



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

Mayor Peggy Delach – Mayor Pro Tem John King

Council Members: Walter Allen - Jorge Marquez - Kevin Stapleton

REGULAR MEETING AGENDA

125 E. College Street, Covina, California

Council Chamber of City Hall

Tuesday, November 18, 2014

6:30 p.m.

- As a courtesy to Council/Agency/Authority Members, staff and attendees, everyone is asked to silence all pagers, cellular telephones and any other communication devices.
- Any member of the public may address the Council/Agency/Authority during both the public comment period and on any scheduled item on the agenda. Comments are limited to a maximum of five minutes per speaker unless, for good cause, the Mayor/Chairperson amends the time limit. Anyone wishing to speak is requested to submit a yellow Speaker Request Card to the City Clerk; cards are located near the agendas or at the City Clerk's desk.
- Please provide 10 copies of any information intended for use at the Council/Agency/Authority meeting to the City Clerk prior to the meeting.
- MEETING ASSISTANCE INFORMATION: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at (626) 384-5430. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.
- DOCUMENT AVAILABILITY: Any writings or documents provided to a majority of the Council/Agency/Authority regarding any item on this agenda will be made available for public inspection at the City Clerk's Office at City Hall located at 125 E. College Street and the reference desk at the Covina Library located at 234 North Second Avenue during normal business hours. In addition, such writings and documents are available in the City Clerk's Office and posted on the City's website at www.covinaca.gov.
- Pursuant to Government Code Section 54954.2, no matter shall be acted upon by the City Council/Successor Agency to the Covina Redevelopment Agency/Public Finance Authority/Covina Housing Authority unless listed on agenda, which has been posted not less than 72 hours prior to meeting.
- If you challenge in court any discussion or action taken concerning an item on this agenda, you may be limited to raising only those issues you or someone else raised during the meeting or in written correspondence delivered to the City at or prior to the City's consideration of the item at the meeting.
- The Covina City Clerk's Office does hereby declare that the agenda for the **November 18, 2014** meeting was posted on **November 13, 2014** near the front entrance of the City Hall, 125 East College Street, Covina, in accordance with Section 54954.2(a) of the California Government Code.

November 18, 2014

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

CALL TO ORDER

ROLL CALL

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

PUBLIC COMMENTS

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

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

CLOSED SESSION

- A. G.C. §54957 – PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: City Manager

RECESS

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

RECONVENE AND CALL TO ORDER

ROLL CALL

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

PLEDGE OF ALLEGIANCE

Led by Council Member Marquez

INVOCATION

Given by Covina Police Chaplain Dave Truax

PRESENTATIONS

Presentation – Composites Horizons

Recognition – Moving Wall Vietnam Veteran’s Memorial

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.** City Council to approve the minutes from the November 4, 2014 regular meeting of the City Council/Successor Agency to the Covina Redevelopment Agency/Public Finance Authority/Housing Authority.
- CC 2.** City Council to receive and file payment of demands in the amount of \$4,463,846.81.
- CC 3.** Successor Agency to the Covina Redevelopment Agency to receive and file payment of demands in the amount of \$93,715.38.
- CC 4.** City Council to receive and file the Public Works Monthly Activity Report.
- CC 5.** City Council to adopt **Resolution No. 14-7307**, to purchase equipment for the Covina Police Communications Division as permitted by State funding policy and the State of California’s Master Purchas Agreement (MPA).

CONSENT CALENDAR CONTINUED

- CC 6.** City Council/Successor Agency/Housing to authorize application for the Continuum of Care (CoC) Program grant, through the Los Angeles Homeless Services Authority (LAHSA) for supportive services, operation and administration of the McGill House in Fiscal Year 15-16 and to adopt **City Resolution No. 14-7304**, authoring application for funds through the Los Angeles Continuum of Care 2014 SuperNOFA; adopt **Agency Resolution No. 14-028**, supporting the City's application for funds through the Los Angeles Continuum of Care 2014 SuperNOFA; and adopt **Authority Resolution No. 14-003**, supporting the City's application for funds through the Los Angeles Continuum of Care 2014 SuperNOFA.
- CC 7.** City Council to approve a Memorandum of Understanding with the Los Angeles Homeless Service Authority for the consideration of participation in the 2015 Greater Los Angeles Homeless Count Opt-In Program and authority the City Manager or his designee to sign related documents.
- CC 8.** City Council to make a determination of satisfaction of Note and program requirements and terms for the program participants of the Community Development Block Grant (CDBG) Special Economic Development Program and authorize the City Manager or his designee to execute related documents.
- CC 9.** City Council to adopt **Resolution No. 14-7305**, approving up to \$3,000 of City contingency funds for installation and storage of holiday banners to be placed throughout the City.
- CC10.** City Council to adopt **Resolution No. 14-7306** to adopt a Fraud Detection Policy.
- CC11.** City Council to approve a Right of Entry and Parking Lease Agreement with Sage Automotive and authorize the City Manager to execute said agreement.

PUBLIC HEARING

- PH1.** City Council to adopt a resolution approving Covina's Local Development Report for Los Angeles County's Congestion Management Program.

Staff Recommendation:

- 1) City Council to open the public hearing and consider public testimony; and
- 2) City Council to adopt **Resolution No. 14-7302**, finding the city to be in conformance with the Congestion Management Program (CMP) and adopting the CMP Local Development Report, in accordance with California Government Code Section 65089.

NEW BUSINESS

- NB1.** City Council to consider the proposal to amend the Zoning Ordinance to allow food truck vendors on private property and amend the Planned Community Development Overlay to

allow food truck vendors for property located at 692 Arrow-Grand Circle.

Staff Recommendation:

- 1) Direct staff to initiate a Zoning Ordinance Amendment that will add provisions regarding the operation of food truck vendors on private property; and, initiate a Planned Community Development Amendment (PCD 79-001) to allow food truck vendors for Alostia Brewery located at 692 Arrow-Grand Circle.

NB2. City Council to approve use of funds from the Community Development Block Grant (CDBG) 2014-2015 funding allocation through the Special Economic Development Program for M. Mercy Moreno, doing business as Oh Sweet Mercy, located at 225 N. Citrus Avenue.

Staff Recommendation:

- 1) City Council to approve the Community Development Block Grant (CDBG) of \$50,000 between the City of Covina and M. Mercy Moreno, doing business as Oh Sweet Mercy, contingent upon execution of a Guarantee of Note by the owner, and in compliance with other requirements, and authorize the City Manager or his designee to execute the documents necessary to complete the grant/loan transactions when all conditions are met.

ADJOURNMENT

The Covina City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Finance Authority/Covina Housing Authority will adjourn to a joint meeting with the Planning Commission, **Thursday, November 20, 2014**, at 6:00 p.m. in the Council Chamber, 125 East College Street, Covina, California, 91723. The Covina City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Finance Authority/Covina Housing will meet at it next regular meeting, **Tuesday, December 2, 2014** at 6:30 p.m. for closed session and 7:30 p.m. for open session in the Council Chamber, 125 East College Street, Covina, California, 91723.

DRAFT



CC1

MINUTES OF NOVEMBER 4, 2014 REGULAR MEETING OF THE COVINA CITY COUNCIL/SUCCESSOR AGENCY TO THE COVINA REDEVELOPMENT AGENCY /COVINA PUBLIC FINANCE AUTHORITY/COVINA HOUSING AUTHORITY HELD IN THE COUNCIL CHAMBER OF CITY HALL, 125 EAST COLLEGE STREET, COVINA, CALIFORNIA

CALL TO ORDER

Mayor Delach called the Council/Agency/Authority meeting to order at 6:36 p.m. Council Member Allen arrived at 6:46 p.m. and entered closed session. City Attorney Marco Martinez announced the closed session items.

CLOSED SESSION

Don Cook, representing WC Covina Homes, stated that he reviewed the meeting where there was discussion for the Edna Place proposed project and has a concern with how the meeting was conducted; and his legal counsel confirmed the same. Mr. Cook stated in closed session this evening, City Council would review a letter provided by his legal counsel. Mr. Cook expressed that he is hopeful that City Council would schedule another hearing with the proper notice and procedures.

Michael Touhey, project representative, asked for reconsideration.

Stephen Begin, Covina business owner, stated that City Council made a decision on the zone change at the last meeting. Mr. Begin pointed out those that were involved in the opposition of the project and expressed that City Council not put them through the process again. Mr. Begin stated that Council made the right decision last time and to just stick with it.

A. G.C. §54956.9(d)(1) – CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION

Name of Case: Matthew Eddings v. City of Covina
Case Number(s): ADJ8659225; ADJ6594397; ADJ8659228

B. G.C. §54956.9(d)(2) – CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION

Number of case(s): one (1)
Location: 777 and 847 East Edna Place; and 731 N. Grand Avenue -
APN: 8429-006-018 and 17, 8429-006-006

C. G.C. §54956.9(d)(1) – CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION

Number of case(s): one (1)
Name of Case: Donald Sipple et. al. v. City of Alhambra et. al.
Case Number: BC462270

D. G.C. §54956.9(d)(4) – CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION

Number of case(s): one (1) potential case
Name of Case: Successor Agency of the City of Covina; Covina Housing Authority v. California Department of Finance: Regarding Housing Allowance Fees

ROLL CALL

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

Council Members Absent: NONE

Elected Members Present: COBBETT, WALCZAK

Staff Members Present: City Manager Parrish, City Attorney Martinez, Acting Assistant L.A. County Fire Chief Enriquez, Human Resources Director Arroyo, Assistant to the City Manager Brancheau, Finance Director De Alwis, Police Captain Webster, Interim Community Development Director Fong, Public Works Director Gonzalez, Risk Manager Klymkiw, Finance Manager Pacheco, Sr. Housing and CDBG Economic Development Manager, City Planner Carter, Electronic Resource Analyst Kadir, Chief Deputy City Clerk LaCroix

AGENDA POSTING DECLARATION

The Chief Deputy City Clerk of the City of Covina hereby declares the Council/Agency/Authority agenda for the November 4, 2014 meeting was posted on October 30, 2014 near the front entrance of City Hall, 125 East College Street, Covina, in accordance with §54954.2(a) of the California Government Code.

RECONVENE THE MEETING

The City Council/Successor Agency to the Covina Redevelopment Agency/Public Finance Authority/Housing Authority meeting reconvened at 7:33 p.m.

City Attorney Marco Martinez announced that the City Council/Agency/Authority met in closed session with all Council Members present. City Attorney Martinez stated that Council Members, by a vote of 5-0, directed counsel to process a settlement agreement in the amount of \$40,262. City Attorney Martinez stated there is no reportable action related to closed session items A, B and C.

PLEDGE OF ALLEGIANCE

Council Member Stapleton led the pledge of allegiance.

INVOCATION

Covina Police Chaplain Dave Truax gave the invocation.

PRESENTATIONS

Mayor Delach extended an invitation to Todd Palmquist, Executive Director of the San Gabriel Valley Consortium on Homelessness to the lectern and presented a proclamation recognizing the third week of November as Homeless Awareness Week.

Mayor Delach and Council Member Marquez presented a proclamation to Satnam Dhillon, Paula Herrera, Maria Leticia Espana and Vanessa Pena of Service Employees International Union (SEIU) acknowledging November as Family Caregivers Month.

PUBLIC COMMENTS

Leonard Wayne Rose, Jr., La Puente resident, discussed his attendance to the City of Industry city hall open house and health fair and suggested that Covina look into a similar event. He noted that he passed his recent eye exam and spoke about the importance of wearing sunglasses when driving. Mr. Rose stated he voted today and discussed the importance of voting on the various measures.

Jack Mercica, Vice President of the Covina Toastmasters Club, discussed the educational format and value of Toastmasters. The annual fees are less than one-hundred dollars and include a monthly publication and weekly growth support meeting. Mr. Mercica appealed to the Council to use resources to inform the Covina residents and employees of Toastmasters.

MAYOR'S INTERGOVERNMENTAL AGENCIES APPOINTMENTS REPORT

None.

COUNCIL/AGENCY/AUTHORITY COMMENTS

Mayor Pro Tem King provided highlights of the Halloween Carnival and expressed appreciation to Parks and Recreation for a successful event. Mayor Pro Tem King thanked Council Member Stapleton for his contribution with the Vietnam Veterans Moving Wall.

Council Member Stapleton expressed appreciation to all those who assisted and participated with the Moving Wall. Council Member Stapleton stated the Marine Corps birthday on November 10, 2014 and Veterans Day, November 11, 2014.

Council Member Stapleton requested exploring the concept of a moratorium on zone changes and major developments pending review/update of the City's General Plan, Town Center Specific Plan, Housing Plan and Housing Development. Mayor Delach seconded the proposal.

Council Member Stapleton requested that we place on a future agenda for consideration, to have the City Council reopen the public hearing on General Plan Amendment and all entitlements related to the development project proposed for 777 and 847 Edna Place and 731 N. Grand Avenue. Council Member Allen seconded the request.

Council Member Allen spoke about how great of a community Covina is; and the boundless work from staff. He expressed deepest appreciation to Council Member Stapleton for his leadership on the Moving Wall coming to Covina. Council Member Allen announced Citrus Valley Hospice would be sponsoring a "Get Through the Holidays" program at the Covina Woman's Club on November 19, from 6:30 p.m. to 8:30 p.m.

Mayor Delach announced the following "hold the date" events:

- Covina Rotary will host the 3rd annual Field of Valor event November 8 through November 15, 2014 at Sierra Vista Middle School with a Veteran Day Ceremony taking place on November 11, 2014
- Covina 25th annual Tree Lighting Ceremony at Heritage Plaza on Saturday, November 22, 2014 at 6:00 p.m.

CITY MANAGER COMMENTS

City Manager Daryl Parrish provided a reminder of the upcoming November 20, 2014 joint meeting with the Planning Commission where discussion will include a \$342,000 planning grant from MTA that can be applied to updating the Town Center Specific Plan. City Manager Parrish announced that Alex Gonzalez has been the Interim Public Works Director for the last six months and would like to appoint him as the permanent Public Works Director. City Manager Parrish suggested we use our social media to promote the Covina Toastmasters.

CONSENT CALENDAR

- CC 1. City Council approved the minutes from the October 7, 2014 regular meeting of the City Council/Successor Agency to the Covina Redevelopment Agency/Public Finance Authority/Housing Authority.
- CC 2. City Council approved the minutes from the October 21, 2014 regular meeting of the City Council/Successor Agency to the Covina Redevelopment Agency/Public Finance Authority/Housing Authority.
- CC 3. City Council received and filed report of total workers' compensation liabilities under Labor Code Section 3702.6(b).
- CC 4. City Council adopted **Resolution No. 14-7301**, amending Fiscal Year 2014-2015 Budget in the Water Enterprise Fund.
- CC 5. 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, 2014.

On a motion made by Council Member Stapleton, seconded by Council Member Allen, the City Council approved Consent Calendar items CC1 through CC5.

Motion approved the Consent Calendar items CC1 through CC5 as follows:

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

PUBLIC HEARING

PH 1. Public hearing was before City Council to consider public testimony for the consideration of a resolution accepting the Economic Development Subsidy Report pursuant to Government Code Section 53083.

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

At 8:09 p.m., Mayor Delach opened the public hearing. There was no public comment.

At 8:10 p.m., Mayor Delach, closed the public hearing.

On a motion made by Council Member Stapleton, seconded by Mayor Pro Tem King, the City Council adopted **Resolution No. 14-7303**, accepting the Economic Development Subsidy Report prepared pursuant to Government code Section 53083 and approving a Community Development Block Grant 2014-2015 funding allocation through the Special Economic Development Program for the Artist Pizzeria located at 113 N. Citrus Avenue, Covina.

Motion carried thereby adopting Resolution No. 14-7303 as follows:

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

NEW BUSINESS

NB1. Successor Agency to the Covina Redevelopment Agency and Public Finance Authority to adopt resolutions approving various documents and authorizing actions related to the issuance of tax allocation refunding bonds.

City Manager Daryl Parrish gave a brief report of the item before Successor Agency/Covina Public Finance Authority.

On a motion made by Mayor Delach, seconded by Mayor Pro Tem King, the Successor Agency to the Covina Redevelopment Agency adopted **Agency Resolution No. 14-026**, directing the Successor Agency to undertake proceedings for the refunding of the Covina Public Finance Authority 1987 Revenue Bonds; and the Covina Public Finance Authority adopted **Authority Resolution No. 14-11** taking actions relating to this refunding.

Motion carried thereby adopting Agency Resolution No. 14-026 and Authority Resolution No. 14-11 as follows:

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

NB2. City Council to receive and file update on the City of Covina Strategic Plan.

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

Following a brief discussion and on a motion made by Council Member Stapleton, seconded by Mayor Pro Tem King, the City Council/Agency/Authority adopted received and filed the monthly Strategic Plan objectives update

Motion received and filed NB2 item as follows:

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

ADJOURNMENT

At 8:12 p.m., the Covina City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Finance Authority/Covina Housing Authority adjourned to its next regular meeting on **Tuesday, November 18, 2014** at 6:30 p.m. for closed session and 7:30 p.m. for open session in the Council Chamber located inside of City Hall, 125 East College Street, Covina, California, 91723. A joint meeting with the Planning Commission is scheduled for **Thursday, November 20, 2014**, at 6:00 p.m. in the Council Chamber, 125 East College Street, Covina, 91723.

Respectfully Submitted:

Catherine M. LaCroix, Chief Deputy City Clerk

Approved this 18th day of November 2014:

Peggy Delach, Mayor/Chairperson

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: November 18, 2014

ITEM NO.: CC 2

STAFF SOURCE: Dilu De Alwis, Finance Director 

ITEM TITLE: Payment of Demands

STAFF RECOMMENDATION:

Approve Payment of Demands in the amount of: **\$4,463,846.81**

BACKGROUND:

Attached list of warrants, demands, which are being presented for approval for October 2014 are summarized as follows:

<u>DATE OF DEMANDS</u>		<u>DEMAND NUMBERS</u>	<u>AMOUNT</u>
ACCOUNTS PAYABLE WARRANTS			
October 2014	Wires/EFTs	4890-4902	\$636,924.02
	Checks	69754*, 70589-71088	\$2,569,243.83
		*previously void on Aug register	

PAYROLL

OCTOBER 9, 2014 PAYROLL DD, CHECKS & TAXES	\$573,382.10
OCTOBER 9, 2014 PAYROLL CORDER	\$29,851.42
OCTOBER 22, 2014 PAYROLL DD, CHECKS & TAXES	\$613,258.25

VOIDS

October voids	68044	(\$36.83)
	68165	(\$24.71)
	69616	(\$400.00)
	70430	(\$1,855.68)
	70492	(\$25.50)
	70562	(\$200.00)
	70576	(\$25.50)

WORKERS COMPENSATION

October 7, 2014	Week ending 10/1/14	\$2,941.46
October 10, 2014	Week ending 10/8/14	\$10,462.43
October 17, 2014	Week ending 10/15/14	\$2,905.87
October 23, 2014	Week ending 10/22/14	\$7,445.65
October 24, 2014	Additional Adjustment	\$20,000.00

GRAND TOTAL: **\$4,463,846.81**

RELEVANCE TO STRATEGIC PLAN: Not applicable

EXHIBITS:

A. Accounts Payable Register

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

CITY OF COVINA
Check Register
OCTOBER 2014

Check #	Check Date	Vendor	Name	Amount
4890	10/08/2014	1405	ICMA RETIREMENT	8,363.83
4891	10/08/2014	1403	ICMA-RC	981.82
4892	10/08/2014	4003	MidAmerica	2,785.98
4893	10/08/2014	2033	NATIONWIDE RETI	6,519.54
4898	10/23/2014	3556	SACRA	600,000.00
4899	10/27/2014	1405	ICMA RETIREMENT	8,313.83
4900	10/27/2014	1403	ICMA-RC	981.82
4901	10/27/2014	4003	MidAmerica	2,457.66
4902	10/27/2014	2033	NATIONWIDE RETI	6,519.54
			subtotal EFT/wires	636,924.02
69754	10/20/2014	4075	CRIME SCIENCES	115.00
70589	10/07/2014	23	ABORTA BUG INC	70.00
70590	10/07/2014	44	ADAMSON INDUSTR	2,916.88
70591	10/07/2014	4110	AEI-CASC ENGINE	8,622.00
70592	10/07/2014	74	AGI ACADEMY	269.00
70593	10/07/2014	82	AIR-BREE HEATIN	127.50
70594	10/07/2014	91	ALAS, NINA	105.00
70595	10/07/2014	113	ALL CITY MANAGE	5,075.46
70596	10/07/2014	4117	ARTISTIC RECONS	175.00
70597	10/07/2014	219	AT&T	32.62
70598	10/07/2014	220	AT&T LONG DISTA	26.39
70599	10/07/2014	254	AZUSA LIGHT & W	1,858.96
70600	10/07/2014	269	BAKER AND TAYLO	1,059.59
70601	10/07/2014	318	BELL BUILDING M	3,786.00
70602	10/07/2014	341	BEST BEST & KRI	53,148.99
70603	10/07/2014	345	BETHKE, BETTY J	119.05
70604	10/07/2014	4080	BODE TECHNOLOGY	235.41
70605	10/07/2014	3929	BOOT BARN INC	497.39
70606	10/07/2014	423	BRUNSWICK COVIN	52.50
70607	10/07/2014	475	CALIBER POOL AN	2,777.20
70608	10/07/2014	565	CASTRO, VIVIAN	44.84
70609	10/07/2014	568	CAT SPECIALTIES	1,252.32
70610	10/07/2014	589	CELAYA, VERA FL	42.00
70611	10/07/2014	600	CERTIFIED UNDER	43.38
70612	10/07/2014	617	CHARTER OAK GYM	1,771.00
70613	10/07/2014	649	CINTAS CORP #69	600.26
70614	10/07/2014	700	COLLEY FORD	148.80
70615	10/07/2014	710	COMMUNICATIONS	116.87
70616	10/07/2014	717	COMPLETE PAPERL	13,095.75
70617	10/07/2014	3919	CONNECT SOLUTIO	2,800.00
70618	10/07/2014	3235	COOK, SHAWNA	626.50
70619	10/07/2014	762	COVINA CHAMBER	10.00
70620	10/07/2014	777	COVINA RENTS	356.20

CITY OF COVINA
Check Register
OCTOBER 2014

70621	10/07/2014	783	COVINA WATER	308.19
70622	10/07/2014	3982	CUGNU, CAROL A	227.50
70623	10/07/2014	4072	DE LEON, JUAN C	599.20
70624	10/07/2014	947	DUNN EDWARDS CO	76.97
70625	10/07/2014	962	EAST DISTRICT S	138.00
70626	10/07/2014	962	EAST DISTRICT S	9,683.00
70627	10/07/2014	970	EDISON CO	62,082.43
70628	10/07/2014	971	EDS AUTO PARTS	16.90
70629	10/07/2014	1055	FEDEX	43.71
70630	10/07/2014	4126	FUENTES, BRITTA	86.63
70631	10/07/2014	1180	GIAMMARCO, ANTH	243.60
70632	10/07/2014	1198	GLOBALSTAR LLC	52.92
70633	10/07/2014	1204	GOLDEN STATE WA	328.34
70634	10/07/2014	1275	HAAKER EQUIPMEN	247.06
70635	10/07/2014	3251	HANSON INVESTIG	2,583.99
70636	10/07/2014	3934	HF & H CONSULTA	11,730.31
70637	10/07/2014	1361	HOLLIDAY ROCK C	128.07
70638	10/07/2014	1387	HUNTER, JOHN L.	1,000.00
70639	10/07/2014	3988	HYDRO CONNECTIO	232.52
70640	10/07/2014	1427	INGLEWOOD, CITY	6,786.99
70641	10/07/2014	1428	INGRAM DIST GRO	148.52
70642	10/07/2014	3654	JEREMIAH DONOVA	194.22
70643	10/07/2014	3659	JMDIAZ	8,315.08
70644	10/07/2014	1545	KELLEY BLUE BOO	76.30
70645	10/07/2014	1547	KELLY PAPER CO	1,641.81
70646	10/07/2014	1608	LA CNTY CDC/CDB	198.00
70647	10/07/2014	1617	LA CNTY REGISTR	16.00
70648	10/07/2014	1638	LAM, LY CHOU	226.80
70649	10/07/2014	1644	LANDSCAPE STRUC	1,137.56
70650	10/07/2014	1663	LAW ENFORCEMENT	550.00
70651	10/07/2014	3190	LAYNE, JONATHAN	265.13
70652	10/07/2014	3209	LAYNE, SHARON	98.00
70653	10/07/2014	1694	LEWIS ENGRAVING	27.25
70654	10/07/2014	1696	LEWIS SAW AND L	168.50
70655	10/07/2014	3932	MAR, ARLENE D.	211.95
70656	10/07/2014	1858	MCMASTER CARR S	26.27
70657	10/07/2014	4089	MEASOM, DEVIN T	49.88
70658	10/07/2014	3983	MERCADO, DANIEL	798.00
70659	10/07/2014	1933	MISSION LINEN S	84.65
70660	10/07/2014	3236	MUNOZ, VINCENT	422.50
70661	10/07/2014	3718	NADENE VALDEZ	284.41
70662	10/07/2014	2027	NAPA AUTO PARTS	31.74
70663	10/07/2014	3563	NEWEGG INC	722.85
70664	10/07/2014	2104	OFFICE DEPOT	0.72

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70665	10/07/2014	2104	OFFICE DEPOT	55.52
70666	10/07/2014	99999	MARK KOPRCINA	6.22
70667	10/07/2014	99999	LORETTA FERNCEZ	13.00
70668	10/07/2014	99999	COLLEEN O'BRIEN	18.00
70669	10/07/2014	99999	JORGE LOPEZ	24.71
70670	10/07/2014	99999	EDDY RAMOS	24.80
70671	10/07/2014	99999	ARTURO SALDANA	25.00
70672	10/07/2014	99999	BILL HAYES	30.00
70673	10/07/2014	99999	ROSE ESQUIBEL	31.50
70674	10/07/2014	99999	MARIA OCHOA-CASTRO	40.00
70675	10/07/2014	99999	MIGUEL GARCIA-ALCARAZ	40.00
70676	10/07/2014	99999	STEVEN GWIN	51.96
70677	10/07/2014	99999	RHIANNA GOZALEZ	56.00
70678	10/07/2014	99999	JULIE TIGNO	56.00
70679	10/07/2014	99999	LETICIA SAENZ	56.00
70680	10/07/2014	99999	MADELI MARQUEZ	60.00
70681	10/07/2014	99999	CLARISSA CASTELLO	60.00
70682	10/07/2014	99999	DIANE CHADWICK	74.65
70683	10/07/2014	99999	RAY BARAJAS	90.00
70684	10/07/2014	99999	VERA MORA	90.00
70685	10/07/2014	99999	RANDY FRANKLIN	100.00
70686	10/07/2014	99999	VICTORIA UNG	100.00
70687	10/07/2014	99999	INGRID B MOODY	116.00
70688	10/07/2014	99999	JOYCE SPEARS	120.61
70689	10/07/2014	99999	JEAN RIVERA	300.00
70690	10/07/2014	2189	PARADA, MIGUEL	422.10
70691	10/07/2014	2309	PROFESSIONAL AC	538.00
70692	10/07/2014	4101	RANCHO JANITORI	954.47
70693	10/07/2014	4082	REED, LETICIA	18.36
70694	10/07/2014	2415	REPUBLIC MASTER	189.50
70695	10/07/2014	2426	REYNOLDS BUICK	258.44
70696	10/07/2014	3655	ROBERT WONG	98.30
70697	10/07/2014	2509	S & S PORTABLE	227.15
70698	10/07/2014	2519	SALAMONE, KIMBE	182.00
70699	10/07/2014	2607	SERESINGHE, AJI	1,000.00
70700	10/07/2014	2612	SEVOLD, CHERYL	114.33
70701	10/07/2014	2620	SGV NEWSPAPER G	523.36
70702	10/07/2014	2714	SOUTHERN CA GAS	575.00
70703	10/07/2014	2720	SPECIALIZED ARM	1,325.00
70704	10/07/2014	2777	SUPERIOR LIFE S	1,761.30
70705	10/07/2014	2818	TAVANNA	265.70
70706	10/07/2014	2846	THOMAS, TERRI	595.88
70707	10/07/2014	2853	THYSSENKRUPP EL	177.00
70708	10/07/2014	2855	TIME WARNER CAB	254.51

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70709	10/07/2014	2903	TRI-XECUTEX COR	80.00
70710	10/07/2014	2901	TRIFYTT SPORTS	502.33
70711	10/07/2014	2942	UNITED SITE SER	240.10
70712	10/07/2014	2954	URBAN GRAFFITI	6,000.00
70713	10/07/2014	2966	V & V MANUFACTU	56.57
70714	10/07/2014	3234	VELARDE-KUBANIK	280.00
70715	10/07/2014	4065	VERIZON BUSINES	596.37
70716	10/07/2014	2999	VERIZON CALIFOR	218.98
70717	10/07/2014	3001	VERIZON WIRELES	583.44
70718	10/07/2014	3004	VICTORY EXTERMI	25.00
70719	10/07/2014	3187	WAGONER, PAMELA	490.86
70720	10/07/2014	3043	WARREN DISTRIBU	43.19
70721	10/07/2014	3064	WELLDYNERX	21.16
70722	10/07/2014	3068	WELLS FARGO FIN	163.50
70723	10/07/2014	4133	WESTERN A/V	8,857.81
70724	10/07/2014	3132	WRIGHT DESIGNS	196.20
70725	10/07/2014	3137	Y TIRE SALES	748.26
70726	10/07/2014	3138	YAP, ALBERTO	44.86
70727	10/07/2014	3148	YOUNGS	30.85
70728	10/08/2014	68	AFLAC	4,018.06
70729	10/08/2014	69	AFSCME	1,040.00
70730	10/08/2014	487	CalPERS	61,655.41
70731	10/08/2014	3846	CLEA	490.00
70732	10/08/2014	3846	CLEA	98.00
70733	10/08/2014	775	COVINA POLICE A	2,900.00
70734	10/08/2014	789	COVINA-FSA, CIT	1,515.86
70735	10/08/2014	878	DELTA DENTAL OF	8,663.42
70736	10/08/2014	1106	FRANCHISE TAX B	250.00
70737	10/08/2014	1106	FRANCHISE TAX B	50.00
70738	10/08/2014	1247	GREAT WEST LIFE	4,566.41
70739	10/08/2014	1307	HARTFORD LIFE I	9.67
70740	10/08/2014	3795	LEGAL SHIELD	377.22
70741	10/08/2014	2234	PERS	153,976.74
70742	10/08/2014	2235	PERS LONG TERM	267.66
70743	10/08/2014	3893	STATE DISBURSEM	247.00
70744	10/08/2014	3954	SUN LIFE FINANC	5,255.00
70745	10/08/2014	2946	UNITED WAY OF G	17.50
70746	10/08/2014	3014	VISION SERVICE	852.45
70747	10/08/2014	3764	WAGeworks	38.00
70748	10/08/2014	3045	WASHINGTON NATI	146.99
70749	10/08/2014	2234	PERS	989.35
70750	10/14/2014	3	12 MILES OUT.CO	1,200.00
70751	10/14/2014	14	A1 RENTALS	18.47
70752	10/14/2014	23	ABORTA BUG INC	75.00

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70753	10/14/2014	26	ABSOLUTE SECURI	4,589.52
70754	10/14/2014	44	ADAMSON INDUSTR	5,094.66
70755	10/14/2014	50	ADVANCED	1,430.10
70756	10/14/2014	4110	AEI-CASC ENGINE	5,106.00
70757	10/14/2014	83	AIRGAS SAFETY I	173.33
70758	10/14/2014	113	ALL CITY MANAGE	5,639.40
70759	10/14/2014	160	AMERICAN WEST C	75.00
70760	10/14/2014	204	ARROYO, R. ANTH	58.46
70761	10/14/2014	221	AT&T MOBILITY	1,203.82
70762	10/14/2014	260	B & K ELECTRIC	279.03
70763	10/14/2014	269	BAKER AND TAYLO	915.36
70764	10/14/2014	283	BANK OF THE WES	15,372.39
70765	10/14/2014	341	BEST BEST & KRI	1,070.58
70766	10/14/2014	351	BIG ENTERPRISES	12,344.50
70767	10/14/2014	4100	BREAD AND BARLE	8,892.53
70768	10/14/2014	536	CARQUEST AUTO P	57.55
70769	10/14/2014	600	CERTIFIED UNDER	138.53
70770	10/14/2014	639	CHINO TACH & SP	450.00
70771	10/14/2014	654	CITRUS CAR WASH	398.65
70772	10/14/2014	4135	CLEAN FUEL CONN	9,841.14
70773	10/14/2014	703	COMBINED GRAPHI	75.21
70774	10/14/2014	707	COMMERCIAL ELEC	347.50
70775	10/14/2014	720	COMPUTER SERVIC	5,064.14
70776	10/14/2014	730	CONTEMPORARY IN	24.00
70777	10/14/2014	737	COOPERATIVE PER	918.50
70778	10/14/2014	739	COPWARE	1,105.00
70779	10/14/2014	792	CPOA	125.00
70780	10/14/2014	862	DE ALWIS, DILU	130.00
70781	10/14/2014	970	EDISON CO	55,906.12
70782	10/14/2014	971	EDS AUTO PARTS	409.81
70783	10/14/2014	4119	F.J. SMITH SALE	697.87
70784	10/14/2014	4124	FACILITYDUDE.CO	12,310.50
70785	10/14/2014	3911	FACTORY MOTOR P	59.98
70786	10/14/2014	1055	FEDEX	6.13
70787	10/14/2014	4120	FRANKLIN HAYNES	400.00
70788	10/14/2014	3800	GARVEY EQUIPMEN	70.72
70789	10/14/2014	1156	GAS COMPANY, TH	1,804.78
70790	10/14/2014	4007	GMZ ENGINEERING	106,146.16
70791	10/14/2014	1218	GONZALEZ, ALEX	462.43
70792	10/14/2014	1235	GRAINGER	8.56
70793	10/14/2014	4115	HALL AND FOREMA	1,650.00
70794	10/14/2014	1361	HOLLIDAY ROCK C	205.46
70795	10/14/2014	1364	HOME DEPOT	1,435.40
70796	10/14/2014	1371	HOSE MAN INC, T	78.63

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70797	10/14/2014	3988	HYDRO CONNECTIO	541.67
70798	10/14/2014	1398	I.C. COMPOUND C	189.27
70799	10/14/2014	1428	INGRAM DIST GRO	19.52
70800	10/14/2014	1429	INLAND EMPIRE S	680.00
70801	10/14/2014	1441	INTERSTATE BATT	97.31
70802	10/14/2014	1463	J.G. TUCKER AND	64.75
70803	10/14/2014	4134	KARDASHIAN CONC	2,700.00
70804	10/14/2014	1547	KELLY PAPER CO	660.81
70805	10/14/2014	1571	KING BOLT CO	7.15
70806	10/14/2014	3721	KRIZIA N VIRBIA	130.00
70807	10/14/2014	1612	LA CNTY DEPT OF	3,094.43
70808	10/14/2014	1634	LACROIX, CATHER	280.00
70809	10/14/2014	1637	LAKIN TIRE WEST	210.36
70810	10/14/2014	1650	LARA, LAURA	130.00
70811	10/14/2014	4014	LCEO, LLC	1,193.00
70812	10/14/2014	1691	LEVEL 3 COMMUNI	1,083.79
70813	10/14/2014	1694	LEWIS ENGRAVING	68.67
70814	10/14/2014	1715	LIGHTNING OIL C	50.00
70815	10/14/2014	1778	MADRID, VICKI	20.00
70816	10/14/2014	4083	MELTING POT TOU	320.00
70817	10/14/2014	1933	MISSION LINEN S	19.14
70818	10/14/2014	3843	MOSS, LEVY & HA	25,000.00
70819	10/14/2014	2019	MYERS TIRE SUPP	54.46
70820	10/14/2014	3563	NEWEGG INC	1,577.30
70821	10/14/2014	2091	O REILLY AUTO P	455.20
70822	10/14/2014	4138	OESTERLING, JUL	150.00
70823	10/14/2014	2104	OFFICE DEPOT	240.63
70824	10/14/2014	99999	JEFF HOPKINS	17.69
70825	10/14/2014	99999	ALEXANDER CARDENAS	30.00
70826	10/14/2014	99999	CAESAR ARTIGA	36.83
70827	10/14/2014	99999	CLARISSA CASTELLO	45.00
70828	10/14/2014	99999	EAN SERVICES, LLC	57.15
70829	10/14/2014	99999	MARCELA RIOS	55.00
70830	10/14/2014	99999	NORTHVIEW HIGH BASEBALL	100.00
70831	10/14/2014	99999	BILL FUJIOKA RETIREMNT CEI	130.00
70832	10/14/2014	99999	H.H. DORJE CHANG BUDDHA	200.00
70833	10/14/2014	99999	MARY J WEBSTER	800.00
70834	10/14/2014	3722	OSCAR LUQUE	56.00
70835	10/14/2014	2198	PARRISH, DARYL	53.75
70836	10/14/2014	2226	PENWORTHY COMPA	300.27
70837	10/14/2014	2238	PEST OPTIONS IN	95.00
70838	10/14/2014	2335	PYRO-COMM SYSTE	135.00
70839	10/14/2014	3831	R.Y. Rodriguez	296.40
70840	10/14/2014	4101	RANCHO JANITORI	161.30

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70841	10/14/2014	2389	RC KEMP CONSULT	1,250.00
70842	10/14/2014	2405	REGENTS OF UNIV	250.00
70843	10/14/2014	2407	REGIONAL TAP SE	576.18
70844	10/14/2014	2415	REPUBLIC MASTER	122.62
70845	10/14/2014	2426	REYNOLDS BUICK	1,308.09
70846	10/14/2014	2719	SPARKLETTS	27.46
70847	10/14/2014	2736	STAPLES BUSINES	7.40
70848	10/14/2014	3950	STERICYCLE, INC	261.44
70849	10/14/2014	2775	SUPERB GRAPHICS	255.92
70850	10/14/2014	3185	TOSHIBA FINANCI	1,798.93
70851	10/14/2014	2907	TRUGREEN LANDSC	8,772.49
70852	10/14/2014	2940	UNITED PUMPING	2,282.80
70853	10/14/2014	2958	US POSTMASTER	963.22
70854	10/14/2014	2966	V & V MANUFACTU	359.43
70855	10/14/2014	2999	VERIZON CALIFOR	1,277.53
70856	10/14/2014	3004	VICTORY EXTERMI	50.00
70857	10/14/2014	3043	WARREN DISTRIBU	493.02
70858	10/14/2014	3064	WELLDYNERX	61.48
70859	10/14/2014	3077	WEST LITE SUPPL	104.88
70860	10/14/2014	3132	WRIGHT DESIGNS	21.80
70861	10/14/2014	3134	XEROX CORPORATI	755.01
70862	10/21/2014	44	ADAMSON INDUSTR	7,957.00
70863	10/21/2014	84	AIRGAS-WEST	226.36
70864	10/21/2014	3977	ALLIANT CONSULT	1,387.00
70865	10/21/2014	134	ALLSTATE POLICE	359.71
70866	10/21/2014	219	AT&T	737.78
70867	10/21/2014	219	AT&T	166.78
70868	10/21/2014	219	AT&T	1,330.00
70869	10/21/2014	255	AZUSA PLUMBING	191.23
70870	10/21/2014	341	BEST BEST & KRI	18,276.90
70871	10/21/2014	3771	BLACK & WHITE E	1,238.38
70872	10/21/2014	376	BOND LOGISTIX	3,489.45
70873	10/21/2014	471	CALBO	3,410.00
70874	10/21/2014	475	CALIBER POOL AN	446.01
70875	10/21/2014	477	CALIF, STATE OF	287.00
70876	10/21/2014	500	CALPERS EDUCATI	350.00
70877	10/21/2014	4139	CARLSBAD, CITY	17.95
70878	10/21/2014	618	CHARTER OAK HAR	24.44
70879	10/21/2014	634	CHEVRON PRODUCT	450.53
70880	10/21/2014	3736	CHRISTIAN BROTH	457.50
70881	10/21/2014	649	CINTAS CORP #69	473.77
70882	10/21/2014	654	CITRUS CAR WASH	72.95
70883	10/21/2014	700	COLLEY FORD	61.29
70884	10/21/2014	749	COUNSELING TEAM	600.00

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70885	10/21/2014	766	COVINA DISPOSAL	12,819.03
70886	10/21/2014	771	COVINA IRRIGATI	190,601.00
70887	10/21/2014	783	COVINA WATER	1,321.08
70888	10/21/2014	3720	DATAQUICK	305.75
70889	10/21/2014	875	DELL MARKETING	33.78
70890	10/21/2014	894	DF POLYGRAPH	150.00
70891	10/21/2014	4026	DFW PLASTICS, I	4,661.40
70892	10/21/2014	896	DH MAINTENANCE	6,385.82
70893	10/21/2014	970	EDISON CO	8,102.62
70894	10/21/2014	1025	EVANS, LISA	184.88
70895	10/21/2014	4119	F.J. SMITH SALE	462.62
70896	10/21/2014	3911	FACTORY MOTOR P	129.74
70897	10/21/2014	1055	FEDEX	60.29
70898	10/21/2014	1075	FLEET SERVICES	191.25
70899	10/21/2014	3800	GARVEY EQUIPMEN	2,502.64
70900	10/21/2014	1156	GAS COMPANY, TH	370.11
70901	10/21/2014	1231	GFOA	135.00
70902	10/21/2014	1197	GLOBAL WATER MA	48,133.50
70903	10/21/2014	1204	GOLDEN STATE WA	57.20
70904	10/21/2014	4086	GROVES, DAVID	250.00
70905	10/21/2014	1277	HAEBE, CYNTHIA	1,182.50
70906	10/21/2014	4115	HALL AND FOREMA	11,550.00
70907	10/21/2014	3934	HF & H CONSULTA	1,676.50
70908	10/21/2014	1361	HOLLIDAY ROCK C	701.96
70909	10/21/2014	1410	IIMC	120.00
70910	10/21/2014	1463	J.G. TUCKER AND	57.77
70911	10/21/2014	3791	KIMBERLY COLBER	6,000.00
70912	10/21/2014	1578	KLYMKIW, MARIE	16.69
70913	10/21/2014	1614	LA CNTY FIRE DE	681,357.00
70914	10/21/2014	1619	LA CNTY SHERIFF	942.85
70915	10/21/2014	1646	LANGUAGE LINE S	46.06
70916	10/21/2014	1694	LEWIS ENGRAVING	32.70
70917	10/21/2014	3169	LOGAN SUPPLY CO	1,028.96
70918	10/21/2014	1754	LOWE'S COMPANIE	333.75
70919	10/21/2014	1904	MEYER JR., ROBE	200.00
70920	10/21/2014	1933	MISSION LINEN S	51.77
70921	10/21/2014	3820	MUNICIPAL AUDIT	725.60
70922	10/21/2014	2104	OFFICE DEPOT	64.47
70923	10/21/2014	2104	OFFICE DEPOT	39.19
70924	10/21/2014	99999	CHARLENE ASHBORN	5.00
70925	10/21/2014	99999	STEPHANIE WILLIAMS	6.75
70926	10/21/2014	99999	DENNIS RODDA	9.34
70927	10/21/2014	99999	FRANCISCO ANDINO	10.00
70928	10/21/2014	99999	DUSTIN GOMEZ	10.47

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70929	10/21/2014	99999	SANG HEE LEE	11.50
70930	10/21/2014	99999	SILVIA MEDRANO	16.95
70931	10/21/2014	99999	JOSEPH GROSS	30.00
70932	10/21/2014	99999	JONN KENNY	38.06
70933	10/21/2014	99999	ARTHUR DILWORTH	45.00
70934	10/21/2014	99999	RYAN IBARRA	46.79
70935	10/21/2014	99999	EAN SERVICES, LLC	57.15
70936	10/21/2014	99999	JAMES LI	57.64
70937	10/21/2014	99999	KARLENE MUELLER	66.09
70938	10/21/2014	99999	PAUL AVILA	69.33
70939	10/21/2014	99999	MARY WIESE	109.89
70940	10/21/2014	99999	AHMAD A SHAHID	680.00
70941	10/21/2014	2270	PLUMBING WHOLES	24.20
70942	10/21/2014	2329	PUENTE READY MI	441.45
70943	10/21/2014	2345	QUILL	354.03
70944	10/21/2014	4101	RANCHO JANITORI	320.06
70945	10/21/2014	2415	REPUBLIC MASTER	192.63
70946	10/21/2014	3695	RUBEN MACIAS	800.00
70947	10/21/2014	2619	SGV EXAMINER	2,461.11
70948	10/21/2014	2676	SMART AND FINAL	436.92
70949	10/21/2014	2692	SNIDER EDUCATIO	1,471.15
70950	10/21/2014	2729	SPRINT	30.00
70951	10/21/2014	3811	State Architect	269.00
70952	10/21/2014	2775	SUPERB GRAPHICS	76.30
70953	10/21/2014	2877	TOSHIBA BUSINES	89.23
70954	10/21/2014	2903	TRI-XECUTEX COR	80.00
70955	10/21/2014	4140	TRUKSPECT, INC.	332.50
70956	10/21/2014	2935	UNDERGROUND SER	103.50
70957	10/21/2014	2968	VALLEY MANUFACT	3,425.78
70958	10/21/2014	2999	VERIZON CALIFOR	765.91
70959	10/21/2014	3001	VERIZON WIRELES	4,642.52
70960	10/21/2014	3004	VICTORY EXTERMI	25.00
70961	10/21/2014	3700	Vinnie's	380.00
70962	10/21/2014	3023	VULCAN MATERIAL	762.02
70963	10/21/2014	3043	WARREN DISTRIBU	72.23
70964	10/21/2014	3058	WEBSTER, DEREK	684.47
70965	10/21/2014	3070	WEST COAST ARBO	871.35
70966	10/21/2014	3080	WESTERN EMULSIO	250.07
70967	10/21/2014	3082	WESTERN WATER W	269.37
70968	10/21/2014	3102	WILLDAN FINANCI	131.88
70969	10/21/2014	3135	XO COMMUNICATIO	4,210.63
70970	10/27/2014	68	AFLAC	4,018.06
70971	10/27/2014	69	AFSCME	1,000.00
70972	10/27/2014	487	CalPERS	61,129.45

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70973	10/27/2014	3846	CLEA	465.50
70974	10/27/2014	3846	CLEA	98.00
70975	10/27/2014	775	COVINA POLICE A	2,800.00
70976	10/27/2014	789	COVINA-FSA, CIT	1,515.86
70977	10/27/2014	878	DELTA DENTAL OF	8,419.38
70978	10/27/2014	1106	FRANCHISE TAX B	250.00
70979	10/27/2014	1106	FRANCHISE TAX B	50.00
70980	10/27/2014	1247	GREAT WEST LIFE	6,041.41
70981	10/27/2014	1307	HARTFORD LIFE I	9.68
70982	10/27/2014	3795	LEGAL SHIELD	377.08
70983	10/27/2014	2234	PERS	161,910.59
70984	10/27/2014	2235	PERS LONG TERM	267.67
70985	10/27/2014	3893	STATE DISBURSEM	247.00
70986	10/27/2014	3954	SUN LIFE FINANC	5,209.81
70987	10/27/2014	2946	UNITED WAY OF G	17.50
70988	10/27/2014	3014	VISION SERVICE	842.47
70989	10/27/2014	3764	WAGeworks	38.00
70990	10/27/2014	3045	WASHINGTON NATI	147.01
70991	10/28/2014	11	A & B ELECTRIC	158.59
70992	10/28/2014	26	ABSOLUTE SECURI	8,119.92
70993	10/28/2014	44	ADAMSON INDUSTR	729.22
70994	10/28/2014	50	ADVANCED	1,430.10
70995	10/28/2014	4110	AEI-CASC ENGINE	51,172.66
70996	10/28/2014	84	AIRGAS-WEST	331.56
70997	10/28/2014	113	ALL CITY MANAGE	5,465.88
70998	10/28/2014	135	ALPHA AUTO WREC	163.50
70999	10/28/2014	3789	AMAZON LLC	1,278.61
71000	10/28/2014	4142	ARTIST PIZZERIA	32,119.65
71001	10/28/2014	4079	ASSOCIATED TRAN	2,794.00
71002	10/28/2014	269	BAKER AND TAYLO	570.88
71003	10/28/2014	318	BELL BUILDING M	5,599.00
71004	10/28/2014	430	BUILDING ELECTR	75.00
71005	10/28/2014	457	CA PARKS AND RE	340.00
71006	10/28/2014	477	CALIF, STATE OF	470.75
71007	10/28/2014	508	CAMGUARD SYSTEM	5,148.07
71008	10/28/2014	536	CARQUEST AUTO P	181.55
71009	10/28/2014	568	CAT SPECIALTIES	1,811.04
71010	10/28/2014	590	CELLEBRITE USA	10,584.00
71011	10/28/2014	600	CERTIFIED UNDER	210.28
71012	10/28/2014	615	CHARLES E THOMA	419.00
71013	10/28/2014	618	CHARTER OAK HAR	51.58
71014	10/28/2014	3736	CHRISTIAN BROTH	933.00
71015	10/28/2014	649	CINTAS CORP #69	595.90
71016	10/28/2014	682	CLINICAL LAB OF	510.00

CITY OF COVINA
Check Register
OCTOBER 2014

71017	10/28/2014	703	COMBINED GRAPHI	100.28
71018	10/28/2014	710	COMMUNICATIONS	701.98
71019	10/28/2014	739	COPWARE	395.00
71020	10/28/2014	749	COUNSELING TEAM	520.00
71021	10/28/2014	777	COVINA RENTS	174.40
71022	10/28/2014	788	COVINA, CITY OF	66.38
71023	10/28/2014	3701	DEPARTMENT OF J	275.00
71024	10/28/2014	3164	DIVERSIFIED TRA	32,925.96
71025	10/28/2014	947	DUNN EDWARDS CO	35.86
71026	10/28/2014	970	EDISON CO	1,702.47
71027	10/28/2014	3911	FACTORY MOTOR P	293.37
71028	10/28/2014	1055	FEDEX	9.60
71029	10/28/2014	1089	FOOTHILL PRESBY	193.95
71030	10/28/2014	1235	GRAINGER	301.54
71031	10/28/2014	1277	HAEBE, CYNTHIA	2,535.50
71032	10/28/2014	1312	HAWK INDUSTRY P	300.00
71033	10/28/2014	1361	HOLLIDAY ROCK C	700.32
71034	10/28/2014	3988	HYDRO CONNECTIO	40.68
71035	10/28/2014	1437	INTER-CON SECUR	4,981.76
71036	10/28/2014	1441	INTERSTATE BATT	318.09
71037	10/28/2014	3854	IPC INC.	22,652.02
71038	10/28/2014	1463	J.G. TUCKER AND	57.77
71039	10/28/2014	1531	JW LOCK CO INC	52.98
71040	10/28/2014	1547	KELLY PAPER CO	115.05
71041	10/28/2014	1561	KEYSTONE UNIFOR	212.39
71042	10/28/2014	1609	LA CNTY COUNTY	13,755.68
71043	10/28/2014	1615	LA CNTY MTA	474.00
71044	10/28/2014	1620	LA CNTY TAX COL	107.66
71045	10/28/2014	1620	LA CNTY TAX COL	428.86
71046	10/28/2014	1620	LA CNTY TAX COL	428.87
71047	10/28/2014	3704	LAND DEVELOPMEN	381.00
71048	10/28/2014	1694	LEWIS ENGRAVING	18.53
71049	10/28/2014	1708	LIFE ASSIST INC	1,324.35
71050	10/28/2014	1788	MAMMOTH AUDIO S	2,150.00
71051	10/28/2014	1924	MILLERS & ISHAM	86.94
71052	10/28/2014	1933	MISSION LINEN S	104.76
71053	10/28/2014	2091	O REILLY AUTO P	175.18
71054	10/28/2014	2104	OFFICE DEPOT	83.15
71055	10/28/2014	2104	OFFICE DEPOT	70.98
71056	10/28/2014	2226	PENWORTHY COMPA	2,578.59
71057	10/28/2014	2238	PEST OPTIONS IN	265.00
71058	10/28/2014	2275	POIRIER, ROBERT	43.50
71059	10/28/2014	2345	QUILL	149.12
71060	10/28/2014	2402	REGAL FORMS INC	400.00

CITY OF COVINA
 Check Register
 OCTOBER 2014

71061	10/28/2014	2407	REGIONAL TAP SE	618.86
71062	10/28/2014	2415	REPUBLIC MASTER	120.50
71063	10/28/2014	2426	REYNOLDS BUICK	1,582.01
71064	10/28/2014	2592	SCSBOA	3,000.00
71065	10/28/2014	2651	SIGN A RAMA COV	136.25
71066	10/28/2014	2691	SNIDER & ASSOCI	3,111.27
71067	10/28/2014	2714	SOUTHERN CA GAS	575.00
71068	10/28/2014	2737	STAPLES INC	597.32
71069	10/28/2014	2800	T MOBILE USA	1,100.00
71070	10/28/2014	3974	TELREPCO, INC	1,013.00
71071	10/28/2014	2852	THREE VALLEY MU	134,148.62
71072	10/28/2014	2853	THYSSENKRUPP EL	1,032.28
71073	10/28/2014	2859	TISUTHIWONGSE,	93.76
71074	10/28/2014	2903	TRI-XECUTEX COR	170.00
71075	10/28/2014	2898	TRIANGLE TRUCK	126.87
71076	10/28/2014	2926	TYLER TECHNOLOG	51,308.26
71077	10/28/2014	2942	UNITED SITE SER	104.80
71078	10/28/2014	2954	URBAN GRAFFITI	9,307.68
71079	10/28/2014	2999	VERIZON CALIFOR	890.45
71080	10/28/2014	3023	VULCAN MATERIAL	308.91
71081	10/28/2014	3043	WARREN DISTRIBU	369.98
71082	10/28/2014	3064	WELLDYNERX	21.16
71083	10/28/2014	3070	WEST COAST ARBO	109.20
71084	10/28/2014	3078	WEST PAYMENT CE	277.83
71085	10/28/2014	3082	WESTERN WATER W	4,487.53
71086	10/28/2014	3102	WILLDAN FINANCI	4,830.00
71087	10/28/2014	3137	Y TIRE SALES	897.91
71088	10/28/2014	3152	YWCA	1,389.48

subtotal EFT/wires \$636,924.02

subtotal checks \$2,569,243.83

TOTAL checks/EFTs \$3,206,167.85

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

I, Dilu De Alwis being first duly sworn, declare that I am the Finance Director of the City of Covina and have read the attached Register(s) of Audited Demands for the City of Covina dated Accounts Payable for October 2014; Payroll for 10/09/14 and 10/22/14; Voids for October 2014, Workers Compensation for 10/07/14, 10/10/14, 10/17/14, 10/23/14 and 10/24/14; know the contents thereof, and do CERTIFY as to the accuracy of the attached Demands and the availability of funds for their payment pursuant to the government Code Section 37202.

Dilu De Alwis
Finance Director

Subscribed and sworn to before me
this 18th day of November, 2014



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

MEETING DATE: November 18, 2014

ITEM NO.: CC 3

STAFF SOURCE: Dilu De Alwis, Finance Director

ITEM TITLE: Payment of Demands

STAFF RECOMMENDATION:

Approve Payment of Demands in the amount of \$93,715.38

BACKGROUND:

Attached list of warrants, demands, which are being presented for approval for October 2014 are summarized as follows:

<u>DATE OF DEMANDS</u>	<u>DEMAND NUMBERS</u>	<u>AMOUNT</u>
ACCOUNTS PAYABLE WARRANTS		
October 2014	Checks 1074-1086	\$74,946.79

PAYROLL

10/9/14 PAYROLL	PAYROLL PAID 10/9/14	\$6,054.54
10/10/14 INSURANCE	PAYROLL PAID 10/9/14	\$3,086.77
10/23/14 PAYROLL	PAYROLL PAID 10/23/14	\$6,294.36
10/29/14 INSURANCE	PAYROLL PAID 10/23/14	\$3,332.92

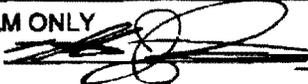
VOIDS

GRAND TOTAL: \$93,715.38

RELEVANCE TO STRATEGIC PLAN: Not applicable

EXHIBITS:

A. ACCOUNTS PAYABLE REGISTER

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

SUCCESSOR AGENCY TO THE
COVINA REDEVELOPMENT AGENCY

Check Register

October 2014

Check #	Check Date	Vendor	Name	Amount
1074	10/07/2014	341	BEST BEST & KRI	2,843.80
1075	10/07/2014	766	COVINA DISPOSAL	6.22
1076	10/07/2014	1156	GAS COMPANY, TH	30.58
1077	10/07/2014	2942	UNITED SITE SER	68.17
1078	10/21/2014	137	AL-SAL OIL COMP	8,066.66
1079	10/21/2014	376	BOND LOGISTIX	1,551.65
1080	10/21/2014	896	DH MAINTENANCE	95.00
1081	10/21/2014	1157	GASSER, NUALA	117.11
1082	10/21/2014	2452	RJS FINANCIAL	49,840.00
1083	10/21/2014	2999	VERIZON CALIFOR	73.37
1084	10/21/2014	3135	XO COMMUNICATIO	154.87
1085	10/28/2014	254	AZUSA LIGHT & W	97.83
1086	10/28/2014	2955	US BANK	12,001.53
			subtotal EFT/wires	0.00
			subtotal checks	74,946.79
			TOTAL CHECKS/EFT's	74,946.79

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

I, Dilu De Alwis being first duly sworn, declare that I am the Finance Director of the City of Covina and have read the attached Register(s) of Audited Demands for the Covina Successor Agency to the Covina Redevelopment Agency dated Accounts Payable for October 2014; Payroll for 10/09/14, 10/10/14, 10/23/14 and 10/29/14; know the contents thereof, and do CERTIFY as to the accuracy of the attached Demands and the availability of funds for their payment pursuant to the government Code, Section 37202.

Dilu De Alwis,
Finance Director

Subscribed and sworn to before me

this _____ day of _____, 2014

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: November 18, 2014

ITEM NO.: CC 4

STAFF SOURCE: Alex Gonzalez, Interim Director of Public Works^{AC}
Paul Hertz, Public Works Superintendent

ITEM TITLE: Public Works Department Monthly Activity Report

STAFF RECOMMENDATION:

Receive and file the Public Works Department Monthly Activity Report

FISCAL IMPACT:

This report is informational only and has no budgetary impact.

BACKGROUND:

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

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

During October, the following trends were noted:

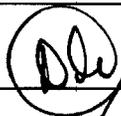
- Environmental Services saw a large increase in the number of compost bins distributed. Also Industrial Waste permit inspections were up by more than 100% for the month. Plan checks for Environmental Compliance were also very high.
- As noted in last month's report, the Street Maintenance Division noted a dramatic increase in pot hole filling as maintenance crews were dispatched City wide to fill in failing asphalt areas in the streets. Crews were also very busy amending trip and fall hazards in the sidewalks via grinding and ramping.
- Tree trimming in Zone Maintenance areas were noted higher. Crews spent a significant amount of time raising street trees for vehicle clearance.
- Service levels continue to be generally on par for the Building Maintenance Division.
- All other Divisions and Sections were generally on par with their tracking.

RELEVANCE TO THE STRATEGIC PLAN:

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

EXHIBITS:

- A. Public Works Department Monthly Activity Report – October 2014

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

**CITY OF COVINA
PUBLIC WORKS DEPARTMENT MONTHLY ACTIVITY REPORT
OCTOBER 2014**

DIVISION	ACTIVITY	QUANTITY
Water Utility	Meter replacements	2
	Consumer responses	598
	Backflow tests	13
	Flushed blow-offs	0
	Service line repair/replace	7
	Main line repair/replace	7
	Fire hydrants maintained	0
	Isolation valves exercised	7
	Dig alert emergencies	47
	Emergency call outs	4
Equipment Maintenance	Preventative Maintenance service	48
	Safety inspections	53
	Daily demand repairs	94
	Tire repairs	32
	Major repairs over \$1000	3
	Emergency call outs	11
Street Maintenance	Traffic sign remove/replace/install	5
	Potholes repaired	319
	Grind sidewalk	390
	Ramp sidewalk	15
	Curb painted (LF)	0
	Illegally dumped items picked up (LBS.)	500
	Utility cuts repaired	0
	Trees trimmed	166
	Asphalt - Skin Patch (sq.ft.)	0
Emergency call outs	3	
Environmental Services	Used oil containers distributed	2
	Compost bins distributed	29
	NPDES violations investigated	5
	NPDES Permit Inspections	67
	Waste management consumer contacts	0
	Industrial Waste Permit Inspections	77
	Plans checked for environmental compliance	7
	Environmental legislation & regulations reviewed	9
	Special Waste collection events promoted	7
Engineering	Permits issued	42
	Inspections conducted	35
	Complaint responses	0
	Jobsite meetings	6
	Plan checks conducted	16
	Document research requests	9
	Value of plans prepared	0
Building Maintenance	Service requests completed	25
	Facility heat/air conditioning repairs	2
	Facility lighting/electrical repairs	1
	Emergency call outs	0

**CITY OF COVINA
PUBLIC WORKS DEPARTMENT MONTHLY ACTIVITY REPORT
OCTOBER 2014**

DIVISION	ACTIVITY	QUANTITY
Transportation	Bus passes sold	54
	Covina Transit total passengers	1,917
	Covina Transit on time performance	99.37%
	Covina Transit passengers per rev hr	3.05
	Metrolink monthly permits sold	773
	Metrolink machine revenue	\$3,075.96
	Municipal Lots monthly permits sold	\$73
Code Enforcement	Number of Inspections	5
	Number of signs pulled from public right-of-way	95
	Number of resolved cases	79
	Number of open cases	387
	Industrial waste cases open	8
	Total homes in foreclosure	1
	Trash Can violations	12
Building & Safety	Pre/Post permit counter visits	316
	Pre/Post Activity (hours)	47.4
	Permits issued	354
	Inspections conducted	578
	Plan checks conducted	79
	Permit valuation	\$1,630,752
Sewer Maintenance	Manholes inspected	97
	Linear feet of main cleaned	69,584
	Hot-spot locations cleaned	39
	Sewer overflow responses	0
	Manholes treated for vermin infestation	62
	Manholes treated for rodent infestation	6
	Routine pump station checks	31
Special Activities of Note	Contract project inspection hours	0
	Bike rack repair	1
	Shopping carts removed from public ROW	29
	Weed abatement locations	2

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: November 18, 2014

ITEM NO.: CC 5

STAFF SOURCE: Kim Raney, Chief of Police *VR*
David Povero, Police Captain

ITEM TITLE: Resolution of the City Council of the City of Covina, County of Los Angeles, State of California, to replace equipment for the Covina Police Communications Division.

STAFF RECOMMENDATION

Adopt **Resolution No. 14-7307** to purchase Covina's emergency voice logging recorder, console furniture and headset/accessories per State funding policy and the State of California's master purchase agreement (MPA).

GENERAL FUND IMPACT

There is no additional appropriation needed from the General Fund; however, the adoption of this resolution will increase the Police Department's appropriation account 1010-1410-55650 by \$117,247.56 and the revenue account 1010-1410-42105 by \$117,247.56, which is the amount allocated for the City of Covina Police Department. This project is State mandated and funded by the State of California 9-1-1 Fund. Expenditures will be reimbursed through the CPE Allotment Spending Plan.

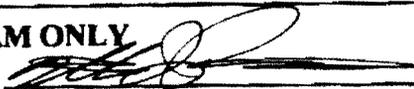
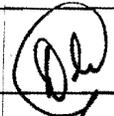
BACKGROUND

The Police Department reported in a Receive & File report on the replacement of Emergency 911 equipment at the August 19, 2014 Council Meeting. The State of California, California 9-1-1 Emergency Communications Office (9-1-1 Office) had awarded the Covina Police Department \$330,000 to replace Covina's emergency 9-1-1 equipment. We are currently in the midst of replacing the 9-1-1 system at a cost of \$212,752.44.

The remaining balance of \$117,247.56 that the State 9-1-1 Office has approved will be applied toward the replacement of the Police Department Communications voice logging recorder, console furniture and dispatch headset/accessories. These purchases will bring the Covina Police Department in compliance with the terms and conditions of the CMAS Contract. These project purchases have been submitted to the State 9-1-1 Office and approved for reimbursement.

EXHIBITS

A. Resolution No. 14-7307

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

RESOLUTION NO. 14-7307

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
COVINA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA,
TO PURCHASE REPLACEMENT EQUIPMENT FOR THE COVINA
POLICE DEPARTMENT COMMUNICATIONS DIVISION**

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

WHEREAS, the City of Covina would like to purchase an emergency voice logging recorder, console furniture and headset/accessories per State funding policy and the State of California's Master Purchase Agreement (MPA); and

WHEREAS, the current equipment needs replacement due to lack of technological advances, integration and recurring system failures; and

WHEREAS, the total cost of purchasing this replacement equipment will be \$117,247.56; and

WHEREAS, this purchase will be reimbursed through the State of California Customer Premise Equipment (CPE) Allotment Spending Plan; and

WHEREAS, these purchase will bring the Covina Police Department in compliance with the terms and conditions of the CMAS Contract; and

WHEREAS, these purchase have been submitted to the State 9-1-1 Office and approved for reimbursement; and

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

Section 1. Certification. The City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

Section 2. Effective Date. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED this 18th DAY of November, 2014.

Peggy Delach, Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM;

Marco Martinez, City Attorney

**CITY OF COVINA/SUCCESSOR AGENCY
TO THE COVINA REDEVELOPMENT AGENCY/
COVINA HOUSING AUTHORITY**

AGENDA ITEM COMMENTARY

MEETING DATE: November 18, 2015

ITEM NO.: CC 6

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

ITEM TITLE: Authorization of application for the Continuum of Care (CoC) Program grant, through the Los Angeles Homeless Services Authority (LAHSA) for supportive services, operation and administration of the McGill House in Fiscal Year 15-16.

STAFF RECOMMENDATION

- a. Adopt City **Resolution 14-7304** of the City of Covina authorizing application for funds through the Los Angeles Continuum of Care 2014 SuperNOFA.
- b. Adopt Successor Agency **Resolution 14-028** supporting the City's application for funds through the Los Angeles Continuum of Care 2014 SuperNOFA.
- c. Adopt Authority **Resolution 14-003** of the Covina Housing Authority supporting the City's application for funds through the Los Angeles Continuum of Care 2014 SuperNOFA.

FISCAL IMPACT

Matching funds will be provided through the Successor Agency Housing Bond Fund, and non-housing funds. The required matching funds to be expended in FY 2015-2016, will be approximately \$28,600. \$22,000 will be appropriated from account S0554700-53741 and \$6,600 will be appropriated from the general fund and will be available in account 10107400-53741. In-kind funds will be provided through SADM4400-50010.

BACKGROUND

Since 2006, the Los Angeles Homeless Services Authority (LAHSA) has provided federal Supportive Housing Program (SHP) grant funds for supportive, operating and administrative services at the McGill House, which was purchased with Covina Redevelopment Agency Low and Moderate-Income Housing funds to provide transitional housing for income qualified families. The city contracts with Catholic Charities of Los Angeles, Inc., to provide case management services at the transitional house.

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) amended the McKinney-Vento Homeless Assistance Act. Among other changes, the HEARTH Act consolidated the three separate McKinney-Vento homeless assistance programs (Supportive Housing Program, Shelter Plus Care program, and Section 8 Moderate Rehabilitation SRO Program) into a single grant program known as the Continuum of Care (CoC) Program. This change went into effect in Fiscal Year 2013-2014. The Department of Housing and Urban Development expects that the change will streamline administration of the programs, thereby increasing the efficiency and effectiveness with which clients are housed and

receive services. The program is operating under Interim Rules until Congress finalizes the Rules.

For fiscal year 2015-2016 the SuperNOFA application will include proposed funding for a one-year grant of \$96,091. Funds would provide supportive services, operating expenses and administrative services for the McGill House. The grant and the matching funds must be expended over a one-year period. The grant requires that 25% of the funds expended be matched by the applicant. Cash match will be met by the Bond Housing funds as approved through the ROPS, and general funds for costs that are not payable through Bond funds. Five percent of the 7% administrative budget will cover some of the contractor administrative services; the remainder of the administrative budget will cover a small portion of City staff costs. In-Kind match of \$1,000 will be provided through staff administrative costs.

LAHSA requires 100% leverage for renewal programs. Leverage includes all funds, resources, and/or services that the applicant can secure on behalf of the client being served by the proposed project. It is intended that the leverage requirement will be met through a combination of leverage provided by the Housing Authority, Successor Agency, and City as well as Catholic Charities of Los Angeles. City and Successor Agency Leverage will include at least \$30,000 for project administration and City accounting department overview and IT services; \$28,800 in housing subsidy is provided for residents and resident attendant by the Housing Authority.

LAHSA processes the application for the Los Angeles region through the SuperNOFA. The NOFA requires that the Priority Listing criteria be in alignment with HUD's priorities outlined in the NOFA including:

1. Creation of new Permanent Housing serving "chronically homeless individuals and families, particularly those with the longest history of homelessness."
2. Utilization of re-allocated funds to create coordinated assessment projects
3. Alignment with Opening Doors and local objectives as demonstrated by serving Chronically Homeless individuals and families as defined by HUD
4. Creation of Continuum side Planning Projects

As a Continuum, LAHSA is now moving towards a performance-based approach to evaluating CoC Program renewal projects as required by the Continuum of Care Program Interim Rule. At a Special Meeting held October 20, 2014, the LAHSA Commission approved the ranking for the 2014 SuperNofa. The McGill House is ranked 124 in Tier 1, as shown in Exhibit D.

Resolutions Authorizing Application for Funds are attached as Exhibits A, B, and C.

RELEVANCE TO THE STRATEGIC PLAN

Not applicable.

EXHIBITS

- A. City Resolution
- B. Successor Agency Resolution
- C. Authority Resolution
- D. 2014 Application Priority Listing report

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

RESOLUTION NO. 14-7304

A RESOLUTION OF THE CITY OF COVINA AUTHORIZING
APPLICATION FOR FUNDS THROUGH THE LOS ANGELES
CONTINUUM OF CARE 2014 SUPERNOFA

WHEREAS, the Los Angeles Homeless Services Authority (LAHSA) is preparing the Los Angeles Continuum of Care 2014 SuperNOFA application which includes funding for the 2015-2016 Continuum of Care (CoC) Program, and

WHEREAS, the McGill House Project is a project which provides transitional housing with appropriate supportive services and is eligible for consideration under the grant, and

WHEREAS, procedures established by the SuperNOFA require the City of Covina to certify, by resolution, approval of the application before submission of said application to LAHSA, and

WHEREAS, if awarded a grant, the City of Covina will enter into an agreement with LAHSA for completion of the project, and

WHEREAS, the grant requires that 25% of the expended funds be matched, which match will be provided mostly through housing bond funds, and

WHEREAS, the balance of the grant funds will be provided through general funds, and

WHEREAS, the City wishes to assist in the provision of affordable housing opportunities by providing required funding as required under the CoC Program grant.

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

SECTION 1. The City Manager or his designee is authorized to apply for funds under this SuperNOFA to operate the McGill House on behalf of the City of Covina.

SECTION 2. The City Manager or his designee is hereby authorized and empowered to execute all necessary applications, contracts, agreements, amendments, and payment requests hereto for the purposes of securing grant funds, and to implement and carry out the purposes specified in the grant application, including authorization of disbursement of matching funds.

SECTION 3. The City Clerk shall certify to the passage and adoption of this resolution and the same shall be effective upon its adoption.

PASSED, APPROVED AND ADOPTED this 18th day of November 2014.

CITY OF COVINA

Peggy Delach, Mayor

Attest:

Senior Deputy City Clerk

CERTIFICATION

I, Catherine M. LaCroix, Senior Deputy City Clerk of the City of Covina, hereby CERTIFY that Resolution No. 14-7304 was adopted by the Covina City Council at a regular meeting of the City Council held this 18th day of November, 2014, and was approved and passed by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Catherine M. LaCroix
Senior Deputy City Clerk

RESOLUTION NO. 14-028

A RESOLUTION OF THE SUCCESSOR AGENCY TO THE
COVINA REDEVELOPMENT AGENCY FOR THE CITY OF
COVINA SUPPORTING CITY'S APPLICATION FOR FUNDS
THROUGH THE LOS ANGELES CONTINUUM OF CARE
2014 SUPERNOFA

WHEREAS, the Los Angeles Homeless Services Authority (LAHSA) is preparing the Los Angeles Continuum of Care 2014 SuperNOFA application which includes funding for the 2015-2016 Continuum of Care (CoC) Program, and

WHEREAS, the McGill House Project is a project which provides transitional housing with appropriate supportive services and is eligible for consideration under the grant, and

WHEREAS, the grant requires that 25% of the expended funds be matched, and

WHEREAS, procedures established by the SuperNOFA require the City of Covina to certify, by resolution, approval of the application before submission of said application to LAHSA, and

WHEREAS, if awarded a grant, the City of Covina will enter into an agreement with LAHSA for completion of the project, and

WHEREAS, the budget for the SUCCESSOR AGENCY ("Agency") for Fiscal Year commencing July 1, 2015 and ending June 30, 2016 will be considered for approval in June 2015, and

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

WHEREAS, funding for the period of July 1 2015, through December 31, 2015, will be requested on the ROPS 15-16A and will be requested for ROPS 15-16B for the period of January 1, 2016 through June 30, 2016, and

WHEREAS, the Agency wishes to assist in the provision of affordable housing opportunities by providing funding as required under the CoC Program grant.

NOW, THEREFORE, THE SUCCESSOR AGENCY TO THE COVINA
REDEVELOPMENT AGENCY FOR THE CITY OF COVINA DOES RESOLVE AS
FOLLOWS:

SECTION 1. The Agency approves the City of Covina's application for funds under the SuperNOFA for operating, supportive services and administrative funds for the McGill House.

SECTION 2. The Executive Director or his designee is hereby authorized and empowered to implement and carry out the purposes specified in the grant application, including authorization of disbursement of matching and in-kind funds.

SECTION 3. The Secretary shall certify to the passage and adoption of this resolution and the same shall be effective upon its adoption.

PASSED, APPROVED AND ADOPTED this 18th day of November 2014.

Peggy Delach,
Chairperson, Successor Agency to the Covina
Redevelopment Agency

ATTEST:

Secretary, Successor Agency to the Covina
Redevelopment Agency

APPROVED AS TO FORM;

Agency Counsel

CERTIFICATION

I, Catherine M. LaCroix, Secretary of the Successor Agency to the Covina Redevelopment Agency for the City of Covina, do hereby CERTIFY that Resolution No. 14-028 was adopted by the Covina Successor Agency at a regular meeting of the Agency held this 18th day of November 2014, and was approved and passed by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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

RESOLUTION NO. 14-003

A RESOLUTION OF THE COVINA HOUSING AUTHORITY
SUPPORTING CITY'S APPLICATION FOR FUNDS
THROUGH THE LOS ANGELES CONTINUUM OF CARE
2014 SUPERNOFA

WHEREAS, the Los Angeles Homeless Services Authority (LAHSA) is preparing the Los Angeles Continuum of Care 2014 SuperNOFA application which includes funding for the 2015-2016 Continuum of Care (CoC) Program, and

WHEREAS, the McGill House Project is a project which provides transitional housing with appropriate supportive services and is eligible for consideration under the grant, and

WHEREAS, the grant requires that 25% of the expended funds be matched, and

WHEREAS, procedures established by the SuperNOFA require the City of Covina to certify, by resolution, approval of the application before submission of said application to LAHSA, and

WHEREAS, if awarded a grant, the City of Covina will enter into an agreement with LAHSA for completion of the project.

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

SECTION 1. The Authority approves the City of Covina's application for funds under the SuperNOFA for operating, supportive services and administrative funds for the McGill House.

SECTION 2. The Executive Director or his designee is hereby authorized and empowered to implement and carry out the purposes specified in the grant application.

SECTION 3. The Secretary shall certify to the passage and adoption of this resolution and the same shall be effective upon its adoption.

PASSED, APPROVED AND ADOPTED this 18th day of November 2014.

COVINA HOUSING AUTHORITY

Peggy Delach, Chairman

Attest:

Daryl Parrish, Secretary

CERTIFICATION

I, Daryl Parrish, Secretary of the Covina Housing Authority, do hereby CERTIFY that Resolution No. 14-003 was adopted by the Covina Housing Authority at a regular meeting of the Agency held this 18th day of November, 2014, and was approved and passed by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Daryl Parrish
Secretary of the Covina Housing Authority

Final Recommendation FY 2014 Los Angeles Continuum of Care Program Application Priority Listing

Rank Order	Applicant Name	Project Name	Grant Number	Project Component	Available Renewal Amount	Final Amount Ranked	Tier
104	HOUSING AUTHORITY OF THE CITY OF LOS ANGELES (HACLA)	Skid Row Housing Trust - Scattered Sites	CA0464L9D001306	PH	\$1,572,832	\$1,572,832	Tier 1
105	County of Los Angeles, Housing Authority	New Directions 1	CA0421L9D001306	PH	\$184,074	\$184,074	Tier 1
106	City of Santa Monica Housing Authority	CA1045L9D001202	CA1045L9D001303	PH	\$379,653	\$379,653	Tier 1
107	County of Los Angeles, Housing Authority	Mental Health America of Los Angeles 1-3	CA0742L9D001306	PH	\$674,534	\$674,534	Tier 1
108	HOUSING AUTHORITY OF THE CITY OF LOS ANGELES (HACLA)	SRO Housing - Eugene Hotel	CA0799L9D001305	PH	\$484,758	\$484,758	Tier 1
109	Los Angeles Homeless Services Authority	Pearl Center	CA0493L9D001306	PH	\$351,481	\$351,481	Tier 1
110	HOUSING AUTHORITY OF THE CITY OF LOS ANGELES (HACLA)	St. Joseph Center - TRA	CA0329C9D000800	TRA	\$394,885	\$394,885	Tier 1
111	County of Los Angeles, Housing Authority	Southern California Alcohol and Drug Programs 1	CA0465L9D001306	PH	\$3,806,432	\$2,627,534	Tier 1
112	Los Angeles Homeless Services Authority	Central Court Apartments	CA0784L9D001305	PH	\$91,182	\$91,182	Tier 1
113	County of Los Angeles, Housing Authority	Asian Pacific Counseling and Treatment Center	CA0914L9D001304	PH	\$286,304	\$286,304	Tier 1
114	County of Los Angeles, Housing Authority	County of Los Angeles Dept. of Mental Health 8	CA1046L9D001303	PH	\$1,808,878	\$1,219,800	Tier 1
115	City of Santa Monica Housing Authority	Serial Inebriate Program CoC (CA0359L9D001205)	CA0359L9D001306	PH	\$440,342	\$387,500	Tier 1
116	County of Los Angeles, Housing Authority	Pacific Clinics	CA0792L9D001305	PH	\$448,758	\$448,758	Tier 1
117	Los Angeles Homeless Services Authority	Vanowen Apartments	CA1048L9D001303	PH	\$88,781	\$88,781	Tier 1
118	County of Los Angeles, Housing Authority	County of Los Angeles Dept. of Mental Health 1-7	CA0365L9D001306	PH	\$3,806,707	\$2,644,829	Tier 1
119	County of Los Angeles, Housing Authority	Department of Mental Health 10	CA0323C9D000800	TRA	\$417,748	\$417,748	Tier 1
120	County of Los Angeles, Housing Authority	A Community of Friends 1 - Willow	CA0915L9D001304	PH	\$357,884	\$357,884	Tier 1
121	HOUSING AUTHORITY OF THE CITY OF LOS ANGELES (HACLA)	Housing Authority of the City of Los Angeles - SRA	CA0324L9D001301	PH	\$1,339,467	\$1,171,067	Tier 1
122	HOUSING AUTHORITY OF THE CITY OF LOS ANGELES (HACLA)	Project New Hope - Norlin: Lockwood	CA0445L9D001306	PH	\$331,388	\$291,261	Tier 1
123	Upward Bound House	Upward Bound House Family Place	CA0518L9D001306	TH	\$286,785	\$286,785	Tier 1
124	Los Angeles Homeless Services Authority	McGill Transitional House	CA0416L9D001306	TH	\$96,081	\$96,081	Tier 1
125	The Salvation Army, a California	The Salvation Army SC Division LA	CA0343L9D001306	TH	\$222,578	\$222,578	Tier 1
126	Harbor Interfaith Services, Inc.	"You Can Have It A.L.L."	CA0330L9D001306	TH	\$190,105	\$190,105	Tier 1
127	Los Angeles Homeless Services Authority	Sober Inn	CA0498L9D001306	TH	\$164,816	\$164,816	Tier 1
128	Penny Lane Centers	Rayen Transitional Housing	CA0449L9D001306	TH	\$178,302	\$178,302	Tier 1
129	The Los Angeles Gay & Lesbian Community Services Center	Kruks/Tilsner Transitional Living Program	CA0484L9D001306	TH	\$374,754	\$374,754	Tier 1
130	Filipino American Service Group, Inc.	Park View House	CA0488L9D001306	TH	\$194,877	\$194,877	Tier 1
131	Los Angeles Homeless Services Authority	Project New Start	CA0477L9D001306	TH	\$484,987	\$484,987	Tier 1
132	Los Angeles Homeless Services Authority	Project Home Again	CA0441L9D001306	TH	\$726,912	\$726,912	Tier 1
133	Los Angeles Homeless Services Authority	Columbus Project	CA0483L9D001306	TH	\$172,088	\$172,088	Tier 1
134	Los Angeles Homeless Services Authority	Steppin' Into the Light	CA0479L9D001306	TH	\$192,400	\$192,400	Tier 1
135	Los Angeles Homeless Services Authority	Barrington/Keaveney House for Women	CA0342L9D001306	TH	\$88,974	\$88,974	Tier 1
136	Los Angeles Homeless Services Authority	Naomi Village	CA0418L9D001306	TH	\$282,288	\$192,884	Tier 1
137	Single Room Occupancy Housing Corporation	Marshal House Transitional Housing Program	CA0463L9D001306	TH	\$376,641	\$376,641	Tier 1
138	Los Angeles Homeless Services Authority	Penny Lane Transitional Housing Program	CA0434L9D001306	TH	\$160,718	\$160,718	Tier 1



Los Angeles Homeless Services Authority

a joint powers authority of the city & county of los angeles

213 683 3333 | FAX 213 892 0093 | TTY 213 553 8488

****SPECIAL****

AGENDA AND NOTICE OF A PUBLIC MEETING OF THE LOS ANGELES HOMELESS SERVICES AUTHORITY COMMISSION

**Monday, October 20, 2014
3:00 p.m.**

Los Angeles Homeless Services Authority
811 Wilshire Boulevard, 6th Floor
Los Angeles, CA 90017

TELECONFERENCING INFORMATION:

Commissioner Elise Buik will be teleconferencing from the following site:
Boston Park Plaza, 50 Park Plaza, Boston, MA

AGENDA NO.	ITEM AND DESCRIPTION	PRESENTER	PAGE
	Call to Order/Roll Call/Establishment of Quorum Agenda Items - The public will have an opportunity to speak to any agenda item when the item is called and before action is taken. A Request to Speak Form must be submitted to the Secretary prior to the completion of the agenda item. The Chair will determine the order of speaking and unless the Chair grants more or less time, the speaker's limit is two (2) minutes on each agenda item, subject to the total 20-minute period .		
1.0	Approve the quality evaluation results and hear potential appeals of the 2014 Continuum of Care (CoC) Program New Projects Request for Proposals (RFP).	Anna Reich Bialik	
2.0	Review and approve the Priority Listing for new and renewal projects for the 2014 Continuum of Care Competition application to the U.S. Department of Housing and Urban Development (HUD) on behalf of the Los Angeles Continuum of Care.	Josh Decell	
3.0	Authorize Executive Director to submit the 2014 Continuum of Care Competition application to the U.S. Department of Housing and Urban Development (HUD) on behalf of the Los Angeles Continuum of Care.	Anna Reich Bialik	
4.0	Public Participation Each Public Participant speaker is limited to three (3) minutes and may address any topic within the Commission's jurisdiction. A Request to Speak Form must be filled out and submitted to the Secretary prior to the beginning of Public Participation. Subject to the total 20-minute period, each Public Participation speaker is limited to three (3) minutes .		

Adjournment

Packets of materials on agenda items are available to the public during normal business hours at 811 Wilshire Boulevard, 6th Floor, Los Angeles, CA 90017. For further information, you may call 213-683-3333. Upon request, sign language interpreters, materials in alternative formats and other accommodations are available to the public for LAHSA meetings. All requests for reasonable accommodations must be made at least three working days (72 Hours) in advance of the scheduled meeting date. For additional information, contact LAHSA at (213) 683-3333 or TTY (213) 553-8488.

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: November 18, 2014

ITEM NO.: CC 7

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

ITEM TITLE: City Council consideration of participation in the 2015 Greater Los Angeles Homeless Count

STAFF RECOMMENDATION:

- a. Consider participation in the 2015 Homeless Count and
- b. Approve the Memorandum of Understanding for the 2015 Greater Los Angeles Homeless Count Opt-In Program with the Los Angeles Homeless Services Authority, subject to final approval of terms by the City Attorney, and authorize the City Manager or his designee to sign related documents

FISCAL IMPACT:

It is anticipated that LAHSA will reimburse the City for incidental expenses. The City's maximum exposure is \$150. The count will be completed by volunteers.

BACKGROUND:

The U.S. Department of Housing and Urban Development (HUD) requires all Continuum of Care systems funded by HUD to complete a homeless count no less than every other year. The Los Angeles Homeless Services Authority is the Continuum of Care provider for our region, and lead agency for the 2015 Greater Los Angeles Homeless Count (Count), which will take place in the San Gabriel Valley on Tuesday night, January 27, 2015. A flyer for the Count is attached as Exhibit A.

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

For the 2015 Count, if a City does not opt-in, community groups will be allowed to partner with LAHSA.

The most significant obligations under the MOU are as follows:

- No homeless sweeps prior to and during the Count: During the week prior to the Homeless Count (and on the nights of the Count), the City agrees NOT to conduct

homeless sweeps or similar law enforcement activities that would move homeless persons out of the area.

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

- Identify City staff contact: The MOU requires that an Opt-In Lead Coordinator and Deployment Center Coordinator be identified. The Senior Housing/CDBG Economic Development Manager will be the identified staff person. In addition, an Opt-In Assistant Coordinator will be identified.
- City facilities, volunteers and census tracts: The City must provide a site for volunteer training and coordination facilities before and during the Count, and the City must also recruit volunteers. Approximately ten census tracts in Covina will be counted, and approximately fifty volunteers will be needed.
- Security/Police Services: Each site requires a City-provided security guard or police officer.

On January 27, 2015, the Deployment Site for the Count will be the Covina Library Community Room. Volunteers will receive training before they are deployed. The Count will start at approximately 7 p.m. and the Site will be open up to 2 a.m. or until the Count is complete.

The MOU attached as Exhibit C differs slightly from that provided by LAHSA in that it includes references to the City in the sections regarding indemnification. Before the MOU is finalized, LAHSA will also need to approve the changes.

Additional information and information on signing up as a volunteer is available on the 2015 Homeless Count website, <http://www.theycountwillyou.org>

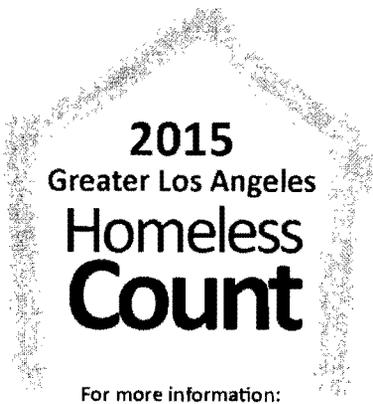
RELEVANCE TO THE STRATEGIC PLAN

Not applicable.

EXHIBITS

- A. Count information flyer
- B. Opt-In information and form
- C. MOU with LAHSA

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

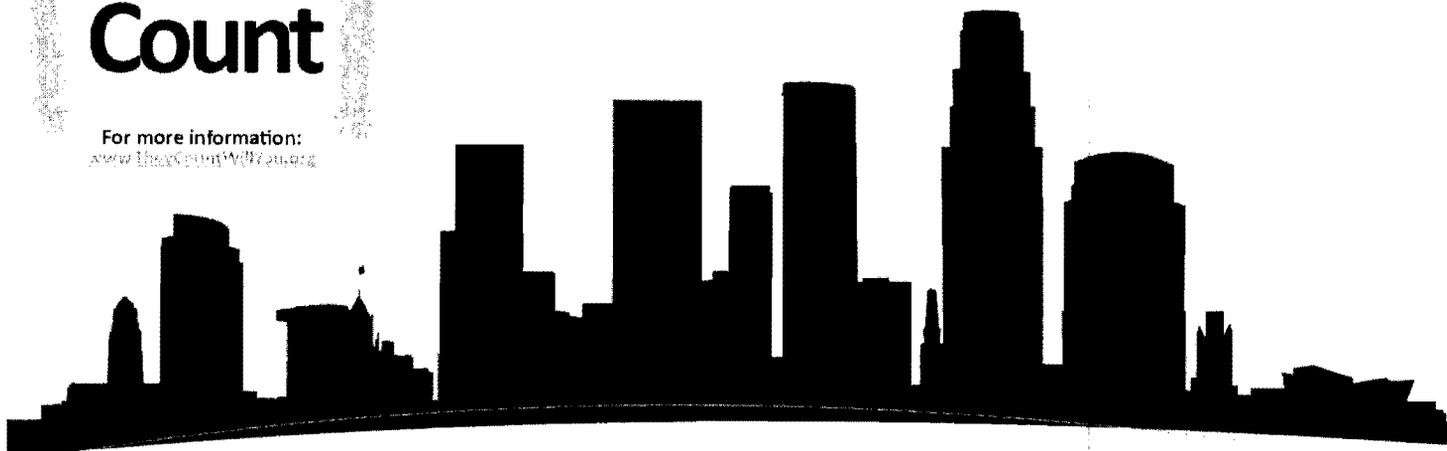


point-in-time count

About the Count

2015
Greater Los Angeles
Homeless
Count

For more information:
www.HomelessCount.org



SAVE THE DATES

TUES. JANUARY 27

8:00PM

SPA 3 -- SAN GABRIEL VALLEY
SPA 7 -- EAST LOS ANGELES COUNTY

WEDS. JANUARY 28

8:00PM

SPA 5 -- WEST LOS ANGELES
SPA 8 -- SOUTH BAY / HARBOR

THURS. JANUARY 29

6:00AM

SPA 1 -- ANTELOPE VALLEY

8:00PM

SPA 2 -- SAN FERNANDO VALLEY
SPA 4 -- CENTRO LOS ANGELES
SPA 6 -- SOUTH LOS ANGELES

VOLUNTEER TODAY!

HOMELESSCOUNT@LAHSA.ORG

FOR MORE INFORMATION

WHAT IS THE COUNT?

The Point-In-Time Count is how we determine how many homeless neighbors we have in Los Angeles County on any given night. The purpose of the Greater Los Angeles Point-In-Time Homeless Count is to provide a biennial snapshot during the last 10 days of January of **the number of homeless persons**, their **demographic characteristics** and the **locations** where they reside; the Homeless Count is not designed to determine reasons for particular changes or characteristics occurring within the homeless population between counts.

The Los Angeles Continuum of Care (CoC) comprises all of Los Angeles County except for the cities of Glendale, Long Beach and Pasadena, which operate separate Continua. All CoCs are currently obligated by the U.S. Department of Housing and Urban Development (HUD) to perform an enumeration of homeless persons on the street every two years, while a count of sheltered homeless persons is required to take place every year.

WHY VOLUNTEER?

You can make an important impact in the lives of homeless men, women and children by volunteering your time and service to help out with the 2015 Greater Los Angeles Homeless Count. Your contribution goes well beyond your donated time; by knowing who and where homeless people are in Los Angeles County, HUD and the CoC are able to:

Understand the Situation In order to make a difference in the lives of homeless men, women, children and veterans, we need to know who they are and where they live. Beyond a simple count, we will also identify basic demographic information of our homeless residents.

Bring Resources to Our Community The data gathered from the Point-In-Time Count is the most powerful tool nonprofits and local leadership have to make a case for additional and specialized resources. By volunteering for the Count, you help the region specify need and track progress over time.

Drive Engagement Connect with leaders, citizens and other stakeholders in our Cities, Neighborhoods or Communities and create a vehicle to drive further civic engagement and awareness of homelessness.

Los Angeles Homeless Services Authority



811 Wilshire Blvd., 6th Floor Los Angeles CA 90017

Tel 213.683.3333

Fax 213.691.0393

Web www.lahsa.org

2015
Greater Los Angeles
Homeless
Count

For more information:
www.TheyCountWithUs.org

point-in-time count

The Opt-In Program

SAVE THE DATES

TUES. JANUARY 27

8:00PM

SPA 3 — SAN GABRIEL VALLEY

SPA 7 — EAST LOS ANGELES COUNTY

WEDS. JANUARY 28

8:00PM

SPA 5 — WEST LOS ANGELES

SPA 8 — SOUTH BAY / MARINA

THURS. JANUARY 29

6:00AM

SPA 1 — ANTELOPE VALLEY

8:00PM

SPA 2 — SAN FERNANDO VALLEY

SPA 4 — METRO LOS ANGELES

SPA 6 — SOUTH LOS ANGELES

OPT-IN TODAY!

OPT-IN@LAHSA.ORG

FOR MORE INFORMATION

WHAT IS THE COUNT?

The Point-In-Time Count is how we determine how many homeless neighbors we have in Los Angeles County on any given night. The purpose of the Greater Los Angeles Point-In-Time Homeless Count is to provide a biennial snapshot during the last 10 days of January of the number of homeless persons, their demographic characteristics and the locations where they reside.

The Los Angeles Continuum of Care (CoC) comprises all of Los Angeles County except for the cities of Glendale, Long Beach and Pasadena, which operate separate Continua. All CoCs are currently obligated by the U.S. Department of Housing and Urban Development (HUD) to perform an enumeration of homeless persons on the street every two years, while a count of sheltered homeless persons must take place every year.

THE OPT-IN PROGRAM

The Opt-In Program gives Cities, Neighborhoods and Communities the opportunity to obtain locally-specific data at a high confidence level by completing a full count of every census tract assigned to their area. Participation will allow jurisdictions to obtain a Point-In-Time Count enumeration of the sheltered and unsheltered homeless population residing within each census tract. Opting-in allows Cities, Neighborhoods and Communities to:

Understand the Situation In order to make a difference in the lives of homeless men, women and children, we need to know who they are and where they live. Beyond a simple count, we will also identify basic demographic information of our homeless residents.

Bring Resources to Your Community The data gathered from the Point-In-Time Count is the most powerful tool local leadership and nonprofit agencies have to make a case for additional and specialized resources. Only Opt-In areas get this specialized data. Areas that do not conduct a full enumeration will only receive regional data as part of a much larger extrapolation, which does not allow them to specify local need or track progress over time.

Drive Engagement Connect with leaders, citizens and other stakeholders within the City, Neighborhood or Community and create a vehicle to drive further civic engagement.

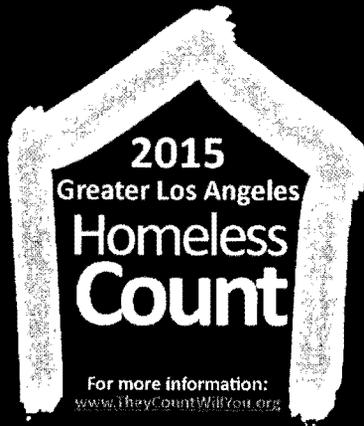
Los Angeles Homeless Services Authority

811 Wilshire Blvd. 6th Floor Los Angeles CA 90017

Tel 213.683.3333

Fax 213.872.0050

Web www.lahsa.org



point-in-time count

The Opt-In Program

SAVE THE DATES

TUES. JANUARY 27

8:00PM

SPA 3 — SAN GABRIEL VALLEY
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6:00AM

SPA 1 — ANTELOPE VALLEY

8:00PM

SPA 2 — SAN FERNANDO VALLEY
SPA 5 — MIDVAL LOS ANGELES
SPA 8 — SOUTH LOS ANGELES

OPT-IN TODAY!

OPT-IN@LAHSA.ORG

FOR MORE INFORMATION

INTEREST FORM

In 2013, LAHSA partnered with over 90 city governments and community groups across Los Angeles County as part of the Opt-In Program to conduct a complete count of homeless populations throughout all of each jurisdiction's assigned census tracts. As we gear up for the 2015 Homeless Count, LAHSA is inviting city governments, neighborhood councils and other community groups to "Opt-In" for 2015 and make a difference in the lives of homeless men, women and children throughout Los Angeles County.

INSTRUCTIONS

If your City or Community group would like to participate in the 2015 Greater Los Angeles Homeless Count Opt-In Program, please submit a completed copy of this form to opt-in@lahsa.org by October 31, 2014. We look forward to partnering with you to make the 2015 Homeless Count a success!

- YES!** We intend to partner with LAHSA as an Opt-In Program participant for the 2015 Greater Los Angeles Homeless Count—we want locally-specific data on our homeless residents by completing a full count of every census tract! Please follow-up with our Lead Contact, below, to discuss next steps.
- Maybe!** We need to speak with a LAHSA representative before we can commit. Please follow-up with our Lead Contact, below.
- No.** My city/community group is not interested in partnering with LAHSA to obtain locally-specific data on our homeless residents as part of the 2015 Greater Los Angeles Homeless Count.

NAME OF CITY, NEIGHBORHOOD COUNCIL OR COMMUNITY

FIRST NAME

LAST NAME

ORGANIZATION/DEPARTMENT

TITLE

PHONE

EMAIL

STREET ADDRESS

CITY

, CA

ZIP CODE

Los Angeles Homeless Services Authority

811 Wilshire Blvd. 6th Floor Los Angeles CA 90017

Tel 213.683.3333

Fax 213.892.0093

Web www.lahsa.org



MEMORANDUM OF UNDERSTANDING
FOR THE 2015 GREATER
LOS ANGELES HOMELESSS COUNT
OPT-IN PROGRAM



The 2015 Greater Los Angeles Homeless Count (2015 Homeless Count) will take place on the nights of January 27, 28 and 29, 2015. As the lead agency for the Los Angeles Continuum of Care (LA CoC), the Los Angeles Homeless Services Authority (LAHSA) coordinates a biennial census of homeless people. The LA CoC includes 85 cities and the unincorporated area of Los Angeles County, excluding Glendale, Pasadena, and Long Beach, as each operates an independent Continuum. The data gathered from the biennial Homeless Count is extremely valuable in our mission to end homelessness; it supplies government agencies, service providers, and housing providers with a reliable estimate of the homeless population in the City & County of Los Angeles, as well as an array of demographic information.

The **Opt-In Program** gives cities, communities and other jurisdictions the opportunity to obtain locally-specific data at a high confidence level. Participation will allow your jurisdiction to use the methodology of the 2015 Homeless Count methodology to obtain a point-in-time number of the unsheltered homeless population within your area. Full enumeration of every agreed-upon census tract within your jurisdiction will provide more granular data and substantially aid efforts to evaluate existing homeless services and plan for future measures to address local homelessness in your community.

This Memorandum of Understanding (MOU) sets forth the duties and responsibilities of LAHSA and the Opt-In Participant committing to participate in the 2015 Opt-In Program.

I. DEFINITIONS:

AGREEMENT means the cooperative agreement between LAHSA and your jurisdiction as specified in this MOU.

DATA PROVISION means the provision of data regarding the point in time count of unsheltered homeless persons enumerated within the boundaries of your jurisdiction as produced by the 2015 Homeless Count methodology.

DATA PUBLICATION means the distribution of 2015 Homeless Count data provided by LAHSA to the public through oral or written presentations at meetings or through any form of public media.

DEPLOYMENT SITE means a site within your area from which volunteers will be deployed to perform the 2015 Homeless Count (see Attachment 1) and that meets the following requirements:

- Is NOT currently a site where services are provided to homeless people at night;
- Has capacity and sufficient space to hold, and contains tables and chairs for, the specified number of volunteers for your area;

- Is able to maintain sufficient cellular phone service coverage and/or has Wi-Fi access points, landline telephone lines, or another comparable means of communication in the absence of sufficient mobile service signal;
- Contains accessible restroom facilities;
- Includes, or is adjacent to, ample free parking;
- Is located within the Opt-In boundaries approved by LAHSA;
- Has a confirmed Deployment Site Coordinator to set-up the site and direct operations during the 2015 Homeless Count; and
- Has a confirmed Deployment Site Access Provider to assist with logistics and coordinating access during the 2015 Homeless Count, either by providing all necessary keys or being present to grant access during the Count.

DEPLOYMENT SITE ACCESS PROVIDER means the contact person or persons who will be responsible for providing access to each of the designated deployment sites in your area on the day/evening of the training and date of the Count (see ATTACHMENT 1).

DEPLOYMENT SITE COORDINATOR means the 2015 Homeless Count volunteer at each Deployment Site who has the following responsibilities/duties (see ATTACHMENT 1):

- Directing the operations at a volunteer Deployment Site for the date of the count, including but not limited to the set-up of the site;
- Ensuring that volunteers are deployed in teams to the proper locations;
- Tracking all volunteer teams to ensure that they return in a timely manner;
- Assisting with volunteer questions;
- Reviewing all incoming tally sheets for accuracy;
- Communicating and coordinating with the Homeless Count Regional Coordinator, SPA Leadership and LAHSA headquarters on the status of the Count at their site;
- Coordinating the pick-up and drop-off of all 2015 Homeless Count materials with LAHSA; and
- Participating in training.

ASSISTANT DEPLOYMENT SITE COORDINATORS means those 2015 Homeless Count volunteers who will be assisting the Deployment Site Coordinator as needed in the execution of his or her aforementioned duties (see ATTACHMENT 1).

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

HOMELESS COUNT (COUNT) means the process of counting homeless persons residing in shelters or living on the street, in parks, cars or other places not meant for human habitation, as well as conducting the Housing Inventory Chart (HIC), an enumeration of the number of shelters, beds and units dedicated to housing homeless persons.

HOMELESS COUNT REGIONAL COORDINATOR means the designated lead within each of the 8 SPAs who will be responsible for managing, directing and overseeing the

planning, logistics, coordination and execution of 2015 Homeless Count activities (see EXHIBIT A).

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

OPT-IN COMMITMENT means the commitment made by your jurisdiction by means of executing this MOU to fulfill the responsibilities listed in Section II of this Agreement.

OPT-IN EXECUTIVE CONTACT means the Opt-In Participant's lead contact person, such as the Mayor, City Manager, President, etc. (see EXHIBIT A).

OPT-IN ASSISTANT COORDINATOR means the person who provides assistance and support to the Opt-In Lead Coordinator and serves as the secondary contact person for the designated Homeless Count Regional Coordinator (see EXHIBIT A).

OPT-IN PARTICIPANT means a City incorporated under the laws of the State of California, another form of local jurisdiction authorized by State law or County ordinance, or a Census-Designated Place identified by the United States Census Bureau that has committed to participate in the 2015 Opt-In Program.

REGIONAL HOMELESS COUNT MANAGER means the lead individual who will be responsible for interfacing with LAHSA and managing the 8 Homeless Count Regional Coordinators and overseeing their execution of 2015 Homeless Count activities within each Service Planning Area (SPA) (see EXHIBIT A).

SPA LEADERSHIP means the lead individual or coalition group/consortium within each of the 8 SPAs who will be responsible for assisting their designated Homeless Count Regional Coordinator with the planning, logistics, coordination and execution of 2015 Homeless Count activities, including the recruitment of volunteers (see EXHIBIT A).

II. OPT-IN PARTICIPANT RESPONSIBILITIES

As a participant in the 2015 Opt-In Program, your jurisdiction is responsible for the provision and coordination at a local level of the following information and resources required to complete the full enumeration of unsheltered homeless persons in your area:

- A.** To achieve an accurate count of unsheltered homeless persons in your area, your jurisdiction agrees NOT to conduct any sweeps of homeless persons, law-enforcement directed or otherwise, that would have the effect of moving homeless persons outside of the boundaries of your jurisdiction either within the week prior to or on the night of the Count.
- B.** Designate an Opt-In Lead Coordinator and Opt-In Assistant Coordinator to organize your 2015 Homeless Count efforts with your Homeless Count Regional Coordinator and oversee all aspects of accomplishing the Count within your specific geographical area. These persons will be responsible for the planning, coordination and implementation of 2015 Homeless Count activities for your jurisdiction along with providing your designated Homeless Count Regional Coordinator with all required

information including, but not limited to, weekly updates on volunteer recruitment and resources committed to the project. (see EXHIBIT A);

- C. Designate Deployment Site Coordinators who are responsible for directing the operations at the Deployment Sites the Count (see AATTACHMENT 1);
- D. The Opt-In Participant must provide and/or return to the designated Homeless Count Regional Coordinator the information and items below, including but not limited to:
 - 1) PROVIDE the name, office and cellular telephone numbers, and email address for your jurisdiction's designated Opt-In Lead Coordinator (see EXHIBIT A);
 - 2) PROVIDE the name, office and cellular telephone numbers, and email address for each Deployment Site Access Provider (see ATTACHMENT 1);
 - 3) PROVIDE the name, address, telephone number and capacity of each Deployment Site (see ATTACHMENT 1);
 - 4) PROVIDE the name, office and cellular telephone numbers and email address of the designated Deployment Site Coordinator who will be at each Deployment Site (see ATTACHMENT 1);
 - 5) PROVIDE the names, office and cellular telephone numbers and email addresses of the designated Deployment Site Assistant Coordinators who will be at each Deployment Site (see ATTACHMENT 1);
 - 6) PROVIDE weekly communication of the name, telephone number and email address of each 2015 Homeless Count volunteer recruited;
 - 7) RETURN tally sheets, maps and other materials needed by LAHSA to compile the 2015 Homeless Count report; and
 - 8) RETURN unused LAHSA-provided materials including, but not limited to, clipboards, flashlights, etc.;
- E. The Opt-In Participant must provide LAHSA with the information below, including but not limited to:
 - 1) PROVIDE the name, title, office telephone number and email address of the Executive Contact of your jurisdiction (see EXHIBIT A);
 - 2) PROVIDE the name, office and cellular telephone numbers and email address of the designated Opt-In Lead Coordinator for your jurisdiction (see EXHIBIT A);
 - 3) PROVIDE the name, office and cellular telephone numbers and email address of the designated Opt-In Assistant Coordinator for your jurisdiction (see EXHIBIT A); and

- 4) PROVIDE confirmation of geographic boundaries for your area from which the actual number of census tracts to be counted will be determined by LAHSA (see EXHIBIT B);
- F. Coordinate with the Homeless Count Regional Coordinator, who will assist in the recruitment of the required number of volunteers, as determined by LAHSA, to complete the Count in your area. Depending upon deployment needs on the date of the Count, your volunteers may be deployed to conduct 2015 Homeless Count activities outside of or adjacent to your jurisdiction;
- G. Ensure that each adult volunteer signs a release and waiver for both LAHSA and the City of Covina (See Attachment 2) and a legal guardian of each minor volunteer (under 18 years of age) completes and signs a release and waiver (see Attachment 3), indemnifying LAHSA and your jurisdiction from any liability during their participation on the date of the Count.
- H. Provide an inventory of potential Deployment Sites for 2015 Homeless Count volunteer training and deployment on the date of the Count that meet the requirements stated above under the definition of Deployment Site (see Attachment 1)
- I. Provision of an unarmed security guard or police officer at each Deployment Site on the date of the Count. Security guards or police officers providing security services at each Deployment Site on the date of the Count must sign a release and waiver (See Attachment 2) indemnifying LAHSA and your jurisdiction from any liability during their participation on the date of the Count;
- J. Refreshments during trainings on the date of the Count.
- K. Prior to your release and/or publication of any 2015 Homeless Count data results your jurisdiction must obtain written approval from LAHSA for the data to be released or published. Any and all data releases MUST give attribution to the Los Angeles Homeless Services Authority.

III. LAHSA RESPONSIBILITIES

In order to ensure a successful enumeration of homeless person across the LA CoC, LAHSA will be responsible for providing the following information and resources:

- A. The hiring of a Regional Homeless Count Manager tasked with providing oversight and management of the Homeless Count and Homeless Count Regional Coordinators;
- B. The hiring of a Homeless Count Regional Coordinator knowledgeable of the SPA and its leadership;
- C. The hiring of a consultant to analyze the data and provide the Point-In-Time Count results for the LA CoC, including homeless subpopulation and totals by geography, as well as the production of a 2015 Homeless Count report;

- D. Based upon the geographic boundary information provided by your jurisdiction, LAHSA will provide a determination of the specific census tracts that need to be counted in order to achieve a full enumeration of unsheltered homeless persons in your area. LAHSA and your jurisdiction must be in agreement regarding the census tracts to be counted in your area (see EXHIBIT B) prior to the execution of this MOU;
- E. Based upon the number of census tracts to be enumerated in your area, LAHSA will provide your jurisdiction with a determination of the number of volunteers needed to successfully complete your Count (see EXHIBIT B);
- F. Based upon the number of census tracts to be counted and the geographic characteristics of your area, LAHSA will provide a determination of the specific number of Deployment Sites that will be needed for a successful Count (see EXHIBIT B);
- G. LAHSA will provide training for your Deployment Site Coordinators and 2015 Homeless Count volunteers. Deployment Site Coordinators will receive training on data collection and safety procedures. Volunteers will receive training on standard enumeration and safety procedures;
- H. Materials necessary for a successful Count, including, but not limited to, PDFs of all the materials needed to conduct the unsheltered and sheltered Count, as well as the demographic surveys;
- I. Ongoing guidance, tools, and assistance to your Opt-In Lead Coordinator; and
- J. Provide your jurisdiction with data produced by the 2015 Homeless Count methodology on the number of unsheltered and sheltered homeless persons within the geographic boundaries of your area.

IV. HOMELESS COUNT REGIONAL COORDINATOR RESPONSIBILITIES

In order to ensure a successful enumeration of homeless persons within each Opt-In Participant located in your SPA region, your designated Homeless Count Regional Coordinator will be stationed in the SPA and is responsible for assisting with the following:

- A. Volunteer outreach, recruitment and tracking;
- B. Collaborating with SPA Leadership to leverage SPA stakeholder resources and coordinate logistics for the date of the 2015 Homeless Count, including, but not limited to, determining a list of potential Deployment Sites and obtaining security personnel;
- C. Supplying materials necessary for a successful Count;

- D. Providing ongoing guidance, tools, and assistance to your Opt-In Lead Coordinator; and
- E. Maintaining general oversight and management support in conducting the Count, Youth Count, Shelter Count and Demographic Survey.

V. SPA LEADERSHIP RESPONSIBILITIES

In order to ensure a successful count of homeless persons throughout your SPA region, your SPA Leadership will work closely with your Homeless Count Regional Coordinator and is responsible for assisting with the following:

- A. Volunteer outreach, recruitment and tracking;
- B. Leveraging SPA stakeholder resources and providing logistical support prior to and during the 2015 Homeless Count, including, but not limited to, identifying potential Deployment Sites and securing office space for your designated Homeless Count Regional Coordinator; and
- C. Providing ongoing guidance, tools, resources and general assistance to your Homeless Count Regional Coordinator and each of the Opt-In Cities / Communities participating in the Count throughout your SPA region.

IV. INDEMNIFICATION AND INSURANCE REQUIREMENTS

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

V. OPT IN COMMITMENT

The execution of this MOU by an authorized official of your jurisdiction signifies a commitment to participate in the 2015 Opt-In Program and to fulfill all of the responsibilities expected of Opt-In participants as specified in Section II of this MOU.

VI. RIGHT TO WITHHOLD DATA

In the event that your City / Community Organization decides to OPT OUT of the 2015 Homeless Count or fails to fulfill its responsibilities under this MOU, LAHSA reserves the right to withhold any and all data produced by the 2015 Homeless Count.

IN WITNESS WHEREOF, the Opt-In Participant and the Los Angeles Homeless Services Authority have caused this MOU to be executed by their duly authorized representatives.

For: City of Covina

By: _____
Daryl Parrish
City Manager

Executed this ____ day of November 2014

For: Los Angeles Homeless Services Authority

By: _____
G. Michael Arnold
Executive Director

Executed this _____ day of _____, 2014

LIST OF EXHIBITS

EXHIBIT A Organizational Chart and Opt-In Program Contact Information
EXHIBIT B Approved Census Tracts and Minimum Requirements

LIST OF ATTACHMENTS

ATTACHMENT 1 Deployment Site Worksheet
ATTACHMENT 2 Release, Indemnity and Waiver of Liability Agreement for Adult Volunteers
ATTACHMENT 3 Release, Indemnity and Waiver of Liability Agreement for Youth Volunteers

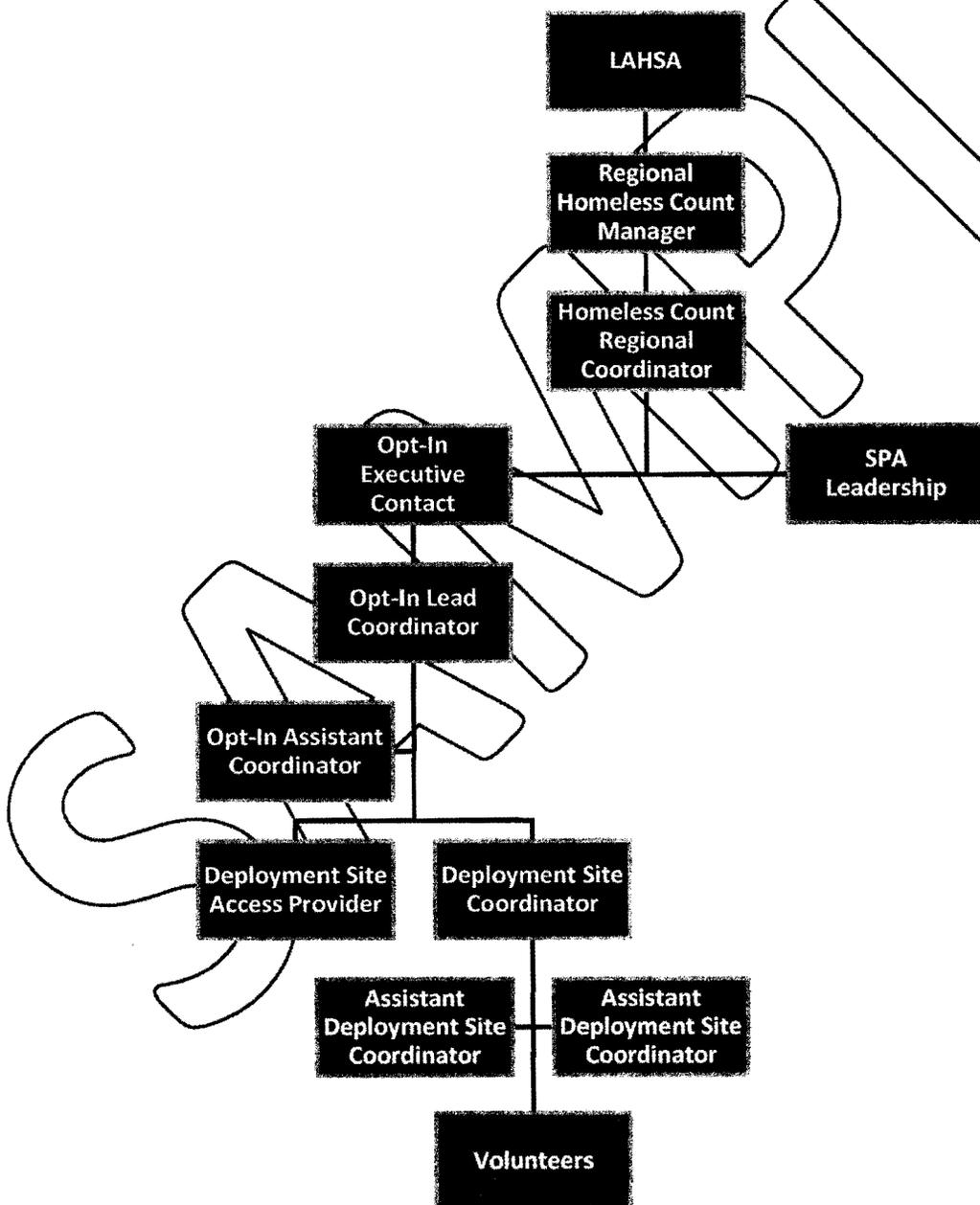
EXHIBIT A

**ORGANIZATIONAL CHART
AND
OPT-IN PROGRAM CONTACT INFORMATION**



EXHIBIT A

**ORGANIZATIONAL CHART
AND
OPT-IN PROGRAM CONTACT INFORMATION**





LAHSA

Laura Petry
Regional Homeless Count Manager
Policy & Planning Dept.

Email: lpetry@lahsa.org

Phone: (213) 689-4096

Mobile:

Clementina Verjan
Manager
Policy & Planning Dept.

Email: cverjan@lahsa.org

Phone: (213) 683-9338

Mobile: (323) 440-6483

George McQuade
Director
Communications Dept.

Email: communications@lahsa.org

Phone: (213) 225-8491

Fax: (213) 892-0093

[Name]
Homeless Count
Regional Coordinator

Email:

Phone:

Mobile:

[Name]
[SPA Leadership Title/Role]

Email:

Phone:

Mobile:

[Name]
SPA [#] Representative

Email:

Phone:

Mobile:

[Name]
SPA [#] Representative (Alternate)

Email:

Phone:

Mobile:

[Name]
[Executive Contact Title]

Email:

Phone:

Fax:

[Name]
Opt-In Lead Coordinator

Email:

Phone:

Mobile:

[Name]
Opt-In Assistant Coordinator

Email:

Phone:

Mobile:

[Opt-In
Participant]

SPA [#]

EXHIBIT B

**APPROVED CENSUS TRACTS
AND
MINIMUM REQUIREMENTS**

(To follow)

ATTACHMENT 1

DEPLOYMENT SITE WORKSHEET

(To be determined)



2015 Greater Los Angeles Homeless Count



ATTACHMENT 2

CITY OF COVINA/LAHSA

RELEASE, INDEMNITY, AND WAIVER OF LIABILITY AGREEMENT

I. TERMS OF PARTICIPATION IN 2015 GREATER LOS ANGELES HOMELESS COUNT

- A. I understand and agree that the Los Angeles Homeless Services Authority (“LAHSA”) in conjunction with the City of Covina (“City”) will be conducting the 2015 Greater Los Angeles Homeless Count (2015 Homeless Count) and that I may volunteer to assist in this important community effort as set forth in this Agreement. As a 2015 Homeless Count volunteer, I also understand that my behavior and actions will be expected to reflect the best example of social moral code and ethics.
- B. I understand and agree that my services are **temporary**, and therefore are only requested on the dates(s) of January 27, 28, and/or 29, 2015 from 7:00 p.m. until my street count shift is finished (approximately between 12:00 a.m. and 2:00 a.m.). I further understand that I am eligible to participate on all three consecutive nights.
- C. I understand that my involvement in the 2015 Homeless Count may be terminated at any time due to inappropriate behavior, reckless endangerment, or lack of sufficient work productivity, and that I may withdraw from the 2015 Homeless Count at any time without any cause or justification.
- D. I understand and agree that I **must** complete a **30-minute training session** either prior to or on the date of the Street Count as a requirement to participate in the 2015 Homeless Count.
- E. I understand and agree that I will not receive any monetary compensation for attending the 30-minute training session, nor will I receive monetary compensation for any night that I volunteer for the 2015 Homeless Count, unless I am a registered Homeless Stipend Volunteer.
- F. I understand and agree that I am responsible for my own transportation to and from the training session and deployment sites on the specified dates and times of such events.

II. ASSUMPTION OF RISK

I understand that my participation in the 2015 Homeless Count as a Volunteer holds inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. I understand that these risks vary from minor to severe, and I hereby agree to accept all risks of injury, of any nature whatsoever.

III. RELEASE, INDEMNITY, AND WAIVER OF LIABILITY

- A. I understand that my participation is voluntary, and as such, I hereby agree to waive, discharge and release LAHSA and the City of Covina and any of their employees, agents and stakeholders from all liability for any loss or claims for damages of any nature whatsoever, including injury to person or property.
- B. I further agree to indemnify and hold LAHSA and the City of Covina and any of their employees, agents, and stakeholders harmless from liability for any loss or claims for damages of any nature whatsoever, including injury to person or property.

I have carefully read and fully understand the meaning and effect of the foregoing statements, and without reservations I would like to participate in the 2015 Greater Los Angeles Homeless Count.

Volunteer Name: _____
Print Name

Volunteer Name: _____
Signature

Date of Signature: _____ / _____ / _____
Month Day Year



2015 Greater Los Angeles Homeless Count



ATTACHMENT 3

CITY OF COVINA/LAHSA

RELEASE, INDEMNITY AND WAIVER OF LIABILITY AGREEMENT FOR YOUTH VOLUNTEERS

I. TERMS OF PARTICIPATION IN 2015 GREATER LOS ANGELES HOMELESS COUNT

- A. I understand and agree that the Los Angeles Homeless Services Authority (LAHSA) will be conducting the 2015 Greater Los Angeles Homeless Count (2015 Homeless Count), and that my son, daughter or other minor dependent may volunteer to assist in this important community effort as set forth in this Agreement. As a 2015 Homeless Count volunteer, I also understand and agree that my son's, daughter's or other dependent's behavior and actions will be expected to reflect the best example of social moral code and ethics.
- B. I understand and agree that my son's, daughter's or other minor dependent's volunteer service will be limited to assisting with various activities within a specified Deployment site under the supervision of the Deployment Site Coordinator, and that he or she will not participate in Street Count activities outside of the Deployment site.
- C. I understand that my son's, daughter's or other minor dependent's services are temporary, and therefore are only requested on one or more the date(s) of January 27, 28, and/or 29, 2015 from 7:00 p.m. until approximately 12:00 a.m.
- D. I understand and agree that my son's, daughter's or other minor dependent's involvement in the 2015 Homeless Count may be terminated at any time due to inappropriate behavior, reckless endangerment, or lack of sufficient work productivity, and that my son, daughter or other minor dependent may withdraw from the 2015 Homeless Count at any time without any cause or justification.
- E. I understand and agree that my son, daughter or other minor dependent will not receive any monetary compensation for attending the 30-minute training session, nor will he or she receive monetary compensation for any date that he or she volunteers for the 2015 Homeless Count.
- F. I understand and agree that I am responsible for the transportation of my son, daughter or other minor dependent to and from the training session and deployment sites on the specified dates and times of such events.

II. ASSUMPTION OF RISK

I understand and agree that my son's, daughter's or other minor dependent's participation in the 2015 Homeless Count as a Volunteer in the Deployment Site holds certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. I understand that these risks vary from minor to severe, and I hereby agree to accept all risks of injury, of any nature whatsoever.

III. RELEASE, INDEMNITY, AND WAIVER OF LIABILITY

- A. Indemnification: I understand that my son's, daughter's or other minor dependent's participation is voluntary, and as such I hereby agree to waive, discharge, and release LAHSA, the City of Covina, and any of their employees, agents and stakeholders from all liability for any loss or claims for damages of any nature whatsoever, including injury to person or property.
- B. I further agree to indemnify and hold LAHSA, the City of Covina, and any of their employees, agents, and stakeholders harmless from liability for any loss or claims for damages of any nature whatsoever, including injury to person or property.

I, the undersigned, hereby represent that I am the parent/legal guardian of the below-named youth volunteer, a person under the age of 18 years, and that I have the legal authority to execute this Release. I have carefully read and fully understand the meaning and effect of the foregoing statements, and without reservations I give permission to my son, daughter or other minor dependent to participate in the 2015 Homeless Count.

Youth Volunteer Name: _____
Print Name

Parent/Guardian Name: _____
Print Name

Parent/Guardian Signature: _____
Signature

Date of Signature: _____ / _____ / _____

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: November 18, 2014

ITEM NO.:

CC 8

STAFF SOURCE: Dilu de Alwis, Director of Finance *DA*
Nuala Gasser, Sr. Housing & CDBG Economic Development Manager *mg*

ITEM 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.

STAFF RECOMMENDATION

Determine that note terms, agreement terms and program requirements are satisfied for the following CDBG Special Economic Development Program participants: JP United, LLC, doing business as RED, and M. Mercy Moreno, doing business as O Sweet Mercy; authorize removal of the loan/grant restrictions including liens 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.

FISCAL IMPACT

This program was funded through the federal Community Development Block Grant program.

BACKGROUND

The City Council has approved several Community Development Block Grants (CDBG) since 1998 which 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.

O Sweet Mercy and RED have reported on job creation activity for one year, the required period, and have met the job creation requirements under the grant, as determined by City staff. RED has reported on two separate loan/grants as shown below. We therefore recommend that the loan/grants be forgiven, contingent upon approval by Los Angeles County Community Development Commission staff.

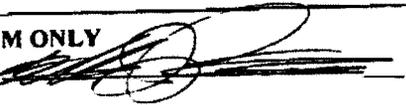
Business Name	Amount of Loan/Grant	Council date of loan/grant award	Final date of compliance	Years of reporting required	Full-time equivalent jobs created
Oh Sweet Mercy	\$ 75,000	July 17, 2012	10/1/13	1	3
RED (1)	\$100,000	December 6, 2011	8/1/2014	1	4
RED (2)	\$ 50,000	May 1, 2012	8/1/2014	1	2

RELEVANCE TO THE STRATEGIC PLAN

Providing opportunities for economic development contributes to the City strategic plan objective of enhancing financial stability.

EXHIBITS

None

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

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: November 18, 2014

ITEM NO.: CC 9

STAFF SOURCE: Daryl Parrish, City Manager
Lisa Brancheau, Assistant to the City Manager *LB*
Cyndie Petersen, Senior Administrative Technician *cp*

ITEM TITLE: City Council to adopt Resolution No. 14-7305 to approve up to \$3,000 in City contingency funds for installation and storage of holiday banners to be placed throughout the City

STAFF RECOMMENDATION

Adopt **Resolution No. 14-7305** to approve up to \$3,000 of City contingency funds for installation and storage of holiday banners to be placed throughout the City.

FISCAL IMPACT

A maximum of \$3,000 in City Contingency funds will come from account number 1010-7900-57000. This will result in a Contingency balance of \$7,000.00.

BACKGROUND

As a result of the State take away of Redevelopment funds in 2012, funding for the installation of holiday banners throughout the City is no longer available. The City Council, did, however, decide in 2012, to utilize City contingency funds to pay for the banner installation. Staff believes that continuing to install the holiday banners throughout the city's viable retail corridors will further aid economic development efforts.

RELEVANCE TO THE STRATEGIC PLAN

In keeping with Strategic Planning goal to Enhance Financial Well-Being

EXHIBITS

A. Resolution No. 14-7305

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

RESOLUTION NO. 14-7305

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, AMENDING THE FISCAL YEAR 2014-2015 GENERAL FUND CONTINGENCY BUDGET TO APPROVE UP TO \$3,000 OF CITY CONTINGENCY FUNDS FOR INSTALLATION AND STORAGE OF HOLIDAY BANNERS TO BE PLACED THROUGHOUT THE CITY

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

WHEREAS, the budget for the City of Covina for fiscal year commencing July 1, 2014 and ending June 30, 2015 was approved in June 2014; and

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

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

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

SECTION 1. Amend the fiscal year 2014-2015 General Fund Contingency Budget as follows:

1010-7900-57000	\$3,000
-----------------	---------

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

PASSED, APPROVED AND ADOPTED this 18th day of November 2014.

Peggy Delach, Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM:

City Attorney

CERTIFICATION

I, Catherine M. LaCroix, Senior Deputy City Clerk of the City of Covina, hereby CERTIFY that Resolution No. 14-7305 was adopted by the Covina City Council at a regular meeting of the City Council held November 18, 2014, and was approved and passed by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Catherine M. LaCroix
Senior Deputy City Clerk

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: November 18, 2014
NO.:

ITEM CC 10

STAFF SOURCE: Dilu de Alwis, Finance Director 
Geoff Cobbett, City Treasurer

ITEM TITLE: Adopt **Resolution No 14-7306** Approving a Fraud Detection Policy.

STAFF RECOMMEDATION:

Adopt Resolution No. 14-7306 approving and adopting the Fraud Detection Policy.

FISCAL IMPACT:

None.

BACKGROUND:

During the 2013-2014 fiscal year, City Auditors and the Los Angeles County Grand Jury recommended that the City of Covina establish a fraud hotline as a tool for employees and residents to anonymously report suspected fraud. Finance staff inquired of other local governments on their process and solicited quotes from third parties to be the point of intake for calls and reporting.

After evaluating the responses, under the City Manager's authority, the City of Covina entered into a contract with The Network Inc., to be the first point of contact via an 800 phone number or through a secure web site. The process works as follows; the firm will receive the complaint either via the 800 number or the website and submit a report to a designated person in the City of Covina. To maintain transparency, it has been determined that the elected City Treasurer be the City's point of contact for the firm. The City Treasurer will receive the report and evaluate the appropriate course of action based on if the reported fraud is financial or personnel related.

In either type of fraud, the City Treasurer will coordinate with the City Manager on the appropriate response. It is staff's intent to implement this program internally prior to making this available to the general public effective March 2015. While we do not anticipate fraud, it is best practice to have a tool available for legitimate complaints of fraud to be reported without retaliation and in a confidential manner.

RELEVANCE TO THE STRATEGIC PLAN:

Enhance financial well-being.

EXHIBITS:

- A. Resolution No. 14-7306
- B. Fraud Detection Policy

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

RESOLUTION NO. 14-7306

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF COVINA, CALIFORNIA, ADOPTING A
FRAUD DETECTION POLICY**

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 desires to establish a fraud detection policy; and

WHEREAS, the City Council designates the elected City Treasurer as the designate to receive complaints of fraud; and.

WHEREAS, the City desires to adopt the attached Fraud Detection Policy;

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

SECTION 1. Approve and adopt the attached Fraud Detection Policy

PASSED, APPROVED AND ADOPTED this 18th DAY OF NOVEMBER 2014.

Peggy Delach, Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM;

Marco Martinez, City Attorney



City of Covina Policy and Procedure Manual

Policy Name: Fraud detection

Effective Date: November 18th 2014

Section No.: 30.00

Revised Date:

Source:

Review Date:

Authority: SB 46

Responsible

Department: City manager/Finance

PURPOSE

The City of Covina is committed to protecting tax payer dollars and assets from fraud and recovering losses as a result of fraudulent activities. The Fraud Prevention and Detection Policy is established to facilitate the development of controls which will aid in the prevention and detection of fraud against the City. The Policy intends to empower the City Treasurer to conduct investigations and report findings to the City Manager. The City website contains a link to a Fraud and Abuse Reporting page. This page contains information for the reader on how to report a potential fraud and how the report will be handled. Fraud awareness and reporting posters have been distributed to City facilities for posting on bulletin boards. Brochures informing the public of this reporting tool will be placed at all public counters.

30.10 POLICY

Under the direction of the Treasurer, it is the policy of the City to identify, and promptly investigate, any employee behavior that may be considered "fraud" or misuse of City assets. The Treasurer shall also ensure that administrative officials are held publicly accountable for their use of public funds and other resources at their disposal.



30.20 PROCEDURES

30.21 City Management Responsibilities

The City Manager's Department is responsible for developing and maintaining an effective system of internal control that safeguards taxpayer assets. As part of this policy, under the direction of the City Manager the Finance Director will implement administrative regulations that will protect assets from being fraudulently misappropriated. The administrative regulation will include a regular review of fraud risks and the creation of internal controls to combat any perceived risks, a process to control reporting of transactions to protect against fraudulent reporting and/or accounting, require management to develop adequate internal controls to prevent and detect fraud.

The City Attorney is responsible for recovering losses from fraudulent activities. Individual departments are responsible for reporting suspected acts of fraud to the Supervisor, Department Head, City Manager, City Treasurer or the Hotline.

30.22 Process for Handling Suspected Acts of Fraud

Complaints of fraud may be reported to the Hotline or submission of the online reporting form through a link on the City website. The Treasurer will notify the City Manager and the appropriate Department Director of the reported allegation of fraudulent or irregular conduct upon the commencement of the investigation, to the extent practical. The Treasurer's primary responsibility will be to conduct a preliminary investigation to determine if the suspected act merits further action. If it is determined that the suspected activity warrants further investigation, the City Manager and/or Personnel and/or Finance will conduct the investigation. If the fraud requires further investigation, the City Manager will turn the matter over to the Police Department.

A. Suspected Acts of Fraud Reported or Uncovered by City Employees

If an employee suspects and reports a suspected act of fraud, the first notification should be made to the employee's immediate supervisor. If the employee suspects that the Immediate supervisor is involved, the employee should report their findings directly to the department head. If the employee suspects that the department head is involved, the employee should report their findings directly to the Hotline. If the employee is not comfortable bringing this to the attention of the chain of command, the employee has the option of directly reporting their findings to the Hotline.

After a suspected act of fraud is reported the Treasurer will begin the investigation and determine if the suspected action warrants a further investigation. If the information received via the Hotline lacks sufficient data to determine if an investigation is warranted, the City Treasurer may contact the employee (if the contact information has been provided) for additional data. If the suspected action does not warrant a further investigation, no further action shall be taken. If the suspected act of fraud warrants further investigation the Treasurer will follow the process outlined above.

B. Suspected Acts of Fraud Reported or Uncovered by Outside Persons

If an outside party reports a suspected act of fraud to a City employee, the outside party should be directed to the Hotline.

C. Suspected Acts of Fraud Reported by Elected Officials or City Commissioners

If an elected official or member of a City commission suspects fraud, he or she shall report this act to



the City Manager.

30.23 Suspected Data Breach

In the event of a data breach of employee and/or customer information, per California Senate Bill SB 46, the City will comply with the notification requirement providing the security breach notification in electronic form and direct the person whose information has been breached to promptly change user name or security question as applicable, or take other appropriate steps. SB 46 further specifies that in the case of a breach of specified personal information involving log-in credentials of an e-mail account, the responsible person or agency should not send the security breach notification to an e-mail address, but may instead comply with the notification requirement in another method that provides clear and conspicuous notice.

30.24 Reporting Requirements

Once an individual has reported alleged fraud, the following three processes will be followed:

1. Level 1 - After a suspected act of fraud has been reported to the appropriate level of City staff, and/or then to the Hotline, the Treasurer will determine whether further action is necessary. If the Treasurer determines the accusation has no merit, no further action will be taken. At this level, employee confidentiality is maintained.
2. Level 2 - After a suspected act of fraud has been reported to the appropriate level of City staff, and then to the Hotline, and if the suspected act of fraud has been determined to have merit, an appropriate investigation begins. At this level, only the investigating departments, the City Manager, and Personnel are contacted.
3. Level 3 - An investigation has determined that fraud has taken place. All appropriate criminal and/or administrative actions are underway.

The Finance Department shall notify the City's external auditors of known acts of fraud that have reached the level 3 status.



DEFINITIONS

Fraud-For the purposes of this policy, fraud is defined as: the intentional perversion of truth in order to induce another to part with something of value or to surrender a legal right. In some instances, intentional fraud may be considered criminal. Behavior considered by the City of Covina to be fraudulent includes but is not limited to the following:

- Falsifying job-related expenses.
- Forgery or unauthorized alteration of documents such as checks, promissory notes, time sheets, agreements, purchase orders, etc.
- Misrepresenting facts in order to obtain City equipment including cash, notes, equipment, furniture, etc.
- Knowingly authorizing payments for goods not delivered or receiving payments for services not rendered.
- Knowingly falsifying records of cash or money transactions.
- Misrepresenting accounting/budget numbers/financial statements to conceal employee theft.
- Misrepresenting the cost of a project so that funds may be used otherwise.
- Misrepresenting the cost of uniforms.
- Misrepresenting contractor qualifications to secure an agreement so that the employee receives remuneration from the contractor.

City - City of Covina

Policy - Fraud Prevention and Detection Policy

Treasurer – City of Covina Treasurer

Hotline - Fraud and Abuse Reporting page/phone line

REFERENCES

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: November 18, 2014

ITEM NO.: CC 11

STAFF SOURCE: Daryl Parrish, City Manager ✓
Alex Gonzalez, Director of Public Works
Lisa Brancheau, Assistant to the City Manager



ITEM TITLE: Right of Entry and Parking License Agreement with Sage Auto to temporarily park vehicles at the Covina Metrolink Parking Structure located at 559 N. Citrus Avenue, Covina

STAFF RECOMMENDATION

Approve a Right of Entry And Parking License Agreement by and between the City of Covina and Sage Auto and authorize City Staff to make any nonsubstantive changes to the agreement, and the City Manager to execute the Agreement with Sage Auto.

FISCAL IMPACT

Sage Auto will pay \$10 per month per vehicle (130 vehicles total) for a total of \$1,300. This amount is in line with the current parking fees for the structure. In addition, a maximum of \$3,530.04 will be paid for security guard costs to monitor the vehicles parked on the top level of the parking structure. Revenue from this Agreement will be deposited into the City's Proposition A Transportation Fund Account No. 2400-4350-43550 as required by MTA Local Return Guidelines.

BACKGROUND

Sage Covina Chevrolet has been occupying the site at 635 S. Citrus Avenue since October 22nd and began selling Chevrolet vehicles the week of November 3rd. Simultaneously, a portion of the building located on the site is undergoing demolition. Temporary construction and sales trailers have been placed as well.

In order to assist Sage so that they do not experience congestion on the car dealership site as a result of construction of the new dealership facility, city staff has prepared a Right of Entry and Parking License Agreement to allow the dealership to park overflow vehicles from the site at the Metrolink Parking Structure from November 5, 2014 through December 5, 2014. The vehicles will be parked on the top level of the parking structure which traditionally is not utilized by commuters to date, but is expected to in future years.

Construction work is slated to commence at the Covina Metrolink Transit Center (Metrolink Parking Structure and Station locations) which will necessitate more usage of the Metrolink Parking structure by commuters during the construction period which is expected to last into the Spring of 2015. Therefore, Sage Auto vehicles will need to be removed by that time. Should Transit Center improvements be delayed, Sage Auto may continue to park at the Metrolink parking structure on a week to week basis as approved by the City Manager.

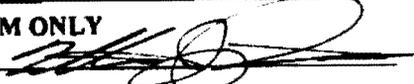
Entering into the License Agreement will not affect ongoing usage of the structure by Metrolink commuters and generates revenue which can be utilized by the City's Transportation Division.

RELEVANCE TO THE STRATEGIC PLAN

Approval of the agreement is in keeping with the Strategic Planning Goal of Enhancing financial wellbeing.

EXHIBITS

A. Right of Entry and Parking License Agreement

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

**THE CITY OF COVINA
RIGHT-OF-ENTRY AND PARKING LICENSE AGREEMENT**

Parties and Date

This License Agreement ("Agreement") is entered into this ___ day of _____, 2014, ("Execution Date") by and between the CITY OF COVINA, a public body, corporate and politic ("City of Covina"), and Sage Auto Group, a California Corporation, (Sage Auto) sometimes referred to herein individually as "Party" and collectively as "Parties."

Recitals

A. City of Covina is the fee owner of a 655-space parking structure located at 559 N. Citrus Avenue (the "Property").

B. Sage Auto is in need of temporary storage of vehicles and has requested temporary use of the Property as follows: A maximum of 130 parking spaces for parking of vehicles on the top level of the parking structure at 559 N. Citrus Avenue from November 5, 2014 – December 5, 2014.

C. City of Covina desires to accommodate Sage Auto's request and grant a temporary right of entry and license agreement to allow Sage Auto to utilize the Property for parking of vehicles.

D. The open parking spaces located at the Property are otherwise vacant and generating no revenue for the City of Covina or the taxing entities.

NOW, THEREFORE, in consideration for the promises set forth in this Agreement, the Parties agree as follows:

Terms

1. License. City of Covina hereby grants Sage Auto a revocable, nonexclusive, nontransferable License to utilize: A maximum of 130 parking spaces for parking of vehicles on the top level of the parking structure at 559 N. Citrus Avenue from November 5, 2014 – December 5, 2014 as described on Exhibit "A" attached hereto or such other areas as may be agreed upon by the Parties ("Licensed Area") and (b) to access the Property to park and store such vehicles and to retrieve them from the Property, provided, however, that Sage Auto's right of access, ingress and egress on the Property shall be limited to not more than 10 (ten) specific representatives of Sage Auto, the names of whom shall be provided in writing to City of Covina. The Parties hereby acknowledge and agree that use of the Property by the Licensee, as set forth in this Agreement, is with the consent of the City of Covina and shall be considered permissive. Nothing in this Agreement shall be interpreted as, or otherwise deemed to be, a transfer or conveyance of any interest in the Property whatsoever between the City of Covina and Sage Auto. The Parties hereby acknowledge and agree that nothing in the Agreement shall be interpreted as any agreement for the lease or other use of the Property by Licensee.

2. Term. The License shall be granted from November 5, 2014 – December 5, 2014 and may be extended on a week by week basis only by written approval of the City Manager.

3. Consideration. As consideration for the License, Sage Auto shall pay the City of Covina \$10 dollars per car per month as follows: \$1,300.00 (Thirteen Hundred Dollars) for parking of vehicles at 559 N. Citrus Ave. In addition, as consideration for additional security guard costs, Sage Auto shall pay the City of Covina a total of \$3,530.04 (Three Thousand Five Hundred Thirty Dollars and four cents). This equates to \$14.71 per hour for 8 hours, or \$117.68 per calendar day for 30 days.

4. Revocation. If, at any time, any one of the Parties shall fail or refuse to comply with or carry out any part of this Agreement, either of the other Parties may, at its election, immediately revoke and terminate this Agreement.

5. Compliance with Law. Sage Auto shall conduct its activities related to the License in compliance with all Federal, State and local laws and statutes. In the event any of Sage Auto's activities require the obtaining of governmental permits or approvals, Sage Auto and all persons conducting activities on behalf of Sage Auto related to the License shall obtain and conduct its activities in accordance with such permits and approvals.

6. Hazardous Materials. Sage Auto shall not under any circumstances store or bring onto the Property any Hazardous Materials. As used in this Agreement, the term "Hazardous Material" means any substance, material or waste which is (1) defined as a "hazardous waste," "hazardous material," hazardous substance," "extremely hazardous waste," or "restricted hazardous waste" under any provision of California law; (2) petroleum or petroleum products; (3) asbestos; (4) polychlorinated biphenyls; (5) radioactive materials; (6) designated as a "hazardous substance" pursuant to Section 311 of the Clean Water Act, 33 U.S.C. section 1251 et seq. (33 U.S.C. §1321) or listed pursuant to Section 307 of the Clean Water Act (33 U.S.C. §1317); (7) defined as a "hazardous substance: pursuant to the Resource Conversation and Recover Act, 42 U.S.C. section 6901 et seq. (42 U.S.C. §6903) or its implementing regulations; (8) defined as a "hazardous substance" pursuant to Section 101 of the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. section 9601 et seq. (42 U.S.C. §9601); or (9) determined by California, federal or local governmental authority to be capable of posing a risk of injury to health, safety or Property.

7. Termination for Convenience. Until December 5, 2014, Any one of the Parties is entitled to terminate this Agreement, without any liability or further obligation to the other Parties, at any time and for any reason whatsoever, upon fourteen (14) calendar days advance written notice to the other Party. The agreement may be extended on a week by week basis only by written approval of the City Manager.

8. Removal of Materials. Upon termination of the Agreement for any reason, Sage Auto agrees to: (a) remove any equipment or materials located on the Property, (b) repair any damage to the Property that might have been caused, in whole or in part, by Sage Auto, and (c) will return the Property to the condition it was in before Sage Auto's entry onto the Property. In the event any equipment or materials are not timely removed, City of Covina will have the right to remove such equipment or materials and Sage Auto agrees to be responsible for costs of such removal.

9. Insurance. Sage Auto, at its sole cost and expense, shall obtain and maintain in full force and effect insurance in the amounts and coverage as specified below:

A. Liability Insurance Occurrence-based liability insurance covering third party bodily injury, personal injury, and Property damage, including injury or damage

arising out of pollution, , with limits not less than \$1,000,000 for each occurrence and \$2,000,000 annual aggregate.

B. **Automobile Liability Insurance.** Automobile liability insurance policy with a minimum limit of not less than \$1,000,000 per accident. Coverage shall be applicable to all owned, hired or non-owned vehicles placed, parked or used by and under the control of Sage Auto or its contractor(s), subcontractors, consultants, employees, officers, agents and invitees This coverage shall be provided on an occurrence based form.

C. **Workers' Compensation and Employers' Liability.** Workers' compensation policy written in accordance with the laws of the State of California that includes a waiver of subrogation in favor of the City and City of Covina. This policy shall include Employer's liability coverage with limits not less than \$1,000,000 per occurrence.

D. **Other.**

- 1) The minimum limits of insurance coverage required of Sage Auto under this Agreement shall in no event limit the liability of Sage Auto under this Agreement. Sage Auto shall deliver to City of Covina evidence of the coverage required hereunder on or before the Effective Date, and delivery of such evidence shall be a prerequisite to and condition of Sage Auto's right to use the Property pursuant to this Agreement.
- 2) All insurance required above, shall provide the CITY 30 days written notice in the event of cancellation.
- 3) With regard to the Liability insurance required above, excepting any pollution legal liability policy, City, City of Covina, its officers, agents, employees, volunteers, and contractors shall be named as an additional insured on an endorsement with completed operations and on-going operations coverage. An endorsement providing that this coverage is primary and non-contributory shall also be provided.
- 4) Prior to the Effective Date Sage Auto shall deliver to City of Covina certificates of insurance and additional insured endorsements in a form reasonably satisfactory to CITY, evidencing the coverages required hereunder.
- 5) Sage Auto 's compliance with the provisions of this Section shall in no way relieve or decrease Sage Auto 's indemnification obligations under this Agreement or any of Sage Auto 's other obligations hereunder. Notwithstanding anything to the contrary in this Agreement, this Agreement shall terminate immediately, without notice to Sage Auto, upon the lapse of any required insurance coverage. Sage Auto shall be responsible, at its expense, for separately insuring Sage Auto's personal Property.

10. **Indemnification.** Sage Auto shall indemnify and hold the City of Covina, its officials, officers, employees, agents and volunteers and free and harmless from any and all liability from loss, damage, or injury to Property or persons, including wrongful death, in any manner arising out of or incident to this Agreement or Sage Auto's use of the Property. Further, Sage Auto shall defend at its own expense, including attorneys' fees, the City of Covina, its officials, officers, employees, agents and volunteers and in any legal action for which City of Covina is indemnified hereunder.

11. **Payment of Costs.** Sage Auto shall be solely responsible for all costs and expenses of all activities contemplated by this Agreement. Sage Auto shall assure that its activities do not result in the filing or attempted enforcement of any claims or liens against the Property.

12. No City of Covina/Employment. In performing the terms of this Agreement, the City of Covina, and Sage Auto each remain an autonomous and separate entity, solely responsible for its own actions and those of its officers, employees, agents and volunteers. No relationship of employment, City of Covina, partnership or joint venture is to be created by or implied from this Agreement.

13. No Third Party Rights. This Agreement is entered into between and solely for the benefit of the City of Covina and Sage Auto. No other person shall have any right to enforce the terms of this Agreement.

14. Notices. Any notice to be given or other document to be delivered by either party to the other hereunder shall be in writing and shall be deemed to have been duly given and received as of the third business day after mailing by United States registered or certified mail, return receipt requested, postage prepaid, addressed as set forth below:

City of Covina:

Sage Auto:

Any party hereto may from time to time, by written notice to the other, designate a different address which shall be substituted for the one above specified.

15. Assignment. This License is personal to Sage Auto and may not be assigned without the prior written consent of the City of Covina, which may grant or withhold consent in its sole discretion.

16. Attorneys' Fees. If a Party commences an action against the other Party arising out of or in connection with this Agreement, the prevailing Party in such action shall be entitled to have and recover from the losing Party reasonable attorneys' fees and costs.

17. Governing Law. The interpretation and enforcement of this Agreement shall be governed by the laws of the State of California.

18. Incorporation of Recitals. The Recitals set forth above are incorporated herein and made an operative part of this Agreement.

19. Entire Agreement; Severability. This Agreement contains the sole and complete agreement between the parties relating to the Property and the License. This Agreement may not be changed orally and may be amended only by an agreement in writing signed by both parties. In the event that any provision of this Agreement shall be held to be or become invalid or unenforceable in

certain circumstances, the validity and enforceability of the remaining provisions, or such provision in other circumstances, shall not in any way be affected or impaired.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the date first set forth above.

SAGE AUTO:

CITY OF COVINA:

By: _____

By: _____
Daryl Parrish, City Manager

Approved as to form:

City of Covina Counsel

EXHIBIT "A"

DESIGNATED AREA FOR PARKING

A maximum of 130 parking spaces for parking of vehicles on the top level of the parking structure at 559 N. Citrus Avenue from November 5, 2014 – December 5, 2014

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: November 18, 2014

ITEM NO.: PH 1

STAFF SOURCE: Alex Gonzalez, Director of Public Works ^{AB}
Bill Hayes, Acting Public Works Manager / Building Official

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

STAFF RECOMMENDATION

- 1) Open public hearing and take testimony.
- 2) Adopt **Resolution No. 14-7302**, finding the City to be in conformance with the Congestion Management Program (CMP) and Adopting the CMP Local Development Report, in Accordance with California Government Code Section 65089.

FISCAL IMPACT

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

BACKGROUND

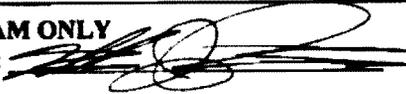
Each year the City Council must approve a resolution (Exhibit A) stating that the City of Covina does and will continue to carry out its obligations under the CMP. The CMP is a State-mandated program intended to mitigate new development impacts on traffic congestion by requiring local and regional cooperation. A Local Development Report (Exhibit B) must also be submitted. Pursuant to GC 65089, this must be done after conducting a noticed public hearing. Local jurisdictions that choose to not comply with the CMP lose their portion of State gas tax revenue and are ineligible for Los Angeles County Metropolitan Transportation Authority Call for Projects funding.

RELEVANCE TO THE STRATEGIC PLAN

This action does not directly address the Strategic Plan goals.

EXHIBITS

- A. Resolution No. 14-7302
- B. 2013-2014 CMP Local Development Report

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

CITY OF COVINA

RESOLUTION NO. 14-7302

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

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

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

WHEREAS, the City has received an extension from MTA to complete the CMP compliance process by November 19, 2014; and

WHEREAS, the City Council held a noticed public hearing on November 18, 2014.

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

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

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

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

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

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

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

ADOPTED this 18th day of November, 2014.

Peggy Delach, Mayor

Attest:

Mary Lou Walczak, City Clerk

Approved as to Form:

Marco Martinez, City Attorney

CITY OF COVINA

Date Prepared: October 28, 2014

2014 CMP Local Development Report

Reporting Period: JUNE 1, 2013 - MAY 31, 2014

Contact: Alex Gonzalez
 Phone Number: (626) 384-5220

**CONGESTION MANAGEMENT PROGRAM
 FOR LOS ANGELES COUNTY**

2014 DEFICIENCY PLAN SUMMARY

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

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

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

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

Commercial (less than 300,000 sq.ft.)	0.00
Commercial (300,000 sq.ft. or more)	(11.50)
Freestanding Eating & Drinking	0.00

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

Lodging	0.00
Industrial	0.00
Office (less than 50,000 sq.ft.)	0.00
Office (50,000-299,999 sq.ft.)	0.00
Office (300,000 sq.ft. or more)	0.00
Medical	(5.60)
Government	0.00
Institutional/Educational	0.00
University (# of students)	0.00

OTHER DEVELOPMENT ACTIVITY**Daily Trips**

ENTER IF APPLICABLE	0.00
ENTER IF APPLICABLE	0.00

EXEMPTED DEVELOPMENT TOTALS

Exempted Dwelling Units	15
Exempted Non-residential sq. ft. (in 1,000s)	0

Page 1

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

CITY OF COVINA

Date Prepared: October 28, 2014

2014 CMP Local Development Report

Reporting Period: JUNE 1, 2013 - MAY 31, 2014

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

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

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

COMMERCIAL DEVELOPMENT ACTIVITY

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

NON-RETAIL DEVELOPMENT ACTIVITY

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

OTHER DEVELOPMENT ACTIVITY

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

CITY OF COVINA

Date Prepared: October 28, 2014

2014 CMP Local Development Report

Reporting Period: JUNE 1, 2013 - MAY 31, 2014

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

PART 2: NEW DEVELOPMENT ADJUSTMENTS

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

RESIDENTIAL DEVELOPMENT ADJUSTMENTS

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

COMMERCIAL DEVELOPMENT ACTIVITY

Category	1,000 Gross Square Feet
Commercial (less than 300,000 sq.ft.)	0.00
Commercial (300,000 sq.ft. or more)	11.50
Freestanding Eating & Drinking	0.00

NON-RETAIL DEVELOPMENT ACTIVITY

Category	1,000 Gross Square Feet
Lodging	0.00
Industrial	0.00
Office (less than 50,000 sq.ft.)	0.00
Office (50,000-299,999 sq.ft.)	0.00
Office (300,000 sq.ft. or more)	0.00
Medical	5.60
Government	0.00
Institutional/Educational	0.00
University (# of students)	0.00

OTHER DEVELOPMENT ACTIVITY

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

CITY OF COVINA

Date Prepared: October 28, 2014

2014 CMP Local Development Report

Reporting Period: JUNE 1, 2013 - MAY 31, 2014

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

**PART 3: EXEMPTED DEVELOPMENT ACTIVITY
(NOT INCLUDED IN NEW DEVELOPMENT ACTIVITY TOTALS)**

Low/Very Low Income Housing	0	Dwelling Units
High Density Residential Near Rail Stations	15	Dwelling Units
Mixed Use Developments Near Rail Stations	0	1,000 Gross Square Feet
	0	Dwelling Units
Development Agreements Entered into Prior to July 10, 1989	0	1,000 Gross Square Feet
	0	Dwelling Units
Reconstruction of Buildings Damaged due to "calamity"	0	1,000 Gross Square Feet
	0	Dwelling Units
Reconstruction of Buildings Damaged in Jan. 1994 Earthquake	0	1,000 Gross Square Feet
	0	Dwelling Units
Total Dwelling Units	15	
Total Non-residential sq. ft. (in 1,000s)	0	

Page 4

Exempted Development Definitions:

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

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: November 18, 2014

ITEM NO.: NB 1

STAFF SOURCE: Nancy Fong, Interim Director of Community Development



ITEM TITLE: City Council to consider the proposal to amend the Zoning Ordinance to allow food truck vendors on private property and amend the Planned Community Development Overlay to allow food truck vendors for property located at 692 Arrow-Grand Circle

STAFF RECOMMENDATION

Direct staff to initiate a Zoning Ordinance Amendment that will add provisions regarding the operation of food truck vendors on private property; and, initiate a Planned Community Development Amendment (PCD 79-001) to allow food truck vendors for Alosta Brewery located at 692 Arrow-Grand Circle.

FISCAL IMPACT

There will be no fiscal impact but may have some impact to the city resources in areas of planning and code enforcement services for the implementation of the new provisions.

BACKGROUND

There has been interest expressed by local businesses to have mobile food truck vendors. As a result and on June 17, 2014, City Council received a staff report on food truck vendors. In preparing the report, staff researched and compiled information on food truck vendors from seven cities with respect to the ordinance type, permitted or unpermitted locations within their jurisdictions, time restrictions that are imposed, and allowable length of stay and product limitations. Attached as Exhibit A for the City Council reference is the June 17, 2014 staff report. Based on the report information and analysis, the City Council directed staff to proceed and work on a proposal for amending the Zoning Ordinance to allow the operation of food truck vendors and bring the proposal back for City Council review in July. Subsequently, the City Manager submitted a memorandum to the City Council and requested a continuance to allow staff additional time to prepare the code amendment proposal.

DISCUSSION

Staff has been working closely with the City Attorney to determine the best approach and best practices in creating provisions to allow the operation of food truck vendors. Besides working with the City Attorney, staff has discussions with the Public Works and Parks and Recreation Directors about allowing food truck vendors on public streets and public properties. There were common concerns raised in allowing food truck vendors on public streets and properties such as overnight parking in residential streets, late night operation, blocking visibility at crosswalks and sidewalks, midblock crossing by pedestrians to reach food trucks, trash and litter accumulations,

potential damage to parkways, and so forth. It was collectively determined that perhaps the City should consider adding provisions to allow food truck vendors on private property only. Two local businesses have already expressed their interest to provide food truck vendors on their property or business location to augment the services of their existing business.

Staff believe that code provisions can be added that will allow: A specific land use like beer brewery with tasting; Winery and wine sales with tasting; and to allow food truck vendors in conjunction with their business. The food truck vendors could be afforded a staff level review according to the Administrative Use Permit process. Having some form of regulatory procedures would allow staff to ensure that the food truck vendors meet all pertinent regulations while minimizing any impact on surrounding businesses. Examples of such regulations are but not limited to: 1) Verifying the food truck has met the public health standards through obtaining a health permit, 2) Adding performance standards in areas of maximum number of and types of food truck vendors, business licenses, sufficient parking, noise, litter and trash pickup and so forth.

Below is an estimated time schedule for the proposed Zoning Ordinance Amendment and Planned Community Development Amendment:

Zoning Ordinance Amendment December 9, 2014 Planning Commission hearing
January 20, 2015 City Council hearing (first Reading)
February 3, 2015 City Council meeting (second Reading)

Planning Community
Development Amendment January 27, 2015 Planning Commission hearing
February 17, 2015 City Council hearing (first reading)
March 3, 2015 City Council meeting (second reading)

EXHIBITS

A. June 17, 2014 Council Report

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

EXHIBIT

CITY OF COVINA
AGENDA ITEM COMMENTARY

MEETING DATE: June 17, 2014

STAFF SOURCE: Daryl Parrish, City Manager
Lisa Brancheau, Assistant to the City Manager

ZB

ITEM TITLE: Receive and File Report on Food Trucks

STAFF RECOMMENDATION

Receive and file report on food trucks.

FISCAL IMPACT

There is no impact to the General Fund.

BACKGROUND

There has been interest expressed over the past few years by mobile food truck vendors as well as by local business and property owners for the City to consider providing regulations that would permit food trucks to operate within the City of Covina on a limited basis. Currently, the Covina Municipal Code does not permit such vehicles to park and do business for longer than 10 minutes at any one location. Section 10.32.150 A. of the Covina Municipal Code further clarifies:

Except as otherwise provided in this section, no person shall stand or park any vehicle, wagon or pushcart from which goods, wares, merchandise, fruits, vegetables or foodstuffs are sold, displayed, solicited or offered for sale or bartered or exchanged, or any lunch wagon or eating cart or vehicle on any portion of any street within the city, except that such vehicles, wagons or pushcarts may stand or park only at the request of a bona fide purchaser for a period of time not to exceed 10 minutes at any one place. The provisions of this subsection shall not apply to persons delivering such articles upon order of or by agreement with a customer from a store or other fixed place of business or distribution.

As requested by the Covina City Council, staff has compiled data on food truck regulations. Information from the cities of Azusa, Baldwin Park, Chino Hills, Duarte, Glendora, West Covina, and South Pasadena are included in Exhibit A. Staff reviewed the cities' ordinance type, permitted and unpermitted locations within their jurisdictions, time restrictions that are imposed, allowable length of stay, and product limitations.

To summarize the main results, it has been discovered that while Covina currently only permits a Peddler and Vendor's permit to operate for a total of 10 minutes, the cities of Chino Hills, Glendora, and South Pasadena, through a Special Event-type permit, allow for such vehicles to be parked and operated during a special event. Chino Hills and Glendora each allow those trucks that meet all requirements to apply for a permit for a time period not to exceed three consecutive days. West Covina allows a food truck with a valid permit to operate between the hours of 6 pm

EXHIBIT A

and midnight. The cities of Azusa, Baldwin Park, and Duarte, like Covina, allow for sales only for very short time periods of between 10 and 15 minutes.

A noteworthy process that was performed by the City of South Pasadena involved the formulation of a Food Truck ad-hoc committee made up of food truck operators and owner/operators of "brick and mortar" businesses. The committee met at the direction of South Pasadena's City Council as well as to address a challenge filed by the SoCal Mobile Food Vendors Association (SCMFVA). The Association claimed that the City's ban on food trucks, according to an Ordinance approved in 1951, was in direct violation of State Law. The resultant Ordinances approved by the City of South Pasadena incorporated allowances within their Municipal Code as requested by the SCMFVA.

South Pasadena's ad-hoc committee met on five separate occasions in 2013 before recommending approval of an Ordinance regulating mobile food trucks. The Planning Commission provided comments and recommendations for the Ordinance as well.

Two ordinances were approved by the South Pasadena City Council on September 4, 2013. One ordinance established regulations for the operation of food trucks on private property and the other ordinance amended South Pasadena's Municipal Code to regulate food trucks in the public right of way. The ordinance for private property allowed for food trucks to operate in conjunction with a temporary special event or sale. A Temporary Use Permit (TUP) is also required and allows a single property to hold no more than twelve mobile food vending events within a 90-day period. A second ordinance amended South Pasadena's Municipal Code to permit food trucks in the public right-of-way. The City modeled that ordinance from those passed in the City of Manhattan Beach regulating the time, place, and manner of operation of a truck in order to address the public safety and community impacts of the food trucks in the right-of-way. Their impact on intersections, stop signs, crosswalks and driveways were reviewed. Noise impacts and proximity to schools were also assessed.

Covina staff followed up with the City of South Pasadena's Planning Department to see how their Food Truck Ordinance has been received. The response has been positive and no problems have been experienced to date.

It is important to bear in mind that an amendment to the Covina Municipal Code to permit greater allowances for mobile food truck operation in the City may not necessarily conform to existing Conditions of Approval that exist under approved Conditional Use Permits (CUP) or Planned Community Developments (PCDs) at a particular private property location. As a result, should an applicant wish to amend their CUP, PCD, or any other Planning entitlement to take advantage of food truck allowances that are not otherwise permitted under the current entitlement on file, the applicant would be required to go through an amendment process before the Planning Commission and City Council who could approve or deny their request.

RELEVANCE TO THE STRATEGIC PLAN

This is in keeping with the Strategic Planning Goal of Enhancing Safety and Quality of Life in Covina.

EXHIBITS

A. Food Truck Information Table

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

(Note: The form contains large handwritten "COPY" markings across the signature lines.)

Food Truck Data – Outside of the City of Covina

City	Ordinance Type	Allowed Locations	Prohibited Locations	Time Restrictions	Length of Stop	Product Limitations
Covina	Peddler's and Vendor's Vehicles		<ul style="list-style-type: none"> Public streets or parkways Within 1,000 feet of the property line of any public or private school 	No sales: <ul style="list-style-type: none"> During school hours of 8:00 a.m. and 4:00 p.m. on any day 	<ul style="list-style-type: none"> 10 minute limitation 	
Azusa	Ice cream vendor truck 2011	<ul style="list-style-type: none"> Public right-of-ways Speed limitation of 25mph Residential Zones Private ways with the consent 	<ul style="list-style-type: none"> Within 500 feet of any public or private school Monday through Friday: 11:00 a.m. and 4:00 p.m. Any area where parking is prohibited 	Sales only: <ul style="list-style-type: none"> between 11:00 a.m. and 8:00 p.m. 	No more than: <ul style="list-style-type: none"> 15 minutes in a single location 	<ul style="list-style-type: none"> Any toy or non-edible item
Baldwin Park	Mobile Street Vendor 2005	<ul style="list-style-type: none"> Public streets only Speed limitation of 25mph 	<ul style="list-style-type: none"> Alleys, parkways, sidewalks, or other public property Within 100 feet of any intersection of two or more public streets 500 feet of any public or private elementary, junior high, or 	Sales only: <ul style="list-style-type: none"> between 9:00 a.m. and 8:00 p.m. 	No more than: <ul style="list-style-type: none"> 10 minutes in any one location At least 100 feet between consecutive stops 	<ul style="list-style-type: none"> None, but the selling of food must show proof of a food handler's certificate Ice cream trucks must have a "WARNING" and "CHILDREN CROSSING" sign

Food Truck Data – Outside of the City of Covina

Chino Hills	Special Events Ordinance 2010	<ul style="list-style-type: none"> Minimum of three trucks on private property or city property 	<p>high school</p> <ul style="list-style-type: none"> Public right-of-way for non-city sponsored events 		<ul style="list-style-type: none"> Events shall not exceed three consecutive days. 	<ul style="list-style-type: none"> None but must possess a permit depending on the selling of product (ie: Food handler's permit)
Duarte	Street vending		<ul style="list-style-type: none"> Upon any public street, sidewalk, alley, or court Within 300 ft. of the nearest property line of a public or private school 	<p>No sales between:</p> <ul style="list-style-type: none"> 8 p.m. and 9 a.m. During regular day school hours For a period of 1hr immediately before and after school hours 	<ul style="list-style-type: none"> No longer than ten minutes in any one day Exceptions when vending to the residents of location 	
Glendora	Street Food Vendors		<ul style="list-style-type: none"> Any public property 	<p>Sale only:</p> <ul style="list-style-type: none"> 8 a.m. and 6 p.m. on weekdays 10 a.m. and 6 p.m. on Saturdays, Sundays and holidays. 	<ul style="list-style-type: none"> No more than 3 consecutive days 	
West Covina	Mobile Food Vendors 2009	<p>Residential zone/use, only if:</p> <ul style="list-style-type: none"> It's being constructed or reconstructed Consist of (2,500) square feet or greater 	<ul style="list-style-type: none"> Any public property 150 feet from any property zoned for residential purposes Within: 500 feet of any school 	<p>Sale only:</p> <ul style="list-style-type: none"> 7:00 a.m. and 11:00 p.m. 	<ul style="list-style-type: none"> Only one food truck per location 	<ul style="list-style-type: none"> Between the hours of 6:00 p.m. and 11:59 p.m. if stop exceeds 2 hours Must display city permit and

Food Truck Data – Outside of the City of Covina

	in area	property			health department certificate
<p>Public area</p>	<p>Public area</p>	<p>Within 40m of vehicle entrance, crosswalk or stop belt, bus stop, between school hours of 7am-4pm within 300 ft.</p>	<p>Stops within 300 ft of school between 7am-4pm</p>	<p>Must be located any 90-day period - private property</p>	<p>Must be within 200 ft of signs, locate within 200 ft of restroom facilities</p>

CITY OF COVINA

AGENDA ITEM COMMENTARY

MEETING DATE: November 18, 2014

ITEM NO.: NB 2

STAFF SOURCE: Dilu De Alwis, Director of Finance ^{Dee}
Nuala Gasser, Senior Housing & CDBG Economic Development Manager ^{NG}

ITEM TITLE: Approval of use of funds from the Community Development Block Grant 2014-2015 funding allocation through the Special Economic Development Program for M. Mercy Moreno, doing business as Oh Sweet Mercy, located at 225 N. Citrus Avenue, Covina.

STAFF RECOMMENDATION

Approve the Community Development Block Grant of \$50,000 between the City of Covina and M. Mercy Moreno, doing business as Oh Sweet Mercy, contingent upon execution of a Guarantee of Note by the owner, and in compliance with other requirements, and authorize the City Manager or his designee to execute the documents necessary to complete the grant/loan transactions when all conditions are met.

FISCAL IMPACT

This project is funded through the federal Community Development Block Grant program. Funds have been budgeted in the CDBG cost center for the Economic Development Program Number 600525-14, account number 21004750-53751.

BACKGROUND

The Economic Development Loan/Grant Program ("Program") is funded through the federally funded Community Development Block Grant (CDBG) program. The Program provides financial assistance to for-profit entities to carry out economic development and job creation or job retention activities in our community.

Most businesses approved for participation in the program to date have been approved under the job creation criteria, which follows the federal regulations of CFR 570.203 and CFR 570.209. (Special Economic Development Activities) combined with city requirements, as outlined in the *City of Covina Economic Development Loan/Grant Policy (Policy)*.

This application is a request for funding under the job retention criteria, which is not discussed in the *Policy*. For each activity determined to benefit low- and moderate-income persons based on the retention of jobs, the federal regulations at CFR 570.506 (*Records to be Maintained*) will apply:

- There must be evidence that in the absence of CDBG assistance jobs would be lost.

- For each business assisted, a listing by job title of permanent jobs retained, indicating which of those jobs are part-time and (where it is known) which are held by low- and moderate-income persons at the time of the CDBG assistance is provided. Where applicable, identify any of the retained jobs (other than those known to be held by low- and moderate-income persons) which are projected to become available to low- and moderate-income persons through job turnover within two years of the time CDBG assistance is provided.
- For each retained job claimed to be held by a low-and moderate-income person, information on the size and annual income of the person's family must be provided.

Participant businesses qualifying for this program are required to comply with the following provisions which include City requirements:

- For the life of the loan/grant, participant businesses must retain or make available one full-time equivalent low-to moderate-income job for every \$25,000 approved under the program.
- The loan/grant will accrue interest at the current Local Agency Investment Fund Rate. After meeting all program criteria for a period of one year, including low- to moderate-income employment criteria, the loan will be completely forgiven.

While the Economic Development Policy does not reference retained jobs, it does discuss funding availability. Under Section XI, it states

In cases where a business did not initially receive the full amount of funding available under this Policy, a five year interim period is established between the initial granting of funds and a new application. The new application may be processed, up to the aggregate full amount available under the Policy, for qualifying businesses.

The full amount available for qualifying businesses under the Policy is \$100,000. Oh Sweet Mercy was previously approved for \$75,000 in funding in July 2012. Section XIII – C of the policy gives the City Council the ability to extend the funding limit on the basis of financial feasibility, and benefits to the City. Exceptions to this City policy are being requested, as the five year point will not be reached until July 2017, and the award of \$50,000 will bring the total amount awarded to Oh Sweet Mercy to \$125,000.

Proposed Loan/Grant

Oh Sweet Mercy, a business which opened in August 2013, previously applied for and was approved on July 17, 2012, for CDBG Economic Development job creation funding in the amount of \$75,000. The business met all program requirements. Mercy Moreno, the business owner, has provided documentation that the business is having a hard time getting established. To broaden the customer base and to complement the yogurt business, Ms. Moreno is going to expand the product offerings to include candy and gift baskets, and has requested funding for job

retention in the amount of \$50,000. Ms. Moreno has indicated that without the help from the CDBG program, jobs would be lost. (See Exhibit A).

Job Retention Requirement

Oh Sweet Mercy is required to retain/make available one full-time equivalent position (40 hours per week) for every \$25,000 granted. Under the retention program, if \$50,000 is awarded, two (2) full-time equivalent positions filled by persons from low-to moderate-income households would be maintained.

Oh Sweet Mercy will provide documentation on income status for the two full-time equivalent positions to be retained. If the positions are not held by persons from low-to moderate-income households, the retained jobs will be identified which will be projected to become available to low to moderate income persons through job turnover.

Retained positions will be held by qualifying persons after advertising the opening in the community. Positions will be held by persons unrelated to the business. The business states that it will be able to meet the job retention requirements. A minimum of fifty-one percent (51%) of the retained positions must be held by employees from low- to moderate-income households.

The businesses will be required to maintain records and report on a quarterly basis on the low-to moderate-income positions. Program participants shall provide copies of the DE9 form, the State of California Quarterly Wage and Withholding Report, to the CDBG Division on a quarterly basis. These positions must be maintained for a minimum of one year.

Staff Review/Collateral

The *Policy* sets criteria for approval of economic development programs. However, the *Policy* was established for businesses qualifying for assistance under job creation. The Oh Sweet Mercy application is for a loan/grant under job retention, and the circumstances differ from a business applying under the job creation criteria. Staff supports this application for the following reasons:

Oh Sweet Mercy

- Is a business type which is not duplicated in the downtown area, and when established, will be the type of business that draws customers to the downtown area which will spill over to other businesses
- Has stated that without this assistance, they may have to close
- Provides three and on-half (3 ½) full-time equivalent jobs which will be lost if the business must close

To retain Oh Sweet Mercy as a viable business in the City, and to retain the jobs provided by the business, staff recommends awarding the loan/grant of \$50,000, which would incur the requirement to retain/employ two full-time equivalent positions.

Collateral for the loan will be provided by a Deed of Trust on commercial property. A Personal Guarantee of Note for the amount of the loan/grant, executed by the owner, will be executed.

Underwriting guidelines reveal that the project proposed above is a financially viable project, meeting the requirements as outlined in Appendix A to Part 570 of the Code of Federal Regulations.

Fund availability

In Fiscal Year 2014-2015, funds are available in this program. Any costs incurred by the applicant prior to the execution of the loan/grant documents cannot be reimbursed.

Staff Review

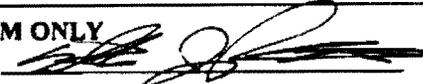
Staff has reviewed the application materials and is recommending funding in the amount of \$50,000 for job retention through the CDBG Special Economic Development Program for Oh Sweet Mercy. Staff recommendation of grant award is based on the need outlined in the application and the evaluated ability of the business owners to repay the loans in case of default.

RELEVANCE TO THE STRATEGIC PLAN

This action will assist the City to reach the goal of enhancing financial stability, as the loan/grant will assist the business to expand and become a viable partner in the community and to provide employment in the city.

EXHIBITS

- A. Application letter--Oh Sweet Mercy
- B. Application information is on file in the CDBG office. (Some information may be confidential).

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

Oh Sweet Mercy
225 N. Citrus Avenue, Covina, CA 91723

November 4, 2014

The Honorable Peggy Delach, Mayor, and
Members of the Covina City Council
City of Covina
125 E. College Street
Covina, CA

Dear Mayor Delach and City Council Members:

I appreciate the opportunity to present this petition to you, and to express my appreciation for the past grant received for O Sweet Mercy.

In 2012, when the City provided the grant to assist with the opening of Oh Sweet Mercy, we invested more than \$225,000 and had an unwavering commitment to see this business thrive and complement the growth in downtown Covina. While we are confident that the yogurt shop complements the businesses in the area well, the ramp up has been slower than expected and the net profit has not grown at the pace anticipated. In fact, we have not realized any profit to-date. At this point in my business, we are facing some financial difficulties.

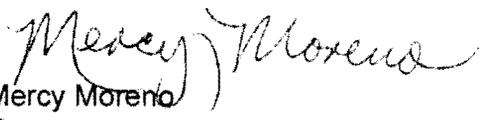
This letter is to request that the City grant \$50,000 to Oh Sweet Mercy to introduce a new business component to complement the yogurt shop. To that end, we have thoroughly explored a complementary business for the yogurt shop to bring greater options to the customers coming to the downtown. The gourmet candy industry is gaining more market share with the opportunity to provide an array of candies and quick and attractive gifts in a moment's notice. Oh Sweet Mercy will offer this new business within the same retail space, as well as provide a game room to make the business even more attractive to families. We estimate that the sales growth will increase by ten percent in the first year and about 20 percent in the second full year of operation.

Without assistance through the Community Development Block Grant program, I may have to close the business, and as a result jobs will be lost. With the new funding, we will be able to expand the business and retain the existing jobs; we are also hopeful we will be able to open new employment opportunities for other people.

Oh Sweet Mercy and Casa Moreno Mexican Grille have been great stewards of the grant resources from the City. Between the businesses we now employ over sixty full and part-time employees, and are excited about opening the new City Grille location on College Street. City Grille will offer employment to approximately twenty additional people when it opens in the new year.

Thank you once again for the opportunity and I am looking forward to seeing the business thrive and succeed and contribute to the growth in Downtown Covina.

Sincere regards,


Mercy Moreno
Owner