



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

Council Members: Walter Allen, III, Peggy Delach,
John C. King, Jorge A. Marquez, and Kevin Stapleton

REGULAR MEETING AGENDA
125 E. College Street, Covina, California
Council Chamber of City Hall
Tuesday, March 19, 2013
6:30 p.m.

- As a courtesy to Council/Agency/Authority Members, staff and attendees, everyone is asked to silence all pagers, cellular telephones and any other communication devices.
- Any member of the public may address the Council/Agency/Authority during both the public comment period and on any scheduled item on the agenda. Comments are limited to a maximum of five minutes per speaker unless, for good cause, the Mayor/Chairperson amends the time limit. Anyone wishing to speak is requested to submit a yellow Speaker Request Card to the City Clerk; cards are located near the agendas or at the City Clerk's desk.
- Please provide 10 copies of any information intended for use at the Council/Agency/Authority meeting to the City Clerk prior to the meeting.
- **MEETING ASSISTANCE INFORMATION:** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at (626) 384-5430. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.
- **DOCUMENT AVAILABILITY:** Any writings or documents provided to a majority of the Council/Agency/Authority regarding any item on this agenda will be made available for public inspection at the City Clerk's Office counter at City Hall located at 125 E. College Street and the reference desk at the Covina Library located at 234 North Second Avenue during normal business hours. In addition, such writings and documents are available in the City Clerk's Office and posted on the City's website at www.covinaca.gov.
- Pursuant to Government Code Section 54954.2, no matter shall be acted upon by the City Council/Successor Agency to the Covina Redevelopment Agency/Public Finance Authority/Covina Housing Authority unless listed on agenda, which has been posted not less than 72 hours prior to meeting.
- If you challenge in court any discussion or action taken concerning an item on this Agenda, you may be limited to raising only those issues you or someone else raised during the meeting or in written correspondence delivered to the City at or prior to the City's consideration of the item at the meeting.
- The Sr. Deputy City Clerk of the Covina City Council hereby declares that the agenda for the **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.

March 19, 2013

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

CALL TO ORDER

ROLL CALL

Council/Agency/Authority Members - Walter Allen, Peggy Delach, John King, Jorge Marquez, and Kevin Stapleton

PUBLIC COMMENTS

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

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

CLOSED SESSION

- A. G.C. §54957.6 – CONFERENCE WITH LABOR NEGOTIATORS
Agency representative: Anthony Arroyo, Human Resources Director
Employee Organizations: A.F.S.C.M.E. – American Federation of State, County & Municipal Employees
P.A.C. – Police Association of Covina
P.S.C. – Police Supervisors of Covina
P.M.G. – Police Management Group
Executive Group
Unaffiliated Employees
- B. G.C. §54956.9(a) – CONFERENCE WITH LEGAL COUNCIL – Existing Litigation
Name of case: Steve Cozad v City of Covina
ADJ# 1377208 and 3730230
- C. G.C. §54956.9(a) – CONFERENCE WITH LEGAL COUNCIL – Existing Litigation
Name of case: City of Covina et. al v. LPC Center et. al - Case No. KC0646566

RECESS

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

RECONVENE/CALL TO ORDER

ROLL CALL

Council/Agency/Authority Members - Walter Allen, Peggy Delach, John King, Jorge Marquez, and Kevin Stapleton

PLEDGE OF ALLEGIANCE

Led by Council Member King

INVOCATION

Led by Covina Police Chaplain Dr. Patricia Venegas

CITY COUNCIL REORGANIZATION

City Clerk to open nominations and conduct election of Mayor

Incoming Mayor to open nominations and conduct election of Mayor Pro Tempore

PRESENTATIONS

Recognition: Police Officer Jordan Corder - 10851 Award

Recognition: Homeless Count Volunteers

PUBLIC COMMENTS

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

COUNCIL/AGENCY/AUTHORITY COMMENTS

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

CITY MANAGER COMMENTS

CONSENT CALENDAR

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

- CC 1.** City Council to approve the minutes from the regular meeting of the February 5, 2013 regular meeting of the City Council/Successor Agency to the Covina Redevelopment Agency/Public Finance Authority/Housing Authority.
- CC 2.** City Council to approve Payment of Demands in the amount of \$6,166,490.84.
- CC 3.** Successor Agency to the Covina Redevelopment Agency to approve payment of demands in the amount of \$715,051.56.
- CC 4.** City Council to receive and file the annual sewer maintenance report.
- CC 5.** City Council to receive and file the Public Works Department monthly activity report.
- CC 6.** City Council to receive and file the report on the 2013 street homeless count.
- CC 7.** City Council to adopt **Resolution No. 13-7134**, to amend the 2012-2013 Police Department budget for appropriations relating to the Covina Police Memorial project.
- CC 8.** City Council to adopt **Resolution No. 13-7135**, to ratify an emergency contracts with First Choice Landscaping, LandEscape and Pacific Waterproofing and Restoration, Inc.
- CC 9.** City Council to authorize the creation of a Library Services Supervisor Position.
- CC 10.** City Council to approve a facility use agreement between the City and Harry Brown-Hiegel for the operation of a State Certified Farmers' Market and Street Market at Heritage Plaza.
- CC 11.** City Council to authorize the City Manager to enter into a professional services agreement with Hamilton & Associates, Inc., for Geotechnical Engineering Services.

PUBLIC HEARING

- PH 1.** City Council to hold public hearing, consider public testimony, and introduce and waive further reading of an Ordinance for a Zone Change from C-P (Commercial, Administrative and Professional Office) to C-5 (Commercial, Specified Highway) to permit the construction of a new animal hospital upon property located at 302-316 East San Bernardino Road and 430-438 North First Avenue, Covina, and consider alternatives

for a request to vacate two public alleys near Covina Assembly of God Church located at 250 East San Bernardino Road and approval or denial of a Resolution.

Staff Recommendation:

- 1) City Council to open the hearing and consider public testimony; and
- 2) City Council to introduce, hold first reading by title only, and waive further reading of **Ordinance No. 13-2020**, a Zone Change from C-P (Commercial, Administrative and Professional Office) to C-5 (Commercial, Specified Highway) to permit the construction of a new animal hospital upon property located at 302-316 East San Bernardino Road and 430-438 North First Avenue, Covina; and
- 3) City Council to consider one of the following alternatives:
 - a. Approve and to adopt **Resolution No. 13-7139**, declaring its intention to vacate portions of the public right-of-way known as two public alleys that run between East San Bernardino Road, First Avenue, School Street and Second Avenue, pursuant to Streets and Highways Code Section 8300 ET SEQ. and directing City Clerk to administratively set the hearing date, time, and place and to publish and post required notices.
 - b. Deny **Resolution No. 13-7139** and suggest that the applicant pursue a yearly encroachment permit with the Public Works Department to make improvements within the two public alleys described in said Resolution, with title to the two public alleys remaining with the City.

NEW BUSINESS

NB 1. City Council to receive and file the fiscal year 2012-2013 mid-year update report and consider adopting Resolutions authorizing mid-year budget adjustments.

Staff Recommendation:

- 1) City Council to receive and file the budget update report for the quarter ended December 31, 2012; and.
- 2) City Council to adopt **Resolution No. 13-7133**, to authorize budget adjustments for fiscal year 2012-2013; and
- 3) Successor Agency to the Covina Redevelopment Agency to adopt **Resolution No. 13-009**, to authorize budget adjustments for fiscal year 2012-2013.

ADJOURNMENT

The Covina City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Finance Authority/Covina Housing Authority will adjourn to its next regular meeting, **Tuesday, April 2, 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.



MINUTES OF FEBRUARY 5, 2013 REGULAR MEETING OF THE COVINA CITY COUNCIL/SUCCESSOR AGENCY TO THE COVINA REDEVELOPMENT AGENCY /COVINA PUBLIC FINANCE AUTHORITY/COVINA HOUSING AUTHORITY HELD IN THE COUNCIL CHAMBER OF CITY HALL, 125 EAST COLLEGE STREET, COVINA, CALIFORNIA

CALL TO ORDER

Mayor Stapleton called the City Council/Successor Agency to the Covina Redevelopment Agency/Public Finance Authority/Housing Authority meeting to order at 6:35 p.m. John King arrived at 6:39 p.m. City Attorney Elizabeth Hall announced the closed session items listed. There was no public comment.

ROLL CALL

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

Council Members Absent: NONE

Elected Members Present: MANNING

Staff Members Present: City Manager Parrish, City Attorney Hall, Police Chief Raney, Finance Director De Alwis, Assistant to the City Manager Brancheau, Interim Director of Public Works Honish, Assistant Public Works Director Gonzalez, Associate Planner Carter and Sr. Deputy City Clerk LaCroix

AGENDA POSTING DECLARATION

The Sr. Deputy City Clerk of the City of Covina hereby declared that the agenda for the February 5, 2013, City Council/Successor Agency to the Covina Redevelopment Agency/Public Finance Authority/Housing Authority meeting was posted on January 31, 2013 near the front entrance of City Hall, 125 East College Street, Covina, in accordance with §54954.2(a) of the California Government Code.

CLOSED SESSION

A. G.C. §54957.6 – CONFERENCE WITH LABOR NEGOTIATORS

Agency representative:	Anthony Arroyo, Human Resources Director
Employee Organizations:	A.F.S.C.M.E – American Federation of State, County & Municipal Employees
	P.A.C – Police Association of Covina
	P.M.G – Police Management Group
	Executive Group
	Unaffiliated Employees

RECONVENE THE MEETING

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

City Attorney Elizabeth Hall reported that the City Council/Agency/Authority met in closed session to discuss the items listed on the regular meeting agenda. There is no reportable action related to closed session item A.

PLEDGE OF ALLEGIANCE

Council Member Delach led the pledge of allegiance.

INVOCATION

Covina Police Chaplain Dave Truax led the invocation.

PRESENTATIONS

Mayor Stapleton invited Miss Covina 2013, Ashley Dennis, Miss Covina Valley, Rita Garabet, first runner-up, Valeria Vazquez, and second runner-up, Vanessa Garcia, to the lectern and congratulated them on their success.

Mayor Stapleton invited Jose Garcia of Park Inn by Radisson to the lectern and presented a plaque of appreciation for their involvement with the community.

David Turch of David Turch & Associates provided a recap of the 112th Congress and reported the new Congress started on January 3, 2013.

Mayor Pro Tem Allen requested continued updates on budget cuts that affect the City. Council Member King requested exploring grant funding to support a community garden. Mayor Stapleton requested continued zines (e-bulletins).

PUBLIC COMMENTS

David and Frances Munoz, Covina residents, spoke regarding a concern they are having with a neighbor. Mr. Munoz provided photographs of dogs that run loose in the neighborhood, debris left in the street gutter and dirty water running down the driveway. Mr. Munoz requested any assistance from the City.

Joe Rode, Covina resident, spoke about similar issues he is having with the same neighbor the Munoz's spoke about. Mr. Rode stated that he has been dealing with this neighbor for 15 years and offered to make available photographs he has taken.

Mayor Stapleton requested, upon consensus of the City Council, staff look into the matter and provide an update at a future meeting.

Alejandro Aravz, Covina resident, requested assistance in implementing a quiet zone. Mr. Aravz explained that he has lived at his residence for two months and his property borders the

easement leading to the Metrolink train tracks and expressed a concern with excessive noise from train horns. Mr. Aravz also noted that the fence separating his property and the easement is deteriorating.

Mayor Stapleton requested that Mr. Aravz work with staff about his concerns.

Linda Logan, representing Covina business, spoke about an established business that moved from one location to another location in Covina, yet they had their business license increase after the move. Ms. Logan emphasized that City Hall should provide customer service and that regulations should move along at a quick pace. Ms. Logan stated that she would like to be part of the solution and is willing to head up a committee of business people to provide input in order to attract businesses to Covina.

Mayor Stapleton requested staff to look at ways of being proactive so to increase the City's visibility and provide a staff report at a future meeting.

City Manager Daryl Parrish stated he believes a committee is a great idea. City Manager Parrish explained that 75% of the general fund is committed to public safety. When staff performs an inspection and the City does not recoup that cost with a fee, that staff member is paid with general funds. City Manager Parrish stated the City does not punish people/businesses; however, there is rationality behind fees.

Dallas Buchanan, Jr., Covina resident, spoke regarding toxic chemicals and health concerns he is having. Mr. Buchanan stated he feels that a specific weed killer is extremely toxic.

COUNCIL/AGENCY/AUTHORITY COMMENTS

Council Member Low and Council Member King requested to adjourn in memory of former City employee, Peggy McCarter.

Mayor Pro Tem Allen complemented the Library on the Black History Month exhibit. Mayor Pro Tem Allen noted that he participated in the City of Anaheim's Black History Month Parade. Mayor Pro Tem Allen reported on his attendance to the League of California Cities Public Safety Committee meeting on January 17, 2013.

Mayor Stapleton announced the following:

- Sewer Improvement project is underway on Rowland Avenue and Citrus Avenue – traffic delays may occur when construction is underway
- February is Black History Month at the Covina Public Library – check the current issue of City View for all activities

Mayor Stapleton requested to adjourn the meeting in memory of Claire Stone, who was involved with the Covina Historical Society and Covina Public Library.

Mayor Stapleton reported on his attendance to the Economic Partnership luncheon with Police Chief Raney speaking, along with Glendale Police Chief De Pompa and Pasadena Police Chief Sanchez, on the affects of Realignment (AB 109).

CITY MANAGER COMMENTS

City Manager Daryl Parrish reported on his attendance to the League of California Cities City Manager's Department meeting last week. City Manager Parrish noted a historical figure for Black History Month, Eugene Jacques Bullard, who was the first African American military pilot.

CONSENT CALENDAR

On a motion made by Council Member Low, seconded by Council Member King, the City Council/Successor Agency to the Covina Redevelopment Agency/Public Finance Authority/Housing Authority approved Consent Calendar items CC2, CC3, CC4, CC5, CC6, CC7, CC8, CC9, CC10, CC11, CC13, CC14, CC15, CC16 and CC18. Consent Calendar items CC1, CC12 and CC17 were removed from the agenda for further discussion and consideration.

Motion carried 5-0.

- CC 2. City Council approved Payment of Demands in the amount of 4,726,413.81.
- CC 3. Successor Agency to the Covina Redevelopment Agency approved Payment of Demands in the amount of \$372,886.32.
- CC 4. City Council approved the renewal of an operating services agreement with Major League Softball, Inc., for adult softball programming services with the Parks and Recreation Department.
- CC 5. City Council approved the renewal of a facility use agreement with AYSO-Region 602 and Covina Baseball Association.
- CC 6. City Council approved a professional services agreement with Van Dam Engineering for the design of Cougar Park, Project #M-1204.
- CC 7. City Council adopted **Resolution No. 13-7128**, amending the City of Covina Parks and Recreation Department's fiscal year 2012-2013 operating budget.
- CC 8. City Council adopted **Resolution No. 13-7129**, accepting funding from the State of California Department of Alcoholic Beverage Control and adopted **Resolution No. 13-7130**, authorizing an increase to the Police Department 2012-2013 budget.
- CC 9. City Council awarded a bid to Gentry Brothers, Inc., as the lowest responsive, responsible bidder for the Water Main Replacement at Hollenbeck Avenue and Front Street, Project No. W-1207.
- CC 10. City Council approved and acceptance of Road Deed for alley widening purposes, 130 East Dexter Street.
- CC 11. City Council received and filed a report regarding a donation from Master Wan Ko Yee International Cultural Institute.

- CC 13. City Council approved City-County Cooperative Agreement for installation of a new traffic signal at joint jurisdiction on Cienega Avenue at Glendora Avenue within Los Angeles County.
- CC 14. Successor Agency of the Covina Redevelopment Agency received and filed the Quarterly Report of the Treasurer for the quarter ended December 31, 2012.
- CC 15. City Council received and filed the Quarterly Report of the Treasurer for the quarter ended December 31, 2012.
- CC 16. City Council adopted **Resolution No. 13-7126**, amending fiscal year 2012-2013 Police Department budget to reflect an appropriation to perform landscape improvements to the police station and proposed police memorial.
- CC 18. City Council approved a food service agreement between the County of Los Angeles and the City of Covina.

CONSENT CALENDAR ITEMS REMOVED FROM THE AGENDA

- CC 1. City Council to approve the minutes from the January 15, 2013 regular meeting of the City Council/Successor Agency to the Covina Redevelopment Agency/Public Finance Authority/Housing Authority.

Council Member Low noted that at the January 15, 2013 meeting he distributed a copy of a letter related to the 2009 election regarding the distribution of campaign flyers. Council Member Low stated the law cited in the letter is quoted inaccurately. Council Member Low distributed copies of the letter to Council Member Delach and Mayor Pro Tem Allen and requested the letter be incorporated into the minutes.

On a motion made by Council Member King, seconded by Mayor Stapleton, to approve the minutes as submitted, the Council/Agency/Authority approved Consent Calendar item CC1. **Motion carried 2-1, with Council Member Low in opposition and Council Member Delach and Mayor Pro Tem Allen abstaining.**

- CC 12. City Council received and filed the water utility billing and automated meter reading projects quarterly status update.

Council Member Low stated that he was under the impression that the automated water meter reading system would allow rates to go down. Council Member Low stated his January water bill had just over \$30 in water charges and \$30 meter charge. Council Member Low stated he could not fathom why it is necessary to impose a \$30 meter charge.

City Manager Parrish reported the meter charge is to pay for the entire system, which takes water from the source to the consumer, and includes reservoirs, waterlines, meters, pumps, chemicals to treat the water.

On a motion made by Mayor Pro Tem Allen, seconded by Council Member Delach, the Council/Agency/Authority approved Consent Calendar item CC12. **Motion carried 4-1, with Council Member Low in opposition.**

- CC17.** City Council to approve an amended and restated employment agreement for city manager services to June 30, 2014 and adopt **Resolution No. 13-7131**, to amend fiscal year 2012-2013 City Manager's Department budget.

Council Member Low stated the agreement calls for a performance review and he does not remember participating in any council review session. Council Member Low stated he submitted a list of questions to the City Manager and then read aloud some of the questions. Council Member Low stated he feels this contract should be renegotiated.

On a motion made by Mayor Pro Tem Allen, seconded by Council Member Delach, the Council/Agency/Authority approved Consent Calendar item CC17. **Motion carried 4-1, with Council Member Low in opposition.**

CONTINUED BUSINESS

- CB 1.** City Council to hold second reading and adopt an Ordinance to adopt revised administrative citation regulations by repealing Chapter 1.26 and adopting a new Chapter 1.26 of the Covina Municipal Code.

City Manager Parrish gave a brief report of the item for consideration.

Council Member King and Mayor Stapleton noted that this Ordinance would allow an update to the code and the business community could provide input with any future revisions.

On a motion made by Mayor Pro Tem Allen, seconded by Council Member Delach, the City Council held second reading thereby adopting **Ordinance No. 12-2015**, adopting revised administrative citation regulations by repealing Chapter 1.26 ("Community Improvement and Administrative Citations") and adopting a New Chapter 1.26 ("Administrative Citations") in Title 1 ("General Provisions") of the Covina Municipal Code. **Motion carried 4-1, with Council Member Low in opposition.**

- CB 2.** City Council to hold second reading and adopt an Ordinance to adopt revised and new regulations for Chapter 1.28 of Title 1 of the Covina Municipal Code.

City Manager Parrish gave a brief report of the item for consideration.

On a motion made by Council Member King, seconded by Council Member Delach, the City Council held second reading thereby adopting **Ordinance No. 12-2016**, adopting revised and new regulations for Chapter 1.28 ("Enforcement") of Title 1 ("General Provisions") of the Covina Municipal Code. **Motion carried 4-1, with Council Member Low in opposition.**

- CB 3.** City Council to hold second reading and adopt an Ordinance to modify and enhance regulations related to public nuisances by repealing Chapter 8.40 and adopting a new Chapter 8.40 of the Covina Municipal Code.

City Manager Parrish gave a brief report of the item for consideration.

On a motion made by Council Member Delach, seconded by Mayor Pro Tem Allen, the City Council held second reading thereby adopting **Ordinance No. 12-2017**, modifying and enhancing regulations relating to public nuisances by repealing Chapter 8.40 (“Abatement of Real Property Nuisances”) and adopting a new Chapter 8.40 (“Public Nuisances”) in Title 8 (“Health and Safety”) of the Covina Municipal Code. **Motion carried 4-1, with Council Member Low in opposition.**

NEW BUSINESS

NB 1. City Council to introduce, hold first reading of an Ordinance to repeal Chapter 17.59 of Title 17 of the Covina Municipal Code.

City Manager Parrish gave a brief report of the item for consideration.

Mayor Pro Tem Allen noted that these Ordinances are to assist the City in dealing with ongoing problems of absentee landlords.

On a motion made by Mayor Pro Tem Allen, seconded by Council Member King, the City Council introduced, read by title only and waived further reading of **Ordinance No. 13-2018**, repealing Chapter 17.59 (“Maintenance of Real Property”) of Title 17 (“Zoning”) of the Covina Municipal Code. **Motion carried 5-0.**

ADJOURNMENT

At 9:11 p.m., Mayor Stapleton adjourned the meeting in memory of Peggy McCarter and Claire Stone to its next regular meeting of the Covina City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Finance Authority/Covina Housing Authority to be held on **Tuesday, February 19, 2013** at 6:30 p.m. for closed session and 7:30 p.m. for open session in the Council Chamber located inside of City Hall, 125 East College Street, Covina, California, 91723.

Respectfully Submitted:

Catherine M. LaCroix, CMC
Senior Deputy City Clerk

Approved this 19th day of March, 2013.

Mayor/Chairperson

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: March 19, 2013

ITEM NO.: CC 2

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

ITEM TITLE: Payment of Demands

STAFF RECOMMENDATION:

Approve Payment of Demands in the amount of: **\$6,166,490.84**

BACKGROUND:

Attached list of warrants, demands, which are being presented for approval for January 2013 are summarized as follows:

<u>DATE OF DEMANDS</u>		<u>DEMAND NUMBERS</u>	<u>AMOUNT</u>
ACCOUNTS PAYABLE WARRANTS			
January, 2013	Wires/EFT's	4133-4207	
	Checks	58980-59659	\$4,485,860.76

PAYROLL

JANUARY 3, 2013 PAYROLL DIRECT DEPOSIT	\$390,241.74
JANUARY 3, 2013 PAYROLL CHECKS & TAXES	\$126,471.34
JANUARY 17, 2013 PAYROLL DIRECT DEPOSIT	\$414,816.31
JANUARY 17, 2013 PAYROLL CHECKS & TAXES	\$134,266.45
JANUARY 31, 2013 PAYROLL DIRECT DEPOSIT	\$419,525.01
JANUARY 31, 2013 PAYROLL CHECKS & TAXES	\$154,298.76

VOIDS

January 2013 VOIDS	3921	(95.00)
	58379	(45.00)
	57863	(267.90)

WORKERS COMPENSATION

January 3, 2013	Week ending 1/2/13	\$5,849.25
January 10, 2013	Week ending 1/10/13	\$12,379.75
January 16, 2013	Week ending 1/16/13	\$8,071.02
January 28, 2013	Week ending 1/24/13	\$8,454.20
January 31, 2013	Week ending 1/30/13	\$6,664.15

GRAND TOTAL: \$6,166,490.84

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
JANUARY 2013

Check #	Check Date	Vendor	Name	Amount
4133	01/28/2013	73	AGGERS, MICHAEL	1,416.00
4134	01/28/2013	140	ALVAREZ, DANIEL	234.60
4135	01/28/2013	166	ANDERSON, PATRI	1,416.00
4136	01/28/2013	289	BARKER, BEN	3,563.61
4137	01/28/2013	321	BELL, DONALD R	234.60
4138	01/28/2013	360	BLADES, STEVEN	1,416.00
4139	01/28/2013	379	BONNELL, EVELYN	234.60
4140	01/28/2013	410	BRITZ, IRENE	234.60
4141	01/28/2013	415	BROWN, ELAINE	234.60
4142	01/28/2013	591	CELLIAN, MARY	234.60
4143	01/28/2013	670	CLARK, HUBERT	1,416.00
4144	01/28/2013	673	CLARK, RONNIE	1,416.00
4145	01/28/2013	689	COAKLEY, RAYMON	234.60
4146	01/28/2013	742	CORDER, MARK C	1,650.00
4147	01/28/2013	938	DOWDY, WAYNE	234.60
4148	01/28/2013	945	DUKE, WILMA	102.00
4149	01/28/2013	1010	ESCALANTE, RICH	234.60
4150	01/28/2013	1020	ESTRADA, EDWARD	234.60
4151	01/28/2013	1072	FISHER, MARGARE	93.60
4152	01/28/2013	1095	FORNES JR, JAME	234.60
4153	01/28/2013	1137	GALLIVAN, KAREN	1,416.00
4154	01/28/2013	1201	GOETZ, MARCIA D	978.00
4155	01/28/2013	1223	GOODMAN, GLEN	93.60
4156	01/28/2013	1225	GOODWIN, PAUL	234.60
4157	01/28/2013	1236	GRAMMATIKAS, DO	234.60
4158	01/28/2013	1243	GRAVES, KENNETH	234.60
4159	01/28/2013	1250	GREENER, CHARLE	102.00
4160	01/28/2013	1292	HANSON, ALLISON	1,416.00
4161	01/28/2013	1296	HARO, DAVID	234.60
4162	01/28/2013	1372	HOSTETLER, DARR	234.60
4163	01/28/2013	1479	JANES, NORMAN G	234.60
4164	01/28/2013	1485	JENNINGS, ERMON	234.60
4165	01/28/2013	1519	JONES, RITA	234.60
4166	01/28/2013	1522	JORDAN, RICHARD	102.00
4167	01/28/2013	1549	KEMP, BOBBI	1,416.00
4168	01/28/2013	1555	KEOHEN, WILLIAM	93.60
4169	01/28/2013	3712	KYLE JON RANDAL	1,416.00
4170	01/28/2013	1641	LAMUNYON, STEVE	2,867.43
4171	01/28/2013	1685	LENTZ, JOHN	102.00
4172	01/28/2013	1781	MAGAN, PAUL	93.60
4173	01/28/2013	1806	MARQUEZ, MICHAEL	102.00
4174	01/28/2013	1812	MARTEENY-HAUS,	1,416.00
4175	01/28/2013	1842	MCAFEE, GENE	234.60

CITY OF COVINA
Check Register
JANUARY 2013

4176	01/28/2013	1897 MESSINEO, JACQU	1,416.00
4177	01/28/2013	1918 MILES, DAVID L.	1,567.44
4178	01/28/2013	1935 MITCHELL, C JOA	102.00
4179	01/28/2013	1936 MITCHELL, HAROL	234.60
4180	01/28/2013	2012 MURPHY, JAMES	234.60
4181	01/28/2013	2013 MURRAY, DENNIS	93.60
4182	01/28/2013	2049 NEILSON, RALEIG	234.60
4183	01/28/2013	2051 NELSON, WILLIAM	141.60
4184	01/28/2013	2096 OBLONSKY, JERRY	102.00
4185	01/28/2013	2113 OLIVE, ROBERT J	234.60
4186	01/28/2013	2118 OLSON, ZAN	234.60
4187	01/28/2013	2146 OSBORN, MICHAEL	1,416.00
4188	01/28/2013	2197 PARRIS, ERNEST	234.60
4189	01/28/2013	2261 PIERSON, SCOTT	1,650.00
4190	01/28/2013	2399 REDDEN, CHARLES	102.00
4191	01/28/2013	2421 REVIS, CATHY	1,416.00
4192	01/28/2013	2501 RUMPLER, JOANNE	1,416.00
4193	01/28/2013	2567 SANTOS, ROGER	93.60
4194	01/28/2013	2579 SCHLEIF, FRANCI	1,416.00
4195	01/28/2013	2580 SCHMID, FRANK	1,416.00
4196	01/28/2013	2630 SHAUP, JOY ANN	93.60
4197	01/28/2013	2785 SUTHERLAND, DAL	93.60
4198	01/28/2013	2812 TARIN, LORENA	93.60
4199	01/28/2013	2828 TESKE, OSCAR	234.60
4200	01/28/2013	2847 THOMPSON, MARGA	93.60
4201	01/28/2013	2849 THOMSON, JOHN R	234.60
4202	01/28/2013	2864 TOLENTINO, LEOP	102.00
4203	01/28/2013	2997 VER KUILEN, VAL	1,416.00
4204	01/28/2013	3038 WALTON, MARLA	93.60
4205	01/28/2013	3061 WEISS, MOREY	1,416.00
4206	01/28/2013	3130 WORTHY, WILLIAM	3,563.61
4207	01/28/2013	2944 UNITED STATES T	863.68
58980	01/08/2013	26 ABSOLUTE SECURI	5,380.00
58981	01/08/2013	74 AGI ACADEMY	186.67
58982	01/08/2013	113 ALL CITY MANAGE	5,530.20
58983	01/08/2013	128 ALLIANT INSURAN	380.00
58984	01/08/2013	173 ANDY'S WELDING	266.67
58985	01/08/2013	219 AT&T	83.21
58986	01/08/2013	220 AT&T LONG DISTA	14.71
58987	01/08/2013	254 AZUSA LIGHT & W	708.81
58988	01/08/2013	255 AZUSA PLUMBING	198.95
58989	01/08/2013	269 BAKER AND TAYLO	687.51
58990	01/08/2013	291 BARR & CLARK	470.00
58991	01/08/2013	318 BELL BUILDING M	3,155.00

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58992	01/08/2013	328 BENLO CO	7.56
58993	01/08/2013	344 Best Office Pro	52.50
58994	01/08/2013	345 BETHKE, BETTY J	40.83
58995	01/08/2013	3743 BISCUIT FILMWOR	1,467.82
58996	01/08/2013	3646 BLACK AND WHITE	592.67
58997	01/08/2013	457 CA PARKS AND RE	170.00
58998	01/08/2013	475 CALIBER POOL AN	1,613.13
58999	01/08/2013	565 CASTRO, VIVIAN	60.00
59000	01/08/2013	572 CATHOLIC CHARIT	7,644.97
59001	01/08/2013	581 CCH	112.77
59002	01/08/2013	600 CERTIFIED UNDER	64.91
59003	01/08/2013	617 CHARTER OAK GYM	1,738.80
59004	01/08/2013	3736 CHRISTIAN BROTH	933.00
59005	01/08/2013	649 CINTAS CORP #69	529.07
59006	01/08/2013	696 COLBURN, MICHAEL	69.56
59007	01/08/2013	700 COLLEY FORD	2,062.85
59008	01/08/2013	740 CORBIN, CLARA	1,197.00
59009	01/08/2013	749 COUNSELING TEAM	780.00
59010	01/08/2013	777 COVINA RENTS	915.22
59011	01/08/2013	782 COVINA VALLEY U	230.00
59012	01/08/2013	783 COVINA WATER &	542.54
59013	01/08/2013	791 CPCA	450.00
59014	01/08/2013	796 CPRS DISTRICT X	80.00
59015	01/08/2013	798 CRAFTCO INC	2,792.70
59016	01/08/2013	826 CSMFO	110.00
59017	01/08/2013	862 DE ALWIS, DILU	164.00
59018	01/08/2013	894 DF POLYGRAPH	300.00
59019	01/08/2013	896 DH MAINTENANCE	5,999.40
59020	01/08/2013	3164 DIVERSIFIED PAR	31,159.53
59021	01/08/2013	970 EDISON CO	91.91
59022	01/08/2013	970 EDISON CO	26,570.89
59023	01/08/2013	1055 FEDEX	18.59
59024	01/08/2013	1098 FOSTER, DAVE	98.20
59025	01/08/2013	1156 GAS COMPANY, TH	76.44
59026	01/08/2013	1235 GRAINGER	1,143.34
59027	01/08/2013	1241 GRAND PRINTING	637.93
59028	01/08/2013	1251 GREENS LOCK AND	21.53
59029	01/08/2013	1282 HALL-McGRADE, A	133.02
59030	01/08/2013	1288 HANOU, TERRENCE	129.40
59031	01/08/2013	1364 HOME DEPOT	439.57
59032	01/08/2013	1389 HUNTINGTON COUR	389.82
59033	01/08/2013	1394 HYDRO CONNECTIO	41.83
59034	01/08/2013	1420 INDEPENDENT CIT	450.00
59035	01/08/2013	1428 INGRAM DIST GRO	198.58

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59036	01/08/2013	1430 INLAND WATER WO	1,276.74
59037	01/08/2013	3654 JEREMIAH DONOVA	108.50
59038	01/08/2013	1547 KELLY PAPER CO	94.72
59039	01/08/2013	1603 LA CNTY	296.00
59040	01/08/2013	1603 LA CNTY	692.00
59041	01/08/2013	1613 LA CNTY DISTRIC	42.90
59042	01/08/2013	1615 LA CNTY MTA	308.00
59043	01/08/2013	1638 LAM, LY CHOU	70.88
59044	01/08/2013	1656 LARSEN, MICHAEL	43.75
59045	01/08/2013	1663 LAW ENFORCEMENT	275.00
59046	01/08/2013	1673 LAWSON PRODUCTS	509.13
59047	01/08/2013	1707 LIEBERT CASSIDY	990.00
59048	01/08/2013	1708 LIFE ASSIST INC	1,027.69
59049	01/08/2013	79 LOURDES MADRID-	128.10
59050	01/08/2013	1771 MACIAS GINI & O	10,862.00
59051	01/08/2013	3672 MARY JOCELYN A	140.00
59052	01/08/2013	1851 MCDONOUGH, JIM	16.00
59053	01/08/2013	1901 METRO PCS INC	50.00
59054	01/08/2013	1933 MISSION LINEN S	193.65
59055	01/08/2013	3718 NADENE VALDEZ	87.50
59056	01/08/2013	2041 NATIONAL TACTIC	711.00
59057	01/08/2013	2061 NEWPORT FARMS I	519.50
59058	01/08/2013	2104 OFFICE DEPOT	2,396.84
59059	01/08/2013	99999 A AND S ENGINEERING	39.60
59060	01/08/2013	99999 ALEX CARREON	45.00
59061	01/08/2013	99999 GABRIEL RANGEL	62.29
59062	01/08/2013	2189 PARADA, MIGUEL	944.81
59063	01/08/2013	2238 PEST OPTIONS IN	265.00
59064	01/08/2013	2273 POALAC	50.00
59065	01/08/2013	2285 POVERO, DAVID	16.00
59066	01/08/2013	3741 PUBLIC SAFETY A	120.00
59067	01/08/2013	2345 QUILL	235.75
59068	01/08/2013	2389 RC KEMP CONSULT	11.95
59069	01/08/2013	2403 REGAN, DAN	77.47
59070	01/08/2013	3744 RENAISSANCE PAL	805.30
59071	01/08/2013	2415 REPUBLIC MASTER	446.37
59072	01/08/2013	2426 REYNOLDS BUICK	319.08
59073	01/08/2013	3655 ROBERT WONG	215.25
59074	01/08/2013	2646 SHOWCASES	19.86
59075	01/08/2013	2676 SMART AND FINAL	627.64
59076	01/08/2013	2719 SPARKLETTS	24.19
59077	01/08/2013	2721 SPECIALTY STORE	87.49
59078	01/08/2013	2737 STAPLES INC	0.00
59079	01/08/2013	3729 SUNBELT RENTALS	2,436.33

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59080	01/08/2013	2781 SURETECK INDUST	250.00
59081	01/08/2013	2818 TAVANNA	42.00
59082	01/08/2013	2846 THOMAS, TERRI	390.60
59083	01/08/2013	2868 TONER DEPOT	425.70
59084	01/08/2013	2903 TRI-XECUTEX COR	1,043.67
59085	01/08/2013	2912 TT MAILING SERV	150.00
59086	01/08/2013	2933 ULTRA-CHEM INC	871.06
59087	01/08/2013	2942 UNITED SITE SER	219.72
59088	01/08/2013	2958 US POSTMASTER	2,102.87
59089	01/08/2013	2958 US POSTMASTER	190.00
59090	01/08/2013	2966 V & V MANUFACTU	28.22
59091	01/08/2013	3234 VELARDE-KUBANIK	56.00
59092	01/08/2013	2999 VERIZON CALIFOR	293.51
59093	01/08/2013	3010 VILLARREAL, TIF	126.00
59094	01/08/2013	3700 Vinnie's	1,250.00
59095	01/08/2013	3023 VULCAN MATERIAL	601.83
59096	01/08/2013	3187 WAGONER, PAMELA	326.66
59097	01/08/2013	3028 WALCZAK, MARY L	39.14
59098	01/08/2013	3029 WALCZAK, RIC	30.74
59099	01/08/2013	3043 WARREN DISTRIBU	181.01
59100	01/08/2013	3058 WEBSTER, DEREK	102.00
59101	01/08/2013	3064 WELLDYNERX	43.82
59102	01/08/2013	3070 WEST COAST ARBO	95.00
59103	01/08/2013	3143 YELLOW CAB OF S	108.50
59104	01/08/2013	3152 YWCA	1,379.25
59105	01/08/2013	68 AFLAC	3,656.09
59106	01/08/2013	68 AFLAC	28.00
59107	01/08/2013	69 AFSCME	940.00
59108	01/08/2013	487 CaIPERS	65,114.53
59109	01/08/2013	775 COVINA POLICE A	4,110.00
59110	01/08/2013	789 COVINA-FSA, CIT	1,288.19
59111	01/08/2013	819 CSAC-EIA	4,440.07
59112	01/08/2013	819 CSAC-EIA	1,537.46
59113	01/08/2013	878 DELTA DENTAL OF	7,365.60
59114	01/08/2013	1247 GREAT WEST LIFE	5,150.00
59115	01/08/2013	1307 HARTFORD LIFE I	9.67
59116	01/08/2013	1405 ICMA RETIREMENT	6,208.91
59117	01/08/2013	1405 ICMA RETIREMENT	845.48
59118	01/08/2013	2033 NATIONWIDE RETI	3,099.54
59119	01/08/2013	3685 PARS US BANK	1,672.56
59120	01/08/2013	2234 PERS	122,223.29
59121	01/08/2013	2235 PERS LONG TERM	252.92
59122	01/08/2013	3668 SHERIFF'S DEPAR	213.15
59123	01/08/2013	2946 UNITED WAY OF G	17.50

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59124	01/08/2013	3014 VISION SERVICE	599.65
59125	01/08/2013	3045 WASHINGTON NATI	182.49
59126	01/15/2013	3 12 MILES OUT.CO	1,200.00
59127	01/15/2013	11 A & B ELECTRIC	99.00
59128	01/15/2013	23 ABORTA BUG INC	70.00
59129	01/15/2013	51 ADVANCED BATTER	232.27
59130	01/15/2013	68 AFLAC	142.92
59131	01/15/2013	82 AIR-BREE HEATIN	413.70
59132	01/15/2013	84 AIRGAS-WEST	245.45
59133	01/15/2013	113 ALL CITY MANAGE	2,382.24
59134	01/15/2013	3162 AMERICAN BUS MA	408.58
59135	01/15/2013	160 AMERICAN WEST C	75.00
59136	01/15/2013	221 AT&T MOBILITY	1,182.76
59137	01/15/2013	269 BAKER AND TAYLO	255.23
59138	01/15/2013	283 BANK OF THE WES	5,445.12
59139	01/15/2013	341 BEST BEST & KRI	1,594.21
59140	01/15/2013	370 BOB BARKER CO I	87.51
59141	01/15/2013	477 CALIF, STATE OF	267.00
59142	01/15/2013	477 CALIF, STATE OF	225.00
59143	01/15/2013	516 CANON BUS SOLUT	369.79
59144	01/15/2013	536 CARQUEST AUTO P	104.42
59145	01/15/2013	3214 Case Power and	293.87
59146	01/15/2013	600 CERTIFIED UNDER	343.54
59147	01/15/2013	618 CHARTER OAK HAR	40.18
59148	01/15/2013	649 CINTAS CORP #69	175.97
59149	01/15/2013	654 CITRUS CAR WASH	83.30
59150	01/15/2013	664 CIVILTEC ENGINE	2,600.00
59151	01/15/2013	692 CODE PUBLISHING	171.60
59152	01/15/2013	700 COLLEY FORD	144.85
59153	01/15/2013	712 COMMUNITY BANK	18,611.75
59154	01/15/2013	720 COMPUTER SERVIC	3,200.00
59155	01/15/2013	730 CONTEMPORARY IN	24.00
59156	01/15/2013	766 COVINA DISPOSAL	352.13
59157	01/15/2013	771 COVINA IRRIGATI	150,818.50
59158	01/15/2013	777 COVINA RENTS	174.00
59159	01/15/2013	783 COVINA WATER &	270.44
59160	01/15/2013	819 CSAC-EIA	9.04
59161	01/15/2013	819 CSAC-EIA	516.00
59162	01/15/2013	857 DAVID TURCH AND	5,000.00
59163	01/15/2013	878 DELTA DENTAL OF	218.22
59164	01/15/2013	880 DEMCO INC	147.30
59165	01/15/2013	895 DFM ASSOCIATES	56.41
59166	01/15/2013	896 DH MAINTENANCE	95.00
59167	01/15/2013	970 EDISON CO	40,485.14

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59168	01/15/2013	1012 ESGIL CORPORATI	657.53
59169	01/15/2013	1032 EWING ARCHITECT	0.00
59170	01/15/2013	1055 FEDEX	3.71
59171	01/15/2013	1062 FESS PARKER'S D	812.95
59172	01/15/2013	3747 FIRST CHOICE LA	22,500.00
59173	01/15/2013	1134 GALE CENGAGE LE	61.28
59174	01/15/2013	1203 GOLDEN STATE OV	28.94
59175	01/15/2013	1204 GOLDEN STATE WA	282.04
59176	01/15/2013	1235 GRAINGER	137.98
59177	01/15/2013	1277 HAEBE, CYNTHIA	3,850.00
59178	01/15/2013	3669 HAMILTON & ASSO	5,302.50
59179	01/15/2013	3251 HANSON INVESTIG	1,839.45
59180	01/15/2013	1364 HOME DEPOT	741.59
59181	01/15/2013	1389 HUNTINGTON COUR	451.80
59182	01/15/2013	1393 HYATT REGENCY S	448.63
59183	01/15/2013	1394 HYDRO CONNECTIO	79.80
59184	01/15/2013	1420 INDEPENDENT CIT	450.00
59185	01/15/2013	1428 INGRAM DIST GRO	50.21
59186	01/15/2013	1429 INLAND EMPIRE S	730.00
59187	01/15/2013	1430 INLAND WATER WO	364.32
59188	01/15/2013	1561 KEYSTONE UNIFOR	92.33
59189	01/15/2013	1571 KING BOLT CO	48.15
59190	01/15/2013	3721 KRIZIA N VIRBIA	175.50
59191	01/15/2013	1603 LA CNTY	480.00
59192	01/15/2013	1612 LA CNTY DEPT OF	1,505.75
59193	01/15/2013	1614 LA CNTY FIRE DE	637,477.51
59194	01/15/2013	1619 LA CNTY SHERIFF	118.32
59195	01/15/2013	1633 LACPCA	300.00
59196	01/15/2013	3704 LAND DEVELOPMEN	627.95
59197	01/15/2013	1650 LARA, LAURA	166.00
59198	01/15/2013	1691 LEVEL 3 COMMUNI	1,079.44
59199	01/15/2013	1694 LEWIS ENGRAVING	27.19
59200	01/15/2013	1712 LIGHTHOUSE INC,	377.44
59201	01/15/2013	1754 LOWE'S COMPANIE	86.98
59202	01/15/2013	1933 MISSION LINEN S	371.63
59203	01/15/2013	2061 NEWPORT FARMS I	392.70
59204	01/15/2013	2104 OFFICE DEPOT	10.30
59205	01/15/2013	99999 PORCELAIN ARTISTS OF CA	30.00
59206	01/15/2013	2134 ORKIN PEST CONT	94.33
59207	01/15/2013	3722 OSCAR LUQUE	32.75
59208	01/15/2013	2198 PARRISH, DARYL	41.00
59209	01/15/2013	2236 PERS PUBLIC AGE	500.00
59210	01/15/2013	2370 RAMIREZ, ULRICH	470.00
59211	01/15/2013	2389 RC KEMP CONSULT	2,220.00

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59212	01/15/2013	2407 REGIONAL TAP SE	234.74
59213	01/15/2013	2415 REPUBLIC MASTER	69.38
59214	01/15/2013	2509 S & S PORTABLE	913.50
59215	01/15/2013	2557 SANTA ANITA FAM	240.00
59216	01/15/2013	2588 SCPMA-HR	79.00
59217	01/15/2013	2588 SCPMA-HR	50.00
59218	01/15/2013	2614 SGV CITY MANAGE	60.00
59219	01/15/2013	2619 SGV EXAMINER	151.98
59220	01/15/2013	2676 SMART AND FINAL	302.11
59221	01/15/2013	2711 SOUTHEAST CONST	29.25
59222	01/15/2013	2737 STAPLES INC	903.18
59223	01/15/2013	2781 SURETECK INDUST	3,351.64
59224	01/15/2013	2798 SYSTEMS INTERNA	2,958.50
59225	01/15/2013	2838 THEMATIC ATTIC	42.97
59226	01/15/2013	2853 THYSSENKRUPP EL	999.79
59227	01/15/2013	2855 TIME WARNER CAB	145.12
59228	01/15/2013	2877 TOSHIBA BUSINES	105.29
59229	01/15/2013	3185 TOSHIBA FINANCI	1,794.29
59230	01/15/2013	3745 TOWNE ALLPOINTS	1,500.00
59231	01/15/2013	3745 TOWNE ALLPOINTS	6,900.00
59232	01/15/2013	2926 TYLER TECHNOLOG	51,308.60
59233	01/15/2013	2933 ULTRA-CHEM INC	1,710.50
59234	01/15/2013	2935 UNDERGROUND SER	60.00
59235	01/15/2013	2958 US POSTMASTER	252.54
59236	01/15/2013	3650 VASILI INC	353,623.25
59237	01/15/2013	2999 VERIZON CALIFOR	1,289.20
59238	01/15/2013	3014 VISION SERVICE	49.74
59239	01/15/2013	3023 VULCAN MATERIAL	1,482.19
59240	01/15/2013	3043 WARREN DISTRIBU	58.26
59241	01/15/2013	3064 WELLDYNERX	10.66
59242	01/15/2013	3068 WELLS FARGO FIN	166.45
59243	01/15/2013	3078 WEST PAYMENT CE	241.44
59244	01/15/2013	3082 WESTERN WATER W	2,994.98
59245	01/15/2013	3102 WILLDAN FINANCI	64.95
59246	01/15/2013	3134 XEROX CORPORATI	96.81
59247	01/22/2013	3645 1ST ENTERPRISE	22,322.50
59248	01/22/2013	13 A-1 POWER SWEEP	600.00
59249	01/22/2013	21 ABELING, MARY J	2,588.00
59250	01/22/2013	26 ABSOLUTE SECURI	5,428.16
59251	01/22/2013	50 ADVANCED	1,430.10
59252	01/22/2013	52 ADVANCED GRAPHI	780.00
59253	01/22/2013	3755 AIR RESOURCE BO	570.00
59254	01/22/2013	82 AIR-BREE HEATIN	2,425.00
59255	01/22/2013	84 AIRGAS-WEST	302.74

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59256	01/22/2013	3545 ALL STAR AUTOMO	75.00
59257	01/22/2013	158 AMERICAN TRAFFI	32,370.00
59258	01/22/2013	207 ASCHENBRENNER,	5,952.40
59259	01/22/2013	218 ASZMAN FAMILY B	2,329.20
59260	01/22/2013	219 AT&T	193.02
59261	01/22/2013	258 AZUSA, CITY OF	3,882.00
59262	01/22/2013	269 BAKER AND TAYLO	320.40
59263	01/22/2013	291 BARR & CLARK	275.00
59264	01/22/2013	333 BERLITZ	100.00
59265	01/22/2013	339 BERT'S MEGA MAL	127.21
59266	01/22/2013	341 BEST BEST & KRI	38,730.99
59267	01/22/2013	351 BIG ENTERPRISES	750.00
59268	01/22/2013	358 BLACK, FLAVIA	258.80
59269	01/22/2013	3243 BMW MOTORCYCLES	1,960.23
59270	01/22/2013	383 BOOTH, LOLA J	9,316.80
59271	01/22/2013	385 BORUM, PATRICIA	2,588.00
59272	01/22/2013	398 BRAND, JENNIFER	53.31
59273	01/22/2013	412 BRONDINO, JEANN	5,176.00
59274	01/22/2013	430 BUILDING ELECTR	75.00
59275	01/22/2013	440 BUSKEY, CAROLYN	1,423.40
59276	01/22/2013	476 CALIF BUILDING	191.70
59277	01/22/2013	477 CALIF, STATE OF	265.75
59278	01/22/2013	488 CALIFORNIA SCIE	25.00
59279	01/22/2013	257 CANYON WATER	2,782.10
59280	01/22/2013	536 CARQUEST AUTO P	145.95
59281	01/22/2013	542 CARSON, KENNETH	5,176.00
59282	01/22/2013	598 CERRITOS, CITY	991.93
59283	01/22/2013	600 CERTIFIED UNDER	236.75
59284	01/22/2013	605 CHADWICK, GEORG	1,294.00
59285	01/22/2013	615 CHARLES E THOMA	2,575.11
59286	01/22/2013	618 CHARTER OAK HAR	82.74
59287	01/22/2013	634 CHEVRON PRODUCT	48.85
59288	01/22/2013	649 CINTAS CORP #69	175.97
59289	01/22/2013	664 CIVILTEC ENGINE	16,085.03
59290	01/22/2013	681 CLINE, DANIEL F	258.80
59291	01/22/2013	682 CLINICAL LAB OF	510.00
59292	01/22/2013	698 COLE, MADELINE	517.60
59293	01/22/2013	700 COLLEY FORD	12.97
59294	01/22/2013	707 COMMERCIAL ELEC	387.50
59295	01/22/2013	710 COMMUNICATIONS	540.10
59296	01/22/2013	712 COMMUNITY BANK	23,254.60
59297	01/22/2013	3739 CONSUMER UNLIMI	7,000.00
59298	01/22/2013	734 CONTROL AUTOMAT	625.00
59299	01/22/2013	749 COUNSELING TEAM	900.00

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59300	01/22/2013	3165 COVINA AUTO BOD	2,878.03
59301	01/22/2013	777 COVINA RENTS	348.80
59302	01/22/2013	783 COVINA WATER &	33.41
59303	01/22/2013	849 DAPEER ROSENBLI	789.30
59304	01/22/2013	3720 DATAQUICK	300.00
59305	01/22/2013	876 DELONG	624.57
59306	01/22/2013	3701 DEPARTMENT OF J	64.00
59307	01/22/2013	894 DF POLYGRAPH	450.00
59308	01/22/2013	896 DH MAINTENANCE	5,999.40
59309	01/22/2013	947 DUNN EDWARDS CO	254.45
59310	01/22/2013	956 DYNO TUNE	48.25
59311	01/22/2013	962 EAST DISTRICT S	237.00
59312	01/22/2013	962 EAST DISTRICT S	409.40
59313	01/22/2013	962 EAST DISTRICT S	8,221.00
59314	01/22/2013	962 EAST DISTRICT S	11,491.00
59315	01/22/2013	967 EDGAR TRUSTEE,	258.80
59316	01/22/2013	970 EDISON CO	3,226.53
59317	01/22/2013	984 ELLIOTT TRUSTEE	4,140.80
59318	01/22/2013	985 ELLIOTT, DOROTH	4,140.80
59319	01/22/2013	998 ENGLER TRUSTEE,	5,434.50
59320	01/22/2013	3584 ENTERPRISE SECU	13,844.75
59321	01/22/2013	1032 EWING ARCHITECT	0.00
59322	01/22/2013	1055 FEDEX	10.76
59323	01/22/2013	1075 FLEET SERVICES	171.54
59324	01/22/2013	3163 GENTRY BROTHERS	357,503.20
59325	01/22/2013	1198 GLOBALSTAR LLC	42.49
59326	01/22/2013	1235 GRAINGER	1,070.72
59327	01/22/2013	1241 GRAND PRINTING	364.38
59328	01/22/2013	1251 GREENS LOCK AND	34.61
59329	01/22/2013	1275 HAAKER EQUIPMEN	618.85
59330	01/22/2013	3669 HAMILTON & ASSO	4,134.40
59331	01/22/2013	1286 HANES, PHILLIP	905.80
59332	01/22/2013	1289 HANSEN, ANN	5,693.60
59333	01/22/2013	1298 HARRAHS RINCON	400.00
59334	01/22/2013	1308 HARTMAN, THOMAS	517.60
59335	01/22/2013	1313 HAWK TRUST,THE	647.00
59336	01/22/2013	1318 HEAD & KAREN SH	1,294.00
59337	01/22/2013	1322 HEINRICH, CAROL	5,176.00
59338	01/22/2013	1324 HENKE, ELDEN H	3,960.00
59339	01/22/2013	1364 HOME DEPOT	636.14
59340	01/22/2013	1368 HORAL, STEPHANI	1,164.60
59341	01/22/2013	1389 HUNTINGTON COUR	299.00
59342	01/22/2013	1394 HYDRO CONNECTIO	270.39
59343	01/22/2013	1427 INGLEWOOD, CITY	11,720.50

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59344	01/22/2013	1428 INGRAM DIST GRO	26.56
59345	01/22/2013	1437 INTER-CON SECUR	5,148.00
59346	01/22/2013	1441 INTERSTATE BATT	266.58
59347	01/22/2013	3660 Jane Ann Nowogroski	1,294.00
59348	01/22/2013	3749 JCL BARRICADE C	19,050.17
59349	01/22/2013	1483 JEECO MFG & SUP	127.24
59350	01/22/2013	3659 JMDIAZ	36,143.30
59351	01/22/2013	1505 JOHNNY'S POOL S	76.29
59352	01/22/2013	1514 JOHNSTONE SUPPL	37.92
59353	01/22/2013	1526 JS CONSULTANTS	48,586.75
59354	01/22/2013	3751 KELLY ASSOCIATE	3,500.00
59355	01/22/2013	1547 KELLY PAPER CO	257.12
59356	01/22/2013	1561 KEYSTONE UNIFOR	1,411.69
59357	01/22/2013	1576 KLEIN, VIRGINIA	517.60
59358	01/22/2013	1578 KLYMKIW, MARIE	100.00
59359	01/22/2013	3756 KPER	2,700.00
59360	01/22/2013	1601 L3 COMMUNICATIO	5,486.45
59361	01/22/2013	1609 LA CNTY COUNTY	6,540.08
59362	01/22/2013	1611 LA CNTY DEPT OF	120,213.56
59363	01/22/2013	1617 LA CNTY REGISTR	16.00
59364	01/22/2013	1617 LA CNTY REGISTR	16.00
59365	01/22/2013	1617 LA CNTY REGISTR	16.00
59366	01/22/2013	1617 LA CNTY REGISTR	16.00
59367	01/22/2013	1617 LA CNTY REGISTR	16.00
59368	01/22/2013	1646 LANGUAGE LINE S	24.44
59369	01/22/2013	1680 LEAGUE OF CALIF	14,278.00
59370	01/22/2013	1694 LEWIS ENGRAVING	57.77
59371	01/22/2013	1712 LIGHTHOUSE INC,	34.32
59372	01/22/2013	1730 LONG BEACH, CIT	95.00
59373	01/22/2013	1745 LOS ANGELES FRE	372.81
59374	01/22/2013	1757 LULL, BARBARA J	2,640.00
59375	01/22/2013	1771 MACIAS GINI & O	4,056.24
59376	01/22/2013	1825 MASONIC HOMES O	7,764.00
59377	01/22/2013	1830 MAURER, HAROLD	1,294.00
59378	01/22/2013	1831 MAURER, WILLIAM	2,640.00
59379	01/22/2013	1851 MCDONOUGH, JIM	369.86
59380	01/22/2013	1858 MCMASTER CARR S	87.73
59381	01/22/2013	1860 MCNEILL SOUND &	270.00
59382	01/22/2013	1895 MERRIMAC ENERGY	29,277.76
59383	01/22/2013	1908 MICHAEL J O'DAY	150.00
59384	01/22/2013	1922 MILLER, JACQUEL	517.60
59385	01/22/2013	1933 MISSION LINEN S	387.44
59386	01/22/2013	1977 MORGAN, HENRY M	258.80
59387	01/22/2013	1978 MORGAN, ROBERT	2,329.20

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59388	01/22/2013	1985 MORTENSEN, JAME	258.80
59389	01/22/2013	2019 MYERS TIRE SUPP	305.86
59390	01/22/2013	2027 NAPA AUTO PARTS	27.16
59391	01/22/2013	2029 NASSER REVOCABL	2,588.00
59392	01/22/2013	3562 NAVAJO CONTRACT	3,200.00
59393	01/22/2013	2061 NEWPORT FARMS I	349.65
59394	01/22/2013	2092 OAKDALE MEMORIA	145,639.70
59395	01/22/2013	2100 OCLA-INDEPENDEN	525.35
59396	01/22/2013	99999 SHARON YENDUNIAN	45.00
59397	01/22/2013	99999 CHARLES HILL	377.00
59398	01/22/2013	3641 PACIFIC HYDROTE	424,127.50
59399	01/22/2013	2179 PALMER, MICHAEL	2,070.40
59400	01/22/2013	2199 PARS	529.96
59401	01/22/2013	2233 PERRY, ELEANOR	517.60
59402	01/22/2013	2299 PRESENTA PLAQUE	119.92
59403	01/22/2013	2335 PYRO-COMM SYSTE	135.00
59404	01/22/2013	2345 QUILL	157.39
59405	01/22/2013	2415 REPUBLIC MASTER	191.08
59406	01/22/2013	2427 REYNOLDS, CAROL	4,399.60
59407	01/22/2013	2464 RODRIGUEZ, ADRI	50.00
59408	01/22/2013	2477 ROMAN CATHOLIC	2,588.00
59409	01/22/2013	2480 ROMO PLANNING G	1,696.25
59410	01/22/2013	2542 SAN GAB VALLEY	25.00
59411	01/22/2013	2568 SAVING CENTER I	9,575.60
59412	01/22/2013	2578 SCHLEICH, MARGR	1,294.00
59413	01/22/2013	2585 SCMAF-SAN GABRI	140.00
59414	01/22/2013	2613 SEYMOUR, RICHA	258.80
59415	01/22/2013	2667 SIRSIDYNIX	19,698.47
59416	01/22/2013	2676 SMART AND FINAL	248.43
59417	01/22/2013	2687 SMITH, VIRGINIA	517.60
59418	01/22/2013	2737 STAPLES INC	191.48
59419	01/22/2013	2781 SURETECK INDUST	4,625.60
59420	01/22/2013	2784 SURFACE TECH CO	1,096.80
59421	01/22/2013	2807 TALX UC EXPRESS	250.00
59422	01/22/2013	2853 THYSSENKRUPP EL	1,437.78
59423	01/22/2013	2903 TRI-XECUTEX COR	80.00
59424	01/22/2013	2907 TRUGREEN LANDSC	8,772.49
59425	01/22/2013	3709 U.S. SAFETY & S	112.60
59426	01/22/2013	2933 ULTRA-CHEM INC	418.25
59427	01/22/2013	2942 UNITED SITE SER	104.80
59428	01/22/2013	2958 US POSTMASTER	472.55
59429	01/22/2013	3650 VASILJ INC	441,837.40
59430	01/22/2013	2999 VERIZON CALIFOR	735.91
59431	01/22/2013	3001 VERIZON WIRELES	4,030.34

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59432	01/22/2013	3004 VICTORY EXTERMI	75.00
59433	01/22/2013	3023 VULCAN MATERIAL	174.09
59434	01/22/2013	3034 WALKER, SHEILA	6,470.00
59435	01/22/2013	3056 WEBBER, CAROL C	517.60
59436	01/22/2013	3060 WEISENBACH SPEC	332.50
59437	01/22/2013	3070 WEST COAST ARBO	3,439.80
59438	01/22/2013	3072 WEST COVINA AUT	480.45
59439	01/22/2013	3077 WEST LITE SUPPL	1,155.68
59440	01/22/2013	3078 WEST PAYMENT CE	149.60
59441	01/22/2013	3102 WILLDAN FINANCI	27,930.96
59442	01/22/2013	3105 WILLIAMS, JAMES	1,811.60
59443	01/22/2013	3135 XO COMMUNICATIO	5,493.78
59444	01/22/2013	3137 Y TIRE SALES	246.66
59445	01/22/2013	3139 YARY PHOTOGRAPH	50.00
59446	01/22/2013	3152 YWCA	1,289.84
59447	01/22/2013	69 AFSCME	940.00
59448	01/22/2013	487 CalPERS	61,450.41
59449	01/22/2013	775 COVINA POLICE A	4,110.00
59450	01/22/2013	789 COVINA-FSA, CIT	1,288.19
59451	01/22/2013	819 CSAC-EIA	4,447.91
59452	01/22/2013	819 CSAC-EIA	1,537.46
59453	01/22/2013	878 DELTA DENTAL OF	7,149.04
59454	01/22/2013	1247 GREAT WEST LIFE	5,150.00
59455	01/22/2013	1307 HARTFORD LIFE I	9.68
59456	01/22/2013	1405 ICMA RETIREMENT	6,208.91
59457	01/22/2013	1405 ICMA RETIREMENT	845.48
59458	01/22/2013	2033 NATIONWIDE RETI	3,099.54
59459	01/22/2013	3685 PARS US BANK	1,628.76
59460	01/22/2013	2234 PERS	124,452.28
59461	01/22/2013	2235 PERS LONG TERM	252.92
59462	01/22/2013	3668 SHERIFF'S DEPAR	213.15
59463	01/22/2013	2946 UNITED WAY OF G	17.50
59464	01/22/2013	3014 VISION SERVICE	599.65
59465	01/22/2013	68 AFLAC	3,656.09
59466	01/22/2013	68 AFLAC	28.00
59467	01/22/2013	3045 WASHINGTON NATI	182.51
59468	01/28/2013	165 ANDERSON, ALLEN	1,567.44
59469	01/28/2013	308 BEAVER, PAUL B	234.60
59470	01/28/2013	330 BENNINGTON, WIL	102.00
59471	01/28/2013	332 BERGENER, WALTE	93.60
59472	01/28/2013	390 BOWMAN, CLAUDE	234.60
59473	01/28/2013	3713 BRIAN KINGWILL	1,416.00
59474	01/28/2013	405 BRINEGAR, ROBER	234.60
59475	01/28/2013	416 BROWN, JULIE C	93.60

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59476	01/28/2013	418 BROWNE, ROBERT	314.70
59477	01/28/2013	421 BROWNING, BETTY	234.60
59478	01/28/2013	422 BRUBAKER, JERRY	234.60
59479	01/28/2013	427 BUCHANAN, PATRI	1,650.00
59480	01/28/2013	464 CAGLE, MARY	93.60
59481	01/28/2013	529 CAREW, CAROL AN	102.00
59482	01/28/2013	569 CATANIA, MARY E	234.60
59483	01/28/2013	678 CLEMENT, LARRY	234.60
59484	01/28/2013	3711 DENIS RICHARD T	93.60
59485	01/28/2013	892 DEWHIRST, DEL	234.60
59486	01/28/2013	1101 FOURZAN, SERGIO	234.60
59487	01/28/2013	1112 FRANKLIN-VALDEZ	1,416.00
59488	01/28/2013	1123 FRIZE, PAT	234.60
59489	01/28/2013	1139 GALLON, JOHN DA	1,416.00
59490	01/28/2013	1159 GATTONE, DONALD	234.60
59491	01/28/2013	1161 GAULDIN, HAROLD	234.60
59492	01/28/2013	1186 GILMAN, ROBERT	1,416.00
59493	01/28/2013	1257 GROSS, RUTH	234.60
59494	01/28/2013	1283 HALSTED, MARILY	93.60
59495	01/28/2013	1301 HARRIS, KENNETH	1,416.00
59496	01/28/2013	1309 HARVEY, ANDREW	1,650.00
59497	01/28/2013	1310 HASEMEYER, CLYD	102.00
59498	01/28/2013	1455 IVY, RICHARD	1,416.00
59499	01/28/2013	1469 JACOBS, DANIEL	1,416.00
59500	01/28/2013	1510 JOHNSON, PAUL D	1,416.00
59501	01/28/2013	1536 KAVANAGH, JOHN	1,833.42
59502	01/28/2013	1541 KEEN, WILLIAM	93.60
59503	01/28/2013	1570 KIMBALL, MARILY	234.60
59504	01/28/2013	1577 KLINGELBERG, KE	234.60
59505	01/28/2013	1592 KREBS, ROBERT L	234.60
59506	01/28/2013	1645 LANGHAM, MARJOR	234.60
59507	01/28/2013	1687 LEO, RACHEL LOU	1,650.00
59508	01/28/2013	1689 LETOURNEAU, RAY	93.60
59509	01/28/2013	1790 MANGIAPANE, JAM	1,416.00
59510	01/28/2013	1791 MANNERS, NANCY	234.60
59511	01/28/2013	1839 MC GUIRE, ANNE	102.00
59512	01/28/2013	1840 MC KEE, RONALD	1,567.44
59513	01/28/2013	2254 PHILIPS, PAUL J	2,250.00
59514	01/28/2013	2283 POSSNER, ROGER	102.00
59515	01/28/2013	2332 PURCELL, CHRIST	1,416.00
59516	01/28/2013	2409 REIGEL, WILLIAM	234.60
59517	01/28/2013	3710 RICARDO REYNOSO	1,416.00
59518	01/28/2013	2472 RODRIGUEZ, PHIL	234.60
59519	01/28/2013	2484 ROSALES, CHARLE	93.60

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59520	01/28/2013	2679 SMITH, DEANNA	234.60
59521	01/28/2013	2685 SMITH, RICHARD	93.60
59522	01/28/2013	2710 SOUTHALL, MARY	234.60
59523	01/28/2013	2735 STANFIELD, DEWE	93.60
59524	01/28/2013	3661 STEPHEN HENRY	1,416.00
59525	01/28/2013	2792 SWEENEY, PAUL	975.20
59526	01/28/2013	2991 VELEZ, RAUL	93.60
59527	01/28/2013	3032 WALKER, EVELINE	234.60
59528	01/28/2013	3048 WASILCHIN, LOUI	1,416.00
59529	01/28/2013	3100 WILCOX, MARILYN	234.60
59530	01/28/2013	3112 WINTER, JOAN L	93.60
59531	01/28/2013	3126 WOOTEN, HUBERT	234.60
59532	01/28/2013	3161 ZVALO, PEARL	234.60
59533	01/29/2013	32 ACE-1 AUTO SERV	368.41
59534	01/29/2013	3726 ADVANTAGE PROJE	9,441.00
59535	01/29/2013	68 AFLAC	142.92
59536	01/29/2013	69 AFSCME	40.00
59537	01/29/2013	84 AIRGAS-WEST	67.68
59538	01/29/2013	84 AIRGAS-WEST	13.97
59539	01/29/2013	113 ALL CITY MANAGE	2,765.10
59540	01/29/2013	219 AT&T	888.99
59541	01/29/2013	255 AZUSA PLUMBING	42.56
59542	01/29/2013	260 B & K ELECTRIC	174.40
59543	01/29/2013	282 BANK OF THE WES	9,042.20
59544	01/29/2013	291 BARR & CLARK	945.00
59545	01/29/2013	305 BC CONTINENTAL	1,016.00
59546	01/29/2013	341 BEST BEST & KRI	25,887.22
59547	01/29/2013	3759 BRIGHT STAR CHI	675.00
59548	01/29/2013	439 BUSINESS CREDIT	150.00
59549	01/29/2013	477 CALIF, STATE OF	405.16
59550	01/29/2013	477 CALIF, STATE OF	6,054.00
59551	01/29/2013	3736 CHRISTIAN BROTH	471.00
59552	01/29/2013	649 CINTAS CORP #69	175.97
59553	01/29/2013	692 CODE PUBLISHING	364.65
59554	01/29/2013	749 COUNSELING TEAM	1,040.00
59555	01/29/2013	766 COVINA DISPOSAL	12,654.96
59556	01/29/2013	777 COVINA RENTS	410.00
59557	01/29/2013	783 COVINA WATER &	800.54
59558	01/29/2013	819 CSAC-EIA	9.04
59559	01/29/2013	829 CURLEY, JOHN	252.00
59560	01/29/2013	878 DELTA DENTAL OF	218.22
59561	01/29/2013	970 EDISON CO	2,537.98
59562	01/29/2013	1055 FEDEX	24.99
59563	01/29/2013	3747 FIRST CHOICE LA	4,000.00

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59564	01/29/2013	1156 GAS COMPANY, TH	2,330.50
59565	01/29/2013	1204 GOLDEN STATE WA	54.51
59566	01/29/2013	1235 GRAINGER	6.28
59567	01/29/2013	1241 GRAND PRINTING	2,230.47
59568	01/29/2013	1350 HILTON CONCORD	568.00
59569	01/29/2013	1364 HOME DEPOT	735.24
59570	01/29/2013	1387 HUNTER, JOHN L.	2,098.75
59571	01/29/2013	1389 HUNTINGTON COUR	587.80
59572	01/29/2013	1394 HYDRO CONNECTIO	1.61
59573	01/29/2013	1539 KCJ RACING	2,000.00
59574	01/29/2013	1558 KEYS CONFERENCE	395.00
59575	01/29/2013	1573 KINGWILL, BRIAN	1,700.50
59576	01/29/2013	3737 KLEARWATER BIOT	864.00
59577	01/29/2013	1623 LA GRINDING	26.00
59578	01/29/2013	1694 LEWIS ENGRAVING	773.52
59579	01/29/2013	1696 LEWIS SAW AND L	43.76
59580	01/29/2013	1754 LOWE'S COMPANIE	46.04
59581	01/29/2013	1762 M & B CARPET SU	2,540.00
59582	01/29/2013	1933 MISSION LINEN S	236.53
59583	01/29/2013	2104 OFFICE DEPOT	851.39
59584	01/29/2013	99999 NITA LERMA	1.09
59585	01/29/2013	99999 ARUN ASHER	1.09
59586	01/29/2013	99999 INTER-COMM HEATH SVCS	1.52
59587	01/29/2013	99999 JASON WAGGONER	1.80
59588	01/29/2013	99999 JACK XU	2.91
59589	01/29/2013	99999 ALMA MORRIS	2.92
59590	01/29/2013	99999 JASON MASHHOUR	3.71
59591	01/29/2013	99999 CITY VENTURES HOMEBUIL	5.16
59592	01/29/2013	99999 J LEE DEVELOPMENT COMP	10.34
59593	01/29/2013	99999 DEBORAH CHEN	10.65
59594	01/29/2013	99999 MARIA LUISA MARTINEZ	22.42
59595	01/29/2013	99999 TIFFANY BONHAM	25.00
59596	01/29/2013	99999 LIEN WANG	26.41
59597	01/29/2013	99999 BO'S AUTO REPAIR	26.81
59598	01/29/2013	99999 TAI LUU	28.44
59599	01/29/2013	99999 COLETTE VASQUEZ	33.75
59600	01/29/2013	99999 P MORENTIN	35.00
59601	01/29/2013	99999 REGENCY REALTORS	35.28
59602	01/29/2013	99999 ELSA MEJIA	36.63
59603	01/29/2013	99999 JACK BONAFEDE	37.37
59604	01/29/2013	99999 LUISITO LLAGAN	37.64
59605	01/29/2013	99999 LAWRENCE GAINES	44.17
59606	01/29/2013	99999 RON HADLOC	44.67
59607	01/29/2013	99999 MARIA BAUER	45.00

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59608	01/29/2013	99999 TYSON CHUNG	51.71
59609	01/29/2013	99999 FIELD ASSET SERVICES INC	54.98
59610	01/29/2013	99999 LAINE DAPPER	56.73
59611	01/29/2013	99999 THE GAP INC #5642	58.66
59612	01/29/2013	99999 SERCO MOLD INC	60.44
59613	01/29/2013	99999 ROBERTO GOMEZ	61.92
59614	01/29/2013	99999 EZ LUBE INC	62.27
59615	01/29/2013	99999 KSUNGLIN CHERN	62.36
59616	01/29/2013	99999 MS WIESE	64.45
59617	01/29/2013	99999 PATRICIA SERIO	64.65
59618	01/29/2013	99999 STEVE WISHK	65.55
59619	01/29/2013	99999 LIGHTHOUSE REAL ESTATE	70.28
59620	01/29/2013	99999 MINVINLUZ PEREZ	74.32
59621	01/29/2013	99999 JOEL ORNELAS	74.67
59622	01/29/2013	99999 STEVE STANNARD	75.82
59623	01/29/2013	99999 ANDREA PIZANO	80.00
59624	01/29/2013	99999 ESTHER LIN	80.00
59625	01/29/2013	99999 SARAH PERINO	84.18
59626	01/29/2013	99999 RITO CRUZ	98.78
59627	01/29/2013	99999 TERENCE PATTERSON	103.32
59628	01/29/2013	99999 ERA J. TIDWELL & ASSOCIAT	112.46
59629	01/29/2013	99999 JENNIFER SCHMOYER	128.69
59630	01/29/2013	99999 HOME DEPOT USA, INC	1,115.42
59631	01/29/2013	99999 ENTERPRISE RENT A CAR	26,741.00
59632	01/29/2013	3294 P & DANCE STUDI	250.00
59633	01/29/2013	2181 PALMINTERI, FRA	650.00
59634	01/29/2013	3614 PAPER RECYCLING	266.00
59635	01/29/2013	2199 PARS	424.36
59636	01/29/2013	2238 PEST OPTIONS IN	265.00
59637	01/29/2013	2345 QUILL	86.05
59638	01/29/2013	2415 REPUBLIC MASTER	147.88
59639	01/29/2013	2489 ROTO ROOTER SER	308.25
59640	01/29/2013	2510 S & S WORLDWIDE	56.01
59641	01/29/2013	3556 SACRA	6,865.00
59642	01/29/2013	2651 SIGN A RAMA COV	293.33
59643	01/29/2013	2676 SMART AND FINAL	184.51
59644	01/29/2013	2714 SOUTHERN CA GAS	650.70
59645	01/29/2013	3762 SUPERIOR BUILDE	12,489.00
59646	01/29/2013	2786 SUTHERLAND, KEI	511.66
59647	01/29/2013	2852 THREE VALLEY MU	4,991.17
59648	01/29/2013	2868 TONER DEPOT	1,466.43
59649	01/29/2013	2883 TPR TRAFFIC SOL	135.01
59650	01/29/2013	2958 US POSTMASTER	626.77
59651	01/29/2013	2980 VARGAS, MONICA	23.62

CITY OF COVINA
Check Register
JANUARY 2013

59652	01/29/2013	2999 VERIZON CALIFOR	1,083.59
59653	01/29/2013	3014 VISION SERVICE	17.64
59654	01/29/2013	3023 VULCAN MATERIAL	782.89
59655	01/29/2013	3043 WARREN DISTRIBU	71.51
59656	01/29/2013	3763 YAYA'S	15,300.00
59657	01/31/2013	819 CSAC-EIA	2,986.00
59658	01/31/2013	3685 PARS US BANK	1,681.16
59659	01/31/2013	2234 PERS	131,348.59
		TOTAL	4,485,860.76

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

I, Dilu De Alwis being first duly sworn, declare that I am the Finance Director of the City of Covina and have read the attached Register(s) of Audited Demands for the City of Covina dated Accounts Payable for January 2013; Payroll for 1/03/13, 1/17/13 and 1/31/13; Voids for January 2013, Workers Compensation for 1/03/13, 1/10/13, 1/16/13, 1/28/13 and 1/31/13; 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 March, 2013

Cathie M. Salinas, Deputy

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

MEETING DATE: March 19, 2013

ITEM NO.: CC 3

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

ITEM TITLE: Payment of Demands

STAFF RECOMMENDATION:

Approve Payment of Demands in the amount of **\$715,051.56**

BACKGROUND:

Attached list of warrants, demands, which are being presented for approval for January 2013 are summarized as follows:

<u>DATE OF DEMANDS</u>	<u>DEMAND NUMBERS</u>	<u>AMOUNT</u>
ACCOUNTS PAYABLE WARRANTS		
January, 2013	727-742	\$699,776.36
PAYROLL		
1/2/13 PAYROLL	PPE 12/28/12	\$4,648.18
1/17/13 PAYROLL INSURANCE	PPE 12/28/12	\$1,275.57
1/17/13 PAYROLL	PPE 1/11/13	\$3,981.26
1/22/13 PAYROLL INSURANCE	PPE 1/11/13	\$1,095.60
1/31/13 PAYROLL	PPE 1/25/13	\$3,397.42
1/31/13 PAYROLL INSURANCE	PPE 1/25/13	\$877.17

VOIDS

GRAND TOTAL: \$715,051.56

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

JANUARY 2013

Check #	Check Date	Vendor Name	Amount
727	01/08/2013	1771 MACIAS GINI & O	6,590.00
728	01/08/2013	2452 RJS FINANCIAL	49,840.00
729	01/08/2013	2942 UNITED SITE SER	68.01
730	01/15/2013	137 AL-SAL OIL COMP	8,066.66
731	01/15/2013	279 BANK OF NEW YOR	4,293.00
732	01/22/2013	788 COVINA, CITY OF	554,198.82
733	01/22/2013	1771 MACIAS GINI & O	2,800.00
734	01/22/2013	2452 RJS FINANCIAL	49,840.00
735	01/22/2013	2999 VERIZON CALIFOR	62.78
736	01/22/2013	3135 XO COMMUNICATIO	206.89
737	01/29/2013	282 BANK OF THE WES	352.87
738	01/29/2013	341 BEST BEST & KRI	9,338.17
739	01/29/2013	3727 ENVIRONMENTAL R	1,250.00
740	01/29/2013	1608 LA CNTY CDC/CDB	755.00
741	01/29/2013	2942 UNITED SITE SER	68.17
742	01/29/2013	2955 US BANK	12,045.99
		TOTAL	699,776.36

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: March 19, 2013

ITEM NO.: CC 4

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

ITEM TITLE: Receive and File the Annual Sewer Maintenance Report

STAFF RECOMMENDATION:

Receive and file the Public Works Department's Annual Sewer Maintenance Report.

FISCAL IMPACT:

The recommended action has no fiscal impact.

BACKGROUND:

On May 2, 2006, the State Water Resources Control Board (SWRCB) adopted a Statewide General Waste Discharge Requirements (WDR) and Monitoring and Reporting Program. A requirement of the program is to implement a system specific Sewer System Management Plan (SSMP). Accordingly, the City adopted and implemented its plan in 2009. As part of this plan, Sewer Maintenance was brought in-house to ensure compliance.

In March of 2012, the Public Works Division Street and Sewer Maintenance Division mailed out its first ever Annual Sewer Maintenance Report to help educate our community on the City's wastewater system, as well as the service we provide for their assessment fees, both in maintenance of the system, and in our Wastewater Bonds funded Capital Improvement Program (CIP).

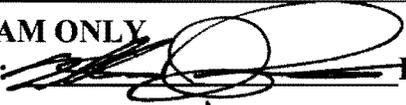
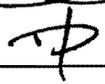
Attached for Council's review and consideration is the 2nd Annual Sewer Maintenance Report for 2013, which reports on the activities of calendar year 2012. It provides a snapshot of the Division's maintenance accomplishments, as well as essential information about maintaining the health of the system. It also reports on the progress of our CIP. The City-wide sewer system upgrade project is near completion. Finally, there is some information about the regulatory burdens placed on us by SWRCB, such as the need to monitor industrial waste, through our Industrial Waste Permit Program.

RELEVANCE TO THE STRATEGIC PLAN:

Though not specifically addressing any of the strategic objectives, this report addresses all of the goals of the 3-year Strategic Plan, which are: Enhance financial well-being; Enhance safety and quality of life in Covina; Foster innovation and efficiency; and Enhance customer service.

EXHIBITS:

- A. Annual Sewer Maintenance Report 2013

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

CITY-WIDE SEWER UPGRADE LOCATIONS

Completed:

- Homcrest – Benwood to Cypress
- Grondahl – Hollenbeck to Edenfield
- Edenfield – Grondahl to Devanah
- Devanah – Edenfield to Citrus
- Cypress – Conwell to Park
- Park – Cypress to northerly end north of Benwood
- San Bernardino – Third to Cedar
- Covina – Barranca to Darfield
- Cummings – Cypress to Edna
- Azusa – Badillo to Puente

In Progress:

- Hollenbeck – Center to Puente
- Third – Geneva to San Bernardino
- San Bernardino – east of Second to Curtis
- Edna – Cummings to Barranca

To be Started in 2013:

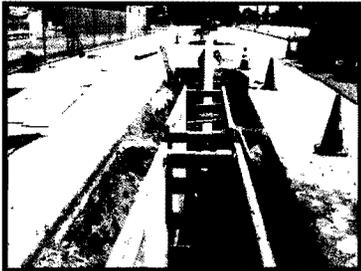
- Rowland – Citrus to Eremland
- Citrus – Rowland to Workman
- Arrow – 850 feet east of Grand to Grand
- Grand – Arrow to Calora
- Edna – Cummings to Barranca

OTHER PUBLIC SEWER IMPROVEMENTS AND PROJECTS...

After going through the design process last year, two separate public sewer projects are now underway and are scheduled to be completed early this year.

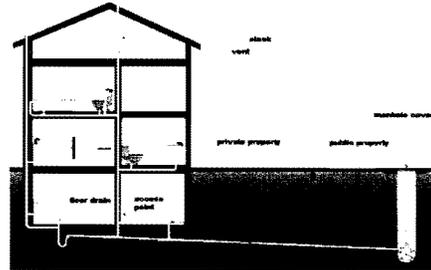
- S-1202 Sewer Main Replacement at Grand Avenue, Ruddock Street, and Ivescrest Avenue– Construction commenced in December 2012
- S-1206 Sewer Main Replacement at Vincent Avenue, Sewer Installation at Charter Drive– Construction commencing January 2013

For more information regarding City Sewer Projects please visit the Engineering Section on our City website at www.covinaca.gov



MINIMIZE SEWER BACK-UPS & SAVE A BUNDLE

The Sewer System within your community is comprised of a series of underground pipes. The local mainline sewers which are located in the streets or easements are owned by the City of Covina, and we are responsible for the maintenance of these mainline sewers. The laterals which extend from your home or business to the mainline are entirely owned by you, the property owner, and you are responsible for their maintenance; including the portion within the City's road right of ways such as under the street and sidewalk.



When the laterals are not properly maintained, clogging or other damage such as root intrusion may occur and result in sewer overflows through cleanouts or sewer back-ups into homes or businesses. Sewer-backups can cause enormous and costly damages.

Some properties, because of their locations, are required to have a back flow valve installed in the house lateral to prevent sewage from backing up into the building when there is an obstruction in the public sewer mainline.

Check with your local building officials or plumber to determine if your lateral has a back flow valve.

THINGS TO DO TO KEEP SEWER LINES CLEAN!

THE PERFECT ENVIRONMENT FOR TREE ROOTS TO GROW!

Be aware of hidden dangers from your trees. They might be beautiful and add shade to your landscapes but deep down the roots may be damaging your sewer lines.

Sewer lines contain water, nutrients, and oxygen attracting roots that can grow through the cracks and joints of the pipes eventually causing backups and damages that could be very costly.



To help minimize the problem, homeowners should avoid planting certain trees such as poplars, willows, or elms near their sewer laterals. Plant small, slow growing trees that have less aggressive root systems such as Japanese maples or flowering dogwoods. Remember to replace them when they get too large for the area.

Periodic video inspection of the sewer lateral by your plumber will help determine the condition of your pipes and if any repairs are needed.

IWP (Industrial Waste Permit) Program

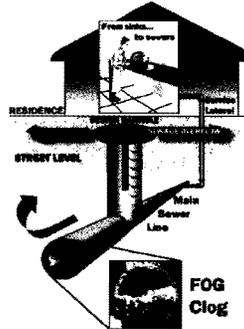
The City of Covina Industrial Waste Permit program requires that any business that desires to discharge industrial wastewater to the City's sewer system obtain an IWP. Industrial wastewater is defined as any discharge that is not domestic. The IWP Program allows for the regulation of industrial wastewater dischargers to protect public health, the environment and the public sewer system. The program was implemented in April 2010 to meet State and Federal legal mandates. For additional information please visit the City of Covina, Public Works webpage at www.covinaca.gov.

MOST COMMON CAUSES OF OVERFLOWS: FAT, OIL AND GREASE (FOG)

The most common cause of sewer overflows is from the accumulation of FOG in the sewer system. FOG is a byproduct of cooking, most commonly found in meat fats, lard, cooking oil, shortening, butter, margarine, food scraps, baking goods, sauces, dairy products, etc. These products harden and stick to the inside of the sewer pipes (both on your property and under the streets) building up and eventually causing a blockage in the sewer pipe.

To prevent any build up in the sewer pipes, DO NOT pour the above-mentioned products down the sink or toilet!

Paper towels or any absorbent materials should be used to absorb or wipe off excess FOG from pots, pans, plates, etc. before placing them in the sink. Meat scraps, coffee grounds, eggshells, and other solid foods should be put in the trashcan and NOT in the garbage disposal. Rinse your dirty rags and shoes outside and not in the sink. Keep disposable diapers, Q tips, Kleenex, dental floss, etc., out of the sewer to help keep it clean and clear.



THINK TWICE BEFORE YOU FLUSH!

Many varieties of wipes and towels are labeled and marketed as DISPOSABLE, but should NOT be flushed down the toilet. Toilet tissue is designed to immediately start to break down when it hits the water. However, unlike toilet tissue, some items that are marketed as being disposable may take up to a couple of years to break down and can potentially cling to roots, the sides of your sewer lines, or just build up over time.



Examples of some items that do not break down immediately include:

- Disinfecting Wipes
- Baby Wipes
- Towelettes
- Mop Refills
- Paper Towels
- Facial Tissues

Over-accumulation of these products will lead to clogged pipes and can eventually cause expensive and time-consuming repairs for homeowners. These products can also clog public sewer pipes and pump station equipment, leading to sewer backups and overflows.

WHAT YOU SHOULD DO IF YOU SEE A SEWER OVERFLOW...

If you see a sewage overflow, sewer backup, or even a missing manhole cover please notify the Department of Public Works **IMMEDIATELY**. Please call (626) 385-5220 during our normal business hours of 6:00 a.m. to 6:00 p.m., Monday through Thursday. During off hours, please call the Police Department at (626) 384-5595.

If the problem is in the line between your home and the mainline sewer in the street, the repair is your responsibility and you need to hire a licensed plumber to correct the problem.

We highly recommend that you hire a professional to do the clean-up. If you decide to do the clean-up yourself, please remember to take some basic precautions because bacteria is present in the sewage and poses a health hazard.

COVINA CITY YARD		
534 N. Barranca Avenue Covina, CA 91723 www.covinaca.gov	Streets & Sewers/ Water Utility: (626) 384-5220	
EMERGENCY CONTACT INFORMATION For emergencies during non-business hours, please call the Covina Police Department at (626) 331-3391. The Dispatcher will contact an on-call staff member to assist you. For non-emergency service after hours, leave a message at (626) 384-5220 or (626) 384-5230.		

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: March 19, 2013

ITEM NO.: CC 5

STAFF SOURCE: Kalieh Honish, Interim Director of Public Works
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 February.

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 February, the following trends were noted:

- The Street Maintenance Division continues to see very high numbers recorded in the areas of sign replacements, potholes repaired, and sidewalks grinded and ramped. These areas are either part of the ongoing Zone Maintenance Program, or part of the continued sign retroreflectivity replacement program.
- Along with three ongoing water Capital Improvement Projects continuing simultaneously, the Water Division saw a busy month with crews increasing work in the areas of flushed blow offs and isolation valves exercised. These categories spiked in comparison to last month's numbers due to preparation for yet, another water Capital Improvement Project that is now currently underway on Hollenbeck Avenue.
- Compared to previous months, the Engineering Section saw a rise in inspections conducted and plan checks conducted.
- The total of Metrolink monthly permits sold continued to slowly drop for this month. This has been noted in previous months. As riders have stated when calling in to cancel their monthly Metrolink parking permits, it is often due to layoffs and retirement.

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 – February 2013

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

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

DIVISION	ACTIVITY	QUANTITY
Water Utility	Meter replacements	25
	Consumer responses	606
	Backflow tests	4
	Flushed blow-offs	0
	Service line repair/replace	8
	Main line repair/replace	6
	Fire hydrants maintained	6
	Isolation valves exercised	6
	Dig alert responses	38
	Emergency call outs	5
Equipment Maintenance	Preventative Maintenance service	41
	Safety inspections	41
	Daily demand repairs	86
	Tire repairs	25
	Major repairs over \$1000	3
	Emergency call outs	17
Street Maintenance	Traffic sign remove/replace/install	138
	Potholes repaired	519
	Grind sidewalk	319
	Ramp sidewalk	11
	Curb painted (LF)	0
	Illegally dumped items picked up (LBS.)	6,000
	Utility cuts repaired	4
	Trees trimmed	31
	Trees removed	3
Emergency call outs	4	
Environmental Services	Used oil containers distributed	3
	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	17
	Environmental legislation & regulations reviewed	67
Special Waste collection events promoted	2	
Engineering	Permits issued	27
	Inspections conducted	16
	Complaint responses	1
	Jobsite meetings	3
	Plan checks conducted	23
	Document research requests	5
	Value of plans prepared	0
Building Maintenance	Service requests completed	15
	Facility heat/air conditioning repairs	2
	Facility lighting/electrical repairs	1
	Emergency call outs	0

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

DIVISION	ACTIVITY	QUANTITY
Transportation	Bus passes sold	52
	Covina Transit total passengers	1,950
	Covina Transit on time performance	99.49%
	Covina Transit passengers per rev hr	2.99
	Metrolink monthly permits sold	832
	Metrolink machine revenue	\$2,291.57
	Municipal Lots monthly permits sold	\$53
Code Enforcement	Number of Inspections	112
	Number of signs pulled from public right-of-way	18
	Number of resolved cases	84
	Number of open cases	161
	Industrial waste cases open	10
	Total homes in foreclosure	39
	Trash Can violations	9
Building & Safety	Pre/Post permit counter visits	154
	Pre/Post Activity (hours)	23.1
	Permits issued	97
	Inspections conducted	454
	Plan checks conducted	34
	Permit valuation	\$1,026,880
Sewer Maintenance	Manholes inspected	163
	Linear feet of main cleaned	64,543
	Hot-spot locations cleaned	33
	Sewer overflow responses	0
	Manholes treated for vermin infestation	73
	Manholes treated for rodent infestation	3
	Routine pump station checks	28
Special Activities of Note	Feet of sewer line repaired	10
	Shopping carts picked up	79
	Fire hydrant taken out of service	1
	CIP inspection hours	150

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: March 19, 2013

ITEM NO.: CC 6

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

ITEM TITLE: Report on 2013 Citywide Homeless Count conducted January 29, 2013.

STAFF RECOMMENDATION

City Council to receive and file the report on the 2013 Street Homeless Count.

FISCAL IMPACT

None

BACKGROUND

On October 2, 2012, the City Council approved the City's participation in the Los Angeles County Continuum of Care Street Homeless Count. Los Angeles Homeless Services Authority (LAHSA), as the lead agency, set the parameters and guidelines for the count, which took place in Los Angeles County on January 29, 30 and 31. The San Gabriel Valley, including the City of Covina, was counted on Tuesday, January 29, 2013. The Joslyn Senior Center was used as the deployment center for the City's count.

A total of thirty-three people volunteered to help with the Covina count, which required counting people living in places not meant for human habitation such as cars, parks, campers, sidewalks and abandoned buildings. After a session of volunteer training, eleven teams deployed at 9 p.m. Teams were assigned to specific census tracts, each amounting to approximately fifteen road miles. In addition to the ten census tracts counted in Covina, one additional tract was counted in the contiguous unincorporated area north of Covina.

After counting, the teams reported back to the deployment center and turned in their enumeration forms. LAHSA assigned the Joslyn Center as one of two collection sites in the San Gabriel Valley where the boxes holding the Count materials and results would be returned, and the local San Gabriel Valley cities which had opted in, returned their materials to the Covina location.

Many citizens participated in this event, but several groups in particular provided strong support. Without their help, the count would not have been possible. The groups were as follows

<u>Organization</u>	<u>No. of Volunteers</u>
Covina United Methodist Church	6
YWCA San Gabriel Valley	6
Police Volunteers	6

Other represented groups were Sacred Heart Catholic Church, the Covina Bike Team, City Employees, Los Angeles County and City employees, and the community.

The Parks and Recreation Department provided the facility, and the Police Department provided security for the night.

Official results will not be available from LAHSA until mid-summer. According to LAHSA, the count takes place at night because it's hard to tell who is homeless during the day, when people are not out seeking a place to sleep. LAHSA also tracks the number of homeless that are in shelters, emergency rooms, transitional housing facilities and jails and treatment centers, to get an accurate number of people in need of housing.

Based on the forms turned in by the volunteers the following statistics were revealed for homeless individuals and places where homeless people were living in Covina on the night of January 29, 2013. The numbers for two prior years are included also.

Covina Street Count	2013	2012	2011
Individuals	6	12	5
Cars	1	2	4
Vans	0	1	0
Camper/RV	4	4	11
Tent	0	1	0
Make-shift shelter	3	0	0

Final LAHSA number for Covina 2013	2012	2011
Street Count	TBD	31
Emergency & Winter Shelter	TBD	0
Transitional Housing	TBD	<u>6</u>
Total Covina count	TBD	<u>37</u>

Total Los Angeles County count TBD 51,340 52,931

For more information about the 2013 Homeless Count or a copy of 2011 Homeless Count report, visit www.lahsa.org or www.theycountwillyou.org.

RELEVANCE TO THE STRATEGIC PLAN

None.

EXHIBITS

None.

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

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: March 19, 2013

ITEM NO.: CC 7

STAFF SOURCE: Kim J. Raney, Chief of Police *KJR*

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 the Covina Police Memorial Project and the Covina Explorer Post.

STAFF RECOMMENDATION:

Adopt **Resolution No. 13-7134**, amending the 2012-2013 Police Department budget for appropriations relating to the Covina Police Memorial.

FISCAL IMPACT:

There is no impact to the General Fund; however, the adoption of this resolution will increase the Police Department Memorial Fund appropriation account 2921-1000-54990 by \$9,000 and the Police Department Explorer Post appropriation account 2927-1110-54990 by \$1,000.

BACKGROUND:

At the February 5, 2013 City Council Meeting, Item No. CC11, Council was informed that the Covina Police Department was the recipient of a cash donation in the amount of \$10,000 from the Master Wan Ko Yee International Cultural Institute. The majority of this donation, \$9,000, is to be used for the Police Department Memorial that is in the process of being constructed. The remaining \$1,000 will be used by the Covina Explorer Post for scheduled activities. The adoption of this resolution will allow the Police Department to use the donated funds.

RELEVANCE TO THE STRATEGIC PLAN:

None

EXHIBITS:

A. Proposed Resolution No. 13-7134

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

RESOLUTION NO. 13-7134

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, AMENDING THE FISCAL YEAR 2012-2013 POLICE DEPARTMENT BUDGET TO REFLECT APPROPRIATIONS RELATING TO THE COVINA POLICE DEPARTMENT MEMORIAL PROJECT AND THE COVINA EXPLORER POST

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

WHEREAS, the City of Covina received grant funding from The Master Wan Ko Yee International Cultural Institute;

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

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

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

Appropriation account	2921-1000-54990	\$9,000
Appropriation account	2727-1110-54990	\$1,000

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

APPROVED and ADOPTED this ____ day of _____, 2013.

Mayor
City of Covina, California

ATTEST:

APPROVED AS TO FORM:

Catherine LaCroix
Chief Deputy City Clerk

Marco Martinez
City Attorney

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: March 19, 2013

ITEM NO.: CC 8

STAFF SOURCE: Kim J. Raney, Chief of Police

D.W. for K.R.

ITEM TITLE: Resolution of the City Council of the City of Covina, County of Los Angeles, State of California, ratifying emergency contracts with First Choice Landscaping, LandEscape and Pacific Waterproofing and Restoration Inc.

STAFF RECOMMENDATION:

Adopt Resolution No. **13-7135** which will ratify emergency contracts with First Choice Landscaping, LandEscape and Pacific Waterproofing and Restoration Inc.

FISCAL IMPACT:

Funding for this project in the amount of \$60,100 was included in the FY 2012-13 Police Department General Fund, appropriation accounts 1010-1000-52400 and 1010-1000-55100.

BACKGROUND:

The landscape area around the main entrance to the Police Department required immediate attention due to seepage of water into the building causing maintenance problems and damage to the structure as well as records stored within the building. Had these improvements not been done, future water seepage would have continued to damage office furnishings, records and the building foundation. To address this matter prior to further damage from inclement weather conditions, emergency contracts were executed with First Choice Landscape, LandEscape and Pacific Waterproofing to remove existing landscape, address irrigation issues and seal the building from water seepage.

Due to the urgent nature of this project, it was necessary to forgo the formal bid process under CMC 2.20.080(b)(2) which authorizes such action in cases of "public exigency/emergency". Further, due to the need for immediate action to make these corrections, the Department did not believe there was sufficient time to agendize this for Council approval prior to award of the contracts without further damage occurring to the building. Therefore, this is being brought before the Council for its ratification and approval at this time.

RELEVANCE TO THE STRATEGIC PLAN:

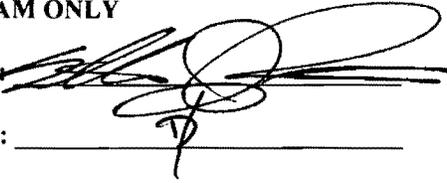
None.

EXHIBITS A:

A. Resolution No. 13-7135

REVIEW TEAM ONLY

City Attorney:



City Manager:

Finance Director:



Other:

RESOLUTION NO. 13-7135

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, RATIFYING EMERGENCY CONTRACTS WITH FIRST CHOICE LANDSCAPING, LANDESCAPE AND PACIFIC WATERPROOFING AND RESTORATION INC.

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

WHEREAS, the Covina Police station landscape area around the main entrance required immediate repairs due to seepage of water into the building causing maintenance problems and damage to the structure ; and

WHEREAS, not addressing this problem would cause further damage to office furnishings, records and the building foundation; and

WHEREAS, repairs to prevent further damage from inclement weather conditions required the execution of emergency contracts with First Choice Landscape, LandEscape and Pacific Waterproofing and Restoration Inc.; and

WHEREAS, funding for this project was included in the FY 2012-13 Police Department General Fund, appropriation accounts 1010-1000-52400 and 1010-1000-55100;

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

Ratify the emergency contracts with First Choice Landscape, LandEscape and Pacific Waterproofing and Restoration Inc. in total amount of \$60,100.

PASSED, APPROVED AND ADOPTED this 19TH DAY OF MARCH, 2013.

, Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM;

Marco Martinez, City Attorney

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: March 19, 2013

ITEM NO.: CC 9

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

ITEM TITLE: Authorize the creation of a full time Library Services Supervisor Classification.

STAFF RECOMMENDATION

Authorize the creation of a full time Library Services Supervisor Classification.

FISCAL IMPACT

There is no fiscal impact. The funds currently budgeted (1010 LS03 50010) for the Senior Librarian position, which will not be filled, are sufficient to cover the salary and benefits of the Library Services Supervisor position for the remainder of the fiscal year.

BACKGROUND

Earlier this year, the Senior Librarian resigned, which created an opportunity to assess the organizational structure of the Library and determine how to best provide proper staff supervision, as well as improve service to Library patrons. It was determined that a more generalized supervisory position, rather than the current Senior Librarian position, would better serve the needs of the Library.

The Library Services Supervisor position would be assigned a variety of responsibilities, which are outlined in the job description (exhibit A). One of the critical duties would be the direct oversight of all floor staff. This oversight will enhance customer service with the development of staff trainings, as well as increased communication on policies and procedures. The Library Services Supervisor would also be responsible for preparing and administering grants, creating outreach programs, coordinating with the school districts to better meet the student and teacher needs, and daily interaction with library patrons. The Library Services Supervisor will also assist in the development and oversight of the "Materials Collection Development Committee."

If approved, it is anticipated that recruitment for the position will begin immediately.

RELEVANCE TO THE STRATEGIC PLAN

None.

EXHIBITS

A. Job Description

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

LIBRARY SERVICES SUPERVISOR

DEFINITION:

Under general direction, plans, implements, directs, and supervises functions within the Library Services Division of the Parks & Recreation Department, including overseeing Adult and Children's Reference areas; Circulation area; public computers for adults, teens, and youth; story time activities; and other related library services and activities; trains staff members in customer service; conducts meetings and safety trainings with staff; participates in the development and monitoring of Adult and Children's Reference and Circulation budgets; ensures quality of programs/services and safe work practices; maintains appropriate work records; serves as a technical resource for assigned personnel; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Library Services Supervisor is the supervisory level class responsible for planning, implementing, directing, and supervising the functions of the Adult and Children's Reference Areas, Circulation Area, public computers, and copy machines, Awe Station, story times, and more in the Library Services Division of the Parks & Recreation Department. The incumbent directs and supervises various library programs and services.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Parks & Recreation Director or designee. Exercises direct and indirect supervision over technical and administrative support personnel; and technical and functional supervision over lower level professional personnel.

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

Provide reference and advisory services to customers; perform professional work in the classification, cataloging, and ordering of collection materials of various media including original cataloging when required; assist with implementing ongoing authority control procedures and maintain authority file.

Participates in the development of policies and procedures; recommends programs, activities and work methods to higher level personnel; maintains records and develops reports on new or existing programs.

Participates in the Library Services Division recruitment process, including hiring and supervising part-time employees and volunteers; develops schedules and work methods for performing assigned duties; ensures adherence to safe work methods, procedures and practices; initiates disciplinary procedures as appropriate.

Develops and prepares program calendars, staff manuals, flyers, memos, and training materials.

Trains staff members in leadership techniques and supervision; conducts safety trainings with staff, including employee safety, SB 198 laws, City policies, and Library policies and procedures; leads weekly staff meetings; checks time sheets and coordinates scheduling for Library Services Division staff; and conducts staff evaluations.

Provide administration and maintenance of an integrated library system; the library's commercial databases; and the division's web pages.

Train staff and patrons on new techniques and technologies associated with library services.

Assist in developing the collection by reading, reviewing, and recommending materials; review current collection to determine additional materials needed and select materials for repair or discard.

Assist in the development and oversight of the "Materials Collection Development Committee."

Observe operations and make recommendations related to a variety of Library services including Internet, audio-visual, reference and technical services; prepare and maintain related records and reports.

Identify various users and community needs and recommend, plan, and assist in developing appropriate programs; design and arrange library materials for display; compile bibliographies for print and/or department website use.

Assess customer needs through discussion with patrons; make recommendations about effective use of department resources and services to meet customer needs.

Instruct customers in the use of library tools including catalogs, computer databases, bibliographic resources, and the Internet.

Propose plan, coordinate, market, and implement a variety of community outreach programs, department programs, and activities, and special events as assigned.

Consult with library professional staff on the selection, implementation, and maintenance of library technology, equipment, and software programs.

Test and implement computer applications and analyze problems with existing applications; consult with City department staff; coordinate system activities with users to identify needs; participate in the installation of software, system configuration and troubleshooting of software and hardware issues in support of the City's virtual library.

Seek ways to improve information access in support of the department's mission and programs; promote and maintain the library's commercial databases.

Provides support and expertise in the selection, setup, and maintenance of the third party software.

Promote library services and programs through new release flyers, brochures, email marketing, and current website information.

Assist in the design and implementation of standards for selection, review and replacement of subject collections; conduct ongoing statistical analysis of collections and collection needs.

Assist in budget priorities regarding assigned area; prepare budget reports; administers, coordinate, monitor and control expenditures and budget for collection development, programs, marketing, and advertising.

Prepare and administer grants.

Build and maintain positive working relationships with coworkers, other City employees, and the public using principles of excellent customer service.

Perform related duties as assigned.

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

Education and/or Experience:

Education:

- A Bachelor's degree in English, literature, history, or a related field from an accredited college or university.
- A Master's degree in Library Science is desirable.

Experience:

- Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Library Services Supervisor.
- A typical way of obtaining the required qualifications is to possess the equivalent of three years of increasingly responsible supervisory experience in Library programs, with two years of Library experience in a municipal setting.

License/Certificate:

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

Knowledge of:

- Principles and practices of library science.
- Library organization, services, and equipment including applicable information systems technology.
- Basic principles and practices of program development and service delivery.
- Information sources, bibliographies, reference materials, cataloging, and classification systems.
- Collection development, including material selection, and cataloging procedures.
- Principles and practices of library systems administration, programming, electronic data processing, and application documentation.
- Current trends, standards, and emerging technologies in public libraries and the Internet.
- Techniques of customer service and patron assistance.

Ability to:

- Perform professional library work related to research and classification and cataloging of library materials.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; intermittently push and pull carts; stand and sit continuously when on a public desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Assess customer needs and provide accurate reference information through use of appropriate search techniques.

- Plan, organize, and coordinate a variety of programs as assigned.
- Obtain information through interview; work courteously with the public, and work effectively with interruption.
- Interpret and explain pertinent library and City policies and procedures.
- Use automated library systems and modern office equipment, including personal computer programs for word processing, spreadsheet, database, and audio/visual display applications.
- Communicate clearly and concisely, both orally and in writing.
- Work with the Community Relations Supervisor who coordinates the Library's special events for youth and adults.
- Prepare a variety of reports and maintain accurate records and files.
- Recognize problems or potential problems regarding library technology functions.
- Supervise, train, and evaluate assigned personnel.
- May work weekends and evening shifts as assigned.
- Establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, kneeling, squatting, and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires both near and far vision in reading written reports and work-related documents. Acute hearing is required when providing phone and personal service. Additionally, the incumbent in this position may be required to drive a City vehicle. The incumbent may use cleaning chemicals, which may expose the employee to fumes, dust, and air contaminants. The need to lift, drag and push files, paper, book carts, boxes of books, and donated materials, and documents weighing up to 25 pounds is also required.

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

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: March 19, 2013

ITEM NO.: CC 10

STAFF SOURCE: Amy Hall-McGrade, Parks & Recreation Director *ah*
Lisa Evans, Parks & Recreation Manager *le*
Melody Hynes, Community Relations Supervisor *MH*

ITEM TITLE: City Council to Approve Facility Use Agreement between the City of Covina and Harry Brown-Hiegel for the Operation of a State-Certified Farmers' Market and Street Market at Heritage Plaza

STAFF RECOMMENDATION

Approve Facility Use Agreement between the City of Covina and Harry Brown-Hiegel for the Operation of a State-Certified Farmers' Market and Street Market at Heritage Plaza.

FISCAL IMPACT

The estimated annual revenue to account 1010 3400 43320 is \$11,000. Direct expenditures associated with the operation of the Market include trash can liners and toilet paper (\$600 in account 1010 3400 54610), electricity (\$1,000 in account 1010 3400 52120), and water (\$1,000 in account 1010 3400 52100). The remaining revenue of \$8,400 will be used to enhance recreational programming and replace event equipment (various accounts).

BACKGROUND

Harry Brown-Hiegel has operated the Covina Farmers' Market and Family Night events since 2001. The Market has been operating at the newly renovated Heritage Plaza since April 2012. The working relationship between Harry Brown-Hiegel and the Parks & Recreation Department has continued to be a positive one. The Market brings hundreds of people to the downtown area every Friday night, which also benefits the downtown businesses with increased exposure.

RELEVANCE TO THE STRATEGIC PLAN

The estimated revenue will provide an opportunity to enhance recreational programming and also increase exposure of all business in the downtown area.

EXHIBITS

- A. Facility Use Agreement for the Operation of a State-Certified Farmers' Market and Street Market in the City of Covina

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

**CITY OF COVINA - FACILITY USE AGREEMENT
OF A STATE-CERTIFIED FARMERS' AND STREET MARKET
IN THE CITY OF COVINA**

PARTIES:

This FACILITY USE AGREEMENT, by and between the CITY OF COVINA, a municipal corporation ("CITY" hereinafter) and Harry Brown-Hiegel, (BROWN-HIEGEL hereinafter) is made on March 19, 2013.

EFFECTIVE DATE:

This FACILITY USE AGREEMENT is entered into and shall be effective as of March 19, 2013 (the "effective date").

RECITALS:

1. CITY desires to generate retail activities at the facility commonly known as the Heritage Plaza (the "Premises") located upon City property located at 400 North Citrus Avenue, Covina, California.

2. The activity referred to in Recital (1) will compliment CITY's continued efforts to continue to bring more foot traffic to the downtown area.

3. BROWN-HIEGEL is an experienced individual who has represented that he is qualified to organize, establish and maintain the successful operation of a state-certified farmers' market and street market in said downtown area.

4. This Agreement may be renewed annually with provisions for changes that are mutually agreed upon.

AGREEMENT:

In consideration of the mutual promises set forth below, the parties agree as follows:

1. **PREMISES:** The premises located at Heritage Plaza, 400 North Citrus Avenue, Covina, California.

2. **TERM:** BROWN-HIEGEL hereby agrees to provide to CITY all expertise, personnel and services necessary to organize, establish, promote and operate a state-certified farmers' market and street fair ("THE MARKET" hereinafter) in the downtown area at CITY's premises beginning April 5, 2013 through March 28, 2014.

3. **MARKET HOURS:** BROWN-HIEGEL will operate the market on Fridays between the hours of **5 p.m. and 9 p.m. Hours and market size may be adjusted due to daylight savings and season and scheduled activities of the CITY.** BROWN-HIEGEL will provide all services and equipment for the operation of THE MARKET;

4. **UTILITIES:** CITY shall pay and be solely responsible for all utilities furnished to the Premises.

5. **PAYMENT PROCESS:** BROWN-HIEGEL shall establish money handling and recordkeeping mechanisms for the operation of the market and remit twenty percent (20%) of gross revenues to the Covina Parks and Recreation Department by the fifteenth (15th) of each month for the previous month's receipts.

a. BROWN-HIEGEL shall provide reports to CITY containing sufficient financial and other pertinent data, each month with the submittal of the monthly receipts as delineated in paragraph 5 above;

6. **SIGNAGE:** BROWN-HIEGEL shall not permit or install permanent advertising signs on park buildings or on park property without written approval of the CITY's Parks & Recreation Director. BROWN-HIEGEL shall submit signage installation requests in writing to the Parks & Recreation Director for approval. Requests must include detailed description of signage design and placement.

7. **MAINTENANCE:** BROWN-HIEGEL, during and after use, shall maintain the Premises in a safe, sanitary, neat, and tidy condition. When, in response to calls after normal work hours by members of either BROWN-HIEGEL or MARKET, CITY repairs or resolves a problem at the MARKET, payment for this "call out" shall be as follows:

a. If, according to this Agreement, the item is within the maintenance responsibility of CITY, CITY will pay for the call out.

b. If, however, the service is within the maintenance responsibility of BROWN-HIEGEL or MARKET, CITY shall bill BROWN-HIEGEL for the services rendered by CITY staff, including, but not limited to, costs of any materials used in the repair and actual labor and administrative costs. BROWN-HIEGEL shall pay promptly such bills issued by CITY.

FACILITY PROBLEMS

CITY contact persons (during normal business hours):

Melody Hynes, Community Relations Supervisor (626) 384-5344

Lisa Evans, Parks & Recreation Manager (626) 384-5336

CITY contact persons (after normal business hours):

Covina Police Department (626) 331-3391 or (626) 384-5653

8. **INSURANCE:** During the term of this Agreement, BROWN-HIEGEL shall maintain in full force and effect policies of Workers' Compensation insurance covering all of its employees or be self-insured with respect to such insurance in accordance with the laws of the State of California. In addition, during the term hereof, BROWN-HIEGEL shall maintain in full force and effect a policy or policies of liability insurance (including product liability coverage) in amounts not less than one million dollars (\$1,000,000) for personal injury to any one person, one million dollars (\$1,000,000) for property damage or a combined single limit of two million dollars (\$2,000,000). All insurance provided by BROWN-HIEGEL under this paragraph and all renewals shall be issued by such good, responsible, and standard companies rated at least A: Class XII in the current edition of Best's Insurance Guide and authorized to do business in California.

Certificates and endorsements evidencing the existence of the insurance specified in this paragraph 8 shall be filed with CITY's risk manager prior to undertaking any of its activities provided for in this Agreement.

9. **INDEMNIFICATION AND HOLD HARMLESS:** Each such policy shall be endorsed naming CITY and their elected officials, officers, employees and agents as additional insureds, shall waive all rights of subrogation, shall be primary insurance and shall provide that such insurance shall not be materially altered or terminated except after sixty (60) days' notice is provided to CITY. BROWN-HIEGEL does hereby agree to indemnify and hold harmless CITY and their elected officials, officers, employees and agents from and against any and all damages, claims, demands, actions and causes of action, and any and all attorneys' fees and court costs related thereto, in any way connected with or arising out of or alleged to be connected with or arising out of the actions or activities of PRODUCTIONS, its officers, agents or employees in performing services pursuant to this Agreement.

All notices to be delivered pursuant to this Agreement shall be given by personal service or by depositing the written notice in the custody of the United States Postal Service or its lawful successor, postage prepaid, addressed as follows:

To CITY:
Attention: City Manager
City of Covina
125 East College Street
Covina, CA 91723

To CITY:
Attention: Amy Hall-McGrade
Covina Parks & Recreation Department
1250 North Hollenbeck Avenue
Covina, CA 91722

To Covina Farmers' Market:
Harry Brown-Hiegel
1906 W. 22nd Street
Los Angeles, CA 90018-1644

10. **EARLY TERMINATION:** The initial term of this Agreement shall commence March 19, 2013 and remain in effect for one year unless terminated by a party as set forth herein. CITY may terminate the whole or any part of this Agreement at any time either for breach of this Agreement or for the City's convenience and without cause by giving written notice to BROWN-HEIGEL of such termination, and specifying the effective date thereof, at least thirty (30) calendar days before the effective date of such termination. BROWN-HEIGEL may only terminate this Agreement for breach of this Agreement upon giving the CITY not less than thirty (30) calendar days' written notice.

11. **HARRY BROWN-HIEGEL OBLIGATIONS:** In consideration of the CITY'S approval to operate the Covina Farmers' Market and Family Night, it is expressly agreed by the parties that BROWN-HIEGEL shall:

a. Obtain and maintain all licenses and permits required by the State of California, County of Los Angeles, City (including an annual event business license from the Finance Department) and any and all public authorities having jurisdiction with respect to the operation of the MARKET, and respond to and maintain professional relationships with all such agencies.

b. Recruit, retain and maintain contact with quality farmers and products, vendors, artisans and entertainers for the MARKET. The MARKET will be limited to no more than fifty percent (50%) of booths selling manufactured goods;

c. Provide all advertising and marketing efforts related to the opening and continued operations of the MARKET;

d.. Collect all monies from farmers and vendors and other MARKET income and disburse all MARKET monies, pay MARKET expenses and maintain all financial and other MARKET records in accordance with generally accepted applicable principles and standards. The City reserves the right to review the financial records of BROWN-HIEGEL at any time;

e. Provide any and all management services related to the operation of the MARKET in a professional manner;

f. Receive, process and respond to all City customer concerns related to the operation of the MARKET;

g. Promote the MARKET locally and regionally;

h. Supplement promotional activities through the conduct of special events, statewide media, and other outreach outside the CITY;

i. Provide advice and cooperate with any volunteer organization within the community that is willing to aid in the success of the MARKET;

j. Provide all equipment essential to implementing the MARKET on a weekly basis, including any generators necessary to supplement electrical power available on the sites listed above.

k. Provide a safe and healthful environment for vendors and customers by setting and enforcing safety measures at all times before, during, and after events. Examples, **but not limited to**, taping of all exposed cords and rugs, immediately taking care of spills, keeping tools and other working material in a safe place away from the general event area, supply proper lighting for event teardown, etc. Do not block sidewalks or walkways at any time before, during or after the event. Report all maintenance issues to the CITY immediately so that repairs can be made as soon as possible.

l. Strictly adhere to all direction/restrictions provided by the Parks & Recreation Department with regard to maintenance and upkeep of the park, and setup and activities of the MARKET.

m. Dispose of all trash from MARKET in the designated dumpsters at City Hall, 125 E. College Street.

n. Provide adequate supervision of the pony riding location with regard to those park guests that are observing their child(ren) riding the ponies. All person(s) must stay in the designated viewing area on the north side of the pony riding location. At no time shall anyone be allowed to sit on the fencing or stand on the rock bed to view the activity.

12. **RELATIONSHIP OF PARTIES:** It is understood and agreed that the parties hereto will be acting in a wholly independent capacity and neither party will act as the agent, employee, partner or joint venturer of another party.

a. The Parties expressly intend and agree that BROWN-HIEGEL or MARKET in performing this Agreement shall act as an independent contractor and shall have control over its work and the manner in which it is performed by it and its employees. BROWN-HIEGEL or MARKET acknowledges that it is not an agent or employee of CITY and is not entitled to participate in any benefits that CITY provides for its employees.

b. If any term, condition or covenant of this Agreement, or the application thereof to any person or circumstance, shall be invalid or unenforceable, the remainder of this Agreement, other than those terms, conditions, or covenants held invalid or unenforceable, shall be unaffected thereby and shall be valid and shall be enforced to the fullest extent permitted by law.

13. **ASSIGNMENT:** BROWN-HIEGEL shall not assign, delegate, transfer or hypothecate this Agreement or any interest therein, directly or indirectly, by operation of law or otherwise, without the prior written consent of CITY. Any attempt to do so without such consent shall be null and void and confer no right on any third party.

a. Except as provided herein, this Agreement may be amended or modified only by the written, mutual agreement of all parties.

b. Should any dispute under this Agreement lead to litigation, the prevailing party shall be entitled to reasonable attorneys' fees for the prosecution or defense of the action.

c. No breach of any provision of this Agreement can be waived unless in writing. Waiver of any one breach of any provision shall not be deemed to be a waiver of any other breach of the same or any other provision of this Agreement.

This Agreement constitutes the entire agreement between the parties CITY and BROWN-HIEGEL hereby acknowledge that they have neither made nor accepted any other promise or obligation with respect to the subject matter of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement and entered in to the same as of **March 19, 2013.**

CITY OF COVINA

DATE: _____

BY: _____
Mayor, City of Covina

ATTEST:

Catherine LaCroix, Chief Deputy City Clerk

DATE: _____

HARRY BROWN-HIEGEL

DATE: _____

BY: _____

Title

Approved as to form this 19th day of March, 2013.

City Attorney

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: March 19, 2013

ITEM NO.: CC 11

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

Ab for

ITEM TITLE: Authorize the City Manager to Enter a Professional Services Agreement with Hamilton & Associates, Inc. for Geotechnical Engineering Services

STAFF RECOMMENDATION:

Authorize the City Manager to enter a professional services agreement with Hamilton & Associates, Inc. for geotechnical engineering services in an amount not to exceed \$110,000.

FISCAL IMPACT:

Funds are allocated during the budget process to each of the City's capital projects for specialized engineering needs, and/or within the Engineering Section's budget for unexpected engineering service needs. As a result, there is no negative fiscal impact to the current budget.

BACKGROUND:

The type of services provided by Hamilton are specialized engineering services that we have utilized for compaction measuring and soil testing when we trench, backfill, and repave, in order to ensure proper stability in the right of way.

The wastewater bond projects where their services have been or will be utilized are the City-wide rehabilitation project (S-1112), the Ruddock-Grand sewer project (S-1202), and the sewer main replacement at Vincent and Charter (S-1206). The services will also be utilized for the water main replacement project on Hollenbeck (W-1207), as well as other additional water bond projects still in design phase.

Covina Municipal Code section 2.20.060 requires City Council approval of services exceeding \$25,000. Additionally CMC section 2.20.175 provides the City's ability to contract for specialized services outside a competitive bidding process on the basis of demonstrated competence and experience of the service provider and on the professional qualifications necessary for the satisfactory performance of the services required.

RELEVANCE TO THE STRATEGIC PLAN:

The Development Services Division which includes the Engineering section, 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 agreement proposed herein supports several of the specific Strategic Plan's Goals, as follows: Improve and promote customer service, enhance safety and quality of life in Covina, and enhance financial well-being.

EXHIBITS:

- A. Agreement for Professional Services with Hamilton & Associates, Inc.

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

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT is entered into this 19th day of March, 2013, by and between the CITY OF COVINA, a California municipal corporation (hereinafter referred to as "CITY") and HAMILTON AND ASSOCIATES, INC, a California corporation (hereinafter referred to as "CONSULTANT").

The parties do agree as follows:

SECTION 1. RECITALS.

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

- (a) CITY has considered the proposal, dated November 30, 2012 (the "Proposal"), from CONSULTANT for professional services including but not limited to, providing the services as described below in Section 6 of this Agreement.
- (b) CITY desires to have a highly qualified company to perform such services.
- (c) CONSULTANT represents and warrants that it is qualified to perform such services and has agreed to do so pursuant to this Agreement; and
- (d) CITY desires to contract with CONSULTANT on the basis of the following terms and conditions.

SECTION 2. EMPLOYMENT.

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

SECTION 3. INDEPENDENT CONTRACTOR.

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

SECTION 4. PRINCIPAL REPRESENTATIVE

Kalieh Honish, Interim Director of Public Works for CITY, shall be the principal representative of CITY for purposes of this Agreement. David T. Hamilton, President, shall be the principal representative of CONSULTANT for purposes of this Agreement.

SECTION 5. CONSULTANT NOT AGENT OF CITY.

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

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

SECTION 6. **SCOPE OF SERVICES.**

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

SECTION 7. **STANDARD OF PERFORMANCE.**

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

SECTION 8. **TIME.**

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

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

SECTION 9. **QUALIFICATIONS.**

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

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

SECTION 10. **TERM.**

The term of this Agreement shall be the period commencing from the effective date of this Agreement, as first shown above, and shall terminate upon the completion of the tasks as provided in the Scope of Services or December 31, 2014, whichever occurs first.

SECTION 11. **COMPENSATION.**

A. CONSULTANT will perform those tasks and deliver the Services described in this Agreement, in accordance with the terms and provisions of this Agreement for a total compensation not to exceed One Hundred and Ten Thousand Dollars (\$110,000).

B. CONSULTANT shall be paid the compensation as more particularly set forth in Attachment A.

C. Authorized work shall be in strict compliance with the provisions of this Agreement. Except as expressly set forth herein, CONSULTANT shall provide all labor, materials and equipment, as necessary to perform the services under this Agreement without any additional charge or compensation.

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

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

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

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

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

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

SECTION 13. RIGHT TO AUDIT AND INSPECT.

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

SECTION 14. USE OF MATERIALS/CONFIDENTIALITY.

A. Any and all copyrights, designs, and other intellectual property embodied in plans, specifications, data and materials, which are prepared by CONSULTANT under this Agreement ("Documents & Data") shall remain the property of CONSULTANT. Notwithstanding the above, CITY shall have a non-exclusive and perpetual license to copy, use, modify or reuse any such Documents & Data. CONSULTANT represents and warrants that it has the legal right to license any and all Documents & Data. CITY shall not be limited in any way in its use of the

Documents & Data at any time, provided however that any such use not within the purposes intended by this Agreement shall be at City's sole risk.

B. All materials, specifications, plans, and data provided to CONSULTANT by CITY or its agents in connection with the performance of this Agreement shall be held confidential by CONSULTANT. Such materials, specifications, plans and data shall not, without the prior written consent of CITY, be used by CONSULTANT for any purposes other than the performance of the Services. Nor shall such materials be disclosed to any person or entity not connected with the performance of the Services.

SECTION 15. RIGHT OF TERMINATION.

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

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

SECTION 16. INDEMNITY.

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

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

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

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

SECTION 22. **ASSIGNMENT.**

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

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

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

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

SECTION 23. **COMPLIANCE WITH LAWS.**

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

SECTION 24. **INSURANCE.**

A. CONSULTANT 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 worker's compensation insurance.

B. CONSULTANT shall obtain and maintain at its expense, during the term of this Agreement, comprehensive general liability insurance with coverage of not less than One Million Dollars (\$2,000,000.00) combined single limit per occurrence (and not "claims made") for bodily injury, personal injury and property damage. CONSULTANT 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 CONSULTANT 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 \$2,000,000.00 and scheduled under any umbrella policy.

D. CONSULTANT shall obtain and maintain professional liability (errors and omissions) insurance in an amount of not less than \$1,000,000.00.

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

SECTION 25. **DISCRIMINATION.**

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

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

SECTION 26. **ENTIRETY OF AGREEMENT.**

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

SECTION 27. **ATTORNEYS FEES.**

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

SECTION 28. **CONSISTENCY WITH CURRENT LAW.**

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

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

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

SECTION 29. **VENUE.**

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

SECTION 30. INTERNAL INCONSISTENCIES.

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

SECTION 31. CAPTIONS AND HEADNOTES.

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

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

"CITY"
City of Covina

By: _____
Daryl Parrish, City Manager

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

"CONSULTANT"

HAMILTON AND ASSOCIATES, INC.
a California corporation

By: _____

Its: _____

ATTACHMENT A
TO AGREEMENT FOR PROFESSIONAL SERVICES

(Scope of Services)

CONSULTANT shall provide professional engineering observation and testing services to include the following:

Site Grading: Observation and testing of sewer trench backfill, subgrade and base materials including: a) observation and compaction testing for open trench backfill, subgrade, and base materials including service laterals and b) observation and compaction testing for Asphalt Rubberized Hot Mix (ARHM) paving.

Post-Grading Services: Observation and testing of ARHM paving and laboratory work incidental to ARHM paving.

Final compaction and materials testing reports summarizing the geotechnical services performed. This report would include observation and testing during trench backfill, subgrade and base placement, and asphalt paving.

CONSULTANT shall be compensated at the following hourly rates:

ITEM	RATE
A. Site Meetings	
Project Manager	\$125.00
<i>Subtotal</i>	
B. Observation & Testing	
Project Manager	\$125.00
Senior Soils Technicain	\$90.00
Vehicle (\$0.75/mile)	\$60.00
<i>Subtotal</i>	
C. Laboratory Testing	
Maximum Density - A,B,C (ASTM D1557)	\$170.00
Sand Equivalent (ASTM D2419)	\$85.00

ITEM	RATE
a. Observation & Testing during AC paving	
Senior Field Technician	\$90.00
Vehicle (\$0.75/mile)	\$60.00
<i>Subtotal</i>	
b. Laboratory Testing	
Maximum Density	\$310.00

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: March 19, 2013

ITEM NO.: PH 1

STAFF SOURCE: Lisa Brancheau, Assistant to the City Manager
Alan Carter, Acting City Planner

ITEM TITLE: Open the public hearing, consider public testimony, introduce and waive further reading of **Ordinance No. 13-2020**, a Zone Change from C-P (Commercial, Administrative and Professional Office) to C-5 (Commercial, Specified Highway) to permit the construction of a new animal hospital upon property located at 302-316 East San Bernardino Road and 430-438 North First Avenue, Covina, and consider alternatives for a request to vacate two public alleys near Covina Assembly of God Church at 250 East San Bernardino Road and approval or denial of **Resolution No. 13-7139**

STAFF RECOMMENDATION

- 1.) City Council to open the public hearing and consider public testimony on the Zone Change; and
- 2.) City Council to introduce and waive further reading of **Ordinance No. 13-2020**, a Zone Change from C-P (Commercial, Administrative and Professional Office) to C-5 (Commercial, Specified Highway) to permit the construction of a new animal hospital upon property located at 302-316 East San Bernardino Road and 430-438 North First Avenue, Covina; and
- 3.) Suggest that the applicant pursue a yearly encroachment permit with the Public Works Department to make improvements within the two public alleys described in said Resolution, with title to the two public alleys remaining with the City.

Alternative – Based on the discussion before the Planning Commission on February 26, 2013, declare the City’s intention to vacate portions of the public right-of-way known as two public alleys that run between East San Bernardino Road, First Avenue, School Street, and Second Avenue, pursuant to Streets and Highways Code Section 8300 ET SEQ. and directing City Clerk to administratively set the hearing date, time, and place and to publish and post required notices. If selected, this Alternative would require the approval of **Resolution No. 13-7139**.

FISCAL IMPACT

There is no General Fund Fiscal Impact

BACKGROUND

On August 23, 2012 and January 23, 2013, the Covina Assembly of God Church submitted applications for various land use entitlements to expand its sanctuary and related facilities located at 250 E. San Bernardino Road, as well as to allow the relocation and expansion of the Covina Animal Hospital from its current location at 222 East San Bernardino Road to a newly-constructed approximately 7,700 square foot building at 302-316 East San Bernardino Road and 430-438 North First Avenue. The Site Plan Review (Application SPR 12-015) and Joint Use Parking Agreement (Application JU 13-001) for the combined project were approved by the Covina Planning Commission at a public hearing on February 26, 2013.

As part of its application, the Church is also requesting that the City Council rezone the property located at 302-316 East San Bernardino Road and 430-438 North First Avenue from C-P (Commercial, Administrative and Professional Office) to C-5 (Commercial, Specified Highway) (Application ZCH 12-002).

Zone Change:

The property where the animal hospital intends to relocate is currently zoned C-P (Commercial, Administrative and Professional Office). That zoning designation does not permit animal hospitals. However, a C-5 (Commercial, Specified Highway) zoning designation does. The zone change application was considered by the Covina Planning Commission during its public hearing on February 26, 2013, and it voted 4-0 to recommend that the City Council approve the zone change (Application ZCH 12-002).

Staff believes the following supports the applicant's zone change request:

1. By rezoning the location at 302-316 East San Bernardino Road and 430-438 North First Avenue from C-P to C-5, this will permit the relocation and expansion of the Covina Animal Hospital into a newly-constructed approximately 7,700 square foot building. In this particular case, the applicant as well as the landowner could benefit economically by the proposed zone change;
2. The proposed zone change, if granted, would allow a business to expand that will directly benefit pets and their owners in the City of Covina and surrounding areas; and
3. The proposed zone change from C-P (Commercial, Administrative and Professional Office) to C-5 (Commercial, Specified Highway) would not change the current General Plan designation of the subject property which is General Commercial. General Commercial permits various types of retail and service business and administrative, professional and governmental offices that serve a diverse population and that comply with the applicable use, operation and other provisions of the Covina Zoning Ordinance. The applicant's zone change request is consistent with the City's General Plan designation of General Commercial.

A draft ordinance approving the zone change is attached as Exhibit "A". Tonight, Staff is requesting the City Council to introduce the ordinance, with the intention that it will come back before the Council on April 2, 2013 for possible adoption.

Alley Vacation (application previously considered by Planning Commission):

In response to initial project-related requirements by the Public Works Department, the Planning Commission also considered an application by the Church requesting that the City vacate two public alleys described as follows:

(i) a public alley of variable width running north to south and located approximately 150 feet east of Second Avenue; commencing at East San Bernardino Road and running southerly for approximately 167 feet at 13 feet in width; and continuing southerly for another 174 feet at 25 feet in width, ending at School Street; and

(ii) a 25 foot wide public alley running west to east located approximately 141 feet north of School Street; commencing at a point approximately 175 feet east of Second Avenue and running easterly for approximately 88 feet.

The alleys are intended to be used for Church parking lot improvements, including crosswalks and ingress/egress to and from the Church parking lot. No buildings would be built in the alleys.

Under State Law, a City Council is required to initiate the vacation process by adopting a Resolution of Intention, which sets a public hearing where the Council would later consider the decision to vacate. Prior to that, State Law requires a Planning Commission to make General Plan Consistency Findings for alley and other vacations. By a 4-0 vote at its regularly scheduled meeting on February 26, 2013, the Planning Commission considered and approved these Findings for the above-noted two alley vacation requests.

Although Staff appreciates the Commission's consideration of the Vacation application, upon further consideration, staff believes that neither alley needs to be vacated in order for the project to move forward. The reasons for this determination are a) that the Church can achieve substantially its same parking area layout or site design objectives via an alternate, less costly and less time-consuming legal mechanism (City encroachment permit from the Public Works Department), which would further enable the Church to commence project construction at the earliest possible time; and b) that, with the approval of an encroachment permit, the new Church parking and other improvements could co-exist with the existing public alleys and terms can be included in such a permit to minimize potential liability for the City.

Moreover, staff believes that any necessary modifications to the project plans around the alleys, such as the possible removal of the presently-depicted elevated walkway, would be minor in nature and can be addressed administratively. In sum, with respect to the alley vacation request, staff believes that no further action needs to be taken by the City Council.

Should the City Council approve Resolution No. 13-7139, a public hearing will be set for April 16, 2013 to consider the request to vacate the two public alleys. If Council denies Resolution No. 13-7139, the applicant may still pursue a yearly encroachment permit with the Public Works Department that could allow it to make the improvements called for in its design plans within the two public alleys.

ORDINANCE NO. 13-2020

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, AMENDING THE OFFICIAL ZONING MAP OF THE CITY, BY ESTABLISHING A C-5 ZONE DESIGNATION (COMMERCIAL - SPECIFIED HIGHWAY) FOR CERTAIN PROPERTY IN THE CITY OF COVINA, APPLICATION ZCH 12-002, AND MAKING CERTAIN FINDINGS AND CONDITIONS

WHEREAS, an application for a zone change (ZCH 12-002) was submitted to the City of Covina to permit the Covina Animal Hospital to construct and operate an animal hospital facility upon property located at 302-316 E. San Bernardino Road and 430-438 North First Avenue, Covina.

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

SECTION 1. Pursuant to public hearing and processing in the manner set forth by State law and local ordinance, and after recommendation thereon by the Planning Commission at a duly noticed public hearing on February 26, 2013, the property classification set forth in Section 2 is made for the reasons of public interest, convenience, and necessity.

SECTION 2. The following described real property in the City of Covina, County of Los Angeles, State of California, is hereby zoned "Commercial, Specified Highway (C-5)" as such zone is defined in Title 17 of the Covina Municipal Code:

Lot 1 of Tract No. 40284 as recorded in Official Documents in the Los Angeles County Recorder's Office.

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

1. By rezoning the location at 302-316 East San Bernardino Road and 430-438 North First Avenue from C-P (Commercial, Administrative and Professional Office) to C-5 (Commercial, Specified Highway), this will permit the relocation and expansion of the Covina Animal Hospital into a newly-constructed approximately 7,700 square foot building. In this particular case, the applicant as well as the landowner could benefit economically by the proposed zone change;
2. The proposed zone change, if granted, would allow a business to expand that will directly benefit more pets and their owners in the City of Covina and surrounding areas; and
3. The proposed zone change from C-P (Commercial, Administrative and Professional Office) to C-5 (Commercial, Specified Highway) would not change the current General Plan designation of the subject property which is General Commercial. General Commercial permits various types of retail and service business and administrative, professional and governmental offices that serve a diverse population and that comply with the applicable use, operation and other provisions of the Covina Zoning Ordinance. The applicant's zone change request is consistent with the City's General Plan designation of General Commercial.

SECTION 4. For purposes of the California Environmental Quality Act (CEQA) Guidelines, the City has approved a Mitigated Negative Declaration prepared for the project, of which a part is the subject of this Ordinance, and has determined that, with the mitigation measures incorporated therein, the environmental impact of the project will be less than significant.

SECTION 5. The application for a C-5 (Commercial, Specified Highway) zone designation, which pertains to allowing the Covina Animal Hospital and which was submitted with Site Plan Review (SPR 12-015) and a joint use parking arrangement (JU 13-001) in conjunction with the Covina Assembly of God Church expansion, which were approved by the Planning Commission at the February 26, 2013 public hearing, is hereby granted, subject to the following conditions of approval which are deemed necessary to protect the public health, safety, and general welfare of the community and which were imposed on this application and the aforesaid zoning petition:

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

SECTION 6. The City Clerk shall certify the passage of this ordinance and shall cause the same to be entered in the book of original ordinances of said City; shall make a minute passage and adoption thereof in the records of the meeting at which time the same is passed and adopted; and shall, within fifteen (15) days after the passage and adoption thereof, cause the same to be published as required by law, in a local weekly newspaper of general circulation and which is hereby designated for that purpose.

PASSED AND APPROVED on this ____ day of _____, 2013.

MAYOR

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

CITY OF COVINA

STAFF REPORT

FEBRUARY 26, 2013

ITEM NUMBER 2

TO: PLANNING COMMISSION

FROM: LISA BRANCHEAU, ASSISTANT TO THE CITY MANAGER

COORDINATOR: *a.c.*
ALAN CARTER, ACTING CITY PLANNER

SUBJECT: APPLICATIONS ZCH 12-002, SPR 12-015 (REVISION 1), JU 13-001, AND VAC 13-001 (CONTINUED FROM FEBRUARY 12, 2013 PLANNING COMMISSION MEETING)

APPLICANT:

Covina Assembly of God Church and Covina Animal Hospital

REQUEST:

Continued Public Hearing on the Following:

- a. Application **ZCH 12-002**, a Zone Change for the portion of the subject site that lies on 302-316 East San Bernardino Road and 430-438 North First Avenue (now occupied by two-story commercial-office building) from C-P (Commercial, Administrative and Professional Office) to C-5 (Commercial, Specified Highway) to allow for the construction of an approximately 7,700-square foot animal hospital and associated improvements;
- b. Application **SPR 12-015 (REVISION 1)**, a revised Site Plan Review to allow for a) the construction of various interior and exterior enhancements to multiple buildings and associated improvements on the portion of the subject site that lies on 250 East San Bernardino Road (now occupied by Covina Assembly of God Church) and for the continued operation of the overall church facility; and b) the construction and operation of an approximately 7,700-square foot animal hospital and associated improvements on the portion of the subject site that lies on 302-316 East San Bernardino Road and 430-438 North First Avenue (following the relocation of an older, smaller animal hospital that now exists just west of the current Covina Assembly of God Church building that backs onto San Bernardino Road);

EXHIBIT B - 12 PAGES

- c. Application **JU 13-001**, a Joint Use Parking Agreement between the aforementioned modified “Covina Assembly of God Church” portion of the subject site and the future or new “animal hospital” portion of the subject site; and
- d. Application **VAC 13-001**, a request to vacate two public alleys on the aforementioned “Covina Assembly of God Church” portion of the subject site to accommodate the various Church-related enhancements.

OVERALL LOCATION:

250-316 East San Bernardino Road and 430-438 North First Avenue

SURROUNDING LAND USES AND ZONING:

	EXISTING LAND USE	ZONING
Site	Covina Assembly of God Church and related parking lot, Covina Animal Hospital & commercial-office buildings	TCSP-3 (Town Center Specific Plan-Institutional) & C-P (Commercial-Administrative and Professional Office)
North	Various commercial and service businesses	Multiple designations – refer to City Zoning Map
South	Various institutional and residential uses	Multiple designations – refer to City Zoning Map
East	Various commercial and residential uses	Multiple designations – refer to City Zoning Map
West	Various institutional uses	Multiple designations – refer to City Zoning Map

GENERAL PLAN DESIGNATIONS:

Town Center Commercial (Covina Assembly of God Church property) and General Commercial (future Covina Animal Hospital property)

NOTIFICATION OF APPLICANT AND ADJACENT PROPERTY OWNERS:

The applicant has been mailed a copy of the staff report. All property owners within a radius of 300 feet from the subject site were mailed notices of the Planning Commission public hearing on January 28, 2013.

ENVIRONMENTAL DETERMINATION:

The Planning staff is recommending the adoption of a Mitigated Negative Declaration of Environmental Impact pursuant to Sections 15070 through 15075 of the California Environmental Quality Act (CEQA) Guidelines. It was determined that, while the proposal could have effects on the environment, the inclusion of certain Mitigation Measures, enforced within the framework of a Mitigation Monitoring Program, along with general conditions of approval, would result in a reduction or mitigation of the effects to a level of insignificance.

The aforementioned Mitigated Negative Declaration and associated components and a CEQA-related Initial Study are being considered by the Planning Commission for recommendation to the City Council. Prior to City Council review of this documentation, which has been tentatively scheduled for April 2, 2013, in accordance with State law, the documentation will be sent to the appropriate agencies and filed with the Los Angeles County Recorder, Environmental Filings Office for a minimum 20-day public comment period.

PROJECT DATA:

PROJECT DATA TABLE

Development Standard	Proposed
Project Site Area	5.6 acres (existing – prior to alley vacation)
Four Properties That Comprise Project Site and Access Thereto	3.9-acre church site (following lot merger); 0.8-acre church-related, southerly parking lot; 0.5-acre future animal hospital/existing office building site; and 0.4-acre existing and remaining, southerly commercial-office building site— refer to project plans for property locations and access points
Existing and Future Church Areas	65,770-square feet of existing area (consisting of 40,010 square feet for main building/worship center (adjacent to San Bernardino Rd.) & 25,760-sq. ft. for three westerly buildings (adjacent to Second Avenue); proposal entails constructing 17,770 square feet of space in worship center & 5,230-square feet of space in one westerly building in phases over next roughly 17 years (and see Exhibits at end and project plans for details)
Parking Requirement for Church	1 parking space for every 6 fixed seats in a sanctuary and/or chapel (and under expansion plan, the number of fixed seats in the church would decrease from the current 1,800 to 1,550—with 1,350 seats being located in the sanctuary and 200 seats being situated in the (future) chapel; a church-submitted parking study generally determined that 300 off-street parking spaces would be needed or should be required for the church under the current expansion proposal, and the staff determined that the church has fulfilled all but 2 of these spaces under the expansion plans via the following: 243 parking spaces on the church site and in its southerly parking lot, 38 adjacent, off-street parking spaces (as permitted under TCSP provisions), and 17 spaces as a credit under the appurtenant Parking

	District #1); the staff has further determined that the remaining 2 parking spaces would need to be addressed under a joint use parking-type agreement or “declaration” with the remaining commercial-office property to the south of the adjacent animal hospital site
Existing and Future Animal Hospital Areas	7,366 square feet of existing area (consisting of multiple buildings); new (single) building, 7,706 square feet of area
Parking Requirement for Animal Hospital	2 parking spaces for each employee; 32 parking spaces are required, as the facility would have 16 employee, and the staff has determined here a) that the (future) animal hospital property, it having a 16-space parking facility, would fulfill one half or 16 spaces of this requirement, b) that 14 of these spaces could be accommodated on the southerly commercial-office property, which, following overall project development, would have a surplus of 14 parking spaces, and c) that the remaining 2 parking spaces would need to be addressed under a joint use parking-type agreement or “declaration” with the adjacent church site (the declaration also addressing the animal hospital’s utilization of 14 parking spaces on the southerly commercial property)
Existing and Future Church Functions and Peak Periods of Use of Overall Facility	Refer to Exhibits and project plans for church-related activities or functions, and the staff will verbally present certain key facts here at the meeting; the church’s peak periods relative to traffic generation are during Sunday services, (as verified by the staff for this meeting) from 9:00 a.m. to 3:00 p.m.
Existing and Future Animal Hospital Functions and Peak Periods of Use of Overall Facility	Typical veterinary services (including the overnight housing of pets being treated and the general/incidental housing of pets owned by animal hospital customers,

	though not including any crematory); the animal hospital's peak periods would typically be in the day-time periods, and its (revised) proposed maximum hours would be as follows: a) MON - SAT, 7:00 a.m. - 8:00 p.m.; and b) SUN, 3:30 p.m. - 8:00 p.m.
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BACKGROUND:

The project proposal generally entails the following two components on a larger, multiple property site: a) the addition to, the interior remodel and reconfiguration of, and the associated exterior enhancements of two buildings of the multiple-building property of the Covina Assembly of God Church, and this component would include the related modification to a portion of the church's on-site parking; and b) (to accommodate the church's improvements) the relocation of the Covina Animal Hospital and associated improvements to an easterly property (with a current commercial-office building that would be demolished). The overall proposal would be developed in phases over the next roughly 17 years. For clarification on the design, zoning, and procedural aspects of the proposed project, the Planning Commission should refer to the other sections of this report, to the ending Exhibits, and to the previously-provided project plans. The Planning staff will provide a recap of the key elements of the project proposal during the meeting.

This item was continued from the previous Planning Commission meeting in order for the staff to address certain questions from the Commission concerning principally a) the two proposed alley vacations on the church property and b) the proposed Sunday-related public hours of the animal hospital. The questions and associated answers are presented below. Please bring to the meeting all project-related plans that were previously provided.

The questions from the Planning Commission were:

- 1. Why does the Public Works Department believe that the two proposed alley-related vacations are a necessity, or why does it support the request (or what criteria was considered in making this determination?) and does Public Works believe that the proposal could move forward without the vacating of the primary or north-south-running alley? *(Answer: refer to Exhibit F, comments from the Interim Public Works Director, who will also be in attendance at the Commission meeting to answer any questions. In addition, a representative of the applicant has prepared for Planning Commission consideration a vacation-related narrative/justification statement, and that item is included under Exhibit G.)***
- 2. Would the Lot Merger (application) still be needed if the primary (or north-south-running alley-associated) vacation was not approved? *(Answer: refer to Exhibit F, comments from the Interim Public Works Director, and to her subsequent verbal remarks at the meeting.)***

3. Could a higher level official(s) from the Public Works Department attend the next Planning Commission meeting to address questions concerning the Vacation and Lot Merger applications and any related matters that come under the Public Works purview? *(Answer: as noted above, the Interim Public Works Director will be in attendance to answer any questions of the Commission.)*
4. Could a copy of the previously-submitted Parking Study for the church component of the project proposal be provided to the Planning Commission on February 26th? *(Answer: the Parking Study has been provided to the Commission as Exhibit H, and the Planning staff will address the salient provisions of the document at the meeting. The staff believes that the Study properly identifies and addresses the peak or Sunday-related parking conditions of the church.)*
5. Under the project-related Parking Study, what is the peak parking period for the church on Sundays? *(Answer: although (in Table 2 on page 6) the Study reveals that the demand for church-related parking on Sundays is greatest prior to 1:00 p.m., because the last service time on this day is at 1:30 p.m., (in the conclusion on page 3) the Study considers the overall peak period for the church-related parking to be on Sundays, from 9:00 a.m. to 3:00 p.m. For purposes of determining when the new animal hospital may operate on Sundays without conflicting with the "nighttime and/or Sunday" use classification of the church under the JU application or the parking-related Declaration, the Planning staff believes that the "9 to 3" period, as opposed to the "9 to 1" interval, should be accepted as the church's peak parking period. Accordingly, the staff has stated in the proposed conditions that the animal hospital may be open to the public on Sundays, but not earlier than 3:00 p.m.)*
6. Would it be possible for the representatives of the church and the animal hospital to meet prior to the next Planning Commission meeting to establish Sunday-related operating hours for the animal hospital that would be both mutually agreeable and compliant with their respective "nighttime and/or Sunday" and "daytime" use classifications under the JU application or Parking declaration, and, if so, to convey this information to the Commission? *(Answer: a representative of the church has informed Planning that both parties have reached an understanding on the overall (maximum potential) hours of the future animal hospital: Mondays - Saturdays, 7:00 a.m. to 8:00 p.m. and Sundays, 3:30 p.m. to 8:00 p.m. The staff believes that the Sunday hours of the animal-related facility would be acceptable in terms of operating both after the previously-addressed peak parking period of the church (see item 5) and before the more-stringent noise-level periods of the City Noise Ordinance (see item 9).*
7. Would it be acceptable or legal for the animal hospital to operate any "soft" activities on Sundays during the established peak parking period of the church (or, as noted under item 5 above, generally prior to 3:00 p.m.) without running afoul of the "nighttime and/or Sunday and daytime" use-related parameters that form the foundation of the Parking Declaration, and, if so, what could these activities be? *(Answer: this item will be discussed at the Commission meeting, and input from the animal hospital representatives will be considered at that time. Under the proposed*

condition that addresses the animal hospital's operating hours (4.5), in accordance with staff policy, the animal hospital would be allowed to perform "administrative, cleaning, maintenance, and repair activities during all other periods (i.e., when not open to the public).")

8. Under the City Noise Ordinance, during what hours are the more restrictive noise level limits in effect (relative to the possible expansion of the operating hours of the animal hospital)? *(Answer: the provisions of the City Noise Ordinance, which are promulgated under Chapter 9.40 of the Covina Municipal Code (CMC) and which may be viewed on the City's website (www.covinaca.gov), if desired, are most restrictive during the period between 10:00 p.m. and 7:00 a.m. So the proposed (maximum potential) business hours of the animal hospital would not conflict with the Noise Ordinance (relative to possible animal-related noises). Moreover, under proposed conditions 2.22 and 4.2, any animal hospital-related noises would need to conform to the various provisions of the Noise Ordinance that seek to balance reasonable/typical business operations with the protection of the community from "loud and disturbing" noises.)*

Moreover, as noted under the section below that addresses the Joint Use Parking application, the parking-related Declaration has been updated for this meeting to better serve the overall project proposal and to better address the City's interests in the matter.

ANALYSIS AND FINDINGS – SITE PLAN REVIEW:

The site plan review application pertains to the overall project or development. Based on an analysis of the proposed project, the staff recommends that the Planning Commission make the following findings for this application:

1. All provisions of the Zoning Ordinance are complied with.

Fact: The project would comply with or meet the intent of applicable zoning provisions, notably building setback and building height. A parking agreement-type document or Declaration that is a component of the overall proposal would further address all project-associated parking needs. In addition, because of enhanced building architecture and greater building setback relief in some areas, a staff-issued Minor Design Guidelines Deviation for the western building wall setback of the animal hospital building was determined to be a reasonable approval. Also, the site is adequate in size, shape, and topography to accommodate the current and future improvements.
2. The basic elements are so arranged that traffic congestion is avoided, pedestrian and vehicular safety and welfare are protected, and no adverse effects will occur on surrounding properties.

Fact: Based upon staff's review of the overall project proposal and a project-related traffic study, the surrounding streets would have sufficient capacity to handle future project-related traffic and to accommodate this traffic in a safe manner. Also, under the proposed site plan, the parking, loading, and circulation layout should function in a manner that would prevent any conflicts with respect to on-site pedestrian and vehicular circulation. Furthermore, there have not been any past identified circulation-associated conflicts with respect to the project site.

3. The project design conforms to the General Plan and any design guidelines or specific plans that may be applicable to the project.

Fact: The project proposal would conform to the provisions of the underlying "Town Center Commercial" and the "General Commercial" land use designations of the Covina General Plan. The goals and policies of the General Plan further encourage the improvement and redevelopment of older, underutilized, or outmoded institutional and commercial properties into larger, more vibrant uses for reasons ranging from overall commercial revitalization to economic development to social betterment. Therefore, the overall project proposal would further the goals and policies of the General Plan and would embody a major enhancement to the fabric of the surrounding area. The Planning staff also believes that the design of the buildings would be modern and attractive, with varying materials and sufficient articulation, would conform to the provisions of the Covina Design Guidelines, and would be consistent with the style or building architecture of similar new or remodeled developments in the community.

4. The project design is harmonious, consistent, and complete within itself and functionally and visually compatible with neighboring land uses.

Fact: The site design of the entire project would be functional, internally consistent, and well-buffered from, yet also compatible with, adjacent institutional, commercial, and residential uses. Also, relative to the current improvements on the project site, there would be major functional enhancements and significant aesthetic improvements from all surrounding views. In addition, the conditions of approval and associated Mitigation Measures would provide the City with adequate safeguards for ensuring project compatibility with the surroundings.

5. The development will constitute an adequate environment for the intended use by sustaining the desirability and stability of the neighborhood and community.

Fact: The project site would be well-suited for the project proposal because of its overall size, location, and multiple property nature and associated street accesses. In other words, based on the aforementioned factors and

on an evaluation of the overall proposal by the Planning staff, the appurtenant church- and animal hospital-related activities should be viable at the location and correspondingly bolster the character and vitality of the surroundings. In other words, no potentially adverse impacts on the surrounding neighborhood were identified by the staff during project review.

6. Proposed lighting is so arranged as to reflect the light away from adjoining properties.

Fact: All outside lighting will be required to be designed and located/oriented in a manner that prohibits glare onto adjacent properties. The City would verify lighting adequacy during the review of the subsequent construction plans.

7. Proposed signs will not by size, location, color, or lighting interfere with traffic or limit visibility.

Fact: Currently, no signs are formally proposed for the project proposal. All signage would be reviewed subsequently for conformance with applicable codes. In addition, the staff would review all directional signs at this time to further ensure the adequacy of the circulation system of the project.

ANALYSIS – ZONE CHANGE:

As noted above, the proposed Zone Change application would establish a “C-5 (Commercial – Specified Highway)” zoning district on the property at the southeast corner of San Bernardino Road and First Avenue to accommodate the relocated animal hospital. Based on an analysis of this request, staff supports the modification because of the following:

1. The “C-5” zone designation conforms to the existing “General Commercial” land use category of and applicable provisions of the Covina General Plan;
2. “C-5” zoning is consistent with surrounding zoning patterns and with the character of the area in terms of existing uses and traffic pattern/volumes; and
3. Under past planning practice, the City has granted similar Zone Change proposals on comparable properties around the community as a mechanism for addressing marginal, underutilized, or vacant properties and/or to accommodate new, viable use/activities of various types.

Specific findings for zone changes are not required.

ANALYSIS AND FINDINGS – JOINT-USE PARKING AGREEMENT/DECLARATION:

The applicant is requesting a joint use parking agreement, as permitted under Section 17.72.060 of the CMC (“Off-Street Parking – Joint Use”), to enable the remodeled church and the new animal hospital to fully comply with applicable on-site parking requirements. The purpose of this provision of the Code is to allow adjacent uses with differing peak periods to satisfy a portion of their off-street parking requirements on the adjoining site. In sum, as addressed in the Project Data Table above, a parking-related Declaration (which is an alternate, better-suited instrument for addressing the overall parking issue/situation of the project proposal, as opposed to a basic joint use parking agreement) is needed to enable a) the church to utilize 2 parking spaces on the remaining commercial-office property to the south of the new animal hospital site; and b) the new animal hospital to utilize also 2 parking spaces on the church property (plus 14 spaces on the southerly commercial-office site).

The parking-related Declaration has been updated for this meeting to reflect the proper or reciprocal parking arrangement between the church and the animal hospital (or, to address certain use-specific parking needs, as addressed in the Project Data Table) and to reflect correct parking-related figures. In addition, various other clarifications and revisions to the Declaration were made, such as concerning property maintenance, which should make the revised draft document completely viable relative to both the overall parking needs and requirements of the joint church and animal hospital project proposal and relative to addressing the City’s interests in the matter.

Based on an analysis of the proposed project, the staff recommends that the Planning Commission make the following findings for this application:

1. The building or use for which application is being made for authority to utilize the existing off-street parking facilities provided by another building or use shall be located within 150 feet of such parking facilities.

Fact: Both the church and animal hospital and the commercial-office property to the south of the animal hospital sites are located within 150 feet of each other.

2. The applicant shall show that there is no substantial conflict in the principal operating hours for the building or uses for which the joint use of off-street parking facilities is proposed.

Fact: Based on certain operational information provided by the applicant concerning future activities of the church and the animal hospital, notably concerning their respective peak periods of use, the Planning staff does not believe that there would be any parking-related conflicts between the two uses. Under CMC Section 17.72.060, the church is classified as a “nighttime and/or Sunday use,” and the animal hospital plus the southerly office property are classified as “daytime uses.”

3. Parties concerned in the joint use of off-street parking facilities shall evidence agreement for such joint use by a proper legal instrument approved by the City Attorney and Planning Commission as to form and content.

Fact: The City Attorney's Office has prepared an updated draft "Declaration of Parking Easement and Appurtenant Access" for Planning Commission consideration (see Attachment). Under this document, all applicable parking and associated requirements of the City pertaining to the project proposal would be met.

ANALYSIS AND FINDINGS – ALLEY VACATIONS:

Two alleys on the church property, as depicted on the project plans, are proposed to be vacated and made a part of the church campus. In order to accomplish this, the Planning Commission must find that the vacations are consistent with the General Plan and, in turn, the Town Center Specific Plan (TCSP). Based on the goals and policies of the General Plan and TCSP, the staff believes that the findings can be made. The findings are stated in the attached Vacation-related Resolution, which the Commission would also need to consider and adopt as a recommendation to the City Council. **In addition, as noted in the introduction above, additional vacation-related information from the Public Works Department has been furnished and (at the meeting) will be provided to the Commission.**

STAFF RECOMMENDATION:

Based upon all of the updated evidence and testimony submitted to the Planning Commission and after full analysis and consideration, the staff recommends that the Planning Commission take the following actions:

- A. Recommend that the City Council approve application Zone Change (ZCH) 12-002, subject to the attached Conditions of Approval;
- B. Approve application Site Plan Review (SPR) 15-015 (REVISION 1), subject to the attached Conditions of Approval;
- C. Approve application Joint Use Parking Agreement (JU) 13-001, subject to the attached Conditions of Approval and subject to the provisions of the associated updated Declaration document;
- D. Recommend that the City Council approve application Vacation (VAC) 13-001, subject to the attached Conditions of Approval and subject to the provisions of Resolution No. 2013-002 PC; and
- E. Recommend that the City Council approve the Initial Study and Mitigated Negative Declaration of Environmental Impact and the associated Mitigation Monitoring Program and Mitigation Measures for the overall project proposal.

It is noted that, in response to comments and observations made at and prior to the previous Planning Commission meeting and to conform to certain updates and clarifications that have been noted in this Report, the staff has revised various proposed Conditions of Approval (as identified in the Conditions section).

**CITY OF COVINA
APPLICATION CONDITIONS OF APPROVAL
ZONE CHANGE (ZCH) 12-002
SITE PLAN REVIEW (SPR) 12-015 (REVISION 1)
JOINT USE PARKING AGREEMENT (JU) 13-001
VACATION (VAC) 13-001
AS RECOMMENDED FOR APPROVAL BY THE PLANNING COMMISSION ON
FEBRUARY 26, 2013 TO THE CITY COUNCIL FOR THE COUNCIL MEETINGS ON
MARCH 19, 2003, APRIL 2, 2003, AND APRIL 16, 2013
(ZCH AND VAC APPLICATIONS MUST BE APPROVED
BY THE CITY COUNCIL)**

The Zone Change (ZCH) application shall authorize the changing of the appurtenant zoning district designation from "C-P, Commercial, Administrative and Professional Office" to "C-5, Commercial, Specified Highway" for the property that lies on 302-316 East San Bernardino Road and 430-438 North First Avenue to allow for the construction of an approximately 7,700-square foot animal hospital and associated improvements.

The Site Plan Review (SPR) application shall authorize a) the construction of various interior and exterior enhancements to multiple buildings and associated improvements on the portion of the subject site that lies on 250 East San Bernardino Road (now occupied by Covina Assembly of God Church) and for the continued operation of the overall church facility; and b) the construction and operation of an approximately 7,700-square foot animal hospital and associated improvements on the portion of the subject site that lies on 302-316 East San Bernardino Road and 430-438 North First Avenue (following the relocation of an older, smaller animal hospital that now exists just west of the current Covina Assembly of God Church building that backs onto San Bernardino Road.

The Joint Use Parking Agreement (JU) application shall authorize a Joint Use Parking Agreement (or Revised "Declaration of Parking Easement and Appurtenant Access") between the aforementioned modified "Covina Assembly of God Church" portion of the subject site and the future or new "animal hospital" portion of the subject site.

The Vacation (VAC) application shall authorize the vacation of two public alleys on the aforementioned "Covina Assembly of God Church" portion of the subject site to accommodate the various Church-related enhancements.

EXHIBIT C - 20 PAGES

1.0 TIME LIMIT:

1.1 (REVISED BY PLANNING COMMISSION AT 2-26-13 MEETING) The approval of the SPR and JU applications shall be subject to revocation if each phase of the project, as indicated in the site plan and in the separate project narrative, does not commence by the following dates: Phase 1 (or Project Six) – *March 31, 2014*; Phase 2 (or Project One) – June 30, 2014; Phase 3 (or Project Three) – December 31, 2018; Phase 4 (or Project Four) – December 31, 2021; Phase 5 (or Project Five) – December 31, 2024; Phase 6 (or Project Two) – December 31, 2030.

2.0 GENERAL REQUIREMENTS:

2.1 Failure to comply with any conditions of approval noted herein shall be deemed just cause for revocation of application approvals by the Planning Commission.

2.2 The project will require a Mitigated Negative Declaration of Environmental Impact under the California Environmental Quality Act (CEQA). This will necessitate the filing of a Notice of Determination and the payment of a filing fee. All Mitigation Measures under the Mitigation Monitoring Program of this process shall be fulfilled.

2.3 The project shall be constructed and operated in accordance with all design details as approved by the Planning Commission, the approved plans on file with the City, all representations of record made by the applicant, the conditions contained herein, the applicable Mitigation Measures, the Covina Municipal Code (CMC), the Town Center Specific Plan (TCSP), and the Covina Design Guidelines (CDG). Prior to completion of the approved improvements and the opening of the expanded or new uses to the public, all conditions of approval shall be complied with to the satisfaction of the City Planner or his/her designee.

- 2.4** Final or construction plans, incorporating all conditions of approval and any plan-related changes required in the approval process, shall be submitted for review to and approval by the City Planner or his/her designee prior to building permit issuance in conjunction with the Plan Check process of the Building Division (see condition 2.29 below. The church and the animal hospital may submit separate construction plans.) All construction/final plans and documents shall conform to the plans approved by the Planning Commission. In addition, these plans shall include the following elements for both the church and animal hospital properties, subject to staff approval: a) trash bin enclosures, meeting all applicable standards; b) one parking space designated for loading and unloading purposes (which also may be used for general parking purposes); and c) sufficient directional signage (or, may be submitted with general sign plans—see Condition 2.19). The conditions of approval listed herein shall be printed upon the face of and included as part of the construction/final plans.
- 2.5** The church shall strive to achieve at the earliest possible time a maximum of 1,550 seats for worship purposes in any number of sanctuaries, chapels, rooms, or areas of the Worship Center building (adjacent to San Bernardino Road). In addressing this requirement, in conjunction with the construction work that is to be performed under plan-defined “Project One,” by December 31, 2014, roughly 100 seats shall be removed from the (pre-construction 1,800-seat) sanctuary. Moreover, the aforementioned 1,550-seat limit shall be achieved not later than December 31, 2021, or, in January 2022, the church shall prepare a written report to the Planning Commission explaining why it was unable to meet this limit and approximately when it would believe that the seating requirement would be achieved. A “seat” shall be defined as an 18-inch wide pew space or a distinctly individual chair, such as a theatre-type seat.
- 2.6** The block wall surrounding the dog run/play area of the animal hospital shall be at least 8 feet in height, as depicted on the project plans.
- 2.7** The SPR and JU application approvals shall be contingent upon City Council approval of the ZCH and VAC applications plus Engineering staff approval of a Lot Merger application for the church property of the project site. The City Council's approval of the VAC application may require that the City reserve certain easements within the vacated alleys to allow continued access in order to service existing and remaining utility lines and structures located therein.
- 2.8** Any requested changes in street addresses regarding the project site shall be submitted to the Engineering Division of the Public Works Department for review and approval.

- 2.9** The SPR and JU zoning approvals shall run with the project site in perpetuity (unless revoked under appropriate procedures by the City for failure to comply with any conditions of approval) and shall supersede the prior similar site-related entitlements, including applications CUP 89-013 and CUP 94-012 plus any similar zoning-related applications, as well as the prior applications SPR 12-014 and SPR 12-015.
- 2.10** All on-site parking facilities that are associated with the project site shall at all times remain completely accessible to all vehicles associated with all activities on the site.
- 2.11** The Declaration of Parking Easement and Appurtenant Access that is required under the Joint Use Parking Agreement application shall remain in effect in perpetuity for the project site, unless modified with the expressed written approval of the City, to fulfill all parking requirements of the church and the animal hospital.
- 2.12** Under City Resolution Nos. 05-6475 and 05-6476 (adopted by the Covina City Council on November 15, 2005), the project proposal is subject to Development Impact Fees, which shall be calculated and provided to the applicant at a subsequent date. These Fees shall be paid prior to the issuance of the project-related building permits.
- 2.13** Any proposed/new or modified site features for the disabled that are associated with this project approval, including, but not limited to, property access identification, parking stall and unloading area dimensions, path of travel, and building access, must comply with all applicable State Codes and must first be reviewed and approved by the Building Division (please contact the Building Division for specific requirements and see Condition 2.29 below).
- 2.14** To address their refuse disposal needs, the church, the animal hospital, and the southeasterly commercial-office building shall each maintain appropriate refuse disposal enclosures to house their respective required refuse disposal bins.
- 2.15** At all times when outside lighting typically operates on the project site, the existing and new exterior lighting, such as at parking, walkway, and building entry areas, shall be fully functional and shall meet the minimum foot-candle standards of the City to sustain public safety (or, 1.0 foot-candle of illumination). In addition, no exterior lighting on the site shall generate any glare onto any adjacent properties or public right-of-ways. The new lighting fixtures shall further be reviewed with the construction plans to ensure design compatibility with building architecture.

- 2.16** All grading and all exterior (during construction and following project completion) drainage on the property shall conform to all applicable requirements of the Public Works Department.
- 2.17** Any new exterior wall-, ground-, and/or roof-mounted mechanical and utility equipment that are associated with the approved uses must be screened from view by building features or other elements or by painting that matches the style and/or color of the building and/or landscaping. The method of screening shall be identified on the applicable construction or other plans and is subject to staff approval.
- 2.18** In accordance with Chapter 11.36 of the Covina Municipal Code, no street trees adjacent to the appurtenant site shall be cut or trimmed in any manner by any persons associated with property unless a written permit from the Public Works Department is first obtained.
- 2.19** Typical permanent and temporary (e.g., banners) exterior signage is not a part of this approval process. All signage requests are subject to a separate application process, all applicable requirements shall be met, and all necessary permits shall be obtained. When this signage is submitted to the City for consideration, conspicuous directional signs, for the purpose of properly guiding automobiles entering the church and animal hospital properties of the project site, shall be included.
- 2.20** Approval of this request shall not waive compliance with all other sections of the Covina Municipal Code, the Town Center Specific Plan, the Covina Design Guidelines, and all other applicable plans and non-City laws and regulations that are in effect at the time of building permit issuance.
- 2.21** The City shall have the reasonable right of entry to inspect the properties on the overall project site to verify compliance with the Conditions of Approval.

- 2.22** The construction-related activities concerning the project shall conform to the following requirements that address potential noise and associated impacts: A) The applicant shall prepare a construction mitigation plan to mitigate noise as well as other construction-related impacts. The construction mitigation plan shall address the following areas: 1) site supervision, 2) site access, 3) delivery/haul route and traffic control, 4) material storage, 5) construction parking, 6) work hours, 7) noise reduction, 8) erosion control, 9) dust and mud control, 10) debris cleanup, 11) street sweeping, 12) pedestrian and neighborhood safety, 13) project contact-related signage, and 14) subcontractor education; B) All project construction activities shall only occur on Monday through Saturdays from 7:00 a.m. to 7:00 p.m. only (unless a special construction permit is granted by the City). No construction shall occur on Sundays or legal holidays; C) All construction equipment shall be in proper operating condition and shall be fitted with standard factory noise attenuation features. All equipment shall further be properly maintained to assure that no additional noise, due to worn or improperly maintained parts, would be generated; and D) The applicant and/or his representative(s) shall frequently monitor for and, if detected, remove any and all graffiti on and/or repair damaged or vandalized construction-related fencing and/or related elements as quickly as possible.
- 2.23** At least thirty days prior to the commencement of any project-related grading, the applicant and/or his/her representative(s) shall notify the occupants of all commercial and residential properties that lie within 150 feet of the subject property of the general parameters of the impending grading and construction activities. In addition, the applicant and/or his/her representative(s) shall attempt to address any neighbor complaints to the greatest extent practical and as expeditiously as possible.
- 2.24** Permittee shall defend, indemnify and hold harmless the City, its agents, officers, and employees from any claim, action, or proceeding against the City or its agents, officers, or employees to attack, set aside, void or annul this permit approval, which action is brought within the applicable time period of Government Code Section 65009. The City must promptly notify the permittee of any claim, action, or proceeding and the City shall cooperate fully in the defense. If the City fails to promptly notify the permittee of any claim, action or proceeding, or if the City fails to cooperate fully in the defense, the permittee shall not thereafter be responsible to defend, indemnify, or hold harmless the City.
- 2.25** The permittee shall reimburse the City for any court and attorney's fees which the City may be required to pay as a result of any claim or action brought against the City because of this grant. Although the permittee is the real party in interest in an action, the City may, at its sole discretion, participate at its own expense in the defense of the action, but such participation shall not relieve the permittee of any obligation under this condition.

- 2.26 If any provision of this grant is held or declared to be invalid, then the entire approval shall be void and the privileges granted hereunder shall lapse.
- 2.27 The costs and expenses of any code enforcement activities, including, but not limited to, attorneys' fees, caused by applicant's violation of any condition imposed by these applications or any provision of the Covina Municipal Code, the Town Center Specific Plan, or the Covina Design Guidelines shall be paid by the applicant and/or the property owner.
- 2.28 **(REMOVED BY PLANNING COMMISSION AT 2-26-13 MEETING)**
- 2.29 The following items are required in order to comply with the Public Works Department, Building Division code requirements as they pertain to this proposal: please refer to attachment for conditions.
- 2.30 The following items are required in order to comply with the Public Works Department, Engineering Division code requirements as they pertain to this proposal: please refer to attachment for conditions.
- 2.31 The following items are required in order to comply with the Public Works Department, Environmental Division code requirements as they pertain to this proposal: please refer to attachment for conditions.
- 2.32 The following items are required in order to comply with the Public Works Department, Water Division code requirements as they pertain to this proposal: please refer to attachment for conditions.
- 2.33 **(ADDED BY PLANNING COMMISSION AT 2-26-13 MEETING)** *Project-related landscape and irrigation plans shall be submitted to Planning for review and approval. These plans, which are subject to all applicable City requirements, may be submitted for the overall project proposal or separately for the church and animal hospital components. If the landscape-associated plans are submitted for the entire project proposal, then the plans shall be approved prior to final City approval of the improvements associated with Phase 1/Project Six (generally, construction of new animal hospital); if the landscape-associated plans are submitted separately for the church and the new animal hospital, then a) the plans for the church shall be approved prior to final City approval of the improvements associated with Phase 2/Project One (generally, construction of certain improvements on western side of Worship Center building); and b) (again) the plans for the animal hospital shall be approved prior to final City approval of the improvements associated with Phase 1/Project Six (generally, construction of new animal hospital).*

3.0 PRIOR TO THE GRANTING OF FINAL APPROVAL OF THE EXPANDED OR NEW USES OR THE COMMENCEMENT OF OPERATIONS OF THE EXPANDED OR NEW USES:

- 3.1** All building, structural, parking, lighting, and landscape improvements shall be constructed or installed in a good workmanlike manner, consistent with the standard best practices of the subject trades and in a manner acceptable to the City.
- 3.2** Any project-related damages to any improvements on the project site shall be repaired or replaced, conforming to existing conditions.
- 3.3** This permit shall not be effective until such time as the applicant and the property owner each obtain an Inspection and Verification Permit and the City Planner or his/her designee certifies on said permits that the premises and use complies with all of the terms and conditions of this grant of approval.
- 3.4** This grant shall not be effective for any purposes until the applicant and the property owner have each filed at the office of the Planning Division certain affidavits stating that they are aware of, and agree to accept, all of the conditions of this grant.
- 3.5** The installation of any security system that is associated with the use, as addressed under Chapter 8.20 of the Covina Municipal Code, shall first be coordinated with the Covina Police Department. The installation of any security system(s), as discussed under Chapter 8.20 of the Covina Municipal Code, shall be coordinated with the Covina Police Department. Please determine at the earliest possible time whether a security system is to be utilized, as failure to inform Police of security system installation plans may delay building permit issuance relating to the Plan Check process.
- 3.6** The required trash bin enclosures, as addressed under Conditions 2.4 and 2.14 above, shall be fully operational, shall be in good physical condition, and shall meet all applicable requirements.
- 3.7** All exterior lighting on the property shall be fully operable, in accordance with the requirements listed under Condition 2.15 above, and, as further addressed in Condition 2.15, any additionally needed lighting shall be installed.
- 3.8** The operator of the animal hospital shall obtain a City business license and pay the required fee(s) in compliance with the provision of Section 5.04.060 of the Covina Municipal Code.

4.0 THE APPROVED USES SHALL BE OPERATED IN ACCORDANCE WITH THE FOLLOWING:

- 4.1** Any future proposed new uses or business types, tenant improvements, building or interior business expansions, and/or site improvement modifications shall first be reviewed and approved by the City staff for conformance with these approvals, the Covina Municipal Code, the Town Center Specific Plan, and the Covina Design Guidelines, and the applicable permit issuance processes. If determined by the Planning staff to exceed the scope or intent of these approvals or in any way conflict with the appurtenant conditions, then the City may require the approval of a new or additional zoning application (if needed), and/or the submittal of certain use- or impact-related studies to address any identified concerns. In addition, the review of the later detailed plans concerning the gymnasium building (under Project Five of the development plan proposal) may need to be reviewed under a full administrative SPR application.
- 4.2** No speakers on the outside of any building on the project site shall be permitted. In addition, all activities occurring on the site shall be conducted in a manner that meets the provisions of Chapters 9.40 (Noise—which seeks to prevent unusual noises and vibrations on the surroundings) and 9.42 (Environmental Disturbances—which seeks to prevent issues such as odors, fumes, smoke, dust, temperature change, and electrical interference on the surroundings) of the Covina Municipal Code.
- 4.3** The church property shall be used principally for religious worship and ancillary functions typically associated with a church, including, but not limited to, administration, day care, education, meetings, special events (with some events, notably those held outside, requiring an Administrative Conditional Use Permit under to provisions of Section 17.62.190 under the CMC), and recreation.
- 4.4** The animal hospital property shall be used principally for the medical and surgical treatment of animals and the care of animals during such treatment. The animal hospital shall not principally operate a commercial kennel or animal shelter on the property, and such uses shall be incidental to the animal hospital use.
- 4.5** The business hours of the animal hospital shall be limited to 7:00 a.m. and 8:00 p.m. on Mondays through Saturdays and 3:00 p.m. to 8:00 p.m. on Sundays. Administrative, cleaning, maintenance, and repair activities may occur during all other periods. In addition, the animal hospital shall not keep any animals in any outside areas, notably the dog run/play area, during the non-business hours.
- 4.6** The maximum number of employees at the animal hospital shall be 16.

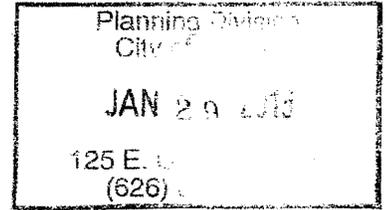
- 4.7 The maximum number of persons within any building on the project site shall not exceed the maximum associated occupancies established by and shall meet any other requirements of the Los Angeles County Fire Department.
- 4.8 Concerning the customers and prospective customers of the animal hospital and any persons associated with the overall facility (e.g., staff and maintenance personnel), the management of the business shall at all times take reasonable steps a) to prevent any outside loitering and b) to encourage all individuals to be courteous with neighboring businesses and residences.
- 4.9 The church and animal hospital uses shall ensure that any drop-off- and pickup-associated activities, notably involving children, occur only on the appurtenant site and in an adequate and safe manner.
- 4.10 Any loading or unloading activities occurring on the subject site shall be conducted on the appurtenant property only and must be performed in a manner that does not interfere with general activities on surrounding uses, businesses, and residences plus with respect to adjacent streets and alleys.
- 4.11 The outside storage of any use/business-related items shall be prohibited, unless all applicable standards of the Planning Division concerning location, screening, enclosure materials, and related items are met.
- 4.12 The site-, building-, signage-, and landscape-related improvements on the project site shall be maintained in a sound and attractive condition, free of weeds, trash or debris, visible deterioration, graffiti, or other conditions that violate the Covina Municipal Code. The City may require that the applicant and/or the property owner pay the actual and reasonable cost for code compliance services needed to address any identified problem conditions.

CITY OF COVINA

INTEROFFICE MEMORANDUM

DATE: JANUARY 28, 2013

TO: Detective Bureau, Covina Police Department
Lisa Brancheau, Assistant to the City Manager
James Barnes, Inspector, Fire Department
Flent McClain, Deputy Building Official
Public Works Department:
Engineering Division
Environmental Services Division
Water Division



FROM: Planning Division

SUBJECT: PRINCIPAL APPLICATION (SUPERSEDES SPR 12-014 & SPR 12-015) SPR 12-015 (REVISION 1) (PLUS APPLICATIONS ZCH 12-002; JU 13-001 & VAC 13-001)

APPLICANT: COVINA ASSEMBLY OF GOD CHURCH

REQUEST: VARIOUS (PHASED OVER TIME) IMPROVEMENTS TO CHURCH PROPERTY AND RELOCATION/ RECONSTRUCTION OF (CURRENTLY-ABUTTING) ANIMAL HOSPITAL (SEE ATTACHMENT AND PROJECT PLANS FOR DETAILS)

ADDRESS: 250-316 EAST SAN BERNARDINO ROAD

It is requested that all comments and requirements for the above project be submitted to the Planning Division no later than the date listed below. If responses can be made sooner, it would be greatly appreciated.

DUE NO LATER THAN: FEBRUARY 6, 2013 (THANK YOU - SORRY FOR RUSH)

PLEASE SEE ATTACHED COMMENTS!

COMMENTS:

F. MCCLAIN
Name

1/29/13
Date

6) 384-5473



CITY OF COVINA

INTER-OFFICE MEMORANDUM

To: Planning Division
From: Vijay Mepani, General Building Inspector I

After you have successfully completed the Planning Division's plan review process your plans should be ready for submitting to the Building Section for review of State and local Building Code requirements. These are general comments intended to prepare the applicant for a successful and expeditious plan review through the Building Section. Please be prepared to address the following checked items:

- Please submit SIX sets of complete plans including any proposed utilities and earthwork; two sets shall be "stamped approved" by the Covina Planning Division and include the Building Section's comments for consultant review. This project must comply with the 2010 California Building Standards and 2008 energy code.
- Two sets each of any structural and energy calculations shall be submitted with the above mentioned plans. All calculations must bear an original signature from the documented author.
- This project must comply with Federal and State Accessibility requirements to and throughout the building. Include compliance methods and structural details on the plans.
- Demolition and renovations activities require an asbestos containing materials (ACM) survey. (SCAQMD RULE 1403) The ACM report shall be prepared by an accredited testing laboratory in accordance with SCAQMD rules and regulations. Proof of notification to the South Coast Air Quality Management District (SCAQMD), Office of Operations, shall be submitted to the Building Division with your permit application for all renovations and demolition activities. Contact the SCAQMD at the address or number below for more information. Once any demolition activity has been approved by the SCAQMD, a formal demolition plan and permit must be obtained from the Building Division.
SCAQMD Headquarters; 21865 Copley Drive, Diamond Bar, CA, (909) 396-2381
- The Los Angeles County Fire Department needs to review your construction plans, to expedite this process you will need to contact one or more of their Regional plan check office(s): Appointments to discuss Fire Department requirements may be made between 7:30 a.m. and 10:30 a.m. The main office is located at 5823 Rickenbacker Road, Commerce, CA 90040-3027. Phone number is (323) 890-4125.

Regional plan check offices for the Los Angeles County Fire Department:

Glendora Office, Building Plan Review Only
231 W. Mountain View Avenue
Glendora, CA 91740
(626) 963-0067

Commerce Office, Sprinkler & Alarm Plan Review
5823 Rickenbacker Road
Commerce, CA 90040-3027
(323) 890-4125

Commerce Office, Land Development / Access
5823 Rickenbacker Road
Commerce, CA 90040-3027
(323) 890-4243

Los Angeles County Environmental Health (LACEH) plan approval for "food establishments" is required before permit issuance. Contact the Los Angeles County Environmental Health at 626-430-5560 for more information on submittal and the plan check process. The Health Department must approve the location of a grease interceptor.

Please provide an additional digital copy (pdf preferred) of the building floor plan, elevations, and site plan to be submitted to the LA County Assessor. This copy should be in sufficient detail to allow the assessor to determine the square footage of the building and, in the case of residential buildings, the intended use of each room.

-For additional information, please contact the LA County Assessor's, Public Service Desk at 888-807-2111.

The City of Covina has formally adopted a public noticing program for residential construction projects to provide the public with an opportunity to verify the validity of construction within their neighborhoods. This program requires the property owner and/or contractor to place a sign 14" high x 22" wide using a minimum black 24 point font (Arial) on a white background. The noticing sign must be suitable for outdoor use and placed within the front yard where it is clearly visible from the public right-of-way. The following items must be included on the residential noticing sign:

- A) Address of construction project
- B) Type of construction project
- C) Name of contractor/owner
- D) Telephone number of contact person
- E) Contractor's license number
- F) Permit number with date of issuance
- G) City of Covina Building Division telephone number
- H) Construction activity prohibited Monday through Saturday from 8pm-7am and all day on Sundays or Holidays unless otherwise permitted.

A valid City wastewater permit and properly sized interceptor will be required at permit application unless otherwise approved.

School District application and approval including any related fees must be provided before permit issuance.

Construction activity within 500' of a residential zone is prohibited between the hours of 8:00pm and 7:00am and on Sundays and Holidays unless otherwise permitted by the City.

The Building Section plan check process may address additional concerns.

Planning Division
City of Covina
FEB 11 2013
125 E. College Street
(626) 858-7231

CITY OF COVINA

INTEROFFICE MEMORANDUM

Received, Public
JAN 28 2013
Eng/Env P.C.

DATE: JANUARY 28, 2013

TO: Detective Bureau, Covina Police Department
Lisa Brancheau, Assistant to the City Manager
James Barnes, Inspector, Fire Department
Flent McClain, Deputy Building Official
Public Works Department:
✓ Engineering Division
Environmental Services Division
Water Division

(*) Also, any
comments
on traffic
study? (see
other attach-
ment)

FROM: Planning Division

SUBJECT: PRINCIPAL APPLICATION (SUPERSEDES SPR 12-014 & SPR 12-015) SPR 12-015 (REVISION 1) (PLUS APPLICATIONS ZCH 12-002; JU 13-001 & VAC 13-001) (*)

APPLICANT: COVINA ASSEMBLY OF GOD CHURCH

REQUEST: VARIOUS (PHASED OVER TIME) IMPROVEMENTS TO CHURCH PROPERTY AND RELOCATION/ RECONSTRUCTION OF (CURRENTLY-ABUTTING) ANIMAL HOSPITAL (SEE ATTACHMENT AND PROJECT PLANS FOR DETAILS)

ADDRESS: 250-316 EAST SAN BERNARDINO ROAD

It is requested that all comments and requirements for the above project be submitted to the Planning Division no later than the date listed below. If responses can be made sooner, it would be greatly appreciated.

DUE NO LATER THAN: FEBRUARY 6, 2013 (THANK YOU - SORRY FOR RUSH)
SEE ATTACHED.

COMMENTS:

LAURA LARA
Name

2/11/13
Date

CITY OF COVINA

INTER-OFFICE MEMORANDUM

TO: Planning Department

FROM: Laura Lara, Assistant Civil Engineer *LL*

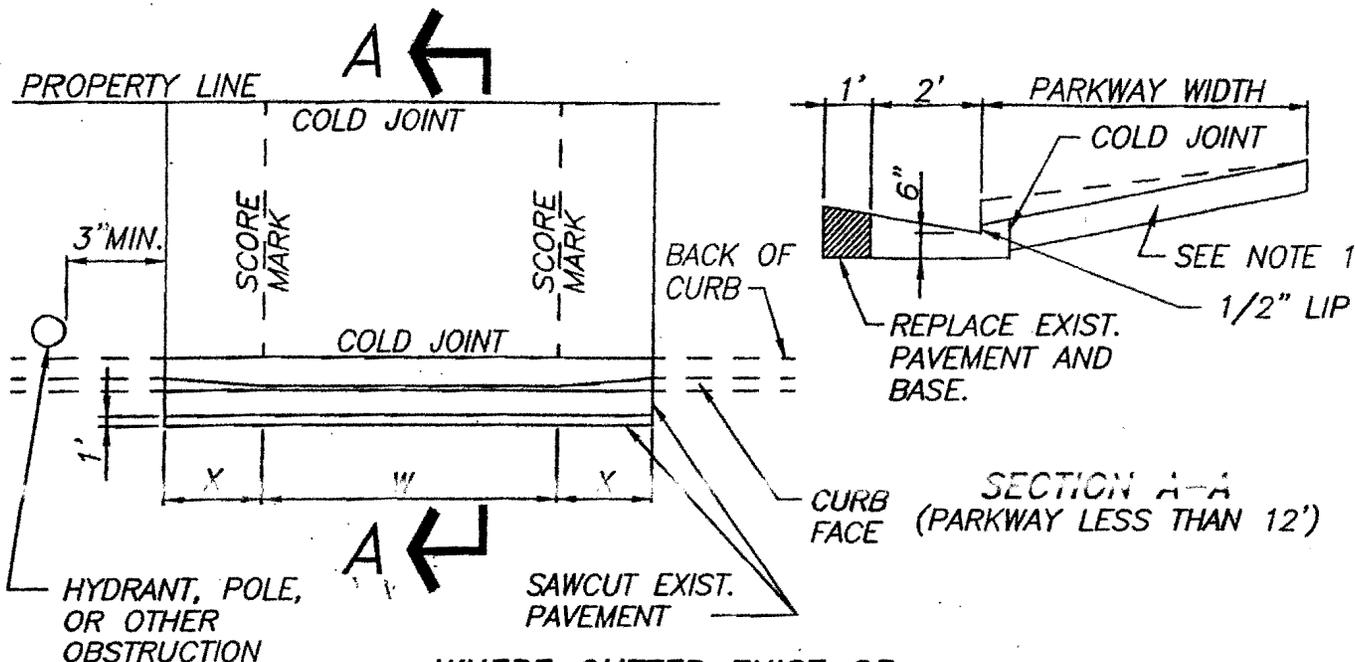
DATE: February 11, 2013

SUBJECT: VARIOUS IMPROVEMENTS TO CHURCH PROPERTY AND
RELOCATION OF ANIMAL HOSPITAL, SPR 12-015.

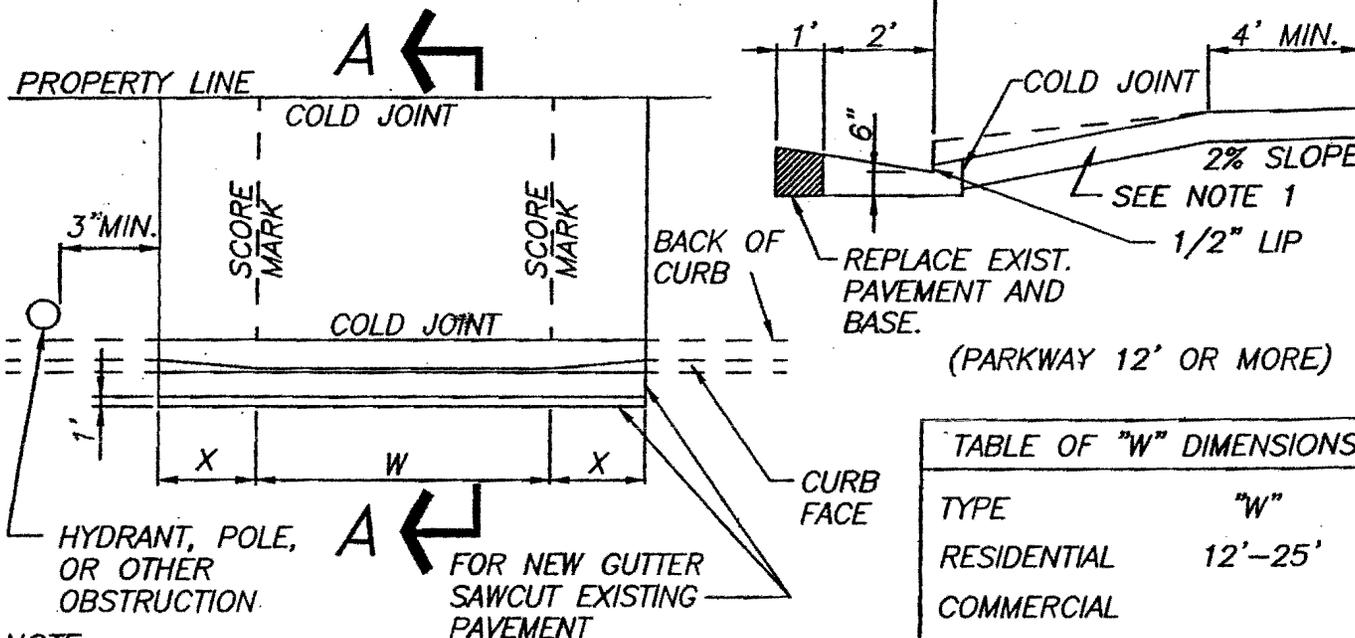
The following requirements are recommended for this project:

1. A copy of a current grant deed or title policy showing the current record owner(s) and a legal description of the subject property shall be submitted.
2. Vacation and lot merger required. Previously provided applications.
3. The proposed development is subject to the provisions of Title 11 of the Covina Municipal Code. Title 11 requires the owner(s) to install the following public improvement in accordance with the city standards prior to the issuance of a building permit.
 - a. Remove and replace any broken or raised concrete sidewalk, curb and gutter adjacent to the subject property.
 - b. Upgrade wheel chair ramps at each corner San Bernardino Road and First Avenue to meet ADA standards.
 - c. Widen driveway approach as noted on plans per City Standard attached.
4. Faithful performance or cash bond covering the required public improvements shall be submitted.
5. The following fees are required:
 - a. Engineering plan check and field inspection.
6. The contractor constructing the public improvements shall obtain a city business license and permit and shall satisfy the city's insurance requirements.

WHERE NO GUTTER EXISTS



WHERE GUTTER EXIST OR NEW GUTTER REQUIRED



NOTE:

1. REQUIRE 6" THICK FOR RESIDENTIAL AND 8" THICK FOR COMMERCIAL WITH 3250 PSI CONCRETE MIX.
2. IF EXISTING GUTTER IS IN NEED OF REPAIR, AS DETERMINED BY THE CITY PUBLIC WORKS INSPECTOR, THE ENTIRE GUTTER ADJACENT TO THE NEW APPROACH SHALL BE REPLACED ALONG WITH 1 FOOT OF EXISTING PAVEMENT AND BASE AS SHOWN IN SECTION A-A.

TABLE OF "W" DIMENSIONS

TYPE	"W"
RESIDENTIAL	12'-25'
COMMERCIAL	
OR	
INDUSTRIAL	30' MAX.

TABLE OF "X" DIMENSIONS

CURB FACE	"X"
UNDER 4"	2'
4" TO UNDER 6"	3'
6" TO UNDER 9"	4'
9" OR OVER	5'

CITY OF COVINA
PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION

APPROVED:

[Signature]
PUBLIC WORKS DIRECTOR

DRIVEWAY
APPROACH

CITY OF COVINA
INTEROFFICE MEMORANDUM

Received, Public Works

JAN 28 2013

Eng/Env R.C.

DATE: JANUARY 28, 2013

TO: Detective Bureau, Covina Police Department
Lisa Brancheau, Assistant to the City Manager
James Barnes, Inspector, Fire Department
Flent McClain, Deputy Building Official
Public Works Department:
 ✓ Engineering Division
 Environmental Services Division
 Water Division



FROM: Planning Division

SUBJECT: PRINCIPAL APPLICATION (SUPERSEDES SPR 12-014 & SPR 12-015) SPR 12-015 (REVISION 1) (PLUS APPLICATIONS ZCH 12-002; JU 13-001& VAC 13-001)

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ADDRESS: 250-316 EAST SAN BERNARDINO ROAD

It is requested that all comments and requirements for the above project be submitted to the Planning Division no later than the date listed below. If responses can be made sooner, it would be greatly appreciated.

DUE NO LATER THAN: FEBRUARY 6, 2013 (THANK YOU - SORRY FOR RUSH)

COMMENTS:

V. Castro

1/31/13

ERO 050-270

Name

Date

Please see attached. appears that susurp and SWPPP, as well as construction + Demolition recycling, will be required

**ENVIRONMENTAL SERVICES SECTION
PLAN REVIEW COMMENTS**

Project Address: 250-316 E San Bernardino Project #: SPR 12-015
Date Due: Rec'd 1/28/13 Date Returned: 1/31/13 Reviewed By: Vivian Castro
Description: Various improvements to church property and relocation of animal hospital.

After initial review of your project, it has been determined that that your project requires submission of the following items and estimated fees.

Required Documents

Three (3) reports of each of the items noted below, including plans, must be submitted to Environmental Services. All signatures and stamps must have wet-ink application.

- Storm Water Pollution Prevention Plan (SWPPP) ^{IF} The project area is 1 acre or greater. A SWPPP must be provided for this project as required by the State Water Resources Control Board. *appears that...*
- Standard Urban Stormwater Mitigation Measure (SUSMP) ^{IF} The project meets the Los Angeles Regional Water Quality Control Board's criteria for a Priority Planning Project. A SUSMP must be provided for this project.
- Site-Specific SUSMP - The project falls into a category specified by the Los Angeles Regional Water Quality Control Board as requiring a Site-Specific Mitigation Review.

Required Forms

All signatures and stamps must have wet-ink application.

- Form OC1 (must also attach copy onto field plans)
- Form PC
- Form LSWPPP (Local Stormwater Pollution Prevention Plan) *IF PROJECT AREA IS 1 ACRE OR GREATER*
- Construction and Demolition Debris Recycling will be required for this project. Please see forms and instructions.
- Form P1
- Form P2
- Maintenance Covenant. See template and instructions.

Estimated Plan Review Costs – Total Estimated Environmental Review Fees \$40.00 + *actual cost of SUSMP, SWPPP reviews, by consultant, if applicable*

- Initial Plan Review by Environmental Services - \$40, now due
- Review of subsequent submissions to Environmental Services - \$40 (per subsequent submission).
- SWPPP - \$600, plus fees for additional review or consultation with City stormwater consultant, if requested. *IF 1 ACRE OR MORE*
- SUSMP - New development or redevelopment projects that meet redevelopment thresholds in the following project categories. Base cost, plus fees for additional review or consultation with City stormwater consultant, if requested.
 - o Single-family hillside home - \$300
 - o Ten or more unit homes - \$1,200. May be more if SUSMP requires multiple reviews by Stormwater Consultant.
 - o Industrial/Commercial development with 100,000 or more square feet of impervious surface area- \$1,200
 - o Automotive service facility- \$1,200
 - o Retail gasoline outlet - \$1,200
 - o Restaurant - \$1,200
 - o Parking lot (5,000 square feet or more surface area or 25 or more parking spaces) - \$1,200
 - o Other development - \$600
- Construction site stormwater compliance inspection and reinspection fees of \$75 - \$125 per inspection may apply. (Estimated 10 inspections).
- Site Specific Mitigation Review - \$600 for projects with any of the following characteristics:
 - o Vehicle or equipment fueling areas
 - o Vehicle or equipment maintenance areas, including washing and repair
 - o Commercial or industrial waste handling or storage
 - o Outdoor handling or storage of hazardous materials
 - o Outdoor manufacturing areas
 - o Outdoor food handling or processing
 - o Outdoor animal care, confinement, or slaughter
 - o Outdoor horticultural activities

Additional Comments

Industrial Waste Permit may be required. Please check with Building Section.
Other Please provide the square footage for the project site and the parking lot area (and number of stalls) that is being constructed/reconstructed on the project site. Please return form PC.

You are hereby advised that only Athens Services/Covina Disposal (888-336-6100), the City's exclusive franchise trash hauler, is allowed to provide bins and pick up and dispose of trash and recyclables, including all construction and demolition projects. The ONLY exception is that the project contractor, using his own equipment and staff, can take recyclables to a recycling facility.

ENVIRONMENTAL SERVICES FEES

LOCATION: 250-316 E San Bernardino

Project# SPR 12-015

Account Number	Fee	Account Number	Units Code	
NPDES				
	Hazardous Material/Illicit Discharge Response - Cleanup and Disposal Fee	Actual cost	6200555043160	ESSITE
	Hazardous Material/Illicit Discharge Response - Material Fee	Actual cost	6200555043160	ESSITE
	Hazardous Material/Illicit Discharge Response (per hour) 7:00am-6:00pm Monday - Thursday	\$ 75.00	6200555043160	ESSITE
	Hazardous Material/Illicit Discharge Response (per hour) 6:00pm-7:00am; Friday; Saturday; Sunday & Holidays	\$ 125.00	6200555043160	ESSITE
	NPDES Construction Site Inspection	\$ 75.00	6200555043262	ESMITA
	NPDES Construction Site Inspection - Violation follow-up (per incident)	\$ 125.00	6200555043262	ESMITA
	NPDES Site Specific Mitigation Review	\$ 600.00	6200555043262	ESMITA
	NPDES SUSMP and Site Specific Mitigation Review - 10 or more units, >1acre commercial/industrial including automotive shops or restaurants, >2 acres of parking lot	\$ 1,200.00	6200555043262	ESMITA
	NPDES SUSMP Review - Hillside Residential	\$ 300.00	6200555043262	ESMITA
	NPDES SUSMP Review - Other Development	\$ 600.00	6200555043262	ESMITA
	Environmental Impact Report - Initial Study (per application)	\$ 610.00	6200555043290	ESEIR
	Environmental Impact Report - Review and Admin of EIR	\$ 610.00	6200555043290	ESEIR
	NPDES WDID and SWPPP verification (document review)	\$ 25.00	6200555043290	ESEIR
	Environmental Plan Review - Initial Study (3 reviews)	\$ 40.00	6200555043400	ESPLAN
	Environmental Plan Review - Additional Study (per review)	\$ 40.00	6200555043400	ESPLAN
	NPDES Permit Inspection - Commercial/Industrial (business License - annual)	\$ 85.00	6200555046385	ESNPDE
	NPDES Permit Inspection - Restaurants (business License annual)	\$ 50.00	6200555046385	ESNPDE
	NPDES - Environmental Compliance Fee (charged to all businesses with business license application)	\$ 15.00	6200555046387	ESENVF
INDUSTRIAL WASTE				
	Industrial Waste - Permit Application/Issuance Fee	\$ 15.00	6200557041190	ESIWAP
	Industrial Waste - Permit, Annual Inspection Fee	See IW Fee Sheet	6200557041990	ESIWP
MISCELLANEOUS				
	Promotion Supplies	Enter Amt.	6200555046390	ESPRMO
REFUSE				
	Refuse - large event and venue waste reduction & recycling plan review	\$ 50.00	6200558046390	ESLARG
	Illegal Recycling Container Impound Fee	\$ 500.00	6200558046395	ESIMP

ES Staff Vivian Castro

Date 1/31/13

Revised 11-30-11

Take this invoice to the Covina Finance Department to make your payment. You will be provided a receipt that must be shown at the Building and Engineering counters as proof of payment prior to any permit being issued.

JAN 28 2013

Eng/Env

12.2

CITY OF COVINA

INTEROFFICE MEMORANDUM

DATE: JANUARY 28, 2013

TO: Detective Bureau, Covina Police Department
Lisa Brancheau, Assistant to the City Manager
James Barnes, Inspector, Fire Department
Flent McClain, Deputy Building Official
Public Works Department:
Engineering Division
Environmental Services Division
Water Division

FROM: Planning Division

SUBJECT: PRINCIPAL APPLICATION (SUPERSEDES SPR 12-014 & SPR 12-015) SPR 12-015 (REVISION 1) (PLUS APPLICATIONS ZCH 12-002; JU 13-001 & VAC 13-001)

APPLICANT: COVINA ASSEMBLY OF GOD CHURCH

REQUEST: VARIOUS (PHASED OVER TIME) IMPROVEMENTS TO CHURCH PROPERTY AND RELOCATION/ RECONSTRUCTION OF (CURRENTLY-ABUTTING) ANIMAL HOSPITAL (SEE ATTACHMENT AND PROJECT PLANS FOR DETAILS)

ADDRESS: 250-316 EAST SAN BERNARDINO ROAD

It is requested that all comments and requirements for the above project be submitted to the Planning Division no later than the date listed below. If responses can be made sooner, it would be greatly appreciated.

DUE NO LATER THAN: FEBRUARY 6, 2013 (THANK YOU - SORRY FOR RUSH)

COMMENTS: EXISTING WATER SERVICES TO BE DETERMINED TO UTILIZED OR ABANDON

Dear Hospital
Name

Planning City of Covina
Date: JAN 30 2013
125 E. ...
(833) ...

RESOLUTION NO. 2013-002 PC

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF COVINA, MAKING CERTAIN FINDINGS REQUIRED BY CALIFORNIA GOVERNMENT CODE SECTION 65402 RELATING TO THE CITY'S PROPOSED VACATION OF TWO PUBLIC ALLEYS IN CONJUNCTION WITH A PROJECT TO BE DEVELOPED BY THE COVINA ASSEMBLY OF GOD CHURCH AT 250 EAST SAN BERNARDINO ROAD (APPLICATION VAC 13-001).

WHEREAS, the Covina Assembly of God Church ("Church") has applied to the City to develop various interior and exterior enhancements and improvements to multiple buildings upon the site of its sanctuary complex (250 East San Bernardino Road) (the "Project"); and

WHEREAS, as part of the Project, the Church has formally requested that the City vacate two public alleys that currently exist at 250 East San Bernardino (Application VAC 13-001); and

WHEREAS, Government Code Section 65402 provides that if a general plan or part thereof has been adopted, then no real property shall be acquired by dedication or otherwise for street, square, park or other public purposes, and no real property shall be disposed of, no street shall be vacated or abandoned, and no public building or structure shall be constructed or authorized, if the adopted general plan or part thereof applies thereto, until the location, purpose and extent of such acquisition or disposition, such street vacation or abandonment, or such public building or structure have been submitted to and reported upon by the Planning Commission as to conformity with said adopted general plan or part thereof, and that the Planning Commission shall render its report as to conformity with said adopted general plan or part thereof within forty (40) days after the matter was submitted to it, or such longer period of time as may be designated by the City Council; and

WHEREAS, on February 12, 2013 and on February 26, 2013, the Planning Commission reviewed the proposed alley vacation under application VAC 13-001 for conformity with the General Plan at meeting duly noticed pursuant to the Ralph M. Brown Act; and

WHEREAS, at the February 26, 2013 meeting of the Planning Commission, the Commission determined, based on the entire record before it and all written and oral evidence presented, that the proposed alley vacation under application VAC 13-001 conforms to the adopted General Plan of the City of Covina.

NOW, THEREFORE, THE PLANNING COMMISSION OF THE CITY OF COVINA DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1: The foregoing recitals are true and correct and are incorporated herein and

EXHIBIT E - 4 PAGES

made an operative part of this Resolution.

SECTION 2: Based on the entire record before the Planning Commission, all written and oral evidence presented to the Planning Commission, and the findings made in the staff report and this Resolution, the Planning Commission hereby reports that the location, purpose and extent of the proposed alley vacation under application VAC 13-001 conforms to the City of Covina General Plan based on the following findings:

- Objective 7 of the General Plan’s Circulation Element (Pg. V-17) calls for “improved parking and traffic flow to support higher density land uses and greater concentration of activity downtown, with an emphasis on additional off-street parking located in key locations.” The project proposed by the Church will add 26 additional off-street parking spaces in a key area of Covina’s Downtown. Further, the alleys proposed to be vacated are used principally by the Church and its parishioners, and their elimination will not negatively affect vehicular or pedestrian traffic flow in the area.

- Policy 4 of the General Plan’s Circulation Element (Pgs. V-21, 22) requires the City to “balance its obligation to provide vehicular transportation improvement with its obligations related to accommodating residential and nonresidential growth, community economic development, commercial revitalization, neighborhood preservation and affordable housing.” For the reasons above, the proposed vacation of the alleys draws an appropriate balance between accommodating reasonable growth of the Church while not unduly impacting vehicular transportation in the area.

SECTION 3: The Planning Commission also finds that the location, purpose and extent of the proposed alley vacation under application VAC 13-001 conforms to the City’s Town Center Specific Plan (“TCSP”). The TCSP Circulation Map (figure I-3, page I-28) and the TCSP “proposed circulation” illustration (figure V-2, page V-22) show the two alleys proposed to be vacated as existing public rights-of-way, but neither the General Plan nor the TCSP identify any goals, policies, objectives, improvements or future plans for the alleys. This is in contrast to other streets and alleys in the area, where the TCSP calls for certain parking measures, bikeways, streetscapes, public transportation improvements, etc. In other words, the General Plan and TCSP merely note the alleys’ existence and nothing more. Therefore, vacating the alleys would not be inconsistent with the General Plan or TCSP Circulation Element goals, policies or objectives.

SECTION 4: The location and custodian of the documents and any other material which constitute the record of proceedings upon which the Planning Commission based its decision is as follows: City of Covina Planning Division, 125 E. College Street, Covina, CA 91723.

SECTION 5: This Resolution shall become effective upon its adoption.

SECTION 6: The Secretary shall certify to the adoption of this resolution.

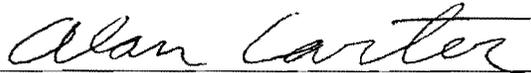
APPROVED AND ADOPTED by the members of the Planning Commission of Covina this 26th day of February, 2013.

A handwritten signature in black ink, appearing to read "Daniel McMeeKin", is written over a horizontal line. The signature is stylized and cursive.

CHAIRMAN DANIEL MCMEEKIN
CITY OF COVINA PLANNING COMMISSION

I hereby certify that the foregoing is a true copy of a resolution adopted by the Planning Commission of the City of Covina at a regular meeting thereof held on the 26th day of February, 2013, by the following vote of the Planning Commission:

AYES: CONNORS, HODAPP, MANNING, PATTERSON
NOES: NONE
ABSENT: MCMEEKIN
ABSTAIN: NONE



Alan Carter
COVINA PLANNING COMMISSION SECRETARY

RESOLUTION NO. 13-7139

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, DECLARING ITS INTENTION TO VACATE PORTIONS OF THE PUBLIC RIGHT-OF-WAY KNOWN AS TWO PUBLIC ALLEYS THAT RUN BETWEEN EAST SAN BERNARDINO ROAD, FIRST AVENUE, SCHOOL STREET AND SECOND AVENUE, PURSUANT TO STREETS AND HIGHWAYS CODE SECTION 8300 ET SEQ. AND DIRECTING CITY CLERK TO ADMINISTRATIVELY SET THE HEARING DATE, TIME AND PLACE AND TO PUBLISH AND POST REQUIRED NOTICES

WHEREAS, the City of Covina ("City") has the authority to initiate street vacation proceedings pursuant to California Streets & Highways Code section 8320; and

WHEREAS, the Covina Assembly of God Church ("Church") has submitted an application with the City proposing to expand its sanctuary and related facilities located 250 East San Bernardino Road (the "Project");

WHEREAS, the Project will require the City to vacate portions of the public-right-of-way known as:

(i) a public alley of variable width running north to south and located approximately 150 feet east of Second Avenue; commencing at East San Bernardino Road and running southerly for approximately 167 feet at 13 feet in width; and continuing southerly for another 174 feet at 25 feet in width, ending at School Street; and

(ii) a 25 foot wide public alley running west to east located approximately 141 feet north of School Street; commencing at a point approximately 175 feet east of Second Avenue and running easterly for approximately 88 feet.

WHEREAS, the Planning Commission, in accordance with the requirements of California Government Code section 65402, has determined that vacating said portions of the public right-of-way conforms with the City's General Plan and any applicable specific plans; and

WHEREAS, the City Council has determined that vacating said portions of the public right-of-way will inure to the benefit of the City and its residents by allowing for the development of the Project; and

WHEREAS, the City Council wishes to set the time and place for a public hearing on the vacation of said portions of the public right-of-way.

EXHIBIT A - 3 PAGES

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

SECTION 1. It is the intention of the City Council to vacate portions of the public right-of-way described above and as depicted in Exhibit "A" attached hereto, to allow the Church to proceed with the Project.

SECTION 2. A public meeting of the City Council will be held on April 16, 2013 at 7:30 p.m., in Council Chambers at the following location: 125 E. College Street, Covina, CA 91723, at which time the City Council will hold a public hearing on the proposed vacation of the public right-of-way identified above.

SECTION 3. That the City Clerk is hereby directed to post this Resolution of Intention, and publish notices of the public hearing, pursuant to the requirements of California Streets & Highway Code Section 8320.

SECTION 4. The City Clerk shall certify the adoption of this resolution.

PASSED, APPROVED, AND ADOPTED this 19th day of March, 2013.

MAYOR

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

EXHIBIT "A"
(MAP OF PROPOSED VACATED PORTION OF PUBLIC RIGHT-OF-WAY)

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

MEETING DATE: March 19, 2013

ITEM NO. NB 1

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

ITEM TITLE: Fiscal Year 2012-13 Mid-Year Update Report and Resolutions
Authorizing Mid-Year Budget Adjustments

STAFF RECOMMENDATION

- 1) City Council to receive and file the budget update report for the quarter ended December 31, 2012; and
- 2) Adopt **Resolution No. 13-7133** authorizing budget adjustments for Fiscal Year 2012-2013; and
- 3) Successor Agency to the Covina Redevelopment Agency to adopt **Resolution No. 13-009** authorizing budget adjustments for Fiscal Year 2012-2013.

FISCAL IMPACT

There is a net General Fund revenue increase of \$53,625; Special Revenue Funds appropriation increase of \$309, and Successor Agency to the Covina Redevelopment Agency appropriation increase of \$27,000.

BACKGROUND

The current City of Covina Budget Policy requires staff to provide quarterly reports to the City Council on the status of budgeted revenues and expenditures. As the information through the first quarter is extremely preliminary, we have combined the first and second quarters into a single mid-year report. As part of the mid-year review, staff has identified accounts in which there are current budget overages and have submitted them for adjustment.

Annually, the City adopts a budget including revenue and expenditures. The appropriation is amended by prior-year carryovers and changes authorized by the City Council during the fiscal year. Any increases in appropriation require Council approval.

Minimal changes are recommended to continue City operations. None of the recommended changes in the General Fund are ongoing expenses and are supported by revenue increases. While we continue to take a conservative approach to the revenue projections one-time revenue increases are taken into consideration for the increases in the table below. The table below details the recommended changes and a brief explanation supporting same.



City of Covina

Mid-Year Report

Fiscal Year 2012-2013, Period Ended 12/31/12

March 2013

OVERVIEW

The accompanying financial report reflects the City's budget position for the period ended 12/31/12. Included in this report are the General Fund and Enterprise Funds, with a more detailed focus on the General Fund. For analysis, we have used 50% of the total fiscal year budget as a baseline to determine whether revenues and expenditures are trending over or under budget. Budgeted amounts include any revisions to the Adopted Budget based on Council action as of 12/31/12. Every effort was made to capture revenues and expenditures as accurately as possible, using an approximate accrual of both. Actual dollar amounts are exclusive of any encumbrances.

The City's cash balance as of 12/31/12 is \$5,120,612.49, a decrease from \$14,208,973.78 from the beginning of the fiscal year. This total includes the combined available cash balances of all City funds – not just the General Fund - and is exclusive of any long-term investments. As a point of reference, the City's cash balance as of 12/30/11 was \$7,252,725.

The decrease in cash since the beginning of the fiscal year is the result of a combination of factors. The receipt of revenue is more cyclical than expenditures which are linear in nature resulting in more cash out-flow than in-flow in the first six months of the year. Additionally, in the current fiscal year, a significant amount of capital in Water and Wastewater projects were paid for using pooled cash (\$7,393,736). The drawdown from trustee cash was processed in February. Once the transfer of cash from trustee to pooled cash is processed and posted, the result will show that pooled cash as of December 31, 2012 is approximately \$5.3 million higher than pooled cash at December 31, 2011. As detailed later in this report, budgeted revenues slightly exceed budgeted expenditures through the first six months of the year.

GENERAL FUND

Through the first six months of the fiscal year, General Fund revenues were received at 51.4% and expenditures were at 50.3% of budget.

Total Revenue and Expenditures

General Fund	Budget	YTD Actual	%
Revenue	29,983,950	15,412,368	51.4%
Expenditures	30,298,490	15,231,813	50.3%

The net of all General Fund expenditures is fractionally over the 50% guideline for mid-year.

“Expenditures by Program” shows all categories right around 50% for the year to date, with very slight variances in either direction. The exception to this is General Government, which shows an amount at 157% of budget. Under the new cost allocation model, these costs will be allocated across the major funds resulting in some credit back to the General Fund during the year-end true-up process.

Expenditures by Program

Expenditures	Budget	YTD Actual	% Expended
General Government	156,470	246,397	157.5%
Public Safety	22,973,504	11,440,693	49.8%
Public Works	1,826,616	902,876	49.4%
Culture & Recreation	3,983,260	2,089,176	52.4%
Community Development	998,010	496,064	49.7%
Non Departmental	110,630	56,607	51.2%
Other Financing/Transfers	250,000	-	0.0%
Total Expenditures	30,298,490	15,231,813	50.3%

“Expenditures by Major Category” also shows all categories under or only slightly over the 50% guideline. The one exception to this is Capital Outlay, which are one-time expenditures and not necessarily expected to track the same as ongoing operational expenditures.

Expenditures by Major Category

Expenditures	Budget	YTD Actual	% Expended
Personal Services	17,504,418	8,854,135	50.6%
Professional & Technical	9,658,195	4,932,203	51.1%
Property Services	2,032,431	909,706	44.8%
Other Services & Charges	1,490,832	776,005	52.1%
Supplies	645,776	208,563	32.3%
Capital Outlay	52,209	33,099	63.4%
Contingency	7,000	2,982	42.6%
Interdepartmental Charges	(1,342,370)	(484,879)	36.1%
Other Financing	250,000	-	0.0%
Total Expenditures	30,298,491	15,231,814	50.3%

Revenues are currently at 51.4% of budget.

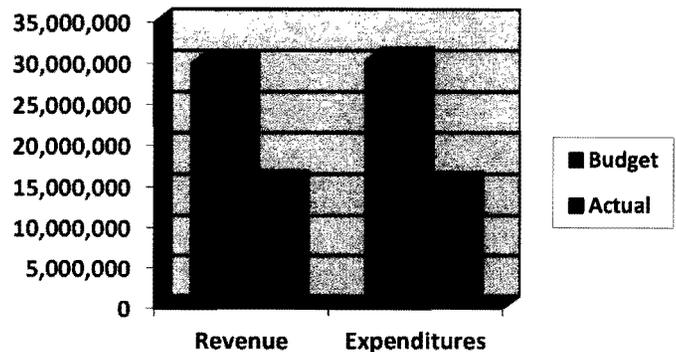
There are several positive aspects of the tax revenue received to date. The net of all Property Tax-related revenue received to date is \$4,910,565 – an increase of almost \$500,000 over the same period in the last fiscal year. This was an anticipated increase due to the dissolution of the Covina Redevelopment Agency. A majority of this increase is **one-time** revenue and should not be considered for ongoing program costs. Sales Tax-related revenue was \$3,494,489 – also an increase of almost \$500,000 over the same period last year. However, Sales Tax revenues are marginally under the 50% guideline at 47%. Staff continues to monitor this revenue and receive quarterly updates and projections from HdL. Utility Users Tax revenue is approximately \$100,000 over the same period last year, but is also tracking marginally below the 50% guideline.

Charges for Services are well above the 50% guideline. This is due in part to the timing of the receipt of Business License revenue, as well as better than expected revenues from Plan Check and Zoning Fees. However, almost \$300,000 of this revenue received to date is one-time money received from the insurance settlement.

Revenues by Major Category

Revenue	Budget	YTD Actual	% Received
Taxes	24,791,630	12,514,149	50.5%
Licenses & Permits	494,000	304,211	61.6%
Intergovernmental	804,590	288,986	35.9%
Charges for Services	2,229,930	1,538,691	69.0%
Fines & Forfeits	811,000	399,390	49.2%
Employee Benefit Charge	-	969	100.0%
Investment Earnings	250,000	118,791	47.5%
Miscellaneous	338,800	115,181	34.0%
Other Financing Sources	264,000	132,000	50.0%
Total Revenues	29,983,950	15,412,368	51.4%

General Fund Budget to Actual YTD



ENTERPRISE FUNDS

Enterprise Fund Budget Condition: The City maintains three Enterprise Funds (a fund established to account for operations financed and operated in a manner similar to private business enterprise). For the City of Covina, these three funds are the Water Utility, Environmental Services, and Sewer Funds

At mid-year, the combined Enterprise Fund revenues were at 52.7% and expenditures were at 33.9% of budget.

Enterprise Funds	Budget	YTD Actual	%
Revenue	12,624,520	6,650,163	52.7%
Expenditures	39,750,059	13,460,373	33.9%

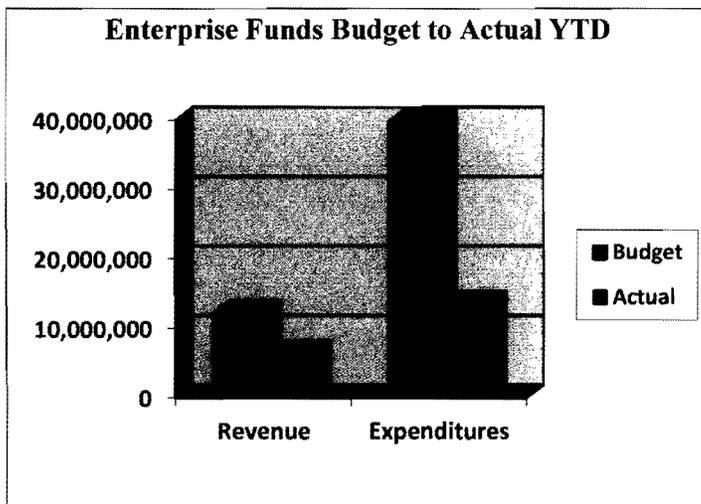
All Enterprise Funds are well under the 50% guideline for the year to date. In the case of the Water and Sewer Funds, this is largely due to the large Capital Outlay budgets have only been partially expended through the first half of the year. For the Environmental Service Fund, this is due to unexpended Professional & Technical Services and Supplies budgets.

Expenditures	Budget	YTD Actual	% Expended
Water Utility	26,151,461	9,404,477	36.0%
Environmental Services	1,093,260	394,599	36.1%
Sewer	12,505,338	3,661,296	29.3%
Total Enterprise Funds	39,750,059	13,460,372	33.9%

The combined Enterprise Fund revenues were at 52.7% of budget through mid-year. Although Environmental Services revenue was under 50% year to date, revenue exceeded expenditures. This is generally what we expect to see from Enterprise Funds, as their revenues need to cover their costs of operations.

In the Water and Sewer Funds, expenditures exceeded revenues. However, a majority of the budgeted expenditures for those funds are paid for from money already received from the sale of bonds and is not reflective of an ongoing shortfall of revenues against expenditures.

Revenue	Budget	YTD Actual	% Received
Water Utility	9,096,000	4,997,775	54.9%
Environmental Services	1,148,520	448,126	39.0%
Sewer Fund	2,380,000	1,204,262	50.6%
Total Enterprise Funds	\$ 12,624,520	\$ 6,650,163	52.7%



RESOLUTION NO. 13-7133

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
COVINA, CALIFORNIA, AUTHORIZING FISCAL YEAR 2012-13
MID-YEAR BUDGET ADJUSTMENTS**

WHEREAS, on June 19, 2012, the City Council of the City of Covina adopted Resolution No. 12-7083, approving a spending plan and authorizing a budget appropriation of the City Council; and

WHEREAS, certain programs included in the FY12-13 budget will have expenditures which vary from the adjusted budget; and

WHEREAS, the City Council desires that the FY12-13 budget be adjusted for each of these programs to assure budgetary compliance; and

WHEREAS, the cost center adjustments are reported in Exhibit B of this resolution; and

NOW, THEREFORE, the City Council of the City of Covina does hereby resolve that certain budget adjustments (listed in Exhibit B) in the City of Covina Fiscal Year 2012-2013 Budget are adopted and the City Manager is authorized to implement the same.

PASSED, APPROVED AND ADOPTED this 19th day in March, 2013

Mayor, City of Covina

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

General Fund Mid- Year Adjustments

Appropriations

Department	Amount	Description
Administration	\$ 18,375	Consulting costs higher than budget
City Attorney	100,000	Unanticipated litigation
Human Resources	40,000	Unanticipated personnel legal expenses
Civic Center	15,000	City Hall roof replacement engineering costs
Parking Control	28,000	Bank fees for accepting credit cards at Overnight Parking machine (offset by revenue)

Sub Total Appropriations \$ 201,375

Revenue

Property Tax	\$ 250,000	One-time funds from CRA dissolution
Sales Tax	150,000	Trending higher based on current data
Utility Users Tax	(75,000)	Lower YTD revenue
Franchise Tax - Cable TV	(100,000)	Original budget projection needs adjustment
Overnight Parking	50,000	Higher than projected revenue receipts
Plan Review	40,000	Higher than projected revenue receipts
Interest	(60,000)	Due to low interest rates

Sub Total Revenue \$ 255,000

Net General Fund \$ 53,625 Net Revenue increase over Appropriations

Special Revenue Funds

Federal Narcotics Seizure	\$ 175	Misc. Expenses
Cultural Arts	134	Misc. Expenses

Total Special Revenue \$ 309

Other Funds

Successor Agency

LMIH Bond Fund \$ 27,000 McGill House expenses paid for by Bond funds

RESOLUTION NO. 13-009

**A RESOLUTION OF THE SUCCESSOR AGENCY TO THE
COVINA REDEVELOPMENT AGENCY, COVINA, CALIFORNIA,
AUTHORIZING FISCAL YEAR 2012-13 MID-YEAR BUDGET
ADJUSTMENTS**

WHEREAS, on June 19, 2012, the Successor Agency to the Covina Redevelopment Agency adopted Resolution No. 12-008, approving a spending plan and authorizing a budget appropriation of the Successor Agency to the Covina Redevelopment Agency; and

WHEREAS, certain programs included in the FY12-13 budget will have expenditures which vary from the adjusted budget; and

WHEREAS, the Successor Agency to the Covina Redevelopment Agency desires that the FY12-13 budget be adjusted for each of these programs to assure budgetary compliance; and

NOW, THEREFORE, the Successor Agency to the Covina Redevelopment Agency does hereby resolve that the Successor Agency Fiscal Year 2012-2013 Budget is amended as follows:

- Increase appropriations in account number S055-4700-53746-37001 by \$27,000

PASSED, APPROVED AND ADOPTED this 19th day in March, 2013

Mayor, City of Covina

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney