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REGULAR MEETING AGENDA
125 E. College Street, Covina, California
Council Chamber of City Hall
Tuesday, November 01, 2016

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

CALL TO ORDER

ROLL CALL

Council/Agency/Authority Members Walter Allen III, Peggy A. Delach, John C. King, Mayor Pro Tem/Vice-Chair Jorge A. Marquez and Mayor/Chair 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 Financing Authority/Covina Housing Authority will adjourn to closed session for the following:

CLOSED SESSION

A. Government Code § 54957.6 – CONFERENCE WITH LABOR NEGOTIATORS

Agency Designated Representative: Danielle Tellez, Human Resources Director
Employee Organizations: American Federation of State, County and Municipal Employees (AFSCME); Police Association of Covina (PAC); Police Management Group (PMG); and Police Supervisors of Covina (PSC)

B. Government Code § 54957.6 – CONFERENCE WITH LABOR NEGOTIATORS

Agency Designated Representative: Danielle Tellez, Human Resources Director

Unrepresented Employees: Mid-Management, Supervisory and Professional, and Confidential and Technical Employees; and Executive Employees (excluding the City Manager)

RECESS

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

RECONVENE AND CALL TO ORDER

ROLL CALL

Council/Agency/Authority Members Walter Allen III, Peggy A. Delach, John C. King, Mayor Pro Tem/Vice-Chair Jorge A. Marquez and Mayor/Chair Kevin Stapleton

PLEDGE OF ALLEGIANCE

Led by Mayor Pro Tem Marquez

INVOCATION

Given by Covina Police Chaplain Truax

PRESENTATIONS

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 Council/Agency/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/Agency/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. Minutes of the October 18, 2016, Special Study Session and Regular Meetings of the City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Financing Authority/Housing Authority.

Report: [Minutes](#)

CC 2. Payment of City Demands in the Amount of \$1,350,834.41.

Report: [City Demands](#)

CC 3. Payment of Agency Demands in the Amount of \$7,968.15.

Report: [Agency Demands](#)

CC 4. City Council to Adopt Resolution No. 16-7549 Confirming Continued Existence of An Emergency Condition for the Residual Control System at the Charter Oak Reservoir Site Pursuant to Chapter 2.5 (Emergency Contracting Procedures) of the Public Contracts Code.

Report: [Resolution No. 16-7549](#)

CC 5. Conveyance of Public-Use Properties from the Successor Agency to the Covina Redevelopment Agency to the City of Covina.

Report: [Conveyance of Properties](#)

CC 6. Determination of Satisfaction of Note and Program Requirements and Terms for the Program Participants of the Community Development Block Grant Special Economic Development Program.

Report: [Determination of Satisfaction](#)

CC 7. Approve the Annual Report and Establish the Date, Time, and Place for the Public Hearing for the Fiscal Year 2016-2017 Annual Assessment of the Prospero Park Business Area Enhancement District (BAED).

Report: [Annual Assessment of Prospero Park Business Area Enhancement District](#)

CC 8. Approve the Annual report and Establish the Date, Time, and Place for the Public Hearing for the Fiscal Year 2016-2017 Annual Assessment of the Downtown Business Area Enhancement District (BAED).

Report: [Annual Assessment of Downtown Business Area Enhancement District](#)

CC 9. Traffic Signal Modifications – Authorize City’s Participation in the Los Angeles County Traffic Signal Upgrade Project to Enhance Traffic Signals and Related Equipment at Sunflower Avenue/Badillo Street, Grand Avenue/Covina Boulevard, and Grand Avenue/Cypress Street within the City of Covina.

Report: [Traffic Signal Modification Project](#)

CC 10. Resolution to Appropriate Funds to Purchase and Install a New Lobby Door System at the Covina Police Station.

Report: [Resolution No. 16-7551](#)

PUBLIC HEARING - NONE

CONTINUED BUSINESS - NONE

NEW BUSINESS

NB 1. Authorization to Overfill Water Services Supervisor Position in Department of Public Works on Interim Basis.

Report: [Water Services Supervisor Position](#)

Staff Recommendation:

Authorize the Department of Public Works to overfill the Water Services Supervisor Position on an interim basis.

NB 2. Urgency Ordinance Prohibiting All Commercial Non-Medical Marijuana Activity in the City, Prohibiting Outdoor Marijuana Cultivation on Private Residences and Restricting Indoor Cultivation in Private Residences and Declaring the Urgency Thereof.

Report: [Urgency Ordinance No. 16-2065](#)

Staff Recommendation:

Adopt **Ordinance No. 16-2065**, an Interim Ordinance of the City Council of the City of Covina, California, prohibiting all commercial non-medical marijuana activity in the City, prohibiting outdoor marijuana cultivation on private residences and restricting indoor cultivation in private residences and declaring the urgency thereof.

ADJOURNMENT

The Covina City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Financing Authority/Covina Housing Authority will adjourn to its next regular meeting of the Council/Agency/Authority scheduled for Tuesday, November 15, 2016, at 5:00 p.m. for study session in the Covina Library Community Room at 234 N. Second Avenue, Covina, California, 91723; and at 6:30 p.m. for closed session and 7:30 p.m. for open session inside the Council Chamber, 125 East College Street, Covina, California, 91723.

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.

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.

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 Covina City Clerk's Office does hereby declare that, in accordance with California Government Code Section 54954.2(a), the agenda for the Tuesday, November 01, 2016, meeting was posted on October 27, 2016, on the City's website and near the front entrances of: 1) Covina City Hall, 125 East College Street, Covina; and 2) the Covina Public Library, 234 N. Second Avenue, Covina.

MATERIALS RELATED TO AN ITEM ON THIS AGENDA, AND SUBMITTED TO THE CITY COUNCIL AFTER PUBLICATION OF THE AGENDA, ARE AVAILABLE TO THE PUBLIC IN THE CITY CLERK'S OFFICE AT 125 E. COLLEGE STREET, COVINA.

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ITEM NO. CC 1

**MINUTES OF OCTOBER 18, 2016
REGULAR MEETING OF THE COVINA CITY COUNCIL/SUCCESSOR AGENCY TO
THE COVINA REDEVELOPMENT AGENCY/COVINA PUBLIC FINANCING
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 Council/Agency/Authority meeting to order at 6:30 p.m. with Councilmembers Allen and King, Mayor Pro Tem Marquez, and Mayor Stapleton present, and announced that Councilmember Delach was participating by teleconference from The Westin Ka'anapali, 6 Kai Ala Drive, Room 2220, Lahaina, HI. There were no public comments. Mayor Stapleton recessed the Council to closed session at 6:30 p.m.

ROLL CALL

Councilmembers Present: Walter Allen III, John C. King, Mayor Pro Tem/Vice-Chair Jorge A. Marquez, and Mayor/Chair Kevin Stapleton.

Councilmember Participating by Telephonic Conference: Peggy A. Delach.

Councilmembers Absent: None.

Elected Members Present: City Clerk Mary Lou Walczak and City Treasurer Geoffrey Cobbett.

Elected Members Absent: None.

Staff Members Present: Interim City Manager Donald E. Penman, City Attorney Candice K. Lee, Police Chief John Curley, Community Development Director Brian Lee, Public Works Director Siobhan Foster, Parks and Recreation/Library Director Amy Hall-McGrade, Human Resources Director Danielle Tellez, Finance Director Anita Agramonte, Acting Assistant Fire Chief Jim Enriquez, and Chief Deputy City Clerk/Records Management Director Sharon F. Clark.

CLOSED SESSION

**A. Government Code § 54956.9(d)(1) – CONFERENCE WITH LEGAL COUNSEL:
EXISTING LITIGATION**

- Name of Case: Powers, Justin v. City of Covina, et al; Case No. 2:15 CV 5877

**B. Government Code § 54956.9(d)(1) – CONFERENCE WITH LEGAL COUNSEL:
EXISTING LITIGATION**

- Name of Case: Oscar Hernandez and Laura Asencio v. City of Covina; Case No. BC620177 Superior Court of the State of California for the County of Los Angeles

C. Government Code § 54957.6 – CONFERENCE WITH LABOR NEGOTIATORS

Agency Designated Representative: Danielle Tellez, Human Resources Director
Employee Organizations: American Federation of State, County and Municipal Employees (AFSCME); Police Association of Covina (PAC); Police Management Group (PMG); and Police Supervisors of Covina (PSC)

D. Government Code § 54957.6 – CONFERENCE WITH LABOR NEGOTIATORS

Agency Designated Representative: Danielle Tellez, Human Resources Director
Unrepresented Employees: Mid-Management, Supervisory and Professional, and Confidential and Technical Employees; and Executive Employees (excluding the City Manager)

RECONVENE AND CALL TO ORDER

Mayor Stapleton reconvened the meeting into open session at 7:30 p.m. and announced that Councilmember Delach was participating by teleconference from The Westin Ka'anapali, 6 Kai Ala Drive, Room 2220, Lahaina, HI.

PLEDGE OF ALLEGIANCE

Police Chief Curley led the Pledge of Allegiance.

INVOCATION

Covina Police Chaplain Truax gave the invocation.

CLOSED SESSION REPORT

City Attorney Lee announced that there was no reportable action taken and direction was given to staff.

PRESENTATIONS

Breast Cancer Awareness Proclamation

A Proclamation declaring October as Breast Cancer Awareness Month was read into the record by Mayor Stapleton and presented to Citrus Valley Health Foundation Board of Directors Chairman Walt Allen and Citrus Valley Health Foundation Board Member Rich Jett. Councilmember Allen encouraged women to get regular check-ups.

Red Ribbon Week Proclamation

A Proclamation declaring October 23-29, 2016, as Red Ribbon Week was read into the record and presented by Mayor Stapleton to Covina Police Chief Curley.

Covina Concert Band 60th Anniversary Recognition

A plaque commemorating the 60th Anniversary of the Covina Concert Band was presented by Mayor Stapleton to Covina Concert Band President Bob Praeger. Band supporter Bob Gorski thanked Parks & Recreation staff for their involvement with the Concert Band.

PUBLIC COMMENT

Leonard W. Rose, Jr. invited all to Covina Assembly of God's Carnival, encouraged everyone to vote this year, and commented on religious TV programs, volunteerism, and health matters.

Dora Gomez congratulated Police Chief Curley on his appointment, and announced Covina Assembly of God's Carnival on Friday, October 28, Saturday, October 29, and Sunday, October 30, 2016.

Fred Feldheim congratulated Chief Curley on his appointment, and thanked Police Department and Parks and Recreation staff for Chief Raney's retirement events and the installation celebration for Chief Curley.

Covina Valley Historical Society President Bob Ihsen announced a fundraising appraisal fair and dinner on Thursday, October 27, 2016, from 6:00 to 9:00 p.m. at the Covina Woman's Club.

COUNCIL/AGENCY/AUTHORITY COMMENTS

Councilmember Delach congratulated Chief Curley on his appointment, and congratulated Covina Concert Band on their 60-year anniversary.

Councilmember King commended the Covina Valley Historical Society on a great fundraising idea; commented on Covina Concert Band and its founder Charles King; expressed his thankfulness that the Band continues today; on behalf of the King family, congratulated Police Chief Curley on his appointment; and commented on Police Chief Raney's retirement event.

Councilmember Allen concurred with Councilmember King's remarks, commented that Police Captain Webster had done a great job in the recruitment process, commended Police Department staff and Executive Assistant to the Police Chief Sierra for great retirement and installation events, and expressed his appreciation for having Chief Curley as the new chief. He explained the history of Red Ribbon Week, reminisced about the Covina Concert Band playing at the Memorial Day Ceremony at Forest Lawn every year and encouraged attendance at the Band's concerts, and complimented Parks & Recreation staff and the Downtown Business Association for the Thunderfest event.

Mayor Pro Tem Marquez congratulated Police Chief Curley on his appointment; commented on the retirement dinner for Police Chief Raney and a Project 2911 dinner he had attended; announced the Dia de los Muertos event on Sunday, October 30, 2016, from 2:00 to 8:00 p.m.; and reported on a Foothill Gold Line meeting on October 14, 2016, at which an update was given on transit-oriented development in the San Gabriel Valley, and offered to share his notes with staff and the public.

Mayor Stapleton commented on recent events:

- League of California Cities Conference;
- 21st Annual Thunderfest;
- Former Police Chief Kim Raney's Retirement Dinner;
- Swearing-In Ceremony for Police Chief John Curley.

He announced the following upcoming events:

- Covina Library Book Fortune Teller on October 18, 19, and 22, 2016;
- Christmas Parade Participant Applications due on Thursday, October 20, 2016;
- Public Works Department’s annual Community Cleanup and Shredding event at the Covina Public Works Yard, 534 N. Barranca Avenue, from 8:00 a.m. to 3:00 p.m.;
- 46th Covina Chamber of Commerce Annual Golf Classic on Monday, October 24, 2016, at South Hills Country Club in West Covina;
- Senior Center Halloween Party on Wednesday, October 26, 2016, from 11:15 a.m. to 1:00 p.m. at Valleydale Park Community Center, 5525 N. Lark Ellen Avenue, Azusa;
- Covina Library’s Harvest Celebration and Harry Potter Halloween Magic Show on October 29, 2016;
- Dia de los Muertos (Day of the Dead) on Sunday, October 30, 2016, at Forest Lawn, 21300 Via Verde Drive, Covina Hills;
- Covina Parks & Recreation Department Halloween Carnival on Monday, October 31, 2016, from 5:30 p.m. to 8:30 p.m. at Covina Park, 301 N. Fourth Avenue.

In closing, he expressed his pride in new Police Chief John Curley.

Councilmember Allen reported he had attended a League of California Cities meeting and had served as a facilitator for a panel on Diversity in City Management. Mayor Stapleton stated he had not been able to attend.

CITY MANAGER COMMENTS

Interim City Manager Penman reported he had attended the League of California Cities conference; and announced a revision to Consent Calendar item CC 7: On the chart on page 2, Table 1, Summary of Proposal Ratings, the average for Stetson Engineers was revised from 83 to 81. He concluded that this revision did not change any staff recommendations.

CONSENT CALENDAR

Mayor Stapleton requested that Consent Calendar item CC 10 be pulled for separate discussion.

A motion was made by Councilmember King, seconded by Mayor Pro Tem Marquez, to approve Consent Calendar items CC 1 – 6, 8 - 9, and CC 11 as presented, and CC 7 as revised.

Motion approved Consent Calendar items CC 1 – 9 and 11 as follows:

- AYES: ALLEN, DELACH, KING, MARQUEZ, STAPLETON**
- NOES: NONE**
- ABSTAIN: NONE**
- ABSENT: NONE**

CC 1. City Council approved the Minutes of the September 20, 2016, Study Session and October 4, 2016, Regular Meetings of the City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Financing Authority/Housing Authority.

CC 2. City Council approved the payment of City Demands in the Amount of \$3,699,783.21.

- CC 3. Successor Agency to the Covina Redevelopment Agency approved the payment of Agency Demands in the Amount of \$62,434.26.
- CC 4. City Council: 1) Adopted **Resolution No. 16-7539** Confirming Continued Existence of An Emergency Condition for the Residual Control System at the Charter Oak Reservoir Site Pursuant to Chapter 2.5 (Emergency Contracting Procedures) of the Public Contracts Code; 2) Approved Change Order No. 2 to furnish temporary Residual Control System rental Unit, increasing the contract cost with Doane and Hartwig Water Systems, Inc. by \$8,500, from \$126,000 to \$134,500; and 3) Authorized the Interim City Manager to execute Change Order No. 1.
- CC 5. City Council approved Miscellaneous Concrete and Asphalt Repairs Change Order No. 2, increasing the contract cost with FS Contractors, Inc. by \$1,416; 2) Accepted the work performed by FS Contractors Inc. for the amount of \$95,316; and 3) Authorized the City Clerk to file a Notice of Completion for the Miscellaneous Concrete and Asphalt Repairs project.
- CC 6. City Council authorized the Interim City Manager to execute the Professional Services Agreement with KJServices Environmental Consulting to provide services for the Used Oil Payment Program in an amount not-to-exceed \$24,750.
- CC 7. City Council authorized the Interim City Manager to execute the Professional Services Agreement with Stetson Engineers, Inc. for the Development of the 2015 Urban Water Management in an amount not-to-exceed \$24,000.
- CC 8. Covina Housing Authority received and filed the Covina Housing Authority Annual Report FY 2015-2016.
- CC 9. City Council approved the Lease Agreement with the Covina Valley Historical Society for the Firehouse Jail Museum.
- CC 11. City Council/Successor Agency to the Covina Redevelopment Agency received and filed the Quarterly Report of the Treasurer to the City Council and the Successor Agency to the Covina Redevelopment Agency for the Quarter Ended September 30, 2016.

CONSENT CALENDAR ITEM PULLED FOR SEPARATE DISCUSSION

- CC 10. Second Amendment to Professional Services Agreement with Covina Irrigating Company for Water System and Water Quality Consulting Services and Adoption of Resolution No. 16-7544 to Amend the FY 2017 Operating Budget by \$65,000 to Provide Funding for the Second Amendment to Professional Services Agreement with Covina Irrigating Company.

Mayor Stapleton expressed concern with the seeming inability to retain staff. Interim City Manager Penman responded with an update on the status of recruitment and hiring for Water Division positions and stated he would provide an additional update in the City Manager's weekly report to Council.

A motion was made by Mayor Stapleton, seconded by Councilmember Allen, to approve Consent Calendar item CC 10 as presented.

Motion approved Consent Calendar item CC 10 as follows:

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

City Council: 1) Authorized the Interim City Manager to execute the Second Amendment to the Professional Services Agreement with Covina Irrigating Company for Water System and Water Quality Consulting Services; and 2) Adopted **Resolution No. 16-7544** to amend the FY 2017 Operating Budget by \$65,000 to provide funding for the Second Amendment to Professional Services Agreement with Covina Irrigating Company.

PUBLIC HEARING

PH 1. Ordinance No. 16-2062 Setting the City’s Refuse Collection Services Rates for Residential, Commercial, and Industrial Customers for FY 2016-17 through FY 2018-19, Effective July 1, 2016 – Public Hearing and Adoption.

Mayor Stapleton opened the public hearing.

The staff report was presented by Public Works Director Foster.

In response to a question from Mayor Stapleton, Public Works Director Foster replied that the increase for the average residential user would be \$2.84.

Speaker Joe Samec commented that residents in the County area are paying \$64.80 while Covina is at \$81.80 plus this additional increase, and asked about the difference in services provided.

Gary Clifford, representing Athens Services, explained that the County contract is significantly different than the franchise agreement with Covina in that Covina’s contract includes bulky item pickup and other amenities, and the recyclable diversion rate is 30-40 points higher.

Discussion followed regarding diversion being mandatory in Covina, fines of \$10,000 per day if the required diversion level is not met, differences in indemnification and amenities between the County and Covina contracts, and costs of this contract being in the bottom third compared to other area cities.

Mayor Stapleton announced that this was the last opportunity to submit a written protest or written request to withdraw a protest previously submitted, and asked for any additional protests or requests to be given to the City Clerk. None were submitted.

Mayor Stapleton closed the public hearing and requested that City Clerk Walczak tally all protest letters which had been received to date.

City Clerk Walczak tallied the protest letters and announced that a total of 14 protest letters had been received, and that there was an absence of a majority protest, as written protests against the

proposed increase had not been received from more than one-half of the customers of record for the property.

Councilmember King thanked Mr. Samec for asking questions and expressed his confidence in the work done by Public Works staff with Athens Services to achieve a fair and equitable deal.

Councilmember Allen commented that a consulting firm had been hired to work the numbers to ensure Covina received the best deal possible.

A motion was made by Councilmember Allen, seconded by Councilmember King to: 1) Determine that there is not a majority protest; and 2) Waive full reading, read by title only and adopt on second reading **Ordinance No. 16-2062** entitled, "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, SETTING THE CITY'S REFUSE COLLECTION SERVICES RATES FOR RESIDENTIAL, COMMERCIAL, AND INDUSTRIAL CUSTOMERS, FOR FISCAL YEAR 2016-17 THROUGH FISCAL YEAR 2018-19, EFFECTIVE JULY 1, 2016."

Motion approved Public Hearing item PH 1 as follows:

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

CONTINUED BUSINESS

CB 1. Consideration of Resolutions relating to Covina's General Municipal Election to be held on March 7, 2017, including Placing a Measure Extending the City's Utility Users Tax on the March 2017 Ballot.

The staff report was presented by Chief Deputy City Clerk Clark.

Speaker Win Patterson congratulated Police Chief Curley on his appointment, and representing the group Covina Community Matters, stated that the group is here to help in any way to get the measure passed, and that based on conversations with community members, highly recommends Option 1 with a 10-year sunset for the utility tax.

Mayor Stapleton announced he had received an email from Phyllis Meadow who expressed concern with measure wording and stated she would support extension of the tax at the same percentage not to exceed 6%, and only with same utilities being taxed.

Councilmember Allen stated that based on resident input and his own opinion, he agrees with Ms. Meadow to proceed exactly as in the past with Option 1 for a 10-year sunset.

Mayor Pro Tem Marquez and Councilmember Delach stated that they agree that including the sunset is the way to go.

Mayor Stapleton expressed his preference to have Covina Community Matters write the ballot argument. Councilmember Allen agreed and recommended that Mayor Stapleton and Mayor Pro Tem Marquez oversee the process.

City Attorney Lee clarified that though Covina Community Matters may draft the argument, it will be the official Council argument in favor of the measure.

A motion was made by Councilmember Delach, seconded by Councilmember Allen to:

1. Adopt **Resolution No. 16-7540** calling for the holding of a General Municipal Election on Tuesday, March 7, 2017.
2. Adopt **Resolution No. 16-7541** requesting the Board of Supervisors of the County of Los Angeles to direct the Registrar-Recorder/County Clerk's Office to administer, manage and oversee the Election.
3. Adopt **Resolution No. 16-7544** requesting the Board of Supervisors to render specified services relating to the Election.
4. Adopt **Resolution No. 16-7542** adopting regulations for candidates' statements.
5. Adopt **Resolution No. 16-7543** ordering that an ordinance to extend the City's existing utility users tax with Option 1 for a 10-year sunset be submitted to the voters at the General Municipal Election to be held March 7, 2016, directing the City Attorney to prepare an impartial analysis of the measure, setting priorities for filing a written argument relating to the ballot measure, designating Mayor Stapleton and Mayor Pro Tem Marquez to prepare and submit a ballot argument in favor of the measure, and providing for rebuttal arguments relating to the ballot measure.

Motion approved Continued Business item CB 1 as follows:

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

NEW BUSINESS

NB 1. Request from LA Works for \$20,000 to Pay for Expenses Related to the Closeout of the Agency.

The staff report was presented by Interim City Manager Penman. There was no public comment.

A motion was made by Mayor Pro Tem Marquez, seconded by Mayor Stapleton, to appropriate \$20,000 from the Liability Insurance Fund to pay for expenses related to the closeout of LA Works.

Motion approved New Business item NB 1 as follows:

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

NB 2. Ordinance No. 16-2063 - Adopting by Reference the 2016 Editions of the California Administrative, Building, Electrical, Mechanical, Plumbing, Energy, Historical Building, Fire, Existing Building, Green Building Standards, and Reference Standards Codes and Related Model Codes, with Appendices and Amendments Thereto; and Amending Title 14 (Building and Construction) of the Covina Municipal Code.

The staff report was presented by Community Development Director Lee. There was no public comment.

A motion was made by Councilmember Delach, seconded by Councilmember Allen to:

1. Waive full reading, read by revised title only, and introduce **Ordinance No. 16-2063** entitled, “AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, ADOPTING BY REFERENCE THE 2016 EDITIONS OF THE CALIFORNIA ADMINISTRATIVE, BUILDING, ELECTRICAL, MECHANICAL, PLUMBING, ENERGY, HISTORICAL BUILDING, FIRE, EXISTING BUILDING, GREEN BUILDING STANDARDS, AND REFERENCE STANDARDS CODES AND RELATED MODEL CODES, WITH APPENDICES AND AMENDMENTS THERETO; AND AMENDING TITLE 14 (BUILDING AND CONSTRUCTION) OF THE COVINA MUNICIPAL CODE.”
2. Schedule a public hearing for November 15, 2016, to receive public input on the proposed adoption by reference of the aforementioned Codes.

City Attorney Lee read the Ordinance title into the record.

ADJOURNMENT

At 8:48 p.m., the meeting of the Covina City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Financing Authority/Covina Housing Authority was adjourned to its next regular meeting of the Council/Agency/Authority scheduled for Tuesday, November 1, 2016, at 6:30 p.m. for closed session and 7:30 p.m. for open session inside the Council Chamber, 125 East College Street, Covina, California, 91723.

Respectfully submitted:

Sharon F. Clark, CMC
Chief Deputy City Clerk

Approved this 1st day of November, 2016:

Kevin Stapleton, Mayor/Chair



MINUTES OF OCTOBER 18, 2016
**SPECIAL JOINT STUDY SESSION MEETING OF THE COVINA CITY COUNCIL/
SUCCESSOR AGENCY TO THE COVINA REDEVELOPMENT AGENCY/COVINA
PUBLIC FINANCING AUTHORITY/COVINA HOUSING AUTHORITY HELD IN THE
COMMUNITY ROOM OF COVINA PUBLIC LIBRARY, 234 NORTH SECOND
AVENUE, COVINA, CALIFORNIA**

CALL TO ORDER

Mayor Stapleton called the Council/Agency/Authority meeting to order at 5:00 p.m. with Councilmember King, Mayor Pro Tem Marquez, and Mayor Stapleton present, and announced that Councilmember Allen would be arriving shortly and Councilmember Delach was participating by teleconference from The Westin Ka'anapali, 6 Kai Ala Drive, Room 2220, Lahaina, HI.

ROLL CALL

Councilmembers Present: Walter Allen III (arrived 5:08 p.m.), John C. King, Mayor Pro Tem/Vice-Chair Jorge A. Marquez, and Mayor/Chair Kevin Stapleton.

Councilmember Participating by Telephonic Conference: Peggy A. Delach.

Councilmembers Absent: None.

Elected Members Present: City Treasurer Geoffrey Cobbett and City Clerk Mary Lou Walczak.

Elected Members Absent: None.

Staff Members Present: Interim City Manager Don Penman, City Attorney Candice K. Lee, Police Chief John Curley, Public Works Director Siobhan Foster, Community Development Director Brian Lee, Finance Director Anita Agramonte, Parks and Recreation/Library Director Amy Hall-McGrade, Human Resources Director Danielle Tellez, and Chief Deputy City Clerk/Records Management Director Sharon F. Clark.

PLEDGE OF ALLEGIANCE

Police Chief Curley led the Pledge of Allegiance.

PUBLIC COMMENTS – None.

COUNCIL/AGENCY/AUTHORITY COMMENTS

Mayor Stapleton welcomed Police Chief Curley to his first Council meeting as Chief.

CITY MANAGER COMMENTS – None.

NEW BUSINESS

NB 1. Park View Drive Development Concept

Community Development Director Lee presented the staff report explaining the proposal for residential development on vacant lots, excluding the existing office/professional building. He explained that this idea is an extension on an earlier concept which involved a number of properties in an effort to create a more robust downtown development concept whereby an institution would purchase existing properties, and to encourage the property owner to sell, a residential component was considered on the Park View site. The concept did not progress because the downtown property owner decided not to participate.

A subsequent property owner and new developer are proposing a residential development. The property owner proposed a Memorandum of Understanding involving a public benefit with a one-time cash contribution of \$1,000,000 to the City to be used on a City project. Originally, 71 attached residential units were proposed, but a subsequent proposal was for a small-lot subdivision of 54 units which would not include the office building and had lower density. The process is to discuss the project concept as to merits and challenges of zone change and general plan amendment proposals, then staff will meet with the developer, then formal filings would follow. He concluded that the property owner and developer are present for questions. Robert Dunne and Saul Jaffe representing the property owners and Matt Hamilton of Preface representing the developer passed out the proposed site plan.

Discussion followed on the pros and cons of commercial versus residential use on the site, the potential for revenue to the City, and the City's marketing history for the site.

City Attorney Lee commented that the information presented tonight is not technically an application, so it was not appropriate to discuss detail, only the conceptual change from commercial to residential; and that without submittal of an application, Council comments are non-binding.

Councilmember Delach stated it is wonderful that someone is interested in doing something with the property since it has been vacant so long, and she would prefer to consider a commercial approach.

Councilmember King commented on the many years the property has sat vacant, that it is not viable as an office park, and 40 years is long enough to let the market speak. In response to a question from Councilmember Allen, Councilmember King responded that the City has tried to market the property as a business incubator, office space, and office park to no avail.

NB 2. Outdoor Advertising Proposal.

Assistant to the City Manager Carrillo presented the staff report, explaining that the City has very limited frontage on the I-10 freeway corridor and has been approached by two outdoor billboard companies interested in placing a digital, non-static, double-sided billboard. Because of limited space and Caltrans criteria, only one may be placed. Preliminary discussions have included a revenue-sharing development agreement; specific contracts that would guarantee the City a specified amount

of dollars per year with the possibility of increasing the amount; the location of signs, which would be erected on private property; signage appearance concepts and whether they would include City identity markers such as the City seal; and content of advertising. He concluded that staff is bringing this to Council to see if there is any interest in having staff accept formal proposals that could include advertising of city events.

Discussion followed on possible locations including the Embassy Suites parking lot and an office site with property available for a sign just across the street from the hotel; concerns about the level of illumination for nearby residents; the benefits to the City of a revenue source and advertising for the City; a desire for input from the public and surrounding neighbors; concern that advertising be primarily about Covina and Covina businesses; the need for an overlay zone to accommodate a sign; the requirement for a CEQA assessment; the need to have details on technology and content to give to residents; First Amendment concerns with the City trying to control content; and past experiences with residents upset over a similar proposal.

City Attorney Lee clarified that the City can control only time, place and manner restrictions; controlling other aspects would be extremely difficult.

NB 3. Aquatics Program Update.

Parks and Recreation/Library Director Hall-McGrade presented the staff report detailing issues with registration by swim level, staffing, organization, swim team tryouts, and facility maintenance and cleaning; and positives that Blueray was easy to work with, tried to keep things as familiar as possible, and established email communication with parents. For 600 patron evaluations, the majority were excellent and good; the key issues included a fee increase, but class time shortened, difficulty to register by level, a need for more classes available, cleanliness of locker rooms, and instructor issues including experience level, consistency and focus on skills. Solutions to the issues are communication, managerial changes, a post-season meeting and changes for next season. Staff's recommendation is to extend the agreement with Blueray Management for the 2017 Aquatics Season.

Discussion followed on the Aquatics program being general-fund subsidized, the cost savings of having Blueray run the program instead of City staff, grants that might be available to help update City facilities, Project Area 1 funds available to upgrade the facility, \$400,000 already set aside to redo both pools, and confidence that the Parks and Recreation Department will see that Blueray will make necessary improvements.

NB 4. Current Projects Update.

Community Development Director Lee presented the staff report.

Discussion included:

- 345 S. Citrus Avenue (former Dodge dealership) - Status of demolition;
- 1000 N. Azusa Avenue (former Albertsons building) - Current interest in and challenges involved;
- 211 N. Citrus Avenue (proposed Ola Sports Bar) - Planning Commission's approval of the conditional-use permit (CUP) with limitations on hours and no live entertainment with DJ or dance floor;

- 730 E. Arrow Highway (Barley Lodge Microbrewery) - Planning Commission's approval to have the same closing hours as Alosta Brewing Company;
- 777 E. Edna Place/731 N. Grand Avenue (former Blake Paper Company) - The pending development application for light industrial use at the site never materialized;
- 1060 W. San Bernardino Road (Bowling Alley property) - Buildings may only be added to the National Register of Historic Places if the property owner agrees to it and any development proposal on that property that would impact the building would have to go through a rigorous CEQA analysis;
- 144 W. Badillo Street (Azo Vino - new name to be "Lincoln House") - The CUP upgrade to a full liquor license and remodel has been approved by the Planning Commission;
- 412 W. Arrow Highway (Covina Mini Mall) – The mall has not been closed but notice to close has been given; one of the tenants has executed a sublease with the property owner for the entire space with the hope of getting an entitlement to resurrect the mini-mall, and his architect received details on October 17, 2016, from Community Development Director Lee; staff's position is to proceed with closing the mall and are working with the attorney's office for subsequent notices as it seems some tenants were not notified; and no new business licenses are being issued for that location;
- Cypress Street and Grand Avenue (gas station) – Contact Supervisor Antonovich's office regarding a comment made by one of his deputies that Starbucks would be relocating from Badillo Street and Grand Avenue to this location which is a County corner but looks like Covina and is on a major thoroughfare.

ADJOURNMENT

At 5:57 p.m., the meeting of the Covina City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Financing Authority/Covina Housing Authority was adjourned to its next regular meeting of the Council/Agency/Authority scheduled for Tuesday, October 18, 2016, at 6:30 p.m. for closed session and at 7:30 p.m. for open session in the Council Chamber, 125 East College Street, Covina, California, 91723.

Respectfully submitted:

Sharon F. Clark, CMC
Chief Deputy City Clerk

Approved this 1st day of November, 2016:

Kevin Stapleton, Mayor/Chair

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CITY OF COVINA AGENDA REPORT

ITEM NO. CC 2

MEETING DATE: November 1, 2016

TITLE: Payment of Demands

PRESENTED BY: Geoffrey Cobbett, City Treasurer
Anita Agramonte, Finance Director

RECOMMENDATION: Approve Payment of Demands in the amount of \$1,350,834.41

BACKGROUND:

Attached is a list of warrants and demands which are being presented for approval and are summarized as follows:

<u>DATE OF DEMANDS</u>		<u>DEMAND NUMBERS</u>	<u>AMOUNT</u>
ACCOUNTS PAYABLE WARRANTS			
Sept. 30 - Oct. 13, 2016	Wires/EFTs	5166-5170	\$ 14,141.46
	Checks	81902-82187	\$ 830,268.41
<u>PAYROLL</u>			
10/6/16			\$ 493,777.46
<u>VOIDS</u>			
			\$ (1,497.69)
<u>WORKERS COMPENSATION</u>			
Sept. 30 - Oct. 13, 2016			\$ 14,144.77
		GRAND TOTAL:	\$ 1,350,834.41

DISCUSSION:

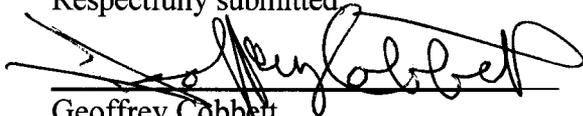
The attached reports have been reviewed by the City Treasurer and by the Finance Director.

FISCAL IMPACT:

Sufficient funding is available and the related costs are included in the Fiscal Year 16/17 Adopted Budget.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Respectfully submitted



 Geoffrey Cobbett
 City Treasurer



 Anita Agramonte
 Finance Director

ATTACHMENTS:

Attachment A: Check Register

CITY OF COVINA
Check Register
Sept. 30 - Oct. 13, 2016

Check #	Check Date	Vendor	Name	Amount
5166	10/6/16	4160	ICMA	150.00
5167	10/6/16	1405	ICMA RETIREMENT	5,138.47
5168	10/6/16	4003	MidAmerica	2,441.99
5169	10/6/16	2033	NATIONWIDE RETI	5,525.00
5170	10/6/16	4223	ZUMWALT, KRISTI	886.00
			subtotal EFT/wires	\$14,141.46
81902	10/5/16	14	A1 RENTALS	31.35
81903	10/5/16	32	ACE-1 AUTO SERV	364.92
81904	10/5/16	51	ADVANCED BATTER	486.69
81905	10/5/16	84	AIRGAS-WEST	242.02
81906	10/5/16	91	ALAS, NINA	73.50
81907	10/5/16	4117	ARTISTIC RECONS	168.00
81908	10/5/16	220	AT&T LONG DISTA	39.48
81909	10/5/16	255	AZUSA PLUMBING	152.24
81910	10/5/16	260	B & K ELECTRIC	69.93
81911	10/5/16	3771	BLACK & WHITE E	871.32
81912	10/5/16	4353	BREA, CITY OF	44,550.00
81913	10/5/16	411	BRODART CO	31.14
81914	10/5/16	423	BRUNSWICK COVIN	128.62
81915	10/5/16	4438	CALIFORNIA COMP	105.00
81916	10/5/16	487	CaIPERS	41,133.52
81917	10/5/16	617	CHARTER OAK GYM	2,681.04
81918	10/5/16	618	CHARTER OAK HAR	71.95
81919	10/5/16	3736	CHRISTIAN BROTH	1,400.68
81920	10/5/16	649	CINTAS CORP #69	1,008.50
81921	10/5/16	653	CITRUS AUTO UPH	353.10
81922	10/5/16	654	CITRUS CAR WASH	343.33
81923	10/5/16	700	COLLEY FORD	353.20
81924	10/5/16	720	COMPUTER SERVIC	8,526.70
81925	10/5/16	3235	COOK, SHAWNA	357.22
81926	10/5/16	749	COUNSELING TEAM	2,900.00
81927	10/5/16	4268	COVINA LAWN MOW	37.06
81928	10/5/16	4268	COVINA LAWN MOW	28.33
81929	10/5/16	4268	COVINA LAWN MOW	44.66
81930	10/5/16	4268	COVINA LAWN MOW	113.28
81931	10/5/16	3982	CUGNO, CAROL A	145.58
81932	10/5/16	849	DAPEER ROSENBLI	982.50
81933	10/5/16	3701	DEPARTMENT OF JUSTICE	590.00
81934	10/5/16	895	DFM ASSOCIATES	68.26
81935	10/5/16	896	DH MAINTENANCE	5,663.01
81936	10/5/16	3164	DIVERSIFIED TRA	27,999.77
81937	10/5/16	943	DTSC	200.00
81938	10/5/16	4292	DUDEK	22,952.61
81939	10/5/16	947	DUNN EDWARDS CO	333.91

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81940	10/5/16	970	EDISON CO	53,067.45
81941	10/5/16	999	ENNIS TRAFFIC S	2,505.36
81942	10/5/16	3584	ENTERPRISE SECU	37,402.08
81943	10/5/16	3778	EVIDENT INC	271.18
81944	10/5/16	3911	FACTORY MOTOR P	7.35
81945	10/5/16	1055	FEDEX	15.21
81946	10/5/16	4455	FRONTIER CALIFO	88.99
81947	10/5/16	4483	GARRISON, DALE	20.87
81948	10/5/16	3800	GARVEY EQUIPMEN	81.41
81949	10/5/16	1198	GLOBALSTAR LLC	58.60
81950	10/5/16	1204	GOLDEN STATE WA	228.64
81951	10/5/16	4432	GONZALEZ GOODAL	3,400.00
81952	10/5/16	1235	GRAINGER	3,103.84
81953	10/5/16	1241	GRAND PRINTING	99.04
81954	10/5/16	1344	HICKEY, STEVEN	573.56
81955	10/5/16	1361	HOLLIDAY ROCK C	703.60
81956	10/5/16	1371	HOSE MAN INC, T	108.46
81957	10/5/16	3988	HYDRO CONNECTIO	301.39
81958	10/5/16	1427	INGLEWOOD, CITY	3,470.05
81959	10/5/16	1428	INGRAM DIST GRO	163.64
81960	10/5/16	1441	INTERSTATE BATT	896.80
81961	10/5/16	3654	JEREMIAH DONOVA	76.12
81962	10/5/16	1505	JOHNNY'S POOL S	178.50
81963	10/5/16	3731	JUNIOR LIBRARY	193.48
81964	10/5/16	1531	JW LOCK CO INC	538.62
81965	10/5/16	1545	KELLEY BLUE BOO	98.00
81966	10/5/16	1561	KEYSTONE UNIFOR	3,038.87
81967	10/5/16	1582	KNORR SYSTEMS I	826.76
81968	10/5/16	1609	LA CNTY COUNTY	7,382.65
81969	10/5/16	1615	LA CNTY MTA	420.00
81970	10/5/16	1617	LA CNTY REGISTR	56.00
81971	10/5/16	4341	Landcare	2,026.03
81972	10/5/16	1646	LANGUAGE LINE S	27.26
81973	10/5/16	1673	LAWSON PRODUCTS	214.88
81974	10/5/16	3190	LAYNE, JONATHAN	336.34
81975	10/5/16	1694	LEWIS ENGRAVING	248.52
81976	10/5/16	1745	LOS ANGELES FRE	215.79
81977	10/5/16	1748	LOS ANGELES TIM	48.00
81978	10/5/16	4212	MALETZ, CHRISTI	386.76
81979	10/5/16	3932	MAR, ARLENE D.	302.56
81980	10/5/16	4089	MEASOM, DEVIN T	26.26
81981	10/5/16	4484	MERCADO, JESSIC	945.00
81982	10/5/16	3810	MYERS & SONS HI	479.60
81983	10/5/16	4302	MYRNA RODRIGUEZ	108.26
81984	10/5/16	2027	NAPA AUTO PARTS	23.67

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81985	10/5/16	4462	NARTEC INC	269.99
81986	10/5/16	2091	O REILLY AUTO P	107.82
81987	10/5/16	2104	OFFICE DEPOT	143.81
81988	10/5/16	2104	OFFICE DEPOT	233.52
81989	10/5/16	99999	DORNA FARHADI	51.76
81990	10/5/16	99999	JASON RODRIGUEZ	30.00
81991	10/5/16	2189	PARADA, MIGUEL	538.41
81992	10/5/16	2238	PEST OPTIONS IN	625.00
81993	10/5/16	4213	PRISK, JOSHUA	50.40
81994	10/5/16	2309	PROFESSIONAL AC	538.00
81995	10/5/16	4481	PSOMAS	6,126.23
81996	10/5/16	3964	RED WING SHOE S	500.00
81997	10/5/16	2415	REPUBLIC MASTER	907.01
81998	10/5/16	4228	RICHARD'S CUSTO	339.60
81999	10/5/16	3796	RICHARDS, WATSON	22,177.40
82000	10/5/16	2447	RIVERSIDE CNTY	500.00
82001	10/5/16	3655	ROBERT WONG	92.06
82002	10/5/16	2607	SERESINGHE, AJI	809.82
82003	10/5/16	2612	SEVOLD, CHERYL	36.75
82004	10/5/16	2705	SOUTH COAST AQM	209.82
82005	10/5/16	2711	SOUTHEAST CONST	57.73
82006	10/5/16	2719	SPARKLETTS	43.57
82007	10/5/16	2744	STATE DISBURSEM	366.00
82008	10/5/16	3950	STERICYCLE, INC	294.94
82009	10/5/16	3729	SUNBELT RENTALS	289.94
82010	10/5/16	2787	SUTMAN, WILLIAM	284.20
82011	10/5/16	2818	TAVANNA	19.60
82012	10/5/16	2846	THOMAS, TERRI	266.39
82013	10/5/16	2852	THREE VALLEY MU	9,099.43
82014	10/5/16	2903	TRI-XECUTEX COR	80.00
82015	10/5/16	2901	TRIFYTT SPORTS	180.00
82016	10/5/16	2954	URBAN GRAFFITI	6,000.00
82017	10/5/16	2966	V & V MANUFACTU	644.85
82018	10/5/16	2969	VALLEY TROPHY	889.44
82019	10/5/16	3234	VELARDE-KUBANIK	147.00
82020	10/5/16	3004	VICTORY EXTERMI	75.00
82021	10/5/16	3700	Vinnie's	500.00
82022	10/5/16	3023	VULCAN MATERIAL	197.42
82023	10/5/16	3187	WAGONER, PAMELA	238.00
82024	10/5/16	3043	WARREN DISTRIBU	22.89
82025	10/5/16	3070	WEST COAST ARBO	4,726.00
82026	10/5/16	3082	WESTERN WATER W	340.08
82027	10/5/16	3132	WRIGHT DESIGNS	756.68
82028	10/6/16	68	AFLAC	3,892.41
82029	10/6/16	69	AFSCME	600.00

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82030	10/6/16	487	CalPERS	55,968.09
82031	10/6/16	3846	CLEA	490.00
82032	10/6/16	3846	CLEA	110.25
82033	10/6/16	775	COVINA POLICE A	2,600.00
82034	10/6/16	789	COVINA-FSA, CIT	1,101.56
82035	10/6/16	878	DELTA DENTAL OF	6,772.11
82036	10/6/16	1106	FRANCHISE TAX B	400.00
82037	10/6/16	1247	GREAT WEST LIFE	3,155.10
82038	10/6/16	3795	LEGAL SHIELD	223.24
82039	10/6/16	2234	PERS	135,257.21
82040	10/6/16	2235	PERS LONG TERM	169.84
82041	10/6/16	2946	UNITED WAY OF G	17.50
82042	10/6/16	3014	VISION SERVICE	720.80
82043	10/6/16	4255	VOYA FINANCIAL	3,891.77
82044	10/6/16	3045	WASHINGTON NATI	46.10
82045	10/13/16	3	12 MILES OUT.CO	1,200.00
82046	10/13/16	58	ADVANTAGE	10,519.79
82047	10/13/16	113	ALL CITY MANAGE	3,698.91
82048	10/13/16	219	AT&T	96.80
82049	10/13/16	254	AZUSA LIGHT & W	3,196.15
82050	10/13/16	4307	BROADSPEC INC	2,410.24
82051	10/13/16	430	BUILDING ELECTR	150.00
82052	10/13/16	536	CARQUEST AUTO P	32.42
82053	10/13/16	682	CLINICAL LAB OF	1,572.50
82054	10/13/16	696	COLBURN, MICHA	127.50
82055	10/13/16	706	COMMERCIAL DOOR	682.30
82056	10/13/16	730	CONTEMPORARY IN	12.00
82057	10/13/16	775	COVINA POLICE A	150.00
82058	10/13/16	799	CRAIG'S CPR&FIR	100.00
82059	10/13/16	849	DAPEER ROSENBLI	1,563.79
82060	10/13/16	875	DELL MARKETING	233.89
82061	10/13/16	878	DELTA DENTAL OF	124.46
82062	10/13/16	878	DELTA DENTAL OF	124.46
82063	10/13/16	911	DIRECT EDGE INC	108.45
82064	10/13/16	3164	DIVERSIFIED TRA	26,647.89
82065	10/13/16	962	EAST DISTRICT S	207.00
82066	10/13/16	962	EAST DISTRICT S	7,115.00
82067	10/13/16	970	EDISON CO	41,846.39
82068	10/13/16	4538	EPIC KIIDS INC	554.40
82069	10/13/16	3911	FACTORY MOTOR P	32.96
82070	10/13/16	1055	FEDEX	127.02
82071	10/13/16	1098	FOSTER, DAVE	127.50
82072	10/13/16	4455	FRONTIER CALIFO	2,101.91
82073	10/13/16	3817	FUN EXPRESS, LL	194.79
82074	10/13/16	1156	GAS COMPANY, TH	21.14

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82075	10/13/16	4432	GONZALEZ GOODAL	1,500.00
82076	10/13/16	1235	GRAINGER	24.30
82077	10/13/16	1352	HINDERLITER DEL	8,025.00
82078	10/13/16	1361	HOLLIDAY ROCK C	1,201.46
82079	10/13/16	1364	HOME DEPOT	2,062.16
82080	10/13/16	4032	HYATT REGENCY V	311.90
82081	10/13/16	1441	INTERSTATE BATT	117.67
82082	10/13/16	4077	INTERWEST CONSU	9,817.50
82083	10/13/16	1451	IRWINDALE INDUS	415.00
82084	10/13/16	1463	J.G. TUCKER AND	238.06
82085	10/13/16	3749	JCL BARRICADE C	2,330.25
82086	10/13/16	1505	JOHNNY'S POOL S	26.98
82087	10/13/16	1561	KEYSTONE UNIFOR	834.93
82088	10/13/16	1601	L3 COMMUNICATIO	125.00
82089	10/13/16	1612	LA CNTY DEPT OF	1,827.93
82090	10/13/16	1612	LA CNTY DEPT OF	57,687.77
82091	10/13/16	1619	LA CNTY SHERIFF	1,124.35
82092	10/13/16	1691	LEVEL 3 COMMUNI	1,169.36
82093	10/13/16	4156	LEVERAGE INFORM	21,267.17
82094	10/13/16	1754	LOWE'S COMPANIE	20.61
82095	10/13/16	4060	MAACO	2,083.79
82096	10/13/16	3735	MAILFINANCE INC	818.17
82097	10/13/16	4424	MANFREDI, NICK	500.00
82098	10/13/16	4539	MAYRA MENDOZA	189.00
82099	10/13/16	4527	MEI-GSR HOLDING	354.91
82100	10/13/16	4527	MEI-GSR HOLDING	354.91
82101	10/13/16	1933	MISSION LINEN S	115.33
82102	10/13/16	3761	NEOPOST USA INC	271.65
82103	10/13/16	99999	MONTERROSO-CATALAN, DEYSI	80.00
82104	10/13/16	99999	SULIVAN, MICHELE	98.00
82105	10/13/16	99999	ALAN TRAN	8.30
82106	10/13/16	99999	ANH TROUNG	5.00
82107	10/13/16	99999	AUTEN, BEULAH	36.00
82108	10/13/16	99999	BARRAGAN, ANGIE	36.00
82109	10/13/16	99999	CENTENO, ROCIO	30.00
82110	10/13/16	99999	CORCORAN, CRYSTAL	65.00
82111	10/13/16	99999	COVINA - VALLEY USD	311.50
82112	10/13/16	99999	DANIEL CASTANEDA	360.55
82113	10/13/16	99999	DEBBIE AQUILA	90.80
82114	10/13/16	99999	DISTELRATH, DONNA	56.00
82115	10/13/16	99999	EDUARDO TREJO	200.00
82116	10/13/16	99999	ELIXANDRO DIAZ	10.01
82117	10/13/16	99999	ERICA GRIMALDO	300.00
82118	10/13/16	99999	EXCELITAS TECHNOLOGIES	2,399.45
82119	10/13/16	99999	FERNANDO VALDEZ	2.66

CITY OF COVINA
 Check Register
 Sept. 30 - Oct. 13, 2016

82120	10/13/16	99999	FLORES, SILVIA	80.00
82121	10/13/16	99999	FRANCESCA FRISON	63.48
82122	10/13/16	99999	GARRETT HAGLE	115.00
82123	10/13/16	99999	GATES, ROBERT	95.00
82124	10/13/16	99999	HATTAR-MENDOZA, MUNA	49.00
82125	10/13/16	99999	HERALD, STEVEN	182.00
82126	10/13/16	99999	HONNIHAL, SANEHAL	88.00
82127	10/13/16	99999	JANICE CAMPOS	74.04
82128	10/13/16	99999	JAYSON LOPEZ	50.46
82129	10/13/16	99999	JONATHON SNEED	18.64
82130	10/13/16	99999	KATZ, LISA	48.12
82131	10/13/16	99999	LARINI, HECTOR	52.00
82132	10/13/16	99999	LAY, ZIN	105.00
82133	10/13/16	99999	MALDONADO, ERIC	35.00
82134	10/13/16	99999	MEDINA, ELIZABETH	40.00
82135	10/13/16	99999	MONTENEGRO, SYLVIA	40.00
82136	10/13/16	99999	NGUYEN, NANCY	60.00
82137	10/13/16	99999	PEREZ, ARELI	5.00
82138	10/13/16	99999	RAMIREZ, MARLENE	59.50
82139	10/13/16	99999	RITCHEY, MATTHEW	65.00
82140	10/13/16	99999	RODERICK, ANNE	160.00
82141	10/13/16	99999	ROMERO, YOLANDA	95.00
82142	10/13/16	99999	SALINAS, JOSIE	147.00
82143	10/13/16	99999	SALSAMEDA, LENA	40.00
82144	10/13/16	99999	SANCHEZ, NICHOLAS	23.00
82145	10/13/16	99999	SERENITY INFANT CARE HOMES	200.00
82146	10/13/16	99999	SORIANO, KYOUNGA	144.00
82147	10/13/16	99999	TIM FINK	115.00
82148	10/13/16	99999	VALDEZ, LIZBETH	80.00
82149	10/13/16	99999	VEGA, KRISTLE	95.00
82150	10/13/16	99999	VU, TRACY	120.00
82151	10/13/16	99999	WALKER, JENNIE	91.00
82152	10/13/16	99999	WENDY RODRIGUEZ	43.92
82153	10/13/16	99999	WF CONSTRUCTION, INC.	279.39
82154	10/13/16	99999	YVONNE DIAZ	27.59
82155	10/13/16	99999	ZERNEMO, SUSAN	70.00
82156	10/13/16	2148	OSTARCEVIC, IVA	127.50
82157	10/13/16	4535	OSWALDO MONROY	236.25
82158	10/13/16	2163	PACIFIC PARKING	607.82
82159	10/13/16	2208	PATS TIRE SERVI	82.50
82160	10/13/16	2289	POWER MAINT COR	1,950.00
82161	10/13/16	2345	QUILL	61.53
82162	10/13/16	2426	REYNOLDS BUICK	219.29
82163	10/13/16	4201	ROBERT HALF	4,500.00
82164	10/13/16	2456	ROBISON, MIKE	127.50

CITY OF COVINA
Check Register
Sept. 30 - Oct. 13, 2016

82165	10/13/16	2541	SAN GAB BASIN W	2,369.45
82166	10/13/16	2676	SMART AND FINAL	498.65
82167	10/13/16	2689	SNAP ON TOOLS	229.61
82168	10/13/16	2737	STAPLES INC	460.53
82169	10/13/16	3729	SUNBELT RENTALS	190.75
82170	10/13/16	4437	TELEPACIFIC COM	1,642.04
82171	10/13/16	2839	THERMAL COMBUST	110.54
82172	10/13/16	4221	THREE VALLEYS M	1,500.00
82173	10/13/16	2855	TIME WARNER CAB	260.16
82174	10/13/16	2935	UNDERGROUND SER	213.00
82175	10/13/16	2954	URBAN GRAFFITI	9,424.51
82176	10/13/16	2958	US POSTMASTER	1,516.77
82177	10/13/16	2980	VARGAS, MONICA	30.85
82178	10/13/16	2998	VERIPIC	4,207.40
82179	10/13/16	3001	VERIZON WIRELES	810.68
82180	10/13/16	3014	VISION SERVICE	21.69
82181	10/13/16	4255	VOYA FINANCIAL	13.38
82182	10/13/16	3023	VULCAN MATERIAL	670.55
82183	10/13/16	3043	WARREN DISTRIBU	66.38
82184	10/13/16	3060	WEISENBACH SPEC	598.75
82185	10/13/16	3070	WEST COAST ARBO	3,048.00
82186	10/13/16	3134	XEROX CORPORATI	299.36
82187	10/13/16	3152	YWCA	1,542.33
			subtotal checks	\$ 830,268.41
80098	6/1/16	1298	HARRAHS RINCON	(400.00)
81671	9/15/16	3297	HOLIDAY INN EXP	(522.69)
81715	9/20/16	1680	LEAGUE OF CALIF CITIES	(575.00)
			subtotal voids (prior to current mo.)	(1,497.69)
			subtotal payroll	493,777.46
			subtotal workers' compensation	14,144.77
			TOTAL checks/EFTs	\$1,350,834.41

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

I, Anita Agramonte, 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 accounts payable for 9/30-10/13/16; payroll for 10/06/16; workers' compensation and voids for 9/30-10/13/16; 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.



Anita Agramonte
Finance Director

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**SUCCESSOR AGENCY TO THE
COVINA REDEVELOPMENT AGENCY**

AGENDA REPORT

ITEM NO. CC 3

MEETING DATE: November 1, 2016

TITLE: Payment of Demands

PRESENTED BY: Geoffrey Cobbett, City Treasurer
Anita Agramonte, Finance Director

RECOMMENDATION: Approve Payment of Demands in the amount of \$7,968.15

BACKGROUND: Attached is a list of warrants and demands which are being presented for approval and are summarized as follows:

<u>DATE OF DEMANDS</u>	<u>DEMAND NUMBERS</u>	<u>AMOUNT</u>
Sept. 30 - Oct. 13, 2016	1382-1383	\$1,711.05
<u>VOIDS</u>		\$0.00
<u>PAYROLL</u> 10/06/16		\$6,257.10
	GRAND TOTAL:	\$7,968.15

DISCUSSION:

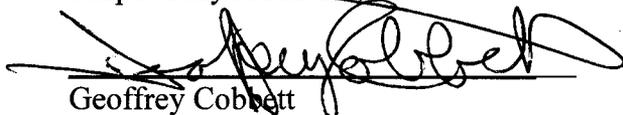
The attached reports have been reviewed by the City Treasurer and by the Finance Director.

FISCAL IMPACT:

Sufficient funding is available and the related costs are included in the Fiscal Year 16/17 Adopted Budget.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Respectfully submitted,



 Geoffrey Cobbett
 City Treasurer



 Anita Agramonte
 Finance Director

ATTACHMENTS:

Attachment A: Check Register

SUCCESSOR AGENCY TO THE
 COVINA REDEVELOPMENT AGENCY
 Check Register
 Sept. 30 - Oct. 13, 2016

Check #	Check Date	Vendor	Name	Amount
1382	10/13/16	4455	FRONTIER CALIF	88.55
1383	10/13/16	3796	RICHARDS, WATSON	1,622.50
<i>subtotal checks</i>				\$1,711.05
<i>subtotal voids (prior to current mo.)</i>				\$0.00
<i>subtotal payroll</i>				\$6,257.10
TOTAL CHECKS/EFT's				\$7,968.15

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

I, Anita Agramonte, first duly sworn, declare that I am the Finance Director of the City of Covina and have read the attached Register(s) of Audited Demands for the Covina Successor Agency to the Covina Redevelopment Agency accounts payable and voids for 9/30-10/13/16 and payroll for 10/06/16; 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.



Anita Agramonte
Finance Director

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CITY OF COVINA

AGENDA REPORT

ITEM NO. CC 4

MEETING DATE: November 1, 2016

TITLE: City Council to Adopt **Resolution No. 16-7549** Confirming Continued Existence of an Emergency Condition for the Residual Control System at the Charter Oak Reservoir Site Pursuant to Chapter 2.5 (Emergency Contracting Procedures) of the Public Contracts Code

PRESENTED BY: Siobhan Foster, Director of Public Works

RECOMMENDATION: Adoption of Resolution No. 16-7549 confirming continued existence of an emergency condition for the Residual Control System at the Charter Oak Reservoir Site Pursuant to Chapter 2.5 (Emergency Contracting Procedures) of the Public Contracts Code.

BACKGROUND:

The Charter Oak site consists of four, above-ground reservoirs each with a 3 million gallon (MG) capacity. Water Zone 1 and Water Zone 2 are supplied via the Charter Oak Booster Pump Station. Water Zone 1 is the largest zone, encompassing the low elevation area that occupies the west and central portion of the City’s water system. The northern and eastern portions of the system comprise Water Zone 2.

Name	Material	Year Constructed	Capacity (MG)
Charter Oak Reservoir 1	Concrete	1954	3.0
Charter Oak Reservoir 2	Steel	1957	3.0
Charter Oak Reservoir 3	Steel	1964	3.0
Charter Oak Reservoir 4	Concrete	2014	3.0

As the City of Covina does not pump its own water, the City relies on water from Covina Irrigating Company (CIC) and the Metropolitan Water District of Southern California (MWD) through the Three Valleys Municipal Water District (TVMWD). CIC’s water comes predominantly from the San Gabriel River and Main San Gabriel Valley Groundwater Basin. Water from CIC enters at two points in the City’s water system. There is a connection at Cypress Reservoir, which is 3000 gallons per minute (gpm), and another at Forestdale Reservoir at 4000 gpm.

The City also has a connection with TVMWD, which treats water from the Metropolitan Water District of Southern California (MWD). The connection is located at the Charter Oak site with an 8,980 gpm capacity. MWD’s primary source of water in this area is the Colorado River. Currently, however, MWD is receiving water from the State Water Project system. The City operates this connection during periods of high demand.

The City's water suppliers, CIC and MWD, both use chloramines for disinfection purposes. MWD has used chloramines since 1984, as this disinfection method endures well and provides longer-lasting disinfection to water that travels long distances to its multiple water purveyors. CIC began using chloramines on May 4, 2015 when it implemented ultra-violet treatment at the William B. Temple Water Treatment Plant No 1. The State Water Resources Control Board, Division of Drinking Water (SWRCB), was insistent that CIC use chloramines for disinfection purposes to be compatible with MWD water. Prior to May 2015, CIC used free chlorine as a disinfectant, and since Covina's water supply would typically be a blend of CIC and MWD water, a blended combination of chlorine and chloramines would have been present in the City's water supply in varying quantities depending on the mix of water in the City's distribution system at any given time.

The City of Covina is required to test for all regulated contaminants in its water system including bacteriological quality and disinfectant residual at water-sampling stations throughout the system. The City collects and analyzes approximately 50 water samples each month.

Since Covina's water suppliers began supplying the City with chloramine-only treated water in May 2015, the City has been mindful that the water system may experience nitrification in its water supply since nitrites are a byproduct of chloramines. Nitrification can degrade a distribution system's water quality and negatively affect regulatory compliance and lead to health and safety concerns if not properly managed. Once nitrification has started, it can be difficult to control. A key symptom of nitrification may be the decrease of chloramine residual as it travels through the distribution system. Given the potential for serious water quality, health, and safety concerns that may result from nitrification, it is imperative to prevent nitrification from occurring in the first place, or barring that, promptly remediate nitrification as soon as it is discovered.

Nitrification usually occurs when water temperatures are warmer and water usage is low. To mitigate the possibility of nitrification, the City seeks to cycle water in the reservoir tanks, reduce the age of the water stored by keeping water moving through the system, and reduce the volume of water stored in reservoirs during extended periods of low water demand.

Understanding that nitrification may occur at any time when chloramines are used to treat water, the Department of Public Works recommended the implementation of a residual control system (RCS). This system includes the chemical feed system, water quality station, and smart controller as a longer-term strategy at the City's largest reservoir, the Charter Oak site.

On August 16, 2016, the City Council adopted Resolution No. 16-7508 for the RCS at the Charter Oak Reservoir Site Emergency Project, declaring that the public interest and necessity demand the immediate expenditure of public money and completion of certain work without competitive bidding to safeguard life, health, or property pursuant to Chapter 2.5 (Emergency Contracting Procedures) of the Public Contracts Code and authorizing the City Manager to execute all necessary contracts and documents with qualified contractors and vendors to respond to the emergency condition at the Charter Oak Reservoir Site.

On September 6, 2016, the City Council adopted Resolution No. 16-7516 confirming the continued existence of an emergency condition for the RCS at the Charter Oak Reservoir Site Pursuant to Chapter 2.5 (Emergency Contracting Procedures) of the Public Contracts Code.

On September 20, 2016, the City Council adopted Resolution No. 16-7522 confirming the continued existence of an emergency condition for the RCS at the Charter Oak Reservoir Site Pursuant to Chapter 2.5 (Emergency Contracting Procedures) of the Public Contracts Code.

On October 4, 2016, the City Council adopted Resolution No. 16-7535 confirming the continued existence of an emergency condition for the RCS at the Charter Oak Reservoir Site Pursuant to Chapter 2.5 (Emergency Contracting Procedures) of the Public Contracts Code.

On October 18, 2016, the City Council adopted Resolution No. 16-7539 confirming the continued existence of an emergency condition for the RCS at the Charter Oak Reservoir Site Pursuant to Chapter 2.5 (Emergency Contracting Procedures) of the Public Contracts Code and approved Change Order No. 1 to furnish a temporary RCS rental unit, including trailer delivery, one month rental fee, and installation of trailer and mixer, increasing the contract cost with Doane and Hartwig Water Systems by \$8,500, from \$126,000 to \$134,500. The City Council also authorized the Interim City Manager to execute Change Order No 1.

Public Contracts Code Section 22050 requires a governing body that takes action pursuant to subdivision (a) of that Section to review the Emergency action at its next regularly scheduled meeting, and by four-fifths vote, determine that there is a need to continue the action. Adoption of Resolution No. 16-7549 will confirm the continued existence of an emergency condition for the RCS at the Charter Oak Reservoir Site pursuant to Chapter 2.5 (Emergency Contracting Procedures) of the Public Contracts Code.

DISCUSSION:

The City Council's adoption of Resolution No. 16-7508 on August 16, 2016 made the findings needed to allow the City Manager to immediately retain the services necessary for the RCS unit at the Charter Oak Reservoir Site, pursuant to the Public Contracts Code Sections 20168 and 22050. The City retained services without competitive bidding, with Doane and Hartwig Water Systems, Inc. to provide an RCS System. This system includes the Chemical Feed System, Water Quality Station, and Smart Controller, and Control Automation Design, Inc. to complete the proper configuration and installation of the SCADA system.

On August 23, 2016, Public Works staff met with CIC and James Ko, Associate Sanitary Engineer, from the State Water Resources Control Board, Division of Drinking Water, and discussed the 1) importance of developing a relationship with the City's assigned engineer; 2) symptoms of nitrification occurring at the Charter Oak Reservoir site; 3) RCS project, approved by the City Council on August 16, 2016; and 4) to discern if there are any modifications required to the City's operating permit.

On September 20, 2016, the City and CIC representatives had a follow-up meeting with Mr. Ko and reviewed the water quality enhancements that have been made at the Charter Oak Reservoir site through operational treatment methods and the cleaning of tank No. 4 at the site. Prior to the next meeting with Mr. Ko, scheduled for November 15, 2016, the City is expected to make similar enhancements to the Rancho Simi Reservoir and other reservoir sites. This can be accomplished through tank operational adjustments, tank cleaning, and/or chemical treatment.

From October 4, 2016 to October 12, 2016, the City partnered with Rowland Water District for technical assistance in addressing the challenges inherent with chloramination through the use of an RCS system. Rowland Water District assisted the City of Covina with the provision of a mobile RCS unit and qualified personnel to enhance the water quality and address the symptoms of nitrification at the Rancho Simi Reservoir. Rowland Water District is one of a number of local agencies using RCS technology and had found it to be a proven methodology to mitigate the symptoms of nitrification in its water system.

On October 24, 2016, Doane and Hartwig Water Systems, Inc., the supplier of the RCS unit the City is purchasing, furnished the temporary RCS rental unit, pursuant to Change Order No. 1, approved by the City Council on October 18, 2016. Doane and Hartwig Water Systems, Inc. also provided technical training to the City of Covina Water Division and CIC representatives.

The tentative project schedule is outlined below with project completion expected by the end of January 2017.

August 2016	September 2016	October 2016	November 2016	December 2016	January 2017
Purchase RCS	██████████				
Fabrication and installation of RCS System and related equipment	████████████████████				
RCS Start-up and training				██████████	
SCADA installation					██████████
SCADA monitoring					██████████

RCS technology is a proven methodology that has been used by several local municipalities to mitigate symptoms of nitrification in their water systems. RCS technology coupled with operational methods, such as regularly circulating the water in the Charter Oak reservoirs, are best management practices (BMPs) for mitigating the symptoms of nitrification. The combination of technological and operational treatment methods in a timely manner is necessary to safeguard the City’s water supply.

Pursuant to Public Contracts Code Section 22050, the Interim City Manager, through the Department of Public Works, will provide project updates at every regularly scheduled City Council meeting until the emergency project is completed.

FISCAL IMPACT:

The estimated fiscal impact associated with the Charter Oak Reservoir Site – RCS Project is approximately \$163,000. Sufficient funding for the proposed project is available in the Department of Public Works, Water Capital Improvement budget (Account No. 6011-5080-55410-W1709). The following table represents a summary of the proposed project:

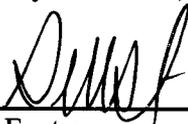
RCS System/Temporary RCS Rental Unit	\$134,500
SCADA Programming/Interface	\$25,000
Contingency Allowance	\$1,500
Contract Administration/Inspection	\$2,000
Estimated Total	\$163,000

The proposed project has no General Fund impact.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

This project has been determined to be categorically exempt under CEQA in accordance with Section 15301(b) Existing Facilities (Class 1). The project involves negligible or no expansion of an existing use.

Respectfully submitted,



Siobhan Foster
Director of Public Works

ATTACHMENTS:
Attachment A: Resolution 16-7549

RESOLUTION NO. 16-7549

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, CONFIRMING THE CONTINUED EXISTENCE OF AN EMERGENCY CONDITION FOR THE RESIDUAL CONTROL SYSTEM AT THE CHARTER OAK RESERVOIR SITE EMERGENCY PROJECT, PURSUANT TO SECTION 22050 OF THE CALIFORNIA PUBLIC CONTRACT CODE

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 endeavors to provide safe and reliable public facilities for public use; and

WHEREAS, from time-to-time City facilities will experience unexpected failure, stress, or damage in the course of routine operations; and

WHEREAS, the resolution of any unexpected failure, stress, or damage may occur at times when the competitive bidding process is not possible in order to bring a swift resolution to the interruption of regular services, requiring that the City contract with vendors who are most readily and reasonably available to address the urgent situation; and

WHEREAS, The City of Covina has identified that the Charter Oak Reservoir Site, which includes four (4) reservoirs, is in need of immediate action. Since Covina’s water suppliers began supplying the City with chloramine-only treated water in May 2015, the City has been mindful that the water system may experience nitrification in its water supply since nitrites are a byproduct of chloramines. In mid-July 2016, due in part to a series of field tests performed by Covina Irrigating Company (CIC), the City became aware that the Charter Oak reservoirs are experiencing symptoms of nitrification, which require immediate action as nitrification can degrade a distribution system’s water quality and negatively affect regulatory compliance, leading to potential health and safety concerns. Residual Control System (RCS) technology coupled with operational methods, such as regularly circulating the water in the Charter Oak reservoirs, are best management practices (BMPs) for mitigating the symptoms of nitrification. The combination of technological and operational treatment methods in a timely manner is necessary to safeguard the City’s water supply. As a result, the Department of Public Works recommends the immediate procurement and implementation of an RCS system at the Charter Oak site as an emergency action, including the chemical feed system, water quality station, and smart controller; and

WHEREAS, on August 16, 2016, the Covina City Council adopted Resolution No. 16-7508 declaring an emergency condition and declaring that the public interest and necessity requires certain work to be performed without competitive bidding pursuant to California Public Contract Code Sections 20168 and 22050; and

WHEREAS, under Section 22050 of the California Public Contract Code “ a public agency pursuant to a four-fifths vote of its governing body may repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts;” and

WHEREAS, the City Manager immediately retained the services necessary to remediate the Charter Oak Reservoir Site, without competitive bidding, including Doane and Hartwig Water Systems, Inc. to provide an RCS System, which includes the Chemical Feed System, Water Quality Station, and Smart Controller, and Control Automation Design, Inc. to complete the configuration and installation of the SCADA system; and

WHEREAS, the schedule for the RCS at the Charter Oak Reservoir Site Emergency Project runs tentatively from mid-August 2016 through project completion estimated to occur by the end of January 2017; and

WHEREAS, on September 6, 2016 the Covina City Council adopted Resolution No. 16-7516 confirming the continued existence of an emergency condition for the RCS at the Charter Oak Reservoir Site pursuant to Chapter 2.5 (Emergency Contracting Procedures) of the Public Contracts Code; and

WHEREAS, on September 20, 2016 the Covina City Council adopted Resolution No. 16-7522 confirming the continued existence of an emergency condition for the RCS at the Charter Oak Reservoir Site pursuant to Chapter 2.5 (Emergency Contracting Procedures) of the Public Contracts Code; and

WHEREAS, on October 4, 2016 the Covina City Council adopted Resolution No. 16-7535 confirming the continued existence of an emergency condition for the RCS at the Charter Oak Reservoir Site pursuant to Chapter 2.5 (Emergency Contracting Procedures) of the Public Contracts Code; and

WHEREAS, on October 18, 2016 the Covina City Council adopted Resolution No. 16-7539 confirming the continued existence of an emergency condition for the RCS at the Charter Oak Reservoir Site pursuant to Chapter 2.5 (Emergency Contracting Procedures) of the Public Contracts Code; and

WHEREAS, California Public Contract Code Section 22050, subdivision (c) provides that “If the governing body orders any action specified in subdivision (a), the governing body shall review the emergency action at its next regularly scheduled meeting and ...at every regularly scheduled meeting thereafter until the action is terminated, to determine, by a four-fifths vote, and there is a need to continue the action;” and

WHEREAS, Resolution No. 16-7549 constitutes action specified in subdivision (a) of California Public Contract Code Section 22050; and

WHEREAS, the RCS at the Charter Oak Site Emergency Project is ongoing.

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

SECTION 1. The City Council hereby reviews the emergency action approved in City Council Resolution No. 16-7508 for the Charter Oak Reservoir Site – Residual Control System pursuant to California Public Contract Code Section 22050.

SECTION 2. The City Council hereby determines that the emergency action for the Charter Oak Reservoir Site – Residual Control System needs to continue through project completion estimated to occur by the end of January 2017 in order to respond to the emergency pursuant to California Contract Code Section 22050.

SECTION 3. Such action shall be reviewed by the City Council at subsequent regular meetings to determine whether there is a need to further continue the action.

SECTION 4. The City Clerk shall certify to the passage and adoption of this resolution and shall enter the same in the Book of Original Resolutions.

APPROVED and PASSED this 1st day of November, 2016.

City of Covina, California

BY: _____
KEVIN STAPLETON, Mayor

ATTEST:

SHARON F. CLARK, Chief Deputy City Clerk

APPROVED AS TO FORM:

CANDICE K. LEE, City Attorney

CERTIFICATION

I, Sharon F. Clark, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution No. 16-7549 was duly adopted by the City Council of the City of Covina at a regular meeting held on the ___ day of _____, 20___, by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:

Dated:

SHARON F. CLARK, Chief Deputy City Clerk

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CITY OF COVINA
SUCCESSOR AGENCY TO THE COVINA
REDEVELOPMENT AGENCY
AGENDA REPORT ITEM NO. CC 5

MEETING DATE: November 1, 2016

TITLE: Conveyance of public use properties from the Successor Agency to the Covina Redevelopment Agency to the City of Covina

PRESENTED BY: Brian K. Lee, Director of Community Development

RECOMMENDATION: Adopt Successor Agency **Resolution No. 16-039**, approving the transfer of certain properties by the Successor Agency to the Covina Redevelopment Agency for governmental use, and City Council **Resolution No. 16-7550**, authorizing the acceptance of certain properties from the Successor Agency to the Covina Redevelopment Agency for governmental use, and to authorize the City Manager/Executive Director or his designee to execute a certificate of acceptance with respect to the grant deed, and cause the grant deed and certificate of acceptance to be recorded.

BACKGROUND:

On June 7, 2016, the Oversight Board adopted Resolution 16-56 approving an Amended Long Range Property Management Plan (LRPMP), under the timeline established by SB 107, designating the permissible use of Lot 14 as a public parking lot. The resolution was submitted to the state Department of Finance (DOF) for approval. DOF did not approve an amendment to the LRPMP, but did approve the use of Lot 14 as a public parking lot, and the transfer of the lot to the City (see Attachment A).

DISCUSSION:

A Grant Deed and Certificate of Acceptance have been prepared (see Attachment B) to transfer title of Lot 14 from the Successor Agency to the City of Covina. In addition to Lot 14, the Grant Deed also transfers Lots 13 and Lot 8. (see map, Attachment C). The properties are further defined as:

Lot No.	APN	Description
8	8445-009-909	Portion of 1 Civic Center Parking Structure, 114 E. College St.
13	8445-009-912	Portion of 135 E. Badillo Street (public parking lot)
14	8445-009-912	Portion of 135 E. Badillo Street (public parking lot)

Lots 8, 13, and 14 were purchased from Bank of America as part of a larger property in 1998. The sale of Lots 8 and 13 to the parking authority was approved September 7, 1999. The grant

deed transferring title to the City was executed on December 3, 1999, but was never recorded. Ownership never officially transferred out of the name of the Covina Redevelopment Agency; therefore, the properties were among those discussed when redevelopment agencies were dissolved in 2012, and state Department of Finance approval of the transfer was required.

Lot 13 was specifically approved as an allowed transfer in the DOF letter of February 21, 2014 (see Attachment D). Lot 8 (also known as “portion of Civic Center Parking Structure, 114 E. College Street), was approved for transfer by the Oversight Board on May 31, 2012 by Resolution 12-06 attached as Attachment E. The resolution was transmitted to DOF as required; DOF did not object to this transfer.

Lots 8, 13 and 14 were previously quitclaimed from the Covina Redevelopment Agency to the City of Covina as follows:

Lot No.	APN	Date of Quit Claim	Date of Recordation	Recorded Document No.
8	8445-009-909	March 10, 2011	March 11, 2011	2011-0379640
13	8445-009-912	May 19, 2011	May 20, 2011	2011-0712730
14	8445-009-912	May 19, 2011	May 20, 2011	2011-0712730

The Grant Deed supersedes and replaces the quit claim deeds.

FISCAL IMPACT:

There will be a positive fiscal impact to the General Fund as the ownership of the asset is resolved. However, this will be offset by ongoing maintenance costs.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

This activity will not result in a reasonably foreseeable change to the physical environment; it is exempt from CEQA under State CEQA Guidelines 15061 (b) (2) and (3) and does not constitute a project.

Respectfully submitted,



Brian K. Loe
Director of Community Development

ATTACHMENTS:

- A. DOF letter of August 12, 2016
- B. Grant Deed
- C. Map
- D. DOF letter of February 21, 2014
- E. OB Resolution 12-06
- F. City Resolution
- G. Successor Agency Resolution

August 12, 2016

Ms. Theresa Franke, Interim Finance Manager
City of Covina
125 East College Street
Covina, CA 91723

Dear Ms. Franke:

Subject: Oversight Board Action Determination

The City of Covina Successor Agency (Agency) notified the California Department of Finance (Finance) of its June 7, 2016 Oversight Board (OB) Resolution on June 15, 2016. Pursuant to Health and Safety Code (HSC) section 34179 (h), Finance has completed its review of the OB action.

Based on our review and application of the law, the Agency's OB Resolution No. 16-56 related to an amendment to the Long-Range Property Management Plan (LRPMP), is partially approved.

The Agency desires to amend its approved LRPMP to include the parking lot located at 135 W. Badillo Street with Assessor's Parcel Number 8445-009-912. With the passage of Senate Bill 107, agencies with an approved LRPMP are allowed one amendment, solely to allow for the retention of real properties that constitute "parking facilities and lots dedicated solely to public parking" as governmental use, pursuant to HSC section 34181. However, this property was not included in the LRPMP approved by Finance. Properties not included in the LRPMP are required to be disposed of pursuant to HSC sections 34177 (e) or 34181 (a). Since this property was excluded from the LRPMP, an amendment to the LRPMP is not allowed.

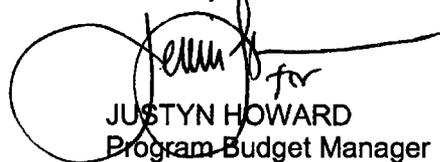
However, HSC section 34181 (a) (1) gives the OB the authority to direct the Agency to transfer ownership of those assets that were constructed and used for a government purpose, such as roads, school buildings, parks, police and fire stations, libraries, and parking facilities and lots dedicated solely to public parking. Finance concurs that the parking lot located at 135 W. Badillo Street meets the definition of a government purpose asset and therefore is eligible for transfer to the City of Covina.

In the event the OB desires to amend the portion of the resolution not approved by Finance, Finance is returning it to the board for reconsideration. However, the Agency can move forward with the portion of the resolution approved by Finance.

Ms. Theresa Franke
August 12, 2016
Page 2

Please direct inquiries to Kylie Oltmann, Supervisor, or Daisy Rose, Analyst, at (916) 445-1546.

Sincerely,

A handwritten signature in black ink, appearing to read 'Justyn Howard', with a large circular flourish on the left side and a horizontal line extending to the right. The signature is written over the printed name and title.

JUSTYN HOWARD
Program Budget Manager

cc: Ms. Suzanne Harrell, Consultant, Harrell & Company Advisors
Ms. Kristina Burns, Manager, Department of Auditor-Controller, Los Angeles County

RECORDING REQUESTED BY,
AND WHEN RECORDED MAIL TO:

City of Covina
125 East College Street
Covina, CA 91723-2199
Attn: City Clerk

APN(s): 8445-009-912

SPACE ABOVE THIS LINE FOR RECORDER'S USE

This transfer is exempt from Documentary Transfer Tax pursuant to Revenue & Taxation Code Section 11922, and exempt from Recording Fees pursuant to California Government Code Section 6103.

GRANT DEED

The SUCCESSOR AGENCY TO THE COVINA REDEVELOPMENT AGENCY does hereby grant to the CITY OF COVINA that certain real property located in the County of Los Angeles, State of California, more particularly described on Exhibit "A" attached hereto, including all improvements, fixtures and personal property located thereon (collectively, the "Property").

This Grant Deed is intended to supercede and replace that certain Covina Redevelopment Agency Quitclaim Deed dated May 19, 2011 in favor of the City of Covina recorded on May 20, 2011 as Document No. 20110712730 in the Official Records of Los Angeles County with respect to Lots 13 and 14 described therein, and that certain Covina Redevelopment Agency Quitclaim Deed dated March 10, 2011 in favor of the City of Covina recorded on March 11, 2011, as Document No. 20110379640 in the Official Records of Los Angeles County with respect to Lot 8 described therein.

IN WITNESS WHEREOF, the undersigned has executed this Grant Deed as of the date set forth below.

Dated: _____, 2016

SUCCESSOR AGENCY TO THE COVINA
REDEVELOPMENT AGENCY

By: _____
Print Name: Donald Penman
Title: Interim City Manager

Lots 13 14 and 8

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of Riverside)

On _____, before me, _____,
(insert name and title of the officer)

Notary Public, personally appeared _____,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

EXHIBIT "A"

LEGAL DESCRIPTION

THE LAND IN THE COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

LOT 8 IN BLOCK 7 OF COVINA TOWNSITE, IN THE CITY OF COVINA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 9 PAGES 3 AND 4 OF MISCELLANEOUS RECORDS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

EXCEPT THAT PORTION DESCRIBED IN THE DEED TO THE CITY OF COVINA FOR ALLEY PURPOSES RECORDED MARCH 24, 1971 AS INSTRUMENT NO. 3384 IN SAID OFFICE OF THE COUNTY RECORDER.

Also known as APN 8445-009-909

Also known as a portion of 114 E. College Street, Covina, California

LOTS 13 AND 14 IN BLOCK 7 OF COVINA TOWNSITE, IN THE CITY OF COVINA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 9 PAGE(S) 3 AND 4 OF MISCELLANEOUS RECORDS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

EXCEPT THAT PORTION DESCRIBED IN THE DEEDS TO THE CITY OF COVINA FOR ALLEY PURPOSES IN SAID RECORDED MARCH 24, 1971 AS INSTRUMENT NOS. 3384 AND 3385 IN SAID OFFICE OF THE COUNTY RECORDER.

Also known as APN 8445-009-912 (previously a portion of APN 8445-009-910)

Also known as a portion of 135 E. Badillo Street, Covina, California

CERTIFICATE OF ACCEPTANCE

This is to certify that the interest in real property conveyed by that certain Grant Deed dated _____, 2016, from the SUCCESSOR AGENCY TO THE COVINA REDEVELOPMENT AGENCY to the CITY OF COVINA, is hereby accepted by the undersigned officer on behalf of the City of Covina pursuant to the authority conferred by [Resolution No. ____] [action] of the City of Covina [adopted] by the City Council of the City of Covina on _____, 2016, and the grantee consents to recordation thereof by its duly authorized officer.

Dated: _____, 2016

Print Name: Donald Penman
Title: Interim City Manager

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of Los Angeles)

On _____, before me, _____,
(insert name and title of the officer)

Notary Public, personally appeared _____,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

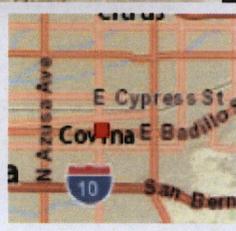
WITNESS my hand and official seal.

Signature _____ (Seal)

**Lots 8, 13 and 14
Covina, California**



232.00 Feet





REVISED

February 21, 2014

Ms. Lisa Brancheau, Assistant to the City Manager
City of Covina
125 East College Street
Covina, CA 91723

Dear Ms. Brancheau:

Subject: Oversight Board Action Determinations

This letter supersedes California Department of Finance's (Finance) letter dated August 14, 2013. The City of Covina Successor Agency (Agency) notified the California Department of Finance (Finance) of its Oversight Board (OB) Resolution No. 13-22. Pursuant to Health and Safety Code (HSC) section 34179 (h), Finance has completed its review of the OB action.

Subsequent to our August 14, 2013 determination letter, the Agency requested that Finance re-examine our previous determination. Based on our review of additional information and application of the law, Finance continues to partially approve the proposed disposition of these properties as follows:

Lot 13

Finance no longer objects to the Agency transferring a parking lot (Lot 13) through the quit claim process to the City of Covina (City). It is our understanding; the Agency sold Lot 13 to the Covina Parking Authority (Authority) in 1999, but the property continued to be listed as an Agency asset. In April 2011, an accounting entry was made to correct the property transfer. In addition, the Agency provided supporting documentation for the sale of Lot 13 to the Authority prior to redevelopment dissolution. Since the property is not an asset of the Agency, the accounting fix to transfer Lot 13 to the City is allowed.

Lot 14

Finance continues to object to the transfer of property on Badillo Street, to the City as a governmental purpose asset. It is our understanding; this property is currently being used as a parking lot; therefore, its use is considered to be for public and not for governmental purposes. HSC section 34181 (a) lists governmental purpose assets to include roads, school buildings, parks, police and fire stations, libraries, and local agency administrative buildings. This property does not qualify under this definition and is therefore ineligible for transfer. While parking structures have a public purpose, they do not serve a government purpose as defined in HSC section 34181 (a). The disposition of this property should be included in the Agency's Long Range Property Management Plan (LRPMP). For guidance related to the LRPMP process, please refer to our website.

Ms. Lisa Brancheau
February 21, 2014
Page 2

Lot 15

Finance's determination, as stated in our August 14, 2013 determination letter remains unchanged for transferring Lot 15 located on 135 East Badillo Street from the City to the Agency. Since the property was not constructed and was not being used for governmental purpose, ownership will revert back to the Agency.

This is our determination with respect to the OB action taken.

As authorized by HSC section 34179 (h), Finance is returning your OB action to the board for reconsideration.

Please direct inquiries to Kylie Oltmann, Supervisor, or Hugo Lopez, Lead Analyst at (916) 445-1546.

Sincerely,



JUSTYN HOWARD
Assistant Program Budget Manager

cc: Mr. Dilu De Alwis, Finance Director, Culver City
Ms. Kristina Burns, Manager, Los Angeles County Department of Auditor-Controller
Ms. Elizabeth Gonzalez, Bureau Chief, Local Government Audit Bureau, California State
Controller's Office
California State Controller's Office

RESOLUTION NO. 12-06

A RESOLUTION OF THE OVERSIGHT BOARD OF THE SUCCESSOR AGENCY TO THE COVINA REDEVELOPMENT AGENCY APPROVING THE TRANSFERS OF CERTAIN FORMER COVINA REDEVELOPMENT AGENCY PROPERTIES USED FOR GOVERNMENTAL PURPOSES AND NOT SUITABLE FOR RESALE TO THE CITY OF COVINA PURSUANT TO CALIFORNIA HEALTH AND SAFETY CODE SECTIONS 34177(e) AND 34181(a), MAKING CERTAIN FINDINGS WITH REGARD THERETO AND DIRECTING THE SUCCESSOR AGENCY TO TRANSFER THE PROERTIES

WHEREAS, the City Council of the City of Covina (“City”) approved and adopted redevelopment plans (“Redevelopment Plan”) for a redevelopment project area known as Project Area No. 1 on July 15, 1974 and a redevelopment project area known as Project Area No. 2 on September 19, 1983, and amended on July 13, 1987 to add territory (collectively, the “Project Areas” and individually the “Project Area”); and

WHEREAS, for the improvement of the Project Areas and the immediate neighborhoods in which the Project Areas are located, the Covina Redevelopment Agency (“Agency”) had recognized the need for certain public improvements, which improvements were located within the boundaries of, and contiguous to, the Project Areas; and

WHEREAS, pursuant to CRL Section 33445, a redevelopment agency was able, with the consent of the City Council, to pay all or part of the value of land located inside or contiguous to a project area, if the City Council makes certain findings and transfer such property; and

WHEREAS, in accordance with CRL Section 33445, the Agency had used its tax increment funds received pursuant to CRL Section 33670 to pay for all or part of the cost of the value of land for nine properties (collectively, “Properties”), as listed below:

<u>APN</u>	<u>Description</u>
8451-001-912	Parking lot, Shopper’s Lane
8444-021-904	Vacant land, Puente at Citrus
8431-014-904	Parking lot, 547 N. Citrus
8430-026-900/8431-014-904	Park, Heritage Square
8429-009-900	City Yard, 534 N. Barranca
8447-031-901	Jalapa Park, Holt and Garvey
8445-009-909	Portion of Civic Center Parking Structure, 114 E. College St.

WHEREAS, the City Council made the required findings for the transfer of the Properties pursuant to CRL Section 33445 as set forth in City Council Resolution No. 11-6936 on March 1, 2011 and City Council Resolution 11-6957 on April 19, 2011; and

WHEREAS, the Agency made the required findings for the transfer of the Properties pursuant to CRL Section 33445 as set forth in City Council Resolution No. 11-660 on March 1, 2011 and City Council Resolution 11-674 on April 19, 2011; and

WHEREAS, Health and Safety Code Section 34177(e) allows the Successor Agency to dispose of assets and properties of the former redevelopment agency as directed by the oversight board; provided, however, that the oversight board may instead direct the successor agency to transfer ownership of certain assets pursuant to subdivision (a) of Section 34181; and

WHEREAS, Health and Safety Code Section 34181(a) allows the Oversight Board to direct the Successor Agency to transfer ownership of assets that were constructed and used for a governmental purpose to the appropriate public jurisdiction; and

WHEREAS, the Successor Agency is the lead agency pursuant to the California Environmental Quality Act (codified as Public Resources Code Sections 21000 *et seq*) (“CEQA”) and the State CEQA Guidelines; and

WHEREAS, Successor Agency staff has determined that the Agency’s authorization of the transfer is exempt from CEQA, pursuant to the CEQA Guidelines set forth in California Code of Regulations, Title 14, Section 15378(b)(5), which provides that such authorizations are not considered a project subject to CEQA review because the transfer of the Properties is an organizational activity that will not result in direct or indirect physical changes in the environment.

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the Oversight Board of the Successor Agency to the Covina Redevelopment Agency as follows:

SECTION 1. Recitals. The Recitals set forth above are true and correct and incorporated herein.

SECTION 2. 34181 (a) Findings. The Governing Board of the Oversight Board of the Successor Agency affirms, finds and determines, based on the information made available in the staff report accompanying this Resolution, the oral presentation of Agency staff, and all other written and oral evidence presented to the Governing Board at or prior to the public meeting, that:

The properties listed above were all properties acquired, constructed and/or used for a governmental purpose and are not suitable for resale. As the transfer is contingent on the City continuing the governmental purpose on these sites and paying any costs associated with their continued use there is no value to the City for assuming these continued responsibilities and costs for the use of these assets.

SECTION 3. Implementation. The Governing Board hereby authorizes and directs the Executive Director of the Successor Agency at his discretion to make decisions to take any action and execute any documents necessary to implement the property transfer and this Resolution, as may be approved by both the Executive Director and the Successor Agency Counsel.

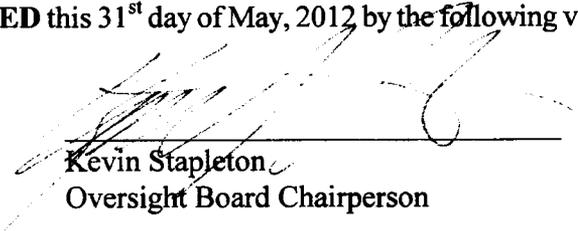
SECTION 4. CEQA. The Governing Board directs and authorizes that a Notice of Exemption shall be filed with the Clerk of the Board of Supervisors of the County of Los Angeles, California, within five (5) working days following the date of adoption of this Resolution.

SECTION 5. Severability. If any provision of this Resolution or the application of any such provision to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this Resolution that can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are severable. The Oversight Board declares that the Oversight Board would have adopted this Resolution irrespective of the invalidity of any particular portion of this Resolution.

SECTION 6. Certification. The Oversight Board Secretary, shall certify to the adoption of this Resolution.

SECTION 7. Effective Date. Pursuant to Health and Safety Code section 34179(h), all actions taken by the Oversight Board may be reviewed by the State of California Department of Finance, and, therefore, this Resolution shall not be effective for three (3) business days, pending a request for review by the State of California Department of Finance.

PASSED, APPROVED AND ADOPTED this 31st day of May, 2012 by the following vote:



Kevin Stapleton
Oversight Board Chairperson

ATTEST:



Cynthia Petersen
Oversight Board Secretary

CERTIFICATION

I, Cynthia Petersen, Secretary to the Oversight Board of the Successor Agency to the Covina Redevelopment Agency, hereby certify that Resolution No. 12-06 was adopted by the Oversight Board of the Successor Agency to the Covina Redevelopment Agency held this 31ST day of May, 2012, and was approved and passed by the following vote:

AYES: FONSECA, HALL, RIVERA, ROSSI, SANDT, STAPLETON, VISCARRA
NOES: NONE
ABSTAIN: NONE
ABSENT: NONE


Cynthia Petersen
Oversight Board Secretary

RESOLUTION NO. 16-7550

A RESOLUTION OF THE CITY OF COVINA AUTHORIZING THE ACCEPTANCE OF CERTAIN PROPERTIES FROM THE SUCCESSOR AGENCY TO THE COVINA REDEVELOPMENT AGENCY FOR GOVERNMENTAL USE

WHEREAS, Assembly Bill X1 26 (“AB 26”), enacted as part of the 2011-2012 State of California budget bill in June 2011, and as modified by the California Supreme Court’s decision in the matter of *California Redevelopment Association, et al. v. Ana Matosantos, et al.*, Case No. S194861, and further modified by Assembly Bill 1484, enacted in June 2012, and other subsequently adopted legislation (collectively, the “Dissolution Act”) dissolved and set out procedures for the wind-down of the affairs of all redevelopment agencies through the State effective February 1, 2012, establishing the Successor Agency and the Oversight Board to the Successor Agency; and

WHEREAS, the Successor Agency to the Covina Redevelopment Agency (“Successor Agency”) is the successor entity to the former Covina Redevelopment Agency (“Former Agency”) and is responsible for the wind-down of the affairs of the Former Agency, including without limitation the disposition of assets and properties of the Former Agency; and

WHEREAS, three (3) properties have been approved for conveyance from the Successor Agency to the City of Covina by the Oversight Board by resolutions OB 12-06 and OB 13-22 adopted at noticed public meetings, and the state Department of Finance pursuant to Health and Safety Code Section 34181 (f); and

WHEREAS, by the agenda report accompanying this Resolution (“Agenda Report”) the City Council has been provided with additional information upon which the findings and actions set forth in the Resolution are based.

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

SECTION 1. The foregoing recitals are true and correct, and are incorporated herein and made an operative part of this Resolution.

SECTION 2. The City Council hereby approves and authorizes the acceptance by the City of the conveyance of any interest that the Successor Agency has in the properties listed in Exhibit A, attached hereto and incorporated herein by reference, which properties are to be conveyed to the City for governmental purpose (“Governmental Use Properties”). The Governmental Use Properties shall be transferred to the City by grant deed, or other acceptable mechanism, in form and content acceptable to Successor Agency counsel and the City Attorney.

SECTION 3. The City Council hereby authorizes and directs the City Manager or his designee to sign an acceptance of the deeds, or other acceptable documentation, on behalf of the

City and to take such other actions and execute such other documents as are necessary or convenient to effectuate such transfers, and conveyance of the Governmental Use Properties to the City as contemplated in this Resolution, and as authorized and directed by the Oversight Board.

SECTION 4. The City Council has determined that the transfer of land is exempt from the requirements of the California Environmental Quality Act (“CEQA”), pursuant to State CEQA Guidelines Section 15060(b)(3), because it can be seen with certainty that the mere transfer of title from the Successor Agency to the City will not have a significant effect on the environment.

SECTION 5. If any provision of this Resolution is held invalid, the remainder of this Resolution shall not be affected by such invalidity, and the provisions of this Resolution are severable.

SECTION 6. This Resolution shall become effective immediately upon its adoption.

SECTION 7. The City Clerk shall certify to the passage and adoption of this resolution and shall enter the same in the Book of Original Resolutions.

APPROVED and PASSED this 1st day of November, 2016.

City of Covina, California

BY: _____
KEVIN STAPLETON, Mayor

ATTEST:

SHARON F. CLARK, Chief Deputy City Clerk

APPROVED AS TO FORM:

CANDICE K. LEE, City Attorney

CERTIFICATION

I, Sharon F. Clark, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution No. 16-7550 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 1st day of November, 2016, by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:

Dated: _____

SHARON F. CLARK, Chief Deputy City Clerk

EXHIBIT A

Lot No.	APN	Description
8	8445-009-909	Portion of 1 Civic Center Parking Structure, 114 E. College St.
13	8445-009-912	Portion of 135 E. Badillo Street (public parking lot)
14	8445-009-912	Portion of 135 E. Badillo Street (public parking lot)

RESOLUTION NO. 16-039**A RESOLUTION OF THE SUCCESSOR AGENCY TO THE COVINA REDEVELOPMENT AGENCY APPROVING THE TRANSFER OF CERTAIN PROPERTIES BY THE SUCCESSOR AGENCY TO THE COVINA REDEVELOPMENT AGENCY FOR GOVERNMENTAL USE**

WHEREAS, Assembly Bill X1 26 (“AB 26”), enacted as part of the 2011-2012 State of California budget bill in June 2011, and as modified by the California Supreme Court’s decision in the matter of *California Redevelopment Association, et al. v. Ana Matosantos, et al.*, Case No. S194861, and further modified by Assembly Bill 1484, enacted in June 2012, and other subsequently adopted legislation (collectively, the “Dissolution Act”) dissolved and set out procedures for the wind-down of the affairs of all redevelopment agencies through the State effective February 1, 2012, establishing the Successor Agency and the Oversight Board to the Successor Agency; and

WHEREAS, the Successor Agency to the Covina Redevelopment Agency (“Successor Agency”) is the successor entity to the former Covina Redevelopment Agency (“Former Agency”) and is responsible for the wind-down of the affairs of the Former Agency, including without limitation the disposition of assets and properties of the Former Agency; and

WHEREAS, three (3) properties have been approved for conveyance from the Successor Agency to the City of Covina by the Oversight Board by resolutions OB 12-06 and OB 13-22 adopted at noticed public meetings, and the state Department of Finance pursuant to Health and Safety Code Section 34181 (f); and

WHEREAS, by the agenda report accompanying this Resolution (“Agenda Report”) the Successor Agency has been provided with additional information upon which the findings and actions set forth in the Resolution are based.

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

SECTION 1. The foregoing recitals are true and correct, and are incorporated herein and made an operative part of this Resolution.

SECTION 2. The Successor Agency hereby approves, authorizes and directs the conveyance to the City of any interest that the Successor Agency has in the properties listed in Exhibit A, attached hereto and incorporated herein by reference, which properties are to be conveyed to the City for governmental purpose (“Governmental Use Properties”). The Governmental Use Properties shall be transferred to the City by grant deed, or other acceptable mechanism, in form and content acceptable to Successor Agency counsel and the City Attorney.

SECTION 3. The Successor Agency hereby authorizes and directs the Executive Director or his designee to prepare, execute, and file legal documents necessary to transfer the

Governmental Use Properties to the City as contemplated in this Resolution, and as authorized and directed by the Oversight Board.

SECTION 4. The Successor Agency has determined that the transfer of land is exempt from the requirements of the California Environmental Quality Act (“CEQA”), pursuant to State CEQA Guidelines Section 15060(b)(3), because it can be seen with certainty that the mere transfer of title from the Successor Agency to the City will not have a significant effect on the environment.

SECTION 5. If any provision of this Resolution is held invalid, the remainder of this Resolution shall not be affected by such invalidity, and the provisions of this Resolution are severable.

SECTION 6. This Resolution shall become effective immediately upon its adoption.

SECTION 7. The Agency Secretary shall certify to the passage and adoption of this resolution and shall enter the same in the Book of Original Resolutions.

APPROVED and PASSED this 1st day of November, 2016.

Successor Agency to the Covina
Redevelopment Agency of Covina,
California

BY: _____
KEVIN STAPLETON, Chair

ATTEST:

SHARON F. CLARK, Agency Secretary

APPROVED AS TO FORM:

CANDICE K. LEE, Successor Agency Counsel

CERTIFICATION

I, Sharon F. Clark, Secretary of the Successor Agency to the Covina Redevelopment Agency, do hereby certify that Resolution No. 16-039 was duly adopted by the Successor Agency to the Covina Redevelopment Agency at a Regular meeting held on the 1st day of November, 2016, by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:

Dated: _____

SHARON F. CLARK, Agency Secretary

EXHIBIT A

Lot No.	APN	Description
8	8445-009-909	Portion of 1 Civic Center Parking Structure, 114 E. College St.
13	8445-009-912	Portion of 135 E. Badillo Street (public parking lot)
14	8445-009-912	Portion of 135 E. Badillo Street (public parking lot)

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CITY OF COVINA

AGENDA REPORT

ITEM NO. CC 6

MEETING DATE: November 1, 2016

TITLE: Determination of satisfaction of Note and program requirements and terms for the program participants of the Community Development Block Grant Special Economic Development Program.

PRESENTED BY: Brian K. Lee, Director of Community Development

RECOMMENDATION: Determine that note terms, agreement terms and program requirements are satisfied for Tortano, LLC doing business as Pan e Vino, a CDBG Special Economic Development Program participant; authorize removal of the loan/grant restrictions including a lien on real property upon approval of program compliance by Los Angeles County Community Development Commission; and authorize the City Manager or his designee to execute related documents.

BACKGROUND:

Since 1998, the City Council has approved several economic development grants to businesses, funded by the Community Development Block Grant (CDBG) Program, where the businesses have fulfilled their job creation and program requirements. The program requires that one full-time equivalent position be created or retained for each \$25,000 awarded. The period of compliance required for job creation/retention for businesses receiving grants is one year. In effect, the business is required to create and then retain the position for one year, and in exchange, pursuant to the City's program guidelines, the loan/grant may be forgiven.

DISCUSSION:

Tortano LLC, doing business as Pan e Vino, has reported on job creation activity for one year, the required period. Pan e Vino has met the job creation requirements under the grant, as determined by City staff. It is therefore recommended that the loan/grant be forgiven, contingent upon approval by Los Angeles County Community Development Commission staff.

Business Name	Amount of Loan/Grant	Council date of loan/grant award	Final date of compliance	Years of reporting required	Full-time equivalent jobs created
Pan e Vino 143 N. Citrus Avenue, Covina CA 91723	\$50,000	12/16/2014	9/30/16	1	2

When approval following the CDC audit is received, the lien on real property provided as loan collateral will be removed.

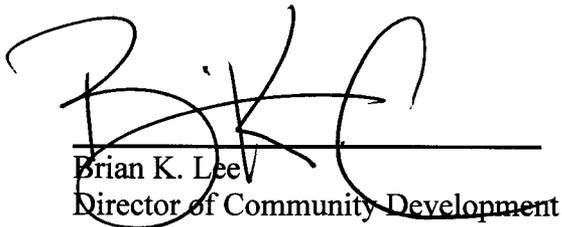
FISCAL IMPACT:

There is no fiscal impact to the general fund.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

This activity will not result in a reasonably foreseeable change to the physical environment; it is exempt from CEQA under State CEQA Guidelines 15061 (b) (2) and (3) and does not constitute a project.

Respectfully submitted,



Brian K. Lee
Director of Community Development

ATTACHMENTS:

None



CITY OF COVINA

AGENDA REPORT

ITEM NO. CC 7

MEETING DATE: November 1, 2016

TITLE: Approve the Annual Report and Establish the Date, Time, and Place for the Public Hearing for the Fiscal Year 2016-2017 Annual Assessment of the Prospero Park Business Area Enhancement District (BAED)

PRESENTED BY: Anita Agramonte, Finance Director

RECOMMENDATION: A. Approve the Annual Report of the Prospero Park Owners Association Business Area Enhancement District (BAED).

B. Adopt **Resolution No. 16-7547** declaring its intent to levy an annual assessment for the fiscal year 2016-2017 in the Prospero Park Area Enhancement District, and establish the date, time and place for the public hearing.

BACKGROUND:

In February 2001, the City of Covina, in cooperation with the Prospero Park Owners Association (PPOA), established a Prospero Park Business Area Enhancement District (Ordinance No. 01-1875) pursuant to the Parking and Business Improvement Area Law of 1989. The boundaries of the BAED include all apartment buildings south of San Bernardino Road, north of Badillo Street, east of Barranca Avenue and west of Forestdale Avenue.

Each business in the BAED has been assessed a fee of \$125 per year, through the City's business license fee collection process, to be used to provide maintenance and upkeep to the common areas.

DISCUSSION:

The PPOA Advisory Board has completed the annual report, which is attached as Attachment A. Legal requirements for the continuation of this agreement obligate the City to:

- 1) approve the Annual Report
- 2) adopt a resolution of intention to levy an annual assessment
- 3) hold a public hearing on this assessment
- 4) adopt a resolution confirming the Annual Report

This meeting will satisfy the first two of these requirements. The second two items will be addressed at the December 6, 2016 Council Meeting. Council may make changes to the Annual Report after the public hearing.

There are no proposed changes from the Advisory Board this year.

FISCAL IMPACT:

None

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

No CEQA involvement

Respectfully submitted,



Anita Agramonte
Finance Director

ATTACHMENTS:

Attachment A: Prospero Park Business Area Enhancement District Annual Report

Attachment B: Resolution No. 16-7547

PROSPERO PARK OWNERS ASSOCIATION, INC.

ANNUAL REPORT 2016 -- PROSPERO PARK OWNERS ASSOCIATION, INC Business Area Enhancement District

1. Boundary Changes

The Board of Directors will request no changes to the boundaries of the Prospero Park Area.

2. 2016 Activities

The Board of directors plans to continue similar activities for the 2017 fiscal year. The activities currently are Covina Night Out Against Crime block party the first Tuesday in August, the newsletter, eradicating graffiti, and quarterly owners meetings at the Covina Library.

To further help in the eradication of graffiti in the Prospero Park area the association continues its contract with Urban Graffiti Enterprises to canvas the area on a bi-weekly basis and remove tagging on all properties that have given permission to enter the premise to do work. Urban Graffiti is to be commended for the fine job they do in the Prospero Park area. Several times their personnel have gone over and above what is expected to eradicate graffiti on Little Vecino.

3. Projected Costs for 2017 Presently we do not know the exact number of owners that will participate in the association. With the information we have we estimate our budget for the year 2017 to be \$ 6,724.00 plus approximately \$11,000.00 to be carried over from year 2016. A copy of the proposed budget is enclosed.

4. Method of levying assessment

The assessment for 2017 will be \$125.00 per business in the BAED district. This is the same assessment as in 2016. The owners appreciate the fee being part of the annual business license and collected by the city for further distribution to the association.

5. Surplus/Deficit

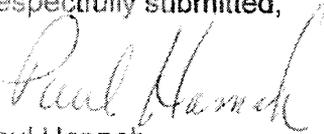
Currently we project \$11,000.00 to be left in the Association fund through December 31, 2016. All budgeted expenses are covered prior to our receiving new owner's dues for 2017.

6. Outside funding

Our checking account is an interest bearing account which should produce an additional \$18.00 annually. The only other source of income would be possible matching funds from the City of Covina.

On behalf of the owners in the Prospero Park Owner's Association, Inc we thank you for all your support and look forward to a strong relationship with the City of Covina.

Respectfully submitted,



Paul Hannah

President

Prospero Park Owner's Association, Inc.

2016 City of Covina Letter BAED

PROSPERO PARK OWNERS ASSOCIATION, INC

**PROPOSED BUDGET FOR FISCAL YEAR 2017
JULY 1, 2016 TO JUNE 30, 2017**

INCOME	Owner's Dues	\$6,600.00
	Interest on checking account	18.00
		\$6,618.00

EXPENSES

Postage (Quarterly mailer)	\$ 75.00
Stationary	25.00
P.O. Box 4632	60.00
Insurance	2,139.00
Accountant	375.00
Legal fees	100.00
Covina Night out against crime	900.00
Urban Graffiti Enterprise	3,000.00
Yearly California State Forms	50.00

TOTAL EXPENSES \$ 6,724.00

RESOLUTION NO. 16-7547

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, DECLARING ITS INTENT TO LEVY AN ANNUAL ASSESSMENT FOR THE FISCAL YEAR 2016-2017 IN THE PROSPERO PARK BUSINESS AREA ENHANCEMENT DISTRICT, AND ESTABLISHING THE DATE, TIME AND PLACE FOR THE PUBLIC HEARING

WHEREAS, the City Council has previously established the Prospero Park Business Area Enhancement District (the “BAED”), created pursuant to the Parking and Business Improvement Area Law of 1989 (California Streets and Highways Code, Sections 36500 et seq.), and;

WHEREAS, the City Council desires to continue the BAED by levying the annual assessment permitted by the Ordinance which established the BAED.

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

SECTION 1. The City Council of the City of Covina does hereby declare its intent to levy and collect assessments in the BAED for fiscal year 2016-2017 in the time and manner specified in the ordinance which established the BAED.

SECTION 2. The boundaries of the BAED shall remain as established.

SECTION 3. The type of improvements and activities to be funded by the levy of assessments on the businesses in the BAED include, but are not limited to, the following:

- a) safety and security programs
- b) parking facilities
- c) benches
- d) trash receptacles
- e) street lighting
- f) decorations
- g) parks
- h) fountains
- i) promotion of public events which benefit businesses in the area and which take place on or in public places within the area
- j) furnishing of music in any public place in the area
- k) promotion of tourism within the area
- l) activities which benefit businesses located and operating in the area

No substantial changes will be made to this list of improvements and activities.

SECTION 4. The name of the Parking and Business Improvement Area under which this levy and collection is carried out is the Covina Prospero Park Business Area Enhancement

District (“BAED”). The boundaries of the Prospero Park BAED include all apartment buildings south of San Bernardino Road, north of Badillo Street, east of Barranca Avenue and west of Forestdale Avenue.

SECTION 5. A full and detailed description of the improvements and activities to be provided for fiscal year 2016-2017, the boundaries of the BAED and any benefit zones within it, and the proposed assessments to be levied upon the businesses within the BAED for that fiscal year can be found in the Advisory Board’s report on file with the City Clerk.

SECTION 6. The City Council hereby establishes the date of December 6, 2016 as the time and place for a public hearing on the levy of the proposed assessments for fiscal year 2016-2017. At this public hearing, protests may be made orally or in writing by any interested person. Any protest pertaining to the regularity or sufficiency of these proceedings shall be in writing and shall clearly set forth the irregularity or defect to which the objection may be made. Any protest made must comply with the provisions of California Streets and Highways Code section 36524 and 36525.

SECTION 7. The City Clerk shall give notice of the public hearing by causing this Resolution of Intention to be published once in a newspaper of general circulation in the City at least seven days before the public hearing.

SECTION 8. The City Clerk shall certify as to the adoption of this resolution and shall enter the same in the Book of Original Resolutions.

APPROVED and PASSED this 1st day of November, 2016.

City of Covina, California

BY: _____
KEVIN STAPLETON, Mayor

ATTEST:

SHARON F. CLARK, Chief Deputy City Clerk

APPROVED AS TO FORM:

CANDICE K. LEE, City Attorney



CITY OF COVINA

AGENDA REPORT

ITEM NO. CC 8

- MEETING DATE:** November 1, 2016
- TITLE:** Approve the Annual Report and Establish the Date, Time, and Place for the Public Hearing for the Fiscal Year 2016-2017 Annual Assessment of the Downtown Covina Business Area Enhancement District (BAED)
- PRESENTED BY:** Anita Agramonte, Finance Director
- RECOMMENDATION:** A. Approve the Annual Report of the Downtown Covina Business Area Enhancement District (BAED).
- B. Adopt **Resolution No. 16-7548**, declaring its intent to levy an annual assessment for the fiscal year 2016-2017 in the Downtown Covina Business Area Enhancement District, and establish the date, time and place for the public hearing.
-

BACKGROUND:

In May 1996, the City of Covina, in cooperation with the Covina Downtown Association (CDA), established a Downtown Business Area Enhancement District (Ordinance No. 96-1805) pursuant to the Parking and Business Improvement Area Law of 1989. The boundaries of the BAED are within downtown Covina, and more specifically include all ground floor businesses fronting on Citrus Avenue between Badillo Street and San Bernardino Road.

Each business in the BAED had been assessed a fee of \$100 per year, through the City's business license fee collection process, to be used to promote and market the Downtown area and to provide general maintenance of common areas. The assessment was increased to \$125 per year beginning with the 1999 business licenses.

DISCUSSION:

The CDA Advisory Board has completed the annual report, which is attached as Attachment A.

Legal requirements for the continuation of this agreement obligate the City to:

- 1) approve the Annual Report
- 2) adopt a resolution of intention to levy an annual assessment
- 3) hold a public hearing on this assessment
- 4) adopt a resolution confirming the Annual Report

This meeting will satisfy the first two of these requirements. The second two items will be addressed at the December 6, 2016 Council Meeting. Council may make changes to the Annual Report after the public hearing.

There are no proposed changes from the Advisory Board this year.

FISCAL IMPACT:

None

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

No CEQA involvement

Respectfully submitted,



Anita Agramonte
Finance Director

ATTACHMENTS:

Attachment A: Business Area Enhancement District Annual Report

Attachment B: Resolution No. 16-7548

**Covina Downtown Merchants Association
Post Office Box 4671
Covina, California 91723**

October 14, 2016

Theresa Franke
City of Covina
125 East College Street
Covina, California 91723

RE: Benefit Area Enhancement District

Dear Theresa,

The Board of Directors of the Covina Downtown Association has prepared the following report in order to levy BAED assessment in the Downtown area for the year 2017.

1. Boundary Changes

The Board of Directors requests no changes in the boundaries of the BAED district at this time.

2. Planned Activities for 2017

The Board of Directors has adopted a plan for the fiscal year 2017 which includes continued print and direct mail advertising, promoting the Downtown shopping experience through our website and directories, light pole banner program, and the lighting of the trees on Citrus Avenue.

We also plan to continue our, Covina Charities Wine Walks, the Thunderfest Car & Music Festival and our Winter Wonderland Christmas promotions.

3. Projected budget for 2017 fiscal year

Our budget for the fiscal year 2017 will be \$32,100 with estimated \$7,500.00 coming from the BAED. We have budgeted 75% to advertising and promotional events, 15% for the Covina.com website, and 8% for insurance and other operating expenses.

4. Method of levying Assessment

The fiscal assessment would be the same as in past years at \$125.00 per business.

**Covina Downtown Merchants Association
Post Office Box 4671
Covina, California 91723**

5. Carryover Revenues

Our 2017 fiscal budget will fund all of the CDMA activities, leaving an estimated \$2000.00 to begin the next fiscal year.

6. Outside Contributions

We will continue to solicit associate members, using Puente Street to the railroad track, and Second Street to Fourth Avenue as our perimeters for the district. We will continue to solicit sponsorships to bring in additional funds to supplement our events and assessments.

On Behalf the Covina Downtown Association, I would like to thank the City for your continued support of our activities in the Downtown area.

Respectfully submitted,



Galen Metz
President
Covina Downtown Association

RESOLUTION NO. 16-7548

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, DECLARING ITS INTENT TO LEVY AN ANNUAL ASSESSMENT FOR THE FISCAL YEAR 2016-2017 IN THE DOWNTOWN BUSINESS AREA ENHANCEMENT DISTRICT, AND ESTABLISHING THE DATE, TIME AND PLACE FOR THE PUBLIC HEARING

WHEREAS, the City Council has previously established the Downtown Business Area Enhancement District (the “BAED”), created pursuant to the Parking and Business Improvement Area Law of 1989 (California Streets and Highways Code, Sections 36500 et seq.), and;

WHEREAS, the City Council desires to continue the BAED by levying the annual assessment permitted by the Ordinance which established the BAED.

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

SECTION 1. The City Council of the City of Covina does hereby declare its intent to levy and collect assessments in the BAED for fiscal year 2016-2017 in the time and manner specified in the ordinance which established the BAED.

SECTION 2. The boundaries of the BAED shall remain as established.

SECTION 3. The types of improvements and activities to be funded by the levy of assessments on the businesses in the BAED include, but are not limited to, the following:

- a) safety and security programs
- b) parking facilities
- c) benches
- d) trash receptacles
- e) street lighting
- f) decorations
- g) parks
- h) fountains
- i) business promotion
- j) other improvements and activities which confer special benefits upon the businesses for which the improvements and activities are provided

No substantial changes will be made to this list of improvements and activities.

SECTION 4. The name of the Parking and Business Improvement Area under which this levy and collection is carried out is the Covina Downtown Business Area Enhancement District (“BAED”). The boundaries of the BAED are within downtown Covina, and more specifically include all ground floor businesses fronting on Citrus Avenue between Badillo Street and San Bernardino Road.

SECTION 5. A full and detailed description of the improvements and activities to be provided for fiscal year 2016-2017, the boundaries of the BAED and any benefit zones within it, and the proposed assessments to be levied upon the businesses within the BAED for that fiscal year can be found in the Advisory Board's report on file with the City Clerk.

SECTION 6. The City Council hereby establishes the date of December 6, 2016 as the time and place for a public hearing on the levy of the proposed assessments for fiscal year 2016-2017. At this public hearing, protests may be made orally or in writing by any interested person. Any protest pertaining to the regularity or sufficiency of these proceedings shall be in writing and shall clearly set forth the irregularity or defect to which the objection may be made. Any protest made must comply with the provisions of California Streets and Highways Code section 36524 and 36525.

SECTION 7. The City Clerk shall give notice of the public hearing by causing this Resolution of Intention to be published once in a newspaper of general circulation in the City at least seven days before the public hearing.

SECTION 8. The City Clerk shall certify as to the adoption of this resolution and shall enter the same in the Book of Original Resolutions.

APPROVED and PASSED this 1st day of November, 2016.

City of Covina, California

BY: _____
KEVIN STAPLETON, Mayor

ATTEST:

SHARON F. CLARK, Chief Deputy City Clerk

APPROVED AS TO FORM:

CANDICE K. LEE, City Attorney



CITY OF COVINA

AGENDA REPORT

ITEM NO. CC 9

MEETING DATE: November 1, 2016

TITLE: Traffic Signal Modifications – Authorize City’s Participation in the Los Angeles County Traffic Signal Upgrade Project to Enhance Traffic Signals and Related Equipment at Sunflower Avenue/Badillo Street, Grand Avenue/Covina Boulevard, and Grand Avenue/Cypress Street within the City of Covina

PRESENTED BY: Siobhan Foster, Director of Public Works

RECOMMENDATION: Authorize the Director of Public Works to submit a General Services Request to Los Angeles County in an amount not-to-exceed \$49,500 for the City’s participation in the Los Angeles County Traffic Signal Upgrade Project to enhance traffic signals and related equipment at Sunflower Avenue/Badillo Street, Grand Avenue/Covina Boulevard, and Grand Avenue/Cypress Street within the City of Covina.

BACKGROUND:

On March 20, 2012, the City Council adopted Resolution No. 12-7058 requesting Los Angeles County to renew the General Services Agreement (GSA) between the City of Covina and Los Angeles County for the five-year period commencing July 1, 2012 through June 30, 2017. Covina has participated in the County’s General Services Program since 1977. Services provided under the GSA consist of miscellaneous services, which the City requests from the County on an “as-needed” basis, including a variety of Public Works services. This agreement does not cover ongoing and specific services provided by County departments through Specific Service Agreements.

On May 6, 2014, the City Council approved the City of Covina-County of Los Angeles Cooperative Agreement for the jurisdictionally shared San Bernardino Road at Vincent Avenue Traffic Signal Modification Project for the upgrade of the traffic signal along with other appurtenant work, including signing, striping, pavement markings, and roadway and curb modifications. Under the terms and conditions of the Cooperative Agreement, Los Angeles County is responsible for preliminary engineering, design, and construction of the project and the agencies will fund the jurisdictional shares of the estimated (in FY 2014 costs) \$191,000 project. At the time the City entered into the Cooperative Agreement, the City’s jurisdictional share was approximately 70% with an estimated financial obligation of \$191,000. The County’s jurisdictional share was approximately 30% with an estimated financial obligation of \$81,400.

On July 19, 2016, the City Council adopted Resolution No. 16-7504 approving the FY 2017-2021 Capital Improvement Program (CIP) and the FY 2017 CIP Budget. The FY 2017 CIP Budget includes \$272,000 in Gas Tax funding for the Traffic Signal Modifications Project, which provides for the modification to existing traffic signals at various locations throughout the

City to enhance intersection efficiency and safety. In FY 2017 and pursuant to the Cooperative Agreement approved by the City Council on May 6, 2014, modifications are being made to the existing traffic signal at the intersection at Vincent Avenue and San Bernardino Road. The traffic signal upgrade is currently under construction.

After the approval of the FY 2017-2021 CIP and the FY 2017 CIP Budget and receipt of the 2016 Los Angeles County Department of Public Works Total Project Cost Estimate, the Department of Public Works determined that the City’s estimated \$191,000 share of San Bernardino Road at Vincent Avenue Traffic Signal Modification Project was already paid to the County on January 6, 2015. While there will be a final project reconciliation when construction is completed, which may or may not impact the City’s final cost, the City’s estimated cost has been paid and the project is underway and nearing completion. As a result, the City is able to use the approved funding for additional traffic signal modification projects.

DISCUSSION:

On September 20, 2016, the County of Los Angeles contacted the City about an upcoming project to upgrade three traffic signals that have been involved in accidents in the past few years and some of the traffic signal poles and related equipment is in need of replacement. The signals requiring improvements are at the intersections of:

1. Sunflower Ave/Badillo St
2. Grand Ave/Covina Blvd
3. Grand Ave/Cypress St

The proposed project scope of work includes pole replacement, installation of straight luminaire mast arms, and upgrade of the vehicle heads to light emitting diode (LED) technology. The County is proposing to construct the proposed improvements in the first quarter of 2017.

As the City and County have varying percentages of ownership at each of the intersections, the City’s financial obligations for the project will be based upon its jurisdictional shares, as outlined below:

Table 1 – Covina’s Jurisdictional Shares and Estimated Costs

Intersection	Jurisdictional Share	Estimated Cost
Sunflower Ave/Badillo St	24.0%	\$10,000
Grand Ave/Covina Blvd	76.0%	\$25,000
Grand Ave/Cypress St	55.5%	\$10,000
10% Contingency Allowance	---	\$4,500
Estimated Total		\$49,500

The City Engineer has reviewed the proposed pricing of the County project and determined the costs are competitive and consistent with current market rates.

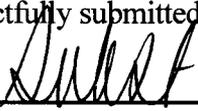
FISCAL IMPACT:

The estimated fiscal impact associated with participating in the Los Angeles County Traffic Signal Upgrade Project is approximately \$49,500. Sufficient Gas Tax funding is available in the FY 2017 Department of Public Works budget (account no. 2300-2200-58220). Finance transferred the CIP funds of \$272,000 to an assigned expense account, Traffic Signal Modification (account no. 2300-2200-55340-P1704), to be used for expenditures associated with the Traffic Signal Modification project. The project summary is contained in Table 1 above.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

This project has been determined to be categorically exempt under CEQA in accordance with Title 14, Chapter 3, Class 1, Sections 15301 and 15302. This exemption includes the minor alteration of existing public facilities involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination. The project involves negligible or no expansion of an existing use.

Respectfully submitted,



Siobhan Foster
Director of Public Works

ATTACHMENT:

Attachment A: General Services Agreement, June 1, 2012

GENERAL SERVICES AGREEMENT

THIS GENERAL SERVICES AGREEMENT ("Agreement"), dated for purposes of reference only, June 1, 2012, is made by and between the County of Los Angeles, hereinafter referred to as the "County", and the City of Covina, hereinafter referred to as the "City."

RECITALS:

(a) The City is desirous of contracting with the County for the performance by its appropriate officers and employees of City functions.

(b) The County is agreeable to performing such services on the terms and conditions hereinafter set forth.

(c) Such contracts are authorized and provided for by the provisions of Section 56½ of the Charter of the County of Los Angeles and Section 51300, *et seq.*, of the Government Code.

THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. The County agrees, through its officers and employees, to perform those City functions, which are hereinafter provided for.

2. The City shall pay for such services as are provided under this Agreement at rates to be determined by the County Auditor-Controller in accordance with the policies and procedures established by the Board of Supervisors.

These rates shall be readjusted by the County Auditor-Controller annually effective the first day of July of each year to reflect the cost of such service in accordance with the policies and procedures for the determination of such rates as adopted by the Board of Supervisors of County.

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3. No County officer or department shall perform for said City any function not coming within the scope of the duties of such officer or department in performing services for the County.

4. No service shall be performed hereunder unless the City shall have available funds previously appropriated to cover the cost thereof.

5. No function or service shall be performed hereunder by any County officer or department unless such function or service shall have been requested in writing by the City on order of the City Council thereof or such officer as it may designate and approved by the Board of Supervisors of the County, or such officer as it may designate, and each such service or function shall be performed at the times and under circumstances which do not interfere with the performance of regular County operations.

6. Whenever the County and City mutually agree as to the necessity for any such County officer or department to maintain administrative headquarters in the City, the City shall furnish at its own cost and expense all necessary office space, furniture, and furnishings, office supplies, janitorial service, telephone, light, water, and other utilities. In all instances where special supplies, stationery, notices, forms and the like must be issued in the name of the City, the same shall be supplied by the City at its expense.

It is expressly understood that in the event a local administrative office is maintained in the City for any such County officer or department, such quarters may be used by the County officer or department in connection with the performance of its duties in territory outside the City and adjacent thereto provided, however, that the performance of such outside duties shall not be at any additional cost to the City.

7. All persons employed in the performance of such services and functions for the City shall be County employees, and no City employee as such shall be taken over by the County, and no person employed hereunder shall have any City pension, civil service, or other status or right.

For the purpose of performing such services and functions, and for the purpose of giving official status to the performance hereof, every County officer and employee engaged in performing any such service or function shall be deemed to be an officer or employee of said City while performing service for the City within the scope of this agreement.

8. The City shall not be called upon to assume any liability for the direct payment of any salary, wages or other compensation to any County personnel performing services hereunder for the City, or any liability other than that provided for in this agreement.

Except as herein otherwise specified, the City shall not be liable for compensation or indemnity to any County employee for injury or sickness arising out of his employment.

9. The parties hereto have executed an Assumption of Liability Agreement approved by the Board of Supervisors on December 27, 1977 and/or a Joint Indemnity Agreement approved by the Board of Supervisors on October 8, 1991. Whichever of these documents the City has signed later in time is currently in effect and hereby made a part of and incorporated into this agreement as set out in full herein. In the event that the Board of Supervisors later approves a revised Joint Indemnity Agreement and the City executes the revised agreement, the subsequent agreement as of its effective date shall supersede the agreement previously in effect between the parties hereto.

10. Each County officer or department performing any service for the City provided for herein shall keep reasonably itemized and in detail work or job records covering the cost of all services performed, including salary, wages and other compensation for labor; supervision and planning, plus overhead, the reasonable rental value of all County-owned machinery and equipment, rental paid for all rented machinery or equipment, together with the cost of an operator thereof when furnished with said machinery or equipment, the cost of all machinery and supplies furnished by the County, reasonable handling charges, and all additional items of expense incidental to the performance of such function or service.

11. All work done hereunder is subject to the limitations of the provisions of Section 23008 of the Government Code, and in accordance therewith, before any work is done or services rendered pursuant hereto, an amount equal to the cost or an amount 10% in excess of the estimated cost must be reserved by the City from its funds to insure payment for work, services or materials provided hereunder.

12. The County shall render to the City at the close of each calendar month an itemized invoice which covers all services performed during said month, and the City shall pay County therefore within thirty (30) days after date of said invoice.

If such payment is not delivered to the County office which is described on said invoice within thirty (30) days after the date of the invoice, the County is entitled to recover interest thereon. Said interest shall be at the rate of seven (7) percent per annum or any portion thereof calculated from the last day of the month in which the services were performed.

13. Notwithstanding the provisions of Government Code Section 907, if such payment is not delivered to the County office which is described on said invoice within

thirty (30) days after the date of the invoice, the County may satisfy such indebtedness, including interest thereon, from any funds of any such City on deposit with the County without giving further notice to said City of County's intention to do so.

14. This Agreement shall become effective on the date herein-above first mentioned and shall run for a period ending June 30, 2017, and at the option of the City Council of the City, with the consent of the Board of Supervisors of County, shall be renewable thereafter for an additional period of not to exceed five (5) years.

15. In the event the City desires to renew this Agreement for said five-year period, the City Council shall not later than the last day of May 2017, notify the Board of Supervisors of County that it wishes to renew the same, whereupon the Board of Supervisors, not later than the last day of June 2017, shall notify the City Council in writing of its willingness to accept such renewal. Otherwise such Agreement shall finally terminate at the end of the aforescribed period.

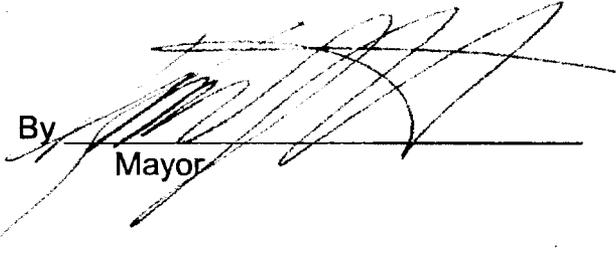
Notwithstanding the provisions of this paragraph herein-above set forth, the County may terminate this Agreement at any time by giving thirty (30) days' prior written notice to the City. The City may terminate this Agreement as of the first day of July of any year upon thirty (30) days' prior written notice to the County.

16. This Agreement is designed to cover miscellaneous and sundry services which may be supplied by the County of Los Angeles and the various departments thereof. In the event there now exists or there is hereafter adopted a specific contract between the City and the County with respect to specific services, such contract with respect to specific services shall be controlling as to the duties and obligations of the parties anything herein to the contrary notwithstanding, unless such special contract adopts the provisions hereof by reference.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers.

Executed this 20th day of March 2012.

The City of Covina

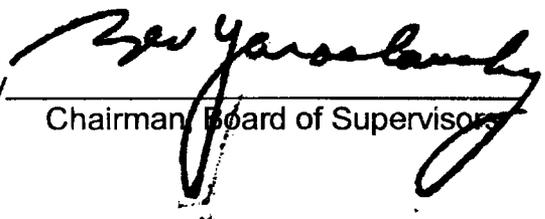
By 
Mayor

ATTEST:

City Clerk

By 
Deputy

THE COUNTY OF LOS ANGELES

By 
Chairman, Board of Supervisors

ATTEST:

SACHI A. HAMAI
Executive Officer/Clerk
of the Board of Supervisors



By 
Deputy

JUN 25 2012

I hereby certify that pursuant to Section 25103 of the Government Code, delivery of this document has been made.

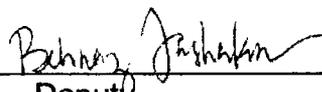
SACHI A. HAMAI
Executive Officer
Clerk of the Board of Supervisors

By 
Deputy

JUN 25 2012

APPROVED AS TO FORM:

JOHN F. KRATTLI
County Counsel

By 
Deputy

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

17

JUN 06 2012


SACHI A. HAMAI
EXECUTIVE OFFICER

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CITY OF COVINA

AGENDA REPORT

ITEM NO. CC 10

-
- MEETING DATE:** November 1, 2016
- TITLE:** Resolution to Appropriate Funds to Purchase and Install a New Lobby Door System at the Covina Police Station
- PRESENTED BY:** John Curley, Police Chief
- RECOMMENDATION:**
1. Adopt Resolution No. 16-7551 which appropriates \$12,000 to purchase and install a new front lobby door system at the Covina Police Station.
 2. Authorize the Interim City Manager or his designee to execute the purchase contract.
-

BACKGROUND:

On August 26, 2016, an individual who was recently released from the Covina Police jail armed himself with a rock and threw it through one of the station's front glass doors. It shattered the ½ inch thick glass door completely. This early 1970s building design featured floor to ceiling ½ inch thick heavy glass doors with side panels. These doors are the sole entry/exit doors for public entrance to public safety services and they are not designed or functional to comply with American with Disabilities Act requirements. Staff proposal is to replace the existing doors and panels with a modern, automatic sliding door system that meets ADA requirements and enhances the public's accessibility to Covina's public safety services.

DISCUSSION:

The current door system in the police station lobby is a traditional double-door design using heavy ½ inch thick glass, where the doors pull open outward. Due to age and design, hinges and locks often require repairs. There are no special mechanisms to assist handicapped individuals in accessing the public doors of the police station as required per the American with Disabilities Act. In consultation with vendors and city staff, an upgrade is recommended for a modern automatic sliding-door system for improved accessibility at a cost not much more than an exact replacement of one glass door. The cost of purchase and installation is \$12,000 which includes an approximate 20% contingency for unforeseen improvements.

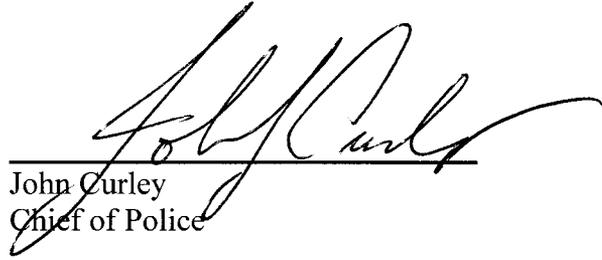
FISCAL IMPACT:

Funds for this project are available in the Police Administration Impact Fee Fund. An appropriation in the amount of \$12,000 in the police buildings and structures account number 4703-1000-55100 is necessary for the purchase and installation of the front lobby door system as detailed in the attached resolution.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

None

Respectfully submitted,



John Curley
Chief of Police

ATTACHMENTS:

Exhibit A

RESOLUTION NO. 16-7551**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, AMENDING THE FISCAL YEAR 2016-2017 POLICE DEPARTMENT BUDGET TO REFLECT AN APPROPRIATION TO PURCHASE AND INSTALL A NEW LOBBY DOOR SYSTEM AT THE COVINA POLICE STATION**

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 budget for the City of Covina for fiscal year commencing July 1, 2016 and ending June 30, 2017 was approved on July 19, 2016; and

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

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

WHEREAS, the Covina Police Department wishes to purchase a new automatic door system for the Covina Police Station front lobby.

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

SECTION 1: Amend the fiscal year 2016-2017 Police Department Budget as follows:

Account Number	Account Title	Original Budget	Increase	Amended Budget
4703-1000-55100	Police Building/ Structures	\$0	\$12,000	\$12,000

SECTION 2: The City Clerk shall certify to the passage and adoption of this resolution and shall enter the same in the Book of Original Resolutions.

APPROVED and PASSED this 1st day of November, 2016.

City of Covina, California

BY: _____
KEVIN STAPLETON, Mayor

ATTEST:

SHARON F. CLARK, Chief Deputy City Clerk

APPROVED AS TO FORM:

CANDICE K. LEE, City Attorney

CERTIFICATION

I, Sharon F. Clark, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution No. 16-7551 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 1st day of November, 2016, by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:

Dated:

SHARON F. CLARK, Chief Deputy City Clerk



CITY OF COVINA

AGENDA REPORT

ITEM NO. NB 1

MEETING DATE: November 1, 2016

TITLE: Authorization to Overfill Water Services Supervisor Position in Department of Public Works on Interim Basis

PRESENTED BY: Siobhan Foster, Director of Public Works

RECOMMENDATION: Authorize the Department of Public Works to overfill the Water Services Supervisor Position on an interim basis.

BACKGROUND:

On June 21, 2016, the City Council authorized the Interim City Manager to execute a Professional Services Agreement with Covina Irrigating Company (CIC) for water system and water quality consulting services. The Water Division of the Department of Public Works was in a transitional period with the recent and anticipated retirements of high-level, seasoned, long-tenured employees. At that time, the Division had experienced the departure of a Water Crew Leader and Water Pump Operator and additional retirements were anticipated during FY 2017.

The purpose of the Professional Services Agreement was to ensure the continued effective and efficient operation of the water system, in accordance with the requirements of the City's Water Supply Permit (Permit #04-07-15P-013), issued by the State Water Resources Control Board, Division of Drinking Water, (SWRCB) on January 20, 2016, while allowing the City to recruit and fill key vacancies.

The City of Covina distribution system is classified as a Distribution Operator 4 water system. The chief operator must possess at a minimum, a Distribution Operator 4 certification. The shift operators must possess a Distribution Operator 3 certification. No certified treatment operators are required, as the City itself does not treat its water.

The approved Professional Services Agreement with CIC for water system and water quality consulting services is for an amount not-to-exceed \$55,000. The Scope of Services is comprised of two components. One is a fixed fee component of \$7,500/month that provides for general supervision of field personnel and water supply and quality monitoring by a qualified treatment/distribution operator. This encompasses system monitoring and adjustments as necessary and after hours, on-call standby services.

The Scope of Services also provides for the provision of services on an as needed basis, subject to the hourly rates contained in the Approved Fee Schedule. Such services may include operations oversight, emergency field responses, water quality compliance, capital improvement program management coordination, grant application, award servicing, and compliance.

CIC commenced services on July 13, 2016, a date mutually acceptable to both parties. The goal of this contractual arrangement was for the City to effectively weather the transition of personnel and emerge with a fully functioning, self-reliant Water Division comprised of a sufficient number of appropriately certified and trained personnel within an approximate six month period of time.

On July 19, 2016, the City Council authorized the City Manager to execute the First Amendment to the Professional Services Agreement with CIC for water system and water quality consulting services. The First Amendment added a D3/T3 certified operator to the Approved Fee Schedule. Since CIC is assisting/providing the City with water pumping operations, there are times when this appropriately certified employee is involved in the support of City pumping operations and as such, needed to be included in the Approved Fee Schedule.

On October 18, 2016, the City Council authorized the Second Amendment to the Professional Services Agreement with Covina Irrigating Company for water system and water quality consulting services. The Second Amendment extends the term of the Agreement through January 17, 2017 and increases the compensation by \$65,000, for a new total agreement amount not-to-exceed \$120,000.

CIC involvement has been more intense, and will be lengthier than originally anticipated, due to 1) greater turnover of staff than expected; 2) the need to work with the SWRCB to manage the water quality challenges inherent with chloramination; and 3) difficulty filling key vacancies. The chronology contained in Attachment A to this report depicts this graphically.

With respect to the greater than expected staff turnover within the Department of Public Works Water Division, when the City entered into the Professional Services Agreement with Covina Irrigating Company on June 21, 2016, only three of the Water Division's 13 authorized positions were vacant, including:

1	Water Pump Operator
1	Water Crew Leader
1	Water Worker
<hr/>	
3	Vacancies

Despite the City's diligent efforts to fill the three vacant positions, the number of vacant positions within the Water Division reached a high of seven vacancies in mid-September, including:

1	Water Services Supervisor
1	Water Foreman
2	Water Pump Operators
1	Water Crew Leader
2	Water Workers
<hr/>	
7	Vacancies

Note - Water Services Supervisor and Water Foreman on leave of absence through at least December 1, 2016 and November 7, 2016, respectively.

As of October 25, 2016, the Water Division has four vacant positions, including:

- 1 Water Services Supervisor
- 1 Water Foreman
- 1 Water Pump Operator
- 1 Water Crew Leader

4 Vacancies

Note - Water Services Supervisor and Water Foreman on leave of absence through at least December 1, 2016 and November 7, 2016, respectively.

Of note, one new Water Pump Operator has accepted employment with the City and will commence work on October 31, 2016. The new employee has Distribution Operator 3 and Treatment Operator 3 certifications. The new Water Pump Operator will undertake a four week training program coordinated by CIC to familiarize the employee with the City's distribution system and sampling protocols. To achieve redundancy, the department will also include the Water Worker with the highest certifications that are most comparable to the qualification requirements of the Water Pump Operator classification in the training.

The leave of absences taken by the Water Services Supervisor and the Water Foreman, coupled with the two vacant Water Pump Operator positions (until October 31, 2016), leaves the Division with almost a complete void of supervisory level personnel. This is depicted in Attachment B to this report, and most notably, leaves the City with none of the certified personnel required by the City's Water Supply Permit (chief operator with a minimum of a Distribution Operator 4 certification and shift operators with Distribution Operator 3 certifications). This required CIC, by virtue of its appropriate certified personnel, to take an even greater role in the day-to-day operation of the water system, especially as it relates to water quality.

DISCUSSION:

While CIC is effectively managing the operation of the water system and water quality, the Division needs day-to-day, consistent, high-level supervisory and technical expertise, which is not currently available due to the indefinite absence of the Water Services Supervisor. Below are examples of the duties that are routinely performed by this classification. Many of these duties have been absorbed temporarily over the last three months by the Director of Public Works, City Engineer, Public Works Manager, Environmental Services and Transportation Manager, and Management Analyst, but not without detriment to their regularly assigned responsibilities.

- Ensures compliance with City's Water Supply Permit, including follow-up preventive maintenance and housekeeping items associated with the January 2016 permit renewal;
- Organizes, coordinates, and supervises assigned personnel engaged in installing, repairing, and maintaining the municipal water system infrastructure, including water mains, hydrants, valves, pumps, and other water systems equipment and facilities;
- Supervises the operation of the City's pumping facilities and pressure system;
- Participates in the selection, training, and evaluation of personnel, with emphasis on training of new employees;
- Monitors and acquires vendor contracts; and
- Conducts periodic inspections during construction, repairs, and maintenance on water projects and prevention programs to ensure compliance with plans and specifications.

The Water Services Supervisor position should also be an active participant in the multitude of projects and initiatives underway, including:

- Regular meetings with James Ko, Associate Sanitary Engineer with the SWRCB to discuss mitigation of the symptoms of nitrification in the water system;
- Implementation of the mobile Residual Control System (RCS) unit, as approved by the City Council on August 16, 2016;
- Installation of the PAX Mixer at the Rancho La Merced Reservoir, as approved by the City Council on October 4, 2016;
- Train and mentor new and existing Water Division personnel; and
- Assist with planned Capital Improvement Program (CIP) projects, such as the Water Utility Supervisory Control and Data Acquisition (SCADA) system upgrade, Urban Water Management Plan (UWMP), Forestdale Reservoir roof repairs, and various water system upgrades.

At this juncture, the Department of Public Works, in consultation with the Interim City Manager and Human Resources Director, proposed to move forward with the retention of a retired, qualified, water industry veteran to assist the Water Division on a temporary basis, serving in the capacity of Interim Water Services Supervisor. An initial scan of the market indicates there are qualified candidates available who, based on their professional experience, education, training, established relationships with the SWRCB, and use of chloramines, would be able to come in and immediately assist the City with these various duties, projects, and initiatives.

The expiration date of the Professional Services Agreement with CIC for water system and water quality consulting services is January 17, 2017. With the expiration date approaching, the City needs to take all steps necessary to effectively weather the transition of personnel and emerge with a fully functioning, self-reliant Water Division comprised of a sufficient number of appropriately certified and trained personnel prior to the expiration of the Agreement. The hiring of a retired water industry veteran as Interim Water Services Supervisor will bring critical, day-to-day supervisory and technical expertise to the City that has been lacking.

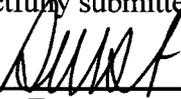
FISCAL IMPACT:

The fiscal impact associated with the proposed overfill of the Water Services Supervisor is unknown at this time. The cost would be determined by the compensation rate of the person hired, work schedule, and duration of the interim assignment. The intent is to fund the Interim Water Services Supervisor using identified salary savings within the Water Division budget, resulting from the vacancies outlined earlier in the report. Should the cost of the Interim Water Services Supervisor exceed identified salary savings, the Department of Public Works would have to seek City Council consideration of a supplemental budget appropriation at that time.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

The actions proposed herein have been reviewed for compliance with the California Environmental Quality Act (CEQA) and are exempt per Section 15061 (b) (3). The actions are covered by the general rule that CEQA only applies to projects that have the potential for causing a significant effect on the environment. The proposed overfill of the Water Services Supervisor will not result in any significant effect on the environment.

Respectfully submitted,



Siobhan Foster

Director of Public Works

ATTACHMENTS:

Attachment A: Department of Public Works Water Division – Detailed Chronology

Attachment B: Department of Public Works Water Division Organizational Chart as of October 25, 2016

Department of Public Works Water Division – Detailed Chronology
 Updated October 20, 2016 (with personnel adjustments denoted in red text)

Date	Milestone
May 4, 2015	CIC begins using chloramines to disinfect water; changes City’s water supply to chloramine-only treated water, from a blended combination of chlorine and chloramines
Jun. 21, 2016	Professional Services Agreement executed with CIC
 Jul. 1, 2016	3 vacancies: <ul style="list-style-type: none"> - 1 Water Pump Operator (retired 4/1/16) - 1 Water Crew Leader (separated 3/7/16 to accept promotional opportunity with City of Pico Rivera) - 1 Water Worker (long standing vacancy)
Jul. 5, 2016	Retirement of 1 Water Crew Leader
Jul. 9, 2016	Start date for 1 Water Crew Leader (internal promotion resulting in Water Worker vacancy)
 Jul. 13, 2016	CIC begins providing 50% of City pumping operations
Jul. 19, 2016	First Amendment to Professional Services Agreement with CIC (add D3/T3 certified operator to the Approved Fee Schedule) City Council approves FY 2017 Budget including the upgrade of 1 vacant Water Worker position to 1 Water Pump Operator position
Jul. 20, 2016	CIC field tests reflect Charter Oak tanks experiencing symptoms of nitrification
July 23, 2016	Start date for 1 Water Pump Operator (internal promotion resulting in Water Worker vacancy)
Jul. 28, 2016	Water Services Supervisor on vacation leave, followed by leave of absence beginning 8/15/16 (through at least 12/1/16)

Date	Milestone
▲	<p>Aug. 1, 2016 5 vacancies:</p> <ul style="list-style-type: none"> - 1 Water Services Supervisor (vacation followed by leave of absence) - 1 Water Pump Operator (added 7/19/16 through budget adoption process) - 1 Water Crew Leader (retirement 7/5/16) - 1 Water Worker (internal promotion on 7/9/16) - 1 Water Worker (internal promotion on 7/23/16)
Aug. 16, 2016	Water Foreman on leave of absence (through at least November 7, 2016)
●	City Council approval of emergency purchase of mobile Residual Control System (RCS) to mitigate symptoms of nitrification in water system
■	CIC begins providing project management services to RCS project
Aug. 23, 2016	Meeting with James Ko, Associate Sanitary Engineer with the State Water Resources Control Board, Division of Drinking Water
▲	<p>Sep. 1, 2016 6 vacancies:</p> <ul style="list-style-type: none"> - 1 Water Services Supervisor (leave of absence beginning 8/15/16) - 1 Water Foreman (leave of absence beginning 8/16/16) - 1 Water Pump Operator (added 7/19/16 through budget adoption process) - 1 Water Crew Leader (retirement 7/5/16) - 1 Water Worker (internal promotion on 7/9/16) - 1 Water Worker (internal promotion on 7/23/16)
Sep. 15, 2016	1 Water Pump Operator leaves City employment (separated 9/15/16 to accept promotional opportunity with City of Scottsdale, AZ); high of 7 vacant positions
■	CIC begins providing 100% of City pumping operations
Sep. 20, 2016	Meeting with James Ko, Associate Sanitary Engineer with the State Water Resources Control Board, Division of Drinking Water
Sep. 27, 2016	Start date for 1 Water Worker (new employee has D2/T2 certifications; passed D3 certification exam; Associate degree in Water Technology; Associate degrees in Accounting)
▲	<p>Oct. 1, 2016 6 vacancies:</p> <ul style="list-style-type: none"> - 1 Water Services Supervisor (leave of absence beginning 8/15/16) - 1 Water Foreman (leave of absence beginning 8/16/16) - 1 Water Pump Operator (added 7/19/16 through budget adoption process) - 1 Water Pump Operator (separated 9/15/16 to accept promotional opportunity with City of Scottsdale, AZ) - 1 Water Crew Leader (retirement 7/5/16) - 1 Water Worker (internal promotion 7/23/16)

Date	Milestone
Oct. 4, 2016	Conditional offer of employment to 1 Water Pump Operator candidate; candidate successfully completed pre-employment process; start date of 10/31/16
●	City Council approval of PAX Mixer purchase for Rancho La Merced Reservoir (CIP project)
●	Rowland Water District provides mobile RCS unit and qualified personnel to enhance the water quality and address the symptoms of nitrification at the Rancho Simi Reservoir (through October 11, 2016)
Oct. 6, 2016	Interim City Manager approves overfill of Water Worker classification to provide weekend Water Division coverage (will underfill vacant Water Crew Leader position until position is filled)
Oct. 17, 2016	Start date for 1 Water Worker (new employee has D2/T2 certifications; college coursework in water and wastewater technology, drafting, and engineering; 7 years civil and environmental engineering experience)
	Conditional offer of employment to 1 Water Worker candidate; candidate must successfully complete pre-employment process prior to identification of start date
▲	<p>Oct. 18, 2016 4 vacancies:</p> <ul style="list-style-type: none"> - 1 Water Services Supervisor (leave of absence beginning 8/15/16) - 1 Water Foreman (leave of absence beginning 8/16/16) - 1 Water Pump Operator (separated 9/15/16 to accept promotional opportunity with City of Scottsdale, AZ) - 1 Water Crew Leader (retirement 7/5/16) <p>Second Amendment to Professional Services Agreement with CIC (increases compensation and extends term through 1/17/17)</p>
●	City Council approval of temporary RCS rental unit beginning in mid-October (through mid-November)
●	Oct. 24, 2016 Tentative – delivery/installation of temporary RCS rental unit
Oct. 31, 2016	Start date for 1 Water Pump Operator position (new employee has D3/T3 certifications; Associates degree in Water Technology; 25 years of water industry experience)
	Four week training process for new Water Pump Operator begins with CIC personnel
Nov. 15, 2016	Meeting with James Ko, Associate Sanitary Engineer with the State Water Resources Control Board, Division of Drinking Water

Date	Milestone
 Nov. 28, 2016	Tentative – CIC scales back to providing 50% of City pumping operations
 Dec. 30, 2016	Tentative – completion date for Rancho La Merced Reservoir PAX Water Technologies Mixer Project
 Jan. 15, 2017	Tentative – completion date for RCS Project at the Charter Oak Reservoir Site
Jan. 17, 2017	Expiration of Second Amendment to Professional Services Agreement with CIC and target date for City to be fully functioning, self-reliant Water Division, comprised of sufficient number of appropriately certified and trained personnel

Legend:



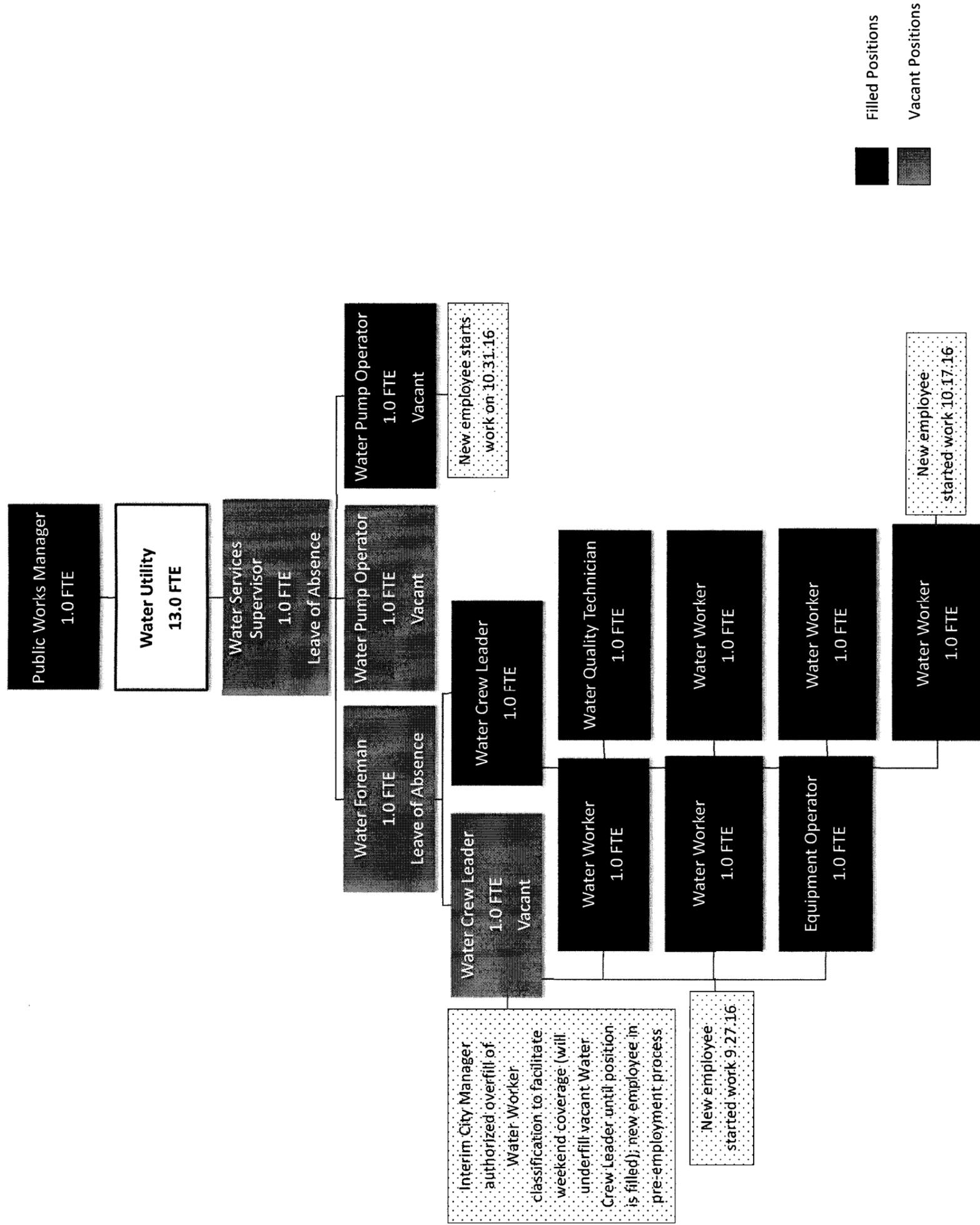
Status of City staffing levels



Adjustment in CIC's role



Water quality enhancement





CITY OF COVINA

AGENDA REPORT

ITEM NO. NB 2

-
- MEETING DATE:** November 1, 2016
- TITLE:** Urgency Ordinance Prohibiting All Commercial Non-Medical Marijuana Activity in the City, Prohibiting Outdoor Marijuana Cultivation on Private Residences and Restricting Indoor Cultivation in Private Residences and Declaring the Urgency Thereof.
- PRESENTED BY:** Brian K. Lee, AICP, Director of Community Development
John Curley, Chief of Police
- RECOMMENDATION:** Adopt **Ordinance No. 16-2065**, an Interim Ordinance of the City Council of the City of Covina, California, prohibiting all commercial non-medical marijuana activity in the City, prohibiting outdoor marijuana cultivation on private residences and restricting indoor cultivation in private residences and declaring the urgency thereof.

BACKGROUND:

Proposition 64, the “Control, Regulate and Tax Adult Use of Marijuana Act” is on the November 2016 ballot. If Proposition 64 is approved by California voters, it will be lawful under State law for California residents to use, possess and cultivate non-medical/recreational marijuana for personal use. A person will be permitted to cultivate up to six (6) marijuana plants at their private residence, and will be able to cultivate those plants outdoors upon the grounds of their private residence unless the city has adopted an ordinance prohibiting outdoor cultivation.

DISCUSSION:

Currently, the Covina Municipal Code prohibits the cultivation of medical marijuana, but these provisions do not address non-medical marijuana. If the City Council does not want to allow any outdoor marijuana cultivation (including non-medical) on private residences within the municipal boundaries of Covina, it should adopt an interim ordinance prohibiting such activity before the election or shortly thereafter.

As Proposition 64 is proposed, this proposition will create a licensing scheme that allows non-medical marijuana businesses to legally operate in the State of California. Under the provisions of Proposition 64, a non-medical marijuana business cannot legally operate in a California city until it obtains a State license, which the State must begin issuing by January 1, 2018.

However, before issuing a State license, the State must first determine whether there is a local ordinance that prohibits the establishment of a marijuana business in a particular city. If a California city wants to prohibit non-medical marijuana businesses from operating within its boundaries, it will need to adopt an ordinance prohibiting commercial marijuana activity in the city before the State begins issuing licenses to such businesses.

Because this issue is time-sensitive, it is suggested that the City Council consider the adoption of a moratorium, during which time a more thorough analysis of the issue can be undertaken. The attached interim ordinance prohibits outdoor cultivation of marijuana for personal use, and commercial non-medical marijuana activity. This ordinance will also restrict personal cultivation of seven (7) live marijuana plants or more. It should be noted, if Proposition 64 passes, a California resident will be allowed to cultivate up to six (6) live plants for personal purposes. Lastly, this moratorium ordinance states that it will go into effect ONLY if Proposition 64 passes.

Lastly, this initial moratorium is effective for only 45 days. At the conclusion of the 45 day initial moratorium period, if an extension of the moratorium is desired, then the City will need to proceed with a noticed public hearing pursuant to the procedures for extending a moratorium set forth in Government Code Section 65858. As part of the moratorium extension, City staff will also have to prepare a specific report to justify extending the moratorium, pursuant to the provisions of Government Code Section 65858.

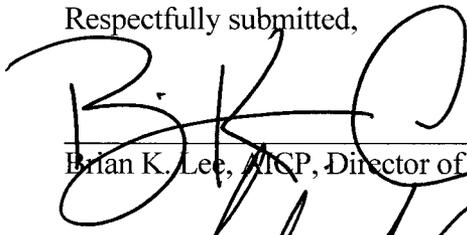
FISCAL IMPACT:

None at this time.

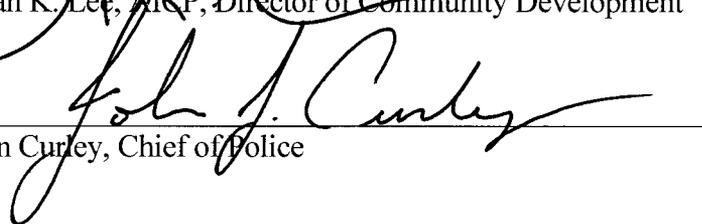
CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

This Urgency Ordinance extension is not subject to the provisions of CEQA.

Respectfully submitted,



Brian K. Lee, AICP, Director of Community Development



John Curley, Chief of Police

ATTACHMENT:

A. Ordinance No. 16-2065

ORDINANCE NO. 16-2065**AN INTERIM ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, PROHIBITING ALL COMMERCIAL NON-MEDICAL MARIJUANA ACTIVITY IN THE CITY, PROHIBITING OUTDOOR MARIJUANA CULTIVATION ON PRIVATE RESIDENCES AND RESTRICTING INDOOR CULTIVATION IN PRIVATE RESIDENCES AND DECLARING THE URGENCY THEREOF**

WHEREAS, the Control, Regulate and Tax Adult Use of Marijuana Act (“Proposition 64”), has qualified for the November 2016 ballot. If adopted by the California voters, Proposition 64, will among other things, legalize the use of non-medical marijuana for those who are 21 years of age or older and establish a comprehensive system to regulate commercial non-medical marijuana activity. If adopted by the California voters, the provisions of Proposition 64 related to the possession, use, and cultivation of non-medical marijuana will become effective on November 9, 2016; and

WHEREAS, Proposition 64 will permit cities to (1) adopt and enforce local ordinances to regulate non-medical marijuana businesses, including, but not limited to, local zoning and land use requirements, business license requirements, and requirements related to reducing exposure to secondhand smoke, or (2) completely prohibit the establishment or operation of one or more types of marijuana businesses within its jurisdiction; and

WHEREAS, Proposition 64 will allow for the planting, cultivation, harvesting, drying and processing (“cultivation activities”) of up to six marijuana plants in, or upon the grounds of, a private residence. Proposition 64 will authorize a city to enact and enforce an ordinance that reasonably regulates cultivation activities, and to completely prohibit cultivation activities outdoors upon the grounds of a private residence unless the California Attorney General determines that non-medical use of marijuana is lawful in the State under federal law; and

WHEREAS, the Federal Controlled Substances Act, 21 U.S.C. § 801, *et seq.*, classifies marijuana as a Schedule 1 Drug, which is defined as a drug or other substance that has a high potential for abuse, that has no currently accepted medical use in treatment in the United States, and that has not been accepted as safe for use under medical supervision. The Federal Controlled Substances Act makes it unlawful under federal law for any person to cultivate, manufacture, distribute or dispense, or possess with intent to manufacture, distribute or dispense, marijuana; and

WHEREAS, on October 9, 2015 Governor Brown signed Assembly Bill No. 243, Assembly Bill No. 266, and Senate Bill 643 into law, which collectively are now known as the Medical Cannabis Regulation and Safety Act (hereinafter “MCRSA”). The MCRSA establishes a State licensing scheme for commercial medical marijuana uses, while protecting local control by requiring that all such businesses must have a local license or permit to operate in addition to a State license. The MCRSA allows the City to completely prohibit commercial medical marijuana activities; and

WHEREAS, cities in California have reported negative effects of marijuana cultivation, processing and distribution activities, including offensive odors, illegal sales and distribution of marijuana, trespassing, theft, violent robberies and robbery attempts, fire hazards, and problems

associated with mold, fungus, and pests. Furthermore, as marijuana plants begin to flower, and for a period of two months or more, the plants produce a strong, unique odor, offensive to many people, and detectable far beyond property boundaries if grown outdoors. This odor can have the effect of encouraging theft by alerting persons to the location of the valuable plants, and creating a risk of burglary, robbery or armed robbery of the plants and creating the potential for violent acts related to such criminal activity; and

WHEREAS, based upon the recitals above, the City Council finds that there is a current and immediate threat to the public health, safety and welfare presented if Proposition 64 is enacted by the voters, because marijuana could begin to be cultivated outdoors on private residences beginning on November 9, 2016. If Proposition 64 is enacted by the voters it could also create the potential for commercial non-medical marijuana uses to be established in the City prior to the establishment of zoning regulations under normal planning and zoning processes of the City. Based on the City's need for additional time to fully evaluate the primary and secondary effects of the activities to be licensed under Proposition 64, the City Council finds that the immediate preservation of the public health, safety and welfare requires that this interim Ordinance be enacted as an urgency ordinance pursuant to Government Code Section 65858 and take effect immediately upon adoption, and its urgency is hereby declared; and

WHEREAS, all legal prerequisites to the adoption of this Ordinance have occurred.

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

SECTION 1. The City Council finds that the facts set forth in the Recitals of this Ordinance are true and correct.

SECTION 2. Definitions. Hereinafter in this Ordinance the following words shall have the meanings set forth below, unless the context otherwise permits or requires:

“Commercial non-medical marijuana activity” shall include the cultivation, possession, manufacture, distribution, processing, storing, laboratory testing, labeling, transportation, delivery or sale of marijuana and marijuana products for non-medical purposes.

“Cultivation” shall include any activity involving the planting, growing, harvesting, drying, curing, grading, or trimming of marijuana.

“Delivery” shall mean the commercial transfer of marijuana or marijuana products to a customer. Delivery also includes the use by a retailer of any technology platform owned and controlled by retailer, or independently licensed under Proposition 64 that enables customers to arrange for or facilitate the commercial transfer by a State licensed retailer of marijuana or marijuana products.

“Marijuana” shall include all parts of the plant *Cannabis sativa* L., whether growing or not; the seeds thereof; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture or preparation of the plant, its seeds or resin. It does not include (a) industrial hemp, as defined in Section 11018.5 of the Health and Safety Code; (b) the weight of any other ingredient combined with marijuana to prepare topical or oral administrations, food, drink, or other product; and (c) marijuana that is cultivated, processed,

transported, distributed, or sold for medical purposes under Chapter 3.4 of Division 8 of the Business and Professions Code.

“Proposition 64” refers to the Control, Regulate and Tax Adult Use of Marijuana Act.

SECTION 3. Prohibition.

- A. Commercial non-medical marijuana activity is expressly prohibited in all zones and all specific plan areas in the City of Covina. No person shall establish, operate, maintain, conduct or allow commercial non-medical marijuana activity anywhere within the City. No application for a building permit, conditional use permit, business license, or any other entitlement authorizing the establishment, operation, maintenance, development, or construction of any use that allows for commercial non-medical marijuana activity shall be approved during the term of the prohibition established in this Ordinance.
- B. Paragraph A of this section 3 is meant to prohibit all activities for which a State license is required pursuant to Proposition 64. Accordingly, the City shall not issue any permit, license or other entitlement for any activity for which a State license is required under Proposition 64. The City shall also not issue any local license to a non-profit pursuant to provisions of Business and Professions Code section 26070.5.
- C. Marijuana shall not be cultivated outdoors upon the grounds of a private residence. Indoor marijuana cultivation will be allowed to the extent permitted by State law, which permits no more than six live marijuana plants to be planted, cultivated, harvested, dried, or processed within a single private residence or inside an accessory structure located upon the grounds of a private residence that is fully enclosed and secured. Any marijuana cultivation that exceeds the limits set forth in this subsection is prohibited, is unlawful and constitutes a public nuisance.
- D. Nothing in this Ordinance, or its adoption, shall be deemed to affect any other prohibitions or regulations relating to marijuana contained in the Covina Municipal Code, including, but not limited to, the provisions of Section 17.60.025 of the Covina Municipal Code. In the event of any conflict between that Section and this Ordinance, the most restrictive provision shall govern. Nothing in this Ordinance shall be deemed to affect or excuse any violation of Section 17.06.025 of the Covina Municipal Code.

SECTION 4. Nothing in this Ordinance shall be interpreted to the effect that the City’s permissive zoning scheme allows any other use not specifically listed therein.

SECTION 5. Public Nuisance. Any use or condition caused, or permitted to exist, in violation of any provision of this Ordinance shall be, and hereby is declared to be, a public nuisance and may be summarily abated by the City pursuant to Code of Civil Procedure Section 731 or by any other remedy available to the City.

SECTION 6. Penalty. Violation of any provision of this Ordinance shall constitute a misdemeanor and shall be punishable by a fine not to exceed one thousand dollars (\$1,000) or by imprisonment for a period not to exceed six (6) months, or by both such fine and imprisonment.

Each and every day such a violation exists shall constitute a separate and distinct violation of this Ordinance.

SECTION 7. Civil Penalties. In addition to any other enforcement permitted by this Ordinance, the City Attorney may bring a civil action for injunctive relief and civil penalties against any person or entity that violates this Interim Ordinance. In any civil action brought pursuant to this Interim Ordinance, a court of competent jurisdiction may award reasonable attorneys' fees and costs to the prevailing party.

SECTION 8. CEQA. It can be seen with certainty that there is no possibility that the adoption of the Interim Ordinance may have a significant effect on the environment because the Interim Ordinance will only impose greater and temporary limitations on marijuana-related uses allowed in the City, and will thereby serve to prevent potentially significant adverse environmental impacts. The City Council has reviewed staff's determination of exemption and based on its own independent judgment, concurs in staff's determination that the Interim Ordinance is exempt from CEQA. The adoption of the Interim Ordinance is therefore not subject to the California Environmental Quality Act review pursuant to Title 14, Chapter 3, Section 15061(b)(3) of the California Code of Regulations.

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

SECTION 10. Urgency Ordinance. This Ordinance is adopted as an urgency, interim ordinance and shall take effect immediately. This Ordinance will only become operative if Proposition 64 is approved by the voters. If Proposition 64 is not approved by the voters at the November election, the ordinance shall be null and void and shall be deemed repealed. This Ordinance shall expire, and the prohibition established hereby shall terminate, forty-five (45) days after the date of adoption unless extended by the City Council pursuant to California Government Code Section 65858.

SECTION 11. The Mayor shall sign and the City Clerk shall certify to 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, APPROVED and ADOPTED this 1st day of November, 2016.

City of Covina, California

BY: _____
KEVIN STAPLETON, Mayor

ATTEST:

SHARON F. CLARK, Chief Deputy City Clerk
APPROVED AS TO FORM:

CANDICE K. LEE, City Attorney

CERTIFICATION

I, Sharon F. Clark, Chief Deputy City Clerk of the City of Covina, California, DO HEREBY CERTIFY that Urgency Ordinance No. 16-2065 was duly approved and adopted at a regular meeting of the City Council on the 1st day of November, 2016, by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:

Dated:

SHARON F. CLARK, Chief Deputy City Clerk

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