



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, February 19, 2013

7:30 p.m.

- As a courtesy to Council/Agency/Authority Members, staff and attendees, everyone is asked to silence all pagers, cellular telephones and any other communication devices.
- Any member of the public may address the Council/Agency/Authority during both the public comment period and on any scheduled item on the agenda. Comments are limited to a maximum of five minutes per speaker unless, for good cause, the Mayor/Chairperson amends the time limit. Anyone wishing to speak is requested to submit a yellow Speaker Request Card to the City Clerk; cards are located near the agendas or at the City Clerk's desk.
- Please provide 10 copies of any information intended for use at the Council/Agency/Authority meeting to the City Clerk prior to the meeting.
- MEETING ASSISTANCE INFORMATION: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at (626) 384-5430. 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 **February 19, 2013** meeting was posted on **February 14, 2013** 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.

February 19, 2013

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

RECONVENE/CALL TO ORDER

ROLL CALL

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

PLEDGE OF ALLEGIANCE

Led by Mayor Pro Tem Allen

INVOCATION

Led by Covina Police Chaplain Dave Truax

PRESENTATIONS

Recognition: City Treasurer Jack Fielding

Recognition: Recognition of the Webb Foundation's support to Leaders' in Training Program

Presentation: Covina Hills Forest Lawn Memorial Park

Presentation: Mosquito Abatement and Vector Control

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 receive and file the Public Works Department monthly activity report.
- CC 2.** City Council to adopt **Resolution No. 13-7132**, to amend the fiscal year 2012-2013 Police Department budget for appropriations relating to specialized training classes.
- CC 3.** City Council to approve the payment of demands in the amount of \$5,971,428.96.
- CC 4.** Successor Agency to the Covina Redevelopment Agency to approve the payment of demands in the amount of \$3,469,381.12.
- CC 5.** Successor Agency to the Covina Redevelopment Agency to approve the updated Recognized Obligation Payment Schedule (ROPS4) covering July 1, 2013 through December 31, 2013 and direct it be provided to the Successor Agency Oversight Board for consideration and approval.
- CC 6.** City Council to receive and file the 3rd Quarter Sales Tax Report.
- CC 7.** City Council to consider cancellation of the regular City Council Meeting of March 5, 2013.
- CC 8.** City Council to receive and file the Strategic Plan update.
- CC 9.** City Council to authorize the creation of an Environmental Services Analyst classification.
- CC 10.** City Council to approve an interim agreement for emergency transit maintenance services with Sureteck Industrial and Commercial Services Incorporated.
- CC 11.** City Council to authorize the purchase of computer equipment from Dell Computers during the remainder of the current fiscal year.

PUBLIC HEARING

- PH 1.** City Council to hold public hearing, consider public testimony regarding an Interim Urgency Ordinance to extend Interim Urgency Ordinance No. 12-2006 and 12-2007 and thereby extending the moratorium on the licensing or permitting of new smokes shops and tobacco stores for a period of one year.

Staff Recommendation:

- 1) City Council to open the hearing and consider public testimony; and
- 2) City Council to introduce, waive further reading and consider adopting **Interim Urgency Ordinance No. 13-2019**, to extend Interim Urgency Ordinance Nos. 12-2006 and 12-2007 for an additional one year and continue for this period the moratorium on the issuance of licenses or permits for development of new smokeshops or tobacco stores;
- 3) Direct staff to continue studying possible revisions to the City's Municipal Code to address smokeshops and tobacco stores.

CONTINUED BUSINESS

CB 1. City Council to hold second reading and adopt an Ordinance to repeal Chapter 17.59 of Title 17 of the Covina Municipal Code.

Staff Recommendation:

- 1) That the City Council hold second reading and adopt **Ordinance No. 13-2018**, repealing Chapter 17.59 ("Maintenance of Real Property") of Title 17 ("Zoning") of the Covina Municipal Code.

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, March 19, 2013** 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.

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: February 19, 2013

ITEM NO.: CC 1

STAFF SOURCE: Kalieh Honish, Interim Director of Public Works *Out for*
Alex Gonzalez, Assistant Director of Public Works
Paul Hertz, Public Works Superintendent

ITEM TITLE: Public Works Department Monthly Activity Report

STAFF RECOMMENDATION:

Receive and file the Public Works Department Monthly Activity Report

FISCAL IMPACT:

This report is informational only and has no budgetary impact.

BACKGROUND:

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

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

During January, the following trends were noted:

- All areas of Equipment Maintenance were back on par from last month's slight drop. The Water Utility's numbers also increased across the board, particularly in the areas of Consumer Responses and Meter Replacements. The Engineering Section also saw a rise in the number of Permits Issued.
- Beginning with the new year in January, the Engineering Section will now be tracking a new KPI for inspections related exclusively to Capital Improvement Projects: CIP Inspection Hours. With the amount of projects currently ongoing, as well as future projects that will start this year, the Public Works Inspector will continue to have a very full and busy schedule ahead.
- There was an approximate 10% decrease in Metrolink permits sold. This may be attributed to the Cal State Los Angeles winter break and also, calls were received stating loss of employment and retirement, which resulted in less work commuting. All other parking data did not fluctuate very much from the previous month.

RELEVANCE TO THE STRATEGIC PLAN:

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

EXHIBITS:

- A. Public Works Department Monthly Activity Report – January 2013

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

**CITY OF COVINA
PUBLIC WORKS DEPARTMENT MONTHLY ACTIVITY REPORT
JANUARY 2013**

DIVISION	ACTIVITY	QUANTITY
Water Utility	Meter replacements	43
	Consumer responses	586
	Backflow tests	0
	Flushed blow-offs	15
	Service line repair/replace	4
	Main line repair/replace	6
	Fire hydrants maintained	2
	Isolation valves exercised	12
	Dig alert responses	13
	Emergency call outs	4
Equipment Maintenance	Preventative Maintenance service	68
	Safety inspections	69
	Daily demand repairs	135
	Tire repairs	22
	Major repairs over \$1000	2
	Emergency call outs	28
Street Maintenance	Traffic sign remove/replace/install	163
	Potholes repaired	472
	Grind sidewalk	424
	Ramp sidewalk	2
	Curb painted (LF)	0
	Illegally dumped items picked up (LBS.)	10,000
	Utility cuts repaired	0
	Trees trimmed	3
	Trees removed	2
Emergency call outs	8	
Environmental Services	Used oil containers distributed	4
	Compost bins distributed	0
	NPDES violations investigated	0
	NPDES Permit Inspections	0
	Waste management consumer contacts	0
	Industrial Waste Permit Inspections	0
	Plans checked for environmental compliance	15
	Environmental legislation & regulations reviewed	14
	Special Waste collection events promoted	2
Engineering	Permits issued	28
	Inspections conducted	6
	Complaint responses	2
	Jobsite meetings	3
	Plan checks conducted	19
	Document research requests	6
	Value of plans prepared	0
Building Maintenance	Service requests completed	25
	Facility heat/air conditioning repairs	4
	Facility lighting/electrical repairs	2
	Emergency call outs	1

**CITY OF COVINA
PUBLIC WORKS DEPARTMENT MONTHLY ACTIVITY REPORT
JANUARY 2013**

DIVISION	ACTIVITY	QUANTITY
Transportation	Bus passes sold	23
	Covina Transit total passengers	1,732
	Covina Transit on time performance	99.94%
	Covina Transit passengers per rev hr	2.87
	Metrolink monthly permits sold	837
	Metrolink machine revenue	\$2,100.95
	Municipal Lots monthly permits sold	\$50
Code Enforcement	Number of Inspections	161
	Number of signs pulled from public right-of-way	21
	Number of resolved cases	54
	Number of open cases	open
	Industrial waste cases open	11
	Total homes in foreclosure	90
	Trash Can violations	13
Building & Safety	Pre/Post permit counter visits	139
	Pre/Post Activity (hours)	20.85
	Permits issued	77
	Inspections conducted	330
	Plan checks conducted	16
	Permit valuation	\$1,168,130
Sewer Maintenance	Manholes inspected	92
	Linear feet of main cleaned	68,754
	Hot-spot locations cleaned	33
	Sewer overflow responses	1
	Manholes treated for vermin infestation	51
	Manholes treated for rodent infestation	8
	Routine pump station checks	31
Special Activities of Note	Xmas trees removed from right-of-way	47
	Shopping carts picked up	72
	Sinkholes repaired	1
	CIP inspection hours	136

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: February 19, 2013

ITEM NO.: CC 2

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 2012-2013 Police Department Budget for appropriations relating to specialized training classes.

STAFF RECOMMENDATION:

Adopt **Resolution No. 13-7132**, amending the 2012-2013 Police Department budget for appropriations relating to specialized training classes.

FISCAL IMPACT:

There is no impact to the general fund; however, the adoption of this resolution will increase the Police Department Justice Narcotic Seizure Fund appropriation account 2222-1440-53210 by \$3,000 and the Red Light Camera appropriation account 2210 1200 53210 by \$790.

BACKGROUND:

Each year the Police Department prepares a budget to meet the anticipated training needs and requirements for Department personnel. Due to unanticipated or unforeseen staffing needs, it was necessary to reassign officers to new positions this year. These positions require specialized training that was not included in the budget.

RELEVANCE TO THE STRATEGIC PLAN:

None

EXHIBITS:

A. Proposed Resolution No. 13-7132.

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

RESOLUTION NO. 13-7132

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, AMENDING THE FISCAL YEAR 2012-2013 POLICE DEPARTMENT BUDGET FOR APPROPRIATIONS RELATED TO NECESSARY SPECIALIZED TRAINING CLASSES.

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 General Fund Budget in the Police Department budget as follows;

- Increase Appropriations in Account Number 2222-1440-53210 \$3,000
- Increase Appropriations in Account Number 2210-1200-53210 \$ 790

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

PASSED, APPROVED AND ADOPTED this 19TH DAY OF FEBRUARY.

Kevin Stapleton, Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM;

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: February 19, 2013

ITEM NO.: CC 3

STAFF SOURCE: Dilu De Alwis, Finance Director 

ITEM TITLE: Payment of Demands

STAFF RECOMMENDATION:

Approve Payment of Demands in the amount of: **\$5,971,428.96**

BACKGROUND:

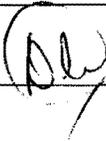
Attached list of warrants, demands, which are being presented for approval for December 2012 are summarized as follows:

<u>DATE OF DEMANDS</u>		<u>DEMAND NUMBERS</u>	<u>AMOUNT</u>
ACCOUNTS PAYABLE WARRANTS			
December, 2012	Wires/EFT's	4132	
	Checks	58501-58979	\$4,801,303.43
PAYROLL			
DECEMBER 6, 2012	PAYROLL CHECKS & DIRECT DEPOSIT		\$558,683.19
DECEMBER 20, 2012	PAYROLL CHECKS & DIRECT DEPOSIT		\$590,399.56
VOIDS			
December 2012	VOIDS	54571	(38.55)
WORKERS COMPENSATION			
December 11, 2012		Week ending 12/5/12	\$3,047.92
December 13, 2012		Week ending 12/12/12	\$7,095.78
December 28, 2012		Week ending 12/19/12	\$3,808.61
December 28, 2012		Week ending 12/26/12	\$6,057.48
December 28, 2012		Week ending 12/28/12	\$1,071.54
GRAND TOTAL:			\$5,971,428.96

RELEVANCE TO STRATEGIC PLAN: Not applicable

EXHIBITS:

A. Accounts Payable Register

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

CITY OF COVINA
Check Register
DECEMBER 2012

Check #	Check Date	Vendor	Name	Amount
4132	12/11/2012	522	CAPITAL ONE PUB	74,495.97
58501	12/04/2012	26	ABSOLUTE SECURI	5,810.40
58502	12/04/2012	32	ACE-1 AUTO SERV	45.00
58503	12/04/2012	61	ADVANTEC CONSUL	700.00
58504	12/04/2012	69	AFSCME	80.00
58505	12/04/2012	72	AGENCIES TOOL C	476.38
58506	12/04/2012	74	AGI ACADEMY	193.08
58507	12/04/2012	84	AIRGAS-WEST	193.59
58508	12/04/2012	86	AKEY, MARJORIE	31.02
58509	12/04/2012	91	ALAS, NINA	98.00
58510	12/04/2012	113	ALL CITY MANAGE	4,955.91
58511	12/04/2012	158	AMERICAN TRAFFI	16,185.00
58512	12/04/2012	188	ARDERY, JONATHA	1,354.56
58513	12/04/2012	255	AZUSA PLUMBING	722.01
58514	12/04/2012	260	B & K ELECTRIC	25.70
58515	12/04/2012	269	BAKER AND TAYLO	1,479.35
58516	12/04/2012	339	BERT'S MEGA MAL	70.68
58517	12/04/2012	341	BEST BEST & KRI	51,155.59
58518	12/04/2012	345	BETHKE, BETTY J	81.67
58519	12/04/2012	380	BOOK WHOLESALER	11.06
58520	12/04/2012	423	BRUNSWICK COVIN	35.00
58521	12/04/2012	516	CANON BUS SOLUT	1,109.36
58522	12/04/2012	565	CASTRO, VIVIAN	537.85
58523	12/04/2012	572	CATHOLIC CHARIT	7,969.77
58524	12/04/2012	579	CC BLUU ART	63.00
58525	12/04/2012	589	CELAYA, VERA FL	42.85
58526	12/04/2012	600	CERTIFIED UNDER	205.42
58527	12/04/2012	617	CHARTER OAK GYM	2,746.80
58528	12/04/2012	618	CHARTER OAK HAR	28.25
58529	12/04/2012	649	CINTAS CORP #69	172.82
58530	12/04/2012	664	CIVILTEC ENGINE	9,540.66
58531	12/04/2012	495	COE, JACQUELYN	105.00
58532	12/04/2012	700	COLLEY FORD	36.01
58533	12/04/2012	710	COMMUNICATIONS	1,284.00
58534	12/04/2012	712	COMMUNITY BANK	14,177.80
58535	12/04/2012	3235	COOK, SHAWNA	250.04
58536	12/04/2012	740	CORBIN, CLARA	1,502.67
58537	12/04/2012	766	COVINA DISPOSAL	13,662.32
58538	12/04/2012	819	CSAC-EIA	18.08
58539	12/04/2012	878	DELTA DENTAL OF	318.30
58540	12/04/2012	894	DF POLYGRAPH	300.00
58541	12/04/2012	956	DYNO TUNE	1,777.00
58542	12/04/2012	964	EBSCO SUBSCRIPT	3,083.43

CITY OF COVINA
Check Register
DECEMBER 2012

58543	12/04/2012	1011 ESCOBEDO, JOSEP	112.00
58544	12/04/2012	1045 FAMILY AUTO CAR	89.00
58545	12/04/2012	1055 FEDEX	7.40
58546	12/04/2012	1110 FRANKLIN TRUCK	44.02
58547	12/04/2012	1134 GALE CENGAGE LE	35.22
58548	12/04/2012	1149 GARCIA, JUSTINE	68.35
58549	12/04/2012	1156 GAS COMPANY, TH	1,198.50
58550	12/04/2012	3300 General Petrole	237.58
58551	12/04/2012	1180 GIAMMARCO, ANTH	115.30
58552	12/04/2012	1198 GLOBALSTAR LLC	42.49
58553	12/04/2012	1203 GOLDEN STATE OV	40.63
58554	12/04/2012	1364 HOME DEPOT	981.15
58555	12/04/2012	1394 HYDRO CONNECTIO	117.20
58556	12/04/2012	3549 HYPER ELECTRIC	29,115.00
58557	12/04/2012	1426 INGERSOLL, SCOT	21.00
58558	12/04/2012	1428 INGRAM DIST GRO	36.38
58559	12/04/2012	3654 JEREMIAH DONOVA	122.75
58560	12/04/2012	1597 KYLE, PATRICIA	207.60
58561	12/04/2012	1612 LA CNTY DEPT OF	4,068.07
58562	12/04/2012	1615 LA CNTY MTA	350.00
58563	12/04/2012	1638 LAM, LY CHOU	210.87
58564	12/04/2012	1656 LARSEN, MICHAEL	43.75
58565	12/04/2012	3190 LAYNE, JONATHAN	374.72
58566	12/04/2012	3209 LAYNE, SHARON	235.66
58567	12/04/2012	1694 LEWIS ENGRAVING	329.62
58568	12/04/2012	1712 LIGHTHOUSE INC,	1,196.20
58569	12/04/2012	1745 LOS ANGELES FRE	242.08
58570	12/04/2012	79 LOURDES MADRID-	107.10
58571	12/04/2012	1754 LOWE'S COMPANIE	3.62
58572	12/04/2012	3672 MARY JOCELYN A	105.00
58573	12/04/2012	1895 MERRIMAC ENERGY	29,882.87
58574	12/04/2012	1933 MISSION LINEN S	333.36
58575	12/04/2012	3236 MUNOZ, VINCENT	322.00
58576	12/04/2012	3718 NADENE VALDEZ	87.50
58577	12/04/2012	2061 NEWPORT FARMS I	836.60
58578	12/04/2012	2104 OFFICE DEPOT	192.77
58579	12/04/2012	99999 VICTOR A. AYALA	70.00
58580	12/04/2012	3723 PACIFIC WESTERN	475.00
58581	12/04/2012	2189 PARADA, MIGUEL	1,279.92
58582	12/04/2012	2198 PARRISH, DARYL	58.70
58583	12/04/2012	2276 POLLARD SWAIN I	702.65
58584	12/04/2012	2345 QUILL	23.91
58585	12/04/2012	2415 REPUBLIC MASTER	137.17
58586	12/04/2012	2426 REYNOLDS BUICK	865.09

CITY OF COVINA
Check Register
DECEMBER 2012

58587	12/04/2012	2426 REYNOLDS BUICK	3,920.66
58588	12/04/2012	3655 ROBERT WONG	261.19
58589	12/04/2012	3556 SACRA	94,737.30
58590	12/04/2012	3653 SARAH HSU	91.00
58591	12/04/2012	2598 SEE'S CANDIES	994.85
58592	12/04/2012	2607 SERESINGHE, AJI	1,000.00
58593	12/04/2012	2620 SGV NEWSPAPER G	281.54
58594	12/04/2012	2676 SMART AND FINAL	354.55
58595	12/04/2012	2711 SOUTHEAST CONST	12.23
58596	12/04/2012	2725 SPIESS CONSTRUC	9,025.00
58597	12/04/2012	2737 STAPLES INC	11.18
58598	12/04/2012	3611 STYLZ DANCE STU	104.30
58599	12/04/2012	2818 TAVANNA	239.75
58600	12/04/2012	2846 THOMAS, TERRI	837.61
58601	12/04/2012	2852 THREE VALLEY MU	4,991.17
58602	12/04/2012	2903 TRI-XECUTEX COR	160.00
58603	12/04/2012	2901 TRIFYTT SPORTS	3,013.50
58604	12/04/2012	2942 UNITED SITE SER	219.72
58605	12/04/2012	2954 URBAN GRAFFITI	5,400.00
58606	12/04/2012	2958 US POSTMASTER	367.20
58607	12/04/2012	3650 VASILJ INC	269,378.20
58608	12/04/2012	3234 VELARDE-KUBANIK	182.00
58609	12/04/2012	3004 VICTORY EXTERMI	25.00
58610	12/04/2012	3010 VILLARREAL, TIF	171.50
58611	12/04/2012	3014 VISION SERVICE	24.91
58612	12/04/2012	3023 VULCAN MATERIAL	337.52
58613	12/04/2012	3187 WAGONER, PAMELA	326.67
58614	12/04/2012	3026 WAKAYAMA, ASHLE	240.10
58615	12/04/2012	3043 WARREN DISTRIBU	314.40
58616	12/04/2012	3064 WELLDYNERX	17.66
58617	12/04/2012	3070 WEST COAST ARBO	919.40
58618	12/04/2012	3082 WESTERN WATER W	8,370.59
58619	12/04/2012	3137 Y TIRE SALES	1,478.81
58620	12/04/2012	3138 YAP, ALBERTO	64.30
58621	12/04/2012	3143 YELLOW CAB OF S	106.40
58622	12/11/2012	68 AFLAC ACCT# YQ7	3,421.89
58623	12/11/2012	68 AFLAC ACCT# YQ7	28.00
58624	12/11/2012	69 AFSCME	940.00
58625	12/11/2012	487 CaIPERS	65,054.73
58626	12/11/2012	775 COVINA POLICE A	4,110.00
58627	12/11/2012	789 COVINA-FSA, CIT	1,770.00
58628	12/11/2012	819 CSAC-EIA	4,443.27
58629	12/11/2012	819 CSAC-EIA	1,536.56
58630	12/11/2012	878 DELTA DENTAL OF	7,328.22

CITY OF COVINA
Check Register
DECEMBER 2012

58631	12/11/2012	1106 FRANCHISE TAX B	0.00
58632	12/11/2012	1247 GREAT WEST LIFE	5,077.50
58633	12/11/2012	1307 HARTFORD LIFE I	9.67
58634	12/11/2012	1405 ICMA RETIREMENT	5,198.81
58635	12/11/2012	1405 ICMA RETIREMENT	845.47
58636	12/11/2012	2033 NATIONWIDE RETI	3,057.88
58637	12/11/2012	3685 PARS US BANK	1,879.92
58638	12/11/2012	2234 PERS	123,808.03
58639	12/11/2012	2235 PERS LONG TERM	252.92
58640	12/11/2012	3668 SHERIFF'S DEPAR	155.81
58641	12/11/2012	2946 UNITED WAY OF G	17.50
58642	12/11/2012	3014 VISION SERVICE	594.87
58643	12/11/2012	15 A-1 SATELLITE	4,550.40
58644	12/11/2012	26 ABSOLUTE SECURI	5,272.40
58645	12/11/2012	50 ADVANCED	1,430.10
58646	12/11/2012	51 ADVANCED BATTER	485.57
58647	12/11/2012	3726 ADVANTAGE PROJE	3,796.00
58648	12/11/2012	68 AFLAC ACCT# YQ7	142.92
58649	12/11/2012	84 AIRGAS-WEST	168.90
58650	12/11/2012	128 ALLIANT INSURAN	2,675.00
58651	12/11/2012	158 AMERICAN TRAFFI	16,185.00
58652	12/11/2012	219 AT&T	49.09
58653	12/11/2012	220 AT&T LONG DISTA	14.67
58654	12/11/2012	254 AZUSA LIGHT & W	2,129.11
58655	12/11/2012	255 AZUSA PLUMBING	16.70
58656	12/11/2012	269 BAKER AND TAYLO	325.27
58657	12/11/2012	318 BELL BUILDING M	3,155.00
58658	12/11/2012	341 BEST BEST & KRI	3,993.58
58659	12/11/2012	3646 BLACK AND WHITE	193.08
58660	12/11/2012	359 BLACKBOARD CONN	36,024.00
58661	12/11/2012	376 BOND LOGISTIX	3,195.73
58662	12/11/2012	411 BRODART CO	14.80
58663	12/11/2012	436 BURHENN & GEST	6,569.72
58664	12/11/2012	452 CA ASSOC FOR PR	45.00
58665	12/11/2012	475 CALIBER POOL AN	1,630.47
58666	12/11/2012	536 CARQUEST AUTO P	213.29
58667	12/11/2012	565 CASTRO, VIVIAN	19.00
58668	12/11/2012	600 CERTIFIED UNDER	284.44
58669	12/11/2012	649 CINTAS CORP #69	172.82
58670	12/11/2012	654 CITRUS CAR WASH	178.50
58671	12/11/2012	700 COLLEY FORD	13.51
58672	12/11/2012	700 COLLEY FORD	201.64
58673	12/11/2012	710 COMMUNICATIONS	4,911.08
58674	12/11/2012	764 COVINA COLLISIO	1,679.72

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58675	12/11/2012	766 COVINA DISPOSAL	78.78
58676	12/11/2012	771 COVINA IRRIGATI	208,364.50
58677	12/11/2012	792 CPOA	678.00
58678	12/11/2012	849 DAPEER ROSENBLI	8,687.15
58679	12/11/2012	862 DE ALWIS, DILU	560.52
58680	12/11/2012	878 DELTA DENTAL OF	318.30
58681	12/11/2012	885 DEPT OF MOTOR V	117.00
58682	12/11/2012	970 EDISON CO	30,948.01
58683	12/11/2012	1053 FBI-LEEDA	50.00
58684	12/11/2012	1055 FEDEX	19.27
58685	12/11/2012	1156 GAS COMPANY, TH	37.80
58686	12/11/2012	1172 GEOGRAPHICS	1,690.00
58687	12/11/2012	3730 GLENDALE CENTRE	460.00
58688	12/11/2012	1204 GOLDEN STATE WA	467.69
58689	12/11/2012	1235 GRAINGER	108.01
58690	12/11/2012	1241 GRAND PRINTING	249.69
58691	12/11/2012	1263 GUIDANCE SOFTWA	795.00
58692	12/11/2012	1282 HALL-McGRADE, A	108.93
58693	12/11/2012	1317 HDL SOFTWARE LL	1,191.06
58694	12/11/2012	1364 HOME DEPOT	274.74
58695	12/11/2012	1366 HONISH, KALIEH	540.98
58696	12/11/2012	1389 HUNTINGTON COUR	785.96
58697	12/11/2012	1441 INTERSTATE BATT	346.09
58698	12/11/2012	3659 JMDIAZ	32,901.30
58699	12/11/2012	3266 KATAHDIN ENVIRO	5,600.00
58700	12/11/2012	3250 KEENAN & ASSOCI	9,750.00
58701	12/11/2012	1561 KEYSTONE UNIFOR	86.89
58702	12/11/2012	1580 KMART STORE 428	30.41
58703	12/11/2012	3721 KRIZIA N VIRBIA	175.50
58704	12/11/2012	1650 LARA, LAURA	166.00
58705	12/11/2012	1663 LAW ENFORCEMENT	325.00
58706	12/11/2012	1694 LEWIS ENGRAVING	9.79
58707	12/11/2012	1707 LIEBERT CASSIDY	120.30
58708	12/11/2012	1748 LOS ANGELES TIM	31.20
58709	12/11/2012	1771 MACIAS GINI & O	31,557.00
58710	12/11/2012	1894 MEREDITH ELECTR	1,708.64
58711	12/11/2012	1933 MISSION LINEN S	318.96
58712	12/11/2012	2061 NEWPORT FARMS I	394.65
58713	12/11/2012	99999 DAVID HWANG	4.99
58714	12/11/2012	99999 LUCILLE MERCADO	4.99
58715	12/11/2012	99999 MARICELA SANCHEZ	14.98
58716	12/11/2012	99999 GAIL HICKS	17.36
58717	12/11/2012	99999 YEN TU TRINH	17.89
58718	12/11/2012	99999 PEGGY CORY	18.19

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58719	12/11/2012	99999 EDWARD MC HALE	22.70
58720	12/11/2012	99999 PEGGY R. ANDREWS	27.07
58721	12/11/2012	99999 CHIRCO CONSTRUCTION	30.00
58722	12/11/2012	99999 AMS GROUP	38.00
58723	12/11/2012	99999 BRADLEY SARVER	40.00
58724	12/11/2012	99999 JAMIE KIM	42.22
58725	12/11/2012	99999 TONETTE TAYLOR	56.80
58726	12/11/2012	99999 GLENN LEE	68.19
58727	12/11/2012	99999 ADELA RIVERA	126.56
58728	12/11/2012	2198 PARRISH, DARYL	41.00
58729	12/11/2012	2345 QUILL	209.60
58730	12/11/2012	2415 REPUBLIC MASTER	177.53
58731	12/11/2012	2434 RICE/ENGLANDER	3,000.00
58732	12/11/2012	2464 RODRIGUEZ, ADRI	120.00
58733	12/11/2012	2676 SMART AND FINAL	216.44
58734	12/11/2012	2705 SOUTH COAST AQM	426.41
58735	12/11/2012	2719 SPARKLETTS	24.22
58736	12/11/2012	2737 STAPLES INC	479.77
58737	12/11/2012	2804 TAG AMS INC	65.00
58738	12/11/2012	2855 TIME WARNER CAB	145.12
58739	12/11/2012	2868 TONER DEPOT	921.53
58740	12/11/2012	3185 TOSHIBA FINANCI	1,757.39
58741	12/11/2012	2898 TRIANGLE TRUCK	17.35
58742	12/11/2012	2926 TYLER TECHNOLOG	13,667.45
58743	12/11/2012	2935 UNDERGROUND SER	72.00
58744	12/11/2012	2958 US POSTMASTER	946.18
58745	12/11/2012	2999 VERIZON CALIFOR	198.98
58746	12/11/2012	3001 VERIZON WIRELES	1,596.55
58747	12/11/2012	3010 VILLARREAL, TIF	45.50
58748	12/11/2012	3023 VULCAN MATERIAL	1,571.03
58749	12/11/2012	3043 WARREN DISTRIBU	66.74
58750	12/11/2012	3070 WEST COAST ARBO	23,538.00
58751	12/11/2012	3075 WEST COVINA, CI	1,155.00
58752	12/11/2012	3143 YELLOW CAB OF S	45.40
58753	12/19/2012	3645 1ST ENTERPRISE	43,128.75
58754	12/19/2012	13 A-1 POWER SWEEP	600.00
58755	12/19/2012	23 ABORTA BUG INC	145.00
58756	12/19/2012	26 ABSOLUTE SECURI	5,810.40
58757	12/19/2012	52 ADVANCED GRAPHI	146.40
58758	12/19/2012	61 ADVANTEC CONSUL	1,400.00
58759	12/19/2012	68 AFLAC ACCT# YQ7	139.20
58760	12/19/2012	83 AIRGAS SAFETY I	127.11
58761	12/19/2012	84 AIRGAS-WEST	302.74
58762	12/19/2012	111 ALL AMERICAN AS	277.93

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58763	12/19/2012	113 ALL CITY MANAGE	2,765.10
58764	12/19/2012	120 ALLANA-BUICK-BE	7,160.00
58765	12/19/2012	3728 ALLSUP CORPORAT	112,005.00
58766	12/19/2012	3724 AMANDO JAQUEZ	8,091.60
58767	12/19/2012	160 AMERICAN WEST C	75.00
58768	12/19/2012	219 AT&T	358.58
58769	12/19/2012	219 AT&T	282.83
58770	12/19/2012	219 AT&T	930.76
58771	12/19/2012	221 AT&T MOBILITY	1,182.16
58772	12/19/2012	254 AZUSA LIGHT & W	109.34
58773	12/19/2012	255 AZUSA PLUMBING	251.33
58774	12/19/2012	269 BAKER AND TAYLO	730.05
58775	12/19/2012	282 BANK OF THE WES	9,042.20
58776	12/19/2012	283 BANK OF THE WES	6,318.23
58777	12/19/2012	344 Best Office Pro	46.98
58778	12/19/2012	399 BRASS STAR PROD	2,500.00
58779	12/19/2012	430 BUILDING ELECTR	75.00
58780	12/19/2012	431 BUILDING NEWS	116.95
58781	12/19/2012	437 BURRO CANYON EN	360.00
58782	12/19/2012	477 CALIF, STATE OF	21,288.53
58783	12/19/2012	480 CALIFORNIA ASSO	150.00
58784	12/19/2012	497 CALNENA	770.00
58785	12/19/2012	516 CANON BUS SOLUT	688.79
58786	12/19/2012	536 CARQUEST AUTO P	70.63
58787	12/19/2012	565 CASTRO, VIVIAN	29.53
58788	12/19/2012	580 CCAC	165.00
58789	12/19/2012	581 CCH	110.57
58790	12/19/2012	600 CERTIFIED UNDER	86.75
58791	12/19/2012	3725 CHANG INDUSTRY	879.79
58792	12/19/2012	615 CHARLES E THOMA	151.04
58793	12/19/2012	618 CHARTER OAK HAR	14.12
58794	12/19/2012	634 CHEVRON PRODUCT	173.59
58795	12/19/2012	649 CINTAS CORP #69	172.82
58796	12/19/2012	654 CITRUS CAR WASH	11.99
58797	12/19/2012	664 CIVILTEC ENGINE	18,231.68
58798	12/19/2012	682 CLINICAL LAB OF	420.00
58799	12/19/2012	700 COLLEY FORD	66.21
58800	12/19/2012	707 COMMERCIAL ELEC	906.25
58801	12/19/2012	720 COMPUTER SERVIC	5,355.20
58802	12/19/2012	730 CONTEMPORARY IN	48.00
58803	12/19/2012	761 COVINA CENTER F	587.50
58804	12/19/2012	766 COVINA DISPOSAL	12,355.90
58805	12/19/2012	3299 Covina Gardens	184,450.00
58806	12/19/2012	3299 Covina Gardens	184,450.19

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58807	12/19/2012	783 COVINA WATER &	966.63
58808	12/19/2012	788 COVINA, CITY OF	288.33
58809	12/19/2012	788 COVINA, CITY OF	4,641.43
58810	12/19/2012	835 D & D GOLF CARS	424.13
58811	12/19/2012	3720 DATAQUICK	300.00
58812	12/19/2012	875 DELL MARKETING	759.11
58813	12/19/2012	3701 DEPARTMENT OF J	373.00
58814	12/19/2012	896 DH MAINTENANCE	95.00
58815	12/19/2012	897 DIAMOND BAR, CI	30.00
58816	12/19/2012	970 EDISON CO	47,051.87
58817	12/19/2012	971 EDS AUTO PARTS	544.70
58818	12/19/2012	1007 ENVISIONWARE	1,633.91
58819	12/19/2012	1012 ESGIL CORPORATI	3,933.80
58820	12/19/2012	1018 ESRI	3,331.69
58821	12/19/2012	1055 FEDEX	26.26
58822	12/19/2012	1064 FIELDS, KENNETH	80.00
58823	12/19/2012	1067 FILEONQ	3,862.20
58824	12/19/2012	1075 FLEET SERVICES	263.09
58825	12/19/2012	1089 FOOTHILL PRESBY	317.88
58826	12/19/2012	1106 FRANCHISE TAX B	39.71
58827	12/19/2012	1106 FRANCHISE TAX B	57.34
58828	12/19/2012	1156 GAS COMPANY, TH	646.51
58829	12/19/2012	1156 GAS COMPANY, TH	951.91
58830	12/19/2012	3163 GENTRY BROTHERS	111,752.30
58831	12/19/2012	1190 GLENDORA DODGE	882.68
58832	12/19/2012	1197 GLOBAL WATER MA	53,704.90
58833	12/19/2012	1203 GOLDEN STATE OV	36.47
58834	12/19/2012	1204 GOLDEN STATE WA	54.51
58835	12/19/2012	1235 GRAINGER	1,847.39
58836	12/19/2012	1241 GRAND PRINTING	1,398.74
58837	12/19/2012	1251 GREENS LOCK AND	113.79
58838	12/19/2012	1266 GUITAR CENTER	113.36
58839	12/19/2012	1275 HAAKER EQUIPMEN	2,764.22
58840	12/19/2012	3669 HAMILTON & ASSO	3,069.75
58841	12/19/2012	1299 HARRELL'S TRANS	2,506.96
58842	12/19/2012	1316 HD SUPPLY PLUMB	514.38
58843	12/19/2012	1317 HDL SOFTWARE LL	6,807.03
58844	12/19/2012	1320 HEAVISIDE, MART	21.75
58845	12/19/2012	1364 HOME DEPOT	721.29
58846	12/19/2012	1366 HONISH, KALIEH	63.20
58847	12/19/2012	1387 HUNTER, JOHN L.	661.25
58848	12/19/2012	1428 INGRAM DIST GRO	383.42
58849	12/19/2012	1429 INLAND EMPIRE S	2,077.50
58850	12/19/2012	1434 INTEGRA TEST	100.00

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58851	12/19/2012	1437 INTER-CON SECUR	4,976.40
58852	12/19/2012	1438 INTERNATIONAL A	50.00
58853	12/19/2012	1441 INTERSTATE BATT	305.24
58854	12/19/2012	1463 J.G. TUCKER AND	143.28
58855	12/19/2012	1526 JS CONSULTANTS	3,292.00
58856	12/19/2012	3731 JUNIOR LIBRARY	6,414.00
58857	12/19/2012	1547 KELLY PAPER CO	249.76
58858	12/19/2012	1561 KEYSTONE UNIFOR	428.32
58859	12/19/2012	1571 KING BOLT CO	56.48
58860	12/19/2012	1573 KINGWILL, BRIAN	1,700.50
58861	12/19/2012	1578 KLYMKIW, MARIE	55.06
58862	12/19/2012	1580 KMART STORE 428	9.86
58863	12/19/2012	1609 LA CNTY COUNTY	6,472.67
58864	12/19/2012	1612 LA CNTY DEPT OF	2,603.23
58865	12/19/2012	1614 LA CNTY FIRE DE	648,182.96
58866	12/19/2012	1617 LA CNTY REGISTR	840.00
58867	12/19/2012	1633 LACPCA	500.00
58868	12/19/2012	3704 LAND DEVELOPMEN	3,222.35
58869	12/19/2012	1646 LANGUAGE LINE S	39.48
58870	12/19/2012	3190 LAYNE, JONATHAN	245.00
58871	12/19/2012	1691 LEVEL 3 COMMUNI	1,086.61
58872	12/19/2012	1694 LEWIS ENGRAVING	46.76
58873	12/19/2012	1707 LIEBERT CASSIDY	35.00
58874	12/19/2012	1715 LIGHTNING OIL C	100.00
58875	12/19/2012	1754 LOWE'S COMPANIE	93.46
58876	12/19/2012	1789 MANCHESTER GRAN	574.13
58877	12/19/2012	1789 MANCHESTER GRAN	658.50
58878	12/19/2012	3009 MELISSA RUIZ	223.47
58879	12/19/2012	1895 MERRIMAC ENERGY	27,225.69
58880	12/19/2012	1908 MICHAEL J O'DAY	195.00
58881	12/19/2012	1924 MILLERS & ISHAM	93.85
58882	12/19/2012	1933 MISSION LINEN S	215.85
58883	12/19/2012	3738 NATIONAL ALLIAN	75.00
58884	12/19/2012	3563 NEWEGG INC	279.28
58885	12/19/2012	2061 NEWPORT FARMS I	660.30
58886	12/19/2012	2082 NORTHERN TOOL &	247.24
58887	12/19/2012	2104 OFFICE DEPOT	1,423.46
58888	12/19/2012	99999 ARLENE GANDARA	7.04
58889	12/19/2012	99999 CORAL RODRIGUEZ	15.13
58890	12/19/2012	99999 KARYN LAM	19.03
58891	12/19/2012	99999 DANIELLE SARVER	24.86
58892	12/19/2012	99999 SUSAN WRIGHT	28.47
58893	12/19/2012	99999 NANCY TSAI	36.33
58894	12/19/2012	99999 SANGEETA BEVIL	38.55

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58895	12/19/2012	99999 RAQUEL MUNOZ	57.08
58896	12/19/2012	99999 MARK ANDERSEN & ASSOC	59.37
58897	12/19/2012	99999 LINH QUACH	61.18
58898	12/19/2012	99999 FRED STANLEY	64.10
58899	12/19/2012	99999 DANTES VALENZUELA	68.60
58900	12/19/2012	99999 WILFREDO ORDONEZ	75.84
58901	12/19/2012	99999 DANIEL O'DONNELL	193.46
58902	12/19/2012	99999 FRANCISCO DUQUE	986.00
58903	12/19/2012	99999 LIBBY KIBLER	4,793.00
58904	12/19/2012	3722 OSCAR LUQUE	64.00
58905	12/19/2012	3641 PACIFIC HYDROTE	819,446.25
58906	12/19/2012	3723 PACIFIC WESTERN	28,185.86
58907	12/19/2012	2199 PARS	979.50
58908	12/19/2012	2204 PASADENA, CITY	37,793.00
58909	12/19/2012	2287 POWELL CAMERA S	207.73
58910	12/19/2012	2309 PROFESSIONAL AC	538.00
58911	12/19/2012	2312 PROFORCE LAW EN	10,347.79
58912	12/19/2012	3734 PTO SALES	1,065.42
58913	12/19/2012	2345 QUILL	56.55
58914	12/19/2012	2389 RC KEMP CONSULT	1,620.00
58915	12/19/2012	2407 REGIONAL TAP SE	554.84
58916	12/19/2012	2415 REPUBLIC MASTER	373.76
58917	12/19/2012	2426 REYNOLDS BUICK	15.84
58918	12/19/2012	2535 SAN DIEGO ASSOC	200.00
58919	12/19/2012	2557 SANTA ANITA FAM	150.00
58920	12/19/2012	2589 SCPPOA	30.00
58921	12/19/2012	2607 SERESINGHE, AJI	800.00
58922	12/19/2012	2619 SGV EXAMINER	983.95
58923	12/19/2012	2660 SIMPLEX GRINNEL	488.40
58924	12/19/2012	2676 SMART AND FINAL	102.60
58925	12/19/2012	2711 SOUTHEAST CONST	20.72
58926	12/19/2012	2714 SOUTHERN CA GAS	575.00
58927	12/19/2012	2725 SPIESS CONSTRUC	535,531.27
58928	12/19/2012	2737 STAPLES INC	311.36
58929	12/19/2012	2775 SUPERB GRAPHICS	2,476.99
58930	12/19/2012	2796 SYNTECH	2,060.00
58931	12/19/2012	2814 TASER INTERNATI	374.16
58932	12/19/2012	2852 THREE VALLEY MU	4,991.17
58933	12/19/2012	2864 TOLENTINO, LEOP	500.00
58934	12/19/2012	2877 TOSHIBA BUSINES	97.23
58935	12/19/2012	2907 TRUGREEN LANDSC	8,772.49
58936	12/19/2012	2933 ULTRA-CHEM INC	0.00
58937	12/19/2012	2945 UNITED TRAFFIC	6,109.14
58938	12/19/2012	2954 URBAN GRAFFITI	5,400.00

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58939	12/19/2012	2957 US IDENTIFICATI	89.30
58940	12/19/2012	2958 US POSTMASTER	558.16
58941	12/19/2012	3179 UTILITY \$30 BAC	35.00
58942	12/19/2012	2966 V & V MANUFACTU	1,944.40
58943	12/19/2012	2969 VALLEY TROPHY	841.73
58944	12/19/2012	2999 VERIZON CALIFOR	2,847.81
58945	12/19/2012	3001 VERIZON WIRELES	4,307.08
58946	12/19/2012	3004 VICTORY EXTERMI	75.00
58947	12/19/2012	3042 WARD, SHERYL	223.47
58948	12/19/2012	3043 WARREN DISTRIBU	227.50
58949	12/19/2012	3064 WELLDYNERX	39.57
58950	12/19/2012	3068 WELLS FARGO FIN	166.45
58951	12/19/2012	3070 WEST COAST ARBO	20,119.20
58952	12/19/2012	3078 WEST PAYMENT CE	149.60
58953	12/19/2012	3080 WESTERN EMULSIO	362.91
58954	12/19/2012	3082 WESTERN WATER W	879.73
58955	12/19/2012	3102 WILLDAN FINANCI	17,124.54
58956	12/19/2012	3134 XEROX CORPORATI	92.94
58957	12/19/2012	3135 XO COMMUNICATIO	5,611.24
58958	12/19/2012	3137 Y TIRE SALES	650.19
58959	12/19/2012	68 AFLAC ACCT# YQ7	3,421.89
58960	12/19/2012	68 AFLAC ACCT# YQ7	28.00
58961	12/19/2012	69 AFSCME	940.00
58962	12/19/2012	487 CalPERS	65,605.61
58963	12/19/2012	775 COVINA POLICE A	4,110.00
58964	12/19/2012	789 COVINA-FSA, CIT	1,770.00
58965	12/19/2012	819 CSAC-EIA	4,442.37
58966	12/19/2012	819 CSAC-EIA	1,537.46
58967	12/19/2012	878 DELTA DENTAL OF	7,223.81
58968	12/19/2012	1247 GREAT WEST LIFE	5,009.00
58969	12/19/2012	1307 HARTFORD LIFE I	9.68
58970	12/19/2012	1405 ICMA RETIREMENT	5,198.91
58971	12/19/2012	1405 ICMA RETIREMENT	845.47
58972	12/19/2012	2033 NATIONWIDE RETI	3,057.88
58973	12/19/2012	3685 PARS US BANK	1,812.92
58974	12/19/2012	2234 PERS	131,121.61
58975	12/19/2012	2235 PERS LONG TERM	252.92
58976	12/19/2012	3668 SHERIFF'S DEPAR	213.15
58977	12/19/2012	2946 UNITED WAY OF G	17.50
58978	12/19/2012	3014 VISION SERVICE	586.05
58979	12/19/2012	3045 WASHINGTON NATI	63.80

4,801,303.43

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

I, Dilu De Alwis being first duly sworn, declare that I am the Finance Director of the City of Covina and have read the attached Register(s) of Audited Demands for the City of Covina dated Accounts Payable for December 2012; Payroll for 12/06/12 and 12/20/12; Voids for December 2012, Workers Compensation for 12/11/12, 12/13/12, 12/28/12; know the contents thereof, and do CERTIFY as to the accuracy of the attached Demands and the availability of funds for their payment pursuant to the government Code, Section 37202.

Dilu De Alwis
Finance Director

Subscribed and sworn to before me

this 19th day of February, 2013

Allen P. Salinas, Deputy

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

MEETING DATE: February 19, 2013

ITEM NO. CC 4

STAFF SOURCE: Dilu De Alwis, Finance Director 

ITEM TITLE: Payment of Demands

STAFF RECOMMENDATION:

Approve Payment of Demands in the amount of **\$3,469,381.12**

BACKGROUND:

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

<u>DATE OF DEMANDS</u>	<u>DEMAND NUMBERS</u>	<u>AMOUNT</u>
ACCOUNTS PAYABLE WARRANTS	712-726	\$3,456,786.58
<u>PAYROLL</u>		
12/6/12 PAYROLL	PPE 11/30/12	\$4,749.28
12/19/12 PAYROLL INSURANCE	PPE 12/14/12	\$1,400.25
12/19/12 PAYROLL	PPE 12/14/12	\$5,129.98
12/20/12 PAYROLL INSURANCE	PPE 12/14/12	\$1,315.03

VOIDS

GRAND TOTAL: \$3,469,381.12

RELEVANCE TO STRATEGIC PLAN: Not applicable

EXHIBITS:

A. ACCOUNTS PAYABLE REGISTER

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

SUCCESSOR AGENCY TO THE
COVINA REDEVELOPMENT AGENCY

Check Register
DECEMBER 2012

Check #	Check Date	Vendor Name	Amount
712	12/11/2012	137 AL-SAL OIL COMP	7,333.33
713	12/11/2012	279 BANK OF NEW YOR	3,816.00
714	12/11/2012	283 BANK OF THE WES	25.00
715	12/11/2012	341 BEST BEST & KRI	7,362.80
716	12/11/2012	788 COVINA, CITY OF	29.50
717	12/11/2012	1771 MACIAS GINI & O	12,645.00
718	12/11/2012	2942 UNITED SITE SER	68.01
719	12/11/2012	3001 VERIZON WIRELES	51.71
720	12/19/2012	128 ALLIANT INSURAN	750.00
721	12/19/2012	282 BANK OF THE WES	352.87
722	12/19/2012	376 BOND LOGISTIX	4,793.60
723	12/19/2012	2955 US BANK	12,045.99
724	12/19/2012	2958 US POSTMASTER	10.00
725	12/19/2012	3135 XO COMMUNICATIO	210.77
726	12/20/2012	1605 LA CNTY AUDITOR	3,407,292.00
		TOTAL	3,456,786.58

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

MEETING DATE: February 19, 2013

ITEM NO.: CC 5

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

ITEM TITLE: Approve updated Recognized Obligation Payment Schedule (ROPS4) covering July 1, 2013 through December 31, 2013 and direct it be provided to the Successor Agency Oversight Board for consideration and approval

STAFF RECOMMENDATION

Successor Agency to the Covina Redevelopment Agency review and approve the updated Recognized Obligation Payment Schedule (ROPS4) covering July 1, 2013 through December 31, 2013 and direct it be provided to the Successor Agency Oversight Board for consideration and approval.

FISCAL IMPACT

Once the successor agency adopts the ROPS4 and it is approved by the Oversight Committee and the State Department of Finance, then fiscal impact will be the Agency funds necessary for the enforceable obligations to be paid each month.

BACKGROUND

The Recognized Obligation Payment Schedule (“ROPS”), sets forth the enforceable obligations of the Agency. This ROPS covers the period of July 1, 2013 through December 31, 2013. It should be noted that DOF forms may be subject to revision which could result in the new revised form being presented to the Oversight Board.

The current form (“Form 13-14A”) has a calculation error on the “Summary of Recognized Obligation Payment Schedule.” Line K entitled “Adjustment to Redevelopment Obligation Retirement Fund” of the Summary of Recognized Obligation Payment Schedule currently reflects \$0. However, this line should reflect a difference of \$648,298, which is the difference of the amount of actual obligations paid during the July 1, 2012 – December 31, 2012 reporting period (\$3,661,095) and the amount actually received by the County (\$3,012,797) for the same period. With this adjustment, the correct amount that is being requested from the Redevelopment Property Tax Trust Fund (RPTTF) is \$4,393,672. This is a formula error on the form provided by DOF and staff cannot change the formatting.

If the corrected form is sent by DOF by the Oversight Board meeting date, then staff will update the form so that the accurate numbers are reflected. It would then be submitted to the Oversight Board for approval and then forwarded to the DOF for their review and approval.

RELEVANCE TO THE STRATEGIC PLAN

Approving the ROPS and the funding for current obligations the Agency is enhancing its financial stability, which is one of the Strategic Plan's three-year goals.

EXHIBITS

1. ROPS4 for July 1, 2013 – December 31, 2013

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

SUCCESSOR AGENCY CONTACT INFORMATION

Successor Agency

ID: 103
County: Los Angeles
Successor Agency: Covina

Primary Contact

Honorific (Ms, Mr, Mrs)	
First Name	Lisa
Last Name	Brancheau
Title	Assistant to the City Manager
Address	125 E. College str
City	Covina
State	CA
Zip	91723
Phone Number	626-384-5441
Email Address	LBrancheau@covinaca.gov

Secondary Contact

Honorific (Ms, Mr, Mrs)	
First Name	Dilu
Last Name	De Alwis
Title	Finance Director
Phone Number	626-384-5516
Email Address	DDeAlwis@covinaca.gov

SUMMARY OF RECOGNIZED OBLIGATION PAYMENT SCHEDULE

Filed for the July 1, 2013 to December 31, 2013 Period

Name of Successor Agency: **COVINA (LOS ANGELES)**

Outstanding Debt or Obligation	Total
Total Outstanding Debt or Obligation	\$0

Current Period Outstanding Debt or Obligation	Six-Month Total
A Available Revenues Other Than Anticipated RPTTF Funding	\$45,000
B Enforceable Obligations Funded with RPTTF	\$3,620,374
C Administrative Allowance Funded with RPTTF	\$125,000
D Total RPTTF Funded (B + C = D)	\$3,745,374
E Total Current Period Outstanding Debt or Obligation (A + B + C = E) <i>Should be same amount as ROPS form six-month total</i>	\$3,790,374
F Enter Total Six-Month Anticipated RPTTF Funding	\$3,745,374
G Variance (F - D = G) <i>Maximum RPTTF Allowable should not exceed Total Anticipated RPTTF Funding</i>	\$0

Prior Period (July 1, 2012 through December 31, 2012) Estimated vs. Actual Payments (as required in HSC section 34186 (a))	
H Enter Estimated Obligations Funded by RPTTF <i>(lesser of Finance's approved RPTTF amount including admin allowance or the actual amount distributed)</i>	\$3,012,797
I Enter Actual Obligations Paid with RPTTF	\$3,522,417
J Enter Actual Administrative Expenses Paid with RPTTF	\$138,678
K Adjustment to Redevelopment Obligation Retirement Fund (H - (I + J) = K)	\$0
L Adjustment to RPTTF (D - K = L)	\$3,745,374

Certification of Oversight Board Chairman:

Pursuant to Section 34177(m) of the Health and Safety code,
I hereby certify that the above is a true and accurate Recognized
Obligation Payment Schedule for the above named agency.

Name	Title
/s/	Date
Signature	Date

Oversight Board Approval Date: _____

COVINA (LOS ANGELES)
 RECOGNIZED OBLIGATION PAYMENT SCHEDULE (ROPS 13-14A)
 July 1, 2013 through December 31, 2013

Item #	Project Name / Debt Obligation	Contract/Agreement Execution Date	Contract/Agreement Termination Date	Payee	Description/Project Scope	Project Area	Total Outstanding Debt or Obligation	Total Due During Fiscal Year 2013-14	Funding Source					
									Bond Proceeds	Reserve Balance	Admin Allowance	RPTTF	Other	Six-Month Total
1	1997 Tax Allocation Bonds Series A	7/1/1997	12/1/2022	Bank of New York	Bond issue to fund non-housing projects	1	0	0	\$45,000	0	\$125,000	\$3,620,374	0	\$3,790,374
2	1997 Tax Allocation Bonds Series B	7/1/1997	12/1/2022	Bank of New York	Bond issue to fund non-housing projects	1	0	0	0	0	430,625	0	430,625	
3	2002 Tax Allocation Bonds Series A	2/1/2002	12/1/2023	Bank of New York	Bond issue to fund non-housing projects	1	0	0	0	0	396,297	0	396,297	
4	2004 Tax Allocation Bonds Series A	11/1/2004	12/1/2023	Bank of New York	Bond issue to fund non-housing projects	1	0	0	0	0	1,879,223	0	1,879,223	
5	2004 Tax Allocation Bonds Series B-1	11/1/2004	12/1/2023	Bank of New York	Bond issue to fund housing projects	1	0	0	0	0	310,365	0	310,365	
6	2004 Tax Allocation Bonds Series B-2	11/1/2004	12/1/2011	Bank of New York	Bond issue to fund non-housing projects	2	0	0	0	0	0	0	0	
7	Fiscal Agent Fees	7/1/1997	12/1/2023	Bank of New York	Fiscal agent fees to maintain bond funds	1&2	0	0	0	0	0	7,500	7,500	
8	Continuing Disclosure	7/1/1997	12/1/2023	HDL	Required calculations to comply with bond covenants	1&2	0	0	0	0	0	6,300	6,300	
9	Arbitrage Calculations	7/1/1997	12/1/2023	Willdan	Required calculations to comply with federal law	1&2	0	0	0	0	0	1,000	1,000	
10	Note Payable 626 S Citrus Avenue	7/19/1995	8/1/2015	US Bank	Property purchased for redevelopment	1	0	0	0	0	0	72,157	72,157	
11	Lease Payable 611 S Citrus Avenue	6/30/2003	5/30/2022	Al-Sai Oil	Property lease	1	0	0	0	0	0	52,776	52,776	
12	Lease Payable RJS Financial	4/1/2010	6/30/2017	RJS Financial	Property lease	1	0	0	0	0	0	299,040	299,040	
13	Employee Obligations	9/1/1965		City of Covina	Retiree Obligations	1	0	0	0	0	0	39,000	39,000	
14	Transitional House	2/1/2005		CCLA	Low-moderate transitional housing	1&2	0	0	27,000	0	0	0	27,000	
15	DPAP	7/19/2011		Property Owners	Downpayment assistance program	1&2	0	0	0	0	0	0	0	
16	Transitional House	2/1/2005		City of Covina	Direct program administration	1&2	0	0	18,000	0	0	0	18,000	
17	Housing Development	11/1/2004		Property Owner/Developer	Affordable Housing Development	1&2	0	0	0	0	0	0	0	
18	Personnel Payments			City of Covina	Salaries and benefits payments for agency employees		0	0	0	0	107,843	0	107,843	
19	Auditing Payments			MGO	Audit services for required reports		0	0	0	0	7,500	0	7,500	
20	Administration Payments			City of Covina	Office space and support personnel		0	0	0	0	8,507	0	8,507	
21	Legal Payments			BBK	legal services for successor agency issues	1&2	0	0	0	0	1,150	0	1,150	
22	Maintenance of Agency owned property			Andy Gump/United Fencing	Maintain assets under AB1X 26	1&2	0	0	0	0	0	10,000	10,000	
23	Housing Set Aside Deferral 1985	6/1/1985		Covina Housing Authority	Repayment to housing fund		0	0	0	0	0	0	0	
24	SERAF loan from Housing 2010	1/16/2010	6/30/2015	Covina Housing Authority	Repayment to housing fund		0	0	0	0	0	0	0	
25	SERAF loan from Housing 2011	1/16/2010	6/30/2016	Covina Housing Authority	Repayment to housing fund		0	0	0	0	0	0	0	
26	Rental Covenants	10/10/2007	12/31/2007	City of Covina	Monitor affordable housing compliance	1&2	0	0	0	0	0	0	0	
27	For Site Covenants	6/3/2007	12/31/2007	City of Covina	Monitor affordable housing compliance	1&2	0	0	0	0	0	0	0	
28	Heritage Plaza	3/24/2011		MIG Enterprises	Park Construction	1	0	0	0	0	0	0	0	
29	Housing successor employee obligations	3/1/2012		City of Covina	Salaries and benefits payments for housing employees	1&2	0	0	0	0	0	0	0	
													0	
													0	

COVINA (LOS ANGELES)
Pursuant to Health and Safety Code section 34186 (a)
PRIOR PERIOD ESTIMATED OBLIGATIONS vs. ACTUAL PAYMENTS
RECOGNIZED OBLIGATION PAYMENT SCHEDULE (ROPS II)
July 1, 2012 through December 31, 2012

Item #	Project Name / Debt Obligation	Payee	Description/Project Scope	Project Area	LMIHF		Bond Proceeds		Reserve Balance		Admin Allowance		BPTTF		Other	
					Estimate	Actual	Estimate	Actual	Estimate	Actual	Estimate	Actual	Estimate	Actual	Estimate	Actual
					\$0	\$0	\$371,506	\$1,025,857	\$0	\$0	\$0	\$138,678	\$3,552,668	\$3,522,417	\$0	\$0
1	1997 Tax Allocation Bonds Series A	Bank of New York	Bond issue to fund non-housing projects	2									113,231	113,231		
2	1997 Tax Allocation Bonds Series B	Bank of New York	Bond issue to fund non-housing projects	1									424,550	424,550		
3	2002 Tax Allocation Bonds Series A	Bank of New York	Bond issue to fund non-housing projects	1									382,798	382,797		
4	2004 Tax Allocation Bonds Series A	Bank of New York	Bond issue to fund non-housing projects	1									1,843,348	1,843,348		
5	2004 Tax Allocation Bonds Series B-1	Bank of New York	Bond issue to fund housing projects	1									305,439	305,439		
	2004 Tax Allocation Bonds Series B-2	Bank of New York	Bond issue to fund non-housing projects	2									0	0		
9	Fiscal Agent Fees	Bank of New York	Fiscal agent fees to maintain bond funds	162									10,000	3,816		
14	Continuing Disclosure	HDL	Required calculations to comply with bond covenants	162									6,300	8,000		
10	Arbitrage Calculations	Wildan	Required calculations to comply with federal law	162									2,000	0		
6	Note Payable 628 S Citrus Avenue	US Bank	Property purchased for redevelopment	1									72,962	72,291		
7	Lease Payable 611 S Citrus Avenue	AI-Sat Oil	Property lease	1									44,000	48,313		
8	Lease Payable RJS Financial	RJS Financial	Property lease	1									299,040	299,040		
11	Employee Obligations	City of Covina	Retiree Obligations	1									39,000	20,939		
	Transitional House	CCLA	Low/moderate transitional housing	162												
	DPAP	Property Owners	Downpayment assistance program	162												
12	Transitional House	City of Covina	Direct program administration	162			18,000	18,000								
	Housing Development	Property Owner/Developer	Affordable Housing Development	162												
	Personnel Payments	City of Covina	Salaries and benefits payments for agency employees										74,884			
	Auditing Payments	MGO	Audit services for required reports										29,015			
	Administration Payments	City of Covina	Office space and support personnel										11,981			
	Legal Payments	BBK	Legal services for successor agency issues	162									22,798			
Other 4	Maintenance of Agency owned property	Andy Gump/United Fencing	Maintain assets under AB1X 26	162										10,000	653	
	Heritage Plaza	MG Enterprises	Park Construction	2												
13	200 W Rowland	City of Covina	Direct program administration	2			12,000	12,000								
15	200 W Rowland	Covina Gardens KBS L.P.	Low-Med housing renovations	2			341,506	1,025,857								

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: February 19, 2012

ITEM NO. CC 6

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

ITEM TITLE: Receive and File 3rd Quarter 2012 Sales Tax Report.

STAFF RECOMMENDATION

City Council to receive and file 3rd 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
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
2 nd Quarter 2011	2 nd Quarter 2012	9.7%	\$177,824
3 rd Quarter 2011	3 rd Quarter 2012	23.6%	\$402,245

Sales tax continues to track in the positive territory that began in the 1st quarter 2010. Covina has experienced high single digit gains since the 2nd quarter 2010 and for the first time gone into the double digit territory. To maintain consistency, the reporting method has not been changed to reflect one-time corrections/adjustments that favored the City of Covina in this quarter and therefore must not be counted as ongoing revenue and associate this gain with any ongoing programs or expenditures. This is welcome news that the Covina economy is stabilizing and staff is cautiously optimistic that the coming quarters continue to maintain this growth. This is the 8th quarter in a row that the sales tax results have been positive. Autos & Transportation, Building & Construction, Fuel & Service Stations, Home Furnishings, Discount Department Stores, Boats & Motorcycles categories contributed to push the sales tax upward while the Business & Industry, Specialty Stores and Drug Store 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 (2007) the City received a total of \$2.4 million compared to the same quarter for 2012 sales tax of \$2.1 million, a negative variance of \$300,000.

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.

RELEVENCE 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: 771

Autos And Transportation
Count: 194

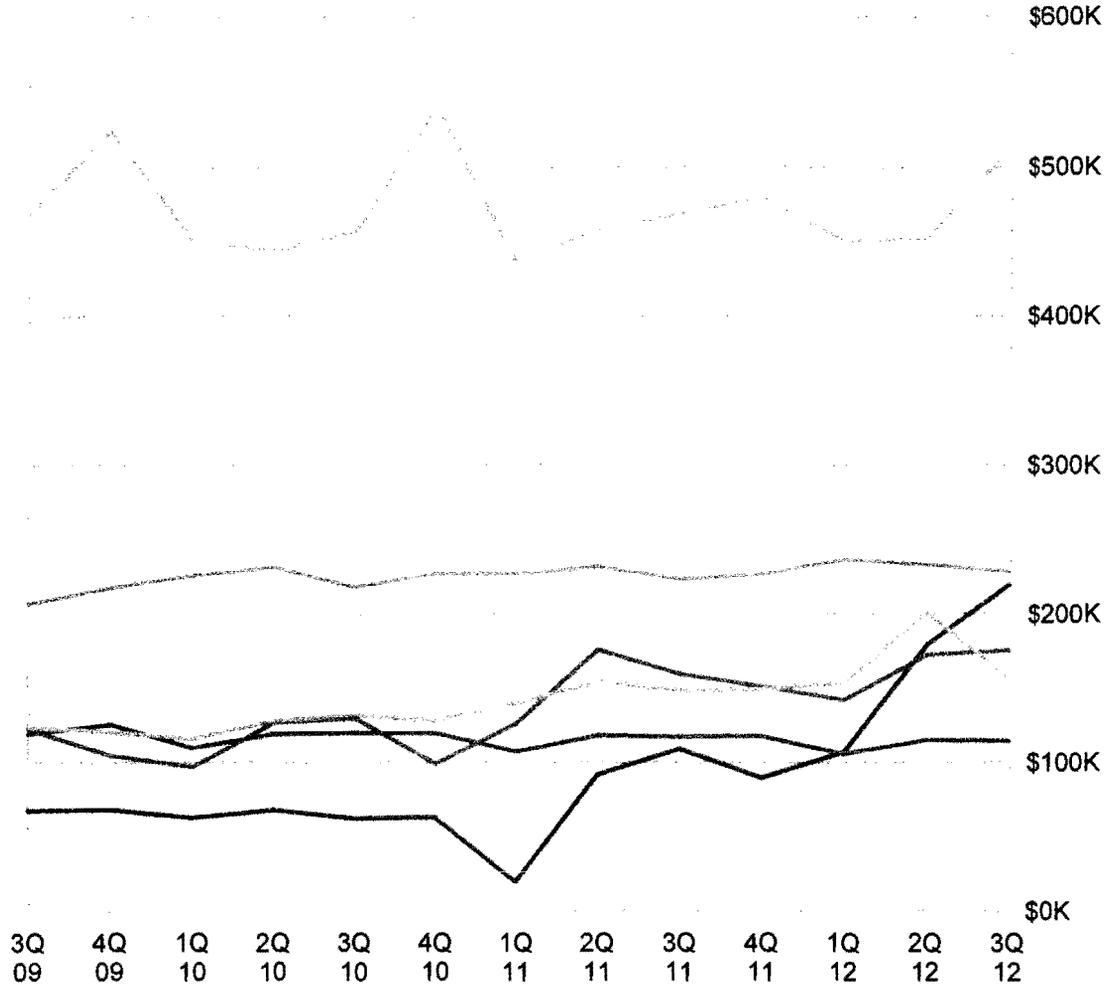
Restaurants And Hotels
Count: 188

Business And Industry
Count: 431

Building And Construction
Count: 54

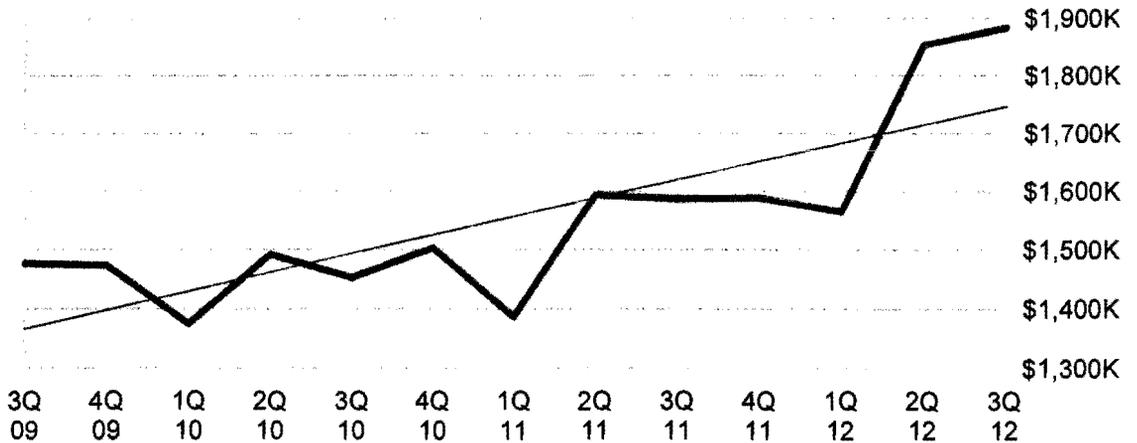
Fuel And Service Stations
Count: 18

Food And Drugs
Count: 74



Agency Trend

Covina
13 Quarter Trend: +27.8%



Periods shown reflect the period in which the sales occurred - Point of Sale

Q3



City of Covina Sales Tax Update

Fourth Quarter Receipts for Third Quarter Sales (July - September 2012)

Covina In Brief

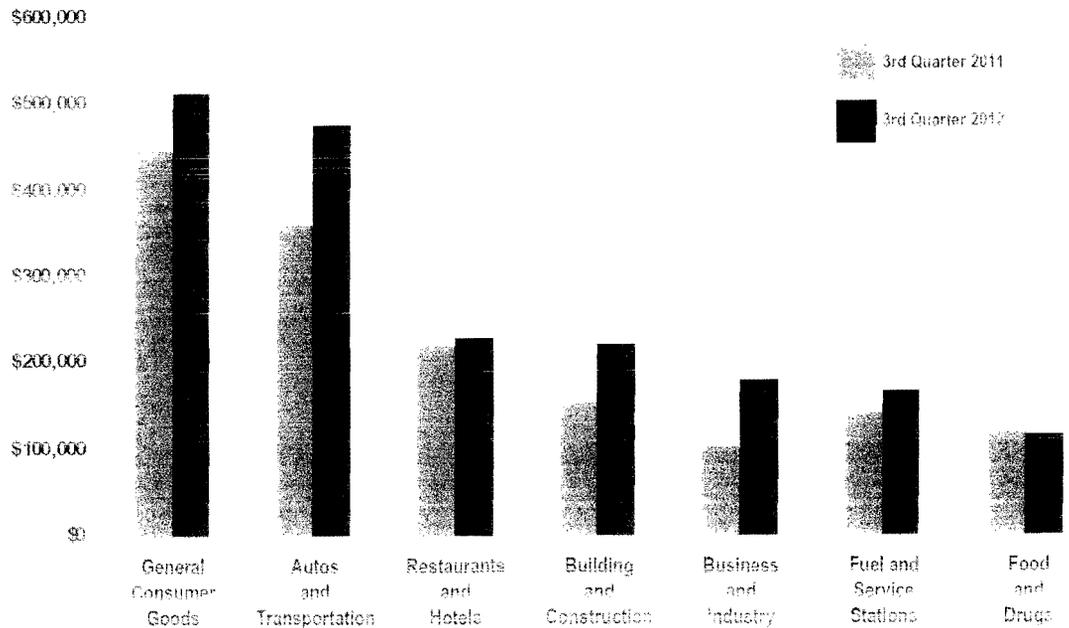
Receipts from third quarter sales jumped 23.6% from the comparable sales period one year earlier but payment aberrations skewed the data. With anomalies excluded, actual sales increased 17.5%.

All major industry groups except food and drugs showed gains for the quarter with autos and transportation, led by new motor vehicle dealer sales, showing the largest dollar increase. A new business addition contributed to building and construction totals this quarter, but temporary accounting adjustments inflated year-over year results. One-time payment aberrations boosted business and industry and general consumer goods amounts and exaggerated comparisons for both. A new service station opening added to fuel and service station proceeds, whereas accounting adjustments inflated restaurants and hotels totals.

Most business categories in the food and drugs group showed modest declines.

Net of accounting adjustments, all of Los Angeles County was up 5.8%; statewide sales grew 6.6%.

SALES TAX BY MAJOR BUSINESS GROUP



TOP 25 PRODUCERS

In Alphabetical Order

Azusa Shell	Medsep
Berts Mega Mall	Reynolds GMC Trucks
Bozzani Volkswagen	Ross
Cleamans North Woods	Smart & Final
Covina Valley Kia	Superior Super Warehouse
Enterprise Rent A Car	Tesoro Refining and Marketing
Harbor Freight Tools	Thomas Acura
Home Depot	Union 76
Ikea	Vincent Arco
Jerrys Auto Service & Gas	Walgreens
K Mart	Walmart
Lowes	World Oil
Med Legal	

REVENUE COMPARISON

Two Quarters - Fiscal Year To Date

	2011-12	2012-13
Point-of-Sale	\$3,184,201	\$3,695,356
County Pool	350,843	418,936
State Pool	296	1,117
Gross Receipts	\$3,535,340	\$4,115,409
Less Triple Flip*	\$(883,835)	\$(1,028,852)

*Reimbursed from county compensation fund

Statewide Results

Gains in all seven of HdL's key economic groupings confirm that California's economy continues to mend. Statewide local sales and use tax revenues from transactions occurring July through September 2012 were 6.0% higher than the same quarter in 2011 after onetime accounting and reporting aberrations are factored out.

The continued strong demand for new autos exceeded analysts' expectations and generated about one-fourth of the adjusted statewide increase. Restaurant sales posted another strong quarter with receipts 6.6% higher than the same period one year ago. Use tax from the development of solar energy projects and a modest recovery in some categories of building and construction materials also contributed to the rise.

Overall sales growth was tempered by a leveling in fuel prices compared to the previous year's quarter and by a slowdown in business spending in the Silicon Valley.

The Year Ahead

Gains in sales and use tax receipts from the first half of 2013 are expected to be lower than previous quarters. Recovery from "fiscal cliff" uncertainties and its final outcome may take several months while Europe's financial woes and China's sluggish growth will temper California export activity. Fuel prices should stabilize and not generate the huge bubbles in tax revenues experienced in previous quarters.

The last half of the year is predicted to resume steady, moderate growth. In November, the state's unemployment rate had already dipped to 9.8 percent, the lowest since the recession began. The recent gains are becoming more widespread among job categories and

even include an increase in construction-related employment.

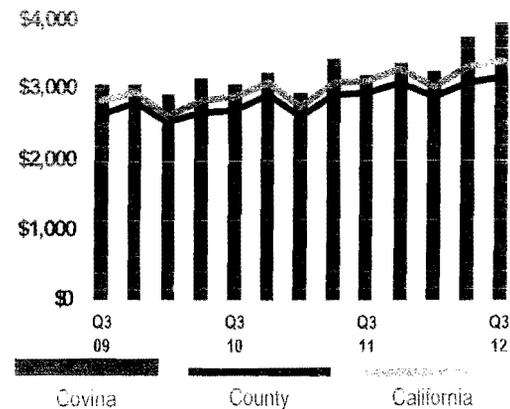
The state's housing market is strengthening with fewer distressed transactions and record low inventories. The median sales price of homes has increased for the last eight consecutive months of the year and building activity, particularly in the coastal areas, is expected to pick up steam in 2013. Elevated foreclosure rates in some inland regions may delay building recovery for another year or two.

Pent-up demand, record low interest rates and easing credit availability have led to robust sales of new automobiles. That demand is expected to continue for another few quarters as consumers replace older, less fuel efficient models and take advantage of lease and financing incentives being offered by manufacturers.

Wage gains from new hiring, combined with lower fuel prices and an improv-

ing housing market are incrementally boosting consumer confidence but much depends on government stewardship of the recovery. Tax increases and reduced benefits could shrink spending at the lower income levels while overly deep cutbacks in government contracts and infrastructure improvements could discourage new business investment.

SALES PER CAPITA



COVINA TOP 15 BUSINESS TYPES

Business Type	Covina		County	HdL State
	Q3 '12'	Change	Change	Change
Auto Repair Shops	41.5	8.2%	1.4%	2.5%
Boats/Motorcycles	—	CONFIDENTIAL	3.9%	5.9%
Discount Dept Stores	—	CONFIDENTIAL	18.1%	15.5%
Drug Stores	28.8	-5.4%	1.1%	0.4%
Grocery Stores Liquor	52.5	-0.9%	13.4%	9.6%
Home Furnishings	224.8	9.2%	2.5%	4.5%
Light Industrial/Printers	34.2	-5.2%	-12.6%	-5.5%
Lumber/Building Materials	194.5	42.2%	39.9%	35.9%
Medical/Biotech	108.4	na	-53.0%	-22.1%
New Motor Vehicle Dealers	220.4	69.0%	16.9%	19.2%
Restaurants Beer And Wine	43.8	14.7%	1.9%	2.3%
Restaurants Liquor	41.5	1.4%	9.0%	8.6%
Restaurants No Alcohol	137.6	3.7%	7.1%	8.1%
Service Stations	166.5	18.5%	1.8%	1.6%
Specialty Stores	30.2	-37.0%	-0.4%	0.9%
Total All Accounts	\$1,899.4	23.8%	7.1%	8.8%
County & State Pool Allocation	206.7	22.2%		
Gross Receipts	\$2,106.1	23.6%		

*In thousands

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: February 19, 2013

ITEM NO.: CC 7

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

ITEM TITLE: Request to cancel the Regular City Council Meeting of March 5, 2013

STAFF RECOMMENDATION

City Council to consider cancelling the regular City Council Meeting of March 5, 2013 and direct staff to post a notice of cancellation.

FISCAL IMPACT

None.

BACKGROUND

The City of Covina's General Municipal Election will be held on March 5, 2013. Throughout the years, the Council Chamber is used as the central counting center for the election.

The City Council has the legal authority to establish meeting dates and times and to cancel or reschedule such meetings with proper and timely public notice. Staff is recommending to either cancel the March 5, 2013 City Council Meeting or hold the meeting on another date.

RELEVANCE TO THE STRATEGIC PLAN

There is no relevance to the Strategic Plan.

EXHIBITS

None.

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

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: February 19, 2013

ITEM NO.: CC 8

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

ITEM TITLE: Update on the Strategic Plan

STAFF RECOMMENDATION

Receive and file the monthly Strategic Plan objectives update.

FISCAL IMPACT

None.

BACKGROUND

City council along with City Staff held a Strategic Planning Workshop Meeting at the First Presbyterian Church on October 25, 2012. In accordance with the Strategic Plan process, progress toward achievement of the outlined objectives will be reported to the City Council at the second meeting of each month. Attached, for the City Council's review, is the Strategic Plan Objectives Matrix indicating the progress of each six-month objective for the three-year goals.

The next Strategic Planning Workshop Meeting is scheduled for Wednesday, April 3, 2013.

RELEVANCE TO THE STRATEGIC PLAN

See attached matrix.

EXHIBITS

A. Strategic Plan Objective Matrix

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

CITY OF COVINA STRATEGIC OBJECTIVES

October 25, 2012 – April 1, 2013

THREE-YEAR GOAL: <i>Enhance financial well-being</i>						
WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. By April 1, 2013	Finance Director	Recommend to the City Council for action the distribution of a RFP to hire a consultant for a City-Wide Fee Study, including a discussion of the cost as part of the 2013-2014 budget process.		X		Gathering data from Departments
2. By April 1, 2013	City Manager (lead), Finance Director and HR Director, working with the labor groups	Achieve the goal of reaching sustainable compensation packages.		X		Negotiations process begins in early 2013
3. By April 1, 2013	Finance Director	Manage the cost of current contracted services and report the results to the City Manager.		X		Gathering data from Departments

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

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. At the November 6, 2012 City Council meeting	Police Chief and Public Works Director	Present to the City Council for action an ordinance regulating non-owner occupied rental properties.	X			
2. At the November 20, 2012 City Council meeting	Police Chief	Present to the City Council for action a revised false alarm ordinance.	X			Only remaining work on this item is the fee resolution which shall be presented in April 2013
3. By April 1, 2013	Police Chief	Propose to the City Council for action entering into a JPA for a new, UHF-based, interoperable radio system.		X		

THREE-YEAR GOAL: *Foster innovation and efficiency*

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. By December 1, 2012	City Manager	Ensure new business cards ordered include the QR code or the latest code technology.			X	Revise date to April 1, 2013. Working on best method.
2. At the February 19, 2013 City Council meeting	Council Subcommittee on Renewable Energy (Mayor Kevin Stapleton-lead)	Make recommendations to the City Council for action for the scope of the Renewable Energy RFP.		X		
3. At the March 19, 2013 City Council meeting	Council Member Peggy Delach (lead), City Manager and City Attorney	Develop and present to the City Council for action a program for employees to encourage and reward functional innovation and efficiency in City operations.		X		
4. At the March 19, 2013 City Council meeting	City Manager (lead), City Attorney, Police Chief and the Parks and Recreation Director	Present to the City Council for action a policy on social media and electronic communications.		X		
5. By April 1, 2013	City Attorney and Deputy City Clerk	Determine the feasibility of consolidating municipal elections with statewide elections and make a recommendation to the City Council for action.		X		Compiling information from nearby cities that have consolidated elections.

THREE-YEAR GOAL: *Enhance customer service*

WHEN	WHO	WHAT	STATUS			COMMENTS
			DONE	ON TARGET	REVISED	
1. By January 31, 2013	Assistant to the City Manager and HR Director	Schedule, plan and hold an employee breakfast social that includes a program about a cause or event.			X	Staff will maintain current event by having City Hall depts. host on a monthly basis.
2. By February 28, 2013	Deputy City Clerk	Conduct training for poll worker volunteers and staff interested in volunteering on election night.		X		Pollworkers assigned; Training scheduled February 27, 2013 at 2:00 p.m.
3. By March 31, 2013 and quarterly thereafter	HR Director	Provide an employee newsletter regarding achievements and other employee news and information.		X		

NCITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: February 19, 2013

ITEM NO.: CC 9

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

ITEM TITLE: Authorize the Creation of an Environmental Services Analyst Classification

STAFF RECOMMENDATION

Authorize the creation of a full time Environmental Services Analyst.

FISCAL IMPACT

No general fund impact. The fiscal impact for the creation of this position is estimated at \$67,000 per year. Funds have been allocated in the 2012-13 fiscal year budget for the position (Account #6200-5580 Environmental Services, Waste Management).

BACKGROUND

In July of 2012, after opening a recruitment for Management Analyst, the Environmental Services Department made an attempt to hire a qualified candidate that could meet the needs of the department. Because the duties of the position require a vast knowledge of Environmental issues and a highly complex understanding of federal and state laws and regulations, they were unsuccessful in choosing a candidate. After studying our current job specifications, and the specific needs of the department, staff recommends that the creation of an Environmental Services Analyst will allow for the recruitment of the most qualified candidates.

The full time salary of the Environmental Services Analyst will be a salary range of \$4,630 – \$6,060/month.

RELEVANCE TO THE STRATEGIC PLAN

None.

EXHIBITS

A. Job Description

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

CITY OF COVINA

ENVIRONMENTAL SERVICES ANALYST

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

DEFINITION:

Under general supervision of the Environmental Services Manager, performs a variety of complex professional, administrative, analytical and management support duties related to stormwater, refuse and waste diversion, hazardous materials, wastewater, energy, sustainability, air quality and other environmental program areas; assists in the development, management, implementation and coordination of the City's environmental programs to ensure compliance with federal, state and local laws and regulations, including budget preparation, procurement-related duties, financial management and grant coordination; conducts research and develops program manuals and procedures; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Environmental Services Analyst** is the journey level class in which the incumbent is expected to independently perform the full scope of administrative, analytical and management support duties in the Environmental Services area. This classification is distinguished from the next higher classification of Environmental Services Manager in that the latter has overall responsibility for the City's environmental programs.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Environmental Services Manager. May exercise direct and indirect supervision over technical and office support staff.

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

- Reviews and analyzes City programs, ordinances and processes for compliance with complex federal, state and local laws and regulations pertaining to stormwater, refuse and waste diversion, hazardous materials, wastewater, energy, sustainability, air quality and other environmental program areas; tracks and analyzes environmental legislation and regulations; develops funding proposals, policy alternatives and strategies to ensure compliance with regulatory requirements; prepares and presents reports and recommendations on environmental programs and issues; conducts surveys and performs research and statistical analyses on administrative, fiscal and operational problems with environmental programs, tracks and evaluates the implementation of environmental programs and drafts and proposes program improvements.
- Coordinates the City's stormwater activities with other City sections and departments, partner

ENVIRONMENTAL SERVICES ANALYST

Page 2

agencies, contractors and stakeholders; Monitors stormwater activities to ensure compliance with NPDES permit requirements; Coordinates stormwater sample collection and monitoring; Documents, tracks and prepares reports on the City stormwater quality activities; creates and maintains a database of stormwater structures and BMPs.

- Analyzes findings and prepares reports and recommendations; prepares charts and graphic illustrations; develops policy plans and procedures and monitors implementation; prepares procedural manuals for environmental programs; researches, produces, monitors, and completes all aspects involving the grant application and reporting processes; follows and puts into practice federal, state, and local regulations as they pertain to handling, tracking, reporting and auditing grants; handles and responds to correspondence as assigned.
- Attends staff, City, Council and/or Commission Board meetings as assigned; attends and participates, as assigned, in professional, regional or other group meetings to obtain knowledge and expertise and established collaborate information-sharing with other cities and entities regarding environmental issues.
- Assists in maintaining, drafting, and adopting ordinances and policies to ensure the City has proper authority to enforce environmental programs; investigates complaints of environmental violations, documents evidence, and coordinates with Code Enforcement to obtain compliance.
- Develops Request For Proposals, Requests for Bids, Personnel Service Agreements and contracts and see them through the hearing process; assists in the screening, interviewing, and selecting consultants; coordinates the final contracting process; oversees the work of contractors and consultants to ensure it is as specified.
- Provides staff support to departmental management; facilitates and coordinates interdepartmental projects; provides analytical support for financial, operational and organizational issues; coordinates and manages assigned special projects.
- Assumes operational authority over projects, services or administrative operations; trains and supervises assigned support staff; maintains financial and administrative processes and records; develops policy and procedural recommendations; forecasts, develops, implements, creates, maintains, and monitors assigned budgets; monitors contracts and related documentation; performs customer service functions.
- Participates in the development and implementation of departmental and program budgets; analyzes past and future revenue projections; participates in the forecast of necessary funds for staffing, materials, services and supplies; monitors and assists in the administration of the approved budget.

Prepares information and materials for dissemination to the general public and targeted audiences regarding the City's environmental programs; updates the Environmental Services website as necessary.

- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

ENVIRONMENTAL SERVICES ANALYST

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30% outdoor work; 70% indoor work. The ability to work in the public right-of-way, outdoors, at construction sites, and to conduct inspections of businesses in the City with exposure to all environmental conditions, hazards, and noise levels associated with the various types of sites. Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. Ability to lift, drag and push files and equipment weighing up to 45 pounds is required.

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

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

Education and/or Experience:

Bachelor's degree in public administration, environmental management, environmental science, political science or a related field. At least two years of professional work experience in environmental programs, public works, development services, or a related field, with direct experience in stormwater programs preferred.

License/Certificate:

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

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

Knowledge of:

Modern principles, practices and methods of administrative and organizational analysis; public administration policies and procedures; principles of grant proposal writing and administration; research and reporting methods, techniques and procedures; principles of mathematics and statistical analysis; structure and organization of public sector agencies; principles and practices of public human resources administration, budget development and implementation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Desirable knowledge, skills and abilities:

- The Federal Clean Water Act and state and federal regulations pertaining to stormwater pollution prevention and water quality.
- The National Pollution Discharge Elimination System (NPDES) permit program.

ENVIRONMENTAL SERVICES ANALYST

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- Geographic information systems, particularly ArcGIS.
- Industrial waste programs.
- Procurement and management of professional services for plan reviews, construction site and facilities inspections for stormwater pollution prevention compliance, wastewater inspections, water quality testing/monitoring, refuse/waste services and project design;
- Procurement and management of construction contracts for energy efficiency projects and capital improvement projects.

Ability to:

Analyze high complex federal and state laws and regulations; Analyze financial, budgetary, administrative, operational and organizational problems; consult effectively with management, staff and the public; develop, coordinate and administer assigned work programs and grants; identify private, state and federal funding sources; serve as a liaison between various public agencies; develop and administer a budget; prepare clear and concise administrative documents and reports; analyze, interpret, summarize and present a variety of regulatory, fiscal, statistical and administrative reports in an effective manner; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing, spreadsheet and other software applications.

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: February 19, 2013

ITEM NO.: CC 10

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

ITEM TITLE: Interim Agreement for Emergency Transit Maintenance Services within the City of Covina

STAFF RECOMMENDATION

That City Council approve Interim Agreement for Emergency Transit Maintenance Services within the City of Covina with Sureteck Industrial and Commercial Services Incorporated.

FISCAL IMPACT

This item is currently funded in FY 12-13 under account 2400-4350 with dedicated Proposition A Transportation funds. Approval of this item will have no effect on the City General Fund.

BACKGROUND

Sureteck has provided transit maintenance services to the City of Covina since 2009. Their current work duties include cleaning, painting, and maintenance of City bus stops and shelters, as well as the Metrolink Station and Structure. However, their current contract has expired and City staff requires additional time to research and possibly develop a comprehensive maintenance Request for Proposals (RFP) that includes transit maintenance, graffiti removal, and code enforcement abatements to provide coordinated service at the greatest possible cost savings to the City.

Under CMC 2.20.080(b)(2) staff is requesting that the Council concur that a “public exigency/emergency” exists and that competitive bidding be waived for this 120 day contract to ensure that the City’s bus stops and transit facilities be maintained in their current condition without fail as staff develops and releases a comprehensive RFP for maintenance services.

Based on the research undertaken by staff, the goal of developing a comprehensive RFP would be to: provide a dedicated service provider to the City that can maintain transit amenities and properties; remove graffiti from the public right-of-way within 24 hours while providing the Police Department a database of tagging activities, and provide services for Code Enforcement (e.g. emptying of green pools, boarding up windows, landscape maintenance, etc.) as needed in the course of Abatement actions.

This emergency agreement will allow Sureteck to continue their current work at current prices and by approving this interim agreement to June 30, 2013 City staff will be ensured of enough time to release an RFP and have a contractor in place for the new fiscal year.

RELEVANCE TO THE STRATEGIC PLAN

This item has no direct relevance to the City's Strategic Plan

EXHIBITS

- A. Agreement for Emergency Transit Maintenance Services

REVIEW TEAM ONLY	
City Attorney: <u><i>Chris Fale JP</i></u>	Finance Director: <u><i>DL</i></u>
City Manager: <u><i>JD</i></u>	Other: _____

CITY OF COVINA
AGREEMENT FOR EMERGENCY TRANSIT MAINTENANCE SERVICES WITHIN
THE CITY OF COVINA

THIS AGREEMENT is entered into this 19th day of February, 2013, by and between the CITY OF COVINA, a California municipal corporation (hereinafter referred to as "CITY") and Sureteck Industrial and Commercial Services Incorporated, a California Corporation (hereinafter referred to as "CONTRACTOR").

The parties do agree as follows:

SECTION 1. RECITALS.

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

- (a) CITY desired to retain the services of CONTRACTOR to perform those **transit shelter cleaning and maintenance services for bus stops, parking lots and transit shelters within the City of Covina**, as more particularly described in Attachment "A", which is incorporated by reference herein, for a limited period of time to allow CITY to develop an RFP that will consolidate transit maintenance, graffiti removal, and neighborhood improvement activities, and
- (b) CONTRACTOR represents and warrants that it is qualified to perform such Services and has agreed to do so at its current rates pursuant to this Agreement; and
- (c) CITY desires to contract with CONTRACTOR on the basis of the following terms and conditions.

SECTION 2. EMPLOYMENT.

CITY hereby employs CONTRACTOR and CONTRACTOR hereby accepts such employment, to perform the Services under this Agreement.

SECTION 3. INDEPENDENT CONTRACTOR.

The parties hereby acknowledge that CONTRACTOR is an independent contractor and shall not be considered to be an employee of CITY. CONTRACTOR shall pay all wages, salaries, and other amounts due to its personnel in connection with their performance of Services under this Agreement and as required by law. CONTRACTOR shall be responsible for all reports and obligations respecting such personnel, including, but not limited to: Social Security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.

SECTION 4. PRINCIPAL REPRESENTATIVES

Alex Gonzalez – Assistant Director of Public Works, shall be the principal representative of CITY for purposes of this Agreement. **Rex R. Pitts – General Manager**, shall be the principal representative of CONTRACTOR for purposes of this Agreement.

SECTION 5. CONTRACTOR NOT AGENT OF CITY.

A. CONTRACTOR shall have no authority, expressed or implied, to act on behalf of CITY in any capacity whatsoever as an agent.

B. CONTRACTOR shall have no authority, express or implied, pursuant to this Agreement to bind CITY to any obligation whatsoever.

SECTION 6. STANDARD OF PERFORMANCE.

CONTRACTOR shall diligently perform all Services required pursuant to this Agreement in a professional and workmanlike manner, in strict compliance with the provisions of this Agreement, and in compliance with all applicable Federal, State and local laws. CONTRACTOR shall furnish all labor, materials, tools, equipment and services necessary to perform the Services in a manner satisfactory to CITY during the Term of this Agreement.

SECTION 7. TIME.

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

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

SECTION 8. QUALIFICATIONS.

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

B. CONTRACTOR represents and warrants to CITY that CONTRACTOR shall, at CONTRACTOR's sole cost and expense, keep in effect or obtain at all times during the Term of this Agreement all necessary licenses and certificates required of CONTRACTOR to perform the Services.

SECTION 9. TERM.

The Term of this Agreement shall be the period commencing on **February 19, 2013**, and shall terminate upon **June 20, 2013**.

SECTION 10. **COMPENSATION.**

A. CONTRACTOR will perform the Services in accordance with the terms and provisions of this Agreement for a total contract price not to exceed Thirty Thousand Dollars (\$30,000).

B. CONTRACTOR shall be paid the compensation at the per task rate, as more particularly set forth Attachment.

C. CONTRACTOR shall not be entitled to reimbursement of any expenses in performing the Services, including travel time, beyond those sums paid as compensation as set forth in subsection A above, unless authorized in writing by CITY.

SECTION 11. **PAYMENT SCHEDULE.**

A. CONTRACTOR shall submit to CITY a monthly invoice which indicates Services completed for the preceding month. Provided the Services have been rendered satisfactorily to CITY and in accordance with this Agreement, CITY shall tender payment to CONTRACTOR not later than thirty (30) working days following CITY's receipt of an invoice.

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

SECTION 12. **COMPENSATION WITHHELD.**

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

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

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

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

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

SECTION 13. **RIGHT TO AUDIT AND INSPECT.**

CITY shall have the right to audit and inspect all books and records kept by CONTRACTOR in connection with the Services performed under this Agreement.

SECTION 14. RIGHT OF TERMINATION.

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

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

SECTION 15. INDEMNITY.

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

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

SECTION 16. CONTRACTOR'S LIABILITY FOR PUBLIC LIABILITY AND PROPERTY DAMAGE.

CONTRACTOR shall assume all responsibility for damages to property or injuries to persons, including accidental death, which may be caused by CONTRACTOR's negligent performance of this Agreement, whether such performance be by themselves, or their agents, or whether such damage shall accrue or be discovered before or after termination of this Agreement. CONTRACTOR must retain a City Encroachment Permit, from the Public Works Department, for any work within the Public Right of Way.

SECTION 17. LIABILITIES.

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

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

SECTION 18. CONFLICT OF INTEREST.

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

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

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

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

SECTION 19. NOTICES.

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

TO CITY: City of Covina
125 E. College Street
Covina, CA 91723
Attn: Alex Gonzalez, Assistant Director of Public Works

TO CONTRACTOR: Sureteck Industrial and Commercial Services, Inc.
860 E. Cottonwood Street
Ontario, California, 91761
Attn: Rex R. Pitts, General Manager

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

SECTION 20. BINDING EFFECT.

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

SECTION 21. ASSIGNMENT.

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

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

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

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

SECTION 22. **COMPLIANCE WITH LAWS.**

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

SECTION 23. **INSURANCE.**

A. CONTRACTOR shall obtain and maintain at its expense, during the term of this Agreement, all necessary insurance for its employees engaged in the performance of this Agreement, including, but not limited to workers' compensation insurance.

B. CONTRACTOR shall obtain and maintain at its expense, during the Term of this Agreement, comprehensive general liability insurance with coverage of not less than Two Million Dollars (\$2,000,000.00) combined single limit per occurrence (and not "claims made") for bodily injury, personal injury and property damage. CONTRACTOR shall cause CITY, its officers, employees, and agents, to be named as an additional insured on said policy and shall obtain a waiver of the insurer's right of subrogation against CITY.

C. For all vehicles operated by CONTRACTOR to provide Services under this Agreement, Business Auto Coverage under standard ISO form including symbol 1 (All Auto) auto coverage with limits of no less than Two Million Dollars (\$2,000,000.00) and scheduled under any umbrella policy.

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

SECTION 24. **DISCRIMINATION.**

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

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

SECTION 25. **ENTIRETY OF AGREEMENT.**

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

SECTION 26. **ATTORNEYS FEES.**

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

SECTION 27. **CONSISTENCY WITH CURRENT LAW.**

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

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

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

SECTION 28. **VENUE.**

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

SECTION 29. **INTERNAL INCONSISTENCIES.**

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

SECTION 30. **CAPTIONS AND HEADNOTES.**

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

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

"CITY"
City of Covina

By: _____
Kevin Stapleton, Mayor

ATTEST:

Kay Manning, City Clerk

APPROVED AS TO FORM:

Marco Martinez, City Attorney

"CONTRACTOR"

Sureteck Industrial and Commercial Services, Inc.
a California Corporation

By: _____

, General Manager

ATTACHMENT A
TO AGREEMENT FOR TRANSIT MAINTENANCE SERVICES

(Scope of Services)

CONTRACTOR shall provide services at each of the transit shelters and bus stops within the City of Covina as detailed by the 2012 Covina Transportation Inventory. The services shall consist of the maintenance of bus stops consisting of: sweeping up trash within a fifteen (15) foot radius of the stop, removal of graffiti from any surfaces, cleaning of any bus stop amenities (if present), including furnishing of water and disposal of all grey water and debris, and other incidental and appurtenant work necessary for the proper completion of this service.

In addition, janitorial and graffiti removal duties at the Covina Metrolink Station Complex (559 N. Citrus Avenue and 600 N. Citrus Avenue) as assigned by the Transportation Division that includes but is not limited to: cleaning of elevator floor and all interior and exterior surfaces, cleaning of all parking permit machines and public telephones, and cleaning of all interior and exterior surfaces at the Metrolink Guard Shack and Covina Bikestation.

All City bus stops shall be checked and cleaned one (1) time per week. Trash containers that are overflowing shall have excess trash removed from the top of the can so that no debris can escape the can. Trashcans that are in need of service will be reported by email within 8 hours to the Transportation Division (jgarcia@covinaca.gov) and the Environmental Services Division (msaint@covinaca.gov) to schedule a trash pickup by the appropriate City contractor.

Rate Schedule

Bus Shelter Maintenance (post and underside touch-up paint if needed) 1 x week, \$3.98 unit
Bus Bench Area Maintenance 1 x week, \$3.50 unit
Public Telephone Maintenance 1 x week, \$1.98 unit
Guard Shack Maintenance (interior/exterior) 1 x week, \$23.50 unit
Covina Bikestation Maintenance (interior/exterior) 1 x week \$62.50 unit
Maintain 4 elevator floors (interior/exterior) 1 x week, \$12.39 unit
Concrete trash containers (wipe and touch-up paint if needed) 1 x week, \$1.50 unit
Bus Benches (wipe and touch –up paint if needed) 1 x week, \$3.50 unit
Bike Rack Maintenance (wipe and touch-up paint as needed) 1x week \$2.16 unit
Heated pressure wash to Guard Shack, Bus Shelters, and Platform (as needed) \$39.00 unit
Herbicide application (as needed), \$0.89 per square foot
Painting (as needed), \$2.50 per square

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: February 19, 2013

ITEM NO.: CC 11

STAFF SOURCE: Dilu de Alwis, Finance Director 
Doc Tisuthiwongse, IT Manager

ITEM TITLE: Approve the purchase of computer equipment from Dell Computers.

STAFF RECOMMENDATION

Per Covina Municipal Code section 2.20.060 authorize staff to purchase various Dell computer equipment and peripherals during the remainder of the current fiscal year in an amount not to exceed \$50,000

FISCAL IMPACT

The Information Technology Fund has funds budgeted in the current fiscal year to replace ageing computers and peripherals in account 7200-6200-55700.

BACKGROUND

The City Departments have computer equipment that is fully depreciated and has outlived its useful life. IT Staff are unable to load newer software versions on this equipment due to the lack of hard disk and memory capability. IT staff is also in the process of standardizing the equipment to a single manufacturer to expedite service calls on failed hardware and to minimize downtime. The computers scheduled to be replaced are in the following departments; Library (Cataloging, Circulation, Internet Station for public use, Teen Section, Children's Section and Literacy), Parks & Recreation staff computers (Hollenbeck and Joslyn Center), Corporate Yard and Police. The change-out of these computers will enhance customer service where public computers are used as well as productivity with staff computers.

Staff will utilize Dell's local government pricing structure to maximize the return on our investment in new technology. The City is purchasing the computer equipment through the "Western States Contracting Alliance Master Price Agreement - California Pricing Addendum" with Dell Marketing L.P., whereby local governments may purchase such equipment at pre-arranged reduced prices using the collective bidding power of the State of California. CMC 2.20.200 allows for the waiver of bid procedures under these so-called "piggyback" purchases, where the other government agency (the State of California) has already utilized a similar bidding procedure and the combining of resources will be economical to the City. Staff believes that the situation exists here and, therefore, requests waiver of bids for this purchase.

RELEVANCE TO STRATEGIC PLAN

The improvement to our technology infrastructure will enhance our ability to foster innovation and efficiency.

EXHIBITS

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

None

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: February 19, 2013

ITEM NO.: PH 1

STAFF SOURCE: Lisa Brancheau, Assistant to the City Manager *LB*
William J. Priest, Assistant City Attorney

ITEM TITLE: Adopt and Issue Council Follow-Up Report to the Public; Adopt Interim Urgency Ordinance No. 13-2019 to extend Interim Urgency Ordinance Nos. 12-2006 and 12-2007 for an additional one year and continue for this period the moratorium on the issuance of licenses or permits for development of new smokeshops or tobacco stores.

STAFF RECOMMENDATION:

1.) Adopt and issue this Agenda Item Commentary as the City Council Follow-Up Report to the public describing the City's measures to alleviate the conditions which led to adoption of Interim Urgency Ordinance Nos. 12-2006 and 12-2007 – a moratorium on the issuance of licenses or permits for development of new smokeshops or tobacco stores.

2.) Adopt **Interim Urgency Ordinance No. 13-2019**, extending Interim Urgency Ordinance Nos. 12-2006 and 12-2007 and thereby extending the moratorium on the licensing or permitting of new smokeshops and tobacco stores for a period of one year (attached as Exhibit "A").

3.) Direct staff to continue studying possible revisions to the City's Municipal Code to address smokeshops and tobacco stores.

FISCAL IMPACT:

None.

BACKGROUND:

On March 6, 2012, the City Council adopted Interim Urgency Ordinance 12-2006 which temporarily prohibited the issuance or approval of any license, permit or land use entitlement to develop new smokeshops or tobacco stores. The ordinance is intended to address the proliferation of such facilities and the products they sell within the City. There is a concern that these facilities promote illegal drug use and the consumption of tobacco and tobacco products by minors, have a negative effect upon nearby commercial and residential uses, and may conflict with the long-term planning goals of the City of Covina. A copy of Ordinance No. 12-2006 is attached hereto as Exhibit "B".

The moratorium was established to allow the City the opportunity to evaluate its existing policies regulating smokeshops and tobacco stores and to propose amendments to the Covina Municipal

Code to address the unique effects these uses have upon the community while remaining in compliance with applicable law.

Ordinance No. 12-2006 was effective for only 45 days and was scheduled to expire on April 20, 2012. Pursuant to Government Code, Section 65858(d), the City Council is required not later than 10 days prior to the expiration of a moratorium ordinance, or any extension thereof, to issue a written report to the public describing the measures taken to alleviate the conditions which led to the adoption of the moratorium ordinance. On April 3, 2012, the City Council issued such a report to the public, a copy of which is attached hereto as Exhibit "C".

On April 17, 2012, at a noticed public hearing, the City council adopted Interim Urgency Ordinance No. 12-2007, which extended the interim moratorium for an additional 10 months and 15 days – resulting in an amended expiration date of March 6, 2013. A copy of Ordinance No. 12-2007 is attached hereto as Exhibit "D"

In order to comply with Government Code Section 65858(d) the City Council is, once again, required to issue a written report to the public by February 24, 2013 describing the measures taken to alleviate the conditions which led to the moratorium ordinance. This Agenda Item Commentary is intended to serve as a follow-up report and Staff is requesting that the Council adopt and issue this document to comply with the law.

Since the adoption of the moratorium, the Planning Division of the Community Development Department and the City Attorney's Office have been diligently working on alleviating the conditions which led to adoption of the moratorium. These include: (i) continuing to define the negative secondary effects that smokeshops and tobacco stores have upon the City of Covina and its residents, (b) understanding any requirements or limitations imposed by applicable law upon the City's regulation of these uses and (c) surveying various options pursued by other local jurisdictions to regulate these uses. This is all with the goal of ultimately bringing an amendment to the Covina Municipal Code before the Council to address these uses.

Various options that Staff is exploring include (i) a business licensing system to regulate the operation of smokeshops and tobacco stores, (ii) health and safety regulations banning minors from entering such establishments, unless accompanied by a parent or guardian, and (iii) zoning regulations to limit where such establishments may operate in the City, possibly including a requirement to obtain a conditional use permit (CUP) from the City's Planning Commission. These options are not mutually exclusive and a draft ordinance may include some or all of these options.

At present, Staff has largely completed its research and is having internal discussions about the best options to present to the City Council via a draft ordinance. Therefore, although Staff has begun taking the measures outlined above, Staff has not yet finished its work in this regard. As such, Staff is requesting the Council to extend the moratorium for an additional period of one year. Staff believes that this extension will give it the opportunity to fully analyze these issues and to draft appropriate amendments to the Municipal Code for Council consideration. The moratorium, if extended, will remain in effect until March 6, 2014. This is the final extension that may be taken under State law.

Compliance with the California Environmental Quality Act (CEQA)

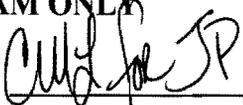
Staff recommends that the City Council find that the interim moratorium ordinance is not subject to the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

RELEVANCE TO THE STRATEGIC PLAN:

Adoption of this Interim Urgency Ordinance will assist in the development of a sustainable community by pursuing the adoption of land use and aesthetic standards that promote neighborhood compatibility.

EXHIBITS

- A. Interim Urgency Ordinance No. 13-2019
- B. Interim Urgency Ordinance No. 12-2006 (Adopted March 6, 2012)
- C. City Council Report Re: Alleviation of Moratorium Conditions (Issued April 3, 2012)
- D. Interim Urgency Ordinance No. 12-2007 (Adopted April 17, 2012)

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

INTERIM URGENCY ORDINANCE NO. 13-2019

AN INTERIM URGENCY ORDINANCE OF THE CITY OF COVINA, CALIFORNIA, ENACTED PURSUANT TO GOVERNMENT CODE SECTION 65858 TO EXTEND INTERIM URGENCY ORDINANCE NOS. 12-2006 AND 12-2007 FOR AN ADDITIONAL ONE (1) YEAR AND CONTINUE FOR THIS PERIOD THE MORATORIUM REGARDING SMOKESHOPS AND TOBACCO STORES

WHEREAS, on March 6, 2012, pursuant to Section 65858 of the California Government Code, the City Council of the City of Covina ("City Council") adopted Ordinance No. 12-2006, an interim urgency ordinance, which temporarily prohibits the issuance or approval of any business license, building permit, conditional use permit, variance, site plan approval or other land use entitlement for the development of any new smoke shop or tobacco store within the City of Covina; and

WHEREAS, Section 65858 of the California Government Code provides that Ordinance No. 12-2006 was scheduled to expire and would be of no further force and effect forty-five (45) days from its date of adoption – April 20, 2012; and

WHEREAS, Section 65858 of the California Government Code provides that prior to the expiration of Ordinance No. 12-2006, the City may extend Ordinance No. 12-2006 for an additional ten (10) months and fifteen (15) days after giving notice pursuant to Section 65090 of the California Government Code and conducting a public hearing; and

WHEREAS, on April 17, 2012, at a noticed public hearing, the Covina City Council adopted Interim Urgency Ordinance No. 12-2007, extending the interim moratorium for an additional ten (10) months and fifteen (15) days – resulting in an amended expiration date of March 6, 2013; and

WHEREAS, on February 19, 2013, the City Council issued a written follow-up report required pursuant to Government Code Section 65858(d) describing the measures and actions taken by the City to alleviate the circumstances and conditions which led to the adoption of Ordinance Nos. 12-2006 and 12-2007 since their adoption on March 6, 2012 and April 17, 2012, respectively, which report is also incorporated herein by this reference as if set forth in full ("Council Report"); and

WHEREAS, based on the Council Report, the City Council has determined that the circumstances and conditions that led to the adoption of Ordinance Nos. 12-2006 and 12-2007, which are set forth in the recitals therein and are fully incorporated herein by this reference, have not been alleviated as of the date of this Ordinance and continue to create the concerns described in Ordinance Nos. 12-2006 and 12-2007; and

WHEREAS, all of the findings cited in Interim Urgency Ordinance Nos. 12-2006 and 12-2007, concerning the existence of an immediate and current threat to the public safety, health and welfare continue to exist and be valid; and

WHEREAS, Government Code Sections 65858, 36934 and 36937 expressly authorize the City Council to adopt an interim urgency ordinance prohibiting any uses which may be in conflict with any contemplated general plan, specific plan or zoning which the City Council or the Community Development Department is considering studying or intends to study within a reasonable period of time; and

WHEREAS, the City Council now seeks to extend the temporary prohibition on the issuance or approval of any business license, building permit, conditional use permit, variance, site plan approval or other land use entitlement for the development of any new smoke shop or tobacco store within the City of Covina, as currently authorized under Ordinance Nos. 12-2006 and 12-2007, to continue studying possible amendments to the City's Municipal Code to help ensure that smokeshops and tobacco stores are regulated in a way that protects the community and complies with applicable law; and

WHEREAS, the purpose of extending Ordinance Nos. 12-2006 and 12-2007 is to avoid the potentially significant adverse impacts to the public's health, safety, and welfare described in Ordinance Nos. 12-2006 and 12-2007; and

WHEREAS, the City Council has determined there is a need to extend Ordinance Nos. 12-2006 and 12-2007 for an additional one (1) year as authorized under section 65858 of the California Government Code; and

WHEREAS, the notice and public hearing required by Section 65858 of the California Government Code for the extension of Ordinance Nos. 12-2006 and 12-2007 has been provided in accordance with law.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF COVINA DOES ORDAIN AS FOLLOWS:

SECTION 1. Adoption of this interim urgency ordinance ("Ordinance") shall constitute an extension of Ordinance Nos. 12-2006 and 12-2007 for a period of one (1) year, pursuant to section 65858 of the California Government Code.

SECTION 2. During the time this Ordinance is in effect, the City of Covina shall not issue or approve any business license, building permit, conditional use permit, variance, site plan approval, or other land use entitlement for the development of any new smoke shop or tobacco store within the City of Covina. For purposes of this Section 2, the term "smoke shop or tobacco store" shall mean a retail store where 10% or more of the store's floor area and shelf space is devoted to the sale or display of tobacco, tobacco smoking products, and related smoking paraphernalia including but not limited to pipes, papers and lighters, or any combination thereof.

SECTION 3. The City Council hereby finds and determines that adoption of this Ordinance and the extension of Ordinance Nos. 12-2006 and 12-2007 is necessary for the

current and immediate protection of the public health, safety, and welfare of the City and its residents for all the reasons set forth in the recitals above and the recitals of Ordinance Nos. 12-2006 and 12-2007, which are hereby expressly incorporated as though fully set forth herein, and the following additional reasons:

A. The City continues to study the issue of regulation of smokeshops and tobacco stores and how best to amend the Covina Municipal Code to address the effects of such uses.

B. Development of smokeshops and tobacco stores, and the issuance of licenses or permits to smokeshops and tobacco stores, under existing Municipal Code standards will have a detrimental effect because the existing standards do not consider the unique impacts created by such uses, which would create the potential for severe land use incompatibilities, with associated impacts to adjacent residents and businesses. These adverse impacts on the public health, safety, and welfare can be avoided through careful study and proper planning for the regulation of smokeshops and tobacco stores.

SECTION 4. The City Council hereby directs the Planning Division of the Community Development Department, the Police Department and the City Attorney's Office to continue its consideration and study of possible means to regulate smokeshops and tobacco stores, including zoning-based regulations and other regulations permissible under applicable law.

SECTION 5. The City Council hereby enacts this interim urgency ordinance by not less than a four-fifths (4/5) vote, and in light of the findings set forth in Section 3, under the authority granted to it by Article XI, Section 7 of the California Constitution and Section 65858 of the California Government Code, which allows the City to adopt an interim urgency ordinance prohibiting land uses which may be in conflict with a zoning proposal that the City Council, planning commission or the planning department is considering or studying or intends to study within a reasonable time.

SECTION 7. The City Council finds that this Ordinance is not subject to the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

SECTION 8. If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are severable. The City Council hereby declares that it would have adopted this Ordinance irrespective of the invalidity of any particular portion thereof.

SECTION 9. This Ordinance shall take effect immediately upon adoption if adopted by at least a four-fifths (4/5) vote of the City Council. This interim urgency ordinance

shall continue in effect until March 6, 2014, and shall thereafter be of no further force and effect.

SECTION 10. The Mayor shall sign this Ordinance and the City Clerk shall attest thereto and shall within fifteen (15) days of its adoption cause it, or a summary of it, to be published in a newspaper of general circulation in the City of Covina.

ADOPTED this 19th day of February, 2013.

KEVIN STAPLETON, MAYOR

ATTEST:

Kay Manning, City Clerk

APPROVED AS TO FORM:

City Attorney

CERTIFICATION

I, KAY MANNING, City Clerk of the City of Covina, California, do hereby certify that the foregoing Ordinance was regularly and duly passed and adopted at a regular meeting of the City Council of the City of Covina, California, duly held the 19th day of February, 2013, by the following vote of the Council:

AYES:

NOES:

ABSENT:

ABSTAINED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Covina, California, this 19th day of February, 2013.

Kay Manning, City Clerk

COPY

INTERIM URGENCY ORDINANCE NO. 12-2006

AN INTERIM URGENCY ORDINANCE OF THE CITY OF COVINA, CALIFORNIA, ESTABLISHING A MORATORIUM ON THE DEVELOPMENT OF NEW SMOKE SHOPS AND TOBACCO STORES (CITY-WIDE) FOR A PERIOD OF 45 DAYS, PENDING THE ADOPTION OF ANY AND ALL NECESSARY AMENDMENTS TO THE CITY'S LAND USE REGULATIONS, AND SETTING FORTH THE FACTUAL BASIS FOR SAME AS AN URGENCY ORDINANCE

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

SECTION 1. This interim urgency ordinance is adopted pursuant to Section 65858 of the California Government Code.

SECTION 2. The City of Covina shall not issue or approve any business license, building permit, conditional use permit, variance, site plan approval, or other land use entitlement for the development of any new smoke shop or tobacco store within the City of Covina during the time that this interim ordinance is in effect. For purposes of this Section 2, the term "smoke shop and tobacco store" shall mean a retail store where 10% or more of the store's floor area and shelf space is devoted to the sale or display of tobacco, tobacco smoking products, and related smoking paraphernalia including but not limited to pipes, papers and lighters, or any combination thereof.

SECTION 3. *Urgency Findings.* In accordance with California Government Code, Section 65858 and in order to protect the public health, safety and welfare, the City Council of the City of Covina hereby finds, determines and declares that this interim urgency ordinance is necessary because:

- A. The proliferation of new smoke shops and tobacco stores within the City presents a current and immediate threat to the public health, safety and welfare in that such facilities and the products that they carry has raised concerns about the compatibility of this use in the zones that it is currently allowed. More specifically, the Police Department has expressed concerns that such facilities may promote illegal drug use. Such a business may have negative effects upon the welfare of children and minors as well as the operation of nearby commercial and residential uses. The City has received numerous inquiries regarding the development of new smoke shops and tobacco stores within the City and, the City anticipates that it will receive additional applications and inquiries in the near future. The City must prohibit the further development of new smoke shops and tobacco stores until the City Council completes its analysis of how best to regulate these kinds of uses so that the City remains in compliance with Federal and State Law, while mitigating the negative secondary effects identified above to the greatest extent possible.

COPY

- B. Government Code, Section 65858 authorizes the City to adopt an interim Urgency Ordinance to protect the public safety, health and welfare and to prohibit uses which may be in conflict with a contemplated General Plan or zoning proposal which the City is considering, studying or intends to study within a reasonable time.
- C. The purpose of this moratorium is to protect the public safety, health and welfare of the citizens of the City of Covina by prohibiting the approval of land use entitlement applications and other permits for smoke shops and tobacco stores within the City. The issuance or approval of any building permit, conditional use permit, variance, site plan approval, or other land use entitlement for the development of new smoke shops and tobacco stores would result in a threat to the public health, safety and welfare in that the standards or regulations in the City's municipal code addressing such facilities are outdated. Additionally, to allow the approval of land use entitlements for the development of new smoke shops and tobacco stores in the City at this time while the City considers amending its zoning regulations could result in the establishment of inconsistent land uses which would be harmful to the public health, safety and welfare.

SECTION 4. The City Council hereby enacts this interim urgency ordinance by not less than a four-fifths (4/5) vote, and in light of the findings set forth in Section 3, under the authority granted to it by Article XI, Section 7 of the California Constitution and Section 65858 of the California Government Code, which allows the City to adopt an interim urgency ordinance prohibiting land uses which may be in conflict with a zoning proposal that the City Council, planning commission or the planning department is considering or studying or intends to study within a reasonable time. The City Council hereby directs the Planning Division of the Community Development Department to consider and study possible means of regulating new smoke shops and tobacco stores including zoning and other regulations permissible under Federal and State law.

SECTION 5. Ten (10) days prior to the expiration of this interim urgency ordinance, or an extension thereof, the City Council shall issue a written report describing the measures which the City has taken to address the conditions which led to the adoption of this ordinance.

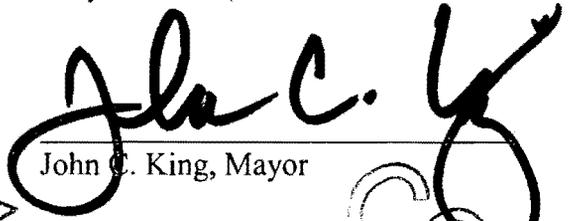
SECTION 6. This interim urgency ordinance shall take effect immediately upon its adoption by a four-fifths vote of the City Council. This interim urgency ordinance shall continue in effect for forty-five (45) days from the date of its adoption and shall thereafter be of no further force and effect unless, after notice pursuant to California Government Code Section 65090 and a public hearing, the City Council extends this interim urgency ordinance pursuant to California Government Code Section 65858.

SECTION 7. Not later than fifteen (15) days following the passage of this interim urgency ordinance, the ordinance, or a summary of the ordinance, along with the names of the City Councilmembers voting for and against the ordinance, shall be published in a newspaper of general circulation in the City of Covina.

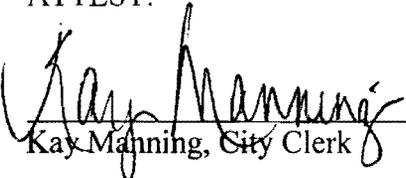
SECTION 8. The City Council finds that this ordinance is not subject to the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

SECTION 9. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this ordinance is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have adopted this ordinance, and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

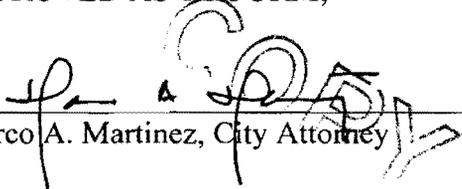
PASSED AND APPROVED this 6th day of March, 2012.


John C. King, Mayor

ATTEST:


Kay Manning, City Clerk

APPROVED AS TO FORM;


Marco A. Martinez, City Attorney

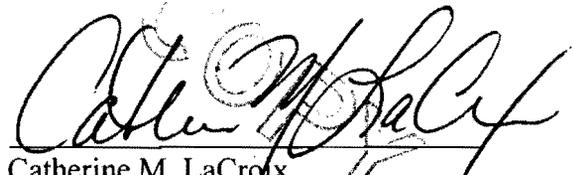
CERTIFICATION

I, Catherine M. LaCroix, Deputy City Clerk of the City of Covina, do hereby certify that the foregoing Ordinance was introduced and adopted at a regular meeting of the City Council of the City of Covina, duly held on the 6th day of March, 2012, and duly passed by the following vote of the Council:

AYES: ALLEN, DELACH, KING, LOW, STAPLETON
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

COPY

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Covina, California, this 6th day of March, 2012.


Catherine M. LaCroix
Deputy City Clerk of the City of Covina

(SEAL)

<input type="checkbox"/> Not approved/Denied by vote _____
<input type="checkbox"/> Continued to _____
<input type="checkbox"/> Adopted Resolution No. _____
<input type="checkbox"/> Introduced/Adopted Ordinance No. _____

CITY OF COVINA
AGENDA ITEM COMMENTARY

COPY

MEETING DATE: April 3, 2012

STAFF SOURCE: Kim Raney, Chief of Police
Lisa Brancheau, Redevelopment Manager *ZB*
William J. Priest, Assistant City Attorney

ITEM TITLE: Adopt and Issue City Council Report to the Public Re: City's Measures to Alleviate Conditions Which Led to Adoption of Interim Urgency Ordinance No. 12-2006 - a Moratorium on the Issuance or Approval of Licenses and Permits for New Smokeshops and Tobacco Stores in the City of Covina.

STAFF RECOMMENDATION

Adopt and issue the attached City Council Report to the public describing the City's Measures to alleviate the conditions which led to adoption of Interim Urgency Ordinance No. 12-2006 - a moratorium on the issuance or approval of licenses and permits for new smokeshops and tobacco stores in the City of Covina.

FISCAL IMPACT
None.

COPY

BACKGROUND

On March 6, 2012, the City Council adopted an interim urgency ordinance that temporarily prohibited the issuance or approval of any business license, building permit, conditional use permit, variance, site plan approval or other land use entitlement for the development of any new smokeshop or tobacco store within the City of Covina. The interim urgency ordinance is effective for 45 days and is set to expire on April 20, 2012.

The moratorium was established to allow the City the opportunity to consider amendments to the Covina Municipal Code to regulate smokeshops and tobacco stores in order to address the unique health, safety and welfare impacts of such uses. Pursuant to Government Code, Section 65858(d), the City Council is required, not later than 10 days prior the expiration of the moratorium ordinance (April 10, 2012), to issue a written report to the public describing the measures taken to alleviate the conditions which led to the adoption of the moratorium ordinance.

Since the adoption of the moratorium, the Planning Division of the Community Development Department, the Police Department, and the City Attorney's Office have been diligently working on alleviating the conditions which led to adoption of the moratorium. These include: (i) better defining the negative secondary effects that smokeshops and tobacco stores have upon the City of Covina and its residents, (b) understanding any requirements or limitations imposed by applicable law upon the City's regulation of these uses and (c) surveying various options pursued by other local jurisdictions to regulate these uses.

Although Staff has started to take the measures outlined above to address these issues, they have not yet finished their work in this regard. As such, Staff will present to the Council at its April 17 meeting a request to extend the moratorium for an additional period of ten (10) months and fifteen (15) days.

RELEVANCE TO THE STRATEGIC PLAN

This item is in keeping with the Strategic Planning Goal of Providing Efficient, Visible, and Responsive Public Safety.

EXHIBITS

A. Council Report Re: City Measures Taken to Alleviate Moratorium Conditions

REVIEW TEAM ONLY	
City Attorney: <u> <i>JA</i> </u>	Finance Director: <u> <i>al</i> </u>
City Manager: <u> <i>JP</i> </u>	Other: _____

COPY *COPY*

April 3, 2012

COPY

FROM: MAYOR AND CITY COUNCIL MEMBERS OF THE CITY OF COVINA

TO: GENERAL PUBLIC

RE: REPORT ON MEASURES TAKEN TO ALLEVIATE THE CONDITIONS WHICH LED TO THE ADOPTION OF ORDINANCE NO. 12-2006, AN INTERIM URGENCY ORDINANCE THAT TEMPORARILY PROHIBITS THE ISSUANCE OR APPROVAL OF ANY BUSINESS LICENSE, BUILDING PERMIT, CONDITIONAL USE PERMIT, VARIANCE, SITE PLAN APPROVAL OR OTHER LAND USE ENTITLEMENT FOR THE DEVELOPMENT OF ANY NEW SMOKESHOP OR TOBACCO STORE.

On March 6, 2012, the Covina City Council adopted Ordinance No. 12-2006, an interim urgency ordinance that temporarily prohibits the issuance or approval of any business license, building permit, conditional use permit, variance, site plan approval or other land use entitlement for the development of any new smokeshop or tobacco store within the City of Covina. Ordinance No. 12-2006 was adopted pursuant to California Government Code Section 65858 and provides that the ordinance shall expire 45 days from its date of adoption, unless the ordinance is extended by the Covina City Council after additional notice and public hearing. At a noticed public hearing to be held on April 17, 2012, the Covina City Council will be asked to consider extending the interim moratorium by adopting a new ordinance, as authorized by Government Code Section 65858. The interim moratorium, as extended, will automatically expire ten (10) months and fifteen (15) days from the date of its adoption – March 3, 2013.

Government Code Section 65858(d) requires that at least 10 days prior to the expiration of the moratorium, the Covina City Council must issue a written report describing the measures taken to alleviate the conditions which led to the adoption of the ordinance. This is that required written report.

Since the original adoption of this moratorium, the Planning Division of the Community Development Department, Police Department and City Attorney's Office have begun studying potential means of regulating smokeshops and tobacco stores. Through staff's study, the City hopes to: (a) better define the negative secondary effects that smokeshops and tobacco stores have upon the City of Covina and its residents, (b) understand any requirements or limitations imposed by applicable law upon the City's regulation of these uses and (c) survey various options pursued by other local jurisdictions to regulate these uses. The goal is to ultimately develop revisions to the Covina Municipal Code that will address these issues.

As noted above, although the City has started to take the above actions to alleviate the circumstances involving smokeshops and tobacco stores, more time will be necessary to determine what amendments to the Covina Municipal Code are necessary to address the effects of these uses, while remaining in compliance with applicable law. Therefore, the City Council will consider an extension of the existing moratorium at its April 17, 2012 meeting in order to preserve the public convenience, health, safety and general welfare.

Respectfully submitted,

Mayor and Covina City Council

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ORDINANCE NO. 12-2007

AN URGENCY ORDINANCE OF THE CITY OF COVINA ENACTED PURSUANT TO GOVERNMENT CODE SECTION 65858 TO EXTEND INTERIM URGENCY ORDINANCE NO. 12-2006 FOR AN ADDITIONAL 10 MONTHS AND 15 DAYS AND CONTINUE FOR THIS PERIOD THE MORATORIUM REGARDING SMOKESHOPS AND TOBACCO STORES

WHEREAS, on March 6, 2012, pursuant to section 65858 of the California Government Code, the City Council of the City of Covina ("City Council") adopted Ordinance No. 12-2006, an interim urgency ordinance, which temporarily prohibits the issuance or approval of any business license, building permit, conditional use permit, variance, site plan approval or other land use entitlement for the development of any new smoke shop or tobacco store within the City of Covina; and

WHEREAS, Section 65858 of the California Government Code provides that Ordinance No. 12-2006 shall expire and be of no further force and effect forty-five (45) days from its date of adoption; and

WHEREAS, Section 65858 of the California Government Code provides that prior to the expiration of Ordinance No. 12-2006, the City may extend Ordinance No. 12-2006 for an additional ten (10) months and fifteen (15) days after giving notice pursuant to Section 65090 of the California Government Code and conducting a public hearing; and

WHEREAS, on April 3, 2012, the City Council issued a written report describing the measures and actions taken by the City to alleviate the circumstances and conditions which led to the adoption of Ordinance No. 12-2006 since its adoption on March 6, 2012, as required by Government Code section 65858 ("Council Report"); and

WHEREAS, based on the Council Report, the City Council has determined that the circumstances and conditions that led to the adoption of Ordinance No. 12-2006, which are set forth in the recitals of Ordinance No. 12-2006 and are fully incorporated herein by this reference, have not been alleviated as of the date of this Ordinance and continue to create the concerns described in Ordinance No. 12-2006; and

WHEREAS, the City Council now seeks to extend the temporary prohibition on the issuance or approval of any business license, building permit, conditional use permit, variance, site plan approval or other land use entitlement for the development of any new smoke shop or tobacco store within the City of Covina, as currently authorized under Ordinance No. 12-2006, to continue studying possible amendments to the City's Municipal Code to help ensure that smokeshops and tobacco stores are regulated in a way that protects the community and complies with applicable law; and

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WHEREAS, the purpose of extending Ordinance No. 12-2006 is to avoid the potentially significant adverse impacts to the public's health, safety, and welfare described in Ordinance No. 12-2006; and

WHEREAS, the City Council has determined there is a need to extend Ordinance No. 12-2006 for an additional ten (10) months and fifteen (15) days as authorized under section 65858 of the California Government Code; and

WHEREAS, the notice and public hearing required by Section 65858 of the California Government Code for the extension of Ordinance No. 12-2006 has been provided in accordance with law.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF COVINA DOES ORDAIN AS FOLLOWS:

SECTION 1. Adoption of this urgency interim ordinance ("Ordinance") shall constitute an extension of Ordinance No. 12-2006 for a period of ten (10) months and fifteen (15) days, pursuant to section 65858 of the California Government Code.

SECTION 2. During the time this Ordinance is in effect, the City of Covina shall not issue or approve any business license, building permit, conditional use permit, variance, site plan approval, or other land use entitlement for the development of any new smoke shop or tobacco store within the City of Covina. For purposes of this Section 2, the term "smoke shop and tobacco store" shall mean a retail store where 10% or more of the store's floor area and shelf space is devoted to the sale or display of tobacco, tobacco smoking products, and related smoking paraphernalia including but not limited to pipes, papers and lighters, or any combination thereof.

SECTION 3. The City Council hereby finds and determines that adoption of this Ordinance and the extension of Ordinance No. 12-2006 is necessary for the current and immediate protection of the public health, safety, and welfare of the City and its residents for all the reasons set forth in the recitals above and the recitals of Ordinance No. 12-2006, which are hereby expressly incorporated as though fully set forth herein, and the following additional reasons:

A. The City continues to study the issue of regulation of smokeshops and tobacco stores and how best to amend the Covina Municipal Code to address the effects of such uses.

B. Development of smokeshops and tobaccos stores, and the issuance of licenses or permits to smokeshops and tobacco stores, under existing Municipal Code standards will have a detrimental effect because the existing standards do not consider the unique impacts created by such uses, which would create the potential for severe land use incompatibilities, with associated impacts to adjacent residents and businesses. These adverse impacts on the public

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health, safety, and welfare can be avoided through careful study and proper planning for the regulation of smokeshops and tobacco stores.

SECTION 4. The City Council hereby directs the Planning Division of the Community Development Department, Police Department, and the City Attorney's Office to consider and study possible means of regulating smokeshops and tobacco stores, including zoning-based regulations and other regulations permissible under applicable law.

SECTION 5. Not less than ten (10) days prior to the expiration of this Ordinance, the City Council shall issue a written report describing the measures which the City has taken to alleviate the conditions which led to the adoption of this Ordinance.

SECTION 6. The City Council hereby enacts this interim urgency ordinance by not less than a four-fifths (4/5) vote, and in light of the findings set forth in Section 3, under the authority granted to it by Article XI, Section 7 of the California Constitution and Section 65858 of the California Government Code, which allows the City to adopt an interim urgency ordinance prohibiting land uses which may be in conflict with a zoning proposal that the City Council, planning commission or the planning department is considering or studying or intends to study within a reasonable time.

SECTION 7. The City Council finds that this Ordinance is not subject to the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

SECTION 8. If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are severable. The City Council hereby declares that it would have adopted this Ordinance irrespective of the invalidity of any particular portion thereof.

SECTION 9. This Ordinance shall take effect immediately upon adoption if adopted by at least a four-fifths (4/5) vote of the City Council and shall remain in effect for ten (10) months and fifteen (15) days from the date of adoption unless extended by the City Council as provided for in Government Code Section 65858.

SECTION 10. The Mayor shall sign this Ordinance and the City Clerk shall attest thereto and shall within fifteen (15) days of its adoption cause it, or a summary of it, to be published in a newspaper of general circulation in the City of Covina.

ADOPTED this 17th day of April, 2012.

~~Kevin Stapleton, Mayor~~

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ATTEST:

Kay Manning
Kay Manning, City Clerk

APPROVED AS TO FORM:

Formatted

Marco A. Martinez
Marco A. Martinez, City Attorney

CERTIFICATION

I, Catherine M. LaCroix, Deputy City Clerk of the City of Covina, California, do hereby certify that the foregoing Ordinance was regularly and duly passed and adopted at a regular meeting of the City Council of the City of Covina, California, duly held the 17th day of April, 2012, by the following vote of the Council:

AYES: ALLEN, DELACH, KING, LOW, STAPLETON

NOES: NONE

ABSENT: NONE

ABSTAINED: NONE

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Covina, California, this 17th day of April, 2012.

Martha Reavie
Catherine M. LaCroix, Deputy City Clerk

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: February 19, 2013

ITEM NO.: CB 1

STAFF SOURCE: Kalieh Honish, Interim Director of Public Works
Chief Kim Raney, Covina Police Department
Captain David Povero, Covina Police Department
Alex Gonzalez, Assistant Director of Public Works

ITEM TITLE: Consider Ordinance No. 13-2018 Repealing Chapter 17.59 (“Maintenance of Real Property”) of Title 17 (“Zoning”) of the Covina Municipal Code

STAFF RECOMMENDATION

That City Council hold second reading and approve adoption of **Ordinance No. 13-2018**, repealing Chapter 17.59 (“Maintenance of Real Property”) of Title 17 (“Zoning”) of the Covina Municipal Code.

FISCAL IMPACT

The provisions of Chapter 17.59 become duplicative and are no longer necessary with the passage of an updated Chapter 8.40. Therefore, the repeal of Chapter 17.59 is intended to have no effect on the City’s General Fund.

BACKGROUND

As noted in the October 2, 2012 special meeting of the Covina City Council related to field operations for Code Enforcement and Police, there has been a substantial increase (+352% from 2006 to 2011) in property inspections related to code enforcement cases. This caseload increase, which accompanied the 2008 economic downturn and the foreclosure crises, led to a streamlining of operations to focus on the most egregious violations while attempting to simplify the processing of minor infractions. Protecting the health, welfare and safety of the general public under the current provisions of the Municipal Code was shown to be problematic when dealing with absentee land owners and foreclosed properties with existing staff resources under increased caseloads, so the City Prosecutor was enlisted to review Chapters 1.26, 1.28, 8.40 and 17.59. As part of their work, the City Prosecutor, City Attorney, and staff partnered to consolidate the property maintenance regulations in Chapter 17.59 into the new and enhanced Chapter 8.40 related to abatement of nuisances. The City Council approved Ordinance 12-2017 on February 5, 2013, repealing the old Chapter 8.40 and adopting the new Chapter 8.40 of the Covina Municipal Code.

With two exceptions, the new Chapter 8.40 fully incorporates the provisions of Chapter 17.59 and, therefore, there will no longer be a need to maintain Chapter 17.59 in the Code. Further, the two exceptions no longer need to be maintained in Chapter 17.59 for the following reasons:

- Chapter 17.59's satellite dish regulations need not be maintained, as the City's ability to regulate them is seriously limited by Federal regulations.
- Chapter 17.59's provisions banning the parking of recreational vehicles in front or side yard setbacks need not be maintained at present, as they will be incorporated into the future zoning code update under another chapter.

On January 22, 2013 the City of Covina Planning Commission approved Resolution No. 2013-001 PC, which recommends that the Covina City Council approve Ordinance 13-2018 which repeals Chapter 17.59. On February 5, 2013, the City Council introduced Ordinance 13-2018.

An overview of the changes to Chapters 1.26, 1.28 and 8.40 were previously presented to the City Council at a public workshop on October 2, 2012 by the Police and Public Works Departments, as a potential tool for City Officials, especially for Code Enforcement field operations, to maintain community safety standards. Since that time, the City Attorney's Office and the City Prosecutor have reviewed the changes to all three Chapters and added certain provisions to ensure the ordinance's compliance with recent case law. This item is now being presented for adoption as directed by the Covina City Council at the public workshop of October 2, 2012, as well as the Strategic Planning session of October 25, 2012.

RELEVANCE TO THE STRATEGIC PLAN

On October 25, 2012 the City held a Strategic Planning session which directed staff to return to Council with revisions to the Municipal Code in order to enhance Code Enforcement efforts, under the goal of improving safety and quality of life in Covina.

EXHIBITS

A. Ordinance No. 13-2018

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

ORDINANCE NO. 13-2018

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINA
REPEALING CHAPTER 17.59 (“MAINTENANCE OF REAL PROPERTY”) OF
TITLE 17 (“ZONING”) OF THE COVINA MUNICIPAL CODE**

WHEREAS, the City currently has procedures for the identification, investigation and abatement of “real property nuisances” within the City’s “Health and Safety” and “Zoning” titles of the Municipal Code, and the City Council wishes to consolidate such regulations by deleting the current Chapter 17.59 (“Maintenance of Real Property”) and creating a new, unified Chapter 8.40 (“Public Nuisances”).

WHEREAS, the City Council of Covina desires to revise provisions of Chapter 1.26, including but not limited to administrative procedures relating to the imposition, enforcement, collection of administrative fines, and the administrative review of administrative citations.

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

SECTION 1: Chapter 17.59 (“Maintenance of Real Property”) of Title 17 (“Zoning”) of the Covina Municipal Code is hereby repealed and deleted in its entirety; however, that such repeal shall not affect or excuse any violation of said Chapter that occurred prior to the effective date of this Ordinance, nor shall such repeal impede, deter, impact, or negate any administrative, civil, or criminal enforcement of any violation of said Chapter that occurred prior to the effective date of this Ordinance.

SECTION 2: The City Clerk, or her duly appointed deputy, shall attest to the adoption of this Ordinance, and shall cause this Ordinance to be posted in the manner required by law.

ORDINANCE NO. 13-2018 HAD ITS FIRST READING ON FEBRUARY 5, 2013, ITS SECOND READING ON FEBRUARY 19, 2013, AND WAS DULY PASSED, APPROVED, AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF COVINA AT ITS REGULAR MEETING OF _____, 2013.

SIGNED AND APPROVED this _____ day of _____, 2013.

KEVIN STAPLETON, MAYOR

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

I HEREBY CERTIFY that the above and foregoing ordinance was duly passed and adopted by the Covina City Council at its regular meeting held on the _____ day of _____, 2013, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

City Clerk