42.28801	44.40241	45.51247	46.65028	47.81654
	MONTHLY	6,331.86	6,648.46	6,980.88	7,329.92	7,696.42	7,888.83	8,086.05	8,288.20
	ANNUAL	75,982.34	79,781.46	83,770.53	87,959.06	92,357.01	94,665.94	97,032.59	99,458.40
6190 PARK MAINTENANCE SUPERVISOR (eff. 07-01-2011)		A	B	C	D	E	F	G	H
	HOURLY	28.36758	29.77954	31.26994	32.83165	34.47895	35.34092	36.22444	37.13005
	MONTHLY	4,917.05	5,161.78	5,420.12	5,690.82	5,976.35	6,125.76	6,278.90	6,435.88
	ANNUAL	59,004.56	61,941.45	65,041.48	68,289.83	71,716.21	73,509.11	75,346.84	77,230.51
7055 PAYROLL TECHNICIAN		A	B	C	D	E	F	G	H
	HOURLY	20.93902	21.98596	23.08523	24.23954	25.45148	26.08777	26.73998	27.40846
	MONTHLY	3,629.43	3,810.90	4,001.44	4,201.52	4,411.59	4,521.88	4,634.93	4,750.80
	ANNUAL	43,553.16	45,730.8	48,017.28	50,418.24	52,939.08	54,262.56	55,619.16	57,009.6
7120 POLICE RECORDS SUPERVISOR		A	B	C	D	E	F	G	H
	HOURLY	23.69562	24.87946	26.11938	27.42785	28.79862	29.51858	30.25655	31.01296
	MONTHLY	4,107.24	4,312.44	4,527.36	4,754.16	4,991.76	5,116.55	5,244.47	5,375.58
	ANNUAL	49,286.88	51,749.28	54,328.32	57,049.92	59,901.12	61,398.65	62,933.61	64,506.95
6205 POOL MANAGER 9310		A	B	C	D	E	F	G	H
	HOURLY	14.58087	15.30779	16.07106	16.87673	17.71875	18.16172	18.61576	19.08116
	MONTHLY	2,527.35	2,653.35	2,785.65	2,925.30	3,071.25	3,148.03	3,226.73	3,307.40
	ANNUAL	30,328.20	31,840.20	33,427.80	35,103.60	36,855.00	37,776.38	38,720.78	39,688.80
6202 PRINCIPAL LIBRARIAN		A	B	C	D	E	F	G	H
	HOURLY	28.06529	29.46462	30.94269	32.48740	34.11087	34.96364	35.83773	36.73367
	MONTHLY	4,864.65	5,107.20	5,363.40	5,631.15	5,912.55	6,060.36	6,211.87	6,367.17
	ANNUAL	58,375.80	61,286.40	64,360.80	67,573.80	70,950.60	72,724.37	74,542.47	76,406.04

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6130 PUBLIC SAFETY COMMUNICATIONS SUPERVISOR		A	B	C	D	E	F	G	H
	HOURLY	26.03596	27.33837	28.70740	30.14308	31.65144	32.44273	33.25380	34.08514
	MONTHLY	4,512.90	4,738.65	4,975.95	5,224.80	5,486.25	5,623.41	5,763.99	5,908.09
	ANNUAL	54,154.80	56,863.80	59,711.40	62,697.60	65,835.00	67,480.88	69,167.90	70,897.09
6232 PUBLIC WORKS SUPERINTENDENT		A	B	C	D	E	F	G	H
	HOURLY	34.85492	36.59954	38.43138	40.35046	42.36923	43.42846	44.51417	45.62703
	MONTHLY	6,041.52	6,343.92	6,661.44	6,994.08	7,344.00	7,527.60	7,715.79	7,908.68
	ANNUAL	72,498.24	76,127.04	79,937.28	83,928.96	88,128.00	90,331.20	92,589.48	94,904.22
6240 RECREATION SERVICES SUPERVISOR (eff. 07-01-2011)		A	B	C	D	E	F	G	H
	HOURLY	28.36758	29.77954	31.26994	32.83165	34.47895	35.34092	36.22444	37.13005
	MONTHLY	4,917.05	5,161.78	5,420.12	5,690.82	5,976.35	6,125.76	6,278.90	6,435.88
	ANNUAL	59,004.56	61,941.45	65,041.48	68,289.83	71,716.21	73,509.11	75,346.84	77,230.51
6250 REDEVELOPMENT MANAGER		A	B	C	D	E	F	G	H
	HOURLY	31.83317	33.42029	35.09221	36.84894	38.69048	39.65774	40.64919	41.66542
	MONTHLY	5,517.75	5,792.85	6,082.65	6,387.15	6,706.35	6,874.01	7,045.86	7,222.01
	ANNUAL	66,213.00	69,514.20	72,991.80	76,645.80	80,476.20	82,488.11	84,550.31	86,664.07
6260 RISK MANAGER		A	B	C	D	E	F	G	H
	HOURLY	32.36262	33.97638	35.67738	37.45938	39.33485	40.31822	41.32617	42.35933
	MONTHLY	5,609.52	5,889.24	6,184.08	6,492.96	6,818.04	6,988.49	7,163.20	7,342.28
	ANNUAL	67,314.24	70,670.88	74,208.96	77,915.52	81,816.48	83,861.89	85,958.44	88,107.40
6280 SENIOR ACCOUNTANT		A	B	C	D	E	F	G	H
	HOURLY	25.27200	26.53558	27.86238	29.25548	30.71827	31.48621	32.27337	33.08025
	MONTHLY	4,380.48	4,260.08	4,829.76	5,071.68	5,324.40	5,457.51	5,593.95	5,733.80
	ANNUAL	52,565.76	55,194.00	57,953.76	60,851.40	63,894.00	65,491.32	67,128.60	68,806.92
7090 SENIOR ADMINISTRATIVE 9045 TECHNICIAN		A	B	C	D	E	F	G	H
	HOURLY	19.94192	20.94144	21.98942	23.08587	24.24288	24.84896	25.47018	26.10694
	MONTHLY	3,456.60	3,629.85	3,811.50	4,001.55	4,202.10	4,307.15	4,414.83	4,525.20
	ANNUAL	41,479.20	43,558.20	45,738.00	48,018.60	50,425.20	51,685.83	52,977.98	54,302.43
7100 SENIOR FINANCE TECHNICIAN		A	B	C	D	E	F	G	H
	HOURLY	19.94192	20.94144	21.98942	23.08587	24.24288	24.84896	25.47018	26.10694
	MONTHLY	3,456.60	3,629.85	3,811.50	4,001.55	4,202.10	4,307.15	4,414.83	4,525.20
	ANNUAL	41,479.20	43,558.20	45,738.00	48,018.60	50,425.20	51,685.83	52,977.98	54,302.43

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6144 SENIOR IT COORDINATOR (eff. 11-16-10)		A	B	C	D	E	F	G	H
	HOURLY	33.55962	35.23760	37.00038	38.85404	40.79250	41.81231	42.85762	43.92906
	MONTHLY	3,456.60	3,629.85	3,811.50	4,001.55	4,202.10	4,307.15	4,414.83	4,525.20
	ANNUAL	69,804.00	73,294.20	76,960.80	80,816.40	84,848.40	86,969.61	89,143.85	91,372.45
6325 SENIOR HUMAN RESOURCES ANALYST		A	B	C	D	E	F	G	H
	HOURLY	29.32200	30.78623	32.32523	33.94523	35.64000	36.53100	37.44428	38.38038
	MONTHLY	5,082.48	5,336.28	5,603.04	5,883.84	6,177.60	6,332.04	6,490.34	6,652.60
	ANNUAL	60,989.76	64,035.36	67,236.48	70,606.08	74,131.20	75,984.48	77,884.09	79,831.19
6300 SENIOR MANAGEMENT 9035 ANALYST		A	B	C	D	E	F	G	H
	HOURLY	29.32200	30.78623	32.32523	33.94523	35.64000	36.53100	37.44428	38.38038
	MONTHLY	5,082.48	5,336.28	5,603.04	5,883.84	6,177.60	6,332.04	6,490.34	6,652.60
	ANNUAL	60,989.76	64,035.36	67,236.48	70,606.08	74,131.20	75,984.48	77,884.09	79,831.19
6305 SENIOR PLANNER		A	B	C	D	E	F	G	H
	HOURLY	29.85837	31.35462	32.92356	34.56519	36.29769	37.20513	38.13526	39.08864
	MONTHLY	5,175.45	5,434.80	5,706.75	5,991.30	6,291.60	6,448.89	6,610.11	6,775.37
	ANNUAL	62,105.40	65,217.60	68,481.00	71,895.60	75,499.20	77,386.68	79,321.35	81,304.38
6251 SENIOR REDEVELOPMENT MANAGER		A	B	C	D	E	F	G	H
	HOURLY	37.26087	39.12058	41.07721	43.13077	45.28731	46.41949	47.57998	48.76948
	MONTHLY	6,458.55	6,780.90	7,120.05	7,476.00	7,849.80	8,046.05	8,247.20	8,453.38
	ANNUAL	77,502.60	81,370.80	85,440.60	89,712.00	94,197.60	96,552.54	98,966.35	101,440.51
6330 STREET MAINTENANCE SUPERVISOR		A	B	C	D	E	F	G	H
	HOURLY	25.37273	26.64473	27.97788	29.37219	30.84600	31.61715	32.40758	33.21777
	MONTHLY	4,397.94	4,618.42	4,849.50	5,091.18	5,346.64	5,480.31	5,617.31	5,757.75
	ANNUAL	52,775.28	55,421.04	58,194.00	61,094.16	64,159.68	65,763.67	67,407.76	69,092.96
6348 WATER MAINTENANCE SUPERVISOR		A	B	C	D	E	F	G	H
	HOURLY	25.13337	26.39337	27.71394	29.09510	30.55500	31.31888	32.10185	32.90439
	MONTHLY	4,356.45	4,574.85	4,803.75	5,043.15	5,296.20	5,428.61	5,564.32	5,703.43
	ANNUAL	52,277.40	54,898.20	57,645.00	60,517.80	63,554.40	65,143.26	66,771.84	68,441.14
6350 WATER SERVICES SUPERVISOR		A	B	C	D	E	F	G	H
	HOURLY	28.81038	30.25212	31.76048	33.34760	35.01952	35.89501	36.79238	37.71219
	MONTHLY	4,993.80	5,243.70	5,505.15	5,780.25	6,070.05	6,221.80	6,377.35	6,536.78
	ANNUAL	59,925.60	62,924.40	66,061.80	69,363.00	72,840.60	74,661.62	76,528.16	78,441.36

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: November 1, 2011

ITEM NO.: CC 11

STAFF SOURCE: Anthony Arroyo, Human Resources Director *AA*

ITEM TITLE: Adopt Resolution No. 11-7014 Approving the Executive Compensation Rules

STAFF RECOMMENDATION

Adopt **Resolution No. 11-7014** approving the Executive Compensation Rules (Compensation Rules) effective July 1, 2008 through June 30, 2012.

FISCAL IMPACT

There is no fiscal impact to 2011-12 budget. The changes to the Executive Compensation Rules were already included in prior budgets. The only significant change that had a fiscal impact includes an increase to the city's monthly medical contribution (from \$675 to \$800), which occurred in January 2010.

BACKGROUND

The Executive Compensation Rules have not been presented to Council since 2008. The action being requested of the City Council is to ratify the changes that have occurred since then. In addition, the Executive Compensation Rules have been revised to afford the City Manager the right to provide certain leave balances in an employment agreement to prospective department director level employees.

RELEVANCE TO THE STRATEGIC PLAN

None.

EXHIBITS

A. Resolution No. 11-7014, which includes the redline version of the Executive Compensation Rules.

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

RESOLUTION NO. 11-7014

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA APPROVING THE COMPENSATION RULES BETWEEN THE CITY AND THE EXECUTIVE UNIT FOR THE PERIOD COMMENCING JULY 1, 2009 THROUGH JUNE 30, 2012.

WHEREAS, the City Council is desirous of attracting and retaining qualified employees to the City's service through a competitive salary and benefit total compensation program; and

WHEREAS, the Executive Compensation Rules are amended to reflect the changes that have occurred since November 2008;

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

SECTION 1. The City Council does hereby ratify and approve the Executive Compensation Rules for the Executive employees of the City of Covina attached hereto as Exhibit A.

SECTION 2. That all resolutions or portions thereof, in conflict herewith are hereby repealed.

SECTION 3. That the Mayor of the City of Covina is hereby authorized, empowered and directed to execute said Executive Compensation Rules for and on behalf of the City.

SECTION 4. 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 1st day of November, 2011.

John C. King, Mayor

ATTEST:

Kay Manning, City Clerk

APPROVED AS TO FORM;

City Attorney

CERTIFICATION

I, Catherine LaCroix, Deputy City Clerk of the City of Covina, hereby CERTIFY that Resolution No. 10-6888 was adopted by the Covina City Council at a regular meeting of the City Council held November 2, 2010, and was approved and passed by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Catherine LaCroix
Deputy City Clerk

2006-2011 Executive Compensation Rules

This document establishes the salary and benefits, authorized by the City Council of the City of Covina, ~~for all executive personnel as of December 23, 2006.~~ This action supersedes any prior resolution or action taken with respect to the classifications listed below. These rules will remain in effect until such time as they are amended by the City Council or superseded by higher governmental authority.

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

SECTION 1. POSITION CLASSIFICATION SPECIFICATIONS

The City Manager shall have prepared for public record the classification specifications of all positions covered herein. He/she may authorize the modification of such position classification specifications as deemed necessary or otherwise appropriate to effect staff assignment or organizational changes.

SECTION 2. AUTHORIZED SALARY RANGES & ADVANCEMENT

- A. Base Salary Ranges ~~The following salaries are effective the pay period beginning November 23, 2006 for these positions. See Exhibit A.~~

POSITION CLASSIFICATION	RANGE CODES	A	B	C	D	E
Assistant City Manager *	8010	\$9,966	\$10,451	\$10,960	\$11,494	\$12,055
Assistant Community Development Dir	8023	\$6,336	\$6,653	\$6,985	\$7,334	\$7,701
Assistant Director of Public Works	8122	\$6,336	\$6,653	\$6,985	\$7,334	\$7,701
Assistant to the City Manager	8020	\$6,336	\$6,653	\$6,985	\$7,334	\$7,701
Chief Deputy City Clerk	8025	\$6,170	\$6,479	\$6,802	\$7,143	\$7,500

2006-2011 Executive Compensation Rules

POSITION CLASSIFICATION	RANGE CODES	A	B	C	D	E
Chief of Police	8100	\$9,872	\$10,366	\$10,844	\$11,429	\$12,000
Director of Community Development/ Deputy Director of CRA *	8040	\$8,240	\$8,638	\$9,056	\$9,495	\$9,956
Director of Finance *	8060	\$8,480	\$8,890	\$9,321	\$9,773	\$10,248
Director of Human Resources *	8065	\$7,324	\$7,677	\$8,047	\$8,436	\$8,844
Director of Library Services *	8080	\$7,324	\$7,677	\$8,047	\$8,436	\$8,844
Director of Parks & Recreations *	8090	\$8,240	\$8,638	\$9,056	\$9,495	\$9,956
Director of Public Works *	8110	\$8,240	\$8,638	\$9,056	\$9,495	\$9,956
Finance Manager	8070	\$6,151	\$6,458	\$6,781	\$7,120	\$7,476
Public Information Supervisor *	6210	\$5,361	\$5,615	\$5,882	\$6,162	\$6,457
Public Works Manager	8120	\$6,336	\$6,653	\$6,985	\$7,334	\$7,701

*salary reflects rolling in of \$275 car allowance per section 12 G 2.

B. Salary Advancement Unless otherwise authorized by the City Manager in writing, all employees covered by these provisions may advance through the base monthly pay steps, "A" through "E," subject to the following:

- | | | |
|----------|---|---|
| Pay Step | A | Upon initial employment. |
| | B | Upon twelve (12) months of successful completion of paid service at Step "A." |
| | C | Upon twelve (12) months of successful completion of paid service at Step "B." |
| | D | Upon twelve (12) months of successful completion of paid service at Step "C." |
| | E | Upon twelve (12) months of successful completion of paid service at Step "D." |

C. Accelerated Advancement The City Manager may authorize accelerated movement through the pay steps for exceptional performance.

D. Longevity and Performance Step Increases In order to encourage and reward longevity and performance, unaffiliated staff may be eligible for the following salary advancement only if they meet the criteria outlined in this section:

2006-2011 Executive Compensation Rules

POSITION CLASSIFICATION	RANGE CODES	F	G	H
Assistant City Manager *	8010	\$12,349	\$12,651	\$12,961
Assistant Community Development Dir.	8023	\$7,894	\$8,091	\$8,293
Assistant Director of Public Works	8122	\$7,894	\$8,091	\$8,293
Assistant to the City Manager	8020	\$7,894	\$8,091	\$8,293
Chief Deputy City Clerk	8025	\$7,687	\$7,879	\$8,076
Chief of Police	8100	\$12,300	\$12,608	\$12,923
Director of Community Development/ Deputy Director of CRA *	8040	\$10,198	\$10,446	\$10,701
Director of Finance *	8060	\$10,498	\$10,753	\$11,015
Director of Human Resources *	8065	\$9,058	\$9,277	\$9,502
Director of Library Services *	8080	\$9,058	\$9,277	\$9,502
Director of Parks & Recreations *	8090	\$10,198	\$10,446	\$10,701
Director of Public Works *	8110	\$10,198	\$10,446	\$10,701
Finance Manager	8070	\$7,663	\$7,855	\$8,051
Public Information Supervisor *	6210	\$6,611	\$6,770	\$6,932
Public Works Manager	8120	\$7,894	\$8,091	\$8,293

* salary reflects rolling in of \$275 car allowance into salary per Section 12-G-2.

- | | | |
|----------|---|--|
| Pay Step | F | Upon twenty-four (24) months of successful completion of paid service at Step "E" and a "Meets Expectations," "Exceeds Expectations," or "Outstanding" rating on their current evaluation. |
| | G | Upon twenty-four (24) months of successful completion of paid service at Step "F" and an "Exceeds Expectations" or "Outstanding" rating on their current evaluation. |
| | H | Upon twenty-four (24) months of successful completion of paid service at Step "G" and an "Outstanding" rating on their current evaluation. |

If an employee who has already achieved a Longevity and Performance Step Increase receives a "Needs Improvement" or "Unsatisfactory" rating on an evaluation they are automatically returned to the next lower pay step and are not eligible to return to their former step until successful completion of twelve (12) months of paid service and the required rating level for the appropriate step on their current evaluation.

See Exhibit A for Steps F, G, and H.

E. *Longevity Pay* Effective July 1, 2001, the City of Covina implemented a longevity bonus for unaffiliated employees. Bonuses are paid to the employee on their anniversary date as service benchmarks are met.

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10 years of service	\$1000
15 years of service	\$1500

2006-2011 Executive Compensation Rules

20 years of service	\$2000
25 years of service	\$2500
30 years of service	\$3000
35 years of service	\$3500

SECTION 3. HOURS OF WORK

Executive personnel have no minimum or maximum hours of work. The quality of their work product is expected to pass a continuous close scrutiny of the City Manager.

It is understood that the average workweek must be forty (40) hours with a significant majority of the time worked being done Monday through ~~Friday~~Thursday. Unless otherwise approved by the City Manager, executive management employees will work the same 9/804/10 schedule as City Hall staff. The City Manager or his/her designee has the option to set schedules and approve all leaves of absence.

SECTION 4. ADMINISTRATIVE LEAVE

In recognition that the executive employees are not entitled to receive overtime compensation despite devoting hours beyond the normal workweek, employees may be allowed to take administrative leave upon approval of the City Manager.

All executive employees will be advanced seventy-two (72) hours of paid administrative leave as of January 1 of each calendar year. The earning of this administrative leave will be at the rate of 6 hours per month. An employee terminating prior to a complete calendar year and having utilized leave not yet earned will be subject to a dollar value deduction from her or her final paycheck. There shall be no carryover or payoff of unused administrative leave.

In partial recognition of prolonged, uncommon, or exceptional hours of work beyond the standard work expectations for exempt executive staff, the City Manager may, at his/her discretion, adjust employees work hours and allow exempt executive employees to take time off without using administrative leave.

SECTION 5. HOLIDAYS

A. Fixed Holidays

The following schedule of holidays shall be observed and the employees shall receive the following days off with pay:

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1. New Year's Day
2. Martin Luther King, Jr. Day
3. President's Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Veteran's Day
8. Thanksgiving
9. Friday after Thanksgiving
10. Christmas Day

B. Fixed Holidays Falling On A Weekend

1. When a holiday falls on a scheduled workday, the holiday will be observed on that day.
2. When a holiday falls on a Friday, when City Hall is regularly closed, or on a Saturday following a Friday closure, then a floating holiday will be granted the employee.
3. When a holiday falls on a Saturday, following a Friday that is a scheduled workday, the holiday will be observed on that Friday.
4. When a holiday falls on a Sunday, the holiday will be observed on the following Monday.

C. Floating Holidays Executive employees working a 9/804/10 schedule will be granted three (3) floating holidays ~~leave of 27 hours~~. There will be no carryover or payoff of floating holidays. Use of floating holidays is subject to approval of the City Manager or his/her designee.

D. Holiday Furlough The City reserves the right to close non-essential, non-safety facilities between ~~the~~ Christmas and ~~the~~ New Year's holidays. Employees may use vacation, floating holidays or administrative leave during this furlough.

~~D.~~
E. Me-to Provision Should Floating Holidays change for any other bargaining group, the City Manager may assign the same Floating Holidays to the Executive Compensation Rules.

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SECTION 6. SICK LEAVE

A. Earning and Accumulation Unless otherwise authorized by the City Manager in an employment agreement for a director level position, Executive employees shall receive ~~eight-ten~~ (10) hours of paid sick leave per month subject to the following conditions:

1. Employees of record as of February 29, 1988 shall have unlimited accumulation. This section shall also apply to employees originally hired prior to February 29, 1988, and promoted from bargaining units with no sick leave accumulation cap.

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2. Employees hired or promoted from bargaining units with a sick leave accumulation cap as of or after March 1, 1988 shall be subject to an accumulation limit of 960 hours. Thereafter, all accrual shall cease until the employee's usage causes the balance to fall below 960 hours.

B. Payoff of Accumulated Sick Leave Upon Termination

Employees shall be compensated for 55% of his/her accumulated sick leave up to the maximums outlined below. Computation shall be at base rate of pay. Payment shall be for non-disciplinary termination only.

1. Employees of record as of February 29, 1988 upon termination shall be compensated for up to 1600 hours of accumulated sick leave. Any unused balance of paid sick leave may be applied to the calculation or retirement credit as applicable.

This section shall also apply to those employees originally hired prior to March 1, 1988 and promoted from bargaining units with no sick leave accumulation limits.

2. Employees hired or promoted from bargaining units with a sick leave cap on or after March 1, 1988, upon termination shall be compensated for up to 960 hours of accumulated sick. Any unused balance of paid sick leave may be applied to the calculation or retirement credit as applicable.

C. Use of Sick Leave

Sick leave shall be deducted from an employee's accrued leave balance on an hour for hour basis for the following purposes:

1. In the case of the employee's injury, illness or disability.
2. In the case of the employee's need to receive medical or dental examination, treatment or preventative care from a licensed health care practitioner.
3. In the case where an employee needs to be absent to provide temporary assistance, due to illness or injury, or the need for medical or dental examination, treatment or preventative care from a licensed health care practitioner, for members of the employee's immediate family. Immediate family shall include an employee's spouse, domestic partner, children, grandchildren, sons-in-law, daughters-in-law, parents, grandparents, parents-in-law, brothers, sisters, brothers-in-law, and sisters-in-law. "Children" shall include a biological, foster, or adopted child, a stepchild, a legal ward, a child of a domestic partner, or a child of a person standing in loco parentis. "Parent" shall include a biological, foster, or adoptive parent, a stepparent, or a legal guardian requiring the care and attention of the employee.

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4. From accrued sick leave available, an employee may be granted (on each separate occasion) up to three (3) days bereavement leave with pay in the event of death to a member of the employee's immediate family. Should another bargaining group be granted any change to bereavement leave, the Executive Compensation Rules will be afforded the same change. For purposes of this section an employee's immediate family shall include: an employee's spouse, domestic partner, children, grandchildren, sons-in-law, daughters-in-law, parents, grandparents, parents-in-law, brothers, sisters, brothers-in-law, and sisters-in-law. "Children" shall also include a biological, foster, or adopted child, a stepchild, a legal ward, a child of a domestic partner, or a child of a person standing in loco parentis. "Parent" shall include a biological, foster, or adoptive parent, a stepparent, or a legal guardian and significant others. An additional two (2) days leave may be granted by the department head if the funeral location is five hundred (500) miles or more (one way) away from the City of Covina.

5. A physician's certificate attesting to the nature of the illness, injury and/or treatment may be required prior to granting paid sick leave.

6. An employee who is granted sick leave for personal illness/disability or family illness/disability shall be required to be available at his/her residence or that of an immediate family member for telephone or personal contact from the City during the employee's normal working hours. Exceptions to this requirement shall be authorized for seeking and receiving medical treatment.

SECTION 7. VACATION LEAVE

- A. Vacation Earning Rate Unless otherwise authorized by the City Manager in an employment agreement for a director level position, Upon~~upon~~ completion of the specified year of service employees shall accrue vacation as follows:

<u>Years of Service</u>	<u>Monthly Accrual</u>	<u>Annual Total</u>
Up to completion of 5 years	Accrued at 9 hours per month	108 hours
Beginning of the 6 th year through 10 years	Accrued at 13.67 hours per month	164 hours
Beginning of the 11 th year through 15 years	Accrued at 16.00 hours per month	192 hours
Beginning of the 16 th year through 20 years	Accrued at 17.33 hours per month	208 hours
Beginning of the 21 st year	Accrued at 18.67 hours per month	224 hours

Vacation usage shall be charged hour for regularly scheduled hour.

- B. Accumulation Limitation Accumulation of earned vacation shall be allowed up to an amount equal to twice (2x) the current annual earning allowance of vacation for that particular employee.

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~~The determination of status as regards an employee staying within the accumulation limit will be made each July 1. The employee will have until the following October 1 to bring his or her accumulated leave to be within the specified accumulation limit. Each individual employee covered by these rules will be responsible for tracking his or her accumulations and taking appropriate action in the event of an overage.~~

If the employee fails to utilize earned vacation over this limitation amount, then the result will be as follows:

1. If the failure to use the vacation over the maximum allowed for accumulation was due to the City canceling or refusing (in writing), the employee a reasonable opportunity to schedule and utilize the vacation time necessary to stay within the accumulation limitation, then the City will compensate the employee for all of said time at the straight time (1x) value of the time to bring the accumulation level to the specified maximum.
 2. If written consent of the City Manager is received prior to July 31 of each year, the City will compensate the employee for all or a portion of said accumulation overage at the straight time (1x) value of the time to bring the accumulation level to the specified maximum. The City Manager may approve payment of all, a portion of or none of said overage depending upon available funds and anticipated workload of the individual employee as determined by the City.
 3. If the first two conditions above have not been satisfied, the accrual of excess vacation time may be suspended until the leave balance is brought within the cap amount.
- C. Pay Off Prior to Termination With written consent of the City Manager, an employee may sell back to the City any of his or her accumulated vacation at the employee's straight time (1x) rate of base pay. The City Manager may approve payment of all, a portion of or none of said request depending upon available funds and anticipated workload of the individual employee as determined by the City.
- D. Pay Off Accumulated Vacation Upon Termination of Employment For those employees who leave City service and have an accumulation of earned vacation leave credit within the accumulation maximum, they will be compensated in straight time base pay equal to the employee's then current pay level.

SECTION 8. INDUSTRIAL LEAVE/WORKERS' COMPENSATION

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The City shall provide Workers' Compensation benefits in accordance with State Law and these provisions.

The City has the right to require the employee to go to a City selected physician or physicians initially or to verify that the disability restricts the employee from performing his or her regular job assignment. It is also understood that the employee receiving this benefit will not be employed elsewhere for paid compensation.

- A. Non-Sworn Employees If an employee not subject to California Labor Code Section 4850 sustains a work-related injury or illness on-the-job and such injury or illness is recognized as qualifying for coverage by the self-insurance administrators, the employee shall be eligible to receive full base salary continuation for the initial period up to forty-five (45) calendar days or until the employee returns to work, whichever is earlier. In addition, the City will maintain its contribution to benefits as provided for herein (retirement, health, dental, life and LTD insurance). This provision shall apply only up through the first forty-five (45) calendar days of absence from work for each separate injury or illness, including aggravations thereof.

During this initial forty-five-day period, vacation, sick, and other leaves shall not be deducted from the absent employee's accruals. Vacation and sick leave shall also continue to accrue during this time. In order for the employee to receive the above pay and benefit continuation, he or she must remit all Workers' Compensation temporary disability checks to the City of Covina.

At the end of the aforementioned forty-five-day period, and provided that it is available, sick leave shall be used to augment Workers' Compensation benefits so that the employee may receive up to full base salary during the disability. Sick leave shall be charged at a rate proportionate to the percentage of said employee's salary not covered by Workers' Compensation. As long as an employee is utilizing sick leave to insure full base salary, his or her City paid benefit contributions (as provided for herein) shall be continued. At no time shall an employee receive in excess of his or her regular salary and benefits. Furthermore, employees shall not receive merit salary increases nor accrue additional vacation, sick leave, floating holidays or any other leaves after the initial forty-five (45) calendar day period until he or she returns to regular duty.

Upon depletion of accumulated sick leave, the City shall discontinue all non-health City paid benefits and supplement to Workers' Compensation payments. At this time, the employee is subject to Long Term Disability insurance benefits (claims shall be submitted to the carrier in accordance with said policy).

With regards to the payment of health insurance benefits after depletion of sick leave, the City and employee will continue to contribute the amounts enumerated by this resolution towards the available plans. Said contribution shall continue until the earlier of: 1) the date that the employee returns to regular work; 2) the

2006-2011 Executive Compensation Rules

date that the employee is declared permanent and stationary; 3) the date that employee retires; or 4) 365 calendar days from the date of original injury (intermittent periods of disability from work relating to aggravations of the same injury or illness shall be cumulative for the purposes of calculating this 365 day period).

Subject employees may maintain dental insurance at their own cost in accordance with Federal or State Law (COBRA continuation coverage). The subject employee is responsible for coordinating said coverage with the Human Resources Department.

- B. Sworn Employees Base salary and benefit continuance for sworn employees (Chief of Police) shall be in accordance with California Labor Code Section 4850.

SECTION 9. MATERNITY LEAVE AND FAMILY CARE AND MEDICAL LEAVE

Employees shall be granted unpaid maternity, family care and medical leave in accordance with federal and state law and City policy.

SECTION 10. LEAVE OF ABSENCE WITHOUT PAY

Employees covered by this resolution may apply in writing to the City Manager for a leave of absence without pay. If the City Manager determines there is adequate justification to grant such a leave of absence and that the work of the department will not be significantly impacted by a temporary absence of the employee, the leave without pay may be authorized. The City Manager's decision is final. The City Manager may also terminate or cancel early any authorized leave by giving the employee notice of 10 calendar days. Notice will be given via certified mail sent to the employee's last known address and commencing from the postmarked date.

During the period of authorized leave of absence without pay, the employee will not be entitled to any City paid fringe benefits nor will they accrue leave.

SECTION 11. JURY DUTY AND JOB RELATED COURT APPEARANCE

- A. Routine Jury Service Every employee who is called or required to serve as a juror shall be entitled to absent him/herself from his/her duties during the period of such service while necessarily being present in court as a result of such a call. Employees shall be granted leave with pay for fifteen days of jury duty service annually. Leave without pay will be granted to any employee who is required to server over 15 days on jury duty. The employee may also seek

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approval of use of his or her earned vacation, administrative leave, or floating holiday time to cover the required time off.

- B. Non-Job Related Court Appearances In the case where an action does not pertain to a job-related matter, leave without pay shall be granted for an appearance before a court, legislative committee, judicial or quasi-judicial body as a witness in response to a subpoena or other order by proper authority compelling his or her attendance under penalty described by law. The employee may also seek approval of use of his or her earned vacation, administrative leave, or floating holiday time to cover the required time off.
- C. Job Related Court Appearance In the case where an action is job-related, upon review and approval of the appropriate authority the time required will not be subject to any need for leave, and the employee will be considered on-duty.

SECTION 12. OTHER EMPLOYEE BENEFITS

A. Health, Optional & Life Insurance/Benefits

1. Health The City shall contribute the required minimum contribution, per employee, under PEHMCA, for so long as the City is enrolled in the PERS Health Plan. Every full-time active employee must be covered by health care plan approved by the City.

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2. Optional Benefits Effective January 1, 2010, ~~the City shall contribute \$625~~800.00 per month per eligible employee toward optional benefits plan. The employee may receive this amount in cash or may elect to use it for coverage for him/herself or his/her dependents for City approved benefit options, including but not limited to, dental insurance, supplemental life insurance, optical insurance, or deferred compensation plan. ~~Any monies received in cash will be considered as taxable income. Effective July 1, 2007 the optional amount will increase to \$650.00 per month per eligible employee toward optional benefits plan. Employees opting out of the Optional Benefits will receive no more than \$800.00, which can be used for deferred compensation or as taxable income. Should another bargaining group receive a lower cap, the Executive group will realize the same change.~~

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3. Life Insurance The City shall provide a ~~\$50~~100,000 Term Life Insurance policy for all Executive Management personnel.

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B. Long Term Disability Insurance Employees covered by this resolution are provided with a long term disability insurance program consisting of two-thirds compensation of base pay up to \$59,000 per month, after a thirty (30) day waiting

2006-2011 Executive Compensation Rules

period or whenever the employee's accumulated sick leave has expired, whichever comes last. The City pays all costs.

- C. Public Officials Errors and Omissions Insurance Employees covered by these compensation rules shall be covered by a Public Officials Errors and Omissions insurance policy. The City will pay for the premium for the policy.

D. Retirement

1. Miscellaneous Employees
Effective March 16, 2010, the present contract with Public Employees' Retirement System, 2.5% per year at age 55 (§21354) with the following additions:

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One-half pay continuance (§21628)

1959 Survivors Benefit (§21573)

- Employee Contributes \$2.00 per month
- Level IV Survivor Benefits.

One year final compensation (§20042)

Employees covered by these Rules shall receive the opportunity to buy military service credit for retirement purposes (§21024)

Unused sick leave credit (§20965) for those employees hired on or before February 29, 1988.

Retired Employee Death Benefit of \$600 (§21622)

2. Safety Employees (Chief of Police)
Present contract with Public Employees' Retirement System, 3% per year at age 50 (§21362.2) with the following additions:

One-half Pay Continuance (§21628)

1959 Survivors Benefit (§21573)

- Employee Contributes \$2.00 per month
- Level IV Survivor Benefits.

One year final compensation (§20042)

Employees covered by these Rules shall receive the opportunity to buy military service credit for retirement purposes (§21024)

2006-2011 Executive Compensation Rules

Unused sick leave credit (§20965) for those employees hired on or before February 29, 1988.

Retired Employee Death Benefit of \$600 (§21622)

- E. Supplemental Retiree Benefits Effective December 31, 1996, the City shall contribute \$472.00 per month per *eligible retiree* toward optional benefit plan until the beginning of the month the retiree reaches Medicare eligibility age. Each *eligible retiree* may receive this amount in cash or may elect or use it for coverage for him/herself for city-approved benefit options. Upon reach Medicare eligibility age, an eligible retiree shall receive \$34.00 per month toward optional benefits. Any monies received in cash will be considered as taxable income.

Eligible retiree means any person who meets the retirement eligibility standards of the Public Employee's Retirement System (PERS) and either was a current full time employee on December 31, 1996, or is a person who has ten (10) years of uninterrupted service as a full time employee with the City of Covina subsequent to December 31, 1996. Additionally, the City Manager may authorize an employee who meets the retirements criteria established by PERS to be an eligible retiree; such authorization must be done in writing. An employee retiring due to job-related disabilities shall be entitled to supplemental retiree benefits.

- F. Uniform Allowance The Chief of Police shall receive a uniform allowance. It shall be ~~a \$600 annual allowance~~ the same provided to the Police Association of Covina.

- G. Auto Usage It is understood that this authorization is at the discretion of the City Manager. He/she shall consider the City costs involved, the availability of vehicles, and the potential of the executive employee being called our on emergencies on behalf of the City.

1. The City Manager may authorize the Chief of Police to utilize an assigned City vehicle for commuting to and from his/her home and work.

- ~~2. The City Manager authorized an auto allowance of \$275 per month in lieu of use of a City vehicle for the following executive personnel who routinely use their personal vehicles in the course of their duties: Assistant City Manager, Director of Community Development/Deputy Director of CRA, Director of Finance, Director of Human Resources, Director of Library Services, Director of Parks & Recreation, Director of Public Works, Public Information Supervisor. As of 7/1/06 the \$275 per month will be rolled into the salaries for these specified employees. These employees will not be compensated at the current IRS rate per mileage for routine (within 50 miles one way for City Hall) use of their private vehicles.~~

2006-2011 Executive Compensation Rules

~~3.2~~ An employee in a position not receiving an auto allowance, ~~and not listed in Section 12-G-2,~~ who occasionally uses his/her private vehicle to perform official City business will be compensated at the current IRS rate per mile.

4.3. Employees desiring to use their personal vehicles on authorized City business must provide the City's Risk Management office with evidence of personal automobile insurance coverage in such minimum limits as required by the State of California. Such evidence could include a letter from an employee's insurance agent or company, or copy of such insurance policy face sheets identifying names, coverage dates, limits and vehicle's coverage.

H. Education Incentive Executive personnel who have earned a job related advanced degree from an accredited college or university may receive an additional 2% of base salary with the approval of the City Manager and a current satisfactory evaluation on file.

SECTION 13. EXCLUSIONS

The positions of Assistant City Manager, Assistant to the City Manager, Director of Human Resources, Public Works Manager, and all executive management personnel hired or promoted after January 1, 2002, will be part of the non-competitive service of the City and will be exempt from the provisions of the Personnel System in the Covina Municipal Code and the City of Covina Personnel Rules and Regulations. As "at-will" employees, these individuals are excluded from probationary periods and the ability to obtain regular status. Employees in these classifications are excluded from the agency's civil service rules. These employees serve "at-will," i.e., at the pleasure of the appointing authority. The employment relationship between the City of Covina and its at-will employees is at the mutual consent of both parties. Either the employee or the City of Covina can terminate the employment relationship at-will, at any time, with or without cause or advance notice. The employer need not state reasons for release of such employees, and such employees have no right or expectation to receive any pre-release or post-release proceeding, hearing or appeal, nor are they eligible for severance pay. Employees hired or promoted after January 1, 2002, in the classifications covered under the Executive Compensation Rules have no right to return to employment in a former position or right to employment in any other position within the agency.

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**CITY OF COVINA
EXECUTIVE SALARY SCHEULE
JANUARY 1, 2009**

8010 ASSISTANT CITY MANAGER		A	B	C	D	E	F	G	H
	HOURLY	62.09585	65.11777	68.28923	71.61646	75.11192	76.98972	78.91446	80.88733
	MONTHLY	10,763.28	11,287.08	11,836.80	12,413.52	13,019.40	13,344.89	13,678.51	14,020.47
	ANNUAL	129,159.36	135,444.96	142,041.60	148,962.24	156,232.80	160,138.62	164,142.09	168,245.64
8023 ASSISTANT COMMUNITY DEVELOPMENT DIRECTOR		A	B	C	D	E	F	G	H
	HOURLY	38.38154	40.30183	42.31298	44.42712	46.65029	47.81655	49.01196	50.23726
	MONTHLY	6,652.80	6,985.65	7,334.25	7,700.70	8,086.05	8,288.20	8,495.41	8,707.79
	ANNUAL	79,833.60	83,827.80	88,011.00	92,408.40	97,032.60	99,458.42	101,944.88	104,493.50
8125 ASSISTANT DIRECTOR PUBLIC WORKS		A	B	C	D	E	F	G	H
	HOURLY	38.38154	40.30183	42.31298	44.42712	46.65029	47.81655	49.01196	50.23726
	MONTHLY	6,652.80	6,985.65	7,334.25	7,700.70	8,086.05	8,288.20	8,495.41	8,707.79
	ANNUAL	79,833.60	83,827.80	88,011.00	92,408.40	97,032.60	99,458.42	101,944.88	104,493.50
8020 ASSISTANT TO THE CITY MANAGER		A	B	C	D	E	F	G	H
	HOURLY	38.38154	40.30183	42.31298	44.42712	46.65029	47.81655	49.01196	50.23726
	MONTHLY	6,652.80	6,985.65	7,334.25	7,700.70	8,086.05	8,288.20	8,495.41	8,707.79
	ANNUAL	79,833.60	83,827.80	88,011.00	92,408.40	97,032.60	99,458.42	101,944.88	104,493.50
8025 CHIEF DEPUTY CITY CLERK		A	B	C	D	E	F	G	H
	HOURLY	39.42952	41.40433	43.47606	45.64471	47.92846	49.12667	50.35484	51.61371
	MONTHLY	6,834.45	7,176.75	7,535.85	7,911.75	8,307.60	8,515.29	8,728.17	8,946.38
	ANNUAL	82,013.40	86,121.00	90,430.20	94,941.00	99,691.20	102,183.48	104,738.07	107,356.52
8100 CHIEF OF POLICE		A	B	C	D	E	F	G	H
	HOURLY	68.41296	70.52754	75.42528	79.19598	83.15640	85.23531	87.36619	89.55034
	MONTHLY	11,858.25	12,224.77	13,073.72	13,727.30	14,413.78	14,774.12	15,143.47	15,522.06
	ANNUAL	142,298.96	146,697.28	156,884.58	164,727.64	172,965.32	177,289.45	181,721.67	186,264.72
8040 DIRECTOR COMMUNITY DEVELOPMENT/ DEPUTY DIRECTOR CRA		A	B	C	D	E	F	G	H
	HOURLY	51.34154	53.82138	56.42585	59.16115	62.03354	63.58438	65.17399	66.80334
	MONTHLY	8,899.20	9,329.04	9,780.48	10,254.60	10,752.48	11,021.29	11,296.82	11,579.24
	ANNUAL	106,790.40	111,948.48	117,365.76	123,055.20	129,029.76	132,255.50	135,561.89	138,950.94

**CITY OF COVINA
EXECUTIVE SALARY SCHEULE
JANUARY 1, 2009**

8060 DIRECTOR FINANCE		A	B	C	D	E	F	G	H
HOURLY	52.83692	55.39154	58.07700	60.89331	63.85292	65.44925	67.08548	68.76261	
MONTHLY	9,158.40	9,601.20	10,066.68	10,554.84	11,067.84	11,344.54	11,628.15	11,918.85	
ANNUAL	109,900.80	115,214.40	120,800.16	126,658.08	132,814.08	136,134.43	139,537.79	143,026.24	
8065 DIRECTOR HUMAN RESOURCES		A	B	C	D	E	F	G	H
HOURLY	45.21162	47.39071	49.67475	52.07608	54.59469	55.95956	57.35855	58.79251	
MONTHLY	7,836.68	8,214.39	8,610.29	9,026.52	9,463.08	9,699.66	9,942.15	10,190.70	
ANNUAL	94,040.16	98,572.68	103,323.48	108,318.24	113,556.96	116,395.88	119,305.78	122,288.43	
8080 DIRECTOR LIBRARY SERVICES		A	B	C	D	E	F	G	H
HOURLY	45.63415	47.83362	50.13900	52.56277	55.10492	56.48255	57.89461	59.34198	
MONTHLY	7,909.92	8,291.16	8,690.76	9,110.88	9,551.52	9,790.31	10,035.07	10,285.94	
ANNUAL	94,919.04	99,493.92	104,289.12	109,330.56	114,618.24	117,483.70	120,420.79	123,431.31	
8090 DIRECTOR PARKS & RECREATION		A	B	C	D	E	F	G	H
HOURLY	51.34154	53.82138	56.42585	59.16115	62.03354	63.58438	65.17399	66.80334	
MONTHLY	8,899.20	9,329.04	9,780.48	10,254.60	10,752.48	11,021.29	11,296.82	11,579.24	
ANNUAL	106,790.40	111,948.48	117,365.76	123,055.20	129,029.76	132,255.50	135,561.89	138,950.94	
8110 DIRECTOR PUBLIC WORKS		A	B	C	D	E	F	G	H
HOURLY	52.36962	54.98654	57.73431	60.62538	63.65354	65.24488	66.87600	68.54790	
MONTHLY	9,077.40	9,531.00	10,007.28	10,508.40	11,033.28	11,309.11	11,591.84	11,881.64	
ANNUAL	108,928.80	114,372.00	120,087.36	126,100.80	132,399.36	135,709.34	139,102.08	142,579.63	
8070 FINANCE MANAGER		A	B	C	D	E	F	G	H
HOURLY	37.26087	39.12058	41.07721	43.13077	45.28731	46.41949	47.57998	48.76948	
MONTHLY	6,458.55	6,780.90	7,120.05	7,476.00	7,849.80	8,046.05	8,247.20	8,453.38	
ANNUAL	77,502.60	81,370.80	85,440.60	89,712.00	94,197.60	96,552.54	98,966.35	101,440.51	

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: November 1, 2011

ITEM NO.: CC 12

STAFF SOURCE: Amy Hall-McGrade, Parks & Recreation Director *AA*
Lisa Evans, Parks & Recreation Director *JE*

ITEM TITLE: Adopt **Resolution No. 11-7020** amending the fiscal year 2011-2012 budget for the Covina Cultural Arts Advisory Commission's Dia de los Muertos event.

STAFF RECOMMENDATION

Adopt **Resolution No. 11-7020** amending the fiscal year 2011-2012 budget for the Covina Cultural Arts Advisory Commission's Dia de los Muertos event.

FISCAL IMPACT

The estimated expenditures for this event total \$4,400, which will be covered by the Cultural Arts Advisory Commission's fundraising efforts and a grant from the Los Angeles Arts Commission. There is no General Fund impact. The account numbers requiring amendment are as follows:

<u>Expenditure</u>	
2600380051600	\$2,100
2600380053500	\$ 980
2600380053590	\$ 170
2600380054590	\$1,150
<u>Revenue</u>	
2600380048100	\$4,400

BACKGROUND

Dia de los Muertos (The Day of the Dead) is a wonderful and joyous holiday that focuses on gatherings of family and friends to remember loved ones who have passed away. Traditions connected with the holiday include building private altars, honoring the deceased using sugar skulls, marigolds, and the favorite food and beverage of the departed.

The Covina Cultural Arts Advisory Commission has been working hard raising funds and preparing for Covina's first Dia de los Muertos event being held on October 29. The event includes food and craft vendors, family altar building, children's crafts, face painting, and entertainment.

At the time the fiscal year 2011-12 budget was developed, the Commission had not yet determined their events for the year, and therefore only minimal budget was established. This resolution will amend the budget to include this event.

RESOLUTION NO. 11-7020

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, AMENDING THE FISCAL YEAR 2011-2012 BUDGET FOR THE COVINA CULTURAL ARTS ADVISORY COMMISSION'S DIA DE LOS MUERTOS EVENT.

WHEREAS, the City of Covina is a municipal corporation duly organized and existing pursuant to the Constitution and laws of the State of California ("City"); and

WHEREAS, the budget for the City of Covina for fiscal year commencing July 1, 2011 and ending June 30, 2012 was approved on June 21, 2011; and

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

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

WHEREAS, the Covina Cultural Arts Advisory Commission has raised funds and secured a grant to cover all expenditures for the Dia de los Muertos event;

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

SECTION 1. Amend the fiscal year 2011-2012 budget as follows:

<u>Expenditure</u>	
2600380051600	\$2,100
2600380053500	\$ 980
2600380053590	\$ 170
2600380054590	\$1,150
<u>Revenue</u>	
2600380048100	\$4,400

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

PASSED, APPROVED AND ADOPTED this 1st day of November, 2011.

Mayor

ATTEST:

Deputy City Clerk

Approved as to form:

Legal Counsel

CERTIFICATION

I, Catherine M. LaCroix, Deputy City Clerk of the City of Covina, hereby CERTIFY that Resolution No. was adopted by the Covina City Council at a regular meeting of the City Council held this 1st day of November, 2011, and was approved and passed by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Catherine M. LaCroix
Deputy City Clerk

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: November 1, 2011

ITEM NO.: CC 13

STAFF SOURCE: Amy Hall-McGrade, Parks & Recreation Director *AK*
Lisa Evans, Parks & Recreation Director *LE*

ITEM TITLE: Adopt **Resolution No. 11-7021** amending the fiscal year 2011-2012 Parks & Recreation Department's operating budget for park signage for Heritage Plaza.

STAFF RECOMMENDATION

Adopt **Resolution No. 11-7021** amending the fiscal year 2011-2012 Parks & Recreation Department's operating budget for park signage for Heritage Plaza.

FISCAL IMPACT

The estimated expenditures for the signs total \$4,000, with estimated revenue totaling \$4,000. The account numbers requiring amendment are as follows:

2960380054990 (expenditure)
2960380048100 (revenue)

BACKGROUND

As part of the Heritage Plaza project, there will be a Historical Walk that will cover Covina's history from its founding in 1882 to the 1950's. The original four signs specified for the project would not allow sufficient space to include the necessary information to create a comprehensive Historical Walk.

The proposed plan includes six outdoor signs that will illustrate written descriptions and black and white photographs. The historical information will cover the development of the Citrus Industry and Covina becoming the Commercial Center of the Valley. Dr. Barbara Ann Hall, Curator of the Vintage Years, author of the two books on Covina and the Citrus Industry has been working on the written descriptions and selected photographs for the signage panels.

The Parks & Recreation Department is seeking sponsorships to cover the costs of the signs. The Covina Valley Historical Society has agreed to be the first sponsor of a sign illustrating Covina's first schools.

RELEVANCE TO THE STRATEGIC PLAN

None.

EXHIBITS

A. Resolution No. 11-7021

REVIEW TEAM ONLY	
City Attorney: <u><i>Pat</i></u>	Finance Director: <u><i>AK</i></u>
City Manager: <u><i>P</i></u>	Other: _____

RESOLUTION NO. 11-7021

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, TO AMEND THE FISCAL YEAR 2011-2012 PARKS & RECREATION DEPARTMENT'S OPERATING BUDGET FOR PARK SIGNAGE AT HERITAGE PLAZA.

WHEREAS, the City of Covina is a municipal corporation duly organized and existing pursuant to the Constitution and laws of the State of California ("City"); and

WHEREAS, the budget for the City of Covina for fiscal year commencing July 1, 2011 and ending June 30, 2012 was approved on June 21, 2011; and

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

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

WHEREAS, the intent for all expenditures for the park signage at Heritage Plaza will be covered through sponsorships;

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

SECTION 1. Amend the fiscal year 2011-2012 Parks & Recreation Department's operating budget as follows:

2960380054990 (expenditure) \$4,000

2960380048100 (revenue) \$4,000

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

PASSED, APPROVED AND ADOPTED this 1st day of November, 2011.

Mayor

ATTEST:

Deputy City Clerk

Approved as to form:

Legal Counsel

CERTIFICATION

I, Catherine M. LaCroix, Deputy City Clerk of the City of Covina, hereby CERTIFY that Resolution No. was adopted by the Covina City Council at a regular meeting of the City Council held this 1st day of November, 2011, and was approved and passed by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Catherine M. LaCroix
Deputy City Clerk

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

MEETING DATE: November 1, 2011

ITEM NO.: CC 14

STAFF SOURCE: Robert Neiuber, Deputy Executive Director of Redevelopment^{va}

ITEM TITLE: Consideration of a Resolution of the Redevelopment Agency of the City of Covina, approving an amendment to the Enforceable Obligation Payment Schedule and the Recognized Obligation Payment Schedule pursuant to AB 1X 26.

STAFF RECOMMENDATION

That the Redevelopment Agency

- a. Adopt **Resolution 11-694** amending the Enforceable Obligation Payment Schedule and Recognized Obligation Payment Schedule; and
- b. Authorize Executive Director to post the amended Enforceable Obligation Payment Schedule on the City's website.

FISCAL IMPACT

None.

BACKGROUND

The previous Agenda Items on the EOPS and ROPS are included and provide a comprehensive background on these two items required under AB 1x 26 and the current stay by the California Supreme Court on AB 1x 26.

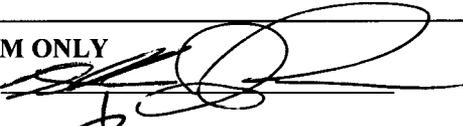
The schedules are being amended to include legal fees for a previous Agency lawsuit and a settlement of an Agency lawsuit, both of which were not included in the original schedules. They are also being amended to show the total annual bonded indebtedness obligation for the year through June, 2012, as originally the total shown was only through December 31, 2011. The update also clarifies that the "Redevelopment Programs" listed are for both Project Area 1 and Project Area 2, and provides a more comprehensive list of consultants and entities under that area that we will be making payments to in order to carry our enforceable obligations under AB 1x26 is also included.

RELEVANCE TO THE STRATEGIC PLAN

This constriction in the use of local funds will have a detrimental effect on the community's ability to enhance the financial stability of the City. Agency funds used previously to eliminate blight, improve access to and create affordable housing, and create jobs will be lost to the community.

EXHIBITS

- A. EOPS Agenda Item from August 25, 2011
- B. ROPS Agenda Item from September 20, 2011
- C. Resolution No. **11-694**
- D. Updated Enforceable Obligation Payment Schedule
- E. Updated Recognized Obligation Payment Schedule

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

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

MEETING DATE: August 25, 2011

ITEM NO.:

STAFF SOURCE: Robert Neiuber, Deputy Executive Director of Redevelopment
Elizabeth Hull, Agency Attorney *RN*

ITEM TITLE: Consideration of a resolution of the Redevelopment Agency of the City of Covina, approving and adopting an Enforceable Obligation Payment Schedule pursuant to AB 1X 26.

STAFF RECOMMENDATION

That the Redevelopment Agency

- a. Adopt **Resolution 11-687** approving and adopting an Enforceable Obligation Payment Schedule pursuant to AB 1X 26; and
- b. Authorize Executive Director to post the Enforceable Obligation Payment Schedule on the City's website and transmit to the Los Angeles County Auditor-Controller, the State Controller and the Department of Finance notification, by mail or electronic means, providing the website location of the posted enforceable obligation payment schedule and other information as required.

FISCAL IMPACT

Approval of the Enforceable Obligation Payment Schedule will allow the Covina Redevelopment Agency ("Agency") to make payments on enforceable obligations while the Supreme Court stay on AB 1X 27 is in effect. While the stay is in effect, the Agency cannot make payments unless it is listed in an adopted Enforceable Obligation Payment Schedule.

BACKGROUND

In June, the Governor signed into law Assembly Bill 1X 26 and Assembly Bill 1X 27 as part of the State budget package which have the combined effect of abolishing every redevelopment agency unless the community that created the agency agrees to participate in an Alternative Voluntary Redevelopment Program ("Alternate Redevelopment Program") and pay a "community remittance" pursuant to AB 1X 27. AB 1X 26 requires redevelopment agencies to adopt, by August 27, 2011, an Enforceable Obligation Payment Schedule ("EOPS"), which will serve as the basis for the payment of the Agency's outstanding financial obligations if the City does not adopt an ordinance electing to participate in the Alternate Redevelopment Program and the Agency is dissolved.

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Staff is recommending that the Agency adopt Resolution No. 11-687 (Attachment A); and authorize the Executive Director to post the Enforceable Obligation Payment Schedule on the City's website and transmit to the Los Angeles County Auditor-Controller, the State Controller and the Department of Finance notification, by mail or electronic means, providing the website location of the posted Enforceable Obligation Payment Schedule and other information as required.

The Covina Redevelopment Agency ("Agency") was created by the City Council for the purposes of implementing redevelopment activities in the City. On July 15, 1974, the City Council adopted the Redevelopment Plan for the Covina Revitalization Redevelopment Project Area No. One, the first redevelopment project area. The Agency's second redevelopment project area, Covina Revitalization Redevelopment Project Area No. Two, was adopted on September 19, 1983, and amended on July 13, 1987 in accordance with the Community Redevelopment Law (Health and Safety Code § 33000 *et seq.*) ("CRL"). Project Areas No. One and Two were found to have a significant number of physical and economic blighting conditions that necessitated adoption of the Redevelopment Plans. The Redevelopment Plans authorize the Agency to receive tax increment revenue to pay for programs and projects that address these conditions consistent with the CRL.

In January, 2011, the Governor announced his intent to eliminate redevelopment agencies as a way to help balance the State budget. The Legislature then enacted, and the Governor signed, Assembly Bill 1X 26 and Assembly Bill 1X 27; many believe these bills violate a number of provisions in the California Constitution, including the recently enacted Proposition 22. These bills took effect on June 29, 2011. The League of California Cities and the California Redevelopment Association filed suit on July 18, 2011, in the Supreme Court of the State of California challenging the constitutionality of these bills and requesting a stay of them. On August 11, the Supreme Court agreed to take the case and issued an immediate stay of AB 1X 27 in its entirety and a partial stay of AB 1X 26. On August 17, the California Supreme Court issued an order modifying its stay of AB 1x 26 and AB 1x 27. The modified order provided that Health and Safety Code Section 34169, which requires an agency to adopt the EOPS, was not stayed. Consequently all agencies must have an EOPS adopted by August 27th.

Prior to the stay, Assembly Bill 1X 26 immediately suspended all new redevelopment activities and incurrence of indebtedness, and dissolves redevelopment agencies effective October 1, 2011 (the "Dissolution Act"). It does this by terminating virtually all otherwise legal functions of the redevelopment agency and mandating a liquidation of any assets for the benefit of local taxing agencies. Some debts would be allowed to be repaid, but any such remittances would be managed by a successor agency, that would function primarily as a debt repayment administrator. The successor agency would not be able to continue or initiate any new redevelopment projects or programs. The activities of the successor agency would be overseen by an oversight board, comprised primarily of representatives of other taxing agencies, until such time as the remaining debts of the former redevelopment agency were paid off, all agency assets liquidated and all property taxes were redirected to local taxing agencies. The Court, following the modified stay, allowed Part 1.8 of Division 24 of the Health and Safety Code (Health and Safety Code Sections

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34161-34169.5), enacted by AB 1X 26, to remain in effect, which precludes existing redevelopment agencies from incurring new indebtedness, transferring assets, acquiring real property, entering into new contracts, contracts or modifying existing contracts, and adopting or amending redevelopment plans. The Court stayed enforcement of AB 1X 26 in all other respects.

Assembly Bill 1X 27, of which the greater part was stayed, allows a city or county that has a redevelopment agency to avoid the consequences of the Dissolution Act by adopting an ordinance ("Continuation Ordinance") stating it will comply with the Alternate Redevelopment Program and pay specified "community remittances." The City's Urgency Ordinance No 11-1998, was adopted on July 19, 2011, and the Continuation Ordinance, 11-1999, was introduced on July 19, 2011, and is on the agenda to be adopted on August 25, 2011.

If the City chose not to adopt the Continuation Ordinance or was unable to enact the Continuation Ordinance prior to August 27, 2011, Health and Safety Code Section 34169, enacted by AB 1X 26, required the Agency to adopt an EOPS. The EOPS must list all of the "enforceable obligations" of the Agency, and is subject to approval by the Department of Finance. Until October 1, 2011, "enforceable obligations" include bonds; loans legally required to be repaid pursuant to a payment schedule with mandatory repayment terms; payments required by the federal government, pre-existing obligations to the State or obligations imposed by State law; judgments, settlements or binding arbitration decisions that bind the Agency; legally binding and enforceable agreements or contracts; and contracts or agreements necessary for the continued administration or operation of the Agency, including agreements to purchase or rent office space, equipment and supplies. After an EOPS is adopted, the Agency cannot make any payment unless it is listed in an adopted EOPS.

The EOPS must be adopted at a public meeting, and must be posted on the Agency or City website. Agency approval of the EOPS is not effective until three business days after the Agency acts to approve the EOPS, to allow the State of California Department of Finance time to request a review of the EOPS. The Agency must designate an official to whom the Department of Finance may make such a request, including the telephone number and e-mail address of such contact person. If the Department of Finance requests a review of the EOPS, the Department has ten days from the date of its request to either approve the EOPS or return the EOPS to the Agency for reconsideration, in which case the EOPS will not become effective until approved by the Department, after re-submittal of a modified EOPS by the Agency.

Because the preponderance of AB 1X 27, the statutory scheme which the City and Agency had opted into through the adoption of the Continuation Ordinance has been stayed, the City's adopted Continuation Ordinance is not effective for the duration of the stay, and thus the Agency must adopt an EOPS at this time.

The EOPS is important because it appears the Agency may only make payments during the time the stay is in place for debts and obligations listed on the EOPS. If the stay is lifted and AB

1X 26 is found constitutional, the EOPS is the basis for future actions following dissolution of the Agency. If a Continuation Ordinance is not adopted and the redevelopment agency is dissolved, then starting October 1, 2011, a successor agency takes over, and is required to prepare a Recognized Obligation Payment Schedule ("ROPS") covering a 6 month period (the first to cover January 1, 2012 to June 30, 2012) based on the EOPS, to fulfill the enforceable obligations during that period. The ROPS must be reviewed and approved by the oversight board and then submitted to the county auditor-controller, the State Controller and the Department of Finance and posted on the successor agency's website. Prior to January 1, 2012, the successor agency is authorized to make payments under the adopted EOPS. After January 1, 2012, only payments listed in the approved ROPS may be made by the successor agency. Further, after January 1, 2012, all contracts entered into between an agency and the city or county that created it are declared to be invalid by the legislation, and no longer binding on the successor agency, except for written agreements to pay certain debt obligations in connection with issuance of bonds, or written agreements that provided loans or other startup funding for the agency that were entered into within two years of the formation of the Agency.

RELEVANCE TO THE STRATEGIC PLAN

This constriction in the use of local funds will have a detrimental effect on the community's ability to enhance the financial stability of the City. Agency funds used previously to eliminate blight, improve access to and create affordable housing, and create jobs will be lost to the community.

EXHIBITS

A. Resolution No. 11-687 and associated Enforceable Obligation Payment Schedule

REVIEW TEAM ONLY	
City Attorney: <u>Elizabeth H. [Signature]</u>	Finance Director: <u>[Signature]</u>
City Manager: <u>[Signature]</u>	Other: _____

COVINA REDEVELOPMENT AGENCY
AGENDA ITEM COMMENTARY

MEETING DATE: September 20, 2011

ITEM NO.: NB 1

STAFF SOURCE: Robert Neuber, Deputy Executive Director Redevelopment
Elizabeth Hull, Agency Attorney

ITEM TITLE: Resolution No. 11-689 of the Redevelopment Agency of the City of Covina approving and adopting the preliminary draft of the initial Recognized Obligation Payment Schedule pursuant to AB 1X 26.

STAFF RECOMMENDATION

That the Redevelopment Agency:

- 1.) Adopt **Resolution No. 11-689** (attached as Exhibit A) a Resolution of the Covina Redevelopment Agency approving and adopting the preliminary draft of the initial Recognized Obligation Payment Schedule pursuant to AB 1X 26.

FISCAL IMPACT

There is no immediate fiscal impact associated with the recommended item. There is the potential for significant future fiscal impact as this item could limit the obligations that Agency funds could continue to pay for in the future should the Covina Redevelopment Agency be eliminated due to AB 1x 26.

BACKGROUND

The Redevelopment Agency of the City of Covina ("Agency") was created by the City Council for the purposes of implementing redevelopment activities in the City. The City Council adopted the Redevelopment Plan for the Covina Redevelopment Project Area One and Covina Redevelopment Project Area 2 in accordance with the Community Redevelopment Law (Health and Safety Code § 33000 *et seq.*) ("CRL"). The Covina Redevelopment Project Areas were found to have a significant number of physical and economic blighting conditions that necessitated adoption of the Redevelopment Plan. The Redevelopment Plan authorizes the Agency to receive tax increment revenue to pay for programs and projects that address these conditions consistent with the CRL.

The Governor recently signed into law Assembly Bill 1X 26 and Assembly Bill 1X 27 as part of the State budget package which have the combined effect of abolishing every redevelopment agency unless the community that created the agency elects to participate in the "Alternative Voluntary Redevelopment Program" ("Program") by ordinance. Participation in the Program includes an agreement to pay a "community remittance".

A Petition for Writ of Mandate challenging the constitutionality of AB 1X 26 and AB 1X 27 was filed on July 18, 2011 in the Supreme Court of the State of California.

On August 11, 2011, the Supreme Court agreed to take the case and issued an order for the immediate stay of enforcement of AB 1X 26 in part and AB 1X 27 in its entirety. On August 17, 2011, the Supreme Court modified its stay to clarify that Health and Safety Code Sections 34161 through 34169.5, enacted by AB 1X 26, and Health and Safety Code Section 34194(b)(2), enacted by AB 1X 27, are not stayed ("Court's Stay").

The Court's Stay did not stay the enforcement of Health and Safety Code Section 34169(h), which requires agencies to prepare a preliminary draft of the initial Recognized Obligation Payment Schedule ("ROPS") by September 30, 2011. Depending on the outcome of the litigation, the ROPS may eventually serve as the basis for the payment of the Agency's outstanding financial obligations by the Agency's successor agency.

The ROPS must list all of the "enforceable obligations" of the Agency as defined in the legislation and the minimum amounts and due dates of payments required by each enforceable obligation for six month periods beginning with January 1, 2012 through June 30, 2012, and is subject to approval by an oversight board, the county auditor-controller, the State Controller, and the Department of Finance. "Enforceable obligations" include: bonds; loans legally required to be repaid pursuant to a payment schedule with mandatory repayment terms; payments required by the federal government, preexisting obligations to the state or obligations imposed by state law; judgments, settlements or binding arbitration decisions that bind the agency; legally binding and enforceable agreements or contracts; contracts or agreements necessary for the continued administration or operation of the agency, including agreements to purchase or rent office space, equipment and supplies. "Enforceable obligations" do not include agreements or arrangements between the Agency and the City, except those entered into on or before December 31, 2010 solely for the purpose of securing or repaying indebtedness obligations. Notwithstanding the previous sentence, loan agreements entered into between the Agency and the City within two years of the date of creation of the Agency are deemed enforceable obligations. The ROPS is also required to identify one or more of the following sources of payment for each enforceable obligation: the Low and Moderate Income Housing Fund; bond proceeds; reserve balances; administrative cost allowance; the Redevelopment Property Tax Trust Fund, but only to the extent no other funding source is available or when payment is required from property tax revenues; and other revenue sources, including rents, concessions, asset sale proceeds, interest earnings, and other revenues approved by an oversight board.

The initial draft of the ROPS must also include, from October 1, 2011, a schedule showing all of the dates and amounts of payments for each enforceable obligation for the remainder of the time during which the redevelopment agency is authorized to obligate property tax increment.

Resolution No. 11-689 approves and adopts the preliminary draft of the initial ROPS, which is attached hereto.

Although the Agency is responsible for preparing the preliminary draft of the ROPS, the final version is to be prepared by the Agency's successor agency, which will be necessary if the stay is lifted and the Agency is dissolved. The successor agency will not be able to make any payment

unless they are set forth in the ROPS. The Supreme Court has announced its intent to decide the case by January 15, 2012.

RELEVANCE TO THE STRATEGIC PLAN

This shift of local funds will have a detrimental effect on the community's ability to enhance the financial stability of the City. Agency funds used previously to eliminate blight, improve access to and create affordable housing, and create jobs will be lost to the community.

EXHIBITS

- A. Resolution No 11-689 a Resolution of the Covina Redevelopment Agency approving and adopting the preliminary draft of the initial Recognized Obligation Payment Schedule pursuant to AB 1X 26.
- B. Preliminary draft of the initial Recognized Obligation Payment Schedule

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

RESOLUTION NO. 11-694

A RESOLUTION OF THE REDEVELOPMENT AGENCY OF THE CITY OF COVINA, CALIFORNIA APPROVING AND ADOPTING THE AMENDED ENFORCEABLE OBLIGATION PAYMENT SCHEDULE AND AMENDED RECOGNIZED OBLIGATION PAYMENT SCHEDULE PURSUANT TO AB 1X 26

WHEREAS, pursuant to the Community Redevelopment Law (Health and Safety Code Sections 33000 *et seq.*), the City Council of the City of Covina (“City”) created the Redevelopment Agency of the City of Covina (“Agency”) to serve as the redevelopment agency within the City; and

WHEREAS, the Agency has been responsible for implementing the Redevelopment Plan for Covina Redevelopment Project Area One and Covina Redevelopment Project Area 2 covering certain properties within the City; and

WHEREAS, as part of the 2011-2012 State budget bill, the California State Legislature recently enacted, and the Governor signed, companion bills AB 1X 26 and AB 1X 27, which eliminate every redevelopment agency unless the community that created it adopts an ordinance agreeing to participate in an Alternative Voluntary Redevelopment Program which requires the payment of an annual “community remittance” payment; and

WHEREAS, the previously submitted Enforceable Obligation Payment Schedule (EOPS) and the Recognized Obligation Payment Schedule (ROPS) require modification.

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

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

Section 2. Approval and Adoption of EOPS and ROPS as amended. The Agency hereby approves and adopts the amended EOPS and ROPS, in substantially the form attached hereto as Exhibit D and Exhibit E, as required by Health and Safety Code Section 34169(h).

Section 3. Future Action. The Agency hereby authorizes the Agency Executive Director, or his or her designee, to provide the amended EOPS and ROPS to the Agency’s successor agency, if the Supreme Court’s stay is lifted or modified in a manner that permits a successor agency to be established for the Agency pursuant to Part 1.85 to Division 24 of the Health and Safety Code, enacted by AB 1X 26.

Section 4. Certification. The Agency Secretary shall certify to the adoption of this Resolution.

Section 5. **Effective Date.** This Resolution shall become effective upon its adoption.

PASSED AND ADOPTED at a regular meeting of the Covina Redevelopment Agency, on the 1st day of November 2011, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

JOHN C. KING, Chairperson

ATTEST:

Kay Manning, Agency Secretary

APPROVED AS TO FORM:

Agency Counsel

ENFORCEABLE OBLIGATION PAYMENT SCHEDULE
 Per AB 26 - Section 34167 and 34169 (*)

as of 8/25/11 FY 11/12

Project Name / Debt Obligation	Payee	Description	Total Outstanding Debt or Obligation	Total Due During Fiscal Year	Payments by month					
					Aug**	Sept	Oct	Nov	Dec	Total
1) 1997 Tax Allocation Bonds Series A	Bank of New York	Bond issue to fund non-housing projects	1,738,599.00	148,586.00				115,356.00		\$ 115,356.00
2) 1997 Tax Allocation Bonds Series B	Bank of New York	Bond issue to fund non-housing projects	3,890,700.00	487,350.00				412,800.00		\$ 412,800.00
3) 2002 Tax Allocation Bonds Series A	Bank of New York	Bond issue to fund non-housing projects	18,454,218.00	441,834.00				384,037.00		\$ 384,037.00
4) 2004 Tax Allocation Bonds Series A	Bank of New York	Bond issue to fund non-housing projects	16,127,589.00	1,279,121.00				1,000,773.00		\$ 1,000,773.00
5) 2004 Tax Allocation Bonds Series B-1	Bank of New York	Bond issue to fund housing projects	5,058,633.00	390,716.00				300,277.00		\$ 300,277.00
6) 2004 Tax Allocation Bonds Series B-2	Bank of New York	Bond issue to fund non-housing projects	798,408.00	798,408.00				798,408.00		\$ 798,408.00
7) Note Payable 626 S Citrus Avenue	US Bank	Property purchased for redevelopment	656,516.00	145,923.00	12,160.25	12,160.25	12,160.25	12,160.25	12,160.25	\$ 60,801.25
8) Lease Payable 611 S Citrus	Al-Sal Oil	Property lease	1,193,372.00	92,258.00	7,333.33	7,333.33	7,333.33	11,591.33	7,333.33	\$ 40,924.65
9) Lease Payable RJS Financial	RJS Financial	Property lease	3,438,960.00	598,080.00	49,840.00	49,840.00	49,840.00	49,840.00	49,840.00	\$ 249,200.00
10) Low-Mod Housing Program	City of Covina/Covina Hous	low/mod programs, admin, consultant, empl	6,958,170.00	480,450.00	40,037.50	40,037.50	40,037.50	40,037.50	40,037.50	\$ 200,187.50
11) Rental Subsidies	Vista Pointe	Low-Moderate Rental subsidy	7,269.91	5,172.00	862.00	862.00	862.00	862.00	862.00	\$ 4,310.00
12) Rental Subsidies	Lewis Operating	Low-Moderate Rental subsidy	30,503.58	21,701.04	3,616.84	3,616.84	3,616.84	3,616.84	3,616.84	\$ 18,084.20
13) Rental Subsidies	Mercy Moreno	Low-Moderate Rental subsidy	2,226.51	1,584.00	264.00	264.00	264.00	264.00	264.00	\$ 1,320.00
14) Wings	YWCA Wings	Transitional housing	106,000.00	0.00						\$ -
15) 147-151 E College St	Housing fund	Repayment to LMH	715,000.00	0.00						\$ -
16) Shoppers Lane	Gentry Brothers, Inc	Public improvements	101,295.00	101,295.00		101,295.00				\$ 101,295.00
17) 200 W Rowland	Covina Gardens KBS L.P.	Low-Mod housing renovations	2,500,000.00	2,500,000.00			500,000.00	500,000.00	500,000.00	\$ 1,500,000.00
18) Habitat - 436 E Cypress	Habitat for Humanity	Grant for building of affordable home	86,000.00	36,000.00		4,000.00	4,000.00	4,000.00	4,000.00	\$ 16,000.00
19) McGill House	CCLA & others	Low-moderate Transitional housing	500,000.00	27,000.00			2,000.00	2,000.00	2,000.00	\$ 6,000.00
20) DPAP	City of Covina/Covina Hous	Downpayment assistance program	150,000.00	150,000.00						\$ -
21) 135 E Badillo (old BofA)	City of Covina/Covina Hous	Low-moderate housing	50,000.00	0.00						\$ -
22) Neighborhood Preservation Services	City of Covina	Neighborhood Preservation Employee Cost	3,639,138.00	200,740.00	16,728.33	16,728.33	16,728.33	16,728.33	16,728.33	\$ 83,641.65
23) Land Exchange Agreement	Covina Valley USD	Equipment removal and site preparation	50,000.00	50,000.00						\$ -
24) Vocational Facility	Covina Valley USD	Build new educational facility	1,300,000.00	1,300,000.00						\$ -
25) Farmers Market	Russ Davis	Farmers Market operation	3,000.00	3,000.00	1,000.00	1,000.00	1,000.00	0.00	0.00	\$ 3,000.00
26) Rental Subsidy Program	City of Covina/Covina Hous	Low-Moderate housing rental subsidy	900,000.00	0.00						\$ -
27) Heritage Plaza	MG Enterprnses	Park Construction	1,455,500.00	1,455,500.00		363,875.00	363,875.00	363,875.00	363,875.00	\$ 1,455,500.00
28) Heritage Plaza	Willdan	Project management	44,940.00	44,940.00	8,988.00	8,988.00	8,988.00	8,988.00	8,988.00	\$ 44,940.00
29) Heritage Plaza	Willdan	Project design	18,126.00	18,126.00	3,625.20	3,625.20	3,625.20	3,625.20	3,625.20	\$ 18,126.00
30) Hosprtal Project	City of Covina	Citrus Valley Health Partners Intercommunit	2,000,000.00	0.00						\$ -
Totals - This Page			\$ 71,974,164.00	\$ 10,777,784.04	\$ 144,455.45	\$ 613,625.45	\$ 1,014,330.45	\$ 4,029,239.45	\$ 1,013,330.45	\$ 6,814,981.25
Totals - Page 2			\$ 112,584,414.50	\$ 5,032,972.50	\$ 181,104.16	\$ 221,104.16	\$ 183,009.66	\$ 181,104.16	\$ 181,104.16	\$ 947,426.30
Totals - Other Obligations			\$ 37,852,717.00	\$ 3,946,870.00	\$ -	\$ -	\$ -	\$ -	\$ 626,576.67	\$ 1,937,666.35
Grand total - All Pages			\$ 222,411,295.50	\$ 19,757,626.54	\$ 325,559.61	\$ 834,729.61	\$ 1,197,340.11	\$ 4,210,343.61	\$ 1,821,011.28	\$ 9,700,073.90

* This Enforceable Obligation Payment Schedule (EOPS) is to be adopted by the redevelopment agency no later than late August. It is valid through 12/31/11. It is the basis for the Preliminary Draft Recognized Obligation Payment Schedule (ROPS), which must be prepared by the dissolving Agency by 9/30/11. (The draft ROPS must be prepared by the Successor Agency by 11/30/11.) If an agency adopts a continuation ordinance per ABX1 27, this EOPS will not be valid and there is no need to prepare a ROPS.

ENFORCEABLE OBLIGATION PAYMENT SCHEDULE
 Per AB 26 - Section 34167 and 34169 (*)

Project Name / Debt Obligation	Payee	Description	Total Outstanding Debt or Obligation	Total Due During Fiscal Year	Payments by month					Total
					Aug**	Sept	Oct	Nov	Dec	
31) Rehabilitation and Preservation Program	City of Covina/Covina Hous	Affordable housing programs	2,000,000.00	0.00						\$ -
32) Downtown Site	City of Covina/Covina Hous	New housing Initiatives-affordable housing	12,000,000.00	0.00						\$ -
33) Scattered Multi-family	City of Covina/Covina Hous	Affordable housing Rehab Sites	4,298,000.00	0.00						\$ -
34) Scattered Single-family	City of Covina/Covina Hous	Affordable housing sites	4,000,000.00	0.00						\$ -
35) Employee Obligations	City of Covina	Redevelopment Employee costs	14,063,371.00	532,110.00	44,342.50	44,342.50	44,342.50	44,342.50	44,342.50	\$ 221,712.50
36) City Services and Overhead	City of Covina	Administration, overhead, etc	15,981,697.00	1,059,400.00	88,283.33	88,283.33	88,283.33	88,283.33	88,283.33	\$ 441,416.65
37) Redevelopment Programs	Advantage PrintingAlaska F	Programs.capital proj.consultants.marketing	19,688,808.00	581,740.00	48,478.33	48,478.33	48,478.33	48,478.33	48,478.33	\$ 242,391.65
38) Land Acquisition	City of Covina	Elimination of blight	10,000,000.00	0.00						\$ -
39) Parking Lot Acquisition and Construction	City of Covina	Elimination of blight & creation of LMH	5,000,000.00	0.00						\$ -
40) Corridor Revitalization & Streetscape Im	City of Covina	Elimination of blight	5,000,000.00	0.00						\$ -
41) Corners of Citrus & Rowland	City of Covina	Elimination of blight Project Area 1	1,000,000.00	0.00						\$ -
42) Radisson Freeway Sign	City of Covina	Elimination of blight Project Area 1	1,000,000.00	0.00						\$ -
43) South Citrus Auto Corridor	City of Covina	Elimination of blight Project Area 1	500,000.00	0.00						\$ -
44) Public Infrastructure & Facilities	City of Covina	Elimination of blight Project Area 2	1,500,000.00	0.00						\$ -
45) Potential Mixed use Projects	City of Covina/Covina Hous	Elimination of blight/provide affordable hous	1,000,000.00	0.00						\$ -
46) Public Infrastructure & Facilities	City of Covina	Elimination of blight Project Area 2	1,000,000.00	0.00						\$ -
47) Downtown Revitalization	City of Covina	Elimination of blight Project Area 2	1,000,000.00	0.00						\$ -
48) AB1x 27 Payment	Los Angeles County	"voluntary" payment initial	2,817,817.00	2,817,817.00						\$ -
49) AB1x 27 Payment	Los Angeles County	"voluntary" payment ongoing - estimated to	10,692,816.00	0.00						\$ -
50) Badillo Heights	Steve Eide	Litigation - return of deposit	25,000.00	25,000.00		25,000.00				\$ 25,000.00
51) Badillo Heights	Steve Eide	Litigation - settlement	15,000.00	15,000.00		15,000.00				\$ 15,000.00
52) CRA v district attorney	Oliver, Sandifer, Murphy	Legal fees regarding litigation	1,905.50	1,905.50			1,905.50			\$ 1,905.50
53)										\$ -
54)										\$ -
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Totals - This Page			\$ 112,584,414.50	\$ 5,032,972.50	\$ 181,104.16	\$ 221,104.16	\$ 183,009.66	\$ 181,104.16	\$ 181,104.16	\$ 947,426.30

* This Enforceable Obligation Payment Schedule (EOPS) is to be adopted by the redevelopment agency no later than late August. It is valid through 12/31/11. It is the basis for the Preliminary Draft Recognized Obligation Payment Schedule (ROPS), which must be prepared by the dissolving Agency by 9/30/11. (The draft ROPS must be prepared by the Successor Agency by 11/30/11.)
 If an agency adopts a continuation ordinance per ABX1 27, this EOPS will not be valid and there is no need to prepare a ROPS.

** Include only payments to be made after the adoption of the EOPS.

OTHER OBLIGATION PAYMENT SCHEDULE
 Per AB 26 - Section 34167 and 34169 (*)

	Project Name / Debt Obligation	Payee	Description	Total Outstanding Debt or Obligation	Total Due During Fiscal Year	Payments by month					
						Aug**	Sept	Oct	Nov	Dec	Total
1)	Housing Set Aside Deferral 1995	Housing Fund	Repayment for housing fund	371,458.00	44,000.00					44,000.00	\$ 44,000.00
2)	SERAF loan from Housing 2010	Housing Fund	Repayment for housing fund	2,540,091.00	0.00						\$ -
3)	SB211 Statutory Tax Sharing	various taxing entities	Payments per CRL 33607.5 & .7	17,625,182.00	372,000.00			372,000.00			\$ 372,000.00
4)	Statutory Payments	Los Angeles County	Payments per CRL 33607.5 & .7	1,762,518.00	216,259.00	7,069.00	1,284.00		359.00	3,572.00	\$ 12,284.00
5)	Statutory Payments	Los Angeles County	Payments per CRL 33676	7,722,549.00	665,000.00	5,235.00			31,276.00	301,817.00	\$ 338,328.00
6)	Statutory Payments	Los Angeles County	Payments per CRL 33676	1,103,221.00	76,771.00					76,771.00	\$ 76,771.00
7)	SB211 Statutory Tax Sharing	various taxing entities	Payments per CRL 33607.5 & .7	3,677,404.00	85,000.00			85,000.00			\$ 85,000.00
8)	SERAF loan from Housing 2011	Housing Fund	Repayment for housing fund	522,454.00	0.00						\$ -
9)	City loan to Agency	CRA	Loan for operation expenses of Agency	2,405,000.00	2,405,000.00	200,416.67	200,416.67	200,416.67	200,416.67	200,416.67	\$ 1,002,083.35
10)	Maintenance of Agency owned prop	Andy Gump/United fencing	Maintain assets under AB1X 26	50,000.00	10,000.00	100.00	100.00	500.00			\$ 700.00
11)	Rental Covenants	ULI/Covina Housing Author	Monitor affordable housing compliance	70,320.00	70,320.00				6,500.00		\$ 6,500.00
12)	For Sale Covenants	Covina Housing Authority/c	Monitor affordable housing compliance	2,520.00	2,520.00						\$ -
13)											\$ -
14)											\$ -
15)											\$ -
16)											\$ -
17)											\$ -
18)											\$ -
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21)											\$ -
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23)											\$ -
24)											\$ -
25)											\$ -
26)											\$ -
27)											\$ -
28)											\$ -
Totals - Other Obligations				\$ 37,852,717.00	\$ 3,946,870.00	\$ -	\$ -	\$ -	\$ -	\$ 626,576.67	\$ 1,937,666.35

* This Enforceable Obligation Payment Schedule (EOPS) is to be adopted by the redevelopment agency no later than late August. It is valid through 12/31/11. It is the basis for the Preliminary Draft Recognized Obligation Payment Schedule (ROPS), which must be prepared by the dissolving Agency by 9/30/11. (The draft ROPS must be prepared by the Successor Agency by 11/30/11.)

*** All payment amounts are estimates

RECOGNIZED OBLIGATION PAYMENT SCHEDULE
 Per AB 26 - Section 34171 and 34177

as of 8/25/11 FY 11/12

Project Name / Debt Obligation	Payee	Description	Payment Source	Total Outstanding Debt or Obligation	Total Due During Fiscal Year	Oct	Nov
1) 1997 Tax Allocation Bonds Series A	Bank of New York	Bond issue to fund non-housing projects	Redevelopment Property	1,738,599.00	148,586.00		115,356.00
2) 1997 Tax Allocation Bonds Series B	Bank of New York	Bond issue to fund non-housing projects	Redevelopment Property	3,890,700.00	487,350.00		412,800.00
3) 2002 Tax Allocation Bonds Series A	Bank of New York	Bond issue to fund non-housing projects	Redevelopment Property	18,454,218.00	441,834.00		384,038.00
4) 2004 Tax Allocation Bonds Series A	Bank of New York	Bond issue to fund non-housing projects	Redevelopment Property	16,127,589.00	1,279,121.00		1,000,773.00
5) 2004 Tax Allocation Bonds Series B-1	Bank of New York	Bond issue to fund housing projects	Redevelopment Property	5,058,633.00	390,716.00		300,277.00
6) 2004 Tax Allocation Bonds Series B-2	Bank of New York	Bond issue to fund non-housing projects	Redevelopment Property	798,408.00	798,408.00		798,408.00
7) Note Payable 626 S Citrus Avenue	US Bank	Property purchased for redevelopment	Redevelopment Property	656,516.00	145,923.00	12,160.25	12,160.25
8) Lease Payable 611 S Citrus	Al-Sal Oil	Property lease	Redevelopment Property	1,193,372.00	92,258.00	7,333.33	11,591.33
9) Lease Payable RJS Financial	RJS Financial	Property lease	Redevelopment Property	3,438,960.00	598,080.00	49,840.00	49,840.00
10) Low-Mod Housing Program	City of Covina/Covina Hou	low/mod programs, admin, consultant, emp	Low/Mod Income Housin	6,958,170.00	480,450.00	40,037.50	40,037.50
11) Rental Subsidies	Vista Pointe	Low-Moderate Rental subsidy	Low/Mod Income Housin	7,269.91	5,172.00	862.00	862.00
12) Rental Subsidies	Lewis Operating	Low-Moderate Rental subsidy	Low/Mod Income Housin	30,503.58	21,701.04	3,616.84	3,616.84
13) Rental Subsidies	Mercy Moreno	Low-Moderate Rental subsidy	Low/Mod Income Housin	2,226.51	1,584.00	264.00	264.00
14) Wings	YWCA Wings	Transitional housing	Low/Mod Income Housin	106,000.00	0.00		
15) 147-151 E College St	Housing fund	Repayment to LMH	Redevelopment Property	715,000.00	0.00		
16) Shoppers Lane	Gentry Brothers, Inc	Public Improvements	Bond Proceeds	101,295.00	101,295.00	101,295.00	
17) 200 W Rowland	Covina Gardens KBS L.P.	Low-Mod housing renovations	Bond Proceeds	2,500,000.00	2,500,000.00	500,000.00	500,000.00
18) Habitat - 436 E Cypress	Habitat for Humanity	Grant for building of affordable home	Bond Proceeds	86,000.00	36,000.00	4,000.00	4,000.00
19) McGill House	CCLA & others	Low-moderate Transitional housing	Low/Mod Income Housin	500,000.00	27,000.00	2,000.00	2,000.00
20) DPAP	City of Covina/Covina Hou	Downpayment assistance program	Low/Mod Income Housin	150,000.00	150,000.00		
21) 135 E Badillo (old BofA)	City of Covina/Covina Hou	Low-moderate housing	Low/Mod Income Housin	50,000.00	0.00		
22) Neighborhood Preservation Services	City of Covina	Neighborhood Preservation Employee Cost	Low/Mod Income Housin	3,639,138.00	200,740.00	16,728.33	16,728.33
23) Land Exchange Agreement	Covina Valley USD	Equipment removal and site preparation	Bond Proceeds	50,000.00	50,000.00		
24) Vocational Facility	Covina Valley USD	Build new educational facility	Bond Proceeds	1,300,000.00	1,300,000.00		
25) Farmers Market	Russ Davis	Farmers Market operation	Redevelopment Property	3,000.00	3,000.00	1,000.00	0.00
26) Rental Subsidy Program	City of Covina/Covina Hou	Low-Moderate housing rental subsidy	Low/Mod Income Housin	900,000.00	0.00		
27) Heritage Plaza	MG Enterprises	Park Construction	Bond Proceeds	1,455,500.00	1,455,500.00	363,875.00	363,875.00
28) Heritage Plaza	Willdan	Project management	Bond Proceeds	44,940.00	44,940.00	8,988.00	8,988.00
29) Heritage Plaza	Willdan	Project design	Bond Proceeds	18,126.00	18,126.00	3,625.20	3,625.20
30) Hospital Project	City of Covina	Citrus Valley Health Partners Intercommuni	Redevelopment Property	2,000,000.00	0.00		
Totals - This Page				\$ 71,974,164.00	\$ 10,777,784.04	\$ 1,115,625.45	\$ 4,029,240.45
Totals - Page 2				\$ 114,427,570.20	\$ 5,032,972.50	\$ 183,009.66	\$ 196,104.16
Totals - Other Obligations				\$ 37,852,717.00	\$ 3,883,050.00	\$ 657,916.67	\$ 238,551.67
Grand total - All Pages				\$ 224,254,451.20	\$ 19,693,806.54	\$ 1,956,551.78	\$ 4,463,896.28

RECOGNIZED OBLIGATION PAYMENT SCHEDULE
Per AB 26 - Section 34171 and 34177

	Project Name / Debt Obligation	Payee	Description	Payments by month 2011-2012				
				Dec	Jan	Feb	Mar	Apr
1)	1997 Tax Allocation Bonds Series A	Bank of New York	Bond issue to fund non-housing projects					
2)	1997 Tax Allocation Bonds Series B	Bank of New York	Bond issue to fund non-housing projects					
3)	2002 Tax Allocation Bonds Series A	Bank of New York	Bond issue to fund non-housing projects					
4)	2004 Tax Allocation Bonds Series A	Bank of New York	Bond issue to fund non-housing projects					
5)	2004 Tax Allocation Bonds Series B-1	Bank of New York	Bond issue to fund housing projects					
6)	2004 Tax Allocation Bonds Series B-2	Bank of New York	Bond issue to fund non-housing projects					
7)	Note Payable 626 S Citrus Avenue	US Bank	Property purchased for redevelopment	12,160.25	12,160.25	12,160.25	12,160.25	12,160.25
8)	Lease Payable 611 S Citrus	Al-Sal Oil	Property lease	7,333.33	7,333.33	7,333.33	7,333.33	7,333.33
9)	Lease Payable RJS Financial	RJS Financial	Property lease	49,840.00	49,840.00	49,840.00	49,840.00	49,840.00
10)	Low-Mod Housing Program	City of Covina/Covina Hou	low/mod programs, admin, consultant, emp	40,037.50	40,037.50	40,037.50	40,037.50	40,037.50
11)	Rental Subsidies	Vista Pointe	Low-Moderate Rental subsidy	862.00	862.00	862.00	862.00	374.00
12)	Rental Subsidies	Lewis Operating	Low-Moderate Rental subsidy	3,616.84	3,616.84	3,616.84	3,616.84	1,568.84
13)	Rental Subsidies	Mercy Moreno	Low-Moderate Rental subsidy	264.00	264.00	264.00	264.00	114.00
14)	Wings	YWCA Wings	Transitional housing					
15)	147-151 E College St	Housing fund	Repayment to LMH					
16)	Shoppers Lane	Gentry Brothers, Inc	Public Improvements					
17)	200 W Rowland	Covina Gardens KBS L.P.	Low-Mod housing renovations	500,000.00	500,000.00	500,000.00		
18)	Habitat - 436 E Cypress	Habitat for Humanity	Grant for building of affordable home	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00
19)	McGill House	CCLA & others	Low-moderate Transitional housing	2,000.00	2,000.00	2,000.00	2,000.00	6,000.00
20)	DPAP	City of Covina/Covina Hou	Downpayment assistance program		30,000.00	30,000.00	30,000.00	30,000.00
21)	135 E Badillo (old BofA)	City of Covina/Covina Hou	Low-moderate housing					
22)	Neighborhood Preservation Services	City of Covina	Neighborhood Preservation Employee Cost	16,728.33	16,728.33	16,728.33	16,728.33	16,728.33
23)	Land Exchange Agreement	Covina Valley USD	Equipment removal and site preparation		50,000.00			
24)	Vocational Facility	Covina Valley USD	Build new educational facility			1,300,000.00		
25)	Farmers Market	Russ Davis	Farmers Market operation	0.00				
26)	Rental Subsidy Program	City of Covina/Covina Hou	Low-Moderate housing rental subsidy					
27)	Heritage Plaza	MG Enterprises	Park Construction	363,875.00				
28)	Heritage Plaza	Willdan	Project management	8,988.00				
29)	Heritage Plaza	Willdan	Project design	3,625.20				
30)	Hospital Project	City of Covina	Citrus Valley Health Partners Intercommuni					
Totals - This Page				\$ 1,013,330.45	\$ 716,842.25	\$ 1,966,842.25	\$ 166,842.25	\$ 168,156.25
Totals - Page 2				\$ 181,104.16	\$ 1,590,012.66	\$ 181,104.16	\$ 181,104.16	\$ 1,590,012.66
Totals - Other Obligations				\$ 626,576.67	\$ 316,052.67	\$ 404,882.67	\$ 404,882.67	\$ 236,781.67
Grand total - All Pages				\$ 1,821,011.28	\$ 2,622,907.58	\$ 2,552,829.08	\$ 752,829.08	\$ 1,994,950.58

RECOGNIZED OBLIGATION PAYMENT SCHEDULE
 Per AB 26 - Section 34171 and 34177

Project Name / Debt Obligation	Payee	Description	May	Jun	Jul-Dec 2012	Jan-Jun 2013	Jul-Dec 2013
1) 1997 Tax Allocation Bonds Series A	Bank of New York	Bond issue to fund non-housing projects	33,230.00		113,231.00	31,091.00	116,091.00
2) 1997 Tax Allocation Bonds Series B	Bank of New York	Bond issue to fund non-housing projects	74,550.00		424,550.00	65,625.00	430,625.00
3) 2002 Tax Allocation Bonds Series A	Bank of New York	Bond issue to fund non-housing projects	57,798.00		382,798.00	51,298.00	396,296.00
4) 2004 Tax Allocation Bonds Series A	Bank of New York	Bond issue to fund non-housing projects	278,348.00		1,843,348.00	239,223.00	1,879,223.00
5) 2004 Tax Allocation Bonds Series B-1	Bank of New York	Bond issue to fund housing projects	90,439.00		305,439.00	85,365.00	310,365.00
6) 2004 Tax Allocation Bonds Series B-2	Bank of New York	Bond issue to fund non-housing projects	0.00				
7) Note Payable 626 S Citrus Avenue	US Bank	Property purchased for redevelopment	12,160.25	12,160.25	145,923.00	145,923.00	145,923.00
8) Lease Payable 611 S Citrus	Al-Sal Oil	Property lease	7,333.33	7,333.33	44,000.00	44,000.00	44,000.00
9) Lease Payable RJS Financial	RJS Financial	Property lease	49,840.00	49,840.00	299,040.00	299,040.00	299,040.00
10) Low-Mod Housing Program	City of Covina/Covina Hou	low/mod programs, admin, consultant, emp	40,037.50	40,037.50	2,882,700.00	2,882,700.00	752,358.00
11) Rental Subsidies	Vista Pointe	Low-Moderate Rental subsidy					
12) Rental Subsidies	Lewis Operating	Low-Moderate Rental subsidy					
13) Rental Subsidies	Mercy Moreno	Low-Moderate Rental subsidy					
14) Wings	YWCA Wings	Transitional housing			106,000.00		
15) 147-151 E College St	Housing fund	Repayment to LMH			715,000.00		
16) Shoppers Lane	Gentry Brothers, Inc	Public Improvements					
17) 200 W Rowland	Covina Gardens KBS L.P.	Low-Mod housing renovations					
18) Habitat - 436 E Cypress	Habitat for Humanity	Grant for building of affordable home	4,000.00	4,000.00	24,000.00	22,000.00	
19) McGill House	CCLA & others	Low-moderate Transitional housing	5,000.00	4,000.00	200,000.00	200,000.00	73,000.00
20) DPAP	City of Covina/Covina Hou	Downpayment assistance program	30,000.00				
21) 135 E Badillo (old BofA)	City of Covina/Covina Hou	Low-moderate housing			50,000.00		
22) Neighborhood Preservation Services	City of Covina	Neighborhood Preservation Employee Cost	16,728.33	16,728.33	1,204,440.00	1,204,440.00	1,046,247.00
23) Land Exchange Agreement	Covina Valley USD	Equipment removal and site preparation					
24) Vocational Facility	Covina Valley USD	Build new educational facility					
25) Farmers Market	Russ Davis	Farmers Market operation					
26) Rental Subsidy Program	City of Covina/Covina Hou	Low-Moderate housing rental subsidy			200,000.00	200,000.00	200,000.00
27) Heritage Plaza	MG Enterprises	Park Construction					
28) Heritage Plaza	Willdan	Project management					
29) Heritage Plaza	Willdan	Project design					
30) Hospital Project	City of Covina	Citrus Valley Health Partners Intercommuni				2,000,000.00	
Totals - This Page			\$ 699,464.41	\$ 134,099.41	\$ 8,940,469.00	\$ 7,470,705.00	\$ 5,693,168.00
Totals - Page 2			\$ 181,104.16	\$ 181,104.16	\$ 1,590,012.66	\$ 181,104.16	\$ 181,104.16
Totals - Other Obligations			\$ 1,567,817.17	\$ 773,129.50	\$ 1,367,400.50	\$ 773,129.50	\$ 1,367,400.50
Grand total - All Pages			\$ 2,448,385.74	\$ 1,088,333.07	\$ 11,897,882.16	\$ 8,424,938.66	\$ 7,241,672.66

Name of Redevelopment Agency: Covina Redevelopment Agency

Project Area(s) Project Areas 1 and 2

RECOGNIZED OBLIGATION PAYMENT SCHEDULE

Per AB 26 - Section 34171 and 34177

Project Name / Debt Obligation	Payee	Description					
			Jan-Jun 2014	Jul-Dec 2014	Jan-Jun 2015	Jul-Dec 2015	Jan-Jun 2016
1) 1997 Tax Allocation Bonds Series A	Bank of New York	Bond issue to fund non-housing projects	28,772.00	118,772.00	26,322.00	121,322.00	23,718.00
2) 1997 Tax Allocation Bonds Series B	Bank of New York	Bond issue to fund non-housing projects	56,044.00	441,044.00	45,937.00	450,937.00	35,306.00
3) 2002 Tax Allocation Bonds Series A	Bank of New York	Bond issue to fund non-housing projects	44,224.00	404,224.00	36,484.00	411,484.00	28,234.00
4) 2004 Tax Allocation Bonds Series A	Bank of New York	Bond issue to fund non-housing projects	206,423.00	1,906,423.00	163,923.00	1,953,923.00	131,479.00
5) 2004 Tax Allocation Bonds Series B-1	Bank of New York	Bond issue to fund housing projects	80,055.00	315,055.00	74,507.00	324,507.00	67,796.00
6) 2004 Tax Allocation Bonds Series B-2	Bank of New York	Bond issue to fund non-housing projects					
7) Note Payable 626 S Citrus Avenue	US Bank	Property purchased for redevelopment	84,985.00				
8) Lease Payable 611 S Citrus	Al-Sal Oil	Property lease	48,400.00	48,400.00	48,400.00	48,400.00	48,400.00
9) Lease Payable RJS Financial	RJS Financial	Property lease	299,040.00	299,040.00	299,040.00	299,040.00	299,040.00
10) Low-Mod Housing Program	City of Covina/Covina Hou	low/mod programs, admin, consultant, emp					
11) Rental Subsidies	Vista Pointe	Low-Moderate Rental subsidy					
12) Rental Subsidies	Lewis Operating	Low-Moderate Rental subsidy					
13) Rental Subsidies	Mercy Moreno	Low-Moderate Rental subsidy					
14) Wings	YWCA Wings	Transitional housing					
15) 147-151 E College St	Housing fund	Repayment to LMH					
16) Shoppers Lane	Gentry Brothers, Inc	Public Improvements					
17) 200 W Rowland	Covina Gardens KBS L.P.	Low-Mod housing renovations					
18) Habitat - 436 E Cypress	Habitat for Humanity	Grant for building of affordable home					
19) McGill House	CCLA & others	Low-moderate Transitional housing					
20) DPAP	City of Covina/Covina Hou	Downpayment assistance program					
21) 135 E Badillo (old BofA)	City of Covina/Covina Hou	Low-moderate housing					
22) Neighborhood Preservation Services	City of Covina	Neighborhood Preservation Employee Cost					
23) Land Exchange Agreement	Covina Valley USD	Equipment removal and site preparation					
24) Vocational Facility	Covina Valley USD	Build new educational facility					
25) Farmers Market	Russ Davis	Farmers Market operation					
26) Rental Subsidy Program	City of Covina/Covina Hou	Low-Moderate housing rental subsidy	200,000.00	100,000.00			
27) Heritage Plaza	MG Enterprises	Park Construction					
28) Heritage Plaza	Willdan	Project management					
29) Heritage Plaza	Willdan	Project design					
30) Hospital Project	City of Covina	Citrus Valley Health Partners Intercommuni					
Totals - This Page			\$ 1,047,943.00	\$ 3,632,958.00	\$ 694,613.00	\$ 3,609,613.00	\$ 633,973.00
Totals - Page 2			\$ 20,951,687.00	\$ 20,289,500.00	\$ 28,204,310.74	\$ 9,933,100.00	\$ 12,234,343.35
Totals - Other Obligations			\$ 3,313,220.50	\$ 2,410,400.50	\$ 1,295,583.50	\$ 2,400,400.50	\$ 773,129.50
Grand total - All Pages			\$ 25,312,850.50	\$ 26,332,858.50	\$ 30,194,507.24	\$ 15,943,113.50	\$ 13,641,445.85

Name of Redevelopment Agency: Covina Redevelopment Agency

Project Area(s) Project Areas 1 and 2

RECOGNIZED OBLIGATION PAYMENT SCHEDULE

Per AB 26 - Section 34171 and 34177

	Project Name / Debt Obligation	Payee	Description					
				Jul-Dec 2016	Jan-Jun 2017	Jul-Dec 2017	Jan-Jun 2018	Jul-Dec 2018
1)	1997 Tax Allocation Bonds Series A	Bank of New York	Bond issue to fund non-housing projects	123,718.00	20,984.00	125,984.00	18,118.00	128,119.00
2)	1997 Tax Allocation Bonds Series B	Bank of New York	Bond issue to fund non-housing projects	460,306.00	24,150.00	474,150.00	12,338.00	482,338.00
3)	2002 Tax Allocation Bonds Series A	Bank of New York	Bond issue to fund non-housing projects	418,234.00	19,459.00	424,459.00	10,094.00	435,094.00
4)	2004 Tax Allocation Bonds Series A	Bank of New York	Bond issue to fund non-housing projects	1,986,479.00	85,105.00	2,035,105.00	46,592.00	2,071,592.00
5)	2004 Tax Allocation Bonds Series B-1	Bank of New York	Bond issue to fund housing projects	327,796.00	60,815.00	335,815.00	53,432.00	343,432.00
6)	2004 Tax Allocation Bonds Series B-2	Bank of New York	Bond issue to fund non-housing projects					
7)	Note Payable 626 S Citrus Avenue	US Bank	Property purchased for redevelopment					
8)	Lease Payable 611 S Citrus	Al-Sal Oil	Property lease	48,400.00	48,400.00	48,400.00	48,400.00	48,400.00
9)	Lease Payable RJS Financial	RJS Financial	Property lease	299,040.00	199,360.00			
10)	Low-Mod Housing Program	City of Covina/Covina Hou	low/mod programs, admin, consultant, emp					
11)	Rental Subsidies	Vista Pointe	Low-Moderate Rental subsidy					
12)	Rental Subsidies	Lewis Operating	Low-Moderate Rental subsidy					
13)	Rental Subsidies	Mercy Moreno	Low-Moderate Rental subsidy					
14)	Wings	YWCA Wings	Transitional housing					
15)	147-151 E College St	Housing fund	Repayment to LMH					
16)	Shoppers Lane	Gentry Brothers, Inc	Public Improvements					
17)	200 W Rowland	Covina Gardens KBS L.P.	Low-Mod housing renovations					
18)	Habitat - 436 E Cypress	Habitat for Humanity	Grant for building of affordable home					
19)	McGill House	CCLA & others	Low-moderate Transitional housing					
20)	DPAP	City of Covina/Covina Hou	Downpayment assistance program					
21)	135 E Badillo (old BofA)	City of Covina/Covina Hou	Low-moderate housing					
22)	Neighborhood Preservation Services	City of Covina	Neighborhood Preservation Employee Cost					
23)	Land Exchange Agreement	Covina Valley USD	Equipment removal and site preparation					
24)	Vocational Facility	Covina Valley USD	Build new educational facility					
25)	Farmers Market	Russ Davis	Farmers Market operation					
26)	Rental Subsidy Program	City of Covina/Covina Hou	Low-Moderate housing rental subsidy					
27)	Heritage Plaza	MG Enterprises	Park Construction					
28)	Heritage Plaza	Willdan	Project management					
29)	Heritage Plaza	Willdan	Project design					
30)	Hospital Project	City of Covina	Citrus Valley Health Partners Intercommuni					
Totals - This Page				\$ 3,663,973.00	\$ 458,273.00	\$ 3,443,913.00	\$ 188,974.00	\$ 3,508,975.00
Totals - Page 2				\$ 1,953,346.00	\$ 2,952,718.14	\$ 250,000.00	\$ 3,716,772.50	\$ -
Totals - Other Obligations				\$ 2,142,949.50	\$ 108,129.50	\$ 1,735,400.50	\$ 108,129.50	\$ 1,635,175.00
Grand total - All Pages				\$ 7,760,268.50	\$ 3,519,120.64	\$ 5,429,313.50	\$ 4,013,876.00	\$ 5,144,150.00

RECOGNIZED OBLIGATION PAYMENT SCHEDULE
 Per AB 26 - Section 34171 and 34177

Project Name / Debt Obligation	Payee	Description	Jan-Jun 2019	Jul-Dec 2019	Jan-Jun 2020	Jul-Dec 2020	Jan-Jun 2021
1) 1997 Tax Allocation Bonds Series A	Bank of New York	Bond issue to fund non-housing projects	15,031.00	135,032.00	11,675.00	136,675.00	8,163.00
2) 1997 Tax Allocation Bonds Series B	Bank of New York	Bond issue to fund non-housing projects					
3) 2002 Tax Allocation Bonds Series A	Bank of New York	Bond issue to fund non-housing projects		2,990,000.00		2,990,000.00	
4) 2004 Tax Allocation Bonds Series A	Bank of New York	Bond issue to fund non-housing projects	5,586.00	55,586.00	4,586.00	54,586.00	3,554.00
5) 2004 Tax Allocation Bonds Series B-1	Bank of New York	Bond issue to fund housing projects	45,645.00	350,645.00	37,456.00	357,456.00	28,864.00
6) 2004 Tax Allocation Bonds Series B-2	Bank of New York	Bond issue to fund non-housing projects					
7) Note Payable 626 S Citrus Avenue	US Bank	Property purchased for redevelopment					
8) Lease Payable 611 S Citrus	Al-Sal Oil	Property lease	48,400.00	48,400.00	48,400.00	48,400.00	48,400.00
9) Lease Payable RJS Financial	RJS Financial	Property lease					
10) Low-Mod Housing Program	City of Covina/Covina Hou	low/mod programs, admin, consultant, emp					
11) Rental Subsidies	Vista Pointe	Low-Moderate Rental subsidy					
12) Rental Subsidies	Lewis Operating	Low-Moderate Rental subsidy					
13) Rental Subsidies	Mercy Moreno	Low-Moderate Rental subsidy					
14) Wings	YWCA Wings	Transitional housing					
15) 147-151 E College St	Housing fund	Repayment to LMH					
16) Shoppers Lane	Gentry Brothers, Inc	Public Improvements					
17) 200 W Rowland	Covina Gardens KBS L.P.	Low-Mod housing renovations					
18) Habitat - 436 E Cypress	Habitat for Humanity	Grant for building of affordable home					
19) McGill House	CCLA & others	Low-moderate Transitional housing					
20) DPAP	City of Covina/Covina Hou	Downpayment assistance program					
21) 135 E Badillo (old BofA)	City of Covina/Covina Hou	Low-moderate housing					
22) Neighborhood Preservation Services	City of Covina	Neighborhood Preservation Employee Cost					
23) Land Exchange Agreement	Covina Valley USD	Equipment removal and site preparation					
24) Vocational Facility	Covina Valley USD	Build new educational facility					
25) Farmers Market	Russ Davis	Farmers Market operation					
26) Rental Subsidy Program	City of Covina/Covina Hou	Low-Moderate housing rental subsidy					
27) Heritage Plaza	MG Enterprises	Park Construction					
28) Heritage Plaza	Willdan	Project management					
29) Heritage Plaza	Willdan	Project design					
30) Hospital Project	City of Covina	Citrus Valley Health Partners Intercommuni					
Totals - This Page			\$ 114,662.00	\$ 3,579,663.00	\$ 102,117.00	\$ 3,587,117.00	\$ 88,981.00
Totals - Page 2			\$ 731,107.95	\$ -	\$ 745,730.11	\$ -	\$ 760,644.71
Totals - Other Obligations			\$ -	\$ 1,583,271.00	\$ -	\$ 1,419,495.00	\$ -
Grand total - All Pages			\$ 845,769.95	\$ 5,162,934.00	\$ 847,847.11	\$ 5,006,612.00	\$ 849,625.71

Name of Redevelopment Agency: Covina Redevelopment Agency

Project Area(s) Project Areas 1 and 2

RECOGNIZED OBLIGATION PAYMENT SCHEDULE

Per AB 26 - Section 34171 and 34177

Project Name / Debt Obligation	Payee	Description	Jul-Dec 2021	Jan-Jun 2022	Jul-Dec 2022	Jan-Jun 2023	Jul-Dec 2023
1) 1997 Tax Allocation Bonds Series A	Bank of New York	Bond issue to fund non-housing projects	138,163.00	4,516.00	144,516.00		
2) 1997 Tax Allocation Bonds Series B	Bank of New York	Bond issue to fund non-housing projects					
3) 2002 Tax Allocation Bonds Series A	Bank of New York	Bond issue to fund non-housing projects	2,990,000.00		2,990,000.00		2,990,000.00
4) 2004 Tax Allocation Bonds Series A	Bank of New York	Bond issue to fund non-housing projects	58,554.00	2,386.00	57,386.00	1,203.00	56,203.00
5) 2004 Tax Allocation Bonds Series B-1	Bank of New York	Bond issue to fund housing projects	368,864.00	19,735.00	379,735.00	10,069.00	385,069.00
6) 2004 Tax Allocation Bonds Series B-2	Bank of New York	Bond issue to fund non-housing projects					
7) Note Payable 626 S Citrus Avenue	US Bank	Property purchased for redevelopment					
8) Lease Payable 611 S Citrus	Al-Sal Oil	Property lease	48,400.00	48,400.00	48,400.00	48,400.00	56,847.00
9) Lease Payable RJS Financial	RJS Financial	Property lease					
10) Low-Mod Housing Program	City of Covina/Covina Hou	low/mod programs, admin, consultant, emp					
11) Rental Subsidies	Vista Pointe	Low-Moderate Rental subsidy					
12) Rental Subsidies	Lewis Operating	Low-Moderate Rental subsidy					
13) Rental Subsidies	Mercy Moreno	Low-Moderate Rental subsidy					
14) Wings	YWCA Wings	Transitional housing					
15) 147-151 E College St	Housing fund	Repayment to LMH					
16) Shoppers Lane	Gentry Brothers, Inc	Public Improvements					
17) 200 W Rowland	Covina Gardens KBS L.P.	Low-Mod housing renovations					
18) Habitat - 436 E Cypress	Habitat for Humanity	Grant for building of affordable home					
19) McGill House	CCLA & others	Low-moderate Transitional housing					
20) DPAP	City of Covina/Covina Hou	Downpayment assistance program					
21) 135 E Badillo (old BofA)	City of Covina/Covina Hou	Low-moderate housing					
22) Neighborhood Preservation Services	City of Covina	Neighborhood Preservation Employee Cost					
23) Land Exchange Agreement	Covina Valley USD	Equipment removal and site preparation					
24) Vocational Facility	Covina Valley USD	Build new educational facility					
25) Farmers Market	Russ Davis	Farmers Market operation					
26) Rental Subsidy Program	City of Covina/Covina Hou	Low-Moderate housing rental subsidy					
27) Heritage Plaza	MG Enterprises	Park Construction					
28) Heritage Plaza	Willdan	Project management					
29) Heritage Plaza	Willdan	Project design					
30) Hospital Project	City of Covina	Citrus Valley Health Partners Intercommuni					
Totals - This Page			\$ 3,603,981.00	\$ 75,037.00	\$ 3,620,037.00	\$ 59,672.00	\$ 3,488,119.00
Totals - Page 2			\$ -	\$ 775,857.60	\$ -	\$ 791,374.75	\$ -
Totals - Other Obligations			\$ 1,076,771.00	\$ -	\$ 1,076,771.00	\$ -	\$ 1,076,771.00
Grand total - All Pages			\$ 4,680,752.00	\$ 850,894.60	\$ 4,696,808.00	\$ 851,046.75	\$ 4,564,890.00

Name of Redevelopment Agency: Covina Redevelopment Agency
 Project Area(s) Project Areas 1 and 2

RECOGNIZED OBLIGATION PAYMENT SCHEDULE
 Per AB 26 - Section 34171 and 34177

Project Name / Debt Obligation	Payee	Description	Jan-Jun 2024	Jul-Dec 2024	Jan-Jun 2025	Jul-Dec 2025	Jan-Jun 2026
1) 1997 Tax Allocation Bonds Series A	Bank of New York	Bond issue to fund non-housing projects					
2) 1997 Tax Allocation Bonds Series B	Bank of New York	Bond issue to fund non-housing projects					
3) 2002 Tax Allocation Bonds Series A	Bank of New York	Bond issue to fund non-housing projects					
4) 2004 Tax Allocation Bonds Series A	Bank of New York	Bond issue to fund non-housing projects					
5) 2004 Tax Allocation Bonds Series B-1	Bank of New York	Bond issue to fund housing projects					
6) 2004 Tax Allocation Bonds Series B-2	Bank of New York	Bond issue to fund non-housing projects					
7) Note Payable 626 S Citrus Avenue	US Bank	Property purchased for redevelopment					
8) Lease Payable 611 S Citrus	Al-Sal Oil	Property lease					
9) Lease Payable RJS Financial	RJS Financial	Property lease					
10) Low-Mod Housing Program	City of Covina/Covina Hou	low/mod programs, admin, consultant, emp					
11) Rental Subsidies	Vista Pointe	Low-Moderate Rental subsidy					
12) Rental Subsidies	Lewis Operating	Low-Moderate Rental subsidy					
13) Rental Subsidies	Mercy Moreno	Low-Moderate Rental subsidy					
14) Wings	YWCA Wings	Transitional housing					
15) 147-151 E College St	Housing fund	Repayment to LMH					
16) Shoppers Lane	Gentry Brothers, Inc	Public Improvements					
17) 200 W Rowland	Covina Gardens KBS L.P.	Low-Mod housing renovations					
18) Habitat - 436 E Cypress	Habitat for Humanity	Grant for building of affordable home					
19) McGill House	CCLA & others	Low-moderate Transitional housing					
20) DPAP	City of Covina/Covina Hou	Downpayment assistance program					
21) 135 E Badillo (old BofA)	City of Covina/Covina Hou	Low-moderate housing					
22) Neighborhood Preservation Services	City of Covina	Neighborhood Preservation Employee Cost					
23) Land Exchange Agreement	Covina Valley USD	Equipment removal and site preparation					
24) Vocational Facility	Covina Valley USD	Build new educational facility					
25) Farmers Market	Russ Davis	Farmers Market operation					
26) Rental Subsidy Program	City of Covina/Covina Hou	Low-Moderate housing rental subsidy					
27) Heritage Plaza	MG Enterprises	Park Construction					
28) Heritage Plaza	Willdan	Project management					
29) Heritage Plaza	Willdan	Project design					
30) Hospital Project	City of Covina	Citrus Valley Health Partners Intercommuni					
Totals - This Page			\$ -	\$ -	\$ -	\$ -	\$ -
Totals - Page 2			\$ 807,202.25	\$ -	\$ 823,346.30	\$ -	\$ 839,813.23
Totals - Other Obligations			\$ -	\$ 1,028,427.00	\$ -	\$ 1,000,000.00	\$ -
Grand total - All Pages			\$ 807,202.25	\$ 1,028,427.00	\$ 823,346.30	\$ 1,000,000.00	\$ 839,813.23

Name of Redevelopment Agency: Covina Redevelopment Agency

Project Area(s) Project Areas 1 and 2

RECOGNIZED OBLIGATION PAYMENT SCHEDULE

Per AB 26 - Section 34171 and 34177

	Project Name / Debt Obligation	Payee	Description	Jul-Dec 2026	Jan-Jun 2027	Jul-Dec 2027	Jan-Jun 2028	Jul-Dec 2028
1)	1997 Tax Allocation Bonds Series A	Bank of New York	Bond issue to fund non-housing projects					
2)	1997 Tax Allocation Bonds Series B	Bank of New York	Bond issue to fund non-housing projects					
3)	2002 Tax Allocation Bonds Series A	Bank of New York	Bond issue to fund non-housing projects					
4)	2004 Tax Allocation Bonds Series A	Bank of New York	Bond issue to fund non-housing projects					
5)	2004 Tax Allocation Bonds Series B-1	Bank of New York	Bond issue to fund housing projects					
6)	2004 Tax Allocation Bonds Series B-2	Bank of New York	Bond issue to fund non-housing projects					
7)	Note Payable 626 S Citrus Avenue	US Bank	Property purchased for redevelopment					
8)	Lease Payable 611 S Citrus	Al-Sal Oil	Property lease					
9)	Lease Payable RJS Financial	RJS Financial	Property lease					
10)	Low-Mod Housing Program	City of Covina/Covina Hou	low/mod programs, admin, consultant, emp					
11)	Rental Subsidies	Vista Pointe	Low-Moderate Rental subsidy					
12)	Rental Subsidies	Lewis Operating	Low-Moderate Rental subsidy					
13)	Rental Subsidies	Mercy Moreno	Low-Moderate Rental subsidy					
14)	Wings	YWCA Wings	Transitional housing					
15)	147-151 E College St	Housing fund	Repayment to LMH					
16)	Shoppers Lane	Gentry Brothers, Inc	Public Improvements					
17)	200 W Rowland	Covina Gardens KBS L.P.	Low-Mod housing renovations					
18)	Habitat - 436 E Cypress	Habitat for Humanity	Grant for building of affordable home					
19)	McGill House	CCLA & others	Low-moderate Transitional housing					
20)	DPAP	City of Covina/Covina Hou	Downpayment assistance program					
21)	135 E Badillo (old BofA)	City of Covina/Covina Hou	Low-moderate housing					
22)	Neighborhood Preservation Services	City of Covina	Neighborhood Preservation Employee Cost					
23)	Land Exchange Agreement	Covina Valley USD	Equipment removal and site preparation					
24)	Vocational Facility	Covina Valley USD	Build new educational facility					
25)	Farmers Market	Russ Davis	Farmers Market operation					
26)	Rental Subsidy Program	City of Covina/Covina Hou	Low-Moderate housing rental subsidy					
27)	Heritage Plaza	MG Enterprises	Park Construction					
28)	Heritage Plaza	Willdan	Project management					
29)	Heritage Plaza	Willdan	Project design					
30)	Hospital Project	City of Covina	Citrus Valley Health Partners Intercommuni					
Totals - This Page				\$ -	\$ -	\$ -	\$ -	\$ -
Totals - Page 2				\$ -	\$ 856,609.49	\$ -	\$ 873,741.68	\$ -
Totals - Other Obligations				\$ 1,000,000.00	\$ -	\$ 1,000,000.00	\$ -	\$ 1,000,000.00
Grand total - All Pages				\$ 1,000,000.00	\$ 856,609.49	\$ 1,000,000.00	\$ 873,741.68	\$ 1,000,000.00

Name of Redevelopment Agency: Covina Redevelopment Agency
 Project Area(s) Project Areas 1 and 2

RECOGNIZED OBLIGATION PAYMENT SCHEDULE
 Per AB 26 - Section 34171 and 34177

Project Name / Debt Obligation	Payee	Description	Jan-Jun 2029	Jul-Dec 2029	Jan-Jun 2030	Jul-Dec 2030	Jan-Jun 2031
1) 1997 Tax Allocation Bonds Series A	Bank of New York	Bond issue to fund non-housing projects					
2) 1997 Tax Allocation Bonds Series B	Bank of New York	Bond issue to fund non-housing projects					
3) 2002 Tax Allocation Bonds Series A	Bank of New York	Bond issue to fund non-housing projects					
4) 2004 Tax Allocation Bonds Series A	Bank of New York	Bond issue to fund non-housing projects					
5) 2004 Tax Allocation Bonds Series B-1	Bank of New York	Bond issue to fund housing projects					
6) 2004 Tax Allocation Bonds Series B-2	Bank of New York	Bond issue to fund non-housing projects					
7) Note Payable 626 S Citrus Avenue	US Bank	Property purchased for redevelopment					
8) Lease Payable 611 S Citrus	Al-Sal Oil	Property lease					
9) Lease Payable RJS Financial	RJS Financial	Property lease					
10) Low-Mod Housing Program	City of Covina/Covina Hou	low/mod programs, admin, consultant, emp					
11) Rental Subsidies	Vista Pointe	Low-Moderate Rental subsidy					
12) Rental Subsidies	Lewis Operating	Low-Moderate Rental subsidy					
13) Rental Subsidies	Mercy Moreno	Low-Moderate Rental subsidy					
14) Wings	YWCA Wings	Transitional housing					
15) 147-151 E College St	Housing fund	Repayment to LMH					
16) Shoppers Lane	Gentry Brothers, Inc	Public Improvements					
17) 200 W Rowland	Covina Gardens KBS L.P.	Low-Mod housing renovations					
18) Habitat - 436 E Cypress	Habitat for Humanity	Grant for building of affordable home					
19) McGill House	CCLA & others	Low-moderate Transitional housing					
20) DPAP	City of Covina/Covina Hou	Downpayment assistance program					
21) 135 E Badillo (old BofA)	City of Covina/Covina Hou	Low-moderate housing					
22) Neighborhood Preservation Services	City of Covina	Neighborhood Preservation Employee Cost					
23) Land Exchange Agreement	Covina Valley USD	Equipment removal and site preparation					
24) Vocational Facility	Covina Valley USD	Build new educational facility					
25) Farmers Market	Russ Davis	Farmers Market operation					
26) Rental Subsidy Program	City of Covina/Covina Hou	Low-Moderate housing rental subsidy					
27) Heritage Plaza	MG Enterprises	Park Construction					
28) Heritage Plaza	Willdan	Project management					
29) Heritage Plaza	Willdan	Project design					
30) Hospital Project	City of Covina	Citrus Valley Health Partners Intercommuni					
Totals - This Page			\$ -	\$ -	\$ -	\$ -	\$ -
Totals - Page 2			\$ 89,121.65	\$ -	\$ 90,904.08	\$ -	\$ 92,722.16
Totals - Other Obligations			\$ -	\$ 1,137,182.00	\$ -	\$ -	\$ -
Grand total - All Pages			\$ 89,121.65	\$ 1,137,182.00	\$ 90,904.08	\$ -	\$ 92,722.16

Name of Redevelopment Agency: Covina Redevelopment Agency

Project Area(s) Project Areas 1 and 2

RECOGNIZED OBLIGATION PAYMENT SCHEDULE

Per AB 26 - Section 34171 and 34177

	Project Name / Debt Obligation	Payee	Description	Jul-Dec 2031	Jan-Jun 2032	Jul-Dec 2032	Jan-Jun 2033	Jul-Dec 2033
1)	1997 Tax Allocation Bonds Series A	Bank of New York	Bond issue to fund non-housing projects					
2)	1997 Tax Allocation Bonds Series B	Bank of New York	Bond issue to fund non-housing projects					
3)	2002 Tax Allocation Bonds Series A	Bank of New York	Bond issue to fund non-housing projects					
4)	2004 Tax Allocation Bonds Series A	Bank of New York	Bond issue to fund non-housing projects					
5)	2004 Tax Allocation Bonds Series B-1	Bank of New York	Bond issue to fund housing projects					
6)	2004 Tax Allocation Bonds Series B-2	Bank of New York	Bond issue to fund non-housing projects					
7)	Note Payable 626 S Citrus Avenue	US Bank	Property purchased for redevelopment					
8)	Lease Payable 611 S Citrus	Al-Sal Oil	Property lease					
9)	Lease Payable RJS Financial	RJS Financial	Property lease					
10)	Low-Mod Housing Program	City of Covina/Covina Hou	low/mod programs, admin, consultant, emp					
11)	Rental Subsidies	Vista Pointe	Low-Moderate Rental subsidy					
12)	Rental Subsidies	Lewis Operating	Low-Moderate Rental subsidy					
13)	Rental Subsidies	Mercy Moreno	Low-Moderate Rental subsidy					
14)	Wings	YWCA Wings	Transitional housing					
15)	147-151 E College St	Housing fund	Repayment to LMH					
16)	Shoppers Lane	Gentry Brothers, Inc	Public Improvements					
17)	200 W Rowland	Covina Gardens KBS L.P.	Low-Mod housing renovations					
18)	Habitat - 436 E Cypress	Habitat for Humanity	Grant for building of affordable home					
19)	McGill House	CCLA & others	Low-moderate Transitional housing					
20)	DPAP	City of Covina/Covina Hou	Downpayment assistance program					
21)	135 E Badillo (old BofA)	City of Covina/Covina Hou	Low-moderate housing					
22)	Neighborhood Preservation Services	City of Covina	Neighborhood Preservation Employee Cost					
23)	Land Exchange Agreement	Covina Valley USD	Equipment removal and site preparation					
24)	Vocational Facility	Covina Valley USD	Build new educational facility					
25)	Farmers Market	Russ Davis	Farmers Market operation					
26)	Rental Subsidy Program	City of Covina/Covina Hou	Low-Moderate housing rental subsidy					
27)	Heritage Plaza	MG Enterprises	Park Construction					
28)	Heritage Plaza	Willdan	Project management					
29)	Heritage Plaza	Willdan	Project design					
30)	Hospital Project	City of Covina	Citrus Valley Health Partners Intercommuni					
Totals - This Page				\$ -	\$ -	\$ -	\$ -	\$ -
Totals - Page 2				\$ -	\$ 94,576.60	\$ -	\$ 96,468.13	\$ -
Totals - Other Obligations				\$ -	\$ -	\$ -	\$ -	\$ -
Grand total - All Pages				\$ -	\$ 94,576.60	\$ -	\$ 96,468.13	\$ -

Name of Redevelopment Agency: Covina Redevelopment Agency
 Project Area(s) Project Areas 1 and 2

RECOGNIZED OBLIGATION PAYMENT SCHEDULE
 Per AB 26 - Section 34171 and 34177

	Project Name / Debt Obligation	Payee	Description	Jan-Jun 2034	Jul-Dec 2034	Jan-Jun 2035	Jul-Dec 2035	Jan-Jun 2036
1)	1997 Tax Allocation Bonds Series A	Bank of New York	Bond issue to fund non-housing projects					
2)	1997 Tax Allocation Bonds Series B	Bank of New York	Bond issue to fund non-housing projects					
3)	2002 Tax Allocation Bonds Series A	Bank of New York	Bond issue to fund non-housing projects					
4)	2004 Tax Allocation Bonds Series A	Bank of New York	Bond issue to fund non-housing projects					
5)	2004 Tax Allocation Bonds Series B-1	Bank of New York	Bond issue to fund housing projects					
6)	2004 Tax Allocation Bonds Series B-2	Bank of New York	Bond issue to fund non-housing projects					
7)	Note Payable 626 S Citrus Avenue	US Bank	Property purchased for redevelopment					
8)	Lease Payable 611 S Citrus	Al-Sal Oil	Property lease					
9)	Lease Payable RJS Financial	RJS Financial	Property lease					
10)	Low-Mod Housing Program	City of Covina/Covina Hou	low/mod programs, admin, consultant, emp					
11)	Rental Subsidies	Vista Pointe	Low-Moderate Rental subsidy					
12)	Rental Subsidies	Lewis Operating	Low-Moderate Rental subsidy					
13)	Rental Subsidies	Mercy Moreno	Low-Moderate Rental subsidy					
14)	Wings	YWCA Wings	Transitional housing					
15)	147-151 E College St	Housing fund	Repayment to LMH					
16)	Shoppers Lane	Gentry Brothers, Inc	Public Improvements					
17)	200 W Rowland	Covina Gardens KBS L.P.	Low-Mod housing renovations					
18)	Habitat - 436 E Cypress	Habitat for Humanity	Grant for building of affordable home					
19)	McGill House	CCLA & others	Low-moderate Transitional housing					
20)	DPAP	City of Covina/Covina Hou	Downpayment assistance program					
21)	135 E Badillo (old BofA)	City of Covina/Covina Hou	Low-moderate housing					
22)	Neighborhood Preservation Services	City of Covina	Neighborhood Preservation Employee Cost					
23)	Land Exchange Agreement	Covina Valley USD	Equipment removal and site preparation					
24)	Vocational Facility	Covina Valley USD	Build new educational facility					
25)	Farmers Market	Russ Davis	Farmers Market operation					
26)	Rental Subsidy Program	City of Covina/Covina Hou	Low-Moderate housing rental subsidy					
27)	Heritage Plaza	MG Enterprises	Park Construction					
28)	Heritage Plaza	Willdan	Project management					
29)	Heritage Plaza	Willdan	Project design					
30)	Hospital Project	City of Covina	Citrus Valley Health Partners Intercommuni					
Totals - This Page				\$ -	\$ -	\$ -	\$ -	\$ -
Totals - Page 2				\$ 98,397.49	\$ -	\$ 100,365.44	\$ -	\$ 102,372.75
Totals - Other Obligations				\$ -	\$ -	\$ -	\$ -	\$ -
Grand total - All Pages				\$ 98,397.49	\$ -	\$ 100,365.44	\$ -	\$ 102,372.75

Name of Redevelopment Agency: Covina Redevelopment Agency

Project Area(s) Project Areas 1 and 2

RECOGNIZED OBLIGATION PAYMENT SCHEDULE

Per AB 26 - Section 34171 and 34177

	Project Name / Debt Obligation	Payee	Description				Total
				Jul-Dec 2036	Jan-Jun 2037	Jul-Dec 2037	
1)	1997 Tax Allocation Bonds Series A	Bank of New York	Bond issue to fund non-housing projects				\$ 1,738,599.00
2)	1997 Tax Allocation Bonds Series B	Bank of New York	Bond issue to fund non-housing projects				\$ 3,890,700.00
3)	2002 Tax Allocation Bonds Series A	Bank of New York	Bond issue to fund non-housing projects				\$ 18,454,218.00
4)	2004 Tax Allocation Bonds Series A	Bank of New York	Bond issue to fund non-housing projects				\$ 16,127,589.00
5)	2004 Tax Allocation Bonds Series B-1	Bank of New York	Bond issue to fund housing projects				\$ 5,058,633.00
6)	2004 Tax Allocation Bonds Series B-2	Bank of New York	Bond issue to fund non-housing projects				\$ 798,408.00
7)	Note Payable 626 S Citrus Avenue	US Bank	Property purchased for redevelopment				\$ 632,196.25
8)	Lease Payable 611 S Citrus	Al-Sal Oil	Property lease				\$ 1,178,704.97
9)	Lease Payable RJS Financial	RJS Financial	Property lease				\$ 3,339,280.00
10)	Low-Mod Housing Program	City of Covina/Covina Hou	low/mod programs, admin, consultant, emp				\$ 6,878,095.50
11)	Rental Subsidies	Vista Pointe	Low-Moderate Rental subsidy				\$ 5,546.00
12)	Rental Subsidies	Lewis Operating	Low-Moderate Rental subsidy				\$ 23,269.88
13)	Rental Subsidies	Mercy Moreno	Low-Moderate Rental subsidy				\$ 1,698.00
14)	Wings	YWCA Wings	Transitional housing				\$ 106,000.00
15)	147-151 E College St	Housing fund	Repayment to LMH				\$ 715,000.00
16)	Shoppers Lane	Gentry Brothers, Inc	Public Improvements				\$ 101,295.00
17)	200 W Rowland	Covina Gardens KBS L.P.	Low-Mod housing renovations				\$ 2,500,000.00
18)	Habitat - 436 E Cypress	Habitat for Humanity	Grant for building of affordable home				\$ 82,000.00
19)	McGill House	CCLA & others	Low-moderate Transitional housing				\$ 500,000.00
20)	DPAP	City of Covina/Covina Hou	Downpayment assistance program				\$ 150,000.00
21)	135 E Badillo (old BofA)	City of Covina/Covina Hou	Low-moderate housing				\$ 50,000.00
22)	Neighborhood Preservation Services	City of Covina	Neighborhood Preservation Employee Cost				\$ 3,605,681.97
23)	Land Exchange Agreement	Covina Valley USD	Equipment removal and site preparation				\$ 50,000.00
24)	Vocational Facility	Covina Valley USD	Build new educational facility				\$ 1,300,000.00
25)	Farmers Market	Russ Davis	Farmers Market operation				\$ 1,000.00
26)	Rental Subsidy Program	City of Covina/Covina Hou	Low-Moderate housing rental subsidy				\$ 900,000.00
27)	Heritage Plaza	MG Enterprises	Park Construction				\$ 1,091,625.00
28)	Heritage Plaza	Willdan	Project management				\$ 26,964.00
29)	Heritage Plaza	Willdan	Project design				\$ 10,875.60
30)	Hospital Project	City of Covina	Citrus Valley Health Partners Intercommuni				\$ 2,000,000.00
							\$ -
Totals - This Page				\$ -	\$ -	\$ -	\$ 71,317,379.17
Totals - Page 2				\$ -	\$ 104,420.21	\$ -	\$ 114,040,361.64
Totals - Other Obligations				\$ -	\$ 37,438,095.70	\$ -	\$ 37,438,095.70
Grand total - All Pages				\$ -	\$ 37,542,515.91	\$ -	\$ 222,795,836.51

Name of Redevelopment Agency: Covina Redevelopment Agency
 Project Area(s) Project Areas 1 and 2

RECOGNIZED OBLIGATION PAYMENT SCHEDULE
 Per AB 26 - Section 34171 and 34177

Project Name / Debt Obligation	Payee	Description	Payment Source	Total Outstanding Debt or Obligation	Total Due During Fiscal Year	Oct
31) Rehabilitation and Preservation Programs	City of Covina/Covina Ho	Affordable housing programs	Low/Mod Income Housing Fund	2,000,000.00	0.00	
32) Downtown Site	City of Covina/Covina Ho	New housing Initiatives-affordable housing	Low/Mod Income Housing Fund	12,000,000.00	0.00	
33) Scattered Multi-family	City of Covina/Covina Ho	Affordable housing Rehab Sites	Low/Mod Income Housing Fund	4,298,000.00	0.00	
34) Scattered Single-family	City of Covina/Covina Ho	Affordable housing sites	Low/Mod Income Housing Fund	4,000,000.00	0.00	
35) Employee Obligations	City of Covina	Redevelopment Employee costs	Redevelopment Property Tax Trust	14,063,371.00	532,110.00	44,342.50
36) City Services and Overhead	City of Covina	Administration, overhead, etc	Redevelopment Property Tax Trust	15,981,697.00	1,059,400.00	88,283.33
37) Redevelopment Programs	City of Covina/BB&K/HDL	Programs, capital proj, consultants, marketing,	Redevelopment Property Tax Trust	19,688,808.00	581,740.00	48,478.33
38) Land Acquisition	City of Covina	Elimination of blight	Redevelopment Property Tax Trust	10,000,000.00	0.00	
39) Parking Lot Acquisition and Construction	City of Covina	Elimination of blight & creation of LMH	Redevelopment Property Tax Trust	5,000,000.00	0.00	
40) Corridor Revitalization & Streetscape Imp	City of Covina	Elimination of blight	Redevelopment Property Tax Trust	5,000,000.00	0.00	
41) Corners of Citrus & Rowland	City of Covina	Elimination of blight Project Area 1	Redevelopment Property Tax Trust	1,000,000.00	0.00	
42) Radisson Freeway Sign	City of Covina	Elimination of blight Project Area 1	Redevelopment Property Tax Trust	1,000,000.00	0.00	
43) South Citrus Auto Corridor	City of Covina	Elimination of blight Project Area 1	Redevelopment Property Tax Trust	500,000.00	0.00	
44) Public Infrastructure & Facilities	City of Covina	Elimination of blight Project Area 2	Redevelopment Property Tax Trust	1,500,000.00	0.00	
45) Potential Mixed use Projects	City of Covina/Covina Ho	Elimination of blight/provide affordable housin	Redevelopment Property Tax Trust	1,000,000.00	0.00	
46) Public Infrastructure & Facilities	City of Covina	Elimination of blight Project Area 2	Redevelopment Property Tax Trust	1,000,000.00	0.00	
47) Downtown Revitalization	City of Covina	Elimination of blight Project Area 2	Redevelopment Property Tax Trust	1,000,000.00	0.00	
48) AB1x 27 Payment	Los Angeles County	"voluntary" payment initial	Redevelopment Property Tax Trust	2,817,817.00	2,817,817.00	
49) AB1x 27 Payment	Los Angeles County	"voluntary" payment ongoing - estimated to b	Redevelopment Property Tax Trust	12,535,971.70	0.00	
50) Badillo Heights	Steve Eide	Litigation - return of deposit	Redevelopment Property Tax Trust	25,000.00	25,000.00	
51) Badillo Heights	Steve Eide	Litigation - settlement	Redevelopment Property Tax Trust	15,000.00	15,000.00	
52) CRA v district attorney	Oliver, Sandifer, Murphy	Legal fees regarding litigation	Redevelopment Property Tax Trust	1,905.50	1,905.50	1,905.50
53)						
54)						
55)						
56)						
57)						
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67)						
68)						
Totals - This Page				\$ 114,427,570.20	\$ 5,032,972.50	\$ 183,009.66

Name of Redevelopment Agency: Covina Redevelopment Agency
 Project Area(s) Project Areas 1 and 2

RECOGNIZED OBLIGATION PAYMENT SCHEDULE
 Per AB 26 - Section 34171 and 34177

	Project Name / Debt Obligation	Payee	Description						
				Nov	Dec	Jan	Feb	Mar	Apr
31)	Rehabilitation and Preservation Programs	City of Covina/Covina Ho	Affordable housing programs						
32)	Downtown Site	City of Covina/Covina Ho	New housing Initiatives-affordable housing						
33)	Scattered Multi-family	City of Covina/Covina Ho	Affordable housing Rehab Sites						
34)	Scattered Single-family	City of Covina/Covina Ho	Affordable housing sites						
35)	Employee Obligations	City of Covina	Redevelopment Employee costs	44,342.50	44,342.50	44,342.50	44,342.50	44,342.50	44,342.50
36)	City Services and Overhead	City of Covina	Administration, overhead, etc	88,283.33	88,283.33	88,283.33	88,283.33	88,283.33	88,283.33
37)	Redevelopment Programs	City of Covina/BB&K/HDL	Programs.capital proj.consultants.marketing,r	48,478.33	48,478.33	48,478.33	48,478.33	48,478.33	48,478.33
38)	Land Acquisition	City of Covina	Elimination of blight						
39)	Parking Lot Acquisition and Construction	City of Covina	Elimination of blight & creation of LMH						
40)	Corridor Revitalization & Streetscape Imp	City of Covina	Elimination of blight						
41)	Corners of Citrus & Rowland	City of Covina	Elimination of blight Project Area 1						
42)	Radisson Freeway Sign	City of Covina	Elimination of blight Project Area 1						
43)	South Citrus Auto Corridor	City of Covina	Elimination of blight Project Area 1						
44)	Public Infrastructure & Facilities	City of Covina	Elimination of blight Project Area 2						
45)	Potential Mixed use Projects	City of Covina/Covina Ho	Elimination of blight/provide affordable housin						
46)	Public Infrastructure & Facilities	City of Covina	Elimination of blight Project Area 2						
47)	Downtown Revitalization	City of Covina	Elimination of blight Project Area 2						
48)	AB1x 27 Payment	Los Angeles County	"voluntary" payment initial			1,408,908.50			1,408,908.50
49)	AB1x 27 Payment	Los Angeles County	"voluntary" payment ongoing - estimated to b						
50)	Badillo Heights	Steve Eide	Litigation - return of deposit						
51)	Badillo Heights	Steve Eide	Litigation - settlement	15,000.00					
52)	CRA v district attorney	Oliver, Sandifer, Murphy	Legal fees regarding litigation						
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Totals - This Page				\$ 196,104.16	\$ 181,104.16	\$ 1,590,012.66	\$ 181,104.16	\$ 181,104.16	\$ 1,590,012.66

Name of Redevelopment Agency: Covina Redevelopment Agency
 Project Area(s) Project Areas 1 and 2

RECOGNIZED OBLIGATION PAYMENT SCHEDULE
 Per AB 26 - Section 34171 and 34177

Project Name / Debt Obligation	Payee	Description					
			May	Jun	Jan-Jun 2013	Jul-Dec 2013	Jan-Jun 2014
31) Rehabilitation and Preservation Programs	City of Covina/Covina Ho	Affordable housing programs			250,000.00	250,000.00	250,000.00
32) Downtown Site	City of Covina/Covina Ho	New housing Initiatives-affordable housing			3,000,000.00	3,000,000.00	3,000,000.00
33) Scattered Multi-family	City of Covina/Covina Ho	Affordable housing Rehab Sites			2,000,000.00	298,000.00	
34) Scattered Single-family	City of Covina/Covina Ho	Affordable housing sites			2,000,000.00		
35) Employee Obligations	City of Covina	Redevelopment Employee costs	44,342.50	44,342.50	3,192,660.00	3,192,660.00	3,192,660.00
36) City Services and Overhead	City of Covina	Administration, overhead, etc	88,283.33	88,283.33	6,356,400.00	2,297,780.00	
37) Redevelopment Programs	City of Covina/BB&K/HDL	Programs, capital proj, consultants, marketing, etc	48,478.33	48,478.33	3,490,440.00	3,490,440.00	3,490,440.00
38) Land Acquisition	City of Covina	Elimination of blight				10,000,000.00	
39) Parking Lot Acquisition and Construction	City of Covina	Elimination of blight & creation of LMH				5,000,000.00	
40) Corridor Revitalization & Streetscape Imp	City of Covina	Elimination of blight					
41) Corners of Citrus & Rowland	City of Covina	Elimination of blight Project Area 1					
42) Radisson Freeway Sign	City of Covina	Elimination of blight Project Area 1					
43) South Citrus Auto Corridor	City of Covina	Elimination of blight Project Area 1					
44) Public Infrastructure & Facilities	City of Covina	Elimination of blight Project Area 2					
45) Potential Mixed use Projects	City of Covina/Covina Ho	Elimination of blight/provide affordable housin					
46) Public Infrastructure & Facilities	City of Covina	Elimination of blight Project Area 2					
47) Downtown Revitalization	City of Covina	Elimination of blight Project Area 2					
48) AB1x 27 Payment	Los Angeles County	"voluntary" payment initial					
49) AB1x 27 Payment	Los Angeles County	"voluntary" payment ongoing - estimated to b				675,430.74	
50) Badillo Heights	Steve Eide	Litigation - return of deposit					
51) Badillo Heights	Steve Eide	Litigation - settlement					
52) CRA v district attorney	Oliver, Sandifer, Murphy	Legal fees regarding litigation					
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Totals - This Page			\$ 181,104.16	\$ 181,104.16	\$ 20,289,500.00	\$ 28,204,310.74	\$ 9,933,100.00

Name of Redevelopment Agency: Covina Redevelopment Agency
 Project Area(s) Project Areas 1 and 2

RECOGNIZED OBLIGATION PAYMENT SCHEDULE
 Per AB 26 - Section 34171 and 34177

Project Name / Debt Obligation	Payee	Description	Jul-Dec 2014	Jan-Jun 2015	Jul-Dec 2015	Jan-Jun 2016	Jul-Dec 2016
31) Rehabilitation and Preservation Programs	City of Covina/Covina Ho	Affordable housing programs	250,000.00	250,000.00	250,000.00	250,000.00	
32) Downtown Site	City of Covina/Covina Ho	New housing Initiatives-affordable housing					
33) Scattered Multi-family	City of Covina/Covina Ho	Affordable housing Rehab Sites					
34) Scattered Single-family	City of Covina/Covina Ho	Affordable housing sites					
35) Employee Obligations	City of Covina	Redevelopment Employee costs	804,964.00				
36) City Services and Overhead	City of Covina	Administration, overhead, etc					
37) Redevelopment Programs	City of Covina/BB&K/HDL	Programs.capital proj.consultants.marketing,c	3,490,440.00	1,703,346.00			
38) Land Acquisition	City of Covina	Elimination of blight					
39) Parking Lot Acquisition and Construction	City of Covina	Elimination of blight & creation of LMH					
40) Corridor Revitalization & Streetscape Imp	City of Covina	Elimination of blight	5,000,000.00				
41) Corners of Citrus & Rowland	City of Covina	Elimination of blight Project Area 1	1,000,000.00				
42) Radisson Freeway Sign	City of Covina	Elimination of blight Project Area 1	1,000,000.00				
43) South Citrus Auto Corridor	City of Covina	Elimination of blight Project Area 1			500,000.00		
44) Public Infrastructure & Facilities	City of Covina	Elimination of blight Project Area 2			1,500,000.00		
45) Potential Mixed use Projects	City of Covina/Covina Ho	Elimination of blight/provide affordable housin					1,000,000.00
46) Public Infrastructure & Facilities	City of Covina	Elimination of blight Project Area 2					1,000,000.00
47) Downtown Revitalization	City of Covina	Elimination of blight Project Area 2					1,000,000.00
48) AB1x 27 Payment	Los Angeles County	"voluntary" payment initial					
49) AB1x 27 Payment	Los Angeles County	"voluntary" payment ongoing - estimated to b	688,939.35		702,718.14		716,772.50
50) Badillo Heights	Steve Eide	Litigation - return of deposit					
51) Badillo Heights	Steve Eide	Litigation - settlement					
52) CRA v district attorney	Oliver, Sandifer, Murphy	Legal fees regarding litigation					
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Totals - This Page			\$ 12,234,343.35	\$ 1,953,346.00	\$ 2,952,718.14	\$ 250,000.00	\$ 3,716,772.50

Name of Redevelopment Agency: Covina Redevelopment Agency
 Project Area(s) Project Areas 1 and 2

RECOGNIZED OBLIGATION PAYMENT SCHEDULE
 Per AB 26 - Section 34171 and 34177

Project Name / Debt Obligation	Payee	Description	Jan-Jun 2017	Jul-Dec 2017	Jan-Jun 2018	Jul-Dec 2018	Jan-Jun 2019	Jul-Dec 2019
31) Rehabilitation and Preservation Programs	City of Covina/Covina Ho	Affordable housing programs						
32) Downtown Site	City of Covina/Covina Ho	New housing Initiatives-affordable housing						
33) Scattered Multi-family	City of Covina/Covina Ho	Affordable housing Rehab Sites						
34) Scattered Single-family	City of Covina/Covina Ho	Affordable housing sites						
35) Employee Obligations	City of Covina	Redevelopment Employee costs						
36) City Services and Overhead	City of Covina	Administration, overhead, etc						
37) Redevelopment Programs	City of Covina/BB&K/HDL	Programs.capital proj,consultants,marketing,						
38) Land Acquisition	City of Covina	Elimination of blight						
39) Parking Lot Acquisition and Construction	City of Covina	Elimination of blight & creation of LMH						
40) Corridor Revitalization & Streetscape Imp	City of Covina	Elimination of blight						
41) Corners of Citrus & Rowland	City of Covina	Elimination of blight Project Area 1						
42) Radisson Freeway Sign	City of Covina	Elimination of blight Project Area 1						
43) South Citrus Auto Corridor	City of Covina	Elimination of blight Project Area 1						
44) Public Infrastructure & Facilities	City of Covina	Elimination of blight Project Area 2						
45) Potential Mixed use Projects	City of Covina/Covina Ho	Elimination of blight/provide affordable housin						
46) Public Infrastructure & Facilities	City of Covina	Elimination of blight Project Area 2						
47) Downtown Revitalization	City of Covina	Elimination of blight Project Area 2						
48) AB1x 27 Payment	Los Angeles County	"voluntary" payment initial						
49) AB1x 27 Payment	Los Angeles County	"voluntary" payment ongoing - estimated to b		731,107.95		745,730.11		760,644.71
50) Badillo Heights	Steve Eide	Litigation - return of deposit						
51) Badillo Heights	Steve Eide	Litigation - settlement						
52) CRA v district attorney	Oliver, Sandifer, Murphy	Legal fees regarding litigation						
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Totals - This Page			\$ -	\$ 731,107.95	\$ -	\$ 745,730.11	\$ -	\$ 760,644.71

Name of Redevelopment Agency: Covina Redevelopment Agency
 Project Area(s) Project Areas 1 and 2

RECOGNIZED OBLIGATION PAYMENT SCHEDULE
 Per AB 26 - Section 34171 and 34177

	Project Name / Debt Obligation	Payee	Description	Payments by					
				Jan-Jun 2020	Jul-Dec 2020	Jan-Jun 2021	Jul-Dec 2021	Jan-Jun 2022	Jul-Dec 2022
31)	Rehabilitation and Preservation Programs	City of Covina/Covina Ho	Affordable housing programs						
32)	Downtown Site	City of Covina/Covina Ho	New housing Initiatives-affordable housing						
33)	Scattered Multi-family	City of Covina/Covina Ho	Affordable housing Rehab Sites						
34)	Scattered Single-family	City of Covina/Covina Ho	Affordable housing sites						
35)	Employee Obligations	City of Covina	Redevelopment Employee costs						
36)	City Services and Overhead	City of Covina	Administration, overhead, etc						
37)	Redevelopment Programs	City of Covina/BB&K/HDL	Programs, capital proj, consultants, marketing, etc						
38)	Land Acquisition	City of Covina	Elimination of blight						
39)	Parking Lot Acquisition and Construction	City of Covina	Elimination of blight & creation of LMH						
40)	Corridor Revitalization & Streetscape Imp	City of Covina	Elimination of blight						
41)	Corners of Citrus & Rowland	City of Covina	Elimination of blight Project Area 1						
42)	Radisson Freeway Sign	City of Covina	Elimination of blight Project Area 1						
43)	South Citrus Auto Corridor	City of Covina	Elimination of blight Project Area 1						
44)	Public Infrastructure & Facilities	City of Covina	Elimination of blight Project Area 2						
45)	Potential Mixed use Projects	City of Covina/Covina Ho	Elimination of blight/provide affordable housin						
46)	Public Infrastructure & Facilities	City of Covina	Elimination of blight Project Area 2						
47)	Downtown Revitalization	City of Covina	Elimination of blight Project Area 2						
48)	AB1x 27 Payment	Los Angeles County	"voluntary" payment initial						
49)	AB1x 27 Payment	Los Angeles County	"voluntary" payment ongoing - estimated to b		775,857.60		791,374.75		807,202.25
50)	Badillo Heights	Steve Eide	Litigation - return of deposit						
51)	Badillo Heights	Steve Eide	Litigation - settlement						
52)	CRA v district attorney	Oliver, Sandifer, Murphy	Legal fees regarding litigation						
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Totals - This Page				\$ -	\$ 775,857.60	\$ -	\$ 791,374.75	\$ -	\$ 807,202.25

Name of Redevelopment Agency: Covina Redevelopment Agency
 Project Area(s) Project Areas 1 and 2

RECOGNIZED OBLIGATION PAYMENT SCHEDULE
Per AB 26 - Section 34171 and 34177

	Project Name / Debt Obligation	Payee	Description	month					
				Jan-Jun 2023	Jul-Dec 2023	Jan-Jun 2024	Jul-Dec 2024	Jan-Jun 2025	Jul-Dec 2025
31)	Rehabilitation and Preservation Programs	City of Covina/Covina Ho	Affordable housing programs						
32)	Downtown Site	City of Covina/Covina Ho	New housing Initiatives-affordable housing						
33)	Scattered Multi-family	City of Covina/Covina Ho	Affordable housing Rehab Sites						
34)	Scattered Single-family	City of Covina/Covina Ho	Affordable housing sites						
35)	Employee Obligations	City of Covina	Redevelopment Employee costs						
36)	City Services and Overhead	City of Covina	Administration, overhead, etc						
37)	Redevelopment Programs	City of Covina/BB&K/HDL	Programs, capital proj, consultants, marketing,						
38)	Land Acquisition	City of Covina	Elimination of blight						
39)	Parking Lot Acquisition and Construction	City of Covina	Elimination of blight & creation of LMH						
40)	Corridor Revitalization & Streetscape Imp	City of Covina	Elimination of blight						
41)	Corners of Citrus & Rowland	City of Covina	Elimination of blight Project Area 1						
42)	Radisson Freeway Sign	City of Covina	Elimination of blight Project Area 1						
43)	South Citrus Auto Corridor	City of Covina	Elimination of blight Project Area 1						
44)	Public Infrastructure & Facilities	City of Covina	Elimination of blight Project Area 2						
45)	Potential Mixed use Projects	City of Covina/Covina Ho	Elimination of blight/provide affordable housin						
46)	Public Infrastructure & Facilities	City of Covina	Elimination of blight Project Area 2						
47)	Downtown Revitalization	City of Covina	Elimination of blight Project Area 2						
48)	AB1x 27 Payment	Los Angeles County	"voluntary" payment initial						
49)	AB1x 27 Payment	Los Angeles County	"voluntary" payment ongoing - estimated to b		823,346.30		839,813.23		856,609.49
50)	Badillo Heights	Steve Eide	Litigation - return of deposit						
51)	Badillo Heights	Steve Eide	Litigation - settlement						
52)	CRA v district attorney	Oliver, Sandifer, Murphy	Legal fees regarding litigation						
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Totals - This Page				\$ -	\$ 823,346.30	\$ -	\$ 839,813.23	\$ -	\$ 856,609.49

Name of Redevelopment Agency: Covina Redevelopment Agency
 Project Area(s) Project Areas 1 and 2

RECOGNIZED OBLIGATION PAYMENT SCHEDULE
 Per AB 26 - Section 34171 and 34177

Project Name / Debt Obligation	Payee	Description	Jan-Jun 2026	Jul-Dec 2026	Jan-Jun 2027	Jul-Dec 2027	Jan-Jun 2028	Jul-Dec 2028
31) Rehabilitation and Preservation Programs	City of Covina/Covina Ho	Affordable housing programs						
32) Downtown Site	City of Covina/Covina Ho	New housing Initiatives-affordable housing						
33) Scattered Multi-family	City of Covina/Covina Ho	Affordable housing Rehab Sites						
34) Scattered Single-family	City of Covina/Covina Ho	Affordable housing sites						
35) Employee Obligations	City of Covina	Redevelopment Employee costs						
36) City Services and Overhead	City of Covina	Administration, overhead, etc						
37) Redevelopment Programs	City of Covina/BB&K/HDL	Programs, capital proj, consultants, marketing, c						
38) Land Acquisition	City of Covina	Elimination of blight						
39) Parking Lot Acquisition and Construction	City of Covina	Elimination of blight & creation of LMH						
40) Corridor Revitalization & Streetscape Imp	City of Covina	Elimination of blight						
41) Corners of Citrus & Rowland	City of Covina	Elimination of blight Project Area 1						
42) Radisson Freeway Sign	City of Covina	Elimination of blight Project Area 1						
43) South Citrus Auto Corridor	City of Covina	Elimination of blight Project Area 1						
44) Public Infrastructure & Facilities	City of Covina	Elimination of blight Project Area 2						
45) Potential Mixed use Projects	City of Covina/Covina Ho	Elimination of blight/provide affordable housin						
46) Public Infrastructure & Facilities	City of Covina	Elimination of blight Project Area 2						
47) Downtown Revitalization	City of Covina	Elimination of blight Project Area 2						
48) AB1x 27 Payment	Los Angeles County	"voluntary" payment initial						
49) AB1x 27 Payment	Los Angeles County	"voluntary" payment ongoing - estimated to b		873,741.68		89,121.65		90,904.08
50) Badillo Heights	Steve Eide	Litigation - return of deposit						
51) Badillo Heights	Steve Eide	Litigation - settlement						
52) CRA v district attorney	Oliver, Sandifer, Murphy	Legal fees regarding litigation						
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Totals - This Page			\$ -	\$ 873,741.68	\$ -	\$ 89,121.65	\$ -	\$ 90,904.08

Name of Redevelopment Agency: Covina Redevelopment Agency
 Project Area(s) Project Areas 1 and 2

RECOGNIZED OBLIGATION PAYMENT SCHEDULE
 Per AB 26 - Section 34171 and 34177

Project Name / Debt Obligation	Payee	Description	Jan-Jun 2029	Jul-Dec 2029	Jan-Jun 2030	Jul-Dec 2030	Jan-Jun 2031	Jul-Dec 2031
31) Rehabilitation and Preservation Programs	City of Covina/Covina Ho	Affordable housing programs						
32) Downtown Site	City of Covina/Covina Ho	New housing Initiatives-affordable housing						
33) Scattered Multi-family	City of Covina/Covina Ho	Affordable housing Rehab Sites						
34) Scattered Single-family	City of Covina/Covina Ho	Affordable housing sites						
35) Employee Obligations	City of Covina	Redevelopment Employee costs						
36) City Services and Overhead	City of Covina	Administration, overhead, etc						
37) Redevelopment Programs	City of Covina/BB&K/HDL	Programs, capital proj, consultants, marketing,						
38) Land Acquisition	City of Covina	Elimination of blight						
39) Parking Lot Acquisition and Construction	City of Covina	Elimination of blight & creation of LMH						
40) Corridor Revitalization & Streetscape Imp	City of Covina	Elimination of blight						
41) Corners of Citrus & Rowland	City of Covina	Elimination of blight Project Area 1						
42) Radisson Freeway Sign	City of Covina	Elimination of blight Project Area 1						
43) South Citrus Auto Corridor	City of Covina	Elimination of blight Project Area 1						
44) Public Infrastructure & Facilities	City of Covina	Elimination of blight Project Area 2						
45) Potential Mixed use Projects	City of Covina/Covina Ho	Elimination of blight/provide affordable housin						
46) Public Infrastructure & Facilities	City of Covina	Elimination of blight Project Area 2						
47) Downtown Revitalization	City of Covina	Elimination of blight Project Area 2						
48) AB1x 27 Payment	Los Angeles County	"voluntary" payment initial						
49) AB1x 27 Payment	Los Angeles County	"voluntary" payment ongoing - estimated to b		92,722.16		94,576.60		96,468.13
50) Badillo Heights	Steve Eide	Litigation - return of deposit						
51) Badillo Heights	Steve Eide	Litigation - settlement						
52) CRA v district attorney	Oliver, Sandifer, Murphy	Legal fees regarding litigation						
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Totals - This Page			\$ -	\$ 92,722.16	\$ -	\$ 94,576.60	\$ -	\$ 96,468.13

Name of Redevelopment Agency: Covina Redevelopment Agency
 Project Area(s) Project Areas 1 and 2

RECOGNIZED OBLIGATION PAYMENT SCHEDULE
 Per AB 26 - Section 34171 and 34177

	Project Name / Debt Obligation	Payee	Description	Jan-Jun 2032	Jul-Dec 2032	Jan-Jun 2033	Jul-Dec 2033	Jan-Jun 2034	Jul-Dec 2034
31)	Rehabilitation and Preservation Programs	City of Covina/Covina Ho	Affordable housing programs						
32)	Downtown Site	City of Covina/Covina Ho	New housing Initiatives-affordable housing						
33)	Scattered Multi-family	City of Covina/Covina Ho	Affordable housing Rehab Sites						
34)	Scattered Single-family	City of Covina/Covina Ho	Affordable housing sites						
35)	Employee Obligations	City of Covina	Redevelopment Employee costs						
36)	City Services and Overhead	City of Covina	Administration, overhead, etc						
37)	Redevelopment Programs	City of Covina/BB&K/HDL	Programs,capital proj,consultants,marketing,						
38)	Land Acquisition	City of Covina	Elimination of blight						
39)	Parking Lot Acquisition and Construction	City of Covina	Elimination of blight & creation of LMH						
40)	Corridor Revitalization & Streetscape Imp	City of Covina	Elimination of blight						
41)	Corners of Citrus & Rowland	City of Covina	Elimination of blight Project Area 1						
42)	Radisson Freeway Sign	City of Covina	Elimination of blight Project Area 1						
43)	South Citrus Auto Corridor	City of Covina	Elimination of blight Project Area 1						
44)	Public Infrastructure & Facilities	City of Covina	Elimination of blight Project Area 2						
45)	Potential Mixed use Projects	City of Covina/Covina Ho	Elimination of blight/provide affordable housin						
46)	Public Infrastructure & Facilities	City of Covina	Elimination of blight Project Area 2						
47)	Downtown Revitalization	City of Covina	Elimination of blight Project Area 2						
48)	AB1x 27 Payment	Los Angeles County	"voluntary" payment initial						
49)	AB1x 27 Payment	Los Angeles County	"voluntary" payment ongoing - estimated to b		98,397.49		100,365.44		102,372.75
50)	Badillo Heights	Steve Eide	Litigation - return of deposit						
51)	Badillo Heights	Steve Eide	Litigation - settlement						
52)	CRA v district attorney	Oliver, Sandifer, Murphy	Legal fees regarding litigation						
53)									
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Totals - This Page				\$ -	\$ 98,397.49	\$ -	\$ 100,365.44	\$ -	\$ 102,372.75

Name of Redevelopment Agency: Covina Redevelopment Agency
 Project Area(s) Project Areas 1 and 2

RECOGNIZED OBLIGATION PAYMENT SCHEDULE
 Per AB 26 - Section 34171 and 34177

Project Name / Debt Obligation	Payee	Description	Jan-Jun 2035	Jul-Dec 2035	Jan-Jun 2036	Jul-Dec 2036	Jan-Jun 2037	Jul-Dec 2037
31) Rehabilitation and Preservation Programs	City of Covina/Covina Ho	Affordable housing programs						
32) Downtown Site	City of Covina/Covina Ho	New housing Initiatives-affordable housing						
33) Scattered Multi-family	City of Covina/Covina Ho	Affordable housing Rehab Sites						
34) Scattered Single-family	City of Covina/Covina Ho	Affordable housing sites						
35) Employee Obligations	City of Covina	Redevelopment Employee costs						
36) City Services and Overhead	City of Covina	Administration, overhead, etc						
37) Redevelopment Programs	City of Covina/BB&K/HDL	Programs, capital proj, consultants, marketing, etc						
38) Land Acquisition	City of Covina	Elimination of blight						
39) Parking Lot Acquisition and Construction	City of Covina	Elimination of blight & creation of LMH						
40) Corridor Revitalization & Streetscape Imp	City of Covina	Elimination of blight						
41) Corners of Citrus & Rowland	City of Covina	Elimination of blight Project Area 1						
42) Radisson Freeway Sign	City of Covina	Elimination of blight Project Area 1						
43) South Citrus Auto Corridor	City of Covina	Elimination of blight Project Area 1						
44) Public Infrastructure & Facilities	City of Covina	Elimination of blight Project Area 2						
45) Potential Mixed use Projects	City of Covina/Covina Ho	Elimination of blight/provide affordable housin						
46) Public Infrastructure & Facilities	City of Covina	Elimination of blight Project Area 2						
47) Downtown Revitalization	City of Covina	Elimination of blight Project Area 2						
48) AB1x 27 Payment	Los Angeles County	"voluntary" payment initial						
49) AB1x 27 Payment	Los Angeles County	"voluntary" payment ongoing - estimated to b		104,420.21		106,508.61		108,638.78
50) Badillo Heights	Steve Eide	Litigation - return of deposit						
51) Badillo Heights	Steve Eide	Litigation - settlement						
52) CRA v district attorney	Oliver, Sandifer, Murphy	Legal fees regarding litigation						
53)								
54)								
55)								
56)								
57)								
58)								
59)								
60)								
61)								
62)								
63)								
64)								
65)								
66)								
67)								
68)								
Totals - This Page			\$ -	\$ 104,420.21	\$ -	\$ 106,508.61	\$ -	\$ 108,638.78

Name of Redevelopment Agency: Covina Redevelopment Agency
 Project Area(s) Project Areas 1 and 2

RECOGNIZED OBLIGATION PAYMENT SCHEDULE
 Per AB 26 - Section 34171 and 34177

Project Name / Debt Obligation	Payee	Description	Total
31) Rehabilitation and Preservation Programs	City of Covina/Covina Ho	Affordable housing programs	\$ 2,000,000.00
32) Downtown Site	City of Covina/Covina Ho	New housing Initiatives-affordable housing	\$ 12,000,000.00
33) Scattered Multi-family	City of Covina/Covina Ho	Affordable housing Rehab Sites	\$ 4,298,000.00
34) Scattered Single-family	City of Covina/Covina Ho	Affordable housing sites	\$ 4,000,000.00
35) Employee Obligations	City of Covina	Redevelopment Employee costs	\$ 13,974,686.50
36) City Services and Overhead	City of Covina	Administration, overhead, etc	\$ 15,805,129.97
37) Redevelopment Programs	City of Covina/BB&K/HDL	Programs, capital proj, consultants, marketing, etc	\$ 19,591,850.97
38) Land Acquisition	City of Covina	Elimination of blight	\$ 10,000,000.00
39) Parking Lot Acquisition and Construction	City of Covina	Elimination of blight & creation of LMH	\$ 5,000,000.00
40) Corridor Revitalization & Streetscape Imp	City of Covina	Elimination of blight	\$ 5,000,000.00
41) Corners of Citrus & Rowland	City of Covina	Elimination of blight Project Area 1	\$ 1,000,000.00
42) Radisson Freeway Sign	City of Covina	Elimination of blight Project Area 1	\$ 1,000,000.00
43) South Citrus Auto Corridor	City of Covina	Elimination of blight Project Area 1	\$ 500,000.00
44) Public Infrastructure & Facilities	City of Covina	Elimination of blight Project Area 2	\$ 1,500,000.00
45) Potential Mixed use Projects	City of Covina/Covina Ho	Elimination of blight/provide affordable housing	\$ 1,000,000.00
46) Public Infrastructure & Facilities	City of Covina	Elimination of blight Project Area 2	\$ 1,000,000.00
47) Downtown Revitalization	City of Covina	Elimination of blight Project Area 2	\$ 1,000,000.00
48) AB1x 27 Payment	Los Angeles County	"voluntary" payment initial	\$ 2,817,817.00
49) AB1x 27 Payment	Los Angeles County	"voluntary" payment ongoing - estimated to b	\$ 12,535,971.70
50) Badillo Heights	Steve Eide	Litigation - return of deposit	\$ -
51) Badillo Heights	Steve Eide	Litigation - settlement	\$ 15,000.00
52) CRA v district attorney	Oliver, Sandifer, Murphy	Legal fees regarding litigation	\$ 1,905.50
53)			\$ -
54)			\$ -
55)			\$ -
56)			\$ -
57)			\$ -
58)			\$ -
59)			\$ -
60)			\$ -
61)			\$ -
62)			\$ -
63)			\$ -
64)			\$ -
65)			\$ -
66)			\$ -
67)			\$ -
68)			\$ -
Totals - This Page			\$ 114,040,361.64

Name of Redevelopment Agency: Covina Redevelopment Agency

Project Area(s) Project Area 1 and 2

RECOGNIZED OTHER OBLIGATION PAYMENT SCHEDULE

Per AB 26 - Section 34171 and 34177

Project Name / Debt Obligation	Payee	Total Due During Fiscal Year								
			Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
1) Housing Set Aside Deferral 1995	Housing Fund	44,000.00			44,000.00					
2) SERAF loan from Housing 2010	Housing Fund	0.00								
3) SB211 Statutory Tax Sharing	various taxing entities	372,000.00	372,000.00							
4) Statutory Payments	Los Angeles County	216,259.00		359.00	3,572.00	101,690.00	10,132.00	35.00	2,869.00	54,561.00
5) Statutory Payments	Los Angeles County	665,000.00		31,276.00	301,817.00	13,946.00	23,943.00	3,257.00	145,764.00	138,085.00
6) Statutory Payments	Los Angeles County	76,771.00			76,771.00					
7) SB211 Statutory Tax Sharing	various taxing entities	85,000.00	85,000.00							
8) SERAF loan from Housing 2011	Housing Fund	0.00								
9) Maintenance of Agency owned prop	Andy Gump/United fencing	10,000.00	500.00							9,300.00
10) Rental Covenants	ULI/Covina Housing Autho	6,500.00		6,500.00						
11) For Sale Covenants	Covina Housing Authority/	2,520.00								2,520.00
12) City loan to Agency	CRA	2,405,000.00	200,416.67	200,416.67	200,416.67	200,416.67	200,416.67	200,416.67	200,416.67	200,416.67
13)										
14)										
15)										
16)										
17)										
18)										
19)										
20)										
21)										
22)										
23)										
24)										
25)										
26)										
27)										
28)										
Totals - Other Obligations		\$ 3,883,050.00	\$ 657,916.67	\$ 238,551.67	\$ 626,576.67	\$ 316,052.67	\$ 234,491.67	\$ 203,708.67	\$ 349,049.67	\$ 404,882.67

Name of Redevelopment Agency: Covina Redevelopment Ag

Project Area(s) Project Area 1 and 2

RECOGNIZED OTHER OBLIGATION P

Per AB 26 - Section 34171 and 34177

Project Name / Debt Obligation	Payee								
		Jun	Jul-Dec 2012	Jan-Jun 2013	Jul-Dec 2013	Jan-Jun 2014	Jul-Dec 2014	Jan-Jun 2015	Jul-Dec 2015
1) Housing Set Aside Deferral 1995	Housing Fund		44,000.00		44,000.00		44,000.00		44,000.00
2) SERAF loan from Housing 2010	Housing Fund							2,540,091.00	
3) SB211 Statutory Tax Sharing	various taxing entities		372,000.00		372,000.00		372,000.00		1,000,000.00
4) Statutory Payments	Los Angeles County	34,688.00	108,129.50	108,129.50	108,129.50	108,129.50	108,129.50	108,129.50	108,129.50
5) Statutory Payments	Los Angeles County	1,677.00	665,000.00	665,000.00	665,000.00	665,000.00	665,000.00	665,000.00	665,000.00
6) Statutory Payments	Los Angeles County		76,771.00		76,771.00		76,771.00		76,771.00
7) SB211 Statutory Tax Sharing	various taxing entities		85,000.00		85,000.00		85,000.00		500,000.00
8) SERAF loan from Housing 2011	Housing Fund								
9) Maintenance of Agency owned prop	Andy Gump/United fencing		10,000.00		10,000.00		10,000.00		10,000.00
10) Rental Covenants	ULI/Covina Housing Autho		6,500.00		6,500.00		6,500.00		6,500.00
11) For Sale Covenants	Covina Housing Authority/								
12) City loan to Agency	CRA	200,416.67	200,416.67						
13)									
14)									
15)									
16)									
17)									
18)									
19)									
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27)									
28)									
Totals - Other Obligations		\$ 236,781.67	\$ 1,567,817.17	\$ 773,129.50	\$ 1,367,400.50	\$ 773,129.50	\$ 1,367,400.50	\$ 3,313,220.50	\$ 2,410,400.50

Name of Redevelopment Agency: Covina Redevelopment Ag

Project Area(s) Project Area 1 and 2

RECOGNIZED OTHER OBLIGATION P

Per AB 26 - Section 34171 and 34177

Project Name / Debt Obligation	Payee	Jan-Jun 2016	Jul-Dec 2016	Jan-Jun 2017	Jul-Dec 2017	Jan-Jun 2018	Jul-Dec 2018	Jan-Jun 2019	Jul-Dec 2019	Jan-Jun 2020
		1) Housing Set Aside Deferral 1995	Housing Fund		44,000.00		44,000.00		44,000.00	
2) SERAF loan from Housing 2010	Housing Fund									
3) SB211 Statutory Tax Sharing	various taxing entities		1,000,000.00		1,000,000.00		1,000,000.00		1,000,000.00	
4) Statutory Payments	Los Angeles County	108,129.50	108,129.50	108,129.50	108,129.50	108,129.50	108,129.50	108,129.50	32,446.00	
5) Statutory Payments	Los Angeles County	665,000.00	665,000.00	665,000.00	407,549.00					
6) Statutory Payments	Los Angeles County		76,771.00		76,771.00		76,771.00		76,771.00	
7) SB211 Statutory Tax Sharing	various taxing entities		500,000.00		500,000.00		500,000.00		500,000.00	
8) SERAF loan from Housing 2011	Housing Fund	522,454.00								
9) Maintenance of Agency owned prop	Andy Gump/United fencing									
10) Rental Covenants	ULI/Covina Housing Autho		6,500.00		6,500.00		6,500.00		6,500.00	
11) For Sale Covenants	Covina Housing Authority/									
12) City loan to Agency	CRA									
13)										
14)										
15)										
16)										
17)										
18)										
19)										
20)										
21)										
22)										
23)										
24)										
25)										
26)										
27)										
28)										
Totals - Other Obligations		\$ 1,295,583.50	\$ 2,400,400.50	\$ 773,129.50	\$ 2,142,949.50	\$ 108,129.50	\$ 1,735,400.50	\$ 108,129.50	\$ 1,635,175.00	\$ -

RECOGNIZED OTHER OBLIGATION P
 Per AB 26 - Section 34171 and 34177

Project Name / Debt Obligation	Payee	Payments by month									
		Jul-Dec 2020	Jan-Jun 2021	Jul-Dec 2021	Jan-Jun 2022	Jul-Dec 2022	Jan-Jun 2023	Jul-Dec 2023	Jan-Jun 2024	Jul-Dec 2024	
1) Housing Set Aside Deferral 1995	Housing Fund										
2) SERAF loan from Housing 2010	Housing Fund										
3) SB211 Statutory Tax Sharing	various taxing entities	1,000,000.00		1,000,000.00		1,000,000.00		1,000,000.00		1,000,000.00	
4) Statutory Payments	Los Angeles County										
5) Statutory Payments	Los Angeles County										
6) Statutory Payments	Los Angeles County	76,771.00		76,771.00		76,771.00		76,771.00		76,771.00	
7) SB211 Statutory Tax Sharing	various taxing entities	500,000.00		337,404.00							
8) SERAF loan from Housing 2011	Housing Fund										
9) Maintenance of Agency owned prop	Andy Gump/United fencing										
10) Rental Covenants	ULI/Covina Housing Autho	6,500.00		5,320.00							
11) For Sale Covenants	Covina Housing Authority/										
12) City loan to Agency	CRA										
13)											
14)											
15)											
16)											
17)											
18)											
19)											
20)											
21)											
22)											
23)											
24)											
25)											
26)											
27)											
28)											
Totals - Other Obligations		\$ 1,583,271.00	\$ -	\$ 1,419,495.00	\$ -	\$ 1,076,771.00	\$ -	\$ 1,076,771.00	\$ -	\$ 1,076,771.00	

Name of Redevelopment Agency: Covina Redevelopment Ag
 Project Area(s) Project Area 1 and 2

RECOGNIZED OTHER OBLIGATION P
 Per AB 26 - Section 34171 and 34177

Project Name / Debt Obligation	Payee	Jan-Jun 2025	Jul-Dec 2025	Jan-Jun 2026	Jul-Dec 2026	Jan-Jun 2027	Jul-Dec 2027	Jan-Jun 2028	Jul-Dec 2028	Jan-Jun 2029
1) Housing Set Aside Deferral 1995	Housing Fund									
2) SERAF loan from Housing 2010	Housing Fund									
3) SB211 Statutory Tax Sharing	various taxing entities		1,000,000.00		1,000,000.00		1,000,000.00		1,000,000.00	
4) Statutory Payments	Los Angeles County									
5) Statutory Payments	Los Angeles County									
6) Statutory Payments	Los Angeles County		28,427.00							
7) SB211 Statutory Tax Sharing	various taxing entities									
8) SERAF loan from Housing 2011	Housing Fund									
9) Maintenance of Agency owned prop	Andy Gump/United fencing									
10) Rental Covenants	ULI/Covina Housing Autho									
11) For Sale Covenants	Covina Housing Authority/									
12) City loan to Agency	CRA									
13)										
14)										
15)										
16)										
17)										
18)										
19)										
20)										
21)										
22)										
23)										
24)										
25)										
26)										
27)										
28)										
Totals - Other Obligations		\$ -	\$ 1,028,427.00	\$ -	\$ 1,000,000.00	\$ -	\$ 1,000,000.00	\$ -	\$ 1,000,000.00	\$ -

Name of Redevelopment Agency: Covina Redevelopment Ag
 Project Area(s) Project Area 1 and 2

RECOGNIZED OTHER OBLIGATION P
 Per AB 26 - Section 34171 and 34177

Project Name / Debt Obligation	Payee	Jul-Dec 2029	Jan-Jun 2030	Jul-Dec 2030	Jan-Jun 2031	Jul-Dec 2031	Jan-Jun 2032	Jul-Dec 2032	Jan-Jun 2033	Jul-Dec 2033
1) Housing Set Aside Deferral 1995	Housing Fund									
2) SERAF loan from Housing 2010	Housing Fund									
3) SB211 Statutory Tax Sharing	various taxing entities	1,000,000.00		1,137,182.00						
4) Statutory Payments	Los Angeles County									
5) Statutory Payments	Los Angeles County									
6) Statutory Payments	Los Angeles County									
7) SB211 Statutory Tax Sharing	various taxing entities									
8) SERAF loan from Housing 2011	Housing Fund									
9) Maintenance of Agency owned prop	Andy Gump/United fencing									
10) Rental Covenants	ULI/Covina Housing Autho									
11) For Sale Covenants	Covina Housing Authority/									
12) City loan to Agency	CRA									
13)										
14)										
15)										
16)										
17)										
18)										
19)										
20)										
21)										
22)										
23)										
24)										
25)										
26)										
27)										
28)										
Totals - Other Obligations		\$ 1,000,000.00	\$ -	\$ 1,137,182.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

RECOGNIZED OTHER OBLIGATION P
 Per AB 26 - Section 34171 and 34177

Project Name / Debt Obligation	Payee	Jan-Jun 2034	Jul-Dec 2034	Jan-Jun 2035	Jul-Dec 2035	Jan-Jun 2036	Jul-Dec 2036	Jan-Jun 2037	Jul-Dec 2037	Total
		1) Housing Set Aside Deferral 1995	Housing Fund							
2) SERAF loan from Housing 2010	Housing Fund									\$ 2,540,091.00
3) SB211 Statutory Tax Sharing	various taxing entities									\$ 17,625,182.00
4) Statutory Payments	Los Angeles County									\$ 1,754,165.00
5) Statutory Payments	Los Angeles County									\$ 7,717,314.00
6) Statutory Payments	Los Angeles County									\$ 1,103,221.00
7) SB211 Statutory Tax Sharing	various taxing entities									\$ 3,677,404.00
8) SERAF loan from Housing 2011	Housing Fund									\$ 522,454.00
9) Maintenance of Agency owned prop	Andy Gump/United fencing									\$ 49,800.00
10) Rental Covenants	ULI/Covina Housing Autho									\$ 70,320.00
11) For Sale Covenants	Covina Housing Authority/									\$ 2,520.00
12) City loan to Agency	CRA									\$ 2,004,166.70
13)										\$ -
14)										\$ -
15)										\$ -
16)										\$ -
17)										\$ -
18)										\$ -
19)										\$ -
20)										\$ -
21)										\$ -
22)										\$ -
23)										\$ -
24)										\$ -
25)										\$ -
26)										\$ -
27)										\$ -
28)										\$ -
Totals - Other Obligations		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,438,095.70

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: November 1, 2011

ITEM NO.: PH 1

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

ITEM TITLE: Public Hearing of 2011 Annual Report for the Covina Downtown Business Area Enhancement District and Proposed Assessment

STAFF RECOMMENDATION

- a. Continue the Public Hearing to November 15, 2011.

FISCAL IMPACT

There is no impact to the General Fund.

BACKGROUND

This item was scheduled for a Public Hearing on November 1, 2011, however the required noticing was not published. Staff is requesting that the hearing be continued to November 15 and proper noticing will be published.

RELEVANCE TO STRATEGIC PLAN

Providing funding to aid in the promotion, marketing, and maintenance of downtown is in keeping with the Strategic Planning goal of Enhancing Financial Stability.

EXHIBITS

None

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

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: November 1, 2011

ITEM NO.: PH 2

STAFF SOURCE: Robert Neiuber, Director of Community Development 

ITEM TITLE: Public Hearing of 2011 Annual Report for the Prospero Park Business Area Enhancement District and Proposed Assessment

STAFF RECOMMENDATION

- a. Continue the Public Hearing to November 15, 2011.

FISCAL IMPACT

There is no impact to the General Fund.

BACKGROUND

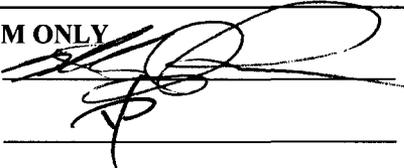
This item was scheduled for a Public Hearing on November 1, 2011, however the required noticing was not published. Staff is requesting that the hearing be continued to November 15 and proper noticing will be published.

RELEVENCE TO THE STRATEGIC PLAN

Providing maintenance and upkeep to the common public areas of the Prospero Park area helps to "Enhances the City's Financial Stability" in that it helps to maintain property values and reduces additional general fund costs that might have to be expended to provide clean-up services.

EXHIBITS

None

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

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: November 1, 2011

ITEM NO.: NB 1

STAFF SOURCE: Dilu De Alwis, Finance Director
William J. Priest, Assistant City Attorney

ITEM TITLE: Introduce and waive further reading of Ordinance No. 11-2004, amending and updating Chapter 3.04 of Title 3 of the Covina Municipal Code pertaining to claims and demands against the City.

STAFF RECOMMENDATION:

That the City Council:

1.) Introduce and waive further reading of Ordinance No. 11-2004 (attached hereto as Exhibit "A"), amending and updating Chapter 3.04 of Title 3 of the Covina Municipal Code pertaining to claims and demands against the City.

FISCAL IMPACT:

None.

BACKGROUND/ANALYSIS:

Chapter 3.04 of the Covina Municipal Code sets forth a procedure by which persons may file claims against the City to recover money or damages. Chapter 3.04 has remained unchanged since 1964. It only requires that a claim be made in writing, that it be filed with the Finance Director, and that it be presented to the City Council for approval. It also contains procedures for the Mayor drawing a warrant for payment if approved by the Council. Over time, Chapter 3.04 has become outdated in that it does not reference current law.

The California Government Claims Act (Government Code, Sections 900 *et seq.*) (the "Act") generally governs claims against cities for money or damages. The Act provides detailed procedures for how and when a claim must be presented (6 months or 1 year from accrual, depending on the claim), deadlines for when the City must act upon a claim (45 days from presentation), and statutes of limitations to file a lawsuit after the City denies a claim. For all practical purposes, the City has been following the Act when it processes a claim.

Certain types of claims are not generally covered by the Act, such as (i) local tax, assessment or fee refunds, (ii) claims by public employees for fees, salaries, wages, expenses, etc., and (iii) claims for money sought from the City by the State or another local public entity. (Government Code, Section 905) When these types of claims are not governed by another statute or regulation, the Act allows cities to address them by local ordinance, provided that (i) the ordinance does not set a shorter time to file a claim than provided in the Act and (ii) the ordinance does not give the City more time to act on a claim than provided in the Act.

The current Code does not address these types of claims. Therefore, as part of a comprehensive update and to promote administrative consistency, the attached ordinance amends Chapter 3.04 to incorporate the procedures of the Act. In this way, all claims the City receives will be addressed through the same procedures.

Along with updating Chapter 3.04, this ordinance adds three provisions:

Section 3.04.030 – Delegates to the City Manager authority to review and settle all claims up to the amount of \$25,000 and delegates to the City’s Risk Manager such authority up to \$15,000. This is not a change in policy and merely codifies the authority limits approved by the City Council through Resolution 10-6905 (adopted Nov. 16, 2010).

Section 3.04.040 – Earlier this year, the California Supreme Court ruled that a local tax refund claim filed under the Act could proceed as a class action. *Ardon v. City of Los Angeles*, (2011) 52 Cal. 4th 241. However, the Court did not address whether class actions could be prohibited by local ordinance. Therefore, language has been added to Section 3.04.040 making explicit that all claims for money against the City must be filed on an individual basis, and not as a class or group. Although staff cannot predict how future courts will rule on this language, staff believes it can only help in limiting the City’s financial exposure.

Section 3.04.100 - The City has established various taxes, assessments and fees that are payable by persons according to the terms of the ordinance, resolution or other action that enacted them. Typically, failure to timely pay results in interest or penalties being charged to the person owing the debt. Under certain circumstances, a person may legally challenge the City’s authority to collect a tax, assessment or fee in court.

The California Court of Appeal in *City of Anaheim v. Superior Court (Priceline.com)* (2009) 179 Cal. App.4th 825, held that if a taxpayer seeks judicial review of a city's determination that the taxpayer owes a local tax, the taxpayer is not required to pay all tax, interest and penalties prior to pursuing judicial review, unless a city's municipal code explicitly includes a "pay first, litigate later" provision. Although the *Anaheim* case arose in the context of transient occupancy (hotel) tax, the logic of this case can be applied to most, if not all, local taxes, assessments and fees.

This Section will explicitly include the “pay first, litigate later” language suggested in *Anaheim*. This will ensure full collection of back taxes, assessments and fees, plus any interest and/or penalties that may be due on amounts owing, prior to and as a condition to the debtor seeking judicial review of liability. This will ensure that essential public services dependent on these funds are not unnecessarily interrupted.

RELEVANCE TO THE STRATEGIC PLAN

None.

EXHIBITS

A. Ordinance No. 11-2004

REVIEW TEAM ONLY

City Attorney: _____ Finance Director: _____

City Manager: _____ Other: _____

ORDINANCE NO. 11-2004

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, AMENDING AND UPDATING CHAPTER 3.04 OF TITLE 3 OF THE COVINA MUNICIPAL CODE, PERTAINING TO THE CLAIMS AND DEMANDS AGAINST THE CITY.

THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, DOES ORDAIN AS FOLLOWS:

SECTION 1. Chapter 3.04 of Title 3 of the Covina Municipal Code is hereby repealed in its entirety and replaced with the following:

**"Chapter 3.04
CLAIMS AND DEMANDS AGAINST CITY**

Sections:

- 3.04.010 State provisions and applicability of chapter.
- 3.04.020 Presentation of claims – Prerequisite to bringing suit.
- 3.04.030 Authority of city manager.
- 3.04.040 Contents of claim – Review for sufficiency.
- 3.04.050 Time limitation for presentation of claims.
- 3.04.060 Time for action by city.
- 3.04.070 Application to file a late claim.
- 3.04.080 Time barred claim.
- 3.04.090 Effective date of chapter.
- 3.04.100 No enjoining collection of taxes, assessments, of fees/payments required as condition to filing suit.

3.04.010 State provisions and applicability of chapter.

The provisions of this chapter recognize that the general claim procedures applicable to the city and all local public agencies are governed by the provisions of the California Government Code, Chapters 1 and 2 of Division 3.6, commencing with Section 900 and following. The provisions of this chapter are enacted pursuant to the authority contained in Government Code Section 935 and shall apply to all claims against the city for money or damages, including all claims which are excepted by Government Code Section 905, provided that such claims are not governed by any other statutes, ordinances or regulations.

3.04.020 Presentation of claims—Prerequisite for bringing suit.

No suit subject to this chapter may be brought against the city until a claim has been presented to and acted upon by the city, pursuant to the provisions of Government Code Section 945.4. Any action brought against the city on a claim after it has been

presented to and acted upon by the city shall be subject to the provisions of Government Code Sections 945.6 and 946.

3.04.030 Authority of city's risk manager and city manager.

Pursuant to Government Code Section 935.4, the city council delegates authority to the city's risk manager and city manager and their designees to review all claims for sufficiency and to reject any and all claims. The city council delegates to the city's risk manager authority to allow, compromise, or settle claims, including Workers' Compensation claims, for an amount up to fifteen thousand dollars (\$15,000). The city council delegates to the city manager authority to allow, compromise, or settle claims, including Workers' Compensation claims, for an amount up to twenty-five thousand dollars (\$25,000). The city council shall have sole authority to allow, compromise, or settle claims for an amount in excess of twenty-five thousand dollars (\$25,000).

3.04.040 Contents of claim—Review for sufficiency.

A claim shall be in writing, verified by the claimant or by his or her guardian, conservator, executor or administrator, and shall be presented to the city clerk by the claimant or by a person acting on the claimant's behalf. The claims shall show all information as required by Government Code Section 910. The foregoing reference to Government Code Section 910 shall not be construed to authorize a class action, and no claim may be filed on behalf of a class of persons unless verified by every member of that class. The city manager, or his or her designee, shall review all claims for sufficiency of information. The city manager, or his or her designee, may, within twenty (20) days of receipt of a claim, either personally deliver or mail to claimant a notice stating deficiencies in the claim presented. If such notice is delivered or sent to claimant, the city shall not act upon the claim until at least fifteen days after such notice is sent.

3.04.050 Time limitation for presentation of claims.

Pursuant to Government Code Section 911.2, any claim specified in Section 3.04.010 of this chapter shall be presented within the following time limitations:

A. Claims relating to a cause of action for death, injury to person or to personal property, or growing crops shall be presented within six (6) months after the accrual of the cause of action.

B. Claims relating to any other cause of action shall be presented within one (1) year after the accrual of the cause of action.

3.04.060 Time for action by city.

Pursuant to Government Code Section 912.4, the city council or city manager or his or her designee shall act on a claim within forty-five (45) days after the claim has been presented. By mutual agreement of the claimant and the city council or city manager or his or her designee, such forty-five-day period may be extended by written agreement. If the claim is not acted on within forty-five (45) days, it shall be deemed to have been rejected on the forty-fifth day unless such time period has been extended, in which case it shall be denied on the last day of the period specified in the extension agreement.

3.04.070 Application to file a late claim.

Any applicant who fails to file a claim within the time period required by Section 3.04.050 of this chapter may submit a written application to the city for leave to present a late claim, pursuant to the provisions of Government Code Section 911.4. The city manager, or his or her designee, shall grant or deny the application to present a late claim within forty-five (45) days after it is presented to the city, in accordance with the provisions of the Government Code Sections 911.6 through 912.2, inclusive.

3.04.080 Time barred claim.

Nothing in this chapter revives or reinstates any cause of action that, on the effective date of this chapter, is barred by failure to comply with any previously applicable statute, ordinance, or regulation requiring the presentation of a claim prior to a suit subject to this chapter, or by failure to commence any action thereon within the period prescribed by an applicable statute of limitations.

3.04.090 Effective date of chapter.

Subject to Section 3.04.080, the provisions of this chapter shall apply retroactively to any causes of action occurring prior to the effective date of this chapter; provided, however, that a claimant who has a cause of action occurring more than ten (10) months before the effective date of this chapter shall file a claim within sixty (60) days after this chapter's effective date in accordance with its provisions or such claim shall be barred.

3.04.100 No enjoining collection of taxes, assessments, of fees/payments required as condition to filing suit.

Notwithstanding any other provision of this Code, no injunction, writ of mandate or other legal or equitable process shall issue in any suit, action or proceeding in any court against the city or an officer thereof, to prevent or enjoin the collection of taxes, assessments, or fees (whether established by ordinance, resolution or other action of the city) which are sought to be collected from any person by the city, or are otherwise due and owing from any person to the City pursuant to this Code or otherwise, and payment of all said taxes, assessments, fees, plus any interest and penalties shall be required as a condition precedent to seeking judicial review of any tax, assessment or fee liability. For purposes of this section, the term "city" shall include, but not be limited to any agency, district or entity formed or governed by the City."

SECTION 2. Effective Date. This ordinance shall take effect thirty (30) days after its adoption.

SECTION 3. Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this ordinance, or any part thereof is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portion of this ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof, irrespective of the fact that any one or more section, subsection, subdivision, paragraph, sentence, clause or phrase be declared unconstitutional.

SECTION 4. Certification. The City Clerk shall certify the passage of this ordinance and shall cause the same to be entered in the book of original ordinances of said City; shall make a minute passage and adoption thereof in the records of the meeting at which time the same is passed and adopted; and shall, within fifteen (15) days after the passage and adoption thereof, cause the same to be published as required by law, in a local newspaper of general circulation and which is hereby designated for that purpose.

ORDINANCE PASSED AND APPROVED on this ____ day of _____, 2011.

JOHN C. KING, MAYOR

ATTEST:

Kay Manning, City Clerk

APPROVED AS TO FORM:

Marco Martinez, City Attorney

I, Kay Manning, City Clerk, City of Covina, California, certify that the foregoing Ordinance was adopted by the City Council at a regular meeting of the City Council held on the ____ of _____, 2011, and was adopted by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Kay Manning, City Clerk