



City of Covina/Successor Agency to the
Covina Redevelopment Agency/
Covina Public Finance Authority/
Covina Housing Authority

Mayor Kevin Stapleton – Mayor Pro Tem Walt Allen, III
Council Members Peggy Delach – John King – Bob Low

REGULAR MEETING AGENDA

125 E. College Street, Covina, California
Council Chamber of City Hall

Tuesday, June 19, 2012

6:30 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. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.
- DOCUMENT AVAILABILITY: Any writings or documents provided to a majority of the Council/Agency/Authority regarding any item on this agenda will be made available for public inspection at the City Clerk's Office counter at City Hall located at 125 E. College Street and the reference desk at the Covina Library located at 234 North Second Avenue during normal business hours. In addition, such writings and documents are available in the City Clerk's Office and 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/Successor Agency to the Covina Redevelopment Agency/Public Finance Authority/Covina Housing Authority unless listed on agenda, which has been posted not less than 72 hours prior to meeting.
- If you challenge in court any discussion or action taken concerning an item on this Agenda, you may be limited to raising only those issues you or someone else raised during the meeting or in written correspondence delivered to the City at or prior to the City's consideration of the item at the meeting.
- The Deputy City Clerk of the Covina City Council hereby declares that the agenda for the **June 19, 2012** meeting was posted on **June 15, 2012** near the front entrance of the City Hall, 125 East College Street, Covina, in accordance with Section 54954.2(a) of the California Government Code.

June 19, 2012

**CITY COUNCIL/SUCCESSOR AGENCY TO THE
COVINA REDEVELOPMENT AGENCY/
COVINA PUBLIC FINANCE AUTHORITY/COVINA HOUSING AUTHORITY
JOINT MEETING—CLOSED SESSION
6:30 p.m.**

CALL TO ORDER

ROLL CALL

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

PUBLIC COMMENTS

The Public is invited to make comment on Closed Session items only at this time. To address the Council/Agency/Authority please complete a yellow speaker request card located at the entrance and give it to the City Clerk. Your name will be called when it is your turn to speak. Individual speakers are limited to five minutes each.

The City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Finance Authority/Covina Housing Authority will adjourn to Closed Session for the following:

CLOSED SESSION

- A. G.C. §54956.8(b) – CONFERENCE WITH REAL PROPERTY NEGOTIATOR –Negotiations to include both price and terms
Property: 626 & 602 S. Citrus Avenue (APN 8451-001-911)
Negotiating parties: Michael Luce
Agency negotiator: Daryl Parrish, City Manager

- B. G.C. §54956.8(b) – CONFERENCE WITH REAL PROPERTY NEGOTIATOR –Negotiations to include both price and terms
Property: 635 S. Citrus Avenue (APN 8453-001-906)
Negotiating parties: Craig Smith & Bill Gilmore, Timothy Thai, Jules Boand & Alex Alvarez
Agency negotiator: Daryl Parrish, City Manager

- C. G.C. §54956.8(b) – CONFERENCE WITH REAL PROPERTY NEGOTIATOR –Negotiations to include both price and terms
Property: 528 S. Citrus Avenue (APN 8445-021-037 and 8445-029-042)
Negotiating parties: PRY Properties
Agency negotiator: Daryl Parrish, City Manager

CLOSED SESSION CONTINUED

D. 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

RECESS

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

RECONVENE/CALL TO ORDER

ROLL CALL

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

PLEDGE OF ALLEGIANCE

Led by Mayor Stapleton

INVOCATION

Led by Covina Police Chaplain Dave Truax

PRESENTATIONS

Proclamation – International Elder Abuse Awareness

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/Successor Agency to the Covina 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/Successor Agency to the Covina Redevelopment Agency/Public Finance Authority/Housing Authority votes on them, unless a member of the Council/Agency/Authority requests a specific item be removed from the consent calendar for discussion.

- CC 1.** City Council to approve the summary minutes from the May 30, 2012 Budget Workshop meeting of the City Council/Successor Agency to the Covina Redevelopment Agency/Public Finance Authority/Housing Authority.
- CC 2.** City Council to approve the minutes from the June 5, 2012 regular meeting of the City Council/Successor Agency to the Covina Redevelopment Agency/Public Finance Authority/Housing Authority.
- CC 3.** City Council to receive and file the monthly strategic plan objectives update.
- CC 4.** City Council to receive and file the Public Works Department monthly activity report.
- CC 5.** City Council to receive and file the payment of demands in the amount of \$3,698,331.35.
- CC 6.** Successor Agency to the Covina Redevelopment Agency to receive and file the payment of demands in the amount of \$225,411.82.
- CC 7.** City Council to direct staff to publish a notice of intent to review the City's Conflict of Interest Code and complete the code review and any proposed amendments.
- CC 8.** City Council to consider approval of a request by Hathaway-Sycamores Child and Family Services, located at 1411 N. Grand Ave., Suite 100, Covina, for an exemption from the City's business license tax for calendar year 2012.
- CC 9.** City Council to adopt **Resolution No. 12-7082**, adopting investment policies for fiscal year 2012-2013 for the City of Covina.
- CC 10.** City Council to approve a Memoranda of Understanding with Covina Valley and Charter Oak Unified School Districts for the City to pay contribution to Covina Lighting Assessment District in lieu of levies against school district property.
- CC 11.** City Council to authorize the creation of Senior Deputy City Clerk classification.

CC 12. City Council to consider the renewal of parking enforcement services agreement between the City of Covina and Inter-Con Security Systems, Inc., and authorize the City Manager to execute said agreement.

CC 13. City Council to approve the contract with West Coast Arborists, Inc., for tree trimming services of the City's park and street trees.

PUBLIC HEARING

PH 1. City Council to hold a public hearing to consider expenditures of the 2012 Edward Byrne Memorial Justice Assistance Grant (JAG).

Staff Recommendation:

- 1) City Council to open the hearing and consider public testimony; and
- 2) City Council to received and file the proposed program for expenditure of the 2012 Edward Byrne Memorial Justice Assistance Grant (JAG).

PH 2. City Council to hold a public hearing to introduce and waiver further reading of an Ordinance to modify Planned Community Development, PCD 87-001, by changing certain provisions of the Sign Program for the Covina Town Square commercial center located at the southeast corner of Arrow Highway and Azusa Avenue

Staff Recommendation:

- 1) City Council to open the hearing and consider public testimony; and
- 2) City Council to introduce and waive further reading of **Ordinance No. 12-2009**, modifying Planned Community Development, PCD 87-001, by changing certain provisions of the Sign Program for the Covina Town Square commercial center findings and conditions.

CONTINUED BUSINESS

CB 1. City Council to review options and provide staff with direction on the future use of 135 East Badillo Avenue, Covina.

Staff Recommendation:

- 1) City Council to review options and provide staff with direction on the future use of the property located at 135 East Badillo Avenue, Covina.

NEW BUSINESS

NB 1. Mayor to consider making appointment to the Library Board of Trustees; and City Council to make appointments to the remaining Boards, Commissions and Committees and/or schedule interviews.

Staff Recommendation:

- 1) Mayor to make appointment to the Library Board of Trustees and City Council to ratify said appointment by the Mayor, or schedule an interview of the applicant; and

- 2) City Council to make appointments to the Cultural Arts Advisory Commission, Historic Preservation Board, Housing and Community Development Committee, Planning Commission, Traffic Advisory Committee and Youth Accountability Board.

NB 2. City Council/Successor Agency to the Covina Redevelopment Agency to consider adopting the annual budget for the fiscal year commencing July 1, 2012 and ending June 30, 2013.

Staff Recommendation:

- 1) City Council to adopt **City Resolution No. 12-7083**, adopting the City of Covina budget for July 1, 2012 through June 30, 2013; and
- 2) Successor Agency to the Covina Redevelopment Agency to adopt **Successor Agency Resolution No. 12-008**, adopting the Successor Agency to the Covina Redevelopment Agency budget for July 1, 2012 through June 30, 2013.

ADJOURNMENT

The Covina City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Finance Authority/Covina Housing Authority will adjourn to its next regular meeting, **Tuesday, July 3, 2012** at 6:30 p.m. for closed session and at 7:30 p.m. for open session in the Council Chamber located inside of City Hall, 125 East College Street, Covina, California, 91723.



SUMMARY MINUTES OF THE MAY 30, 2012 BUDGET WORKSHOP MEETING OF THE COVINA CITY COUNCIL/SUCCESSOR AGENCY TO THE 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 Stapleton called the Budget Workshop Meeting of the City Council/Successor Agency to the Covina Redevelopment Agency/Public Finance Authority/Housing Authority to order at 6:32pm. All City Council Members were present.

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, Police Chief, Finance Director, Human Resources Director, Public Works Director, Parks and Recreation/Library Director and Finance Manager

AGENDA POSTING DECLARATION

The Deputy City Clerk of the City of Covina hereby declared that the agenda for the May 30, 2012 Budget Workshop Meeting City Council/Successor Agency to the Covina Redevelopment Agency/Public Finance Authority/Housing Authority meeting was posted on May 24, 2012 near the front entrance of City Hall, 125 East College Street, Covina, in accordance with §54954.2(a) of the California Government Code.

PUBLIC COMMENTS

None

COUNCIL/AGENCY/AUTHORITY COMMENTS

Mayor Stapleton made announcements regarding upcoming city events.

NEW BUSINESS

City Manager Daryl Parrish presented an overview of the 2012-2013 fiscal year budget providing details of revenue sources and expenditures. City Manager Parrish reported there have been challenges associated with AB 1X26, the elimination of the redevelopment agency, and discussed the \$241,000 budget deficit. City Manager Parrish spoke on the pending fire contract and the letter notifying the City of the 4.04% contract increase.

There was a brief discussion regarding the pending contract with Los Angeles County Fire Department; the possibility of incorporating a property taxes fee for fire services and insisting the Fire Department substantiate the increase.

Mayor Stapleton and Council Member Delach suggested staff meet with all the other cities that have a contract with L.A. County Fire Department.

Finance Director Dilu DeAlwis spoke regarding Department revenues and expenditures.

Police Chief Kim Raney reported on the challenges that the Police Department has had with budgetary reductions since the 2009-2010 fiscal year. Police Chief Raney spoke on AB 109, parole realignment, and the releasing of prisoners back into the communities.

Mayor Pro Tem Allen and Mayor Stapleton requested a report on a future agenda that deals with AB 109, seeking State funding for front line services and the possibility of increased community policing by citizens.

Police Chief Raney expressed appreciation to the men and women who are committed to serving the City.

Council Member Delach suggested meeting with surrounding cities to develop a way to be productive and assist each other. A brief discussion took place regarding regionalization of city services.

City Manager Parrish expressed gratitude to city staff for rolling up their sleeves and working harder, smarter and being innovative.

Mayor Stapleton thanked the staff for their ingenuity and maintaining the quality of services in the community.

ADJOURNMENT

At 7:30 p.m., Mayor Stapleton adjourned the Budget Workshop Meeting of the Covina City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Finance Authority/Covina Housing Authority to the next regular meeting, **June 5, 2012**, at 6:30 p.m. for closed session and 7:30 p.m. for open session in the Council Chamber located inside City Hall, 125 East College Street, Covina, California, 91723.

Respectfully Submitted

Catherine M. LaCroix, CMC
Deputy City Clerk

Approved this 19th day of June, 2012.

Mayor/Chairperson Stapleton



MINUTES OF THE JUNE 5, 2012 REGULAR MEETING OF THE COVINA CITY COUNCIL/SUCCESSOR AGENCY TO THE 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 Stapleton called the City Council/Successor Agency to the Covina Redevelopment Agency/Public Finance Authority/Housing Authority meeting to order at 6:43 p.m. All City Council Members were present. 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, STAPLETON

Council Members Absent: NONE

Elected Members Present: MANNING

Staff Members Present: City Manager, City Attorney, Police Chief, Finance Director, Human Resources Director, Public Works Director, Parks and Recreation/Library Director, Police Captain, Police Lieutenant, Finance Manager, Sr. Management Analyst, Sr. Redevelopment Manager, Redevelopment Manager, Deputy Executive Director, Finance Manager, City Planner and Deputy City Clerk

AGENDA POSTING DECLARATION

The Deputy City Clerk of the City of Covina hereby declared that the agenda for the June 5, 2012 City Council/Successor Agency to the Covina Redevelopment Agency/Public Finance Authority/Housing Authority meeting was posted on May 31, 2012 near the front entrance of City Hall, 125 East College Street, Covina, in accordance with §54954.2(a) of the California Government Code.

CLOSED SESSION

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

Name of case: The Johnson Sober Living House v. City of Covina, et. al.

Case No. CV11-02809 RGK, U.S. District Court, Central District of California

B. G.C. §54956.9(a) – CONFERENCE WITH LEGAL COUNSEL – Existing Litigation

Case name: City of Covina v. Hassen Imports Partnership

Case Number: KC 062804, Los Angeles Superior Court

RECONVENE THE MEETING

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

City Attorney Marco Martinez reported City Council/Agency/Authority met in closed session to discuss the items listed on the regular meeting agenda with all members present. City Attorney Martinez reported there is no reportable action related to the closed session items.

PLEDGE OF ALLEGIANCE

Council Member King led the pledge of allegiance.

INVOCATION

Covina Police Chaplain Patricia Venegas gave the invocation.

PRESENTATIONS

Mayor Stapleton called Sierra Vista Middle School teacher, Sheila Edwards, to the lectern who assisted in presenting recognition certificates to former students that help with the Make a Difference program.

Professor Pregill and students from the Cal Poly Pomona landscape architecture class presented conceptual plans for Downtown Covina as part of an educational studio project.

PUBLIC COMMENTS

Lisa Sarish, Director of Public Relations for (SONO), reported the foundation was created last year by a team of artists. Ms. Sarish spoke about the proceeds from an upcoming event would be going to ovarian cancer research and to the American Cancer Society.

Michael Guerrero, Shepherd's Pantry, spoke regarding the non-profit food bank that serves Covina and the surrounding communities. He expressed appreciation for allowing information about the program to be placed on the City's website. Mr. Guerrero encouraged members of the public get involved in the organization.

COUNCIL/AGENCY/AUTHORITY COMMENTS

Council Member Low stated 44 years ago today Senator Robert F. Kennedy was assassinated. Council Member Low spoke about the person convicted of killing Kennedy, Sirhan Sirhan, who had roots in in the San Gabriel Valley and attended Pasadena City College.

Council Member King thanked Kay Manning and the Yellow Ribbon Committee for honoring Army Veteran Kelsie Baier who recently returned from Afghanistan. Council Member King spoke on Community Services Day and citywide projects completed by 200 members of the Assembly of God Church, Christ First Baptist Church, First Presbyterian Church and Covina United Methodist Church.

Council Member Delach congratulated all those students graduating this year.

Mayor Pro Tem Allen expressed appreciation to Forest Lawn for their recent Memorial Day program. Mayor Pro Tem Allen congratulated Council Member Delach's daughter who graduated from medical school.

Mayor Stapleton noted today is the 70th anniversary of the Battle of Midway. Mayor Stapleton referenced Queen Elizabeth's 2012 Jubilee, the Los Angeles Kings making the Stanley Cup playoffs and the transit of the planet Venus crossing the sun.

Mayor Stapleton stated the electric lawn mower exchange program would take place 10:00 a.m. to 2:00 p.m., on Saturday, June 9, 2012. To make reservations visit www.aqmd.gov or call (888) 425-6247.

Mayor Stapleton announced on Saturday, June 9, 2012, from 10:00 a.m. to 2:00 p.m., the City of Covina, Covina Police Department, and the Los Angeles County Fire Department would host a disaster preparedness event at Heritage Park.

Mayor Stapleton announced the summer reading program begins on Tuesday, June 12, 2012 with specific programs for ages 4 to adult. Visit our website, City View publication, or call (626) 384-5312 for additional information.

Mayor Stapleton announced the unveiling of the Olmec Head at Jalapa Park would be on Friday, June 8, 2012 at 11:00 a.m. at Jalapa Park, E. Garvey North and Holt Avenue.

CITY MANAGER COMMENTS

City Manager Daryl Parrish stated it was a pleasure to listen to the conceptual presentation by the Cal Poly Pomona students.

CONSENT CALENDAR

On a motion made by Council Member King, seconded by Council Member Delach, the City Council/Successor Agency to the Covina Redevelopment Agency/Public Finance Authority/Housing Authority approved Consent Calendar items CC1, CC2, CC3, CC4, CC5, CC6, CC7, CC8, CC9, CC10, CC11, CC13, CC14 and CC15. Consent Calendar item CC12 was removed from the agenda for further discussion and consideration. **Motion carried 5-0.**

- CC 1.** City Council approved the minutes from the May 1, 2012 regular meeting of the City Council/Successor Agency to the Covina Redevelopment Agency/Public Finance Authority/Housing Authority.
- CC 2.** City Council approved the minutes from the May 15, 2012 regular meeting of the City Council/Successor Agency to the Covina Redevelopment Agency/Public Finance Authority/Housing Authority.
- CC 3.** City Council approved the fiscal year 2011-2012 maintenance contract with Caliber Commercial Pool Service to maintain the Michael D. Antonovich Aquatic Center swimming pools and pool equipment.

- CC 4. City Council approved the renewal of Case Management Services and Nutrition Project Service agreements with YWCA San Gabriel Valley Intervale Senior Services effective July 1, 2012 through June 30, 2015.
- CC 5. City Council approved the Materials Usage Policy for City Employees, Staff, Elected Officials, Trustees and Volunteers for the Covina Public Library; and Donated Materials Policy and Procedures for the Covina Public Library.
- CC 6. City Council approved the 2012 Wall of Honor recipients.
- CC 7. City Council approved a Memorandum of Understanding with Charter Oak Unified School District for a school resource officer in fiscal year 2012-2013.
- CC 8. City Council approved a Memorandum of Understanding with Covina-Valley Unified School District for a school resource officer in fiscal year 2012-2013.
- CC 9. City Council approved a Memorandum of Understanding with Azusa Unified School District for a school resource officer in fiscal year 2012-2013.
- CC 10. City Council received and filed the 4th Quarter 2011 Sales Tax Report.
- CC 11. City Council authorized the City Manager and City Attorney to enter into a professional services agreement with Lew Edwards Group for community outreach relevant to the City-wide Lighting Assessment District; and adopted **City Resolution No. 12-7080**, to adjust the Lighting Assessment District account in the fiscal year 2011/2012 budget.
- CC 12. City Council to approve an amendment to the City Manager's employment agreement to extend the term of the agreement.

Council Member Low expressed a concern regarding the employment agreement and spoke on the Covina Public Library budget being reduced and cutting of City services.

Mayor Pro Tem Allen affirmed that Covina employs one of the best City Managers in Southern California and spoke on compensating for good service.

Council Member Delach stated the contract was negotiated three years ago and the agenda item is only for a 90-day extension.

On a motion made by Mayor Pro Tem Allen, seconded by Council Member Delach, the City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Finance Authority/Covina Housing Authority approved Consent Calendar item CC12. **Motion carried 4-1, with Council Member Low voting no.**

- CC 13. Successor Agency to the Covina Redevelopment Agency received and filed the Successor Agency update.
- CC 14. Successor Agency to the Covina Redevelopment Agency adopted **Agency Resolution No. 12-006**, to recommend oversight board approval of the transfer of certain assets

used for governmental purposes and not suitable for resale formerly owned by the Covina Redevelopment Agency to the City of Covina.

- CC 15.** City Council/Housing Authority adopted **Agency Resolution No. 12-004**, approving the assignment and assumption of affordable housing documents associated with the housing assets of the former Covina Redevelopment Agency.

PUBLIC HEARING

- PH 1.** Public Hearing was before City Council to consider the levy and collection of assessments for Covina's Landscaping District No. 1 for the 2012-2013 fiscal year.

At 8:21 p.m., Mayor Pro Tem Allen disclosed a conflict as his personal residence is within the landscaping assessment district and would recuse himself from voting on Public Hearing Item 1. *Mayor Pro Tem Allen left the dais.*

At 8:21 p.m., Council Member Low disclosed a conflict as his personal residence is within the landscaping and lighting assessment district and would recuse himself from voting on Public Hearing Item 1 and Public Hearing Item 2. *Council Member Low left the dais.*

City Attorney Martinez noted that the landscaping and lighting reports were transposed; however, all reports are part of the agenda packet.

At 8:22 p.m., Mayor Stapleton opened the public hearing and took public testimony. There was no comment. At 8:22 p.m., Mayor Stapleton closed the public hearing.

On a motion made by Council Member King, seconded by Council Member Delach, the City Council adopted **Resolution No. 12-7077**, confirming the diagram and assessment from the Engineer's Report dated April 19, 2012, and ordered the levying of assessments on the Covina Landscaping District No. 1 for the 2012-2013 fiscal year. **Motion carried 3-0, with Mayor Pro Tem Allen and Council Member Low's recusal.**

At 8:23 p.m., Mayor Pro Tem Allen returned to the dais.

- PH 2.** Public Hearing was before City Council to consider the levy and collection of assessments for Lighting District No. 1978-79 for the 2012-2013 fiscal year.

At 8:23 p.m., Mayor Stapleton opened the public hearing and took public testimony. At 8:24 p.m., There was no comment. At 8:24 p.m., Mayor Stapleton closed the public hearing.

On a motion made by Council Member Delach, seconded by Council Member King, the City Council adopted **Resolution No. 12-7078**, confirming the diagram and assessment from the Engineer's Report dated April 19, 2012 and ordering the levying of assessments for Covina Lighting District No. 1978-79 for the 2012-2013 fiscal year. **Motion carried 4-0, with Council Member Low's recusal.**

At 8:24 p.m., Council Member Low returned to the dais.

PH 3. Public Hearing was before City Council to consider the levy and collection of assessments for Parking District No. 1 for the 2012-2013 fiscal year.

At 8:24 p.m., Mayor Stapleton opened the public hearing and took public testimony. There was no comment. At 8:24 p.m., Mayor Stapleton closed the public hearing.

On a motion made by Council Member King, seconded by Council Member Delach, the City Council adopted **Resolution No. 12-7079**, confirming the Engineer's Report dated April 19, 2012 and ordering the levying and collection of assessments for Vehicle Parking District No. 1 for the 2012-2013 fiscal year. **Motion carried 5-0.**

ADJOURNMENT

At 8:25 p.m., Mayor Stapleton adjourned the Covina City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Finance Authority/Covina Housing Authority, in memory of to the next regular meeting, **Tuesday, June 19, 2012**, at 6:30 p.m. for closed session and at 7:30 p.m. for open session in the Council Chamber located inside City Hall, 125 East College Street, Covina, California, 91723.

Respectfully Submitted

Catherine M. LaCroix, CMC
Deputy City Clerk

Approved this 19th day of June, 2012.

Mayor/Chairperson Stapleton

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: June 19, 2012

ITEM NO.: CC 3

STAFF SOURCE: Daryl J. Parrish, City Manager
Catherine LaCroix, Deputy City Clerk *CLC*

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 April 5, 2012. 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.

The next Strategic Planning Meeting Workshop is scheduled for October 25, 2012

RELEVANCE TO THE STRATEGIC PLAN

See attached matrix.

EXHIBITS

A. Strategic Plan Objective Matrix

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

CITY OF COVINA ✪ STRATEGIC OBJECTIVES

April 5, 2012 – October 1, 2012

THREE-YEAR GOAL: <i>Enhance financial well-being</i>						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. By October 1, 2012	Director of Parks and Recreation and the Finance Director	Bring back to the City Council for action a process for increasing success in obtaining grants City-wide.		X		
2. By October 1, 2012	City Management Team (Finance Director-lead)	Bring to the City Council for action a scope of work with identification of funding sources to pay for a revised Fee Study.		X		
3. By October 1, 2012	Finance Director and City Attorney	Present to the City Council for information and direction options for voter-approved public safety measures.		X		
4. By October 1, 2012	Council Member Peggy Delach (lead), City Manager and Lisa Brancheau	Bring to the City Council for consideration a marketing strategy(ies) to enhance local sales tax and to increase Covina's exposure.		X		

THREE-YEAR GOAL: *Enhance safety and quality of life in Covina*

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. By July 1, 2012	Public Works Director	Present to the City Council for consideration an ordinance regulating non-owner occupied rental properties.		X		Awaiting scheduling of public workshop
2. By October 1, 2012	Council Member John King, working with Public Works staff	Identify a site for a community garden and possible funding sources.		X		Site identified and secured; possible fund source provided to Councilman King
3. By October 1, 2012	Police Chief	Present to the City Council for action options for a revised false alarm ordinance.		X		
4. By October 1, 2012	City Attorney and Police Chief	Explore the feasibility of establishing an extraordinary public safety response policy for restaurants and entertainment establishments, and make a recommendation(s) to the City Council for action.		X		

THREE-YEAR GOAL: *Foster innovation and efficiency*

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the May 15, 2012 City Council meeting	Communications Manager and Mayor Kevin Stapleton	Develop a Public-Private Partnership to identify and market development opportunities in Covina.		X		First part completed by establishing QR Codes linked to Covina Opportunity information and demonstration at ICSC in Las Vegas.
2. At the July 17, 2012 City Council meeting	Council Subcommittee on Renewable Energy (Mayor Kevin Stapleton-lead)	Make recommendations to the City Council for action for the scope of the Renewable Energy RFP.		X		
3. At the August 7, 2012 City Council meeting	Mayor Kevin Stapleton (lead), City Manager, Police Chief and City Attorney	Develop and present to the City Council for action a program to encourage and reward functional innovation and efficiency in City operations.		X		
4. At the September 4, 2012 City Council meeting	City Manager (lead), Assistant Public Works Director and Police Chief	Develop and present to the City Council for action a policy on social media and electronic communications to solicit innovation and efficiency opportunities internally and externally.		X		
5. By the September 18, 2012 City Council meeting	City Manager	Ensure updating of each department's web page to be compatible with the QR code or the latest code technology.		X		

THREE-YEAR GOAL: *Enhance customer service*

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. By June 1, 2012	HR Director	Establish a written Employee of the Year nomination process and distribute to all of the Department Directors.	X			
2. By June 15, 2012	Deputy City Clerk	Hold an event to recognize Board, Commission and Committee members.		X		Event scheduled for June 14, 2012
3. By June 30, 2012	HR Director	Develop, distribute and analyze the results of a Customer Service Survey to obtain input from employees about their specific needs and tools to enable them to provide customer service.			X	Questions are being formulated; new date is Aug. 15.
4. By September 1, 2012	HR Director and Deputy City Clerk, working with selected City staff	Develop and present the first in a series of mini workshops for all City staff to promote internal customer service.		X		
5. By October 1, 2012	HR Director and IT Manager	Enhance the City's Intranet to improve communication between departments.		X		

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: June 19, 2012

ITEM NO.: CC 4

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



ITEM TITLE: Public Works Department Monthly Activity Report

STAFF RECOMMENDATION:

Receive and file the Public Works Department Monthly Activity Report

FISCAL IMPACT:

This report is informational only and has no budgetary impact.

BACKGROUND:

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

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 May, the following trends were noted:

- Environmental Services saw a tremendous spike in the numbers of used oil containers and compost bins distributed due to numerous public events they participated in. They planned and executed the second annual Green Fair, as well as participated in the Public Works Open House event.
- The Equipment Maintenance section was busy for the month in all of its areas. Numbers in most categories generally increased from 10% to 25% across the board compared to last month.
- Code Enforcement saw a large rise in the number of trash can violations in comparison to the last two months.
- The Engineering section's numbers continue to rise in the majority of its tracked activities. May was a busy month with multiple Water Capital Improvement projects well underway.

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 – May 2012

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

**CITY OF COVINA
PUBLIC WORKS DEPARTMENT MONTHLY ACTIVITY REPORT
MAY 2012**

DIVISION	ACTIVITY	QUANTITY
Water Utility	Meter replacements	3
	Consumer responses	632
	Backflow tests	0
	Flushed blow-offs	19
	Service line repair/replace	4
	Main line repair/replace	5
	Fire hydrants maintained	37
	Isolation valves exercised	28
	Dig alert responses	22
	Emergency call outs	3
Equipment Maintenance	Preventative Maintenance service	45
	Safety inspections	45
	Daily demand repairs	119
	Tire repairs	25
	Major repairs over \$1000	2
	Emergency call outs	16
Street Maintenance	Traffic sign remove/replace/install	6
	Potholes repaired	17
	Grind sidewalk	98
	Ramp sidewalk	0
	Curb painted (LF)	13,772
	Illegally dumped items picked up (LBS.)	10,000
	Utility cuts repaired	0
	Trees trimmed	50
	Trees removed	7
Emergency call outs	5	
Environmental Services	Used oil containers distributed	190
	Compost bins distributed	44
	NPDES violations investigated	3
	NPDES Permit Inspections	0
	Waste management consumer contacts	0
	Industrial Waste Permit Inspections	0
	Plans checked for environmental compliance	10
	Environmental legislation & regulations reviewed	5
Special Waste collection events promoted	7	
Engineering	Permits issued	29
	Inspections conducted	36
	Complaint responses	0
	Jobsite meetings	5
	Plan checks conducted	22
	Document research requests	9
Value of plans prepared	0	
Building Maintenance	Service requests completed	23
	Facility heat/air conditioning repairs	3
	Facility lighting/electrical repairs	8
	Emergency call outs	0

**CITY OF COVINA
PUBLIC WORKS DEPARTMENT MONTHLY ACTIVITY REPORT
MAY 2012**

DIVISION	ACTIVITY	QUANTITY
Transportation	Bus passes sold	66
	Covina Transit total passengers	2,110
	Covina Transit on time performance	99.24%
	Covina Transit passengers per rev hr	3.24
	Metrolink monthly permits sold	815
	Metrolink machine revenue	\$3,734.00
	Municipal Lots monthly permits sold	\$76
Code Enforcement	Number of Inspections	1,249
	Number of signs pulled from public right-of-way	268
	Number of resolved cases	109
	Number of open cases	450
	Industrial waste cases open	54
	Liens filed	1
	Liens released	3
	Total homes in foreclosure	216
	Foreclosed homes registered	18
Trash Can violations	19	
Building & Safety	Pre/Post permit counter visits	196
	Pre/Post Activity (hours)	29.4
	Permits issued	87
	Inspections conducted	575
	Plan checks conducted	33
	Permit valuation	\$8,198,671
Sewer Maintenance	Manholes inspected	89
	Linear feet of main cleaned	85,472
	Hot-spot locations cleaned	33
	Sewer overflow responses	0
	Manholes treated for vermin infestation	22
	Manholes treated for rodent infestation	6
	Routine pump station checks	31
Special Activities of Note	Shopping carts removed	56
	Weed abatement areas	5
	Graffiti removed from traffic signs	77
	Asphalt skin patching sq. ft.	1,900

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: June 19, 2012

ITEM NO.: CC 5

STAFF SOURCE: Dilu De Alwis, Finance Director

ITEM TITLE: Payment of Demands

STAFF RECOMMENDATION:

Approve Payment of Demands in the amount of: **\$3,698,331.35**

BACKGROUND:

Attached list of warrants, demands, which are being presented for approval for April 2012 are summarized as follows:

<u>DATE OF DEMANDS</u>	<u>DEMAND NUMBERS</u>	<u>AMOUNT</u>
ACCOUNTS PAYABLE WARRANTS		
April, 2012	3721-3999* 54000-54381	\$2,469,821.95
<u>PAYROLL</u>		
APRIL 6, 2012 PAYROLL CHECKS		\$179,409.41
APRIL 6, 2012 PAYROLL DIRECT DEPOSIT		\$425,000.00
APRIL 20, 2012 PAYROLL CHECKS		\$399,901.56
APRIL 20, 2012 PAYROLL DIRECT DEPOSIT		\$154,896.72
<u>VOIDS</u>		
April 30, 2012	3194	(70.00)
April 30, 2012	3162	(39.00)
<u>WORKERS COMPENSATION</u>		
April 4, 2012	Check 30400	\$41,203.59
April 5, 2012	Week ending 4/4/12	\$4,325.04
April 13, 2012	Week ending 4/11/12	\$2,976.56
April 20, 2012	Week ending 4/18/12	\$11,513.84
April 26, 2012	Week ending 4/25/12	\$9,391.68
	GRAND TOTAL:	\$3,698,331.35

EXHIBITS:

A. ACCOUNTS PAYABLE REGISTER

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

NOTE REGARDING WARRANT NUMBERS:

The reason for the jump to higher check numbers is due to Munis requiring a check number series to record EFT transactions that are lower than written check numbers.

CITY OF COVINA
Check Register
APRIL 2012

Check #	Check Date	Vendor	Name	Amount
3721	04/03/2012	788	COVINA, CITY OF	77,218.32
3722	04/03/2012	819	CSAC-EIA	2,855.56
3723	04/03/2012	2234	PERS	42,725.14
3724	04/03/2012	2936	UNION BANK OF C	1,935.82
3725	04/03/2012	2	10-8 RETROFIT	653.08
3726	04/03/2012	3	12 MILES OUT.CO	1,200.00
3727	04/03/2012	11	A & B ELECTRIC	210,695.40
3728	04/03/2012	23	ABORTA BUG INC	70.00
3729	04/03/2012	26	ABSOLUTE SECURI	5,810.40
3730	04/03/2012	3535	ADVANCED ELECTR	400.63
3731	04/03/2012	74	AGI ACADEMY	122.50
3732	04/03/2012	82	AIR-BREE HEATIN	190.00
3733	04/03/2012	91	ALAS, NINA	168.00
3734	04/03/2012	219	AT&T	357.18
3735	04/03/2012	345	BETHKE, BETTY J	126.83
3736	04/03/2012	3243	BMW MOTORCYCLES	929.10
3737	04/03/2012	380	BOOK WHOLESALER	787.22
3738	04/03/2012	423	BRUNSWICK COVIN	46.66
3739	04/03/2012	458	CA PUBLIC PARKI	125.00
3740	04/03/2012	471	CALBO	215.00
3741	04/03/2012	475	CALIBER POOL AN	1,450.00
3742	04/03/2012	477	CALIF, STATE OF	1,575.00
3743	04/03/2012	494	CALLANDRILLO JR	119.00
3744	04/03/2012	495	COE, JACQUELYN	147.00
3745	04/03/2012	579	CC BLUU ART	42.00
3746	04/03/2012	589	CELAYA, VERA FL	189.58
3747	04/03/2012	615	CHARLES E THOMA	165.39
3748	04/03/2012	617	CHARTER OAK GYM	1,685.25
3749	04/03/2012	618	CHARTER OAK HAR	19.51
3750	04/03/2012	649	CINTAS CORP #69	325.12
3751	04/03/2012	682	CLINICAL LAB OF	420.00
3752	04/03/2012	710	COMMUNICATIONS	606.50
3753	04/03/2012	3235	COOK, SHAWNA	404.50
3754	04/03/2012	740	CORBIN, CLARA	1,232.00
3755	04/03/2012	3232	COSTA, CHARLENE	56.00
3756	04/03/2012	766	COVINA DISPOSAL	1,329.12
3757	04/03/2012	777	COVINA RENTS	119.62
3758	04/03/2012	783	COVINA WATER &	357.86
3759	04/03/2012	792	CPOA	250.00
3760	04/03/2012	796	CPRS DISTRICT X	175.00
3761	04/03/2012	3554	CROSSROADS MULC	3,562.50
3762	04/03/2012	970	EDISON CO	878.50
3763	04/03/2012	971	EDS AUTO PARTS	32.57

CITY OF COVINA
Check Register
APRIL 2012

3764	04/03/2012	1011	ESCOBEDO, JOSEP	70.00
3765	04/03/2012	1018	ESRI	11,418.75
3766	04/03/2012	1055	FEDEX	13.02
3767	04/03/2012	1089	FOOTHILL PRESBY	25.00
3768	04/03/2012	1120	FRIEDENTHAL, RO	1,586.57
3769	04/03/2012	1156	GAS COMPANY, TH	1,398.69
3770	04/03/2012	1156	GAS COMPANY, TH	1,036.15
3771	04/03/2012	3300	General Petrole	477.47
3772	04/03/2012	1197	GLOBAL WATER MA	51,615.50
3773	04/03/2012	1198	GLOBALSTAR LLC	42.56
3774	04/03/2012	1203	GOLDEN STATE OV	13.28
3775	04/03/2012	1231	GOVT FINANCE OF	29.75
3776	04/03/2012	1235	GRAINGER	578.68
3777	04/03/2012	1241	GRAND PRINTING	572.11
3778	04/03/2012	1364	HOME DEPOT	618.52
3779	04/03/2012	3200	HOME PERFORMANC	3,400.00
3780	04/03/2012	1366	HONISH, KALIEH	108.95
3781	04/03/2012	1387	HUNTER, JOHN L.	602.50
3782	04/03/2012	1394	HYDRO CONNECTIO	427.87
3783	04/03/2012	1426	INGERSOLL, SCOT	273.00
3784	04/03/2012	1427	INGLEWOOD, CITY	720.43
3785	04/03/2012	3564	INLAND POTABLE	7,100.00
3786	04/03/2012	1463	J.G. TUCKER AND	70.66
3787	04/03/2012	1547	KELLY PAPER CO	126.79
3788	04/03/2012	1561	KEYSTONE UNIFOR	501.88
3789	04/03/2012	1597	KYLE, PATRICIA	459.66
3790	04/03/2012	1638	LAM, LY CHOU	256.38
3791	04/03/2012	3574	LANUQUEITTE, LO	306.00
3792	04/03/2012	3190	LAYNE, JONATHAN	298.30
3793	04/03/2012	3209	LAYNE, SHARON	74.66
3794	04/03/2012	1694	LEWIS ENGRAVING	5.98
3795	04/03/2012	1696	LEWIS SAW AND L	23.82
3796	04/03/2012	1749	LOS SALAZAR	250.00
3797	04/03/2012	1768	MACADAM, HEIDI	92.82
3798	04/03/2012	1814	MARTIN & CHAPMA	159.29
3799	04/03/2012	1858	MCMASTER CARR S	14.32
3800	04/03/2012	1860	MCNEILL SOUND &	540.00
3801	04/03/2012	1864	MEDCO SUPPLY CO	200.48
3802	04/03/2012	1924	MILLERS & ISHAM	279.44
3803	04/03/2012	1933	MISSION LINEN S	131.37
3804	04/03/2012	1991	MOTOROLA	1,007.75
3805	04/03/2012	3236	MUNOZ, VINCENT	203.00
3806	04/03/2012	2019	MYERS TIRE SUPP	101.61
3807	04/03/2012	2091	O REILLY AUTO P	145.73

CITY OF COVINA
 Check Register
 APRIL 2012

3808	04/03/2012	2104	OFFICE DEPOT	89.15
3809	04/03/2012	99999	JOSPINE ZORRILLA DO	4.00
3810	04/03/2012	99999	ALISSA M FLORES	4.00
3811	04/03/2012	99999	ALISSA M FLORES	4.00
3812	04/03/2012	99999	ALISSA M FLORES	4.00
3813	04/03/2012	99999	DEREK JAMES GOODWIN	4.00
3814	04/03/2012	99999	DEREK JOSEPH BUTLER	4.00
3815	04/03/2012	99999	CHARLES R BENTSON	5.00
3816	04/03/2012	99999	APRIL DAWN BONILLA	6.00
3817	04/03/2012	99999	MELINDA DOLORES CHA	6.00
3818	04/03/2012	99999	JOSE MARIO BENAVIDEZ	10.00
3819	04/03/2012	99999	JULIE DELLAQUILA	30.00
3820	04/03/2012	99999	MARCIAL JACOME CHIRI	30.00
3821	04/03/2012	99999	TEODORO T COSICO	30.00
3822	04/03/2012	99999	CATHERINE J KALIEL	30.00
3823	04/03/2012	99999	DEBORAH L GUERRERO	30.00
3824	04/03/2012	99999	JORGE ALBERTO CORTEZ	40.00
3825	04/03/2012	99999	JOE MAGANA	45.00
3826	04/03/2012	99999	MICHAEL A ESPINOZA	45.00
3827	04/03/2012	99999	DAVID G HERNANDEZ	45.00
3828	04/03/2012	99999	SAMANTHA PATTERSON	45.00
3829	04/03/2012	99999	EMELIANO DIAZ	46.00
3830	04/03/2012	99999	LISA D CRANE	60.00
3831	04/03/2012	99999	JAMES H CULWELL	70.00
3832	04/03/2012	99999	JAMES H CULWELL	70.00
3833	04/03/2012	99999	DANA L ATHANS	70.00
3834	04/03/2012	99999	MARCOS JR. BARRON	70.00
3835	04/03/2012	99999	LAURIE MICHELLE LEER	70.00
3836	04/03/2012	99999	CLANCY D LEIBHAM	70.00
3837	04/03/2012	99999	ENTERPRISE, LSG, CO NE	70.00
3838	04/03/2012	99999	JOSEPH ELDAM	70.00
3839	04/03/2012	99999	RAFAEL G GUERRA	70.00
3840	04/03/2012	99999	LIZETH LOPEZ	75.00
3841	04/03/2012	99999	MANUEL A LANUZA	75.00
3842	04/03/2012	99999	COSCO FIRE PROTECTIOI	101.00
3843	04/03/2012	99999	GERALD A CADY	148.00
3844	04/03/2012	99999	PRISCILLA LOPEZ	335.00
3845	04/03/2012	2183	PALOS SPORTS	187.86
3846	04/03/2012	2189	PARADA, MIGUEL	1,383.46
3847	04/03/2012	2238	PEST OPTIONS IN	265.00
3848	04/03/2012	2309	PROFESSIONAL AC	5,587.60
3849	04/03/2012	3534	Psychological C	700.00
3850	04/03/2012	2345	QUILL	116.38
3851	04/03/2012	2389	RC KEMP CONSULT	930.00

CITY OF COVINA
Check Register
APRIL 2012

3852	04/03/2012	2415	REPUBLIC MASTER	100.59
3853	04/03/2012	2444	RIO HONDO COLLE	564.00
3854	04/03/2012	2519	SALAMONE, KIMBE	196.00
3855	04/03/2012	2545	SAN GABRIEL VAL	15.00
3856	04/03/2012	2546	SAN GABRIEL VAL	956.01
3857	04/03/2012	2607	SERESINGHE, AJI	900.00
3858	04/03/2012	2676	SMART AND FINAL	140.73
3859	04/03/2012	2714	SOUTHERN CA GAS	575.00
3860	04/03/2012	2719	SPARKLETTES	23.33
3861	04/03/2012	2736	STAPLES BUSINES	8.40
3862	04/03/2012	2737	STAPLES INC	210.04
3863	04/03/2012	2781	SURETECK INDUST	9,761.75
3864	04/03/2012	2797	SYN-TECH SYSTEM	1,310.13
3865	04/03/2012	2818	TAVANNA	140.53
3866	04/03/2012	2846	THOMAS, TERRI	867.42
3867	04/03/2012	2901	TRIFYTT SPORTS	1,134.83
3868	04/03/2012	2942	UNITED SITE SER	172.57
3869	04/03/2012	2958	US POSTMASTER	476.15
3870	04/03/2012	2958	US POSTMASTER	530.13
3871	04/03/2012	2999	VERIZON CALIFOR	291.64
3872	04/03/2012	3010	VILLARREAL, TIF	114.33
3873	04/03/2012	3023	VULCAN MATERIAL	321.99
3874	04/03/2012	3187	WAGONER, PAMELA	181.60
3875	04/03/2012	3043	WARREN DISTRIBU	128.01
3876	04/03/2012	3064	WELLDYNERX	60.73
3877	04/03/2012	3082	WESTERN WATER W	93.53
3878	04/03/2012	3137	Y TIRE SALES	60.92
3879	04/03/2012	3138	YAP, ALBERTO	139.50
3880	04/10/2012	2	10-8 RETROFIT	1,126.28
3881	04/10/2012	4	1800-RADIATOR	153.34
3882	04/10/2012	13	A-1 POWER SWEEP	600.00
3883	04/10/2012	23	ABORTA BUG INC	75.00
3884	04/10/2012	50	ADVANCED	1,430.10
3885	04/10/2012	113	ALL CITY MANAGE	5,104.80
3886	04/10/2012	160	AMERICAN WEST C	25.00
3887	04/10/2012	221	AT&T MOBILITY	1,185.16
3888	04/10/2012	254	AZUSA LIGHT & W	1,180.71
3889	04/10/2012	3243	BMW MOTORCYCLES	291.42
3890	04/10/2012	557	CASTILLO, JOHN	300.00
3891	04/10/2012	590	CELLEBRITE USA	999.00
3892	04/10/2012	649	CINTAS CORP #69	161.56
3893	04/10/2012	654	CITRUS CAR WASH	154.70
3894	04/10/2012	700	COLLEY FORD	31.45
3895	04/10/2012	711	COMMUNITY ACTIO	350.00

CITY OF COVINA
Check Register
APRIL 2012

3896	04/10/2012	730	CONTEMPORARY IN	24.00
3897	04/10/2012	777	COVINA RENTS	128.32
3898	04/10/2012	857	DAVID TURCH AND	4,000.00
3899	04/10/2012	894	DF POLYGRAPH	250.00
3900	04/10/2012	947	DUNN EDWARDS CO	53.82
3901	04/10/2012	970	EDISON CO	28,581.90
3902	04/10/2012	999	ENNIS TRAFFIC S	1,804.16
3903	04/10/2012	1055	FEDEX	7.30
3904	04/10/2012	1092	FORENSIC NURSE	690.00
3905	04/10/2012	1204	GOLDEN STATE WA	464.52
3906	04/10/2012	1235	GRAINGER	340.47
3907	04/10/2012	1364	HOME DEPOT	607.29
3908	04/10/2012	1371	HOSE MAN INC, T	36.08
3909	04/10/2012	1416	IMPERIAL NOTARY	126.00
3910	04/10/2012	1434	INTEGRA TEST	120.00
3911	04/10/2012	1526	JS CONSULTANTS	19,224.81
3912	04/10/2012	1561	KEYSTONE UNIFOR	500.66
3913	04/10/2012	1603	LA CNTY	296.00
3914	04/10/2012	1608	LA CNTY CDC/CDB	1,511.00
3915	04/10/2012	1614	LA CNTY FIRE DE	604,954.00
3916	04/10/2012	1617	LA CNTY REGISTR	16.00
3917	04/10/2012	1617	LA CNTY REGISTR	16.00
3918	04/10/2012	1617	LA CNTY REGISTR	16.00
3919	04/10/2012	1694	LEWIS ENGRAVING	39.15
3920	04/10/2012	1696	LEWIS SAW AND L	264.83
3921	04/10/2012	1730	LONG BEACH, CIT	95.00
3922	04/10/2012	1752	LOW, BOB	17.86
3923	04/10/2012	1754	LOWE'S COMPANIE	148.25
3924	04/10/2012	1933	MISSION LINEN S	238.36
3925	04/10/2012	2061	NEWPORT FARMS I	210.25
3926	04/10/2012	2091	O REILLY AUTO P	145.99
3927	04/10/2012	2094	OAKSTONE WELLNE	131.70
3928	04/10/2012	2104	OFFICE DEPOT	348.37
3929	04/10/2012	2104	OFFICE DEPOT	76.10
3930	04/10/2012	99999	SYLVIA H. WILLIAMS	4.00
3931	04/10/2012	99999	ARTURO MARTINEZ CER	30.00
3932	04/10/2012	99999	TREO CAPITAL GROUP IN	44.31
3933	04/10/2012	99999	JACK ADAMS	50.85
3934	04/10/2012	99999	HINDS INVESTMENTS	80.00
3935	04/10/2012	99999	JIM KEY	199.00
3936	04/10/2012	99999	STEPHEN ALEXANDER HI	3,158.00
3937	04/10/2012	2321	PSTC	0.00
3938	04/10/2012	3534	Psychological C	350.00
3939	04/10/2012	2335	PYRO-COMM SYSTE	135.00

CITY OF COVINA
Check Register
APRIL 2012

3940	04/10/2012	2415	REPUBLIC MASTER	133.49
3941	04/10/2012	2434	RICE/ENGLANDER	3,000.00
3942	04/10/2012	2445	RIOS, ARVENA	46.41
3943	04/10/2012	2676	SMART AND FINAL	76.24
3944	04/10/2012	2737	STAPLES INC	654.48
3945	04/10/2012	2825	TELEVISION EQUI	40.76
3946	04/10/2012	2853	THYSSENKRUPP EL	970.67
3947	04/10/2012	2855	TIME WARNER CAB	145.12
3948	04/10/2012	2907	TRUGREEN LANDSC	8,612.49
3949	04/10/2012	2933	ULTRA-CHEM INC	921.22
3950	04/10/2012	2935	UNDERGROUND SER	91.50
3951	04/10/2012	2945	UNITED TRAFFIC	108.14
3952	04/10/2012	2958	US POSTMASTER	414.98
3953	04/10/2012	3270	Van Lund	990.00
3954	04/10/2012	2999	VERIZON CALIFOR	714.09
3955	04/10/2012	3023	VULCAN MATERIAL	119.80
3956	04/10/2012	3037	WALMART	21.52
3957	04/10/2012	3068	WELLS FARGO FIN	166.45
3958	04/10/2012	3070	WEST COAST ARBO	690.00
3959	04/10/2012	3077	WEST LITE SUPPL	117.41
3960	04/10/2012	3087	WEYNSCHENK, AMA	46.41
3961	04/10/2012	3102	WILLDAN FINANCI	63.62
3962	04/10/2012	3102	WILLDAN FINANCI	81.30
3963	04/10/2012	3106	WILLIAMS, SHELB	61.94
3964	04/10/2012	3134	XEROX CORPORATI	84.51
3965	04/10/2012	3137	Y TIRE SALES	142.68
3966	04/12/2012	68	AFLAC ACCT# YQ7	3,599.82
3967	04/12/2012	68	AFLAC ACCT# YQ7	28.00
3968	04/12/2012	69	AFSCME	920.00
3969	04/12/2012	487	CalPERS	59,521.04
3970	04/12/2012	775	COVINA POLICE A	3,720.00
3971	04/12/2012	788	COVINA, CITY OF	79,999.37
3972	04/12/2012	789	COVINA-FSA, CIT	1,770.00
3973	04/12/2012	819	CSAC-EIA	4,429.51
3974	04/12/2012	819	CSAC-EIA	1,654.56
3975	04/12/2012	878	DELTA DENTAL OF	7,108.70
3976	04/12/2012	1247	GREAT WEST LIFE	4,618.50
3977	04/12/2012	1307	HARTFORD LIFE I	9.68
3978	04/12/2012	1405	ICMA RETIREMENT	6,037.41
3979	04/12/2012	1405	ICMA RETIREMENT	845.47
3980	04/12/2012	3280	INTERNAL REVENU	200.00
3981	04/12/2012	2033	NATIONWIDE RETI	2,695.38
3982	04/12/2012	2234	PERS	40,913.82
3983	04/12/2012	2235	PERS LONG TERM	250.01

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3984	04/12/2012	2321	PSTC	220.00
3985	04/12/2012	2936	UNION BANK OF C	2,052.16
3986	04/12/2012	2946	UNITED WAY OF G	20.00
3987	04/12/2012	3014	VISION SERVICE	503.99
3988	04/12/2012	3045	WASHINGTON NATI	251.01
3989	04/12/2012	283	BANK OF THE WES	5,517.27
3990	04/12/2012	2234	PERS	44,278.27
3991	04/17/2012	477	CALIF, STATE OF	374.00
3992	04/17/2012	99999	SKYLINE VISTA EQUITY LI	11.19
3993	04/17/2012	99999	ANNETTE SEJA	11.83
3994	04/17/2012	99999	BHASKARAN CHANDRA	14.49
3995	04/17/2012	99999	ALBERTA J CLARK	21.94
3996	04/17/2012	99999	LINDA EATON	54.74
3997	04/17/2012	99999	NATALIE MC HUGH	60.00
3998	04/17/2012	99999	CATHRYN WECHSLER	76.59
3999	04/17/2012	99999	DAVENPORT CONSULTIN	6,358.04
54000	04/17/2012	2	10-8 RETROFIT	4,594.71
54001	04/17/2012	26	ABSOLUTE SECURI	5,810.40
54002	04/17/2012	48	ADS DOOR AND GA	340.00
54003	04/17/2012	63	AEG SOLUTIONS	74.17
54004	04/17/2012	82	AIR-BREE HEATIN	281.86
54005	04/17/2012	111	ALL AMERICAN AS	142.93
54006	04/17/2012	160	AMERICAN WEST C	50.00
54007	04/17/2012	219	AT&T	218.79
54008	04/17/2012	269	BAKER AND TAYLO	336.58
54009	04/17/2012	318	BELL BUILDING M	3,155.00
54010	04/17/2012	333	BERLITZ	100.00
54011	04/17/2012	341	BEST BEST & KRI	10,132.26
54012	04/17/2012	380	BOOK WHOLESALER	116.11
54013	04/17/2012	420	BROWN-HEIGEL, H	1,951.50
54014	04/17/2012	419	Brownells Inc	500.16
54015	04/17/2012	475	CALIBER POOL AN	3,025.00
54016	04/17/2012	477	CALIF, STATE OF	1,030.00
54017	04/17/2012	516	CANON BUS SOLUT	336.17
54018	04/17/2012	600	CERTIFIED UNDER	220.50
54019	04/17/2012	649	CINTAS CORP #69	161.56
54020	04/17/2012	654	CITRUS CAR WASH	23.90
54021	04/17/2012	1153	CITY OF GARDENA	200.00
54022	04/17/2012	664	CIVILTEC ENGINE	1,435.00
54023	04/17/2012	679	CLEVA TECHNOLOG	227.00
54024	04/17/2012	700	COLLEY FORD	74.78
54025	04/17/2012	749	COUNSELING TEAM	1,020.00
54026	04/17/2012	766	COVINA DISPOSAL	138.66
54027	04/17/2012	771	COVINA IRRIGATI	169,121.50

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54028	04/17/2012	777	COVINA RENTS	476.32
54029	04/17/2012	783	COVINA WATER &	395.60
54030	04/17/2012	788	COVINA, CITY OF	74.35
54031	04/17/2012	798	CRAFCO INC	1,383.51
54032	04/17/2012	862	DE ALWIS, DILU	205.00
54033	04/17/2012	875	DELL MARKETING	18,303.76
54034	04/17/2012	880	DEMCO INC	236.31
54035	04/17/2012	947	DUNN EDWARDS CO	11.95
54036	04/17/2012	962	EAST DISTRICT S	12,675.00
54037	04/17/2012	970	EDISON CO	41,553.77
54038	04/17/2012	971	EDS AUTO PARTS	15.66
54039	04/17/2012	1075	FLEET SERVICES	181.62
54040	04/17/2012	1156	GAS COMPANY, TH	269.58
54041	04/17/2012	1235	GRAINGER	218.53
54042	04/17/2012	1241	GRAND PRINTING	2,509.96
54043	04/17/2012	1275	HAAKER EQUIPMEN	139.20
54044	04/17/2012	3251	HANSON INVESTIG	2,079.52
54045	04/17/2012	3576	HOLIDAY INN BUR	590.00
54046	04/17/2012	1364	HOME DEPOT	133.81
54047	04/17/2012	1371	HOSE MAN INC, T	59.44
54048	04/17/2012	1389	HUNTINGTON COUR	696.30
54049	04/17/2012	1427	INGLEWOOD, CITY	3,939.70
54050	04/17/2012	1428	INGRAM DIST GRO	142.74
54051	04/17/2012	1463	J.G. TUCKER AND	49.32
54052	04/17/2012	1474	JAIME, LUIS	20.00
54053	04/17/2012	3573	JEANNETTE DABNE	161.91
54054	04/17/2012	1531	JW LOCK CO INC	143.33
54055	04/17/2012	1547	KELLY PAPER CO	139.61
54056	04/17/2012	1561	KEYSTONE UNIFOR	1,349.42
54057	04/17/2012	1571	KING BOLT CO	34.09
54058	04/17/2012	1612	LA CNTY DEPT OF	2,167.18
54059	04/17/2012	1646	LANGUAGE LINE S	23.50
54060	04/17/2012	1650	LARA, LAURA	157.50
54061	04/17/2012	1663	LAW ENFORCEMENT	330.00
54062	04/17/2012	1691	LEVEL 3 COMMUNI	1,086.61
54063	04/17/2012	1694	LEWIS ENGRAVING	36.92
54064	04/17/2012	1704	LIBRARY STORE	53.10
54065	04/17/2012	1707	LIEBERT CASSIDY	210.00
54066	04/17/2012	1712	LIGHTHOUSE INC,	21.80
54067	04/17/2012	1715	LIGHTNING OIL C	75.00
54068	04/17/2012	1895	MERRIMAC ENERGY	34,808.45
54069	04/17/2012	1908	MICHAEL J O'DAY	180.00
54070	04/17/2012	1931	MISS CALIFORNIA	0.00
54071	04/17/2012	1933	MISSION LINEN S	340.92

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54072	04/17/2012	1970	MORAN, JAMES	800.00
54073	04/17/2012	2019	MYERS TIRE SUPP	543.73
54074	04/17/2012	2027	NAPA AUTO PARTS	42.11
54075	04/17/2012	3562	NAVAJO CONTRACT	6,390.00
54076	04/17/2012	2061	NEWPORT FARMS I	468.98
54077	04/17/2012	2084	NOTTI, PAMELA S	49.00
54078	04/17/2012	2091	O REILLY AUTO P	136.73
54079	04/17/2012	2104	OFFICE DEPOT	75.77
54080	04/17/2012	99999	MELINDA WOLF	7.95
54081	04/17/2012	99999	PATRICIA MARQUEZ	14.95
54082	04/17/2012	99999	ANN M MAUK	14.98
54083	04/17/2012	99999	ANGELA CHOW	15.00
54084	04/17/2012	99999	EUGENE A CRING	17.99
54085	04/17/2012	2198	PARRISH, DARYL	176.50
54086	04/17/2012	2199	PARS	916.53
54087	04/17/2012	3587	PHILLIP HINOJOS	1,150.00
54088	04/17/2012	3534	Psychological.C	350.00
54089	04/17/2012	2379	RANDALL, KYLE	165.50
54090	04/17/2012	2389	RC KEMP CONSULT	1,320.00
54091	04/17/2012	2415	REPUBLIC MASTER	212.72
54092	04/17/2012	2537	SAN DIEGO REGIO	489.00
54093	04/17/2012	2557	SANTA ANITA FAM	420.00
54094	04/17/2012	2617	SGV ECONOMIC PA	5,000.00
54095	04/17/2012	2648	SIEMENS BUILDIN	1,263.00
54096	04/17/2012	2651	SIGN A RAMA COV	4,999.71
54097	04/17/2012	2676	SMART AND FINAL	447.15
54098	04/17/2012	2691	SNIDER & ASSOCI	2,987.65
54099	04/17/2012	2692	SNIDER EDUCATIO	1,300.00
54100	04/17/2012	2737	STAPLES INC	27.13
54101	04/17/2012	2778	SUPERIOR PAVEME	942.00
54102	04/17/2012	2796	SYNTECH	1,419.22
54103	04/17/2012	2822	TECHDEPOT	268.55
54104	04/17/2012	2826	TEMECULA CREEK	133.55
54105	04/17/2012	2877	TOSHIBA BUSINES	69.35
54106	04/17/2012	3185	TOSHIBA FINANCI	1,758.43
54107	04/17/2012	2954	URBAN GRAFFITI	10,800.00
54108	04/17/2012	2999	VERIZON CALIFOR	532.75
54109	04/17/2012	3001	VERIZON WIRELES	3,698.44
54110	04/17/2012	3004	VICTORY EXTERMI	50.00
54111	04/17/2012	3043	WARREN DISTRIBU	444.45
54112	04/17/2012	3070	WEST COAST ARBO	21,983.40
54113	04/17/2012	3077	WEST LITE SUPPL	148.20
54114	04/17/2012	3078	WEST PAYMENT CE	9.65
54115	04/17/2012	3082	WESTERN WATER W	304.50

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54116	04/17/2012	3137	Y TIRE SALES	60.92
54117	04/18/2012	889	DESILVA, ANURA	2,500.00
54118	04/18/2012	1931	MISS CALIFORNIA	350.00
54119	04/19/2012	3280	INTERNAL REVENU	0.00
54120	04/19/2012	2944	UNITED STATES T	2,043.05
54121	04/24/2012	3	12 MILES OUT.CO	1,200.00
54122	04/24/2012	84	AIRGAS-WEST	1,310.96
54123	04/24/2012	113	ALL CITY MANAGE	2,552.40
54124	04/24/2012	158	AMERICAN TRAFFI	16,185.00
54125	04/24/2012	3585	AMF BOWLING SQU	100.00
54126	04/24/2012	189	AREA D OFFICE O	2,462.70
54127	04/24/2012	219	AT&T	43.61
54128	04/24/2012	219	AT&T	804.50
54129	04/24/2012	225	ATKINSON, ANDEL	217.50
54130	04/24/2012	269	BAKER AND TAYLO	988.18
54131	04/24/2012	282	BANK OF THE WES	9,042.20
54132	04/24/2012	318	BELL BUILDING M	3,155.00
54133	04/24/2012	362	BLAKE PAPER CO	96.71
54134	04/24/2012	380	BOOK WHOLESALER	206.45
54135	04/24/2012	411	BRODART CO	426.81
54136	04/24/2012	430	BUILDING ELECTR	75.00
54137	04/24/2012	476	CALIF BUILDING	275.40
54138	04/24/2012	600	CERTIFIED UNDER	20.62
54139	04/24/2012	634	CHEVRON PRODUCT	580.42
54140	04/24/2012	649	CINTAS CORP #69	161.56
54141	04/24/2012	664	CIVILTEC ENGINE	5,217.71
54142	04/24/2012	682	CLINICAL LAB OF	420.00
54143	04/24/2012	710	COMMUNICATIONS	337.50
54144	04/24/2012	783	COVINA WATER &	48.75
54145	04/24/2012	849	DAPEER ROSENBLI	369.05
54146	04/24/2012	896	DH MAINTENANCE	5,996.28
54147	04/24/2012	3164	DIVERSIFIED PAR	32,732.90
54148	04/24/2012	970	EDISON CO	1,239.99
54149	04/24/2012	971	EDS AUTO PARTS	105.39
54150	04/24/2012	1055	FEDEX	3.64
54151	04/24/2012	1165	GAYLORD BROS IN	63.90
54152	04/24/2012	1197	GLOBAL WATER MA	39,760.09
54153	04/24/2012	1204	GOLDEN STATE WA	54.56
54154	04/24/2012	1235	GRAINGER	301.26
54155	04/24/2012	1255	GRISWOLD INDUST	1,912.24
54156	04/24/2012	1364	HOME DEPOT	179.58
54157	04/24/2012	1371	HOSE MAN INC, T	1,617.83
54158	04/24/2012	1394	HYDRO CONNECTIO	134.97
54159	04/24/2012	1428	INGRAM DIST GRO	70.64

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54160	04/24/2012	1429	INLAND EMPIRE S	1,076.50
54161	04/24/2012	1437	INTER-CON SECUR	5,319.60
54162	04/24/2012	1505	JOHNNY'S POOL S	3.25
54163	04/24/2012	1513	JOHNSON'S NUMBE	58.00
54164	04/24/2012	1547	KELLY PAPER CO	63.47
54165	04/24/2012	1561	KEYSTONE UNIFOR	195.65
54166	04/24/2012	1571	KING BOLT CO	15.99
54167	04/24/2012	1604	LA CNTY AGRIC C	331.76
54168	04/24/2012	1609	LA CNTY COUNTY	3,423.76
54169	04/24/2012	1615	LA CNTY MTA	420.00
54170	04/24/2012	1617	LA CNTY REGISTR	16.00
54171	04/24/2012	1629	LA WORKS	7,352.00
54172	04/24/2012	1696	LEWIS SAW AND L	40.18
54173	04/24/2012	3294	Leyva, Patricia	250.00
54174	04/24/2012	1703	LIBRARY ADVANTA	130.00
54175	04/24/2012	1707	LIEBERT CASSIDY	1,330.61
54176	04/24/2012	1729	LONG BEACH BMW	1,191.41
54177	04/24/2012	1858	MCMASTER CARR S	221.29
54178	04/24/2012	1933	MISSION LINEN S	385.08
54179	04/24/2012	2027	NAPA AUTO PARTS	27.54
54180	04/24/2012	2059	NEW PIG CORPORA	87.09
54181	04/24/2012	2061	NEWPORT FARMS I	180.68
54182	04/24/2012	2091	O REILLY AUTO P	44.34
54183	04/24/2012	2104	OFFICE DEPOT	125.15
54184	04/24/2012	2104	OFFICE DEPOT	22.56
54185	04/24/2012	99999	CHRISTINE LEADINGHAM	25.00
54186	04/24/2012	99999	VANESSA CASTRO	33.98
54187	04/24/2012	99999	FLORIDO BASALLO	45.00
54188	04/24/2012	99999	CRYSTAL GOINS	75.00
54189	04/24/2012	2226	PENWORTHY COMPA	2,397.64
54190	04/24/2012	2238	PEST OPTIONS IN	265.00
54191	04/24/2012	2312	PROFORCE LAW EN	407.80
54192	04/24/2012	2407	REGIONAL TAP SE	768.24
54193	04/24/2012	2415	REPUBLIC MASTER	103.51
54194	04/24/2012	2489	ROTO ROOTER SER	664.30
54195	04/24/2012	3556	SACRA	41,725.29
54196	04/24/2012	2619	SGV EXAMINER	502.44
54197	04/24/2012	2646	SHOWCASES	362.94
54198	04/24/2012	2651	SIGN A RAMA COV	96.60
54199	04/24/2012	2667	SIRSIDYNIX	356.57
54200	04/24/2012	2676	SMART AND FINAL	5.97
54201	04/24/2012	2686	SMITH, STEVEN	20.31
54202	04/24/2012	2711	SOUTHEAST CONST	19.25
54203	04/24/2012	2713	SOUTHERN CA EDI	27,371.54

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54204	04/24/2012	2719	SPARKLETTS	29.88
54205	04/24/2012	2737	STAPLES INC	428.57
54206	04/24/2012	2852	THREE VALLEY MU	4,991.17
54207	04/24/2012	2903	TRI-XECUTEX COR	80.00
54208	04/24/2012	2942	UNITED SITE SER	287.73
54209	04/24/2012	2958	US POSTMASTER	699.24
54210	04/24/2012	2999	VERIZON CALIFOR	1,636.73
54211	04/24/2012	3004	VICTORY EXTERMI	25.00
54212	04/24/2012	3006	VIDEO STORE SHO	30.74
54213	04/24/2012	3023	VULCAN MATERIAL	497.86
54214	04/24/2012	3072	WEST COVINA AUT	700.00
54215	04/24/2012	3077	WEST LITE SUPPL	59.37
54216	04/24/2012	3082	WESTERN WATER W	89.44
54217	04/24/2012	3117	WONDRIES FLEET	32,286.79
54218	04/24/2012	3134	XEROX CORPORATI	66.93
54219	04/24/2012	3135	XO COMMUNICATIO	5,682.56
54220	04/24/2012	3137	Y TIRE SALES	60.92
54221	04/24/2012	3152	YWCA	1,520.99
54222	04/25/2012	73	AGGERS, MICHAEL	1,416.00
54223	04/25/2012	140	ALVAREZ, DANIEL	234.60
54224	04/25/2012	165	ANDERSON, ALLEN	1,567.44
54225	04/25/2012	166	ANDERSON, PATRI	1,416.00
54226	04/25/2012	289	BARKER, BEN	3,389.70
54227	04/25/2012	308	BEAVER, PAUL B	234.60
54228	04/25/2012	321	BELL, DONALD R	234.60
54229	04/25/2012	330	BENNINGTON, WIL	102.00
54230	04/25/2012	332	BERGENER, WALTE	93.60
54231	04/25/2012	360	BLADES, STEVEN	1,416.00
54232	04/25/2012	379	BONNELL, EVELYN	234.60
54233	04/25/2012	390	BOWMAN, CLAUDE	234.60
54234	04/25/2012	405	BRINEGAR, ROBER	234.60
54235	04/25/2012	410	BRITZ, IRENE	234.60
54236	04/25/2012	415	BROWN, ELAINE	234.60
54237	04/25/2012	416	BROWN, JULIE C	93.60
54238	04/25/2012	418	BROWNE, ROBERT	1,567.44
54239	04/25/2012	421	BROWNING, BETTY	234.60
54240	04/25/2012	422	BRUBAKER, JERRY	234.60
54241	04/25/2012	427	BUCHANAN, PATRI	1,650.00
54242	04/25/2012	464	CAGLE, MARY	93.60
54243	04/25/2012	529	CAREW, CAROL AN	102.00
54244	04/25/2012	569	CATANIA, MARY E	234.60
54245	04/25/2012	591	CELLIAN, MARY	234.60
54246	04/25/2012	670	CLARK, HUBERT	1,416.00
54247	04/25/2012	673	CLARK, RONNIE	1,416.00

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54248	04/25/2012	677	CLEMENS, ROBERT	234.60
54249	04/25/2012	678	CLEMENT, LARRY	234.60
54250	04/25/2012	689	COAKLEY, RAYMON	234.60
54251	04/25/2012	742	CORDER, MARK C	1,650.00
54252	04/25/2012	892	DEWHIRST, DEL	234.60
54253	04/25/2012	938	DOWDY, WAYNE	234.60
54254	04/25/2012	945	DUKE, WILMA	102.00
54255	04/25/2012	1010	ESCALANTE, RICH	234.60
54256	04/25/2012	1020	ESTRADA, EDWARD	234.60
54257	04/25/2012	1072	FISHER, MARGARE	93.60
54258	04/25/2012	1095	FORNES JR, JAME	234.60
54259	04/25/2012	1101	FOURZAN, SERGIO	234.60
54260	04/25/2012	1112	FRANKLIN-VALDEZ	1,416.00
54261	04/25/2012	1123	FRIZE, PAT	234.60
54262	04/25/2012	1137	GALLIVAN, KAREN	1,416.00
54263	04/25/2012	1139	GALLON, JOHN DA	1,416.00
54264	04/25/2012	1159	GATTONE, DONALD	234.60
54265	04/25/2012	1161	GAULDIN, HAROLD	234.60
54266	04/25/2012	1186	GILMAN, ROBERT	1,416.00
54267	04/25/2012	1201	GOETZ, MARCIA D	1,416.00
54268	04/25/2012	1223	GOODMAN, GLEN	93.60
54269	04/25/2012	1225	GOODWIN, PAUL	234.60
54270	04/25/2012	1236	GRAMMATIKAS, DO	234.60
54271	04/25/2012	1243	GRAVES, KENNETH	234.60
54272	04/25/2012	1250	GREENER, CHARLE	102.00
54273	04/25/2012	1257	GROSS, RUTH	234.60
54274	04/25/2012	1283	HALSTED, MARILY	1,416.00
54275	04/25/2012	1292	HANSON, ALLISON	1,416.00
54276	04/25/2012	1296	HARO, DAVID	234.60
54277	04/25/2012	1301	HARRIS, KENNETH	1,416.00
54278	04/25/2012	1309	HARVEY, ANDREW	1,650.00
54279	04/25/2012	1310	HASEMEYER, CLYD	102.00
54280	04/25/2012	1372	HOSTETLER, DARR	234.60
54281	04/25/2012	1378	HOWELL, CLAUDE	289.10
54282	04/25/2012	1455	IVY, RICHARD	1,416.00
54283	04/25/2012	1469	JACOBS, DANIEL	1,416.00
54284	04/25/2012	1479	JANES, NORMAN G	234.60
54285	04/25/2012	1485	JENNINGS, ERMON	234.60
54286	04/25/2012	1510	JOHNSON, PAUL D	1,416.00
54287	04/25/2012	1519	JONES, RITA	234.60
54288	04/25/2012	1522	JORDAN, RICHARD	102.00
54289	04/25/2012	1536	KAVANAGH, JOHN	5,323.56
54290	04/25/2012	1541	KEEN, WILLIAM	93.60
54291	04/25/2012	1549	KEMP, BOBBI	1,416.00

CITY OF COVINA
Check Register
APRIL 2012

54292	04/25/2012	1555	KEOHEN, WILLIAM	93.60
54293	04/25/2012	1570	KIMBALL, MARILY	234.60
54294	04/25/2012	1577	KLINGELBERG, KE	234.60
54295	04/25/2012	1592	KREBS, ROBERT L	234.60
54296	04/25/2012	1641	LAMUNYON, STEVE	2,728.38
54297	04/25/2012	1645	LANGHAM, MARJOR	234.60
54298	04/25/2012	1685	LENTZ, JOHN	102.00
54299	04/25/2012	1687	LEO, RACHEL LOU	1,650.00
54300	04/25/2012	1689	LETOURNEAU, RAY	93.60
54301	04/25/2012	1781	MAGAN, PAUL	93.60
54302	04/25/2012	1790	MANGIAPANE, JAM	1,416.00
54303	04/25/2012	1791	MANNERS, NANCY	234.60
54304	04/25/2012	1806	MARQUEZ, MICHAEL	102.00
54305	04/25/2012	1812	MARTEENY-HAUS,	1,416.00
54306	04/25/2012	1839	MC GUIRE, ANNE	102.00
54307	04/25/2012	1840	MC KEE, RONALD	1,567.44
54308	04/25/2012	1842	MCAFFEE, GENE	234.60
54309	04/25/2012	1897	MESSINEO, JACQU	1,416.00
54310	04/25/2012	1918	MILES, DAVID L.	1,567.44
54311	04/25/2012	1935	MITCHELL, C JOA	102.00
54312	04/25/2012	1936	MITCHELL, HAROL	234.60
54313	04/25/2012	2012	MURPHY, JAMES	234.60
54314	04/25/2012	2013	MURRAY, DENNIS	93.60
54315	04/25/2012	2049	NEILSON, RALEIG	234.60
54316	04/25/2012	2051	NELSON, WILLIAM	141.60
54317	04/25/2012	2096	OBLONSKY, JERRY	102.00
54318	04/25/2012	2113	OLIVE, ROBERT J	234.60
54319	04/25/2012	2118	OLSON, ZAN	234.60
54320	04/25/2012	2146	OSBORN, MICHAEL	1,416.00
54321	04/25/2012	2197	PARRIS, ERNEST	234.60
54322	04/25/2012	2254	PHILIPS, PAUL J	2,250.00
54323	04/25/2012	2261	PIERSON, SCOTT	1,650.00
54324	04/25/2012	2283	POSSNER, ROGER	102.00
54325	04/25/2012	2332	PURCELL, CHRIST	1,416.00
54326	04/25/2012	2399	REDDEN, CHARLES	102.00
54327	04/25/2012	2409	REIGEL, WILLIAM	234.60
54328	04/25/2012	2421	REVIS, CATHY	1,416.00
54329	04/25/2012	2472	RODRIGUEZ, PHIL	234.60
54330	04/25/2012	2484	ROSALES, CHARLE	1,416.00
54331	04/25/2012	2501	RUMPLER, JOANNE	1,416.00
54332	04/25/2012	2567	SANTOS, ROGER	93.60
54333	04/25/2012	2579	SCHLEIF, FRANCI	1,416.00
54334	04/25/2012	2580	SCHMID, FRANK	1,416.00
54335	04/25/2012	2630	SHAUP, JOY ANN	93.60

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Check Register
APRIL 2012

54336	04/25/2012	2679	SMITH, DEANNA	234.60
54337	04/25/2012	2685	SMITH, RICHARD	93.60
54338	04/25/2012	2710	SOUTHALL, MARY	234.60
54339	04/25/2012	2735	STANFIELD, DEWE	93.60
54340	04/25/2012	2785	SUTHERLAND, DAL	93.60
54341	04/25/2012	2792	SWEENEY, PAUL	1,416.00
54342	04/25/2012	2812	TARIN, LORENA	93.60
54343	04/25/2012	2828	TESKE, OSCAR	234.60
54344	04/25/2012	2845	THOMAS, DON R	234.60
54345	04/25/2012	2847	THOMPSON, MARGA	93.60
54346	04/25/2012	2849	THOMSON, JOHN R	234.60
54347	04/25/2012	2864	TOLENTINO, LEOP	102.00
54348	04/25/2012	2991	VELEZ, RAUL	93.60
54349	04/25/2012	2997	VER KUILEN, VAL	1,416.00
54350	04/25/2012	3032	WALKER, EVELINE	234.60
54351	04/25/2012	3038	WALTON, MARLA	93.60
54352	04/25/2012	3048	WASILCHIN, LOUI	1,416.00
54353	04/25/2012	3061	WEISS, MOREY	1,416.00
54354	04/25/2012	3100	WILCOX, MARILYN	234.60
54355	04/25/2012	3112	WINTER, JOAN L	93.60
54356	04/25/2012	3126	WOOTEN, HUBERT	234.60
54357	04/25/2012	3130	WORTHY, WILLIAM	3,389.70
54358	04/25/2012	3161	ZVALO, PEARL	234.60
54359	04/26/2012	68	AFLAC ACCT# YQ7	3,623.92
54360	04/26/2012	68	AFLAC ACCT# YQ7	28.00
54361	04/26/2012	69	AFSCME	960.00
54362	04/26/2012	487	CaPERS	60,710.86
54363	04/26/2012	775	COVINA POLICE A	4,200.00
54364	04/26/2012	788	COVINA, CITY OF	84,722.77
54365	04/26/2012	789	COVINA-FSA, CIT	1,770.00
54366	04/26/2012	819	CSAC-EIA	4,448.40
54367	04/26/2012	819	CSAC-EIA	1,654.56
54368	04/26/2012	878	DELTA DENTAL OF	7,214.80
54369	04/26/2012	1247	GREAT WEST LIFE	4,618.50
54370	04/26/2012	1307	HARTFORD LIFE I	9.67
54371	04/26/2012	1405	ICMA RETIREMENT	6,137.41
54372	04/26/2012	1405	ICMA RETIREMENT	845.47
54373	04/26/2012	3280	INTERNAL REVENU	200.00
54374	04/26/2012	2033	NATIONWIDE RETI	3,082.88
54375	04/26/2012	2234	PERS	43,516.73
54376	04/26/2012	2235	PERS LONG TERM	250.00
54377	04/26/2012	2936	UNION BANK OF C	2,000.02
54378	04/26/2012	2946	UNITED WAY OF G	20.00
54379	04/26/2012	3014	VISION SERVICE	540.79

CITY OF COVINA
Check Register
APRIL 2012

54380	04/26/2012	3045	WASHINGTON NATI	251.01
54381	04/30/2012	477	CALIF, STATE OF	486.08
TOTAL				2,469,821.95

**SUCCESSOR AGENCY TO THE
COVINA REDEVELOPMENT AGENCY
AGENDA ITEM COMMENTARY**

MEETING DATE: June 19, 2012

ITEM NO.: CC 6

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

ITEM TITLE: Payment of Demands

STAFF RECOMMENDATION:

Approve Payment of Demands in the amount of **\$225,411.82**

BACKGROUND:

Attached list of warrants, demands, which are being presented for approval for April 2012 are summarized as follows:

<u>DATE OF DEMANDS</u>	<u>DEMAND NUMBERS</u>	<u>AMOUNT</u>
ACCOUNTS PAYABLE WARRANTS	43-49*550-571	\$172,896.56

WIRE TRANSFERS

PAYROLL

4/6/12 PAYROLL	PPE 4/6/12	\$14,497.75
4/7/12 PAYROLL & INSURANCE	PPE 3/23/12	\$2,528.93
4/13/12 PAYROLL	PPE 4/6/12	\$14,862.09
4/13/12 PAYROLL & INSURANCE	PPE 4/6/12	\$3,431.14
4/26/12 PAYROLL	PPE 4/20/12	\$14,358.22
4/26/12 PAYROLL & INSURANCE	PPE 4/20/12	\$2,837.13

VOIDS

GRAND TOTAL: \$225,411.82

RELEVANCE TO STRATEGIC PLAN: Not applicable

EXHIBITS:

A. ACCOUNTS PAYABLE REGISTER

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

SUCCESSOR AGENCY TO THE
COVINA REDEVELOPMENT AGENCY

Check Register

APRIL 2012

Check #	Check Date	Vendor	Name	Amount
43	04/10/2012	283	BANK OF THE WES	14.50
44	04/10/2012	487	CaIPERS	934.60
45	04/10/2012	776	COVINA REDEVELO	0.00
46	04/10/2012	878	DELTA DENTAL OF	212.20
47	04/10/2012	970	EDISON CO	68.99
48	04/17/2012	137	AL-SAL OIL COMP	7,333.33
49	04/17/2012	896	DH MAINTENANCE	95.00
550	04/17/2012	970	EDISON CO	21.47
551	04/17/2012	1156	GAS COMPANY, TH	73.61
552	04/17/2012	2788	SUTTON PLUMBING	327.42
553	04/17/2012	2795	SWRCB	466.00
554	04/19/2012	282	BANK OF THE WES	352.87
555	04/19/2012	788	COVINA, CITY OF	4,777.73
556	04/19/2012	1907	MG ENTERPRISES	107,885.50
557	04/19/2012	1907	MG ENTERPRISES	5,828.91
558	04/19/2012	1907	MG ENTERPRISES	2,169.74
559	04/19/2012	1907	MG ENTERPRISES	2,000.00
560	04/19/2012	1907	MG ENTERPRISES	1,548.38
561	04/19/2012	1907	MG ENTERPRISES	6,264.00
562	04/19/2012	1907	MG ENTERPRISES	2,771.65
563	04/19/2012	1907	MG ENTERPRISES	1,465.15
564	04/19/2012	1907	MG ENTERPRISES	9,043.86
565	04/19/2012	2955	US BANK	12,060.85
566	04/19/2012	3135	XO COMMUNICATIO	212.34
567	04/26/2012	137	AL-SAL OIL COMP	4,205.70
568	04/26/2012	254	AZUSA LIGHT & W	56.38
569	04/26/2012	572	CATHOLIC CHARIT	2,563.91
570	04/26/2012	970	EDISON CO	74.90
571	04/26/2012	2999	VERIZON CALIFOR	67.57
TOTAL				172,896.56

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 Successor Agency to the Covina Redevelopment Agency dated Accounts Payable for April 1012; Payroll for 4/06/12, 4/07/12, 4/13/12, and 4/26/12; 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 19th day of June, 2012



CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: June 19, 2012

ITEM NO.: CC 7

STAFF SOURCE: Daryl J. Parrish, City Manager 
Anthony Arroyo, Human Resources Director
Catherine M. LaCroix, Deputy City Clerk 

ITEM TITLE: Direct staff to publish a notice of intent to review the City's Conflict of Interest Code and complete the Code review and any proposed amendments

STAFF RECOMMENDATION

Staff recommends that the City Council direct staff to publish a notice of intent to change the City's Conflict of Interest Code ("Code"), to review the City's adopted Code and submit any proposed amendments no later than October 1, 2012.

FISCAL IMPACT

There is no fiscal impact associated with this item.

BACKGROUND

The Political Reform Act ("Act"), pursuant to Government Code §87300, requires every local government agency to review its Code biennially to determine whether changes are necessary to amend the Code each even-numbered year.

This Council action represents the first step in the mandatory Code review process as required by Government Code §87306.5. As directed by Council, the City Clerk's Office along with appropriate staff will review the City's Code to determine if any changes are necessary based on position classification and/or disclosure categories remain appropriate.

The City Clerk's Office would then notify the Council of any required amendments and present and updated Conflict of Interest Code for Council review and approval by October 1, 2012, as prescribed by the Act. The proposed amended Code is not effective until it is approved by the City Council.

RELEVANCE TO THE STRATEGIC PLAN

There is no direct relevance to the strategic plan.

EXHIBITS

- A. 2012 Local Agency Biennial Notice

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

2012 Local Agency Biennial Notice

Name of Agency: City of Covina
Mailing Address: 125 East College Street, Covina, CA 91723
Contact Person: Cathy LaCroix Office Phone No: (626) 384-5430
E-mail: clacroix@covinaca.gov Fax No: (626) 384-5425

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code requires disclosure by agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict-of-interest code and has determined that (*Check one box*):

- An amendment is required. The following amendments are necessary:**
(*Mark all that apply.*)
- Include new positions.
 - Revise disclosure categories.
 - Revise the titles of existing positions.
 - Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions.
 - Other (*describe*) _____
- No amendment is required.**
- The code is currently under review by the code reviewing body.**

Verification

The agency's code accurately designates all positions that make or participate in the making of governmental decisions; the disclosure categories assigned to those positions accurately require the disclosure of all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding the designated positions; and the code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

June 19, 2012
Date

Complete this notice regardless of how recently your code was approved or amended.
Please return this notice no later than **October 1, 2012**, or the date specified by your agency, if earlier, to:

(PLACE RETURN ADDRESS OF CODE REVIEWING BODY HERE)

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: June 19, 2012

ITEM NO.: CC 8

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

ITEM TITLE: Approval of request by Hathaway-Sycamores Child and Family Services for exemption from the City's business license tax, Calendar year 2012. The organization is located at 1411 N. Grand Ave., Suite 100, Covina, CA 91724.

STAFF RECOMMENDATION

Approve Hathaway-Sycamores Child and Family Services business license tax exemption.

FISCAL IMPACT

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

BACKGROUND

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

Hathaway-Sycamores Child and Family Services is a nonprofit public benefit corporation which operates programs to provide care, treatment, support and education for neglected, abused and emotionally disturbed children and their families.

Hathaway-Sycamores Child and Family Services is seeking exemption from the City's business license tax in order to conduct the charitable business of the organization. The organization has met all of the requirements for exemption of the business license tax contained in Sections 5.04.100 through 5.04.140.

RELEVANCE TO THE STRATEGIC PLAN

None

EXHIBITS

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

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

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: June 19, 2012

ITEM NO.: CC 9

STAFF SOURCE: Dilu de Alwis, Finance Director 

ITEM TITLE: Resolutions Adopting Investment Policies for Fiscal Year 2012-2013 for the City of Covina.

STAFF RECOMMENDATION:

Adopt Resolution Number 12-7082 adopting an investment policy for the City's investment portfolio for Fiscal Year 2011-2012.

GENERAL FUND IMPACT:

None.

BACKGROUND:

Annually, the City Treasurer is required by Government Code Section 53646 to submit a statement of investment policy to the City Council for Council adoption.

The policy has been reviewed by the City Attorney, Marco Martinez, and by the City Treasurer, John B. Fielding. The investment policy is submitted for adoption for fiscal year 2012-2013 in accordance with legislation that became effective as of January 1, 1996.

The adoption of the investment policy at the start of the fiscal year does not preclude the City Council from amending the policy at any time during the fiscal year.

EXHIBITS:

- A. Investment Policy
- B. Resolution No. 12-7082

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

RESOLUTION NO. 12-7082

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
COVINA ADOPTING AN INVESTMENT POLICY FOR THE CITY'S
INVESTMENT PORTFOLIO FOR FISCAL YEAR 2012-2013**

WHEREAS, the City council wishes to clarify and establish investment policies to guide the City Manager, Finance Director, and City staff regarding City investments.

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

SECTION 1: Investments of City funds shall be made in accordance with the Statement of Investment Policy attached hereto as Exhibit A, and made a part hereof.

SECTION 2: The policies adopted by this resolution are in addition to and supplements any other legal requirements.

SECTION 3: The City Clerk shall certify to the passage and adoption of this resolution and the same shall take effect and be in force.

APPROVED AND ADOPTED this 19th day June 2012.

Kevin Stapleton, Mayor

ATTEST:

Kay Manning, City Clerk

APPROVED AS TO FORM:

Marco Martinez, City Attorney

I, Kay Manning, City Clerk of the City of Covina, California, hereby CERTIFY that this resolution was adopted by the City Council at a regular meeting of the City Council held August 16th 2011 and was approved and passed by the following vote:

AYES:
NOES:
ABSENT:

Kay Manning, City Clerk

CITY OF COVINA
STATEMENT OF INVESTMENT POLICY
FISCAL YEAR 2012-2013

PURPOSE:

- A. This Investment Policy is set forth by the City of Covina (City) for the following purposes:
1. To establish a clear understanding for the Council, City management, responsible employees, and third parties of the objectives, policies, and guidelines for the investment of the City's idle and surplus funds.
 2. To offer guidance to investment staff and any outside advisers on the investment of City funds.
 3. To establish a basis for evaluating investment results.
- B. The general purpose of this Investment Policy is to outline a philosophy and attitude that will guide the investment of City funds toward the desired investment goals. It is intended to be sufficiently specific to be meaningful, yet adequately flexible to be practical.

POLICY

It is the policy of the City to invest public funds in a manner that will provide the highest investment return with maximum security while meeting the daily cash flow demands of the City and conforming to all State and local statutes governing the investment of public funds.

1.0 SCOPE:

This Investment Policy applies to all cash assets of the City. Cash assets held by the City shall be pooled in order to manage the City's cash resources effectively. All pooled cash assets are accounted for in the City's Comprehensive Annual Financial Report and include the following funds:

FUNDS:

- 1.1.1 General Fund
- 1.1.2 Special Revenue Funds
- 1.1.3 Debt Service Funds
- 1.1.4 Capital Projects Funds
- 1.1.5 Enterprise Funds
- 1.1.6 Internal Service Funds
- 1.1.7 Trust and Agency Funds

CITY OF COVINA
STATEMENT OF INVESTMENT POLICY
FISCAL YEAR 2012-2013 (Continued)

The scope of this investment policy does not extend to cash assets held by fiscal agents, deferred compensation cash assets or other cash assets over which the City does not exercise specific control.

2.0 PRUDENCE:

The standard of prudence to be used by investment officials shall be the “**prudent investor**” standard and shall be applied in the context of managing the overall portfolio. This standard requires all investment officials, when investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, to act with the care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the City, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the City. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law.

3.0 OBJECTIVES:

The primary objectives, in priority order, of the City’s investment activities shall be:

3.1 **Safety.** Maintaining the principal value of assets entrusted to the City is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio by limiting investment risk in the portfolio. Additionally, since all possible cash demands cannot be anticipated, the portfolio shall consist largely of securities with active secondary or resale markets.

3.1.1 **Credit Risk.** The City will minimize credit risk, the risk of loss due to financial failure of the security issuer or backer by:

- Limiting exposure to poor credits and concentrating investments in the safest type of securities.
- Pre-qualifying the financial institutions, broker/dealers, intermediaries and advisors that the City will do business with.
- Diversifying the investment portfolio so that the potential losses on individual investments will be minimized.
- Actively monitoring the investment portfolio for ratings changes, changing economic/market conditions, etc.

3.1.2 **Interest Rate Risk.** The City will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates by:

- Structuring the investment portfolio so that the securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities in the open market prior to maturity.
- Investing operating funds primarily in shorter-term securities or short-term investment pools.

3.2 **Liquidity.** The City’s investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands

CITY OF COVINA
STATEMENT OF INVESTMENT POLICY
FISCAL YEAR 2012-2013 (Continued)

cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity).

3.3 **Return on Investment.** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The majority of the portfolio is limited to highly rated/low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- A security swap would improve the quality, yield, or target duration in the portfolio.
- Liquidity needs of the portfolio require that the security be sold.

4.0 REPORTING:

In accordance with amended Section 53646 of the Government Code, the Treasurer will annually render to the City Council in July of each fiscal year, a statement of investment policy. The Treasurer shall review the policy on an annual basis. Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such moneys shall be reinvested only as provided by this policy.

Pursuant to Section 53607 and Section 53646 of the Government Code, the Treasurer shall render a report to the City Council and City Manager, containing detailed information on all securities, investments, and moneys of the City. The report will be submitted on a quarterly basis and be provided to the Council within 30 days following the end of the quarter.

The report will contain the following information on the funds that are subject to this investment policy: 1) the type of investment, name of the issuer, date of maturity, par and dollar amount invested on all securities in each investment; 2) any investments, including loans and security lending programs, that are under the management of contracted parties; 3) for all securities held by the City and under management of any outside party that is also a local agency or Local Agency Investment Fund, the current market value as of the date of the report, and source of this valuation; 4) a statement of the portfolio's compliance with the City's investment policy, or manner in which the portfolio is not in compliance; and 5) a statement denoting the City's ability to meet its pools expenditure requirements for the next six months, or an explanation as to why sufficient money shall, or may, not be available.

To the extent the City has funds invested in County investment pools the Treasurer shall request copies of all the investment reports generated by the Counties pursuant to Government Code Section 27133 and the annual audit required by Government Code Section 27134. The investment report shall reflect a summary of these reports and audits.

5.0 INTERNAL CONTROL:

The Finance Director is responsible for establishing and maintaining an adequate internal control structure designed to reasonably protect the assets of the City from loss, theft or misuse. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the

CITY OF COVINA
STATEMENT OF INVESTMENT POLICY
FISCAL YEAR 2012-2013 (Continued)

benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

Accordingly, the Finance Director shall establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

Control of collusion.

- Separation of transaction authority from accounting and record keeping.
- Custodial safekeeping.
- Avoidance of physical delivery of securities whenever possible and address control requirements for physical delivery where necessary.
- Clear delegation of authority to subordinate staff members.
- Written confirmation of transactions for investments and wire transfers.
- Development of a wire transfer agreement with the lead bank and third-party custodian and implementation of the appropriate safeguards described in the GFOA Recommended Practice on "Electronic Transactions for State and Local Governments."
- Compliance and oversight with investment parameters including diversification and maximum maturities.

6.0 EXTERNAL AUDIT:

On at least an annual basis the City shall have an external auditor review the City's investments and provide an opinion to the City respecting the City's compliance with this Investment Policy.

7.0 QUALIFIED DEALERS AND INSTITUTIONS:

The City shall transact business only with those banks, savings and loans, registered investment securities dealers, and authorized representatives of investment pools, as authorized by the California Government Code Section 53600 *et seq.* The purchase of any investment, other than those purchased directly from the issuer, shall be purchased either from an institution licensed by the State as a broker/dealer, as defined in Section 25004 of the Corporation Code, who is a member of the National Association of Securities Dealers, or a member of a Federally regulated securities exchange, a National or State-Chartered Bank, a Federal or State Association (as defined by Section 5102 of the Financial Code), or a brokerage firm designed as a Primary Government Dealer by the Federal Reserve Bank. The Treasurer's staff shall review all institutions that wish to do business with the City in order to determine if they are adequately capitalized, make markets in securities appropriate to the City's needs, and agree to abide by the conditions set forth in this Investment Policy. All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must provide a current audited financial statement.

CITY OF COVINA
STATEMENT OF INVESTMENT POLICY
FISCAL YEAR 2012-2013 (Continued)

8.0 AUTHORIZED AND SUITABLE INVESTMENTS:

All investments shall be made in accordance with Sections 53600 *et seq.* of the Government Code of California and as described in the "Permitted Investments" section of this Investment Policy:

8.1 **PERMITTED INVESTMENTS** under this policy shall include:

- 8.1.1 **Securities issued by the U.S. Government or an agency** of the U.S. Government and fully guaranteed as to payment by the U.S. Government or agency of the U.S. Government. Permitted securities shall have fixed coupons, fixed maturity dates and no-call provisions, provided that the stated final maturity does not exceed five years from the date of purchase. Investment in securities issued by agencies of the U.S. Government shall be limited to a maximum of 30 percent of the total and 10 percent of the total portfolio in securities issued by any one Federal agency.
- 8.1.2 **Commercial paper** of "prime" quality rated a minimum of P-1 by Moody's Investor Services (Moody's) or A-1 by Standard & Poor's, Inc. (S&P) provided that: (a) the maturity does not exceed 180 days from the date of purchase; (b) the issuer is a special purpose corporation, trust, or limited liability company organized and operating in the United States with assets in excess of \$500 million; debt other than commercial paper, if any, that is rated "A" or higher by a nationally recognized statistical rating organization (NRSRO); and program-wide credit enhancements including, but not limited to, overcollateralization, letters of credit, or a surety bond; (c) no more than 15 percent of the City's portfolio is invested in commercial paper.
- 8.1.3 **Banker's acceptance** of "prime" quality issued by institutions the short-term obligations of which are rated a minimum P-1 by Moody's or A-1 by S&P provided that: (a) the acceptances are eligible for purchase by the Federal Reserve system; (b) the maturity does not exceed 180 days; and (c) no more than 20 percent of the City's total portfolio may be invested in banker's acceptances.
- 8.1.4 **Medium-term (or corporate) notes** with fixed coupons, fixed maturity and no-call provisions, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States, the long-term obligations of which are rated at least AA- by S&P or Aa- by Moody's. No more than 10 percent of the City's portfolio may be invested in eligible medium-term or corporate notes. The maximum maturity of medium-term corporate notes is two (2) years. Investments in medium-term notes issued by agencies of the Federal Government are governed by Section 8.1.1 of this policy.
- 8.1.5 **Mutual funds** invested in U.S. Government securities that strive to maintain a price of \$1.00 per share ("Government money market funds") in excess of \$500 million in total portfolio value and a rating of Aaa by Moody's and AAA by S&P. Investment in such funds shall not exceed ten percent (10%) of the City's total portfolio.

CITY OF COVINA
STATEMENT OF INVESTMENT POLICY
FISCAL YEAR 2012-2013 (Continued)

- 8.1.6 **Certificates of deposit (CDs)** with fixed coupons and fixed maturity date that may not exceed two (2) years.
 - 8.1.6.1 **Insured deposits**, time deposits not exceeding \$250,000, shall be permitted only in those financial institutions that are active members of the Federal Deposit Insurance Corporate (FDIC). Total insured deposits may not exceed ten percent (10%) of the City's total portfolio.
 - 8.1.6.2 **Secured (collateralized) time deposits** shall be permitted only in those financial institutions meeting the following criteria: (a) in good standing with the California State Collateral Pool; and (b) having a net operating profit in the two (2) most recently completed years; and (c) having long-term debt currently rated A- or higher by S&P or A-3 or higher by Moody's; or having short-term debt rated at least A-1 by S&P or P-1 by Moody's. Total secured time deposits may not exceed ten percent (10%) of the City's total portfolio.
 - 8.1.6.3 **Unsecured (negotiable) deposits (NCDs)** shall be permitted only in those financial institutions meeting the criteria listed in Subsection 8.1.7.2 and, in addition, having total assets in excess of \$1 billion. Total NCDs may not exceed ten percent (10%) of the City's total portfolio.
- 8.1.7 **Local Agency Investment Funds (LAIF)** administered by the State Treasurer's Office.
- 8.1.8 **Passbook accounts that are** maintained solely to provide for ongoing operational needs should be subject to the requirements of this policy.
- 8.1.9 **Municipal bonds** issued by the City or any component unit of the City at limits and maturity as approved by the City Council.
- 8.1.10 **Legal settlements.** Any noncash financial instrument, promissory note or other form of indebtedness acquired by the City as part of a legal settlement.
- 8.2 **Prohibited Investments.** Investments not specifically delineated in Section 8.1 are prohibited. Prohibited investments include, but are not limited to:
 - 8.2.1 Collateralized mortgage obligations, even if issued by agencies of the U.S. Government.
 - 8.2.2 Repurchase agreements and reverse repurchase agreements.
 - 8.2.3 Futures and options.
- 8.3 **Securities** may be sold at a loss in order to improve the risk or return characteristics of the portfolio, to prevent anticipated further erosion of principal or when trading for securities that result in an expected net economic gain to the City.

CITY OF COVINA
STATEMENT OF INVESTMENT POLICY
FISCAL YEAR 2012-2013 (Continued)

If both Moody's and S&P downgrade securities owned by the City to a level below the quality required by this Investment Policy, it shall be the City's policy to sell such securities promptly.

9.0 DIVERSIFICATION REQUIREMENTS:

- 9.1 With the exception of securities issued by the U.S. Government and its agencies, and the Local Agency Investment Fund, no more than 5 percent of the portfolio may be invested in securities of any one issuer.
- 9.2 No more than 30 percent of the portfolio may be invested in securities issued by agencies of the U.S. Government.
- 9.3 No more than 10 percent of the portfolio may be invested in securities issued by any single agency of the U.S. Government.
- 9.4 No individual holding shall constitute more than 5 percent of the total debt outstanding of any issuer.
- 9.5 No more than 20 percent of the portfolio may be invested in banker's acceptances.
- 9.6 No more than 15 percent of the portfolio may be invested on commercial paper.
- 9.7 No more than 10 percent of the portfolio may be invested in medium-term (corporate) notes.
- 9.8 No more than 10 percent of the portfolio may be invested in government money market funds.
- 9.9 No more than 10 percent of the portfolio may be invested in insured certificates of deposit.
- 9.10 No more than 10 percent of the portfolio may be invested in secured time deposits.
- 9.11 No more than 10 percent of the portfolio may be invested in unsecured (negotiable) deposits.

The book value of the security will be used when calculating diversity compliance.

10.0 INVESTMENT POLICY ADOPTION:

The City's Investment Policy shall be adopted by resolution of the City Council of the City of Covina. The policy shall be reviewed each fiscal year, and any modifications thereto must be approved by the City Council.

11.0 CONFLICT OF INTEREST:

Any firm proposing to provide any type of investment service to the City shall acknowledge their familiarity with the provisions of the Political Reform Act, (California Government Code Section 8100 *et seq.*, and 2 Cal. Code of Regs. 18110 *et seq.*, (the "PRA")) and the provisions limiting contractual conflicts of interest under California Government Code Section 1090 *et seq.* Any

CITY OF COVINA
STATEMENT OF INVESTMENT POLICY
FISCAL YEAR 2012-2013 (Continued)

firm proposing to provide any type of investment service to the City shall also acknowledge their familiarity with and agree to abide by any federal or State law, regulation, rule, or policy pertaining to or limiting campaign contributions by such firms, their employees, spouses, and agents.

The provisions of the PRA shall continue to apply to require disclosure and disqualification by any City official or employee and shall apply to require disclosure of the same by any candidate for City office.

All persons, firms, dealers, brokers, and advisors providing investment service or bond issue assistance shall disclose to the City Manager and Finance Director all fee sharing, fee-splitting, and commission arrangements with other entities or persons prior to the City agreeing to buy an investment, or issuing bonds.

CITY OF COVINA
INTEROFFICE MEMORANDUM

TO: Dilu de Alwis, Finance Director
FROM: John Fielding, City Treasurer
DATE: June 11, 2012
SUBJECT: Statement of Investment Policy

This memo is to confirm that I have reviewed the City of Covina Statement of Investment Policy for fiscal year 2012-2013 that you will be presenting to the City Council on June 19, 2012.

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: June 19, 2012

ITEM NO.: CC 10

STAFF SOURCE: Daryl Parrish, City Manager 

ITEM TITLE: Memoranda of Understanding with Covina Valley and Charter Oak Unified School Districts for City to Pay Contribution to Covina Lighting Assessment District In Lieu of Levies Against School District Property.

STAFF RECOMMENDATION

Approve Memoranda of Understanding with Covina Valley and Charter Oak Unified School Districts for City to pay a contribution to the Covina Citywide Lighting District No. 1 ("LAD") in lieu of levying assessments against School District property.

FISCAL IMPACT

In the event the current assessment ballot measure passes, the fiscal impact to the General Fund will be \$8,573 for fiscal year 2012-2013. If the assessment ballot measure fails, there is no additional fiscal impact as the School District properties are not within the current lighting district.

BACKGROUND

At its May 15th meeting, the City Council approved several resolutions to initiate proceedings to form the LAD and to conduct a mail-in ballot to establish the LAD. If established, the LAD will supersede the current lighting district, which is nearly 34 years old and only covers portions of the City that do not include property of either School District. The LAD is intended to include all parcels within the boundary of the City of Covina. As property owners within the proposed LAD, the Covina Valley and Charter Oaks School Districts received ballots with annual levies totaling \$6,084 and \$2,489 respectively.

Although the Districts would be subject to the annual LAD levy, they are generally exempt from property taxes. Thus the County of Los Angeles will not be generating a property tax bill which includes the LAD levy. In order to collect the levy from the two School Districts, the City would have to engage the services of the Engineering firm responsible for calculating the levy and manually bill the Districts which would result in the LAD incurring administrative costs. Additionally in recent discussions with the Superintendents of the two Districts regarding the proposed Citywide LAD, staff was informed that they have no resources allocated for this cost which they currently do not incur.

The attached Memoranda of Understanding would commit the City to pay the equivalent of each School District's LAD levies by making a contribution to the LAD, which is allowed under State law. As a result, both School Districts would be effectively relieved of their obligations to pay assessments into the LAD. The City must pay this contribution from General Fund revenues or other unrestricted funds. Pursuant to California Proposition 218, the City may not pass this cost on to other property owners within the LAD through higher assessment levies.

The MOU's provide by their terms that they will only become effective if and when the City Council takes final action to form the LAD. Should the City Council decide not to form the LAD, both MOU's would automatically terminate without further action. Additionally, the

MOU's will be limited solely to the City's contribution payments to the LAD on behalf of the School Districts. They do not constitute a general waiver or reduction of any other taxes, assessments of fees that the School Districts would otherwise owe to the City.

RELEVANCE TO STRATEGIC PLAN

Not applicable.

EXHIBITS

- A. Memorandum of Understanding -- Covina Valley Unified School District
- B. Memorandum of Understanding -- Charter Oak Unified School District

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

Memorandum of Understanding
Payment In Lieu of Covina Citywide Lighting District No. 1 Assessments
Covina Valley Unified School District

This Memorandum of Understanding (“MOU”) is entered into this 19th day of June 2012 by and between the City of Covina, a California municipal corporation (“City”), and the Covina Valley Unified School District, a California public school district (“CVUSD”). City and CVUSD may be referred to herein individually as a “Party” and collectively as the “Parties.”

WHEREAS, On May 15, 2012, the Covina City Council adopted Resolutions 12-7074, 12-7075 and 12-7076 initiating proceedings for the formation of the “Covina Citywide Lighting District No. 1” (the “District”) along with initiating proceedings for the levy and collection of annual assessments related thereto, commencing with Fiscal Year 2012/2103 (the “Assessments”);

WHEREAS, pursuant to California Proposition 218 (California Constitution, Article XIII D, Section 4), Government Code, Section 53753 and Streets and Highways Code, Sections 22500 et. seq., the Covina City Council has set a public hearing date of July 17, 2012, at which time it will consider ballots submitted by property owners who would be subject to the Assessments and render a decision whether to form the District and collect the Assessments;

WHEREAS, pursuant to California Proposition 218 (California Constitution, Article XIII D, Section 4), parcels owned by any local public agency within the District, such as a school district, are not exempt from the District’s Assessments, unless the City can demonstrate by clear and convincing evidence that those publicly owned parcels in fact receive no special benefit;

WHEREAS, the Assessment Engineer’s Report approved by Resolution 12-7075 acknowledges that “developed public property” will receive a special benefit from the District and calculates an Assessment amount for those parcels based upon that special benefit; and

WHEREAS, because CVUSD’s property within the District constitutes “developed public property” receiving a special benefit, it is subject to Assessments in accordance with the methodology set forth in the Assessment Engineer’s Report;

WHEREAS, CVUSD has informed City that payment of the Assessments would constitute an undue financial burden for which CVUSD has no resources to pay;

WHEREAS, in order to keep the District’s financial effects upon CVUSD cost neutral, City desires to provide financial assistance to CVUSD in the form of payments to offset the Assessments that would otherwise be due from CVUSD to the District;

WHEREAS, Streets and Highways Code, Section 22657 provides that if there is a deficit in the District’s improvement fund during any fiscal year, the City Council, from any available and unencumbered funds of the City, may provide for a contribution to the District;

WHEREAS, City’s payments as set forth herein provide financial assistance to support local public education. Therefore, this expenditure of City funds is for a public purpose and does not constitute a gift of public funds under California Constitution, Article XVI, Section 6.

NOW THEREFORE, THE PARTIES HEREBY AGREE AS FOLLOWS:

1. Recitals. The Parties acknowledge that the Recitals set forth above are true and correct.
2. Payment of City Funds to Offset CVUSD Assessments. City hereby agrees to pay, as a contribution to the District pursuant Streets and Highways Code, Section 22657, an amount equal to those Assessments that would otherwise be due and payable by CVUSD to the District for each fiscal year during which the District exists. (the "Contribution") As of the date of this Agreement, the Parties estimate that the Contribution would be Six Thousand Eighty Four Dollars (\$6,084.00) for the 2012/2103 Fiscal Year. City shall pay the Contribution to the District each fiscal year at the same time as Assessments are collected from other parcels within the District. City shall pay the Contribution from City's General Fund or from such other unencumbered funds that may be spent for the purposes of this Agreement.
3. No Collection of Assessments From CVUSD. City agrees not to directly bill CVUSD for Assessments upon parcels owned by CVUSD which are located within the District. If necessary, City will also notify the Los Angeles County Assessor's Office, or such other County agency responsible for collection of District Assessments, not to collect Assessments from CVUSD.
4. Agreement Not Effective Unless District is Formed. This Agreement shall only become effective if and when the City Council takes final action to form the District. In the event the City Council decides not to form the District, this Agreement shall automatically terminate without further action from either Party.
5. No Effect on Other Taxes, Assessments, Charges or Fees. This Agreement is limited those Assessments that would otherwise be due from CVUSD to the District, and shall not be construed as a general waiver, credit, offset or reduction of any other taxes, assessments, charges or fees otherwise due from CVUSD to City or any of its subdivisions.
6. General Provisions.
 - a. Law and Venue. This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a state or federal court situated in the County of Los Angeles, California.
 - b. Authority to Sign. The undersigned hereby represent and warrant that they have been duly authorized by their respective City Council or School Board to execute this Agreement.
 - c. Non-Assignment. Neither Party may assign this Agreement, in whole or in part, without the prior written consent of the other Party.
 - d. Counterparts/Amendment. This MOU may be executed in counterparts each of which shall constitute an original. This MOU may not be modified or amended except in writing signed by both Parties hereto.

IN WITNESS WHEREOF, the Parties have executed this MOU as of the date last entered below.

**CITY OF COVINA,
a California municipal corporation**

**COVINA VALLEY UNIFIED
SCHOOL DISTRICT,
a California public school district**

By: _____
City Manager

By: _____
[INSERT NAME]

Its: _____
[INSERT TITLE]

Attest:

City Clerk

Attest:

Secretary

Approved as to Form:

City Attorney

Approved as to Form:

Legal Counsel

Memorandum of Understanding
Payment In Lieu of Covina Citywide Lighting District No. 1 Assessments
Charter Oak Unified School District

This Memorandum of Understanding (“MOU”) is entered into this 19th day of June 2012 by and between the City of Covina, a California municipal corporation (“City”), and the Charter Oak Unified School District, a California public school district (“COUSD”). City and COUSD may be referred to herein individually as a “Party” and collectively as the “Parties.”

WHEREAS, On May 15, 2012, the Covina City Council adopted Resolutions 12-7074, 12-7075 and 12-7076 initiating proceedings for the formation of the “Covina Citywide Lighting District No. 1” (the “District”) along with initiating proceedings for the levy and collection of annual assessments related thereto, commencing with Fiscal Year 2012/2103 (the “Assessments”);

WHEREAS, pursuant to California Proposition 218 (California Constitution, Article XIII D, Section 4), Government Code, Section 53753 and Streets and Highways Code, Sections 22500 *et. seq.*, the Covina City Council has set a public hearing date of July 17, 2012, at which time it will consider ballots submitted by property owners who would be subject to the Assessments and render a decision whether to form the District and collect the Assessments;

WHEREAS, pursuant to California Proposition 218 (California Constitution, Article XIII D, Section 4), parcels owned by any local public agency within the District, such as a school district, are not exempt from the District’s Assessments, unless the City can demonstrate by clear and convincing evidence that those publicly owned parcels in fact receive no special benefit;

WHEREAS, the Assessment Engineer’s Report approved by Resolution 12-7075 acknowledges that “developed public property” will receive a special benefit from the District and calculates an Assessment amount for those parcels based upon that special benefit; and

WHEREAS, because COUSD’s property within the District constitutes “developed public property” receiving a special benefit, it is subject to Assessments in accordance with the methodology set forth in the Assessment Engineer’s Report;

WHEREAS, COUSD has informed City that payment of the Assessments would constitute an undue financial burden for which COUSD has no resources to pay;

WHEREAS, in order to keep the District’s financial effects upon COUSD cost neutral, City desires to provide financial assistance to COUSD in the form of payments to offset the Assessments that would otherwise be due from COUSD to the District;

WHEREAS, Streets and Highways Code, Section 22657 provides that if there is a deficit in the District’s improvement fund during any fiscal year, the City Council, from any available and unencumbered funds of the City, may provide for a contribution to the District;

WHEREAS, City’s payments as set forth herein provide financial assistance to support local public education. Therefore, this expenditure of City funds is for a public purpose and does not constitute a gift of public funds under California Constitution, Article XVI, Section 6.

NOW THEREFORE, THE PARTIES HEREBY AGREE AS FOLLOWS:

1. Recitals. The Parties acknowledge that the Recitals set forth above are true and correct.
2. Payment of City Funds to Offset COUSD Assessments. City hereby agrees to pay, as a contribution to the District pursuant Streets and Highways Code, Section 22657, an amount equal to those Assessments that would otherwise be due and payable by COUSD to the District for each fiscal year during which the District exists. (the "Contribution") As of the date of this Agreement, the Parties estimate that the Contribution would be Two Thousand Four Hundred Eighty Nine Dollars (\$2,489.00) for the 2012/2103 Fiscal Year. City shall pay the Contribution to the District each fiscal year at the same time as Assessments are collected from other parcels within the District. City shall pay the Contribution from City's General Fund or from such other unencumbered funds that may be spent for the purposes of this Agreement.
3. No Collection of Assessments From COUSD. City agrees not to directly bill COUSD for Assessments upon parcels owned by COUSD which are located within the District. If necessary, City will also notify the Los Angeles County Assessor's Office, or such other County agency responsible for collection of District Assessments, not to collect Assessments from COUSD.
4. Agreement Not Effective Unless District is Formed. This Agreement shall only become effective if and when the City Council takes final action to form the District. In the event the City Council decides not to form the District, this Agreement shall automatically terminate without further action from either Party.
5. No Effect on Other Taxes, Assessments, Charges or Fees. This Agreement is limited to those Assessments that would otherwise be due from COUSD to the District, and shall not be construed as a general waiver, credit, offset or reduction of any other taxes, assessments, charges or fees otherwise due from COUSD to City or any of its subdivisions.
6. General Provisions.
 - a. *Law and Venue.* This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a state or federal court situated in the County of Los Angeles, California.
 - b. *Authority to Sign.* The undersigned hereby represent and warrant that they have been duly authorized by their respective City Council or School Board to execute this Agreement.
 - c. *Non-Assignment.* Neither Party may assign this Agreement, in whole or in part, without the prior written consent of the other Party.
 - d. *Counterparts/Amendment.* This MOU may be executed in counterparts each of which shall constitute an original. This MOU may not be modified or amended except in writing signed by both Parties hereto.

IN WITNESS WHEREOF, the Parties have executed this MOU as of the date last entered below.

**CITY OF COVINA,
a California municipal corporation**

**CHARTER OAK UNIFIED
SCHOOL DISTRICT,
a California public school district**

By: _____
City Manager

By: _____
[INSERT NAME]

Its: _____
[INSERT TITLE]

Attest:

City Clerk

Attest:

Secretary

Approved as to Form:

City Attorney

Approved as to Form:

Legal Counsel

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: June 19, 2012

ITEM NO.:

CC 11

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

ITEM TITLE: Authorize the Creation of a Senior Deputy City Clerk Classification

STAFF RECOMMENDATION

Authorize the creation of a Senior Deputy City Clerk classification.

FISCAL IMPACT

The fiscal impact for the reclassification of Deputy City Clerk to Senior Deputy City Clerk is \$4,810 for the 2012-13 fiscal year.

BACKGROUND

During the budget process, the Director of Human Resources recommended the reclassification due to the incumbent's increased role within the City Clerk Division and throughout the organization. In addition, the incumbent obtained the Certified Municipal Clerk (CMC) designation during the current fiscal year. The Senior Deputy City Clerk classification recognizes the CMC designation, and includes the designation in the newly created job description. To obtain the CMC designation, requires one to attend a number of classes over a certain length of time.

Additionally, the incumbent has been very proactive with regard to the records management function. City staff is now able to request information from the City Clerk staff that can be easily researched in minutes rather than hours or days.

The reclassification of the incumbent Deputy City Clerk to Senior Deputy City Clerk will have a salary range of \$4,401.65 – \$5,624.91(F, G, and H Steps included). The incumbent Deputy City Clerk has been performing at the current level for close to three years.

The above reclassification is being recommended pending the approval of the 2012-13 fiscal year budget.

RELEVANCE TO THE STRATEGIC PLAN

None.

EXHIBITS

A. Senior Deputy City Clerk Job Description

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

CITY OF COVINA

SENIOR DEPUTY CITY CLERK

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, performs complex administrative support of a complex legal nature in the office of City Clerk. Plans and manages the performance of statutory duties and the preparation, posting and maintenance of agendas, minutes and records for the City Council as prescribed by statute; performs records management duties; in coordination with the elected City Clerk conducts/coordinates municipal elections and ensures compliance with conflict of interest laws and FPPC regulations; coordinates program activities with other City officials, departments, outside agencies, organizations and the public; provides responsible and complex staff support to the City Council, City Clerk and City Manager, and Assistant City Manager; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Senior Deputy City Clerk** is a professional level classification which exercises full responsibility for all functions and operations of the office of City Clerk including records management and retention, production and publication of agendas and minutes for the City Council and a variety of commissions and boards, and is responsible for enforcement of laws and regulations pertaining to elections and campaign financing, public records, meeting notices and conflict of interest. This position is distinguished from the next higher classification of Chief Deputy City Clerk in that the latter has overall responsibility for the City Clerk's Office, whose responsibilities are established in State law

SUPERVISION RECEIVED/EXERCISED:

Receives administrative direction from the Director of Human Resources. Provides support to the elected City Clerk and City Council to accomplish the responsibilities of the position. Exercises general supervision over assigned office support staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Accepts full responsibility for all City Clerk and Records Management activities, budgets, and services including activities associated with the production, publication and maintenance of City records, agendas, agenda packets, and minutes relating to City Council, and other board and commission activities; coordinates activities with other City officials, departments, outside agencies, organizations and the public.
- Assists in developing, implementing and maintaining departmental goals, objectives, policies and procedures; Trains assigned staff in the development and interpretation of City and department policies; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals; ensures that goals are achieved.

CHIEF DEPUTY CITY CLERK

Page 2

- Executes and certifies official City documents; maintains custody of the City Seal; administers and files oaths and affirmations; takes affidavits and depositions pertaining to City affairs.
- Keeps an accurate record of the proceedings of the City Council and related boards and commissions; follows up on Council actions to ensure timely preparation, indexing and filing of agreements, resolutions, ordinances and vital records; updates the Municipal Code to reflect actions of the Council.
- Plans and directs the conduct of municipal elections in cooperation with the City Clerk; assists in administering local data returns for statewide elections; serves as liaison with County elections officials.
- Serves as the filing officer for statements of economic interest for designated employees, certain appointed officials, officeholders, candidates and committees; coordinates City Council, City Clerk, City Manager, City Attorney and other filings with the Fair Political Practices Commission.
- Provides a variety of information gathering and records retrieval research services to the public and public officials regarding elections, local government legislative processes and actions, municipal corporate history and Fair Political Practices Commission filings; analyzes, enforces and explains laws and regulations related to public records, meeting notification, archival research, municipal elections, campaign financing and conflict of interest.
- Verifies and implements City Code updates by informing appropriate parties; coordinates with Publisher and City Attorney to correct inconsistencies under the policy direction of the City Council; develops and coordinates communications with the community to increase citizen accessibility to City records and information.
- May conduct special projects as assigned.
- Stays current on issues relative to the field of municipal records management, elections and relative service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries, issues and complaints; establishes and maintains a customer service orientation within the Department.
- Attends bid openings; opens bids; and maintains custody of bid bonds.
- Establishes positive working relationships with, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence and statistical data and using a computer. Acute hearing is required when providing phone and personal service, and speech sufficient to communicate in group settings without the aid of a microphone. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Senior Deputy City Clerk**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of increasingly responsible experience in a City Clerk's office including two years of administrative or supervisory experience; and an associate of arts degree in public or business administration or a closely related field. An associate of arts degree may be substituted with one year experience in a City Clerk Office or performing records management functions. A bachelor's degree is highly desirable.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license. Possession of, or the ability to obtain, certification as a California Certified Municipal Clerk within six months of hire. Possession of a Notary Public is desirable.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles, practices and techniques of municipal records management and elections; principles and practices of budget administration; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Plan, organize, direct and perform the duties of the Records Management's Office; develop and administer sound departmental goals, objectives, policies and methods for evaluating achievement and performance levels; plan, organize, train, evaluate and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications; operate a variety of automated record keeping systems.

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: June 19, 2012

ITEM NO.: CC 12

STAFF SOURCE: Kim J. Raney, Chief of Police 

ITEM TITLE: Renewal of parking enforcement services agreement between the City of Covina and Inter-Con Security Systems, Inc.

STAFF RECOMMENDATION:

Approve the renewal of the parking enforcement services agreement and authorize the City Manager to execute.

FISCAL IMPACT:

This agreement is budgeted in the Police Department budget, 1010 1300 51880.

BACKGROUND:

In November of 2008, the City entered into an agreement with Inter-Con Security Systems, Inc. for parking enforcement services within the City of Covina. This agreement was for a period of four years and it is set expire on June 30, 2012.

The services provided have been professional and Inter-Con continues to be responsive to the changing needs within the City. This agreement is monitored by the Police Department and the staff who work closely with Inter-Con recommend that it be renewed.

The term of this Agreement is for a one (1) year period starting July 1, 2012, with three (3), one-year options.

RELEVANCE TO THE STRATEGIC PLAN:

None.

EXHIBITS:

A. Copy of agreement between the City of Covina and Inter-Con Security Systems Inc.

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

**AGREEMENT FOR
PARKING ENFORCEMENT SERVICES
FOR THE CITY OF COVINA**

THIS AGREEMENT is made and entered into by and between the CITY OF COVINA, a municipal corporation, located at 125 East College Avenue, Covina, California 91723, hereinafter referred to as CITY and INTER-CON SECURITY SYSTEMS, INC., a California corporation, with principal office at 210 South De Lacey Avenue, Pasadena, California 91105, hereinafter referred to as INTER-CON.

WITNESSETH:

1. RECITALS. This AGREEMENT is made and entered into with respect to the following facts:

(a) The CITY searched for qualified firms to provide professional services in the form of overnight parking enforcement and daytime parking enforcement, hereinafter referred to as the PROJECT.

2. SERVICES. Inter-Con shall provide one (1) fulltime uniformed Parking Enforcement Representative (PER), and one (1) part-time uniformed Parking Enforcement Representative (PER), for parking enforcement services.

3. SCOPE. INTER-CON shall perform all work necessary to perform and enhance parking enforcement within the CITY and as directed by the CITY's Chief of Police, or his designee.

At the discretion of the Chief of Police, or his designee, the duties of INTER-CON may include, but not be limited to the following:

- Regular Duty.
 - (a) Patrol City streets, City facilities, recreational areas, and any private locations via motor vehicles, bicycles, or on foot, designated routes and staggered-time schedules, with primary responsibility of enforcing City, State, and Federal parking laws and regulations, and perform duties as directed by a police supervisor.
 - (b) Issue parking citations for vehicles in violation of City, State, and Federal parking laws and regulations.

- (c) Assist with the enforcement of private property parking regulations, enforcement of regulations in parking facilities, and assisting with public service (as needed).
 - (d) Provide customer service as needed to give directions, information, phone numbers, etc.
 - (e) Participate in any hearing process or subsequent process involving a contested or challenged parking citation or incidents involving assigned officers.
- Scofflaw Detail. Locate and report to designated CITY staff vehicles that are subject to being impounded or immobilized as a result of the vehicles having a specified number of delinquent parking citations and/or for any other vehicle subject to towing under the vehicle code or local ordinances.
 - Related Activities. Report to designated CITY staff any unlawful act or any condition or deficiency which may pose a hazard or danger to the general public.
 - Personnel Section. INTER-CON is wholly responsible for the supervision of contract employees and administration of the contract to the satisfaction of the CITY. INTER-CON shall be responsible for providing competent personnel to assist the CITY to enforce its parking regulations. INTER-CON shall be solely responsible for hiring and firing of personnel, staffing to ensure all posts are filled, performance evaluation of contract employees, disciplinary action against contract employees, and for payroll and benefits for contractor's employees. INTER-CON shall provide personnel who meet the following criteria:
 - (a) Education
Each contract employee shall have a high school education or equivalent (GED certificate).
 - (b) Skill
Each contract employee shall be able to read, write, and speak the English language and must be able to write intelligible reports.
 - (c) Other Qualifications
Each contract employee:
 - i. Shall be at least eighteen (18) years of age.

- ii. Shall be physically and mentally capable of performing parking enforcement duties.
 - iii. Shall have the ability to give and follow oral and written instructions in English language.
 - iv. Shall have the ability to establish and maintain effective working relationships with the public and CITY personnel.
 - v. Shall have a valid California State class "C" driver's license.
 - vi. Shall be in possession of valid permits, licenses, and certifications required for the performance of job-related duties.
 - vii. Shall have the ability to operate motor vehicles and walk for several hours or distances.
 - viii. Shall have the ability to remain calm and use good judgment and initiative in a confrontational or emergency situation.
 - ix. Shall have taken and passed a developed reference check, a drug screening test, and undergone a medical examination to determine fitness to perform assigned duties.
 - x. Must be able to legally, safely, and properly operate necessary computer databases, equipment, and tools.
 - xi. Must have the legal right to work in the United States of America.
- Staffing Levels and Work Schedules. INTER-CON shall be responsible for providing an adequate number of trained and bonded personnel, as determined by the Covina Police Department Administration. INTER-CON shall be responsible for making available for participation in any hearing process any contract employee who issued a parking citation which is being contested or challenged. All work schedules and additional details shall be arranged with and approved by the Covina Police Department Administration. The Covina Police Department Administration reserves the right to request the removal of any employee who is deemed unacceptable.

- **Training.** INTER-CON will provide training for all regular, replacement, and additional contract employees. Additionally, and as needed, INTER-CON shall provide retraining and continuing education for contract employees. INTER-CON will be responsible for all additional training beyond the 80-hours paid by the CITY. Training shall be comprehensive and include information on parking enforcement statutes or ordinances, regulations, and resolutions enacted by the State of California and the CITY, parking enforcement programs, policies, and procedures adopted by the CITY. In addition, training shall include instruction on communication procedures, on hearing officer presentations, the proper and acceptable use of all parking enforcement equipment, including but not limited to transportation vehicles, radios, public relations and conflict mitigation technique, and citation devices if available. The CITY retains the right to review and amend any contract employees' training program.
- **Insurance and Indemnity.** INTER-CON shall provide insurance and indemnity as set forth in the Contract specifications. INTER-CON shall file the Certificate of Insurance and separate additional insured endorsements with the CITY prior to commencing any work for the CITY.
- **Uniforms.** INTER-CON will be responsible for providing contract employees with proper, complete, and acceptable uniforms. Each contract employee will receive two sets of uniforms per year. The uniforms shall be replaced annually or as needed. Uniforms shall include name tag and "Covina Parking Enforcement" placed on the front and back of the uniforms. CITY retains the right to determine what a proper, complete, and acceptable uniform is. INTER-CON shall be responsible for making sure uniforms are complete, clean, in good repair and worn by all contract employees while on duty.
- **Equipment.** INTER-CON will be financially responsible for all lost or damaged City property, (e.g., ticket holders, radios, and citation devices if available) that are issued to INTER-CON employees. This provision excludes vehicles, which are addressed in section four (4) of this agreement.
- **Reports.** INTER-CON will be responsible for providing reference checks, medical, and drug screening reports for each new INTER-CON employee upon request. INTER-CON will be responsible for providing a monthly summary of INTER-CON employee activities, including, but not limited to, total number of citations, total number of reports, total billable work hours, patrol hours, and non-patrol activities (hearing process).

Position classification and weekly hours are presented below:

OFFICER	SUN	MON	TUE	WED	THU	FRI	SAT	Total Hours
0830-1730		8	8	8	8	8		40
0830-1730	8						8	16
Total								56

Total Weekly Hours 56

4. **THE CITY'S RESPONSIBILTIES.** The CITY's general obligations include:

- **Vehicles.** CITY shall provide to contract employees vehicles that will be checked out and returned before and after each shift. In all cases where the CITY provides vehicles for use by Supplier, CITY will provide all vehicle insurance and incur all costs associated with vehicle maintenance and ownership. In no event will CITY seek indemnity from Inter-Con due to an Inter-Con officer's negligence which causes an accident that damages the vehicle and injures people.
- **Communications Equipment.** CITY shall provide to contract employees radio equipment, etc. that will be checked out and returned before and after each shift. CITY will be responsible for normal maintenance and service of equipment.
- **Citation Forms and Equipment.** CITY will supply INTER-CON with printed citation forms at CITY's expense. When available, CITY will supply hand-held citation devices at CITY's expense. CITY shall be responsible for normal maintenance and service of said citation forms and equipment.
- **Towing.** CITY will be responsible for providing a separate contract for towing (impoundment/immobilization) services associated with municipal parking enforcement, and shall be solely responsible for the actual impoundment and/or immobilization of vehicles.

The CITY retains the following rights:

- The right to set all hours of enforcement operations and approve daily and weekly assignment schedules.
- The rights to modify, alter, and/or delete procedures, instructions, and codes during the term of this Contract.
- The right to demand additional information and reports, including, but not limited to drug screening reports, as may be permitted by law.
- The right to modify, exchange, add, delete, or replace any CITY supplied forms and/or equipment.
- The right to approve or disapprove of any new hire assigned to the Contract.
- The right to withdraw the enforcement authority of any contract employee, either permanently or temporarily, when such action is in the best interest of the CITY, and the right to replace any contract employee when his/her continued employment is detrimental to the best interests of the CITY.
- The right to approve or disapprove any invoice and to adjust any invoice to reflect properly applied charge backs, and the right to charge back any item discovered after an invoice has been submitted and approved for payment.

5. FEE. Client shall compensate Inter-Con for the services provided hereunder as follows:

Position	Regular Hourly Rate	Overtime Hourly Rate
Parking Enforcement Representative	\$ 21.45	\$32.18

Special Provisions:

- The above rates are based on services provided for 56 hours per week. A rate adjustment will be made for any significant decrease in service hours.
- Temporary Additional Services (TAS) with less than 72 hours notice will be billed at 1.5 times the regular service rate, due to overtime cost.

- New part-time personnel receive up to two weeks of training that is billable to the City.
- New fulltime personnel receive up to two weeks of training that is billable to the City.
- In addition to the hourly pay rate, personnel receive the following compensation:
 - Employees accrue vacation pay at the rate of 40/2080 for regular hours worked per annum subject to company policies.
 - Employees receive pro rata Holiday pay for six major holidays based on their regular work schedule.
 - \$0.20 an hour for regular hours worked for Uniform Maintenance.

Said amounts payable under this Section 5 below shall be billed by INTER-CON to CITY on a time and materials basis and shall be paid in monthly installments as services are rendered, and shall be totally due and payable upon the completion thereof.

6. EXTRA SERVICES. No extra services shall be rendered by INTER-CON under this AGREEMENT unless such extra services first shall have been authorized in writing by the CITY.

7. PAYMENT BY CITY. The billings for all services rendered pursuant to this AGREEMENT shall be submitted monthly, based upon the services rendered at the time of submission, to CITY by INTER-CON, and shall be paid by CITY within thirty (30) days after receipt of same.

CITY is required to pay Inter-Con on a monthly basis as billed with terms set as net/30. Any late payment will be subject to a late fee that is at a rate of 2.5% per month for all outstanding invoice balances over thirty (30) days old.

- Liquidated Damages

The parties agree that it would be impractical and extremely difficult to fix the actual damages to the CITY in the event INTER-CON is unable to fill a scheduled eight (8) hour shift due to short staffing. The parties have considered the facts of a breach of this contract and have agreed that the liquidated damages sums hereinafter set forth are reasonable as liquidated damages in the event of a breach, and that said sums shall be presumed to be the amount of the damages sustained by the CITY in the event said shifts are not filled by INTER-CON due to short staffing. The sum of FOUR HUNDRED DOLLARS (\$400.00) for each unfilled scheduled eight (8) hour shift shall be presumed to be the amount of damages suffered by the CITY, and INTER-CON hereby agrees to pay said amounts as liquidated damages for each time a scheduled 8-hour shift remains unfilled by INTER-CON due to a

shortage in staff. This payment shall be prepared as a credit memo to the CITY's account.

8. CITY SUPERVISION. The Chief of Police of CITY, or his designee, shall have the right of general supervision of all work performed by INTER-CON and shall be the CITY's agent with respect to obtaining INTER-CON's compliance hereunder. No payment for any services rendered under this AGREEMENT shall be made without the prior approval of the Chief of Police, or his designee.

9. TIME. The term of this Agreement is for a one (1) year period starting July 1, 2012, with three (3), one-year options. INTER-CON and CITY may negotiate revised fees as outlined in Section 5 of this agreement prior to the commencement of a subsequent term.

10. TERMINATION OF AGREEMENT. Each party to this AGREEMENT shall have the right to terminate said AGREEMENT in its entirety with cause, at any time by giving the other party thirty (30) days' advance written notice of such cancellation or termination. Termination of this AGREEMENT shall not affect the obligation of either party to the other to pay for any fees or reimburse any amounts due and payable at the time of termination pursuant to this AGREEMENT and shall not affect the indemnity provisions of this AGREEMENT. In the event of any such termination, any prorated amounts due to INTER-CON shall be determined by the Chief of Police, or his designee, and approved by the CITY Manager. City shall only be responsible to pay for the services actually performed by INTER-CON.

11. INDEPENDENT CONTRACTOR. INTER-CON shall act as an independent contractor in the performance of the services provided for in this AGREEMENT and shall furnish such services in INTER-CON's own manner and method and in no respect shall INTER-CON be considered an agent or employee of the CITY.

12. NONASSIGNMENT. This AGREEMENT is not assignable either in whole or in part by INTER-CON without the consent of CITY.

13. INDEMNIFICATION. INTER-CON hereby agrees to and shall hold CITY, its elective and appointive boards, officers, agents and employees, harmless from any liability for damage or claims for damage for personal injury, including death, as well as from claims for property damage which may arise from INTER-CON's negligent acts, errors or omissions under this AGREEMENT. INTER-CON agrees to, and shall defend CITY and its elective and appointive boards, officers, agents and employees from any suits or actions at law or in equity for damages caused, or alleged to have been caused, by reason of any of the aforesaid negligent acts, errors or omission; provided

- (a) That CITY does not, and shall not, waive any rights against INTER-CON which it may have by reason of the aforesaid hold-harmless AGREEMENT because of the acceptance by CITY or the deposit with CITY by INTER-CON, of any of the insurance policies hereinafter described in this AGREEMENT.
- (a) That the aforesaid hold-harmless AGREEMENT by INTER-CON shall apply to all damages and claims for damages of every kind suffered, or alleged to have been suffered, by reason of any of the aforesaid operations of INTER-CON, or any subcontractor of INTER-CON, regardless of whether or not such insurance policies shall have been determined to be applicable to any of such damages or claims for damages.

14. EQUAL OPPORTUNITY CLAUSE. INTER-CON shall not discriminate in its recruiting, hiring, promotion, demotion or termination practices on the basis of race, religious creed, color, nationality origin, ancestry, sex, age or physical handicap in the performance of this AGREEMENT and shall comply with the provision of the State Fair Employment Act as set forth in Part 4.5 of Division 2 of the California Labor Code; the Federal Civil Rights Act of 1964, as set forth in Public Law 88-352, and all amendments thereto; Executive Order 11246; and all administrative rules and regulations issued pursuant to such acts and order.

15. UNAUTHORIZED ALIENS. INTER-CON hereby promises and agrees to comply with all of the provisions of the Federal Immigration and Nationality Act (8USCA 1101, et seq.), as amended; and, in connection therewith, shall not employ unauthorized aliens as defined therein. Should INTER-CON so employ such unauthorized aliens, INTER-CON hereby agrees to, and shall, reimburse CITY for the cost of all such sanctions imposed, together with any and all costs, including attorney's fees, incurred by the CITY in connection therewith.

16. WAIVER. Waiver by any party hereto of any term, condition, or covenant of this AGREEMENT shall not constitute the waiver of any other term, condition or covenant hereof.

17. ATTORNEY'S FEES. If litigation is reasonably required to enforce or interpret the provisions of this AGREEMENT, the prevailing party in such litigation shall be entitled to an award of reasonable attorney's fees, in addition to any other relief to which it may be entitled.

18. BINDING EFFECT. This AGREEMENT shall be binding upon the heirs, executors, administrators, successors and assigns of the parties hereto.

19. PROVISIONS, CUMULATIVE. The provisions of this AGREEMENT are cumulative and in addition to and not in limitation of any rights or remedies available to CITY.

20. NO PRESUMPTION RE: DRAFTER. The parties acknowledge and agree that the terms and provisions of this AGREEMENT have been negotiated and discussed between the parties and their attorneys, and this AGREEMENT reflects their mutual AGREEMENT regarding the same. Because of the nature of such negotiations and discussions it would be inappropriate to deem any party to be the drafter of this AGREEMENT; and, therefore, no presumption for or against validity or as to any interpretation hereof, based upon the identity of the drafter, shall be applicable in interpreting or enforcing this AGREEMENT.

21. ASSISTANCE OF COUNSEL. Each party to this AGREEMENT warrants to each other party as follows:

- (a) That each party either had the assistance of counsel or had counsel available to it, in the negotiation for, and execution of, this AGREEMENT, AND ALL RELATED DOCUMENTS; AND,
- (b) That each party has lawfully authorized the execution of this AGREEMENT.

22. MODIFICATION. This AGREEMENT shall not be modified except by written agreement of the parties.

23. GOVERNING LAW. This AGREEMENT shall be interpreted and construed according to the laws of the State of California.

24. EFFECTIVE DATE AND EXECUTION. This AGREEMENT shall be effective from and after the date it is signed by the representatives of the CITY. This AGREEMENT may be executed in counterparts.

25. NOTICE. Whenever it shall be necessary for either party to serve notice on the other regarding this AGREEMENT, such notice may be furnished in writing by either party to the other and shall be served by personal service as required in judicial

proceedings or by certified mail, postage prepaid, return receipt requested, addressed to the parties as follows:

CITY: City of Covina
125 East College Avenue
Covina, CA 91723

INTER-CON: Mr. Neil Martau, Chief Financial Officer
Inter-Con Security Systems, Inc.
210 South De Lacey Avenue
Pasadena, CA 91105

26. FORCE MAJEURE. Neither party shall be responsible for delays or failures in performance resulting from acts beyond the control of the offending party. Such acts shall include, but not limited to, acts of God, fire, flood, earthquake, or other natural disaster, nuclear accident, strike, lockout, riot, freight embargo, public regulated utility, or government statutes or regulations superimposed after the fact.

27. INSURANCE. INTER-CON shall not commence work under this contract until INTER-CON shall have obtained all insurance required by this AGREEMENT and such insurance shall have been approved by CITY as to form, amount and carrier, nor shall INTER-CON allow any subcontractor of INTER-CON to commence work on any subcontract until all similar insurance required of the subcontractor of INTER-CON shall have been so obtained and approved.

- (a) General Liability (commercial). The limit for general liability insurance shall be no less than \$1,000,000 combined single limit per occurrence. The City, its directors, officials, officers, employees, agents and volunteers shall be added as an additional insured by a separate endorsement to the policy. The insurer shall agree to provide the City with thirty (30) days prior written notice of any cancellation, non-renewal or material change in coverage. A combination of the thirty (30) day with ten (10) day notice of cancellation will be accepted.
- (b) General Liability (commercial). The limit for general liability insurance shall be no less than \$1,000,000 combined single limit per occurrence. The City, its directors, officials, officers, employees, agents and volunteers shall be added as an additional insured by a separate endorsement to the policy. The insurer shall agree to provide the City with thirty (30) days prior written notice of any cancellation, non-renewal or material change in coverage. A combination of the thirty (30) day with ten (10) day notice of cancellation will be accepted.

- (c) Workers Compensation and Employers Liability shall meet all statutory benefit requirements of the Labor Code of the State of California. Employer's liability with a minimum limit of \$1,000,000 per claim. The policy shall contain or be endorsed to include a waiver of subrogation in favor of the City.
- (d) Automobile Liability. The limit for bodily injury and property damage liability shall be no less than \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. The insurer shall agree to provide the City with thirty (30) days prior written notice of any cancellation, non-renewal or material change in coverage. A combination of the thirty (30) day with ten (10) day notice of cancellation will be accepted.
- (e) PROOF OF INSURANCE - The CITY of Covina shall be named as "additional insured" on all policies required hereunder, and INTER-CON shall furnish the CITY Clerk, concurrently with the execution hereof, with satisfactory proof of carriage of the insurance required, and adequate legal assurance that each carrier will give CITY at least thirty (30) days' prior notice of the cancellation of any policy during the effective period of the contract.
- (f) NOTICE TO COMMENCE WORK – The City will not issue any notice authorizing INTER-CON or any subcontractor to commence work under this AGREEMENT until INTER-CON has provided to the CITY Clerk the proof of insurance as required by subparagraph (C) of this article.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed on the ____ day of _____, 2012, by their respective officers duly authorized.

CITY OF COVINA, a Municipal Corporation

ATTEST:

By _____
Daryl Parrish, City Manager
City of Covina

INTER-CON SECURITY SYSTEMS, INC.,

A California Corporation

By _____
Mr. Neil Martau
Inter-Con Security Systems, Inc.

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: June 19, 2012

ITEM NO.: CC 13

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

ITEM TITLE: Approve Contract with West Coast Arborists, Inc. for Tree Trimming Services of City's park and street trees for fiscal year 2012-2013.

STAFF RECOMMENDATION:

Approve Contract with West Coast Arborists, Inc. for Tree Trimming Services of City's park and street trees at the proposed budgeted amount of \$16,470 for park trees and \$128,300 for street trees for fiscal year 2012-2013.

FISCAL IMPACT:

1. Tree trimming funds from the proposed fiscal year 2012-2013 Parks & Recreation Department Budget in the amount of \$16,470 in accounts: 1010 3400 52330 - \$8,100; 1010 PF02 52330 - \$5,370; 1010 PF03 52330 - \$3,000.
2. Tree trimming funds from the proposed fiscal year 2012-2013 Public Works Department Budget in the amount of \$128,300 in account 1010 2200 52330.

BACKGROUND:

West Coast Arborists, Inc. has provided excellent service for regular tree maintenance and emergency call-outs for the Parks & Recreation Department and Public Works Department. The Covina Municipal Code, Section 2.20.080 Bidding – Required – Exceptions under B.1 Procurement by noncompetitive proposal may be made when:

*The supply, service or equipment is available from only one source;
West Coast Arborist maintains the Covina Park System Tree Inventory using their Urban Forestry Management Program at no extra charge. Their Tree Inventory Software Management Program contains exact locations of each park tree and the historical trimming that has occurred through the years. This information cannot be reproduced by another vendor.*

West Coast Arborists, Inc. will maintain their prices at the current rate from fiscal year 2011-2012 unit price sheet shown in Exhibit C.

RELEVANCE TO THE STRATEGIC PLAN:

None.

EXHIBITS:

- A. Proposed Contract

CITY OF COVINA
CONTRACT
TREE TRIMMING/MAINTENANCE SERVICES

THIS AGREEMENT, is made as of June 19, 2012, between the CITY OF COVINA, a municipal corporation, hereinafter referred to as "City" and WEST COAST ARBORISTS, INC., a California Corporation, hereinafter referred to as "Contractor." In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. SERVICES

a. Contractor shall perform tree trimming/maintenance services for the City, in accordance with the terms and specifications set forth in specifications attached and on file with the Director of Parks & Recreation and Director of Public Works. The specifications are incorporated into this Agreement as though set forth in full.

b. The City may from time to time, without invalidating this Agreement, modify the Agreement by adding, deleting or changing the areas where Contractor shall perform tree trimming services, by adding, deleting, or changing specifications. All such modifications shall be ordered by means of written change order. Any changes in the compensation to Contractor resulting from such change orders shall be agreed upon in writing by the City and Contractor.

2. PERFORMANCE Contractor shall at all times faithfully, competently and to the best of his ability and experience, perform all tasks described herein. Contractor shall employ, at a minimum, accepted standards and practices utilized by persons engaged in providing similar services, as are required of Contractor hereunder, in meeting its obligations under this agreement.

3. PAYMENT For the services described in Section 1 of this agreement, the City agrees to pay Contractor monthly, the amount specified in the attached compensation schedule.

4. SUSPENSION, TERMINATION, OR ABANDONMENT OF AGREEMENT

a. The City may, at any time, suspend, terminate or abandon this agreement, or any portion hereof, for any reason, by serving upon the Contractor at least thirty (30) day prior written notice. Upon receipt of said notice, the Contractor shall immediately cease all work under this agreement, unless the notice provides otherwise. Within thirty-five (35) days after receiving an invoice from the Contractor, the City shall pay Contractor for work done through the date that work is to be ceased pursuant to this section.

If the City suspends, terminates or abandons a portion of this Agreement such suspension, termination or abandonment shall not make void or invalidate the remainder of this Agreement.

b. Contractor may terminate this Agreement on thirty (30) days written notice to City.

5. BREACH OF CONTRACT In the event that Contractor is in default for cause under the terms of this Agreement, the city shall have no obligation or duty to continue compensating Contractor for any work performed after the tasks described herein to the reasonable satisfaction of the City Manager of the City. Failure by the Contractor to make progress in the performance of work hereunder, if such failure arises out of causes beyond his control, and without fault or negligence of the Contractor, shall not be considered a default.

If the City Manager or his delegate determines that the Contractor defaults in the performance of any of the terms or conditions of this Agreement, it shall serve the Contractor with written notice of the default. The Contractor shall have (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event that the Contractor fails to cure its default within such period of time, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled by law, in equity or under this Agreement.

6. TERM This Agreement shall commence on July 1, 2012, and shall remain in effect through June 30, 2013, provided that City shall have the option to extend this Agreement on a year to year basis for up to five additional years.

7. OWNERSHIP OF DOCUMENTS Upon satisfactory completion of, or in the event of termination, suspension or abandonment of this Agreement, all original documents, designs, drawings and notes prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the City and may be used, reused or otherwise disposed of by the City without the permission of the Contractor.

8. INDEPENDENT CONTRACTOR

a. The Contractor is and shall at all times remain as to the City a wholly independent contractor. Neither the City nor any of its officers, employees or agents shall have control over the conduct of the Contractor or any of the Contractor's officers, employees or agents, except as herein set forth. The Contractor shall not at any time or in any manner represent that it or any of its officers, employees or agents are in any manner officers, employees or agents of the City.

b. No employee benefits shall be available to Contractor in connection with the performance of this Agreement. City shall not pay salaries, wages, or other compensation to Contractor for performing services hereunder for City. City shall not be liable for compensation of indemnification to Contractor for injury or sickness arising out of performing services hereunder.

9. LEGAL RESPONSIBILITIES The Contractor shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The Contractor shall at all times observe and comply with all such laws and regulations. The City, and its officers and employees, shall not be liable at law or in equity occasioned by failure of the Contractor to comply with this section.

10. **NOTICE** Whenever it shall be necessary for either party to serve notice on the other respecting this Agreement, such notice shall be served by certified mail, postage prepaid, return receipt requested, addressed to:

City Manager
City of Covina
125 E. College Street
Covina, CA 91723

and

West Coast Arborists, Inc.
2200 E. Via Burton Street
Anaheim CA 92806

unless and until different addresses may be furnished in writing by either party to the other. Notice shall be deemed to have been served three (3) business days after the same has been deposited in the United States Postal Services. This shall be valid and sufficient service of notice for all purposes.

11. **ASSIGNMENT** The Contractor shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the City.

12. **INSURANCE REQUIREMENTS** Contractor 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 contractor, his agents, representatives, or employees.

a. **Minimum Scope of Insurance Coverage** shall be at least as broad as:

1. Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001).
2. Insurance Services Office form number CA 0001 (ed. 1/87) covering Automobile Liability, code 1 (any auto)
3. Worker's Compensation insurance as required by the State of California and Employer's Liability Insurance.

b. **Minimum Limits of Insurance** Contractor shall maintain limits no less than:

1. General Liability: \$2,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the City or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: \$2,000,000 per accident for bodily injury and property damage.

3. Employer's Liability: \$2,000,000 per accident for bodily injury or disease.

c. Deductibles and Self-Insured Retentions Any deductibles or self-insured retentions must be declared to and approved by the Entity. At the option of the City, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

d. Other Insurance Provisions The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. The City, its officers, officials, employees and volunteers are to be covered as insureds as respects: liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees or volunteers.

2. For any claims related to this project, the Contractor's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees and volunteers. Any insurance or self-insured maintained by the City, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

3. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City, its officers, officials, employees or volunteers.

4. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the in liability.

5. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested has been given to the City.

e. 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.

f. Verification of Coverage Contractor shall furnish the City with original endorsements effecting coverage required by this clause. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. The endorsements are to be received and approved by the City before work commences. As an alternative to the City's forms, the Contractor's insurer may provide complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications.

13. INDEMNIFICATION The Contractor agrees to defend, indemnify and hold harmless the City of Covina, its officers, officials, employees, and volunteers from and against any and all claims, demands, losses, defense costs, or liability of any kind or nature which the City, its officers, agents and employees may sustain or incur or which may be imposed

upon them for injury to or death of persons, or damage to property arising out of Contractor's negligent, wrongful or unlawful performance under the terms of this Agreement, excepting only liability arising out of the sole negligence of the City.

14. ENTIRE AGREEMENT This Agreement and any documents or instrument attached hereto or referred to herein integrate all terms and conditions mentioned herein or incidental hereto supersede all negotiations and prior writing in respect to the subject matter hereof. In the event of conflict between the terms, conditions, or provisions of this Agreement and any such doc or instrument, the terms and conditions of this Agreements shall prevail.

15. SPECIFICATIONS FOR CONTRACT TREE TRIMMING/MAINTENANCE SCOPE OF SERVICES – The Contractor shall provide the following services and meet the following specifications:

A. REQUIRED QUALIFICATIONS

1. Contractor must hold a State of California Contractor's License (C-27)
2. Contractor must comply with the Quality Control Plan provided in the Proposal.
3. Contractor must annually submit to the Physical Services Superintendent current OSHA certification of all aerial devices to be used during this project.

B. PRUNING STANDARDS AND SPECIFICATIONS

1. All work shall conform to the 1994 Pruning Standards of the Western Chapter ISA, and any later amendments, the Proposal and these specifications. In all cases the City's representative shall have complete and sole discretion in determining conformance and acceptability of trees trimmed by the Contractor. Trimmed trees rejected by the City's representative shall be excluded from payment.
2. Contractor shall raise lower limbs on the street side and to the sidewalk side where practical, to a minimum height of 13'0" from the top of the curb, without detracting from the natural shape of the tree. Contractor shall trim to clear street lights within five (5) feet.
3. Contractor shall comply with Standards of CAL OSHA and the American National Standard Institute, Z133.1-1988, Safety Requirements.
4. Contractor shall provide and post no parking signs 48 hours in advance of the work.
5. The Contractor shall endeavor to maintain good public relations at all times. The work shall be conducted in a manner which will cause the least possible interference and annoyance to the public. Work shall be performed by competent employees and supervised by a supervisor experienced in tree trimming operations. The contractor shall be responsible for notifying the residents at each work location of the intended tree operations. The contractor shall be responsible to see that private property and vehicles at work locations are not endangered or damaged during the course of work. Sign stands, delineators and/or cones shall be used to identify work sites for vehicular and pedestrian safety.

6. The Contractor shall exercise precautions as necessary when working adjacent to aerial utilities. In the event that aerial utility wires present a hazard to the Contractor's personnel or others near the work site, work is to immediately cease and the appropriate utility company notified. Work shall then commence in accordance with instructions from the utility company.
7. No hooks, gaffs, spurs or climbers will be used by anyone employed for such trimming. Any vine or plant growing on the trees shall be removed at ground level.
8. Final pruning cuts shall be made without leaving stubs. Cuts shall be made in a manner to promote fast callous growth.
9. Brush and debris shall be removed daily, sidewalks swept, parkways raked, and gutters cleaned.
10. Unless otherwise approved, trees are to be trimmed park by park or block by block, subject to the instructions of the Director of Parks & Recreation and Director of Public Works or authorized representative.
11. When trimming fungus, disease or fire blight infected limbs or fronds, all pruning tools shall be cleaned after each cut with alcohol or bleach.
12. Topping shall not be done without prior approval of the City.

C. SCHEDULE OF WORK AND HOURS OF OPERATION

1. The Contractor shall, prior to commencing work, submit and gain approval of a weekly work schedule indicating the order and location of work.
2. The general hours of operations shall be 8:00 a.m. to 4:30 p.m. Monday through Friday or as directed by City. Any equipment operations generating harsh or unusual noise such as chippers, leaf blowers, etc., must not be used before 8:30 a.m. No work shall be performed on weekends or City recognized holidays except in the case of emergencies.
3. In addition, the Contractor, field leadman or foreman shall meet with the City's representative on a weekly basis between 7:00 a.m. and 3:30 p.m. for the purpose of reviewing the week's work, receiving special instructions and to discuss any problems encountered on the job.

D. CLEAN UP

1. The contractor shall clean all job sites when work is completed, including sap removal from walkways, raking of leaves, twigs, etc. from lawn and parkway and the sweeping of the sidewalks and streets.
2. Each day's scheduled work shall be completed and cleaned up and under no circumstances shall any sap, brush, leave, debris, or equipment be left on the sidewalks or Street overnight.
3. The Director of Parks & Recreation and the Director of Public Works or authorized representative, shall be the sole judge as to the adequacy of the clean up.

E. EXAMINATION OF MATERIALS

This signed agreement will be considered prima facie evidence that the Contractor has carefully examined the site of work, the proposal and this agreement, and is satisfied as to the conditions to be encountered as to the character, quality and quantities of work to be performed and as to the requirements of this agreement.

The trees are in various locations throughout the City.

F. DISPOSAL OF MATERIALS

1. All tree branches produced as a result of the contractor's operations under this contract will be reduced, reused, recycled, and/or transformed. Documentation such as bills of lading will be required as proof of final disposal.
2. Reducing will include, but not be limited to chipping, grinding, and/or shredding operations. Disposal is to be at a recycling yard for use in a tree grinding and mulching program.
3. Reusing will include, but not be limited to, using chipped, ground, or shredded tree material as mulch. If the contractor has a location outside the city where such mulch may be applied, he is to provide to the documentation from the property owner indicating location and amount of material that will be used.

K. SAFETY

1. The contractor shall conform to all City of Covina Traffic Safety requirements and operating rules at all times while this contract is in effect. Contractor shall use the Work Area Traffic Control Handbook and Cal Trans Standard Watch Manual as a reference for all street operations.
2. The contractor will be responsible for supplying and using all safety equipment necessary to close or delineate traffic lanes to through traffic. This is to include a high visibility arrow board or arrow boards. All traffic safety equipment must be approved for use, by the City, prior to use.

L. DOCUMENTATION

Contractor will provide on a monthly basis, to the Director of Parks & Recreation and Director of Public Works, a report of any changes noted or performed by the Contractor, to the existing park and street inventory.

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

CITY OF COVINA

DATE: _____

BY: _____

Mayor

WEST COAST ARBORIST, INC.

DATE: _____

BY: _____

TITLE: _____

Covina Business License #: _____ Expires: _____ Address: _____

Federal Tax ID #: _____

ATTEST:

Kay Manning, City Clerk, City of Covina

Approved as to form this 19th day of June 2012.

City Attorney

CERTIFICATION

I, Catherine M. LaCroix, Deputy City Clerk of the City of Covina, hereby CERTIFY that the Maintenance Contract was approved by the Covina City Council at a regular meeting of the City Council held this 19th day of June, 2012, and was approved and passed by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:



May 23, 2012

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

RE: Renewal of Tree Trimming Agreement for Fiscal Year 2012-2013

Dear Mr. Cisneros,

For many years, West Coast Arborists, Inc. (WCA) and the City of Covina have forged a very productive and cohesive working relationship. Together our organizations have endured both good and bad times with the ever fluctuating economy of our state and country. Despite current economic trends; the integrity, health and preservation of Covina's urban forest remains our common goal.

As we approach FY 2012-2013, we propose to hold the unit prices the same and forego our request for a cost adjustment based on the Consumer Price Index. By maintaining these rates, we can help to ease the current financial strain, promote contractor stability and guarantee residents with quality tree care & customer service.

We look forward to continuing the strong relationship built between us, and to maintaining quality urban tree care service. Should you have any questions or require additional information, please contact me at (800) 521-3714.

Sincerely,

Victor M. Gonzalez
Vice-President, Director of Marketing



City of Covina

Proposed Price Schedule for Fiscal Year 2011-2012

Tree Maintenance Services

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

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

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: June 19, 2012

ITEM NO.: PH 1

STAFF SOURCE: Kim Raney, Chief of Police *KR*

ITEM TITLE: Public Hearing for expenditure of 2012 Edward Byrne Memorial Justice Assistance Grant (JAG).

STAFF RECOMMENDATION:

- a) Hold the Public Hearing; and,
- b) Receive and file proposed program for expenditure of 2012 Edward Byrne Memorial Justice Assistance Grant (JAG).

FISCAL IMPACT:

There is no additional appropriation needed from the General Fund; however, when final notification has been received, staff will bring back before Council a resolution to increase the Police Department's appropriation account 2271-1120-42080 and the revenue account 2271-1120-50015 by \$12,477, which is the amount allocated for the City of Covina Police Department.

BACKGROUND:

Notification was received from the Department of Justice, Office of Justice Programs Bureau of Justice Assistance, that the City of Covina Police Department is eligible to receive \$12,477 from the Edward Byrne Memorial Justice Assistance Grant (JAG) Program, FY 2012. This figure is based on population and crime statistics.

Previous JAG allocations have been used to fund our Youth Accountability Board and the part-time Community Services Officer (CSO) position assigned to this program. Both of these items were eliminated in the 2010-2011 budget due to budgetary constraints thus making these grant allocations critically important. The allocation of \$16,121 from JAG 2011 was used to continue the Youth Accountability Board and the part time Community Services Officer position. This new appropriation of \$12,477 from JAG 2012 will do the same and continue funding the Youth Accountability Board.

RELEVANCE TO THE STRATEGIC PLAN

None.

EXHIBITS:

None.

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

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: June 19, 2012

ITEM NO.: PH 2

STAFF SOURCE: Lisa Brancheau, Redevelopment Manager *L.B.*
Shelby Williams, City Planner
Alan Carter, Associate Planner *a.c.*

ITEM TITLE: Consider application relating to certain section of Sign Program for Covina Town Square commercial center at the southeast corner of Arrow Highway and Azusa Avenue

STAFF RECOMMEDATION

Conduct public hearing, introduce and waive further reading of Ordinance No. 12-2009 modifying Planned Community Development PCD 87-001, by changing certain provisions of the Sign Program for the Covina Town Square commercial center, and making certain findings and conditions.

FISCAL IMPACT

There is no impact to the General Fund. However, the additional building signage that would be permitted under this request may increase business activity in the commercial center, which could assist in the filling of existing center-related vacancies and, therefore, could generate additional sales tax for the City.

BACKGROUND

The City Council is requested to review and approve a proposal to change a provision of the Sign Program for the Covina Town Square commercial center. The proposed modification would permit the larger businesses that operate within the building in the southwestern portion of the center (e.g., Sprint) to display signage on the western side of the building to facilitate business exposure from Azusa Avenue, as opposed to relying on business exposure from the more distant Arrow Highway. The purpose of the applicant-initiated request is to enable the aforementioned businesses to attract more customers. For clarification on the overall proposal, the City Council should refer to Exhibit A, which consists of the Planning Commission staff report on this matter from its April 24, 2012 meeting.

On April 24th, the Planning Commission voted unanimously (5-0) to recommend to the City Council approval of the request, subject to certain conditions of approval, which are included as an exhibit to this Commentary. There was no public opposition to the project proposal expressed at the Planning Commission meeting and, as of this writing, no written protests to the proposal have been submitted to the City.

RELEVANCE TO THE STRATEGIC PLAN

The Strategic Plan calls for, among other things, the adoption of measures that would strengthen the economic base of the City. It is believed that the proposal would meet this aim.

EXHIBITS

- A. Planning Commission staff report on proposal from 4/24/12 meeting, including certain exhibits thereof.
- B. Conditions of approval for proposal, as recommended by Planning Commission.
- C. Proposal plans and documents (on file in the City Clerk Department).
- D. Ordinance No. 12-2009.

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

CITY OF COVINA

STAFF REPORT

APRIL 24, 2012

ITEM NUMBER 2

TO: PLANNING COMMISSION

FROM: LISA BRANCHEAU, COMMUNITY DEVELOPMENT DEPARTMENT
a.c.

COORDINATOR: ALAN CARTER, ASSOCIATE PLANNER

SUBJECT: APPLICATION PCD 87-001 MODIFICATION

APPLICANT:

Diversified Signs, Inc. (representing Sprint)

REQUEST:

A modification to application Planned Community Development (PCD) 87-001 by changing certain provisions of the Sign Program (contains criteria for exterior business-related signage) of the Covina Town Square commercial center concerning the building in the southwestern portion of the center.

LOCATION:

1314 – 1318 North Azusa Avenue

SURROUNDING LAND USES AND ZONING (RELATIVE TO ENTIRE CENTER):

	EXISTING LAND USE	ZONING
Site	Covina Town Square Commercial Center	C-3A (PCD) (Regional or Community Shopping Center, with a Planned Community Development overlay) & C-3A (Regional or Community Shopping Center) (Outback Steakhouse is only business in center without PCD overlay)
North	Vacant Land and Various Commercial Businesses	Los Angeles County and City of Azusa Territories
South	Combination Automotive Repair and Auto Parts Business, Condominium Complex, and Elementary School	(Respectively) C-4 (Highway Commercial); RD-3500 (PCD) (Residential – Multiple Family and Condominium with a Planned Community Development overlay); and R-1-7500 (Residential – Single Family)
East	Single Family Houses	R-1-7500 (Residential – Single Family)
West	Vacant Commercial Building (at southwest corner of Azusa and Arrow); Community Shopping Center; and Two-Tenant Commercial Center	(Respectively) C-4 (Highway Commercial); C-2 (Neighborhood Shopping Center); and C-3A (Regional or Community Shopping Center) plus C-4 (Highway Commercial)

GENERAL PLAN DESIGNATION:

General Commercial

NOTIFICATION OF APPLICANT AND ADJACENT PROPERTY OWNERS:

The applicant has been mailed a copy of the staff report. All property owners within a radius of 300 feet from the overall Covina Town Square commercial center were mailed notices of the public hearing on April 12, 2012.

ENVIRONMENTAL DETERMINATION:

The proposal is categorically exempt from environmental review, pursuant to Class 11 or Section 15311(a) of the California Environmental Quality Act (CEQA) Guidelines.

BACKGROUND:

In 1987, the City adopted application Planned Community Development (PCD) 87-001, which served as the framework for development of the Covina Town Square commercial center. PCD 87-001 further established a comprehensive Sign Program for the center (see Exhibit A). The Planning Commission will recall that the purpose of a sign program, the formulation of which is encouraged under the Zoning Title, Signage Chapter (#17.74) of the Covina Municipal Code (CMC), is twofold: first, to tailor general zoning requirements to specific building design and architecture conditions to facilitate implementation of the Code; and, second, to establish uniform signage standards that would result in sign features that are consistent with the design and architecture of the appurtenant building improvements. The Town Square Sign Program has thus regulated signage design and installation in the center over the years, and, in a few cases, the criteria has been either amended or has had exceptions to it granted by the Planning Commission or the City Council in response to business-related requests (see Exhibit B for a listing of such cases).

Under the present application, Diversified Signs, Inc., representing Sprint, which recently opened a retail store in the southwestern building in the center, requests a Modification to application PCD 87-001 to change one provision of the Sign Program to enable Sprint to install an additional, typical-size building sign on the western wall of the appurtenant building (see project plans and associated documentation under Exhibit E). Under the current Sign Program, Sprint (the signage of which would be classified as a Type "G" sign in the Program or Exhibit A) is allowed to have and has installed a sign on the northern side of the building, though is not permitted to have signage on the western-most wall the overall structure (or the western side of the adjacent loading area. This sign is further defined under the CMC as a non-permitted or "off-premises sign.") The basis for the aforementioned signage-related restriction is that Sprint occupies an interior-located tenant space (or, one that does not side on a parking area), unlike the western-most commercial space of the building (which was formally occupied by Pets Mart and at which SkyZone was recently approved by the City to conduct its business).

It is noted that the existing Hometown Buffet signage on the western side of the building (the restaurant also not siding on this wall) was permitted under a Variance application in 1995. Currently, the City Attorney's Office has stated that any modifications of the underlying PCD application (again, of which the Sign Program is a component) must be considered by the City in the same manner as the review of a new PCD application (i.e., must be approved by the City Council, based on a recommendation of the Planning Commission). For reasons of efficiency and consistency and to address the signage needs of subsequent tenants in the Hometown Buffet space as well as in the SkyZone area, the proposed change to the Covina Town Square Sign Program also incorporates the signage criteria for these other two business spaces concerning the wall in question.

According to the applicant and a representative of Sprint, (again, see Exhibit E), the desired western-focused signage is needed to best achieve proper business exposure for the recently-opened establishment. For additional background information on the request, the Commission should refer to all Exhibits, notably the project plans and associated textual materials in Exhibit E.

ANALYSIS AND FINDINGS:

Based on an analysis of the proposed PCD Modification request, the staff recommends that the Planning Commission make the following findings for the application:

1. That the site for the proposed use is adequate in size and shape to accommodate the use.

Fact: The project proposal does not entail any changes concerning the use of the Covina Town Square commercial center, changes that could warrant analysis relative to the physical features of the underlying site. Rather, the proposal only entails what could be considered as a minor change to the business-related Sign Program or the exterior signage criteria. And based on the larger area of the center and the significant distance of the building in question to the street on which the building fronts or Arrow Highway (approximately 625 feet), the staff believes that the proposed signage-related modification would be reasonable.

2. That the site for the proposed use relates to streets and highways adequate in width and pavement type to carry the quantity and kind of traffic generated by the proposed use.

Fact: The project proposal does not entail any changes concerning the use of the Covina Town Square commercial center, changes that could warrant analysis relative to the physical features of the underlying site and relative to traffic impacts on surrounding roads and highways. Rather, the proposal only entails what could be considered as a minor change to the business-related Sign Program or the exterior signage criteria (which, again, would not affect traffic pertaining to the commercial center). And based on the larger area of the center and the significant distance of the building in question to the street on which the building fronts or Arrow Highway (approximately 625 feet), the staff believes that the proposed modification would be reasonable.

3. That the proposed use is not detrimental to the surrounding properties or uses permitted in the general area.

Fact: As noted under the previous two findings, the project proposal does not pertain to any use-related changes on the commercial center site. The proposal only concerns what could be considered as a minor change to the business-related Sign Program or the exterior signage criteria of the center. In the evaluation of the proposal, the staff has not identified any potentially negative impacts with this change. Specifically, the additional signage that would be installed (again a single, maximum roughly 50-square foot sign on what is generally the western wall of the southwesterly building in the commercial complex) would be relatively limited in size

and, when combined with the two now-permitted signs on the wall, would not dominate or detract from the architectural integrity of the underlying building. Moreover, no adverse effects or aesthetic problems have been identified in the years that Hometown Buffet has had an off-premises sign on this wall, which lies approximately 75 feet from the western property line of the center.

4. That the conditions stated in the decision are deemed necessary to protect the health, safety, and general welfare; such conditions shall include, but not be limited to, sixteen certain items stated in the appropriate section of the Covina Municipal Code.

Fact: The staff is proposing certain standard conditions of approval pertaining to the amendment of the Sign Program and the subsequent installation of the additional building signage (the other fifteen above-referenced items being not applicable to the project proposal) that should further the public health, safety, and general welfare. The conditions have been used successfully in similar signage-related applications in the past and should provide the City with adequate safeguards for preventing any problems or issues.

5. The granting of the PCD Modification is necessary to protect the public peace, health, and safety.

Fact: The staff believes that the proposed change in the Sign Program of the Covina Town Square commercial center would result in a more balanced or consistent combination signage and building design on the western side of the building in the southwesterly portion of the center. In addition, the change would be consistent with prior direction on signage from the joint City-Council-Planning Commission Committee on the Zoning Ordinance Update. Because of these factors, that staff believes that, arguably, the overall public realm would be furthered.

6. The granting of the PCD Modification will be in substantial compliance with the provisional plan (and the (updated) precise plans of the commercial center—development plans under which the commercial center was initially development and subsequently remodeled or expanded).

Fact: Both the generally minor change in the commercial center-related Sign Program or external signage criteria and the subsequent installation of the single additional sign on the building wall in question would be consistent with all development-associated plans of the Covina Town Square complex and would meet the intent of the existing Sign Program of the center. In addition, the staff believes that the request would be reasonable relative to previously-granted sign-related changes in and exceptions to the criteria of the Covina Town Square center (which are listed under Exhibit B. And any similar future requests will be evaluated on a case-by-

case basis to ensure that the aforementioned consistency—as well as consistency with the General Plan—is maintained.)

STAFF RECOMMENDATION:

Based on the evidence presented and testimony submitted to the Planning Commission, the staff recommends that the Planning Commission recommend to the City Council the approval of the aforementioned amendment to application PCD 87-001, subject to the attached conditions of approval. (If the Planning Commission makes a recommendation at this meeting, the request would be considered by the City Council on May 1, 2012.)

EXHIBITS:

- A. Covina Town Square Sign Program (original)***
- B. Previously-Approved Amendments and Exceptions to Covina Town Square Sign Program***
- C. 300 –Foot Radius Mailing Map***
- D. Area Map***
- E. Justification Letter of Applicant, Building and Area Pictures, and Project Plans and Textual Changes Concerning Proposed Changes to Sign Program under request (provided under separate cover)***

**COVINA TOWN SQUARE
SIGN PROGRAM**

This Exhibit describes the only allowable (but not required) signage for the various types of users in the Shopping Center.

For the purpose of this Exhibit, "Major User" shall be defined as any single tenant in the Shopping Center occupying 20,000 square feet or more of Gross Building Area. "Submajor" shall be defined as any single tenant in the shopping center occupying from 10,000 to 20,000 square feet of gross building area. "Freestanding Building Occupant" shall be defined as any occupant of those buildings located along the Arrow Highway and Azusa Street frontage (not attached to the inline buildings), including those single tenant buildings within the "Entertainment Center."

In addition to the permanent signs permitted as herinafter described, temporary advertising banners and signs shall be permitted from time to time subject to the City of Covina and the Developer's prior approval. Said temporary signage shall not be displayed for more than seven consecutive calendar days nor more than four times per year by any individual tenant. Other miscellaneous storefront signage not exceeding three square feet in area per tenant shall be permitted subject to Developer's approval.

All signs subject fo City standards except where these provisions directly supercede.

All signs require appropriate permits (sign, electrical, and building) from City. Three sets of sign plans should be submitted to the City for approval. Said plans will have a signature or stamp of approval by developer.

For "individual letter" type signs, the sign area shall be defined as a rectangle enclosing each group of letters or logo.

Sign Type "A": (2 only)

SHOPPING CENTER IDENTIFICATION SIGNS

- * Maximum height - 35 feet
- * Permitted users - Developer (for Shopping Center name)
Major Users. (Sears, Home Depot and one
other major user)
- * Number of faces - 2
- * Maximum advertising area per face - 300 square feet
- * Maximum sign area, per user, per face:
 - Sears - 65 square feet
 - Home Depot - 150 square feet
 - Other major - 72 square feet
- * Type of illumination - internal
- * Minimum setback from property line - 5'

continued


APPROVED
PLANNING COMMISSION
OWNER
8-11-87
EXHIBIT A - PAGE 7 OF 13
NO
CITY OF CO
ANNING DE
EXHIBIT
A

A-1

Sign Type "B":

WALL SIGN

Sears - 2 signs; letters 6' maximum
- 2 signs; letters 3' maximum

TBA - 2 signs; letters 3' maximum

Other Majors - 3 signs; maximum 1 per frontage which faces
a parking area; letters 4' maximum

Sub Majors - 1 sign per frontage which faces a parking area;
letters 3' maximum

- * Maximum sign area - 180 square feet
- * Type of letters - internally illuminated channel letters
or Major Users normal signage

Sign "B-1" - 2 signs

- * Permitted users - Home Depot
- * Maximum height - not to extend above wall
- * Maximum sign area - west elevation - 500 square feet
- north elevation - 300 square feet
- * Type of letters - internally illuminated channel letters
or Major users normal signage, letters
7' maximum.

Sign Type "D":

STREET-ORIENTED MONUMENT SIGN - Maximum of 5 - *ONLY PERMITTED IN LIEU OF ONE WALL SIGN*

- * Maximum height - 7 feet - above adjacent public sidewalk
- * Permitted users - any Major User or freestanding building occupant
- * Number of faces - 2
- * Maximum sign area per face - 32 square feet
- * Type of illumination - internal
- * Location - 5' minimum from property line to nearest point on sign


APPROVED
PLANNING COMMISSION
PLANNER
8-11-87
DATE
EXHIBIT A - PAGE 8 OF 13
NO
CITY OF COVINA
DEPARTMENT

continued

A-2

Sign Type "E": 1 per publicly accessed, occupancy frontage; maximum of 3

FREESTANDING BUILDING INDIVIDUAL CHANNEL LETTER WALL SIGN

- * Maximum height - not to extend above wall
- * Permitted users - any Freestanding Building occupant
- * Maximum sign area - equal to $\frac{1}{2}$ square foot or sign for each 1 linear foot of building wall length 2.6
- * Type of letter - internally illuminated channel letter

Sign Type "F":

STREET ORIENTED THEATRE MARQUEE to be decided with site approval for theater, when submitted.

Sign Type "G":

TYPICAL SHOP TENANT INDIVIDUAL, CHANNEL LETTER, FASCIA SIGN

- * Maximum height - to be mounted at Developer approved locations only
- * Average letter height - 20"
- * Permitted users - any tenant
- * Maximum sign area - length of sign shall not exceed 75% of tenant's shop width or 30 feet, whichever is less
- * Type of illumination - internal
- * Permitted number - one sign per shop tenant on wall which faces public parking
- * Also permitted - one logo or trademark not exceeding 12 sq. ft. in area

Sign Type "H":

UNDER CANOPY PEDESTRIAN-ORIENTED SIGN

- * Minimum height - bottom of sign to be even with or above bottom of canopy
- * Maximum size - 4 sq. ft./face
- * Number of faces - 2
- * Permitted users - any tenant



APPROVED

PLANNING COMMISSION

PLANNER

8-11-87

DATE

EXHIBIT A - PAGE 9 OF 13

NO

CITY OF COVINA

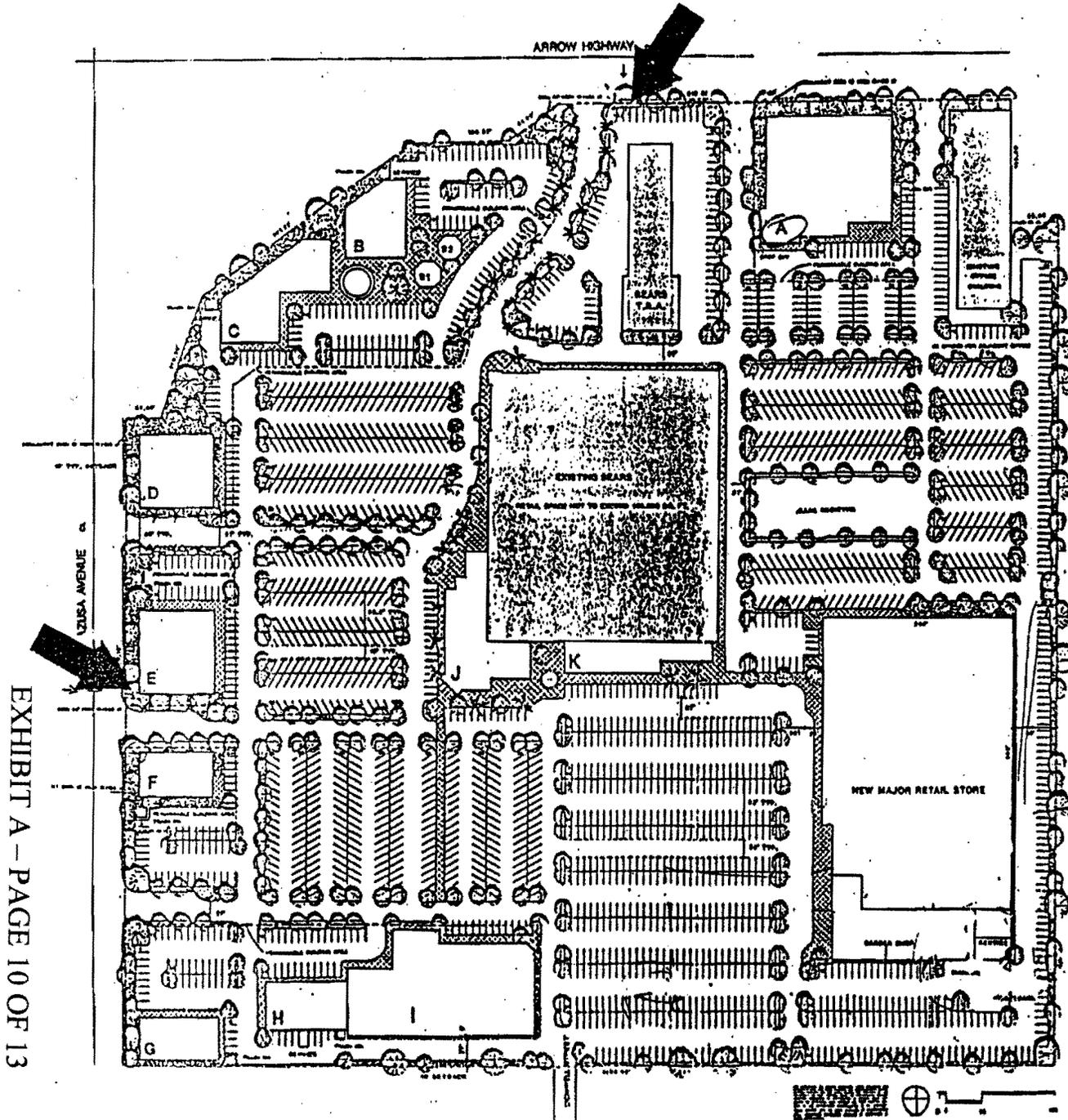
PLANNING DEPARTMENT

A-3

COVINA TOWN SQUARE SIGN PROGRAM

PROPOSED LOCATIONS OF FREESTANDING CENTER IDENTIFICATION SIGNS.

A-4



BUILDING SUMMARY

0000	EXISTING BLANK STORE	16,800 sq. ft.
0001	BLANK T.S.A.	16,800 sq. ft.
0002	MAJOR RETAIL STORE	11,775 sq. ft.
0003	A THEATRA	24,500 sq. ft.
0004	B RETAIL	3,700 sq. ft.
0005	C RETAIL	11,177 sq. ft.
0006	D RESTAURANT	10,000 sq. ft.
0007	E RESTAURANT	11,177 sq. ft.
0008	F BANK	6,000 sq. ft.
0009	G RESTAURANT	6,000 sq. ft.
0010	H RETAIL	6,700 sq. ft.
0011	I RETAIL	11,000 sq. ft.
0012	J RETAIL	13,700 sq. ft.
0013	K RETAIL	7,100 sq. ft.
0014	TOTAL BUILDING AREA	162,177 sq. ft.
	GARDEN SHOP (NOT INCLUDED IN BUILDING SUMMARY)	16,777 sq. ft.

SITE USE SUMMARY

NET AREA	34.7 ACRES
LAND/BUILDING SQ. FT. RATIO	1.4 TO ONE
PARKING & DRIVE PER 1,000 SQ. FT.	200
ESTIMATED AVAILABLE PARKING	2943
PARKING REQUIRED BY CITY	
INCLUDES MEDICAL USE REDUCTION FOR DRIVE LITTLE DRIVE AREA & TR	1071

Planning Department
 City of Covina
 123 East College Street
 Covina, California 91722
 4-7-87
 PCD 87001-A

COVINA SHOPPING CENTER
ALEXANDER HAAGEN DEVELOPMENT
 COVINA, CALIFORNIA

ARCHITECTS PACIFICA LTD
 80 WOODPORT CENTER DRIVE SUITE 100
 NEWPORT BEACH, CALIFORNIA 92660
 (714) 426-0777

LISTING OF PAST CHANGES TO OR EXCEPTIONS GRANTED REGARDING SIGN PROGRAM OF COVINA TOWN SQUARE COMMERCIAL CENTER (listed chronologically)*

1. 2/91 – appeal of staff decision – permitted Staples to have painted background with building (channel letter) signs (thus resembling cabinet signage)
2. 6/95 – VAR 95-003 – permitted Hometown Buffet to have off premises sign on western side of southwesterly or appurtenant building
3. 11/95 – appeal of staff decision – permitted Shakey's to have multiple cabinet signs (in lieu of channel letter signs) on building
4. 2/96 – Mod. To PCD – permitted mid-sized tenants in center (between 15,000 – 20,000 square feet in area) to have signage on larger, street-located pylon signs (in addition to tenants 20,000 square feet and larger, such as Lowe's)
5. 11/96 – Mod. To PCD – permitted AMC Theatre Complex to have additional building signage
6. 10/09 – Mod. To PCD – permitted Lowe's to have additional and larger building signage

***In addition to cases listed above, under staff practice and past legal direction, Planning staff has granted certain generally minor Sign Program-related deviations to signage proposals in commercial center (such as regarding letter height of currently-permitted and existing Sprint sign at business frontage, letter height being or allowed at 24 inches, as opposed to 20-inch limit (an average) of Sign Program).**

B-1

EXHIBIT B

300-FOOT RADIUS MAILING MAP

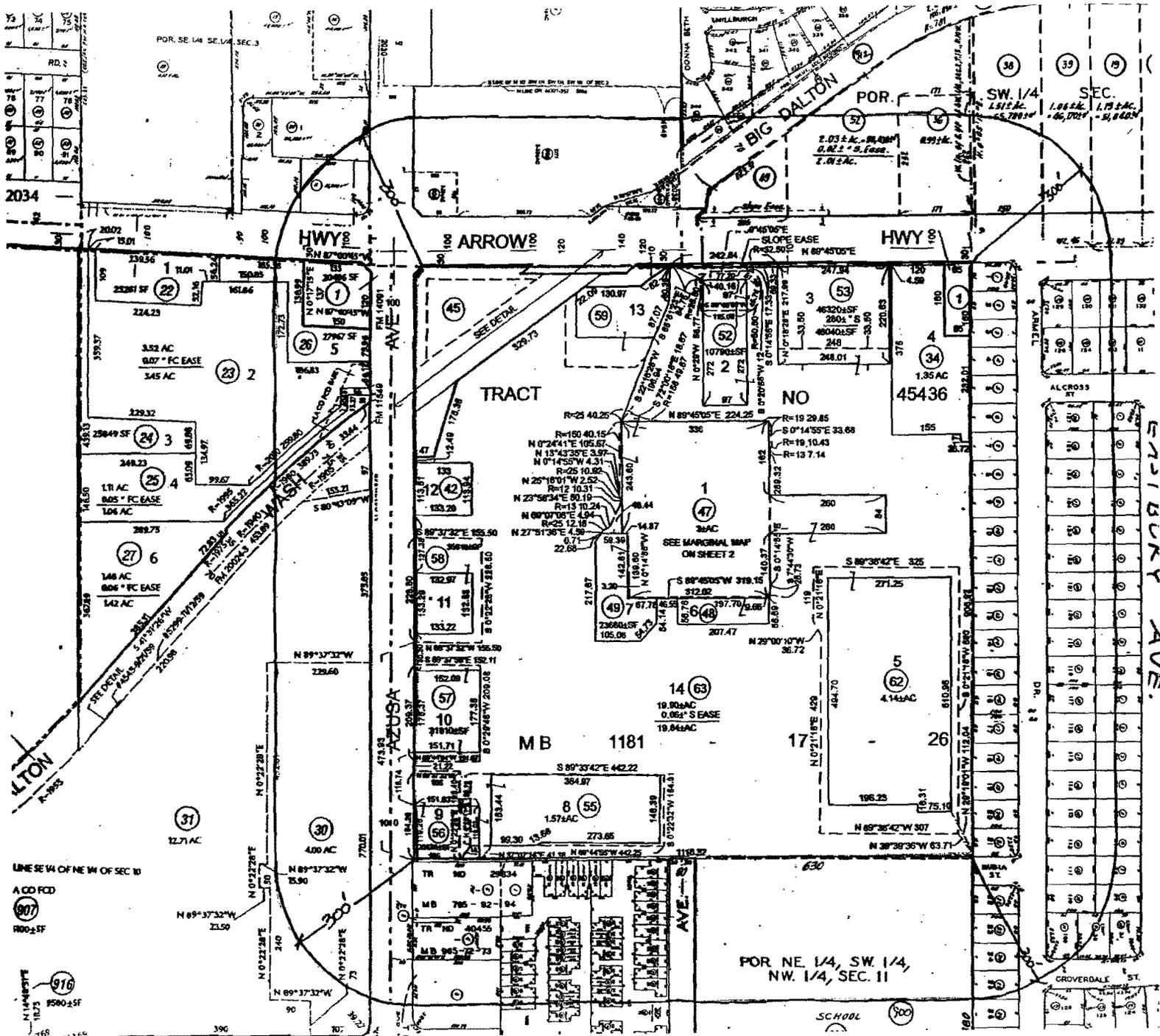


EXHIBIT C



C-1

AREA MAP

1314-1318 NORTH AZUSA AVENUE

PCD 87-001 MODIFICATION

Subject Site

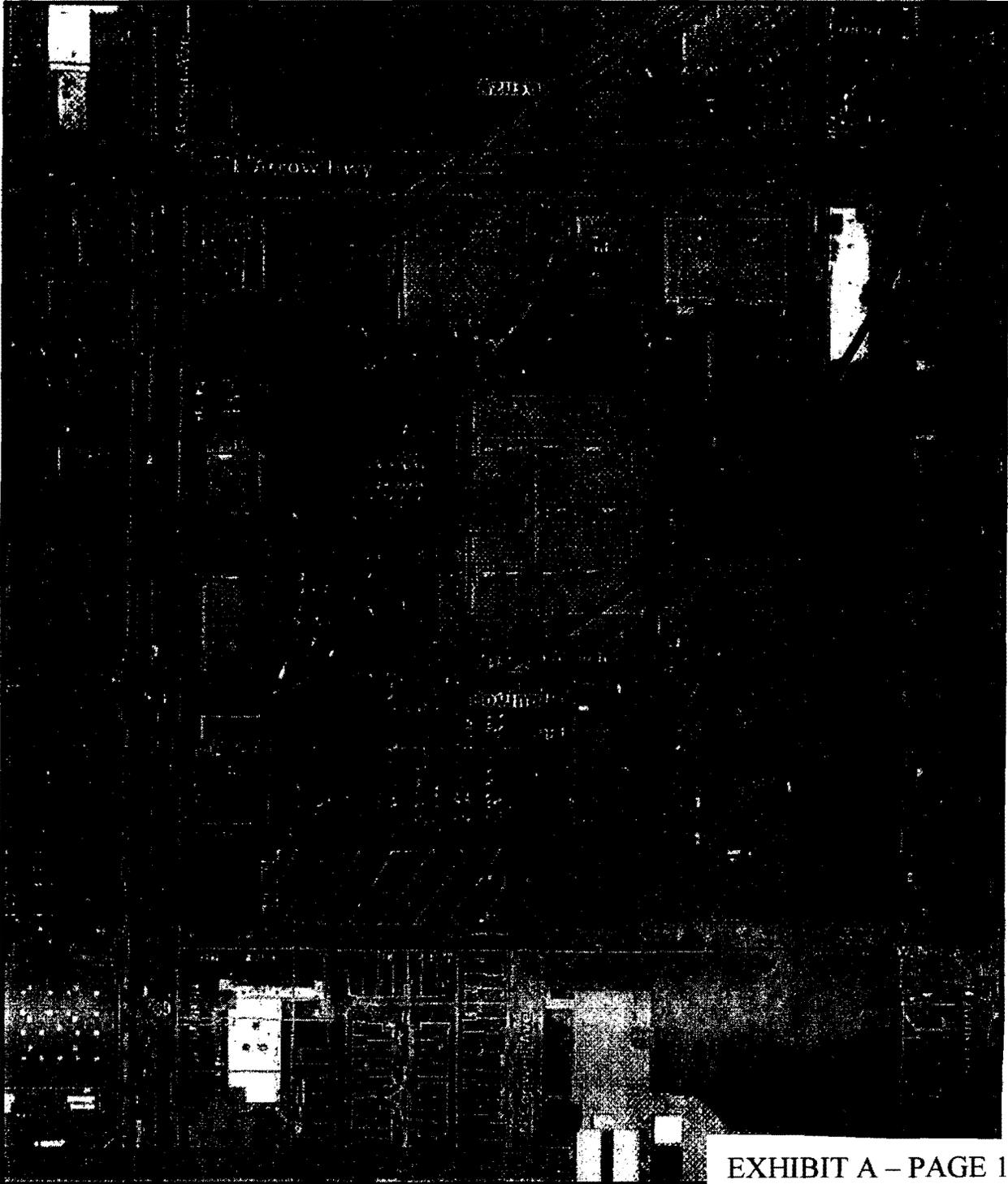


EXHIBIT A - PAGE 13 OF 13

2

D-1

EXHIBIT D

**CITY OF COVINA
APPLICATION CONDITIONS OF APPROVAL
MODIFICATION TO APPLICATION PLANNED COMMUNITY DEVELOPMENT
(PCD) 87-001
AS RECOMMENDED BY THE PLANNING COMMISSION ON APRIL 24, 2012
FOR CONSIDERATION TO THE CITY COUNCIL ON JUNE 19, 2012**

This application shall permit the Sign Program of the Covina Town Square commercial center to be amended to permit the business at 1316 North Azusa Avenue (Sprint) of the multiple tenant commercial building in the southwestern portion of the center to have building signage on the western wall of the westerly, building-related loading area, in accordance with the associated approved standards and details. The standards and details shall further appertain to the following two businesses within the same building, which are currently permitted to have signage on this wall: a) 1314 North Azusa Avenue (future SkyZone business); and b) 1318 North Azusa Avenue (Hometown Buffet). (NO ADDITIONS, ALTERATIONS, OR MODIFICATIONS TO ANY BUILDING OR OTHER IMPROVEMENTS ON THE COMMERCIAL CENTER SITE HAVE BEEN GRANTED UNDER THIS APPROVAL.)

1.0 EFFECTIVE DATE OF APPLICATION:

- 1.1** The approval of the application shall take effect thirty days following final City Council approval of the request.

2.0 GENERAL REQUIREMENTS:

- 2.1** Failure to comply with any conditions of approval noted herein shall be deemed just cause for the initiation of code enforcement action against the property owner or the revocation of project approval by the City.
- 2.2** The project and any associated signage-related improvements are categorically exempt pursuant to the California Environmental Quality Act (CEQA). If a Notice of Exemption is filed with the City, then the period during which legal challenges can be filed based upon violations of CEQA is reduced from 180 days to 35 days. To file the Notice of Exemption, please contact the Planning Division.
- 2.3** Any future-proposed signage in the Covina Town Square commercial center that deviates from the updated provisions of the Covina Town Square Sign Program or that has not been addressed herein or under any prior official decision shall first be considered by the Planning staff and may warrant future Sign Program modification.

- 2.4** Final plans incorporating all conditions of approval and any plan-related changes required in the approval process shall be submitted for review to and approval by the City Planner or his/her designee prior to building permit issuance in conjunction with the Plan Check process of the Building Division. Any construction/final plans and documents shall conform to the design criteria of the updated Sign Program that has been approved by the City Council and shall meet all applicable requirements of the Building Division. The conditions listed herein shall be printed upon the face of and included as part of the construction plans.
- 2.5** Any site features for the disabled that are required by the Building Division pertaining to the project or subsequent, related work, including, but not limited to, restroom amenities, property access identification, parking stall and unloading area dimensions, path of travel, and building access, must continue to comply with all applicable State Codes and must be reviewed by the Building Division.
- 2.6** All existing zoning-related entitlements pertaining to the appurtenant commercial center shall remain in effect, except where any provisions thereof have been expressly superseded by this application.
- 2.7** This grant shall not be effective for any purposes until the permittee and the owner of the property (if other than the permittee) have each filed at the office of the Planning Division certain subsequently-distributed affidavits stating that they are aware of, and agree to accept, all conditions of the grant.
- 2.8** The application shall not be effective until such time as the applicant and the property owner each obtain an Inspection and Verification Permit and the City Planner or his/her designee certifies on said Permit that the project complies with all of the terms and conditions of these conditions of approval.
- 2.9** Approval of this request shall not waive compliance with all sections of the Covina Municipal Code, the Covina Design Guidelines, and all other applicable City ordinances and plans as well as non-City laws and regulations in effect at the time of application approval by the Planning Commission and at the time of any building permit issuance(s) by the Covina Building Division.
- 2.10** The City shall have the reasonable right of entry to inspect the immediate premises and the overall property to verify compliance with the conditions of approval.

- 2.11** Permittee shall defend, indemnify and hold harmless the City, its agents, officers, and employees from any claim, action, or proceeding against the City or its agents, officers, or employees to attack, set aside, void or annul this approval, which action is brought within the applicable time period of Government Code Section 65009. The City must promptly notify the permittee of any claim, action, or proceeding and the City shall cooperate fully in the defense. If the City fails to promptly notify the permittee of any claim, action or proceeding, or if the City fails to cooperate fully in the defense, the permittee shall not thereafter be responsible to defend, indemnify, or hold harmless the City.
- 2.12** The permittee shall reimburse the City for any court and attorney's fees which the City may be required to pay as a result of any claim or action brought against the City because of this approval. Although the permittee is the real party in interest in an action, the City may, at its sole discretion, participate at its own expense in the defense of the action, but such participation shall not relieve the permittee of any obligation under this condition.
- 2.13** If any provision of this grant is held or declared to be invalid, the entire approval shall be void and the privileges granted hereunder shall lapse.
- 2.14** The costs and expenses of any code enforcement activities, including, but not limited to, attorneys' fees, caused by the applicant's or the property owner's violation of any condition imposed by this application or any provision of the Covina Municipal Code shall be paid by the applicant and/or the property owner.
- 2.15** In accordance with Chapter 11.36 of the Covina Municipal Code, no street trees adjacent to the project site shall be cut or trimmed in any manner by any persons associated with the property unless a written permit from the City Public Works Department is first obtained.
- 2.16** The site, building, landscaping, and signage improvements on the commercial center site shall be maintained in a sound and attractive condition, free of weeds, trash or debris, visible deterioration, graffiti, or other conditions that violate the Covina Municipal Code. The City may require that the applicant and/or the property owner pay the actual and reasonable costs for code compliance services needed to address any problem conditions.
- 2.17** The applicant shall perform any and all construction work that is associated with the project proposal only between the hours of 7:00 a.m. and 8:00 p.m., Monday through Saturday (excluding legal holidays).

- 2.18** The applicant shall comply with the following requirements from the Public Works Department, Building Division:
- a. Please be prepared to submit attachment details for the proposed building signage (building permit required).
 - b. Energy forms/calculations shall be required for the proposed building signage, if illuminated.
- 2.19** The applicant shall comply with the following requirement from the Public Works Department, Environmental Division: the \$40.00 plan review fee shall be paid.

ORDINANCE NO. 12-2009

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, MODIFYING PLANNED COMMUNITY DEVELOPMENT PCD 87-001, BY CHANGING CERTAIN PROVISIONS OF THE SIGN PROGRAM FOR THE COVINA TOWN SQUARE COMMERCIAL CENTER, AND MAKING CERTAIN FINDINGS AND CONDITIONS.

THE CITY COUNCIL OF THE CITY OF COVINA DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. Pursuant to a Council public hearing conducted on June 19, 2012 and processing in the manner set forth by State law and local ordinance, and after recommendation thereon by the Planning Commission after a duly noticed public hearing on April 24, 2012, this modification (“Modification”) to Planned Community Development (PCD 87-001) is made for the reasons of public interest, convenience, and necessity.

SECTION 2. The following described real property in the City of Covina, County of Los Angeles, State of California, is hereby subject to the Modification:

Assessors Parcel Number 8408-001-055 as documented in Tax Assessors Records in the County of Los Angeles, State of California, also known as the Covina Town Square Commercial Center located at 1314-1318 N. Azusa Avenue (the “Center”).

SECTION 3. The proposed Modification amends the sign program originally approved by PCD 87-001 with respect to Type “G” signs within the Center. The Modification is hereby worded as follows:

“Sign Type “G”:

TYPICAL SHOP TENANT INDIVIDUAL, CHANNEL LETTER, FASCIA SIGN

- * Maximum height - to be mounted at Developer approved locations only
- * Average letter height - 20”
- * Permitted users - any tenant

EXHIBIT D – PAGE 1 OF 5

- * Maximum sign area - length of sign shall not exceed 75% of tenant’s shop width or 30 feet, which ever is less
- * Type of illumination - internal
- * Permitted number - one sign per shop tenant on wall which faces public parking
- * Also permitted - one logo or trademark not exceeding 12 sq. ft. in area

Notwithstanding the above, three of the shop tenants occupying Building “I”, or the building in the southwestern portion of the Center (presently “Hometown Buffet” (1318 N. Azusa Ave.); “Sprint” (1316 N. Azusa Ave.); and “Skyzone” (1314 N. Azusa Ave.)) may have two (2) signs, one sign which faces northerly onto public parking and another which faces westerly onto Azusa Avenue. The signs facing northerly shall comply with the standards as set forth above. The signs facing westerly shall conform to the following standards:

Sign A: The sign must be centered horizontally between the first (furthest north) and second expansion joints and centered vertically within the sign band. The sign may have a maximum letter height of 3’, a maximum logo height of 3’ 6”, and a maximum sign length of 20’.

Sign B: The sign must be centered horizontally between the second and third expansion joints and centered vertically within the sign band. The sign may have a maximum letter height of 3’, a maximum logo height of 3’ 6”, and a maximum sign length of 16’.

Sign C: The existing “HomeTown Buffet” sign located between the third and fifth (furthest south) expansion joints may remain in place as currently installed. Any new sign shall be centered both horizontally between the third and fifth (furthest south) expansion joints and vertically within the existing sign area or sign band. The sign may have a maximum letter height of 50”, a maximum logo height of 50”, and a maximum sign length of 32’.”

SECTION 4. After giving full consideration to all evidence presented at said hearing, both oral and documentary, reviewing the recommendation of the Planning Commission, and after being fully informed, the City Council hereby finds as follows:

1. The Modification to PCD 87-001 is consistent with the Covina General Plan. The Center will continue to conform to the existing “General Commercial” land use designation set forth in the General Plan. Further, this Modification fosters the occupancy of vacant tenant spaces within the Center and will enhance their ability to attract customers along Azusa Avenue, thereby boosting the economic base of the City. On the other hand, this Modification is relatively minor, focused on one building within the Center (Building “I”) and, therefore, will not result in excessive signage or visual blight which would be contrary to the goals and policies of the Covina General Plan;

2. The Modification only makes minor alterations to the existing sign program governing the Center and only affects one building within the Center (Building "I"). It does not alter the underlying zoning of the Center and, therefore, remains consistent with the Zoning Code;
3. The Modification only makes minor alterations to the existing sign program governing the Center and only affects one building within the Center (Building "I"). This Modification does not alter the existing layout of buildings and other structures, on-site parking, vehicle and pedestrian circulation, or other physical elements of the Center. Further, the additional signage allowed by this Modification is a significant distance from the two streets serving the Center (particularly Arrow Highway – 625'; Azusa Avenue – 130'). Therefore, the site remains adequate in size and shape to accommodate the use, as amended by this Modification;
4. The Modification only makes minor alterations to the existing sign program governing the Center and only affects one building within the Center (Building "I"). No additional buildings within the Center are proposed. Further, although this Modification may result in additional customer traffic coming to the Center, the impact on traffic will be negligible relative to Azusa Avenue and Arrow Highway. Both are four-lane primary arterial streets serving the Center and will remain adequate in width and pavement to carry the quantity and kind of traffic generated by the proposed uses benefitting from this Modification;
5. The additional signage allowed by this Modification is limited to one building within the Center (Building "I") and relatively minor in the context of the entire Center. With the exception of allowing additional and somewhat larger signage on one building within the Center, all signage within the Center must continue to comply with all applicable local ordinances and regulations to minimize its impact on neighboring properties. Further, the additional signage would not dominate or detract from the architectural integrity of Building "I". The additional signage allowed by this Modification will face westerly into North Azusa Avenue. It will not face toward neighboring residential properties to the east nor toward any other sensitive uses in the vicinity. Lastly, no adverse effects or aesthetic problems have been identified in the years that Hometown buffet has had an off-premises sign on the west-facing wall of Building "I". Therefore, this Modification is not detrimental to the surrounding property or uses permitted in the general area;
6. In its recommendation, the Covina Planning Commission has proposed 4 pages of conditions of approval regulating the additional signage allowed by this Modification. These conditions have been used successfully in similar signage-related applications in the past and will mitigate any negative impacts from the additional signage. Therefore, they provide adequate safeguards to protect the health, safety and general welfare;

7. The additional signage allowed by this Modification will result in a more balanced combination of signage and design on the western side of Building “I”. In addition, the change would be consistent with prior direction about signage from the joint City Council/Planning Commission workshop regarding the Zoning Code update. Therefore, the Modification is necessary to protect the public peace, health and safety; and
8. The Modification only makes minor alterations to the existing sign program governing the Center and only affects one building within the Center (Building “I”). This Modification remains consistent with the originally approved precise plan of development for the Center and meets the intent of the existing sign program for the Center. The Modification is reasonable and consistent with previously-granted sign-related changes and exceptions, which are more specifically outlined in the Planning Commission’s findings. Therefore, this Modification is in substantial compliance with the precise plan of the Center.

SECTION 5. In considering this application relative to the California Environmental Quality Act (CEQA) Guidelines, the City Council affirms the determination of the Planning Commission that this Modification is categorically exempt from the CEQA Guidelines (pursuant to Class 11, Section 15311(a)), because it consists of construction or placement of minor structures accessory to existing commercial facilities, including on-premise signage.

SECTION 6. The Modification to PCD 87-001, as set forth in Section 3 above, is hereby granted, subject to the following conditions of approval which are deemed necessary to protect the public health, safety, and general welfare of the community:

(Conditions of Approval attached behind this Ordinance)

SECTION 7. The City Clerk shall certify the passage of this ordinance and shall cause the same to be entered in the book of original ordinances of said City; shall make a minute passage and adoption thereof in the records of the meeting at which time the same is passed and adopted; and shall, within fifteen (15) days after the passage and adoption thereof, cause the same to be published as required by law, in a local weekly newspaper of general circulation and which is hereby designated for that purpose.

PASSED AND APPROVED on this ____ day of _____, 2012.

KEVIN STAPLETON, MAYOR

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

EXHIBIT D –PAGE 5 OF 5

CITY OF COVINA/SUCCESSOR AGENCY
AGENDA ITEM COMMENTARY

MEETING DATE: June 19, 2012

ITEM NO.: CB 1

STAFF SOURCE: Robert Neiuber, Deputy Executive Director of the Successor Agency *RN*

ITEM TITLE: Report on 135 East Badillo

STAFF RECOMMENDATION

City Council and Successor Agency to review options and provide staff with direction on the future use of the property.

FISCAL IMPACT

General Fund impact depends on direction from City Council.

BACKGROUND

At the May 31, 2012, Oversight Board Meeting, the Oversight Board gave direction for the Successor Agency to transfer all of the government use properties that the Successor Agency asked them to transfer from the Agency to the City except for the property located at 135 East Badillo, the former Bank of America site, 26,612 square feet (See Exhibit 1).

<u>APN</u>	<u>Description</u>
8449-009-912	Lots 13 and 14, Parking lot, Badillo Street Covina
8449-009-911	Lot 15, vacant lot, 135 E. Badillo Street, Covina

In researching the transfer of properties, staff also found that the Redevelopment Agency had sold Lot 13 to the Parking District, but that property transfer had not been recorded (See Exhibit 2).

The Oversight Board was open to considering the transfer of the property from the Agency to the City, but wanted some assurance that the vacant property would be used for a government use.

Staff is bringing this item back to outline different options for the site and ask for Council and Successor Agency direction on the future use of the site. The options include Public Parking Lot, Public Parking Lot and Public Space/Pocket Park, City purchase the property for future development, or have the Successor Agency sell the property.

Parking Lot

Designate the site as a government use public parking lot to support the public parking needs of the downtown. About 11,500 square feet of vacant land would need to be developed into additional parking as funding allowed. Engineering, preparing, paving and lighting the site could cost in excess of \$500,000. This would most likely be a general fund expense as Covina's public parking lots operate at a deficit and are not forecasted to ever be self-sustaining. Because this is a government use the land could be transferred to the City at no cost under a provision of AB 1X 26 found in California Health and Safety Code Section 34181 (a).

Public Parking Lot and Public Space/Pocket Park

Designate the site as a government use public parking lot and public space/pocket park. Maintain the current parking lots to support the public parking needs of the downtown and develop the vacant lot into a public space/mini-park as funding allows. Staff estimates the cost of a permanent public space/mini-park to be approximately \$190,000. This would most likely be a general fund expense unless grant or other funding sources can be found. Because this is a government use the land could be transferred to the City at no cost under a provision of AB 1X 26 found in California Health and Safety Code Section 34181 (a).

City Purchase of the Property

The City could purchase the property not already owned by the parking district from the Successor Agency, approximately 16,612 square feet, and develop, sell, use the land for a land swap, or any other purpose. The value of the land would depend on the outcome of a market rate appraisal. Based on recent appraisals staff estimates the land would cost between \$335,000 and \$420,000. This would most likely be a general fund expense. Depending on the sale price and how the County will be distributing the funds from the sale of Successor Agency property back to the taxing entities, the City would get back between \$50,000 and \$84,000 of those funds.

Sell the Property

The Successor Agency could market and sell the property not owned by the parking district, approximately 16,612 square feet to a private party. The value of the land would depend on the outcome of a market rate appraisal. Based on recent appraisals staff estimates the land would cost between \$335,000 and \$420,000. Depending on the sale price and how the County will be distributing the funds from the sale of Successor Agency property back to the taxing entities, the City would receive between \$50,000 and \$84,000 of general fund money. The City would also get ongoing property tax from the increased land price as well as the potential increased property tax and sales tax that could come from the development of the property.

City Council can provide staff with direction on the future disposition of the property, propose additional options for the property and/or direct staff to provide additional information.

RELEVANCE TO THE STRATEGIC PLAN

Enhancing Financial Stability and Enhancing Parks and Recreation are two of the Councils Three Year Goals. Providing public parking to support the downtown and creating a public space/pocket park would support these goals. Purchasing the property and selling the property could also enhance the financial stability of the City depending on how the property is developed.

EXHIBITS

- 1. May 31, 2012 Oversight Board Agenda Item on Property Transfer
- 2. September 7, 1999 Agenda Item (Sale of a Lot 13 to the Parking District)
- 3. March 1, 2012 Agenda Item (Report on 135 East Badillo Public Space)

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

**OVERSIGHT BOARD OF THE
SUCCESSOR AGENCY TO THE
COVINA REDEVELOPMENT AGENCY
AGENDA ITEM COMMENTARY**

COPY

MEETING DATE: May 31, 2012

STAFF SOURCE: Robert Neiuber, Deputy Executive Director of Successor Agency

ITEM TITLE Oversight Board consideration of resolution approving the transfer of certain properties used for governmental purposes and not suitable for resale formerly owned by the Covina Redevelopment Agency to the City of Covina and directing the Successor Agency to transfer the properties

STAFF RECOMMENDATION

Adopt Oversight Board of the Successor Agency to the Covina Redevelopment Agency (“Oversight Board”) Resolution No. 12-XX approving the following:

- (1) A Resolution of the Oversight Board of the Successor Agency to the Covina Redevelopment Agency approving the transfer of the certain former Covina Redevelopment Agency properties used for governmental purposes and not suitable for resale to the City of Covina pursuant to California Health and Safety Code Section 34177 (e) and Section 34181(a), making certain findings with regard thereto and directing the Successor Agency to transfer the properties

- (2) Submit the approved recommendation to the State Department of Finance for review.

FISCAL IMPACT

The carrying value of the properties used for governmental purposes that were transferred from the Agency to the City in March and April of last year was \$3,031,429. This action of the Oversight Board will ratify those previous actions.

BACKGROUND

On May 15, 2012, the Successor Agency reviewed the previous transfers of government purpose land from the Agency to the City that occurred between January 1, 2011 and June 29, 2011. After reviewing the information, the Successor Agency approved a Resolution recommending that the Oversight Board approve the transfers of these government purpose properties and directs the Successor agency to transfer the properties to the City (see Exhibit A).

On March 11, 2011, the City Council and Redevelopment Agency approved the transfer of seven properties from the Agency to the City of Covina (see Exhibit A of Exhibit A). On April 19, 2011, the City Council and Redevelopment Agency approved the transfer of two additional properties from the Agency to the City (see Exhibit B of Exhibit A). All of these properties were transferred in accordance with Health and Safety Code 33430 and 33431. The properties were transferred to the City for public use and were consistent with the Agency’s implementation

plan. The properties were all purchased, constructed, and/or used for a governmental purpose. The properties transferred were:

COPY

<u>APN</u>	<u>Description</u>
8451-001-912	Parking lot, Shopper's Lane
8444-021-904	Vacant land, Puente at Citrus – (flag lot, future park site)
8431-014-904	Parking lot, 547 N. Citrus
8430-026-900	Park, Heritage Square, Citrus/San Bernardino Road
8429-009-900	City Yard, 534 N. Barranca
8447-031-901	Jalapa Park, Holt and Garvey
8445-009-909	Portion of Civic Center Parking Structure, 114 E. College St.
8445-009-910	Lots 13 and 14, Parking lot, Badillo Street Covina
8445-009-910	Lot 15, vacant lot, 135 E. Badillo Street, Covina

With the exception of Heritage Plaza Park and the City Yard, all of these properties were conveyed by quit claim deed from the Agency to the City. Heritage Park was shown as an asset on the Agency's books but the County showed it as being owned by the City. The City Yard was also shown as being owned by the City as a result of a previous sale from the Agency to the City.

On June 29, 2011 the governor signed into law AB 1X 26, the bill eliminated local redevelopment agencies and had the effect of calling into question the transfer of any property between the Agency and the City that took place after January 1, 2011. This change to the law is outlined in Health and Safety Code 34167.5:

34167.5. Commencing on the effective date of the act adding this part, the Controller shall review the activities of redevelopment agencies in the state to determine whether an asset transfer has occurred after January 1, 2011, between the city or county, or city and county that created a redevelopment agency or any other public agency, and the redevelopment agency. If such an asset transfer did occur during that period and the government agency that received the assets is not contractually committed to a third party for the expenditure or encumbrance of those assets, to the extent not prohibited by state and federal law, the Controller shall order the available assets to be returned to the redevelopment agency or, on or after October 1, 2011, to the successor agency, if a successor agency is established pursuant to Part 1.85 (commencing with Section 34170). Upon receiving such an order from the Controller, an affected local agency shall, as soon as practicable, reverse the transfer and return the applicable assets to the redevelopment agency or, on or after October 1, 2011, to the successor agency, if a successor agency is established pursuant to Part 1.85 (commencing with Section 34170). The Legislature hereby finds that a transfer of assets by a redevelopment agency during the period covered in this section is deemed not to be in the furtherance of the Community Redevelopment Law and is thereby unauthorized.

The Successor Agency provided a list of the properties transferred from the Agency to the City to the State Controller in accordance with their request (see Exhibit C of Exhibit A). The State Controller's Office sent out a generic letter to the Counties dated April 20, 2012 regarding this matter and directing that all transfers by all agencies be reversed (see Exhibit D of Exhibit A). The letter also asked that the transferred properties that anyone had questions on be placed on reserve pending their review. The City is not in receipt of a letter specifically to us on the

property information that we provided to the State Controller's Office as of the writing of this Agenda item. Rather than await review, the Agency is seeking approval to make a determination on the transfer of these properties as allowed under the new law.

The same bill, AB 1X 26, did provide some provisions that would exempt the transfers from the State Controller clawback provision or allow the transfer subject to different requirements under other provisions of the legislation. One of those provisions indicates that if the property or asset was constructed and used for a governmental purpose and is not suitable for resale. The oversight board is given discretion to exempt such properties from resale in Section 34181(a), and this exemption is also recognized in the successor agency section (Section 34177(e)) (see Exhibit E of Exhibit A).

In the case of the properties that were transferred from the Agency to the City and were listed above, they are all being used for a governmental purpose and are not suitable for resale. Maps and pictures of the properties discussed below can be found in Exhibit F of Exhibit A.

8451-001-912 Parking lot, Shopper's Lane

The Agency purchased and constructed a public parking lot for use of the adjacent businesses. This is the only parking available to the numerous small businesses on Shoppers Lane other than on-street parking. Elimination of the governmental purpose of public parking would adversely affect these businesses and the property tax and sales tax that they produce for the taxing entities.

8444-021-904 Vacant land, Puente at Citrus – (flag lot, future park site)

This property sits behind property owned by the Covina Valley Unified School District as is only accessible through an easement granted by the School District. As a flag lot, having no direct connection to a street, development other than for a government purpose would require legislative action to amend the City's General Plan. The City plans on building a park at this location and has received approval for a multi-million dollar grant from the State in order to accomplish that goal. National Recreation and Park Association (NRPA) set park and open space guideless and standards for cities calls for of 2.5 to 4 acres/1000 population. Covina has 1.13 acres/1000 population, well below the minimum standard set by NRPA. Parks are a governmental purpose clearly articulated in Health and Safety Code 34181 (a).

8431-014-904 Parking lot, 547 N. Citrus

The Agency purchased and constructed a public parking lot for use of the adjacent businesses. This is the only parking available to the numerous small businesses on Citrus Avenue north of San Bernardino Road other than on-street parking. Elimination of the governmental purpose of public parking would adversely affect these businesses and the property tax and sales tax that they produce for the taxing entities.

8430-026-900 Park, Heritage Plaza, Citrus/San Bernardino Road

This property was shown as being owned by the City but was listed as an asset on the Agency's books. This park site is an integral part of City's Town Center plan and the continued development of vacant downtown sites that will have a positive effect on the property tax and sales tax that will be enjoyed by all the taxing entities. The National Recreation and Park Association (NRPA) set park and open space guideless and standards for cities calls for of 2.5 to 4 acres/1000 population. Covina has 1.13 acres/1000 population, well below the minimum standard set by NRPA. Parks are a governmental purpose clearly articulated in Health and Safety Code 34181 (a). The APN number for this site was changed to 8431-014-904 as a result

of the construction of an adjacent mixed-use development and the new cul-de-sac on School Street. This site also holds the City's Police and Fire Department and parking for those uses all of which are government purposes.

8429-009-900 City Yard, 534 N. Barranca

This property is owned by the City. The City Yard houses the City's Public Works Department including Streets, Water, Sewer, and Mechanics. The site also stores the raw materials needed for them to accomplish their work. This is an asset clearly constructed and used for governmental purposes.

8447-031-901 Jalapa Park, Holt and Garvey

This park was purchased and constructed for the governmental purpose of a park. The National Recreation and Park Association (NRPA) set park and open space guideless and standards for cities calls for of 2.5 to 4 acres/1000 population. Covina has 1.13 acres/1000 population, well below the minimum standard set by NRPA. Parks are a governmental purpose clearly articulated in Health and Safety Code 34181 (a).

8445-009-909 Portion of Civic Center Parking Structure, 114 E. College St.

This lot was purchased and the parking lot above was constructed for the governmental purpose of providing parking for the City Hall and the downtown businesses including the local community hospital. Numerous small businesses rely on the availability of this parking. Elimination of the governmental purpose of public parking would adversely affect these businesses and the property tax and sales tax that they produce for the taxing entities.

8445-009-910 Lots 13 and 14, Parking lot, 135 E. Badillo Street Covina

The Agency purchased and maintained a public parking lot for use of the adjacent businesses. Elimination of the governmental purpose of public parking would adversely affect these businesses and the property tax and sales tax that they produce for the taxing entities.

8445-009-910 Lot 15, vacant lot, 135 E. Badillo Street, Covina

The City was considering various uses for the vacant lot including additional parking or a public space/park, but has put any plans on hold until the issue of if this property could be transferred to the City could be determined under the new law regarding redevelopment agency properties. As the planned use is a governmental purpose staff listed this as a property that we ask the Oversight Board to consider and approve the transfer of the property for governmental use.

The Agency and City did take care in determining, which Agency properties used for public purpose and governmental use were transferred from the Agency to the City. This is evident in that the Agency did not transfer the KIA site (626 S. Citrus Avenue), the VW site (528 South Citrus), and the Enterprise site (635 S. Citrus) to the City, but maintained them as Agency assets that must be disposed of in accordance with the law with the money from the eventual sales being distributed to the various taxing entities.

Staff is asking the Oversight Board to approve the previous transfer of the properties, used for governmental purposes and not suitable for resale, to the City of Covina per Section 34177(e) and Section 34181(a) of the Health and Safety Code and direct the Successor Agency to transfer the properties. The specific properties are listed above and in the Resolution.

EXHIBITS

COPY

- A. May 15, 2012 Successor Agency Agenda Item and Exhibits
 - a. March 11, 2011 Agenda Item on transfer of property
 - b. April 19, 2011 Agenda Item on transfer of property
 - c. State Controller's Office Asset Transfer Assessment
 - d. State Controller's letter dated April 20, 2012
 - e. Health and Safety Code Section 34181(a), Section 34177(e) and Section 34188
 - f. Maps and pictures of the properties
 - g. Successor Agency Resolution No. 12-005
- B. Oversight Board Resolution No. 12-XX

<p>REVIEW TEAM ONLY</p> <p>SA Attorney: _____ Finance Director: _____</p> <p>Executive Director: _____ Other: _____</p>
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COPY

MEETING DATE: September 7, 1999

CITY OF COVINA
COVINA REDEVELOPMENT AGENCY
AGENDA ITEM COMMENTARY

ITEM TITLE: Joint Public Hearing of the City Council and Covina Redevelopment Agency (Agency) for the consideration of the sale of real property - Portions 8 and 13 of Block 7 of Covina Townsite - by the Agency pursuant to the Agreement For Acquisition of Real Property between the Agency and the Covina Parking Authority. (Bank of America - West Parking Lot and Versateller Lot)

INITIATOR: Covina Redevelopment Agency

STAFF INFORMATION SOURCE: Michael Marquez, Deputy Executive Director
Thomas Parrington, Agency Council
Robert Neuber, Senior Management Analyst

BACKGROUND: The Agency purchased this property in conjunction with the purchase of the Bank of America Building. The Agency is seeking approval to sell the two lots to the Covina Parking Authority. The two lots in question, 8 and 13 will allow for a homogeneous parking lot in conjunction with the former GTE site. This expansive parking lot will help to meet the demands and concerns of the downtown merchants. In addition, this parking lot will assist in the elimination of blight and allow for the continued growth and economic viability of Project Area 2, Subarea 1.

On August 5, 1999, at the Board of Parking Place Commissioners meeting, the Board voted 2-0 to enter into the Agreement For Acquisition of Real Property for Portions 8 and 13 of Block 7 of Covina Townsite. They plan on developing the properties as public parking lots.

The Bank of America Building was appraised for \$700,000 and was purchased in conjunction with 26,610 square feet of property at 135 East Badillo Street in fiscal year 1997-98 for a cost of \$625,550. Through negotiations, Bank of America included an additional 8,970 square feet of property on which the ATM machines were located at 114 East College Street -- Portion 8 of Block 7 of Covina Townsite.

This additional property was appraised at \$142,000 or \$15.83 per square foot. The lot directly south of the ATM lot is 8,070 square feet -- Portion 13 of Block 7 of Covina Townsite. These properties, Portions 8 and 13 of Block 7 of Covina Townsite, 17,040 square feet at the appraised amount of \$15.83 per square foot, are worth an estimated \$269,743.20.

The remaining Bank of America Building on 18,540 square feet of property is currently being appraised. The Agency anticipates the appraisal to be between

\$400,000 and \$600,000. The Agency would anticipate receiving at least \$670,000 for the entire property if the Agency consents to its sale in the future.

Cost to the Agency: The property in question cost the Agency \$299,589 based on the sales price of \$625,550 divided by the total land purchased, 35,580 square feet multiplied by the amount of land to be sold to the parking district 17,040 square feet. The Agency is selling the property for \$269,743.20 based on its appraised value of \$15.83 per square foot. The reason for the difference in price between the purchase price and the sales price is due to the inclusion of the Bank of America Building in the purchase price. The Agency has not agreed to any specific improvements. However, because this is a public parking lot that will assist in the elimination of blight, the Agency may want to assist the Parking Board for the cost of additional amenities that will encourage the use of the lot. The parking lot is directly south of City Hall and serves a majority of the downtown restaurants and entertainment venues. The Agency would estimate the use of no more than \$240,000 worth of public improvements through the use of previously acquired bond money. This item would come back to the Agency Board prior to the expenditure of any bond funds.

Estimated Value of the Interest: The appraisal that shows the land to be worth \$15.83 per square foot (\$269,743.20) was determined at the highest and best use permitted under the Agency's Implementation Plan. There is no difference between the selling price and the highest and best use permitted.

Implementation Plan: The sale of the land that will lead to the improvement of the public infrastructure within the project areas is consistent with the Agency's Implementation Plan adopted December 1994, and revised October 1997, in that the objective of Section III.C.1 is to assist in the improvement of the public infrastructure within the project areas.

Elimination of Blight: The sale of this property will help address several key blighting conditions in Project Area 2 as indicated in the Agency's Implementation Plan. These conditions include; lack of on-site parking, deficient streets, landscaping, and pedestrian amenities, and inadequate handicapped access.

Environmental Impact: This project is categorically exempt from CEQA under Class 1, section 15301 of the CEQA Guidelines. It is a minor alteration of an existing public or private facility involving a negligible increase in capacity. The sale of this property will not result in a change to the existing environmental setting. This is a fully urbanized and developed site on which no remaining native vegetation exists. To the West of the property is an alley and the back of the Citrus Avenue buildings. To the North of the property is City Hall. To the South of the property is a commercial area consisting of a dry cleaners, offices, and businesses. To the East of the property are offices and banks. The entire area is zoned Town Center Commercial. The development would consist of replacing the existing parking lot with a parking lot that will be designed to meet the needs of the downtown and the Bank of America building in accordance with the Covina Design Guidelines.

FISCAL IMPACT: Benefit: \$269,743.20 of redevelopment monies to fund projects. Cost: Up to \$240,000 of bond money, which must be used for public purposes, could be used

for the improvement of the public parking lot. This cost would not occur without future Agency approval.

At the beginning of this fiscal year, the Municipal Parking District had an undesignated reserve of approximately \$460,000. About \$85,000 will be used for demolition of the building at 124 East College Street. About \$75,000 is needed for construction of new parking facilities at 114 (versateller lot) and 124 East College Street and \$270,000 is needed for this land purchase. This will leave an undesignated reserve of \$30,000. There will be no General Fund impact.

EXHIBITS:

- A. Agreement for Acquisition of Real Property
- B. Resolution of Agency approving Agreement for Acquisition of Real Property
- C. Resolution of City Council approving Agreement for Acquisition of Real Property

KEY ISSUES:

Ability to provide additional parking for the downtown and assists in the elimination of blight.

COUNCIL/AGENCY ACTION: That the Agency approves, modifies, or rejects the staff recommendation.

RECOMMENDATION: That the City Council/Agency conducts a public hearing, approves the Agreement for Acquisition of Real Property, and adopts the Agency Resolution approving the sale and term of sale for Portions 8 and 13 of Block 7 of Covina Townsite.

COPY

RESOLUTION NO. _____

A RESOLUTION OF THE COVINA REDEVELOPMENT AGENCY AUTHORIZING THE SALE OF REAL PROPERTY - PORTIONS 8 AND 13 OF BLOCK 7 OF COVINA TOWNSITE - BY THE AGENCY PURSUANT TO THE AGREEMENT FOR ACQUISITION OF REAL PROPERTY BETWEEN THE AGENCY AND THE COVINA PARKING AUTHORITY.

WHEREAS, The Covina Redevelopment Agency is engaged in activities necessary to execute and implement the Redevelopment Plan for Covina Revitalization Redevelopment Project No. Two; and

WHEREAS, the sale of real property - Portions 8 and 13 of Block 7 of Covina Townsite - by the Agency pursuant to the Agreement for Acquisition of Real Property between the Agency and the Covina Parking Authority will assist in the elimination of blight by addressing some key blighting conditions of the Agency's Implementation Plan in Project Area Two including lack of on-site parking, deficient streets, landscaping, and pedestrian amenities, and inadequate handicapped access; and

WHEREAS, the consideration that the Agency will receive for the property (\$269,743.20) is not less than the fair market value at its highest and best use in accordance with the plan;

NOW, THEREFORE, BE IT RESOLVED BY THE REDEVELOPMENT AGENCY OF THE CITY OF COVINA AS FOLLOWS:

SECTION 1. That the Executive Director of the Covina Redevelopment Agency is hereby authorized to take all action necessary to sell the Agency's interest in real property in Portions 8 and 13 of Block 7 of Covina Townsite in accordance with the terms of the Agreement for Acquisition of Real Property between the Agency and the Covina Parking Authority on behalf of the Agency.

SECTION 2. The Agency Secretary shall certify to the passage and adoption of this resolution and the same shall take immediate effect and be in force.

APPROVED AND PASSED this _____ day of _____, 1999.

Chairman

Attest:

Agency Secretary

Agency Attorney

CITY OF COVINA
AGENDA ITEM COMMENTARY

COPY

MEETING DATE: February 21, 2012

STAFF SOURCE: Robert Neuber, Director of Community Development
Elizabeth Hull, Agency Attorney

ITEM TITLE: Report on 135 East Badillo Public Space.

STAFF RECOMMENDATION

City Council to review options and provide staff with direction.

FISCAL IMPACT

None, staff would return items for approval of general fiscal impacts at a later time depending on City Council direction.

BACKGROUND

At the February 7, 2012 City Council meeting the City Council directed staff to bring back a report on the City owned property located at 135 East Badillo, the dirt lot that the Bank of America building used to occupy. Council directed staff to investigate the possibility of a land swap, project costs for installing a permanent or a temporary public space, and what role the Successor Agency Oversight Board might play in any of these processes.

The property in question was transferred from the Covina Redevelopment Agency to the City in March of last year. The majority of the site is a public parking lot and has been a public lot for over 20 years. A portion of the lot, about 10,000 square feet is the location of the former Bank of America building which was purchased by the Covina Redevelopment Agency to assist with future downtown development or the expansion of the public parking lot at a later date. The City explored the issue of developing the property and did receive interest from two developers and one proposal for a mixed use affordable housing/commercial project. The proposal would have required assistance from the local redevelopment agency to be able to meet the inclusionary housing requirements. Unfortunately, the affordable housing funds are not available for this project following the elimination of redevelopment agencies pursuant to AB 1X 26. Consequently, the live-work residential development with affordable housing cannot move forward as proposed.

At the February 7 meeting, the Council proposed the idea of swapping the 10,000 feet of vacant land for another property that could be used for a citrus pocket park or a historical pocket park. This would open up the former Bank of America site for future development. There are sites in town that could make more sense for such an endeavor. Because the Bank of America site was formerly owned by the RDA there are certain risks to any potential buyer of the site as a result of AB 1X 26. AB 1X 26 provides that any assets transferred from the Agency to the City during 2011 are subject to review by the State Controller. If the asset that was transferred is not

encumbered with a third party agreement the State Controller will direct the asset be returned to the Agency for disposition and the funds redistributed to the taxing entities.

We have become aware that some title insurers are uncomfortable insuring transactions at this time where the property to be conveyed was previously held by a redevelopment agency. It is unclear how a title insurer would view a proposed land swap of this nature. Based upon the language in AB 1X 26 regarding assets transferred during 2011 being encumbered by a third party contract, it is possible the transaction would be able to proceed but there is some risk associated with the transaction. Section 34167.5 implies that any 2011 asset transfer that is now encumbered by a third party agreement may remain with the public entity that received the asset from the former agency

If the State Controller orders the land returned to the Agency, Successor Agency can work with the Oversight Board and Department of Finance to have the property returned to the City. There are two provisions of AB 1X 26 that would allow this to happen:

- Section 34181(a) provides that land that is used for a public purpose may be transferred to the appropriate public entity. So, in this case, it is one legal parcel, the majority of which has been used as a public parking lot. This land could be deemed public purpose land and therefore be transferred to the City.
- Section 34180(f) provides that if the City would like retain any parcels previously owned by the Agency for future City economic development purposes then the City can negotiate an agreement for the acquisition of the property.

Additionally, if the intent was to use the site a permanent public space, such as a passive park, the City could designate it as such now and commit the resources to create the park space. This would provide the City with additional facts in support of declaring the property public purpose property that should remain with the City.

Staff estimates the cost of a permanent public space to be around \$190,000 (see exhibit 2 for a breakdown of estimated costs and Exhibit 3 for a rough layout). There would be ongoing maintenance and utility costs for the site as well. In the interim, the City could declare it a temporary open space. Staff estimates the cost of placing and securing boxed trees at the site as well as temporary benches and trash cans to be about \$30,000 plus ongoing maintenance and hand watering.

The Successor Agency, under the supervision of the Oversight Board, is charged with disposing of the assets and properties of the former redevelopment agency expeditiously and maximizing value.

Based upon the statutory uncertainties, it appears the Council has three options

1. Find a willing buyer to swap the land with and develop the acquired property as a park/public space, leaving the former Bank of America site to be developed as a commercial site.
2. Create a permanent or temporary open space/park use on the site
3. Return the property to the Agency for sale pursuant to AB 1X 26.

As identified above there are some risks with each of these options.

RELEVANCE TO THE STRATEGIC PLAN

Enhancing Parks and Recreation is one of the Councils Three Year Goals. Improving public space and creating pocket parks supports that goal.

EXHIBITS

1. Photos of site
2. Estimated cost breakdown
3. Draft layout

REVIEW TEAM ONLY

City Attorney: _____ **Finance Director:** _____

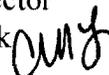
City Manager: _____ **Other:** _____

CITY OF COVINA
AGENCY ITEM COMMENTARY

MEETING DATE: June 19, 2012

ITEM NO.: NB 1

STAFF SOURCE: Anthony Arroyo, Human Resources Director
Catherine M. LaCroix, Deputy City Clerk



ITEM TITLE: City Council to make appointments to the Library Board of Trustees; City Council to make appointments to the remaining Boards, Commissions and Committees and/or schedule interviews

STAFF RECOMMENDATION

- 1) Mayor to make appointments to the Library Board of Trustees and City Council to ratify said appointments by the Mayor, or schedule interviews of applicant(s); and
- 2) City Council to make appointments to the Cultural Arts Advisory Commission, Historic Preservation Board, Housing and Community Development Committee, Personnel Advisory Board, Planning Commission, Traffic Advisory Committee and Youth Accountability Board, or schedule interviews of applicant(s)

FISCAL IMPACT

There is a nominal budgetary impact associated with advertisement costs for the annual notice of scheduled vacancies.

BACKGROUND

On April 2, 2012, the City Clerk's Office began recruitment efforts for the scheduled term expirations of Covina Boards, Commissions and Committees. Recruitment notices were posted at City Hall, Covina Public Library, Joslyn Center and on the City's website. Published advertisement recruitment notices were also published in the San Gabriel Valley Examiner on April 5, April 12, April 19 and April 26, 2012. In addition, letters were mailed to all members with terms expiring on June 30, 2012. The deadline for receiving applications being presented before City Council was May 16, 2012.

Interviews are optional; therefore, the Mayor may make appointments to the Library Board of Trustees during this Council meeting or direct staff to schedule interviews. The City Council would then ratify mayoral appointments to the Library Board. City Council would appoint the remaining Boards, Commissions and Committees at this Council meeting or direct staff to schedule interviews.

Included with this staff report and listed below are the applications received from interested citizens. Newly appointed applicant terms would commence immediately and expire at different dates in the future depending on the Board, Commission, or Committee to which the candidate is appointed.

Library Board of Trustees – 1 vacancy

(Mayor appoints to 3-year term)

- Gayle Mitchell, seeking re-appointment

Cultural Arts Advisory Commission – 2 vacancies

(Council appoints to 2-year term)

- Robert Orso, seeking re-appointment

Historic Preservation Board – 3 vacancies

(Council appoints to 4-year term)

- John Connors, seeking re-appointment

Housing & Community Development – 4 vacancies

(Council appoints to 4-year term)

- Marian King, seeking re-appointment

Planning Commission – 1 vacancy

(Council appoints to 4-year term)

- John Connors, seeking re-appointment

Traffic Advisory Committee – 4 vacancies

(Council appoints to 3-year term)

- Kay Manning, seeking re-appointment
- Thomas Melendrez, seeking re-appointment

Youth Accountability Board – 3 vacancies and 2 alternate vacancies

(Council appoints to 2-year term; alternates are a 1-year term)

- Kay Manning, seeking re-appointment to 2-year vacancy
- Roxanne Medina, seeking re-appointment to 2-year vacancy
- Henry Medina, seeking re-appointment to 2-year vacancy
- Audrey Conner, seeking new appointment to 1-year alternate vacancy

RELEVANCE TO THE STRATEGIC PLAN

There is no direct relevance to the Covina Strategic Plan.

EXHIBITS

A. Copies of applications

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



City of Covina

Board, Commission and Committee Member Candidate Application

Instructions: Complete this application and return it to the City Clerk's Office, 125 E. College Street, Covina, CA 91723. If you have any questions, please call the City Clerk Office at (626)384-5430. Please TYPE or PRINT clearly in ink.

Board, Commission or Committee: LIBRARY BOARD OF TRUSTEES.

Is this an application for re-appointment? Yes No

First Name: GAYLE Last Name: MITCHELL

Home Address: [REDACTED] COVINA, CA 91723 -1810

Home Phone Number: [REDACTED] Cell Phone Number: [REDACTED]

Email: [REDACTED]

Business Name: Occupation: PHYSICIAN

Business Address: Suite 1200, 1700 Coszov E. Chavez Ave Business Phone: (323) 316-9461
LOS ANGELES CA 90033

Why do you wish to serve the City? Aid Interest in the many faceted opportunities our local library has for our community thru more book reading.

What experience or education have you had relative to this field? None

What other City Boards, Commissions, or Committees have you served? Library Board of Trustees.

To what civic service organizations do you belong? None

How did you become interested in this field? Regular visits to Covina Library and discussions with the Children Reference Librarian

Will you be able to attend all Board, Commission, or Committee meetings? Yes No unless on vacat c

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

Are you willing to complete the AB1234 Ethics Training as required? done 4/23/12

(If NO to any of the above, please explain):

RECEIVED BY
COVINA CITY CLERK
12 APR 24 PM 12:18

Applications are screened on the basis of information submitted and may be subject to a Livescan as part of the application process.

[Handwritten Signature]

4/23/12

Signature of Applicant

Date



City of Covina

Board, Commission and Committee Member Candidate Application

Instructions: Complete this application and return it to the City Clerk's Office, 1000 College Street, Covina, CA 91723. If you have any questions, please call the City Clerk Office at (917) 814-5430. Please TYPE or PRINT clearly in ink.

12 JUN -4 PM 1:23

Board, Commission or Committee: CULTURAL ARTS

Is this an application for re-appointment? Yes [checked] No

First Name: ROBERT Last Name: ORSO

Home Address: [redacted], COVINA 91722

Home Phone Number: [redacted] Cell Phone Number:

Email: [redacted]

Business Name: Occupation: ARTIST

Business Address: Business Phone:

Why do you wish to serve the City? TO PROVIDE ARTS & CULTURAL EXPERIENCES TO COVINA & LOCAL RESIDENTS

What experience or education have you had relative to this field? WORKING ARTIST MFA DRAW / PAINT / PRINTMAKING

What other City Boards, Commissions, or Committees have you served? NONE

To what civic service organizations do you belong? NONE

How did you become interested in this field? UNKNOWN

Will you be able to attend all Board, Commission, or Committee meetings? Yes [checked] No

Are you willing to file a State financial disclosure statement as required? Yes [checked] No

Are you willing to complete the AB1234 Ethics Training as required? Yes [checked] No

(If NO to any of the above, please explain):

Applications are screened on the basis of information submitted and may be subject to a Livescan as part of the application process.

[Handwritten signature]

MAY 25, 2012

Signature of Applicant

Date



City of Covina

Board, Commission and Committee Member Candidate Application

Instructions: Complete this application and return it to the City Clerk's Office, 125 E. College Street, Covina, CA 91723. If you have any questions, please call the City Clerk Office at (626)384-5430. Please TYPE or PRINT clearly in ink.

Board, Commission or Committee: Planning / Historic Preservation Board

Is this an application for re-appointment? Yes No

First Name: JOHN Last Name: CONNORS

Home Address: [Redacted] St

Home Phone Number: [Redacted] Cell Phone Number: [Redacted]

Email: [Redacted]

Business Name: BMS Parent Inc Occupation: ATTORNEY

Business Address: 1220 Raney Way Upland 91786 Business Phone: 9099812341

Why do you wish to serve the City? As a planning commissioner I come to appreciate even more the opportunity to serve my city. I have lived most of my life in Covina.

What experience or education have you had relative to this field? 25 years as an attorney. As general counsel, I worked with cities across the country on land use issues as we opened our office.

What other City Boards, Commissions, or Committees have you served? Planning / Historic Preservation Board

To what civic service organizations do you belong? Eastern Bar, Los Angeles County Bar, Knights of Columbus

How did you become interested in this field? I always have been interested with the workings of local government.

Will you be able to attend all Board, Commission, or Committee meetings? Yes No

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

Are you willing to complete the AB1234 Ethics Training as required? Yes No

(If NO to any of the above, please explain):

RECEIVED BY COVINA CITY CLERK 12 MAR 28 AM 11:34

Applications are screened on the basis of information submitted and may be subject to a Livescan as part of the application process.

Signature of Applicant [Handwritten Signature]

Date 3/27/2012



City of Covina

Board, Commission and Committee Member Candidate Application

Instructions: Complete this application and return it to the City Clerk's Office, 125 E. College Street, Covina, CA 91723. If you have any questions, please call the City Clerk Office at (626)384-5430. Please TYPE or PRINT clearly in ink.

Board, Commission or Committee: Housing & Community Development

Is this an application for re-appointment? Yes [checked] No

First Name: Marian Last Name: King

Home Address: [redacted], Covina Ca 91724

Home Phone Number: [redacted] Cell Phone Number:

Email:

Business Name: Occupation: retired

Business Address: Business Phone:

Why do you wish to serve the City? To continue to help on this committee providing a citizens input on community program

What experience or education have you had relative to this field? BS Cal Poly Social Science 1978 10 years on this committee Retired State Calif employee

What other City Boards, Commissions, or Committees have you served?

To what civic service organizations do you belong? Jazlyn Center Member Santa County Garden Club

How did you become interested in this field? 30+ years civil service California

Will you be able to attend all Board, Commission, or Committee meetings? Yes [checked] No

Are you willing to file a State financial disclosure statement as required? Yes [checked] No

Are you willing to complete the AB1234 Ethics Training as required? Yes [checked] No

(If NO to any of the above, please explain):

RECEIVED BY COVINA CITY CLERK 12 MAY 16 AM 10:10

Applications are screened on the basis of information submitted and may be subject to a Livescan as part of the application process.

Marian King

5-1-12

Signature of Applicant

Date



City of Covina

Board, Commission and Committee Member Candidate Application

Instructions: Complete this application and return it to the City Clerk's Office, 125 E. College Street, Covina, CA 91723. If you have any questions, please call the City Clerk Office at (626)384-5430. Please TYPE or PRINT clearly in ink.

Board, Commission or Committee: Traffic Advisory Committee

Is this an application for re-appointment? Yes [checked] No

First Name: Kay Last Name: Manning

Home Address: [redacted] Covina 91724

Home Phone Number: [redacted] Cell Phone Number: [redacted]

Email: [redacted]

Business Name: Occupation:

Business Address: Business Phone:

Why do you wish to serve the City? Continue to assist and serve in any way needed.

What experience or education have you had relative to this field? prior appointment

What other City Boards, Commissions, or Committees have you served? NCDA, YAB

To what civic service organizations do you belong? Lions Club, WSO

How did you become interested in this field? Gov't 101

Will you be able to attend all Board, Commission, or Committee meetings? Yes [checked] No

Are you willing to file a State financial disclosure statement as required? Yes [checked] No

Are you willing to complete the AB1234 Ethics Training as required? Yes [checked] No

(If NO to any of the above, please explain):

RECEIVED BY COVINA CITY CLERK 12 APR 23 PM 12:42

Applications are screened on the basis of information submitted and may be subject to a Livescan as part of the application process.

Signature of Applicant: Kay Manning Date: April 18, 2012



City of Covina

Board, Commission and Committee Member Candidate Application

Instructions: Complete this application and return it to the City Clerk's Office, 125 E. College Street, Covina, CA 91723. If you have any questions, please call the City Clerk Office at (626)384-5430. Please TYPE or PRINT clearly in ink.

RECEIVED BY
COVINA CITY CLERK
12 MAY 23 AM 8:33

Board, Commission or Committee: TRAFFIC ADVISORY BOARD

Is this an application for re-appointment? Yes No

First Name: THOMAS Last Name: MELENDEZ

Home Address: [REDACTED] COVINA

Home Phone Number: [REDACTED] Cell Phone Number: [REDACTED]

Email: [REDACTED]

Business Name: CITY OF MONTEBELLO Occupation: CONSULTANT City Engineer

Business Address: Business Phone:

Why do you wish to serve the City? I WOULD LIKE TO PROVIDE THE CITY WITH MY TECHNICAL EXPERTISE IN TRAFFIC ENGINEERING IN REVIEWING, EVALUATING AND RECOMMENDING TRAFFIC SAFETY SOLUTIONS TO THE CITY.

What experience or education have you had relative to this field? I AM A REGISTERED CIVIL ENGINEER WITH OVER 30 YEARS OF MUNICIPAL ENGINEERING EXPERIENCE INCLUDING SUPERVISING TRAFFIC ENGINEERING FOR 7 CITIES AND PROVIDING TRAFFIC SAFETY RECOMMENDATIONS TO THEIR CITY COUNCILS.

What other City Boards, Commissions, or Committees have you served? NONE

To what civic service organizations do you belong? AMERICAN CANCER SOCIETY - COVINA RELAY FOR LIFE

How did you become interested in this field? I HAVE BEEN INTERESTED IN IMPROVING TRAFFIC SAFETY FOR THE COMMUNITY MY ENTIRE CAREER IN ENGINEERING AND HAVE SERVED ON THE COVINA TRAFFIC ADVISORY BOARD FOR 20 YEARS

Will you be able to attend all Board, Commission, or Committee meetings? Yes X No

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

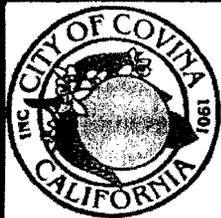
Are you willing to complete the AB1234 Ethics Training as required? Yes No

(If NO to any of the above, please explain):

Applications are screened on the basis of information submitted and may be subject to a Livescan as part of the application process.

Signature of Applicant

5/22/12 Date



City of Covina

Board, Commission and Committee Member Candidate Application

Instructions: Complete this application and return it to the City Clerk's Office, 125 E. College Street, Covina, CA 91723. If you have any questions, please call the City Clerk Office at (626)384-5430. Please TYPE or PRINT clearly in ink.

Board, Commission or Committee: Youth Accountability Board

Is this an application for re-appointment? Yes No

First Name: Kay Last Name: Manning

Home Address: [Redacted] Covina 91724

Home Phone Number: [Redacted] Cell Phone Number: [Redacted]

Email: [Redacted]

Business Name: Occupation:

Business Address: Business Phone:

Why do you wish to serve the City? continue to assist and serve in any way needed.

What experience or education have you had relative to this field? prior appointment

What other City Boards, Commissions, or Committees have you served? Traffic Advisory, HCDA

To what civic service organizations do you belong? Lions Club, USO

How did you become interested in this field? Govt 101

Will you be able to attend all Board, Commission, or Committee meetings? Yes No

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

Are you willing to complete the AB1234 Ethics Training as required? Yes No

(If NO to any of the above, please explain):

Applications are screened on the basis of information submitted and may be subject to a LiveScan as part of the application process.

RECEIVED BY COVINA CITY CLERK 12 APR 23 PM 12:18

Signature of Applicant: Kay Manning

Date: April 18, 2012



City of Covina

Board, Commission and Committee Member Candidate Application

Instructions: Complete this application and return it to the City Clerk's Office, 125 E. College Street, Covina, CA 91723. If you have any questions, please call the City Clerk Office at (626)384-5430. Please TYPE or PRINT clearly in ink.

Board, Commission or Committee:

Youth Accountability Board

Is this an application for re-appointment?

Yes

No

First Name:

Roxanne

Last Name:

Medena

Home Address:

[Redacted], Covina Ca

Home Phone Number:

[Redacted]

Cell Phone Number:

[Redacted]

Email:

[Redacted]

Business Name:

Occupation:

Business Address:

Business Phone:

Why do you wish to serve the City?

Being involved and giving back is part of appreciating where you live & what you have

What experience or education have you had relative to this field?

I've been on the Board since 2007.

What other City Boards, Commissions, or Committees have you served?

none

To what civic service organizations do you belong?

none

How did you become interested in this field?

Through the Citizen Academy

Will you be able to attend all Board, Commission, or Committee meetings?

Yes

No

Are you willing to file a State financial disclosure statement as required?

Yes

No

Are you willing to complete the AB1234 Ethics Training as required?

Yes

No

(If NO to any of the above, please explain):

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COVINA CITY CLERK
12 MAY 16 AM 10:11

Applications are screened on the basis of information submitted and may be subject to a Livescan as part of the application process.

Signature of Applicant

Roxanne Medena

Date

4/18/12



City of Covina

Board, Commission and Committee Member Candidate Application

Instructions: Complete this application and return it to the City Clerk's Office, 125 E. College Street, Covina, CA 91723. If you have any questions, please call the City Clerk Office at (626)384-5430. Please TYPE or PRINT clearly in ink.

Youth Accountability Board

Board, Commission or Committee:

Is this an application for re-appointment? Yes [checked] No

First Name: Henry

Last Name: Medina

Home Address: [redacted] Covina, CA 91723

Home Phone Number: [redacted] Cell Phone Number: [redacted]

Email: [redacted]

Business Name: Occupation: Pipefitter

Business Address: Business Phone:

Why do you wish to serve the City?

I ENJOY BEING INVOLVED WITH CITY

What experience or education have you had relative to this field?

BEEN ON YAB BOARD FOR 2 TERMS

What other City Boards, Commissions, or Committees have you served?

N/A

To what civic service organizations do you belong?

N/A

How did you become interested in this field?

WAS VERY INVOLVED WITH LITTLE LEAGUE AND SOCCER

Will you be able to attend all Board, Commission, or Committee meetings?

Yes [checked] No

Are you willing to file a State financial disclosure statement as required?

Yes [checked] No

Are you willing to complete the AB1234 Ethics Training as required?

Yes [checked] No

(If NO to any of the above, please explain):

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Applications are screened on the basis of information submitted and may be subject to a Livescan as part of the application process.

Signature of Applicant

[Handwritten Signature]

Date 5-9-12



City of Covina

Board, Commission and Committee Member Candidate Application

Instructions: Complete this application and return it to the City Clerk's Office, 125 E. College Street, Covina, CA 91723. If you have any questions, please call the City Clerk Office at (626)384-5430. Please TYPE or PRINT clearly in ink.

Youth Accountability Board

Board, Commission or Committee: ~~Personnel Advisory Board~~

Is this an application for re-appointment? Yes _____ No X _____

First Name: Audrey Last Name: Conner

Home Address: [redacted] Covina 91724

Home Phone Number: [redacted] Cell Phone Number: n/a

Email: [redacted]

Business Name: Charter Oak Unified School Dis Occupation: School Secretary, Retired

Business Address: n/a Business Phone:

Why do you wish to serve the City? Citizens Academy and Local Government 101 motivated me. I have lived in Covina since 1960 and enjoy "giving back."

What experience or education have you had relative to this field? I have served as a Personnel Commissioner for Charter Oak schools since 1996 governing all aspects of classified employment.

What other City Boards, Commissions, or Committees have you served? Traffic Advisory Committee, Covina Police Dept. volunteer

To what civic service organizations do you belong? Charter Oak Unified School District Personnel Commission; Charter Oak Partners in Education, Inc. Foundation; Covina Valley Historical Society CC Performing Arts volunteer

How did you become interested in this field? California Schools Employees Association appointed me to the COUSD Personnel Commission in 1996. I have experience and have had training in this field.

Will you be able to attend all Board, Commission, or Committee meetings? Yes X No _____

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

Are you willing to complete the AB1234 Ethics Training as required? Yes X No _____ I have completed AB 1234 Ethics Training several times.

(If NO to any of the above, please explain):

Applications are screened on the basis of information submitted and may be subject to a Livescan as part of the application process.

Handwritten signature: Audrey A. Conner

May 16, 2012

Signature of Applicant

Date

RECEIVED BY COVINA CITY CLERK 12 MAY 21 PM 12:44

**CITY OF COVINA/SUCCESSOR AGENCY TO THE COVINA
REDEVELOPMENT AGENCY
AGENDA ITEM COMMENTARY**

MEETING DATE: June 19, 2012

ITEM NO.: NB 2

STAFF SOURCE: Daryl Parrish, City Manager
Dilu de Alwis, Finance Director
Steven Smith, Management Analyst

ITEM TITLE: Adoption of the City of Covina and Successor Agency to the Covina Redevelopment Agency Annual Budget for the Fiscal Year Commencing July 1, 2012 and ending June 30, 2013.

STAFF RECOMMENDATION:

- a) Adopt Resolution No.12-7083 City of Covina budget for July 1, 2012 through June 30, 2013; and
- b) Adopt Successor Agency Resolution No.12-008 adopting the Successor Agency to the Covina Redevelopment Agency budget for July 1, 2012 through June 30, 2013.

FISCAL IMPACT:

Proposed General Fund Budget appropriation of \$29,948,510 (ongoing expenditure); proposed Successor Agency Budget appropriation of \$4,759,950; Special Revenue/Other Fund appropriation of \$42,991,490 for a total City and Agency budget of \$77,699,950. Detail description of the fiscal impact can be found in the attached exhibits.

BACKGROUND:

At the May 30, 2012 budget workshop, staff presented an overview of the General Fund, Special Revenue and Enterprise Funds budgets. At that time, staff informed the Council that the General Fund budget was out of balance by \$241,000. Subsequent to that meeting, staff completed the implementation of the new Cost Allocation Plan (as required by City Auditors) which resulted in an additional \$35,560 of costs coming into the General Fund. Additionally, staff has been informed that a one-time revenue of \$312,000 is slated to be received in the first quarter of 2012-2013 fiscal year as a result of a settlement related to parking permits. As a result of this one-time revenue receipt, the General Fund budget is not only balanced but contributes \$35,440 to reserves.

Based on the fact that we are considering balancing this budget by applying one-time revenue against a position where actual ongoing expenditures exceed ongoing revenues by \$276,560 Council may consider an amendment to the contract with the Los Angeles County Fire Department removing the "paramedic premium" providing savings this year of approximately \$189,000. Doing that would reduce the aforementioned condition to \$87,560 and provide for a contribution to our reserves in the amount of \$224,440 after applying the one-time revenue of \$312,000. This option is suggested in light of the fact that Los Angeles County Fire is passing through a 4.04% increase (\$386,295) based on its increased costs for labor, retirement and workers compensation specifically. This cost increase is particularly hard to absorb this fiscal year while facing the challenges associated with AB 1x26.

Staff notified the Council that as a result of the abolishment of CRA through AB 1x26 there is the potential of the City receiving \$857,000 in additional property taxes. This estimate was based on a formula provided by our property tax consultants HdL Coren & Cone. Council was also informed that this additional property tax will not be realized till January 2013. If the estimated new property taxes are not realized when the January 2013 payments are received, staff will bring budget adjustments to the Council to reflect the reduction in revenue and the appropriate appropriation reductions.

The budget resolutions establish the appropriations by cost center and funding sources. The City Manager can authorize appropriation transfers between cost centers within funds. Appropriation adjustments between funds require Council/Successor Agency Board approval.

In accordance with State law, the City Council is required to adopt the annual budget containing proposed revenues and appropriations by June 30, 2012.

RELEVANCE TO STRATEGIC PLAN

The annual budget is a guide for the City and Successor Agency through the next fiscal year as it provides services to its residents and businesses. This process also enables the staff to track and report to Council the results on a quarterly basis giving the Council a view of the fiscal condition of the City and Agency.

EXHIBITS:

- A. Fiscal Year 2012-2013 City and Successor Agency Budget Appropriations
- B. Fiscal Year 2012-2013 City and Successor Agency Budget Summaries
- C. Transmittal Letter
- D. City Resolution No.12-7083 adopting the City of Covina budget for fiscal year beginning July 1, 2012 and ending June 30, 2013
- E. Successor Agency Resolution No.12-008 adopting the Successor Agency to the Covina Redevelopment Agency budget for fiscal year beginning July 1, 2012 and ending June 30, 2013

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

CITY OF COVINA, CALIFORNIA
Fiscal Year 2012-2013 Budget Appropriation

Fund/Program/Activity	Total Appropriation
GENERAL FUND	
General Government	
City Council	12,400
City Clerk	-
City Treasurer	-
City Manager	12,230
City Attorney	-
Finance	4,800
Elections	73,600
Records Management	8,050
Human Resources	11,440
General Insurance	-
Duplicating Services	100
Civic Center	500
Total General Government	123,120
 Public Safety	
Police Administration	1,680,130
Crime Prevention	340,550
Police Investigation	2,187,550
Police Patrol	6,680,210
Police Records	612,620
Police Jail	502,100
Traffic Safety	421,590
Parking Control	333,010
Communication Services	1,458,580
Police Training	412,130
Police Computer Services	11,190
Fire Suppression	8,105,550
Disaster Preparedness	18,140
Animal Control	129,590
Total Public Safety	22,892,940

CITY OF COVINA, CALIFORNIA
Fiscal Year 2012-2013 Budget Appropriation

Fund/Program/Activity	Total Appropriation
Public Works	
Public Works Administration	108,620
Graffiti Removal	84,920
Engineering	230,640
Streets	335,880
Street Lighting	206,320
Traffic Control	125,390
Yard Center	67,680
Building Inspection	658,600
Neighborhood Preservation	345,430
Total Public Works	2,163,480
 Culture and Recreation	
Park-Recreation Administration	542,930
Community Relations	153,700
Recreation Services	664,360
Park Facilities	717,580
Senior Services	312,760
Community Parade	133,290
Aquatics	326,190
Library Services	1,117,450
Total Culture and Recreation	3,968,260
 Community Development	
Planning	648,080
Total Community Development	648,080
 Miscellaneous	
Intergovernmental	24,360
Community Outreach	68,270
Contingency	10,000
Total Miscellaneous	102,630

CITY OF COVINA, CALIFORNIA
Fiscal Year 2012-2013 Budget Appropriation

Fund/Program/Activity	Total Appropriation
Other Financing Uses	
Financial Sources Provided	50,000
Total Other Financing Uses	50,000
Total General Fund	29,948,510
 CDBG	
Redevelopment and Housing	
Business Assistance	158,570
Public Service	45,630
Residential Rehabilitation	100,380
Total CDBG	304,580
 BUILDING EQUIPMENT RESERVE	
Public Works	
Building Inspection	20,500
Total Building Equipment Reserve	20,500
 COMMUNITY IMPROVEMENT FUND	
Public Works	
Neighborhood Preservation	32,160
Total Community Improvement Fund	32,160
 COMMUNITY FACILITIES DISTRICT	
Culture and Recreation	
Park Facilities	110
Total Community Improvement Fund	110
 LIBRARY EQUIPMENT RESERVE	
Culture and Recreation	
Library Services	2,060
Total Library Equipment Reserve	2,060
 DOWNTOWN DISTRICT	
Miscellaneous	
Downtown District	8,750
Total Downtown District	8,750

CITY OF COVINA, CALIFORNIA
Fiscal Year 2012-2013 Budget Appropriation

Fund/Program/Activity	Total Appropriation
PROSPERO PARK	
Miscellaneous	
Prospero Park	9,000
Total Downtown District	9,000
LAW ENFORCEMENT GRANT	
Public Safety	
Police Administration	32,820
Crime Prevention	23,900
Police Patrol	74,310
Police Investigations	15,890
Traffic Safety	40,000
Total Law Enforcement Grant	186,920
RED LIGHT CAMERA PROGRAM	
Public Safety	
Police Patrol	194,220
Other Financing Sources	264,000
Total Red Light Camera Program	458,220
STATE GAS TAX	
Public Works	
Streets	890,990
Street Lighting	71,750
Traffic Control	102,500
Total State Gas Tax	1,065,240
TRANSIT	
Transit	
Streets	23,000
Transit Administration	118,260
Transit Operation	1,644,680
Debt Service	497,130
Total Transit	2,283,070

CITY OF COVINA, CALIFORNIA
Fiscal Year 2012-2013 Budget Appropriation

Fund/Program/Activity	Total Appropriation
AIR QUALITY	
Public Works	
Air Quality	300,710
CNG Station	<u>181,590</u>
Total Air Quality	<u><u>482,300</u></u>
ENVIRONMENTAL SERVICES GRANT	
Environmental Protection	
Energy	118,090
Environmental Services	<u>27,000</u>
Total Downtown District	<u><u>145,090</u></u>
MUNICIPAL PARKING DISTRICT	
Public Works	
Public Parking	<u>117,880</u>
Total Municipal Parking District	<u><u>117,880</u></u>
LIGHTING DISTRICT	
Public Works	
Street Lighting	<u>233,050</u>
Total Lighting District	<u><u>233,050</u></u>
LANDSCAPE DISTRICT	
Public Works	
Street Landscaping	<u>130,610</u>
Total Landscape District	<u><u>130,610</u></u>
SEWER DISTRICT	
Public Works	
Sanitary Sewer	10,911,200
Depreciation	<u>25,460</u>
Total Public Works	<u><u>10,936,660</u></u>

CITY OF COVINA, CALIFORNIA
Fiscal Year 2012-2013 Budget Appropriation

Fund/Program/Activity	Total Appropriation
Debt Service	
Revenue	1,403,100
Capital Lease	<u>80,930</u>
Total Debt Service	<u>1,484,030</u>
Total Sewer District	<u><u>12,420,690</u></u>
LIBRARY GRANT	
Culture and Recreation	
Library Services	<u>47,140</u>
Total Library Grant	<u><u>47,140</u></u>
LIBRARY DONATION FUND	
Culture and Recreation	
Library Services	<u>35,460</u>
Total Library Grant	<u><u>35,460</u></u>
PARKS AND RECREATION GRANT FUND	
Culture and Recreation	
Community Relations	8,000
Recreation Services	800
Senior Services	31,800
Cultural Arts	<u>9,790</u>
Total City Donation	<u><u>50,390</u></u>
SHOPPERS LANE PARKING DISTRICT	
Public Works	
Public Parking	<u>1,130</u>
Total Shoppers Lane Parking District	<u><u>1,130</u></u>

CITY OF COVINA, CALIFORNIA
Fiscal Year 2012-2013 Budget Appropriation

Fund/Program/Activity	Total Appropriation
WATER UTILITY	
Water Utility	
General and Admin-Water	816,920
Utility Billing-Water	489,910
Customer Service	754,710
Sales Promotion	35,880
Source and Supply	3,389,330
Production and Storage	604,850
Transmission and Distribution	1,199,900
Depreciation	<u>790,380</u>
Total Water Utility	<u>8,081,880</u>
Debt Service	
Revenue	1,354,360
Total Debt Service	<u>1,354,360</u>
Total Water Utility	<u>9,436,240</u>
WATER CAPITAL	
Water Utility	
Production and Storage	7,381,210
Transmission and Distribution	<u>3,336,570</u>
Total Water Utility	<u>10,717,780</u>
Debt Service	
Capital Lease	<u>500,080</u>
Total Debt Service	<u>500,080</u>
Total Water Capital	<u>11,217,860</u>
ENVIRONMENTAL	
Environmental Protection	
General and Admin-Environmental	126,220
Energy	82,000
Street Sweeping	183,520
Environmental Services	343,390
Refuse Collection	3,330
Industrial Waste	54,380
Waste Management	294,480
Depreciation	<u>5,890</u>
Total Environmental	<u>1,093,210</u>

CITY OF COVINA, CALIFORNIA
Fiscal Year 2012-2013 Budget Appropriation

Fund/Program/Activity	Total Appropriation
CENTRAL EQUIPMENT	
Central Equipment	
Equipment Administration	40,120
Vehicle and Equipment Operation	<u>1,478,280</u>
Total Central Equipment	<u><u>1,518,400</u></u>
MANAGEMENT INFORMATION SYSTEMS	
Management Information Systems	
MIS Administration	<u>828,810</u>
Total Management Information Systems	<u><u>828,810</u></u>
WORKER'S COMPENSATION	
General Government	
Worker's Compensation	<u>200,000</u>
Total Worker's Compensation	<u><u>200,000</u></u>
PUBLIC LIABILITY	
General Government	
Public Liability	<u>153,000</u>
Total Public Liability	<u><u>153,000</u></u>
PUBLIC WORKS CIP	
Public Works	
Streets	<u>510,000</u>
Total Public Works	<u><u>510,000</u></u>
SACRA	
LMIH - Project Area 1	
Debt Service	<u>390,800</u>
Total LMIH - Project Area 1	<u><u>390,800</u></u>
Obligation Retirement Fund*	
Other Financing Uses	<u>4,729,950</u>
Total Obligation Retirement Fund	<u><u>4,729,950</u></u>
Tax Allocation - Debt Area 1	
Debt Service	<u>3,152,170</u>
Total Tax Allocation - Debt Area 1	<u><u>3,152,170</u></u>

CITY OF COVINA, CALIFORNIA
Fiscal Year 2012-2013 Budget Appropriation

Fund/Program/Activity	Total Appropriation
Tax Allocation - Debt Area 2	
Debt Service	144,320
Total Tax Allocation - Debt Area 2	144,320
 Project Area 1 - Administration	
Redevelopment and Housing Administration	78,000
Redevelopment	714,660
Total Project Area 1 - Administration	792,660
 Land Proceeds - Project Areas 1 and 2	
Land Proceeds	30,000
Total Land Proceeds - Project Areas 1 and 2	30,000
 Administration	
Redevelopment and Housing	250,000
Total Administration	250,000
Total SACRA	9,489,900
Total All Funds	82,430,280

* The Obligation Retirement Fund is not accounted for in the Transmittal Letter, as it is strictly used for pass-through purposes for distribution to all SACRA funds. As it is accounted for as an "expenditure," it must be adopted as such. However, it does not represent any additional "external" expenditures. When including revenues, the net affect is "zero."

Total City and Successor Agency Appropriations

	City		Successor Agency	Total
	General	Restricted		
Expenditures				
General Government	\$ 133,120	\$ 353,000	\$ -	\$ 486,120
Public Safety:				
Police Services	14,787,390	645,140	-	15,432,530
Fire Safety Services	8,105,550	-	-	8,105,550
Public Works	1,818,050	2,563,320	-	4,381,370
Culture and Recreation:				
Parks and Recreation	2,850,810	50,390	-	2,901,200
Library Services	1,117,450	84,660	-	1,202,110
Community Development	993,510	52,660	-	1,046,170
Transit	-	2,260,070	-	2,260,070
Redevelopment and Housing	-	304,200	-	304,200
Successor Agency	-	-	1,072,660	1,072,660
Water Utility	-	20,654,100	-	20,654,100
Environmental Protection	-	1,238,300	-	1,238,300
Sewer Utility	-	11,017,590	-	11,017,590
Central Equipment	-	1,518,400	-	1,518,400
Management Information Systems	-	828,810	-	828,810
Miscellaneous	92,630	17,750	-	110,380
Debt Service	-	1,403,100	3,687,290	5,090,390
Other Financing Uses	50,000	-	-	50,000
Total Expenditures	\$ 29,948,510	\$ 42,991,490	\$ 4,759,950	\$ 77,699,950

Total City and Successor Agency Revenues

	City		Successor	Total
	General	Restricted	Agency	
Revenues				
Taxes	\$ 24,791,630	\$ 43,160	\$ 4,729,950	\$ 29,564,740
Licenses and Permits	494,000	53,590	-	547,590
Intergovernmental	804,590	6,286,230	-	7,090,820
Charges for Services	2,229,930	314,320	627,500	3,171,750
Fines and Forfeits	811,000	194,220	-	1,005,220
Special Assessments	-	2,386,400	-	2,386,400
Water Revenue	-	9,061,000	-	9,061,000
Refuse/Waste Revenue	-	1,008,430	-	1,008,430
Central Equipment Charges	-	1,275,900	-	1,275,900
Investment Earnings	250,000	330,500	-	580,500
Miscellaneous	338,800	229,640	-	568,440
Other Financing Sources	264,000	50,000	-	314,000
Total Revenues	<u>\$ 29,983,950</u>	<u>\$ 21,233,390</u>	<u>\$ 5,357,450</u>	<u>\$ 56,574,790</u>



CITY OF COVINA

125 East College Street • Covina, California 91723-2199

To the Covina City Council/Successor Agency Board and Community

The City of Covina has not been immune to the financial crisis of the “great recession” the stresses of balancing the growing needs of the community with limited resources. The challenge of forecasting resources accurately has been difficult especially in the aftermath of the dissolution of Redevelopment Agencies. However the City is fortunate that it has a balanced mix of revenues comprised primarily of taxes and charges for services that enables staff to project the results based on best practices. We use historical data as well as current trends and data from sales tax and property tax consultants that gather information from the County of Los Angeles and the State Board of Equalization for the purposes of projections. This conservative methodology has proven to be close to actual results when yearend data is tabulated. We shall continue to employ this best practice into the future.

Fiscal Year 2011/2012 saw the passage of AB 1X26 resulting in the abolition of Redevelopment in California. The passage of this legislation has had significant impacts on local governments that are far reaching and that shall continue to be felt for many years to come. Redevelopment, a tool using tax increment to eradicate blight, perform economic development and create jobs is no more. In addition the Covina Redevelopment Agency funded personnel and indirect costs performed by other departments including Finance, Human Resources, Information Technology, Liability and Worker’s Compensation. These costs totaling approximately \$1.5 million have now become the responsibility of the General Fund.

In Fiscal Year 2009/2010 our budget was balanced by using reserves and other funding sources totaling \$3.2 million. For Fiscal Year 2012/2011 the City Council gave the City Manager direction to make the necessary organizational changes to produce a balanced budget. The City Manager made bold decisions that reduced General Fund expenditures by upwards of \$2 million with minimal impacts on services to the community producing a balanced budget. We continued that practice in Fiscal Year 2011/2012 producing a balanced budget with ongoing revenues funding ongoing expenditures. This year though we are not only faced with the challenges associated with AB 1X26 we also received notification from the County of Los Angeles Fire Department that they are passing through increased costs associated with labor (retirement system and worker’s compensation costs specifically) to us in the amount of 4.04% or \$386,295. We have virtually no control over this said increase other than to absorb it into our General Fund or to perhaps reduce the level of service provided. Imbedded in the Fire Contract is a premium service that includes an additional paramedic on two separate apparatus costing \$189,000. Given the significant increase in the cost of the Fire Contract for Fiscal Year 2012/2013 the City Council may want to consider suspending this premium to offset a portion of the increase. Doing so would decrease the amount of the net increase to the contract to \$197,295.

On May 30, 2012, staff presented a budget overview to the City Council that indicated the General Fund shall have a deficit of \$241,000. Since that time we have discovered \$35,560 of additional allocations to be shifted to the General Fund creating a deficit of \$276,560. We also have available a onetime revenue resulting from an insurance settlement in the amount of \$312,000. The option exists to apply this onetime revenue to this budget thus creating a situation where revenues exceed expenditures by \$35,440. Should the City Council consider eliminating the paramedic premium the deficit without applying the onetime revenue would be reduced to \$87,560 and the surplus would increase to \$224,440 should the one time revenue be considered. Also at the budget workshop staff informed the City Council that the revenue projection for 2012/2013 includes an increase in property taxes by \$857,000 resulting from AB1X26 as forecasted by our property tax consultants. This property comes from the abolition of Redevelopment and the tax increment that was received being distributed

to all taxing entities one being the City of Covina. What concerns us is the fact that the first installment of said property tax revenue shall not be received until January 2013 a date that is half way through our budget cycle. Should this revenue not be realized or should it be significantly less than this projection we shall have to return to the City Council at mid-year to address a deficit situation.

This budget does not include funding for two capital projects that at some point in time should be addressed. The Joslyn Center Rehabilitation Project and the City Hall Rehabilitation Projects have an estimated combined cost of \$3 million including a 10 percent contingency. This amount includes reprogramming a \$640,000 grant received from the County of Los Angeles for the gymnasium project at Kahler Russell Park to the Joslyn Center Rehabilitation Project. Staff has inquired into financing these projects and the estimated annual debt service payments over a ten year period would be approximately \$356,000. At this point in time staff recommends that this item be brought back at midyear when we have more clarity with our property tax receipts, the Lighting Assessment District ballot initiative and any additional fallout be it positive or negative involving AB1X26 and the abolition of Redevelopment and the State of California Budget crisis.

GENERAL OVERVIEW

A City's budget reflects the goals and objectives of the City Council and is the foundation upon which the operation of the City is predicated. These recommendations fall within the parameters established by the Council policy direction.

A sampling of the results from previous and ongoing goals are as follows:

- Balanced budget
- Completed Civic Park/Heritage Plaza
- Implemented a new financial system
- Clean audit
- Utility billing system implemented
- Updated our information technology infrastructure
- Construction of approximately \$20 million in water and sewer projects
- Unified the Library under Parks & Recreation
- Approved the MetroLink Pedestrian Improvement Project
- Second annual Green Fair to promote sustainability in our community, and have already planned the next one
- Received an AQMD tree grant of \$37,000 to plant 100 trees
- Received an AQMD grant to match funds for our CNG station—approximately \$200,000
- Established a Long Term Financial Stability Committee
- Issued \$15 million in water bonds
- Issued \$13 million in sewer bonds
- \$2.125 million grant (from Prop 84) for a new park
- Received \$200,000 grant for communication upgrades in the Police Department

There are many other great accomplishments and goals for the next year for each department that will be included in the narrative at the activity level of the final budget document.

The *Covina Strategic Plan* was originally approved by the City Council on May 16, 2006 and was last updated on April 5, 2012 and includes the following components:

- Mission Statement for the City of Covina
- Three-year goals
- Matrix – most current Strategic Plan follow-up matrix dated April 5, 2012
- Analysis of strengths, weaknesses, opportunities and threats
- Outline of the strategic planning element

The Mission Statement developed for the City is: **“The City of Covina provides responsive municipal services and manages public resources to enhance the quality of life for our community”.**

The current three-year goals are: 1) enhance customer service, 2) enhance financial well-being, 3) enhance safety and quality of live in Covina, and 4) foster innovation and efficiency,

The following is a summary of the 2012-13budget for the City and Successor Agency:

	City		Successor	Total
	General	Restricted	Agency	
Revenues				
Taxes	24,791,630	43,160	4,729,950	29,564,740
Licenses and Permits	494,000	53,590	-	547,590
Intergovernmental	804,590	6,286,230	-	7,090,820
Charges for Services	2,229,930	314,320	627,500	3,171,750
Fines and Forfeits	811,000	194,220	-	1,005,220
Special Assessments	-	2,386,400	-	2,386,400
Water Revenue	-	9,061,000	-	9,061,000
Refuse/Waste Revenue	-	1,008,430	-	1,008,430
Central Equipment Charges	-	1,275,900	-	1,275,900
Investment Earnings	250,000	330,500	-	580,500
Miscellaneous	338,800	229,640	-	568,440
Other Financing Sources	264,000	50,000	-	314,000
Total Revenues	\$ 29,983,950	\$ 21,233,390	\$ 5,357,450	\$ 56,574,790

	City		Successor	Total
	General	Restricted	Agency	
Expenditures				
General Government	133,120	353,000	-	486,120
Public Safety:				
Police Services	14,787,390	645,140	-	15,432,530
Fire Safety Services	8,105,550	-	-	8,105,550
Public Works	1,818,050	2,563,320	-	4,381,370
Culture and Recreation:				
Parks and Recreation	2,850,810	50,390	-	2,901,200
Library Services	1,117,450	84,660	-	1,202,110
Community Development	993,510	52,660	-	1,046,170
Transit	-	2,260,070	-	2,260,070
Redevelopment and Housing	-	304,200	-	304,200
Successor Agency	-	-	1,072,660	1,072,660
Water Utility	-	20,654,100	-	20,654,100
Environmental Protection	-	1,238,300	-	1,238,300
Sewer Utility	-	11,017,590	-	11,017,590
Central Equipment	-	1,518,400	-	1,518,400
Management Information Systems	-	828,810	-	828,810
Miscellaneous	92,630	17,750	-	110,380
Debt Service	-	1,403,100	3,687,290	5,090,390
Other Financing Uses	50,000	-	-	50,000
Total Expenditures	<u>\$ 29,948,510</u>	<u>\$ 42,991,490</u>	<u>\$ 4,759,950</u>	<u>\$ 77,699,950</u>
Net Increase (Decrease) in Fund Balance	<u>\$ 35,440</u>	<u>\$ (21,758,100)</u>	<u>\$ 597,500</u>	<u>\$ (21,125,160)</u>

The overall budget appropriation of \$77,699,950 represents a \$8,645,530 or 11% decrease from the previous year. The decrease is primarily attributed to the abolishment of the Redevelopment Agency and projects done by the former Agency. The General Fund depicts an increase in appropriations of \$1,343,030. This increase is primarily attributable to the costs absorbed by the General Fund previously paid for by the Redevelopment Agency i.e. Personnel and Indirect Cost Allocation.

Budget Philosophy

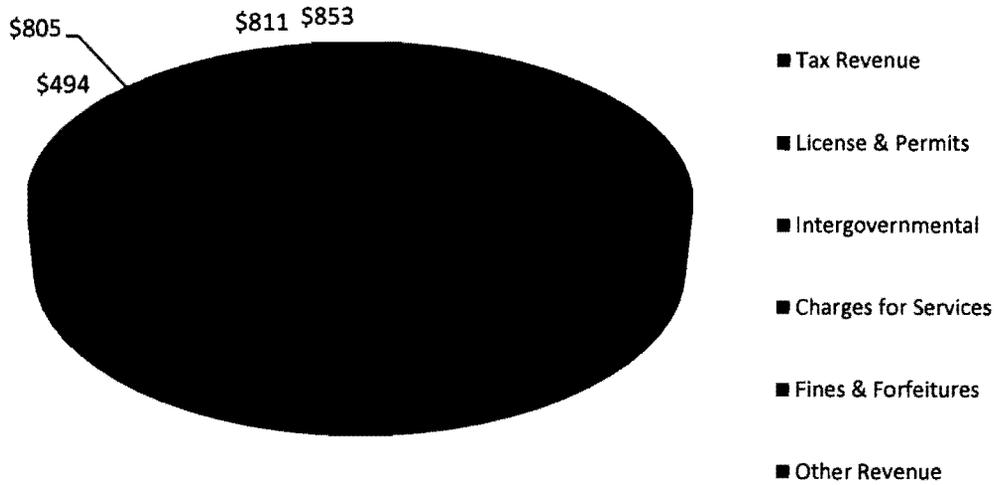
The budget philosophy is directed at programs to assist elected officials and citizens in identifying financial and program results, evaluating past program resource decisions, facilitating qualitative improvements in future decisions regarding resource allocation and service delivery options, and communicating service and program results to the community. The budget format includes actual results for fiscal years 2009-2010 and 2010-2011, the adopted budget for fiscal year 2011-2012, the base budget to continue the established basic service level, and the recommended budget for fiscal year 2012-2013, which reflects any service level changes. This distinguishes appropriation increases or decreases attributed to the current service level (base) versus the recommended service level.

GENERAL FUND

The following is a summary of the 2012-2013 General Fund budget:

	<u>Actual</u> 2009-2010	<u>Actual</u> 2010-2011	<u>Budget</u> 2011-2012	<u>Base</u> 2012-2013	<u>Recommended</u> 2012-2013
Revenues					
Taxes	21,580,336	23,955,049	23,918,680	23,965,900	24,791,630
Licenses and Permits	408,891	538,623	452,500	473,300	494,000
Intergovernmental	971,713	944,248	958,700	758,300	804,590
Charges for Services	2,099,733	2,206,062	1,852,300	1,829,670	2,229,930
Fines and Forfeits	702,114	710,363	961,000	761,000	811,000
Investment Earnings	322,588	199,121	246,700	175,000	250,000
Miscellaneous	51,791	198,171	73,380	303,800	338,800
Other Financing Sources	<u>8,316,976</u>	<u>721,903</u>	<u>150,000</u>	<u>150,000</u>	<u>264,000</u>
Total Revenues	<u>34,454,142</u>	<u>29,473,540</u>	<u>28,613,260</u>	<u>28,416,970</u>	<u>29,983,950</u>
Expenditures					
General Government	3,126,869	3,465,533	3,038,040	3,586,430	133,120
Public Safety:					
Police Services	13,332,221	12,611,940	13,352,070	12,977,130	14,787,390
Fire Safety Services	7,565,442	7,394,787	7,519,990	7,887,720	8,105,550
Public Works	1,186,131	908,804	993,610	1,352,334	1,818,050
Culture and Recreation:					
Parks and Recreation	2,233,376	2,555,003	2,412,410	2,399,910	2,850,810
Library Services	1,356,118	930,740	974,050	792,670	1,117,450
Community Development	271,424	446,849	-	740,480	993,510
Miscellaneous	28,186	9,725	23,810	91,360	92,630
Debt Service	107,483	-	-	-	-
Environmental	-	24,383	-	-	-
Other Financing Uses	<u>6,802,496</u>	<u>241,091</u>	<u>291,510</u>	<u>110,540</u>	<u>50,000</u>
Total Expenditures	<u>36,009,746</u>	<u>28,588,855</u>	<u>28,605,490</u>	<u>29,938,574</u>	<u>29,948,510</u>
Net Increase (Decrease)	<u>(1,555,604)</u>	<u>884,685</u>	<u>7,770</u>	<u>(1,521,604)</u>	<u>35,440</u>

General Fund Revenue \$29,983,950



General Fund Appropriations \$29,948,510



The General Fund accounts for the resources and expenditures used to carry out basic governmental activities of the City such as general government, public safety, public works, culture and recreation, and community development. Revenues include taxes, licenses and permits, intergovernmental, charges for services, fines and forfeits, investment earnings and other miscellaneous revenue.

Revenues

Estimated 2012-2013 General Fund revenues are \$29,983,950 in comparison to the adopted budget of \$28,613,260 for the prior fiscal year. The \$1,370,690 or 3.7% increase in revenues is attributed primarily to the following:

- Increase in Property Tax.
- One-time insurance settlement for parking permit revenue.

Taxes of \$24,791,630 are the largest source of revenue and represents 84 % of the General Fund resources. Charges for services of \$2,229,930 is the second largest revenue source and includes service fees for general services, police, public works, parks and recreation and library services.

The remaining General Fund revenues of \$2,962,390 include licenses and permits, intergovernmental revenue, fines and forfeits, investment earnings and other miscellaneous revenues that have also declined from the previous year.

Expenditures

General Fund budget appropriation of \$29,948,510 represents a \$968,030 increase from the previous year. The primary contributing factor to this increase is the implementation of the new indirect cost allocation plan resulting in the General Fund absorbing former CRA costs and the increase of the Fire contract. During the 2010-2011 fiscal year audit, the City auditors opined that the cost allocation methodology used during the budget process is not an accurate and archaic and required the City to implement a new allocation model that can justify the costs charged to various departments. The City contracted with Willdan Financial Services to prepare a cost allocation plan that meets the Federal Office of Management and Budget cost allocation criteria which is an industry standard. Implementing this new model has resulted in the General Fund absorbing more costs that was previously passed through to other funds. Additionally as a result of the abolishment of the Covina Redevelopment Agency costs previously passed through to this entity is now found spread throughout all funds with the General Fund absorbing a majority of that cost.

Departments have been diligent in scrutinizing their operations and have made their appropriation requests with the intent on maintaining the current level of service. Due to the limited resources, departments have not been able to enhance the current service levels.

General Fund – Fund Balance

The fund balance of the General Fund as recommended is projected to be \$9.29 million as of June 30, 2012. This unreserved designations amount is further designated by the City as follows:

Established by management intent:

- | | |
|---|---------------|
| ▪ Emergency Contingency 20% of operating expenditures | \$5.7 million |
| ▪ Undesignated | \$3.6 million |

Personnel Changes

There is one suggested staffing change included in the proposed Budget for Fiscal Year 2012/2013 which comes about as a function of the elimination of Redevelopment. This suggested change is the reclassification of the existing Redevelopment Manager position to an Assistant to the City Manager/Project Manager position. The total cost for this change as reflected in the proposed budget is \$17,810 to be divided equally between the Administration and Planning cost centers.

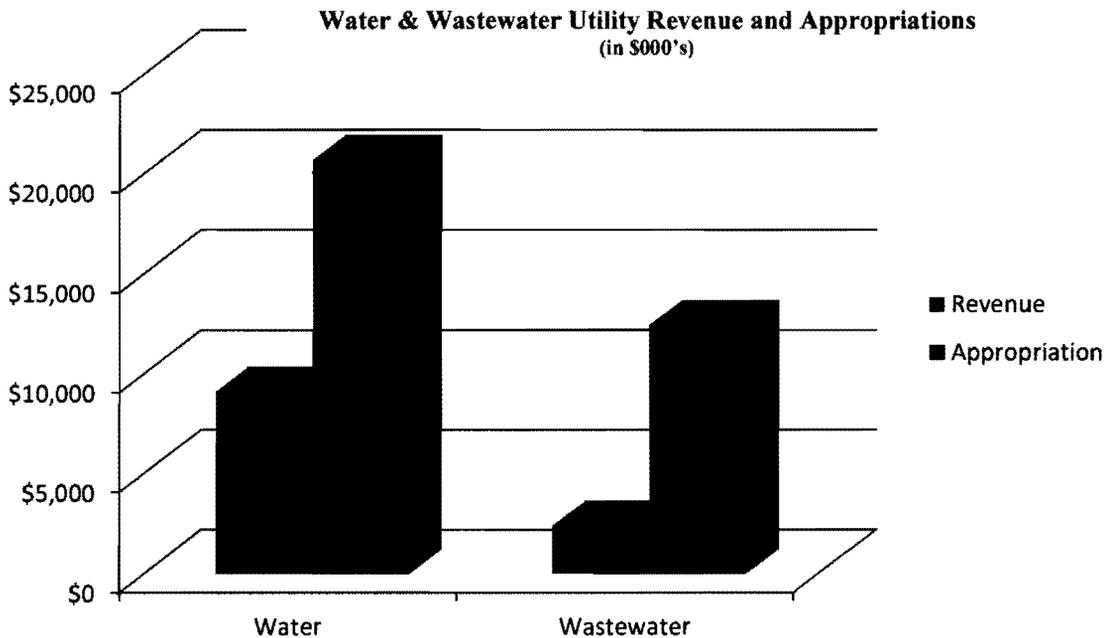
ENTERPRISE FUNDS

Enterprise Funds account for revenues derived from business type activities and charges for services. The Enterprise Funds are primarily;

- Water Operations and Capital
- Wastewater
- Environmental

The Water Utility Fund manages the supply, distribution and other activities related to potable and fire suppression water to all customers of the utility system. The system encompasses approximately 66% of the City of Covina and portions of the City of West Covina and unincorporated Los Angeles County. The Water Utility and Water Capital Funds are projecting revenues of \$9,096,000 against an appropriation of \$20,654,100. The difference between revenues and appropriations is primarily capital projects funded by bond proceeds on hand.

The Sewer Utility Fund manages the infrastructure of the sewer system throughout the City of Covina. The Sewer Utility Fund is projecting revenues of \$2,380,000 against an appropriation of \$12,420,690. The difference between revenues and appropriations is primarily capital projects funded by bond proceeds on hand.



RESTRICTED FUNDS

Restricted funds account for revenues derived from specific taxes, intergovernmental, charges for services and other earmarked revenue sources. They are usually required by statute or local ordinance and/or resolution to finance particular functions, or activities. Designated funds of the City are as follows:

- CDBG
- Law Enforcement Grant
- State Gas Tax
- Transit
- Air Quality
- Municipal Parking District
- Lighting District
- Landscape District
- Sewer District
- Community Facilities District
- Library Grant
- City Donation
- Transportation
- Development Impact
- Shoppers Lane Parking District
- Central Equipment
- Management Information Systems

Certain restricted funds do not generate sufficient revenues to fund ongoing costs. These funds include law enforcement grants, lighting and landscape districts, library grants and the Shoppers Lane Parking District.

CAPITAL PROJECTS

Following is a list of Capital projects primarily funded by bond proceeds in the Enterprise Funds and Internal Service Fund (Information Technology);

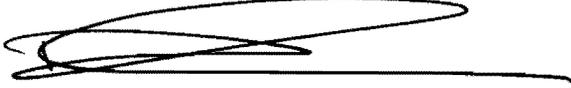
- System-wide Sanitary Sewer Upgrade Project
- Charter Drive Sanitary Sewer Construction
- Ivescrest/Ruddock Sanitary Sewer Upgrade Project
- Sewer Lift Station SCADA Project
- Cypress Reservoir Renovation
- Charter Oak Reservoir Renovation and New Tank Construction
- Holt Avenue Booster Pump Station
- Hollenbeck Avenue et al. Resurfacing Project
- System-wide Water Line Replacement Project
- Phase 2 Countdown Pedestrian Signal Conversion Project
- Residential Roadway Resurfacing Project
- Fiber Optic Cable from City Hall to Corporate Yard and Hollenbeck City Facilities

SUCCESSOR AGENCY TO THE COVINA REDEVELOPMENT AGENCY (SACRA)

As part of the fiscal year 2011-2012 State of California budget, the legislature proposed through AB 1x26 the elimination of Redevelopment Agencies throughout the State. This move was challenged through the judicial process and in December 2011, the State Supreme Court upheld the legislature's proposal. With the passage of AB 1x26, the Covina Redevelopment Agency was dissolved and the Successor Agency to the Covina Redevelopment Agency was formed. This body's primary responsibility is to wind down the Covina Redevelopment Agency and receive updates from staff relative to ongoing debt service payments and other business activities. The single largest impact is that previously collected tax increment and 20% housing set

aside funds used by the Agency are not available for Housing and Economic Development activities. Under the new rules tax increment is collected by the County of Los Angeles and only those payments meeting contractual obligations on an approved Recognized Obligation Payment Schedule (ROPS) are passed through to the Successor Agency. The remaining tax increment is distributed to all other taxing entities within the jurisdiction of the previously existing Redevelopment Agency including the City of Covina General Fund. This budget only includes pass through payments from the County that are listed on our approved ROPS.

Respectively Submitted,

A handwritten signature in black ink, appearing to be "Daryl Parrish", written over a horizontal line.

Daryl Parrish
City Manager/Agency Executive Director

RESOLUTION NO. 12-7083

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
COVINA, CALIFORNIA, ADOPTING THE BUDGET FOR
FISCAL YEAR 2012-2013**

WHEREAS, the City Manager acted to present a Preliminary Fiscal Year 2012-2013 Budget to the City Council by June 1, 2012; and

WHEREAS, the Approved Budget includes the change of municipal services to be adopted the forthcoming fiscal year; and

WHEREAS, the City Manager is responsible to implement the annual budget as authorized by Covina Municipal Code Section 2.08.160; and

WHEREAS, the City Council may, from time to time, modify the Budget to conform to the City Council policy directives per the adopted Budget Policy; and

WHEREAS, the cost center appropriations are reported in Exhibit A of this resolution; and

WHEREAS, the number of appropriated full-time positions shall not change without City Manager approval; and

WHEREAS, the City faces budget constraints, and therefore, the City Manager is authorized to reduce the workforce by not filling certain vacant positions and/or initiating layoffs; and

WHEREAS, there are funds within this budget document that are for specific purposes and appropriations of those funds will comply with accounting principles and governing rules of the funding sources; and

NOW, THEREFORE, the City Council of the City of Covina does hereby resolve that certain budget centers (listed in Exhibit A) in the City of Covina Fiscal Year 2012-2013 Budget are adopted and the City Manager is authorized to implement the same.

Section 1: The City Clerk shall certify to the passage and adoption of this resolution and the same shall thereupon take effect and is in force.

APPROVED AND ADOPTED this 19th day in June, 2012.

Kevin Stapleton, Mayor

ATTEST:

Kay Manning, City Clerk

APPROVED AS TO FORM:

Marco Martinez, City Attorney

I, Catherine LaCroix, Deputy City Clerk of the City of Covina, hereby CERTIFY that Resolution No. _____ was adopted by the Covina City Council at a meeting of the City Council held June 19, 2012, and was approved and passed by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

Catherine LaCroix
Deputy City Clerk

RESOLUTION NO. 12-008

A RESOLUTION OF THE SUCCESSOR AGENCY TO THE COVINA REDEVELOPMENT AGENCY ADOPTING THE COVINA SUCCESSOR AGENCY ANNUAL BUDGET FOR THE FISCAL YEAR COMMENCING JULY 1, 2012 AND ENDING JUNE 30, 2013

WHEREAS, the Executive Director has, heretofore, presented to the Successor Agency to the Covina Redevelopment Agency the proposed budget for the fiscal year beginning July 1, 2012 and ending June 30, 2013; and;

WHEREAS, copies of said proposed budget are on file in the City Clerk's office; and;

WHEREAS, the revenue and appropriations are reported in Exhibit B of this resolution; and;

NOW, THEREFORE, BE IT RESOLVED by the Successor Agency to the Covina Redevelopment Agency as follows:

SECTION 1: Said proposed Successor Agency to the Covina Redevelopment Agency budget is hereby adopted as the budget of the Successor Agency for the fiscal year commencing July 1, 2012 and ending June 30, 2013. The Successor Agency budget consists of the estimated and anticipated expenditures and revenues for the fiscal year and as related shall be deemed to be debt of the Successor Agency.

SECTION 2: There are hereby appropriated for obligation and expenditure by the Executive Director the amounts shown for the various funds and accounts separately set forth in the Successor Agency to the Covina Redevelopment Agency proposed budget for fiscal year 2012-2013.

SECTION 3: That the Executive Director shall have the authority to incur obligations and enter into contracts less than Twenty Five Thousand Dollars (\$25,000.00) without prior written approval of the Agency, provided that such expenditures are consistent with the budget.

APPROVED AND ADOPTED this 19th day of June, 2012.

Kevin Stapleton, Chairperson

ATTEST:

Agency Secretary

APPROVED AS TO FORM:

Elizabeth Hull, Successor Agency Counsel

I, _____, Secretary of the Successor Agency to the Covina Redevelopment Agency, hereby CERTIFY that Resolution No. 12-008 was adopted by the Covina Redevelopment Agency at a regular meeting of the Agency held June 19, 2012, and was approved and passed by the following vote:

AYES: AGENCY MEMBERS:

NOES: AGENCY MEMBERS:

ABSTAIN: AGENCY MEMBERS:

ABSENT: AGENCY MEMBERS:

Agency Secretary