



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, August 21, 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 Sr. Deputy City Clerk of the Covina City Council hereby declares that the agenda for the **August 21, 2012** meeting was posted on **August 16, 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.

August 21, 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. §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
- B. G.C. §54957.6 – CONFERENCE WITH LABOR NEGOTIATOR
Agency representative: Marco A. Martinez, City Attorney
Unrepresented Employee Title: City Manager

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 Council Member King

INVOCATION

Led by Covina Police Chaplain David Truax

PRESENTATIONS

Presentation – Miss Covina Sarah Gleason-update regarding Miss California

Presentation – Giovanni’s fundraiser for Covina Police Memorial Project

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 minutes from the July 17, 2012 regular 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 August 7, 2012 special 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 City of Covina strategic plan 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 Quarterly Report of the Treasurer to the City Council for the quarter ended June 30, 2012.
- CC 6. City Council to approve the Payment of Demands in the amount of \$3,861,673.64.
- CC 7. City Council to approve the creation of a Reserve Police Officer position.
- CC 8. City Council to approve the job specifications for Senior Public Safety Dispatcher and Senior Police Records Clerk.
- CC 9. City Council to approve the creation of a Senior Housing & CDBG Economic Development Manager position.
- CC 10. City Council to adopt **Resolution No. 12-7087**, authorizing the destruction of obsolete records for the Finance Department for fiscal year ended June 30, 2012.
- CC 11. City Council to adopt **Resolution No. 12-7088**, authorizing the destruction of obsolete records related to Community Development Block Grant for fiscal years prior to 2006-2007.
- CC 12. City Council to adopt **Resolution No. 12-7090**, authorizing the destruction of obsolete records for the Successor Agency to the Covina Redevelopment Agency for fiscal year ended June 30, 2012.
- CC 13. City Council to adopt **Resolution No. 12-7091**, authorizing the destruction of obsolete records for the City Clerk's Office for fiscal year ended June 30, 2012.
- CC 14. City Council to adopt **Resolution No. 12-7094**, accepting reprogrammed grant funding from the 2009 California Homeland Security Grant Program (SHSGP) in the amount of \$165,387 for the purchase of UHF portable radios; and adopt **Resolution No. 12-7095**, authorizing an increase of \$165,387 in the 2012-2013 Police Department budget to reflect an appropriation to purchase UHF portable radios.
- CC 15. City Council to adopt **Resolution No. 12-7096**, accepting grant funding from the Department of Justice, Office of Justice Programs, Bureau of Justice Assistance, Edward Byrne Memorial Justice Assistance Grant (JAG) Program Local Solicitation for fiscal year 2012; and adopt **Resolution No. 12-7097**, amending the Police Department 2012-2013 budget by \$12,477 resulting from a grant award by the Department of Justice, Office of Justice Programs, Bureau of Justice Assistance, Edward Byrne Memorial Justice Assistance Grant (JAG) Program local solicitation for fiscal year 2012.

- CC 16.** City Council to adopt **Resolution No. 12-7098**, establishing the 2012-2013 Appropriation Limit for the City of Covina.
- CC 17.** Successor Agency to the Covina Redevelopment Agency to receive and file the Quarterly Report of the Treasurer to the Successor Agency to the Covina Redevelopment Agency for the Quarter ended June 30, 2012.
- CC 18.** Successor Agency to the Covina Redevelopment Agency to approve the Payment of Demands in the amount of \$267,287.42.
- CC 19.** Covina Housing Authority/City of Covina as Successor Agency to the Covina Redevelopment Agency consideration of approval and authorize the City Manager/Executive Director, or his designee, to enter into a Financial Assistance and Cooperation Agreement for services between the Successor Agency and the Authority; and adopt Successor Agency **Resolution No. 12-007**, approving a Financial Assistance and Cooperation Agreement with the Covina Housing Authority; and Authority **Resolution No. 12-005**, approving a Financial Assistance and Cooperation Agreement with the Successor Agency to the Covina Redevelopment Agency.
- CC 20.** City Council to approve the amendment to extend the term of the City Manager's employment agreement.
- CC 21.** City Council to adopt **Resolution No. 12-7099**, establishing the 2011-2012 Appropriation Limit for the City of Covina.

PUBLIC HEARING

- PH 1.** City Council to hold public hearing, consider public testimony and introduce and waive further reading of an Ordinance for application ZCH 12-001, a Zone Change from C-3A Commercial (Regional/Community Shopping Center) to C-P Commercial (Administrative and Professional Office).

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. 12-2012** to consider an application ZCH 12-001, a Zone Change from C-3A Commercial (Regional/Community Shopping Center) to C-P Commercial (Administrative and Professional Office) to permit AltaMed Health Services Corporation to operate a facility upon property located at 535 South Second Avenue, Covina.

- PH 2.** City Council to hold public hearing, consider public testimony and adopt a Resolution, finding the City to be in conformance with the Congestion Management Program (CMP) and adopting the CMP Local Development Report in accordance with California Government Code Section 65089.

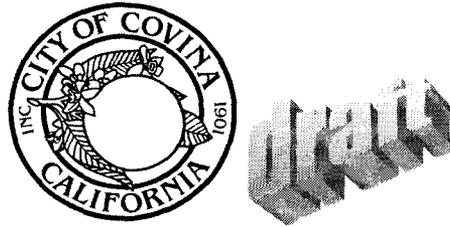
Staff Recommendation:

- 1) City Council to open the hearing and consider public testimony; and

- 2) City Council to consider adopting **Resolution No. 12-7092**, finding the City to be in conformance with the Congestion Management Program (CMP and adopting the CMP Local Development Report.

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, September 4, 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.



MINUTES OF THE JULY 17, 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 6:33 p.m. All Council Members were present except for Council Member King. Council Member King arrived at 6:37 p.m. City Attorney Marco Martinez announced the closed session items listed on the regular meeting agenda. There was no public comment.

ROLL CALL

Council Members Present: ALLEN, DELACH, KING, LOW, STAPLETON
Council Members Absent: NONE
Elected Members Present: MANNING
Staff Members Present: City Manager, City Attorney, Police Chief, Fire Battalion Chief, Parks and Recreation/Library Director, Finance Director, Human Resources Director, Assistant to the City Manager, Police Captain, Assistant Director of Public Works, Risk Manager, Finance Manager, City Planner, Human Resources Analyst and Sr. Deputy City Clerk

AGENDA POSTING DECLARATION

The Sr. Deputy City Clerk of the City of Covina hereby declared that the agenda for the July 17, 2012 City Council/Successor Agency to the Covina Redevelopment Agency/Public Finance Authority/Housing Authority meeting was posted on July 12, 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. §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
- B. G.C. §54956.9(a) – CONFERENCE WITH LEGAL COUNSEL – Existing Litigation
 Name of case: Vic Lupu v. City of Covina, et al.
 Case No. ADJ2946516, ADJ4063928, ADJ2542134 and ADJ3000265

RECONVENE THE MEETING

The City Council/Successor Agency to the Covina Redevelopment Agency/Public Finance Authority/Housing Authority meeting reconvened at 7:32 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. All members present. City Attorney Martinez reported there is no reportable action related to the closed session items.

PLEDGE OF ALLEGIANCE

Mayor Pro Tem Allen led the pledge of allegiance.

INVOCATION

Covina Police Chaplain Dave Truax gave the invocation.

PRESENTATIONS

Mayor Stapleton invited Mayor Pro Tem Allen to the lectern and presented a Proclamation naming August 18, 2012 as Pat Allen Day in Downtown Covina. Mayor Pro Tem Allen recognized hairstylist Albert Cortez and George Peterson of the Covina Downtown Association.

Mayor Stapleton invited Police Chief Raney to the lectern and presented a proclamation for the August 7, 2012 Covina National Night Out.

Mayor Stapleton invited Police Captain Povero to the lectern who presented a check of private donations from the police management staff towards the Police Memorial Project.

PUBLIC COMMENTS

Diana Hall, Covina resident, expressed a concern regarding undesirable individuals in her neighborhood, noting that there is a halfway house on her block. She would like to know what the City is doing to keep neighborhoods safe. Ms. Hall stated that her residence was recently burglarized.

Mayor Stapleton requested that Ms. Hall speak with a representative of Covina Police Department regarding her concerns.

Darren Murphy, Covina resident, spoke regarding the Cory Lidle Baseball Foundation. He provided highlights of a baseball program in partnership with Tuesday's Children and the New York Mets to participate in a sponsored clinic in August 2012. Additional information can be found on their website: www.corylidle.org.

Genevieve Blanche representing the San Gabriel Valley Council of Governments (SGVCOG) spoke about the energy upgrade program, which provides rebates to homeowners that complete energy efficiency projects in their home. Ms. Blanche announced the Covina Home Tour Scavenger Hunt event would take place on Saturday, July 28, 2012. To preregister for the event, visit www.sgvcog.org or call (626) 457-1800.

Debbie Iketani, San Dimas resident, spoke regarding the Los Angeles County Fire Department assessment engine program, which provides advance life support. Ms. Iketani stated in 2005 the City decided to do away with the three assessment engines and paramedic squad and after a long fight, the City reinstated the assessment engines. Ms. Iketani stated she is an EMT and provided examples of her response calls and the need for assessment engines. She stated that public safety should be a number one priority.

COUNCIL/AGENCY/AUTHORITY COMMENTS

Council Member Low recounted a neighbor that was in need of paramedic service and emphasized the importance that services are provided quickly when people are in danger. He voiced that some people might be reluctant to call paramedics because of a large bill. Council Member Low stated he hoped the City Council would explore a program similar to the City of Arcadia paramedic membership program.

Council Member King reminded residents the City's summer evening entertainment and the energy upgrade program. Council Member King spoke on the recent tragic incident involving a 14-year-old teen boy killed at a railroad crossing. He stated individuals are using graffiti at Wingate Park as a way to memorialize the young man. Council Member King encouraged those who wish to memorialize Mitch Sata to contact City staff for a community service project rather than use graffiti.

Council Member Delach reported her attendance to the Independent Cities Association (ICA) seminar, held July 12-15, 2012.

Mayor Pro Tem Allen reported his attendance to the Brown Act seminar held by the Los Angeles County District Attorney's Office. Mayor Pro Tem Allen requested to adjourn the meeting in memory of Mitch Sata.

Mayor Stapleton recognized Covina companies, Rainwater Conditioning, Inc., and Staple Plating Company for meeting the Sanitation Districts of Los Angeles County limits for wastewater discharge.

Mayor Stapleton announced a *Return to Oldies Night* on Friday, July 27, 2012 from 5:00 p.m. to 9:00 p.m. several bands would entertain at Covina Park.

Mayor Stapleton announced the City of Covina Environmental Services Division and the San Gabriel Valley COG would be hosting a scavenger hunt at Kahler Russell Park from 9:00 a.m. to 2:00 p.m. on Saturday, July 28, 2012. Additional information is on the City's website, www.covinaca.gov.

Mayor Stapleton announced Chalk Art Family Festival and Covina's Got Talent event on Saturday, August 4, 2012 at Covina Park from 8:00 a.m. to 8:30 p.m.

Mayor Stapleton reported that Covina is joining forces with thousands of communities for the 29th Annual National Night Out, Tuesday, August 7, 2012, 5:00 p.m. to 9:00 p.m.

CITY MANAGER COMMENTS

City Manager Daryl Parrish reported he also attended the Independent Cities Association (ICA) seminar held July 12-15, 2012. City Manager Parrish remarked on the paramedic discussion and noted that Council members requested staff return in September with a report addressing the contractual concerns the City has with the Los Angeles County Fire Department.

CONSENT CALENDAR

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

- CC 1. City Council approved the minutes from the July 3, 2012 regular meeting of the City Council/Successor Agency to the Covina Redevelopment Agency/Public Finance Authority/Housing Authority.
- CC 2. City Council received and filed the water utility billing and automated meter reading projects quarterly status update.
- CC 3. City Council received and filed the Public Works Department monthly activity report.
- CC 4. City Council received and filed the monthly strategic plan objectives update.
- CC 5. City Council approved the payment of demands in the amount of \$2,828,585.56.
- CC 6. City Council approved the of use of funds from the Community Development 2012-2013 Block Grant (CDBG) funding allocation through the Special Economic Development Program for Maria M. Moreno, dba, Oh! Sweet Mercy, and Mariposa Grill and Cantina, Inc., dba, as Mariposa Grill and Cantina, located at 225 N. Citrus Avenue and 241 E. Rowland Street, Covina, respectively.

Susan Diaz representing Maria Moreno spoke regarding opening two businesses in the City, Oh! Sweet Mercy, a frozen yogurt shop, and Mariposa Grill, a 130-seat restaurant facility. Ms. Diaz requested additional funding to assist with getting the two establishments underway.

Following a brief discussion and 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 item CC6 with the recommendations provided in the staff report. **Motion carried 3-2, with Council Member Low and Mayor Stapleton in opposition.**

- CC 7.** City Council determined the satisfaction of note and program requirements and terms for the program participants of the Community Development Block Grant (CDBG) Special Economic Development Program.
- CC 8.** Successor Agency to the Covina Redevelopment Agency approved the payment of demands in the amount of \$1,040,407.82.

PUBLIC HEARING

- PH 1.** Public hearing was before City Council/Covina Housing Authority to consider the amended and restated disposition and development agreement between the Authority and Maria Mercy Moreno for the property located at 147-151 E. College Street, Covina.

At 8:30 p.m., Mayor Stapleton opened the public hearing and took public testimony.

City Manager Parrish gave a summary report of the item for consideration by City Council/Covina Housing Authority.

There was no public comment.

At 8:32 p.m., Mayor Stapleton closed the public hearing.

On a motion made by Council Member Delach, seconded by Council Member King, the City Council/Covina Housing Authority adopted **Resolution No. 12-005**, approving that certain amended and restated disposition and development agreement between the Covina Housing Authority and Maria Mercy Moreno and the sale of real property by the Covina Housing Authority pursuant to that certain revised and restated disposition and development agreement for the property located at 147-151 E. College Street, Covina. **Motion carried 5-0.**

- PH 2.** Public hearing was before City Council to consider the formation of Citywide Lighting District No. 1, consider all oral and written protests, close the public hearing, order the tabulation of assessment ballots and continue the item to the August 7, 2012 Council meeting to consider the formation of Citywide Lighting District No. 1.

Mayor Stapleton reported it is the time and place fixed for the public hearing.

Mayor Stapleton inquired and Elected City Clerk Kay Manning responded that the notice of the public hearing and distribution of the assessment ballots were completed in the manner and form as required by law.

City Attorney Marco Martinez provided a summary of the proceedings.

City Manager Daryl Parrish provided a report of the item for consideration.

streetlights are poorly maintained. He reported about various locations that streetlights are not functioning properly. Mr. Stallings referenced past elected officials that pledged to install streetlights as part of the existing lighting district. He noted that he still has no streetlights in his neighborhood.

Victor Aprea, Covina resident, spoke in opposition of the proposed citywide lighting district. Mr. Aprea stated after reading the ballot literature he was confused by how the assessment would be collected and utilized.

Harold McCain, Covina resident, referenced the ballot literature and inquired why not everyone is paying the same.

Habib Isaac, representative from Willdan Financial Services, reported the assessment must be allocated to properties based on the benefit that is conferred on that property. He stated any type of costs considered a general benefit to the community at large, such as main thoroughfares, is excluded from these proceedings. Mr. Isaac stated single-family residents and condominiums are different uses with condominiums having a higher density compared to a single family home, therefore condominiums pay slightly less than a single family home.

Susan Curtis, Covina resident, stated her questions have been answered and thanked the City Council for the open forum.

David Alicino, Covina resident, spoke in favor of the proposed citywide lighting district. Mr. Alicino stated he was not in favor of the lighting district that was created 30 years ago and does not feel the boundaries are equitable. He inquired if there are any commercial businesses excluded from the proposed citywide lighting district.

City Manager Daryl Parrish responded that there would be no commercial business exclusions; however, there is a mutual benefit for the school districts, Covina Valley, Charger Oak and Azusa.

At 9:11 p.m., Mayor Stapleton called for a five-minute recess.

At 9:19 p.m., Mayor Stapleton reconvened the meeting/public hearing. Mayor Pro Tem Allen returned to the dais at 9:20 p.m.

At 9:20 p.m., Mayor Stapleton closed the public hearing.

On a motion made by Council Member King, seconded by Council Member Low, the City Council directed staff and Willdan Financial Services (the "Tabulation Official") to tabulate all assessment ballots submitted, and not withdrawn, at the City Council Chamber starting at 9:00 a.m. on Wednesday, July 18, 2012, and calculate whether a majority protest exists; and to continue the item to the August 7, 2012 special meeting of the City Council and direct staff to report back to the City Council with the tabulation results and a recommendation to either approve or abandon the formation of the Citywide Lighting District No. 1 based on the results of the ballot tabulation. **Motion carried 5-0.**

majority protest exists; and to continue the item to the August 7, 2012 special meeting of the City Council and direct staff to report back to the City Council with the tabulation results and a recommendation to either approve or abandon the formation of the Citywide Lighting District No. 1 based on the results of the ballot tabulation. **Motion carried 5-0.**

ADJOURNMENT

The Covina City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Finance Authority/Covina Housing Authority adjourned in memory of Mitchell Sada to a special meeting of the Council/Agency/Authority, **Tuesday, August 7, 2012**, at 6:00 p.m. for open session in the Council Chamber located inside of City Hall, 125 East College, Covina, California, 91723.

Respectfully Submitted:

Catherine M. LaCroix, CMC
Senior Deputy City Clerk

Approved this 21st day of August 2012.

Mayor/Chairperson Stapleton



MINUTES OF THE AUGUST 7, 2012 SPECIAL 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 special meeting to order at 5:32 p.m. with Council Member King arriving at 5:34 p.m. Council Member Delach was absent with notice.

ROLL CALL

Council Members Present: ALLEN, KING, LOW, STAPLETON
Council Members Absent: DELACH (with notice)
Elected Members Present: MANNING
Staff Members Present: City Manager, City Attorney, Police Chief, Finance Director, Assistant Director of Public Works, Senior Human Resources Management Analyst and Senior Deputy City Clerk

AGENDA POSTING DECLARATION

The Senior Deputy City Clerk of the City of Covina hereby declares that the special meeting agenda for the August 7, 2012 City Council/Successor Agency to the Covina Redevelopment Agency/Public Finance Authority/Housing Authority was posted on August 2, 2012 near the front entrance of City Hall, 125 East College Street, Covina, in accordance with §54954.2(a) of the California Government Code.

PLEDGE OF ALLEGIANCE

Police Chief Raney led the pledge of allegiance in honor of National Night Out.

PRESENTATIONS

City Manager Daryl Parrish provided an overview of the proposal to move the November 11, 2012 Veteran's Day event from Evan's Courtyard to Sierra Vista Field and in working with the Rotary Club on the Field of Valor ceremony. Upon consensus, the City Council agreed to move the ceremony event for this year.

PUBLIC COMMENTS

None.

CONSENT CALENDAR

- CC 1.** City Council to consider the designation of voting delegate and alternate for the League of California Cities Annual Conference and provide direction on the Conference Resolutions.

City Manager Daryl Parrish provided a brief report on the resolutions scheduled to be presented at the League's annual business meeting, Friday, September 7, 2012, which City Council discussed and provided direction.

On a motion made by Mayor Stapleton, seconded by Council Member King, the City Council selected Mayor Pro Tem Allen as delegate and Council Member Delach as the alternate for the League of California Cities Annual Conference and provided direction on the Conference Resolutions. **Motion carried 4-0, with Council Member Delach absent.**

- CC 2.** Successor Agency to the Covina Redevelopment Agency to review and approve the updated Recognized Obligation Payment Schedule (ROPS) covering January 1, 2013 through June 30, 2013 and direct it to be provided to the Successor Agency Oversight Board for consideration and approval.

City Manager Daryl Parrish provided a brief report of the item for consideration by the Successor Agency to the Covina Redevelopment Agency.

On a motion made by Mayor Pro Tem Allen, seconded by Council Member King, the Successor Agency to the Covina Redevelopment Agency reviewed and approved the updated Recognized Obligation Payment Schedule (ROPS) covering January 1, 2013 through June 30, 2013 and directed that it be provided to the Successor Agency Oversight Board for consideration and approval. **Motion carried 4-0, with Council Member Delach absent.**

CONTINUED BUSINESS

- CB 1.** City Council to declare the results of the property owner protest ballot proceedings for Covina Citywide Lighting District No 1.

City Manager Daryl Parrish provided a brief report of the item before City Council

On a motion made by Council Member King, seconded by Mayor Pro Tem Allen, the City Council received and filed the results of the property owner ballot protest tabulation and adopted **Resolution No. 12-7089**, declaring the results of the property owner ballot protest proceedings conducted for the proposed levy of assessments related to the formation of the Covina Citywide Lighting District No. 1, commencing in fiscal year 2012/2013. **Motion carried 4-0, with Council Member Delach absent.**

ADJOURNMENT

At 5:50 p.m., Mayor Stapleton adjourned the special meeting the next regular meeting of the Covina City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Finance Authority/Covina Housing Authority in memory of Linda Somilleda, Foothill Transit's Director of Operations, Pastor Robert Neill, Christ First Baptist Church of Covina and Marine Lance Corporal Curtis Duarte who was killed in combat in Afghanistan, to be held on Tuesday, August 21, 2012 at 6:30 p.m. for closed session and 7:30 p.m. for open session in the Council Chamber of City Hall, 125 East College Street, Covina, California, 91723.

Catherine M. LaCroix, CMC
Senior Deputy City Clerk/Secretary

Approved this 21st day of August 2012.

Kevin Stapleton, Mayor/Chairperson

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: August 21, 2012

ITEM NO.: CC3

STAFF SOURCE: Daryl J. Parrish, City Manager *DP*
Catherine LaCroix, Sr. 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 Thursday, October 25, 2012

RELEVANCE TO THE STRATEGIC PLAN

See attached matrix.

EXHIBITS

A. Strategic Plan Objective Matrix

REVIEW TEAM ONLY	
City Attorney: <i>[Signature]</i>	Finance Director: <i>[Signature]</i>
City Manager: <i>[Signature]</i>	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 October 2, 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	City Attorney provided a revised professional services agreement that altered the original project parameters. Subcommittee discussion is TBD.
3. At the August 21, 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	Revise date to October 16, 2012
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	Revised date to October 16, 2012
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			
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. 30.
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: August 21, 2012

ITEM NO.: CC 4

STAFF SOURCE: Steve Henley, Director of Public Works
Kalieh Honish, Assistant Director of Public Works *AJH*
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 July.

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 July, the following trends were noted:

- Red curb painting continues to generate high numbers for the Street Maintenance Division as crews focus on freshening up School Zone areas during the summer break, as well as finish out areas as part of the zone maintenance program.
- Since April, the area of permit valuation for the Building and Safety Section has declined drastically and has now begun to level off. As large size new development decreases in the City, the smaller maintenance item permits continue to be generated by the department.
- The Water Utility maintenance crews saw an average 40% increase in the amount of main line repairs as compared to last month and previous months. This is generally characteristic during the warmer months of the summer season as water pipes will tend to contract and expand causing stress and eventual failure in the weak points of the system.
- All other current KPI's in the remaining Public Works areas were noted to be generally on par with their service levels.

RELEVANCE TO THE STRATEGIC PLAN:

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

EXHIBITS:

A. Public Works Department Monthly Activity Report – July 2012

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

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

DIVISION	ACTIVITY	QUANTITY
Water Utility	Meter replacements	1
	Consumer responses	624
	Backflow tests	7
	Flushed blow-offs	1
	Service line repair/replace	9
	Main line repair/replace	7
	Fire hydrants maintained	25
	Isolation valves exercised	0
	Dig alert responses	23
	Emergency call outs	6
Equipment Maintenance	Preventative Maintenance service	54
	Safety inspections	54
	Daily demand repairs	113
	Tire repairs	34
	Major repairs over \$1000	3
	Emergency call outs	12
Street Maintenance	Traffic sign remove/replace/install	29
	Potholes repaired	84
	Grind sidewalk	100
	Ramp sidewalk	27
	Curb painted (LF)	8,631
	Illegally dumped items picked up (LBS.)	10,000
	Utility cuts repaired	0
	Trees trimmed	36
	Trees removed	3
	Emergency call outs	5
Environmental Services	Used oil containers distributed	9
	Compost bins distributed	0
	NPDES violations investigated	9
	NPDES Permit Inspections	0
	Waste management consumer contacts	0
	Industrial Waste Permit Inspections	0
	Plans checked for environmental compliance	16
	Environmental legislation & regulations reviewed	3
	Special Waste collection events promoted	4
Engineering	Permits issued	14
	Inspections conducted	34
	Complaint responses	1
	Jobsite meetings	4
	Plan checks conducted	21
	Document research requests	5
	Value of plans prepared	1,200,000
Building Maintenance	Service requests completed	23
	Facility heat/air conditioning repairs	4
	Facility lighting/electrical repairs	5
	Emergency call outs	0

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

DIVISION	ACTIVITY	QUANTITY
Transportation	Bus passes sold	54
	Covina Transit total passengers	2,235
	Covina Transit on time performance	99.64%
	Covina Transit passengers per rev hr	3.2
	Metrolink monthly permits sold	806
	Metrolink machine revenue	\$3,436.00
	Municipal Lots monthly permits sold	\$58
Code Enforcement	Number of Inspections	925
	Number of signs pulled from public right-of-way	212
	Number of resolved cases	56
	Number of open cases	500
	Industrial waste cases open	43
	Liens filed	2
	Liens released	16
	Total homes in foreclosure	206
	Foreclosed homes registered	17
Trash Can violations	3	
Building & Safety	Pre/Post permit counter visits	159
	Pre/Post Activity (hours)	23.85
	Permits issued	87
	Inspections conducted	424
	Plan checks conducted	25
	Permit valuation	\$529,088
Sewer Maintenance	Manholes inspected	166
	Linear feet of main cleaned	53,683
	Hot-spot locations cleaned	33
	Sewer overflow responses	0
	Manholes treated for vermin infestation	37
	Manholes treated for rodent infestation	2
	Routine pump station checks	31
Special Activities of Note	Guard rail repaired (linear feet)	50
	Weed abatement and spraying areas	13
	Downed tree limbs picked up	11
	Major equipment repairs over \$1000	3

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: August 21, 2012

ITEM NO.: CC 5

STAFF SOURCE: John B. Fielding, Treasurer
Dilu De Alwis, Finance Director
Alan Sands, Accountant

ITEM TITLE: Quarterly Report of the Treasurer to the City Council for the Quarter Ended June 30th, 2012

STAFF RECOMMENDATION

Receive and file the Quarterly Report of the Treasurer for the Quarter Ended June 30th, 2012.

FISCAL IMPACT

None.

BACKGROUND

In accordance with State legislation, the Treasurer is required to submit annually a statement of investment policy to the City Council for adoption. The original policy was adopted at the meeting of June 19, 2012.

Section 4.0 of the policy requires a report by the Treasurer to the City Council and City Manager containing detailed information on all securities, investments, and moneys of the City. The report shall be submitted on a quarterly basis within 30 days following the end of the quarter. The report for the quarter ended June 30th, 2012 is being presented showing cash placement, containing a statement that investments are in compliance with adopted policy, and that there are sufficient surplus funds immediately available to meet the pooled expenditures of the City for the next six months.

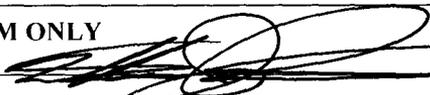
RELEVANCE TO STRATEGIC PLAN

Not Applicable.

EXHIBITS

- A Quarterly Report of the Treasurer to the City Council for the Quarter Ended June 30th, 2012
- A-1 Cash and Investment Summary
- A-2 Bond Logistix Investment Portfolio Summary
- A-3 Diversified Securities Investment Portfolio Summary
- A-4 Smith Barney Investment Portfolio Summary
- A-5 Investment Holdings by Sector
- A-6 City & CRA Cash & Investments Three Year Comparison

REVIEW TEAM ONLY

City Attorney:  Finance Director: 

City Manager:  Other: _____

**EXHIBIT A
REPORT OF THE CITY TREASURER TO THE CITY COUNCIL**

CASH BALANCE	3/31/2012	\$27,927,389.88
RECEIPTS	4/1/12-6/30/12	17,720,527.43
		45,647,917.32
DISBURSEMENTS	4/1/12-6/30/12	(15,825,397.92)
CASH BALANCE	6/30/2012	<u>\$29,822,519.40</u>

ANALYSIS OF CASH AND INVESTMENT BALANCE

LAIF		STATE FUND	757,780.73
BOND LOGISTIX INVESTMENT PORTFOLIO		EXHIBIT A-2	12,639,283.34
WELLS FARGO MONEY MARKET AND U.S. TREASURY BILLS		EXHIBIT A-2	84,228.88
DIVERSIFIED SECURITIES INVESTMENT PORTFOLIO \$	1,119,556.60	EXHIBIT A-3	0.00
FEDERATED CAPITAL RESERVE MONEY MARKET		EXHIBIT A-3	1,118,192.59
SMITH BARNEY INVESTMENT PORTFOLIO		EXHIBIT A-4	1,761,817.86
SMITH BARNEY MONEY MARKET		EXHIBIT A-4	10,022.95
TOTAL INACTIVE PUBLIC DEPOSITS			16,371,326.35
CHECKING AND PETTY CASH BALANCES			13,451,193.05
CASH AND INVESTMENT BALANCE	6/30/2012		<u>\$29,822,519.40</u>
CASH HELD BY THIRD PARTY ADMINISTRATORS			28,064,319.95
TOTAL CASH AND INVESTMENT BALANCE	6/30/2012		<u>\$57,886,839.35</u>

This report is in compliance with the City of Covina (City) Statement of Investment Policy. There is sufficient investment liquidity to meet the pooled expenditures of the City for the next 6 months.

Respectfully submitted,



John B. Fielding
Treasurer

**EXHIBIT A-1
CITY OF COVINA
QUARTERLY TREASURER'S REPORT - JUNE 30, 2012**

TYPE OF INVESTMENT	ISSUER	BOOK VALUE \$	ACQUISITION DATE	MATURITY DATE	MARKET VALUE \$
City of Covina:				22765544.0	
Petty Cash	N/A	8,360.49	N/A	N/A	8,360.49
General - Checking Account	Bank of the West	12,785,966.73	N/A	Demand	12,785,966.73
Public Agency Saving - Parking Fines	Bank of the West	2,412.82	N/A	Demand	2,412.82
Utility Billing Account	Wells Fargo	451,382.95	N/A	Demand	451,382.95
Workers' Compensation - Checking Account	Bank of the West	15,000.00	N/A	Demand	15,000.00
Payroll - Checking Account	Bank of the West	35,000.00	N/A	Demand	35,000.00
Community Resources - Checking Account	Bank of the West	5,000.00	N/A	Demand	5,000.00
Federal Treasury Narcotics - Checking	Bank of the West	14,620.08	N/A	Demand	14,620.08
Federal Justice Dept Admin - Checking	Bank of the West	120,173.98	N/A	Demand	120,173.98
AFLAC Flexible Spending Account	Bank of the West	13,276.00	N/A	Demand	13,276.00
Bond Logistix Investment Portfolio	Various	12,639,283.34	Various	Various	12,561,525.88
Wells Fargo Money Market and U.S. Treasury Bills	Various	84,228.88	N/A	Demand	84,228.88
Diversified Securities Investment Portfolio	Various	-	Various	Various	-
Federated Capital Reserve Money Market	Various	1,118,192.59	Various	Demand	1,118,192.59
Smith Barney Investment Portfolio	Various	1,761,817.86	Various	Various	1,756,927.00
Smith Barney Money Market	Various	10,022.95	Various	Demand	10,022.95
Local Agency Investment Fund	State of California	757,780.73	N/A	Demand	757,780.73
Subtotal (A)		\$29,822,519.40			\$29,739,871.08
Cash Held Under 3rd Party Administrator:					
2010 Covina Water Revenue Bond Fiscal Agent: U.S. Bank	U.S. Bank	13,421,915.27	N/A	Demand	\$13,421,915.27
2009 Covina Wastewater Bonds Fiscal Agent: BNY Western Trust Company		14,370,047.36	N/A	Demand	14,370,047.36
2004 MTA Prop C Sales Tax Revenue Bond Fiscal Agent: U.S. Bank Reserve	U.S. Bank	243,186.82	N/A	Demand	\$243,186.82
2004 MTA Prop C Sales Tax Revenue Bond Fiscal Agent: U.S. Bank	U.S. Bank	29,170.50	N/A	Demand	\$29,170.50
Subtotal (B)		\$28,064,319.95			\$28,064,319.95
TOTAL (A+B)		\$57,886,839.35			\$57,804,191.03

Comment:

The investments are in compliance with the adopted policy of the City of Covina.

Exhibit A-2
CITY OF COVINA
Bond Logistix
Investment Portfolio as of
June 2012

Date	Qty	Price	Market Value	Cost Value	Total	Yield	Maturity	Issuer
08/21/09	19,140	105.800000	2,025,012.00	2,048,745.60	2,048,745.60	3.0000	9/22/2014	Fed Farm Credit Bank
04/15/11	17,000	102.023000	1,734,391.00	1,734,646.00	1,734,646.00	1.3750	5/28/2014	Fed Home Loan Bank
04/24/09	20,000	103.895000	2,077,900.00	2,061,900.00	2,061,900.00	2.5000	4/23/2014	Fed Home Loan Mortgage
03/13/09	21,000	104.057000	2,185,197.00	2,186,289.00	2,186,289.00	5.3750	3/13/2014	Fed National Mortgage
04/30/08	21,000	102.394000	2,150,274.00	2,193,187.50	2,193,187.50	3.1250	4/30/2013	US Treasury
10/31/08	18,500	103.254000	1,910,199.00	1,947,847.66	1,947,847.66	1.3750	5/15/2012	US Treasury
02/28/09	16,000	102.566000	1,641,056.00	1,650,750.00	1,650,750.00	1.8750	2/28/2014	US Treasury
06/30/09	15,000	104.578000	1,568,670.00	1,591,171.88	1,591,171.88	2.6250	6/30/2014	US Treasury
07/31/09	15,000	104.711000	1,570,665.00	1,590,117.19	1,590,117.19	2.6250	7/31/2014	US Treasury
08/31/09	16,000	104.359000	1,669,744.00	1,684,500.00	1,684,500.00	2.3750	8/31/2014	US Treasury
09/30/09	16,500	104.563000	1,725,289.50	1,751,964.84	1,751,964.84	2.3750	9/30/2014	US Treasury
01/31/10	15,700	104.781000	1,645,061.70	1,646,108.20	1,646,108.20	1.3750	3/15/2013	US Treasury
02/28/10	16,000	105.227000	1,683,632.00	1,693,000.00	1,693,000.00	2.3750	2/28/2015	US Treasury
03/31/12	16,000	105.750000	1,692,000.00	1,697,125.00	1,697,125.00	2.5000	2/28/2015	US Treasury
07/15/10	15,500	100.762000	1,561,811.00	1,568,951.17	1,568,951.17	1.0000	7/15/2013	US Treasury
08/15/10	15,500	100.535000	1,558,292.50	1,558,173.83	1,558,173.83	0.7500	8/15/2013	US Treasury
09/15/10	15,000	100.566000	1,508,490.00	1,495,781.25	1,495,781.25	0.7500	9/15/2013	US Treasury
12/15/11	15,000	99.742000	1,496,130.00	1,497,949.22	1,497,949.22	0.7500	9/15/2013	US Treasury
			\$ 31,403,814.70	\$ 31,598,208.34	\$ 31,598,208.34			

Wells Fargo Money Market

\$ 210,572.19

Total Value of Portfolio **\$ 31,808,780.53**

Sold/Matured Investment

05/15/10	13,500	101.102000	1,364,877.00	1,374,416.02	1,374,416.02	1.3750	5/15/2013	US Treasury
			<u>\$ (1,364,660.16)</u>					
Total			\$ -	\$ 9,755.86	\$ -			

Interest Summary

Interest Collected in 6/30/2012 1,244.85

Cost Breakdown

Investment:

SACRA portion	\$ 18,958,925.00
City portion	12,639,283.34
	<u>\$ 31,598,208.34</u>

Money Market:

SACRA portion	\$ 126,343.31
City portion	\$ 84,228.88
	<u>\$ 210,572.19</u>

Interest Collected in

City 40%	497.94
SACRA 60%	746.91
Total	<u>1,244.85</u>

Gain (Loss) on sale of investment	<u>(9,755.86)</u>
City 40%	(3,902.34)
SACRA 60%	<u>(5,853.52)</u>
Total	<u>(9,755.86)</u>

City 40%

10100000-10881	497.94	-
10100000-47200	-	497.94
10100000-10881	-	3,902.34
10100000-47200	3,902.34	-

SACRA 60%

S5110000-10881	746.91	-
S5114400-47200	-	746.91
S5110000-10881	-	5,853.52
S5114400-47200	5,853.52	-

Exhibit A-3
CITY OF COVINA
Diversified Securities
Investment Portfolio as of
June 2012

Date	Qty	Price	Market Value	Cost Value	Total	Yield	Maturity	Issuer
------	-----	-------	--------------	------------	-------	-------	----------	--------

	Total	\$	-	\$	-	\$	-
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Federated Capital Reserve Money Market					\$ 2,236,385.17
--	--	--	--	--	-----------------

Total Value of Portfolio					<u>\$ 2,236,385.17</u>
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Sold/Matured Investment

	Total	\$	-
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Interest Summary

Interest Collected in	6/30/12		37.25
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Fee Summary

Fees Collected in	6/30/12		
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Cost Breakdown

Investment:

SACRA portion		\$	-
City portion			-
		\$	-

Money Market:

SACRA portion		\$ 1,118,192.59
City portion		\$ 1,118,192.59
		\$ 2,236,385.17

Interest Collected in

City 50%		18.63
SACRA 50%		18.62
		<u>37.25</u>

Exhibit A-3
CITY OF COVINA
Diversified Securities
Investment Portfolio as of
June 2012

	Total	37.25	
Fee Summary	City 50%	-	
	SACRA 50%	-	
	Total	-	
	Gain (Loss) on sale of investment	-	
	City 50%	-	
	SACRA 50%	-	
	Total	-	

City 50%

	interest		
	1010-0000-00-10882	18.63	
	1010-0000-00-47200		18.63
	gain/loss sale		
	1010-0000-00-10882	-	
	1010-0000-00-47200		-
	management fees		
	1010-0500-00-51110	-	
	1010-0000-00-10882		-

SACRA 50%

	interest		
	S511-0000-00-10882	18.62	
	S511-4400-00-47200		18.62
	gain/loss sale		
	S511-0000-00-10882	-	
	S511-4400-00-47200		-
	management fees		
	S511-0000-00-10882	-	
	S511-4400-00-47200		-

Exhibit A-4
CITY OF COVINA
Smith Barney
Investment Portfolio as of
June 2012

Date	Qty	Price	Market Value	Cost Value	Total	Yield	Maturity	Issuer
7/31/2009	2,350	100.047000	235,110.45	234,248.06	234,248.06	1.4970	7/15/2012	US Treasury
10/30/2009	500	100.254000	50,127.00	49,957.20	49,957.20	1.3750	9/15/2012	US Treasury
12/31/2010	1,400	100.254000	140,355.60	142,051.28	142,051.28	1.3750	9/15/2012	US Treasury
11/30/2009	1,400	100.445000	140,623.00	140,968.44	140,968.44	1.3750	11/15/2012	US Treasury
11/30/2010	1,600	100.116000	160,185.60	159,257.60	159,257.60	0.3750	11/30/2012	Fed Home Loan Mortgage Corp
9/1/2011	1,000	100.544000	100,544.00	101,138.90	101,138.90	1.0000	3/27/2013	Fed Home Loan Mortgage Corp
5/27/2011	800	101.217000	80,973.60	81,874.40	81,874.40	1.7500	5/7/2013	Federal National Mortgage Assoc
8/29/2011	1,700	100.535000	170,909.50	171,826.74	171,826.74	0.7500	8/15/2013	US Treasury
11/30/2011	500	100.285000	50,142.50	50,228.68	50,228.68	0.5000	11/15/2013	US Treasury
12/13/2011	900	100.661000	90,594.90	90,603.09	90,603.09	0.7500	12/18/2013	Federal National Mortgage Assoc
12/29/2011	2,000	100.828000	201,656.00	202,000.60	202,000.60	0.7500	6/15/2014	US Treasury
3/30/2012	700	99.781000	69,846.70	69,715.86	69,715.86	0.2500	9/15/2014	US Treasury
4/16/2012	350	99.781000	34,923.35	34,923.55	34,923.55	0.2500	9/15/2012	US Treasury
5/31/2012	900	99.742000	89,767.80	89,831.56	89,831.56	0.2500	12/15/2014	US Treasury
6/28/2012	500	99.938000	49,969.00	49,986.50	49,986.50	0.3750	3/18/2012	US Treasury
6/21/2010	700	100.410000	70,287.00	71,488.20	71,488.20	2.0000	9/28/2012	General Electric Cap Corp
8/13/2010	200	103.055000	20,611.00	21,717.20	21,717.20	4.5000	4/1/2013	Bank New York Inc Medium Term
17,500								
Total			\$ 1,756,627.00	\$ 1,761,817.86	\$ 1,761,817.86			

Federated Capital Reserve Money Market					\$ 10,022.95			
Total Value of Portfolio					\$ 1,771,840.81			
							check	
							prior mo bal	1,706,512.92
							transactions	65,327.89
							Curr mo bal	1,771,840.81
							Diff	-

Sold/Matured Investment								
7/31/2009	500	100.168000	50,084.00	49,840.01	49,840.01	1.4970	7/15/2012	US Treasury
				(50,371.16)				
7/31/2009	650	100.285000	65,185.25	Previously Unsettled	64,792.01	1.4970	7/15/2012	US Treasury
				(65,478.58)				
Total			\$ -	\$ (66,009.73)				

Interest Summary

Interest Collected in	Jun-12		1,200.00	
Accrued Interest paid i	Jun-12	(-)	(157.90)	
Accrued Interest receiv	Jun-12		0.06	1,042.16

Fee Summary

Fees Paid in	Jun-12		1,724.00	
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Cost Breakdown

Investment:

City portion			\$ 1,761,817.86	
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Money Market:

City portion			\$ 10,022.95	1,771,840.81
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Interest Collected in				
City			1,042.16	

Fee Summary				
City			1,724.00	

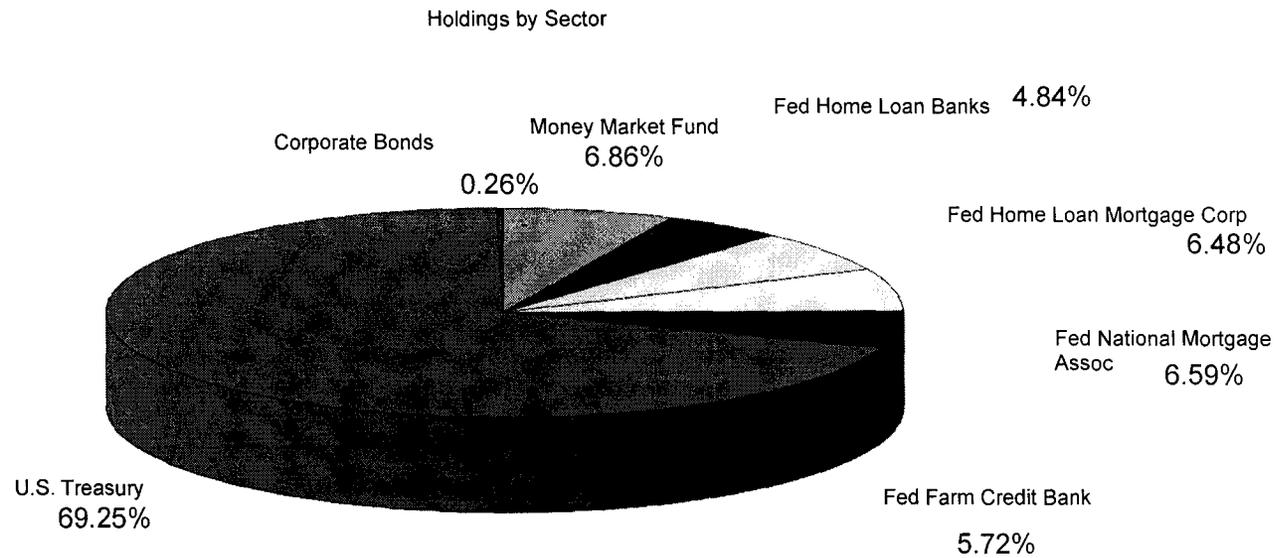
Gain (Loss) on sale of investment				
City			66,009.73	68,775.89

CITY

interest				
10100000-10883	1,042.16	-		
10100000-47200	-	1,042.16		
gain/loss sale				
10100000-10883	66,009.73	-		
10100000-47200	-	66,009.73		
management fees				
10100500-51110	1,724.00			
10100000-10883			1,724.00	

**EXHIBIT A-5
INVESTMENT HOLDINGS BY SECTOR**

	Bond Logistix* Investment	Diversified Securities	Smith ** Barney	Total Investment	Percentage
Money Market Fund	210,572	2,236,385	10,023	2,456,980	6.86%
Fed Home Loan Banks	1,734,646	0	0	1,734,646	4.84%
Fed Home Loan Mortgage Corp	2,061,900	0	260,397	2,322,297	6.48%
Fed National Mortgage Association	2,186,289	0	172,477	2,358,766	6.59%
Fed Farm Credit Bank	2,048,746	0	0	2,048,746	5.72%
U.S. Treasury	23,566,628	0	1,235,738	24,802,366	69.25%
Corporate Bonds	0	0	93,205	93,205	0.26%
Total	31,808,781	2,236,385	1,771,841	35,817,007	100.00%



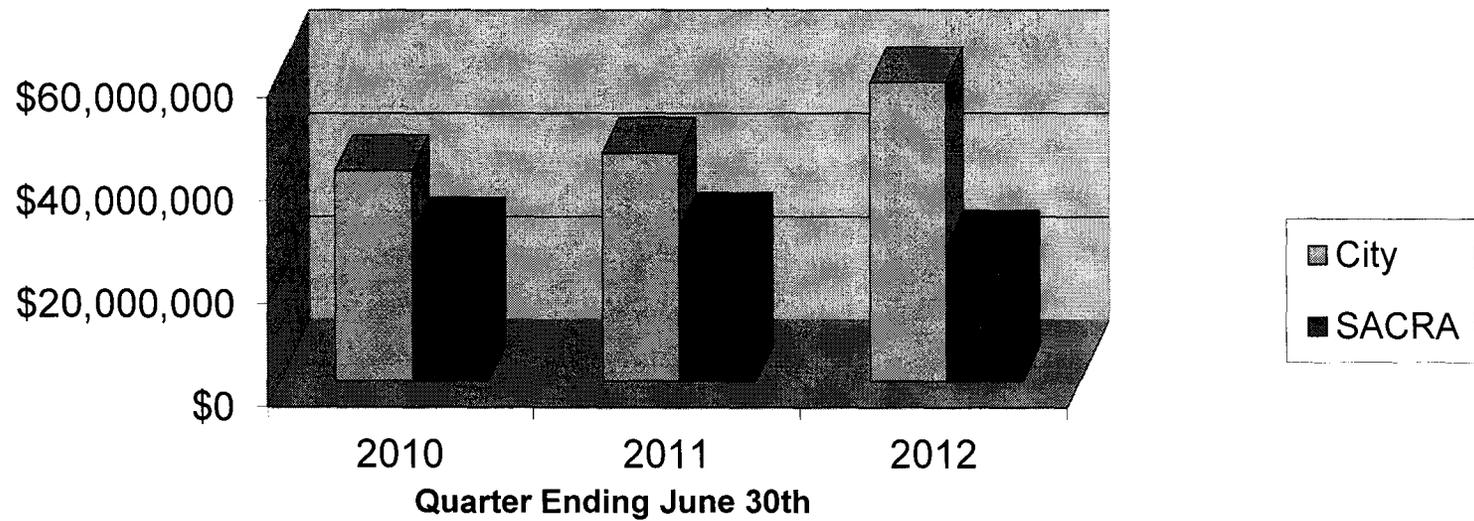
* Bond Logistix average S&P rating: AAA. Average coupon rate: 3.05%

** Smith Barney average S&P rating: AA+. Average coupon rate: 1.51%

City of Covina / SACRA - Total Investments Year-Over-Year Comparison

Quarter Ending	City	SACRA
6/30/2010	\$40,815,000.42	\$28,878,935.65
6/30/2011	44,244,448.98	29,667,912.22
6/30/2012	57,886,839.35	26,257,169.09

City of Covina & SACRA Total Cash & Investments Three Year Comparison



*

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: August 21, 2012

ITEM NO.: CC 6

STAFF SOURCE: Dilu De Alwis, Finance Director 

ITEM TITLE: Payment of Demands

STAFF RECOMMENDATION:

Approve Payment of Demands in the amount of: **\$3,861,673.64**

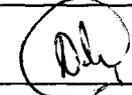
BACKGROUND:

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

<u>DATE OF DEMANDS</u>	<u>DEMAND NUMBERS</u>	<u>AMOUNT</u>
ACCOUNTS PAYABLE WARRANTS		
June, 2012	54981-55505	\$2,962,339.76
<u>PAYROLL</u>		
JUNE 7, 2012 PAYROLL DIRECT DEPOSIT		\$383,000.00
JUNE 7, 2012 PAYROLL CHECKS		\$151,253.37
JUNE 21, 2012 PAYROLL DIRECT DEPOSIT		\$422,000.00
JUNE 21, 2012 PAYROLL CHECKS		\$160,095.96
<u>VOIDS</u>		
June 21, 2012	279	(41,366.19)
June 21, 2012	280	(20.00)
June 21, 2012	743	(44,148.59)
June 21, 2012	976	(41,891.56)
June 21, 2012	1252	(44,057.66)
June 21, 2012	1510	(41,049.48)
June 21, 2012	1707	(43,828.02)
<u>WORKERS COMPENSATION</u>		
June 8, 2012	Week ending 6/6/12	\$4,751.59
June 13, 2012	Week ending 6/13/12	\$15,010.18
May 21, 2012	Week ending 6/20/12	\$14,161.26
June 29, 2012	Week ending 6/27/12	\$5,423.02
	GRAND TOTAL:	\$3,861,673.64

EXHIBITS:

A. ACCOUNTS PAYABLE REGISTER

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

CITY OF COVINA
Check Register
JUNE 2012

Check #	Check Date	Vendor	Name	Amount
54981	06/04/2012	68	AFLAC ACCT# YQ7	3,623.92
54982	06/04/2012	68	AFLAC ACCT# YQ7	28.00
54983	06/04/2012	69	AFSCME	980.00
54984	06/04/2012	487	CaPERS	61,587.68
54985	06/04/2012	775	COVINA POLICE A	4,010.00
54986	06/04/2012	788	COVINA, CITY OF	86,903.56
54987	06/04/2012	789	COVINA-FSA, CIT	1,770.00
54988	06/04/2012	819	CSAC-EIA	4,481.53
54989	06/04/2012	819	CSAC-EIA	1,558.16
54990	06/04/2012	878	DELTA DENTAL OF	7,285.53
54991	06/04/2012	1247	GREAT WEST LIFE	4,763.50
54992	06/04/2012	1307	HARTFORD LIFE I	9.67
54993	06/04/2012	1405	ICMA RETIREMENT	6,137.41
54994	06/04/2012	1405	ICMA RETIREMENT	845.47
54995	06/04/2012	2033	NATIONWIDE RETI	3,082.88
54996	06/04/2012	2234	PERS	44,565.71
54997	06/04/2012	2235	PERS LONG TERM	250.00
54998	06/04/2012	2936	UNION BANK OF C	2,025.00
54999	06/04/2012	2946	UNITED WAY OF G	20.00
55000	06/04/2012	3014	VISION SERVICE	532.75
55001	06/04/2012	3045	WASHINGTON NATI	251.01
55002	06/05/2012	2	10-8 RETROFIT	354.00
55003	06/05/2012	79	AGUILAR, LOURDE	208.25
55004	06/05/2012	86	AKEY, MARJORIE	151.20
55005	06/05/2012	91	ALAS, NINA	43.75
55006	06/05/2012	160	AMERICAN WEST C	67.00
55007	06/05/2012	176	ANSWERBAND INC,	800.00
55008	06/05/2012	219	AT&T	33.40
55009	06/05/2012	220	AT&T LONG DISTA	8.78
55010	06/05/2012	254	AZUSA LIGHT & W	2,115.14
55011	06/05/2012	341	BEST BEST & KRI	16,396.42
55012	06/05/2012	345	BETHKE, BETTY J	106.17
55013	06/05/2012	423	BRUNSWICK COVIN	140.00
55014	06/05/2012	435	BURGUAN, RENE	700.00
55015	06/05/2012	471	CALBO	1,755.00
55016	06/05/2012	475	CALIBER POOL AN	1,450.00
55017	06/05/2012	565	CASTRO, VIVIAN	185.31
55018	06/05/2012	568	CAT SPECIALTIES	283.89
55019	06/05/2012	579	CC BLUU ART	42.00
55020	06/05/2012	584	CCUG	75.00
55021	06/05/2012	589	CELAYA, VERA FL	360.50
55022	06/05/2012	617	CHARTER OAK GYM	2,290.40
55023	06/05/2012	3600	COMMERCIAL DOOR	1,692.09

CITY OF COVINA
Check Register
JUNE 2012

55024	06/05/2012	3235 COOK, SHAWNA	35.29
55025	06/05/2012	740 CORBIN, CLARA	1,993.83
55026	06/05/2012	3232 COSTA, CHARLENE	10.50
55027	06/05/2012	762 COVINA CHAMBER	110.00
55028	06/05/2012	783 COVINA WATER &	158.77
55029	06/05/2012	857 DAVID TURCH AND	8,000.00
55030	06/05/2012	894 DF POLYGRAPH	125.00
55031	06/05/2012	912 DISCOUNT SCHOOL	150.83
55032	06/05/2012	970 EDISON CO	29,836.86
55033	06/05/2012	1055 FEDEX	11.72
55034	06/05/2012	1064 FIELDS, KENNETH	192.44
55035	06/05/2012	1088 FOOTHILL CHAPTE	50.00
55036	06/05/2012	1089 FOOTHILL PRESBY	2,154.97
55037	06/05/2012	3198 GALLEGOS, MICHA	600.00
55038	06/05/2012	1215 GONZALES, RICHA	327.60
55039	06/05/2012	1235 GRAINGER	43.09
55040	06/05/2012	1241 GRAND PRINTING	2,135.92
55041	06/05/2012	1364 HOME DEPOT	283.53
55042	06/05/2012	1401 ICC	85.00
55043	06/05/2012	1426 INGERSOLL, SCOT	405.12
55044	06/05/2012	1464 J.P. COOKE COMP	328.52
55045	06/05/2012	1484 JEFFERSON SIGN	34.80
55046	06/05/2012	1526 JS CONSULTANTS	30,688.65
55047	06/05/2012	3569 KAPLAN	522.37
55048	06/05/2012	3266 KATAHDIN ENVIRO	1,445.00
55049	06/05/2012	1547 KELLY PAPER CO	1,638.32
55050	06/05/2012	3607 KINDERMARK	1,776.74
55051	06/05/2012	1597 KYLE, PATRICIA	652.75
55052	06/05/2012	1638 LAM, LY CHOU	215.25
55053	06/05/2012	1656 LARSEN, MICHAEL	61.25
55054	06/05/2012	3190 LAYNE, JONATHAN	196.58
55055	06/05/2012	3209 LAYNE, SHARON	182.00
55056	06/05/2012	1680 LEAGUE OF CALIF	35.00
55057	06/05/2012	1868 MEDINA, MARIA	277.20
55058	06/05/2012	1906 MEZA, OLGA	150.00
55059	06/05/2012	1933 MISSION LINEN S	30.18
55060	06/05/2012	3236 MUNOZ, VINCENT	378.00
55061	06/05/2012	2104 OFFICE DEPOT	56.77
55062	06/05/2012	2104 OFFICE DEPOT	422.55
55063	06/05/2012	2129 ORANGE COUNTY S	15.00
55064	06/05/2012	2163 PACIFIC PARKING	500.50
55065	06/05/2012	2189 PARADA, MIGUEL	894.37
55066	06/05/2012	2275 POIRIER, ROBERT	36.76
55067	06/05/2012	2370 RAMIREZ, ULRICH	40.00

CITY OF COVINA
Check Register
JUNE 2012

55068	06/05/2012	2519 SALAMONE, KIMBE	490.00
55069	06/05/2012	2607 SERESINGHE, AJI	1,300.00
55070	06/05/2012	2612 SEVOLD, CHERYL	110.25
55071	06/05/2012	3615 SHILO SMOOTHIES	156.00
55072	06/05/2012	2676 SMART AND FINAL	77.47
55073	06/05/2012	3208 SOWARD, KATHERI	73.50
55074	06/05/2012	2737 STAPLES INC	1,169.77
55075	06/05/2012	2742 STAT EXTERMINAT	318.00
55076	06/05/2012	3622 STEVE ROSSI	221.85
55077	06/05/2012	3611 STYLZ DANCE STU	312.37
55078	06/05/2012	2775 SUPERB GRAPHICS	711.44
55079	06/05/2012	2818 TAVANNA	123.55
55080	06/05/2012	2826 TEMECULA CREEK	4,363.42
55081	06/05/2012	2846 THOMAS, TERRI	987.00
55082	06/05/2012	2901 TRIFYTT SPORTS	3,586.00
55083	06/05/2012	2958 US POSTMASTER	650.98
55084	06/05/2012	2958 US POSTMASTER	1,497.67
55085	06/05/2012	2969 VALLEY TROPHY	727.50
55086	06/05/2012	2973 VAN LEEUWEN, JO	70.00
55087	06/05/2012	2999 VERIZON CALIFOR	113.32
55088	06/05/2012	3010 VILLARREAL, TIF	159.25
55089	06/05/2012	3187 WAGONER, PAMELA	218.05
55090	06/05/2012	3026 WAKAYAMA, ASHLE	85.75
55091	06/05/2012	3102 WILLDAN FINANCI	25,213.00
55092	06/12/2012	23 ABORTA BUG INC	160.00
55093	06/12/2012	26 ABSOLUTE SECURI	5,288.45
55094	06/12/2012	3604 ACTIVE	592.79
55095	06/12/2012	50 ADVANCED	1,430.10
55096	06/12/2012	51 ADVANCED BATTER	1,536.56
55097	06/12/2012	84 AIRGAS-WEST	186.92
55098	06/12/2012	111 ALL AMERICAN AS	230.23
55099	06/12/2012	113 ALL CITY MANAGE	5,104.80
55100	06/12/2012	160 AMERICAN WEST C	130.00
55101	06/12/2012	217 ASTRA INDUSTRIA	93.00
55102	06/12/2012	219 AT&T	357.18
55103	06/12/2012	221 AT&T MOBILITY	1,185.76
55104	06/12/2012	255 AZUSA PLUMBING	517.24
55105	06/12/2012	260 B & K ELECTRIC	248.47
55106	06/12/2012	269 BAKER AND TAYLO	1,081.44
55107	06/12/2012	3610 BALLOONS BY JEN	476.14
55108	06/12/2012	283 BANK OF THE WES	8,878.95
55109	06/12/2012	341 BEST BEST & KRI	2,666.04
55110	06/12/2012	372 BOBKIEWICZ, ROB	18.76
55111	06/12/2012	380 BOOK WHOLESALER	340.87

CITY OF COVINA
Check Register
JUNE 2012

55112	06/12/2012	413 BROWN MOTOR WOR	206.51
55113	06/12/2012	437 BURRO CANYON EN	20.00
55114	06/12/2012	536 CARQUEST AUTO P	185.18
55115	06/12/2012	572 CATHOLIC CHARIT	6,707.56
55116	06/12/2012	586 CDCE INC	665.33
55117	06/12/2012	600 CERTIFIED UNDER	67.10
55118	06/12/2012	618 CHARTER OAK HAR	70.60
55119	06/12/2012	3627 CHRISTINE FOSTE	135.00
55120	06/12/2012	649 CINTAS CORP #69	345.64
55121	06/12/2012	654 CITRUS CAR WASH	398.65
55122	06/12/2012	657 CITRUS VALLEY H	25.00
55123	06/12/2012	691 COCA COLA BOTTL	524.32
55124	06/12/2012	710 COMMUNICATIONS	521.60
55125	06/12/2012	711 COMMUNITY ACTIO	350.00
55126	06/12/2012	720 COMPUTER SERVIC	109,950.17
55127	06/12/2012	730 CONTEMPORARY IN	84.00
55128	06/12/2012	736 COON, MARK	300.00
55129	06/12/2012	736 COON, MARK	300.00
55130	06/12/2012	736 COON, MARK	300.00
55131	06/12/2012	736 COON, MARK	350.00
55132	06/12/2012	749 COUNSELING TEAM	1,020.00
55133	06/12/2012	771 COVINA IRRIGATI	216,405.75
55134	06/12/2012	777 COVINA RENTS	475.73
55135	06/12/2012	788 COVINA, CITY OF	301.69
55136	06/12/2012	3626 DAVID ZASLOFF	1,500.00
55137	06/12/2012	894 DF POLYGRAPH	500.00
55138	06/12/2012	928 DOONAN, TIM	18.76
55139	06/12/2012	957 E.G. BRENNAN &	295.00
55140	06/12/2012	970 EDISON CO	1,643.53
55141	06/12/2012	3618 EDWARD RIOJAS	800.00
55142	06/12/2012	999 ENNIS TRAFFIC S	902.08
55143	06/12/2012	1018 ESRI	1,010.00
55144	06/12/2012	3605 FATHER	56.40
55145	06/12/2012	1055 FEDEX	12.03
55146	06/12/2012	1092 FORENSIC NURSE	690.00
55147	06/12/2012	1098 FOSTER, DAVE	18.76
55148	06/12/2012	1134 GALE CENGAGE LE	4,025.13
55149	06/12/2012	1198 GLOBALSTAR LLC	42.49
55150	06/12/2012	1204 GOLDEN STATE WA	121.94
55151	06/12/2012	3565 GOVCONNECTION I	10,884.64
55152	06/12/2012	1235 GRAINGER	1,134.14
55153	06/12/2012	1241 GRAND PRINTING	460.66
55154	06/12/2012	1260 GRUNING PRECISI	1,089.56
55155	06/12/2012	1275 HAAKER EQUIPMEN	77.55

CITY OF COVINA
Check Register
JUNE 2012

55156	06/12/2012	1277 HAEBE, CYNTHIA	4,372.50
55157	06/12/2012	1298 HARRAHS RINCON	400.00
55158	06/12/2012	1364 HOME DEPOT	802.10
55159	06/12/2012	1371 HOSE MAN INC, T	79.27
55160	06/12/2012	1394 HYDRO CONNECTIO	106.05
55161	06/12/2012	1428 INGRAM DIST GRO	126.37
55162	06/12/2012	3602 InJoy	330.80
55163	06/12/2012	1429 INLAND EMPIRE S	1,880.75
55164	06/12/2012	1430 INLAND WATER WO	11,010.86
55165	06/12/2012	3238 Insight Public	11,704.47
55166	06/12/2012	1434 INTEGRA TEST	100.00
55167	06/12/2012	1441 INTERSTATE BATT	206.06
55168	06/12/2012	1463 J.G. TUCKER AND	115.28
55169	06/12/2012	3573 JEANNETTE DABNE	18.76
55170	06/12/2012	1491 JIMENEZ, LILIA	75.00
55171	06/12/2012	1525 JRS HOUSE OF CO	228.47
55172	06/12/2012	3250 KEENAN & ASSOCI	9,750.00
55173	06/12/2012	1547 KELLY PAPER CO	659.57
55174	06/12/2012	1561 KEYSTONE UNIFOR	48.88
55175	06/12/2012	1571 KING BOLT CO	23.71
55176	06/12/2012	1580 KMART STORE 428	34.76
55177	06/12/2012	1663 LAW ENFORCEMENT	440.00
55178	06/12/2012	1708 LIFE ASSIST INC	414.34
55179	06/12/2012	1786 MALINOSKI, JOHN	16.00
55180	06/12/2012	1833 MAXIMUS INC	1,812.80
55181	06/12/2012	1846 MCCLURE, LINDA	114.63
55182	06/12/2012	1851 MCDONOUGH, JIM	18.76
55183	06/12/2012	1858 MCMASTER CARR S	45.17
55184	06/12/2012	1895 MERRIMAC ENERGY	26,748.97
55185	06/12/2012	1933 MISSION LINEN S	395.82
55186	06/12/2012	2027 NAPA AUTO PARTS	37.47
55187	06/12/2012	2047 NAVERA, RAYMOND	18.76
55188	06/12/2012	2061 NEWPORT FARMS I	625.60
55189	06/12/2012	2091 O REILLY AUTO P	37.18
55190	06/12/2012	2104 OFFICE DEPOT	1,165.71
55191	06/12/2012	99999 Y.SCOTT WANG	12.56
55192	06/12/2012	99999 CYNDI BENTON	18.28
55193	06/12/2012	99999 LUIS ROMAN AND VANE	45.00
55194	06/12/2012	99999 GARRISON REAL ESTATE	61.81
55195	06/12/2012	99999 GARRISON REAL ESTATE	62.94
55196	06/12/2012	99999 BLASCO REAL ESTATE	80.00
55197	06/12/2012	99999 YAMIMA BHATTI	192.04
55198	06/12/2012	99999 HORACIO L MEJIA	260.00
55199	06/12/2012	2243 PETERSON, GREGG	18.76

CITY OF COVINA
Check Register
JUNE 2012

55200	06/12/2012	2344 QUICK, DEBBIE	18.76
55201	06/12/2012	2345 QUILL	472.71
55202	06/12/2012	2370 RAMIREZ, ULRICH	16.00
55203	06/12/2012	2380 RANDOM HOUSE IN	236.00
55204	06/12/2012	2389 RC KEMP CONSULT	1,740.00
55205	06/12/2012	2393 RECORDED BOOKS	152.80
55206	06/12/2012	2415 REPUBLIC MASTER	221.21
55207	06/12/2012	2434 RICE/ENGLANDER	3,000.00
55208	06/12/2012	2456 ROBISON, MIKE	18.76
55209	06/12/2012	2536 SAN DIEGO POLIC	16,511.19
55210	06/12/2012	3624 SCCCA	40.00
55211	06/12/2012	2622 SGVLEEA	90.00
55212	06/12/2012	2646 SHOWCASES	156.98
55213	06/12/2012	2648 SIEMENS BUILDIN	3,764.50
55214	06/12/2012	2676 SMART AND FINAL	385.98
55215	06/12/2012	2689 SNAP ON TOOLS	182.32
55216	06/12/2012	2737 STAPLES INC	209.74
55217	06/12/2012	2775 SUPERB GRAPHICS	548.48
55218	06/12/2012	3625 SVT PROPERTIES	24,417.76
55219	06/12/2012	2790 SWANK MOTION PI	1,147.00
55220	06/12/2012	2796 SYNTECH	2,489.44
55221	06/12/2012	3620 TERENCE RIPLEY	600.00
55222	06/12/2012	2855 TIME WARNER CAB	145.12
55223	06/12/2012	3185 TOSHIBA FINANCI	1,757.39
55224	06/12/2012	2898 TRIANGLE TRUCK	425.72
55225	06/12/2012	2907 TRUGREEN LANDSC	8,612.49
55226	06/12/2012	2912 TT MAILING SERV	150.00
55227	06/12/2012	2935 UNDERGROUND SER	87.00
55228	06/12/2012	2941 UNITED RENTALS	2,770.95
55229	06/12/2012	2954 URBAN GRAFFITI	5,400.00
55230	06/12/2012	2958 US POSTMASTER	534.48
55231	06/12/2012	2999 VERIZON CALIFOR	1,245.45
55232	06/12/2012	3016 VISUAL STATEMEN	395.10
55233	06/12/2012	3023 VULCAN MATERIAL	194.05
55234	06/12/2012	3042 WARD, SHERYL	18.76
55235	06/12/2012	3043 WARREN DISTRIBU	830.84
55236	06/12/2012	3068 WELLS FARGO FIN	166.45
55237	06/12/2012	3070 WEST COAST ARBO	94.00
55238	06/12/2012	3072 WEST COVINA AUT	394.21
55239	06/12/2012	3102 WILLDAN FINANCI	1,035.00
55240	06/12/2012	3134 XEROX CORPORATI	105.51
55241	06/12/2012	3601 Zero	33.49
55242	06/12/2012	68 AFLAC ACCT# YQ7	3,576.92
55243	06/12/2012	68 AFLAC ACCT# YQ7	28.00

CITY OF COVINA
Check Register
JUNE 2012

55244	06/12/2012	69 AFSCME	960.00
55245	06/12/2012	487 CalPERS	60,997.99
55246	06/12/2012	775 COVINA POLICE A	4,100.00
55247	06/12/2012	788 COVINA, CITY OF	81,143.06
55248	06/12/2012	789 COVINA-FSA, CIT	1,770.00
55249	06/12/2012	819 CSAC-EIA	4,453.54
55250	06/12/2012	819 CSAC-EIA	1,654.56
55251	06/12/2012	878 DELTA DENTAL OF	6,931.87
55252	06/12/2012	1247 GREAT WEST LIFE	4,763.50
55253	06/12/2012	1307 HARTFORD LIFE I	9.67
55254	06/12/2012	1405 ICMA RETIREMENT	6,363.91
55255	06/12/2012	1405 ICMA RETIREMENT	845.47
55256	06/12/2012	2033 NATIONWIDE RETI	3,082.88
55257	06/12/2012	2234 PERS	41,205.95
55258	06/12/2012	2235 PERS LONG TERM	250.00
55259	06/12/2012	2936 UNION BANK OF C	2,042.84
55260	06/12/2012	2946 UNITED WAY OF G	20.00
55261	06/12/2012	3014 VISION SERVICE	518.37
55262	06/12/2012	3045 WASHINGTON NATI	250.99
55263	06/14/2012	305 BC CONTINENTAL	687.50
55264	06/14/2012	819 CSAC-EIA	9.04
55265	06/14/2012	889 DESILVA, ANURA	2,500.00
55266	06/19/2012	3 12 MILES OUT.CO	1,200.00
55267	06/19/2012	13 A-1 POWER SWEEP	600.00
55268	06/19/2012	14 A1 RENTALS	51.30
55269	06/19/2012	32 ACE-1 AUTO SERV	45.00
55270	06/19/2012	58 ADVANTAGE	8,888.67
55271	06/19/2012	83 AIRGAS SAFETY I	43.73
55272	06/19/2012	84 AIRGAS-WEST	243.02
55273	06/19/2012	113 ALL CITY MANAGE	5,083.53
55274	06/19/2012	158 AMERICAN TRAFFI	32,370.00
55275	06/19/2012	3585 AMF BOWLING SQU	292.50
55276	06/19/2012	219 AT&T	41.85
55277	06/19/2012	219 AT&T	168.05
55278	06/19/2012	219 AT&T	695.46
55279	06/19/2012	333 BERLITZ	50.00
55280	06/19/2012	339 BERT'S MEGA MAL	233.29
55281	06/19/2012	341 BEST BEST & KRI	48,112.29
55282	06/19/2012	380 BOOK WHOLESALER	36.56
55283	06/19/2012	411 BRODART CO	255.29
55284	06/19/2012	430 BUILDING ELECTR	75.00
55285	06/19/2012	477 CALIF, STATE OF	1,166.00
55286	06/19/2012	516 CANON BUS SOLUT	688.79
55287	06/19/2012	3214 Case Power and	80.31

CITY OF COVINA
Check Register
JUNE 2012

55288	06/19/2012	568 CAT SPECIALTIES	2,009.67
55289	06/19/2012	600 CERTIFIED UNDER	64.59
55290	06/19/2012	634 CHEVRON PRODUCT	232.72
55291	06/19/2012	649 CINTAS CORP #69	172.82
55292	06/19/2012	654 CITRUS CAR WASH	47.80
55293	06/19/2012	3299 Covina Gardens	156,242.00
55294	06/19/2012	771 COVINA IRRIGATI	1,000.00
55295	06/19/2012	777 COVINA RENTS	128.32
55296	06/19/2012	783 COVINA WATER &	586.04
55297	06/19/2012	862 DE ALWIS, DILU	209.75
55298	06/19/2012	880 DEMCO INC	430.76
55299	06/19/2012	896 DH MAINTENANCE	5,996.28
55300	06/19/2012	3164 DIVERSIFIED PAR	33,230.62
55301	06/19/2012	970 EDISON CO	40,794.60
55302	06/19/2012	1055 FEDEX	18.26
55303	06/19/2012	1075 FLEET SERVICES	277.88
55304	06/19/2012	3300 General Petrole	590.08
55305	06/19/2012	1172 GEOGRAPHICS	355.84
55306	06/19/2012	1203 GOLDEN STATE OV	9.65
55307	06/19/2012	1235 GRAINGER	270.75
55308	06/19/2012	1241 GRAND PRINTING	1,398.53
55309	06/19/2012	1364 HOME DEPOT	403.03
55310	06/19/2012	1371 HOSE MAN INC, T	39.80
55311	06/19/2012	1389 HUNTINGTON COUR	689.68
55312	06/19/2012	1394 HYDRO CONNECTIO	153.09
55313	06/19/2012	1420 INDEPENDENT CIT	1,950.00
55314	06/19/2012	1428 INGRAM DIST GRO	29.55
55315	06/19/2012	1429 INLAND EMPIRE S	1,250.00
55316	06/19/2012	1437 INTER-CON SECUR	5,148.00
55317	06/19/2012	1483 JEECO MFG & SUP	82.52
55318	06/19/2012	3569 KAPLAN	43.71
55319	06/19/2012	1561 KEYSTONE UNIFOR	86.89
55320	06/19/2012	1580 KMART STORE 428	139.08
55321	06/19/2012	1612 LA CNTY DEPT OF	1,716.85
55322	06/19/2012	1629 LA WORKS	728.00
55323	06/19/2012	1634 LACROIX, CATHER	21.59
55324	06/19/2012	1646 LANGUAGE LINE S	0.94
55325	06/19/2012	1650 LARA, LAURA	157.50
55326	06/19/2012	1694 LEWIS ENGRAVING	29.36
55327	06/19/2012	1703 LIBRARY ADVANTA	130.00
55328	06/19/2012	1704 LIBRARY STORE	30.98
55329	06/19/2012	1707 LIEBERT CASSIDY	2,530.00
55330	06/19/2012	1754 LOWE'S COMPANIE	83.24
55331	06/19/2012	1778 MADRID, VICKI	124.00

CITY OF COVINA
Check Register
JUNE 2012

55332	06/19/2012	1858 MCMASTER CARR S	208.60
55333	06/19/2012	1895 MERRIMAC ENERGY	30,652.29
55334	06/19/2012	1933 MISSION LINEN S	68.31
55335	06/19/2012	1991 MOTOROLA	1,086.10
55336	06/19/2012	2019 MYERS TIRE SUPP	288.60
55337	06/19/2012	2061 NEWPORT FARMS I	354.28
55338	06/19/2012	2091 O REILLY AUTO P	52.07
55339	06/19/2012	2104 OFFICE DEPOT	36.40
55340	06/19/2012	2104 OFFICE DEPOT	14.44
55341	06/19/2012	2198 PARRISH, DARYL	44.50
55342	06/19/2012	2199 PARS	524.91
55343	06/19/2012	2210 PATTON SALES CO	456.88
55344	06/19/2012	2407 REGIONAL TAP SE	640.20
55345	06/19/2012	2415 REPUBLIC MASTER	116.86
55346	06/19/2012	2557 SANTA ANITA FAM	510.00
55347	06/19/2012	2646 SHOWCASES	628.78
55348	06/19/2012	2676 SMART AND FINAL	587.08
55349	06/19/2012	2711 SOUTHEAST CONST	9.46
55350	06/19/2012	2737 STAPLES INC	245.77
55351	06/19/2012	2737 STAPLES INC	53.25
55352	06/19/2012	2775 SUPERB GRAPHICS	102.77
55353	06/19/2012	3625 SVT PROPERTIES	12,028.06
55354	06/19/2012	3588 THE LEW EDWARDS	9,864.65
55355	06/19/2012	2933 ULTRA-CHEM INC	409.57
55356	06/19/2012	2942 UNITED SITE SER	367.62
55357	06/19/2012	2945 UNITED TRAFFIC	132.81
55358	06/19/2012	2954 URBAN GRAFFITI	5,400.00
55359	06/19/2012	2958 US POSTMASTER	1,695.79
55360	06/19/2012	2969 VALLEY TROPHY	54.38
55361	06/19/2012	2999 VERIZON CALIFOR	1,122.22
55362	06/19/2012	3001 VERIZON WIRELES	3,441.34
55363	06/19/2012	3004 VICTORY EXTERMI	50.00
55364	06/19/2012	3006 VIDEO STORE SHO	40.36
55365	06/19/2012	3070 WEST COAST ARBO	205.50
55366	06/19/2012	3137 Y TIRE SALES	4,965.71
55367	06/19/2012	3152 YWCA	1,066.41
55368	06/21/2012	68 AFLAC ACCT# YQ7	3,623.92
55369	06/21/2012	68 AFLAC ACCT# YQ7	28.00
55370	06/21/2012	69 AFSCME	960.00
55371	06/21/2012	487 CaIPERS	61,272.04
55372	06/21/2012	775 COVINA POLICE A	3,860.00
55373	06/21/2012	788 COVINA, CITY OF	85,408.09
55374	06/21/2012	788 COVINA, CITY OF	44.03
55375	06/21/2012	789 COVINA-FSA, CIT	1,770.00

CITY OF COVINA
Check Register
JUNE 2012

55376	06/21/2012	819 CSAC-EIA	4,494.12
55377	06/21/2012	819 CSAC-EIA	1,558.16
55378	06/21/2012	878 DELTA DENTAL OF	7,002.60
55379	06/21/2012	1106 FRANCHISE TAX B	344.25
55380	06/21/2012	1247 GREAT WEST LIFE	4,763.50
55381	06/21/2012	1307 HARTFORD LIFE I	9.68
55382	06/21/2012	1405 ICMA RETIREMENT	6,363.91
55383	06/21/2012	1405 ICMA RETIREMENT	845.47
55384	06/21/2012	2033 NATIONWIDE RETI	3,082.88
55385	06/21/2012	2234 PERS	300,291.52
55386	06/21/2012	2234 PERS	20.00
55387	06/21/2012	2235 PERS LONG TERM	250.01
55388	06/21/2012	2936 UNION BANK OF C	2,307.44
55389	06/21/2012	2946 UNITED WAY OF G	20.00
55390	06/21/2012	3014 VISION SERVICE	539.94
55391	06/21/2012	3045 WASHINGTON NATI	251.01
55392	06/27/2012	2 10-8 RETROFIT	120.00
55393	06/27/2012	11 A & B ELECTRIC	462.00
55394	06/27/2012	26 ABSOLUTE SECURI	5,810.40
55395	06/27/2012	134 ALLSTATE POLICE	1,461.60
55396	06/27/2012	3643 AMERICAN RED CR	875.00
55397	06/27/2012	255 AZUSA PLUMBING	21.03
55398	06/27/2012	282 BANK OF THE WES	9,042.20
55399	06/27/2012	3631 Beyond	695.05
55400	06/27/2012	362 BLAKE PAPER CO	52.08
55401	06/27/2012	380 BOOK WHOLESALER	86.24
55402	06/27/2012	411 BRODART CO	8.87
55403	06/27/2012	565 CASTRO, VIVIAN	109.16
55404	06/27/2012	568 CAT SPECIALTIES	732.67
55405	06/27/2012	586 CDCE INC	62.20
55406	06/27/2012	618 CHARTER OAK HAR	119.91
55407	06/27/2012	649 CINTAS CORP #69	172.82
55408	06/27/2012	664 CIVILTEC ENGINE	22,169.06
55409	06/27/2012	682 CLINICAL LAB OF	420.00
55410	06/27/2012	720 COMPUTER SERVIC	11,258.37
55411	06/27/2012	749 COUNSELING TEAM	712.50
55412	06/27/2012	762 COVINA CHAMBER	60.00
55413	06/27/2012	766 COVINA DISPOSAL	11,878.58
55414	06/27/2012	766 COVINA DISPOSAL	834.25
55415	06/27/2012	777 COVINA RENTS	141.37
55416	06/27/2012	783 COVINA WATER &	76.35
55417	06/27/2012	788 COVINA, CITY OF	295.40
55418	06/27/2012	788 COVINA, CITY OF	1,994.33
55419	06/27/2012	791 CPCA	1,650.00

CITY OF COVINA
Check Register
JUNE 2012

55420	06/27/2012	819 CSAC-EIA	9.04
55421	06/27/2012	849 DAPEER ROSENBLI	5,172.10
55422	06/27/2012	875 DELL MARKETING	1,158.69
55423	06/27/2012	878 DELTA DENTAL OF	212.20
55424	06/27/2012	3635 Denny	512.54
55425	06/27/2012	889 DESILVA, ANURA	2,500.00
55426	06/27/2012	896 DH MAINTENANCE	675.00
55427	06/27/2012	947 DUNN EDWARDS CO	46.53
55428	06/27/2012	3584 ENTERPRISE SECU	25,967.50
55429	06/27/2012	3581 ENVIRONMENT INC	16.95
55430	06/27/2012	1012 ESGIL CORPORATI	337.09
55431	06/27/2012	3612 EXCAL VISUAL	509.75
55432	06/27/2012	1156 GAS COMPANY, TH	1,156.55
55433	06/27/2012	1190 GLENDORA DODGE	32,334.69
55434	06/27/2012	1197 GLOBAL WATER MA	30,077.19
55435	06/27/2012	1235 GRAINGER	296.29
55436	06/27/2012	1241 GRAND PRINTING	1,035.65
55437	06/27/2012	3251 HANSON INVESTIG	1,735.22
55438	06/27/2012	1364 HOME DEPOT	752.56
55439	06/27/2012	1394 HYDRO CONNECTIO	231.03
55440	06/27/2012	1430 INLAND WATER WO	802.58
55441	06/27/2012	3623 INNER-TITE CORP	306.03
55442	06/27/2012	3238 Insight Public	481.71
55443	06/27/2012	1463 J.G. TUCKER AND	1,160.36
55444	06/27/2012	1483 JEEO MFG & SUP	117.40
55445	06/27/2012	1514 JOHNSTONE SUPPL	170.79
55446	06/27/2012	1529 JURUPA MOUNTAIN	583.50
55447	06/27/2012	1531 JW LOCK CO INC	99.18
55448	06/27/2012	1561 KEYSTONE UNIFOR	2,334.68
55449	06/27/2012	1580 KMART STORE 428	221.33
55450	06/27/2012	1608 LA CNTY CDC/CDB	232.49
55451	06/27/2012	1608 LA CNTY CDC/CDB	407.60
55452	06/27/2012	1609 LA CNTY COUNTY	24,187.68
55453	06/27/2012	1610 LA CNTY DEPT OF	88.00
55454	06/27/2012	1614 LA CNTY FIRE DE	585,395.22
55455	06/27/2012	1615 LA CNTY MTA	421.80
55456	06/27/2012	1634 LACROIX, CATHER	38.92
55457	06/27/2012	1696 LEWIS SAW AND L	59.54
55458	06/27/2012	1708 LIFE ASSIST INC	880.88
55459	06/27/2012	1710 LIFELOC TECHNOL	2,104.59
55460	06/27/2012	1748 LOS ANGELES TIM	31.20
55461	06/27/2012	1908 MICHAEL J O'DAY	180.00
55462	06/27/2012	1933 MISSION LINEN S	267.42
55463	06/27/2012	3563 NEWEGG INC	1,730.97

CITY OF COVINA
Check Register
JUNE 2012

55464	06/27/2012	2061 NEWPORT FARMS I	66.80
55465	06/27/2012	3616 NICOLE SOLANO	40.07
55466	06/27/2012	2104 OFFICE DEPOT	1,665.00
55467	06/27/2012	2104 OFFICE DEPOT	86.47
55468	06/27/2012	2210 PATTON SALES CO	18.59
55469	06/27/2012	2238 PEST OPTIONS IN	265.00
55470	06/27/2012	3547 PETERSEN AUTOMO	126.00
55471	06/27/2012	2312 PROFORCE LAW EN	1,755.23
55472	06/27/2012	3642 RAINBOW GARDEN	184.88
55473	06/27/2012	2389 RC KEMP CONSULT	1,365.00
55474	06/27/2012	2415 REPUBLIC MASTER	155.11
55475	06/27/2012	2510 S & S WORLDWIDE	253.49
55476	06/27/2012	2546 SAN GABRIEL VAL	984.00
55477	06/27/2012	2619 SGV EXAMINER	486.76
55478	06/27/2012	2676 SMART AND FINAL	824.49
55479	06/27/2012	2709 SOUTH HILLS KIW	443.00
55480	06/27/2012	2719 SPARKLETTS	48.32
55481	06/27/2012	2737 STAPLES INC	455.69
55482	06/27/2012	2775 SUPERB GRAPHICS	130.50
55483	06/27/2012	2790 SWANK MOTION PI	592.00
55484	06/27/2012	2852 THREE VALLEY MU	4,991.17
55485	06/27/2012	2877 TOSHIBA BUSINES	77.87
55486	06/27/2012	2912 TT MAILING SERV	580.55
55487	06/27/2012	2926 TYLER TECHNOLOG	2,945.88
55488	06/27/2012	2942 UNITED SITE SER	104.56
55489	06/27/2012	2945 UNITED TRAFFIC	19,984.34
55490	06/27/2012	2966 V & V MANUFACTU	259.37
55491	06/27/2012	3004 VICTORY EXTERMI	25.00
55492	06/27/2012	3014 VISION SERVICE	46.48
55493	06/27/2012	3023 VULCAN MATERIAL	389.56
55494	06/27/2012	3064 WELLDYNERX	45.32
55495	06/27/2012	3070 WEST COAST ARBO	5,884.20
55496	06/27/2012	3077 WEST LITE SUPPL	80.88
55497	06/27/2012	3078 WEST PAYMENT CE	149.60
55498	06/27/2012	3082 WESTERN WATER W	1,408.09
55499	06/27/2012	3102 WILLDAN FINANCI	13,000.00
55500	06/27/2012	3102 WILLDAN FINANCI	1,260.00
55501	06/27/2012	3617 WILLIAM SWIM II	160.00
55502	06/27/2012	3116 WOLVERINE SPORT	443.03
55503	06/27/2012	3143 YELLOW CAB OF S	66.50
55504	06/27/2012	3152 YWCA	2,171.87
55505	06/27/2012	99999 E.C. CONSTRUCTION	55.85
		TOTAL	2,962,339.76

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

I, Dilu De Alwis being first duly sworn, declare that I am the Finance Director of the City of Covina and have read the attached Register(s) of Audited Demands for the City of Covina dated Accounts Payable for June 2012; Payroll for 6/07/12 and 6/21/12; Voids for June 2012, Workers Compensation for 6/08/12, 6/13/12, 5/21/12, and 6/29/12; 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 21st day of August, 2012



CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: August 21, 2012

RAW **ITEM NO.:** CC 7
AM

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

ITEM TITLE: Approve the creation of a Reserve Police Officer position.

STAFF RECOMMENDATION

Approve the creation of a Reserve Police Officer position.

FISCAL IMPACT

No additional cost, will be absorbed by the existing Police Department budget.

BACKGROUND

Community involvement and, most of all, support are two vital elements in the operation of any law enforcement agency.

The Covina Police Department Reserve Police Officer program has been in place for several years. The primary purpose of the Reserve Police Officer Program is to provide the community with an auxiliary unit of trained, competent police officers. These officers supplement regular sworn personnel and can be used in the event of an emergency when personnel is critical.

For their volunteerism, Covina Reserve Officers have received only a ten dollar (\$10) monthly stipend for uniform maintenance. Currently, the Covina Police Department has no Reserve Police Officers. It has always been challenging to recruit and retain these volunteers because other neighboring cities pay their volunteers hourly for the time they contribute.

In an effort to recruit and retain Reserve Police Officers and to build a strong program in the City of Covina, staff recommends a salary of \$20.00 per hour. Because they will be paid hourly, the creation of a job specification was needed. It is noted in the job specification that the hours of service are limited to no more than 960 hours per year and are not to resemble hours of a full-time Police Officer.

RELEVANCE TO THE STRATEGIC PLAN

None.

EXHIBITS

A. Reserve Police Officer

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

CITY OF COVINA

RESERVE POLICE OFFICER

*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 tasks and duties related to the protection of public health, safety and welfare, and the enforcement of applicable federal, state and local laws; provides traffic enforcement and control; carries out special assignments in a particular phase of police work; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Reserve Police Officer** is responsible for the performance of the full scope of assigned law enforcement duties and responsibilities, under general supervision. This classification is distinguished from the next higher classification of Police Officer in that the latter is a Full Time Peace Officer as provided by Penal Code Section 830.1.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from a Police Sergeant, or higher-ranking position depending upon assignment.

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

- Level I Reserve Officer – trained Reserve Officer as described in Penal Code Section 832.6(a1) who is assigned specific police functions who can work alone or with a partner.
- Level II Reserve Officer – a trained Reserve Officer who works under the immediate supervision of a peace officer who has completed the basic training course for police officers as described in penal code section 832.6(a)(2)
- Level III Reserve Officer – a trained reserved officer who is supervised by a Level I Reserve Officer or Full time police officer. Level III Reserve Officers work in a limited support capacity notrequiring general law enforcement powers in their routine performance.
- Reserve Police Officers are required to attend regular scheduled department training, meet perishable skills training requirements and attend all legislative mandated training.
- Patrols assigned areas by car, foot, motorcycle or bicycle; performs crime suppression and prevention activities; answers special calls; conducts initial and follow-up investigations; interviews victims, complainants and witnesses; answers complaints including domestic disturbances, health code and local ordinance violations; performs surveillance activities; conducts chemical, drug and alcohol testing; investigates suspicious circumstances.

- Enforces traffic laws; conducts complete accident investigations; controls and directs traffic when necessary; performs crowd control, special event or riot duties; assists in crime prevention activities and the control of juvenile delinquency; counsels and educates the community; administers first aid in cases of emergency; transports, books and is responsible for the care and custody of detained persons.
- Trains and assists less experienced personnel as assigned; may serve as a Field Training Officer or in a variety of special program areas including schools liaison, K-9 programs, motorcycle traffic patrol, or other specialized areas of assignment.
- May serve in the investigative division; coordinates and conducts complete and detailed investigation of crimes against persons and property, and crimes involving vice, gaming and narcotics violations; performs undercover and surveillance activities; conducts registration and tracking of sex offenders; collects, preserves and maintains evidence and property.
- Obtains and processes evidence; takes written statements; prepares required reports and maintains investigative records; serves warrants and subpoenas; testifies effectively in court proceedings; provides information and referrals in non-criminal situations; contacts and cooperates with other law enforcement agencies as warranted.
- Responds to questions, concerns and requests for service from the general public; provides information as appropriate and resolves complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
- Monthly Service Hours Required: The Police Reserve Officer will be required to work a minimum of twenty (20) hours per month, not to exceed 960 hours per year. The hours of work may include weekend or holiday shifts.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, running, jumping, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires both near and far vision, the ability to distinguish colors and acute hearing. Additionally, incumbents may work outdoors in all weather conditions, including wet, hot and cold. The position entails working in hazardous situations, and may involve abusive persons, potential physical violence and the potential risk of exposure to chemical and biological hazards in the performance of law enforcement duties. The nature of the work also requires the incumbent to drive motorized vehicles, operate a variety of law enforcement equipment, work in heavy vehicle traffic conditions, and often work with constant interruptions. The need to lift 25 pounds or more is also 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 **Reserve Police Officer**. A typical way of obtaining the required qualifications is to possess a high school diploma or equivalent, and be 21 years of age by the time of sworn appointment. Prior experience in law enforcement and successful completion of some college course work in criminology, police sciences or a related field is desirable.

Level I – A Level I Reserve Officer is required to complete the Regular Basic or Extended Course as required by POST and complete 400 hours of Field Training.

Level II – The Level II Reserve Officer is required to complete Module II and Module III training, consisting of a minimum of 333 training hours, at an accredited POST approved academy. Upon completion, the Level Two Reserve Officer will receive additional Field Training.

Level III – The Level III Reserve Officer is required to complete Module III training, consisting of a minimum of 144 hours, at an accredited POST approved academy. Upon completion, the Level III Reserve Officer will receive additional Field Training.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license, and possession of a Basic Certificate or required training from P.O.S.T. Must be a U.S. citizen or permanent resident alien who is eligible and has applied for U.S. citizenship.

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

Knowledge of:

Operations and standard operating procedures of a Police Department; principles of crime prevention and suppression; modern law enforcement methods and procedures, including patrol, crime prevention, traffic control and investigation; basic principles of law enforcement information systems; 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 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:

Gather, analyze and evaluate facts and evidence and reach sound conclusions; act quickly and calmly in emergency situations; enforce traffic laws; 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; work a variety of shifts as assigned; 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; safely and effectively operate a variety of law enforcement equipment, firearms and a police vehicle in emergency situations.

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: August 21, 2012

ITEM NO.: CC 8

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

ITEM TITLE: Approval of the creation of job specifications for Senior Public Safety Dispatcher and Senior Police Records Clerk

STAFF RECOMMENDATION

Approve the creation of job specifications for Senior Public Safety Dispatcher and Senior Police Records Clerk.

FISCAL IMPACT

None.

BACKGROUND

For many years, the Senior Police Records Clerk and Senior Public Safety Dispatcher positions have been listed in their respective memoranda of understanding as "special assignments"-positions that were assigned by management at a rate of five (5%) of base salary during the term of the assignment. A job description did not exist for these special assignments.

The California Public Employee Retirement System (PERS), in their most recent audit of Human Resources functionality, recommended that job descriptions be created for the above-mentioned positions. The creation of the job descriptions will ensure that the positions are properly reported to PERS. Not doing so could jeopardize retirement benefits for whoever holds these positions.

The language in the MOU's is not affected by the proposed action. The assignment of these positions will remain a City/Management right.

RELEVANCE TO THE STRATEGIC PLAN

None.

EXHIBITS

- A. Senior Public Safety Dispatcher Job Description
- B. Senior Police Records Clerk Job Description

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

CITY OF COVINA

SENIOR PUBLIC SAFETY DISPATCHER

*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, receives and processes routine and emergency calls and alarms; dispatches public safety and public works field units as required; provides pre-arrival instructions; enters, retrieves and uses data from various automated law enforcement information systems; coordinates with other emergency service providers as appropriate; assists in the training of less experienced personnel; learns applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Senior Public Safety Dispatcher** position is a lead position on an assigned shift; receiving incoming calls for police or fire services; performing a variety of general support duties related to communications activities, including statistical data collection; monitoring field activity and teletype communications and performing related duties. They have lead responsibility during an assigned shift, prioritize work assignments and resolve problems, provide training to new dispatchers and serve as a technical resource to all dispatchers, and perform the most technically complex tasks in Communications.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Public Safety Communications Supervisor. Incumbents in this class do not routinely exercise supervision, but may assist in the training of less experienced personnel.

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

- Receives and processes routine and emergency calls and alarms; dispatches public safety and public works field units as required; provides pre-arrival instructions; enters, retrieves and uses data from various automated law enforcement information systems; coordinates with other emergency service providers as appropriate; assists in the training of less experienced personnel.
- Prioritize, assign and monitor the work of dispatch staff on an assigned shift
- Train new dispatch personnel in the performance of their duties, explaining department policies and procedures; assist in providing ongoing training to assigned shift employees; maintaining Training Manual as a contemporary training resource
- Monitor dispatch staff for compliance of established policies and procedures on an assigned shift
- Resolve unexpected scheduling conflicts in relation to personnel on assigned shifts

SENIOR PUBLIC SAFETY DISPATCHER

Page 2

- Assist with maintenance and accuracy of data programmed into the CAD system; troubleshoot problems and recommend effective solutions
- Provide recommendations to the Communications Supervisor regarding the performance of employees on an assigned shift
- Assist Communications Supervisor with administrative duties as assigned
- Retrieve telephone/radio recordings from the twenty-four hour recording system in order to comply with investigations and subpoena requests
- Document equipment failure, taking action to immediately resolve problem, and ensuring the Communications Supervisor is appraised of the situation and how it was resolved
- Receive emergency calls for service from the public requesting police, fire and other emergency services; determine the nature and location of emergency, determine priority and dispatch emergency units as necessary in accordance with established procedures
- Receive 9-1-1 emergency calls and major emergency and public disaster calls
- Contact County and emergency network agencies to provide assistance and coordinate call responses
- Maintain contact with all units on duty; maintain status and location of police field units
- Communicate with callers to determine continuing disposition of calls, provide assistance and explain response procedures
- Answer non-emergency calls for assistance; answer maintenance services emergencies on weekends and holidays
- Coordinate emergency calls and relay information and assistance requests involving other law enforcement agencies
- Answer incoming phone calls; screen calls and route to dispatcher or other appropriate person or office
- Operate computer terminal, teletype and radio equipment.
- Enter, update and retrieve information from teletype networks relating to wanted persons, stolen property, vehicle registration, stolen vehicle and other information.
- Monitor jail alarms and closed circuit television surveillance cameras, and operate controls to jail doors and sally port.
- Work a rotating shift, working days, evenings, weekends and holidays is required.

- Establishes positive working relationships with representatives of community organizations, 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 office activities. The position also requires grasping, repetitive hand movement, and fine coordination in retrieving and entering data using a computer keyboard. Additionally, the position requires near and far vision in reading work related documents and using the computer, and acute hearing is required when providing phone, dispatch and personal service. 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 Public Safety Dispatcher**. Candidates must have completed a 24 month probationary period as a Public Safety Dispatcher with the City of Covina. Senior Police Dispatchers may be assigned by the Chief of Police.

License/Certificate:

Possession of or the ability to obtain a valid Class C California driver's license.

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

Knowledge of:

Modern office administrative practices and procedures; location of major streets, public places and landmarks in the City of Covina; public and agency desk procedures; methods of providing services and information; ability to learn alphanumeric code systems; Federal Communications Commission regulations governing voice radio and telephone communications; proper operation and care of voice radio and telephone equipment; 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:

Perform a variety of complex work with speed and accuracy; remain calm under emergency situations; learn to operate specialized law enforcement automated information, communication

SENIOR PUBLIC SAFETY DISPATCHER

Page 4

and dispatch systems; work flexible hours, including evenings, weekends, overtime and rotating shifts; wear a department uniform; 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:

Effectively operate specialized law enforcement automated information, communication and dispatch systems.

CITY OF COVINA

SENIOR POLICE RECORDS 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, provides lead supervision and training on an assigned shift; performs a wide variety of law enforcement office support duties related to recording, maintaining, retrieving, and distributing law enforcement data and information; processes a high volume of police-related documents to contribute to the effective operation of the Department; enters reports and data into a variety of automated law enforcement records systems; ensures that records and information are accurate, clear and comprehensive for law enforcement personnel and the general public; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Senior Police Records Clerk** is the journey-level position in the Police Records series. This classification is distinguished from the Police Records Clerk classification in that they have lead responsibility during an assigned shift, prioritize work assignments and resolve problems, and perform the most technically complex tasks in the Police Records Division.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Police Records Supervisor or management personnel. Incumbents of this class exercise technical and functional supervision over assigned police records staff on an assigned shift.

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

- Provides lead supervision to and train assigned staff.
- Process employee work schedules for front lobby.
- Performs a wide variety of office support and computer entry/retrieval using various automated information systems; types correspondence; tabulates statistical data; acts as the first line of contact in the Police Department lobby; operates a variety of office equipment, including the computerized parking system, optical imaging, and microfilm retrieval systems; maintains confidential files of crime and traffic accident reports, and registrants..
- Enters and maintains accurate data and information into the California Law Enforcement Telecommunications System (CLETS), including stolen vehicles, missing and unidentified persons and domestic violence restraining orders; enters and retrieves information from a variety of state and

SENIOR POLICE RECORDS CLERK

Page 2

local automated systems, including the Records Management System (RMS); validates selected records from the Department of Justice files, including vehicles, firearms and missing persons.

- Demonstrates a full understanding of applicable policies, procedures, and work methods associated with assigned duties, including Uniform Crime Reporting (UCR) requirements as mandated by Department of Justice.
- Photocopies and distributes crime, incident, arrest, and accident reports to the general public and various agencies such as the Department of Justice (DOJ), California Highway Patrol, District Attorney, Department of Motor Vehicles (DMV), and insurance companies; prepares misdemeanor/felony court packets for the District Attorney's Office including crime report, amendment information and supporting documents such as criminal history, DMV driving history and drug analysis results; prepares moving violation transmittals for court; applies federal, state and local laws when releasing information.
- Assists department personnel and the public at the front counter and by telephone; issues visitor's permits; assists the public with parking permit application and purchase; provides assistance to outside agencies requiring information.
- Collects fees for services provided by the Department
- Code and tabulate statistical data and other activity summaries; compile statistical crime reports for submission to DOJ and FBI.
- Establishes positive working relationships with representatives of community organizations, 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 office activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and retrieving and entering data using a computer keyboard. Additionally, the position requires near and far vision in reading work related documents and using the computer, and acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 40 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 Police Record Clerk**. A typical way of obtaining the required qualifications is to possess three years of responsible Police Records Clerk experience and a high

SENIOR POLICE RECORDS CLERK

Page 3

school diploma or equivalent supplemented by specialized clerical courses. Senior Police Records Clerks may be assigned by the Chief of Police or his designee.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license. Must complete DOJ Telecommunications training for full access operator, and the P.O.S.T. Records Clerk course.

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

Knowledge of:

Modern office administrative practices and procedures; public and agency desk procedures and methods of providing services and information; automated law enforcement information systems and procedures; basic principles of mathematics; applicable federal, state and local laws, codes and regulations, including the Public Record Act; 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.

Skill/Ability to:

Operate standard office equipment, including a computer; operate specialized automated law enforcement information systems; understand and follow instructions; organize and prioritize work assignments; perform a variety of work with speed and accuracy; work flexible hours including evenings, weekends and rotating shifts; wear a department uniform; maintain confidentiality of information; 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; train, assist and supervise police records staff and make sound decisions within established guidelines; Assign, supervise, and participate in the work of a group of clerical employees assigned to a shift; 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. Effectively operate specialized law enforcement automated information and records systems.

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: August 21, 2012

ITEM NO.: CC 9

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

ITEM TITLE: Approve the creation of a Sr. Housing & CDBG Economic Development Manager position.

STAFF RECOMMENDATION

Approve the creation of a Sr. Housing & CDBG Economic Development Manager position.

FISCAL IMPACT

The budget as adopted by the City Council and the Successor Agency includes sufficient funds to cover the cost of this new position. There will be no General Fund dollars assigned to this position. The ongoing funding for this position is contingent upon available CDBG, Housing and Successor Agency Administration funds. The salary for this position will be commensurate with what was for the Sr. Redevelopment Manager (\$6,458 - \$7,849/month).

BACKGROUND

With the passage of AB 1X26 that went into effect on February 1, 2012, the position of Sr. Redevelopment Manager was eliminated due to the lack of a funding source. Due to a need to continue with Housing and CDBG Economic Development activities, the Sr. Redevelopment Manager position was reduced to a part-time position primarily due to the lack of funding.

As part of the State budget process, the legislature signed into law AB 1484 – Redevelopment Dissolution Trailer Bill, which gave Housing Authorities flexibility in the use of its bond funds to continue housing activities. Due to the availability of these funds along with the CDBG Administrative funds and Successor Agency Administrative funds, staff recommends assigning a revised title to the former Sr. Redevelopment Manager position to Sr. Housing and CDBG Economic Development Manager position and rehire the former incumbent.

RELEVANCE TO THE STRATEGIC PLAN

Continue with its goal of maintaining economic development through all available avenues and be in compliance with all State and Federal regulations relative to Low to Moderate Income Housing activities.

EXHIBITS

A. Sr. Housing and CDBG Economic Development Manager job description.

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

CITY OF COVINA

SENIOR HOUSING/CDBG ECONOMIC DEVELOPMENT MANAGER

*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 direction, performs a wide variety of complex administrative and responsible professional work in the formulation, coordination and implementation of various financial, economic development, affordable housing and business assistance programs of both the City of Covina and the Covina Housing Authority; provides administrative assistance to the Successor Agency to the Covina Redevelopment Agency and the Oversight Board relative to Housing activities, performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

This highly responsible senior management position within the Finance Department will formulate, make recommendations and implement policies, procedures and plans that focus on the creation, preservation, marketing and financing of affordable housing units; application of sound financial principles to the review and analysis of affordable housing project proposals; analysis of local economic conditions and trends; proven ability to negotiate with for-profit and non-profit developers, experienced private investors and public entities; proven ability to negotiate legal documents and agreements.

The incumbent will plan, organize, direct and coordinate the economic development activities of the Community Development Block Grant Program, and initiate, supervise and assist in the preparation of grant applications for programs and coordinate community development and housing activities between City departments and others involved in housing and community development activities.

Incumbent will provide administrative assistance to the Successor Agency to the Covina Redevelopment Agency and the Oversight Board, including but not limited to the provision of reports, and property management activities necessary to meet the requirements of California law, for community development activities, including affordable housing. In addition, incumbent will develop and oversee projects related to available and future bond proceeds; economic development, including economic development projects related to sustainable communities investment areas, recommending plans and programs relevant to municipal conditions and needs.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Director of Finance. May exercise direct and indirect supervision over assigned staff

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

SENIOR CDBG/HOUSING/ECONOMIC DEVELOPMENT MANAGER

Page 2

- Accepts management responsibility for the activities, operations and services of the Finance Departments activities relating to Housing and CDBG/Economic Development; secures and coordinates the preparation, implementation, and management of affordable housing development programs and projects; manages the development, implementation and administration of economic development plans and programs aimed at business retention and attraction.
- Develops programs for and administers CDBG and other grants and housing and economic development programs; sets grant funding priorities; prepares planning documents and contracts; completes applications and funding allocation documents; and performs financial monitoring of federally funded activities;
- Manages the ongoing monitoring process of grantees in accordance with federal requirements;
- Plans, develops, coordinates, and administers affordable residential projects; coordinates land acquisitions and clearing, financing, and construction activities in accordance with program policies and requirements; assists in preparing requirements and specifications for housing projects.
- Supervises and participates in the development, implementation and maintenance of division goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance and meeting division goals; ensures that goals are achieved; ensures that housing activities comply with City goals, policies and procedures, as well as local, federal and state regulations.
- Negotiates, prepares and administers contracts and agreements; works with attorneys; monitors timelines and performance requirements; directs relocation operations in the event of displacement due to affordable housing projects; works with citizens to help find alternative housing.
- Assists the Director in performing financial analysis of public and private development proposals; pursues federal and state grant funding; oversees the CDBG function as it relates to housing and economic development; prepares and directs the preparation of complex grant and permit applications; ensures project compliance with grant or permit regulations.
- Prepares staff reports and resolutions; conducts research for reports and other material used by City departments, the Covina Housing Authority, the Successor Agency to the Covina Redevelopment Agency and the Oversight Board; presents recommendations to the Director of Finance, City Manager/Executive Director, City Council, Oversight Board and other groups as appropriate; represents the City in professional organizations and in the community as assigned; serves as liaison between project team, City departments, outside agencies, and the community to promote and facilitate planning and execution of development programs; attends City Council, commission, committee, and community meetings in order to lead and participate in discussions regarding economic and development activities.
- Develops and prepares brochures, advertising and other marketing materials, including articles for local and regional publication.
- Monitors and keeps informed of current trends in the field of economic development and housing; evaluates their impact and recommends policy and procedural modifications accordingly.

- Responds to the most complex and difficult inquiries and requests for information; provides information and resolves service issues and complaints; represents the Department with other City departments, other agencies, civic groups, and the public.
- Establishes positive working relationships with representatives of community organizations, 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 written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required. Additionally, this position is required to work outdoors in all weather conditions, including hot, wet and cold.

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 Housing/CDBG/Economic Development Manager**. A typical way of obtaining the required qualifications is to possess six years of experience in housing, community development, planning, or a related field, and a bachelor's degree in public administration, planning, economics, business administration, or a related field. A master's degree in a related field is highly desirable.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

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 redevelopment law and regulations and laws related to assigned areas of responsibility; marketing related to affordable housing programs, municipal financing; grant funding and related requirements; research methods; principles and practices of program and budget development; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office 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, manage, coordinate, and perform real estate transactions; negotiate and manage contracts with consultants and developers; participate in technical research on economic, sociological, engineering, and urban planning problems; interpret State and Federal housing program regulations and apply City housing policies; prepare analytical and financial reports; develop and administer the Division's budget; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations, including the California Redevelopment Law and CEQA; 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, spreadsheet and software applications.

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: August 21, 2012

ITEM NO.: CC 10

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

ITEM TITLE: Resolution Authorizing the Destruction of Obsolete Records for Fiscal Year Ended 6/30/2012.

STAFF RECOMMENDATION

Adopt **Resolution No. 12-7087** approving the destruction of obsolete records for fiscal year ended 6/30/2012.

FISCAL IMPACT

The exact cost of records destruction is unknown, as the costs will be shared amongst several departments and will depend on the number of boxes to be destroyed. However, this is a budgeted item within the 2012-13 Adopted Budget and the Finance Department's allocation of the costs will be paid for out of the Finance - Other budget (1010-0500-53990).

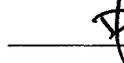
BACKGROUND

The Finance Department recently completed a review of their respective files to determine which records are no longer required by staff and available for destruction in accordance with the City's records retention policy. All files listed in Exhibit "A" are outside of the City's mandated retention period.

Government Code 34090 permits destruction of obsolete documents after receiving written consent of the City and Agency Attorneys (Exhibits "B" and "C") and approval of the City Council. Destruction is in accordance with the adopted records destruction policy.

EXHIBITS

- A. Summary list of records to be destroyed
- B. Consent letter from City Attorney
- C. Resolution No. 12-7087

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

Summary List of Finance Records to be Destroyed as of 6/30/2012

Item	Fiscal Year(s)
AP Files	All years up to and including 07/08
Bank Statements	07/08
Bonds, Cancelled/Paid	All years prior to 01/02
Bond Reference Information	All years up to and including 07/08
Budget Files	All years up to and including 07/08
Business Licenses, Closed	All years up to and including 06/07
Cash Receipt Reports	06/07 - 07/08
Check Registers	07/08
Investment Statements	All years up to and including 07/08
Journal Entries	07/08
Payroll Files	All years up to and including 07/08
Purchase Orders	All years up to and including 07/08
Tax Revenue Information	All years up to and including 07/08
Utility Billing	07/08

RESOLUTION NO. 12-7087

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
COVINA, CALIFORNIA, APPROVING THE DESTRUCTION OF
OBSOLETE RECORDS FOR FISCAL YEAR ENDED 06/30/2012.**

WHEREAS, there has been submitted a request for authority to destroy certain obsolete records, of which the list is attached to this resolution as Exhibit "A"; and

WHEREAS, Section 34090, et. seq. of the Government Code of the State of California provides that with the approval of the legislative body and written consent of the City Attorney, the head of a City Department may destroy any City record, document, instrument, book or paper under department head's charge, without making a copy thereof, if the same is no longer required, provided that said records are not exempt from the provision of said Section; and

WHEREAS, the City Attorney has given written consent to the destruction of the records herein set forth;

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

SECTION 1. The City Council does hereby approve the destruction of those certain records described in the summary list of records to be destroyed for fiscal year ended 6/30/12 (Exhibit A).

SECTION 2. The City Clerk shall certify to the passage and adoption of this Resolution and the same shall thereupon take effect and is in force.

PASSED, APPROVED, AND ADOPTED this 21st day of August, 2012

Kevin Stapleton, Mayor

ATTEST:

Kay Manning, City Clerk

APPROVED AS TO FORM:

Marco A. Martinez, City Attorney

EXHIBIT C

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: August 21, 2012

ITEM NO.: CC 11

STAFF SOURCE: Dilu de Alwis, Finance Director 
Debbie Pacheco, Senior Management Analyst 

ITEM TITLE: Resolution authorizing the destruction of obsolete Community Development Block Grant (CDBG) records.

STAFF RECOMMENDATION

Adopt Resolution No. **12-7088** authorizing the destruction of obsolete records for the Community Development Block Grant (CDBG) for fiscal years before 2006-2007.

FISCAL IMPACT

The exact cost of records destruction is unknown, as the costs will be shared amongst several departments and will depend on the number of boxes to be destroyed. However, this is a budgeted item within the 2012-13 Adopted Budget and the Finance Department's allocation of the costs will be paid for out of the Finance - Other budget (10100500-53990).

BACKGROUND:

The CDBG staff recently completed a review of files in storage. The purpose of the review was to determine which records are no longer required by staff and available for destruction. Said files will be destroyed in accordance with the City of Covina Records Management Policy and Los Angeles Community Development Commission CDBG Bulletin 08-0019 "Document Retention Policy". All files listed in Exhibit "C" are outside of the City's mandated retention period.

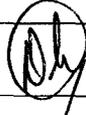
Government Code 34090 permits destruction of obsolete documents after receiving written consent of the City Attorney (Exhibit "C") and approval of the City Council. Destruction is in accordance with the adopted records destruction policy.

RELEVANCE TO THE STRATEGIC PLAN

None.

EXHIBITS

- A. City Resolution 12-7088.
- B. CDBG Bulletin 08-0019.
- C. Authorization to Destroy Obsolete Records/Summary list of records to be destroyed.

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

RESOLUTION NO. 12-7088

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA,
CALIFORNIA, APPROVING THE DESTRUCTION OF OBSOLETE
RECORDS FOR FISCAL YEARS BEFORE 2006-2007 OF THE
COMMUNITY DEVELOPMENT BLOCK GRANT**

WHEREAS, Section on 34090, et. Seq. of the Government Code of the State of California provides that with the approval of the legislative body and written consent of the City Attorney, the head of a City Department may destroy any City record, document, instrument, book, or paper under department head's charge, without making a copy thereof, if the same is no longer required, provided that said record are exempt from the provision of said Section; and

WHEREAS, there has been submitted an Authorization to Destroy Obsolete Records, of which the list those records scheduled for destruction is attached to this resolution as Exhibit C; and

WHEREAS, the City Attorney has given written consent to the destruction of the records herein set forth;

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

SECTION 1. The City Council does hereby approve the destruction of those certain records described in the summary list of records to be destroyed for fiscal years before 2006-2007 (Exhibit C).

SECTION 2. The City Clerk shall certify to the passage and adoption of this Resolution and the same shall thereupon take effect and is in force.

PASSED, APPROVED AND ADOPTED this 21st day of August, 2012

Kevin Stapleton, Mayor

ATTEST:

Kay Manning, City Clerk

APPROVED AS TO FORM:

Marco A. Martinez, City Attorney

EXHIBIT A



LOS ANGELES COUNTY

CDBG BULLETIN

COMMUNITY DEVELOPMENT COMMISSION • 2 Coral Circle • Monterey Park, California 91755

NUMBER: 08-0019	SUBJECT: DOCUMENT RETENTION POLICY	
DATE: JUNE 19, 2008	EFFECTIVE DATE: IMMEDIATELY	PAGE 1 OF 2

**TO: COUNTY DEPARTMENTS
PARTICIPATING CITIES
COMMUNITY-BASED ORGANIZATIONS
OTHER PUBLIC AGENCIES**

The purpose of this bulletin is to clarify to all partner agencies the current requirements for retaining records relative to Community Development Block Grant (CDBG) funded activities.

Although the CDBG Regulations have a less stringent timeframe for the retention of records for CDBG activities, it is the policy of the CDBG Division to abide by the time retention requirements found in the Los Angeles County *Auditor-Controller Contract Accounting and Administration Handbook*. These requirements state that, "All accounting records, financial records and supporting documentation must be retained for a minimum of **five (5) years after the termination** of the Contractor's agreement," therefore, records shall be maintained for the term of a contract and retained for five (5) years thereafter, for a total of six (6) years.

We recognize that many organizations maintain electronic files as opposed to hard copy files. This practice is acceptable to the Community Development Commission of the County of Los Angeles, however, our policy of retaining records for a minimum of five (5) years after the termination of the contract still applies. In this example, electronic files shall be maintained just like hard copy files. You do not need to maintain both electronic and hard copy files.

If your organization has a records retention policy that is more stringent than ours, then you should abide by your organization's records retention policy. We also need to advise you that if there are audits, claims, litigation, or other actions that involve the records applicable to a contract, then the records should be retained until all issues are resolved, or the expiration of the six-year period, whichever occurs last.



Participating Agencies
June 19, 2008
Page 2

Exceptions to this document retention policy are slum/blight activities and environmental clearances. Slum/blight activities must maintain records to substantiate the designation of an area as slum or blighted, which is required to be re-determined as a slum or blighted area every ten (10) years for continued qualification. Environmental records shall be maintained as long as it is legally necessary and per the requirements of Federal and State environmental laws and regulations. If you have any questions, please contact your Program Manager.

Sincerely,

A handwritten signature in black ink that reads "Terry Gonzalez". The signature is written in a cursive style with a large, prominent initial "T".

TERRY GONZALEZ, Director
Community Development Block Grant Division

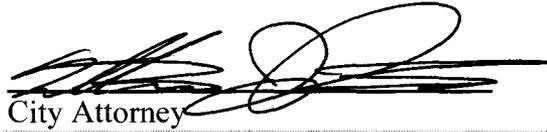
TG:HR:ab
K:\CDBG Common\GPA\PAT Bulletins/recordsretentionpolicy

AUTHORIZATION TO DESTROY OBSOLETE RECORDS

The retention period for the records listed on the attached page(s) has expired. These records are obsolete and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by statute, are not the minutes, ordinances or resolutions of the legislative body of the City of Covina, and are no longer required by the City. I request authority to destroy these obsolete records pursuant to Section 34090 of the Government Code of California

_____ Finance _____
Department Head Department Date

I hereby consent to the destruction of the obsolete records listed:


City Attorney

8/14/12
Date

I hereby certify that the records listed below were destroyed.

Resolution No.	Destruction Date	Method of Destruction
----------------	------------------	-----------------------

_____	_____	_____
Name	Title	Date

CITY OF COVINA
Summary List of CDBG Records to be Destroyed as of 6/30/2012

Project Number	Project Name	Project End Date
JB151/D8154/D7151/D7155	Funding requests	1991
D8151/D8154/D8157/D8152	Funding requests	1991
D8153/D8155/D7152/JB152	Funding requests	1991
JB153/84C.151/84C.152	Funding requests	1991
84C.153/84C.154/85C.151	Funding requests	1991
85C.152/85C.154/86C.151	Funding requests	1991
D6151/85C.154/D6154	Funding requests	1991
D90159	Nutrition Grant workpapers	1991
	CDBG financial workpapers	2005
600109	Code Enforcement	2004
600292	Project Sister	2007
600298	Microenterprise Assistance	2005, 2006, 2007
600413	West Covina Community Center	2004, 2005
600414	YWCA Intervale Housekeeping	2005, 2007
600525	Economic Development	2005, 2006, 2007
600527	Community Food Bank of West Covina	2005
600664	Covina Emergency Aid	2005
600798	Sidewalk Replacement	2006
600802	Homeless Services	2006, 2007
600816	ADA Facilities Improvements	2006
600900	Covina Development Center Walkway	2007
600904	Senior Health & Food	2007
600905	Senior Case Management	2007
600929	Curb Ramp Access	2006, 2007
D00162	East San Gabriel Valley Homeless Coalition	2005
D96151	Handyworker	2004, 2005, 2006, 2007
D96152	Healthy Start	2005, 2006, 2007
D96153	Second Start Literacy	2004, 2005, 2006, 2007
D96154	Program Administration	2005, 2006, 2007
D96155	Senior Information & Referral	2005, 2006, 2007
D96159	Senior Nutrition	2005, 2006, 2007
D96160	Senior Case Management	2005, 2006, 2007
D96162	Red Cross Meals on Wheels	2005
D96163	Teen After School	2005, 2006, 2007
D96164	Residential Rehabilitation	2005, 2006, 2007
D99152	Assistance League	2004, 2005
D99962	Operation Santa Clothes	2004
D96157	Economic Development Grants:	
	Grovers Interiors	1998
	Off Citrus	1998
	Downtown Café	1999
	Greater San Gabriel Valley CDC	1999
	Garden Gate Needlepoint Inc	1999
	Thematic Attic	1999
	Composite Horizons	2000
	Berts Mega Mall	2000
	Sydama	2001
	Dannys Kosher Pickle	2001
	Taste of Texas	2002
	Citrus Grill	2002
	Dr. Penny Pang	2003
	Arby's	2003
	Pinky Star	2003
	Café La Tazza	2003
	Cam's Shutters	2004
	Capri Deli	2004
	Casa Moreno	2005
	Giovanni's Ristorante	2006
	Sugar Bowl	2006
	Pure Retreat	2006
60298	Microenterprise Grants:	
	Alicia's Costumes	2004
	Sandwich City	2005
	LT Nails	2006

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

MEETING DATE: August 21, 2012

ITEM NO.: CC 12

STAFF SOURCE: Dilu de Alwis, Finance Director 
Debbie Pacheco, Sr. Management Analyst 

ITEM TITLE: Resolution Authorizing the Destruction of Obsolete Records for Fiscal Year Ended 6/30/2012.

STAFF RECOMMENDATION

Adopt **Resolution No. 12-7090** approving the destruction of obsolete records for fiscal year ended 6/30/2012.

FISCAL IMPACT

The exact cost of records destruction is unknown, as the costs will be shared amongst several departments and will depend on the number of boxes to be destroyed. However, this is a budgeted item within the 2012-13 Adopted Budget and the Successor Agency's allocation of the costs will be paid for out of the Successor Agency's administration - Other budget (SADM4400-53990).

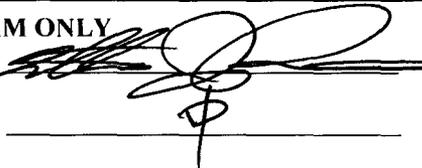
BACKGROUND

The Finance Department recently completed a review of their respective files to determine which records are no longer required by staff and available for destruction in accordance with the City's records retention policy. All files listed in Exhibit "A" are outside of the City's mandated retention period.

Government Code 34090 permits destruction of obsolete documents after receiving written consent of the City and Agency Attorneys (Exhibits "B" and "C") and approval of the City Council. Destruction is in accordance with the adopted records destruction policy.

EXHIBITS

- A. Summary list of records to be destroyed
- B. Consent letter from City Attorney
- C. Resolution No. 12-7090

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

**SUCCESSOR AGENCY TO THE
COVINA REDEVELOPMENT AGENCY**

Summary List of Records to be Destroyed as of 6/30/12

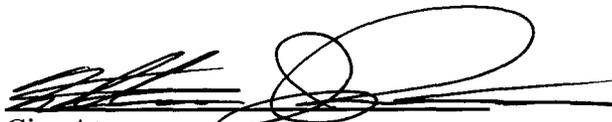
Item	Fiscal Year(s)
Accounts Payable files	All years up to and including 07/08
Check Registers	07/08
Purchase Orders	All years up to and including 07/08
Bonds, Cancelled/Paid	All years prior to 01/02
Bond Reference Information	All years up to and including 07/08
Budget Files/reports	All years up to and including 07/08
Bank Statements	07/08
Investment Statements	All years up to and including 07/08
Journal Entries	07/08
Payroll Files/timesheets	All years up to and including 07/08
Tax Revenue Information	All years up to and including 07/08
Warren Inventory Listing	2003
Project 96-1 - 1237 N Azusa Unsuccessful Asbestos Removal Bids	1996

AUTHORIZATION TO DESTROY OBSOLETE RECORDS

The retention period for the records listed on the attached page(s) has expired. These records are obsolete and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by statute, are not the minutes, ordinances or resolutions of the legislative body of the City of Covina, and are no longer required by the City. I request authority to destroy these obsolete records pursuant to Section 34090 of the Government Code of California

_____ Finance _____
Department Head Department Date

I hereby consent to the destruction of the obsolete records listed:


City Attorney _____
Date

I hereby certify that the records listed below were destroyed.

Resolution No.	Destruction Date	Method of Destruction
----------------	------------------	-----------------------

Name	Title	Date
------	-------	------

RESOLUTION NO. 12-7090

**A RESOLUTION OF THE SUCCESSOR AGENCY TO THE COVINA
REDEVELOPMENT AGENCY FOR THE CITY OF COVINA,
CALIFORNIA, APPROVING THE DESTRUCTION OF OBSOLETE
RECORDS FOR FISCAL YEAR ENDED 06/30/2012.**

WHEREAS, there has been submitted a request for authority to destroy certain obsolete records, of which the list is attached to this resolution as Exhibit "A"; and

WHEREAS, Section 34090, et. seq. of the Government Code of the State of California provides that with the approval of the legislative body and written consent of the City Attorney, the head of a City Department may destroy any City record, document, instrument, book or paper under department head's charge, without making a copy thereof, if the same is no longer required, provided that said records are not exempt from the provision of said Section; and

WHEREAS, the City Attorney has given written consent to the destruction of the records herein set forth;

NOW THEREFORE, BE IT RESOLVED AND ORDERED by the Successor Agency to the Covina Redevelopment Agency for the City of Covina, California as follows:

SECTION 1. The City Council does hereby approve the destruction of those certain records described in the summary list of records to be destroyed for fiscal year ended 6/30/12 (Exhibit A).

SECTION 2. The City Clerk shall certify to the passage and adoption of this Resolution and the same shall thereupon take effect and is in force.

PASSED, APPROVED, AND ADOPTED this 21st day of August, 2012

Chairperson, Successor Agency to the Covina
Redevelopment Agency

ATTEST:

Secretary, Successor Agency to the Covina
Redevelopment Agency

APPROVED AS TO FORM:

Agency Counsel

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: August 21, 2012

ITEM NO.: CC 13

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

ITEM TITLE: Resolution Authorizing the Destruction of Obsolete Records (Proposals, Agenda Packets, Floppy Diskettes, Election and Budget Documents)

STAFF RECOMMENDATION

a.) Adopt **Resolution No. 12-7091** approving the destruction of obsolete records.

FISCAL IMPACT

The exact cost of records destruction is unknown, and will depend on the number of boxes to be destroyed. However, this is a budgeted item within the 2012-2013 adopted budget and will be paid for out of the City Clerk's other budget (1010-0700-00-53990).

BACKGROUND

The City Clerk's Department recently completed a review of files to determine which records are no longer required by staff and available for destruction in accordance with the Government Code retention policy. All files listed in Exhibit "A" are outside of the Government Code mandated retention period.

Government Code Section 34090 states that with the approval of the legislative body and written consent of the City Attorney, the head of a City Department may destroy any City record, document, instrument, book or paper under his charge, without making a copy thereof, if the same is no longer required, provided that certain records are exempt from the provisions of said section. (Proposals, Agenda Packets, Floppy Diskettes, Election and Budget Documents).

RELEVANCE TO THE STRATEGIC PLAN

None

EXHIBITS

- A. Summary list of records to be destroyed
- B. Authorization to destroy obsolete records
- C. Resolution No. 12-7091

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

LIST OF DOCUMENTS FOR DESTRUCTION

(All documents w/historical, fiscal, legal or administrative value have been imaged)

<u>FILE NO.</u>	<u>DESCRIPTION</u>	<u>DATE</u>
	<p style="text-align: center;">2005 Voter Report - pursuant to E.C. Section 17300</p> <p style="text-align: center;">2001 Election administrative documents - pursuant to G.C. 34090</p> <p style="text-align: center;">2005 Election administrative documents - pursuant to G.C. 34090</p> <p style="text-align: center;">2007 Election administrative documents - pursuant to G.C. 34090</p> <p style="text-align: center;">2005 Candidate documents not elected - pursuant to G.C. 81009 Kimberly Dolfi William C. Mason Pat Duff</p> <p style="text-align: center;">2005 Departmental copies of agenda reports - pursuant to G.C. 34090</p> <p style="text-align: center;">Extra copy of superseded municipal code - pursuant to 34090 (note one old version retained for historical purposes)</p> <p style="text-align: center;">2000/2001 Departmental copies of budget documents - pursuant to G.C. 34090</p> <p style="text-align: center;">2001/2002 Departmental copies of budget documents - pursuant to G.C. 34090</p> <p style="text-align: center;">2002/2003 Department copies of budget documents - pursuant to G.C. 34090</p>	

LIST OF DOCUMENTS FOR DESTRUCTION

(All documents w/historical, fiscal, legal or administrative value have been imaged)

<u>FILE NO.</u>	<u>DESCRIPTION</u>	<u>DATE</u>
	<p>Box 11: Agenda Packets; June 1995 - January 1995 (Originals scanned)</p> <p>Box 12: Agenda Packets; June 1994 - December 1994 (Originals scanned)</p> <p>Box 13: Agenda Packets; July 2009 - December 2009 (Originals scanned)</p> <p>Box 14: Copies of Purchase Orders; July 2007 - June 2008 July 2008 - June 2009 (Originals in Finance Department) Copies of Passport Transmittals; June 2007 - June 2008 July 2008 - June 2009 (Originals at U.S. Department of State) Copies of Payroll Records; 2008 - 2009</p> <p>Box 15: City Council Agenda Packets January 2009 - June 2009 (Originals scanned)</p> <p>Box 16: Copies of Payroll Time Sheets; 2003, 2004, 2005, 2006, 2007 & 2008 (Originals in Finance Department)</p>	

LIST OF DOCUMENTS FOR DESTRUCTION

(All documents w/historical, fiscal, legal or administrative value have been imaged)

<u>FILE NO.</u>	<u>DESCRIPTION</u>	<u>DATE</u>
	1999 Election administrative documents - pursuant to G.C. 34090 2001 Election administrative documents - pursuant to G.C. 34090 2003 Election administrative documents - pursuant to G.C. 34090 2005 Election administrative documents - pursuant to G.C. 34090 2007 Election administrative documents - pursuant to G.C. 34090 2008 Primparry Election adminstrative document - pursuant to G.C. 34090	

LIST OF DOCUMENTS FOR DESTRUCTION

(All documents w/historical, fiscal, legal or administrative value have been imaged)

<u>FILE NO.</u>	<u>DESCRIPTION</u>	<u>DATE</u>
No. 11	West's CA Legislative Service	2008
No. 1	West's Annotated CA Codes Interim Update	May-09
No. 5	West's CA Legislative Service	2008
No. 9	West's CA Legislative Service	2008
No. 10	West's CA Legislative Service	2008
No. 7	West's CA Legislative Service	2008
	CA Rules of Court Fed. Bankruptcy Courts Revised Edition	2009
No. 2	West's CA Legislative Service	2009
No. 1	West's CA Legislative Service	2009
No. 2	West's Annotated CA Codes Interim Update	Sep-08
No. 1	West's Annotated CA Codes Interim Update	Apr-08
No. 8	West's CA Legislative Service	2007
	CA Rules of Court State 2009 Edition	2009
No. 4	West's CA Legislative Service	2007
No. 3	West's CA Legislative Service	2007
No. 5	West's CA Legislative Service	2009
	CA Rules of Court State 2008 Edition	
No. 7	West's CA Legislative Service	2009
No. 4	West's CA Legislative Service	2009
No. 9	West's CA Legislative Service	2007
No. 10	West's CA Legislative Service	2007
No. 5	West's CA Legislative Service	2007
	CA Rules of Court State 2008 Revised Edition	2008
	CA Rules of Court Fed. District Courts 2009 Revised Edition	2009
	CA Rules of Court Federal	2009
	CA Rules of Court Federal 2008 Revised Edition	2008
No. 6	West's CA Legislative Service	2007
No. 7	West's CA Legislative Service	2007
No. 1	West's CA Legislative Service	2007
No. 2	West's CA Legislative Service	2007
No. 8	West's CA Legislative Service	2008
	CA Rules of Court State 2009 Revised Edition	2009
A-C	West's Annotated CA Codes General Index	2009
D-H	West's Annotated CA Codes General Index	2009
P-S	West's Annotated CA Codes General Index	2009
T-Z	West's Annotated CA Codes General Index	2009

LIST OF DOCUMENTS FOR DESTRUCTION

(All documents w/historical, fiscal, legal or administrative value have been imaged)

<u>FILE NO.</u>	<u>DESCRIPTION</u>	<u>DATE</u>
I-O	West's Annotated CA Codes General Index	2009
Vol. 1	West's CA Judicial Council Forms	Jan-04
Vol. 1	West's CA Judicial Council Forms	Jul-09
Vol. 1	West's CA Judicial Council Forms	Jan-09
Vol. 3	West's CA Judicial Council Forms	Jan-09
Vol. 2	West's CA Judicial Council Forms	Jan-04
Vol. 2	West's CA Judicial Council Forms	Jan-09
Vol. 2	West's CA Judicial Council Forms	Jul-09
Vol. 4	West's CA Judicial Council Forms	Jul-09
Vol. 3	West's CA Judicial Council Forms	Jul-09
Vol. 4	West's CA Judicial Council Forms	Jan-09
	CA Rules of Court Federal	2008
No. 2	West's Annotated CA Codes Interim Update	Sep-09

LIST OF DOCUMENTS FOR DESTRUCTION

Pursuant to GC 34090

<u>FILE NO.</u>	<u>DESCRIPTION</u>	<u>DATE</u>
	CRA Agenda Packet	7/2/1996
	City Council Agenda Packet	7/2/1996
	CRA Agenda Packet	7/16/1996
	City Council Agenda Packet	7/16/1996
	CRA Special Meeting Packet Administration File	7/19/1996
	CRA Special Meeting Packet Executive Director	7/19/1996
	CRA Special Meeting Packet	7/29/1996
	CRA Agenda Packet	8/6/1996
	City Council Agenda Packet	8/6/1996
	CRA Agenda Packet	8/20/1996
	City Council Agenda Packet	8/20/1996
	CRA Agenda Packet	9/3/1996
	City Council Agenda Packet	9/3/1996
	CRA Agenda Packet	9/17/1996
	City Council Agenda Packet	9/17/1996
	CRA Agenda Packet	10/1/1996
	City Council Agenda Packet	10/1/1996
	CRA Agenda Packet	10/15/1996
	City Council Agenda Packet	10/15/1996
	CRA Agenda Packet	11/5/1996
	City Council Agenda Packet	11/5/1996
	CRA Agenda Packet	11/19/1996
	City Council Agenda Packet	11/19/1996
	CRA Agenda Packet	12/3/1996
	City Council Agenda Packet	12/3/1996
	Special Meeting Agenda Packet	12/5/1996
	CRA Agenda Packet	12/17/1996
	City Council Agenda Packet	12/17/1996
	CRA Agenda Packet	1/7/1997
	City Council Agenda Packet	1/7/1997
	CRA Agenda Packet	1/21/1997
	City Council Agenda Packet	12/16/2008
	(Originals scanned)	

LIST OF DOCUMENTS FOR DESTRUCTION

Pursuant to GC 34090

<u>FILE NO.</u>	<u>DESCRIPTION</u>	<u>DATE</u>
	City Council Agenda Packet	1/21/1997
	CRA Agenda Packet	2/4/1997
	City Council Agenda Packet	2/4/1997
	CRA Agenda Packet	2/18/1997
	City Council Agenda Packet	2/18/1997
	CRA Agenda Packet	3/3/1997
	City Council Agenda Packet	3/3/1997
	City Council Reorganization Meeting Agenda	3/11/1997
	CRA Agenda Packet	3/18/1997
	City Council Agenda Packet	3/18/1997
	CRA Agenda Packet	4/1/1997
	City Council Agenda Packet	4/1/1997
	CRA Agenda Packet	4/15/1997
	City Council Agenda Packet	4/15/1997
	CRA Agenda Packet	5/6/1997
	City Council Agenda Packet	5/6/1997
	CRA Agenda Packet	5/20/1997
	City Council Agenda Packet	5/20/1997
	CRA Agenda Packet	6/3/1997
	City Council Agenda Packet	6/3/1997
	City Council Agenda Closed Session	6/9/1997
	CRA Agenda Packet	6/17/1997
	City Council Agenda Packet	6/17/1997
	(Originals scanned)	

LIST OF DOCUMENTS FOR DESTRUCTION

Pursuant to GC 34090

<u>FILE NO.</u>	<u>DESCRIPTION</u>	<u>DATE</u>
	CRA Agenda Packet	7/2/1996
	City Council Agenda Packet	7/2/1996
	CRA Agenda Packet	7/16/1996
	City Council Agenda Packet	7/16/1996
	CRA Special Meeting Packet Administration File	7/19/1996
	CRA Special Meeting Packet Executive Director	7/19/1996
	CRA Special Meeting Packet	7/29/1996
	CRA Agenda Packet	8/6/1996
	City Council Agenda Packet	8/6/1996
	CRA Agenda Packet	8/20/1996
	City Council Agenda Packet	8/20/1996
	CRA Agenda Packet	9/3/1996
	City Council Agenda Packet	9/3/1996
	CRA Agenda Packet	9/17/1996
	City Council Agenda Packet	9/17/1996
	CRA Agenda Packet	10/1/1996
	City Council Agenda Packet	10/1/1996
	CRA Agenda Packet	10/15/1996
	City Council Agenda Packet	10/15/1996
	CRA Agenda Packet	11/5/1996
	City Council Agenda Packet	11/5/1996
	CRA Agenda Packet	11/19/1996
	City Council Agenda Packet	11/19/1996
	CRA Agenda Packet	12/3/1996
	City Council Agenda Packet	12/3/1996
	Special Meeting Agenda Packet	12/5/1996
	CRA Agenda Packet	12/17/1996
	City Council Agenda Packet	12/17/1996
	CRA Agenda Packet	1/7/1997
	City Council Agenda Packet	1/7/1997
	CRA Agenda Packet	1/21/1997
	City Council Agenda Packet	12/16/2008
	(Originals scanned)	

LIST OF DOCUMENTS FOR DESTRUCTION

Pursuant to GC 34090

<u>FILE NO.</u>	<u>DESCRIPTION</u>	<u>DATE</u>
	City Council Agenda Packet	1/21/1997
	CRA Agenda Packet	2/4/1997
	City Council Agenda Packet	2/4/1997
	CRA Agenda Packet	2/18/1997
	City Council Agenda Packet	2/18/1997
	CRA Agenda Packet	3/3/1997
	City Council Agenda Packet	3/3/1997
	City Council Reorganization Meeting Agenda	3/11/1997
	CRA Agenda Packet	3/18/1997
	City Council Agenda Packet	3/18/1997
	CRA Agenda Packet	4/1/1997
	City Council Agenda Packet	4/1/1997
	CRA Agenda Packet	4/15/1997
	City Council Agenda Packet	4/15/1997
	CRA Agenda Packet	5/6/1997
	City Council Agenda Packet	5/6/1997
	CRA Agenda Packet	5/20/1997
	City Council Agenda Packet	5/20/1997
	CRA Agenda Packet	6/3/1997
	City Council Agenda Packet	6/3/1997
	City Council Agenda Closed Session	6/9/1997
	CRA Agenda Packet	6/17/1997
	City Council Agenda Packet	6/17/1997
	(Originals scanned)	

LIST OF DOCUMENTS FOR DESTRUCTION

Pursuant to GC 34090

<u>FILE NO.</u>	<u>DESCRIPTION</u>	<u>DATE</u>
	Covina Redevelopment Agency Agendas	1977-1986
	City Council Agendas	1977-1978
	City Council Agendas	1978-1979
	City Council Agendas	1980-1981
	City Council Agendas	1982-1983
	City Council Agendas	1984-1985
	Affidavits of Adjournment	1958-1970
	Affidavits of Adjournment	1977
	Affidavits of Adjournment	1978-1981
	Affidavits of Adjournment	1992-1993
	Affidavits of Adjournment	1993

LIST OF DOCUMENTS FOR DESTRUCTION

(All documents w/historical, fiscal, legal or administrative value have been imaged)

<u>FILE NO.</u>	<u>DESCRIPTION</u>	<u>DATE</u>
	<p>1971 Development Study of Highway 39</p> <p>1999 - Integrated Fund Accounting System (IFAS) Proposal</p> <p>1972 - Administrative Policy Manual (imaged for historic value)</p> <p>1959 Unaccepted bid packages</p> <p>1999 Code enforcement file</p> <p>1994 Fire suppression assessment study and preliminary assessment roll</p> <p>1976 Proposal report - Badillo Street widening 1998 Proposal report - Sanwa banking 1992 Proposal report - Computer Aided Dispatch software 1984 "Draft" San Gabriel Valley transit study 1997 Proposal study - Covina water rate</p> <p>1988 Southern California Gas Company community needs study</p> <p>(Destruction of documents pursuant to GC 34090)</p>	

LIST OF DOCUMENTS FOR DESTRUCTION

(All documents w/historical, fiscal, legal or administrative value have been imaged)

<u>FILE NO.</u>	<u>DESCRIPTION</u>	<u>DATE</u>
	<p>3.5x3.5 floppy diskettes containing Administration departmental copies of forms for annual budgets 1991-2000</p> <p>pursuant to G.C. 34090</p>	

AUTHORIZATION TO DESTROY OBSOLETE RECORDS

The retention period for the records listed on the attached page(s) has expired. These records are obsolete and do not affect the title to real property or liens thereon, are not court records, are not, to my knowledge, required to be kept further by statute, are not the minutes, ordinances or resolutions of the legislative body of the City of Covina, and are no longer required by the City. I request authority to destroy these obsolete records pursuant to Sections 34090 of the Government Code of the State of California.



Department Head

City Clerk

Department

August 21, 2012
Date

I hereby consent to the destruction of the obsolete records listed:

City Attorney

August 21, 2012
Date

I hereby certify that the records listed below were destroyed.

Resolution No.

Destruction Date

Method of Destruction

Name

Title

Date

RESOLUTION NO. 12-7091

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
COVINA, CALIFORNIA, REGARDING THE DESTRUCTION OF
OBSOLETE RECORDS**

WHEREAS, there has been submitted a request for authority to destroy certain obsolete records, of which the list is attached to this resolution as Exhibit "A"; and

WHEREAS, Sections 34090 of the Government Code of the State of California provides that with the approval of the legislative body and written consent of the City Attorney, the head of a City Department may destroy any City record, document, instrument, book or paper under department head's charge, without making a copy thereof, if the same is no longer required, provided that said records are not exempt from the provision of said Section; and

WHEREAS, the City Attorney has given written consent to the destruction of the records herein set forth.

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

SECTION 1. The City Council does hereby give its approval for the destruction of certain records described as "List of Documents for Destruction" attached hereto as Exhibit "A".

SECTION 2. The City Clerk shall certify to the passage and adoption of this resolution and the same shall thereupon take effect and is in force.

APPROVED, AND ADOPTED this 21st day of August, 2012.

Kevin Stapleton, Mayor

ATTEST:

Kay Manning, City Clerk

APPROVED AS TO FORM:

Marco A. Martinez, City Attorney

CERTIFICATION

I, Catherine M. LaCroix, Deputy City Clerk of the City of Covina, California, do hereby certify that the forgoing Resolution No. 12-7091 was introduced and adopted by the Covina City Council at a regular meeting thereof held on the 21st day of August, 2012, by the following vote of the City Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

Catherine M. LaCroix, Deputy City Clerk

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: August 21, 2012

ITEM NO.: CC 14

STAFF SOURCE: Kim J. Raney, Chief of Police 

ITEM TITLE: Resolution of the City Council of the City of Covina, County of Los Angeles, State of California, amending the Fiscal Year 2012-2013 Police Department Budget to reflect an appropriation to purchase UHF Portable radios.

STAFF RECOMMENDATION:

1. Adopt **Resolution No.12-7094** to accept reprogrammed grant funding from the 2009 California State Homeland Security Grant Program (SHSGP) in the amount of \$165,387 for the purchase of UHF portable radios.
2. Adopt **Resolution No. 12-7095** which authorizes an increase of \$165,387 in the 2012-2013 Police Department budget and appropriates same dollar amount for the purchase of UHF portable radios.
3. Award the Police Department public safety portable radio purchase to Motorola Solutions in the amount of \$165,387.
4. Authorize the Chief of Police to execute an agreement on behalf of the City of Covina.

GENERAL FUND IMPACT:

There is no additional appropriation needed from the General Fund; however, the adoption of both these resolutions will increase the Police Department appropriation account 2278-1130-55700 SHG09 and the revenue account by 2278-1130-42035 SHG09 by \$165,387 which is the amount allocated for the Covina Police Department.

BACKGROUND:

On July 13, 2012, the Covina Police Department was notified that the Los Angeles County Office of Emergency Management accepted reprogrammed funds from the 2009 SHSGP on behalf of local public safety agencies in the County. The Department will receive \$165,387 which will be used to purchase thirty-two (32) UHF portable handheld radios and equipment which will be interoperable with surrounding agencies and first responders. In previous purchases of portable radios, the City utilized the County of Los Angeles government pricing agreement with Motorola. This agreement expired on June 30, 2012. As such, the City of Covina could no longer conduct a sole source purchase utilizing this County agreement and instead proceeded with a competitive bid process. The Notice Inviting Bids (NIB) was published to solicit bids from the community as required by the Covina Municipal Code in the San Gabriel

Valley Tribune. After the required 10 day NIB response period which ended on August 15, 2012, three bids were received. As the lowest and most responsible bidder, staff recommends that the radios/equipment be purchased from Motorola Solutions.

The decision to purchase the specified radios is the culmination of numerous State Homeland Security Grant meetings with key public service agencies throughout Los Angeles County. Interoperable communication is the main goal of this coordinated purchase as agencies move away from VHF to the UHF standard. Interoperability is critical for first responders to effectively manage the next major disaster in our area.

Bids Received

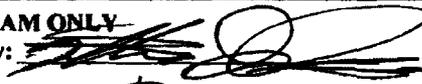
Communications Center	\$5,458 per unit
Motorola Solutions	\$5,168 per unit
CommLine Inc.	\$7,111 per unit

RELEVANCE TO THE STRATEGIC PLAN:

None

EXHIBITS:

- A. Resolution No. 12-7094
- B. Resolution No. 12-7095

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

RESOLUTION NO. 12-7094

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, TO ACCEPT \$165,387 IN FUNDING RESULTING FROM A GRANT AWARD THROUGH THE 2009 STATE HOMELAND SECURITY GRANT PROGRAM (SHSGP).

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

WHEREAS, the City of Covina was awarded State Homeland Security Grant Program 2009 (reprogrammed) in the amount of \$165,387 on July 13, 2012; and

WHEREAS, accepting this award will increase the Police Department’s appropriation and revenue accounts by the same amount; and

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

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

SECTION 1. Authorize the City Manager or his designee to execute the agreement and documentation to obtain the grant award.

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

PASSED, APPROVED AND ADOPTED this 21ST DAY OF August 2012.

Kevin Stapleton, Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM;

Marco Martinez, City Attorney

RESOLUTION NO. 12-7095

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, TO INCREASE THE POLICE DEPARTMENT 2012-2013 BUDGET BY \$165,387 RESULTING FROM A GRANT AWARD BY THE CALIFORNIA STATE HOMELAND SECURITY GRANT PROGRAM (SHSGP).

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

WHEREAS, the City of Covina was awarded State Homeland Security Grant Program 2008 (reprogrammed) in the amount of \$165,387 on July 13, 2012; and

WHEREAS, accepting this award will increase the Police Department's appropriation and revenue accounts by the same amount; and

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

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

SECTION 1. Amend the fiscal year 2011-2012 Police Department Budget as follows:

Appropriation account	2278-1130-55700 HSG09	\$165,387
Revenue account	2278-1130-42035 HSG09	\$165,387

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

PASSED, APPROVED AND ADOPTED this 21ST DAY OF August 2012.

Kevin Stapleton, Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM;

Marco Martinez, City Attorney

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: August 21, 2012

ITEM NO.: CC 15

STAFF SOURCE: Kim Raney, Chief of Police 

ITEM TITLE: Resolution of the City Council of the City of Covina, County of Los Angeles, State of California, to accept grant funding from the Department of Justice, Office of Justice Programs, Bureau of Justice Assistance, Edward Byrne Memorial Justice Assistance Grant (JAG) Program Local Solicitation, FY 2012.

STAFF RECOMMENDATION:

1. Adopt **Resolution No. 12-7096** to accept grant funding from the Department of Justice, Office of Justice Programs, Bureau of Justice Assistance, Edward Byrne Memorial Justice Assistance Grant (JAG) Program Local Solicitation, FY 2012 for the City of Covina Police Department Youth Accountability Board Program
2. Adopt **Resolution No. 12-7097** which authorizes an increase to the Police Department 2012-2013 budget in the amount of \$12,477.
3. Authorize the City Manager or his designee to execute the grant documents on behalf of the City of Covina.

FISCAL IMPACT:

There is no additional appropriation needed from the general fund; however, the adoption of both these resolutions will increase the Police Department's appropriation account 2211-1120-50015 JAG12 by \$12,477 and the revenue account 2211-1120-42090 JAG12 by \$12,477 which is the amount allocated for the City of Covina Police Department.

BACKGROUND:

On June 19, 2012, a Public Hearing was held to inform City Council and the public about the intended use of these grant funds. On July 10, 2012, notification was received from the Department of Justice, Office of Justice Programs' Bureau of Justice Assistance, Edward Byrne Memorial Justice Assistance Grant (JAG) Program, that the City of Covina Police Department application was approved. The 2012 JAG funding will be used to fund the Youth Accountability Board and the part time Community Services Officer position assigned to this program.

RELEVANCE TO THE STRATEGIC PLAN:

None

EXHIBITS:

- A. Copy of confirmation letter dated July 10 , 2012 with Grant Award Document 2012-DJ-BX-0854
- B. Resolution No. 12-7096
- C. Resolution No. 12-7097

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



Department of Justice

Office of Justice Programs

Office of Communications

Washington, D.C. 20531

GRANT NOTIFICATION		Grant Number: 2012-DJ-BX-0854
Name & Address of Recipient:	City Of Covina 444 North Citrus Avenue	
City, State & ZIP:	Covina, California 91723-2065	
Recipient Project Director/Contact:	Kim Raney Chief Of Police	
Phone:	(626) 384-5603	
Title of Program:	FY 12 Edward Byrne Memorial Justice Assistance Grant (JAG) Program Local Solicitation	
Title of Project:	FY 12 Edward Byrne Memorial Justice Assistance Grant (JAG) Program Local Solicitation	
Amount of Award:	\$ 12,477	Date of Award: 07/10/2012
Awarding Agency:	Bureau of Justice Assistance Patrick Fines	
Supplement:	No	
Statutory Authority for Program:	FY12(BJA - JAG) 42 USC 3750, et seq.	
Impact/Focus:	Formula	CFDA Number: 16.738
<p>Project Description:</p> <p>The Edward Byrne Memorial Justice Assistance Grant Program (JAG) allows states and units of local government, including tribes, to support a broad range of activities to prevent and control crime based on their own state and local needs and conditions. Grant funds can be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice, including for any one or more of the following purpose areas: 1) law enforcement programs; 2) prosecution and court programs; 3) prevention and education programs; 4) corrections and community corrections programs; 5) drug treatment and enforcement programs; 6) planning, evaluation, and technology improvement programs; and 7) crime victim and witness programs (other than compensation).</p> <p>The grantee will use the JAG award to fund a Community Services Officer. This position will be part of a Youth Accountability Board that develops partnerships with parents and the school district to encourage support and participation in the lives of local students. NCA/NCF</p>		
For more information about this grant, contact the Office of Justice Program's Office of Communications at 202/307-0703.		

RESOLUTION NO. 12-7096

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, TO ACCEPT GRANT FUNDING FROM THE DEPARTMENT OF JUSTICE, OFFICE OF JUSTICE PROGRAMS, BUREAU OF JUSTICE ASSISTANCE, EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM LOCAL SOLICITATION, FY 2012

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

WHEREAS, the City of Covina was awarded the Department of Justice, Edward Byrne Memorial Justice Assistance Grant (JAG) Program Local Solicitation in the amount of \$12,477 on July 10, 2012; and

WHEREAS, this award will help fund the Covina Police Department's Youth Accountability Board (YAB) program; and

WHEREAS, the acceptance of this award may be made by the City Manager or his designee and shall be by approval and Resolution of the City Council;

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

SECTION 1. The City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED this 21ST DAY OF August 2012.

Kevin Stapleton, Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM;

Marco Martinez, City Attorney

RESOLUTION NO. 12-7097

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, TO INCREASE THE POLICE DEPARTMENT 2012-2013 BUDGET BY \$12,477 RESULTING FROM A GRANT AWARD BY THE DEPARTMENT OF JUSTICE, OFFICE OF JUSTICE PROGRAMS, BUREAU OF JUSTICE ASSISTANCE, EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM LOCAL SOLICITATION, FY 2012

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

WHEREAS, the City of Covina was awarded the Department of Justice, Edward Byrne Memorial Justice Assistance Grant (JAG) Program Local Solicitation FY 2012 in the amount of \$12,477 on July 10, 2012; and

WHEREAS, accepting this award will increase the Police Department’s appropriation and revenue accounts by the same amount; and

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

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

SECTION 1. Amend the fiscal year 2012-2013 Police Department Budget as follows:

Appropriation account	2211-1120-50015	JAG12	\$12,477
Revenue account	2211-1120-42090	JAG12	\$12,477

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

PASSED, APPROVED AND ADOPTED this 21ST DAY OF August 2012.

Kevin Stapleton, Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM;

Marco Martinez, City Attorney

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: August 21, 2012

ITEM NO.: CC 16

STAFF SOURCE: Dilu De Alwis, Finance Director 

ITEM TITLE: Consider establishing the 2012-2013 Appropriation Limit for the City of Covina

STAFF RECOMMENDATION:

- a. Approve the County population and the State of California's Per Capita cost of Living Change as the factors to calculate the appropriation limit.
- b. Adopt Resolution No. 12-7098, establishing the 2012-2013 Appropriation Limit for the City of Covina

FISCAL IMPACT:

None

BACKGROUND:

The establishment of the appropriation limit for the following fiscal year is required by each agency per Article XIII B of the California Constitution-Gann Initiative.

The appropriation limit calculations were modified in fiscal year 1993-1994 as a result of the passage of Proposition 111 (which also increased the State Gas Tax). The measure provides several factors for the calculation of the appropriation limit. The basic factors are growth in population and inflation.

The City can select the larger of the percentage population growth of the city or county for growth.

The larger of the percentage increase in the State's per capita income or the increase in the City's new construction non-residential assessed valuation can be utilized for inflation.

The population factor for fiscal year 2012-2013 is the County's percentage population growth of .38% (compared to .33% for the City). The inflation factor is the State's Per Capita income change of 3.77% compared to the City of Covina's new construction non-residential valuation change of 1.83%.

The City of Covina's appropriation limit for fiscal year 2012-2013 is \$75,156,949.

The proceeds from taxes are \$25,128,130 and are below the appropriation limit. There is no excess of taxes over the appropriation limit as defined by Article XIII B.

Any challenge to the 2012-2013 appropriation limit calculation must be done within forty-five days of the adopted resolution effective date.

EXHIBITS:

- A) Resolution 12-7098 of the City Council of the City of Covina, California, Establishing the 2012-2013 Appropriation Limit
- B) Appropriation Limit and Proceeds of Taxes for Fiscal Year 2012-2013
- C) Proceeds/Non-proceeds of Taxes for Fiscal Year 2012-2013

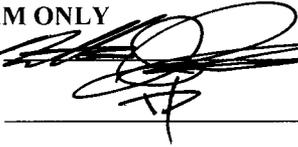
REVIEW TEAM ONLY			
City Attorney:		Finance Director:	
City Manager:		Other:	

EXHIBIT A

RESOLUTION 12-7098

A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF COVINA, CALIFORNIA, ESTABLISHING THE 2012-
2013 APPROPRIATION LIMIT FOR THE CITY OF COVINA

WHEREAS, Chapter 1205, 1980 Statutes of the Government Code, Section 7910 requires that each local government establish its appropriation limit by resolution each fiscal year at a regularly scheduled City Council meeting or a noticed special meeting; and

WHEREAS, any challenge to the 2012-2013 fiscal year appropriation limit must be brought within forty-five days of the resolution effective date;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AS FOLLOWS:

SECTION 1: The City Council does hereby determine that the annual adjustment factors to be selected in modifying the prior-year appropriation limit are the increase in the County's population and the City's new construction nonresidential assessed valuation.

SECTION 2: The City Council does hereby determine and declare that the City of Covina's appropriation limit for fiscal year 2012-2013 is \$75,156,949 per attached Exhibits B and C.

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

APPROVED AND PASSED this 21st day of August 2012.

Mayor

ATTEST:

Deputy City Clerk

APPROVED AS TO FORM:

City Attorney

EXHIBIT A

I, Catherine M. LaCroix, Deputy 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 21, 2012, and was approved and passed by the following vote:

AYES:

NOES:

ABSENT:

Catherine M. LaCroix
Deputy City Clerk

EXHIBIT B
CITY OF COVINA, CALIFORNIA
2012-2013
Appropriation Limit Calculation

Appropriation Limit Calculation

Appropriation limit for the 2012-2013 fiscal year		\$ 72,152,292
PER Capita Cost of Living Change	1.0377	
Percent Growth in County Population	<u>1.0038</u>	
Total Adjustment	1.0416	
2011-2012 Appropriation Limit		<u>\$ 75,156,949</u>

Appropriation Subject to Limitation

2011-2012 Appropriation Limit		\$ 75,156,949
Less: Proceeds from taxes		(25,128,130)
Add: Users Fees in excess of costs		-
Total Appropriations Under Limitation		<u><u>\$ 50,028,819</u></u>

EXHIBIT B

CITY OF COVINA

SCHEDULE OF ESTIMATED REVENUES
 PROCEEDS AND NON-PROCEEDS FROM TAXES
 Based on 2012-2013 Budget

	Proceeds from Taxes	Non-Proceeds from Taxes	Total Proceeds/Non- Proceeds
General Fund Taxes			
Property Taxes - Current Year Secured	\$ 5,988,630		\$ 5,988,630
Sales and Use Taxes	5,764,500		5,764,500
Franchises	1,490,000		1,490,000
Utility Users Tax	5,300,000		5,300,000
Other Taxes	935,000		935,000
License & Permits		\$ 494,000	494,000
Fines & Foreitures		811,000	811,000
Intergovernmental		468,090	468,090
Property Tax in Lieu of Sales Tax	1,934,000		1,934,000
Property Tax in Lieu of MVL	3,716,000		3,716,000
Motor Vehicle In-Lieu of Fees			-
Other Inter-agency revenue			-
Charges for Current Services - User Fees		2,229,930	2,229,930
Miscellaneous Revenue		852,800	852,800
Net - Transfers		-	-
	<u>\$ 25,128,130</u>		
		<u>\$ 4,855,820</u>	
			<u>\$ 29,983,950</u>

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

MEETING DATE: August 21, 2012

ITEM NO.: CC 17

STAFF SOURCE: John B. Fielding, Treasurer
Dilu DeAlwis, Finance Director *DB*
Alan Sands, Accountant

ITEM TITLE: Quarterly Report of the Treasurer to the Successor Agency to the Covina
Redevelopment Agency for the Quarter Ended June 30th, 2012

STAFF RECOMMENDATION

Receive and file the Quarterly Report of the Treasurer for the Quarter Ended June 30th, 2012.

FISCAL IMPACT

None.

BACKGROUND

In accordance with State legislation, the Treasurer is required to submit annually a statement of investment policy to the Agency for adoption. The original policy was adopted at the meeting of June 19, 2012.

Section 4.0 of the policy requires a report by the Treasurer to the Agency and Executive Director containing detailed information on all securities, investments, and moneys of the Successor Agency to the Covina Redevelopment Agency. The report shall be submitted on a quarterly basis within 30 days following the end of the quarter. The report for the quarter ended June 30th, 2012 is being presented showing cash placement, containing a statement that investments are in compliance with adopted policy, and that there are sufficient surplus funds immediately available to meet the pooled expenditures of the Agency for the next six months.

EXHIBITS

- A Quarterly Report of the Treasurer to the Successor Agency to the Covina
Redevelopment Agency for the Quarter Ended June 30th, 2012.
- A-1 Cash and Investment Summary
- A-2 Bond Logistix Investment Portfolio Summary
- A-3 Diversified Securities Investment Portfolio Summary
- A-5 Investment Holdings by Sector
- A-6 City & CRA Cash & Investments Three Year Comparison

BS:ms

REVIEW TEAM ONLY

City Attorney: ~~_____~~ 

Finance Director:  _____

City Manager:  _____

Other: _____

EXHIBIT A
SUCCESSOR AGENCY TO THE COVINA REDEVELOPMENT AGENCY
REPORT OF THE CITY TREASURER TO THE AGENCY

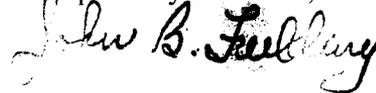
CASH BALANCE	3/31/2012	\$20,914,679.44
RECEIPTS	4/1/12-6/30/12	7,598,404.28
		<u>28,513,083.72</u>
DISBURSEMENTS	4/1/12-6/30/12	(3,674,306.08)
CASH BALANCE	6/30/2012	<u><u>\$24,838,777.64</u></u>

ANALYSIS OF CASH AND INVESTMENT BALANCE

BOND LOGISTIX INVESTMENT PORTFOLIO	EXHIBIT A-2	18,958,925.00
WELLS FARGO MONEY MARKET AND U.S. TREASURY BILLS	EXHIBIT A-2	126,343.31
DIVERSIFIED SECURITIES INVESTMENT PORTFOLIO	EXHIBIT A-3	0.00
FEDERATED CAPITAL RESERVE MONEY MARKET	EXHIBIT A-3	1,118,192.59
TOTAL INACTIVE PUBLIC DEPOSITS		<u>20,203,460.90</u>
CHECKING AND PETTY CASH BALANCES		4,635,316.74
CASH AND INVESTMENT BALANCE	6/30/2012	<u>\$24,838,777.64</u>
CASH HELD BY THIRD PARTY ADMINISTRATORS		<u>1,418,391.45</u>
TOTAL CASH & INVESTMENT BALANCE	6/30/2012	<u><u>\$26,257,169.09</u></u>

This report is in compliance with the Successor Agency to the Covina Redevelopment Agency (Agency) Statement of Investment Policy. There is sufficient investment liquidity to meet the pooled expenditures of the Agency for the next 6 months.

Respectfully submitted,



John B. Fielding
Treasurer

EXHIBIT A-1
SUCCESSOR AGENCY TO THE COVINA REDEVELOPMENT AGENCY
QUARTERLY TREASURER'S REPORT - JUNE 30, 2012

TYPE OF INVESTMENT	ISSUER	BOOK VALUE \$	ACQUISITION DATE	MATURITY DATE	MARKET VALUE \$
Successor Agency to the Covina Redevelopment Agency:					
Original CRA Checking Account	Bank of the West	-	N/A	Demand	-
SACRA Checking Account	Bank of the West	4,635,316.74	N/A	Demand	4,635,316.74
Bond Logistix Portfolio	Various	18,958,925.00	Various	Various	18,842,288.82
Wells Fargo Money Market and Treasury Bills	Various	126,343.31	N/A	Demand	126,343.31
Diversified Securities Investment Portfolio	Various	-	Various	Various	-
Federated Capital Reserve Money Market	Various	1,118,192.59	Various	Demand	1,118,192.59
Subtotal (A)		24,838,777.64			\$24,722,141.46
Cash Held Under 3rd Party Administrator:					
(1) 1997 Covina Redevelopment Agency ABAG 1997 Tax Allocation Revenue Bonds Series A	Wells Fargo Treasury Plus Money Market	135,145.13	N/A	Demand	135,145.13
(2) 1997 Revenue Bonds, Series B Fiscal Agent: BNY Western Trust Company	Wells Fargo Treasury Plus Money Market	499,455.31	N/A	Demand	499,455.31
(3) 2002A Revenue Bonds Fiscal Agent: BNY Western Trust Company	Wells Fargo Treasury Plus Money Market	783,790.01	N/A	Demand	783,790.01
(4) 2004 A Tax Allocation Revenue Bond Fiscal Agent: BNY Western Trust Company	Wells Fargo Treasury Plus Money Market	1.00	N/A	Demand	1.00
(5) 2004 B Tax Allocation Revenue Bond Fiscal Agent: BNY Western Trust Company	Wells Fargo Treasury Plus Money Market	0.00	N/A	Demand	0.00
Subtotal (B)		1,418,391.45			\$1,418,391.45
TOTAL (A+B)		\$26,257,169.09			\$26,140,532.91

Comment:

The investments are in compliance with the adopted policy of the Successor Agency to the Covina Redevelopment Agency.

Exhibit A-2
CITY OF COVINA
Bond Logistix
Investment Portfolio as of
June 2012

Date	Qty	Price	Market Value	Cost Value	Total	Yield	Maturity	Issuer
08/21/09	19,140	105.800000	2,025,012.00	2,048,745.60	2,048,745.60	3.0000	9/22/2014	Fed Farm Credit Bank
04/15/11	17,000	102.023000	1,734,391.00	1,734,646.00	1,734,646.00	1.3750	5/28/2014	Fed Home Loan Bank
04/24/09	20,000	103.895000	2,077,900.00	2,061,900.00	2,061,900.00	2.5000	4/23/2014	Fed Home Loan Mortgage
03/13/09	21,000	104.057000	2,185,197.00	2,186,289.00	2,186,289.00	5.3750	3/13/2014	Fed National Mortgage
04/30/08	21,000	102.394000	2,150,274.00	2,193,187.50	2,193,187.50	3.1250	4/30/2013	US Treasury
10/31/08	18,500	103.254000	1,910,199.00	1,947,847.66	1,947,847.66	1.3750	5/15/2012	US Treasury
02/28/09	16,000	102.566000	1,641,056.00	1,650,750.00	1,650,750.00	1.8750	2/28/2014	US Treasury
06/30/09	15,000	104.578000	1,568,670.00	1,591,171.88	1,591,171.88	2.6250	6/30/2014	US Treasury
07/31/09	15,000	104.711000	1,570,665.00	1,590,117.19	1,590,117.19	2.6250	7/31/2014	US Treasury
08/31/09	16,000	104.359000	1,669,744.00	1,684,500.00	1,684,500.00	2.3750	8/31/2014	US Treasury
09/30/09	16,500	104.563000	1,725,289.50	1,751,964.84	1,751,964.84	2.3750	9/30/2014	US Treasury
01/31/10	15,700	104.781000	1,645,061.70	1,646,108.20	1,646,108.20	1.3750	3/15/2013	US Treasury
02/28/10	16,000	105.227000	1,683,632.00	1,693,000.00	1,693,000.00	2.3750	2/28/2015	US Treasury
03/31/12	16,000	105.750000	1,692,000.00	1,697,125.00	1,697,125.00	2.5000	2/28/2015	US Treasury
07/15/10	15,500	100.762000	1,561,811.00	1,568,951.17	1,568,951.17	1.0000	7/15/2013	US Treasury
08/15/10	15,500	100.535000	1,558,292.50	1,558,173.83	1,558,173.83	0.7500	8/15/2013	US Treasury
09/15/10	15,000	100.566000	1,508,490.00	1,495,781.25	1,495,781.25	0.7500	9/15/2013	US Treasury
12/15/11	15,000	99.742000	1,496,130.00	1,497,949.22	1,497,949.22	0.7500	9/15/2013	US Treasury
			\$ 31,403,814.70	\$ 31,598,208.34	\$ 31,598,208.34			

Wells Fargo Money Market

\$ 210,572.19

Total Value of Portfolio **\$ 31,808,780.53**

Sold/Matured Investment

05/15/10	13,500	101.102000	1,364,877.00	1,374,416.02	1,374,416.02	1.3750	5/15/2013	US Treasury
				<u>\$ (1,364,660.16)</u>				
Total			\$ -	\$ 9,755.86	\$ -			

Interest Summary

Interest Collected in 6/30/2012 1,244.85

Cost Breakdown

Investment:

SACRA portion	\$ 18,958,925.00
City portion	12,639,283.34
	<u>\$ 31,598,208.34</u>

Money Market:

SACRA portion	\$ 126,343.31
City portion	\$ 84,228.88
	<u>\$ 210,572.19</u>

Interest Collected in

City 40%	497.94
SACRA 60%	746.91
Total	<u>1,244.85</u>

Gain (Loss) on sale of investment	<u>(9,755.86)</u>
City 40%	(3,902.34)
SACRA 60%	(5,853.52)
Total	<u>(9,755.86)</u>

City 40%

10100000-10881	497.94	-
10100000-47200	-	497.94
10100000-10881	-	3,902.34
10100000-47200	3,902.34	-

SACRA 60%

S5110000-10881	746.91	-
S5114400-47200	-	746.91
S5110000-10881	-	5,853.52
S5114400-47200	5,853.52	-

Exhibit A-3
CITY OF COVINA
Diversified Securities
Investment Portfolio as of
June 2012

Date	Qty	Price	Market Value	Cost Value	Total	Yield	Maturity	Issuer
------	-----	-------	--------------	------------	-------	-------	----------	--------

	Total	\$	-	\$	-	\$	-
--	-------	----	---	----	---	----	---

Federated Capital Reserve Money Market					\$ 2,236,385.17
--	--	--	--	--	-----------------

	Total Value of Portfolio	\$	2,236,385.17		
--	---------------------------------	----	--------------	--	--

Sold/Matured Investment

	Total	\$	-		
--	-------	----	---	--	--

Interest Summary

Interest Collected in	6/30/12			37.25
-----------------------	---------	--	--	-------

Fee Summary

Fees Collected in	6/30/12			
-------------------	---------	--	--	--

Cost Breakdown

Investment:

SACRA portion		\$	-	
City portion			-	
		\$	-	

Money Market:

SACRA portion		\$	1,118,192.59	
City portion			1,118,192.59	
		\$	2,236,385.17	

Interest Collected in

City 50%			18.63	
SACRA 50%			18.62	
			37.25	

Exhibit A-3
CITY OF COVINA
Diversified Securities
Investment Portfolio as of
June 2012

	Total	37.25	
Fee Summary	City 50%	-	
	SACRA 50%	-	
	Total	-	
	Gain (Loss) on sale of investment	-	
	City 50%	-	
	SACRA 50%	-	
	Total	-	

City 50%

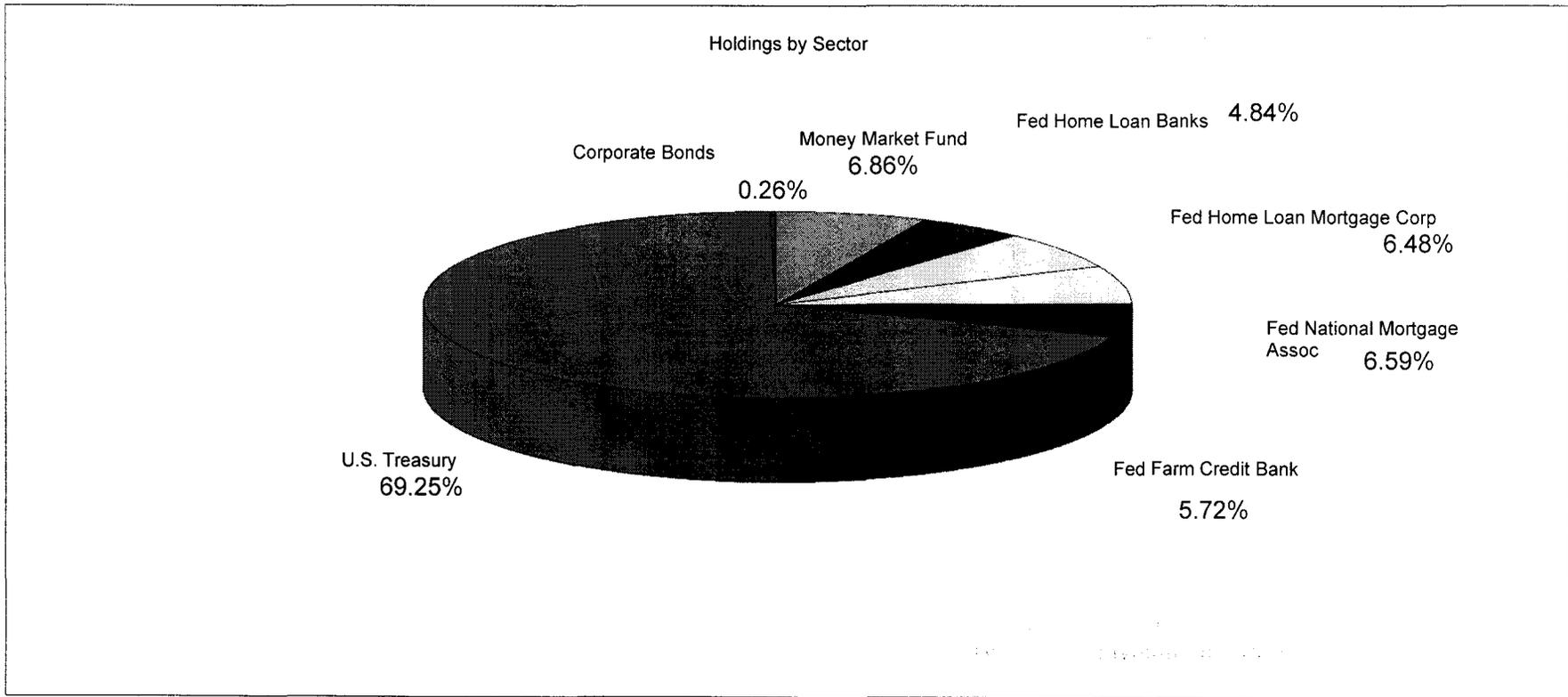
interest			
	1010-0000-00-10882	18.63	
	1010-0000-00-47200		18.63
gain/loss sale			
	1010-0000-00-10882	-	
	1010-0000-00-47200		-
management fees			
	1010-0500-00-51110	-	
	1010-0000-00-10882		-

SACRA 50%

interest			
	S511-0000-00-10882	18.62	
	S511-4400-00-47200		18.62
gain/loss sale			
	S511-0000-00-10882	-	
	S511-4400-00-47200		-
management fees			
	S511-0000-00-10882	-	
	S511-4400-00-47200		-

**EXHIBIT A-5
INVESTMENT HOLDINGS BY SECTOR**

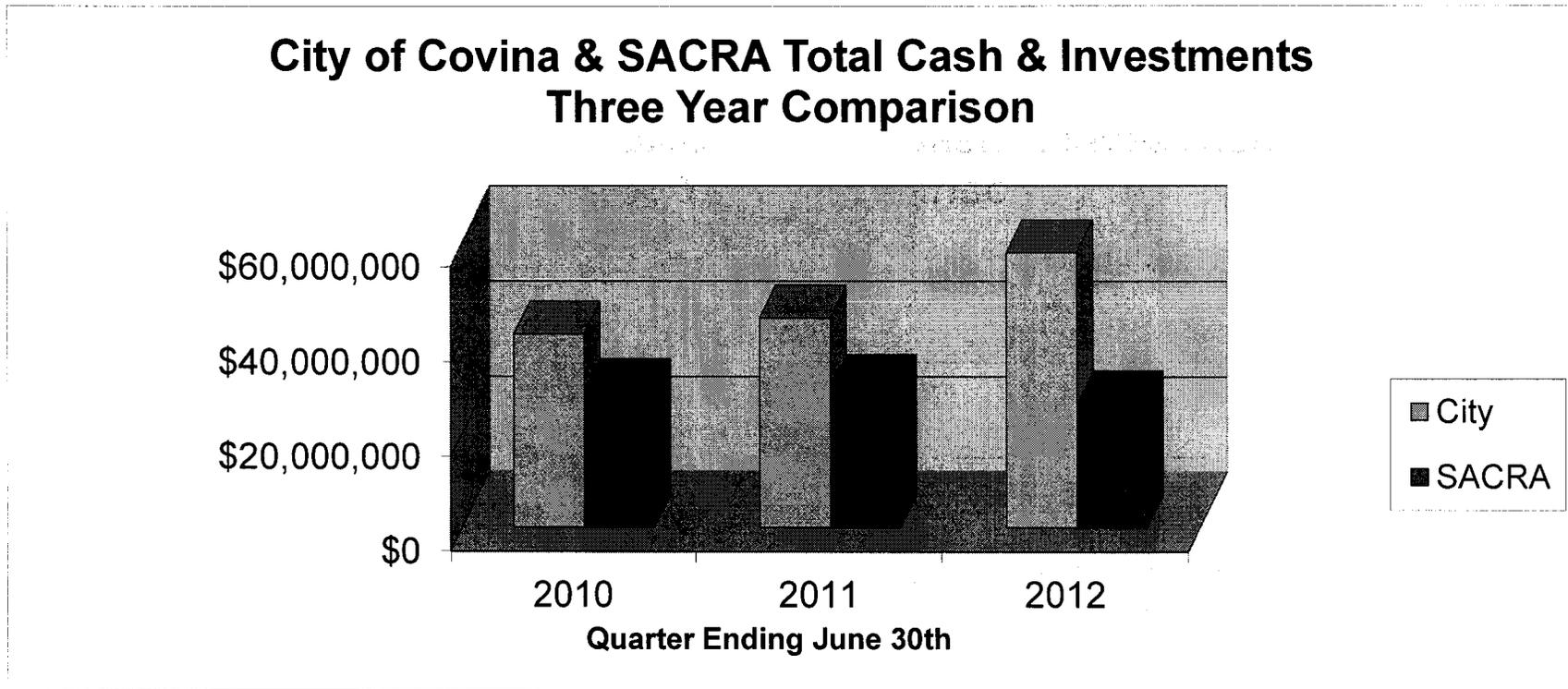
	Bond Logistix* Investment	Diversified Securities	Smith ** Barney	Total Investment	Percentage
Money Market Fund	210,572	2,236,385	10,023	2,456,980	6.86%
Fed Home Loan Banks	1,734,646	0	0	1,734,646	4.84%
Fed Home Loan Mortgage Corp	2,061,900	0	260,397	2,322,297	6.48%
Fed National Mortgage Association	2,186,289	0	172,477	2,358,766	6.59%
Fed Farm Credit Bank	2,048,746	0	0	2,048,746	5.72%
U.S. Treasury	23,566,628	0	1,235,738	24,802,366	69.25%
Corporate Bonds	0	0	93,205	93,205	0.26%
Total	31,808,781	2,236,385	1,771,841	35,817,007	100.00%



* Bond Logistix average S&P rating: AAA. Average coupon rate: 3.05%
 ** Smith Barney average S&P rating: AA+. Average coupon rate: 1.51%

City of Covina / SACRA - Total Investments Year-Over-Year Comparison

Quarter Ending	City	SACRA
6/30/2010	\$40,815,000.42	\$28,878,935.65
6/30/2011	44,244,448.98	29,667,912.22
6/30/2012	57,886,839.35	26,257,169.09



*

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

MEETING DATE: August 21, 2012

ITEM NO.: CC 18

STAFF SOURCE: Dilu De Alwis, Finance Director 

ITEM TITLE: Payment of Demands

STAFF RECOMMENDATION:

Approve Payment of Demands in the amount of **\$267,287.42**

BACKGROUND:

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

<u>DATE OF DEMANDS</u>	<u>DEMAND NUMBERS</u>	<u>AMOUNT</u>
ACCOUNTS PAYABLE WARRANTS	593-621	\$225,990.89
 <u>PAYROLL</u>		
6/4/12 PAYROLL INSURANCE	PPE 5/18/12	\$3,926.27
6/4/12 PAYROLL	PPE 6/1/12	\$15,484.27
6/13/12 PAYROLL INSURANCE	PPE 6/1/12	\$4,084.07
6/22/12 PAYROLL INSURANCE	PPE 6/15/12	\$3,643.80
6/23/12 PAYROLL	PPE 6/15/12	\$14,158.12

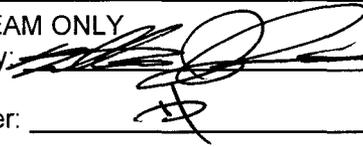
VOIDS

GRAND TOTAL: \$267,287.42

RELEVANCE TO STRATEGIC PLAN: Not applicable

EXHIBITS:

A. ACCOUNTS PAYABLE REGISTER

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

SUCCESSOR AGENCY TO THE
COVINA REDEVELOPMENT AGENCY

Check Register

JUNE 2012

Check #	Check Date	Vendor Name	Amount
593	06/11/2012	572 CATHOLIC CHARIT	1,287.34
594	06/11/2012	788 COVINA, CITY OF	4,722.62
595	06/11/2012	2926 TYLER TECHNOLOG	300.00
596	06/19/2012	137 AL-SAL OIL COMP	7,333.33
597	06/19/2012	766 COVINA DISPOSAL	76.50
598	06/19/2012	1156 GAS COMPANY, TH	19.39
599	06/19/2012	1352 HINDERLITER DEL	3,150.00
600	06/19/2012	3102 WILLDAN FINANCI	29,997.50
601	06/26/2012	254 AZUSA LIGHT & W	65.87
602	06/26/2012	282 BANK OF THE WES	352.87
603	06/26/2012	341 BEST BEST & KRI	9,528.60
604	06/26/2012	482 CALIFORNIA COMM	0.00
605	06/26/2012	619 CHARTER OAK USD	2,684.38
606	06/26/2012	782 COVINA VALLEY U	14,320.13
607	06/26/2012	788 COVINA, CITY OF	63,880.37
608	06/26/2012	896 DH MAINTENANCE	95.00
609	06/26/2012	1605 LA CNTY AUDITOR	7,769.51
610	06/26/2012	1612 LA CNTY DEPT OF	4,834.32
611	06/26/2012	1616 LA CNTY OFFICE	2,046.22
612	06/26/2012	1618 LA CNTY SANITAT	5,279.96
613	06/26/2012	1621 LA CTY FORESTER	2,418.75
614	06/26/2012	1903 METROPOLITAN WA	1,320.69
615	06/26/2012	1998 MTSAC COLLEGE D	2,078.46
616	06/26/2012	2452 RJS FINANCIAL	49,840.00
617	06/26/2012	2852 THREE VALLEY MU	247.73
618	06/26/2012	2949 UPPER SGV MUNIC	217.96
619	06/26/2012	2955 US BANK	12,060.85
620	06/26/2012	2958 US POSTMASTER	3.55
621	06/26/2012	2999 VERIZON CALIFOR	58.99

TOTAL **225,990.89**

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 June 1012; Payroll for 6/04/12 and 6/23/12; 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 21st day of August, 2012



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

MEETING DATE: August 21, 2012

ITEM NO. CC 19

STAFF SOURCE: Dilu De Alwis, Director of Finance *DAA*

ITEM TITLE: City of Covina as Successor Agency to the Covina Redevelopment Agency and the Covina Housing Authority consideration of approval of the Financial Assistance and Cooperation Agreement (Agreement) for funding of services.

STAFF RECOMMENDATION

1. Successor Agency to the Covina Redevelopment Agency (“Successor Agency”) and the Covina Housing Authority (“Authority”) to approve and authorize the City Manager/Executive Director or his designee to enter into a Financial Assistance and Cooperation Agreement (“Agreement”) for services between the Successor Agency and the Authority; and
2. Adopt Successor Agency Resolution No. **12-007** approving a Financial Assistance and Cooperation Agreement with the Covina Housing Authority, and
3. Adopt Authority **Resolution No. 12-005** approving a Financial Assistance and Cooperation Agreement with the Successor Agency to the Covina Redevelopment Agency

FISCAL IMPACT

None.

BACKGROUND

Effective February 1, 2012, the Covina Housing Authority became the Housing Successor to the Covina Redevelopment Agency (RDA), and is responsible for performing housing functions previously performed by the RDA. In addition to the rights, powers, assets, liabilities, duties and obligations associated with the housing activities of the RDA, certain former RDA employees were additionally transferred to the Authority in order to assist the Authority in its capacity as Housing Successor to the RDA.

Pursuant to Health and Safety Code Section 34171 (d)(1)(C), if an employee is transferred to the Housing Successor, a Successor Agency is authorized to enter into a contract with the Housing Successor to reimburse the Housing Successor for any costs of the employee obligations, and that contract will constitute an enforceable obligation of the Successor Agency.

In order to implement the completion of the housing functions, the Successor Agency and the Authority wish to enter into the Financial Assistance and Cooperation Agreement

("Agreement"), attached as Exhibit A, for the pledge of Agency funds, to pay for employee services related to the housing functions.

The Successor Agency's obligations under the Agreement shall constitute an enforceable obligation of the Successor Agency pursuant to Health and Safety Code Section 34171 (d)(1)(C).

RELEVANCE TO THE STRATEGIC PLAN

Execution of an Agreement for Services to meet financial obligations and to provide needed housing services in the community contributes to the City strategic plan objective of enhancing financial stability and enhancing the quality of life for the residents in the City.

EXHIBITS

- A. Agreement
- B. Successor Agency Resolution No. 12-007
- C. Authority Resolution No. 12-005

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

**FINANCIAL ASSISTANCE AND COOPERATION AGREEMENT BY
AND BETWEEN THE CITY OF COVINA AS SUCCESSOR AGENCY TO
THE DISSOLVED COVINA REDEVELOPMENT AGENCY AND THE
COVINA HOUSING AUTHORITY FOR THE FUNDING OF SERVICES**

1. PARTIES AND DATE

This FINANCIAL ASSISTANCE AND COOPERATION AGREEMENT (“Agreement”) is dated as of February 1, 2012, for reference purposes only and is entered into by and between CITY OF COVINA AS SUCCESSOR AGENCY TO THE DISSOLVED COVINA REDEVELOPMENT AGENCY, a public body, corporate and politic (“**Agency**”) and the COVINA HOUSING AUTHORITY, a public body, corporate and politic (“**Authority**”). Agency and Authority are sometimes referred to in this Agreement individually as “**Party**” and collectively as “**Parties**.” This Agreement is entered into with reference to the following recitals of fact (each, a “**Recital**”):

2. RECITALS

2.1 Pursuant to the Community Redevelopment Law (Health & Saf. Code, § 33000 et seq.) (“**CRL**”), the City Council of the City of Covina (“**City**”) created the Covina Redevelopment Agency (“**RDA**”).

2.2 Prior to February 1, 2012, the RDA had been engaged in activities to execute and implement the Redevelopment Plans for the Covina Revitalization Redevelopment Project Area No. One and Covina Revitalization Redevelopment Project Area No. Two, including the provision of affordable housing for families of low and moderate income within the City of Covina, pursuant to the provisions of the CRL.

2.3 On December 29, 2011, in *California Redevelopment Association, et al. v. Ana Matosantos, et al.*, Case No. S194861, the California Supreme Court upheld AB 1X 26, and invalidated AB 1X 27, and extended all statutory deadlines under AB 1X 26, dissolving all redevelopment agencies throughout the State effective February 1, 2012.

2.4 On June 27, 2012, the Legislature passed and the Governor signed AB 1484, modifying some of the provisions of AB 1X 26.

2.5 Pursuant to Health and Safety Code Section 34176, the City declined to retain the responsibility for performing housing functions previously performed by the former RDA, and transferred all rights, powers, assets, liabilities, duties, and obligations associated with the housing activities of the RDA, including encumbered Low and Moderate Income Housing Funds, to the Authority as of February 1, 2012 (“**Housing Functions**”).

2.6 Certain former RDA employees were additionally transferred to the Authority in order to assist the Authority in its capacity as Housing Successor to the RDA.

2.7 Pursuant to Health and Safety Code Section 34171(d)(1)(C), if an employee is transferred to the Housing Successor, a Successor Agency is authorized to enter into a contract with the Housing Successor to reimburse the Housing Successor for any costs of the employee obligations, and that contract will constitute an enforceable obligation of the Successor Agency.

2.8 In consideration of Agency’s desire to continue to ensure timely implementation and completion of the Housing Functions, the Agency wishes to enter into this Agreement with the Authority for the pledge of Agency funds, to pay for employee services related to the Housing Functions.

Now, therefore, in consideration of the mutual promises set forth herein and the foregoing recitals which are hereby made a part of this Agreement, the Agency and the Authority hereby agree as follows:

3. FINANCIAL ASSISTANCE; PLEDGE

3.1 Employee Obligation.

The Agency agrees to reimburse the Authority costs of employee obligations as the Authority may require in carrying out its Housing Functions (“Services”). Such Services include the following:

Staffing Required for Housing Functions			
Department	Description	FTE Positions	Estimated Costs Annually
Finance/Housing	Staff Expenses	1.0	\$123,770

The cost of the Services, as set forth in this Section 3.1, shall be increased by three percent (3%) annually unless otherwise agreed to in writing by the Agency and the Authority.

3.2 Payment of Obligations. The Agency agrees to pay Agency funds to the Authority for the cost of providing the Services for the Housing Functions, which shall be payable from property tax funds as allowed by Section 34171(d)(1)(C) of the Health and Safety Code (“Agency Funds”).

3.3 Indebtedness. The Agency’s obligations under this Agreement, including without limitation the Agency’s obligation to make the payments to the Authority required by this Agreement, shall constitute an enforceable obligation of the Agency pursuant to Health and Safety Code Section 34171(d)(1)(C). The obligations of the Agency set forth in this Agreement are contractual obligations that, if breached, will subject the Agency to damages and other liabilities or remedies.

3.4 Method of Payment.

3.4.1 Provided the Authority is not in default under this Agreement, the Agency shall pay to the Authority Agency Funds equal to the Authority’s cost of providing the Services, on an annual basis.

3.4.2 In addition to any payments made pursuant to Section 3.4.1, from time to time as deemed necessary or convenient by the Authority in its reasonable discretion, the Authority may submit a written request for payment to the Agency requesting payment of any or all costs or expenses permitted to be paid or reimbursed pursuant to this Agreement. The Agency shall review the written request and pay such costs and expenses as requested by the Authority.

3.4.3 The Agency's obligation to tender the payments hereunder shall be contingent upon the Agency's receipt and approval, which shall not be unreasonably withheld or delayed, of the following:

3.4.3.1 A written request for payment, which shall include a description of the work performed or to be performed, material supplied or to be supplied or the cost incurred or due;

3.4.3.2 Any bills, invoices, vouchers, statements, contracts and any other documents, which shall be attached to the written requests, evidencing the amount due to be paid hereunder;

3.4.3.3 Any other document, requirement, evidence or information in the Authority's possession or under the Authority's control that Agency may reasonably request.

3.4.4 The Authority acknowledges that this approval process may result in a delay of payment and the Authority consents to such reasonable delay. The Agency shall exercise due diligence in reviewing any such materials and approving payment of Agency Funds pursuant to this Agreement. The Agency may, at its sole cost, cause an inspection of the Housing Functions and a verification of the work completed.

4. INDEMNIFICATION

4.1 Liability and Indemnification. In contemplation of the provisions of California Government Code Section 895.2 imposing certain tort liability jointly upon public entities solely by reason of such entities being parties to an agreement as defined by Government Code Section 895, the parties hereto, as between themselves, pursuant to the authorization contained in Government Code Sections 895.4 and 895.6, shall each assume the full liability imposed upon it, or any of its officers, agents or employees, by law for injury caused by negligent or wrongful acts or omissions occurring in the performance of this Agreement to the same extent that such liability would be imposed in the absence of Government Code Section 895.2. To achieve the above-stated purpose, each party agrees to indemnify, defend and hold harmless the other party for any liability, losses, cost or expenses that may be incurred by such other party solely by reason of Government Code Section 895.2.

5. ENTIRE AGREEMENT: WAIVERS AND AMENDMENTS

5.1 This Agreement may be executed in counterparts, each of which will be deemed an original but all of which together will constitute one and the same instrument. This Agreement constitutes the entire understanding and agreement of the Parties.

5.2 This Agreement integrates all of the terms and conditions mentioned herein or incidental hereto, and supersedes all negotiations or previous agreements between the Parties with respect to the subject matter of this Agreement.

5.3 This Agreement is intended solely for the benefit of the Agency and the Authority. Notwithstanding any reference in this Agreement to persons or entities other than the Agency and the Authority, there shall be no third party beneficiaries under this Agreement.

5.4 All waivers of the provisions of this Agreement and all amendments to this Agreement must be in writing and signed by the authorized representatives of the Parties.

6. SEVERABILITY

If any term, provisions, covenant or condition of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions shall continue in full force and effect unless the rights and obligations of the parties have been materially altered or abridged by such invalidation, voiding or unenforceability.

7. DEFAULT

If either party fails to perform or adequately perform an obligation required by this Agreement within thirty (30) calendar days of receiving written notice from the non-defaulting party, the party failing to perform shall be in default hereunder. In the event of default, the non-defaulting party will have all the rights and remedies available to it at law or in equity to enforce the provisions of this contract, including without limitation the right to sue for damages for breach of contract. The rights and remedies of the non-defaulting party enumerated in this paragraph are cumulative and shall not limit the non-defaulting party's rights under any other provision of this Agreement, or otherwise waive or deny any right or remedy, at law or in equity, existing as of the date of the Agreement or hereinafter enacted or established, that may be available to the non-defaulting party against the defaulting party.

8. BINDING ON SUCCESSORS

This Agreement shall be binding on and shall inure to the benefit of all successors and assigns of the parties, whether by agreement or operation of law.

9. TERM

This Agreement shall remain in effect until terminated by written notice by either Party or upon the expiration as required under AB 1X 26, AB 1484, or applicable law, whichever occurs first.

IN WITNESS WHEREOF, Agency and Authority have executed this Agreement on the dates indicated next to each of the signatures of their authorized representatives, as it appears on the following page.

[Signatures on Following Page]

**SIGNATURE PAGE TO
FINANCIAL ASSISTANCE AND COOPERATION AGREEMENT
BY AND BETWEEN CITY OF COVINA AS SUCCESSOR AGENCY TO THE
DISSOLVED COVINA REDEVELOPMENT AGENCY
AND THE COVINA HOUSING AUTHORITY**

COVINA HOUSING AUTHORITY
A public body corporate and politic

By: _____
Kevin Stapleton
Chairman

ATTEST:

Daryl Parrish, Authority Secretary

CITY OF COVINA AS SUCCESSOR
AGENCY TO THE DISSOLVED
COVINA REDEVELOPMENT AGENCY,
A public body corporate and politic

By: _____
Kevin Stapleton, Mayor of the City of Covina,
serving as the successor agency to the dissolved
Covina Redevelopment Agency

ATTEST:

Catherine M. LaCroix
City Clerk of the City of Covina,
serving as the successor agency to the
dissolved Covina Redevelopment Agency

APPROVED AS TO LEGAL FORM:
BEST BEST & KRIEGER LLP

By: _____

SUCCESSOR AGENCY RESOLUTION NO. 12-007

**A RESOLUTION OF THE SUCCESSOR AGENCY TO THE
COVINA REDEVELOPMENT AGENCY APPROVING A
FINANCIAL ASSISTANCE AND COOPERATION
AGREEMENT WITH THE COVINA HOUSING
AUTHORITY**

WHEREAS, pursuant to Health and Safety Code Section 34173(d), the City of Covina elected to serve as Successor Agency (“Successor Agency”) to the dissolved Covina Redevelopment Agency (“RDA”), confirmed by Resolution No. 12-7041 adopted on January 11, 2012; and

WHEREAS, prior to February 1, 2012, the RDA had been engaged in activities to execute and implement the Redevelopment Plans for the Covina Revitalization Redevelopment Project Area No. One and Covina Revitalization Redevelopment Project Area No. Two, including the provision of affordable housing for families of low and moderate income within the City of Covina; and

WHEREAS, on December 29, 2011, in *California Redevelopment Association, et al. v. Ana Matosantos, et al.*, Case No. S194861, the California Supreme Court upheld AB 1X 26, and invalidated AB 1X 27, and extended all statutory deadlines under AB 1X 26, dissolving all redevelopment agencies throughout the State effective February 1, 2012; and

WHEREAS, on June 27, 2012, the Legislature passed and the Governor signed AB 1484, modifying some of the provisions of AB 1X 26; and

WHEREAS, pursuant to Health and Safety Code Section 34176, the City of Covina declined to retain the responsibility for performing housing functions previously performed by the former RDA, and transferred all rights, powers, assets, liabilities, duties, and obligations associated with the housing activities of the RDA, including encumbered Low and Moderate Income Housing Funds (“Housing Functions”), to the Covina Housing Authority (“Authority”) as of February 1, 2012; and

WHEREAS, certain former RDA employees were additionally transferred to the Authority in order to assist the Authority in its capacity as Housing Successor to the RDA; and

WHEREAS, pursuant to Health and Safety Code Section 34171(d)(1)(C), if an employee is transferred to the Housing Successor, the Successor Agency is authorized to enter into a contract with the Housing Successor to reimburse the Housing Successor for any costs of the employee obligations, and that contract will constitute an enforceable obligation of the Successor Agency; and

WHEREAS, the Successor Agency and Authority have negotiated that certain Financial Assistance and Cooperation Agreement (“Agreement”) for the pledge of Successor Agency funds to pay for employee services related to the Housing Functions, a copy of which is attached hereto as Exhibit A and incorporated herein by this reference.

NOW, THEREFORE, THE SUCCESSOR AGENCY TO THE COVINA REDEVELOPMENT AGENCY DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Approval of Agreement. The Successor Agency hereby approves the Agreement in substantially the form set forth in Exhibit A attached to this Resolution.

Section 3. Implementation. The City Manager, acting ex officio on behalf of the Successor Agency, is hereby authorized and directed to take any action necessary to carry out the purposes of this Resolution in compliance with applicable law, including taking any actions necessary to submit the Agreement to the county administrative officer, the county auditor-controller, and the Department of Finance concurrently with its submission to the Oversight Board for authorization, and to execute and implement the Agreement.

Section 4. Severability. If any provision of this Resolution or the application of any such provision to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this Resolution that can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are severable. The Successor Agency declares that the Successor Agency would have adopted this Resolution irrespective of the invalidity of any particular portion of this Resolution.

Section 5. Certification. The City Clerk, acting ex officio on behalf of the Successor Agency, shall certify to the adoption of this Resolution.

Section 6. Effective Date. This Resolution shall become effective immediately upon its adoption.

PASSED, APPROVED AND ADOPTED this 21st day of August, 2012, by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

Kevin Stapleton, Mayor

ATTEST:

Catherine LaCroix, Senior Deputy City Clerk

CERTIFICATION

I, Catherine M. LaCroix, Secretary of the Successor Agency to the Covina Redevelopment Agency for the City of Covina, does hereby CERTIFY that Resolution No. 12-007 was adopted by the Covina Successor Agency at a regular meeting of the Agency held this 21st day of August, 2012, and was approved and passed by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Catherine M. LaCroix
Secretary of the Successor Agency to the
Covina Redevelopment Agency

EXHIBIT A

FINANCIAL SERVICES AND COOPERATION AGREEMENT

[Attached behind this page]

AUTHORITY RESOLUTION NO. 12-005

**A RESOLUTION OF THE COVINA HOUSING
AUTHORITY APPROVING A FINANCIAL ASSISTANCE
AND COOPERATION AGREEMENT WITH THE
SUCCESSOR AGENCY TO THE COVINA
REDEVELOPMENT AGENCY**

WHEREAS, pursuant to the Housing Authorities Law (Health & Saf. Code, § 34200 et seq.), the City Council of the City of Covina (“City”) permitted the Covina Housing Authority (“Authority”) to transact business and exercise any power inferred thereon, as provided in Resolution No. 11-6926 dated January 25, 2011; and

WHEREAS, prior to February 1, 2012, the Covina Redevelopment Agency (“RDA”) had been engaged in activities to execute and implement the Redevelopment Plans for the Covina Revitalization Redevelopment Project Area No. One and Covina Revitalization Redevelopment Project Area No. Two, including the provision of affordable housing for families of low and moderate income within the City of Covina; and

WHEREAS, on December 29, 2011, in *California Redevelopment Association, et al. v. Ana Matosantos, et al.*, Case No. S194861, the California Supreme Court upheld AB 1X 26, and invalidated AB 1X 27, and extended all statutory deadlines under AB 1X 26, dissolving all redevelopment agencies throughout the State effective February 1, 2012; and

WHEREAS, on June 27, 2012, the Legislature passed and the Governor signed AB 1484, modifying some of the provisions of AB 1X 26; and

WHEREAS, pursuant to Health and Safety Code Section 34176, the City declined to retain the responsibility for performing housing functions previously performed by the former RDA, and transferred all rights, powers, assets, liabilities, duties, and obligations associated with the housing activities of the RDA, including encumbered Low and Moderate Income Housing Funds (“Housing Functions”), to the Authority as of February 1, 2012; and

WHEREAS, certain former RDA employees were additionally transferred to the Authority in order to assist the Authority in its capacity as Housing Successor to the RDA; and

WHEREAS, pursuant to Health and Safety Code Section 34171(d)(1)(C), if an employee is transferred to the Housing Successor, the Successor Agency to the Covina Redevelopment Agency (“Successor Agency”) is authorized to enter into a contract with the Housing Successor to reimburse the Housing Successor for any costs of the employee obligations, and that contract will constitute an enforceable obligation of the Successor Agency; and

WHEREAS, the Successor Agency and Authority have negotiated that certain Financial Assistance and Cooperation Agreement (“Agreement”) for the pledge of Successor Agency funds to pay for employee services related to the Housing Functions, a copy of which is attached hereto as Exhibit A and incorporated herein by this reference.

NOW, THEREFORE, THE COVINA HOUSING AUTHORITY DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Approval of Agreement. The Authority Board hereby approves the Agreement in substantially the form set forth in Exhibit A attached to this Resolution.

Section 3. Implementation. The Executive Director is hereby authorized and directed to take any action necessary to carry out the purposes of this Resolution in compliance with applicable law, and to execute and implement the Agreement.

Section 4. Severability. If any provision of this Resolution or the application of any such provision to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this Resolution that can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are severable. The Authority declares that it would have adopted this Resolution irrespective of the invalidity of any particular portion of this Resolution.

Section 5. Certification. The Secretary shall certify to the adoption of this Resolution.

Section 6. Effective Date. This Resolution shall become effective immediately upon its adoption.

PASSED, APPROVED AND ADOPTED this 21st day of August, 2012, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Kevin Stapleton, Chairperson

ATTEST:

Daryl Parrish, Secretary

CERTIFICATION

I, Daryl Parrish, Secretary of the Covina Housing Authority, do hereby CERTIFY that Resolution No. 12-005 was adopted by the Covina Housing Authority at a regular meeting of the Authority held this 21st day of August, 2012, and was approved and passed by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Daryl Parrish, Secretary of the
Covina Housing Authority

EXHIBIT A

FINANCIAL SERVICES AND COOPERATION AGREEMENT

[Attached behind this page]

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: August 21, 2012

ITEM NO.: CC 20

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

ITEM TITLE: Amendment to City Manager Employment Agreement to extend the term of the Agreement.

STAFF RECOMMENDATION:

That the City Council:

Approve an amendment to the City Manager's Employment Agreement to extend the term of the Agreement to September 30, 2012 (30 days).

FISCAL IMPACT:

None.

BACKGROUND/ANALYSIS:

In May of 2009, the City Council approved an Employment Agreement ("Agreement") for City Manager Daryl Parrish. That Agreement provides that the term of the Agreement "...shall be effective from June 1, 2009, through May 31, 2012, unless extended" The Agreement was further extended in June of 2012 until August 31, 2012. In order to continue the employment relationship with Mr. Parrish and create certainty in the City's operations, it is necessary to extend the term of the Agreement for an additional 30 days. All other terms of the Agreement remain unchanged.

The attached Amendment to the Employment Agreement extends the employment relationship by an additional thirty (30) days, beyond August 31st. During the next 30 days, the City Council, Mayor or an ad hoc committee of the Council may wish to review the current terms of the Agreement for a subsequent renewal and/or amendments.

RELEVANCE TO THE STRATEGIC PLAN

None.

EXHIBITS

A. Draft Amended & Restated Employment Agreement

City Attorney: <u>MA</u>	Finance Director: <u>CA</u>
City Manager: <u>φ</u>	Other: _____

**THIRD AMENDMENT TO AGREEMENT FOR EMPLOYMENT
CITY MANAGER**

1. Parties and Date.

THIS THIRD AMENDMENT TO THE AGREEMENT FOR EMPLOYMENT - CITY MANAGER (hereinafter "Second Amendment") is made and entered into this 21st day of August, 2012 by and between the City of Covina, a California municipal corporation (hereinafter "City"), and City Manager Daryl Parrish (hereinafter "City Manager").

2. Recitals.

2.1 City and City Manager entered into that certain Agreement for Employment dated May 27, 2009 (hereinafter "Employment Agreement"), whereby City Manager agreed to serve as the City Manager of the City of Covina.

2.2 On or about November 15, 2011, City and City Manager entered into an "Amendment to Agreement for Employment – City Manager," which amended certain provisions of the Employment Agreement relating to compensation and benefits.

2.3 On June 5, 2012 the City and the City Manager entered into an Amendment to Agreement for Employment - City Manager which extended the expiration date of the original agreement to August 31, 2012.

2.4 City and City Manager now desire to further amend of the provision of the Employment Agreement relating to the term of the Agreement further extending the date through September 30, 2012.

3. Terms.

"Section 3: Term; Notice of Termination; and Severance

A. Term and Extension. This Agreement shall be effective from August 31, 2012, through September 30, 2012, unless extended or terminated as provided herein."

4. Force and Effect.

Except as amended by this Second Amendment, all provisions of the Employment Agreement shall remain in full force and effect and shall govern the actions of the City and City Manager under this Second Amendment.

IN WITNESS WHEREOF, City has caused this Second Amendment to be signed and duly executed on its behalf by its Mayor, and duly attested by its City Clerk, and the City Manager has signed and executed this Amendment, to be effective as of the day and year first above written.

“CITY”

Mayor Kevin Stapleton

ATTEST:

Catherine M. LaCroix
Deputy City Clerk

“CITY MANAGER”

Daryl Parrish

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: August 21, 2012

ITEM NO.: CC 21

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

ITEM TITLE: Consider establishing the 2011-2012 Appropriation Limit for the City of Covina

STAFF RECOMMENDATION:

- a. Approve the County population and the State of California's Per Capita cost of Living Change as the factors to calculate the appropriation limit.
- b. Adopt Resolution No. 12-7099, establishing the 2011-2012 Appropriation Limit for the City of Covina

FISCAL IMPACT:

None

BACKGROUND:

The establishment of the appropriation limit for the following fiscal year is required by each agency per Article XIII B of the California Constitution-Gann Initiative.

The appropriation limit calculations were modified in fiscal year 1993-1994 as a result of the passage of Proposition 111 (which also increased the State Gas Tax). The measure provides several factors for the calculation of the appropriation limit. The basic factors are growth in population and inflation.

The City can select the larger of the percentage population growth of the city or county for growth.

The larger of the percentage increase in the State's per capita income or the increase in the City's new construction non-residential assessed valuation can be utilized for inflation.

The population factor for fiscal year 2011-2012 is the County's percentage population growth of .38% (compared to .21% for the City). The inflation factor is the State's Per Capita income change of 2.51% compared to the City of Covina's new construction non-residential valuation change of 1.83%.

The City of Covina's appropriation limit for fiscal year 2011-2012 is \$72,151,292.

The proceeds from taxes are \$24,255,180 and are below the appropriation limit. There is no excess of taxes over the appropriation limit as defined by Article XIII B.

Any challenge to the 2011-2012 appropriation limit calculation must be done within forty-five days of the adopted resolution effective date.

EXHIBITS:

- A) Resolution 12-7099 of the City Council of the City of Covina, California, Establishing the 2011-2012 Appropriation Limit
- B) Appropriation Limit and Proceeds of Taxes for Fiscal Year 2011-2012
- C) Proceeds/Non-proceeds of Taxes for Fiscal Year 2011-2012

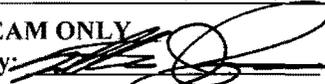
REVIEW TEAM ONLY	
City Attorney: 	Finance Director: 
City Manager: 	Other: 

EXHIBIT A

RESOLUTION 12-7099

A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF COVINA, CALIFORNIA, ESTABLISHING THE 2011-
2012 APPROPRIATION LIMIT FOR THE CITY OF COVINA

WHEREAS, Chapter 1205, 1980 Statutes of the Government Code, Section 7910 requires that each local government establish its appropriation limit by resolution each fiscal year at a regularly scheduled City Council meeting or a noticed special meeting; and

WHEREAS, any challenge to the 2011-2012 fiscal year appropriation limit must be brought within forty-five days of the resolution effective date;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AS FOLLOWS:

SECTION 1: The City Council does hereby determine that the annual adjustment factors to be selected in modifying the prior-year appropriation limit are the increase in the County's population and the City's new construction nonresidential assessed valuation.

SECTION 2: The City Council does hereby determine and declare that the City of Covina's appropriation limit for fiscal year 2011-2012 is \$72,151,292 per attached Exhibits B and C.

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

APPROVED AND PASSED this 21st day of August 2012.

Mayor

ATTEST:

Deputy City Clerk

APPROVED AS TO FORM:

City Attorney

EXHIBIT A

I, Catherine M. LaCroix, Deputy 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 21, 2012, and was approved and passed by the following vote:

AYES:
NOES:
ABSENT:

Catherine M. LaCroix
Deputy City Clerk

EXHIBIT B
CITY OF COVINA, CALIFORNIA
2011-2012
Appropriation Limit Calculation

Appropriation Limit Calculation

Appropriation limit for the 2010-2011 fiscal year		\$ 70,118,188
PER Capita Cost of Living Change	1.0251	
Percent Growth in County Population	<u>1.0038</u>	
Total Adjustment	1.0290	
2011-2012 Appropriation Limit		<u>\$ 72,151,292</u>

Appropriation Subject to Limitation

2011-2012 Appropriation Limit		\$ 72,151,292
Less: Proceeds from taxes		(24,255,180)
Add: Users Fees in excess of costs		<u>-</u>
Total Appropriations Under Limitation		<u><u>\$ 47,896,112</u></u>

EXHIBIT B

CITY OF COVINA

SCHEDULE OF ESTIMATED REVENUES
 PROCEEDS AND NON-PROCEEDS FROM TAXES
 Based on 2011-2012 Budget

	Proceeds from Taxes	Non-Proceeds from Taxes	Total Proceeds/Non- Proceeds
General Fund Taxes			
Property Taxes - Current Year Secured	\$ 5,268,490		\$ 5,268,490
Sales and Use Taxes	5,618,670		5,618,670
Franchises	1,442,200		1,442,200
Utility Users Tax	5,600,000		5,600,000
Other Taxes	912,000		912,000
License & Permits		\$ 452,500	452,500
Fines & Foreitures		961,000	961,000
Intergovernmental		622,200	622,200
Property Tax in Lieu of Sales Tax	1,780,830		1,780,830
Property Tax in Lieu of MVL	3,632,990		3,632,990
Motor Vehicle In-Lieu of Fees			-
Other Inter-agency revenue			-
Charges for Current Services - User Fees		1,852,300	1,852,300
Miscellaneous Revenue		470,080	470,080
Net - Transfers		-	-
	<u>\$ 24,255,180</u>		
Total proceeds from taxes		<u>\$ 4,358,080</u>	
Total nonproceeds from taxes			<u>\$ 28,613,260</u>
Total Proceeds/Nonproceeds			

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: August 21, 2012

ITEM NO.: PH 1

STAFF SOURCE: Lisa Brancheau, Assistant to the City Manager ^{LB}
Shelby Williams, City Planner

ITEM TITLE: City Council to hold public hearing, consider public testimony and introduce and waive further reading of an Ordinance for application ZCH 12-001, a Zone Change from C-3A Commercial (Regional/Community Shopping Center) to C-P Commercial (Administrative and Professional Office).

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. 12-2012** to consider an application ZCH 12-001, a Zone Change from C-3A Commercial (Regional/Community Shopping Center) to C-P Commercial (Administrative and Professional Office) to permit AltaMed Health Services Corporation to operate a facility upon property located at 535 South Second Avenue, Covina.

FISCAL IMPACT

Applicant paid fee(s) for Zone Change Application. No City funds were used.

BACKGROUND

This zone change application (ZCH 12-001) was considered by the Covina Planning Commission during their regular meeting held on June 26, 2012. The Commission voted 3-0 to recommend to the City Council approval of application ZCH 12-001. The zone change request is to allow the applicant to lease a site for an AltaMed Health Services Center which offers medical services to its program participants, as well as adult day care services and activities known as the PACE program. Currently the subject property's zoning designation is C-3A Commercial Zone which does not permit medical or dental businesses, but the C-P Commercial Zone does.

In conclusion, staff believes the following further supports the applicant's zone change request:

1. The location at 535 South Second Avenue has been vacant for more than two (2) years and the property owner currently has a business (AltaMed Health Services) interested in the site; however, a zone change of the property from C-3A Commercial to C-P Commercial is necessary for the business to operate the medical clinic component with

the proposed adult day care. In this particular case, the applicant as well as the landowner could benefit economically by the proposed zone change.

2. The proposed zone change if granted would allow AltaMed to operate an Adult Day Health Center/PACE program for the elderly. The applicant's Business would directly benefit elderly persons residing in the City of Covina and Los Angeles County areas.

3. The proposed zone change from C-3A Commercial to C-P Commercial would not change the current General Plan designation of the subject property which is General Commercial. General Commercial permits various types of retail and service businesses and administrative, professional and governmental offices that serve a diverse population and that comply with the applicable use, operation and other provisions of the Covina Zoning Ordinance. Staff believes the applicant's zone change request is consistent with the City's General Plan designation of General Commercial.

EXHIBITS

- A. Ordinance No. 12-2012
- B. Minutes of the regular Planning Commission meeting of June 26, 2012
- C. Planning Commission staff report dated June 26, 2012

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

ORDINANCE NO. 12-2012

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, AMENDING THE OFFICIAL ZONING MAP OF THE CITY, BY ESTABLISHING A C-P ZONE DESIGNATION (ADMINISTRATIVE AND PROFESSIONAL OFFICE) FOR CERTAIN PROPERTY IN THE CITY OF COVINA, APPLICATION ZCH 12-001, AND MAKING CERTAIN FINDINGS AND CONDITIONS

WHEREAS, an application for a zone change (ZCH 12-001) was submitted to the City of Covina to permit AltaMed Health Services Corporation to operate a facility upon property located at 535 South Second Avenue, Covina.

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

SECTION 1. Pursuant to public hearing and processing in the manner set forth by State law and local ordinance, and after recommendation thereon by the Planning Commission at a duly noticed public hearing on June 26, 2012, the property classification set forth in Section 2 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 zoned “Administrative and Professional Office (C-P)” as such zone is defined in Title 17 of the Covina Municipal Code:

Tract 17008 N 17’ of Lot 30 measured at R/A on N Line of SD Lot and all of Lot 29 as documented in Tax Assessors Records in the County of Los Angeles, State of California.

SECTION 3. After giving full consideration to all evidence presented at said HEARING, both oral and documentary, and after being fully informed, said City Council does hereby find and decide:

1. The location at 535 South Second Avenue has been vacant for more than two (2) years and the property owner currently has a business (AltaMed Health Services) interested in the site; however, a zone change of the property from C-3A Commercial to C-P Commercial is necessary for the business to operate the medical clinic component with the proposed adult daycare. In this particular case, the applicant as well as the landowner could benefit economically by the proposed zone change;
2. The proposed zone change if granted would allow AltaMed to operate an Adult Day Health Center/PACE program for the elderly. The applicant 's business would directly benefit elderly persons residing in the City of Covina and Los Angeles County areas; and
3. The proposed zone change from C-3A Commercial to C-P Commercial would not change the current General Plan designation of the subject property which is General Commercial. General Commercial permits various types of retail and service business and administrative, professional and governmental offices that serve businesses and administrative, professional and governmental offices that serve a diverse population and that comply with the applicable use, operation and other provisions of the Covina Zoning Ordinance. The applicant's zone change request is therefore consistent with the City's General Plan designation of General Commercial.

SECTION 4. In considering this application relative to the California Environmental Quality Act (CEQA) Guidelines, the City Council has reaffirmed the determination of the Planning Commission that the Zone Change petition is categorically exempt from the CEQA Guidelines (pursuant to Class 1, Section 15301 (a)), signifying that that the application and appurtenant interior building and exterior site improvements would not have a significant effect on the environment.

SECTION 5. The application for an Administrative and Professional Office (C-P) zone designation, which pertains to allowing AltaMed Health Services and which was submitted with Site Plan Review (SPR – for overall project proposal) and Conditional Use Permit (CUP – for the adult daycare and compact parking) petitions that were approved by the Planning Commission at the June 26, 2012 public hearing, 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 and which were imposed on this application and the aforesaid two zoning petitions:

(Conditions of Approval available in City Clerk's Office)

SECTION 6. 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

CERTIFICATION

I, Catherine LaCroix, Deputy City Clerk of the City of Covina, do hereby certify that the foregoing Ordinance was introduced at a regular meeting of the City Council of the City of Covina, duly held the 21st day of August, 2012, it was duly passed and adopted by the following vote of the Council:

AYES:

NOES:

ABSTAIN:

ABSENT:

Catherine LaCroix
Deputy City Clerk



**MINUTES OF THE JUNE 26, 2012 REGULAR MEETING OF THE
COVINA PLANNING COMMISSION HELD IN THE COUNCIL
CHAMBERS OF CITY HALL, 125 EAST COLLEGE STREET AT 7:30
P.M.**

CALL TO ORDER

Chairperson Hodapp called the Planning Commission meeting to order at 7:30 p.m.

ROLL CALL

Commission Members Present: Connors, Hodapp, Patterson

Commission Members Absent: Manning, McMeekin

Staff Members Present: Assistant City Attorney, City Planner, Associate Planner

PLEDGE OF ALLEGIANCE

Chairperson Hodapp led the Pledge of Allegiance.

AMENDMENTS TO THE AGENDA

None.

MINUTES OF THE SPECIAL MEETING OF JUNE 12, 2012

Chairperson Hodapp noted a correction to be made to Public Hearing Item No. 2, which stated that "The motion carried 5 – 0"; it should read "4 - 0". A motion was made and seconded to approve the minutes, with the noted correction, of the regular meeting of June 12, 2012. **The motion carried by a vote of 3-0.**

PUBLIC COMMENT

None.

PUBLIC HEARINGS

ITEM NO. 2

Continued Public Hearing of the following applications concerning commercial property located at 535 South Second Avenue, Covina

Angela Roberts, V.P. Facility Dev. & Mgmt, applicant

- A. Application ZCH 12-001, a Zone Change of the subject property from C-3A Commercial (Regional/Community Shopping Center) to C-P Commercial (Administrative, Commercial and Professional Office) to permit Angela Roberts to operate an AltaMed Health Services facility; and
- B. Application CUP 12-003, a Conditional Use Permit to operate an adult daycare on the site; and
- C. Application VAR 12-002, a Variance to reduce the required parking from 105 parking spaces to 80 parking spaces.

EXHIBIT B

City Planner Shelby Williams presented the staff report and answered the Commissioners' questions.

Chairperson Hodapp opened the public hearing.
There were no speakers.
The public hearing was closed.

A motion was made and seconded to approve Application ZCH 12-001, a Zone Change of the subject property from C-3A Commercial (Regional/Community Shopping Center) to C-P Commercial (Administrative, Commercial and Professional Office) to permit Angela Roberts to operate an AltaMed Health Services facility.

The motion carried 3 – 0.

A motion was made and seconded to approve Application CUP 12-003, a Conditional Use Permit to operate an adult daycare on the site.

The motion carried 3 – 0.

A motion was made and seconded to approve Application VAR 12-002, a Variance to reduce the required parking from 105 parking spaces to 80 parking spaces.

The motion carried 3 – 0.

ITEM NO. 3

Public Hearing of application CUP12-006, a Conditional Use Permit to operate an auto body repair and paint shop (VMS Auto Body Center) upon property located at 1101 North Azusa Avenue, Covina

VMS Auto Body Center, applicant

Associate Planner Alan Carter presented the staff report.
Chairperson Hodapp opened the public hearing.
There were no speakers.
The public hearing was closed.

After a brief discussion, Condition No. 2.20 was omitted from the Conditions of Approval. A motion was made and seconded to approve, as modified, application CUP12-006, a Conditional Use Permit to operate an auto body repair and paint shop (VMS Auto Body Center) upon property located at 1101 North Azusa Avenue, Covina.

The motion carried 3 – 0.

GENERAL MATTERS

ITEM NO. 4

None.

ADMINISTRATIVE ITEMS

ITEM NO. 5 **INFORMATION**

None.

ITEM NO. 6
COMMISSION COMMENTS

None.

ITEM NO. 7
ADJOURNMENT

A motion was made and seconded to adjourn the Planning Commission meeting to the Planning Commission meeting to be held on Tuesday, July 10, 2012 at 7:30 p.m. at the City Hall Council Chambers.

Motion carried by a vote of 3-0.

Shelby Williams
Assistant Secretary

THESE PROCEEDINGS WERE RECORDED AND A COPY OF THE AUDIO IS ON FILE WITH THE CITY OF COVINA PLANNING DIVISION.

**CITY OF COVINA
STAFF REPORT**

JUNE 26, 2012

ITEM NO. 2

TO: PLANNING COMMISSION

**FROM: LISA BRANCHEAU, COMMUNITY DEVELOPMENT
DEPARTMENT**

COORDINATOR: SHELBY WILLIAMS, CITY PLANNER *S.W.*

DATE: JUNE 26, 2012

**REQUEST: CONTINUED PUBLIC HEARING OF APPLICATIONS
ZONE CHANGE 12-001, CONDITIONAL USE PERMIT 12-003
& VARIANCE 12-002**

APPLICANT:

Angela Roberts for AltaMed Medical Group

LOCATION:

535 South Second Avenue

BACKGROUND:

The Planning Commission may recall these zoning applications were previously continued from your regular meeting held on June 12, 2012. The applicant's revised plans have been circulated to the other City agencies for comments and staff has completed its review. For clarification on certain key aspects of the proposal, the Commission should refer to the attached staff report dated May 29, 2012 and the revised accompanying plans.

STAFF ANALYSIS OF REVISED PLANS:

The applicant advised staff that the revised plans dated June 5, 2012 were prepared by a new architect. The latest plans include a proposed site plan, floor plan and elevation plan. The site plan shows a new parking layout, consisting of (37) compact parking stalls, (48) diagonal parking stalls, (6) 90 Degree parking stalls and (4) accessible parking stalls for a total of 95 parking spaces to support the AltaMed Health facility. The applicant's revised plans illustrates how an additional (15) parking spaces will be provided on the site. Staff believes the applicant's revised plan is a viable option to be considered by the Planning Commission. The revised plan further indicates the site would need a lesser variance and is capable of accommodating the proposed use. Later in this report conditions are provided to ensure that information currently missing from the proposed site plan and floor plan are addressed in the construction plans prior to the applicant commencing work at the site. The following deficiencies were identified: The proposed site plan is missing property dimensions, a typical parking space detail for the proposed compact parking stalls and the regular parking spaces, the new landscaped court yard appears to have been reduced in area, but square footage information is missing and the floor plan does show the dayroom setup with tables and chairs. For the most part the previous mentioned items can be easily corrected by the applicant's architect prior to the submittal of construction documents to the City's Building Division. In addition, it should be remembered that the applicant was asked to submit revised plans in a short time frame.

REVISED ANALYSIS AND FINDINGS – CONDITIONAL USE PERMIT:

Based upon an analysis of the proposed conditional use permit request, staff recommends that the Planning Commission make the following revised findings for the application:

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

Fact: The site for the proposed AltaMed Health Services facility totals 37,560 square feet and it has an existing commercial building which totals 15,600 square feet floor area and (95) parking spaces are to be provided on-site to serve the applicant's clients and employees. The subject business operation would serve a maximum of 165 persons per day and a maximum of 40 employees would be needed. In addition, all participants will be brought to the site by AltaMed vans. Staff believes if the applicant's variance application is approved, then the site could be deemed appropriate for the applicant's business.

2. That the streets adjacent to the use are adequate to handle the traffic generated.

Fact: Access to the subject property is provided by Second Avenue, a secondary arterial street with four (4) lanes of travel. It is designed to carry moderate to high-volume traffic. The proposed AltaMed facility has the potential to generate 187 vehicle trips daily. The applicant has stated that their program's participants would be transported to the site by vans, approximately 15-20 vans

per day. Staff believes Second Avenue would be able to handle the minor increase of traffic expected from the proposed use.

3. That the use will have no adverse effect on abutting properties.

Fact: The proposed AltaMed facility will provide medical and adult day care services only to its enrolled elderly participants. The subject site abuts commercial businesses (retail and or office) to the south and west and the business to the north appears to serve developmentally disable persons. Staff believes the AltaMed facility should be compatible with the other commercial businesses in the immediate area.

4. That the proposed use does not affect the public health, safety and general welfare of the community.

Fact: The proposed AltaMed Health facility approval will be subject to their compliance with all applicable City of Covina Zoning, Building, State of California and Federal Government regulations. Later in this report, conditions of approval have been provided.

REVISED ANALYSIS AND FINDINGS - VARIANCE:

Based upon an analysis of the proposed variance request, staff recommends that the Planning Commission make the following findings for the application:

1. There are exceptional or extraordinary circumstances or conditions applicable to the property involved which do not apply generally to other property in the same vicinity and zone.

Fact: The applicant's business AltaMed Health Services is unique in that they provide a medical component in conjunction with an adult day care operation. Their enrolled participants will be provided with physical, occupational, and speech therapies, as well as, clinical care, social activities and meals, i.e. PACE (Program for All-Inclusive Care for the Elderly). The average age of an enrolled participant is 79 years of age. Individuals must meet enrollment criteria as defined by State of California's Department of Aging.

2. Such variance is necessary for the preservation and enjoyment of a substantial property right of the applicant, which right is possessed by other property owners under like conditions in the same vicinity and zone, and the adjustment thereby authorized shall not constitute a grant of special privilege inconsistent with the limitations upon other properties in the same vicinity and zone.

Fact: The proposal's medical component triggers a higher parking requirement

than retail. City Code requires medical uses to provide parking on the basis of one stall per 150 square feet of the building's gross floor area. The subject building was built in 1955 as a retail furniture store and at that time the retail parking requirement was one stall per 200 square feet of the gross floor area. The applicant business is not retail; however, the subject building as well as the site based upon the applicant's revised plans and business functions appears to be capable of supporting the AltaMed Health Services facility.

3. The granting of the variance will not be materially detrimental to the public Health, safety, convenience, and welfare or injurious to property and improvement in the same vicinity and zone in which the property is located.

Fact: The applicant's variance request will require compliance with the Los Angeles County Fire Department Institutions Unit regulations and the City's Building Division comments and possible submittal of plans to the Office of Statewide Health Planning Department (OSHPD).

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

Fact: The subject property is capable of complying with the City's zoning regulations for the C-P Commercial Zone district, and the City's General Plan designation of General Commercial if the deviation described in the variance request (a reduction of the required parking from 105 parking spaces to (95) parking spaces) is granted by the City.

STAFF RECOMMENDATION:

Staff recommends the following:

- A) That the Planning Commission recommend to the City Council approval of application Zone Change 12-001; and
- B) That the Planning Commission approve applications Conditional Use Permit 12-003 and Variance 12-002, subject to the attached conditions of approval.

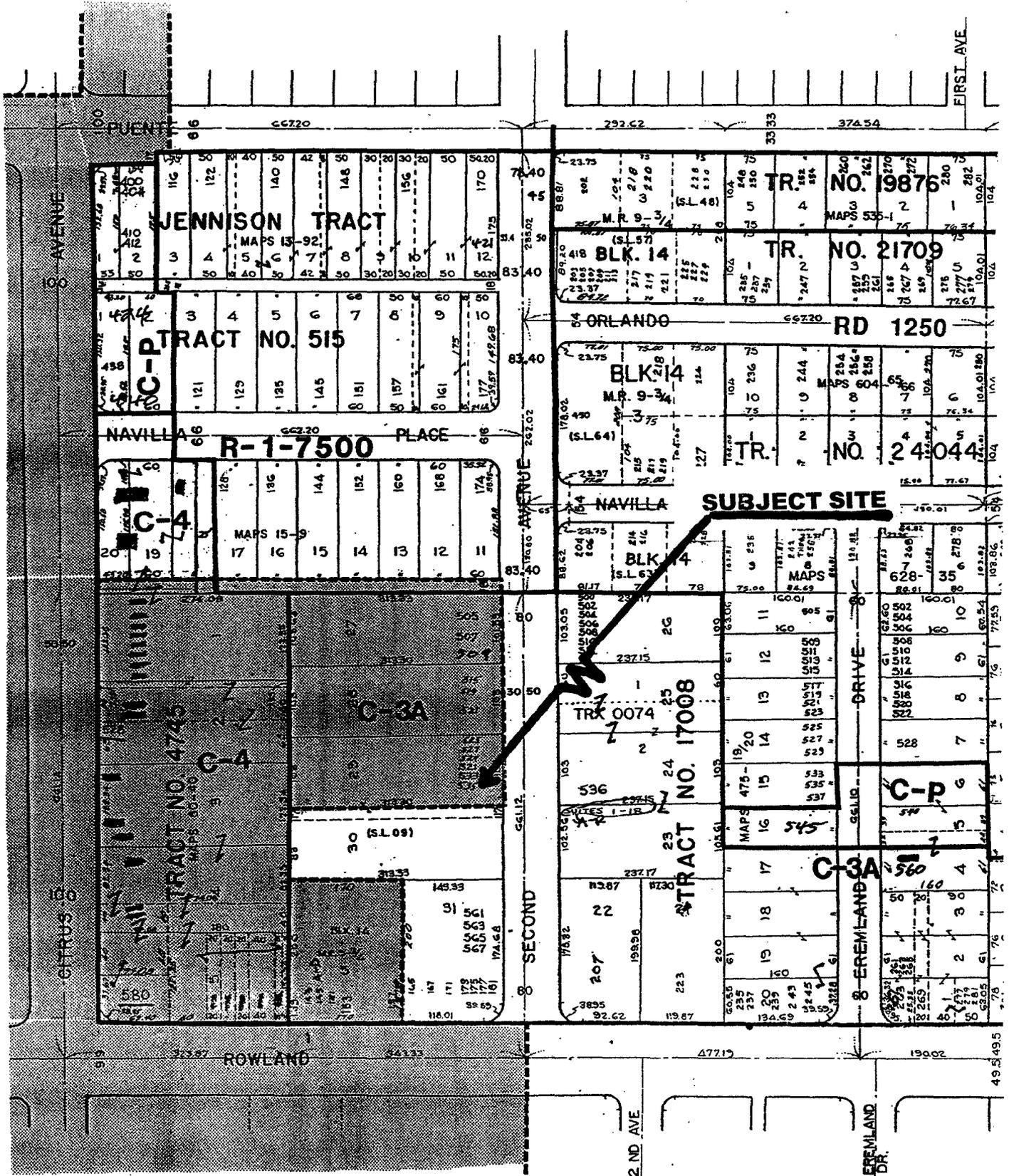
Attachments:

- Subject Site Map
- Staff report dated May 29, 2012
- Revised Project Plans

SITE MAP

ZCH 12-001, CUP 12-003 & VAR 12-002

535 SOUTH SECOND AVENUE



**CITY OF COVINA
CONDITIONS OF APPROVAL FOR
APPLICATIONS CONDITIONAL USE PERMIT 12-003 AND VARIANCE 12-002
AS RECOMMENDED FOR APPROVAL TO THE PLANNING COMMISSION
ON JUNE 26, 2012**

This approval shall permit the following: A Conditional Use Permit to operate an adult daycare and a Variance to reduce the required parking from (105) parking spaces to (95) parking spaces upon property located at 535 South Second Avenue.

1.0 TIME LIMITS:

- 1.1** The approval of this is conditional use permit and variance application(s) shall be subject to revocation one year from the date of the affirmation of the application by the Planning Commission if the approved construction has not commenced.

2.0 GENERAL REQUIREMENTS:

- 2.1** Failure to comply with any conditions of approval noted herein shall be deemed just cause for revocation of project approval by the Planning Commission.
- 2.2** The applicant's proposed 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** Final plans incorporating all conditions of approval and any plan-related changes required in the approval process shall be submitted for review 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 plans approved by the Planning Commission 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.
- 2.4** The applicant shall obtain approval of application Zone Change 12-001 from the City of Covina Council prior to operating the proposed AltaMed Health Services facility.

- 2.5** The applicant shall obtain approval for Site Plan Review application 12-004 prior to submittal of construction plans to the City of Covina Building Division for plan check.
- 2.6** The applicant shall provide a revised plot plan showing lot dimensions, a typical parking space detail for compact parking stalls, regular parking stalls and the square footage of the new landscape court yard area, etc.
- 2.7** The applicant shall provide a revised floor plan showing the setup of the day room, for example, the number of tables and chairs, etc.
- 2.8** The applicant shall comply with the attached comments from the Covina Building Division:
 - 2.8.1** Please see attachment. Will this project be an OSHPD Facility?, If so, please submit plans to the Office of Statewide Health Planning Department.
- 2.9** The applicant shall submit landscaping and irrigation plans in compliance with the City's Water Efficient Landscape Ordinance No. 10-1979 and the applicable fee, to the Planning Division for review and approval.
- 2.10** The applicant shall comply with the following comment from the Fire Department:
 - 2.10.1** Please contact the Los Angeles County Fire Department Institution Unit for requirements.
- 2.11** Ordinance requirements not herein listed are still applicable.
- 2.12** This grant shall not be effective for any purposes until the permittee and the owner of the property have filed at the office of the Planning Division their affidavits stating that they are aware of, and agree to accept, all conditions of this grant.
- 2.13** 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 building permit issuance.
- 2.14** The site, building, landscape, and signage improvements 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.

- 2.15** Any future proposed new or intensified uses on the site; building improvements, modifications, and /or site improvements work shall first be reviewed and approved by the City staff for conformance with this Conditional Use Permit 12-003, the Covina Municipal Code and the Covina Design Guidelines, and applicable permit issuance processes. If determined by the Planning staff to exceed the scope or intent of this Conditional Use Permit or in any way conflict with the appurtenant conditions, then the City may require the approval of a new Conditional Use Permit, the approval of an additional zoning application (if needed), and/or the submittal of certain use- or impact-related studies to address any identified concerns.
- 2.16** The applicant shall maintain a valid City business license for the appurtenant AltaMed Health Services facility, including the payment of any and all required fee(s), in compliance with the provisions of Section 5.04.060 of the Covina Municipal Code.
- 2.17** The applicant shall perform 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).

CITY OF COVINA

STAFF REPORT

MAY 29, 2012

ITEM NUMBER 2

TO: PLANNING COMMISSION

FROM: LISA BRANCHEAU, COMMUNITY DEVELOPMENT DEPARTMENT

COORDINATOR: SHELBY WILLIAMS, CITY PLANNER

SUBJECT: APPLICATIONS ZONE CHANGE 12-001, CONDITIONAL USE PERMIT 12-003 AND VARIANCE 12-002

APPLICANT:

Angela Roberts for AltaMed Medical Group

REQUEST:

The following applications concerning the subject commercial property:

- A. Application ZCH 12-001. Zone Change of the subject property from C-3A Commercial (Regional/Community Shopping Center) to C-P Commercial(Administrative, Commercial and Professional Office) to permit Angela Roberts to operate an AltaMed Health Services facility; and
- B. Application CUP 12-003. a Conditional Use Permit to operate an adult daycare on the site; and
- C. Application VAR 12-002. a Variance to reduce the required parking from 105 parking spaces to 80 parking spaces.

LOCATION:

535 South Second Avenue

SURROUNDING LAND USES AND ZONING:

	EXISTING USE	ZONING
Site	Vacant commercial building	C-3A (Regional/Community Shopping Center)

North	Commercial businesses	C-3A (Regional/Community Shopping Center)
South	Commercial businesses	C-3A(Regional/Community Shopping Center)
East	Commercial businesses	C-3A (Regional/Community Shopping Center)
West	Thomas Acura dealership and Bozzani Motors dealership	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 of the subject site were mailed notices of the public hearing on May 10, 2012.

ENVIRONMENTAL DETERMINATION:

This proposal is categorically exempt pursuant to Class 1, Section 15301(a) of the California Environmental Quality Act (CEQA) Guidelines.

PROJECT DATA:

PROJECT DATA TABLE

PROPOSAL-RELATED ITEM	FIGURE/FACT
Site Area:	37,560 square feet (0.9 acres)
Building Area:	15,600 square feet (approximately), a one story commercial building. Year built 1955
Parking shown on plans :	80 parking spaces, including four (4) handicapped accessible stalls.
Required Parking:	City Code would require a minimum of 105 parking spaces or one stall per 150 sq. ft. of the gross floor area to support a medical use, such as the AltaMed Health Services facility.
Proposal:	The applicant is requesting a Zone Change to change the site's present zoning from C-3A to C-P to operate an AltaMed Health Services facility. In addition, a Conditional Use Permit is requested to operate an Adult Day Health Center / (Program for All-inclusive Care for the Elderly (PACE), and a Variance to reduce

	the required parking from 105 stalls to 80 stalls.
AltaMed/PACE:	The program hours of operation would be 7:00 a.m. until 5:30 p.m., Monday through Friday. The program would serve up to 165 participants per day. Approximately, 40 employees would be needed to staff the program at full capacity. Participants would arrive between 7:30 a.m. and 9:00 a.m. and stay approximately four (4) hours. By 2:00 p.m., all participants would have departed the facility. They will be transported to and from their homes by AltaMed vans. Approximately 15-20 vans would come to the site Monday through Friday.

BACKGROUND:

The applicant, Ms. Roberts, is requesting several zoning applications the first, is a change of zoning from C-3A Regional/ Community Shopping Center Commercial to C-P Administrative, Commercial and Professional Office for the subject property; the second application is for a conditional use permit to operate an adult day care center/ PACE program and; the third application is for a variance to reduce the required parking from 105 stalls to 80 stalls for the proposed use. The site is located along the 500 block of South Second Avenue. It presently abuts existing commercial businesses to the west, north and south. The subject commercial building was built in 1955. The last business to operate from the subject building was named "Enki Youth & Family Services which moved in December 2009 and since then the building has been vacant for more than two (2) years. The applicant's primary reason for the several zoning entitlement requests is to lease the site for an AltaMed Health Services Center which offers medical services to its program participants, as well as adult day care services and activities known as the PACE program. Currently the subject property's zoning of C-3A does not permit medical or dental businesses, but the C-P zone does. For clarification on certain key aspects of the proposal, the Commission should refer to the above project data section and to the applicant's letters of the business description and justification and the accompanying plans.

ZONE CHANGE ANALYSIS:

The Planning Division is required by City Code to investigate the facts bearing on a proposed zone change to provide information necessary to assure action is consistent with the intent of the City's Zone Change regulations and the General Plan.

A zone change may be initiated in the following manner:

- a. The Planning Commission may initiate proceedings by motion and then hold public hearings.

- b. The City Council may initiate proceedings by motion and then submit the matter to the Planning Commission for public hearings.
- c. The owner of property proposed for rezoning or the authorized representative of the owner may initiate proceedings by filing an application with the City's Planning Division. The application shall be complete and shall include such data and information as may be prescribed by the Planning Division to assist in determining the validity of the request.

The applicant submitted her zone change application on April 26, 2012. Staff circulated the applicant's plans for comments from the other City agencies. Staff visited the site and would agree with the applicant's plans to improve the exterior parking areas, landscaped areas and interior upgrades to the building. Later in this report conditions have been provided to address the following: The loading and unloading area for the AltaMed vans providing transit service for the applicant's clients; specifics regarding the setup of the day room area inside of the facility, etc.

In conclusion, staff believes the following further supports the applicant's zone change request:

1. The location at 535 South Second Avenue has been vacant for more than two (2) years and the property owner currently has a business (AltaMed Health Services) interested in the site; however, a zone change of the property from C-3A Commercial to C-P Commercial is necessary for the business to operate the medical clinic component with the proposed adult daycare. In this particular case, the applicant as well as the landowner could benefit economically by the proposed zone change.
2. The proposed zone change if granted would allow AltaMed to operate an Adult Day Health Center/ PACE program for the elderly. The applicant's business would directly benefit elderly persons residing in the City of Covina and Los Angeles County areas.
3. The proposed zone change from C-3A Commercial to C-P Commercial would not change the current General Plan designation of the subject property which General Commercial. General Commercial permits various types of retail and service businesses and administrative, professional and governmental offices that serve a diverse population and that comply with the applicable use, operation and other provisions of the Covina Zoning Ordinance. Staff believes the applicant's zone change request is consistent with the City's General Plan designation of General Commercial.

ANALYSIS AND FINDINGS – CONDITIONAL USE PERMIT:

Based upon an analysis of the proposed conditional use permit request, staff recommends that the Planning Commission make the following findings for the application:

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

Fact: The site for the proposed AltaMed Health Services facility totals 37,560 square feet and it has an existing commercial building which totals 15,600 square feet in floor area and 80 parking spaces are to be provided on-site to serve the applicant's clients and employees. The applicant business operation would serve a maximum 165 persons per day and a maximum 40 employees would be needed. In addition, all participants will be brought to the site by AltaMed vans. Staff believes if the applicant's variance application is approved, then the site could be deemed appropriate for the applicant's business.

2. That the streets adjacent to the use are adequate to handle the traffic generated.

Fact: Access to the subject property is provided by Second Avenue, a secondary arterial street with four (4) lanes of travel. It is designed to carry moderate to high-volume traffic. The proposed AltaMed facility has the potential to generate 187 vehicle trips daily. The applicant has stated that their program's participants would be transported to the site by vans, approximately 15-20 vans per day. Staff believes Second Avenue would be able to handle the minor increase of traffic expected from the proposed use.

3. That the use will have no adverse effect on abutting properties.

Fact: The proposed AltaMed facility will provide medical and adult day care services only to its enrolled elderly participants. The subject site abuts commercial businesses (retail and or office) to the south and west and the business to the north appears to serve developmentally disable persons. Staff believes the AltaMed facility should be compatible with the other commercial businesses in the immediate area.

4. That the proposed use does not affect the public health, safety and general welfare of the community.

Fact: The proposed AltaMed Health facility approval will be subject to their compliance with all applicable City of Covina Zoning, Building, State of California and Federal Government regulations. Later in this report, conditions of approval have been provided.

ANALYSIS AND FINDINGS – VARIANCE:

Based upon an analysis of the proposed variance request, staff recommends that the Planning Commission make the following findings for the application:

1. There are exceptional or extraordinary circumstances or conditions applicable to the property involved which do not apply generally to other property in the same vicinity and zone.

Fact: The applicant's business AltaMed Health Services is unique in that they provide a medical clinic component in conjunction with an adult day care operation. Their enrolled participants will be provided with physical, occupational, and speech therapies, as well as, clinical care, social activities and meals, i.e. PACE (Program for All-Inclusive Care for the Elderly). The average age of an enrolled participant is 79 years of age. Individuals must meet enrollment criteria as defined by State of California's Department of Aging.

2. Such variance is necessary for the preservation and enjoyment of a substantial property right of the applicant, which right is possessed by other property owners under like conditions in the same vicinity and zone, and the adjustment thereby authorized shall not constitute a grant of special privilege inconsistent with the limitations upon other properties in the same vicinity and zone.

Fact: The proposal's medical component triggers a higher parking requirement than retail. City Code requires medical uses to provide parking on the basis of one stall per 150 square feet of the building's gross floor area. The subject building was built in 1955 as a retail furniture store and at that time the retail parking requirement was one stall per 200 square feet of the gross floor area. The applicant business is not retail; however, the subject building as well as the site based upon the applicant's plans and business functions appears to be capable of supporting the AltaMed Health Services facility.

3. The granting of the variance will not be materially detrimental to the public health, safety, convenience, and welfare or injurious to property and improvement in the same vicinity and zone in which the property is located.

Fact: The applicant's variance request will require compliance with the Los Angeles County Fire Department Institutions Unit regulations and the City's Building Division comments and possibly submittal of plans to the Office of Statewide Health Planning Department (OSHDP).

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

Fact: The subject property is capable of complying with the City's zoning regulations for the C-P Commercial Zone district, and the City's General Plan designation of General Commercial if the deviation described in the variance request (a reduction of the required parking from 105 parking spaces to 80 parking spaces) is granted by the City.

STAFF RECOMMENDATION:

Staff recommends the following:

- A) That the Planning Commission recommend to the City Council approval of application Zone Change 12-001; and
- B) That the Planning Commission approve applications Conditional Use Permit 12-003 and Variance 12-002, subject to the attached conditions of approval.

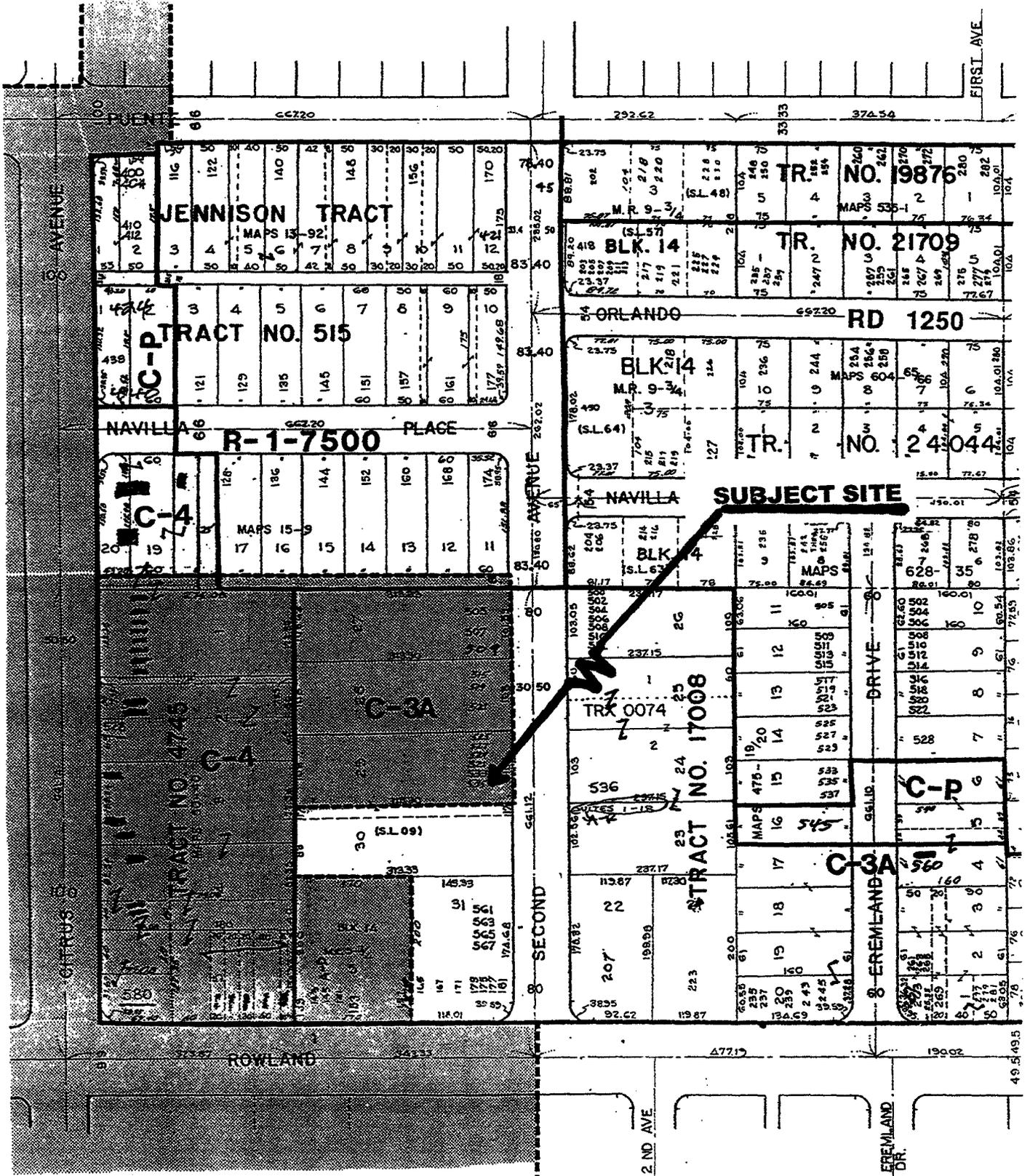
Attachments:

- Subject Site Map
- Applicant's explanation for zone change and conditional use permit
- Applicant's justification for variance
- Project Plans

SITE MAP

ZCH 12-001, CUP 12-003 & VAR 12-002

535 SOUTH SECOND AVENUE



AltaMed 2nd Street Covina – PACE
535 S. 2nd Street
April 25, 2012

AltaMed Health Services Corporation is applying for a Zone Change from C3A to CP to allow the Medical Clinic component for the proposed Adult Day Health Center (ADHC) / Program for All-Inclusive Care for the Elderly (PACE); a Conditional Use Permit to operate the ADHC / PACE program at 535 S. 2nd Avenue; and a Zone Variance for the reduction of parking from 105 required spaces to 80 spaces.

PACE combines medical services with that of services traditionally provided by an adult day health center. The medical clinic services are not open to the general public, only to the enrolled participants of the center. These enrolled participants are provided with physical, occupational, and speech therapies, as well as, clinical care, social activities, and meals. The average age of an enrolled participant is 79 years of age. Individuals must meet enrollment criteria as defined by State of California's Department of Aging.

AltaMed operates multiple PACE programs in the County of Los Angeles, City of Los Angeles, City of Huntington Park, City of Downey and City of El Monte. The program is staffed Monday through Friday, from 7:00 am until 5:30 pm. Participants arrive between 7:30 am and 9:00 am and stay approximately 4 hours. By 2:00 pm, all participants have departed the facility and only the staff remains until 5:30 pm. Participants are transported to and from their homes by AltaMed vans. Participants are generally individuals which live within a 5-mile radius of the facility.

The program will be able to serve up to 165 participants per day. Approximately, 40 employees will be needed to staff the program at full capacity.

15 - 20 approx. of vans - arrive in
shifts throughout the day.

4/26/12 

AltaMed Health Services
535 S. Second Street
Covina, CA
Variance Findings
April 26, 2012

Handwritten notes:
10/26/12
535 Second Street
Covina

1. AltaMed Health Services Corporation (AHSC) is requesting a variance to reduce the required parking from 105 spaces to 80 spaces. The proposed use will have a maximum of 165 participants which do not drive to the facility. The average age of an enrolled participant is 79 years of age; therefore they arrive to the facility in AltaMed transportation shuttles. There will be 40 employees on site which will drive their personal vehicles. We can accommodate 80 vehicles on site, per our Site Plan Review comments we were required to provide 105 spaces. Therefore, we are requesting a zone variance to reduce the required parking to allow 80 parking spaces on site.
2. The variance is necessary since we cannot accommodate all 105 spaces without provide compact spaces within the site. There will only be 40 employees on site and the 80 spaces we can accommodate will be more than sufficient.
3. The granting of the variance will not be materially detrimental to the public health, safety, convenience and welfare or injurious to property and improvement in the same vicinity and zone in which the property is located since the medical clinic component is not open to the general public. All enrolled participants are transported by AltaMed shuttle vehicles to and from the site. Employees will be the only person parking in the facility.
4. The granting of the variance will not be contrary to the objectives of the general plan. As stated above the medical clinic services are not open to the general public. Therefore, there is no need for more than 80 parking spaces on site.

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: August 21, 2012

ITEM NO.: PH 2

STAFF SOURCE: Steve Henley, Public Works Director
Kalieh Honish, Assistant Director of Public Works 
Alex Gonzalez, Senior Management Analyst
Justine Garcia, Management Analyst Trainee

ITEM TITLE: Consider Approval of Covina's Local Development Report for Los Angeles County's Congestion Management Program.

STAFF RECOMMENDATION

Adopt **Resolution No. 12-7092**, finding the City to be in conformance with the Congestion Management Program (CMP) and Adopting the CMP Local Development Report, in Accordance with California Government Code Section 65089.

FISCAL IMPACT

There is no general fund or restricted fund impact as Covina is found to be in compliance with the CMP. The City is required to remain in compliance with the CMP in order to receive the City's portion of State gas tax revenue allocated by Section 2105 of the California Streets and Highways Code.

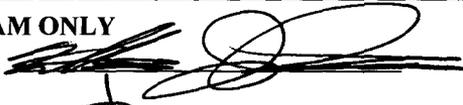
BACKGROUND

Each year before September 1st the City Council must approve a resolution (Exhibit A) stating that the City of Covina does and will continue to carry out its obligations under the CMP. The CMP is a State-mandated program intended to mitigate new development impacts on traffic congestion by requiring local and regional cooperation. A Local Development Report (Exhibit B) must also be submitted.

Local jurisdictions that choose to not comply with the CMP lose their portion of State gas tax revenue and are ineligible for Los Angeles County Metropolitan Transportation Authority Call for Projects funding.

EXHIBITS

- A. Resolution No. 12-7092
- B. 2011-2012 CMP Local Development Report

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

CITY OF COVINA

RESOLUTION NO. 12-7092

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, FINDING THE CITY TO BE IN CONFORMANCE WITH THE CONGESTION MANAGEMENT PROGRAM (CMP) AND ADOPTING THE CMP LOCAL DEVELOPMENT REPORT, IN ACCORDANCE WITH CALIFORNIA GOVERNMENT CODE SECTION 65089

WHEREAS, CMP statute requires the Los Angeles County Metropolitan Transportation Authority ("LACMTA"), acting as the Congestion Management Agency for Los Angeles County, to annually determine that the County and cities within the County are conforming to all CMP requirements; and

WHEREAS, LACMTA requires submittal of the CMP Local Development Report by September 1 of each year; and

WHEREAS, the City Council held a noticed public hearing on August 21, 2012.

NOW, THEREFORE, THE CITY COUNCIL FOR THE CITY OF COVINA DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the City has taken all of the following actions, and that the City is in conformance with all applicable requirements of the 2010 CMP adopted by the LACMTA Board on October 28 2010.

By June 15, of odd-numbered years, the City will conduct annual traffic counts and calculated levels of service for selected arterial intersections, consistent with the requirements identified in the CMP Highway and Roadway System chapter.

The City has locally adopted and continues to implement a transportation demand management ordinance, consistent with the minimum requirements identified in the CMP Transportation Demand Management chapter.

The City has locally adopted and continues to implement a land use analysis program, consistent with the minimum requirements identified in the CMP Land Use Analysis Program chapter.

The City has adopted a Local Development Report, attached hereto and made a part hereof, consistent with the requirements identified in the 2010 CMP. This report balances traffic congestion impacts due to growth within the City with transportation improvements, and demonstrates that the City is meeting its responsibilities under the Countywide Deficiency Plan consistent with the LACMTA Board adopted 2003 Short Range Transportation Plan.

SECTION 2. That the City Clerk shall certify to the adoption of this Resolution and shall forward a copy of this Resolution to the Los Angeles County Metropolitan Transportation Authority.

ADOPTED this 21st day of August, 2012.

Kevin Stapleton, Mayor

Attest:

Kay Manning, City Clerk

Approved as to Form:

Marco Martinez, City Attorney

CITY OF COVINA

Date Prepared: August 7, 2012

2012 CMP Local Development Report

Reporting Period: JUNE 1, 2011 - MAY 31, 2012

Contact: ALEX GONZALEZ-SENIOR MANAGEMENT ANALYST
 Phone Number: (626) 384-5519

**CONGESTION MANAGEMENT PROGRAM
 FOR LOS ANGELES COUNTY**

2011 DEFICIENCY PLAN SUMMARY

*** IMPORTANT: All "#value!" cells on this page are automatically calculated.
 Please do not enter data in these cells.**

DEVELOPMENT TOTALS**RESIDENTIAL DEVELOPMENT ACTIVITY****Dwelling Units**

Single Family Residential	1.00
Multi-Family Residential	0.00
Group Quarters	0.00

COMMERCIAL DEVELOPMENT ACTIVITY**1,000 Net Sq.Ft.²**

Commercial (less than 300,000 sq.ft.)	(3.25)
Commercial (300,000 sq.ft. or more)	0.00
Freestanding Eating & Drinking	0.00

NON-RETAIL DEVELOPMENT ACTIVITY**1,000 Net Sq.Ft.²**

Lodging	0.00
Industrial	0.00
Office (less than 50,000 sq.ft.)	0.00
Office (50,000-299,999 sq.ft.)	0.00
Office (300,000 sq.ft. or more)	0.00
Medical	0.00
Government	0.00
Institutional/Educational	0.00
University (# of students)	0.00

OTHER DEVELOPMENT ACTIVITY**Daily Trips**

ENTER IF APPLICABLE	0.00
ENTER IF APPLICABLE	0.00

EXEMPTED DEVELOPMENT TOTALS

Exempted Dwelling Units	37
Exempted Non-residential sq. ft. (in 1,000s)	11

Page 1

2. Net square feet is the difference between new development and adjustments entered on pages 2 and 3.

CITY OF COVINA

Date Prepared: August 7, 2012

2012 CMP Local Development Report

Reporting Period: JUNE 1, 2011 - MAY 31, 2012

Enter data for all cells labeled "Enter." If there are no data for that category, enter "0."

PART 1: NEW DEVELOPMENT ACTIVITY**RESIDENTIAL DEVELOPMENT ACTIVITY**

Category	Dwelling Units
Single Family Residential	2.00
Multi-Family Residential	0.00
Group Quarters	0.00

COMMERCIAL DEVELOPMENT ACTIVITY

Category	1,000 Gross Square Feet
Commercial (less than 300,000 sq.ft.)	0.00
Commercial (300,000 sq.ft. or more)	0.00
Freestanding Eating & Drinking	0.00

NON-RETAIL DEVELOPMENT ACTIVITY

Category	1,000 Gross Square Feet
Lodging	0.00
Industrial	0.00
Office (less than 50,000 sq.ft.)	0.00
Office (50,000-299,999 sq.ft.)	0.00
Office (300,000 sq.ft. or more)	0.00
Medical	0.00
Government	0.00
Institutional/Educational	0.00
University (# of students)	0.00

OTHER DEVELOPMENT ACTIVITY

Description (Attach additional sheets if necessary)	Daily Trips (Enter "0" if none)
ENTER IF APPLICABLE	0.00
ENTER IF APPLICABLE	0.00

Page 2

CITY OF COVINA

Date Prepared: August 7, 2012

2012 CMP Local Development Report

Reporting Period: JUNE 1, 2011 - MAY 31, 2012

Enter data for all cells labeled "Enter." If there are no data for that category, enter "0."

PART 2: NEW DEVELOPMENT ADJUSTMENTS

IMPORTANT: Adjustments may be claimed only for 1) development permits that were both issued and revoked, expired or withdrawn during the reporting period, and 2) demolition of any structure with the reporting period.

RESIDENTIAL DEVELOPMENT ADJUSTMENTS

Category	Dwelling Units
Single Family Residential	1.00
Multi-Family Residential	0.00
Group Quarters	0.00

COMMERCIAL DEVELOPMENT ACTIVITY

Category	1,000 Gross Square Feet
Commercial (less than 300,000 sq.ft.)	3.25
Commercial (300,000 sq.ft. or more)	0.00
Freestanding Eating & Drinking	0.00

NON-RETAIL DEVELOPMENT ACTIVITY

Category	1,000 Gross Square Feet
Lodging	0.00
Industrial	0.00
Office (less than 50,000 sq.ft.)	0.00
Office (50,000-299,999 sq.ft.)	0.00
Office (300,000 sq.ft. or more)	0.00
Medical	0.00
Government	0.00
Institutional/Educational	0.00
University (# of students)	0.00

OTHER DEVELOPMENT ACTIVITY

Description (Attach additional sheets if necessary)	Daily Trips (Enter "0" if none)
ENTER IF APPLICABLE	0.00
ENTER IF APPLICABLE	0.00

Page 3

2012 CMP Local Development Report

Reporting Period: JUNE 1, 2011 - MAY 31, 2012

Enter data for all cells labeled "Enter." If there are no data for that category, enter "0."

PART 3: EXEMPTED DEVELOPMENT ACTIVITY

(NOT INCLUDED IN NEW DEVELOPMENT ACTIVITY TOTALS)

Low/Very Low Income Housing	0	Dwelling Units
High Density Residential Near Rail Stations	0	Dwelling Units
Mixed Use Developments Near Rail Stations	11	1,000 Gross Square Feet
	37	Dwelling Units
Development Agreements Entered into Prior to July 10, 1989	0	1,000 Gross Square Feet
	0	Dwelling Units
Reconstruction of Buildings Damaged due to "calamity"	0	1,000 Gross Square Feet
	0	Dwelling Units
Reconstruction of Buildings Damaged in Jan. 1994 Earthquake	0	1,000 Gross Square Feet
	0	Dwelling Units
Total Dwelling Units	37	
Total Non-residential sq. ft. (in 1,000s)	11	

Exempted Development Definitions:

1. Low/Very Low Income Housing: As defined by the California Department of Housing and Community Development as follows:
 - Low-Income: equal to or less than 80% of the County median income, with adjustments for family size.
 - Very Low-Income: equal to or less than 50% of the County median income, with adjustments for family size.
2. High Density Residential Near Rail Stations: Development located within 1/4 mile of a fixed rail passenger station and that is equal to or greater than 120 percent of the maximum residential density allowed under the local general plan and zoning ordinance. A project providing a minimum of 75 dwelling units per acre is automatically considered high density.
3. Mixed Uses Near Rail Stations: Mixed-use development located within 1/4 mile of a fixed rail passenger station, if more than half of the land area, or floor area, of the mixed use development is used for high density residential housing.
4. Development Agreements: Projects that entered into a development agreement (as specified under Section 65864 of the California Government Code) with a local jurisdiction prior to July 10, 1989.
5. Reconstruction or replacement of any residential or non-residential structure which is damaged or destroyed, to the extent of > or = to 50% of its reasonable value, by fire, flood, earthquake or other similar calamity.
6. Any project of a federal, state or county agency that is exempt from local jurisdiction zoning regulations and where the local jurisdiction is precluded from exercising any approval/disapproval authority. These locally precluded projects do not have to be reported in the LDR.