



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, October 2, 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 **October 2, 2012** meeting was posted on **September 27, 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.

October 2, 2012

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

CALL TO ORDER

ROLL CALL

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

PUBLIC COMMENTS

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

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

CLOSED SESSION

- A. G.C. §54956.9(a) – CONFERENCE WITH LEGAL COUNCIL – Existing Litigation
Name of case: City of Covina et. al v. LPC Center et. al - Case No. KC0646566

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 Jerry Gunderson

PRESENTATIONS

Presentation – Regional Homelessness Accomplishments by Director of the San Gabriel Valley Consortium on Homelessness

Presentation – San Gabriel Valley Energy Wise Partnership check presentation to the City

Presentation – Covina Valley Unified School District regarding Measure CC

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

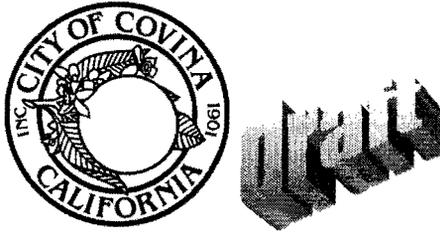
All matters listed under consent calendar are considered routine, and will be enacted by one motion. There will be no separate discussion on these items prior to the time the Council/Successor Agency to the Covina Redevelopment Agency/Public Finance Authority/Housing Authority votes on them, unless a 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 September 18, 2012 regular meeting of the City Council/Successor Agency to the Covina Redevelopment Agency/Public Finance Authority/Housing Authority.
- CC 2.** City Council to receive and file the 1st Quarter 2012 Sales Tax Update.
- CC 3.** City Council to award a bid for Sewer Main Replacement at Grand Avenue and Ruddock Street, Project No. S-1202.

- CC 4.** City Council to adopt **Resolution No. 12-7106**, to amend fiscal year 2012-2013 Public Works Department, Code Enforcement Operations operating budget to reflect an appropriation from the Community Improvement fund for a subscription agreement with Dataquick Information Systems, Incorporated.
- CC 5.** City Council to adopt **Resolution No. 12-7107**, to increase fiscal year budget in order to complete equipment upgrades in the Council Chamber.
- CC 6.** City Council to adopt **Resolution No. 12-7108**, calling for the holding of a General Municipal Election to be held on Tuesday, March 5, 2013 for the election of certain officers as required by the provisions of the State of California relating to general law cities; and adopt **Resolution No. 12-7109**, requesting the Board of Supervisors of the County of Los Angeles to render specified services to the City; and adopt **Resolution No. 12-7110**, adopting regulations for candidates for elective office pertaining to candidates statements submitted to the voters.
- CC 7.** City Council to approve the Memorandum of Understanding for the 2013 Greater Los Angeles Homeless Count Opt-In-Program.
- CC 8.** City Council to receive and file the notification of the Covina Irrigating Company annual stockholders designation of proxy and alternate proxy.
- CC 9.** City Council to adopt **Resolution No. 12-7111**, to accept reprogrammed grant funding from the 2009 California State Homeland Security Grant Program (SHSGP) for the purchase of UHF portable radios; and to adopt **Resolution No. 12-7112**, which authorizes an increase in the 2012-2013 Police Department budget for the purchase of UHF portable radios.
- CC 10.** City Council to receive and file request for refund from water utility customer.
- CC 11.** City Council to award a bid for CNG Refueling Station Upgrade, Project No. M-1118.
- CC 12.** City Council to consider a letter supporting the U.S. Conference of Mayors letter preventing sequestration cuts.
- CC 13.** City Council to receive and file the Due Diligence Review of the Low/Moderate Income Housing Funds; required per Health and Safety Code Section 34179.5.

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, October 16, 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 SEPTEMBER 18, 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 6:35 p.m. with Council Member King arriving at 6:40 p.m. All Council Members were present. City Attorney Marco Martinez announced the closed session items listed on the regular meeting agenda. There was no public comment.

ROLL CALL

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

Council Members Absent: NONE

Elected Members Present: MANNING

Staff Members Present: Human Resources Director, City Attorney, Police Chief, Finance Director, Police Captain, Assistant to the City Manager, Interim Public Works Director, Sr. Human Resources Analyst, Environmental Services Manager, Assistant Director of Public Works, Sr. Redevelopment Manager, Senior Planner 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 September 18, 2012 City Council/Successor Agency to the Covina Redevelopment Agency/Public Finance Authority/Housing Authority meeting was posted on September 13, 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 NEGOTIATOR
Agency representative: Marco A. Martinez, City Attorney
Unrepresented Employee Title: City Manager
- B. G.C. §54956.8(b) – CONFERENCE WITH REAL PROPERTY NEGOTIATOR –Negotiations to include both price and terms
Property: 129 East San Bernardino Road
Agency negotiator: Daryl Parrish, City Manager
- C. G.C. §54956.9(c) – CONFERENCE WITH LEGAL COUNCIL – Anticipated litigation - Initiation of Litigation
Number of potential cases: 1 (one)

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 with 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 Dr. Patricia Venegas gave the invocation.

PRESENTATIONS

Mayor Stapleton and Council Member King invited Debbie King, Regent for the Covina Daughters of the American Revolution (DAR), and presented her with a proclamation commemorating 2012 Constitution Week, marking the 225th anniversary of the United States Constitution.

PUBLIC COMMENTS

Ken Kauffman, Covina resident, spoke regarding his residential water meter. He requested the City Council dismiss the fees for the vandalized water meter.

Mayor Stapleton, with consensus of the Council, directed staff to provide a report at a future meeting regarding Mr. Kauffman's request.

Dora Gomez, representing Covina Assembly of God Church, provided an update on the Back-2-School event, noting that 1300 backpacks filled with school supplies were giving out at the park. Ms. Gomez thanked Council and Staff for attending the event.

Leonard Rose, Jr., La Puente resident, spoke about Christ First Baptist Church of Covina and the Victory Outreach program.

COUNCIL/AGENCY/AUTHORITY COMMENTS

Council Member Low commended the Daughters of the American Revolution for recognizing Constitution Week. Council Member Low spoke of Hugo Black, United States Senator, adding that Senator Black was a promoter of the Constitution during his tenure.

Council Member King reminded everyone of the 4th Annual Covina Swing Band Festival, Saturday, September 29, 2012 at Covina Park, 1:00 p.m. to 9:00 p.m. The entertainment schedule will include eight bands.

Council Member Delach reported on her attendance to the League of California Cities annual conference held in San Diego, September 5 – 8, 2012. Council Member Delach referenced one of the presentations on how to engage the community with limited resources.

Mayor Pro Tem Allen reported on his attendance to the League of California Cities annual conference held in San Diego. Mayor Pro Tem Allen stated that he sits on the Public Safety Committee for the League of California Cities. Mayor Pro Tem Allen spoke on initiatives and resolutions that were before the Committee: Proposition 34, Proposition 35 and Proposition 36; a Resolution regarding fines and forfeitures, a Resolution regarding internet crime against children and lastly, a Resolution that encourages counties and cities champion disaster preparedness.

Mayor Stapleton announced that a sewer replacement construction project would begin at the intersection of Covina Boulevard and Grand Avenue on Wednesday, September 19, 2012. He added that motorists might experience delays resulting from lane closures at the project site.

Mayor Stapleton announced the following upcoming events:

- Covina residents can get a free programmable thermostat to the first 30 resident that register with Environmental Services.
- Covina residents are eligible for a free plug load sensor; see Environmental Services for additional information.
- Covina Day at the Los Angeles County Fair, Saturday, September 22, 2012. Tickets are available for \$5 by visiting www.lacountyfair.com/onlinetickets with the promo code, *Covina22*
- The Magic of Taylor Hughes, Friday, October 5 and Saturday, October 6, 2012, at the Covina Center for the Performing Arts. For ticket information call (626) 331-8133 or visit www.covinacenter.com.

CITY MANAGER COMMENTS

None.

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, CC6, CC7, and CC11. Consent Calendar items CC8, CC9 and CC10 were removed from the agenda for further discussion and consideration. **Motion carried 5-0.**

- CC 1.** City Council approved the minutes from the September 4, 2012 regular meeting of the City Council/Successor Agency to the Covina Redevelopment Agency/Public Finance Authority/Housing Authority.

- CC 2. City Council approved the minutes from the September 10, 2012 special meeting of the City Council/Successor Agency to the Covina Redevelopment Agency/Public Finance Authority/Housing Authority.
- CC 3. City Council approved the payment of demands in the amount of \$5,743,709.56.
- CC 4. Successor Agency to the Covina Redevelopment Agency approved the payment of demands in the amount of \$2,863,895.40.
- CC 5. City Council adopted **Resolution No. 12-7104**, approving the side letter between the City of Covina and the American Federation of State, County and Municipal Employees (AFSCME) Local 36.
- CC 6. City Council received and filed the Public Works Department monthly activity report.
- CC 7. Covina Housing Authority received and filed Covina Housing Authority annual report.
- CC 8. City Council to approve the professional services agreement between the City of Covina and Rice, Englander and Associates to provide State of California Advocacy Services.

Tony Rice provided an update on the State government legislation.

On a motion made by Mayor Stapleton, seconded by Mayor Pro Tem Allen, the Council/Agency/Authority approved Consent Calendar item CC8. **Motion carried 4-1, with Council Member Low in opposition.**

- CC 9. City Council to receive and file the City of Covina strategic plan update.

Council Member Low stated at a strategic plan meeting in 2009 a goal was set to develop a program for citizens to contribute to a donor wall plaque to promote children reading. Council Member Low noted that report is silent on the program and feels it is important project.

Mayor Stapleton suggested that Council Member Low bring the topic up for discussion at the next strategic plan workshop meeting in October.

On a motion made by Council Member Delach, seconded by Council Member King, the Council/Agency/Authority approved Consent Calendar item CC9. **Motion carried 4-1, with Council Member Low in opposition.**

- CC 10. City Council to approve the professional services agreement between the City of Covina and David Turch and Associates to provide Federal Advocacy Services.

David Turch provided an update on the Federal government legislation.

On a motion made by Council Member King, seconded by Council Member Delach, the Council/Agency/Authority approved Consent Calendar item CC10. **Motion carried 4-1, with Council Member Low in opposition.**

CC 11. City Council approved the amendment to extend the term of the City Manager's employment agreement.

CONTINUED BUSINESS

CB 1. City Council considered a second reading and adoption of an Ordinance amending certain sections of the Town Center Specific Plan.

Human Resources Director Anthony Arroyo gave a brief report on the item for consideration and noted a typo on the agenda, correcting the Ordinance No. to 12-2011.

On a motion made by Council Member Delach, seconded by Council Member Low, the City Council adopted **Ordinance No. 12-2011**, amending the Town Center Specific Plan to reclassify the sale of alcohol for on-site consumption by a restaurant or food service establishment from a permitted use to conditional use. **Motion carried 5-0.**

NEW BUSINESS

NB 1. City Council considered anticipated adoption of the Draft National Pollutant Discharge Elimination System (NPDES) Permit for Municipal Separate Storm Sewer System (MS4) Discharges within Los Angeles County (Draft MS4 Permit) by the Los Angeles Regional Water Control Board (Regional Board).

Environmental Services Manager Vivian Castro gave a PowerPoint presentation of the item for consideration.

Following a brief discussion and on a motion made by Council Member Delach, seconded by Mayor Pro Tem Allen, the City Council authorized a Member of the City Council, the City Manager, or his designee, to present the City's comments on the Draft MS4 Permit; and authorized the City Manager, or his designee, to retain the services of outside counsel to assist the City in preparing an administrative petition with the State Water Resources Control Board challenging the Draft MS4 Permit unless corrected as requested by the City; and authorized the City Attorney to file an administrative petition with the State Water Control Board in the event the Los Angeles Regional Water Quality Control Board adopts the Draft MS4 NPDES Permit without the corrections requested by the City. **Motion carried 5-0.**

NB 2. City Council received and filed a report regarding the Prospero Park Enforcement Activities and scheduled a workshop to consider a proposed rental-housing ordinance.

Assistant Public Works Director Alex Gonzalez gave a PowerPoint presentation on the item for review by the City Council.

Following a brief discussion and on a motion made by Council Member King, seconded by Mayor Pro Tem Allen, the City Council received and filed the report on enforcement activities in the Prospero Park area by the Police Department and Code Enforcement

division and scheduled a workshop for the City Council to review the previously proposed Ordinance No. 10-1980, calling a special workshop meeting to be held on Tuesday, October 2, 2012 at 4:00 p.m. **Motion carried 5-0.**

ADJOURNMENT

At 9:11 p.m., Mayor Stapleton adjourned the meeting to a special meeting of the Covina City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Finance Authority/Covina Housing Authority to be held on **Tuesday, October 2, 2012 at 4:00 p.m.** in the Council Chamber located inside of City Hall, 125 East College Street, Covina, California, 91723.

The next regular meeting of the Council/Agency/Authority is scheduled for **Tuesday, October 2, 2012** at 6:30 p.m. for closed session and 7:30 p.m. for open session in the Council Chamber located inside of City Hall, 125 East College Street, Covina, California, 91723.

Respectfully Submitted:

Catherine M. LaCroix, CMC
Senior Deputy City Clerk

Approved this 2nd day of October, 2012.

Mayor/Chairperson Stapleton

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: October 2, 2012

ITEM NO. CC 2

STAFF SOURCE: Dilu de Alwis, Finance Director *DL*

ITEM TITLE: Receive and File 1st Quarter 2012 Sales Tax Report.

STAFF RECOMMENDATION

City Council to receive and file 1st Quarter 2012 Sales Tax Report.

FISCAL IMPACT

None

BACKGROUND

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

		Quarter over Quarter Variance by % (unadjusted)	\$ Variance
4 th Quarter 2009	4 th Quarter 2010	1%	\$15,657
1 st Quarter 2010	1 st Quarter 2011	2%	\$33,939
2 nd Quarter 2010	2 nd Quarter 2011	8%	\$132,442
3 rd Quarter 2010	3 rd Quarter 2011	9.2%	\$148,930
4 th Quarter 2010	4 th Quarter 2011	8.2%	\$136,132
1 st Quarter 2011	1 st Quarter 2012	8.9%	\$141,854

Sales tax continues to track above the negative territory that the region experienced as recently as the 1st quarter of 2009. Covina has experienced high single digit gains since the 2nd quarter 2011. This is welcome news that the Covina economy is stabilizing and staff is cautiously optimistic that the coming quarters continue to show marginal growth. As shown in the table above, this is the 6th quarter in a row that the sales tax results have been positive. Autos & Transportation, Business & Industry and Fuel & Service Station and Restaurants and Hotels categories contributed to push the sales tax upward while General Consumer Goods and Building & Construction categories had a negative impact. The City is fortunate that it has well-balanced sales tax generators that offset one-another in down economies.

As a point of comparison, during the peak period of sales tax revenue (1st quarter 2007) the City received a total of \$2.1 million compared to the same quarter for 2012 sales tax of \$1.7 million, a negative variance of \$400,000 or 20%.

With the results shown in the table above our hope is that the economy continues to move in positive territory and the sales tax results return to the 2007 levels. Sales tax which makes up approximately 18% of the General Fund budget is a key funding source for many programs including Public Safety and Culture and Recreation. Stabilization of this revenue source will enable the City of Covina to continue to maintain the level of services currently in place.

RELEVANCE TO THE STRATEGIC PLAN

This informational item is in-line with the Long-Term Financial Stability component of the Strategic Plan under "Enhance Financial Stability".

EXHIBITS

- A. Covina Sales Tax Report
- B. Major Industry Groups 13 Quarter History

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

Sales Tax by Major Industry Group

General Consumer Goods
Count: 773

Autos And Transportation
Count: 197

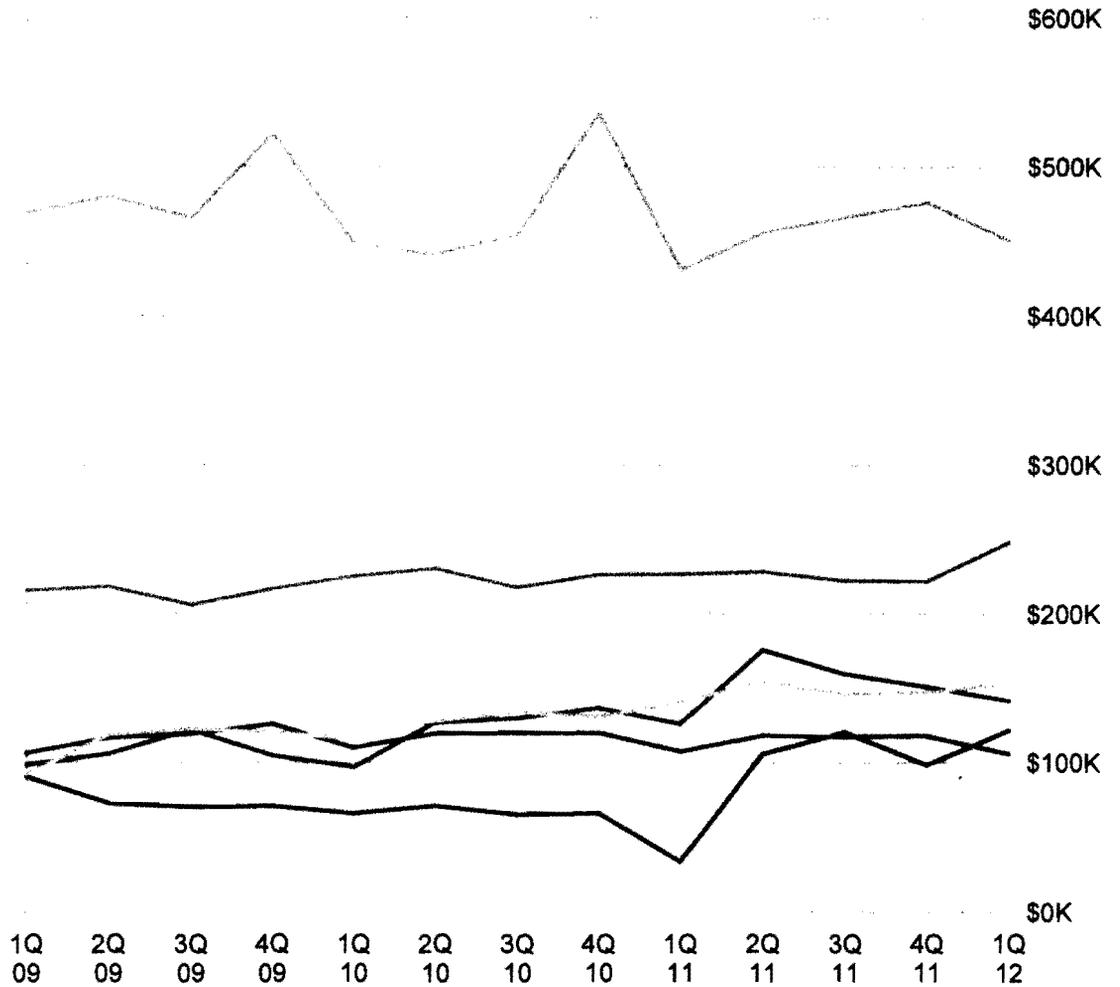
Restaurants And Hotels
Count: 176

Fuel And Service Stations
Count: 18

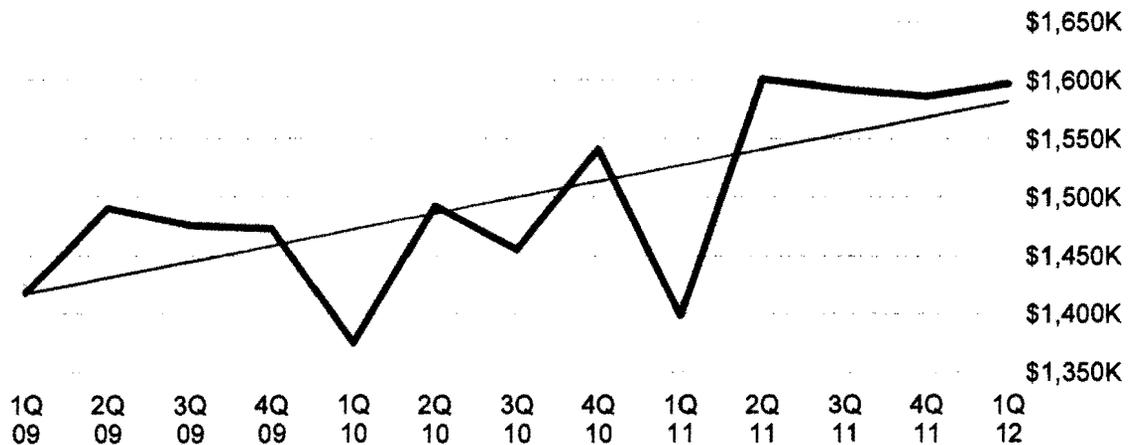
Building And Construction
Count: 60

Business And Industry
Count: 438

Food And Drugs
Count: 73



Agency Trend



Adjusted by moving retroactive payments into the quarter the sale occurred
Periods shown reflect the period in which the sales occurred - Point of Sale

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Q1



City of Covina Sales Tax Update

Second Quarter Receipts for First Quarter Sales (January - March 2012)

Covina In Brief

Receipts for Covina's January through March sales were 8.9% higher than the same quarter one year ago. However, various anomalies understated the results. After factoring out these and other reporting aberrations, actual sales activity was up 12.6%.

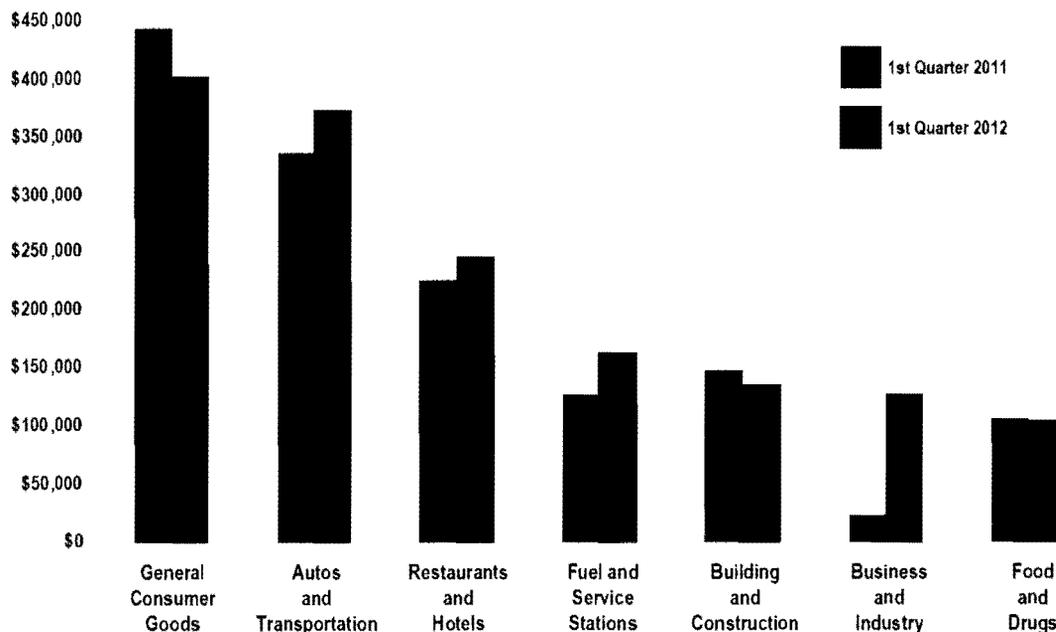
The autos and transportation group benefited from the addition of a new business and increased sales from autos and other categories. The restaurant group posted gains from all types of restaurants.

Receipts from business and industry were lifted in part by a one-time use tax and a solid sales quarter from business services and light industrial supplies. Higher prices at the pump were a factor in the sales increases from service stations.

General consumer goods posted gains from multiple categories including home furnishings and family apparel; however, an accounting adjustment temporarily depressed the results. Similarly, the decrease from building and construction was due to payment anomalies. Net of these adjustments, actual receipts for the quarter were up 12.6%.

Adjusted for aberrations, taxable sales for all of Los Angeles County increased 8.4% over the comparable time period, while the Southern California region as a whole was up 8.1%.

SALES TAX BY MAJOR BUSINESS GROUP



TOP 25 PRODUCERS

In Alphabetical Order

Arco	Millies
Berts Mega Mall	Reynolds GMC Trucks
Bozzani Volkswagen	Ross
Cleamans North Woods	Royal Custom Designs
Covina Gas	Shell
Covina Valley Kia	Superior Super Warehouse
Dauntless Molds	Thomas Acura
Enterprise Rent A Car	Union 76
Guitar Center	Union 76
Home Depot	Walgreens
Ikea	Walmart
K Mart	World Oil
Med Legal	

REVENUE COMPARISON

Four Quarters - Fiscal Year To Date

	2010-11	2011-12
Point-of-Sale	\$5,933,726	\$6,366,498
County Pool	670,854	701,617
State Pool	2,673	2,259
Gross Receipts	\$6,607,253	\$7,070,373
Less Triple Flip*	\$(1,651,813)	\$(1,767,593)

*Reimbursed from county compensation fund

Statewide Results

Adjusted for accounting aberrations, California's local sales and use tax revenues for January through March transactions increased 8.4% over last year's comparison quarter. Most areas of the state realized gains from service stations and auto sales; whereas some counties received added benefits in use taxes from alternative energy plant projects. Overall, the San Joaquin Valley, with strong agriculture-related purchases, led all other regions of the state.

The Year Ahead

Having bottomed out in 2009-10, California made solid progress toward economic recovery in 2011-12. Job gains, easier credit, pent-up demand for autos and goods, higher fuel prices, continued investment in technology and increased tourism and business travel all contributed to rising sales tax revenues.

Most analysts believe that the recovery will continue in 2012-13 although at a slower pace. How much slower is uncertain due to a number of major unresolved issues and the extent to which they can be avoided or mitigated.

One issue is the state's \$16 billion budget deficit. Government has traditionally accounted for 18% of California's jobs and the full effect of looming job losses will not be fully known until after the November election.

The European financial crisis is a problem of particular importance to California which ships high tech equipment, tools and software along with a variety of agricultural and other products to 226 countries. Exports account for roughly 25% of the state's economy.

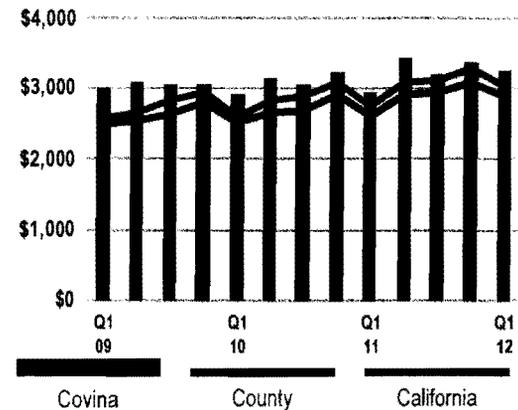
Additionally, California manufacturers that rely on foreign parts

could face a shortage if European bank credit lines contract due to ongoing European financial problems.

The final issue involves the Federal Budget Control Act of 2011 which was adopted to resolve last year's debt-ceiling crisis. On January 1, existing temporary tax cuts on income, payroll, capital gains and estates expire. If Congress cannot overcome its ideological differences and agree on a budget package, \$400 billion in automatic spending cuts will be activated.

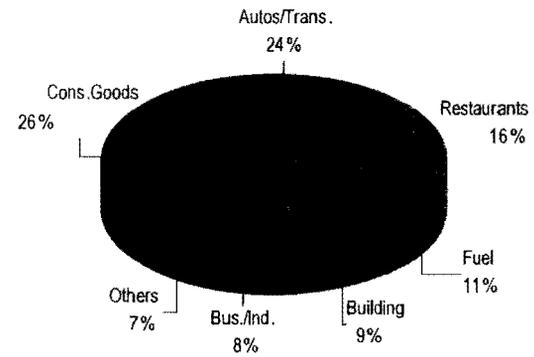
There is general optimism that another recession can be avoided because it is unlikely that all these issues will devolve to their worst possible case. However, uncertainty about eventual outcomes will impact spending, investment and hiring plans and slow the recovery in 2012's second half. Even so, HdL's current consensus forecast is for a 4.5% to 5.0% increase in statewide local sales tax revenues in 2012-13.

SALES PER CAPITA



REVENUE BY BUSINESS GROUP

Covina This Quarter



COVINA TOP 15 BUSINESS TYPES

Business Type	Covina		County	HdL State
	Q1 '12*	Change	Change	Change
Auto Repair Shops	39.1	-0.5%	6.5%	8.0%
Automotive Supply Stores	32.2	20.6%	6.6%	9.3%
Boats/Motorcycles	— CONFIDENTIAL —		6.3%	13.8%
Business Services	45.3	na	99.5%	40.5%
Discount Dept Stores	— CONFIDENTIAL —		5.0%	5.6%
Drug Stores	30.9	19.1%	4.0%	2.7%
Grocery Stores Liquor	45.3	-11.1%	4.6%	5.5%
Home Furnishings	200.1	6.9%	5.0%	7.1%
Light Industrial/Printers	32.9	22.6%	8.5%	0.1%
Lumber/Building Materials	121.5	-6.7%	14.3%	8.8%
New Motor Vehicle Dealers	208.9	63.7%	16.2%	14.5%
Restaurants Beer And Wine	52.5	20.6%	6.9%	4.4%
Restaurants Liquor	48.3	3.5%	10.9%	12.9%
Restaurants No Alcohol	140.5	7.0%	10.7%	9.5%
Service Stations	164.3	28.5%	16.0%	13.4%
Total All Accounts	\$1,561.6	10.1%	11.2%	9.9%
County & State Pool Allocation	167.3	-0.5%		
Gross Receipts	\$1,728.8	8.9%		

*In thousands

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: October 2, 2012

ITEM NO.: CC 3

STAFF SOURCE: Kalieh Honish, Director of Public Works *OH*
Alex González, Assistant Director of Public Works
Laura Lara, Assistant Civil Engineer

ITEM TITLE: Award of Bid for Sewer Main Replacement at Grand Avenue and Ruddock Street – Project No. S-1202

STAFF RECOMMENDATION

That the City Council:

- a. Approve the construction drawings for the project; and
- b. Award the bid for Sewer Main Replacement at Grand Avenue and Ruddock Street, Project No. S-1202, to Gentry Brothers, Incorporated as the lowest responsive and responsible bidder in the amount of \$1,092,545.00.

FISCAL IMPACT

The project will be funded with Wastewater Revenue Funds which are budgeted within Account No. 6300-2700-55350. The remaining expenditures for the project are limited to the costs of in-house engineering and inspection costs, all of which are budgeted within the approved Fiscal Year 2012-13 Budget under Account No. 1010-2100-50010. Accordingly, awarding the bid for the project will have no negative fiscal impact.

BACKGROUND

Project No. S-1202 consists of upgrading the size of the existing 8-inch sanitary sewer on Ruddock Street and Ivescrest Avenue to 10-inch main and upgrade the existing 8-inch sanitary sewer on Grand Avenue to 12-in main to improve flows into the existing Sanitation Districts of Los Angeles County trunk line sewer in Badillo Street.

The project limits are as follows:

- Grand Avenue- Ruddock Street to Badillo Street
- Ruddock Street- Grand Avenue to Ivescrest Avenue
- Ivescrest Avenue- Ruddock Street to Wanamaker Drive

The project was duly noticed and advertised, and bids were received in the City Clerk's office on September 6, 2012. After a general review of the bids was completed and any mathematical

errors in unit price equations were corrected, Gentry Brothers, Incorporated, as shown on the attached Exhibit B, was the lowest bidder with a bid of \$1,092,545.00. The highest bid was received from Vido Artukovich & Son, Incorporated in the amount \$1,594,981.00. The Engineer's estimate for the project was \$1,220,000.00.

RELEVENCE TO THE STRATEGIC PLAN

While not directly responsive to any of the currently identified objectives of the Strategic Plan, improvements of the City's sanitary sewer system to reduce the potential for sewage overflows, support the specific Strategic Plan's Goals of enhancing financial stability and becoming an environmentally sustainable community.

EXHIBITS

- A. Bid Summary
- B. Project Plans on file with the Public Works Department, Engineering Section

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

**BID SUMMARY
 GRAND/RUDDOCK/IVESCREST
 SEWER REPLACEMENT PROJECT NO. S-1202
 SEPTEMBER 6, 2012**

				UNIT	1) GENTRY	2) VASILJ	3) TORO	4) GRFCO	5) MIKE	6) MNR	7) KANA	8) VIDO
NO	DESCRIPTION	QTY	UNIT	PRICE	BROS INC	INC	ENTERPRISES INC	INC	BUBALO CONST	CONST	PIPELINE	ARTUKOVICH
A. SEWER MAIN REPLACEMENT AT GRAND AVENUE, RUDDOCK STREET, AND IVESCREST AVENUE												
PROJECT NO. S-1202												
1	Remove existing 8" VCP sewer main. Install new 10" VCP sewer main, kept exist alignment and slope between exist manhole, reconnect house sewer lateral services	3,885	L.F.	106.00	\$411,810.00	\$543,900.00	\$462,315.00	\$641,025.00	\$571,095.00	\$489,510.00	\$602,175.00	\$660,450.00
2	Remove existing 8" VCP sewer main. Install new 12" VCP sewer main, kept exist alignment and slope between exist manhole	1,274	L.F.	150.00	\$191,100.00	\$210,210.00	\$327,418.00	\$235,690.00	\$203,840.00	\$239,512.00	\$426,790.00	\$254,800.00
3	Reconnect house sewer lateral services	54	EA.	1,800.00	\$97,200.00	\$40,500.00	\$28,080.00	\$43,200.00	\$108,000.00	\$27,000.00	\$45,900.00	\$54,000.00
4	Modify exist concrete Manhole for new 10" and 12" VCP sewer main.	22	EA.	1,000.00	\$22,000.00	\$33,000.00	\$55,000.00	\$22,000.00	\$33,000.00	\$48,400.00	\$38,500.00	\$55,000.00
5	AC Paving 1" thicker than existing. Base & Bedding included, see Detail Backfill & Repayment Section. (Ruddock & Ivescrest)	3,885	L.F.	25.00	\$97,125.00	\$38,850.00	\$62,160.00	\$7,770.00	\$77,700.00	\$128,205.00	\$81,585.00	\$155,400.00
				Subtotal (A)	\$819,235.00	\$666,460.00	\$934,973.00	\$949,685.00	\$993,635.00	\$932,627.00	\$1,194,950.00	\$1,179,650.00
B. STREET OVERLAY- RUDDOCK STREET AND IVESCREST AVENUE												
NEW CONCRETE SIDEWALK AT GRAND AVENUE- RUDDOCK STREET TO BADILLO STREET												
1	Cold Mill exist Asphalt Concrete Pavement, 2" depth, edge to edge of gutter/curb to curb.	163,300	S.F.	0.15	\$24,495.00	\$24,495.00	\$39,192.00	\$32,660.00	\$32,660.00	\$22,862.00	\$26,128.00	\$57,155.00
2	2.00" ARHM Overlay	2,014	Tons	82.50	\$166,155.00	\$171,190.00	\$186,295.00	\$187,302.00	\$181,260.00	\$177,232.00	\$195,358.00	\$189,316.00
3	8" Full depth AC Repair, 4" AC & 4" Crushed Aggregate Base	200	S.F.	10.00	\$2,000.00	\$4,000.00	\$4,000.00	\$2,000.00	\$9,000.00	\$4,000.00	\$5,600.00	\$1,400.00
4	AC Leveling Course (if needed)	100	Tons	80.00	\$8,000.00	\$11,000.00	\$8,900.00	\$11,500.00	\$12,000.00	\$11,000.00	\$12,100.00	\$11,000.00
5	Adjust Sewer Manhole to New Grade (Double Adjust per APWA)	22	EA.	400.00	\$8,800.00	\$18,700.00	\$11,000.00	\$7,150.00	\$17,600.00	\$17,600.00	\$13,200.00	\$6,600.00
6	Remove & replace WC Ramp per APWA Std. Plan No. 111-4, curb & gutter included.	20	EA.	1,500.00	\$30,000.00	\$50,000.00	\$40,000.00	\$44,000.00	\$40,000.00	\$80,000.00	\$57,200.00	\$70,000.00
7	Truncated Domes, Installed	11	EA.	400.00	\$4,400.00	\$5,500.00	\$3,960.00	\$6,600.00	\$5,500.00	\$3,300.00	\$5,148.00	\$16,500.00
8	Install new 4" thick concrete sidewalk and parkway, grading included and provide tree wells for existing trees.	6,340	SF	4.00	\$25,360.00	\$31,700.00	\$22,190.00	\$38,040.00	\$31,700.00	\$76,080.00	\$26,311.00	\$50,720.00

BID SUMMARY
GRAND/RUDDOCK/IVESCREST
SEWER REPLACEMENT PROJECT NO. S-1202
SEPTEMBER 6, 2012

				UNIT	1) GENTRY	2) VASILJ	3) TORO	4) GRFCO	5) MIKE	6) MNR	7) KANA	8) VIDO
NO	DESCRIPTION	QTY	UNIT	PRICE	BROS INC	INC	ENTERPRISES INC	INC	BUBALO CONST	CONST	PIPELINE	ARTUKOVICH
9	Remove and Replace existing driveway to City Standard (see attachment).	220	SF	5.00	\$1,100.00	\$3,300.00	\$1,100.00	\$2,200.00	\$2,200.00	\$7,260.00	\$1,815.00	\$2,640.00
10	Striping & Markings per Plan	1	L.S.	3,000.00	\$3,000.00	\$7,500.00	\$7,100.00	\$3,000.00	\$10,000.00	\$5,400.00	\$4,190.00	\$10,000.00
				Subtotal (B)	\$273,310.00	\$327,385.00	\$323,737.00	\$334,452.00	\$341,920.00	\$404,734.00	\$347,050.00	\$415,331.00
				Construction Total	\$1,092,545.00	\$1,193,845.00	\$1,258,710.00	\$1,284,137.00	\$1,335,555.00	\$1,337,361.00	\$1,542,000.00	\$1,594,981.00

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: October 2, 2012

ITEM NO.: CC 4

STAFF SOURCE: Kalieh Honish, Interim Director, Public Works *KH*
Alex Gonzalez, Assistant Director of Public Works

ITEM TITLE: Amend the Fiscal Year 2012-2013 Public Works Department, Code Enforcement Operating Budget to Reflect an Appropriation of \$4,500.00 from the Community Improvement Fund for a Subscription Agreement with Dataquick Information Systems, Incorporated.

STAFF RECOMMENDATION

Adopt **Resolution No. 12-7106** to amend the Fiscal Year 2012-2013 Public Works Department, Code Enforcement operating budget (1010-4200-53100) to reflect an appropriation of \$4,500.00 from Community Improvement reserve funds (2188-4200-00000) for a Subscription Agreement with Dataquick Information Systems, Incorporated.

FISCAL IMPACT

The recommended action will appropriate \$4,500.00 from Community Improvement reserve funds (2188-4200-00000) to the Code Enforcement operations account (1010-4200-53100). The Community Improvement fund balance as of June 30, 2012 (unaudited) is \$234,540.00 and staff is recommending drawing down \$4,500.00 for this agreement. There will be no fiscal impact to the General Fund.

BACKGROUND

In order for a Code Enforcement action (e.g. citation, abatement order, property lien) to be served legally it must be delivered to the property owner of record as of the date of the action. Existing staff resources provide property owner information with a lag time of four to six months from recordation at the Los Angeles County Assessor's Office, which is not timely enough to take appropriate action against properties that are in foreclosure. The Dataquick subscription agreement allows up to 100 searches per month at an average cost of \$3.95 per search and would provide owner information, title documents and lien documents 96 hours after recordation. Without this agreement, Code Enforcement staff can access Dataquick information from the Code Enforcement Attorney (Dapeer, Rosenblit, and Litvak) at a cost of \$40 per search, or send an employee to the Los Angeles County Assessor's Office to pull documents.

EXHIBITS:

A. Resolution No. 12-710

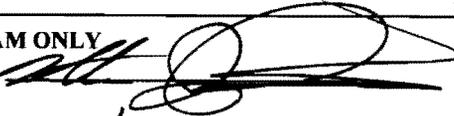
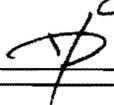
REVIEW TEAM ONLY	
City Attorney: 	Finance Director: 
City Manager: 	Other: _____

EXHIBIT A

RESOLUTION NO. 12-7106

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, TO AMEND THE FISCAL YEAR 2012-2013 PUBLIC WORKS DEPARTMENT, CODE ENFORCEMENT OPERATING BUDGET TO REFLECT AN APPROPRIATION OF \$4,500.00 FROM COMMUNITY IMPROVEMENT RESERVE FUNDS FOR A SUBSCRIPTION AGREEMENT WITH DATAQUICK INFORMATION SYSTEMS, INCORPORATED

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

WHEREAS, the budget for the City of Covina for fiscal year commencing July 1, 2012 and ending June 30, 2013 was approved on June 19, 2012; and

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

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

WHEREAS, the City of Covina wishes to enter into a Subscription Agreement with Dataquick Information Systems, Incorporated to receive timely property owner information as well as title documents and lien documents for properties with Code Enforcement violations.

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 Public Works Department, Code Enforcement Operations operating budget as follows: \$4,500.00 from Community Improvement Fund Reserves (2188-4200-00000) to Code Enforcement Operations (1010-4200-53100) for a Subscription Agreement with Dataquick Information Systems, Incorporated.

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

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: October 2, 2013

ITEM NO.: CC 5

STAFF SOURCE: Dilu de Alwis, Director of Finance 

ITEM TITLE: Adopt **Resolution No.12-7107** Increasing the Fiscal Year 2012-2013 Budget by \$7,000 in the Public Education in Government Fund.

STAFF RECOMMENDATION:

Adopt **Resolution No.12-7107** to increase the Fiscal Year 2012-2013 budget by \$7,000 to complete equipment upgrades in the Council Chamber.

FISCAL IMPACT:

The Public Education in Government (“PEG”) Fund Balance at June 30, 2012 (unaudited) is \$135,783 and staff is recommending drawing down \$7,000 for projects. Increase appropriations in account number 2890-0920-55900 (Other Equipment).

BACKGROUND:

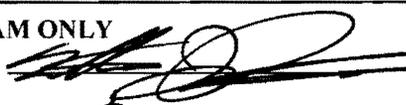
There is a need to upgrade the drop-down screen, overhead projector as well as relocating some sound equipment in the Council Chamber to increase the quality of the broadcast of City Council and Planning Commission meetings. The funds in the PEG Fund is a restricted fund that can only be used for equipment upgrades relative to broadcast and other outreach efforts of education in government. Staff is recommending drawing down from the available fund balance to complete these projects.

RELEVANCE TO THE STRATEGIC PLAN

The broadcast of public meetings is an extension of customer service which is a core component of the Strategic Plan.

EXHIBITS

A. **Resolution No.12-7107**

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

RESOLUTION NO. R-12-7107

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF COVINA, CALIFORNIA, AMENDING THE
FISCAL YEAR 2012-2013 PUBLIC EDUCATION IN
GOVERNMENT FUND**

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

WHEREAS, the budget for the City of Covina for fiscal year commencing July 1, 2012 and ending June 30, 2013 was approved on June 19, 2012; and

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

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

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

SECTION 1. Amend the fiscal year 2012-2013 Public Education in Government Fund Budget as follows:

2890-0920-55900 \$7,000.00

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

PASSED, APPROVED AND ADOPTED this 2nd DAY OF OCTOBER

Kevin Stapleton, Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM;

Marco Martinez, City Attorney

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: October 2, 2012

ITEM NO.: CC 6

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



ITEM TITLE: Calling and giving notice relative to holding the Covina General Municipal Election on Tuesday, March 5, 2013 and adopting regulations pertaining to candidates statements

STAFF RECOMMENDATION

- a) City Council to adopt **Resolution No. 12-7108**, calling for the holding of a General Municipal Election to be held on Tuesday, March 5, 2013 for the election of certain officers as required by the provisions of the State of California relating to general law cities.
- b) City Council to adopt **Resolution No. 12-7109**, requesting the Board of Supervisors of the County of Los Angeles to render specified services to the City of Covina relating to the conduct of a General Municipal Election to be held on Tuesday, March 5, 2012.
- c) City Council to adopt **Resolution No. 12-7110**, adopting regulations for candidates for elective office pertaining to candidates statements submitted to the voters at an election to be held on Tuesday, March 5, 2013

FISCAL IMPACT

The City Clerk's Office received approval of an election budget for fiscal year 2012/2013 in the amount of \$73,600. This budgeted amount would cover the City's reimbursement costs for Los Angeles County services, professional services and supplies provided by Martin & Chapman Company, in addition to any necessary miscellaneous charges related to conducting the 2013 General Municipal Election.

BACKGROUND

Election Code §1301 establishes the date for holding of general municipal elections on the first Tuesday after the first Monday in March of odd-numbered years. Government Code §36503 provides for filling of elective offices and the prescribed terms for City officers.

According to the elections calendar for General Law Cities and information provided by Martin & Chapman Co., all resolutions calling and giving notice of the holding of Covina's General Municipal Election, should be adopted by October 15, 2012, in order to be directed to the Los Angeles County Board of Supervisors in a timely manner.

On Tuesday, March 5, 2013, the City of Covina voters will elect three members of the City Council, one City Clerk, and one City Treasurer for full terms of four years. The filing period for nomination papers for candidates to these elected city offices will open on Tuesday, November 13, 2012 and close on Monday, December 10, 2012. Pursuant to Election Code §10225, if an incumbent officer does not file nomination by the close of business, the voters shall have until the 83rd day, Wednesday, December 12, 2012, to file nomination papers.

EXHIBITS

- A. Resolution No. 12-7108
- B. Resolution No. 12-7109
- C. Resolution No. 12-7110

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

RESOLUTION NO. 12-7108

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, CALLING FOR THE HOLDING OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, MARCH 5, 2013, FOR THE ELECTION OF CERTAIN OFFICERS AS REQUIRED BY THE PROVISIONS OF THE LAWS OF THE STATE OF CALIFORNIA RELATING TO GENERAL LAW CITIES

WHEREAS, under the provisions of the laws relating to general law cities in the State of California, a General Municipal Election shall be held on March 5, 2013, for the election of Municipal Officers.

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

SECTION 1. That pursuant to the requirements of the laws of the State of California relating to General Law Cities, there is called and ordered to be held in the City of Covina, California, on Tuesday, March 5, 2013, a General Municipal Election for the purpose of electing three Members of the City Council for the full term of four year, a City Clerk for the full term of four years; and a City Treasurer for the full term of four years.

SECTION 2. That the ballots to be used at the election shall be in form and content as required by law.

SECTION 3. That the Senior Deputy City Clerk is authorized, instructed and directed to procure and furnish any and all official ballots, notices, printed matter and all supplies, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct the election.

SECTION 4. That the polls for the election shall be open at seven o'clock a.m. of the day of the election and shall remain open continuously from that time until eight o'clock p.m. of the same day when the polls shall be closed, pursuant to Election Code §10242, except as provided in §14401 of the Elections Code of the State of California.

SECTION 5. That pursuant to Elections Code §12310, a stipend for services for the persons named as precinct board members is fixed at the sum of \$125.00 for each Inspector and \$80.00 for each Clerk for the election. In addition, the sum of \$25.00 will be given to each precinct board member to attend a training class and pick up the precinct supplies. The rental for each polling place, where a charge is made, shall be the sum of \$40.00 for the election.

SECTION 6. That in all particulars not recited in this Resolution, the election shall be held and conducted as provided by law for holding municipal elections.

EXHIBIT A

SECTION 7. That notice of the time and place of holding the election is given and the Senior Deputy City Clerk is authorized, instructed and directed to give further or additional notice of the election, in time, form and manner as required by law.

SECTION 8. That the Senior Deputy City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original resolutions.

SECTION 9. The City Council authorizes the Senior Deputy City Clerk to administer said election and all reasonable and actual election expenses shall be paid by the City upon presentation of a properly submitted bill.

PASSED, APPROVED AND ADOPTED this 2nd day of October, 2012.

Kevin Stapleton, Mayor

ATTEST:

Catherine M. LaCroix, Sr. Deputy City Clerk

APPROVED AS TO FORM:

Marco A. Martinez, City Attorney

CERTIFICATION

I, Catherine M. LaCroix, Senior Deputy City Clerk of the City of Covina, California, do hereby certify that Resolution No. 12-7108 was introduced and adopted by the Covina City Council at a regular meeting thereof held on the 2nd of October, 2012, by the following vote of the Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS THEREOF, I have hereunto set my hand and affixed the official seal of the City of Covina, California, this 2nd day of October, 2012.

Catherine M. LaCroix Sr. Deputy City Clerk

(SEAL)

RESOLUTION NO. 12-7109

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO RENDER SPECIFIED SERVICES TO THE CITY RELATING TO THE CONDUCT OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, MARCH 5, 2013

WHEREAS, a General Municipal Election is to be held in the City of Covina, California, on Tuesday, March 5, 2013; and

WHEREAS, in the course of conduct of the election it is necessary for the City of Covina ("City") to request services of the County of Los Angeles ("County"); and

WHEREAS, all necessary expenses in performing these services shall be paid by the City.

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

SECTION 1. That pursuant to the provisions of §10002 of the Elections Code of the State of California, this City Council requests the Board of Supervisors of the County to permit the County Election Department to prepare and furnish the following for use in conduction the election:

1. A listing of County precincts with number of registered voters for each, so City may consolidate election precincts into City voting precincts, and maps of the voting precincts; and
2. A list of polling places and poll workers the County uses for their election; and
3. The computer record of the names and address of all eligible registered voters in the City in order that the City's consultant may:
 - a. Produce labels for vote-by-mail voters;
 - b. Produce labels for sample ballot pamphlets;
 - c. Print Rosters of Voters and Street Indexes;
4. Voter signature verification as needed; and
5. Make available to the City election equipment and assistance as needed according to State law.

SECTION 2. That the City shall reimburse the County for services performed when the work is completed and upon presentation to the City of a properly approved bill.

SECTION 3. That the Senior Deputy City Clerk is directed to forward without delay to the Board of Supervisors and to the County Election Department, each a certified copy of this Resolution.

EXHIBIT B

SECTION 4. That the Senior Deputy City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original resolutions.

PASSED, APPROVED AND ADOPTED this 2nd day of October, 2013.

CITY OF COVINA, CALIFORNIA

Kevin Stapleton, Mayor

ATTEST:

Catherine M. LaCroix, Sr. Deputy City Clerk

APPROVED AS TO FORM:

Marco A. Martinez, City Attorney

CERTIFICATION

I, Catherine M. LaCroix, Senior Deputy City Clerk of the City of Covina, California, do hereby certify that Resolution No. 12-7109 was introduced and adopted by the Covina City Council at a regular meeting thereof held on the 2nd of October, 2012, by the following vote of the Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS THEREOF, I have hereunto set my hand and affixed the official seal of the City of Covina, California, this 2nd day of October, 2012.

Catherine M. LaCroix Sr. Deputy City Clerk

(SEAL)

RESOLUTION NO. 12-7110

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE PERTAINING TO CANDIDATES STATEMENTS SUBMITTED TO THE VOTERS AT AN ELECTION TO BE HELD ON TUESDAY, MARCH 5, 2013

WHEREAS, §13307 of the Elections Code of the state of California provides that the governing body of any local agency adopt regulations pertaining to materials by any candidate for a municipal election, including costs of the candidates statement.

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

SECTION 1. General Provisions. That pursuant to §13307 of the Elections Code of the State of California, each candidate for elective office to be voted for at an Election to be held in the City of Covina (“City”) on March 5, 2013, may prepare a candidate’s statement on an appropriate form provided by the Senior Deputy City Clerk. The statement may include the name, age, and occupation of the candidate and a brief description of no more than 200 words of the candidate’s education and qualifications expressed by the candidate himself or herself. The statement shall not include party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement shall be filed in typewritten form in the Office of the City Clerk at the time the candidate’s nomination papers are filed. The statement may be withdrawn, but not changed, during the period for filing nominations papers and until 5:00 p.m. of the next working day after the close of the nomination period.

SECTION 2. Foreign Language Policy.

- A. Pursuant to the Federal Voting Rights Act, the City is required to translate candidate’s statements into the following languages: *Spanish*
- B. Pursuant to State law, the candidate’s statement must be translated and printed in the voter pamphlet in any language at the candidates request.
- C. The Senior Deputy City Clerk shall:
 - 1. Translations
 - a) Have all candidates statements translated into Spanish as specified in (A) above.
 - 2. Printing
 - a) Print all translations of all candidates statements in the main voter pamphlet – the main voter pamphlet will be in English and Spanish.

SECTION 3. Payment.

- A. Translations
 - 1. The candidate shall be required to pay for the cost of printing their candidates statement into any required foreign language as specified in (A)

EXHIBIT C

and/or (B) of Section 2 above, pursuant to Federal and/or State law.

2. The candidate shall be required to pay for the cost of translating the candidates statement into any foreign language that is not required as specified in (A) of Section 2 above, pursuant to Federal and/or State law, but is requested as an option by the candidate.

B. Printing

1. The candidate shall be required to pay for the cost of printing the candidates statement in English in the main voter pamphlet.
2. The candidate shall be required to pay for the cost of printing the candidates statement in a foreign language required in (A) of Section 2 above, in the main voter pamphlet.
3. The candidate shall be required to pay for the cost of printing the candidates statement in a foreign language requested by the candidate per (B) of Section 2 above, in the main voter pamphlet.

The Senior Deputy City Clerk shall estimate the total cost of printing, handling, translating, and mailing the candidate's statements filed pursuant to this Section, including costs incurred as a result of complying with the Voting Rights Act of 1965 (as amended), and require each candidate filing a statement to pay in advance to the local agency his or her estimated pro rata share as a condition of having his or her statement included in the voter's pamphlet. In the event the estimated payment is required, the estimate is just an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements. Accordingly, the Clerk is not bound by the estimate and may, on a pro rata basis, bill the candidate for additional actual expenses or refund any excess paid depending on the final actual cost. In the event of underpayment, the Clerk may require the candidate to pay the balance of the cost incurred. In the event of overpayment, the Clerk shall prorate the excess amount among the candidates and refund the excess amount paid within 30 days of the election.

SECTION 4. Additional Materials. No candidate will be permitted to include additional materials in the sample ballot package.

SECTION 5. That the Senior Deputy City Clerk shall provide each candidate or the candidate's representative a copy of this Resolution at the time nominating petitions are issued.

SECTION 6. That all previous resolutions establishing council policy on payment for candidates statements are repealed.

SECTION 7. That this resolution shall apply only to the election to be held on March 5, 2013 and shall then be repealed.

SECTION 8. That the Deputy City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original resolutions.

PASSED, APPROVED AND ADOPTED this 2nd day of October, 2013.

Kevin Stapleton, Mayor

ATTEST:

Catherine M. LaCroix, Sr. Deputy City Clerk

APPROVED AS TO FORM:

Marco A. Martinez, City Attorney

CERTIFICATION

I, Catherine M. LaCroix, Senior Deputy City Clerk of the City of Covina, California, do hereby certify that Resolution No. 12-7110 was introduced and adopted by the Covina City Council at a regular meeting thereof held on the 2nd of October, 2012, by the following vote of the Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS THEREOF, I have hereunto set my hand and affixed the official seal of the City of Covina, California, this 2nd day of October, 2012.

Catherine M. LaCroix Sr. Deputy City Clerk

(SEAL)

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: October 2, 2013

ITEM NO.: CC 7

STAFF SOURCE: Dilu de Alwis, Director of Finance 
Nuala Gasser, Senior Housing/CDBG Economic Development Manager 

ITEM TITLE: Memorandum of Understanding for the 2013 Greater Los Angeles Homeless Count Opt-in Program.

STAFF RECOMMENDATION:

Approve the Memorandum of Understanding for the 2013 Greater Los Angeles Homeless Count Opt-In Program with the Los Angeles Homeless Services Authority.

FISCAL IMPACT:

No fiscal impact. The count will be completed by volunteers.

BACKGROUND:

The U.S. Department of Housing and Urban Development (HUD) requires all Continuum of Care systems funded by HUD to complete a homeless count no less than every other year. The Los Angeles Homeless Services Authority is the Continuum of Care provider for our region, and lead agency for the 2013 Greater Los Angeles Homeless Count (Count), which will take place in the San Gabriel Valley on Tuesday night, January 29, 2013. A flyer for the Count is attached as Exhibit A.

Cities are given the option of participating in the Count. Covina has indicated that it may participate, depending on the decision tonight. If the decision is to Opt-In, LAHSA has requested that the Memorandum of Understanding (MOU), attached as Exhibit B, be signed. The MOU commits the City to participating in the Count, which LAHSA will run and supervise. At the Count's close, LAHSA will give the City an estimate of how many homeless people reside in the City.

For the 2013 Count, if a City does not opt-in, community groups will be allowed to partner with LAHSA.

The most significant obligations under the MOU are as follows:

- No homeless sweeps prior to and during the Count: During the week prior to the Homeless Count (and on the nights of the Count), the City agrees NOT to conduct homeless sweeps or similar law enforcement activities that would move homeless persons out of the area.

The police department will be made aware of this provision so law enforcement efforts do not conflict with the Count.

- Identify City staff contact: The MOU requires that a Deployment Center Coordinator and a Lead Contact Coordinator be identified. The Senior Housing/CDBG Economic Development Manager will be the identified staff person.
- City facilities, volunteers and census tracts: The City must provide volunteer training and coordination facilities before and during the Count, and the City must also recruit volunteers. Approximately ten census tracts in Covina will be counted, and approximately fifty volunteers will be needed.
- Opt-Out: If at any time the City wants to "Opt-Out" of the Count, the City should notify the Authority in writing. However, if the City fails to fulfill obligations under the MOU, the City will be deemed as automatically opted-out of the Count.

If the City opts-out of the Count (or is deemed as opted-out), *the City will still be responsible for providing resources to the Count*, including the volunteers and City training, meeting and coordination facilities. If the City opts-out, the Authority may withhold data produced by the Count.

- Security/Police Services: Each site requires a City-provided security guard or police officer.

On January 29, 2013, the Deployment Site will most likely be the Joslyn Center where the event was held in 2009 and 2011. Volunteers will receive training before they are deployed. The Count will start at approximately 8 p.m. and the Site will be open up to 3 a.m.

Additional information and information on signing up as a volunteer is available on the 2013 Homeless Count website, <http://www.theycountwillyou.org>

RELEVANCE TO THE STRATEGIC PLAN

Not applicable.

EXHIBITS

- A. Count information flyer
- B. MOU with LAHSA

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



2013 GREATER LOS ANGELES HOMELESS COUNT

They Count. Will You?

January 29-31, 2013

What's Needed?

- ☑ **Place:** 1) 1-2 location(s) for volunteer deployment; 2) tables for materials distribution and refreshments; 3) access to Restrooms; 4) ample free parking near site
- ☑ **People:** A lead organizer at the location to assist with logistics, a security officer, 5-100 volunteers (depending on community size)
- ☑ LAHSA will provide all the necessary presentation materials + a volunteer trainer!

Tuesday, Jan. 29th @ 8pm
San Gabriel Valley, East/Southeast LA
Wednesday, Jan. 30th @ 8pm
West LA, South Bay
Thursday, Jan. 31th @ 6am
Antelope Valley
Thursday, Jan. 31th @ 8pm
Metro, South LA, San Fernando & Santa Clarita Valley

What is the Count?

The Point-In-Time count is how we determine how many homeless neighbors we have in LA County on any given night.

At the assigned time, volunteers will meet together, be trained, given supplies, assigned to a census tract, and dispatched in teams. The volunteers will document the homeless people seen in their given geographic areas and will bring information to the deployment center. Information is then brought to LAHSA that same night and the figures from the shelter counts are later added to that total.

Top 3 Reasons to Count

1. **Understand The Situation:** In order to make a difference in the lives of homeless men, women, children, and veterans we need to know who they are and where they are. Beyond a simple count, this will also identify the demographics of who is homeless, conditions they're suffering from, and their relative length of homelessness.
2. **Bring Resources To Your Community:** The data gathered from the count is the most powerful tool your city and the nonprofits in your community have to make the case for additional + specialized resources. If your community decides not to conduct a full count (called an "opt-in" city/community), its data will be lumped in with the larger region, which will not allow your community to specify its need and progress to date.
3. **Drive Engagement:** Connect with community leaders and citizens in your community and create a venue to drive further engagement.

Next Steps: If you would like to take the lead in helping organize your community/city to be a full "opt-in" city for the 2013 count, please email Mark Silverbush (msilverbush@lahsa.org).

1/29-31
#Count
McIn

www.TheyCountWillYou.org



MEMORANDUM OF UNDERSTANDING
FOR THE 2013 GREATER
LOS ANGELES HOMELESSS COUNT
OPT-IN PROGRAM



The 2013 Greater Los Angeles Homeless Count will take place on the nights of January 29, 30, and 31, 2013. As the lead agency for the Los Angeles Continuum of Care (CoC), the Los Angeles Homeless Services Authority (LAHSA) coordinates a biennial census of homeless people. The CoC includes 85 cities and the unincorporated area of Los Angeles County, excluding Glendale, Pasadena, and Long Beach. The data gathered from the Homeless Count is extremely valuable in our mission to end homelessness. It supplies government agencies, service providers, and housing providers with a reliable estimate of the homeless population in the City & County of Los Angeles, as well as an array of demographic information.

For the 2013 Homeless Count, the new **Opt-In Program** gives cities, regions and organizations the opportunity to obtain city- and region-specific data at a high confidence level. Participation will allow your city/community organization to use the methodology of the 2013 Homeless Count to obtain a point-in-time number of the unsheltered homeless population within their city or region. Full enumeration of a pre-defined area will provide more granular data and substantially aid you in evaluating existing homeless services and in planning for future measures to address local homelessness in your community.

This Memorandum of Understanding (M.O.U.) sets forth the duties and responsibilities of LAHSA and the cities/jurisdictions committing to participate in the 2013 Greater Los Angeles Homeless Count OPT-IN Program (HC13).

I. Definitions:

AGREEMENT means the cooperative agreement between LAHSA and your City / Community Organization as specified in this Memorandum of Understanding.

DATA PROVISION means the provision of data regarding the point in time number of unsheltered homeless persons counted within the boundaries of your City / Community Organization as produced by the HC13 methodology.

DATA PUBLICATION means the distribution of HC13 data provided by LAHSA to the public through oral or written presentations at meetings or through any form of public media.

DEPLOYMENT SITE means a site within your area from which volunteers will be deployed to perform the homeless count, and that meets the following requirements:

- ✓ Not currently a site where services are provided to homeless people at night.
- ✓ Capacity (sufficient space) to hold and provide chairs for the specified number of volunteers for your area.
- ✓ Access to Restrooms
- ✓ Ample Free Parking in Area
- ✓ Must possess keys to the location or a staff person at the location to provide access
- ✓ A Location within the Opt-In boundaries defined by LAHSA (unless explicitly waived by LAHSA)
- ✓ A Deployment Site Coordinator to assist with logistics the evening of the Homeless Count

DEPLOYMENT CENTER COORDINATORS means those Homeless Count Volunteers who have the following responsibilities/duties:

- ✓ Direct the operations at a volunteer deployment center for the night of the count. Including but not limited to the set-up of the site.
- ✓ Ensure that volunteers are deployed in teams to the proper locations.
- ✓ Track all volunteer teams to ensure that they return in a timely manner.
- ✓ Assist with volunteer questions.
- ✓ Review all incoming tally sheets for accuracy.
- ✓ Communicate and coordinate with regional coordinators and LAHSA headquarters on the status of the Count at their site.
- ✓ Responsible for coordinating the pick-up and drop off of all homeless count materials with LAHSA.
- ✓ Participate in training and become certified by LAHSA staff.

FULL ENUMERATION means the complete enumeration (counting) of all unsheltered homeless persons throughout all of the census tracts within the boundaries of your City or jurisdiction.

LAHSA means the Los Angeles Homeless Services Authority, a joint powers authority created by the City and County of Los Angeles.

LEAD CONTACT COORDINATOR means the person who coordinates a city or community organization's volunteers and participation in the Homeless Count and serves as the lead contact person with LAHSA.

PARTICIPATING CITY means a City incorporated under the laws of the State of California or other form of local jurisdiction authorized by State law or County ordinance who has committed to participate in the HC13 OPT-IN Program.

PARTICIPATING COMMUNITY ORGANIZATION means a group of community members who have committed to participate in the HC13 OPT-IN Program.

OPT-IN COMMITMENT means the commitment made by your City or Community Organization by means of executing this M.O.U. to fulfill the responsibilities listed in Section II of this AGREEMENT.

OPT OUT RESTRICTIONS means the restrictions that will be placed upon your participation in HC13 in terms of resources committed and benefits to be derived by your City / Community Organization should you decide to OPT OUT of the program as specified in Section VI of this AGREEMENT.

UNSHeltered HOMELESS COUNT (Count) means the process of counting homeless persons living on the street, in parks, cars, or other places not meant for human habitation.

II. CITY / COMMUNITY ORGANIZATION RESPONSIBILITIES

As a City / Community Organization committing to participate in the 2013 Greater Los Angeles Homeless Count Cities OPT IN Program, your City / Community Organization is responsible for the provision and coordination at a local level of the following information and resources required to complete the full enumeration of unsheltered homeless persons in your area:

- A.** In order to achieve an accurate count of unsheltered homeless persons in your area, your City / Community Organization agrees NOT to conduct any law enforcement directed or other types of sweeps of homeless persons that would have the effect of moving homeless persons outside of the boundaries of your jurisdiction either within the week prior to or on the night of the Count.
- B.** Designate a Lead Contact Person responsible coordinating your efforts with LAHSA and for overseeing all efforts to accomplish the Count in your area. This person will be responsible for providing LAHSA with all required information including, but not limited to weekly updates on Homeless Count Volunteer recruitment and resources committed to the project.
- C.** Designate Deployment Center Coordinators who are responsible for directing the operations at the Deployment Sites the night of the Homeless Count.
- D.** The City / Community Organization must provide and/or return to LAHSA the information and items included here below, but not limited to:
 - 1) the name, office and cellular telephone numbers and email address for your City / Community Organization's designated Lead Contact Person;
 - 2) the name, office and cellular telephone numbers and email address for your City / Community Organization's designated Deployment Center Coordinators;
 - 3) weekly communication of the name, telephone number and email address of each Homeless Count Volunteer recruited;
 - 4) the name, office and cellular telephone numbers and email address for the contact person who will be responsible to provide access to each of the designated training

and deployment sites in your area on the day/evening of the training or night of the Count;

- 5) return tally sheets, maps and other materials needed by LAHSA to compile the 2013 Greater Los Angeles Homeless Count report, and;
 - 6) return unused LAHSA provided materials, such as clipboards, flashlights, etc. must be returned.
- E.** City has already provided clear geographic boundaries for the area from which the actual number of census tracts to be counted will be determined by LAHSA.
- F.** The census tracts to be counted and the required number of volunteers, as determined by LAHSA, to complete the Unsheltered Homeless Count in your area is the attachment prepared by LAHSA, attached hereto as Attachment 3 and incorporated herein by reference. Depending upon deployment needs on the night of the Count, your volunteers may be deployed to conduct homeless count activities outside of or adjacent to your City or Jurisdiction.
- G.** Ensure that each volunteer signs a City of Covina Waiver (See Attachment 1, City of Covina Waiver) and each volunteer who is a minor (under 18 years of age) has a Youth Waiver completed by a legal guardian (See Attachment 2, Youth Waiver) indemnifying LAHSA and your City / Community Organization from any liability during their participation on the night of the Count.
- H.** A location(s) for Homeless Count Volunteer training that meets the requirements stated above under the definition of **VOLUNTEER TRAINING SITE**.
- I.** Deployment sites for the night of the Count that meet the requirements stated above under the definition of **DEPLOYMENT SITE**.
- J.** Provision of one Security Guard or Police Officer at each Deployment site on the night of the Count. Security Guards or Police Officers providing security services at the Deployment Site(s) on the night of the Count must sign a Standard Waiver (See Attachment 1, Standard Waiver) indemnifying LAHSA and your City / Community Organization from any liability.
- K.** Refreshments for trainings on the night of the Count.
- L.** Prior to the release and/or publication of any HC13 data results your City / Community Organization must obtain written approval from LAHSA for the data to be released or published.

III. LAHSA RESPONSIBILITIES

In order to ensure a successful count of unsheltered homeless person within the boundaries of your City / Community Organization, LAHSA will be responsible for providing the following information and resources:

- A. Based upon the boundary information that you provide, LAHSA will provide a determination of the specific census tracts that need to be counted in order to achieve a full enumeration of unsheltered homeless persons in your area. Your City / Community Organization and LAHSA will mutually agree upon the census tracts to be counted in your area prior to the execution of this M.O.U. (See Attachment 3, Approved Census Tracts).
- B. The parties have agreed on the determination of the number of volunteers needed for your city or region's Count based on the number of census tracts to be enumerated in the City of Covina.
- C. Based upon the number of census tracts to be counted and the geographic characteristics of your area, LAHSA provide a determination of the specific number of Deployment Sites that will be needed for a successful count.
- D. LAHSA will provide training for your Deployment Center Coordinators and Homeless Count Volunteers. Deployment Center Coordinators will receive training on data collection and safety procedures. Homeless Count Volunteers will receive training on standard enumeration and safety procedures.
- E. Materials necessary for a successful Homeless Count;
- F. Ongoing guidance, tools, and assistance to your Lead Contact Person, and;
- G. Provide your City / Community Organization with data produced by the 2013 Homeless Count methodology on the number of unsheltered and sheltered homeless persons within the boundaries of your local jurisdiction within thirty (30) days of the completion of the Count. Upon written request, LAHSA shall also provide to City all data collected by LAHSA in all regions of the Count In addition, LAHSA shall provide the City/ Community Organization a report of the emergency shelters, transitional housing and safe haven locations within your jurisdiction's census tracts.

IV. INDEMNIFICATION AND INSURANCE REQUIREMENTS

Each of the parties to this Agreement is a public entity. In contemplation of the provisions of Section 895.2 of the Government Code of the State of California imposing certain tort liability jointly upon public entities, solely by reason of such entities being parties to an Agreement as defined by Section 895 of said Code, the parties hereto, as between themselves, pursuant to the authorization contained in Sections 895.4 and 895.6 of said Code, will each assume the full liability imposed upon it or upon any of its officers, agents or employees by law, for injury caused by negligent or wrongful act or omission occurring in the performance of this Agreement, to the same extent that such liability would be imposed in the absence of Section 895.2. To achieve the above-stated purpose, each party indemnifies and holds harmless the other party for all losses, costs or expenses that may be imposed upon such other party solely by virtue of said Section 895.2. The provisions of Section 2778 of the California Civil Code are made a part hereto as if fully set forth herein. Each of the parties certifies that they have adequate commercial insurance or self-insured

retention of funds to meet any obligation arising from this Agreement. The provisions of this paragraph survive expiration or termination of this Agreement.

V. OPT IN COMMITMENT

By the execution of this Memorandum of Understanding by an authorized official of your City / Community Organization you are committing to participate in the 2013 Greater Los Angeles Homeless Count OPT IN Program and to fulfill all of the responsibilities of OPT IN participants as specified in Section II of this M.O.U.

VI. OPTING OUT

If at any time after the execution of this M.O.U., your City or Community Organization decides not to participate in 2013 Greater Los Angeles Homeless Count OPT IN Program you should notify LAHSA of this decision to OPT OUT of the program in writing. If you decide to OPT OUT of the program you will be subject to the OPT OUT RESTRICTIONS described under Section VII below. Additionally, should your City / Community Organization fail to continue your participation or fail to fulfill any of the responsibilities agreed to under Section II of this M.O.U., you will be considered to have OPTED OUT of the program and will be subject to the same restrictions as if you had notified LAHSA in writing of your intention to OPT OUT.

Notwithstanding any provision to the contrary in this Agreement, the City shall not be deemed to have OPTED OUT in the event that the City, in good faith, has not been able to provide the total number of volunteers as required in Section II of this MOU after the execution of this MOU. In such event, the parties agree to reduce the number of census tracts to be counted in direct proportion to the number of volunteers that the City can provide.

VII. OPT OUT RESTRICTIONS

In the event that your City / Community Organization decides to OPT OUT of the 2013 Greater Los Angeles Homeless Count OPT IN Program or is considered by LAHSA to have OPTED OUT by virtue of your failure to fulfill your responsibilities under this M.O.U., you will still be responsible to provide the following resources to LAHSA for the 2013 Greater Los Angeles Homeless Count:

- A.** Your city/region's complete HC13 volunteer list.
- B.** The Deployment Site(s) that your City / Community Organization had originally committed to provide.
- C.** The Training Site(s) that your City / Community Organization had originally committed to provide.

LAHSA acknowledges and agrees that in the event the City has OPTED OUT or is deemed to have OPTED OUT, that LAHSA indemnify City for LAHSA's use of the City's volunteer list and such shall not be construed as the responsibility of the City for liability for such volunteers.

VIII. RIGHT TO WITHHOLD DATA

In the event that your City / Community Organization decides to OPT OUT of the 2013 Greater Los Angeles Homeless Count or fails to fulfill its responsibilities under this M.O.U., subject to the exception in Section VI, LAHSA reserves the right to withhold any and all data produced by the 2013 Greater Los Angeles Homeless Count.

IN WITNESS WHEREOF, the participating City / Community Organization and the Los Angeles Homeless Services Authority have caused this M.O.U. to be executed by their duly authorized representatives.

For: _____
City of Covina

By: _____
Kevin Stapleton

Title: Mayor

Executed this 2nd day of October 2012

For: Los Angeles Homeless Services Authority

By: _____
G. Michael Arnold
Executive Director

Executed this _____ day of _____, 2012

Attachment 1

City of Covina Waiver
(on next page)



2013 GREATER LOS ANGELES HOMELESS COUNT

They Count. Will You?



CITY OF COVINA

RELEASE, INDEMNITY, AND WAIVER OF LIABILITY AGREEMENT

I. TERMS OF PARTICIPATION IN 2013 GREATER LOS ANGELES HOMELESS COUNT

- a. I understand and agree that the Los Angeles Homeless Services Authority (“LAHSA”) in conjunction with the City of Covina (“City”) will be conducting the 2013 Greater Los Angeles Homeless Count (“HC2013”) and that I will be participating as a volunteer. As such, I also understand that my behavior and actions should reflect the best example of social and ethical standards.
- b. I understand and agree that my services are **temporary**, and therefore are only requested on the nights(s) of January 29, 30, and 31, 2013 from 7:00 p.m. until my street count shift is finished (approximately between 12:00 a.m. and 2:00 a.m.). I further understand that I am eligible to participate on all three consecutive nights.
- c. I understand that my involvement in the HC2013 may be terminated at any time due to inappropriate behavior, reckless endangerment, or lack of sufficient work productivity, and that I may withdraw from the HC2013 at any time without any cause or justification.
- d. I understand and agree that I **must** complete a **30-minute training session** either prior to or on the night of the HC2013 as a requirement to participate in the HC2013.
- e. I understand and agree that, (unless I am a registered Homeless Stipend Volunteer), I will not receive any monetary compensation for attending the 30-minute training session, nor will I receive monetary compensation for any night that I volunteer for the HC2013.
- f. I understand and agree that I am responsible for my own transportation to and from the training session and deployment sites on the specified dates and times of such events.

II. ASSUMPTION OF RISK

- a. I understand that the HC2013 *may* include physical activities, and that there are risks associated with the duties, including, but not limited to, injury (minor and serious), death and damage to property. I attest and verify that I possess the physical fitness and ability to perform the work that I have volunteered to perform as part of the HC2013 and that I have no physical limitations that would affect my participation. If I do not feel that I am capable of performing any work, I assume the responsibility of informing whomever is designated as my supervisor or the manager or director of LAHSA.
- b. In consideration for being permitted to provide volunteer services for the HC2013, I hereby assume the risk of, and responsibility for, any such injury, death or damage which I may sustain arising out of or in any way connected with performance of the volunteer services, including injury, death or damage resulting from any acts or omissions, whether negligent (active or passive) or not, or any property or equipment owned or supplied by or on behalf of the LAHSA, the City, and its officials, officers, employees, agents, and volunteers.

III. RELEASE, INDEMNITY, AND WAIVER OF LIABILITY

- a. In consideration for being permitted to provide volunteer services, and to the maximum extent permitted by law, I hereby waive, release, discharge, indemnify and hold harmless, in advance, the LAHSA and the City, and its officials, officers, employees, agents, and volunteers, from any and all actions, causes of actions, claims, demands, costs, expenses, liabilities, losses, damages, or injuries of any kind, in law or equity, to property or persons, including wrongful death, that may have or may hereafter accrue and that in any manner arise out of, pertain to, or are incident to this Agreement or my performance of volunteer services pursuant to this Agreement, the HC2013 as well as any alleged acts, errors, or omissions of the LAHSA and the City, or its officials, officers, employees, agents, or volunteers, whether or not such acts, errors, or omissions be negligent (active or passive), willful or otherwise. I agree to this waiver and indemnity on behalf of myself, my heirs, executors, administrators and assigns. I further expressly authorize the provisions of emergency medical aid to me if needed as a result of my performance of volunteer services.
- b. In further consideration for being permitted to provide volunteer services, and to the maximum extent permitted by law, I hereby voluntarily indemnify and hold harmless, in advance, the LAHSA and the City, and its officials, officers, employees, agents, and volunteers, from any and all actions, causes of action, claims, demands, costs, expenses, liabilities, losses, damages or injuries of any kind, in law or equity, to property or persons, including wrongful death, that may have or may hereafter accrue and that in any manner arise out of, pertain to, or are incident pursuant to this Agreement, the HC2013 or my performance of volunteer services, whether or not my performance consists of acts, omissions or conduct which is deemed to be negligent (active or passive), willful or otherwise.

I HAVE CAREFULLY READ AND FULLY UNDERSTAND THE MEANING AND EFFECT OF THE FOREGOING STATEMENTS WITHOUT RESERVATION AND APPRECIATE THESE AND OTHER RISKS WHICH MAY NOT BE DISCLOSED HEREIN THAT ARE INHERENT IN SUCH VOLUNTEER ACTIVITY. I HEREBY ASSERT THAT MY PARTICIPATION IS VOLUNTARY, AND ASSUME ALL RISKS THAT ACCOMPANY THE 2013 GREATER LOS ANGELES HOMELESS COUNT, AND WOULD LIKE TO PARTICIPATE IN THE 2013 GREATER LOS ANGELES HOMELESS COUNT.

Print Name

Signature

Date



**2013 GREATER LOS ANGELES
HOMELESS COUNT**
They Count. Will You?



CITY OF COVINA
**RELEASE, INDEMNITY, AND WAIVER OF
LIABILITY AGREEMENT FOR YOUTH VOLUNTEERS**

**I. TERMS OF PARTICIPATION IN
2013 GREATER LOS ANGELES HOMELESS COUNT**

- a. I, _____ (name of parent/legal guardian), the undersigned, hereby represent that I am the parent/legal guardian of _____, the program participant, a person under the age of 18 years, and that I have the legal authority to execute this Agreement.
- b. I understand and agree that the Los Angeles Homeless Services Authority (“LAHSA”) and the City of Covina (“City”) will be conducting the 2013 Greater Los Angeles Homeless Count (“HC2013”) and that my son or daughter may volunteer to assist in this important community effort as set forth in this Agreement. As an HC2013 volunteer, I also understand and agree that my son or daughter’s behavior and actions should reflect the best example of social and ethical standards.
- c. I understand and agree that my son or daughter’s volunteer service will be limited to assisting with various activities within a specified Deployment Center under the supervision of the Deployment Site Coordinator (DSC), and that he or she **will not** participate in HC2013 activities outside of the Deployment Center.
- d. I understand that my son or daughter’s services are **temporary**, and therefore are only requested on one or more the nights(s) of January 25, 26, and 27, 2013 from 8:00 p.m. until ~ 12:00 a.m.
- e. I understand and agree that my son or daughter’s involvement in the HC2013 may be terminated at any time due to inappropriate behavior, reckless endangerment, or lack of sufficient work productivity, and that my son or daughter may withdraw from the HC2013 at any time without any cause or justification.

- f. I understand and agree that my son or daughter will not receive any monetary compensation for attending the 30-minute training session, nor will he or she receive monetary compensation for any night that he or she volunteers for the HC2013.
- g. I understand and agree that I am responsible for the transportation of my son or daughter to and from the training session and deployment sites on the specified dates and times of such events.

II. ASSUMPTION OF RISK

- a. I understand that the HC2013 *may* include physical activities, and that there are risks associated with the duties, including, but not limited to, injury (minor and serious), death and damage to property. I attest and verify that I possess the physical fitness and ability to perform the work that I have volunteered to perform as part of the HC2013 and that I have no physical limitations that would affect my participation. If I do not feel that I am capable of performing any work, I assume the responsibility of informing whomever is designated as my supervisor or the manager or director of LAHSA.
- b. In consideration for being permitted to provide volunteer services for the HC2013, I hereby assume the risk of, and responsibility for, any such injury, death or damage which I may sustain arising out of or in any way connected with performance of the volunteer services, including injury, death or damage resulting from any acts or omissions, whether negligent (active or passive) or not, or any property or equipment owned or supplied by or on behalf of the LAHSA, the City, and its officials, officers, employees, agents, and volunteers.

III. RELEASE, INDEMNITY, AND WAIVER OF LIABILITY

- a. In consideration for being permitted to provide volunteer services, and to the maximum extent permitted by law, I hereby waive, release, discharge, indemnify and hold harmless, in advance, the LAHSA and the City, and its officials, officers, employees, agents, and volunteers, from any and all actions, causes of actions, claims, demands, costs, expenses, liabilities, losses, damages, or injuries of any kind, in law or equity, to property or persons, including wrongful death, that may have or may hereafter accrue and that in any manner arise out of, pertain to, or are incident to this Agreement or my performance of volunteer services pursuant to this Agreement, the HC2013 as well as any alleged acts, errors, or omissions of the LAHSA and the City, or its officials, officers, employees, agents, or volunteers, whether or not such acts, errors, or omissions be negligent (active or passive), willful or otherwise. I agree to this waiver and indemnity on behalf of myself, my heirs, executors, administrators and assigns. I further expressly authorize the provisions of emergency medical aid to me if needed as a result of my performance of volunteer services.
- b. In further consideration for being permitted to provide volunteer services, and to the maximum extent permitted by law, I hereby voluntarily indemnify and hold harmless, in

advance, the LAHSA and the City, and its officials, officers, employees, agents, and volunteers, from any and all actions, causes of action, claims, demands, costs, expenses, liabilities, losses, damages or injuries of any kind, in law or equity, to property or persons, including wrongful death, that may have or may hereafter accrue and that in any manner arise out of, pertain to, or are incident pursuant to this Agreement, the HC2013 or my performance of volunteer services, whether or not my performance consists of acts, omissions or conduct which is deemed to be negligent (active or passive), willful or otherwise.

I HAVE CAREFULLY READ AND FULLY UNDERSTAND THE MEANING AND EFFECT OF THE FOREGOING STATEMENTS AND WITHOUT RESERVATION GIVE PERMISSION TO MY SON OR DAUGHTER TO PARTICIPATE IN THE 2013 GREATER LOS ANGELES HOMELESS COUNT.

Youth Volunteer Name

Parent/Guardian Name

Parent/Guardian Signature

Date

Attachment 3
Approved Census Tracts

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: October 2, 2012

ITEM NO.: CC 8

STAFF SOURCE: Daryl Parrish, City Manager 

ITEM TITLE: Notification of the Covina Irrigating Company Annual Stockholders Meeting and Designation of Proxy and Alternate Proxy.

STAFF RECOMMENDATION

- a) Receive notification of Annual Stockholders Meeting;
- b) Designate City Attorney as Proxy and City Manager Daryl Parrish as Alternate Proxy.

FISCAL IMPACT

No fiscal impact.

BACKGROUND

Each year the City of Covina is notified of the Annual Stockholders Meeting of the Covina Irrigating Company (CIC) to be held at 146 E. College Street. The Annual Stockholders Meeting has been scheduled for October 18, 2012.

The meeting is held to receive annual reports, and receive information from Company Directors. In addition at this meeting a person is selected to vote the City shares and assign a proxy.

Board members are elected every other year and serve two years. Board members were elected in 2011.

EXHIBITS

- A. Notice of Annual Stockholders Meeting.

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

COVINA IRRIGATING COMPANY

146 E. College St. P.O. Box 306 Covina, Calif. 91723
626.332-1502 626.967-5942 Fax
e-mail - cic@cich2o.com

City of Covina
125 E. College St.
Covina, CA 91723

Record Holder :
City of Covina

Shares Held : 4214.00

Notice of Annual Stockholders Meeting

DIRECTORS

RON F. CAPOTOSTO
GEOFFREY H. COBBETT
JOHN B. FIELDING

RICHARD J. JETT
ANDREW M. MCINTYRE
WILLIAM L. MCINTYRE JR.

HENRY M. MORGAN
MICHAEL O. QUINN
STEVEN N. REENDERS

Notice is hereby given that the Annual Stockholders Meeting of Covina Irrigating Company will be held at,

The Offices of Covina Irrigating Company
146 E. College St.
Covina, CA 91723
12:00 P.M. Thursday - October 18, 2012
Refreshments will be served at 11:30 P.M.

for the purpose of electing Directors, and for the transaction of such other business as may properly come before the meeting.

Please read the enclosed Proxy Card carefully. **You are urged to mark, sign and promptly return the card so that your shares may be voted in accordance with your wishes and to assure the presence of a quorum at the meeting.** The prompt return of your signed proxy, regardless of the number of shares that you hold, will aid the Company in reducing the expense of additional proxy solicitation.

The giving of your proxy does not affect your right to vote in person in the event that you attend the Annual Stockholders meeting.

Henry Morgan
Secretary

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: October 2, 2012

ITEM NO.: CC 9

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.12-7111** to accept reprogrammed grant funding from the 2009 California State Homeland Security Grant Program (SHSGP) in the amount of \$137,471 for the purchase of UHF portable radios.

2. Adopt **Resolution No. 12-7112** which authorizes an increase of \$137,471 in the 2012-2013 Police Department budget and appropriates same dollar amount for the purchase of UHF portable radios.

FISCAL 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 HSG09 by \$137,471 and the revenue account by 2278-1130-42035 HSG09 by \$137,471 which is the amount allocated for the Covina Police Department.

BACKGROUND:

On September 21, 2012, the Covina Police Department was notified that the Los Angeles County Office of Emergency Management reprogrammed funds from the 2009 SHSGP on behalf of local public safety agencies in the County. The Covina Police Department will receive \$137,471 which will be used to purchase fifteen (15) mobile radios and (13) UHF portable handheld radios which will be interoperable with surrounding agencies and first responders.

Purchasing these specific 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.

This is the second time that funds have been reprogrammed from the 2009 SHSGP and made available for local agencies. At the August 21, 2012 City Council Meeting, after going through the formal bidding process, City Council approved the acceptance of reprogrammed grant funds

to facilitate this goal, Item CC14. The same vendor, Motorola Solutions c/o Public Safety Technologies, will be used for this second purchase.

RELEVANCE TO THE STRATEGIC PLAN:

None

EXHIBITS:

- A. Resolution No. 12-7111
- B. Resolution No. 12-7112

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

RESOLUTION NO. 12-7111

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, TO ACCEPT \$137,471 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) funds in the amount of \$137,471 on September 21, 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 2nd DAY OF October 2012.

Kevin Stapleton, Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM;

Marco Martinez, City Attorney

RESOLUTION NO. 12-7112

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 \$137,471 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 2009 (reprogrammed) funds in the amount of \$137,471 on September 21, 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	2278-1130-55700	HSG09	\$137,471
Revenue account	2278-1130-42035	HSG09	\$137,471

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

PASSED, APPROVED AND ADOPTED this 2nd DAY OF October 2012.

Kevin Stapleton, Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM;

CITY OF COVINA
AGENDA ITEM COMMENTARY

CC 10

MEETING DATE: October 2, 2012

ITEM NO.:

STAFF SOURCE: Kalieh Honish, Interim Director of Public Works
Alex Gonzalez, Assistant Director of Public Works



ITEM TITLE: Request for Refund from Water Utility Customer

STAFF RECOMMENDATION

That the City Council deny Water Utility Customer Ken Kauffman his request for a credit or refund to his account in the amount of \$349.75.

FISCAL IMPACT

Fiscal impact is dependent on the decision of the Council.

BACKGROUND

At the meeting of September 18, 2012 Council directed staff to make a recommendation regarding the request made by Ken Kauffman of 820 North Edenfield Avenue at that meeting, as well as at the Special City Council Meeting held September 10, 2012. At the September 10th meeting, Mr. Kauffman spoke to the Council regarding a water fee that he was charged and wanted to dispute. Council promised him that staff would report back on the issue. The same resident had previously been to Council on April 17, 2012 to request relief from a charge to his water account.

At the April Meeting, Staff was directed to follow-up with him regarding his concerns and attempt a resolution. Staff contacted him and urged him to put his specific request and support for the dispute in writing; and that the then Director, Steve Henley, would address his concerns. Though he did not respond to the request, it is our understanding that the charge he disputes is the repair cost that was charged to him for the dismantling of his register from the water meter (\$349.75). It was repaired and billed in January of 2012. He did not contact our department until March, at which time he brought in his register. The letter and billing invoice sent to Mr. Kauffman are attached as Exhibit A. The bill does not include an estimate for water used during the time that the register was missing, and usage could not be recorded. In this case, the meter was tampered with on or about December 9, 2011, based on the meter's auto-read software.

Pursuant to our Water Rules (approved by Resolution 10-6871), the party that benefits from water diversion is charged the fee for labor and materials involved in investigating and making any required corrections (Rule No. 16, E). Determining who actually caused the damage is not a

factor in assessment of the charges to the account that was affected. This was explained to Mr. Kauffman on March 14, 2012 by then Assistant Director, Kalieh Honish, at which time he agreed to a payment plan of 6 installments, commencing on April 16th, which he did not keep.

The disputed bill appeal process is described in Rule 15 of the Water Rules. Mr. Kauffman has already reviewed his account with a manager, so his next step would have been to appeal that decision in writing to the Public Works Department Director within 10 days of the decision. That timeline was waived, but the writing was specifically requested by telephone and letter on April 26, 2012 (attached as Exhibit B).

Despite Mr. Kauffman's visit to Council on April 17th, he did not visit our office nor respond to us in writing, as requested. As a result, he received a door hanger on June 15, 2012 advising him of impending disconnect. On June 18, 2012 Mr. Kauffman paid the amount of \$349.75 with a personal check. The following day he contacted Risk Manager Marie Klymkiw to make a claim against the City for the same amount. She denied his claim after determining that he had personally paid the amount to the City.

Had the customer appealed to the Public Works Director and still felt his case was "not satisfactorily resolved" the customer could then "request a review by the City Manager by sending a written statement within five (5) days" of receiving the Director's determination. If that is not satisfactory, then the customer can appeal to Council, but that portion of the dispute process is specifically described as an appeal that "must be submitted in writing to the City Manager together with the reasons for the dispute" within 10 days of his determination. In the absence of a timely file, the City Manager's decision is final. The failure to participate in the appeal process is the reason that staff recommends denial of this request.

RELEVENCE TO THE STRATEGIC PLAN

The proposed action has no direct relevance to the City's Strategic Plan.

EXHIBITS

- A. Letter to Ken Kauffman dated January 17, 2012 with invoice attached.
- B. Letter to Ken Kauffman dated April 26, 2012.

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



CITY OF COVINA

Public Works Department
Water Division

January 17, 2011

Ken Kauffman
820 North Edenfield Avenue
Covina, CA 91723-1104

Re: Account [REDACTED], 820 N. Edenfield Ave.

It was recently discovered by City of Covina Water Utility Workers that your meter and register had been tampered with, and that in fact the register was missing from your water meter. We have made the necessary repairs to your service location and are billing the repairs to your above-referenced water service account. Please note that any damage or repairs to water meter equipment that are not the result of normal wear and tear are billed to the customer at the service location where the repairs are needed. Please see attached invoice detailing the charges that will appear on your next bill.

Please call (626) 385-5230 with any questions you may have regarding this letter, or please call toll free (855) 354-7579 for account balance information. However, please note that to dispute these or any other billed charges to your account you must do so in writing.

Sincerely,

Kalieh Hqish
Assistant Director of Public Works

Attachment: As stated

KH/zc

**CITY OF COVINA WATER DIVISION
COST BREAKDOWN**

JOB LOCATION: 820 N. Edenfield Ave.

JOB START DATE: 1/9/12 **JOB COMPLETION DATE:** 1/9/12

JOB DESCRIPTION: Replace Register & MTU Due to Customer Tampering

EMPLOYEE	QUANTITY	RATE	TOTAL COST
Mills, Justin	1	29.19	29.19
Lopez, Freddie	1	26.61	26.61
Admin	0.5	31.31	15.66
			0.00

TOTAL LABOR COST: 71.46

DESCRIPTION	QUANTITY	RATE	TOTAL COST
622 2007 GMC Canyon (\$15.00)	1		15.00
620 2005 GMC P/U (\$15.00)	1		15.00

TOTAL EQUIPMENT COST: 30.00

DESCRIPTION	QUANTITY	RATE	TOTAL COST
E-Coder Retrofit Register, C/F (Item # RHXFX1)	1	95.00	95.00
Aclara Retrofit Radio (Aclara Series 2000)	1	95.00	95.00
			0.00
			0.00

TOTAL MATERIAL COST: 190.00

TOTAL LABOR COST: 71.46

TOTAL EQUIPMENT COST: 30.00

TOTAL MATERIAL COST: 190.00

SUBTOTAL 291.46

OVERHEAD: 58.29

GRAND TOTAL: 349.75

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: October 2, 2012

ITEM NO.: CC 11

STAFF SOURCE: Kalieh Honish, Director of Public Works
Alex González, Assistant Director of Public Works
Vivian Castro, Environmental Services Manager
Michele Saint, Administrative Technician

ITEM TITLE: Award of Bid for CNG Refueling Station Upgrade, Project No. M-1118

STAFF RECOMMENDATION

That the City Council:

- a. Approve the construction drawings for the project;
- b. Affirm that the lowest bidder, Mansfield Gas Equipment Systems (\$616,981) is a non-responsive bidder for not complying with bid requirements; and
- c. Award the bid for the CNG Refueling Station Upgrade, Project No. M-1118, to Allsup Corporation, as the lowest responsible and responsive bidder, in the amount of \$666,200.

FISCAL IMPACT

The upgrade of the CNG Refueling Station is budgeted in the current fiscal year in the following three accounts: \$305,650 in the Equipment Fund (7010-6010-55200); \$186,590 in the Air Quality Fund (2500-2600-55200); and \$179,590 in a Mobile Source Air Pollution Review Committee (MSRC) Matching Grant (2500-2610-55200) the city applied for and was awarded in November 2010 bringing the total project funding to \$671,830. Accordingly, awarding the bid for the project will have no negative impact on the General Fund.

BACKGROUND

Project No. M-1118 consists of upgrading the existing CNG refueling station at the City Yard with the following specifications: add a new 300 standard cubic feet per minute (“scfm”) compressor and combine it with the existing 100 scfm compressor to bring compression capability up to a combined 400 scfm; replace the existing natural gas dryer; add one new storage vessel with 5500 psi to the existing three (3) storage vessels to increase storage capacity up to 42,000 scf; add one new fueling dispenser with 3,600 pounds per square inch (“psi”) with dual hoses and keep the existing 3,000 psi fueling dispenser to allow older CNG vehicles that have 3,000 psi tanks to continue to fuel at the station until their tanks expire within the next few years; and perform all necessary electrical upgrades needed for this project. The upgrade will address the two main customer complaints we have received over the past couple of years; lack of a complete fill and long fueling times. The upgrade will add significant storage, compression capability, and a new 3,600 psi fueling dispenser.

The project was duly noticed and advertised, and bids were received in the City Clerk's office on September 5, 2012.

The lowest bid was submitted by Mansfield Gas Equipment Systems in the amount of \$616,981 but was determined by staff to be non-responsive to the bid specifications because it was a "conditional bid". Mansfield's bid was made expressly contingent upon the City agreeing to amend certain terms of the bid specifications. Two specific examples are:

- The bid documents specify that the Contractor shall maintain primary insurance policies with a per occurrence limit of \$2,000,000 for both Commercial General Liability and Automobile Liability. Prior to submitting its bid, Mansfield made a written inquiry to the City asking whether a \$1,000,000 primary policy with additional umbrella coverage would be sufficient to meet the bid specifications. Via Bid Addendum #2, which was sent to all prospective bidders on August 28, 2012, the City responded that this would not be an acceptable substitute and that the bid specifications must be followed. Nevertheless, Mansfield submitted its bid of \$616,981 with an attached "Pricing/Bid Clarification" form, acknowledging that its insurance does not meet the bid specifications and making its bid expressly contingent upon the City accepting its substitution of insurance coverage.
- The bid documents also specify that the Contractor shall be responsible for obtaining all licenses and permits to conduct the project and shall pay all charges and fees for said licenses and permits. These costs are then internalized into the total bid amount submitted for the project. However, Mansfield indicates in its "Pricing/Bid Clarification" form that its bid pricing does not include these costs, and they will merely be a "pass-through" to the City.

The bid documents provide that "unauthorized conditions, limitations or provisos attached to a proposal will render it informal and may cause its rejection." Further, by including the conditions identified above and tying bid pricing to them, Staff believes that Mansfield has artificially lowered its bid relative to other competitors, working an unfair competitive advantage that is not allowed under State law or the bid specifications. Therefore, the City must reject Mansfield's bid as non-responsive.

The second lowest bid was submitted by Allsup Corporation, in the amount of \$666,200 and has been determined by Staff to be responsive to the bid specifications and "responsible" (sufficient experience and capability to perform the contract). Staff, therefore, requests that the City Council award the bid to Allsup Corporation in the amount of \$666,200. The Engineer's estimate for the project was \$670,598.

RELEVANCE TO THE STRATEGIC PLAN

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

EXHIBITS

A. Bid Summary

B. Project Plans on file with the Public Works Department, Environmental Services Section

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

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: October 2, 2012

ITEM NO.: CC 12

STAFF SOURCE: Daryl Parrish, City Manager 

ITEM TITLE: **Council to Consider Supporting the US Conference of Mayors Letter Preventing Sequestration Cuts**

STAFF RECOMMENDATION

After discussion for the City Council to support the US Conference of Mayors by authorizing Mayor Stapleton to sign on to their letter expressing concerns about impending sequestration cuts mandated by the Federal Budget Control Act of 2011.

FISCAL IMPACT

The City of Covina could be negatively affected should sequestration cuts be made to federal programs that Covina participates in and receives funding from such as the Community Development Block Grant Program. There is no fiscal impact associated with Covina signing on to the US Conference of Mayors Letter.

BACKGROUND

Recently Mayor Stapleton received a request from the US Conference of Mayors for the City of Covina to sign on to its letter to the leadership of both political parties in Washington D.C. expressing concerns over the impending sequestration process mandated by the Federal Budget Control Act of 2011. The letter expresses concerns based on sequestration as being the largest threat to metropolitan and local economies in the United States.

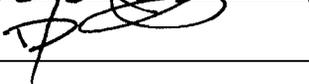
While the letter recognizes the need for the federal government to get its fiscal house in order and encourages leadership from both political parties to work together and find a solution to achieve deficit reduction it states that one should be found that facilitates rather than undermines economic growth. Specifically, the letter identifies specific damages that shall be done to local economies should the automatic cuts be made to federal programs as directed by the Budget Control Act of 2011. Said damages include the cuts reducing the nation's GDP by \$215 billion, decrease personal workforce earnings by \$109.4 billion and cost well over 2 million jobs in the first year and have critical and catastrophic impacts on the economy, jobs, national security, public safety, disaster response, global competitiveness and the condition of the country's infrastructure.

RELEVANCE TO THE STRATEGIC PLAN

This item has no direct relevance to the strategic plan.

REVIEW TEAM ONLY

City Attorney:  Finance Director: 

City Manager:  Other: _____



THE UNITED STATES CONFERENCE OF MAYORS

1620 EYE STREET, NORTHWEST
WASHINGTON, D.C. 20006
TELEPHONE (202) 293-7330
FAX (202) 293-2352
URL: www.usmayors.org

September 20, 2012

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Mayor of Philadelphia

Vice President:
SCOTT SMITH
Mayor of Mesa

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BOB LITTLEFIELD
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MARK MALLOY
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PAUL McWILLIAMS
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Mayor of Herndon
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Mayor of Santa Ana
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JAMES J. SCHMITT
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FRANK L. STAY
Mayor of New York
PAUL SULLIVAN
Mayor of Madison
MARK VITOGLIA
Mayor of Little Rock
BRIAN C. WAHLER
Mayor of Des Moines

CEO and Executive Director:
TOM COO, HUMAN

The Honorable Harry Reid
Majority Leader
United States Senate
S-221 U.S. Capitol
Washington, DC 20510

The Honorable Mitch McConnell
Republican Leader
United States Senate
S-230 U.S. Capitol
Washington, DC 20510

The Honorable John Boehner
Speaker
United States House of Representatives
H-232 U.S. Capitol
Washington, DC 20515

The Honorable Nancy Pelosi
Democratic Leader
United States House of Representatives
H-204 U.S. Capitol
Washington, DC 20515

Dear Congressional Leaders,

As elected leaders of local communities across the nation, we fully understand the need for fiscal responsibility and the tough choices that are required to achieve a balanced budget. We have also been forced to make challenging, even painful, cuts during this economic downturn. In the coming months, as you address both short- and long-term federal fiscal challenges, we urge you to adopt a bipartisan and balanced approach to deficit reduction by incorporating spending cuts with additional revenue from sources such as tax code reform and closing unfair corporate tax loopholes.

The impending sequestration process mandated by the Budget Control Act of 2011 (BCA) is perhaps the biggest threat to our metro economies, which represent over 90 percent of the nation's Gross Domestic Product (GDP), nearly 90 percent of all wage and salary income, 86 percent of the nation's employment, and 94 percent of future economic growth. These automatic across-the-board cuts in defense and non-defense programs are estimated to reduce the nation's GDP by \$215 billion, decrease personal workforce earnings by \$109.4 billion and cost well over 2 million jobs in only the first year. As recently as August 22, the Congressional Budget Office (CBO) updated its Budget and Economic Outlook for FY 2012 to FY 2022, warning that failure to alter the currently scheduled federal tax and spending policy changes would "lead to economic conditions in 2013 that will probably be considered a recession."

We are particularly concerned with deep reductions in non-defense discretionary spending, one-third of which is directed to state and local programs; 36 percent is directed to education; 28 percent to housing and community development; 18 percent to health and the environment; ten percent to workforce; and five percent to public safety and disaster response. The additional cuts scheduled to occur through sequestration will bring domestically appropriated funding well below historical levels as a share of the economy, forcing inevitable cuts to a number of critical local services and dramatic job losses for teachers, first responders, and health care workers.

We also share the concern expressed by many of your colleagues and industry stakeholders over the impact of sequestration on our military forces and national security; however, the impact will extend far beyond the Department of Defense and related activities. The defense industry, military personnel and innovative research underway at institutions of higher education are significant contributors to many of our metro economies. Nearly half of the estimated job loss and personal earnings reductions will occur in the defense industry; many of these job losses will occur in the civilian sector.

Eighty-four percent of the nation's population resides in 363 metro areas, which will gain 84 million residents over the next 30 years. With this growth, we have no choice but to make investments to relieve congestion, make our ports globally competitive, dramatically improve all levels of education, promote Science, Technology, Engineering and Math, develop first-in-class technology information systems, and work toward energy independence while urgently addressing climate protection. Cities and metro economies are at the center of all these issues and failure to invest in them will lead to the gradual decline of our national economy.

Any federal budget solution that does not make the necessary federal investments in metro infrastructure, education and public safety will impede the national economic growth necessary for our nation to maintain global competitiveness and future fiscal health. The private sector needs this investment to achieve the productivity improvements and innovation that will lead to the economic growth our country desperately needs.

Discretionary spending has already been significantly reduced in recent years. As our local metro economies - which drive the national economy - continue the struggle to recover from the worst national recession in decades, we cannot bear the financial burden that additional discretionary spending cuts would require just to meet the most emergent needs of our constituents.

We recognize the need for the federal government to get its fiscal house in order. We encourage you to work together to find a bipartisan and balanced solution to achieve deficit reduction that facilitates, not undermines, economic growth.

Sincerely,

Michael A. Nutter
Philadelphia, PA
President

Scott Smith
Mesa, AZ
Vice President

Kevin Johnson
Sacramento, CA
Second Vice President

Greg Stanton
Phoenix, AZ
Chair, Defense Conversion
Task Force

Greg Fischer
Louisville, KY
Chair, Metro Economies
Standing Committee

Don Plusquellic
Akron, OH

ELizabeth B. Kautz
Burnsville, MN

John O'Reilly
Dearborn, MI

Susie Galea
Alamogordo, NM

Kevn Meade
Canton, IL

Daniel S. Paletko
Dearborn Heights, MI

Gerald D. Jennings
Albany, NY

James Brainard
Carmel, IN

Michael B. Hancock
Denver, CO

Ed Pawlowski
Allentown, PA

Joseph P. Riley, Jr.
Charleston, SC

T.M. Franklin Cownie
Des Moines, IA

Robert Cluck
Arlington, TX

Anthony Foxx
Charlotte, NC

Carl O. Sherman
DeSoto, TX

Kasim Reed
Atlanta, GA

Rahm Emanuel
Chicago, IL

Carleton E. Carey, Sr.
Dover, DE

Steve Hogan
Aurora, CO

Michael Bissonnette
Chicopee, MA

Roy D. Buol
Dubuque, IA

Marie Lopez Rogers
Avondale, AZ

Kim McMillan
Clarksville, TN

William Bell
Durham, NC

Stephanie Rawlings-Blake
Baltimore, MD

Stephen K. Benjamin
Columbia, SC

Marcia A. Leclerc
East Hartford, CT

David Bieter
Boise, ID

Michael B. Coleman
Columbus, OH

Salvatore J. Panto, Jr.
Easton, PA

Lorenz J. Walker
Bossier City, LA

Eugene Montanez
Corona, CA

Antonia Ricigliano
Edison Township, NJ

Thomas M. Menino
Boston, MA

Joe Adame
Corpus Christi, TX

John F. Cook
El Paso, TX

Patty Lent
Bremerton, WA

Kelvyn H. Cullimore Jr.
Cottonwood Heights, UT

Kitty Piercy
Eugene, OR

Bill Finch
Bridgeport, CT

Andrew Weissman
Culver City, CA

Elizabeth Tisdahl
Evanston, IL

Dave Golonski
Burbank, CA

Bill Gluba
Davenport, IA

Ray Stephanson
Everett, WA

Dayne Walling
Flint, MI

Harvey Johnson, Jr.
Jackson, MS

Paul Soglin
Madison, WI

Acquanetta Warren
Fontana, CA

Sylvester "Sly" James, Jr.
Kansas City, MO

Michael Fressola
Manchester Township, NJ

Betsy Price
Fort Worth, TX

Richard Clanton
Kentwood, MI

Wayne Powell
Manhattan Beach, CA

Craig Lowe
Gainesville, FL

Dan Corbin
Killeen, TX

R.T. Rybak
Minneapolis, MN

Karen Freeman Wilson
Gary, IN

Lucy Johnson
Kyle, TX

Lori Moseley
Miramar, FL

Georgia Lord
Goodyear, AZ

Diane DuBois
Lakewood, CA

Mary Ann Lutz
Monrovia, CA

Shane Bemis
Gresham, OR

Raul G. Salinas
Laredo, TX

Ernest D. Davis
Mount Vernon, NY

Pedro E. Segarra
Hartford, CT

Ken Miyagishima
Las Cruces, NM

Michael R. Bloomberg
New York City, NY

Daniel Juarez
Hawthorne, CA

Carolyn Goodman
Las Vegas, NV

Paul D. Fraim
Norfolk, VA

Andy Hafen
Henderson, NV

David Berger
Lima, OH

Cindy Rosenthal
Norman, OK

Jerry W. Willey
Hillsboro, OR

Mark Stodola
Little Rock, AR

Andre D. Pierre
North Miami, FL

Peter B. Carlisle
Honolulu, HI

Bob Foster
Long Beach, CA

Sandra E. Frum
Northbrook, IL

Ruth Carney
Hot Springs, AR

Antonio R. Villaraigosa
Los Angeles, CA

Richard Moccia
Norwalk, CT

Annise Parker
Houston, TX

Robert A. B. Reichert
Macon, GA

Stephen H. Buxbaum
Olympia, WA

Jim Suttle
Omaha, NE

Ralph Becker
Salt Lake City, UT

Shelley Welsch
University City, MO

Buddy Dyer
Orlando, FL

Thomas T. Odell
Sammamish, WA

Timothy D. Leavitt
Vancouver, WA

Shawn Connors
Pecatonica, IL

Jerry Sanders
San Diego, CA

Scott Avedisian
Warwick, RI

Frank C. Ortis
Pembroke Pines, FL

Ed Lee
San Francisco, CA

Vincent C. Gray
Washington, DC

Sandra L. Bradbury
Pinellas Park, FL

Richard Bloom
Santa Monica, CA

Jeffrey Prang
West Hollywood, CA

Brian C. Wahler
Piscataway, NJ

Michael McGinn
Seattle, WA

Christopher Cabaldon
West Sacramento, CA

Jennifer Hosterman
Pleasanton, CA

Joseph A. Curtatone
Somerville, MA

Susan M. Kay
Weymouth, MA

Sam Adams
Portland, OR

Brenda L. Lawrence
Southfield, MI

Thomas M. Leighton
Wilkes-Barre, PA

Angel Taveras
Providence, RI

Noramie F. Jasmin
Spring Valley, NY

James M. Baker
Wilmington, DE

John Dickert
Racine, WI

Francis Slay
St. Louis, MO

John Marchione
Redmond, WA

Christopher B. Coleman
St. Paul, MN

Mike Gin
Redondo Beach, CA

Joe McElveen
Sumter, SC

Ronald O. Loveridge
Riverside, CA

Michael J. Ryan
Sunrise, FL

David A. Bowers
Roanoke, VA

Mark W. Mitchell
Tempe, AZ

Ardell F. Brede
Rochester, MN

Jonathan Rothschild
Tucson, AZ

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

MEETING DATE: October 2, 2012

ITEM NO.: CC 13

STAFF SOURCE: Lisa Brancheau, Assistant to the City Manager
Dilu De Alwis, Finance Director



ITEM TITLE: Receive and File Due Diligence Review of the Low/Moderate Income Housing Funds; Required per Health and Safety Code Section 34179.5

STAFF RECOMMENDATION

Staff recommends that as the Successor Agency to the former Covina Redevelopment Agency that the following be done:

1. Receive and File Due Diligence Report
2. Direct staff to submit the report to Oversight Board

FINANCIAL IMPACT

The preparation of the Due Diligence Review is considered an administrative activity of the Successor Agency. The Successor Agency Admin Fund will absorb this cost within its adopted budget.

BACKGROUND

One of the requirements under AB 1484 is that the Successor Agency must hire a licensed accountant to complete a Due Diligence Review of unobligated balances in the Low and Moderate Income Housing Fund (LMIHF) and other funds for the former Covina Redevelopment Agency (Agency). A copy of the LMIHF Due Diligence Review (review) is to be submitted to the Oversight Board, County Auditor Controller, State Controller's Office and the Department of Finance (DOF) by October 1, 2012. Due to the delay in finalizing procedures of this review between the DOF and audit firms, the submission date was postponed to October 15, 2012. The DOF has granted the Covina Successor Agency an extension to November 1, 2012 for submission of the report as there would not be sufficient time to take the item to the Successor Agency Board and twice as required by DOF to the Oversight Board and meet the October 15th deadline. The delay is due to the fact that DOF has only approved a small number of auditing firms to prepare the audit reports for all of the California Successor Agencies.

The purpose of the audit review is to determine the unobligated balances available for transfer to taxing entities, by undertaking a review of all assets of the former Agency and Successor Agency, including all transfers, cash balances, enforceable obligations, and assets, from January 1, 2011 to present.

Per Health and Safety Code §34179.6 (c), upon receipt of the review, the Oversight Board shall convene a public comment session to take place at least five business days before the Oversight Board holds the approval vote. The Oversight Board must formally approve the Due Diligence Report which under the extension, must be submitted to the DOF by November 1, 2012. The

DOF will complete review of the Due Diligence Review by November 9 and issue its final determination on transfer of unobligated funds to the County Auditor-Controller.

EXHIBITS

A. Copy of Draft Due Diligence Review of the LMIHF

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

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Successor Agency to the City of Covina Redevelopment Agency
Covina, California

**Independent Accountant's Report on
Applying Agreed-Upon Procedures**

We have performed procedures enumerated in Attachment A, which were agreed to by the Successor Agency to the City of Covina Redevelopment Agency (Successor Agency), California State Controller's Office and California Department of Finance (collectively referred to as Specified Parties) solely to assist you in determining the balances available for transfer to taxing entities from assets transferred to the Successor Agency from the Low and Moderate Income Housing Funds of the former redevelopment agency, as prescribed in Section 34179.5 of the California Health and Safety Code (Code). The management of the Successor Agency is responsible for the accounting records. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the Specified Parties. Consequently, we make no representation regarding the sufficiency of the procedures described in Attachment A, either for the purpose for which this report has been requested, or for any other purpose.

The scope of this engagement was limited to performing the agreed-upon procedures set forth in Attachment A. Attachment A also identifies the findings noted as a result of the procedures performed.

We were not engaged to and did not conduct an audit, the objective of which would be the expression of an opinion on the balances available for transfer to taxing entities from assets transferred to the Successor Agency from the Low and Moderate Income Housing Fund of the former redevelopment agency or other financial information presented in the attached exhibits. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Successor Agency, California State Controller's Office and the California Department of Finance, and is not intended to be, and should not be used by anyone other than these specified parties.

Los Angeles, California
September 27, 2012

**Successor Agency to the City of Covina Redevelopment Agency
Attachment A - Agreed-Upon Procedures and Findings (Continued)
Low and Moderate Income Housing Fund**

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Our procedures and findings are as follows:

1) **Procedure:**

Obtain from the Successor Agency a listing of all assets that were transferred from the Low and Moderate Income Housing Funds of the former redevelopment agency to the Successor Agency on or about February 1, 2012. Agree the amounts on this listing to account balances established in the accounting records of the Successor Agency. Identify in the Agreed-Upon Procedures (AUP) report the amount of the assets transferred to the Successor Agency as of that date.

Finding: We inquired of the Senior Management Analyst of City of Covina's (City's) Housing Division of the Finance Department with regards to the assets transferred from the Low and Moderate Income Housing Fund of the former redevelopment agency to the Successor Agency on or about February 1, 2012 and as a result, noted transfers to the Successor Agency occurred in May 2012. We determined that all assets in the Low and Moderate Income Housing Fund of the former redevelopment agency which totaled \$12,005,847 were transferred to the Successor Agency by tracing the amounts to the account balances in the successor agency.

2) **Procedures:**

If the State Controller's Office has completed its review of transfers required under both Sections 34167.5 and 34178.8 and issued its report regarding such review, attach a copy of that report as an exhibit to the AUP report. If this has not yet occurred, perform the following procedures:

- A. Obtain a listing prepared by the Successor Agency of transfers from the Low and Moderate Income Housing Funds of the former redevelopment agency (excluding payments for goods and services) to the city, county, or city and county that formed the redevelopment agency for the period from January 1, 2011 through January 31, 2012. For each transfer, the Successor Agency should describe the purpose of the transfer and describe in what sense the transfer was required by one of the Agency's enforceable obligations or other legal requirements. Provide this listing as an attachment to the AUP report.
- B. Obtain a listing prepared by the Successor Agency of transfers (excluding payments for goods and services) from the low and moderate income housing assets held by the Successor Agency to the city, county, or city and county that formed the redevelopment agency for the period from February 1, 2012 through June 30, 2012. For each transfer, the Successor Agency should describe the purpose of the transfer and describe in what sense the transfer was required by one of the Agency's enforceable obligations or other legal requirements. Provide this listing as an attachment to the AUP report
- C. For each transfer, obtain the legal document that formed the basis for the enforceable obligation that required any transfer. Note in the AUP report the absence of any such legal document or the absence of language in the document that required the transfer.

Findings: We noted that the State Controller's Office has not completed its review of transfers as of the date of this report. Please refer to Exhibits A and B for the results of the procedures performed. No exceptions were noted as a result of these procedures.

3) **Procedures:**

**Successor Agency to the City of Covina Redevelopment Agency
Attachment A - Agreed-Upon Procedures and Findings (Continued)
Low and Moderate Income Housing Fund**

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If the State Controller's Office has completed its review of transfers required under both Sections 34167.5 and 34178.8 and issued its report regarding such review, attach a copy of that report as an exhibit to the AUP report. If this has not yet occurred, perform the following procedures:

- A. Obtain a listing prepared by the Successor Agency of all transfers (excluding payments for goods and services) from the former redevelopment agency's Low and Moderate Income Housing Fund to any other public agency or to private parties for the period from January 1, 2011 through January 31, 2012. For each transfer, the Successor Agency should describe the purpose of the transfer and describe in what sense the transfer was required by one of the Agency's enforceable obligations or other legal requirements. Provide this listing as an attachment to the AUP report.
- B. Obtain a listing prepared by the Successor Agency of all transfers (excluding payments for goods and services) from the low and moderate income housing assets held by the Successor Agency to any other public agency or private parties for the period from February 1, 2012 through June 30, 2012. For each transfer, the Successor Agency should describe the purpose of the transfer and describe in what sense the transfer was required by one of the Agency's enforceable obligations or other legal requirements. Provide this listing as an attachment to the AUP report.
- C. For each transfer, obtain the legal document that formed the basis for the enforceable obligation that required any transfer. Note in the AUP report the absence of any such legal document or the absence of language in the document that required the transfer.

Findings: We noted that State Controller's Office has not completed its review of transfers as of the date of this report. As such, we performed procedures 3A through 3C.

We inquired of the Senior Management Analyst of the City's Housing Division of the Finance Department and noted that there were no asset transfers from the Low and Moderate Income Housing Fund of the former redevelopment agency or the the low and moderate income housing assets held by the Successor Agency (excluding payments for goods and services) to any other public agency or to private parties for the period from January 1, 2011 through June 30, 2012.

4) **Procedure:**

Obtain from the Successor Agency a listing of all assets of the Low and Moderate Income Housing Fund as of June 30, 2012 for the report that is due October 1, 2012 and a listing of all assets of all other funds of the Successor Agency as of June 30, 2012 (excluding the previously reported assets of the Low and Moderate Income Housing Fund) for the report that is due December 15, 2012. When this procedure is applied to the Low and Moderate Income Housing Fund, the schedule attached as an exhibit will include only those assets of the Low and Moderate Income Housing Fund that were held by the Successor Agency as of June 30, 2012 and will exclude all assets held by the entity that assumed the housing function previously performed by the former redevelopment agency. Agree the assets so listed to recorded balances reflected in the accounting records of the Successor Agency. The listings should be attached as an exhibit to the appropriate AUP report.

**Successor Agency to the City of Covina Redevelopment Agency
Attachment A - Agreed-Upon Procedures and Findings (Continued)
Low and Moderate Income Housing Fund**

DRAFT

Finding: We inquired of the Senior Management Analyst of the City's Housing Division of the Finance Department and noted assets in the aggregate amount of \$8,818,724 of the Low and Moderate Income Housing Fund were held by the Successor Agency at June 30, 2012. The assets totaling \$8,818,724 were traced to the accounting records of the successor agency. Please refer to Exhibit C for the results of the procedures performed.

5) **Procedures:**

Obtain from the Successor Agency a listing of asset balances transferred from the Low and Moderate Income Housing Fund held on June 30, 2012, that are restricted for the following purposes:

A. Unspent bond proceeds:

- i. Obtain the Successor Agency's computation of the restricted balances (e.g., total proceeds less eligible project expenditures, amounts set aside for debt service payments, etc.)
- ii. Trace individual components of this computation to related account balances in the accounting records, or to other supporting documentation (specify in the AUP report a description of such documentation).
- iii. Obtain from the Successor Agency a copy of the legal document that sets forth the restriction pertaining to these balances. Note in the AUP report the absence of language restricting the use of the balances that were identified by the Successor Agency as restricted.

B. Grant proceeds and program income that are restricted by third parties:

- i. Obtain the Successor Agency's computation of the restricted balances (e.g., total proceeds less eligible project expenditures).
- ii. Trace individual components of this computation to related account balances in the accounting records, or to other supporting documentation (specify in the AUP report a description of such documentation).

C. Other assets considered to be legally restricted:

- i. Obtain the Successor Agency's computation of the restricted balances (e.g., total proceeds less eligible project expenditures).
- ii. Trace individual components of this computation to related account balances in the accounting records, or to other supporting documentation (specify in the AUP report a description of such documentation).
- iii. Obtain from the Successor Agency a copy of the legal document that sets forth the restriction pertaining to these balances. Note in the AUP report the absence of language restricting the use of the balances that were identified by the Successor Agency as restricted.

D. Attach the above mentioned Successor Agency prepared schedule(s) as an exhibit to the AUP report. For each restriction identified on these schedules, indicate in the report the period of time for which the restrictions are in effect. If the restrictions are in effect until the related assets are expended for their intended purpose, this should be indicated in the report.

**Successor Agency to the City of Covina Redevelopment Agency
Attachment A - Agreed-Upon Procedures and Findings (Continued)
Low and Moderate Income Housing Fund**

DRAFT

Findings: We noted unspent bond proceeds in an aggregate amount of \$2,018,116 that are legally restricted per bond official statements. Please refer to Exhibit D for the results of the procedures performed. No exceptions were noted as a result of the procedure.

6) **Procedures:**

- A. Obtain from the Successor Agency a listing of assets transferred from the Low and Moderate Income Housing Fund as of June 30, 2012 that are not liquid or otherwise available for distribution (such as capital assets, land held for resale, long-term receivables, etc.) and ascertain if the values are listed at either purchase cost (based on book value reflected in the accounting records of the Successor Agency) or market value, as recently estimated by the Successor Agency.
- B. If the assets listed at 6A are listed at purchase cost, trace the amounts to a previously audited financial statement (or to the accounting records of the Successor Agency) and note any differences.
- C. For any differences noted in 6B, inspect evidence of disposal of the asset and ascertain that the proceeds were deposited into the Successor Agency trust fund. If the differences are due to additions (this generally is not expected to occur), inspect the supporting documentation and note the circumstances.
- D. If the assets listed at 6A are listed at recently estimated market value, inspect the evidence (if any) supporting the value and note the methodology used. If no evidence is available to support the value and/or methodology, note the lack of evidence.

Findings: We noted assets in an aggregate amount of \$3,393,316 that are not liquid or otherwise available for distribution. Please refer to Exhibit E for the results of the procedures performed. No exceptions were noted as a result of the procedure.

7) **Procedures:**

- A. If the Successor Agency believes that asset balances transferred from the Low and Moderate Income Housing Fund need to be retained to satisfy enforceable obligations, obtain from the Successor Agency an itemized schedule of asset balances (resources) as of June 30, 2012, that are dedicated or restricted for the funding of enforceable obligations and perform the following procedures. The schedule should identify the amount dedicated or restricted, the nature of the dedication or restriction, the specific enforceable obligation to which the dedication or restriction relates, and the language in the legal document that is associated with the enforceable obligation that specifies the dedication of existing asset balances toward payment of that obligation.
 - i. Compare all information on the schedule to the legal documents that form the basis for the dedication or restriction of the resource balance in question.
 - ii. Compare all current balances to the amounts reported in the accounting records of the Successor Agency or to an alternative computation.
 - iii. Compare the specified enforceable obligations to those that were included in the final Recognized Obligation Payment Schedule approved by the California Department of Finance.

**Successor Agency to the City of Covina Redevelopment Agency
Attachment A - Agreed-Upon Procedures and Findings (Continued)
Low and Moderate Income Housing Fund**

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- iv. Attach as an exhibit to the report the listing obtained from the Successor Agency. Identify in the report any listed balances for which the Successor Agency was unable to provide appropriate restricting language in the legal document associated with the enforceable obligation.
- B. If the Successor Agency believes that future revenues, together with balances transferred from the Low and Moderate Income Housing Fund dedicated or restricted to an enforceable obligation, are insufficient to fund future obligation payments, and thus retention of current balances is required, obtain from the Successor Agency a schedule of approved enforceable obligations that includes a projection of the annual spending requirements to satisfy each obligation and a projection of the annual revenues available to fund those requirements and perform the following procedures:
 - i. Compare the enforceable obligations to those that were approved by the California Department of Finance. Procedures to accomplish this may include reviewing the letter from the California Department of Finance approving the Recognized Enforceable Obligation Payment Schedules for the six month period from April 1, 2012 through June 30, 2012, and for the six month period October 1, 2012 through March 31, 2013.
 - ii. Compare the forecasted annual spending requirements to the legal document supporting each enforceable obligation.
 - a. Obtain from the Successor Agency its assumptions relating to the forecasted annual spending requirements and disclose in the report major assumptions associated with the projections.
 - iii. For the forecasted annual revenues:
 - a. Obtain from the Successor Agency its assumptions for the forecasted annual revenues and disclose in the report major assumptions associated with the projections.
- C. If the Successor Agency believes that projected property tax revenues and other general purpose revenues to be received by the Successor Agency are insufficient to pay bond debt service payments (considering both the timing and amount of the related cash flows), obtain from the Successor Agency a schedule demonstrating this insufficiency and apply the following procedures to the information reflected in that schedule.
 - i. Compare the timing and amounts of bond debt service payments to the related bond debt service schedules in the bond agreement.
 - ii. Obtain the assumptions for the forecasted property tax revenues and disclose major assumptions associated with the projections.
 - iii. Obtain the assumptions for the forecasted other general purpose revenues and disclose major assumptions associated with the projections.
- D. If procedures 7A, B, or C were performed, calculate the amount of current unrestricted balances of assets transferred from the Low and Moderate Income Housing Fund necessary for retention in order to meet the enforceable obligations by performing the following procedures.
 - i. Combine the amount of identified current dedicated or restricted balances and the amount of forecasted annual revenues to arrive at the amount of total resources available to fund enforceable obligations.

**Successor Agency to the City of Covina Redevelopment Agency
Attachment A - Agreed-Upon Procedures and Findings (Continued)
Low and Moderate Income Housing Fund**

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- ii. Reduce the amount of total resources available by the amount forecasted for the annual spending requirements. A negative result indicates the amount of current unrestricted balances that needs to be retained.
- iii. Include the calculation in the AUP report.

Findings: We noted the Successor Agency did not have any asset balances transferred from the Low and Moderate Income Housing Fund, as of June 30, 2012, that are needed to be retained to satisfy enforceable obligations

8) Procedure:

If the Successor Agency believes that, as of June 30, 2012, cash balances transferred from the Low and Moderate Income Housing Fund need to be retained to satisfy obligations on the Recognized Obligation Payment Schedule (ROPS) for the period of April 1, 2012 through June 30, 2012, obtain a copy of the final ROPS for the period of October 1, 2012 through March 31, 2012, and a copy of the final ROPS for the period April 1, 2013 through September 30, 2013. For each obligation listed on the ROPS, the Successor Agency should add columns identifying (1) any dollar amounts of existing cash transferred from the Low and Moderate Income Housing Fund that are needed to satisfy that obligation and (2) the Successor Agency's explanation as to why the Successor Agency believes that such balances are needed to satisfy the obligation. Include this schedule as an attachment to the AUP report.

Findings: We noted the Successor Agency did not have any cash balances from the Low and Moderate Income Housing Fund, as of June 30, 2012, that are needed to satisfy obligations on the ROPS.

9) Procedure:

Include a schedule detailing the computation of the Balance Available for Allocation to Affected Taxing Entities from assets transferred to the Successor Agency from the Low and Moderate Income Housing Fund. Amounts included in the calculation should agree to the results of the procedures performed in each section above. The schedule should also include a deduction to recognize amounts already paid to the County Auditor-Controller on July 12, 2012, as directed by the California Department of Finance. The amount of this deduction presented should be agreed to evidence of payment.

Finding: Please refer to Exhibit F for the results of the procedures performed. No exceptions were noted as a result of the procedure.

**Successor Agency to the City of Covina Redevelopment Agency
Attachment A - Agreed-Upon Procedures and Findings (Continued)
Low and Moderate Income Housing Fund**

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10) **Procedure:**

Obtain a representation letter from Successor Agency management acknowledging their responsibility for the data provided to the practitioner and the data presented in the report or in any attachments to the report. Included in the representations should be an acknowledgment that management is not aware of any transfers (as defined by Section 34179.5) from assets of the Low and Moderate Income Housing Fund from either the former redevelopment agency or the Successor Agency to other parties for the period from January 1, 2011 through June 30, 2012, that have not been properly identified in the AUP report and its related exhibits. Management's refusal to sign the representation letter should be noted in the AUP report as required by attestation standards.

Finding: Management acknowledged that they are not aware of any additional transfers that have not been properly identified in Exhibits A and B, as defined by Section 34179.5 of the Health and Safety Code, from assets of the Low and Moderate Income Housing Fund from either the former redevelopment agency or the Successor Agency to other parties for the period January 1, 2011 through June 30, 2012. No exceptions were noted as a result of this procedure.

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SUCCESSOR AGENCY TO THE CITY OF COVINA REDEVELOPMENT AGENCY

**EXHIBIT A - FORMER REDEVELOPMENT AGENCY'S LOW AND MODERATE INCOME HOUSING FUND ASSET TRANSFERS TO THE CITY
FOR THE PERIOD JANUARY 1, 2011 THROUGH JANUARY 31, 2012**

	<u>Asset Description</u>	<u>Sponsoring Community</u>	<u>Date of Transfer</u>	<u>Book value of asset at date of transfer</u>	<u>Describe the purpose of the transfer and specify the enforceable obligation or other legal requirement requiring such transfer</u>	<u>Finding</u>
1	Building and land 147-151 East College Street	Covina Housing Authority	3/10/2011	\$ 730,200	Purpose of this transfer was to directly assist in preserving and providing affordable housing options for low-and-moderate-income families, per City Council approval on March 1, 2011 for Agenda Item JPH 3	No finding
2	Transitional House for Homeless Women and Children	Covina Housing Authority	3/10/2011	425,610	Purpose of this transfer was to directly assist in preserving and providing affordable housing options for low-and-moderate-income families, per City Council approval on March 1, 2011 for Agenda Item JPH 3	No finding

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**SUCCESSOR AGENCY TO THE CITY OF COVINA REDEVELOPMENT AGENCY
EXHIBIT B - SUCCESSOR AGENCY'S LOW AND MODERATE INCOME HOUSING FUND ASSET TRANSFERS TO CITY
FOR THE PERIOD FEBRUARY 1, 2012 THROUGH JUNE 30, 2012**

<u>Asset Description</u>	<u>Name of the recipient</u>	<u>Date of Transfer</u>	<u>Book value of asset at date of transfer</u>	<u>Describe the purpose of the transfer and specify the enforceable obligation or other legal requirement requiring such transfer</u>	<u>Finding</u>
1 Appliances - washer and dryer	Covina Housing Authority	2/1/2012	\$ 1,129	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Personal Property on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
2 Appliances - 2 refrigerators and stove	Covina Housing Authority	2/1/2012	2,446	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Personal Property on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
3 Appliances - dining table w 6 chairs TV stand; coffee table; 2 bookcases; bunk bed and 2 mattresses; chest of drawers	Covina Housing Authority	2/1/2012	2,393	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Personal Property on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
4 Appliances - computer and printer	Covina Housing Authority	2/1/2012	1,368	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Personal Property on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
5 Fixtures - air conditioning system	Covina Housing Authority	2/1/2012	unknown	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Personal Property on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
6 Furniture - 1 bunk bed set and chest of drawers	Covina Housing Authority	2/1/2012	unknown	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Personal Property on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding

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**SUCCESSOR AGENCY TO THE CITY OF COVINA REDEVELOPMENT AGENCY
EXHIBIT B - SUCCESSOR AGENCY'S LOW AND MODERATE INCOME HOUSING FUND ASSET TRANSFERS TO CITY
FOR THE PERIOD FEBRUARY 1, 2012 THROUGH JUNE 30, 2012**

<u>Asset Description</u>	<u>Name of the recipient</u>	<u>Date of Transfer</u>	<u>Book value of asset at date of transfer</u>	<u>Describe the purpose of the transfer and specify the enforceable obligation or other legal requirement requiring such transfer</u>	<u>Finding</u>
7 Furniture - 1 single bed	Covina Housing Authority	2/1/2012	371	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Personal Property on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
8 Furniture - 2 single beds and night stand	Covina Housing Authority	2/1/2012	unknown	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Personal Property on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
9 Furniture - 1 queen bed	Covina Housing Authority	2/1/2012	unknown	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Personal Property on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
10 Furniture - 3 dressers	Covina Housing Authority	2/1/2012	1,342	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Personal Property on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
11 Furniture - couch	Covina Housing Authority	2/1/2012	220	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Personal Property on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
12 Furniture - 2 closet track systems	Covina Housing Authority	2/1/2012	500	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Personal Property on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding

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**SUCCESSOR AGENCY TO THE CITY OF COVINA REDEVELOPMENT AGENCY
EXHIBIT B - SUCCESSOR AGENCY'S LOW AND MODERATE INCOME HOUSING FUND ASSET TRANSFERS TO CITY
FOR THE PERIOD FEBRUARY 1, 2012 THROUGH JUNE 30, 2012**

<u>Asset Description</u>	<u>Name of the recipient</u>	<u>Date of Transfer</u>	<u>Book value of asset at date of transfer</u>	<u>Describe the purpose of the transfer and specify the enforceable obligation or other legal requirement requiring such transfer</u>	<u>Finding</u>
13 Furniture - end tables, TV	Covina Housing Authority	2/1/2012	unknown	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Personal Property on the Housing Asset Transfer Form and approved by the Department of Finance	No Finding
14 Furniture - computer desk	Covina Housing Authority	2/1/2012	217	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Personal Property on the Housing Asset Transfer Form and approved by the Department of Finance	No Finding
15 Furniture - 2 entry tables	Covina Housing Authority	2/1/2012	unknown	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Personal Property on the Housing Asset Transfer Form and approved by the Department of Finance	No Finding
16 Household goods - dishes, cutlery	Covina Housing Authority	2/1/2012	unknown	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Personal Property on the Housing Asset Transfer Form and approved by the Department of Finance	No Finding
17 Household goods - pots and pans, pictures	Covina Housing Authority	2/1/2012	unknown	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Personal Property on the Housing Asset Transfer Form and approved by the Department of Finance	No Finding
18 Household goods - small kitchen appliances including coffee maker, griddle, toaster, baking equipment	Covina Housing Authority	2/1/2012	1,000	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Personal Property on the Housing Asset Transfer Form and approved by the Department of Finance	No Finding

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**SUCCESSOR AGENCY TO THE CITY OF COVINA REDEVELOPMENT AGENCY
EXHIBIT B - SUCCESSOR AGENCY'S LOW AND MODERATE INCOME HOUSING FUND ASSET TRANSFERS TO CITY
FOR THE PERIOD FEBRUARY 1, 2012 THROUGH JUNE 30, 2012**

<u>Asset Description</u>	<u>Name of the recipient</u>	<u>Date of Transfer</u>	<u>Book value of asset at date of transfer</u>	<u>Describe the purpose of the transfer and specify the enforceable obligation or other legal requirement requiring such transfer</u>	<u>Finding</u>
19 Household goods - window blinds	Covina Housing Authority	2/1/2012	3,442	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Personal Property on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
20 Household goods - kitchen cabinets and counters	Covina Housing Authority	2/1/2012	6,371	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Personal Property on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
21 Household goods - sheets, blankets, bedspreads, pillows towels	Covina Housing Authority	2/1/2012	1,000	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Personal Property on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
22 Household goods - light fixtures, fans, vaccum	Covina Housing Authority	2/1/2012	1,000	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Personal Property on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
23 Household goods - Bar B Q and outdoor furniture; hoses;ladder	Covina Housing Authority	2/1/2012	275	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Personal Property on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
24 All office supplies, equipment and fixtures	Covina Housing Authority	2/1/2012	5,000	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Personal Property on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding

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**SUCCESSOR AGENCY TO THE CITY OF COVINA REDEVELOPMENT AGENCY
EXHIBIT B - SUCCESSOR AGENCY'S LOW AND MODERATE INCOME HOUSING FUND ASSET TRANSFERS TO CITY
FOR THE PERIOD FEBRUARY 1, 2012 THROUGH JUNE 30, 2012**

<u>Asset Description</u>	<u>Name of the recipient</u>	<u>Date of Transfer</u>	<u>Book value of asset at date of transfer</u>	<u>Describe the purpose of the transfer and specify the enforceable obligation or other legal requirement requiring such transfer</u>	<u>Finding</u>
25 Encumberd funds - 436 E. Cypress St Covina. Single family house built by Habitat on lot obtained with LMIIIF	Covina Housing Authority	2/1/2012	Forgivable contingent promissory note: county, or city and county that authorized the creation of a \$202,000	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Low-Mod Encumbrances on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
26 Encumbered funds - 236 W Center St Covina two apartment units built by others	Covina Housing Authority	2/1/2012		- Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Low-Mod Encumbrances on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
27 Encumbered funds - Village Green Apartments 152 E Covina Blvd Covina	Covina Housing Authority	2/1/2012		- Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Low-Mod Encumbrances on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
28 Encumbered funds - Smith Family Trust Apts 227 N. Citrus Ave Covina	Covina Housing Authority	2/1/2012		- Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Low-Mod Encumbrances on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
29 Encumbered funds - 200 W. Rowland Street Covina	Covina Housing Authority	2/1/2012	4,742,000	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Low-Mod Encumbrances on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
30 Encumbered funds - Cienega Gardens Apts, 1211 N. Lyman, Covina	Covina Housing Authority	2/1/2012		- Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Low-Mod Encumbrances on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding

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EXHIBIT B - SUCCESSOR AGENCY'S LOW AND MODERATE INCOME HOUSING FUND ASSET TRANSFERS TO CITY
FOR THE PERIOD FEBRUARY 1, 2012 THROUGH JUNE 30, 2012**

<u>Asset Description</u>	<u>Name of the recipient</u>	<u>Date of Transfer</u>	<u>Book value of asset at date of transfer</u>	<u>Describe the purpose of the transfer and specify the enforceable obligation or other legal requirement requiring such transfer</u>	<u>Finding</u>
31 Encumbered funds - Las Palmas Apts, 777 W. Covina Blvd., Covina	Covina Housing Authority	2/1/2012		- Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Low-Mod Encumbrances on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
32 Encumbered funds - Vista Pointe Apts, 1400 N. Grand Avenue Covina	Covina Housing Authority	2/1/2012		- Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Low-Mod Encumbrances on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
33 Encumbered funds - YWCA Wings domestic violence home, confidential location	Covina Housing Authority	2/1/2012		- Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Low-Mod Encumbrances on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
34 Encumbered funds - 221 W Zinfandel Avenue Covina	Covina Housing Authority	2/1/2012		- Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Low-Mod Encumbrances on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
35 Encumbered funds - 523 N. Cabernet Drive Covina	Covina Housing Authority	2/1/2012		- Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Low-Mod Encumbrances on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
36 Encumbered funds - 542 N. Cabernet Drive Covina	Covina Housing Authority	2/1/2012		- Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Low-Mod Encumbrances on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding

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FOR THE PERIOD FEBRUARY 1, 2012 THROUGH JUNE 30, 2012**

<u>Asset Description</u>	<u>Name of the recipient</u>	<u>Date of Transfer</u>	<u>Book value of asset at date of transfer</u>	<u>Describe the purpose of the transfer and specify the enforceable obligation or other legal requirement requiring such transfer</u>	<u>Finding</u>
37 Encumbered funds - 543 N. Cabernet Drive Covina	Covina Housing Authority	2/1/2012		- Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Low-Mod Encumbrances on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
38 Encumbered funds - 218 W. Merlot Drive Covina	Covina Housing Authority	2/1/2012		- Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Low-Mod Encumbrances on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
39 Encumbered funds - 222 W Merlot Drive Covina	Covina Housing Authority	2/1/2012		- Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Low-Mod Encumbrances on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
40 Encumbered funds - 219 W Merlot Drive Covina	Covina Housing Authority	2/1/2012		- Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Low-Mod Encumbrances on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
41 Encumbered funds - 548 N. Cabernet Drive, Covina	Covina Housing Authority	2/1/2012		- Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Low-Mod Encumbrances on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
42 Encumbered funds - 549 Cabernet Drive, Covina	Covina Housing Authority	2/1/2012		- Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Low-Mod Encumbrances on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding

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FOR THE PERIOD FEBRUARY 1, 2012 THROUGH JUNE 30, 2012**

<u>Asset Description</u>	<u>Name of the recipient</u>	<u>Date of Transfer</u>	<u>Book value of asset at date of transfer</u>	<u>Describe the purpose of the transfer and specify the enforceable obligation or other legal requirement requiring such transfer</u>	<u>Finding</u>
43 Encumbered funds - 319 Orange Blossom Ln Covina	Covina Housing Authority	2/1/2012		- Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Low-Mod Encumbrances on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
44 Encumbered funds - 321 Orange Blossom Ln Covina	Covina Housing Authority	2/1/2012		- Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Low-Mod Encumbrances on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
45 Encumbered funds - 323 Orange Blossom Ln Covina	Covina Housing Authority	2/1/2012		- Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Low-Mod Encumbrances on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
46 Encumbered funds - 325 Orange Blossom Ln Covina	Covina Housing Authority	2/1/2012		- Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Low-Mod Encumbrances on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
47 Encumbered funds - 305 Orange Blossom Ln Covina	Covina Housing Authority	2/1/2012		- Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Low-Mod Encumbrances on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
48 Encumbered funds - 307 Orange Blossom Ln Covina	Covina Housing Authority	2/1/2012		- Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Low-Mod Encumbrances on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding

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FOR THE PERIOD FEBRUARY 1, 2012 THROUGH JUNE 30, 2012**

<u>Asset Description</u>	<u>Name of the recipient</u>	<u>Date of Transfer</u>	<u>Book value of asset at date of transfer</u>	<u>Describe the purpose of the transfer and specify the enforceable obligation or other legal requirement requiring such transfer</u>	<u>Finding</u>
49 Encumbered funds - 309 Orange Blossom Ln Covina	Covina Housing Authority	2/1/2012		- Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Low-Mod Encumbrances on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
50 Encumbered funds - 311 Orange Blossom Ln Covina	Covina Housing Authority	2/1/2012		- Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Low-Mod Encumbrances on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
51 Loan - Covina Gardens KBS LP	Covina Housing Authority	2/1/2012	4,742,000	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Loan/Grant Receivables on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
52 Forgivable Loan - Samuel	Covina Housing Authority	2/1/2012	30,000	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Loan/Grant Receivables on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
53 Forgivable Loan - Samuel	Covina Housing Authority	2/1/2012	200,000	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Loan/Grant Receivables on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
54 Forgivable Loan - Shimoji	Covina Housing Authority	2/1/2012	30,000	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Loan/Grant Receivables on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding

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<u>Asset Description</u>	<u>Name of the recipient</u>	<u>Date of Transfer</u>	<u>Book value of asset at date of transfer</u>	<u>Describe the purpose of the transfer and specify the enforceable obligation or other legal requirement requiring such transfer</u>	<u>Finding</u>
55 Forgivable Loan - Shimoji	Covina Housing Authority	2/1/2012	200,000	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Loan/Grant Receivables on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
56 Forgivable Loan - Scott	Covina Housing Authority	2/1/2012	30,000	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Loan/Grant Receivables on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
57 Forgivable Loan - Scott	Covina Housing Authority	2/1/2012	35,000	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Loan/Grant Receivables on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
58 Forgivable Loan - Fields	Covina Housing Authority	2/1/2012	30,000	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Loan/Grant Receivables on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
59 Forgivable Loan - Fields	Covina Housing Authority	2/1/2012	190,000	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Loan/Grant Receivables on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
60 Forgivable Loan - Escalera	Covina Housing Authority	2/1/2012	30,000	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Loan/Grant Receivables on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding

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Asset Description	Name of the recipient	Date of Transfer	Book value of asset at date of transfer	Describe the purpose of the transfer and specify the enforceable obligation or other legal requirement requiring such transfer	Finding
61 Forgivable Loan - Escalera	Covina Housing Authority	2/1/2012	200,000	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Loan/Grant Receivables on the Housing Asset Transfer Form and approved by the Department of Finance	No Finding
62 Forgivable Loan - Amaya	Covina Housing Authority	2/1/2012	30,000	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Loan/Grant Receivables on the Housing Asset Transfer Form and approved by the Department of Finance	No Finding
63 Forgivable Loan - Amaya	Covina Housing Authority	2/1/2012	175,000	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Loan/Grant Receivables on the Housing Asset Transfer Form and approved by the Department of Finance	No Finding
64 Loan - Andrews	Covina Housing Authority	2/1/2012	371	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Loan/Grant Receivables on the Housing Asset Transfer Form and approved by the Department of Finance	No Finding
65 Loan - Campbell	Covina Housing Authority	2/1/2012	1,400	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Loan/Grant Receivables on the Housing Asset Transfer Form and approved by the Department of Finance	No Finding
66 Loan - Davidson	Covina Housing Authority	2/1/2012	9,527	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Loan/Grant Receivables on the Housing Asset Transfer Form and approved by the Department of Finance	No Finding

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EXHIBIT B - SUCCESSOR AGENCY'S LOW AND MODERATE INCOME HOUSING FUND ASSET TRANSFERS TO CITY
FOR THE PERIOD FEBRUARY 1, 2012 THROUGH JUNE 30, 2012**

<u>Asset Description</u>	<u>Name of the recipient</u>	<u>Date of Transfer</u>	<u>Book value of asset at date of transfer</u>	<u>Describe the purpose of the transfer and specify the enforceable obligation or other legal requirement requiring such transfer</u>	<u>Finding</u>
67 Loan - Farley	Covina Housing Authority	2/1/2012	1,000	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Loan/Grant Receivables on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
68 Loan - Guzman	Covina Housing Authority	2/1/2012	1,790	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Loan/Grant Receivables on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
69 Loan - Harzheim	Covina Housing Authority	2/1/2012	5,785	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Loan/Grant Receivables on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
70 Loan - Hathaway	Covina Housing Authority	2/1/2012	6,756	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Loan/Grant Receivables on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
71 Loan - Hunter	Covina Housing Authority	2/1/2012	1,710	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Loan/Grant Receivables on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
72 Loan - Jensen	Covina Housing Authority	2/1/2012	3,173	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Loan/Grant Receivables on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding

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**SUCCESSOR AGENCY TO THE CITY OF COVINA REDEVELOPMENT AGENCY
EXHIBIT B - SUCCESSOR AGENCY'S LOW AND MODERATE INCOME HOUSING FUND ASSET TRANSFERS TO CITY
FOR THE PERIOD FEBRUARY 1, 2012 THROUGH JUNE 30, 2012**

<u>Asset Description</u>	<u>Name of the recipient</u>	<u>Date of Transfer</u>	<u>Book value of asset at date of transfer</u>	<u>Describe the purpose of the transfer and specify the enforceable obligation or other legal requirement requiring such transfer</u>	<u>Finding</u>
73 Loan - Michitarian	Covina Housing Authority	2/1/2012	3,235	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Loan/Grant Receivables on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
74 Loan - Phillipson	Covina Housing Authority	2/1/2012	1,263	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Loan/Grant Receivables on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
75 Loan - Robles	Covina Housing Authority	2/1/2012	2,402	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Loan/Grant Receivables on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
76 Loan - Salinas	Covina Housing Authority	2/1/2012	994	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Loan/Grant Receivables on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
77 Loan - Stephenson	Covina Housing Authority	2/1/2012	650	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Loan/Grant Receivables on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
78 Loan - Thomas	Covina Housing Authority	2/1/2012	6,000	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Loan/Grant Receivables on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding

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**SUCCESSOR AGENCY TO THE CITY OF COVINA REDEVELOPMENT AGENCY
EXHIBIT B - SUCCESSOR AGENCY'S LOW AND MODERATE INCOME HOUSING FUND ASSET TRANSFERS TO CITY
FOR THE PERIOD FEBRUARY 1, 2012 THROUGH JUNE 30, 2012**

<u>Asset Description</u>	<u>Name of the recipient</u>	<u>Date of Transfer</u>	<u>Book value of asset at date of transfer</u>	<u>Describe the purpose of the transfer and specify the enforceable obligation or other legal requirement requiring such transfer</u>	<u>Finding</u>
79 Loan - Treat	Covina Housing Authority	2/1/2012	2,200	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Loan/Grant Receivables on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
80 Loan - Woford	Covina Housing Authority	2/1/2012	3,000	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Loan/Grant Receivables on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
81 Loan - Yslava	Covina Housing Authority	2/1/2012	3,170	Pursuant to Health and Safety Code section 34176 (a)(1), "The city, county, or city and county that authorized the creation of a redevelopment agency may elect to retain the housing assets and functions previously performed by the redevelopment agency." The transfers to the Housing Successor Agency were noted as Loan/Grant Receivables on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
82 Set-aside	Covina Housing Authority	2/1/2012	327,458	Deferral of 1985 through 1989 mandatory 20% payments, per Health & Safety Code section 33334.6 (e). The transfers to the Housing Successor Agency were noted as Deferral on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
83 SERAF 2010	Covina Housing Authority	2/1/2012	2,540,091	Money borrowed from LMHF to make the FY2010 SERAF payments per HSC sections 33690 (c) (1) and 33690.5 (d) (1). The transfers to the Housing Successor Agency were noted as Deferral on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding
84 SERAF 2011	Covina Housing Authority	2/1/2012	522,454	Money borrowed from LMHF to make the FY2011 SERAF payments per HSC sections 33690 (c) (1) and 33690.5 (d) (1). The transfers to the Housing Successor Agency were noted as Deferral on the Housing Asset Transfer Form and approved by the Department of Finance.	No Finding

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SUCCESSOR AGENCY TO CITY OF COVINA REDEVELOPMENT AGENCY

EXHIBIT C - LOW AND MODERATE INCOME HOUSING FUND ASSETS TRANSFERRED TO THE SUCCESSOR AGENCY

Assets	June 30, 2012
Cash and investments	\$ 5,425,409
Due from City of Covina	2,807
Advances to Other Funds	<u>3,390,509</u>
Total Assets	<u>\$ 8,818,724</u>

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**SUCCESSOR AGENCY TO THE CITY OF COVINA REDEVELOPMENT AGENCY
EXHIBIT D - LOW AND MODERATE INCOME HOUSING FUND RESTRICTED ASSETS TRANSFERRED TO THE SUCCESSOR AGENCY**

Assets	June 30, 2012	Computation of the Restricted Balance	Source for the computation of the restricted balance (i.e. accounting records or other supporting documentation)	Identify the document requiring the restriction. For each restriction identified on these schedules, indicate in the period of time for which the restrictions are in effect. Note whether the restrictions are in effect until the related assets are expended
A. Unspent Bond Proceeds:				
Cash	\$ 761	Remaining cash	General ledger	We reviewed the bond official statement for 2002 Revenue Bonds, Series A \$10,262,272. Proceeds will be used primarily to fund additional redevelopment activities and to repay certain advances made from LoMod (for ERAF \$785,569). The restrictions are in effect until the related assets are expended
Cash	2,017,355	Remaining cash	General ledger	We reviewed the bond official statement for 2004 Taxable Tax Allocation Bonds, Series B. Proceeds were deposited in the Redevelopment and the LowMod funds and are expected to be used to pay all or a portion of the costs of financing redevelopment activities with respect to the Project Area consists primarily of commercial and light industrial uses in areas that include portions of the City's original core downtown area. The restrictions are in effect until the related assets are expended
Total Assets	\$ 2,018,116			
B. Grant Proceeds and Program Income:				
None	\$ -			
Total Assets	\$ -			
C. Other Assets Considered Legally Restricted:				
None	\$ -			
Total Assets	\$ -			
Summary of Restricted Assets Listed in Tables A, B and C			\$ 2,018,116	

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SUCCESSOR AGENCY TO THE CITY OF COVINA REDEVELOPMENT AGENCY

EXHIBIT E - LOW AND MODERATE INCOME HOUSING FUND ASSETS OTHER THAN CASH AND CASH EQUIVALENTS TRANSFERRED TO THE SUCCESSOR AGENCY

<u>Asset</u>	<u>June 30, 2012</u>	<u>Basis (i.e. Book Value/Fair Market Value)</u>	<u>Description of the records provided supporting the book value listed (i.e. previously audited financial statements or the accounting records) and any differences noted. If differences pertain to disposal of assets, note whether the proceeds were deposited into the Successor Agency.</u>	<u>Description of the methodology used to support the market value listed. If no evidence is available to support the value and/or the methodology used, note as a finding in the report.</u>
Due from City of Covina - Transitional House repairs	\$ 2,514	Book value	City's accounting records	N/A
Due from City of Covina - Transitional House repairs	293	Book value	City's accounting records	N/A
Advances to other funds - Housing Set-Aside 1995	327,458	Book value	City's accounting records and City's Council Agenda	N/A
Advances to other funds - SERAF fiscal year 09/10	2,540,091	Book value	City's accounting records and City's Council Agenda	N/A
Advances to other funds - SERAF fiscal year 10/11	522,960	Book value	City's accounting records and City's Council Agenda	N/A
Total Assets	\$ 3,393,316			

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**SUCCESSOR AGENCY TO THE CITY OF COVINA REDEVELOPMENT AGENCY
EXHIBIT F - LOW AND MODERATE INCOME HOUSING FUND ASSETS TRANSFERRED TO THE SUCCESSOR AGENCY
THAT ARE AVAILABLE TO DISTRIBUTE TO AFFECTED TAXING ENTITIES**

SUMMARY OF BALANCES AVAILABLE FOR ALLOCATION TO AFFECTED TAXING ENTITIES

Total amount of assets from the Low and Moderate Income Housing Fund that are held by the successor agency as of June 30, 2012 (procedure 4)	\$ 8,818,724
Add the amount of any assets transferred to the city or other parties for which an enforceable obligation with a third party requiring such transfer and obligating the use of the transferred assets did not exist (procedures 2 and 3)	-
Less assets legally restricted for uses specified by debt covenants, grant restrictions, or restrictions imposed by other governments (procedure 5)	(2,018,116)
Less assets that are not cash or cash equivalents (e.g., physical assets) - (procedure 6)	(3,393,316)
Less balances that are legally restricted for the funding of an enforceable obligation (net of projected annual revenues available to fund those obligations) - (procedure 7)	
Less balances needed to satisfy ROPS for the 2012-13 fiscal year (procedure 8)	-
Less the amount of payments made on July 12, 2012 to the County Auditor-Controller as directed by the California Department of Finance	<u>(1,181,516)</u>
Amount to be remitted to county for disbursement to taxing entities	<u>\$ 2,225,777</u>