



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 15, 2011

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 15, 2011**, meeting was posted on **November 10, 2011** near the front entrance of the City Hall, 125 East College Street, Covina, in accordance with Section 54954.2(a) of the California Government Code.

November 15, 2011

**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 Delach

INVOCATION

Led by Covina Police Chaplain Dave Truax

PRESENTATIONS

- Presentation – Pomona Valley Habitat for Humanity
- Proclamation – Hospice and Home Health Care Month
- Presentation – Participants in the Energy Upgrade California Program

PUBLIC COMMENTS

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

COUNCIL/AGENCY/AUTHORITY COMMENTS

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

CITY MANAGER COMMENTS

CONSENT CALENDAR

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

- CC 1. City Council to approve the minutes from the October 18, 2011 regular meeting of the City Council/Redevelopment Agency/Public Finance Authority/Housing Authority.
- CC 2. City Council to approve the minutes from the November 1, 2011 regular meeting of the City Council/Redevelopment Agency/Public Finance Authority/Housing Authority.
- CC 3. City Council to receive and file the Public Works Department monthly activity report.
- CC 4. City Council to approve Payment of Demands in the amount of \$3,323,803.63.
- CC 5. City Council to approve a Professional Services Agreement between Katahdin Environmental and the City of Covina for the design of the CNG fueling station upgrade.
- CC 6. City Council to approve a contract for emergency purchase and installation of a HVAC unit for \$27,750 at the Covina Library.
- CC 7. City Council to approve a no cost amendment to the employment agreement for City Manager Daryl Parrish.
- CC 8. City Council to adopt **City Resolution No. 11-7024**, approving the implementation of an Environmentally Preferable Purchasing Policy.
- CC 9. City Council to adopt **City Resolution No. 11-7025**, recognizing the 2011 “Day Without A Bag” in the City of Covina.
- CC 10. City Council to adopt **City Resolution No. 11-7026**, supporting the display of the national motto, “In God We Trust” in the Covina Council Chambers in a prominent location.
- CC 11. City Council to adopt **City Resolution No. 11-7027**, authorizing the Finance Director to amend the Fiscal Year 2011-2012 Budget in the Library Equipment Reserve Fund.
- CC 12. Redevelopment Agency to approve Payment of Demands in the amount of \$280,706.96.
- CC 13. Redevelopment Agency to receive and file a report on the League of California Cities, “Strong Cities Strong State,” City of Covina profile.

CONTINUED PUBLIC HEARING

CPH 1. City Council to conduct a continued public hearing and adopt a resolution confirming the 2011 Annual Report for the Covina Downtown Business Enhancement District and Proposed Assessment.

Staff Recommendation:

City Council to:

- a) Conduct the continued public hearing of the 2011 Annual Report for the Covina Downtown Business Area Enhancement District and Proposed Assessment; and
- b) Adopt **City Resolution No. 11-7022**, confirming the 2011 Annual Report for the Covina Downtown Business Area Enhancement District and levying the assessment described therein.

CPH 2. City Council to conduct a continued public hearing and adopt a resolution confirming the 2011 Annual Report for the Prospero Park Business Area Enhancement District and Proposed Assessment.

Staff Recommendation:

City Council to:

- a) Conduct the continued public hearing of the 2011 Annual Report for the Prospero Park Business Area Enhancement District and Proposed Assessment; and
- b) Adopt **City Resolution No. 11-7023**, confirming the 2011 Annual Report for the Prospero Park Business Area Enhancement District and levying the assessment described therein.

CONTINUED BUSINESS

CB 1. City Council to hold second reading and consider adoption of an Ordinance amending and updating Chapter 3.04 of Title 3 of the Covina Municipal Code pertaining to claims and demands against the City.

Staff Recommendation:

City Council to hold second reading and adopt **Ordinance No. 11-2004**, amending and updating Chapter 3.04 of the Covina Municipal Code pertaining to claims and demands against the City.

NEW BUSINESS

NB 1. City Council to receive and file the update to the Strategic Plan matrix.

Staff Recommendation:

City Council to receive and file the Strategic Plan matrix.

ADJOURNMENT

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



MINUTES OF THE OCTOBER 18, 2011 REGULAR MEETING OF THE COVINA CITY COUNCIL/COVINA REDEVELOPMENT AGENCY/COVINA PUBLIC FINANCE AUTHORITY/COVINA HOUSING AUTHORITY HELD IN THE COUNCIL CHAMBER OF CITY HALL, 125 EAST COLLEGE STREET, COVINA, CALIFORNIA

CALL TO ORDER

Mayor King called the City Council/Redevelopment Agency/Public Finance Authority/Housing Authority meeting to order at 6:33 p.m. City Attorney Marco Martinez announced the closed session item listed on the regular meeting agenda. There was no public comment.

ROLL CALL

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

Council Members Absent: NONE

Elected Members Present: MANNING

Staff Members Present: City Manager, City Attorney, Fire Battalion Chief, Human Resources Director, Public Works Director, Community Development Director/CRA Deputy Director, Parks and Recreation/Library Director, Police Captain, Finance Manager, Assistant Public Works Director, Sr. Management Analyst, Management Analyst, City Planner and Deputy City Clerk

AGENDA POSTING DECLARATION

The Deputy City Clerk of the City of Covina hereby declares that the agenda for the October 18, 2011 regular City Council/Redevelopment Agency/Public Finance Authority/Housing Authority meeting was posted on October 13, 2011 near the front entrance of City Hall, 125 East College Street, Covina, in accordance with §54954.2(a) of the California Government Code.

CONVENED THE MEETING AND RECESSED TO CLOSED SESSION

A. G.C. §54956.9(a) - CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

Name of case: Leah Diane Sanders v. City of Covina: Case No. KCO59172

B. G.C. §54957.6 - CONFERENCE WITH LABOR NEGOTIATORS

Agency representative: Anthony Arroyo, Human Resources Director

Employee Organizations: A.F.S.C.M.E. – American Federation of State, County & Municipal Employees

P.A.C. – Police Association of Covina

P.M.G. – Police Management Group

Executive Group

Unaffiliated Employees

CONVENE THE MEETING

The City Council/Redevelopment Agency/Public Finance Authority/Housing Authority meeting reconvened at 7:30 p.m.

City Attorney Marco Martinez reported City/Agency/Authority met in closed session to discuss the item listed on the agenda with all members present. City Attorney Marco Martinez stated there was no reportable action related to closed session items A and B.

PLEDGE OF ALLEGIANCE

Mayor Pro Tem Stapleton led the pledge of allegiance.

INVOCATION

Covina Police Chaplain Jerry Gunderson gave the invocation.

PRESENTATIONS

Mayor King and Council Member Allen recognized the sponsors and supporters of the Dare to Care Cut-A-Thon.

Mayor King presented a proclamation for Red Ribbon Week, October 23-31, 2011, to Police Chief Kim Raney.

PUBLIC COMMENTS

Bob Orso extended an invitation to Covina's first "Dia de los Muertos" (Day of the Dead Celebration), October 29, 2011 from 5:00 p.m. to 10:00 p.m. in Covina Park. The free event focuses on gathering of family and friends to remember loved ones that have passed away. Mr. Orso spoke on the great team effort of the Cultural Arts Advisory Commission.

COUNCIL/AGENCY/AUTHORITY COMMENTS

Mayor Pro Tem Stapleton noted a safety concern with skateboards using the railings outside of the Library. Mayor Pro Tem Stapleton suggested that each meeting the City should choose a local community business to feature. He referenced Covina Electric Services at (949) 586-9479 and the service they provide in repairing many household appliances.

Council Member Allen spoke of a local resident that paints using matchsticks and suggested to the Library Staff the possibility of a display at the Library or City Hall of the paintings.

Council Member Low thanked Council Member Allen for all his work with Citrus Valley Hospice and gave credit to those who have worked towards the success of the program. Council Member Low spoke on an article in the Los Angeles Times regarding the comeback of Chevrolet vehicles and suggested there may be something the City could do to make Covina more interesting to Chevrolet.

Council Member Delach thanked Council Member Allen for all he does with Citrus Valley Hospice. Council Member Delach expressed excitement regarding the Halloween Carnival and Dia de los Muertos celebration.

Mayor King, Mayor Pro Tem Stapleton and Council Member Delach referenced the Habitat for Humanity house project on Cypress Street noting that Muscle Man Roofing would be donating the roofing material.

Mayor King announced the Friends of the Library Book & Bake sale on Saturday, October 22, 2011 from 10:00 a.m. to 4:00 p.m. For donations, contact Marilyn Craig at (626) 339-6174.

Mayor King stated the balloon lady, Annie Bananie, will be at the Covina Public Library on Friday, October 28, 2011 at 4:00 p.m. Details can be found on the City's website: www.covinaca.gov.

Mayor King announced Dia de los Muertos (The Day of the Dead), sponsored by the Covina Cultural Arts Advisory Commission, will be at Covina Park on Saturday, October 29, 2011, from 5:00 p.m. to 10:00 p.m. The event will focus on the gathering of family and friends to remember loved ones who have died and will include food, vendors, and band performance.

Mayor King stated Halloween Carnival, sponsored by the Covina Breakfast Lions Club, would be on Monday, October 31, 2011 from 5:30 p.m. to 8:30 p.m. at Covina Park. There will be a costume contest, candy, family entertainment, crafts and games. For additional information, contact the Parks and Recreation Department at (626) 384-5340.

CITY MANAGER COMMENTS

No comments.

CONSENT CALENDAR

On a motion made by Council Member Low, seconded by Council Member Delach, the City Council/Redevelopment Agency/Public Finance Authority/Housing Authority approved Consent Calendar items CC1, CC2, CC3, CC4, CC6, CC7, and CC8. **Motion carried 5-0, with Mayor Pro Tem Stapleton and Council Member Delach abstaining from Consent Calendar item CC1.** Consent Calendar item CC5 was removed from the agenda for further discussion and consideration.

CC 1. City Council approved the minutes of the September 20, 2011 special and regular meeting of the City Council/Redevelopment Agency/Public Finance Authority/Housing Authority.

CC 2. City Council approved the minutes of the October 4, 2011 regular meeting of the City Council/Redevelopment Agency/Public Finance Authority/Housing Authority.

CC 3. City Council received and filed the Public Works Monthly Activity Report.

CC 4. City Council approved Payment of Demands in the amount of \$5,624,573.61.

CC 5. City Council approved the use of funds from the Community Development Block Grant (CDBG) 2011-2012 funding allocation for Special Economic Development.

Hilda Kennedy of AmPac Tri-State Certified Development Company spoke in support of City Grill adding she is an experienced business operator.

George Peterson spoke on the number of empty buildings in the downtown area. Mr. Peterson would like to see the limit of the CDBG grants kept at \$100,000 and to use additional CDBG money to bring in other businesses.

Mercy Moreno thanked Council for the opportunity to open a second restaurant in Covina and spoke regarding how much she enjoys the community and creating new job opportunities for residents. Ms. Moreno stated she takes pride that she started her business with five employs and now employs over 50. Ms. Moreno requested the Council consider increasing the requested grant to \$175,000, as the project will be her biggest investment and requires her to employ 18 to 20 staff members three months prior to opening.

City Manager Daryl Parrish clarified that the staff report is recommending a \$150,000 grant and the Economic Development Policy for the CDBG program has a funding cap of \$100,000 with exceptions allowed if approved by City Council.

Council Member Low inquired as to the original cost of the property, to which Community Development/CRA Deputy Director Robert Neiuber responded that he believes the sale price was \$725,000. Senior Redevelopment Manager Nuala Grasser confirmed the property-appraised price is \$725,000 with a credit for the removal of the rear building.

Council Member Low inquired as to how the liability is going to be retired and Community Development/CRA Deputy Director Neiuber reported the money from the sale would go back to the housing fund.

There was a brief discussion regarding funding sources for the Redevelopment Agency if dissolved; and reviewing the Economic Development Policy on CDBG program funding cap at the Strategic Planning session, Monday, October 24, 2011.

City Manager Parrish pointed out that entering into a market rate transaction and bringing in a new restaurant is positive for the City. City Manager Parrish stated there might be a loss of \$10,000 or the City could hold on to the property, staff would carry out Council's decision.

On a motion made by Council Member Delach, seconded by Council Member Allen, the City Council/Covina Redevelopment Agency/Covina Public Finance Authority/Covina Housing Authority approved Consent Calendar item CC5. **Motion carried 3-2, with Mayor Pro Tem Stapleton and Council Member Low voting no.**

CC 6. City Council approved the Annual Report of the Advisory Board of the Downtown Covina Business Area Enhancement District (BAED); and adopt **City Resolution No. 11-7015**, declaring its intent to levy an annual assessment for the fiscal year 2011-12 in

the Downtown Business Area Enhancement District, and establishing the date, time and place for the public hearing.

CC 7. City Council approved the Annual Report of the Prospero Park Owners Association Business Area Enhancement District (BAED); and adopt **City Resolution No. 11-7016**, declaring its intent to levy an annual assessment for the fiscal year 2011-12 in the Prospero Park Business Area Enhancement District, and establishing the date, time and place for the public hearing.

CC 8. Redevelopment Agency approved Payment of Demands in the amount of \$264,291.91.

PUBLIC HEARING

PH 1. Public hearing was before City Council to consider adoption of a Resolution of Necessity for the Acquisition of a Fee Interest in Certain Real Property, by Eminent Domain, for the Construction and Maintenance of a Public Parking Lot to Serve the Police/Fire Facility in Covina, California.

At 8:40 p.m., Mayor King opened the public hearing and took public testimony.

City Attorney Marco Martinez reported submitted for consideration is a Resolution of Necessity that would make specific findings regarding the need for the acquisition of property and direct Staff and City Attorney's Office to take actions necessary to acquire the property seeking a relief of the bankruptcy stay.

Mayor King inquired and City Clerk Kay Manning responded that the notice of a public hearing was mailed to the affected property owners and interested parties on October 3, 2011.

Written comment was received from Christine M. Pajak, Law Offices of Stutman, Treister and Glatt. There was no further public comment.

At 8:43 p.m., Mayor King closed the public hearing.

There was a brief discussion regarding the property and the need for additional parking for police department and fire department personnel.

On a motion made by Mayor Pro Tem Stapleton, seconded by Council Member Allen, the City Council adopted **City Resolution No. 11-7018**, Acquisition of a Fee Interest in Certain Real Property, located in Los Angeles County, California, by Eminent Domain, more particularly described as Assessor Parcel Number 8430-024-012, for the Construction and Maintenance of a Public Parking Lot to serve the Police/Fire Facility in Covina, California. **Motion carried 5-0.**

CONTINUED BUSINESS

- CB 1.** City Council to hold second reading and consider adoption of an Ordinance amending Title 10 of the Covina Municipal Code pertaining to Vehicle and Traffic Regulations.

On a motion made by Council Member Low, seconded by Council Member Allen, the City Council adopted **Ordinance No. 11-2002**, amending Title 10 of the Covina Municipal Code pertaining to Vehicle and Traffic Regulations. **Motion carried 5-0.**

NEW BUSINESS

- NB 1.** City Council to consider appointment of City Representative to the San Gabriel Valley Mosquito & Vector Control District.

On a motion made by Mayor Pro Tem Stapleton, seconded by Council Member Allen, the City Council appointed Henry Morgan to the San Gabriel Valley Mosquito and Vector Control District for a term of four years. **Motion carried 5-0.**

- NB 2.** City Council to consider the conceptual approval of a "Lifeline" Assistance Program for City water utility customers.

City Manager Daryl Parrish stated the Lifeline Assistance program would assist City water utility customers and suggested Council approve option one, which provides relief through an application process of the meter charge and the Capital Improvement Charge and suggested the City automatically enroll those customers that are exempt from the Utility User Tax.

On a motion made by Mayor Pro Tem Stapleton, seconded by Council Member Allen, the City Council approved in concept a Lifeline Assistance program, option one, covering the cost of the monthly meter and Capital Improvement Program (CIP) charges, and directed Staff to fully develop and implement the program. **Motion carried 5-0.**

- NB 3.** City Council to adopt a Resolution establishing a lower fee for over-the-counter Administrative Conditional Use Permits for seasonal and promotional sales and car wash fundraisers.

On a motion made by Council Member Delach, seconded by Mayor Pro Tem Stapleton, the City Council adopted **City Resolution No. 11-7017**, amending Resolution No. 09-6807, that revised the established development-related and other user fees pertaining to the Planning Division Services; and adding the motion that the City Manager can allow for the waiving or reducing, as applicable, car washing user fees on a case-by-case basis. **Motion carried 5-0.**

- NB 4.** City Council to adopt a Resolution approving the application for the California's Family Place Library Grant Funds.

On a motion made by Mayor Pro Tem Stapleton, seconded by Council Member Allen, the City Council adopted **City Resolution No. 11-7019**, approving the application for the

California's Family Place Library Grant Funds under the Library Services and Technology Act (LSTA) grant. **Motion carried 5-0.**

ADJOURNMENT

At 9:14 p.m., Mayor King adjourned the Covina City Council/Redevelopment Agency/Covina Public Finance Authority/Covina Housing Authority to the regular meeting to be held on **Tuesday, November 1, 2011**, at 6:30 p.m. for closed session and 7:30 p.m. for open session in the Council Chamber of City Hall, 125 East College Street, Covina, California, 91723.

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

Approved this 15th day of November, 2011.

John C. King, Mayor/Chairperson



MINUTES OF THE NOVEMBER 1, 2011 REGULAR MEETING OF THE COVINA CITY COUNCIL/COVINA REDEVELOPMENT AGENCY/COVINA PUBLIC FINANCE AUTHORITY/COVINA HOUSING AUTHORITY HELD IN THE COUNCIL CHAMBER OF CITY HALL, 125 EAST COLLEGE STREET, COVINA, CALIFORNIA

CALL TO ORDER

Mayor King called the City Council/Redevelopment Agency/Public Finance Authority/Housing Authority meeting to order at 6:33 p.m. City Attorney Marco Martinez announced the closed session items listed on the regular meeting agenda. There was no public comment.

ROLL CALL

Council Members Present: ALLEN, DELACH, KING, LOW
Council Members Absent: STAPLETON (with notice)
Elected Members Present: MANNING
Staff Members Present: City Manager, City Attorney, Fire Battalion Chief, Human Resources Director, Public Works Director, Community Development Director/CRA Deputy Director, Finance Director, Parks and Recreation/Library Director, Police Captain, Assistant Public Works Director, Sr. Management Analyst, Management Analyst and Deputy City Clerk

AGENDA POSTING DECLARATION

The Deputy City Clerk of the City of Covina hereby declares that the agenda for the November 1, 2011 regular City Council/Redevelopment Agency/Public Finance Authority/Housing Authority meeting was posted on October 27, 2011 near the front entrance of City Hall, 125 East College Street, Covina, in accordance with §54954.2(a) of the California Government Code.

CONVENED THE MEETING AND RECESSED TO CLOSED SESSION

- A. G.C. §54956.9(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)

CONVENE THE MEETING

The City Council/Redevelopment Agency/Public Finance Authority/Housing Authority meeting reconvened at 7:30 p.m.

City Attorney Marco Martinez reported City/Agency/Authority met in closed session to discuss the items listed on the agenda with all members present except Mayor Pro Tem Stapleton who is absent. City Attorney Martinez stated there was no reportable action related to closed session items B and C. City Attorney Martinez reported the City Council unanimously directed staff to pursue an appeal regarding closed session item A, involving unfunded State mandates related to the Clean Water Act. City Council authorized spending up \$13,400 in this appeal, which is a shared cost basis with several cities from Los Angeles County.

PLEDGE OF ALLEGIANCE

Council Member Low led the pledge of allegiance.

INVOCATION

Covina Police Chaplain, Pat Cross, gave the invocation.

PRESENTATIONS

None.

PUBLIC COMMENTS

None.

COUNCIL/AGENCY/AUTHORITY COMMENTS

Council Member Allen expressed appreciation to the Parks and Recreation staff and the Cultural Arts Advisory Commission for their hard work on the Dia de los Muertos (Day of the Dead) celebration.

Council Member Delach thanked Parks and Recreation staff for their work on the Dia de los Muertos celebration and Halloween Carnival event.

Council Member Low stated he attended the Friends of the Library book and bake sale and purchase a book titled, "Those Who Love" by Irving Stone, which he recommended. He read an excerpt from another book by author Stone entitled, "Immortal Wife." Council Member Low stated that the Covina Library is only open 37 hours a week and expressed a concern regarding the staffing of libraries, adding that the national average is one librarian for every 5,000 people. In California, it is one librarian for every 10,000 people. Council Member Low would like to see efforts made to bring the Covina Library up to standards.

Mayor King thanked the Parks and Recreation staff for all their work on the Halloween Carnival event and the Cultural Arts Advisory Commission for the Dia de los Muertos event.

Mayor King recognized members of Boy Scout Troup 888 who were in the audience.

Mayor King reported that beginning November 8, 2011 at the corner of Citrus Avenue and Badillo Street a project regarding the removal and replacement of a failing section of concrete located at the northeast corner. The contractor will be closing all northbound traffic at Badillo and Citrus and westbound traffic at Second and Badillo at 6:00 a.m., Tuesday, November 8, 2011 and would remain closed to all traffic for 24 hours.

Mayor King announced the City and County of Los Angeles Department of Public Works would hold a free advanced workshop on Smart Gardening on Saturday, November 5, 2011, 9:30 a.m. to 11:00 a.m. at Charter Oak Park. For additional information, call (626) 384-5480.

Mayor King announced the Covina Yellow Ribbon Committee presents a Veterans Day ceremony on Friday, November 11, 2011 at 9:00 a.m. in the Donald W. Evans Memorial Courtyard located at Covina City Hall. Visit the City's website for additional information, www.covinaca.gov.

CITY MANAGER COMMENTS

City Manager Daryl Parrish requested to remove Consent Calendar Item No. CC8 from the agenda. He noted that Consent Calendar Item No. CC10 had a typographical error and a correct copy is provided at the dais this evening. City Manager Parrish stated that while there is a relationship between budget and quality of program, it is not always a linear relationship. The Library budget has been reduced, however, the quality of programs are better than two years ago and he believes that is a function of the leadership and staff's deep sense of responsibility to the community.

CONSENT CALENDAR

On a motion made by Council Member Low, seconded by Council Member Delach, the City Council/Redevelopment Agency/Public Finance Authority/Housing Authority approved Consent Calendar items CC1, CC2, CC3, CC4, CC5, CC6, CC7, CC9, CC12, CC13 and CC14. **Motion carried 4-0, with Mayor Pro Tem Stapleton absent.** Consent Calendar item CC8 was removed from the agenda and Consent Calendar items CC10 and CC11 were removed from the agenda for further discussion and consideration.

- CC 1.** City Council received and filed report of total workers' compensation liabilities under Labor Code Section 3702.6(b).
- CC 2.** City Council received and filed the Water Utility Billing and Automated Meter Reading Projects Quarterly Status Update.
- CC 3.** City Council received and filed a report on the sale of the property located at 151 East College Street, Covina.
- CC 4.** City Council received and filed the second quarter 2011 Sales Tax Report.

- CC 5. City Council approved 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 approved 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 approved 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.

Consent Calendar Item CC8 was removed from the agenda.

- CC 9. City Council approved salary adjustment for the Police Records Supervisor.
- CC 10. City Council adopted **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.

City Manager Daryl Parrish noted a typographical correction on page 17, item 2, which should read \$750.

City Manager Daryl Parrish stated the report before Council consummates existing language to the Memorandum of Understanding. There is no fiscal impact associated with the clean up of the document.

On a motion made by Council Member Allen, seconded by Council Member Delach, the City Council/Covina Redevelopment Agency/Covina Public Finance Authority/Covina Housing Authority approved Consent Calendar Item CC10, as amended with the correction to page 17, item 2. **Motion carried 3-1, with Mayor Pro Tem Stapleton absent and Council Member Low voting no.**

- CC 11. City Council adopted **Resolution No. 11-7014**, approving the Executive Compensation Rules.

City Manager Parrish stated this report also consummates existing language to the Memorandum of Understanding and there is no fiscal impact associated.

On a motion made by Council Member Allen, seconded by Council Member Delach, the City Council/Covina Redevelopment Agency/Covina Public Finance Authority/Covina Housing Authority approved Consent Calendar Item CC11. **Motion carried 3-1, with Mayor Pro Tem Stapleton absent and Council Member Low voting no.**

- CC 12. City Council adopted **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 adopted **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.** Public hearing was before City Council to consider the 2011 Annual Report for the Covina Downtown Business Enhancement District and Proposed Assessment.

At 7:49 p.m., Mayor King opened the public hearing. There was no public comment.

On a motion made by Council Member Delach, seconded by Council Member Allen, the City Council/Covina Redevelopment Agency/Covina Public Finance Authority/Covina Housing Authority continued Public Hearing Item PH1 to November 15, 2011. **Motion carried 4-0, with Mayor Pro Tem Stapleton absent.**

- PH 2.** Public hearing was before City Council to consider the 2011 Annual Report for the Prospero Park Business Area Enhancement District and Proposed Assessment.

At 7:50 p.m., Mayor King opened the public hearing. There was no public comment.

On a motion made by Council Member Delach, seconded by Council Member Low, the City Council/Covina Redevelopment Agency/Covina Public Finance Authority/Covina Housing Authority continued Public Hearing Item PH2 to November 15, 2011. **Motion carried 4-0, with Mayor Pro Tem Stapleton absent.**

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.

City Attorney Martinez reported this item is a direct result of recent court cases and codifies the City Manager and Risk Manager authority for settlements, provides that any claims against the City must be filed on an individual basis and authorizes the City to implement changes to the claims procedures to require litigants pay first and litigate later.

On a motion made by Council Member Allen, seconded by Council Member Delach, the City Council introduced and waived 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. **Motion carried 4-0, with Mayor Pro Tem Stapleton absent.**

ADJOURNMENT

At 7:53 p.m., Mayor King adjourned the Covina City Council/Redevelopment Agency/Covina Public Finance Authority/Covina Housing Authority to the regular meeting to be held on **Tuesday, November 15, 2011**, at 6:30 p.m. for closed session and 7:30 p.m. for open session in the Council Chamber of City Hall, 125 East College Street, Covina, California, 91723.

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

Approved this 15th day of November, 2011.

John C. King, Mayor/Chairperson

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: November 15, 2011

ITEM NO.: CC 3

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

SH

ITEM TITLE: Public Works Department Monthly Activity Report

STAFF RECOMMENDATION

Receive and file the Public Works Department Monthly Activity Report

FISCAL IMPACT

This report is informational only and has no budgetary impact.

BACKGROUND

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

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

During October, the following trends were noted:

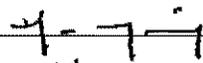
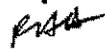
- Environmental Services saw a tremendous spike in the number of used oil containers distributed due to their presence at the City's annual Thunderfest event. This was an excellent customer awareness opportunity for the division.
- Code Enforcement experienced a 75% increase in the number of signs pulled from the public right-of-way compared to last month. This can be attributed largely to the downtown housing development placing a large amount of signs in the right-of-way without permission.
- Transportation saw an approximate 65% decline in revenue from Blue Zone parking for the month. This was due to the failure of two machines that were taken out of service. In an effort to save expensive repair costs, the machines will not be repaired since they are scheduled for elimination next month.
- Engineering, Equipment Maintenance, and Sewer Maintenance were generally on par with their service levels.

RELEVANCE TO THE STRATEGIC PLAN

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

EXHIBITS

A. Public Works Department Monthly Activity Report – October 2011

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

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

DIVISION	ACTIVITY	QUANTITY
Water Utility	Meter replacements	12
	Consumer responses	799
	Backflow tests	4
	Flushed blow-offs	0
	Service line repair/replace	12
	Main line repair/replace	4
	Fire hydrants maintained	2
	Isolation valves exercised	25
	Dig alert responses	36
	Emergency call outs	3
	Equipment Maintenance	Preventative Maintenance service
Safety inspections		47
Daily demand repairs		103
Tire repairs		43
Major repairs over \$1000		0
Emergency call outs		29
Street Maintenance	Traffic sign remove/replace/install	30
	Potholes repaired	103
	Curb and gutter remove/replace (LF)	0
	Sidewalk remove/replace (SF)	100
	Curb painted (LF)	800
	Illegally dumped items picked up (LBS.)	10,000
	Utility cuts repaired	5
	Trees trimmed	6
	Trees removed	3
Emergency call outs	2	
Environmental Services	Used oil containers distributed	251
	Compost bins distributed	0
	NPDES violations investigated	5
	NPDES Permit Inspections	16
	Waste management consumer contacts	0
	Industrial Waste Permit Inspections	1
	Plans checked for environmental compliance	15
	Environmental legislation & regulations reviewed	9
	Special Waste collection events promoted	3
Engineering	Permits issued	19
	Inspections conducted	30
	Complaint responses	3
	Jobsite meetings	5
	Plan checks conducted	19
	Document research requests	6
	Value of plans prepared	0
Building Maintenance	Service requests completed	23
	Facility heat/air conditioning repairs	2
	Facility lighting/electrical repairs	3
	Emergency call outs	0

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

DIVISION	ACTIVITY	QUANTITY
Transportation	Bus passes sold	75
	Covina Transit passengers	1,961
	Metrolink monthly permits sold	722
	Metrolink Avg. daily permits sold	83
	Municipal lots blue zone permits sold	141
	Municipal lots monthly machine revenues	\$350
Code Enforcement	Number of Inspections	907
	Number of signs pulled from public right-of-way	434
	Number of resolved cases	100
	Number of open cases	323
	Industrial waste cases open	100
	Liens filed	8
	Liens released	2
	Total homes in foreclosure	278
	Foreclosed homes registered	23
	Cases referred for possible litigation	3
Building & Safety	Pre/Post permit counter visits	210
	Pre/Post Activity (hours)	31.5
	Permits issued	86
	Inspections conducted	410
	Plan checks conducted	28
	Permit valuation	\$1,095,188
Sewer Maintenance	Manholes inspected	76
	Linear feet of main cleaned	71,652
	Hot-spot locations cleaned	33
	Sewer overflow responses	1
	Manholes treated for vermin infestation	42
	Manholes treated for rodent infestation	12
	Routine pump station checks	31
Special Activities of Note	Traffic control set up for Thunderfest Event	1
	Brick sidewalk repair	3
	Empty tree well hazards filled	16
	City Hall quarterly fire sprinkler test	1

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00094264	V08183	ACOSTA, RICHARD	09/06/11	70.00	MW	OH		
AP00094265	V00846	ADVANCED GRAPHIX INC	09/06/11	266.81	MW	OH		
AP00094266	V05055	AGI ACADEMY	09/06/11	213.50	MW	OH		
AP00094267	V08184	AGUILAR, JOSE	09/06/11	60.00	MW	OH		
AP00094268	V00040	AIRGAS-WEST	09/06/11	209.57	MW	OH		Payee Name different in Check DB
AP00094269	V07542	AKEY, MARJORIE	09/06/11	223.07	MW	OH		
AP00094270	V07014	ALAS, NINA	09/06/11	175.00	MW	OH		
AP00094271	V08185	ALFARO, CARMEN	09/06/11	70.00	MW	OH		
AP00094272	V08143	ALLIED AIR CONDITIONING	09/06/11	3,730.00	MW	OH		
AP00094273	V07381	ALTA PLANNING & DESIGN	09/06/11	180.00	MW	OH		
AP00094274	V07157	ANGELES, LEAH	09/06/11	393.75	MW	OH		
AP00094275	V08164	AQUINO, RICHARD ALLAN	09/06/11	70.00	MW	OH		
AP00094276	V07635	ARROYO, R. ANTHONY	09/06/11	80.76	MW	OH		
AP00094277	V00088	AZUSA, CITY OF	09/06/11	3,335.22	MW	OH		Payee Name different in Check DB
AP00094278	V08186	BARTELT, BRIAN A.	09/06/11	70.00	MW	OH		
AP00094279	V08187	BENAVIDEZ, LARRY	09/06/11	70.00	MW	OH		
AP00094280	V08165	BESERRA, RONALD	09/06/11	70.00	MW	OH		
AP00094281	V02591	BEST BEST & KRIEGER LLP	09/06/11	48,101.73	MW	OH		
AP00094282	V07139	BETHKE, BETTY JO	09/06/11	122.50	MW	OH		
AP00094283	V00254	BRUNSWICK COVINA BOWL	09/06/11	229.69	MW	OH		Payee Name different in Check DB
AP00094284	V08188	CABRAL, LETICIA	09/06/11	70.00	MW	OH		
AP00094285	V07038	CALLANDRILLO JR., GEORGE	09/06/11	240.63	MW	OH		
AP00094286	V07156	CALLISON, JACQUELYN	09/06/11	392.00	MW	OH		
AP00094287	V01595	CANON BUS SOLUTIONS INC	09/06/11	1,008.52	MW	OH		Payee Name different in Check DB
AP00094288	V08166	CANTU, DANIELLE N.	09/06/11	70.00	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00094289	V08189	CARY, JOHN DAVID	09/06/11	70.00	MW	OH		
AP00094290	V07773	CC BLUU ART	09/06/11	140.00	MW	OH		
AP00094291	V05583	CCUG	09/06/11	350.00	MW	OH		
AP00094292	V05302	CELAYA, VERA FLORES	09/06/11	228.08	MW	OH		Payee Name different in Check DB
AP00094293	V00186	CENTURY OFFICE PRODUCTS	09/06/11	152.55	MW	OH		
AP00094294	V08167	CERVANTES, VERONICA	09/06/11	55.00	MW	OH		
AP00094295	V08190	CHAIDEZ, MAYRA A	09/06/11	70.00	MW	OH		
AP00094296	V00190	CHARTER OAK GYMNASTICS INC	09/06/11	2,564.10	MW	OH		
AP00094297	V05555	CINTAS CORP #693	09/06/11	153.78	MW	OH		
AP00094298	V07628	CLEVA TECHNOLOGIES	09/06/11	1,066.14	MW	OH		
AP00094299	V04650	CLIFFS RESORT	09/06/11	279.87	MW	OH		
AP00094300	V00240	COMPUTER SERVICE COMPANY	09/06/11	10,204.88	MW	OH		
AP00094301	V05948	CORBIN, CLARA	09/06/11	1,097.25	MW	OH		
AP00094302	CRA	COVINA REDEVELOPMENT AGENCY	09/06/11	5,728.67	MW	OH		
AP00094303	V00837	COVINA WATER & REFUSE, CITY O	09/06/11	99.59	MW	OH		Payee Name different in Check DB
AP00094304	V02742	CRAIG'S CPR&FIRST AID TRAININ	09/06/11	140.00	MW	OH		
AP00094305	V08191	CRISTIN, FRANCISCO JAVIER	09/06/11	70.00	MW	OH		
AP00094306	V06905	CROP PRODUCTION SERVICES	09/06/11	2,330.36	MW	OH		
AP00094307	V07272	CROWNE PLAZA HOTEL	09/06/11	442.14	MW	OH		
AP00094308	V03861	CSULB FOUNDATION	09/06/11	349.00	MW	OH		
AP00094309	V01775	CUTTING EDGE SUPPLY	09/06/11	832.67	MW	OH		
AP00094310	V07312	DESILVA, ANURA K T	09/06/11	2,500.00	MW	OH		Payee Name different in Check DB
AP00094311	V00211	DH MAINTENANCE SERVICES	09/06/11	12,651.10	MW	OH		
AP00094312	V08192	DIAZ, EMILY N.	09/06/11	30.00	MW	OH		
AP00094313	V08193	DOUGLAS, TARA N.	09/06/11	70.00	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To	Note
AP00094314	V00175	EDISON CO	09/06/11	58,371.81	MW		OH		
AP00094315	V00307	EDS AUTO PARTS	09/06/11	16.60	MW		OH		
AP00094316	V07325	ESCOBEDO, JOSEPH	09/06/11	84.00	MW		OH		
AP00094317	V00176	FEDEX	09/06/11	27.81	MW		OH		
AP00094318	V08168	FEENEY, WILLIAM P.	09/06/11	70.00	MW		OH		
AP00094319	V08201	FLUID POWER TECHNOLOGIES	09/06/11	800.00	MW		OH		
AP00094320	V08169	GARCIA, BARBARA	09/06/11	70.00	MW		OH		
AP00094321	V00178	GENTRY BROTHERS INC	09/06/11	13,775.00	MW		OH		
AP00094322	V07043	GLOBALSTAR LLC	09/06/11	36.83	MW		OH		
AP00094323	V02471	GOLDEN STATE OVERNIGHT	09/06/11	9.90	MW		OH		
AP00094324	V00730	GOLDEN STATE WATER COMPANY	09/06/11	222.39	MW		OH		Payee Name different in Check DB
AP00094325	V04325	GONZALES, RICHARD	09/06/11	830.96	MW		OH		
AP00094326	V00374	GRAINGER	09/06/11	300.13	MW		OH		Payee Name different in Check DB
AP00094327	V08170	GUTIERREZ, MARIA	09/06/11	140.00	MW		OH		
AP00094328	V00212	HAAKER EQUIPMENT CO	09/06/11	2,115.16	MW		OH		
AP00094329	V07294	HOLLIDAY ROCK CO INC	09/06/11	325.98	MW		OH		
AP00094330	V00006	HOME DEPOT	09/06/11	154.05	MW		OH		
AP00094331	V00417	HUNTINGTON COURT REPORTERS	09/06/11	810.00	MW		OH		Payee Name different in Check DB
AP00094332	V08194	JADEED, NOHA	09/06/11	70.00	MW		OH		
AP00094333	V06049	JAIME, SANDRA	09/06/11	35.00	MW		OH		
AP00094334	V08171	JIMENEZ, ANA L.	09/06/11	70.00	MW		OH		
AP00094335	V08195	JIMENEZ, MICHELE R.	09/06/11	70.00	MW		OH		
AP00094336	V05490	JS CONSULTANTS	09/06/11	45,610.05	MW		OH		
AP00094337	V00458	KEYSTONE UNIFORM DEPOT	09/06/11	343.16	MW		OH		Payee Name different in Check DB
AP00094338	V07020	KIMBALL MIDWEST	09/06/11	883.08	MW		OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
AP00094339	V02741	KYLE, PATRICIA	09/06/11	812.46	MW	OH		
AP00094340	V00474	LA CNTY CDC/CDBG	09/06/11	382.39	MW	OH		Payee Name different in Check DB
AP00094341	V05585	LAM, LY CHOU	09/06/11	235.67	MW	OH		
AP00094342	V07017	LARSEN, MICHAEL	09/06/11	175.00	MW	OH		
AP00094343	V07730	LAW ENFORCEMENT MEDICAL	09/06/11	275.00	MW	OH		
AP00094344	V00503	LIGHTHOUSE INC, THE	09/06/11	173.62	MW	OH		Payee Name different in Check DB
AP00094345	V08196	LLAMAS, DANIEL	09/06/11	70.00	MW	OH		
AP00094346	V08197	MCCORD, SHAWN P.	09/06/11	70.00	MW	OH		
AP00094347	V00539	MCMASTER CARR SUPPLY CO	09/06/11	164.66	MW	OH		
AP00094348	V04045	MEDINA, MARIA	09/06/11	213.90	MW	OH		
AP00094349	V08172	MEISEN, THOMAS	09/06/11	60.00	MW	OH		
AP00094350	V08198	MERCADO, BORIS HUGO	09/06/11	41.00	MW	OH		
AP00094351	V01240	MISSION LINEN SUPPLY	09/06/11	379.57	MW	OH		
AP00094352	V08199	MORALES, ROSA	09/06/11	70.00	MW	OH		
AP00094353	V04915	MSNOC INC	09/06/11	283.50	MW	OH		
AP00094354	V08173	MUNGARAY, ANNA MARIE T.	09/06/11	11.00	MW	OH		
AP00094355	V08174	MURAWSKE, VICKY	09/06/11	70.00	MW	OH		
AP00094356	V00573	NAPA AUTO PARTS	09/06/11	173.37	MW	OH		
AP00094357	V07124	NEW PIG CORPORATION	09/06/11	89.44	MW	OH		
AP00094358	V06687	NEWPORT FARMS INC	09/06/11	181.11	MW	OR		
AP00094359	V01136	OFFICE DEPOT	09/06/11	417.32	MW	OH		
AP00094360	V08175	OROPEZA, BENJAMIN G.	09/06/11	70.00	MW	OH		
AP00094361	V07018	PARADA, MIGUEL	09/06/11	812.00	MW	OH		
AP00094362	V07146	PARRISH, DARYL	09/06/11	29.25	MW	OH		
AP00094363	V08200	PATINO, RUBIN J.	09/06/11	70.00	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
AP00094364	V04972	POLLARDWATER DOT COM	09/06/11	317.72	MW	OH		
AP00094365	V08162	PORTRAITS BY KATHY	09/06/11	205.54	MW	OH		
AP00094366	V01176	POVERO, DAVID	09/06/11	89.50	MW	OH		Payee Name different in Check DB
AP00094367	V08163	POWERTECH ENGINES INC	09/06/11	30.91	MW	OH		
AP00094368	V05687	PROFORCE LAW ENFORCEMENT	09/06/11	2,374.76	MW	OH		
AP00094369	V08176	RAMIREZ, VICTOR E.	09/06/11	60.00	MW	OH		
AP00094370	V08112	RANGEL, YADIRA	09/06/11	60.00	MW	OH		
AP00094371	V08094	REED, SARA	09/06/11	514.94	MW	OH		
AP00094372	V06114	REPUBLIC MASTER CHEFS	09/06/11	117.02	MW	OH		
AP00094373	V00676	REYNOLDS BUICK INC	09/06/11	33.53	MW	OH		Payee Name different in Check DB
AP00094374	V07888	RICE/ENGLANDER & ASSOCIATES	09/06/11	3,000.00	MW	OH		
AP00094375	V06994	ROCKLER COMPANIES INC	09/06/11	108.11	MW	OH		
AP00094376	V08177	RODGERS, CHERRI G.	09/06/11	70.00	MW	OH		
AP00094377	V08178	ROMERO, ANAJANCY	09/06/11	70.00	MW	OH		
AP00094378	V05452	SALINAS, CHRISTOPHER	09/06/11	506.87	MW	OH		
AP00094379	V00880	SERESINGHE, AJITH	09/06/11	1,400.00	MW	OH		Payee Name different in Check DB
AP00094380	V02292	SEVOLD, CHERYL	09/06/11	198.04	MW	OH		
AP00094381	V08179	SHORTER, JONATHAN M T	09/06/11	70.00	MW	OH		
AP00094382	V08180	SMALLEY, MARISOL	09/06/11	70.00	MW	OH		
AP00094383	V01158	SOUTH COAST AQMD	09/06/11	292.35	MW	OH		Payee Name different in Check DB
AP00094384	V06160	SOUTHERN CALIFORNIA ERGONOMIC	09/06/11	210.75	MW	OH		
AP00094385	V00007	STAPLES INC	09/06/11	2,931.34	MW	OH		
AP00094386	V06661	STEVENSON, ROY	09/06/11	102.90	MW	OH		
AP00094387	V00760	TAVANNA	09/06/11	515.90	MW	OH		
AP00094388	V08202	THE SWIM TEAM STORE	09/06/11	2,282.50	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
AP00094389	V04501	THOMAS, TERRI	09/06/11	763.00	MW	OH		
AP00094390	V07008	TIME WARNER CABLE	09/06/11	145.12	MW	OH		
AP00094391	V07901	TISUTHIWONGSE, SUCHOT	09/06/11	1,188.65	MW	OH		
AP00094392	V08092	TONER DEPOT	09/06/11	733.65	MW	OH		
AP00094393	V08159	TORRES, GRACIELA	09/06/11	25.00	MW	OH		
AP00094394	V05776	TOSHIBA BUSINESS SOLUTIONS	09/06/11	147.90	MW	OH		
AP00094395	V00772	TRI-XECUTEX CORP	09/06/11	539.44	MW	OH		Payee Name different in Check DB
AP00094396	V05054	TRIFYTT SPORTS	09/06/11	1,265.73	MW	OH		
AP00094397	V07019	TRUJILLO WORDEN-MEACHAM,	09/06/11	140.00	MW	OH		
AP00094398	V00783	ULTRA-CHEM INC	09/06/11	869.25	MW	OH		Payee Name different in Check DB
AP00094399	V03858	UPS	09/06/11	18.26	MW	OH		
AP00094400	V05461	URBAN GRAFFITI ENTERPRISES IN	09/06/11	5,000.00	MW	OH		
AP00094401	V00229	US POSTMASTER	09/06/11	460.22	MW	OH		
AP00094402	V07356	VAN LEEUWEN, JOACHIM	09/06/11	105.00	MW	OH		
AP00094403	V07403	VERIZON CALIFORNIA	09/06/11	68.99	MW	OH		
AP00094404	V08181	VESELKOVA, TATYANA	09/06/11	70.00	MW	OH		
AP00094405	V08095	VILLARREAL, TIFFANY	09/06/11	289.19	MW	OH		
AP00094406	V00158	VULCAN MATERIALS COMPANY	09/06/11	416.32	MW	OH		Payee Name different in Check DB
AP00094407	V08182	WALL, MATTHEW D.	09/06/11	70.00	MW	OH		
AP00094408	V03567	WALMART	09/06/11	200.00	MW	OH		
AP00094409	V08158	WANG, AI	09/06/11	45.00	MW	OH		
AP00094410	V02025	WARD, SHERYL	09/06/11	77.00	MW	OH		
AP00094411	V06602	WELLDYNERX	09/06/11	89.14	MW	OH		
AP00094412	V00812	WEST COAST ARBORISTS INC	09/06/11	6,316.20	MW	OH		
AP00094413	V03419	WHITE, SHELBY	09/06/11	840.00	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
AP00094414	V00831	Y TIRE SALES	09/06/11	342.84	MW	OH		

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

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	267,628.68	Number of Checks Processed:	151
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled Checks	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
G R A N D T O T A L	267,628.68		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To Note
AP00094415	V08201	FLUID POWER TECHNOLOGIES	09/07/11	700.00	MW	IP	
AP00094416	V08235	LAW OFFICES OF	09/07/11	25,000.00	MW	IP	

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

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	25,700.00	Number of Checks Processed:	2
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled Checks	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
G R A N D T O T A L	25,700.00		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
AP00094417	V02144	3M LIBRARY SYSTEMS	09/13/11	1,710.00	MW	OH		
AP00094418	V07216	ABSOLUTE SECURITY	09/13/11	5,810.40	MW	OH		
AP00094419	V06428	ADVANCED	09/13/11	1,430.10	MW	OH		
AP00094420	V06110	AIR-BREE HEATING	09/13/11	4,975.00	MW	OH		
AP00094421	V00040	AIRGAS-WEST	09/13/11	197.84	MW	OH		Payee Name different in Check DB
AP00094422	V00046	ALBERTSONS GROCERY WAREHOUSE	09/13/11	678.65	MW	OH		
AP00094423	V02224	AMERICAN WEST COAST SECURITY	09/13/11	110.00	MW	OH		
AP00094424	V07699	AT&T LONG DISTANCE	09/13/11	17.30	MW	OH		
AP00094425	V04864	AT&T MOBILITY	09/13/11	1,193.00	MW	OH		Payee Name different in Check DB
AP00094426	V00089	B & K ELECTRIC WHOLESALE	09/13/11	326.76	MW	OH		Payee Name different in Check DB
AP00094427	V00090	BAKER AND TAYLOR INC	09/13/11	776.09	MW	OH		
AP00094428	V05637	BANK OF THE WEST	09/13/11	8,322.44	MW	OH		
AP00094429	V02591	BEST BEST & KRIEGER LLP	09/13/11	46,976.83	MW	OH		
AP00094430	V07169	BOOK WHOLESALERS INC	09/13/11	178.60	MW	OH		
AP00094431	V00127	BRODART CO	09/13/11	31.07	MW	OH		
AP00094432	V04061	BROWN MOTOR WORKS INC	09/13/11	961.17	MW	OH		
AP00094433	V00139	CALIBER POOL AND SPA SVC	09/13/11	2,680.45	MW	OH		
AP00094434	V02958	CERTIFIED UNDERCAR PARTS	09/13/11	351.37	MW	OH		
AP00094435	V07110	CHEFELLE	09/13/11	1,956.25	MW	OH		
AP00094436	V05555	CINTAS CORP #693	09/13/11	153.78	MW	OH		
AP00094437	V00962	CITRUS CAR WASH	09/13/11	416.50	MW	OH		
AP00094438	V04454	CITRUS VALLEY FLORIST	09/13/11	70.00	MW	OH		
AP00094439	V06504	CITY OF AZUSA	09/13/11	35.00	MW	OH		
AP00094440	V00210	COLLINS, DR GARY	09/13/11	450.00	MW	OH		Payee Name different in Check DB
AP00094441	V06119	COMMUNITY ACTION EAP	09/13/11	350.00	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00094442	V02444	CONTEMPORARY INFO CORP	09/13/11	12.00	MW	OH		
AP00094443	V07550	COPLOGIC INC.	09/13/11	4,043.00	MW	OH		
AP00094444	V00248	COUNSELING TEAM, THE	09/13/11	840.00	MW	OH		Payee Name different in Check DB
AP00094445	V00838	COVINA, CITY OF	09/13/11	292.80	MW	OH		Payee Name different in Check DB
AP00094446	V07892	CPRS AGING SERVICES	09/13/11	20.00	MW	OH		
AP00094447	V00175	EDISON CO	09/13/11	43,143.17	MW	OH		
AP00094448	V06433	GALE CENGAGE LEARNING	09/13/11	76.96	MW	OH		
AP00094449	V00375	GRAND PRINTING	09/13/11	2,355.47	MW	OH		
AP00094450	V03659	HAEBE, CYNTHIA	09/13/11	1,760.00	MW	OH		
AP00094451	V00402	HDL SOFTWARE LLC	09/13/11	7,195.00	MW	OH		Payee Name different in Check DB
AP00094452	V00006	HOME DEPOT	09/13/11	633.55	MW	OH		
AP00094453	V00417	HUNTINGTON COURT REPORTERS	09/13/11	768.46	MW	OH		Payee Name different in Check DB
AP00094454	V00233	HYDRO CONNECTIONS	09/13/11	790.27	MW	OH		Payee Name different in Check DB
AP00094455	V00213	INLAND EMPIRE STAGES	09/13/11	1,940.00	MW	OH		
AP00094456	V00441	JW LOCK CO INC	09/13/11	97.93	MW	OH		
AP00094457	V00451	KELLY PAPER CO	09/13/11	116.76	MW	OH		
AP00094458	V00458	KEYSTONE UNIFORM DEPOT	09/13/11	332.29	MW	OH		Payee Name different in Check DB
AP00094459	V00463	KING BOLT CO	09/13/11	14.30	MW	OH		
AP00094460	V00182	KMART STORE 4281	09/13/11	77.16	MW	OH		
AP00094461	V07639	LACROIX, CATHERINE	09/13/11	20.96	MW	OH		
AP00094462	V08241	LAYNE, JONATHAN DANIEL	09/13/11	666.00	MW	OH		
AP00094463	V00496	LEWIS ENGRAVING INC	09/13/11	280.58	MW	OH		
AP00094464	V00497	LEWIS SAW AND LAWNMOWER	09/13/11	75.00	MW	OH		Payee Name different in Check DB
AP00094465	V08161	LEXIPOL LLC	09/13/11	7,950.00	MW	OH		
AP00094466	V00499	LIBRARY STORE	09/13/11	69.59	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00094467	V01816	LOU'S GLASS HOUSE	09/13/11	495.75	MW	OH		Payee Name different in Check DB
AP00094468	V08237	MCCORT, MICHAEL	09/13/11	4,216.65	MW	OH		
AP00094469	V00594	MICHAEL J O'DAY AND ASSOC	09/13/11	150.00	MW	OH		Payee Name different in Check DB
AP00094470	V01240	MISSION LINEN SUPPLY	09/13/11	91.42	MW	OH		
AP00094471	V08236	MUSHROOM NETWORKS INC	09/13/11	5,259.64	MW	OH		
AP00094472	V02208	NATIONAL RECREATION AND	09/13/11	150.00	MW	OH		Payee Name different in Check DB
AP00094473	V07404	O REILLY AUTO PARTS	09/13/11	118.88	MW	OH		
AP00094474	V01136	OFFICE DEPOT	09/13/11	55.46	MW	OH		
AP00094475	V00797	OFFICE DEPOT	09/13/11	3,995.17	MW	OH		Payee Name different in Check DB
AP00094476	V06596	PAPER CUTS INC.	09/13/11	253.15	MW	OH		
AP00094477	V03009	PICASSO'S CAFE	09/13/11	206.06	MW	OH		
AP00094478	V00639	POWER MAINT CORP	09/13/11	1,950.00	MW	OH		
AP00094479	V01097	PROSE GRANTWRITING SERVICES	09/13/11	500.00	MW	OH		Payee Name different in Check DB
AP00094480	V05392	PYRO-COMM SYSTEMS INC	09/13/11	350.00	MW	OH		
AP00094481	V07501	RC KEMP CONSULTING LLC	09/13/11	2,025.00	MW	OH		
AP00094482	V06114	REPUBLIC MASTER CHEFS	09/13/11	132.79	MW	OH		
AP00094483	V00676	REYNOLDS BUICK INC	09/13/11	637.37	MW	OH		Payee Name different in Check DB
AP00094484	V04256	SERVICE MASTER	09/13/11	750.00	MW	OH		
AP00094485	V06095	SGV EXAMINER	09/13/11	139.32	MW	OH		
AP00094486	V00727	SMART AND FINAL IRIS CORP	09/13/11	61.25	MW	OH		
AP00094487	V04531	SOFTWARE HOUSE INTERNATIONAL	09/13/11	7,266.03	MW	OH		
AP00094488	V00007	STAPLES INC	09/13/11	245.57	MW	OH		
AP00094489	V00754	SUPERB GRAPHICS INC	09/13/11	453.49	MW	OH		
AP00094490	V02723	TERRILL PUBLICATIONS	09/13/11	250.00	MW	OH		
AP00094491	V05229	THYSSENKRUPP ELEVATOR	09/13/11	1,556.00	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00094492	V08011	TOSHIBA FINANCIAL SERVICES	09/13/11	1,576.44	MW	OH		
AP00094493	V00772	TRI-XECUTEX CORP	09/13/11	2,030.88	MW	OH		Payee Name different in Check DB
AP00094494	V00776	TRUGREEN LANDSCAPE	09/13/11	8,932.49	MW	OH		
AP00094495	V07898	TYLER TECHNOLOGIES INC.	09/13/11	4,987.69	MW	OH		
AP00094496	V08242	VERENGO INC	09/13/11	90.00	MW	OH		
AP00094497	V07403	VERIZON CALIFORNIA	09/13/11	1,210.52	MW	OH		
AP00094498	V03755	WAGONER, PAMELA	09/13/11	274.00	MW	OH		
AP00094499	V01119	WARREN DISTRIBUTING INC	09/13/11	355.45	MW	OH		Payee Name different in Check DB
AP00094500	V04643	WELLS FARGO FINANCIAL LEASING	09/13/11	166.45	MW	OH		
AP00094501	V00829	XEROX CORPORATION	09/13/11	105.51	MW	OH		

GRAND TOTALS:

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	204,768.28	Number of Checks Processed:	85
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled Checks	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
GRAND TOTAL	204,768.28		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00094502	V06191	AFLAC ACCT# YQ792	09/14/11	3,507.81	MW	OH		Payee Name different in Check DB
AP00094503	V01695	AFSCME	09/14/11	860.00	MW	OH		
AP00094504	V01681	CALIFORNIA PUBLIC EMPLOYEES'	09/14/11	57,542.44	MW	OH		Payee Name different in Check DB
AP00094505	V01686	COVINA POLICE ASSOCIATION	09/14/11	3,300.00	MW	OH		
AP00094506	V02095	COVINA POLICE ASSOCIATION	09/14/11	960.00	MW	OH		
AP00094507	V01697	COVINA, CITY OF	09/14/11	6,215.09	MW	OH		
AP00094508	V02879	COVINA, CITY OF	09/14/11	39.80	MW	OH		
AP00094509	V05506	COVINA, CITY OF	09/14/11	78,099.76	MW	OH		
AP00094510	V07287	COVINA-FSA, CITY OF	09/14/11	1,222.00	MW	OH		Payee Name different in Check DB
AP00094511	V06385	CSAC-EIA	09/14/11	4,354.70	MW	OH		
AP00094512	V06386	CSAC-EIA	09/14/11	1,531.06	MW	OH		
AP00094513	V05186	DELTA DENTAL OF CALIFORNIA	09/14/11	5,943.75	MW	OH		
AP00094514	V07259	FLEX ONE	09/14/11	25.00	MW	OH		Payee Name different in Check DB
AP00094515	V01692	GREAT WEST LIFE & ANNUITY	09/14/11	4,442.50	MW	OH		
AP00094516	V01694	HARTFORD LIFE INS	09/14/11	9.67	MW	OH		Payee Name different in Check DB
AP00094517	V01691	ICMA RETIREMENT TRUST-457	09/14/11	6,597.98	MW	OH		
AP00094518	V07302	ICMA RETIREMENT TRUST-401	09/14/11	845.48	MW	OH		
AP00094519	V01690	NATIONWIDE RETIREMENT	09/14/11	3,042.50	MW	OH		Payee Name different in Check DB
AP00094520	V01693	PERS LONG TERM CARE PROGRAM	09/14/11	250.00	MW	OH		
AP00094521	V01687	PERS	09/14/11	43,200.82	MW	OH		
AP00094522	V04828	UNION BANK OF CALIFORNIA	09/14/11	3,074.02	MW	OH		
AP00094523	V05649	UNITED STATES TREASURY	09/14/11	200.00	MW	OH		
AP00094524	V01696	UNITED WAY OF GREATER LA	09/14/11	20.00	MW	OH		Payee Name different in Check DB
AP00094525	V06785	VISION SERVICE PLAN (CA)	09/14/11	508.67	MW	OH		
AP00094526	V08221	WASHINGTON NATIONAL INSURANCE	09/14/11	285.85	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
=====								
G R A N D T O T A L S:								
		Total Void Machine Written		0.00		Number of Checks Processed:		0
		Total Void Hand Written		0.00		Number of Checks Processed:		0
		Total Machine Written		226,078.90		Number of Checks Processed:		25
		Total Hand Written		0.00		Number of Checks Processed:		0
		Total Reversals		0.00		Number of Checks Processed:		0
		Total Cancelled Checks		0.00		Number of Checks Processed:		0
		Total EFTs		0.00		Number of EFTs Processed:		0
		G R A N D T O T A L		226,078.90				

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00094527	V04747	10-B RETROFIT	09/22/11	2,700.25	MW	OH		
AP00094528	V07646	12 MILES OUT.COM	09/22/11	1,200.00	MW	OH		
AP00094529	V06326	A & B ELECTRIC	09/22/11	384.00	MW	OH		
AP00094530	V05630	A-1 POWER SWEEPING CO INC	09/22/11	600.00	MW	OH		
AP00094531	V00022	ABORTA BUG INC	09/22/11	70.00	MW	OH		
AP00094532	V07216	ABSOLUTE SECURITY	09/22/11	5,288.45	MW	OH		
AP00094533	V04342	ACE-1 AUTO SERVICE	09/22/11	45.00	MW	OH		
AP00094534	V00846	ADVANCED GRAPHIX INC	09/22/11	131.30	MW	OH		
AP00094535	V07786	ADVANTAGE	09/22/11	9,152.14	MW	OH		
AP00094536	V00040	AIRGAS-WEST	09/22/11	268.28	MW	OH		Payee Name different in Check DB
AP00094537	V04434	ALL CITY MANAGEMENT SVC	09/22/11	4,239.82	MW	OH		
AP00094538	V07268	ALLANA-BUICK-BERS	09/22/11	13,647.90	MW	OH		
AP00094539	V06189	ALLIANT INSURANCE SERVICES	09/22/11	1,711.25	MW	OH		
AP00094540	V00058	AMERICAN PUBLIC WORKS ASSOC	09/22/11	181.25	MW	OH		
AP00094541	V06519	AMERICAN TRAFFIC SOLUTIONS	09/22/11	16,185.00	MW	OH		
AP00094542	V02224	AMERICAN WEST COAST SECURITY	09/22/11	50.00	MW	OH		
AP00094543	V08244	AMPCO CONTRACTING	09/22/11	61.60	MW	OH		
AP00094544	V01660	AT&T	09/22/11	689.68	MW	OH		
AP00094545	V00089	B & K ELECTRIC WHOLESALE	09/22/11	285.14	MW	OH		Payee Name different in Check DB
AP00094546	V07100	BANK OF THE WEST	09/22/11	9,395.07	MW	OH		
AP00094547	V02791	BARR & CLARK	09/22/11	1,145.00	MW	OH		
AP00094548	V05589	BELL BUILDING MAINTENANCE CO	09/22/11	3,205.00	MW	OH		
AP00094549	V00114	BLAKE PAPER CO	09/22/11	104.53	MW	OH		Payee Name different in Check DB
AP00094550	V04061	BROWN MOTOR WORKS INC	09/22/11	460.40	MW	OH		
AP00094551	V05470	BURGUAN, RENE	09/22/11	600.00	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00094552	V03524	BURRO CANYON ENT INC	09/22/11	120.00	MW	OH		Payee Name different in Check DB
AP00094553	V08243	CAL-LIFT INC.	09/22/11	197.01	MW	OH		
AP00094554	V07134	CALI BEE MUSIC INC	09/22/11	400.00	MW	OH		
AP00094555	V00151	CALIF, STATE OF	09/22/11	160.00	MW	OH		
AP00094556	V04970	CALIFA GROUP	09/22/11	300.00	MW	OH		
AP00094557	V01595	CANON BUS SOLUTIONS INC	09/22/11	598.95	MW	OH		Payee Name different in Check DB
AP00094558	V07136	CASTILLO, JOHN	09/22/11	650.00	MW	OH		
AP00094559	V00186	CENTURY OFFICE PRODUCTS	09/22/11	141.36	MW	OH		
AP00094560	V02958	CERTIFIED UNDERCAR PARTS	09/22/11	357.35	MW	OH		
AP00094561	V04824	CHARTER OAK HARDWARE	09/22/11	12.99	MW	OH		
AP00094562	V00193	CHEVRON PRODUCTS COMPANY	09/22/11	516.05	MW	OH		
AP00094563	V08256	CHIARAMONTE, DAVID	09/22/11	115.00	MW	OH		
AP00094564	V05555	CINTAS CORP #693	09/22/11	307.56	MW	OH		
AP00094565	V00962	CITRUS CAR WASH	09/22/11	59.75	MW	OH		
AP00094566	V00208	CLINICAL LAB OF SAN BERNARDIN	09/22/11	510.00	MW	OH		
AP00094567	V06976	COLD DUCK	09/22/11	700.00	MW	OH		
AP00094568	V07084	COMMERCIAL DOOR	09/22/11	645.38	MW	OH		
AP00094569	V00237	COMMUNICATIONS CENTER	09/22/11	131.70	MW	OH		
AP00094570	V00240	COMPUTER SERVICE COMPANY	09/22/11	12,386.71	MW	OH		
AP00094571	V07204	COON, MARK	09/22/11	350.00	MW	OH		
AP00094572	V08250	COVINA CENTER FOR THE	09/22/11	600.00	MW	OH		
AP00094573	V00256	COVINA DISPOSAL CO	09/22/11	7,658.17	MW	OH		
AP00094574	V00256	COVINA DISPOSAL CO	09/22/11	12,758.52	MW	OH		
AP00094575	V00234	COVINA IRRIGATING CO	09/22/11	271,274.50	MW	OH		
AP00094576	V00262	COVINA RENTS	09/22/11	727.91	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
AP00094577	V00837	COVINA WATER & REFUSE, CITY O	09/22/11	2,017.62	MW	OH		Payee Name different in Check DB
AP00094578	V06385	CSAC-EIA	09/22/11	9.04	MW	OH		
AP00094579	V06792	DAPEER ROSENBLIT & LITVAK LLP	09/22/11	865.84	MW	OH		
AP00094580	V07724	DE ALWIS, DILU	09/22/11	230.00	MW	OH		
AP00094581	V05186	DELTA DENTAL OF CALIFORNIA	09/22/11	570.60	MW	OH		
AP00094582	V00283	DEMCO INC	09/22/11	83.88	MW	OH		
AP00094583	V07235	DEPT OF INDUSTRIAL	09/22/11	225.00	MW	OH		Payee Name different in Check DB
AP00094584	V07312	DESILVA, ANURA K T	09/22/11	2,500.00	MW	OH		Payee Name different in Check DB
AP00094585	V00293	DIVERSIFIED PARATRANSIT	09/22/11	32,161.70	MW	OH		
AP00094586	V08074	DOVER, JEREMY	09/22/11	400.00	MW	OH		
AP00094587	V00175	EDISON CO	09/22/11	3,123.27	MW	OH		
AP00094588	V00307	EDS AUTO PARTS	09/22/11	68.71	MW	OH		
AP00094589	V08252	ENRIQUEZ, LOURDES	09/22/11	50.00	MW	OH		
AP00094590	V00322	ESGIL CORPORATION	09/22/11	123.00	MW	OH		
AP00094591	V00176	FEDEX	09/22/11	19.06	MW	OH		
AP00094592	V07701	FLEET SERVICES	09/22/11	125.72	MW	OH		
AP00094593	V03259	FRED PRYOR SEMINARS	09/22/11	521.95	MW	OH		
AP00094594	V07206	FRET HOUSE	09/22/11	600.00	MW	OH		
AP00094595	V08249	GALLEGOS, MICHAEL	09/22/11	600.00	MW	OH		
AP00094596	V00350	GAS COMPANY, THE	09/22/11	411.59	MW	OH		Payee Name different in Check DB
AP00094597	V00350	GAS COMPANY, THE	09/22/11	721.13	MW	OH		Payee Name different in Check DB
AP00094598	V01211	GLENDORA DODGE	09/22/11	53.02	MW	OH		
AP00094599	V07674	GLOBAL WATER MANAGEMENT LLC	09/22/11	51,288.54	MW	OH		
AP00094600	V02471	GOLDEN STATE OVERNIGHT	09/22/11	9.00	MW	OH		
AP00094601	V00730	GOLDEN STATE WATER COMPANY	09/22/11	60.76	MW	OH		Payee Name different in Check DB

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00094602	V00374	GRAINGER	09/22/11	1,059.00	MW	OH		Payee Name different in Check DB
AP00094603	V00375	GRAND PRINTING	09/22/11	1,269.33	MW	OH		
AP00094604	V03087	GRISWOLD INDUSTRIES	09/22/11	7,019.65	MW	OH		
AP00094605	V05604	GUITAR CENTER	09/22/11	543.70	MW	OH		
AP00094606	V03693	HASLER INC	09/22/11	584.51	MW	OH		
AP00094607	V08245	HERMAN WEISSKER INC.	09/22/11	172.20	MW	OH		
AP00094608	V08257	HEWITT CONSTRUCTION	09/22/11	3,947.77	MW	OH		
AP00094609	V07294	HOLIDAY ROCK CO INC	09/22/11	410.80	MW	OH		
AP00094610	V00006	HOME DEPOT	09/22/11	1,112.76	MW	OH		
AP00094611	V08251	HOME PERFORMANCE MATTERS INC.	09/22/11	990.00	MW	OH		
AP00094612	V00414	HOSE MAN INC, THE	09/22/11	89.24	MW	OH		Payee Name different in Check DB
AP00094613	V05549	HSBC BUSINESS SOLUTIONS	09/22/11	63.38	MW	OH		
AP00094614	V07173	HUNTER, JOHN L.	09/22/11	332.50	MW	OH		Payee Name different in Check DB
AP00094615	V00417	HUNTINGTON COURT REPORTERS	09/22/11	570.74	MW	OH		Payee Name different in Check DB
AP00094616	V04280	I.C. COMPOUND CO	09/22/11	269.64	MW	OH		
AP00094617	V00213	INLAND EMPIRE STAGES	09/22/11	893.00	MW	OH		
AP00094618	V00426	INLAND WATER WORKS	09/22/11	4,827.51	MW	OH		
AP00094619	V06816	INTER-CON SECURITY SYSTEMS IN	09/22/11	4,944.23	MW	OH		
AP00094620	V03561	INTERSTATE BATTERY SYSTEM	09/22/11	664.28	MW	OH		
AP00094621	V03518	JAIME, LUIS	09/22/11	20.00	MW	OH		
AP00094622	V00445	JEECO MFG & SUPPLY	09/22/11	34.01	MW	OH		Payee Name different in Check DB
AP00094623	V06421	JIMENEZ, LILIA	09/22/11	66.86	MW	OH		
AP00094624	V07890	JOHNSON-FRANK	09/22/11	668.57	MW	OH		
AP00094625	V07138	JONES, L.A.	09/22/11	400.00	MW	OH		
AP00094626	V05490	JS CONSULTANTS	09/22/11	29,526.68	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
AP00094627	V00451	KELLY PAPER CO	09/22/11	219.89	MW	OH		
AP00094628	V00458	KEYSTONE UNIFORM DEPOT	09/22/11	103.20	MW	OH		Payee Name different in Check DB
AP00094629	V07020	KIMBALL MIDWEST	09/22/11	30.58	MW	OH		
AP00094630	V00182	KMART STORE 4281	09/22/11	305.47	MW	OH		
AP00094631	V01096	KNORR SYSTEMS INC	09/22/11	328.00	MW	OH		Payee Name different in Check DB
AP00094632	V00475	LA CNTY DEPT OF ANIMAL	09/22/11	5,705.27	MW	OH		Payee Name different in Check DB
AP00094633	V03576	LA CNTY DEPT OF PUBLIC WORKS	09/22/11	1,044.13	MW	OH		
AP00094634	V00478	LA CNTY FIRE DEPARTMENT	09/22/11	626,666.00	MW	OH		Payee Name different in Check DB
AP00094635	V00479	LA CNTY MTA	09/22/11	448.00	MW	OH		Payee Name different in Check DB
AP00094636	V06578	LA CNTY REGISTRAR RECORDER	09/22/11	21.00	MW	OH		Payee Name different in Check DB
AP00094637	V00482	LA CNTY SHERIFF'S DEPT	09/22/11	445.00	MW	OH		Payee Name different in Check DB
AP00094638	V07639	LACROIX, CATHERINE	09/22/11	150.89	MW	OH		
AP00094639	V06324	LANGUAGE LINE SERVICES INC	09/22/11	1.88	MW	OH		
AP00094640	V06856	LARA, LAURA	09/22/11	177.50	MW	OH		
AP00094641	V00496	LEWIS ENGRAVING INC	09/22/11	232.61	MW	OH		
AP00094642	V00214	LIGHTNING OIL COMPANY INC	09/22/11	50.00	MW	OH		Payee Name different in Check DB
AP00094643	V03481	LOWE'S COMPANIES INC	09/22/11	413.95	MW	OH		Payee Name different in Check DB
AP00094644	V03481	LOWE'S COMPANIES INC	09/22/11	59.44	MW	OH		Payee Name different in Check DB
AP00094645	V06858	MADRID, VICKI	09/22/11	20.00	MW	OH		
AP00094646	V00523	MAMMOTH AUDIO SYSTEMS	09/22/11	3,950.00	MW	OH		
AP00094647	V00539	MCMASTER CARR SUPPLY CO	09/22/11	118.91	MW	OH		
AP00094648	V04229	MERRIMAC ENERGY GROUP	09/22/11	32,120.09	MW	OH		
AP00094649	V01240	MISSION LINEN SUPPLY	09/22/11	671.46	MW	OH		
AP00094650	V00972	MORAN, JAMES	09/22/11	600.00	MW	OH		
AP00094651	V04284	MORENO, MERCY	09/22/11	4,620.75	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
AP00094652	V08247	MORRIS, KENNETH	09/22/11	500.00	MW	OH		
AP00094653	V05718	MSA-LA&OA CHAPTER	09/22/11	75.00	MW	OH		
AP00094654	V04319	MUNOZ, FELIPE	09/22/11	302.26	MW	OH		
AP00094655	V00571	MYERS TIRE SUPPLY	09/22/11	135.15	MW	OH		
AP00094656	V07124	NEW PIG CORPORATION	09/22/11	205.56	MW	OH		
AP00094657	V06687	NEWPORT FARMS INC	09/22/11	365.42	MW	OH		
AP00094658	V07404	O REILLY AUTO PARTS	09/22/11	135.79	MW	OH		
AP00094659	V01065	OCLC/FOREST PRESS	09/22/11	14,773.24	MW	OH		Payee Name different in Check DB
AP00094660	V01136	OFFICE DEPOT	09/22/11	517.94	MW	OH		
AP00094661	V00797	OFFICE DEPOT	09/22/11	316.00	MW	OH		Payee Name different in Check DB
AP00094662	V04971	PARS	09/22/11	888.37	MW	OH		
AP00094663	V05301	PEST OPTIONS INC	09/22/11	265.00	MW	OH		
AP00094664	VOID.CONTINU	Void - Continued Stub	09/22/11	0.00	VM	OH		Void
AP00094665	V05687	PROFORCE LAW ENFORCEMENT	09/22/11	23,924.62	MW	OH		
AP00094666	V08253	PUMPMAN INC	09/22/11	1,775.00	MW	OH		
AP00094667	V07998	RAETECH	09/22/11	3,914.05	MW	OH		
AP00094668	V03295	RANDALL, KYLE	09/22/11	172.25	MW	OH		
AP00094669	V07501	RC KEMP CONSULTING LLC	09/22/11	1,410.00	MW	OH		
AP00094670	V07106	REGIONAL TAP SERVICE CENTER	09/22/11	773.09	MW	OH		
AP00094671	V08248	RENO JONES	09/22/11	400.00	MW	OH		
AP00094672	V06114	REPUBLIC MASTER CHEFS	09/22/11	242.74	MW	OH		
AP00094673	V04895	SAN GABRIEL VALLEY TRIBUNE	09/22/11	136.50	MW	OH		
AP00094674	V04895	SAN GABRIEL VALLEY TRIBUNE	09/22/11	3,382.50	MW	OH		
AP00094675	V08085	SANTA ANA, CITY OF	09/22/11	236.00	MW	OH		
AP00094676	V05102	SANTA ANITA FAMILY SERVICE	09/22/11	210.00	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00094677	V00960	SBSD-EVOC TRAINING CENTER	09/22/11	2,400.00	MW	OH		
AP00094678	V08246	SEGERSTROM CENTER FOR THE ART	09/22/11	277.50	MW	OH		
AP00094679	V04464	SENSUS METERING SYSTEMS	09/22/11	1,579.05	MW	OH		
AP00094680	V04320	SGV CITY MANAGERS' ASSOC	09/22/11	55.00	MW	OH		
AP00094681	V06410	SHARE CORPORATION	09/22/11	495.98	MW	OH		
AP00094682	V03801	SIRSIDYNIX	09/22/11	18,427.07	MW	OH		Payee Name different in Check DB
AP00094683	V00727	SMART AND FINAL IRIS CORP	09/22/11	418.83	MW	OH		
AP00094684	V00734	SOUTHEAST CONSTRUCTION INC	09/22/11	18.05	MW	OH		
AP00094685	V01553	SOUTHERN CA GAS CO	09/22/11	575.00	MW	OH		Payee Name different in Check DB
AP00094686	V00737	SPARKLETTS	09/22/11	22.37	MW	OH		
AP00094687	V05039	SPECIALIZED ARMAMENT WAREHOUS	09/22/11	286.50	MW	OH		
AP00094688	V00007	STAPLES INC	09/22/11	1,000.60	MW	OH		
AP00094689	V08255	STEMAR EQUIPMENT & SUPPLY	09/22/11	3,333.13	MW	OH		
AP00094690	V00110	SUNGARD BI-TECH INC	09/22/11	11,244.22	MW	OH		Payee Name different in Check DB
AP00094691	V08145	SUPERIOR PAVEMENT MARKING INC	09/22/11	28,587.00	MW	OH		
AP00094692	V07086	SURETECK INDUSTRIAL	09/22/11	8,342.18	MW	OH		
AP00094693	V07188	SYNTECH	09/22/11	16,261.10	MW	OH		
AP00094694	V04460	TECHDEPOT	09/22/11	1,073.64	MW	OH		
AP00094695	V08258	THE LAW OFFICES OF	09/22/11	4,000.00	MW	OH		
AP00094696	V05229	THYSSENKRUPP ELEVATOR	09/22/11	1,304.10	MW	OH		
AP00094697	V05776	TOSHIBA BUSINESS SOLUTIONS	09/22/11	70.87	MW	OH		
AP00094698	V00772	TRI-XECUTEX CORP	09/22/11	1,370.22	MW	OH		Payee Name different in Check DB
AP00094699	V02526	TRIANGLE TRUCK PARTS	09/22/11	17.02	MW	OH		
AP00094700	V00975	TT MAILING SERVICE	09/22/11	150.00	MW	OH		
AP00094701	V05822	TURNER, JOSHUA	09/22/11	164.17	MW	OH		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00094702	V07898	TYLER TECHNOLOGIES INC.	09/22/11	4,923.71	MW			
AP00094703	V00230	UNDERGROUND SERVICE ALERT	09/22/11	108.00	MW			
AP00094704	V03959	UNITED SITE SERVICES OF CA IN	09/22/11	102.36	MW			Payee Name different in Check DB
AP00094705	V05462	UNITED TRAFFIC	09/22/11	4,329.65	MW			
AP00094706	V03858	UPS	09/22/11	13.98	MW			
AP00094707	V05461	URBAN GRAFFITI ENTERPRISES IN	09/22/11	5,000.00	MW			
AP00094708	V00229	US POSTMASTER	09/22/11	975.32	MW			
AP00094709	V03305	V & V MANUFACTURING	09/22/11	297.76	MW			
AP00094710	V05633	VELOSA, JOSEPH	09/22/11	500.00	MW			
AP00094711	V07403	VERIZON CALIFORNIA	09/22/11	1,625.94	MW			
AP00094712	V06297	VERIZON WIRELESS	09/22/11	3,530.82	MW			
AP00094713	V02304	VICTORY EXTERMINATING INC	09/22/11	100.00	MW			
AP00094714	V06785	VISION SERVICE PLAN (CA)	09/22/11	30.43	MW			
AP00094715	V00158	VULCAN MATERIALS COMPANY	09/22/11	698.31	MW			Payee Name different in Check DB
AP00094716	V01119	WARREN DISTRIBUTING INC	09/22/11	138.71	MW			Payee Name different in Check DB
AP00094717	V06602	WELLDYNERX	09/22/11	22.66	MW			
AP00094718	V00812	WEST COAST ARBORISTS INC	09/22/11	9,053.20	MW			
AP00094719	V00815	WEST LITE SUPPLY CO INC	09/22/11	643.81	MW			
AP00094720	V04581	WEST PAYMENT CENTER	09/22/11	413.30	MW			Payee Name different in Check DB
AP00094721	V06524	WILLDAN FINANCIAL SERVICES	09/22/11	2,000.00	MW			
AP00094722	V00821	WILLDAN	09/22/11	2,700.00	MW			Payee Name different in Check DB
AP00094723	V06911	XO COMMUNICATIONS SERVICES IN	09/22/11	5,463.33	MW			
AP00094724	V00432	YWCA INTERVALE SENIOR SERVICE	09/22/11	1,817.29	MW			Payee Name different in Check DB

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
=====								
G R A N D T O T A L S:								
		Total Void Machine Written		0.00		Number of Checks Processed:		1
		Total Void Hand Written		0.00		Number of Checks Processed:		0
		Total Machine Written		1420,322.44		Number of Checks Processed:		197
		Total Hand Written		0.00		Number of Checks Processed:		0
		Total Reversals		0.00		Number of Checks Processed:		0
		Total Cancelled Checks		0.00		Number of Checks Processed:		0
		Total EFTs		0.00		Number of EFTs Processed:		0
		G R A N D T O T A L		1420,322.44				

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
AP00094319	V08201	FLUID POWER TECHNOLOGI	09/06/11	800.00	RV	TR		Payee Name different in Check DB

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

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	0.00	Number of Checks Processed:	0
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	800.00	Number of Checks Processed:	1
Total Cancelled Checks	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
G R A N D T O T A L	800.00		

September check VOIDS entered post 10/3 (after new Finance system in place).

AP00090989	DAVID POVERO	3/22/11	\$863.40
AP00093862	LA CNTY REGISTRAR RECORDER	8/09/11	<u>\$ 16.00</u>
			\$699.40

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

I, Dilu De Alwis being first duly sworn, declare that I am the Finance Director of the City of Covina and have read the attached Register(s) of Audited Demands for the City of Covina dated Accounts Payable for 9/06/11, 9/07/11, 9/13/11, 9/14/11 and 9/22/11; Payroll for 9/01/11, 9/15/11 and 9/29/11; Voids for September 2011; Workers Compensation for 9/07/11 and 9/30/11; know the contents thereof, and do CERTIFY as to the accuracy of the attached Demands and the availability of funds for their payment pursuant to the government Code, Section 37202.

Dilu De Alwis
Finance Director

Subscribed and sworn to before me
this 15th day of November, 2011

Calvin M. Salas, Deputy

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: November 15, 2011

ITEM NO.: CC 5

STAFF SOURCE: Steve Henley, Director of Public Works
Kalieh Honish, Assistant Director of Public Works *KH*
Vivian Castro, Environmental Services Manager
Michele Saint, Management Analyst

ITEM TITLE: City Council to approve Professional Services Agreement between Katahdin Environmental and the City of Covina

STAFF RECOMMENDATION:

Approve Professional Services Agreement with Katahdin Environmental for Consulting Services for the design of the CNG fueling station upgrade in addition to providing project management services throughout the construction phase in the amount of \$57,000.

FISCAL IMPACT:

The upgrade of the CNG station is currently budgeted in the Equipment Fund (7010-6010-55200) for a total of \$373,200 under Project No. M1118. Those funds are going to be repaid from a combination of the following two sources: AB 2766 Subvention Funds (2500-2600), as well as the Mobile Source Air Pollution Reduction Review Committee (MSRC) Matching Grant of \$186,591 the City applied for and was awarded in November 2010. There will be no fiscal impact to the General Fund.

BACKGROUND:

The existing CNG fueling station at the city corporate yard has been in operation since 1993. While the station has performed well over the years, the equipment is now outdated and unable to keep up with consumer demand. With the increase in public agencies, commercial fleets and personal natural gas vehicles utilizing our station, the current fueling pressure is not adequate to fill all vehicles in a timely manner. In addition to lengthy fuel times, many of the newer natural gas vehicles are designed to fill up at 3600 psi and our station fills at a maximum allowable working pressure of 3000 psi resulting in an inability to completely 'fill-up' the tank. Lack of a complete fill and long fueling times have been a consistent complaint from station customers over the past two years. The upgrade will address the two main customer complaints by adding a new compressor and new storage vessels capable of achieving a maximum allowable working pressure of 5500 psi and maintaining a minimum pressure of 3600 psi when fueling which will provide a significant upgrade from the current maximum fueling pressure of 3000 psi.

To secure the services of a qualified engineering firm to design the CNG station upgrade, prepare the construction bid documents and provide project management services throughout construction, staff mailed Request for Qualifications (RFQ) to nine (9) qualified engineering

firms. Pursuant to Section 2.20.175 of the Covina Municipal Code, such services are not subject to formal bidding requirements and the selection of the firm is to be made on the basis of demonstrated competence and experience and on the professional qualifications necessary for the satisfactory performance of the services required. In response to the RFQ, the City received submittals from two (2) firms. After independent review by a three (3) member panel, and reference checks, the firm of Katahdin Environmental was determined to be the top-rated firm. Once Katahdin Environmental had been selected as the top-rated firm, staff entered into negotiations with them to develop a cost proposal for the project. Negotiations with the firm resulted in the terms and conditions of a PSA (attached) to obtain their services.

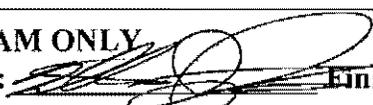
Based on staff discussions with the selected consultant and market costs for equipment, the project construction cost provided by the Gas Company was significantly underestimated. A more accurate estimate will be provided by the consultant through the design process.

RELEVANCE TO THE STRATEGIC PLAN:

The upgrade of the CNG fueling station will meet the increasing market demands of this clean air fuel option provided by our City, which furthers City's goal of becoming an environmentally sustainable community, while also improving and promoting customer service for the local CNG business and residential users.

EXHIBITS:

A. Professional Services Agreement

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

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is entered into this 15th day of November, 2011, by and between the CITY OF COVINA, a California municipal corporation (hereinafter referred to as "CITY") and Katahdin Environmental, a California CORPORATION, (hereinafter referred to as "CONSULTANT").

The parties do agree as follows:

SECTION 1. RECITALS.

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

- (a) CITY has considered the proposal, dated September 28, 2011 (the "Proposal"), from CONSULTANT for professional services including but not limited to, providing the services as described below in Section 6 of this Agreement.
- (b) CITY desires to have a highly qualified company to perform such services.
- (c) CONSULTANT represents and warrants that it is qualified to perform such services and has agreed to do so pursuant to this Agreement; and
- (d) CITY desires to contract with CONSULTANT on the basis of the following terms and conditions.

SECTION 2. EMPLOYMENT.

CITY hereby employs CONSULTANT and CONSULTANT hereby accepts such employment, to perform those services under this Agreement.

SECTION 3. INDEPENDENT CONTRACTOR.

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

SECTION 4. PRINCIPAL REPRESENTATIVE

The DIRECTOR OF PUBLIC WORKS of CITY shall be the principal representative of CITY for purposes of this Agreement. Tim Nelligan, PRESIDENT, shall be the principal representative of CONSULTANT for purposes of this Agreement.

SECTION 5. CONSULTANT NOT AGENT OF CITY.

- A. CONSULTANT shall have no authority, expressed or implied, to act on behalf of CITY in any capacity whatsoever as an agent.
- B. CONSULTANT shall have no authority, express or implied, pursuant to this Agreement to bind CITY to any obligation whatsoever.

SECTION 6. SCOPE OF SERVICES.

CONSULTANT will diligently perform the tasks, in a good and workmanlike manner, which are more specifically identified in the Scope of Services, attached hereto and incorporated herein by reference as Attachment A, unless otherwise instructed by City.

SECTION 7. STANDARD OF PERFORMANCE.

CONSULTANT shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which CONSULTANT is engaged in the geographical area in which CONSULTANT practices his or her profession.

SECTION 8. TIME.

A. CONSULTANT shall devote such time to the performance of services pursuant to the Agreement as may be reasonably necessary for satisfactory performance of CONSULTANT's obligations pursuant to this Agreement.

B. Neither party shall be considered in default of this Agreement to the extent performance is prevented or delayed by any cause, present or future, which is beyond the reasonable control of the party.

SECTION 9. QUALIFICATIONS.

A. CONSULTANT represents and warrants to CITY that it has all necessary professional licenses and/or certificates to legally perform the services under this Agreement.

B. CONSULTANT represents and warrants to CITY that CONSULTANT shall, at his sole cost and expense, keep in effect or obtain at all times during the term of this Agreement all necessary licenses and certificates required of CONSULTANT to perform the services.

SECTION 10. TERM.

The term of this Agreement shall be the period commencing from the effective date of this Agreement, as first shown above, and shall terminate upon the earlier of (i) the completion of the tasks as provided in Attachment A (the Scope of Services), or (ii) N/A days following the effective date of this Agreement.

SECTION 11. COMPENSATION.

A. CONSULTANT will perform those tasks and deliver the services described in this Agreement, in accordance with the terms and provisions of this Agreement, for a total contract price not to exceed FIFTY-SEVEN THOUSAND Dollars (\$57,000).

B. CONSULTANT shall be paid the compensation at the payment intervals set forth in the Payment Schedule (Section 12).

C. Authorized work shall be in strict compliance with the provisions of this Agreement. CONSULTANT shall provide all labor, materials and equipment, as necessary to

perform the services under this Agreement without any additional charge or compensation. *CONSULTANT shall not charge for travel time or break time.*

SECTION 12. PAYMENT SCHEDULE.

A. CONSULTANT shall be entitled to payment of the Compensation in those amounts and at the times set forth herein:

	MILESTONE	COMPENSATION
i.	Due upon commencement of services	\$ 11,400
ii.	Due upon completion of design documents, Engineer's estimate and construction bid documents	\$ 28,500
iii.	Due upon 50% completion of construction	\$ 8,550
iv.	Due upon completion of construction and completion of project close-out and reports	\$ 8,550
	TOTAL	\$ 57,000

Provided the Services have been rendered satisfactorily to CITY and in accordance with this Agreement, CITY shall tender payment to CONSULTANT not later than ten (10) days following each of the times set forth above.

B. CITY shall make no payment for any extra, further, or additional services not expressly set forth in this Agreement unless such extra service and the price thereof is agreed to in writing and executed by the City Manager prior to the time that such extra service is rendered.

SECTION 13. COMPENSATION WITHHELD.

A. When the CITY shall have reasonable grounds for believing that CONSULTANT will be unable to perform this Agreement fully and satisfactorily within the time fixed for performance; or a meritorious claim exists or will exist against CONSULTANT or CITY arising out of the negligence of CONSULTANT or CONSULTANT's breach of any provision of this Agreement, then the CITY may withhold payment of any amount otherwise due and payable to CONSULTANT under this Agreement.

B. Any amount so withheld may be retained by CITY for that period as it may deem advisable to protect CITY against any loss and may, after written notice to CONSULTANT, be applied in satisfaction of any claim described here.

C. This provision is intended solely for the benefit of CITY and no person shall have any right against the CITY or claim against CITY by reason of the CITY's failure or refusal to withhold monies.

D. No interest shall be payable by CITY on any amounts withheld under this provision.

E. This provision is not intended to limit or in any way prejudice any other right of CITY.

SECTION 14. RIGHT TO AUDIT AND INSPECT.

CITY shall have the right to audit and inspect all books and records kept by

CONSULTANT in connection with the operation and services performed under this Agreement.

SECTION 15. RIGHT OF TERMINATION.

A. This Agreement may be terminated by either party with or without cause, upon ten (10) days written notice to the other party.

B. All work shall cease at the conclusion of the notice period and CONSULTANT shall be paid for all services satisfactorily provided prior to termination in accordance with the rates as provided in this Agreement.

SECTION 16. INDEMNITY.

CONSULTANT hereby agrees to and does indemnify, defend and hold harmless CITY, and any and all of their respective officers, employees and representatives from any and all claims, liability and expenses, including attorney fees and costs, that arise out of or are related to CONSULTANT's negligent performance of this Agreement.

In the event that CONSULTANT or any employee, agent, or subcontractor of CONSULTANT providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of CITY, CONSULTANT shall indemnify, defend, and hold harmless CITY for the payment of any employee and/or employer contributions for PERS benefits on behalf of CONSULTANT or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of CITY.

SECTION 17. CONSULTANT'S LIABILITY FOR PUBLIC LIABILITY AND PROPERTY DAMAGE.

CONSULTANT shall assume all responsibility for damages to property or injuries to persons, including accidental death, which may be caused by CONSULTANT's negligent performance of this Agreement, whether such performance be by themselves, or their agents, or whether such damage shall accrue or be discovered before or after termination of this Agreement.

SECTION 18. LIABILITIES.

A. CONSULTANT shall not assert any claim arising out of any act or omission by any officer, agent, or employee of CITY in the execution or performance of this Agreement against that officer, agent or employee.

B. Nothing in this Agreement shall be construed to give any person other than CITY and CONSULTANT any legal or equitable rights, remedy or claim under this Agreement.

SECTION 19. CONFLICT OF INTEREST.

A. CONSULTANT covenants that neither it nor any officer of the corporation, or partnership, as the case may be, has any interest, nor shall they acquire any interest, directly or

indirectly, which would conflict in any manner with the performance of CONSULTANT's services under this Agreement.

B. CONSULTANT further agrees that in the performance of this Agreement, no person having an interest of the above nature shall be employed by him or her.

C. No person who contracts with CITY, either for the rendition of personal services shall make any contribution to a CITY official or candidate for CITY office.

SECTION 20. NOTICES.

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

TO CITY: City of Covina
125 E. College Street
Covina, CA 91723
Attn: Vivian Castro, Environmental Services Manager

TO CONSULTANT: Katahdin Environmental
3553 Camino Mira Costa, Suite E
San Clemente, CA 92672
Attn: Tim Nelligan, President

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

SECTION 21. BINDING EFFECT.

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

SECTION 22. ASSIGNMENT.

A. CONSULTANT shall not assign, transfer, convey, pledge or otherwise dispose of its rights or obligations hereunder, except the payment of funds from CITY, without prior written consent of CITY.

B. The consent of CITY to an assignment shall not be unreasonably withheld, but prior to approving any assignment involving the performance of any obligations pursuant to this Agreement, CITY shall be satisfied by competent evidence that the assignee is financially able and technically qualified to perform those services proposed to be assigned.

C. In the event of such assignment, CITY may condition the same so as to ensure compliance with the provisions of this Agreement.

D. CITY'S consent to one assignment shall not be deemed to constitute consent to future assignments. CONSULTANT acknowledges that CITY'S written consent must be first obtained prior to each assignment, transfer, conveyance, pledge or other disposition.

SECTION 23. COMPLIANCE WITH LAWS.

CONSULTANT shall comply with all applicable laws in performing its obligations under this Agreement.

SECTION 24. INSURANCE.

CONSULTANT shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the CONSULTANT, its agents, representatives, or employees.

Minimum Scope and limit of Insurance Coverage shall be at least as broad as:

A. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis for bodily injury and property damage, including products-completed operations, personal injury and advertising injury, with limits no less than \$1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

B. **Automobile Liability:** Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Consultant has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than \$1,000,000 per accident for bodily injury and property damage.

C. **Workers' Compensation Insurance** as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease. (Not required if consultant provides written verification it has no employees)

D. **Professional Liability (Errors and Omissions)** Insurance appropriate to the Consultant's profession, with limit no less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate.

If the CONSULTANT maintains higher limits than the minimums shown above, the CITY requires and shall be entitled to coverage for the higher limits maintained by the CONSULTANT.

Other Insurance Provisions

CONSULTANT is to ensure that insurance policies contain, or are endorsed to contain, the following provisions:

E. **Additional Insured Status:** The CITY, its officers, officials, employees, and volunteers are to be covered as additional insureds on the auto policy with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the CONSULTANT; and on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the CONSULTANT including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the CONSULTANT'S insurance (at least as broad as ISO Form CG 20 10, 11 85 or both CG 20 10 and CG 23 37 forms if later revisions used).

F. **Primary Coverage:** For any claims related to this contract, the CONSULTANT'S insurance coverage shall be primary insurance as respects the CITY, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the

CITY, its officers, officials, employees, or volunteers shall be excess of the CONSULTANT'S insurance and shall not contribute with it.

G. **Notice of Cancellation:** Each insurance policy required above shall state that coverage shall not be canceled, except with notice to the CITY.

H. **Waiver of Subrogation :** CONSULTANT hereby grants to CITY a waiver of any right to subrogation which any insurer of said CONSULTANT may acquire against the CITY by virtue of the payment of any loss under such insurance. CONSULTANT agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not the CITY has received a waiver of subrogation endorsement from the insurer.

I. **Deductibles and Self-Insured Retentions:** Any deductibles or self-insured retentions must be declared to and approved by the CITY. The CITY may require the CONSULTANT to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

J. **Acceptability of Insurers:** Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the CITY.

K. **Claims Made Policies:** If any of the required policies provide coverage on a claims-made basis:

- a. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
- b. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.
- c. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the CONSULTANT must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

L. **Verification of Coverage:** CONSULTANT shall furnish the CITY with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the CITY before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the CONSULTANT'S obligation to provide them. The CITY reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

M. **Subcontractors:** CONSULTANT shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein.

N. **Special Risks or Circumstances:** CITY reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

Within 10 days of execution of this agreement, CONSULTANT shall provide CITY with written proof of the existence of such insurance and the commitment of the insurance carrier (either by policy endorsement or similar agreement) to notify CITY in writing 30 days before any reduction in coverage or the cancellation of such insurance. All insurance coverage required herein shall apply on a primary non-contributing basis in relation to any insurance or self-insurance available or applicable to CITY.

SECTION 25. DISCRIMINATION.

A. CONSULTANT agrees that no person shall be excluded from employment in the performance of this Agreement on grounds of race, creed, color, sex, age, handicap or marital status, place of national origin or any other basis prohibited by local, State or Federal law.

B. CONSULTANT agrees to comply with all local, State and Federal laws relating to equal employment opportunity rights.

SECTION 26. ENTIRETY OF AGREEMENT.

This Agreement contains the entire Agreement of CITY and CONSULTANT with respect to the subject matter hereof, and no other agreement, statement, or promise made by any party, or to any employee, officer, or agent of any party, which is not contained in this Agreement shall be binding or valid.

SECTION 27. ATTORNEYS FEES.

In the event that any action or proceeding is instituted for the breach of this Agreement, the prevailing party shall be entitled to reasonable attorneys fees.

SECTION 28. CONSISTENCY WITH CURRENT LAW.

A. It is the intent and understanding of the parties to this Agreement that every provision of law required to be inserted in this Agreement is inserted here.

B. If through mistakes or otherwise, any of those provisions are not inserted in correct form, then this Agreement shall upon application of either party, be amended by insertion so as to comply strictly with the law and without prejudice to the rights of either party.

C. If this Agreement contains any unlawful provisions, not an essential part of the Agreement and which appear not to have been a controlling or material inducement to the making of this Agreement, those provisions shall be deemed of no effect, and shall upon application of either party be stricken from the Agreement without affecting the binding force of the Agreement as it shall remain after omitting those provisions.

SECTION 29. VENUE.

In the event that suit shall be brought by either party to this contract, the parties agree that venue shall be exclusively vested in the State courts of the County of Los Angeles or where appropriate, in the United States District Court, Central District of California, Los Angeles, California.

SECTION 30. INTERNAL INCONSISTENCIES.

If this Agreement contains any errors, inconsistencies, ambiguities, or discrepancies, including typographical errors, CONSULTANT shall request a clarification of those items by writing to the City Manager whose decision shall be binding upon the parties.

SECTION 31. CAPTIONS AND HEADNOTES.

The captions and headnotes or sections of this Agreement, and marginal notes are intended for convenience and reference purposes only and in no way define, limit or describe the scope or intent of this Agreement.

IN WITNESS WHEREOF, this Agreement for Professional services has been duly authorized and executed by the parties hereto on the day and year first herein above written.

"CITY"
City of Covina

By: _____
John C. King, Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

"CONSULTANT"

A California Corporation

By: _____

Its: _____

ATTACHMENT
TO AGREEMENT FOR PROFESSIONAL SERVICES
Scope of Services

The scope of work consists of the following two phases:

Phase One –Project Design and Preparation of Bid Documents

Develop the design, plans, engineering, drawings and specifications and Engineer's estimate for the minimum upgrade specifications described in Exhibit B based on the current fueling station equipment described in Exhibit A and as to be verified by Proposer during mandatory site and equipment inspection.

The on-site inspection will be held on September 14, 2011 from 10:00 am-11:30 am at the City's Corporate Yard, 534 N. Barranca Ave., Covina, CA 91723. Attendance is mandatory for all Proposers to verify and assess current CNG Station equipment and electrical panel prior to the submittal of design and plan documents by October 3, 2011 deadline.

CNG fueling station design and planning specifications shall include the following and other necessary documents:

1. Plot plan and flow schematic of the proposed CNG station facility showing components and orientation;
2. Electrical diagram of electric power facilities;
3. So Cal Gas Company gas supply diagrams and available pressure information;
4. Electrical power availability from the existing main panel;
5. CNG system mechanical performance specifications, and;
6. CNG operations/maintenance performance specifications.

Phase Two – Project Management Services

If funds are available, main responsibilities Project Manager will be required to perform are:

1. Manage project through completion of an operational, upgraded Fueling Station. Project Management services to remain in effect until Station is operating trouble-free for a minimum of thirty (30) days.
2. Preparation and oversight of project schedule that includes major milestones and required completion dates to ensure project completion as required by MSRC Grant.
3. Provide technical support during the RFP procurement process including preparation of all addenda as necessary, respond to construction RFI's, organize and lead construction pre-submittal walk-through meeting.
4. Provide functional oversight of Construction company.
5. Outline estimated construction costs to use as a guideline to ensure upgrade stays within projected costs.
6. Obtain permits, schedule permit inspections and obtain final sign-off of permits with City's Building Division.

7. Prepare monthly progress reports that include project expenditures to date, tasks completed, issues or problems encountered, resolutions implemented, and progress to date until Station commences operation in its upgraded capacity.
8. Inspect construction site once per week.
9. Submit itemized invoice first week of every month for all charges incurred during previous month.
10. Prepare comprehensive final report that includes at a minimum: a) an executive summary (scope, purpose and background of the project), b) detailed discussion of the results and conclusions for this project, including description of the emission benefits derived from the project, c) identification of any barriers encountered and solutions developed to overcome barriers, and recommendation of future actions, and d) documentation of all project phases with pictures.

Project Deliverables and Milestones and Time of Performance

	MILESTONE	DEADLINE
i.	Commencement of services	11/15/2011
ii.	Completion of final design documents, Engineer's estimate and construction bid documents	01/25/2012
iii.	Award of upgrade construction contract	03/20/2012
iv.	50% completion of construction	06/19/2012
v.	Estimated completion date of construction	10/16/2012
vi.	Completion of project close-out and reports	11/13/2012

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: November 15, 2011

ITEM NO.: CC 6

STAFF SOURCE: Amy Hall-McGrade, Parks and Recreation Director ~~AA~~
Veronica Van Anrooy, Administrative Technician ~~VNA~~

ITEM TITLE: Approve contract for emergency purchase and installation of HVAC unit for \$27,750 at the Library.

STAFF RECOMMENDATION

Approve contract for emergency purchase and installation of HVAC unit for \$27,750 at the Library.

FISCAL IMPACT

The HVAC unit replacement cost of \$27,750 will be covered by the Library budget from salary savings.

BACKGROUND

Over the past four fiscal years, commencing with FY 2008-2009, the Library has made various repairs to the two air conditioning/heating units. To date, these repairs have amounted to more than \$40,000. In June 2010, Air-Bree provided the City with an outline of the necessary repairs, which included replacement of a failing air conditioning compressor and repair/replacement of four faulty pneumatically operated air temperature mixer valves to eliminate need for manual operation. The estimated cost was \$10,000. A carryover of funds was approved from FY 2009-2010 Library Building Maintenance Funds.

During FY 2010-2011 alone, \$22,655.93 was spent on various repairs to the two air-conditioning/heating units. In July 2011, Air-Bree was called out twice to make additional repairs to one of the units for reoccurring problems with leaky valves resulting in a loss of Freon. The repairs held until the latter part of August 2011 when the unit ceased to work. For approximately six weeks, the Library patrons and staff endured the two hottest months with only one unit in operation. This left the upstairs and portions of the first floor unbearable until the unit was replaced.

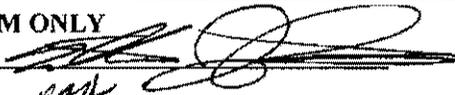
On September 8, the contractor provided a quote of \$27,750 to replace the unit, including parts and labor. The City Manager and Finance Director approved the emergency purchase, and the proposal was signed on September 20. Building permits were pulled and the work commenced on October 4. City Building Inspectors approved the completed work on October 11, 2011.

RELEVANCE TO THE STRATEGIC PLAN

Replacing the HVAC unit is necessary to provide quality customer service and an appropriate environment for Library patrons.

EXHIBITS

None.

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

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: November 15, 2011

ITEM NO.: CC 7

STAFF SOURCE: Anthony Arroyo, Human Resources Director
Marco Martinez, City Attorney

ITEM TITLE: No Cost Amendment to the Employment Agreement for City Manager
Daryl Parrish

STAFF RECOMMENDATION

Approve no cost amendment to the Employment Agreement for the City Manager.

FISCAL IMPACT

There is no fiscal impact. The City Manager Employment Agreement is being amended to reconcile base salary with the amount that is reported to the California Public Retirement System (PERS) as compensation.

BACKGROUND

In 2008 the salaries of employees subject to the Executive Compensation Rules were increased 7% to offset the then member contribution, which the Executive employees were going to start paying.

When the City Manager's Contract was approved in 2009, the base salary was set at \$199,500. However, the agreement provided that "[t]he normal member contribution required of the employee by CALPERS [which] shall be made in the same manner as provided to other executive personnel in accordance with the 2008 Executive Compensation Rules..." (Section 2, Paragraph E (1)). The intent was and the practice has been for the City Manager to pay the PERS member contribution in return for the same offset that other Executive employees received. Thus, the City reported to PERS \$213,465 as the City Manager's compensation.

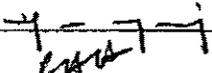
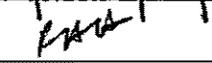
During the July 2010 PERS audit and the subsequent report that was provided to the City in August 2011, PERS concluded that the City reported more than it should have for the City Manager's Compensation. Specifically, PERS believes that the City should have only reported \$199,500. Apparently, PERS reached this conclusion because the employment agreement does not specifically state an additional 7% would be provided – reference is only made to the aforementioned quoted section from the employment agreement.

In order to reconcile the amount that is reported to PERS and the amount that has been paid to PERS since the contract with the City Manager was first authorized in June 2009 an amendment to the City Manager agreement is necessary that states the annual base salary as \$213,465. The

City Manager shall also continue to pay his PERS member contribution and the language referencing the Executive Compensation rules shall be removed.

EXHIBITS

Exhibit A: Proposed Amended Agreement for City Manager Daryl Parrish

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

AMENDMENT TO AGREEMENT FOR EMPLOYMENT

CITY MANAGER

THIS AGREEMENT is made and entered into this 15th day of November, 2011, by and between the City of Covina, a California general law municipal corporation, hereinafter referred to as "City" and Daryl Parrish, hereinafter referred to as "City Manager," collectively referred to as "Parties."

WITNESSETH

WHEREAS, the Parties have entered into an Agreement for Employment – City Manager, dated May 27, 2009, and

WHEREAS, the Parties wish to amend that Agreement for Employment in order to more clearly set forth the previously agreed-upon salary as well as City Manager's obligation to pay his member contribution to the California Public Employees Retirement System.

WHEREAS, because this Amendment to Agreement for Employment is designed as a clarification of the Agreement for Employment and not as a material change in any terms of that Agreement for Employment, the Parties desire that this Amendment to Agreement for Employment be retroactive to May 27, 2009.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Section 2(A)(1) of the Agreement for Employment is amended to read as follows:

Base Salary. The City shall pay City Manager the annual base salary of Two Hundred Thirteen Thousand Four Hundred Sixty-Five Dollars (\$213,465.00) in installments paid at the same time and in the same manner as other executive employees of the City.

2. Section 2(E)(2) of the Agreement for Employment is amended to read as follows:

City Manager shall receive a 2.0% @ 55 benefit with the California Public Employees' Retirement System ("CalPERS") as well as an enhancement through a supplemental plan adopted through PARS ("Enhanced Benefit") which will provide in combination with CalPERS a total benefit of 2.7% @ 55. In addition to paying the employer contribution required under CalPERS and PARS with respect to the Enhanced Benefit, the City shall also pay the employee contribution required by PARS with respect to the Enhanced Benefit only. City Manager shall pay the CalPERS member contribution.

3. To the extent permissible by applicable law, this Amendment to Agreement for Employment shall be effective retroactive to May 27, 2009. In the event applicable law does not allow for retroactivity, then this Amendment to Agreement for Employment shall be effective on November 1, 2011.
4. Except as expressly modified herein, all terms of the original Agreement for

Employment shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment to Agreement for Employment on the day and year first written above.

Daryl Parrish, City Manager

John C. King, Mayor

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: November 15, 2011

ITEM NO.: CC 8

STAFF SOURCE: Steve Henley, Director of Public Works
Kalieh Honish, Assistant Director of Public Works *KH*
Vivian Castro, Environmental Services Manager

ITEM TITLE: Environmentally Preferable Purchasing Policy

STAFF RECOMMENDATION

Adopt **Resolution No. 11-7024**, approving the implementation of an Environmentally Preferable Purchasing Policy for all city employees and departments.

FISCAL IMPACT

While the purchase of environmentally preferable products may result in slightly higher costs, each Department head retains discretion to implement this policy and make adjustments to prevent negative fiscal impact on their Council-approved budgets. Therefore, no general fund impact is foreseen.

BACKGROUND

The proposed EPP policy would provide the City guidance on procurement of environmentally sustainable products and services. While not all of these guidelines will be feasible in all procurement of goods and services, it commits the City to make a good faith effort to incorporate them to the maximum extent possible in its procurement. The policy would allow the City to use its purchasing power to influence commerce to offer goods and services with better environmental performance and to procure products and services from manufacturers and suppliers that demonstrate a high level of environmental and social responsibility. It creates a priority for the City to encourage manufacturers and vendors to reduce environmental impacts in their production and distribution systems or services, and ultimately reduce the end-of-life cost and expense to the city and its consumers for these products and services.

By incorporating environmental considerations into public purchasing, the City intends to further reduce impacts to human health and the environment, reduce its carbon footprint, remove unnecessary hazards from its operations, reduce costs and liabilities and improve the environmental quality of the region.

A draft policy was circulated to all department heads on September 22 with a request for input by October 6. Comments and recommendations were received from Human Resources and Covina Police and incorporated into the policy in Exhibit B.

Summary of Proposed Policy

To further establish a policy for City employees to procure products and services, staff is recommending the adoption of the Environmentally Preferable Purchasing (EPP) policy. The primary purpose of this policy is to minimize the negative environmental impacts of the City's activities by ensuring the procurement of products and services that reduce toxicity; conserve natural resources, materials, and energy; and maximize recyclability and recycled content, in addition to concerns with price, performance, and availability.

To implement the City's "EPP" policy, City departments will be asked to:

- Institute practices that reduce waste by minimizing the City's consumption of resources to the greatest extent practicable;
- Institute practices that reduce waste by purchasing more efficient and effective products to the greatest extent practicable;
- Purchase products that minimize environmental impacts, toxics, pollution, and hazards to worker and community safety to the greatest extent practicable; and to
- Purchase products that include recycled content, are durable and long-lasting, conserve energy and water, use agricultural fibers and residues, reduce greenhouse gas emissions, use unbleached or chlorine free manufacturing processes, and use wood from sustainable harvested forests to the greatest extent practicable.

Exhibit B, the City of Covina Environmentally Preferable Purchasing Policy, is established to develop and implement procedures for the procurement of environmentally preferable (or green) and energy efficient products and services.

Purchasing objectives will include acquisitions that:

- Conserve natural resources;
- Minimize environmental impacts such as pollution and use of water and energy;
- Eliminate or reduce toxics that create hazards to workers and our community;
- Support strong recycling markets;
- Products that contain the highest possible percentage of post-consumer recycled content;
- Reduce materials that are put into landfills;
- Products that serve several functions (e.g., copier/printers, multipurpose cleaners) and reduce the overall number of products purchased;
- Increase the use and availability of environmentally preferable products that protect the environment;
- Encourage manufacturers and vendors to reduce environmental impacts in their production and distribution systems;
- Create a model for successfully purchasing environmentally preferable products that encourages other purchasers in our community to adopt similar goals; and
- Minimize health risks to residents and City staff.

Environmentally preferable products and services that are comparable in quality and price to their standard counterparts should receive a purchasing preference. In situations where the most environmentally preferable product is unavailable or impractical, secondary considerations

should include production methods and the environmentally and socially responsible management practices of suppliers and producers.

Environmental Services, in coordination with other City departments, will have overall responsibility for program implementation, establishing and disseminating goals and monitoring progress. However, upon notification to Environmental Services for tracking purposes, each Department head retains discretion to implement this policy and make adjustments to prevent negative programmatic and fiscal impacts.

The purchase of environmentally preferable products is part of the City's long-term commitment to the environment. By sending a clear signal to producers and suppliers about this commitment, the City hopes to serve as an example for wider adoption of environmentally preferable products and practices.

History of Covina Waste Reduction Efforts

In 1989, the State of California implemented AB939 (The Integrated Waste Management Act), which required all cities and counties to adopt a variety of waste reduction and recycling programs to help control what was going in landfills. The City has worked diligently over the years to reduce the amount of waste generated and landfilled originating within its jurisdiction. As a result of these efforts, the City became eligible for numerous state grants and programs to fund portions of waste reduction and recycling programs that have allowed the City to meet the waste diversion requirements mandated in AB939 and its successor, SB 1016 (Wiggins, 2008).

More importantly, the City has annually met the State's diversion mandate, but attempts by the state legislature to increase the mandate to 75% and the projected increase in landfill costs will require the City to step up and become increasingly creative in its efforts. Although AB 341 (Chesbro), which was recently signed by Governor Brown, states that the Department of Resources Recycling and Recovery cannot impose a diversion requirement above the existing 50% requirement on a local jurisdiction, it establishes a 75% waste diversion "goal" for the state that will undoubtedly result in additional pressure on cities to improve diversion. In addition, developing programs for recycling waste materials is only one component of successful recycling.

In order to create a viable recycling program, markets for recycled materials must be supported to "close the loop" for effectively implementing AB939. If no one buys recycled-content materials, then it makes little sense to require the collection of recyclable items. To this end, in August 2010, the City of Covina adopted a resolution acknowledging the City's participation in Los Angeles County's expanded Recycling Market Development Zone (RMDZ) Program. The RMDZ program was created by the State to provide financial, marketing, and technical assistance incentives to manufacturers and processors of recycled materials in designated areas of California. Covina is now one of 19 cities in Los Angeles County to be in the RMDZ program. The proposed EPP supports the RMDZ program by ensuring that Covina gives consideration to the purchase of recycled-content items like those produced in RMDZs.

To ultimately reduce the City's burden for ensuring proper disposal of household hazardous waste, universal waste, and other products and packaging, such as sharps and pharmaceutical

RESOLUTION NO. 11-7024

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
COVINA, CALIFORNIA, APPROVING THE IMPLEMENTATION OF AN
ENVIRONMENTALLY PREFERABLE PURCHASING POLICY FOR ALL
CITY EMPLOYEES AND DEPARTMENTS**

WHEREAS, in 2010 the City of Covina's Strategic Plan three-year goal included becoming an environmentally sustainable community; and

WHEREAS, the Environmentally Preferable Purchasing program will have a beneficial effect on the citizens of the City; and

WHEREAS, the combined governments of the United States spending exceeds more than a trillion dollars' worth of goods and services each year; and

WHEREAS, the City's leadership role in helping protect the environment with an EPP program will serve as a model for local businesses and private industry; and

WHEREAS, each year 33,000 tons of discarded materials and products are currently sent to disposal from the City of Covina at a cost of \$2.7 million a year to residents and businesses; and

WHEREAS, the cost of collecting, recycling, and disposing of hazardous products easily exceeds \$500 million a year in California; and

WHEREAS, in 1989 AB939 was implemented with the adoption of a Source Reduction and Recycling Element and Household Hazardous Waste Element in 1992 to reduce land-filled waste by 50 percent by the year 2000 and establish markets for recyclable materials; and

WHEREAS the City of Covina employs in excess of 150 employees in six (6) locations – City Hall, Parks and Recreation, Library, Joslyn Center, Public Works Yard, and Police Station; and

WHEREAS, the individual departments within each City location are responsible for purchasing products and services without guidelines for environmentally preferred products; and

WHEREAS, the Environmentally Preferred Purchasing (EPP) Policy would ensure procurement of products and service with recycled content or recyclable, conserve natural resources, materials, and energy, and reduce landfill waste; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Covina that by adoption of this resolution the City of Covina will direct all City

departments and employees to follow the policy's guidelines and recommendations attached hereto and incorporated herein as an exhibit to said resolution, for purchasing environmentally preferred products.

BE IT FURTHER RESOLVED, the Environmental Services Section will have overall responsibility to coordinate this program in cooperation with the Department of Finance.

Passed, approved and adopted this fifteenth day of November, 2011.

John C. King, Mayor

ATTEST:

Kay Manning, City Clerk

APPROVED AS TO FORM:

City Attorney

Exhibit B
CITY OF COVINA
ENVIRONMENTALLY PREFERABLE PURCHASING POLICY

1.0 STATEMENT OF POLICY

1.01 It is the policy of the City of Covina to:

- Institute practices that reduce waste by increasing product efficiency and effectiveness;
- Purchase products that minimize environmental impacts, toxics, pollution, and hazards to worker and community safety;
- Purchase products that reduce greenhouse gas emissions in their production, shipping, use and discard; and
- Purchase products that include recycled content, are durable and long-lasting, and conserve energy and water.

2.0 PURPOSE

2.0.1 This Policy is adopted in order to:

- Conserve natural resources,
- Minimize environmental impacts such as pollution and use of water and energy,
- Eliminate or reduce toxics that create hazards to workers and our community,
- Support strong recycling markets,
- Reduce materials that are landfilled,
- Increase the use and availability of environmentally preferable products that protect the environment,
- Identify environmentally preferable products and distribution systems,
- Reward manufacturers and vendors that reduce environmental impacts in their production and distribution systems or services, and
- Create a model for successfully purchasing environmentally preferable products that encourages environmentally friendly practices and that encourages other purchasers in our community to adopt similar goals.

3.0 STRATEGIES FOR IMPLEMENTATION

3.1 SOURCE REDUCTION AND MATERIAL CONSERVATION

3.1.1 Institute practices that reduce waste, encourage reuse, and result in the purchase of fewer products.

3.1.2 Purchase remanufactured products such as toner cartridges, tires, furniture, equipment and automotive parts, when practicable.

3.1.3 Consider short-term and long-term costs in comparing product alternatives. This includes

evaluation of total costs expected during the time a product is owned, including, but not limited to, acquisition, extended warranties, operation, supplies, maintenance and replacement parts, disposal costs and expected lifetime compared to other alternatives.

3.1.4 Purchase products that are durable, long lasting, reusable or refillable and avoid purchasing one-time use or disposable products.

3.1.5 Request vendors eliminate packaging or use the minimum amount necessary for product protection.

3.1.6 Encourage vendors to take back and reuse pallets and other packaging and shipping materials.

3.1.7 Encourage suppliers of electronic equipment, including but not limited to computers, monitors, printers, and copiers, to take back equipment for reuse or environmentally sound recycling when Covina discards or replaces such equipment, whenever possible.

3.1.8 Consider provisions in contracts with suppliers of non-electronic equipment that require suppliers to take back equipment for reuse or environmentally sound recycling when the City discards or replaces such equipment, whenever possible. Request that suppliers state their take back, reuse or recycling programs during the bidding process.

3.1.9 Print and copy all documents on both sides to reduce the use and purchase of paper. Printers and copiers shall be set to default to duplex (where applicable).

3.2 RECYCLED CONTENT PRODUCTS

3.2.1 Purchase products for which the United States Environmental Protection Agency (U.S. EPA) has established minimum recycled content standard guidelines, such as those for printing paper, office paper, janitorial paper, construction, landscaping, parks and recreation, transportation, vehicles, miscellaneous, and non-paper office products, that contain the highest post-consumer content available, but no less than the minimum recycled content standards established by the U.S. EPA Comprehensive Procurement Guidelines, when practicable.

3.2.2 Purchase copiers and printers compatible with the use of recycled content and remanufactured products.

3.2.3 In accordance with California Public Contract Code, Sec. 10409, purchase re-refined lubricating and industrial oil for use in vehicles and other equipment, when appropriate.

3.2.4 When practicable, when specifying asphalt, concrete, aggregate base or portland cement concrete for road construction projects, use recycled, reusable or reground materials.

3.2.5 Specify and purchase recycled content traffic control products, including signs, cones, parking stops, delineators, channelizers and barricades, when practicable.

3.3 ENERGY EFFICIENT AND WATER SAVING PRODUCTS

3.3.1 Purchase energy-efficient equipment with the most up-to-date energy efficiency functions to conserve electrical power, reduce peak power consumption, and lower energy costs when practicable.

3.3.2 Replace inefficient interior lighting with energy-efficient equipment when funding is available.

3.3.3 When practicable, replace inefficient exterior lighting, street lighting and traffic signal lights with energy-efficient equipment. Minimize exterior lighting where possible to avoid unnecessary lighting of architectural and landscape features while providing adequate illumination for safety and accessibility.

3.3.4 Purchase U. S. EPA Energy Star certified products when available and practicable. When Energy Star labels are not available, choose energy-efficient products that are in the upper 25% of energy efficiency as designated by the Federal Energy Management Program.

3.3.5 Purchase water-saving products, when practicable. This includes, but is not limited to, high-performance fixtures like toilets, low-flow faucets and aerators, and upgraded irrigation systems.

3.4 GREEN BUILDING PRODUCTS AND PRACTICES

3.4.1 Adhere to the 2010 California Green Building Standards Code, as adopted by the Covina City Council on November 16, 2010, which promoted increased water and energy savings through a combination of more efficient appliances, use of efficient landscapes and a more efficient building design and operation. The code also encourages the use of recycled materials in carpets and building materials, and identifies various site improvements including parking for hybrid vehicles and better storm water plans.

3.5 LANDSCAPING PRODUCTS AND PRACTICES

3.5.1 Employ Native-Friendly Landscaping or sustainable landscape management techniques for all landscape renovations, construction and maintenance performed by Covina, including workers and contractors providing landscaping services for Covina, including, but not limited to, integrated pest management, grasscycling, drip irrigation, composting, and procurement and use of mulch and compost that give preference to those produced from regionally generated plant debris and/or food scrap programs.

3.5.2 Select plants to minimize where appropriate. Native and drought-tolerant plants that require no or minimal watering once established are preferred.

3.5.3 Hardscapes and landscape structures constructed of recycled content materials are encouraged. Limit the amount of impervious surfaces in the landscape. Permeable substitutes, such as permeable asphalt or pavers, are encouraged for walkways, patios and driveways.

3.6 TOXICS AND POLLUTION PREVENTION PRODUCTS AND PRACTICES

3.6.1 Manage pest problems through prevention and physical, mechanical and biological controls when Covina and its contractors maintain buildings and landscapes. The City should employ an Integrated Pest Management (IPM) policy and practices using the least toxic pest control.

3.6.2 Use products with the lowest amount of volatile organic compounds (VOCs), highest recycled content, low or no formaldehyde and no halogenated organic flame retardants when purchasing building maintenance materials such as paint, carpeting, adhesives, furniture and casework.

3.6.3 Encourage janitorial contractors to supply industrial and institutional cleaning products that meet Green Seal or EcoLogo™ certification standards for environmental preferability and performance.

3.6.4 Encourage the purchase of paper, paper products, and janitorial paper products that are unbleached or are processed without chlorine or chlorine derivatives.

3.6.5 Purchase products and equipment with no lead or mercury whenever possible. For products that contain lead or mercury, Covina should give preference to those products with lower quantities of these metals and to vendors with established lead and mercury recovery programs. In addition, whenever lead- or mercury-containing products require disposal, Covina will dispose of those products in the most environmentally safe manner possible. Ammunition purchased by the Police Department is exempt from the lead content requirements. All fluorescent lamps and batteries will be recycled.

3.6.6 Specify that desktop computers, notebooks and monitors purchased meet, at a minimum, all Electronic Product Environmental Assessment Tool (EPEAT) environmental criteria, designated as “required,” as contained in the IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products.

3.6.7 When replacing vehicles, consider less-polluting alternatives to diesel such as compressed natural gas, bio-based fuels, hybrids, electric batteries, and fuel cells, as available and as funding permits.

3.7 FOREST CONSERVATION PRODUCTS

3.7.1 To the greatest extent practicable, do not procure wood products such as lumber and paper that originate from forests harvested in an environmentally unsustainable manner. When possible, give preference to wood products that are certified to be sustainably harvested by a comprehensive, performance-based certification system. The certification system shall include independent third-party audits, with standards equivalent to, or stricter than, those of the Forest Stewardship Council certification.

3.7.2 Encourage the purchase or use of previously used or salvaged wood and wood products whenever practicable.

3.8 CONSERVATION AND WASTE REDUCTION

3.8.1 Covina staff are responsible to institute practices that reduce waste and result in the purchase of fewer products without reducing safety or workplace quality. The following practices shall be followed, at minimum:

- Using electronic communication instead of printed unless whenever possible,
- Using double-sided photocopying and printing,
- Using washable and reusable dishes and utensils,
- Using rechargeable batteries,
- Streamlining and computerizing forms,
- Using “on-demand” printing of documents and reports as they are needed,
- Choosing durable products rather than disposable,
- Buying in bulk, when storage and operations exist to support it,
- Re-using products such as, but not limited to, file folders, storage boxes, office supplies, and furnishings. A “supply exchange” page will be posted on the City intranet with supplies, furniture and materials that are available to City departments for free to facilities reuse and reduce disposal of unwanted items.

4.0 RESPONSIBILITIES

4.0.1 The health and safety of workers and citizens is of utmost importance and takes precedence over all other practices. Nevertheless, Covina recognizes its duty to act in a fiscally responsible, as well as, a timely manner.

4.0.2 Nothing contained in this policy shall be construed as requiring a department, purchaser or contractor to procure products that do not perform adequately for their intended use, exclude adequate competition, risk the health or safety of workers and citizens, or are not available at a reasonable price in a reasonable period of time.

4.0.3 Nothing contained in this policy shall be construed as requiring Covina, department, purchaser, or contractor to take any action that conflicts with local, state or federal requirements.

4.0.4 Utilize grant funds to support and implement the Environmentally Preferable Practices Policy to the extent allowable and eligible.

5.0 IMPLEMENTATION

5.0.1 The Directors of City Departments shall implement this policy in coordination with other appropriate City personnel.

5.0.2 Vendors, contractors, and grantees are to be encouraged to comply with applicable sections of this policy for products and services provided to Covina.

6.0 PROGRAM REVIEW

6.0.1 The Director of Public Works and Director of Finance shall review this policy periodically and present any recommended changes or updates as needed.

7.0 DEFINITIONS

7.0.1 “American Society for Testing and Materials” means ASTM International, an open forum for the development of high quality, market relevant international standards use around the globe.

7.0.2 “Native-Friendly Landscaping” means working with the natural ecosystems of the inland Southern California area to foster soil health, to reduce runoff and pollution, prevent and reuse plant waste, and conserve water and other natural resources.

7.0.3 “Bio-Based Products” means commercial or industrial products (other than food or feed) that utilize agricultural crops or residues but does not include products made from forestry materials.

7.0.4 “Biodegradable plastic” means the degradation of the plastic must occur as a result of the action of naturally occurring microorganisms.

7.0.5 “Biodegradable Products Institute” (BPI) is a multi-stakeholder association of key individuals and groups from government, industry and academia, which promotes the use, and recycling of biodegradable polymeric materials (via composting). BPI does not create standards but certifies products that demonstrate they meet the requirements in ASTM D6400 or D6868, based on testing in an approved laboratory.

7.0.6 “Buyer” means anyone authorized to purchase or contract for purchases on behalf of this jurisdiction or its subdivisions.

7.0.7 “The Carpet and Rug Institute” (CRI) is the national trade association representing the carpet and rug industry. CRI has developed and administered the “Green Label” indoor air quality testing and labeling program for carpet, adhesives, cushion materials and vacuum cleaners. The “Green Label Plus” testing program incorporates additional requirements to meet California’s Collaborative for High Performance Schools low-emitting materials criteria.

7.0.8 “Compostable plastic” means plastic that is biodegradable during composting to yield carbon dioxide, water and inorganic compounds and biomass, at a rate consistent with other known compostable materials and leaves no visually distinguishable or toxic residues.

7.0.9 “Contractor” means any person, group of persons, business, consultant, designing architect, association, partnership, corporation, supplier, vendor or other entity that has a contract with Covina or serves in a subcontracting capacity with an entity having a contract with Covina for the provision of services and products.

7.0.10 “Degradable plastic” means plastic that undergoes significant changes in its chemical structure under specific environmental conditions.

7.0.11 “EcoLogo™” is a third-party, multi-attribute eco-labeling program founded by the Canadian government in 1988. The Program compares products / services with others in the

same category, develops rigorous and scientifically relevant criteria, and awards the EcoLogo to those that are environmentally preferable throughout their entire lifecycle.

7.0.12 “Electronic Product Environmental Assessment Tool” (EPEAT) is a procurement tool to help institutional purchasers in the public and private sectors evaluate, compare and select desktop computers, notebooks and monitors based on their environmental attributes.

7.0.13 “Energy Star” means the U.S. EPA’s energy efficiency product labeling program.

7.0.14 “Energy-Efficient Product” means a product that is in the upper 25% of energy efficiency for all similar products, or that is at least 10% more efficient than the minimum level that meets Federal standards.

7.0.15 “Federal Energy Management Program” is a program of the Department of Energy that issues a series of Product Energy Efficiency Recommendations that identify recommended efficiency levels for energy-using products.

7.0.16 “Forest Stewardship Council” is a global organization that certifies responsible, on-the-ground forest management according to rigorous standards developed by a broad variety of stakeholder groups.

7.0.17 “Green Seal” is an independent, non-profit environmental labeling organization. Green Seal standards for products and services meet the U.S. EPA’s criteria for third-party certifiers. The Green Seal is a registered certification mark that may appear only on certified products.

7.0.18 “Integrated Pest Management” is an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Pesticides are used only after monitoring indicates they are needed according to established guidelines, and treatments are made with the goal of removing only the target organism. Pest control materials are selected and applied in a manner that minimizes risks to human health, beneficial and nontarget organisms, and the environment.

7.0.19 “LEED™ Rating System” means the most recent version of the Leadership in Energy and Environmental Design (LEED™) Commercial Green Building Rating System, or other related LEED™ Rating System, approved by the U.S. Green Building Council and designed for rating new and existing commercial, institutional, and residential buildings.

7.0.20 “Organic Pest Management” prohibits the use and application of toxic chemical pesticides and strives to prevent pest problems through the application of natural, organic horticultural and maintenance practices. All pest control products shall be in keeping with, but not limited to, those products on the approved list of California Certified Organic Foods (CCOF).

7.0.21 "Post-consumer Material" means a finished material which would normally be disposed of as a solid waste, having reached its intended end-use and completed its life cycle as a consumer item, and does not include manufacturing or converting wastes.

7.0.22 “Pre-consumer Material” means material or by-products generated after manufacture of a product is completed but before the product reaches the end-use consumer. Pre-consumer material does not include mill and manufacturing trim, scrap, or broke which is generated at a manufacturing site and commonly reused on-site in the same or another manufacturing process.

7.0.23 “Recovered Material” means fragments of products or finished products of a manufacturing process, which has converted a resource into a commodity of real economic value, and includes pre-consumer and post-consumer material but does not include excess resources of the manufacturing process.

7.0.24 “Recycled Content” means the percentage of recovered material, including pre-consumer and post-consumer materials, in a product.

7.0.25 “Recycled Content Standard” means the minimum level of recovered material and/or post-consumer material necessary for products to qualify as “recycled products.”

7.0.26 “Recycled Product” means a product that meets [the Organization’s] recycled content policy objectives for post-consumer and recovered material.

7.0.27 “Remanufactured Product” means any product diverted from the supply of discarded materials by refurbishing and marketing said product without substantial change to its original form.

7.0.28 “Reused Product” means any product designed to be used many times for the same or other purposes without additional processing except for specific requirements such as cleaning, painting or minor repairs.

7.0.29 “Source Reduction” refers to products that result in a net reduction in the generation of waste compared to their previous or alternate version and includes durable, reusable and remanufactured products; products with no, or reduced, toxic constituents; and products marketed with no, or reduced, packaging.

7.0.30 “U.S. EPA Guidelines” means the Comprehensive Procurement Guidelines established by the U.S. Environmental Protection Agency for federal agency purchases as of May 2002 and any subsequent versions adopted.

7.0.31 “Water-Saving Products” are those that are in the upper 25% of water conservation for all similar products, or at least 10% more water-conserving than the minimum level that meets the Federal standards.

8.0 EFFECTIVE DATES

8.0.1 This policy shall take effect on November 15, 2011.

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: November 15, 2011

ITEM NO.: CC 9

STAFF SOURCE: Steve Henley, Director of Public Works
Kalieh Honish, Assistant Director of Public Works 
Vivian Castro, Environmental Services Manager
Linda McClure, Sr. Administrative Assistant

ITEM TITLE: Adoption of **Resolution No. 11-7025** Recognizing a Day Without a Bag in the City of Covina

STAFF RECOMMENDATION

- a) Adopt **Resolution No. 11-7025**, recognizing the 2011 Day Without a Bag in the City of Covina and
- b) Announcing free reusable shopping bag give-a-way.

FISCAL IMPACT

The recommended action entails no impact upon the General Fund. The Covina reusable bags were purchased on July 13, 2011 under account number 6200558053500 and included in the 2010-2011 adopted City budget. In addition, Heal the Bay will be providing reusable bags at no cost to the City.

BACKGROUND

Californians use more than 19 billion plastic grocery bags each year, roughly 552 bags per person. This usage generates about 150,000 tons of unnecessary waste – enough to stretch around the globe over 250 times. The state spends \$25 million per year to collect and dispose of plastic bags. Plastic bags not only create significant litter problems for Los Angeles County streets, beaches, and the marine environment, but they also can cost cities up to 20 cents per bag for disposal.

Paper bags have long been considered a more environmentally friendly alternative to plastic bags. However, when considering their whole life cycle, the detrimental effect they have on the environment is clearly evident. Manufacturing paper bags emits 70% more global warming gasses and creates 50 times more water pollution. Paper bag manufacturing also contributes to global warming by destroying trees. At the end of their life cycle, 80 percent of all paper bags end up in landfills. Due to lack of oxygen in landfills, paper bags do not biodegrade. Paper bags also cost more to landfill because they take up much more space by weight and volume than plastic bags.

The City of Covina has set solid waste reduction and recycling goals and is taking action against the unchecked proliferation of plastic bags. Reusable bags contribute towards environmental

and financial sustainability over single-use plastic and paper carryout bags. In September 2007, the City created its own reusable bag to promote recycling and reduce solid waste in Covina.

The City of Covina in partnership with Heal the Bay, its community partners, and Los Angeles County are urging shoppers to forego single-use plastic and paper bags in favor of reusable shopping bags and to recognize A Day Without a Bag.

To commemorate this event and encourage the use of reusable shopping bags, the City of Covina will be offering free bags (while supplies last) to all City residents on December 15, 2011, A Day Without a Bag, at the Environmental Services/Engineering and Building/Planning counters at City Hall and the Public Works counter at the Yard during business hours.

RELEVANCE TO THE STRATEGIC PLAN

This item is directly related to the City's 2009-2012 three year goal of "becoming an environmentally sustainable community" by educating the residents on the environmental impact of plastic and paper bag usage and the collection and disposal costs incurred by the cities.

EXHIBITS

A. Resolution No. 11-7025

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

RESOLUTION NO. 11-7025
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
COVINA, CALIFORNIA, RECOGNIZING THE 2011 DAY WITHOUT A
BAG IN THE CITY OF COVINA AND ANNOUNCING FREE REUSABLE
SHOPPING BAG GIVE-A-WAY

WHEREAS, Californians use more than 19 billion plastic grocery bags each year, roughly 552 bags per person; and,

WHEREAS, this usage generates almost 150,000 tons of unnecessary waste, enough to stretch around the globe over 250 times; and,

WHEREAS, the state spends \$25 million per year to collect and dispose of plastic bags; and,

WHEREAS, plastic bags not only create significant litter problems for Los Angeles County streets, beaches, and the marine environment, they can also cost cities up to 20 cents per bag for disposal; and,

WHEREAS, paper bags have long been considered a more environmentally friendly alternative to plastic bags, however, when considering their whole life cycle, the detrimental effect they have on the environment is clearly evident; and,

WHEREAS, manufacturing paper bags emits 70% more global warming gasses, and creates 50 times more water pollution; and,

WHEREAS, paper bag manufacturing also contributes to global warming by destroying trees; and,

WHEREAS, at the end of their life cycle, 80 percent of all paper bags end up in landfills; and,

WHEREAS, due to lack of oxygen in landfills, paper bags do not biodegrade; and,

WHEREAS, paper bags also cost more to landfill because they take up much more space by weight and volume than plastic bags; and,

WHEREAS, reusable bags contribute towards environmental and financial sustainability over single-use plastic and paper carryout bags; and,

WHEREAS, The County of Los Angeles in partnership with Heal the Bay, its community partners, and the City of Covina ("City") are urging shoppers to forego single-use plastic and paper bags in favor of reusable shopping bags to recognize A Day Without A Bag; and,

WHEREAS, to commemorate this event and encourage the use of reusable shopping bags, the City will be offering free bags (while supplies last) to all City residents on December 15, 2011, A Day Without A Bag, at the Environmental Services/Engineering and Building/Planning counters at City Hall and the Public Works counter at the Yard during business hours.

NOW, THEREFORE, THE CITY COUNCIL of the City of Covina, California, does hereby resolve that December 15, 2011 is recognized as the "2011 Day Without a Bag" in the City of Covina and encourages all citizens to forego single-use plastic and paper bags in favor of reusable shopping bags.

Passed, approved and adopted this ____ day of _____, 2011.

John King, Mayor

ATTEST:

Kay Manning, City Clerk

APPROVED AS TO FORM:

City Attorney

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: November 15, 2011

ITEM NO.: CC 10

STAFF SOURCE: Daryl Parrish, City Manager 

ITEM TITLE: Resolution of the City Council of the City of Covina, County of Los Angeles, State of California, supporting the display of the National Motto "In God We Trust" in the Covina Council Chambers in a prominent location.

STAFF RECOMMENDATION

Adopt **Resolution No. 11-7026** supporting the display of the National Motto "In God We Trust" in the Covina Council Chambers in a prominent location.

FISCAL IMPACT

There is a minor fiscal impact associated with the recommended item, which would be the cost of materials and labor to display the motto in the council chambers. The cost is anticipated to be between \$500. and \$1,000. This will be paid out of the City Council general supply budget.

BACKGROUND

"In God We Trust" became our national motto when approved by Congress on July 30, 1956 after the United States led the world through the trauma of World War II. The words have been used on U.S. currency since 1964. The same inspiring slogan is engraved above the entrance to the U.S. Senate Chamber and above the Speaker's dais in the House of Representatives. In both war and peace these words have been a profound source of strength and guidance to many generations of Americans. The mission of In God We Trust – America, Inc. is to promote patriotism by displaying our national motto "In God We Trust" in city halls in America. To date a growing number of cities and towns across America are taking action and voting "yes" to display our National Motto. The federal Ninth Circuit Court of Appeals unanimously agreed the position that the motto is constitutional. In its decision filed March 11, 2010, the Ninth Circuit explained that displaying such a venerable reminder of our national heritage and identity as the national motto is unquestionably constitutional.

RELEVANCE TO THE STRATEGIC PLAN

None

RESOLUTION NO. 11- 7026

A RESOLUTION OF THE COUNCIL OF THE CITY OF COVINA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, SUPPORTING THE DISPLAY OF THE NATIONAL MOTTO "IN GOD WE TRUST" IN THE COVINA COUNCIL CHAMBERS IN A PROMINENT LOCATION.

WHEREAS, "In God We Trust" became the United States national motto on July 30, 1956, shortly after our nation led the world through the trauma of World War II and

WHEREAS, the words have been used on U.S. currency since 1864; and

WHEREAS, the same inspiring slogan is engraved above the entrance to the Senate Chamber as well as above the Speaker's dais in the House of Representatives; and

WHEREAS, in both war and peace, these words have been a profound source of strength and guidance to many generations of Americans; and

WHEREAS, the City desires to display this patriotic motto in the Council Chambers as a way to solemnize public occasions and express confidence in our society.

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

SECTION 1. That the City Council of the City of Covina, California, does hereby determine that the historic and patriotic words of our national motto, "In God We Trust," shall be permanently and prominently displayed in the Covina Council Chambers at City Hall.

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

PASSED, APPROVED AND ADOPTED this 15th day of November, 2011.

John C. King, Mayor

ATTEST:

Kay Manning, City Clerk

APPROVED AS TO FORM;

Marco Martinez, City Attorney

CERTIFICATION

I, Catherine M. LaCroix, Deputy City Clerk of the City of Covina, hereby CERTIFY that Resolution No. 11-702~~6~~ was adopted by the Covina City Council at a regular meeting of the City Council held this 15th 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 15, 2011

ITEM NO.: CC 11

STAFF SOURCE: Dilu de Alwis, Finance Director 

ITEM TITLE: Adopt Resolution No.11-7027 Authorizing the Finance Director to Amend the Fiscal Year 2011-2012 Budget in the Library Equipment Reserve Fund.

STAFF RECOMMENDATION

Adopt **Resolution No. 11-7027**, amending Fiscal Year 2011-2012 budget of the Equipment Reserve Fund by \$9,750 to fund the cost of replacement computers.

FISCAL IMPACT

The Library Equipment Reserve Fund (2180) has a reserve balance of \$14,392 as of the end of last fiscal year. The purpose of this fund is to replace equipment in the Covina Public Library on an as needed basis. Staff requests approval to increase appropriations in account 2180-3900-00-55700.

BACKGROUND

The Covina Public Library has 39 computers designated as "public access". Of these computers, 10 computers were identified as being under-performing resulting in poor customer service. These computers used by the patrons of the Covina Public Library were obsolete resulted in numerous service calls to the Information Technology division of the Finance Department. Due to the age of these computers, staff was not able to upgrade with additional memory or other software to better serve the Library's patrons.

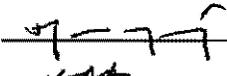
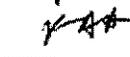
Staff replaced 10 computers that needed immediate attention and will continue to seek funding to replace/upgrade more of the public computers through the budget process.

The Library Equipment Reserve Fund set-up for this type of expenditure, did not have a budget in place to replace equipment in fiscal year 2011-2012 and requires a budget adjustment.

EXHIBITS

A. Resolution No. 11-7027

REVIEW TEAM ONLY

City Attorney: 	Finance Director: 
City Manager: 	Other: _____

RESOLUTION NO. 11-7027

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF COVINA, CALIFORNIA, AMENDING THE
FISCAL YEAR 2011-2012 LIBRARY EQUIPMENT
REPLACEMENT RESERVE FUND**

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;

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 Library Equipment Replacement Reserve Fund Budget as follows:

2180-3900-00-55700-00 \$9,740

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

PASSED, APPROVED AND ADOPTED this 15TH DAY OF NOVEMBER.

John C. KING, Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM;

Marco Martinez, City Attorney

COVINA REDEVELOPMENT AGENCY
AGENDA ITEM COMMENTARY

MEETING DATE: November 15, 2011

ITEM NO.: CC 12

STAFF SOURCE: Dilu De Alwis, Finance Director

ITEM TITLE: Payment of Demands

STAFF RECOMMENDATION:

Approve Payment of Demands in the amount of **\$280,706.96**

BACKGROUND:

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

<u>DATE OF DEMANDS</u>	<u>DEMAND NUMBERS</u>	<u>AMOUNT</u>
ACCOUNTS PAYABLE WARRANTS		
September 1, 2011	6638-6643	\$13,039.04
September 6, 2011	6644	\$94,770.00
September 8, 2011	6645-6654	\$39,363.27
September 14, 2011	6655-6661	\$9,312.42
September 22, 2011	6662-6668	\$16,076.39
September 1, 2011 (Reimburse PR Insurance)		\$9,775.43
September 15, 2011 (Reimburse PR Insurance)		\$10,096.32
September 29, 2011 (Reimburse PR Insurance)		\$6,333.74

PAYROLL

September 1, 2011	\$25,218.55
September 15, 2011	\$28,903.22
September 29, 2011	\$27,818.58

VOIDS

GRAND TOTAL: \$280,706.96

RELEVANCE TO STRATEGIC PLAN: Not applicable

EXHIBITS:

A. ACCOUNTS PAYABLE REGISTER

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

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To Note
RA00006638	CRA00465	AZUSA LIGHT & WATER	09/01/11	105.19	MW	OH	
RA00006639	CRA00128	COVINA, CITY OF	09/01/11	39.14	MW	OH	Payee Name different in Check DB
RA00006640	CRA00070	LEWIS OPERATING CORP	09/01/11	3,616.84	MW	OH	
RA00006641	CRA00155	MORENO, MERCY	09/01/11	792.00	MW	OH	
RA00006642	CRA00097	RJS FINANCIAL	09/01/11	8,333.00	MW	OH	Payee Name different in Check DB
RA00006643	CRA00434	SUTTON PLUMBING	09/01/11	152.87	MW	OH	

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

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	13,039.04	Number of Checks Processed:	6
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled Checks	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
G R A N D T O T A L	13,039.04		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To Note
RA00006644	CRA00715	MG ENTERPRISES	09/06/11	94,770.00	MW	IP	

GRAND TOTALS:

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	94,770.00	Number of Checks Processed:	1
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled Checks	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
GRAND TOTAL	94,770.00		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel	To Note
RA00006645	CRA00421	ALASKA PETROLEUM	09/08/11	700.00	MW	OH		
RA00006646	CRA00626	ANDY GUMP INC	09/08/11	19.68	MW	OH		
RA00006647	CRA00543	BANK OF THE WEST	09/08/11	734.57	MW	OH		
RA00006648	CRA00549	BEST BEST & KRIEGER LLP	09/08/11	7,314.60	MW	OH		
RA00006649	CRA00128	COVINA, CITY OF	09/08/11	207.42	MW	OR		Payee Name different in Check DB
RA00006650	CRA00128	COVINA, CITY OF	09/08/11	25,000.00	MW	OR		Payee Name different in Check DB
RA00006651	CRA00049	GEOGRAPHICS	09/08/11	474.10	MW	OH		Payee Name different in Check DB
RA00006652	CRA00056	HIMES AND HIMES INC	09/08/11	1,750.00	MW	OH		
RA00006653	CRA00057	HINDERLITER DELLAMAS & ASSOC	09/08/11	3,150.00	MW	OH		Payee Name different in Check DB
RA00006654	CRA00602	PAPER CUTS INC.	09/08/11	12.90	MW	OH		

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

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	39,363.27	Number of Checks Processed:	10
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled Checks	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
G R A N D T O T A L	39,363.27		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To Note
RA00006655	CRA00545	AL-SAL OIL COMPANY INC	09/14/11	7,333.33	MW	OH	
RA00006656	CRA00035	COVINA DISPOSAL CO	09/14/11	77.22	MW	OH	
RA00006657	CRA00034	DH MAINTENANCE SERVICES	09/14/11	95.00	MW	OH	
RA00006658	CRA00027	EDISON CO	09/14/11	1,285.01	MW	OH	
RA00006659	CRA00027	EDISON CO	09/14/11	342.37	MW	OH	
RA00006660	CRA00710	RUSS DAVIS INC	09/14/11	111.48	MW	OH	
RA00006661	CRA00273	UNITED SITE SERVICES OF CA IN	09/14/11	68.01	MW	OH	Payee Name different in Check DB

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

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	9,312.42	Number of Checks Processed:	7
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled Checks	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
G R A N D T O T A L	9,312.42		

Check	Payee ID.	Payee Name	Date	Check Amount	Type	Subs	Rel To	Note
RA00006662	CR-0721	ADVANTAGE	09/22/11	2,005.29	MW	OH		
RA00006663	CR-0129	COVINA WATER & REFUSE, CITY O	09/22/11	212.96	MW	OH		Payee Name different in Check DB
RA00006664	CR-0027	EDISON CO	09/22/11	192.19	MW	OH		
RA00006665	VC-038	KING, JOHN	09/22/11	371.06	MW	OH		
RA00006666	CR-03710	RUSS DAVIS INC	09/22/11	1,000.00	MW	OH		
RA00006667	CR-0116	US BANK	09/22/11	12,090.56	MW	OH		
RA00006668	CR-0642	XD COMMUNICATIONS	09/22/11	204.33	MW	OH		

GRAND TOTALS:

Total Void Machine Written	0.00	Number of Checks Processed:	0
Total Void Hand Written	0.00	Number of Checks Processed:	0
Total Machine Written	16,076.39	Number of Checks Processed:	7
Total Hand Written	0.00	Number of Checks Processed:	0
Total Reversals	0.00	Number of Checks Processed:	0
Total Cancelled Checks	0.00	Number of Checks Processed:	0
Total EFTs	0.00	Number of EFTs Processed:	0
GRAND TOTAL	16,076.39		

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

I, Dilu De Alwis being first duly sworn, declare that I am the Finance Director of the City of Covina and have read the attached Register(s) of Audited Demands for the Covina Redevelopment Agency dated Accounts Payable for 9/01/11, 9/06/11, 9/08/11, 9/14/11 and 9/22/11; Payroll for 9/01/11, 9/15/11 and 9/29/11; know the contents thereof, and do CERTIFY as to the accuracy of the attached Demands and the availability of funds for their payment pursuant to the government Code, Section 37202.

Dilu De Alwis,
Finance Director

Subscribed and sworn to before me

this 16th day of November, 2011

Calvin M. Salas Deputy

COVINA REDEVELOPMENT AGENCY

AGENDA ITEM COMMENTARY

MEETING DATE: November 15, 2011

ITEM NO.: CC 13

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

ITEM TITLE: League of California Cities, "Strong Cities Strong State," City of Covina Profile

STAFF RECOMMENDATION

Receive and file report on the League of California Cities profiling of the City of Covina for inclusion in the League's, "Strong Cities Strong State," website campaign.

FISCAL IMPACT

There is no fiscal impact.

BACKGROUND

"Strong Cities Strong State," is a campaign designed to communicate the important role local government plays in the everyday lives of California residents. The website, www.strongcitiesstrongstate.com, provides additional information about the movement sponsored by the League of California Cities and the California Management Foundation. It promotes city success stories alongside profiles of the elected city officials and city managers working together to build and maintain a high quality of life for California city residents.

The Strong Cities program provides a platform for showcasing California cities' accomplishments while emphasizing specific city services and community characteristics. It promotes the innovation and experience of local officials in delivering vital city services. The campaign profiles individual cities through the use of written commentary, photos, and video.

Covina submitted a profile of the city's accomplishments over the last five years. The following items will be highlighted on the "Strong Cities Strong State" website:

- **Downtown Development**
 - Olson Citrus Walk Development
 - Vintage Walk Development
 - Heritage Plaza
 - Downtown Façade Improvements
 - Metrolink & Civic Center Parking Structures
 - Bike Master Plan & Bikestation
- **The Covina Center for the Performing Arts (CCPA)**
- **The Azusa Avenue Corridor**
 - Lowes Home Hardware
 - The Home Depot
 - Bert's Mega Mall
 - Covina AMC 30 Theater

- Outback & Clearman's North Woods Inn Steakhouses
- **IKEA**
- **Community Events**
 - Thunderfest & Music Festival
 - Farmers Market
 - Dare To Care fundraiser to benefit Citrus Valley Hospice in memory of Pat Allen
 - Christmas Parade
 - Downtown Car Shows
- **Photos of accomplishments**
- **Brief promotional marketing video**
- **Written quotes from City supporters**
- **List of influential people in the Covina community**
- **A profile of the City Council and City Manager and a description of their mission and goals**

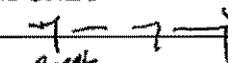
The City and Covina Redevelopment Agency are hopeful that participating in the "Strong Cities Strong State" campaign will result in positive exposure for local cities as a collective body as well as for the City of Covina, individually.

RELEVANCE TO STRATEGIC PLAN

Marketing the City and its accomplishments is in keeping with the Strategic Plan Goal to Enhance Financial Stability.

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 15, 2011

ITEM NO.: CPH 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. Conduct the public hearing of the 2011 Annual Report for the Covina Downtown Business Area Enhancement District and Proposed Assessment; and
- b. Adopt **Resolution No. 11-7022**, of the City Council of the City of Covina confirming the 2010 Annual Report for the Covina Downtown Business Area Enhancement District and levying the assessment described therein.

FISCAL IMPACT

There is no impact to the General Fund.

BACKGROUND

At the City Council meeting of October 18, 2011, Council was presented with the Annual Report for the 2010 Covina Downtown Business Area Enhancement District (BAED). The Report was approved and a resolution was adopted expressing the City Council's intention to levy an annual assessment for the fiscal year 2010-11.

The adopted Resolution established a date of November 1, 2011 for a public hearing on this assessment. The Public Hearing was opened and continued to November 15, 2011 so that all noticing requirements could be followed.

Legal requirements for the continuation of this agreement obligate the City to:

- 1) Approve the Annual Report
- 2) Adopt a resolution of intention to levy an annual assessment
- 3) Hold a public hearing on this assessment
- 4) Adopt a resolution confirming the Annual Report

The previous meeting satisfied the first two of these requirements. The second two items are being addressed at this meeting.

As a possible change to the Annual Report, staff will suggest that Council direct the BAED to maintain maintenance, website, and operating expenses at their current levels and reduce promotional events and supplementing advertising costs until the issue as to whether or not the Redevelopment Agency's matching funds are available is resolved.

**COVINA DOWNTOWN ASSOCIATION
143 N. CITRUS AVE.
COVINA, CA. 91723**

October 3, 2011

Lisa Brancheau
City of Covina
125 East College Street
Covina, California 91723

RE: Benefit Area Enhancement District

Dear Lisa,

The Board of Directors of the Covina Downtown Association has prepared the following report in order to levy BAED assessment in the Downtown area for the year 2012.

1. Boundary Changes

The Board of Directors request no changes in the boundaries of the BAED district at this time.

2. Planned Activities for 2012

The Board of Directors has adopted a plan for the fiscal year 2012 which includes continued print, internet and direct mail advertising, promoting the Downtown shopping experience through our website and directories, light pole banner program, continuation of our sidewalk and alleyway maintenance program, and the lighting of the trees on Citrus Avenue.

3. Projected budget for 2012 fiscal year

Our budget for the fiscal year 2012 will be \$39,700.00 with estimated \$15,000.00 coming from the BAED assessment and matched funds. We have budgeted 80% to advertising and promotional events, 10% to sidewalk and tree maintenance, , 7% for the Covina.com website, and 3% for operating expenses.

4. Method of levying Assessment

The fiscal assessment would be the same as in past years at \$125.00 per business. The Board respectfully requests that the City match these funds, as in the past.

**COVINA DOWNTOWN ASSOCIATION
143 N. CITRUS AVE.
COVINA, CA. 91723**

5. Carryover Revenues

Our 2012 fiscal budget will fund all of the CDA activities, leaving an estimated \$3000.00 to begin the next fiscal year.

6. Outside Contributions

We will continue to solicit associate members, using Puente Street to the railroad track, and Second Street to Fourth Avenue as our perimeters for the district. We will continue to maintain the Citrus Avenue banner program to bring in additional funds to supplement our assessments.

On Behalf the Covina Downtown Association, I would like to thank the City for your continued support of our activities in the Downtown area.

Respectfully submitted,

George Peterson



President
Covina Downtown Association

RESOLUTION NO. 11-7022

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA CONFIRMING THE 2011 ANNUAL REPORT FOR THE COVINA DOWNTOWN BUSINESS AREA ENHANCEMENT DISTRICT AND LEVYING THE ASSESSMENT DESCRIBED THEREIN.

WHEREAS, the City Council has previously established the Covina Downtown Business Area Enhancement District (the "BAED"), created pursuant to the Parking and Business Improvement Area Law of 1989 (California Streets and Highways Code, Sections 36500 et seq.), and;

WHEREAS, the City Council desires to continue the BAED by levying the annual assessment permitted by the Ordinance, which established the BAED; and

WHEREAS, in accordance with State law, the City Council has previously conducted a public hearing to consider the annual report on the BAED; and

WHEREAS, the City Council did pass the resolution of intention to levy an annual assessment for the fiscal year 2011-2012 in the Covina Downtown BAED.

NOW, THEREFORE, the City Council of the City of Covina, California, does hereby resolve as follows:

SECTION 1. The City Council of the City of Covina does hereby confirm the annual report for the Covina Downtown BAED for 2011.

SECTION 2. In accordance with California Streets and Highways Code section 36535(c), the adoption of this resolution shall constitute the levy of the assessment for the fiscal year 2010-2011 in the BAED, as described in the resolution of intention.

SECTION 3. The City Clerk shall certify as to the adoption of this resolution and shall cause the same to be processed in the manner required by law.

PASSED, APPROVED AND ADOPTED this 15th day of November, 2011.

John King Mayor, City of Covina

ATTEST:

Kay Manning City Clerk, City of Covina

APPROVED AS TO FORM;

City Attorney

CERTIFICATION

I, Catherine M. LaCroix, Deputy City Clerk of the City of Covina, hereby CERTIFY that Resolution No 11-7022 was adopted by the Covina City Council at a regular meeting of the City Council held this 15th 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 15, 2011

ITEM NO.: CPH 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. Conduct the public hearing of the 2011 Annual Report for the Prospero Park Business Area Enhancement District and Proposed Assessment; and
- b. Adopt **Resolution No. 11-7023** confirming the 2011 Annual Report for the Prospero Park Business Area Enhancement District and levying the assessment described therein.

GENERAL FUND IMPACT

None at this time.

BACKGROUND

At the City Council meeting of October 19, 2011, Council was presented with the Annual Report for the 2011 Prospero Park Business Area Enhancement District (BAED). The Report was approved and a resolution was adopted expressing the City Council's intention to levy an annual assessment for the fiscal year 2011-12.

The adopted Resolution established a date of November 1, 2011 for a public hearing on this assessment. The Public Hearing was opened and continued to November 15, 2011 so that all noticing requirements could be followed.

Legal requirements for the continuation of this agreement obligate the City to:

- 1) Approve the Annual Report
- 2) Adopt a resolution of intention to levy an annual assessment
- 3) Hold a public hearing on this assessment
- 4) Adopt a resolution confirming the Annual Report

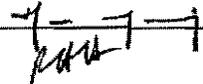
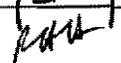
This previous meeting satisfied the first two of these requirements. The second two items are being addressed at this meeting.

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

- A. Business Area Enhancement District Annual Report
- B. Resolution No. 11-7023

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

PROSPERO PARK OWNER'S ASSOCIATION, INC.

ANNUAL REPORT 2011 – PROSPERO PARK OWNER'S ASSOCIATION Business Area Enhancement District

1. Boundary Changes

The Board of Directors will request no changes to the boundaries of the Prospero Park Area.

2. 2011 Activities

The Board of directors plans a similar distribution of funds for the 2012 fiscal year. The funds are currently being used for the Covina Night Out Against Crime block party, monthly newsletter, eradicating graffiti and liability insurance. There has been discussion of adding trash receptacles in the area but at this time nothing has been finalized.

To further help in the eradication of graffiti in the Prospero Park area the association has contracted with Urban Graffiti Enterprises to canvas the area on a bi-weekly basis and remove tagging on all properties that have given permission to enter the premise to do work.

A web page has been designed to advertise apartment vacancies in the Prospero Park area. It is now available to Prospero Park Owners.

3. Projected Costs for 2012 Presently we do not know the exact number of owners that will participate in the association. With the information we have we estimate our budget for the year 2012 to be \$7,075.00 plus approximately \$10,500.00 to be carried over from year 2011. A copy of the proposed budget is enclosed.

4. Method of levying assessment

The 2012 assessment will be \$125.00 per business in the BAED district. This is the same assessment as in 2011.

5. Surplus/Deficit

Currently we project \$10,500.00 to be left in the Association fund through December 31, 2011. All budgeted expenses are covered prior to our receiving new owner's dues for 2012.

6. Outside funding

We have changed our checking account to an interest bearing account which should produce an additional \$75.00 annually. The only other source of income would be possible matching funds from the City of Covina.

On behalf of the owners in the Prospero Park Owner's Association, Inc we thank you for all your support and look forward to a strong relationship with the City of Covina.

Respectfully submitted,



Glenn Garrett
President
Prospero Park Owner's Association, Inc.
City of Covina Letter 2012 BAED

PROSPERO PARK OWNER'S ASSOCIATION, INC

**PROPOSED BUDGET FOR FISCAL YEAR 2012
JULY 1, 2011 TO JUNE 30, 2012**

INCOME	Owner's Dues	\$7,000.00
	Interest on checking account	<u>75.00</u>
		\$7,075.00

EXPENSES

Postage (Monthly mailer)	\$ 550.00
Stationary	450.00
P.O. Box 4632	45.00
Insurance	1,155.00
Accountant	350.00
Legal fees	600.00
Covina Night out against crime	775.00
Urban Graffiti Enterprise	3,000.00
Web page maintenance	150.00

TOTAL EXPENSES \$7,075.00

Prospero Park Budget 2012

RESOLUTION NO. 11-7023

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA CONFIRMING THE 2011 ANNUAL REPORT FOR THE PROSPERO PARK BUSINESS AREA ENHANCEMENT DISTRICT AND LEVYING THE ASSESSMENT DESCRIBED THEREIN.

WHEREAS, the City Council has previously established the Prospero Park Business Area Enhancement District (the "BAED"), created pursuant to the Parking and Business Improvement Area Law of 1989 (California Streets and Highways Code, Sections 36500 et seq.), and;

WHEREAS, the City Council desires to continue the BAED by levying the annual assessment permitted by the Ordinance, which established the BAED; and

WHEREAS, in accordance with State law, the City Council has previously conducted a public hearing to consider the annual report on the BAED; and

WHEREAS, the City Council did pass the resolution of intention to levy an annual assessment for the fiscal year 2011-2012 in the Prospero Park BAED.

NOW, THEREFORE, the City Council of the City of Covina, California, does hereby resolve as follows:

SECTION 1. The City Council of the City of Covina does hereby confirm the annual report for the Prospero Park BAED for 2011.

SECTION 2. In accordance with California Streets and Highways Code section 36535(c), the adoption of this resolution shall constitute the levy of the assessment for the fiscal year 2010-2011 in the BAED, as described in the resolution of intention.

SECTION 3. The City Clerk shall certify as to the adoption of this resolution and shall cause the same to be processed in the manner required by law.

PASSED, APPROVED AND ADOPTED this 15th day of November, 2011.

John King Mayor, City of Covina

ATTEST:

Kay Manning City Clerk, City of Covina

APPROVED AS TO FORM;

City Attorney

CERTIFICATION

I, Catherine M. LaCroix, Deputy City Clerk of the City of Covina, hereby CERTIFY that Resolution No 11-7022 was adopted by the Covina City Council at a regular meeting of the City Council held this 15th day of November, 2011, and was approved and passed by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

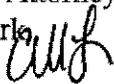
Catherine M. LaCroix
Deputy City Clerk

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: November 15, 2011

ITEM NO.: CB 1

STAFF SOURCE: William J. Priest, Assistant City Attorney
Cathy LaCroix, Deputy City Clerk



ITEM TITLE: Second reading and adoption of Ordinance No. 11-2004

STAFF RECOMMENDATION

That the City Council pass and adopt **Ordinance No. 11-2004**, an ordinance 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

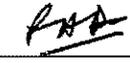
At the November 1, 2011 City Council meeting, the City Council waived first reading, read by title only and introduced Ordinance No. 11-2004. The Council vote was 4-0, with Mayor Pro Tem Stapleton absent. A copy of the November 1, 2011 agenda report is attached and contains detailed explanation of the proposed ordinance. If adopted tonight, the Ordinance will become effective in 30 days.

RELEVANCE TO THE STRATEGIC PLAN

None.

EXHIBITS

- A. November 1, 2011 Staff Report
- B. Ordinance No. 11-2004

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

Approved by vote *4-0, Stapleton absent*
 Not approved/Denied by vote _____
 Continued to _____
 Adopted Resolution No. _____
 Introduced/Adopted Ordinance No. *11-2004*

COPY

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: November 1, 2011

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.

COPY

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

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,

EXHIBIT B – NOVEMBER 15, 2011

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 15th day of November, 2011.

JOHN C. KING, MAYOR

ATTEST:

Kay Manning, City Clerk

APPROVED AS TO FORM:

Marco A. Martinez, City Attorney

CERTIFICATION

I, Catherine M. LaCroix, Deputy City Clerk of the City of Covina, do hereby certify that the foregoing Ordinance was introduced at a regular meeting of the City Council of the City of Covina, held on the 1st day of November, 2011, and thereafter adopted at a regular meeting of said City Council of the City of Covina held on the 15th day of November, 2011, by the following roll call vote of the Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Covina, California, this 15th day of November, 2011.

Deputy City Clerk of the City of Covina

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: November 15, 2011

ITEM NO.: NB 1

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



ITEM TITLE: Update on the Strategic Plan

STAFF RECOMMENDATION

Receive and file the monthly Strategic Plan objectives update.

FISCAL IMPACT

None.

BACKGROUND

City Council along with City Staff held a Strategic Planning Meeting Workshop at First Presbyterian Church on October 24, 2011. In accordance with the Strategic Plan process, progress toward achievement of the outlined objectives will be reported to the City Council at the second meeting of each month. Attached, for the City Council's review, is the Strategic Plan Objectives matrix indicating the progress of each six-month objective for the three-year goals.

RELEVANCE TO THE STRATEGIC PLAN

See attached matrix.

EXHIBITS

- A. Strategic Plan Objective Matrix

REVIEW TEAM ONLY	
City Attorney: <u>J- T- T</u>	Finance Director: <u>(Signature)</u>
City Manager: <u>(Signature)</u>	Other: _____

CITY OF COVINA ✪ STRATEGIC OBJECTIVES

October 24, 2011 – April 1, 2012

THREE-YEAR GOAL: <i>IMPROVE AND PROMOTE CUSTOMER SERVICE</i>						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. By December 1, 2011, if economically feasible	HR Director	Renew the Xit Polls contract.				
2. By December 1, 2011	HR Director and City Manager	Set up a confidential suggestion box in City Hall to obtain frank comments on customer service.				
3. By December 1, 2011	City Manager and Council Member Kevin Stapleton	Implement a Secret Shopper Program to evaluate customer service performance throughout the City.				
4. By December 15, 2011	City Manager and Council Member Kevin Stapleton	Identify City employees, working with a consultant, to provide customer service training to other employees.				
5. By February 1, 2012	City Manager (lead), HR Director and Council Member Kevin Stapleton, with the Customer Service Committee	Recommend to the City Council for action a customer service trainer.				
6. By April 1, 2012 and every six months thereafter	Community Development Director	Create, distribute, analyze and present to the City Council the results of a business survey as a part of the Customer Service Outreach Program.				

THREE-YEAR GOAL: *ENHANCE FINANCIAL STABILITY*

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. By the first City Council meeting in December 2011	Finance Director	Bring to the City Council for action recommendations from a study of the street lighting assessments.				
2. By the second City Council meeting in January 2012	Finance Director (lead), City Attorney and Public Works Director	Study the feasibility of revising the Business License Ordinance and related ordinances and present the recommendations to the City Council for direction.				
3. At the second City Council meeting of at least each quarter (Jan, Apr, July, Oct)	Finance Director	Present to the City Council updates on State and Federal actions that could impact the financial stability of the City.				
4. At the March 6, 2012 City Council meeting	City Manager and Deputy Executive Director for Redevelopment	Provide to the Agency Board/City Council/Housing Authority for consideration a plan to provide funding to eliminate blight in the downtown and for mixed use development site acquisition.				
5. By April 1, 2012	City Manager and HR Director	Present to the City Council an update on contract negotiations with employee bargaining groups.				

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

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. By January 1, 2012	Parks and Recreation Director, working with the Communications Manager	Develop and implement a Parks, Recreation and Library Public Awareness Campaign to include presentations and media efforts (e.g., website and City view) to focus on ongoing enhancements to parks and recreation and library services.				
2. At the February 21, 2012 City Council meeting	Parks and Recreation Director	Present a revised Park System Master Plan to the City Council for action.				
3. At the March 2012 City Council meeting	Parks and Recreation Director, with input from the Library Board of Trustees and The Friends	Develop and present to the City Council for action fundraising ideas to support the Covina Public Library.				
4. At the March 6, 2012 City Council meeting	Parks and Recreation Director and City Attorney	Complete and submit to the City Council for review written policies and procedures to include, but not limited to, donated materials and general contributions made to the Covina Public Library.				
5. By April 1, 2012	Parks and Recreation Director	Develop and implement an annual fundraising event to support the Covina Public Library's Literacy Program.				

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

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. By December 31, 2011	Public Works Director	Present to the City Council for action a green purchasing policy.	X			Item will be on the November 15 th City Council meeting
2. At the January 17, 2012 City Council meeting	Public Works Director with input from a third party contractor	Identify locations for photovoltaic (solar panels) installations and report the findings to the City Council for consideration.				
3. By March 1, 2012	City Manager and Finance Director	Present to the City Council recommendations for street sweeping parking restrictions.				
4. By March 1, 2012	Public Works Director	Complete the ARRA energy savings projects for the approved city facilities and municipal pool and apply for the Southern California Edison rebates.				
5. At the March 6, 2012 City Council meeting	Public Works Director	Submit to the City Council for acquisition one or two properties for community garden(s) and submit design documents for selected site(s).				
6. At the March 6, 2012 City Council meeting	Community Development Director	Present to the City Council for consideration updated zoning codes to encourage environmental sustainability (e.g., water, solar), improve customer service and increase zoning clarity.				
7. By April 1, 2012	Public Works Director	Achieve Gold Status with San Gabriel Valley EnergyWise Partnership.				

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

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the February 7, 2012 City Council meeting	Police Chief and Council Member Walt Allen, working with the LA County Fire Department	Develop and present to the City Council a plan to implement a Community Disaster Preparedness Fair in 2012.				
2. At the March 6, 2012 City Council meeting	Police Chief and Council Member Walt Allen	Develop and present to the City Attorney for information and direction a comprehensive Security Plan for City facilities and chamber.				
3. At the March 20, 2012 City Council meeting	Police Chief and Council Member Walt Allen, working with LA County Battalion Chief	Develop and present to the City Council for action a plan for conducting a "table top" disaster preparedness exercise.				
4. At the March 20, 2012 City Council meeting	Police Chief, City Attorney and Community Development Director	Explore the feasibility of establishing an extra-ordinary public safety response policy for restaurant and entertainment establishments and make a recommendation(s) to the City Council for action.				