



CITY COUNCIL/SUCCESSOR AGENCY TO THE COVINA
REDEVELOPMENT AGENCY/COVINA PUBLIC FINANCING
AUTHORITY/COVINA HOUSING AUTHORITY JOINT MEETING
AGENDA

Tuesday, December 16, 2025, 6:30 p.m.
125 E. College Street, Covina, California
Council Chamber of City Hall

IMPORTANT NOTICE

Members of the public may begin entering the City Council Chamber 15 minutes prior to the scheduled start time of the meeting as listed above. During this time, and the duration of the meeting, members of the public will have access to the City Council Chamber and first floor restrooms only.

Members of the public may view the meeting live on the City's website at www.covinaca.gov or on local cable television, Spectrum Channel 29 and Frontier Channel 42. To view from the website, click [here](#) or scroll down on the home page and click "City Meetings", once on the page, click the highlighted word next to Video Library under the City Council Meeting Agendas and Minutes header. A live banner will appear at the start of the meeting.

Public Comments: Time is reserved during the Public Comments portion of the meeting for those in the audience who wish to address the City Council on items listed on the agenda (*e.g. Consent Calendar, Continued Business, and New Business items*) and items not listed in the agenda within the subject matter jurisdiction of the City Council, except for Public Hearing items. Members of the audience will have the opportunity to address the Council/Agency/Authority regarding Public Hearing items at the time the public hearing is held.

All communications are to be addressed directly to the City Council and not to the members of the audience. Each speaker is limited to a total of three (3) minutes, subject to the Mayor/Chairperson's discretion to amend time limits based on anticipated length of the meeting. A speaker's time may not be transferred to another speaker. State Law prohibits the Council/Agency/Authority from taking action on any item not on the agenda.

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 cityclerk@covinaca.gov or 626-384-5430. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

JOINT MEETING—CLOSED SESSION 6:30 PM

CALL TO ORDER

Council/Agency/Authority Members: Walter Allen, III, Patricia Cortez, John C. King, Mayor Pro Tem/Vice Chair Hector Delgado, and Mayor/Chair Victor Linares

PUBLIC COMMENTS - CLOSED SESSION

The public is invited to comment on Closed Session items only at this time.

CLOSED SESSION

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

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

WCAB Number ADJ12672874

B. Government Code § 54956.8 - CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: 128 - 140 College St.
Agency Negotiator: Chris Marcarello, City Manager
Negotiating Parties: Dimitri Constantinou
Under Negotiation: Price and Terms of Payment

C. Government Code § 54956.8 - CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: 411 N. Citrus Ave.
Agency Negotiator: Chris Marcarello, City Manager
Negotiating Parties: Bently Real Estate
Under Negotiation: Price and Terms of Payment

RECESS

JOINT MEETING—OPEN SESSION 7:30 PM

RECONVENE AND CALL TO ORDER

Council/Agency/Authority Members: Walter Allen, III, Patricia Cortez, John C. King, Mayor Pro Tem/Vice Chair Hector Delgado, and Mayor/Chair Victor Linares

ROLL CALL

PLEDGE OF ALLEGIANCE

Led by Mayor Linares.

INVOCATION

Given by Covina Police Chaplain Chuck Cannizzaro.

APPROVAL OF AGENDA

PRESENTATIONS

A. Covina Christmas Parade Committee Recognition

B. Recognition of Parks & Recreation/Library Services Director Lisa Evans

CLOSED SESSION REPORT

PUBLIC COMMENTS

This is the time and place for the general public to address the City Council/Agency/Authority on any item listed on the agenda (*e.g. Consent Calendar, Continued Business, and New Business items*) or not listed on the agenda, except for Public Hearing items. Members of the audience will have the opportunity to address the Council/Agency/Authority regarding Public Hearing items at the time the public hearing is held.

Each speaker is limited to a total of three (3) minutes, subject to the Mayor/Chairperson's discretion to amend time limits based on the anticipated length of the meeting.

COUNCIL/AGENCY/AUTHORITY COMMENTS

Council/Agency/Authority Members wishing to make any announcements of public interest or to request that specific items be added to future Council/Agency/Authority agendas may do so at this time.

CITY MANAGER COMMENTS

CONSENT CALENDAR

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

CC 1. Minutes

7

Staff Recommendation:

Approve the Minutes of the November 18, 2025, Regular Meeting of the City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Financing Authority/Housing Authority.

CC 2. Payment of Demands

15

Staff Recommendation:

Approve Payment of Demands in the amount of \$2,671,219.38

CC 3. City of Covina Annual Development Impact Fee Report for the Fiscal Year Ending in June 30, 2025

21

Staff Recommendation:

It is recommended that the City Council adopt **Resolution CC 2025-127**, approving the City of Covina Annual Development Impact Fee Report for the Fiscal Year ending in June 30, 2025.

CC 4. Authorizing the Destruction of Certain City Records

51

Staff Recommendation:

Adopt **Resolution CC 2025-126** authorizing the destruction of certain City records.

CC 5. Rule 29 Electric Vehicle Program

69

Staff Recommendation:

Direct staff to apply for SCE's Rule 29 Program and authorize the City Manager to execute all necessary documentation with the exception of a grant of an easement.

CC 6. Fence Replacement at the Covina City Yard and Various Locations Along Charter Oak Wash – Final Acceptance and Filing Notice of Completion	73
Staff Recommendation:	
1. Accept the work performed by FS Contractors, Inc.; and	
2. Authorize the City Clerk to file a Notice of Completion for the Fence Replacement at the Covina City Yard and various locations along Charter Oak Wash.	
CC 7. Request to Cancel the Regular City Council Meeting of January 6, 2026	77
Staff Recommendation:	
That the City Council consider cancelling the regular scheduled City Council Meeting of January 6, 2026.	
CC 8. Reappointment of Councilmember Cortez to the San Gabriel Valley Mosquito and Vector Control District	79
Staff Recommendation:	
That the City Council approve Resolution CC 2025-125 , reappointing Councilmember Cortez to the San Gabriel Valley Mosquito and Vector Control District for a (2 or 4) year term.	
CC 9. Professional Services Agreement for Community Outreach Services	83
Staff Recommendation:	
That the City Council approve a Professional Services Agreement for an amount not-to-exceed \$25,000 for community outreach services relating to upcoming capital improvement projects and grant applications.	
CC 10. A Resolution Setting Forth Required Findings for Amendments to the 2025 California Building Standards and Residential Standards Codes	103
Staff Recommendation:	
To approve the adoption the Resolution CC 2025-115 of the 2025 Title 24 California Building Code and California Residential Code with various Appendices and edits as described. and Amending Title 14, Building and Construction, of the Covina Municipal Code.	
CC 11. Enterprise Host Server Replacements and Services – Police Department and City Hall	111
Staff Recommendation:	
Authorize the City Manager to Execute an Agreement with Sidepath and Acorn to Purchase Dell Servers and Services to Install and Maintain.	

PUBLIC HEARINGS

PH 1. Public Hearing of 2026 Annual Report for Downtown Covina Business Area Enhancement District (BAED)	113
Staff Recommendation:	
1. Conduct the public hearing of the 2026 Annual Report for the Covina Downtown Business Area Enhancement District and Proposed Assessment; and	
2. Adopt Resolution CC 2025-124 , confirming the 2026 Annual Report for the Downtown Covina Business Area Enhancement District, and levying the 2026	

assessment described therein.

ADJOURNMENT

The Covina City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Financing Authority/Covina Housing Authority will adjourn to its next regular meeting of the Council/Agency/Authority scheduled for Tuesday, January 20, 2026, at 6:30 p.m. for closed session and at 7:30 p.m. for open session inside the Council Chamber at City Hall, located at 125 East College Street, Covina, California, 91723.



**CITY COUNCIL/SUCCESSOR AGENCY TO THE COVINA REDEVELOPMENT
AGENCY/COVINA PUBLIC FINANCING AUTHORITY/COVINA HOUSING
AUTHORITY JOINT MEETING
MINUTES**

November 18, 2025, 7:30 p.m.
125 E. College Street, Covina, California
Council Chamber of City Hall

Councilmembers Present: Councilmember Walter Allen, III
Councilmember Patricia Cortez
Councilmember John C. King
Mayor Pro Tem/Vice-Chair Hector Delgado
Mayor/Chair Victor Linares

Staff Present: City Treasurer Neil Polzin (Elected Member)
City Manager Chris Marcarello
City Attorney Kevin G. Ennis
Assistant City Manager Angel Carrillo
Community Development Director/Deputy City Manager Brian Lee
Parks & Recreation/Library Services Director Lisa Evans
Public Works Director Rafael M. Fajardo
Finance Director Theresa Franke
Chief Deputy City Clerk Fabian Velez

Staff Absent: City Clerk Drew Aleman (Elected Member)

JOINT MEETING—CLOSED SESSION 6:30 PM

CLOSED SESSION - WAS NOT HELD

JOINT MEETING—OPEN SESSION 7:30 PM

CALL TO ORDER

Mayor Linares called the Council/Agency/Authority meeting to order at 7:31 p.m. with all Councilmembers present except Councilmember Allen, who arrived at 7:33 p.m.

ROLL CALL

PLEDGE OF ALLEGIANCE

Led by Mayor Pro Tem Delgado.

INVOCATION

Given by Covina Police Chaplain Ron Butler.

APPROVAL OF AGENDA

Motion made by: Councilmember Cortez

Seconded by: Mayor Pro Tem Delgado

Approve the agenda as presented.

Approved (4 to 0); Allen Absent

PRESENTATIONS

A. Law Enforcement Records and Support Personnel Week

Mayor Linares read a proclamation into the record proclaiming the second week of November as Law Enforcement Records and Support Personnel Week and presented the proclamation to Police Chief Walczak and members of the Police Department Records and Support Divisions. Police Chief Walczak provided information on the services provided by the Records and Support Divisions and thanked the staff for their hard work.

B. Pink Patch Recap

Captain Mike Robison provided a recap of this year's Pink Patch Project fundraising efforts and presented a video of the events that took place.

PUBLIC COMMENTS

Neil Polzin requested an action be taken by the City for Transgender Day of Remembrance and raised concerns regarding campaign practices for the upcoming June 2, 2026, City General Municipal Election.

COUNCIL/AGENCY/AUTHORITY COMMENTS

Councilmember Allen congratulated the Pink Patch Team and gave kudos to the Police Department for their efforts with this year's fundraising efforts for Breast Cancer research and touched on the use of the funds by Emanate Health.

Councilmember King also congratulated the Pink Patch Team for their fundraising work, stated his satisfaction with the Field of Valor event despite weather difficulties, and stated his excitement for Friday's Tree Lighting event.

Councilmember Cortez commended the Police Department staff for the work completed for the Pink Patch Project, as well as the Covina Rotary Club for the Veterans Day Field of Valor event. She also thanked City staff for the preparation work for the tree lighting event and wished everyone a Happy Thanksgiving.

Mayor Pro Tem Delgado dittoed his colleagues' praises.

Mayor Linares highlighted Consent Calendar item CC 4, creating a down payment assistance program for first-time home buyers. Mayor Linares then invited the community to the Tree Lighting Festival, taking place on November 21, 2025, at 6:00 p.m. at Heritage Plaza, and the 74th annual Christmas Parade, taking place on December 6, 2025, beginning at 6:00 p.m. He also wished everyone a happy and safe Thanksgiving.

CITY MANAGER COMMENTS

City Manager Marcarello had no comments. City Attorney Ennis informed the City Council that he will be abstaining himself from Consent Calendar item CC 12 due to a conflict of interest.

CONSENT CALENDAR

CC 1. Minutes

Motion made by: Councilmember King

Seconded by: Councilmember Allen

Approve the Minutes of the November 4, 2025, Regular Meeting of the City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Financing Authority/Housing Authority.

Approved (5 to 0)

CC 2. Payment of Demands

Motion made by: Councilmember King

Seconded by: Councilmember Allen

Approve Payment of Demands in the amount of \$3,659,225.25

Approved (5 to 0)

CC 3. City of Covina Investment Report for Month Ended October 31, 2025

Motion made by: Councilmember King

Seconded by: Councilmember Allen

Receive and File.

Approved (5 to 0)

CC 4. Proposed Allocation of \$785,076 in Permanent Local Housing Allocation (PLHA) Funds to a Future Homeownership Opportunities Assistance Program

Motion made by: Councilmember King

Seconded by: Councilmember Allen

1. Adopt **Resolution CC 2025-116**, approving the allocation of funds from participation in the Los Angeles Urban County Permanent Local Housing Allocation Program for FYs 2020-2021, 2021-2022, and 2022-2023, to the Homeownership Opportunities Assistance category; and
2. Direct staff to develop a Homeownership Opportunities Assistance program; and
3. Authorize the City Manager or his designee to execute related documents as necessary.

Approved (5 to 0)

CC 5. Award of Contract to ADCO Roofing & Weatherproofing, Inc. in the Amount of \$24,750 for Roof Repairs at the Rancho Simi Booster Pump Station

Motion made by: Councilmember King

Seconded by: Councilmember Allen

1. ADCO Roofing & Waterproofing, Inc. for the Rancho Simi Booster Pump Station Roof Repair Project; and
2. Authorize a project contingency of \$5,000 for any unforeseen circumstances.

Approved (5 to 0)

CC 6. Approve the Annual Report and Establish the Date, Time, and Place for the Public Hearing for the Calendar Year 2026 Annual Assessment of the Downtown Covina Business Area Enhancement District (BAED)

Motion made by: Councilmember King

Seconded by: Councilmember Allen

1. Approve the Annual Report of the Downtown Covina Business Area Enhancement District (BAED); and
2. Adopt **Resolution CC 2025-119**, declaring its intent to levy an annual assessment for the calendar year 2026 in the Downtown Covina Business Area Enhancement District, and establish the public hearing on December 16, 2025 at 7:30 p.m. in the City Council Chambers.

Approved (5 to 0)

CC 7. San Bernardino Road Resurfacing Project – Project No. P2602 & Frontage Median Bioswale Installation Project – Project No. P2606 – Final Acceptance and Filing Notice of Completion

Motion made by: Councilmember King

Seconded by: Councilmember Allen

1. Accept the work performed by Gentry Brothers, Inc.;
2. Authorize the City Clerk to file a Notice of Completion for the San Bernardino Road Resurfacing Project – Project No. P2602 & the Frontage Median Bioswale Installation Project – Project No. P2606;
3. Authorize the City Engineer to execute Change Order #1 for Additional Construction Management & Inspection Services & Design to CEJ Engineers, Inc. in the amount of \$86,400 for a new total contract amount of \$226,400 for the San Bernardino Road Resurfacing Project – Project No. P2602; and
4. Approve **Resolution CC 2025-118** appropriating \$85,473.27 from available Proposition C Fund – Fund Balance and \$179,016.53 from available Measure M Fund – Fund Balance for use towards the completion of the San Bernardino Road Resurfacing Project – Project No. P2602.

Approved (5 to 0)

CC 8. Trash Enclosure Project – Covina Police Department – Project No. P2604 – Final Acceptance and Filing Notice of Completion

Motion made by: Councilmember King

Seconded by: Councilmember Allen

1. Accept the work performed by FS Contractors, Inc.; and
2. Authorize the City Clerk to file a Notice of Completion for the Trash Enclosure Project – Covina Police Department – Project No. P2604.

Approved (5 to 0)

CC 9. Resolution CC 2025-117 Accepting an Easement for Pedestrian Access Purposes Associated with the Development of Property at 529 Cutter Way

Motion made by: Councilmember King

Seconded by: Councilmember Allen

Adopt **Resolution CC 2025-117** accepting an easement for pedestrian access purposes associated with the development of property at 529 Cutter Way.

Approved (5 to 0)

CC 10. Authorization to Terminate Agreement Between City of Covina, the Covina Housing Authority and Catholic Charities of Los Angeles, Inc. for Services Provided at the City-Owned Transitional Housing Facility

Motion made by: Councilmember King

Seconded by: Councilmember Allen

1. Authorize the termination of the Agreement between the City of Covina, the Covina Housing Authority and Catholic Charities of Los Angeles, Inc. for Services to be Provided at the Transitional House for FY 2023-2026, and
2. Authorize the City Manager/Executive Director, or his designee, to issue a Notice of Termination to Catholic Charities of Los Angeles, Inc. (CCLA), for the Agreement of Services to be Provided at the Transitional House for

FY 2023-2026, and to execute and take all necessary steps to close out the Agreement and related disbursements.

Approved (5 to 0)

CC 11. Professional Services Agreement with MIG, Inc., for On Call Planning Consulting Services

Motion made by: Councilmember King

Seconded by: Councilmember Allen

Approve the Professional Services Agreement with MIG, Inc. for a term of two (2) years in a not-to-exceed amount of \$150,000.

Approved (5 to 0)

CC 12. Consideration of an Amended and Restated Agreement for Legal Services with Richard, Watson and Gershon

Motion made by: Councilmember King

Seconded by: Councilmember Allen

That the City Council approve the Amended and Restated Legal Services Agreement with Richards, Watson and Gershon and authorize the City Manager to execute the Agreement.

Approved (5 to 0)

PUBLIC HEARINGS

PH 1. Introduction of Ordinance 25-15

Mayor Linares opened the public hearing.

The agenda report was provided by Planning Consultant Nancy Fong.

Question topics included the maximum allowable size for accessory dwelling units (ADUs), permissible parking requirements, applicability of design standards for ADUs, the amount of ADUs that have been constructed in recent years, and the inability to designate ADUs as low income.

There were no public comments.

Mayor Linares closed the public hearing.

Further discussion from the City Council included the reasoning for limiting the size of ADUs under the legal permissible limit, the barring of affordability covenants being placed on ADUs, perceived results of policy changes regarding ADUs, and the possibility of graduated size limits for ADUs based on lot size.

Motion made by: Councilmember King

Seconded by: Councilmember Cortez

1. Waive full reading and introduce first reading **Ordinance 25-15**, entitled, "An Ordinance of the City Council of the City of Covina, California, Amending Chapter 17.69 ("Accessory Dwelling Units") of Title 17 (Zoning) of the Covina Municipal Code to Align the Code with Standards

Set Forth Under California State Laws (Government Code Sections 66310-66342) Relating to Accessory Dwelling Units and Junior Accessory Dwelling Units; and, Making A Determination of Exemption Under the California Environmental Quality Act (“CEQA”); and

2. Direct staff to initiate an ordinance to allow for graduated size limits for accessory dwelling units.

Approved (5 to 0)

PH 2. Adoption of Urgency Ordinance 25-16

Mayor Linares opened the public hearing.

The agenda report was provided by Planning Manager Mercy Lugo.

Questions from the City Council included the ability to enforce the ordinance, the amount of time it would take for an ordinance to supersede the urgency ordinance, whether homesharing and short-term rentals should be grouped into one ordinance, and the use of ADUs as short-term rentals.

Neil Polzin commented on his experience with short term rentals and the concern that the ordinance may be too broad.

Mayor Linares closed the public hearing.

Motion made by: Mayor Pro Tem Delgado

Seconded by: Councilmember Cortez

Request the City Council adopt **Ordinance 25-16**, entitled “An Urgency Ordinance of the City Council of the City of Covina, California, Extending the Term of Ordinance 25-11 Enacted Pursuant to Government Code Section 65858 Establishing a Moratorium on the Use of Residential Property for Short Term Rental and Home Experience Sharing, Declaring the Urgency Thereof, and Making a Determination of Exemption Under the California Environmental Quality Act”, extending a moratorium on “Short-Term Rentals” and “Home Experience Sharing” Uses within the City, for a period of 10 months and 15 days, expiring October 20, 2026.

Approved (5 to 0)

NEW BUSINESS

NB 1. Proposed Ordinance Approving the Use of Electronic Filing of Campaign Statements

The agenda report was provided by Chief Deputy City Clerk Velez.

Motion made by: Councilmember Cortez

Seconded by: Councilmember Allen

That the City Council introduce **Ordinance 25-14**, entitled “An Ordinance of the City Council of the City of Covina, California, Allowing an Option for Electronic Filing of Fair Political Practices Commission (FPPC) Campaign Disclosure Statements”.

Approved (5 to 0)

ADJOURNMENT

At 8:38 p.m., the Covina City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Financing Authority/Covina Housing Authority adjourned to its next regular meeting of the Council/Agency/Authority scheduled for Tuesday, December 2, 2025, 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.

Fabian Velez, Chief Deputy City Clerk

Victor Linares, Mayor/Chair



CITY OF COVINA AND SUCCESSOR AGENCY TO THE COVINA REDEVELOPMENT AGENCY AGENDA ITEM REPORT

ITEM NO. CC 2

Meeting: December 16, 2025
Title: Payment of Demands
Presented by: Theresa Franke, Director of Finance
Recommendation: Approve Payment of Demands in the amount of \$2,671,219.38

EXECUTIVE SUMMARY:

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

Accounts Payable Warrants November 21, 2025 – December 4, 2025

CITY checks/EFTs	\$ 1,455,650.81
CITY payroll	\$ 1,174,975.26
CITY voids	\$ (12,857.62)
Worker's Comp	\$ 53,450.93
	<u>\$ 2,671,219.38</u>
SACRA checks/EFTs	\$ 0.00
SACRA payroll	\$ 0.00
	<u>\$ 0.00</u>
TOTAL checks/EFTs	<u>\$ 2,671,219.38</u>

DISCUSSION:

The attached reports have been reviewed by the Director of Finance.

FISCAL IMPACT:

Sufficient funding is available and the related costs are included in the Fiscal Year 25/26 budget.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "T. Franke", written over a horizontal line.

Theresa Franke
Director of Finance

CITY OF COVINA
Check Register
Nov 21, 2025 - Dec 4, 2025

Check #	Check Date	Vendor	Name	Amount
6064	10/29/2025	5438	BMO	29,374.13
6065	12/04/2025	4003	MidAmerica	2,279.44
21044	12/04/2025	788	COVINA, CITY OF	52,329.97 *
21045	12/04/2025	789	COVINA-FSA, CITY OF	1,512.82
21046	12/04/2025	2033	NATIONWIDE RETIREMENT SOLUTIONS	36,310.09
21047	12/04/2025	788	COVINA, CITY OF	95.71 *
21048	12/04/2025	2033	NATIONWIDE RETIREMENT SOLUTIONS	7,875.00
21049	12/04/2025	487	CalPERS	111,564.54
21050	12/04/2025	487	CalPERS	7,001.18
21051	12/04/2025	487	CalPERS	552.87
subtotal EFT/wires/direct deposits				248,895.75
Internal transfers - workers comp allocation - no net cash effect				(52,425.68) *
subtotal EFT/wires/direct deposits less Internal Transfers				\$196,470.07
129256	11/25/2025	254	AZUSA LIGHT & WATER	2,943.76
129257	11/25/2025	875	DELL MARKETING L.P.	8,540.93
129258	11/25/2025	970	EDISON CO	1,426.23
129259	11/25/2025	1156	THE GAS COMPANY	1,023.19
129260	11/25/2025	1204	GOLDEN STATE WATER COMPANY	146.36
129261	11/25/2025	1235	GRAINGER	145.57
129262	11/25/2025	1612	LA CNTY DEPT OF PUBLIC WORKS	2,542.82
129263	11/25/2025	2954	URBAN GRAFFITI ENTERPRISES INC	9,700.00
129264	11/25/2025	3001	VERIZON WIRELESS	2,125.57
129265	11/25/2025	3163	GENTRY BROTHERS INC	234,935.00
129266	11/25/2025	3796	RICHARDS, WATSON & GERSHON	24,374.15
129267	11/25/2025	3988	LANDSCAPE WAREHOUSE III	1.25
129268	11/25/2025	4065	VERIZON BUSINESS SERVICES	1,841.30
129269	11/25/2025	4455	FRONTIER	2,755.85
129270	11/25/2025	4564	NATIONAL UNION FIRE INSURANCE COMPANY	765.00
129271	11/25/2025	4634	Gladwell Govt. Svcs.	400.00
129272	11/25/2025	4682	Evan Brooks Associates, Inc.	22,493.00
129273	11/25/2025	4764	UniFirst Corporation	149.47
129274	11/25/2025	4784	Apollo Wood Recovery, Inc.	7,046.88
129275	11/25/2025	4854	CEJ Engineers, Inc.	86,400.00
129276	11/25/2025	4934	Peter Joseph Bucknam	7,141.12
129277	11/25/2025	5108	DocuSign, Inc.	8,937.64
129278	11/25/2025	5133	ADR Services, Inc.	2,833.34
129279	11/25/2025	5228	ODP BUSINESS SOLUTIONS, LLC	265.16
129280	11/25/2025	5291	AMAZON CAPITAL SERVICES, INC	143.53
129281	11/25/2025	5342	EAGLE SIGNS INC	2,998.12
129282	11/25/2025	5346	TRIEPEI SMITH & ASSOCIATES INC	610.00
129283	11/25/2025	5354	MALLORY SAFETY & SUPPLY LLC	54.28
129284	11/25/2025	5371	LAUGH FACTORY COVINA LLC	12,500.00
129285	11/25/2025	5404	SAN FERNANDO VALLEY ALARM CO.	91.00
129286	11/25/2025	5521	COMPRESSOR DESIGN AND SERVICES INC	1,425.00
129287	11/25/2025	99999	AIDA ESCALANTE	221.10
129288	11/25/2025	99999	ANDREW SIMS	53.41
129289	11/25/2025	99999	DARREN M SHEN	68.02
129290	11/25/2025	99999	GUADALUPE RAMIREZ	299.93
129291	11/25/2025	99999	IPERMIT, LLC	214.60
129292	11/25/2025	99999	VREES LLC	60.90
129293	12/03/2025	14	A1 RENTALS	410.00

CITY OF COVINA
Check Register
Nov 21, 2025 - Dec 4, 2025

Check #	Check Date	Vendor	Name	Amount
129294	12/03/2025	84	AIRGAS-WEST	146.47
129295	12/03/2025	219	AT&T	591.15
129296	12/03/2025	457	CA PARKS AND REC SOCIETY	40.00
129297	12/03/2025	649	CINTAS CORP #693	440.28
129298	12/03/2025	664	CIVILTEC ENGINEERING INC.	3,041.25
129299	12/03/2025	766	COVINA DISPOSAL CO	16,555.09
129300	12/03/2025	783	CITY OF COVINA WATER	254.86
129301	12/03/2025	788	CASH	250.00
129302	12/03/2025	796	CPRS DISTRICT 13	240.00
129303	12/03/2025	849	DAPEER ROSENBLIT & LITVAK LLP	2,999.84
129304	12/03/2025	962	SUPERIOR COURT OF CALIFORNIA, CNTY OF LOS ANGELES	768.00
129305	12/03/2025	962	SUPERIOR COURT OF CALIFORNIA, CNTY OF LOS ANGELES	11,632.50
129306	12/03/2025	970	EDISON CO	35.42
129307	12/03/2025	970	EDISON CO	49,543.30
129308	12/03/2025	1235	GRAINGER	304.79
129309	12/03/2025	1361	HOLLIDAY ROCK CO INC	341.57
129310	12/03/2025	1437	INTER-CON SECURITY SYSTEMS INC	18,135.21
129311	12/03/2025	1505	JOHNNY'S POOL SERVICE	139.21
129312	12/03/2025	1571	KING BOLT CO	46.92
129313	12/03/2025	1612	LA CNTY DEPT OF PUBLIC WORKS	5,947.57
129314	12/03/2025	1612	LA CNTY DEPT OF PUBLIC WORKS	43,487.20
129315	12/03/2025	1617	LA CNTY REGISTRAR RECORDER	75.00
129316	12/03/2025	1619	LA CNTY SHERIFF'S DEPT	15,894.88
129317	12/03/2025	1694	LEWIS ENGRAVING INC	215.48
129318	12/03/2025	1707	LIEBERT CASSIDY WHITMORE	827.50
129319	12/03/2025	1924	MILLERS & ISHAMS	435.80
129320	12/03/2025	1933	MISSION LINEN SUPPLY	45.54
129321	12/03/2025	2027	NAPA AUTO PARTS	1,008.28
129322	12/03/2025	2091	O REILLY AUTO PARTS	153.99
129323	12/03/2025	2270	PLUMBING WHOLESALE OUTLET	327.66
129324	12/03/2025	2309	PROFESSIONAL ACCOUNT MANAGEMENT LLC	4,405.26
129325	12/03/2025	2309	PROFESSIONAL ACCOUNT MANAGEMENT LLC	6,577.16
129326	12/03/2025	2329	PUENTE READY MIX INC	1,031.52
129327	12/03/2025	2415	REPUBLIC MASTER CHEFS	939.28
129328	12/03/2025	2736	STAPLES BUSINESS ADVANTAGE	4,228.73
129329	12/03/2025	2795	STATE WATER RESOURCES CONTROL BOARD	4,826.00
129330	12/03/2025	2800	T MOBILE USA	380.82
129331	12/03/2025	2935	UNDERGROUND SERVICE ALERT	155.91
129332	12/03/2025	2954	URBAN GRAFFITI ENTERPRISES INC	7,995.36
129333	12/03/2025	2958	USPS - POC ACCOUNT #8098154	774.01
129334	12/03/2025	3023	VULCAN MATERIALS COMPANY	3,775.54
129335	12/03/2025	3102	WILLDAN FINANCIAL SERVICES	1,000.00
129336	12/03/2025	3185	TOSHIBA FINANCIAL SERVICES	1,867.01
129337	12/03/2025	3796	RICHARDS, WATSON & GERSHON	43,350.20
129338	12/03/2025	3988	LANDSCAPE WAREHOUSE III	63.84
129339	12/03/2025	4209	ADLERHORST INTERNATIONAL	834.00
129340	12/03/2025	4292	DUDEK	5,163.26
129341	12/03/2025	4379	789, Inc.	6,061.45
129342	12/03/2025	4438	CALIFORNIA COMPUTER SCHOOLS, INC	75.00
129343	12/03/2025	4448	FS CONTRACTORS, INC.	49,875.00
129344	12/03/2025	4455	FRONTIER	470.52

CITY OF COVINA
Check Register
Nov 21, 2025 - Dec 4, 2025

Check #	Check Date	Vendor	Name	Amount
129345	12/03/2025	4488	WILCOX SUPPLY INC	120.64
129346	12/03/2025	4582	USABBLUEBOOK	130.17
129347	12/03/2025	4676	Hill Brothers Chemical Company	2,187.90
129348	12/03/2025	4688	PCAM, LLC	58,665.41
129349	12/03/2025	4693	DuraTech USA, Inc.	2,273.51
129350	12/03/2025	4704	S & J Supply Company, Inc.	20,052.87
129351	12/03/2025	4719	O.S.T.S. Inc.	495.00
129352	12/03/2025	4764	UniFirst Corporation	567.74
129353	12/03/2025	4766	HASA, INC.	2,895.78
129354	12/03/2025	4817	Weck Analytical Environmental Services, Inc.	781.00
129355	12/03/2025	4833	Michael R. Hillmann	2,640.00
129356	12/03/2025	4836	Lucius Williams	505.54
129357	12/03/2025	4854	CEJ Engineers, Inc.	20,200.00
129358	12/03/2025	4928	Springstead & Associates, Inc.	4,000.00
129359	12/03/2025	4979	GRBCON, Inc.	13,846.00
129360	12/03/2025	5011	Excel Office Services	238.86
129361	12/03/2025	5109	SITEREP CONSTRUCTION SERVICES, INC.	12,360.00
129362	12/03/2025	5228	ODP BUSINESS SOLUTIONS, LLC	99.27
129363	12/03/2025	5233	RODENT PEST TECHNOLOGIES	141.95
129364	12/03/2025	5291	AMAZON CAPITAL SERVICES, INC	1,005.85
129365	12/03/2025	5431	ASTRA BACKFLOW INC	189.67
129366	12/03/2025	5537	CHEYNE BURRIS INC	625.00
129367	12/03/2025	5562	SIDEPATH INC.	3,907.20
129368	12/03/2025	5573	GUARDIAN ALLIANCE TECHNOLOGIES, INC.	65.00
129369	12/03/2025	5577	Bear Electrical Solutions, LLC	38,605.75
129370	12/03/2025	5580	ROLLINS, INC	441.00
129371	12/03/2025	5629	MINUTEMAN PRESS COVINA	613.87
129372	12/03/2025	5655	COVINA VALLEY WATER COMPANY	276,654.86
129373	12/03/2025	5668	MARTIN LEASING CORPORATION	779.86
129374	12/03/2025	5711	SPECIALIZED ELEVATOR SERVICES, LLC	425.25
129375	12/03/2025	5714	IMPERIAL SUPPLIES HOLDINGS, INC.	136.51
129376	12/03/2025	99999	ANA MENDOZA	23.00
129377	12/03/2025	99999	ANNIE SHUM	746.51
129378	12/03/2025	99999	BRIANA DURAN	60.10
129379	12/03/2025	99999	FRANK MEDINA	175.65
129380	12/03/2025	99999	HEIDI MAC ADAM	16.22
129381	12/03/2025	99999	INDIANA DUVALL	58.50
129382	12/03/2025	99999	JACK SISSOYEV	431.00
129383	12/03/2025	99999	MONIQUE AVILA	258.17
129384	12/03/2025	99999	ROSALINDA EGGERT	240.00
129385	12/03/2025	99999	RYAN DAVIS	23.00
129386	12/03/2025	99999	SOPHIA HERRERA	213.15
129387	12/03/2025	99999	YSELA BENAVIDES	80.54
129388	12/04/2025	68	AFLAC ACCT# YQ792 WORLDWIDE HEADQUARTERS	4,882.41
129389	12/04/2025	69	AFSCME District Council 36	707.75
129390	12/04/2025	775	COVINA POLICE ASSOCIATION	2,700.00
129391	12/04/2025	878	DELTA DENTAL OF CALIFORNIA	9,700.59
129392	12/04/2025	3795	PRE-PAID LEGAL SERVICES, INC	141.53
129393	12/04/2025	3846	CLEA	1,104.00
129394	12/04/2025	4255	RELIASTAR LIFE INSURANCE COMPANY	5,047.53
129395	12/04/2025	4710	Fidelity Security Life Insurance Company	1,061.52

CITY OF COVINA
Check Register
Nov 21, 2025 - Dec 4, 2025

Check #	Check Date	Vendor	Name	Amount
			<i>subtotal checks</i>	<i>1,259,180.74</i>
126837	06/18/2025	3796	RICHARDS, WATSON & GERSHON	(3,858.60)
129139	11/20/2025	254	AZUSA LIGHT & WATER	(3,835.76)
129340	12/03/2025	4292	DUDEK	(5,163.26)
			<i>subtotal voids</i>	<i>(12,857.62)</i>
			<i>payroll (12/04/25)</i>	<i>\$ 1,174,975.26</i>
			<i>payroll (/ /)</i>	<i>\$ -</i>
			<i>workers' compensation</i>	<i>\$ 53,450.93</i>
<i>TOTAL checks/EFTs</i>				<i>\$2,671,219.38</i>



CC Regular Meeting

AGENDA ITEM REPORT

Meeting: December 16, 2025
Title: City of Covina Annual Development Impact Fee Report for the Fiscal Year Ending in June 30, 2025
Presented by: Brian K. Lee, AICP, Director of Community Development
Daniella Andrade, Sr. Management Analyst
Recommendation: It is recommended that the City Council adopt Resolution CC 2025-127, approving the City of Covina Annual Development Impact Fee Report for the Fiscal Year ending in June 30, 2025.

EXECUTIVE SUMMARY:

Under the California Mitigation Fee Act (Government Code § 66000, et seq.) a city may collect from an applicant, as a condition of development approval, development impact fees (“DIFS”) on the basis that additional development generates additional need for public facilities and services, including but not limited to police, parkland, community centers, fire department services, and streets/traffic signals. The City of Covina first adopted a DIF Schedule in 2005 and subsequently updated it in spring 2024 to comply with recent changes in State law. The City’s DIF Schedule consists of several categories, including General Government Facilities, Library Facilities, Police Facility, Parks and Recreation Facilities, Transportation Infrastructure and Fire Facilities.

As proposed, the City Council will consider adopting Resolution CC 2025-127, approving the City’s Annual Development Fee Impact Report for Fiscal Year 2025 and finding that the report is compliant with Government Code Section 66006(b)(A-H) and 66001(d) (A-D).

DISCUSSION:

The Mitigation Fee Act (“Act”) (Gov. Code § 66006(b)(1)) requires that cities prepare and make available to the public within one hundred and eighty (180) days after the last day of each fiscal year, information describing the type of fee in each account or fund, the amount of the fee, the beginning and ending balance of the account or fund, the amount of fees collected and interest earned, and details regarding the use of the fees. The Act also requires that, for the fifth fiscal year following the first deposit into the account or fund, and every five years after that, to make specified findings with respect to that portion of the account or fund that remains unexpended, whether committed or uncommitted (Gov. Code § 66001(d)).

The next Five-Year Report will be prepared for the fiscal year ending June 30, 2026. In addition to the above required processes, the City must review the information made available to the public at regularly scheduled public meetings at least 15 days after the information has been made public. A notice was published in the San Gabriel Valley Examiner and the City’s website on Thursday, November 27th, notifying the public of the document’s availability for public inspection, both on the city’s website and as a hard copy in the Covina City Clerk’s Office, beginning on Monday, December 1, 2025.

Annual Development Impact Fee Report: Fiscal Year Ending June 30, 2025

The report's organization and description of each section are shown below.

1. Introduction and Background

This section briefly describes the legal and procedural parameters related to the required information for the annual reporting and findings.

2. Description of Impact Fee Programs

This section briefly describes the types of fees in the accounts or funds for the City's development impact fees pursuant to Gov. Code § 66006 (b)(1)(a). A description was provided for each impact fee.

Example: Police Impact Fee – A fee that the city imposes on new residential and non-residential development that is used to expand the City's network of police facilities to accommodate new development. The City's police facilities serve both residents and businesses. The City's service population, i.e. the number of residents & workers within its service area, measures the need for police services and associated facilities

3. Development Impact Fee Schedule.

This section describes the amount of each development impact fee pursuant to Gov. Code § 66006(b)(1)(B). The report includes two tables, the original 2005 Development Impact Fee Schedule, and the City's FY24-25

4. Annual Report

This section describes the organization of content for each development impact fee subsection and how they address the required reporting under the MFA (shown below). This is followed by a subsection for each impact fee previously described.

Subsection Title (Development Impact Fee Fund)

Table Data

Table x.1 Annual Financial Summary

Table x.2 Public Improvement Projects

Public Improvement Project Summaries

Annual Findings 66006(b)(1), (C)-(H)

Public Improvement Project Summaries

The report lays out fifteen (15) identified public improvement projects proposed to be funded with collected/unexpended and future development impact fee revenues. Each project includes an estimated start date (FY), project description, estimated total costs, percent of the total cost estimated to be contributed through DIF funding, identified potential funding from other sources, and a funding status. Most projects identified in the report are either partially funded or not yet funded.

Of note, there were no DIF expenditures during the 2024-2025 fiscal year; however, there are several projects that are considered fully-funded (DIF and other funding sources identified), or partially-funded (DIF and/or other funding sources identified). These projects have been programmed in the City's Five-Year Capital Improvement Program for either the current or future fiscal year. These include, but are not limited to, the City Hall and Public Works Master Plan and Design Project (General Government; estimated FY25/26), Expansion of Citywide Public Safety Camera and Surveillance Project (Police Facilities; estimated FY25/26), and Traffic Signal Upgrade – Second Avenue & College Street Project (Transportation Facilities; estimated FY25/26).

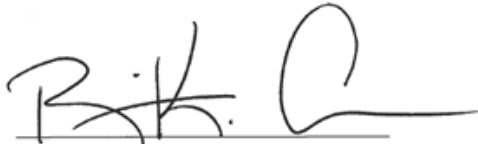
FISCAL IMPACT:

There is no fiscal impact associated with preparing the annual report, as required by the Mitigation Fee Act. The FY25/26 Community Development Operating budget covers the costs associated with preparing the report and posting the notice advertisement in a local newspaper.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

The approval of the Annual Development Impact Fee report for the fiscal year ending in June 30, 2025 is exempt from CEQA pursuant to Section 15061(b)(3), General Rule, of the State CEQA Guidelines because this action involves the approval of a report and no specific development is authorized by the approval of the report. No physical activity will occur until all required environmental review is conducted at the time the physical improvements identified in the report, which have been identified in the City's Five-Year capital Improvement Program, are undertaken.

Respectfully submitted,



Brian K. Lee, AICP
Deputy City Manager/Director of Community Development



Daniella Andrade
Senior Management Analyst

RESOLUTION CC 2025-127

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, ACCEPTING AND APPROVING THE ANNUAL DEVELOPMENT IMPACT FEE REPORT FOR FISCAL YEAR ENDING JUNE 30, 2025, AND MAKING FINDINGS PURSUANT TO GOVERNMENT CODE SECTION 66006(b)

WHEREAS, the City of Covina collects the following development impact fees in accordance with the requirements of the Mitigation Fee Act (Government Code Section 66000, et. seq):

1. General Government Impact Fee - A fee that the city imposes on new residential and non-residential development that is used to expand general facilities to accommodate new development.
2. Library Impact Fee – A fee that the city imposes on new residential development to expand library facilities to serve new development.
3. Police Impact Fee – A fee that the city imposes on new residential and non-residential development that is used to expand the City’s network of police facilities to accommodate new development.
4. Park Facility Impact Fee – A fee that the city imposes on new residential developments that do not propose subdivision and are used to acquire parkland and expand park and recreational facilities to accommodate new development.
5. Transportation Facility Impact Fee– A fee that the city imposes on new residential and non-residential developments and is used for streets and related transportation facilities to accommodate impacts by new development and growth within the city.
6. Fire Facility Impact Fee – A fee that the city imposes on new residential and non-residential development to accommodate impacts by new development on new fire facilities; and

WHEREAS, the City has received and expended reportable development impact fees as authorized by Government Code Section 66000, et. seq.; and

WHEREAS, in accordance with Government Code Section 66006(a), the City has established and maintained separate funds for each development impact fee in a manner to avoid any commingling of the fees with other revenues and funds for the City and has expended those fees solely for the purpose for which the fees were collected; and

WHEREAS, pursuant to Government Code Section 66006(b)(1), the City is required to prepare and make available to the public within one hundred eighty (180) days after the last day of each fiscal year, information describing the type of fee in each account or fund, the amount of the fee, the beginning and ending balance of the account or fund, the amount of fees collected and interest earned, and details regarding the use of the fees, and

WHEREAS, the “City of Covina Annual Development Impact Fee Report” for the fiscal year ending June 30, 2025, contains the information required pursuant to Government Code Section 66006(b)(1); and

ATTACHMENT A

WHEREAS, the “City of Covina Annual Development Impact Fee Report” for the fiscal year ending June 30, 2025, was made available for public inspection on the city website, and a hard copy was made available at the City Clerk’s office for inspection on Monday, December 1, 2025; and

WHEREAS, notice of the time and place of the December 16, 2025 meeting of the Covina City Council where the “City of Covina Annual Development Impact Fee Report” for the fiscal year ending June 30, 2025 will be considered, including the address where this information may be reviewed, was posted on the City website and at City Hall on December 1, 2025, at least 15 days prior to the meeting; and

WHEREAS, pursuant to Government Code Section 66006(b)(2), the City must review the information made available to the public at a regularly scheduled public meeting no less than 15 days after the information is made public. On December 16, 2025, the City Council reviewed the “City of Covina Annual Development Impact Fee Report” for the fiscal year ending June 30, 2025, including the information and findings contained therein.

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

SECTION 1. The foregoing recitals and determinations are true and correct.

SECTION 2. The City Council, at its regularly scheduled public meeting of December 16, 2025, has reviewed the “City of Covina Annual Development Impact Fee Report” for the fiscal year ending June 30, 2025, hereto attached as Exhibit A, and incorporated in full by this reference, and finds that it complies with Government Code Section 66006(b), establishing the requirement for annual reporting on development impact fees.

SECTION 3. The City Council hereby finds, pursuant to Government Code Section 66006 (b) and based upon review of the “City of Covina Annual Development Impact Fee Report” for the fiscal year ending June 30, 2025, that the report contains the following information for each development impact fee:

- 1) A brief description of the type of fee in the account or fund.
- 2) The amount of the fee.
- 3) The beginning and ending balance of the account or fund.
- 4) The amount of the fees collected and the interest earned.
- 5) An identification of each public improvement on which fees were expended and the amount of the expenditures on each improvement, including the total percentage of the cost of the public improvement that was funded with fees.
- 6) An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement
- 7) A description of each interfund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, and, in

the case of an interfund loan, the date on which the loan will be repaid, and the rate of interest that the account or fund will receive on the loan.

8) The amount of refunds made.

SECTION 5. The City Council hereby adopts the “City of Covina Annual Development Impact Fee Report” for the fiscal year ending June 30, 2025, and adopts and makes the findings contained therein.

SECTION 6. The City Clerk shall certify as to the passage and adoption of this resolution and shall enter the same in the Book of Original Resolutions.

APPROVED and **PASSED** this 16th day of December, 2025.

City of Covina, California

BY: _____
VICTOR LINARES, Mayor

ATTEST:

FABIAN VELEZ, Chief Deputy City Clerk

CERTIFICATION

I, Fabian Velez, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution CC 2025-127 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 16th day of December, 2025, by the following vote:

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

Dated:

FABIAN VELEZ, Chief Deputy City Clerk



Annual Development Impact Fee Report

Fiscal Year ending June 30, 2025

Adopted by the Covina City Council on December 16, 2025

Resolution CC 2025-____



Table of Contents

1. Introduction & Background1

2. Description of Impact Fee Programs.....2

3. Development Impact Fee Schedule.....3

4. Annual Report4

 4-1 General Government.....5

 4-2 Library.....7

 4-3 Police.....9

 4-4 Park.....11

 4-5 Transportation..... 14

 4-6 Fire.....18

1 - Introduction & Background

In California, State legislation sets certain legal and procedural parameters for the charging of development impact fees. This legislation was passed originally as AB 1600 by the California Legislature and is codified as California Government Code Sections 66000 through 66025, known as the Mitigation Fee Act ("MFA").

The City Council of the City of Covina adopted Resolution No. 05-6475 establishing a Development Impact Fee Schedule and Urgency Resolution No. 05-6476 providing for the immediate and interim collection of development impact fees effective November 15, 2005. On July 16, 2024, the City Council adopted Resolution No. 2024-057, adopting the 2024 Development Impact Fee Nexus Study, the updated Development Impact Fee Schedule, and the City's Five-Year Capital Improvement Program, providing for the assignment of impact fee dollars collected through the city's development impact fee schedule.

Annual Report. Section 66006 (b) (1) of the MFA requires that for each separate account or fund established, a local agency must make available to the public the following information for the fiscal year, within 180 days after the last day of each fiscal year:

- (a): A brief description of the type of fee in the account or fund.
- (b): The amount of the fee.
- (c): The beginning and ending balance of the account or fund.
- (d): The amount of the fees collected and the interest earned.
- (e): An identification of each public improvement on which fees were expended and the amount of the expenditures on each improvement, including the total percentage of the cost of public improvement that was funded with fees.
- (f): (i) An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement and the public improvement remains incomplete.

(ii) An identification of each public improvement identified in a previous report and whether construction began on the approximate date noted in the previous report.(iii)For a project identified for which construction did not commence by the approximate date provided in the previous report, the reason for the delay and a revised approximate date that the local agency will commence construction.
- (g): A description of each interfund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, and, in the case of an interfund loan, the date on which the loan will be repaid, and the rate of interest that the account or fund will receive on the loan.

- (h): The amount of refunds made pursuant to subdivision (e) of Section 66001, the number of persons or entities identified to receive those refunds, and any allocations.

The City Council must review the annual report at the next scheduled public meeting, not less than fifteen days after the information is made available to the public. This report was made available for public review on Monday, December 1, 2025, at the City of Covina City Clerk's office located at Covina City Hall at 125 E College Street, in Covina, and on the city's website. A Public Hearing Notice was published in the San Gabriel Valley Examiner on Thursday, November 27, 2025, notifying the public of the document's availability.

For all funds established for the collection and expenditure of DIFs, Government Code Section 66001 (d) has additional requirements. For the fifth fiscal year following the first deposit into the fund and every five years thereafter, the local agency shall make specified findings. The City last made findings pursuant to Government Code Section 66001(d) in association with the report on the fiscal year ending June 30, 2024.

2 - Development Impact Fee Programs

This section serves as a brief description of the types of fees in the accounts or funds for the City's development impact fees pursuant to Government Code Section 66006(b)(1)(A).

1. General Government Facilities

General Government Impact Fee - A fee that the city imposes on new residential and non-residential development that is used to expand general facilities to accommodate new development. General government facilities include, but are not limited to, government administrative offices, City-owned vehicles, and city storage facilities.

2. Library Facilities

Library Impact Fee – A fee that the city imposes on new residential development to expand library facilities to serve new development. Residents are the primary users of libraries in the City of Covina. The demand for libraries and associated facilities is based on the City's residential population.

3. Police Facilities

Police Impact Fee – A fee that the city imposes on new residential and non-residential development that is used to expand the City's network of police facilities to accommodate new development. The City's police facilities serve both residents and businesses. The City's service population, i.e., the number of residents & workers within its service area, measures the need for police services and associated facilities.

4. Park Facilities

Park Facility Impact Fee – A fee that the city imposes on new residential developments that do not propose subdivision and are used to acquire parkland and expand park and recreational facilities to accommodate new development. New residential developments proposing subdivision are subject to the City's local Quimby Ordinance.

5. Transportation Facilities

Transportation Facility Impact Fee– A fee that the city imposes on new residential and non-residential developments and is used for streets and related transportation facilities to accommodate impacts by new development and growth within the city.

6. Fire Facilities

Fire Facility Impact Fee – A fee that the city imposes on new residential and non-residential development to accommodate impacts by new development on new fire facilities. The City's fire facilities serve both residents and businesses (service population). The City's service population (i.e., the number of residents and workers within its service area) measures the need for fire services and associated facilities. The purpose of this fee is to ensure that new development funds its fair share of new fire facilities.

3 - Development Impact Fee Schedule

This section serves as the description of the amount of each development impact fee pursuant to Government Code Section 66006(b)(1)(B).

On July 16, 2024, the city adopted the 2024 Development Impact Fee Nexus Study and recommended the Development Impact Fee Schedule shown in Table 1, which became effective on September 15, 2024. The previously adopted 2005 Schedule, shown in Table 2, applies to all projects that received entitlements before September 15, 2024. The development impact fee schedule is subject to an annual adjustment in July of each calendar year, using the Construction Cost Index for the Los Angeles Region as reported by the Engineering News-Record (ENR) for the 12 months ending in May or a similar published index if the CCI is no longer available.

Table 1. Development Impact Fee Schedule FY24-25 (Effective Date: September 16, 2024)

Per	Park	Library	General	Police	Fire	Streets	Admin	Total
<i>SF by Residential Unit (SF = Square Feet)</i>								
< 600 SF	\$2,367	\$432	\$387	\$349	\$160	\$6,631	\$60	\$10,116
600-800 SF	\$3,195	\$583	\$523	\$369	\$231	\$8,095	\$78	\$13,075
800-1200 SF	\$5,327	\$971	\$871	\$389	\$302	\$10,120	\$107	\$18,087
>1200-1900 SF	\$8,404	\$1,533	\$1,374	\$409	\$373	\$12,287	\$147	\$24,527
>1900-2300 SF	\$11,244	\$2,051	\$1,839	\$429	\$445	\$14,312	\$181	\$30,501

>2300 SF	\$13,612	\$2,482	\$2,226	\$449	\$516	\$15,901	\$211	\$35,398
SF for Non-Residential Development								
Commercial SF	n/a	n/a	\$0.859	\$1.983	\$0.498	\$43.313	\$0.218	\$36.606
Office SF	n/a	n/a	\$0.627	\$0.16	\$0.178	\$16.624	\$0.105	\$17.695
Industrial SF	n/a	n/a	\$0.228	\$0.083	\$0.124	\$5.927	\$0.038	\$6.401
Not Defined	n/a	n/a	\$388 X # of employees X 0.54	\$401 per call per year	\$1,778 per call per year	\$14,456 per peak hour trip	subtotal X 0.6%	Sum of all previous values

Table 2. 2005 Development Impact Fee Schedule (Applies to all projects that received entitlements before September 16, 2024)

Impact Fee	Fee Per Unit		Fee per Building SF		
	Single-Family	Multi-Family	Commercial	Office	Industrial
General Government	\$1,028	\$794	\$0.192	\$0.255	\$0.128
Library	\$646	\$498	--	--	--
Police	\$956	\$737	\$0.177	\$0.237	\$0.118
Park	\$6,172	\$4,759	--	--	--
Transportation	\$2,334	\$1,867	\$5.799	\$5.116	\$1.870
Fire	\$458	\$353	\$0.085	\$0.113	\$0.057
Total	\$11,594	\$9,008	\$6.253	\$5.721	\$2.173

4 - Annual Report

Subsections 4-1 through 4-6 provide the information required pursuant to Government Code Section 66006(b)(1)(C) through (H) (Annual Report Findings) for each development impact fee. A description of each Impact fee is provided in Section 2, and the amount of each Impact fee can be found in Section 3 of this report pursuant to Government Code Section 66006(b)(1)(A) and (B), respectively.

The following subsections 4-1 through 4-6 content is organized as follows:

Subsection Title (Development Impact Fee Fund)
Table X.1 Annual Financial Summary
Table X.2 Public Improvement Projects
Public Improvement Project Summaries
Annual Findings 66006(b)(1), (C)-(H)

[Intentionally left blank]

4-1 General Government Impact Fee Fund

Table 1.1 Annual Financial Summary

Statement of General Government Impact Fee

Revenues, Expenditures, and Changes in Fund Balance for the Fiscal Year Ending June 30, 2025

<u>Description</u>		<u>FY 2024/2025</u>
REVENUES		
Fees collected		\$10,553.54
Interest earned		\$12,596.08
Total Revenues		\$23,149.62
Interfund Loan		\$0
Transfers		
Interfund Loans		\$0
Refunds		\$0
EXPENDITURES		
Capital Improvements		Amount
Project Name		\$0
Total Expenditures		
Revenues Over (under)		\$23,149.62
Prior Year Adjustment		\$76,750.52
Expenditures		\$0
Start of Year Fund Balance		\$264,010.07
End-of-Year Fund Balance		\$363,910.21

Table 1.2 Public Improvement Projects

Project Name	Est. Start Year	Total Project Cost	% Funded with Impact Fee Revenue	Amount Funded with Impact Fee Revenue	Amount to be funded by other revenues and their sources	Status
--------------	-----------------	--------------------	----------------------------------	---------------------------------------	---	--------

City Hall and PW Yard Master Plan and Design Project	FY 25/26	\$231,178	100%	\$231,178	None.	Funded
Covina Recreation Village – Administrative offices and conference room	FY25/26	\$731,652	27%	\$200,000	\$531,652	Partially Funded

Public Improvement Projects Summary

As of the end of the Fiscal Year 2024/2025, an unexpended fund balance of \$363,910.27. \$231,178 has been assigned to the City Hall and PW Yard Master Plan and Design Project. The purpose of this project is to develop a master facility plan to expand and consolidate the city's city hall and public works yard facilities. One option is to assess the existing property located at 534 N Barranca Avenue for options to improve/increase facilities and maximize the use of the property for public services. The City is also considering the option to relocate the City Hall facilities to a new location to improve access and customer service. At the close of the Fiscal Year, the planning and design phase project is considered funded and is scheduled to begin during the 2025/2026 Fiscal Year.

The remaining \$132,732.21 has been assigned to the project “Covina Recreation Village”, which consists of a new library facility, new park amenities, a recreation center, and Parks and Recreation administrative offices. The General Government impact fee estimated contribution of \$200,000 shall only be assigned to a subtask related to administrative offices. The Covina Recreation Village project, Phase I construction began in September 2024, which includes the administrative offices and conference room. Construction costs are currently being financed through several grant awards received for the project. The completion of the Covina Recreation Village Park is a priority project, and thus, general government impact fees revenues have been assigned to assist with this task. At this time, this task is considered partially funded with an amount of \$67,267.79 remaining to be raised; however, the Covina City Council may authorize an appropriation of fund balance to begin this task.

Annual Findings (Gov. Sec. 66006 (b)(1), (C)-(H))

- C. Beginning and Ending Balance. The beginning balance of the fund was \$264,010.07. The ending balance of the fund is \$363,910.27 (Table 1.1).

D. Amount of fees collected and any interest earned. The amount of fees collected totaled \$10,553.54, and Interest collected totaled \$12,596.08 (Table 1.1).

E. Identification of expenditures. There were no expenditures (Table 1.1).

F. Identification of the approximate date of construction. The Covina Recreation Village project began in September 2024, and construction is well underway. The identified public improvement project titled "City Hall and Public Works Yard Master Plan, in Table 1.2, is estimated to begin in FY 25/26.

G. A Description of each interfund transfer or loan. There were no interfund transfers or loans (Table 1.1).

H. The amount of refunds made. There were no refunds made (Table 1.1)

4-2 Library Facilities Impact Fee Fund

Table 2.1 Annual Financial Summary

Statement of Library Facilities Impact Fee

Revenues, Expenditures, and Changes in Fund Balance for the Fiscal Year Ending June 30, 2025

<u>Description</u>		<u>FY 2024/2025</u>
REVENUES		
Fees		\$9,973.27
Interest		\$6,854.66
	Total Revenues	\$16,827.93
Interfund Loan Transfers		\$0
Interfund Loans	Interest Rate of Loan: 0%	
Refunds		\$0
EXPENDITURES		
Project Name	Capital Improvements	Amount
		\$0
	Total Expenditures	
Revenues Over (under)		\$16,827.93
Prior Year Adjustment		\$35,344.00
Expenditures		\$0
	Start of Year Fund Balance	\$210,483.94
	End-of-Year Fund Balance	\$262,655.87

Table 2.2 Public Improvement Projects

Project Name	Estimated Start Year	Total Project Cost	Percent Funded with Impact Fee Revenue	Amount Funded with Impact Fee Revenue	Amount to be funded by other revenues and their sources	Status
--------------	----------------------	--------------------	--	---------------------------------------	---	--------

Covina Recreation Village Project	FY 24/25	Estimated at \$29M	6.8%	\$2,000,000	Grants, Measure W, Measure CC	Partially Funded
Covina Recreation Village Project – Furniture, Fixtures, and Equipment	FY 26/27	\$800,000	12.5%	\$100,000	Grants, Measure W, Measure CC	Not Funded

Public Improvement Projects Summary

At the end of the 2024/2025 Fiscal Year, there is an unexpended balance of \$262,655.87, which has been assigned to the project “Covina Recreation Village Project,” which consists of a new library facility, new park amenities, a recreation center, and Parks and Recreation administrative offices. The Library facility impact fee contribution shall only be assigned to a subtask – “Library” construction costs. The Covina Recreation Village project Phase I construction began in September 2024, and construction of the entire project is anticipated to be completed by winter 2028. As of the close of the Fiscal year 2024-2025, this project is partially funded; however, construction can still begin on the project in the fiscal year 2025/2026 with a partial funding appropriation. There is a remaining amount of \$1,737,344.13 that needs to be raised through future Library facility impact fee revenue.

Annual Findings Gov. Sec. 66006 (b)(1), (C)-(H)

- C. Beginning and Ending Balance. The beginning balance of the fund was \$210,483.94. The ending balance of the fund is \$262,655.87 (Table 2.1).
- D. Amount of fees collected and any interest earned. The amount of fees collected totaled \$9,973.27. The amount of interest collected totaled \$6,854.66 (Table 2.1).
- E. Identification of expenditures. There were no expenditures because the priority task in Table 2.1 is under Phase I Construction. As of the date of this report, the Covina Recreation Village Project is undergoing Phase I of Construction. (Table 2.1).
- F. Identification of the approximate date of construction. As mentioned in the subsection “Public Improvement Projects Summary”, the subtask “Library” is one component of the city’s Covina Recreation Village construction project. Upon determination that the estimated required funding from Library Impact fees is met or nearly met for a project, the city may then refine an estimated date for the start of each project.

G. A Description of each interfund transfer or loan. There were no interfund transfers or loans (Table 2.1).

H. The amount of refunds made. There were no refunds made (Table 2.1).

[Intentionally left blank]

4-3 Police Facilities Impact Fee Fund

Table 3.1 Annual Financial Summary
*Statement of Police Facilities Impact Fee
Revenues, Expenditures, and Changes in Fund Balance for the Fiscal Year Ending June 30,
2025*

<u>Description</u>	<u>FY 2024/2025</u>
REVENUES	
Fees	\$142,351.27
Interest	\$5,596.29
Total Revenues	\$147,947.56
Interfund Loan Transfers	\$0
Interfund Loans	Interest Rate of Loan: 0%
Refunds	\$0
EXPENDITURES	Capital Improvements Amount
	Total Expenditures
Revenues Over (under)	\$147,947.56
Prior Year Adjustments	\$71,157.85
Total Expenditures	\$0
	Start of Year Fund Balance
	\$71,303.83

End-of-Year Fund
Balance

\$290,409.24

Table 3.2. Public Improvement Projects

Project Name	Estimated Start Year	Total Project Cost	Percent Funded with Impact Fee Revenue	Amount Funded with Impact Fee Revenue	Amount to be funded by other revenues and their sources	Status
Expansion of Citywide Public Safety Camera and Surveillance Project	FY25/26	\$300,000	50%	\$150,000	\$150,000 Possible Measure CC	Partially Funded
Covina Police Communications and Realtime Watch Center	FY27/28	\$3,500,000	14%	\$500,000	Possible grant funding, contributions from participating agencies	Partially Funded

Public Improvement Projects Summary

At the end of Fiscal Year 2024/2025, there is an unexpended fund balance of \$290,409.24, which has been assigned to the projects “Expansion of Citywide Public Safety Camera and Surveillance Project” and “Covina Police Communications and Realtime Watch Center”.

“Expansion of Citywide Public Safety Camera and Surveillance Project”. This project consists of the assessment and installation of additional public safety cameras where needed. One example includes additional cameras to be installed at Hollenbeck Park, where the city recently installed a new walking/exercise path and pickleball courts. Determining and installing additional cameras where needed will expand the public safety service offered by the Police Department to the public in these areas. At this time, this project is considered partially funded. Police Impact Fee contribution is estimated at 50% or \$150,000; however, city staff will need to determine the funding source for the remaining 50%. The Covina City Council may adopt an appropriation for this task.

“Covina Police Communications and Realtime Watch Center”. This project is meant to combine public safety dispatchers from multiple municipal police agencies to handle incoming calls from the public and dispatch police services to those in need of assistance. The project is envisioned to increase public safety services at the local and regional levels. At the close of the Fiscal Year, the project is considered partially funded. With the amount of \$140,409.24 assigned to the task, this leaves \$359,590.76 needed to be raised from future Police Impact Fee revenue for the estimated police facility impact fee contribution of 14% of the estimated project costs. Other possible sources of funding for this project may include grant funding, local funding sources such as Measure CC, and anticipated contributions from participating agencies. If funding allows, the project is anticipated to

start within the 2027/2028 Fiscal Year, which will consist of planning, site acquisition, and/or long-term lease, and, depending on the property conditions, a new build or Tenant Improvement to establish the new facility.

Annual Findings (Gov. Sec. 66006 (b)(1), (C)-(H))

- C. Beginning and Ending Balance. The beginning balance of the fund was \$71,303.83. The ending balance of the fund is \$290,409.24 (Table 3.1).
- D. Amount of fees collected and any interest earned. The amount of fees collected totaled \$142,351.27, and the interest accrued totaled \$5,596.29 (Table 3.1).
- E. Identification of expenditures. There were none.
- F. Identification of the approximate date of construction. Estimated start years have been identified in Table 3.2 for each identified project. Upon determination that the estimated required funding from Police Facilities Impact fees is met or nearly met for a project, the city may then refine an estimated date for the start of each project.
- G. A Description of each interfund transfer or loan. There were no interfund transfers or loans (Table 3.1).
- H. The amount of refunds made. There were no refunds made (Table 3.1).

4-4 Park Facilities Impact Fee Fund

Table 4.1 Annual Financial Summary
*Statement of Park Facilities Impact Fee
 Revenues, Expenditures, and Changes in Fund Balance for the Fiscal Year Ending June 30, 2025*

<u>Description</u>		<u>FY 2024/2025</u>
REVENUES		
Fees		\$17,912.03
Interest		\$3,447.93
Total Revenues		\$21,359.96
Interfund Loan Transfers		\$0
Interfund Loans		
Refunds		\$0
EXPENDITURES		
Capital Improvements		Amount
Project Name		\$0
Total Expenditures		
Revenues Over (under)		\$21,359.96

Previous Year	\$80,383.00
Adjustment	
Expenditures	\$0
Start of Year Fund Balance	\$66,272.60
End-of-Year Fund Balance	\$168,015.56

Table 4.2 Public Improvement Projects

Project Name	Estimated Start Year	Total Project Cost	Percent Funded with Impact Fee Revenue	Amount Funded with Impact Fee Revenue	Amount to be funded by other revenues and their sources	Status
Covina Recreation Village Project	FY24/25	Estimated at \$29M	1.7%	\$500,000	Grants, Measure M, Fed Appropriations, Quimby, + researching other sources.	Partially Funded
Covina Recreation Village – Furniture, Fixtures, and Equipment	FY 26/27	\$800,000	12.5%	\$100,000	Measure M, + Researching other options/sources	Not Funded
Covina Park Picnic Facilities Expansion Project	FY26/27	\$200,000	7.5%	\$15,000	~56,000 in Bond Funds, Possible Measure A, Measure CC, or Grant Funding if applicable	Not Funded
Park Master Plan Analysis Project	FY 28/29	\$75,000	40%	\$30,000	Measure CC, + researching other sources	Not Funded
Sunkist Park Improvement Project	FY27/28	\$1,500,000	2.6%	\$40,000	Possible funding: Measure A, Measure CC, or Grant Funding	Not Funded

Public Improvement Projects Summary

At the end of Fiscal Year 2024/2025, there is an unexpended fund balance of \$168,015.56, The balance is assigned to the “Covina Recreation Village Project” which consists of new

park amenities, a recreation center that will include an indoor gymnasium and rock-climbing facility, a dog park, Parks and Recreation administrative offices, a new library, children's playground, dog park, and various outdoor amenities such as trails and vegetation. The Covina Recreation Village project, Phase I construction began in September 2024. This project is included in all three phases of project construction, and the project is estimated to be completed by or before 2028. At the close of the Fiscal year 2024-2025, this project is partially funded; however, construction may continue with partial funding appropriation from the Park Facility Impact Fee fund. There is a remaining amount of \$331,984.44 that needs to be raised through future park facilities impact fee revenue to complete the 1.7% Impact Fee Contribution towards the total project cost (see Table 4.2). Also noted in the table and related to the overall Covina Recreation Village Project is the task labeled "Covina Recreation Village –Furniture, Fixtures, and Equipment". Should additional monies be collected, they will be assigned to this task, which consists of acquiring the necessary equipment needed to furnish the park programs.

The "Covina Park Picnic Facilities Expansion" project includes design work and construction and will expand existing facilities to create a large picnicking facility for the community to include additional accessible picnic tables, grilling stations, and shade structures. There are approximately \$56,000 in bond funds available for the project, and no funding is currently available through the Park Facilities impact fee. The project is anticipated to utilize 20% or \$15,000 in Park Facilities Impact Fees to complete the project, and the construction start date is tentative for FY 26/27. Additional possible funding sources include Measure A, Measure CC, or Grant Funding, if applicable. If funding to support this project is attainable through other sources, such as those mentioned, the project may proceed without contribution from impact fees.

The purpose of the "Park Master Plan Analysis Project" is to develop a master park plan to expand and improve the city's park facilities. A recent study completed by the Los Angeles County Department of Parks and Recreation shows that the city of Covina has a high and very high need for parks along the south and west portions of the city and along the northeast¹. The amount of \$30,000.00 still needs to be raised from future Park Facilities Impact Fee revenue to begin this task.

The "Sunkist Park Improvement Project" is a large-scale task involving several improvements at Sunkist Park. A subcomponent of the project consists of a Playground Expansion, which will expand the existing playground to accommodate the increased use and needs of the growing surrounding community. The playground expansion task is to include accessible play features, a larger footprint, and a rubberized play surface. This

¹ Los Angeles County Department of Parks and Recreation . (2016). *City of Covina Study Area Profile* . Final report. <https://lacountyparkneeds.org/final-report/>

task is currently unfunded. The project is looking to utilize \$40,000 in Park Impact Fees to complete the impact fee contribution towards this task. Other possible funding sources include Measure A, Measure CC, or Grant Funding, if applicable. If funding to support this project is attainable through other sources, such as those mentioned, the project may proceed without contribution from impact fees.

Annual Findings (Gov. Sec. 66006 (b)(1), (C)-(H))

- C. Beginning and Ending Balance. The beginning balance of the fund was \$66,272.60. The ending balance of the fund is \$168,015.56 (Table 4.1).
- D. Amount of fees collected and any interest earned. The amount of fees collected totaled \$17,912.03. The amount of interest earned totaled \$3,447.93. (Table 4.1).
- E. Identification of expenditures. There were no expenditures (Table 4.1).
- F. Identification of the approximate date of construction. Estimated start years have been identified in Table 3.2 for each identified project. Upon determination that the estimated required funding from Park Facilities Impact fees is met or nearly met for a project, the city may then refine an estimated date for the start of each project.
- G. A Description of each interfund transfer or loan. There were no interfund transfers or loans (Table 4.1).
- H. The amount of refunds made. There were no refunds made (Table 4.1).

4-5 Transportation Facilities Impact Fee Fund

Table 5.1 Annual Financial Summary
*Statement of Transportation Facilities Impact Fee
 Revenues, Expenditures, and Changes in Fund Balance for the Fiscal Year Ending June 30,
 2025*

<u>Description</u>		<u>FY 2024/2025</u>
REVENUES		
Fees		\$423,608.69
Interest		\$22,261.71
	Total Revenues	\$445,870.40
Interfund Loan Transfers		\$0
Interfund Loans		
Refunds		\$0
EXPENDITURES	Capital Improvements	Amount
Project Name	n/a	

	Total Expenditures	
Revenues Over (under)		\$445,870.40
Previous Year		\$510,521.34
Adjustment		
Expenditures		\$0
	Start of Year Fund Balance	\$336,331.25
	End-of-Year Fund Balance	\$1,292,722.99

Table 5.2 Public Improvements

Project Name	Estimated Start Year	Total Project Cost	Percent Funded with Impact Fee Revenue	Amount Funded with Impact Fee Revenue	Amount to be funded by other revenues and their sources	Status
TS Upgrade – 2 nd Avenue & College Street Project	FY 25/26	\$248,415	100%	\$248,415	\$0	Fully Funded
Alleyway Roadway Construction Project	FY25/26	\$864,700	39%	\$336,331	\$528,369 Measure M, Sewer Fund	Fully Funded
Front Street/Metrolink Pedestrian Bridge ROW Access Improvements	FY26/27	\$6.4M	1.5%	\$100,000	\$6.3M General Fund, Grants, Environmental trees, Measure W	Partially Funded
TS Installation – Prospero Dr/San Bernardino Road Project	FY26/27	\$1,500,000	50%	\$750,000	\$750K from Prop C or possible grant funding	Partially Funded
East Badillo Street Resurfacing Project	FY 26/27	\$1,700,000	29.4%	\$500,000	\$1.2M from SB-1	Not Funded
TS Modification: Citrus Avenue/San Bernardino Road & College Street Project	FY 27/28	\$900,000	30%	\$270,000	\$630,000 Prop C	Not Funded

TS Modification – San Bernardino Road/Second Avenue	FY 29/30	\$1,000,000	30%	\$300,000	\$700,000 or 70% from Prop C or Grant Funding	Not Funded
---	----------	-------------	-----	-----------	---	---------------

Public Improvement Projects Summary

At the end of Fiscal Year 2025/2025, there is an unexpended fund balance of \$1,292,722.99. \$248,415.00 of the unexpended balance has been assigned to the Project “Traffic Signal Improvements Project – 2nd Avenue and College Street”, which consists of upgrading the existing traffic signal, including new poles, controllers, battery backup system, ADA ramps, and other appurtenances. At the time of this report, the project is considered fully funded and will be programmed to start work during the 2025/2026 Fiscal Year with the approval of the City Council.

The remaining collected monies totaling \$1,044,307.99 have been assigned to the following four (4) projects listed in Table 5.2. The project descriptions are as follows:

“Alleyway Roadway Construction Project”. This project consists of the development of a northerly roadway connecting the Covina Recreation Village Property to the Covina Regional Metrolink Train Station and Citrus Avenue to the West. The creation of the roadway will improve circulation and navigation for residents within the city’s downtown areas. The Covina recreation village project construction began in September 2024, and the project is estimated to be completed by winter 2028. \$336,331.00 in available funding has been assigned to this task; the remaining \$528,369 of necessary funding (or 61% contribution towards this task) will be paid for using the City’s Measure M and Sewer Fund balances.

“Front Street/Metrolink Connectivity Project and ROW Improvements”. The City has assigned \$100,000 in Transportation Impact Fee Fund Balances to this task, which is a small component of a much larger circulation improvement strategy for the downtown area. To date, the city has been awarded \$4M in federal appropriation dollars to improve pedestrian and vehicular connectivity to the Covina Metrolink train station through an entry point over the train tracks off of 319 E Front Street. The City is also under grant consideration by the Land and Water Conservation Fund for an additional \$1.2M. As is typically required of grant funding sources, the city has identified Transportation Impact Fees as a contribution towards the local match amount and will utilize these funds to develop a rideshare bay, sidewalk, curb & gutter improvements, and other identified appurtenances. As of the date of this report, this task is considered partially funded.

“TS Installation – Prospero Dr/San Bernardino Road Project”. This project consists of the installation of a new traffic signal at the intersection of San Bernardino Road and Prospero Drive, where an intersection presently does not exist. The project will also include the

installation of new ADA ramps, a new driveway approach, intersection realignment, and appurtenances. Creating an additional intersection will improve the safety of commuters, enhance traffic flow, and allow the transportation system to control additional traffic impacts in the city. Transportation Facilities Impact Fee contribution is estimated at 50% or \$750,000. As of the end of the 2025 Fiscal Year, this project is considered partially funded, and a remaining amount of \$142,023.01 of Transportation Impact fees needs to be raised. Prop C has been identified to fund the remaining 50% of project costs, at \$750,000.

The projects below were identified as remaining unfunded.

“East Badillo Street Resurfacing Project”. The project consists of the rehabilitation of approximately 1.8 miles of AC pavement, miscellaneous concrete work, striping, and other appurtenances. The limits of the project are on Badillo Street from Glendora Avenue to Easterly City Limits and Reeder Avenue from Badillo Street to Puente Street. While \$500,000 in future Transportation Impact Fee Dollars have been earmarked for this project (estimated at 29.4% contribution), the city has not yet collected monies to assign to this project, and as such, the project is considered not yet funded.

“TS Modification: Citrus Avenue/San Bernardino Road & College Street project”. This project consists of the upgrade of an existing traffic signal at San Bernardino Road and Citrus Avenue and including new traffic signal poles, controller, ADA ramps, scramble crosswalk, and the installation of a scramble crosswalk at the intersection of College Street and Citrus Avenue. The project is considered unfunded as of June 30, 2025, as the identified \$270,000 or 30% contribution from transportation impact fee dollars has not yet been imposed/collected. Prop C was identified to fund the remaining \$900,000 or 70% towards project costs.

“TS Modification – San Bernardino Road & Second Avenue”. This project consists of a traffic signal upgrade, including new ADA ramps. Transportation Facilities Impact Fee contribution is estimated at 30% or \$300,000. Prop C has been identified to fund the remaining 70% of project costs, at \$700,000. The Transportation Facility Impact Fees fund balance is insufficient and, as such, cannot yet be assigned towards this task.

Annual Findings (Gov. Sec. 66006 (b)(1), (C)-(H))

- C. Beginning and Ending Balance. The beginning balance of the fund was \$336,331.25. The ending balance of the fund is \$1,292,722.99 (Table 5.1).
- D. Amount of fees collected and any interest earned. The amount of fees collected totaled \$423,608.69. The amount of interest earned totaled \$22,261.71 (Table 5.1).

- E. Identification of expenditures. There were no expenditures in the 24/25 FY.
- F. Identification of the approximate date of construction. The date of construction for completed and anticipated date of construction for identified public improvement projects are shown in Table 5.2.
- G. A Description of each interfund transfer or loan. There were no interfund transfers or loans (Table 5.1).
- H. The amount of refunds made. There were no refunds made (Table 5.1).

[Intentionally Left Blank]

4-6 Fire Facilities Impact Fee Fund

Table 6.1 Annual Financial Summary
*Statement of Fire Facilities Impact Fee
 Revenues, Expenditures, and Changes in Fund Balance for the Fiscal Year Ending June 30,
 2025*

Description
REVENUES

FY 2024/2025

Fees			\$423,608.69
Interest			\$22,261.71
	Total Revenues		\$31,882.06
Interfund Loan			\$0
Transfers			
Interfund Loans			
Refunds			\$0
EXPENDITURES	Capital Improvements	Amount	
Project Name		\$0	
	Total Expenditures		
Revenues Over (under)			\$31,882.06
Prev. Year Adjustment			\$34,128.59
Expenditures			\$0
	Start of Year Fund Balance		\$129,493.60
	End-of-Year Fund Balance		\$195,504.25

Table 6.2 Public Improvements

Project Name	Estimated Start Year	Total Project Cost	Percent Funded with Impact Fee Revenue	Amount Funded with Impact Fee Revenue	Amount to be funded by other revenues and their sources	Status
City Fire Station Buildings Expansion Study due to Growth Project	26/27	\$200,000	100%	\$200,000	None.	Partially Funded

Public Improvements Summary

At the end of Fiscal Year 2024/2025, there is an unexpended fund balance of \$195,504.25. The unexpended balance has been assigned to the Project “City Fire Station Buildings Expansion Study due to Growth Project”, which consists of the planning, design, and construction estimates to expand fire services/facilities in the city to ensure a higher level of service due to growth. As of the end of the fiscal year, the remaining \$4,495.75 is anticipated to be collected during the 2025/2026 Fiscal year.

Annual Findings (Gov. Sec. 66006 (b)(1), (C)-(H))

- C. Beginning and Ending Balance. The beginning balance of the fund was \$129,493.60. The ending balance of the fund is \$195,504.25 (Table 6.1).
- D. Amount of fees collected and any interest earned. The amount of fees collected totaled \$14,140.53. The account does not accrue interest (Table 6.1).
- E. Identification of expenditures. There were no expenditures (Table 6.1).

- F. Identification of the approximate date of construction. The project is set to commence during the 26/27 Fiscal Year (Table 6.2)
- G. A Description of each interfund transfer or loan. There were no interfund transfers or loans (Table 6.1).
- H. The amount of refunds made. There were no refunds made (Table 6.1).



CC Regular Meeting

AGENDA ITEM REPORT

Meeting: December 16, 2025
Title: Authorizing the Destruction of Certain City Records
Presented by: Fabian Velez, Chief Deputy City Clerk
Desiree Jimenez, Deputy City Clerk/Records Manager
Recommendation: Adopt Resolution CC 2025-126 authorizing the destruction of certain City records.

EXECUTIVE SUMMARY:

Since July 2017, the City has obtained an annual subscription service from Gladwell Governmental Services, Inc. an expert in local government records, to review and update the City's Records Retention Schedule and destruction procedures. The annual subscription includes an annual update, legal review of all changes for the year, additional changes requested by City employees, rewriting of the index to retention schedules to reflect the changes made, and unlimited e-mail and telephone assistance throughout the year. Once a retention schedule has been approved by the City Council, Government Code Section 34090 authorizes the destruction of obsolete records by the Department Head, with approval of the City Council by resolution and written consent of the City Attorney.

DISCUSSION:

Gladwell Governmental Services, Inc. conducted a review of the Citywide records retention schedule and on June 3, 2025, approved the annual update of the retention schedule and authorized the destruction of certain City records. The update allows the City to comply with recent changes in law and provide a more efficient system for the management of permanent and disposable documents. The records retention periods are in compliance with current laws and are standard business practice for California cities. The proposed update includes all City departments except the Police Department, which manages its own records separately.

It is standard business practice for California cities to authorize the routine destruction of records that have exceeded their adopted retention period, upon the request of the Department Head and with consent in writing of the City Clerk or Chief Deputy City Clerk, City Manager, City Attorney, and City Council.

The Departments of Administrative Services (Finance and Human Resources), City Clerk/Records Management, Community Development (Planning and Special Projects Divisions), Parks & Recreation/Library Services, and Public Works, have completed a review of files to determine which records have met their retention and are eligible for destruction per the City's Record Retention Schedule. Records to be destroyed with the consent of the City Attorney are detailed in Exhibit A to Resolution CC 2025-126. Therefore, staff recommends that the City Council adopt Resolution CC 2025-126 authorizing the destruction of obsolete records.

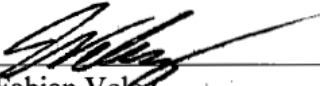
FISCAL IMPACT:

A nominal fee is associated with the destruction of obsolete records, which is based on the number of boxes destroyed. Funding for document destruction has been authorized and budgeted within Fiscal Year 2025-2026 under accounts 1010-0500-53990 (Finance), 6010-0500-53990 (Water-Finance), 1010-300-53990/1010-3900-53990 (Parks & Recreation/Library Services), and 1010-0700-53990 (Records Management).

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Not applicable.

Respectfully submitted,



Fabian Velez
Chief Deputy City Clerk



Desiree Jimenez, CMC
Deputy City Clerk/Records Manager

RESOLUTION CC 2025-126

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, AUTHORIZING THE DESTRUCTION OF OBSOLETE RECORDS IN THE DEPARTMENTS OF FINANCE, HUMAN RESOURCES, CITY CLERK/RECORDS MANAGEMENT, COMMUNITY DEVELOPMENT – PLANNING AND SPECIAL PROJECTS DIVISIONS) PARKS AND RECREATION/LIBRARY SERVICES, AND PUBLIC WORKS

WHEREAS, Section 34090 of the Government Code of the State of California authorizes the destruction of certain records and documents by a Department Director, with the approval of the legislative body by resolution and the written consent of the City Attorney; and

WHEREAS, the Department Directors of the Departments of Finance, Human Resources, City Clerk/Records Management, Community Development (Planning and Special Projects Divisions), Parks and Recreation/Library Services, and Public Works, and have recommended that certain obsolete records identified on Exhibit A are no longer required or necessary; and

WHEREAS, the City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Financing Authority/Covina Housing Authority previously authorized the destruction of certain City records on:

- August 16, 2022, Resolution 2022-89
- October 18, 2022, Resolution CC 2022-108
- September 5, 2023, Resolution CC 2023-88
- July 16, 2024, Resolution CC 2024-60 and
- June 3, 2025, Resolution CC 2025-59

WHEREAS, the City Attorney has given written consent for the destruction of the records herein set forth as Exhibit A.

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

SECTION 1. The City Council hereby finds and determines that the records identified on Exhibit A are no longer needed or required to be kept by statute or law.

SECTION 2. The City Council hereby authorizes and directs the destruction of the records described on Exhibit A in accordance with the terms and conditions of Section 34090 of the Government Code.

SECTION 3. The City Clerk shall certify to the passage and adoption of this resolution and shall enter the same in the Book of Original Resolutions.

APPROVED and **PASSED** this 16th day of December, 2025.

City of Covina, California

BY: _____
VICTOR LINARES, Mayor

ATTEST:

FABIAN VELEZ, Chief Deputy City Clerk

CERTIFICATION

I, Fabian Velez, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution CC 2025-126 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 16th day of December, 2025, by the following vote:

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

Dated:

FABIAN VELEZ, Chief Deputy City Clerk

EXHIBIT A

Department: City Clerk	Prepared By: Desiree Jimenez, Deputy City Clerk/Records Manager
-------------------------------	--

Page 1 of 2

CITY OF COVINA RECORDS DESTRUCTION AUTHORIZATION FORM

By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and have been retained for the minimum retention period as specified in the City of Covina Records Retention Schedule adopted by the City Council. I have confirmed the accuracy of the description of each record sufficient for identification, the retention schedule page number, retention number, record contents, record dates, retention requirements and destruction date.

Box #	Description of Records to be Destroyed	Date From	Date To	Code Citation (e.g., GC § 34099)	Retention Period	Page No., Retention No.
19	Agreements & Contracts - ALL (NON-INFRASTRUCTURE, Professional Services Agreements - NOT IMAGED) • 10-8 Retrofit Police Car Buildout M-0509	2005	2005	CCP §§337.337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703(a)	Completion + 10 years	CC-3; CC-003
19	Agreements & Contracts - ALL (NON-INFRASTRUCTURE, Professional Services Agreements - NOT IMAGED) • Children's Museum of Manhattan (CMOM) UMIGO You Make It Go! – Library Services	3-8-2015	09/01/2015	CCP §§337.337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703(a)	Completion + 10 years	CC-3; CC-003
19	Agreements & Contracts - ALL (NON-INFRASTRUCTURE, Professional Services Agreements - NOT IMAGED) • Citrus Valley Florist, Inc. – Grant Agreement 2010	2010	2010	CCP §§337.337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703(a)	Completion + 10 years	CC-3; CC-003
19	Agreements & Contracts - ALL (NON-INFRASTRUCTURE, Professional Services Agreements - NOT IMAGED) • First Baptist Church of Covina DBA: Christ First Baptist Church of Covina – Community Garden Lease	2012	2013	CCP §§337.337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703(a)	Completion + 10 years	CC-3; CC-003
19	Agreements & Contracts - ALL (NON-INFRASTRUCTURE, Professional Services Agreements - NOT IMAGED) • Jas Pacific – Residential Plan Check Services	2006	2013	CCP §§337.337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703(a)	Completion + 10 years	CC-3; CC-003
19	Agreements & Contracts - ALL (NON-INFRASTRUCTURE, Professional Services Agreements - NOT IMAGED) • Martha Heavyside – Offer of Temporary Employment – Deputy City Clerk	2010	07/16/2015	CCP §§337.337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703(a)	Completion + 10 years	CC-3; CC-003

19	Agreements & Contracts - ALL (NON-INFRASTRUCTURE, Professional Services Agreements - NOT IMAGED) • Gonzalez, Alex – Employment Contract - Director of Public Works	2014	06/03/2015	CCP §§337.337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703(a)	Completion + 10 years	CC-3; CC-003
19	Agreements & Contracts - ALL (NON-INFRASTRUCTURE, Professional Services Agreements - NOT IMAGED) • YWCA Intervale Senior Services – 2006-2011	2006	2011	2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-133; GC §34090; GC §8546.7	After Funding Agency Audit, if required - Minimum 5 years	CW-8; CW-031
19	Assessment District Ballots, Protest Letters, & Envelopes - Prop. 218 proceedings	2018	2018	GC §§ 53753(e)(2), 53755(d)	2 years	CC-5; CC-023
19	Bid Files: UNSUCCESSFUL PROPOSALS / REJECTED BIDS OR PROPOSALS (ALL) • Citrus Ave Rehab Project	2022	2022	GC § 34090	2 years	CC-4; CC-006
19	Bid Files: UNSUCCESSFUL PROPOSALS / REJECTED BIDS OR PROPOSALS (ALL) • Color Copier Bid	1999	1999	GC § 34090	2 years	CC-4; CC-006
19	Bid Files: UNSUCCESSFUL PROPOSALS / REJECTED BIDS OR PROPOSALS (ALL) • FY 20 Covina Priority Sewer Main Replacement Project (2020)	2020	2020	GC § 34090	2 years	CC-4; CC-006

Destruction Authorization: I hereby authorize the destruction of records listed above.

Department Head Signature:	City Attorney Signature:
Date:	Date:

Certification: I hereby certify that the records listed above were destroyed in accordance with the City's records related policies and procedures.

Resolution:	Destruction Date:	Method of Destruction:
Chief Deputy City Clerk Signature and Date:		

Department: Admin Services/Finance	Prepared By: Dalia Allie, Account Clerk I
---	--

Page 1 of 1

CITY OF COVINA RECORDS DESTRUCTION AUTHORIZATION FORM

By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and have been retained for the minimum retention period as specified in the City of Covina Records Retention Schedule adopted by Resolution CC 17-128. I have confirmed the accuracy of the description of each record sufficient for identification, the retention schedule page number, retention number, record contents, record dates, retention requirements and destruction date.

Box #	Description of Records to be Destroyed	Date From	Date To	Code Citation; (e.g., GC § 34090)	Retention Period	Page No., Retention No.
1	Customers Information System CIS Database	01/01/2020	12/02/2020	GC§ 34090	5 years	FIN-7; FIN-031
2	Water Billing: Adjustments to Customer accounts	01/01/2020	12/31/2022	GC§ 34090; H&S 116908	When No Longer Required	FIN-8; FIN-033.3
3	Cash Receipts	08/01/2019	08/21/2019	GC§ 34090 et seq.	5 years	FIN-6; FIN-027
4	Cash Receipts	04/01/2020	04/09/2020	GC§ 34090 et seq.	5 years	FIN-6; FIN-027
5	Cash Receipts	06/10/2020	06/30/2020	GC§ 34090 et seq.	5 years	FIN-6; FIN-027
6	Bank Reconciliations	01/01/2020	12/02/2020	GC§ 34090, 26 CFR 31.6001-1	5 years	FIN-2; FIN-005
7	Cash Receipts	04/13/2020	04/21/2020	GC§ 34090 et seq.	5 years	FIN-6; FIN-027
8	Cash Receipts	05/19/2020	06/09/2020	GC§ 34090 et seq.	5 years	FIN-6; FIN-027
9	Cash Receipts	05/04/2020	05/18/2020	GC§ 34090 et seq.	5 years	FIN-6; FIN-027
10	Cash Receipts	03/10/2020	03/16/2020	GC 34090 et seq.	5 years	FIN-6; FIN-027
11	Cash Receipts	04/22/2020	04/30/2020	GC 34090 et seq.	5 years	FIN-6; FIN-027

Destruction Authorization: I hereby authorize the destruction of records listed above.

Department Head Signature:	City Attorney Signature:
Date:	Date:

Certification: I hereby certify that the records listed above were destroyed in accordance with the City's records related policies and procedures.

Resolution:	Destruction Date:	Method of Destruction:
Chief Deputy City Clerk Signature and Date:		

Department: Human Resources	Prepared By: Racha Zeitoun, Sr. Human Resources Analyst
------------------------------------	--

Page 1 of 1

**CITY OF COVINA
RECORDS DESTRUCTION AUTHORIZATION FORM**

By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and have been retained for the minimum retention period as specified in the City of Covina Records Retention Schedule adopted by the City Council. I have confirmed the accuracy of the description of each record sufficient for identification, the retention schedule page number, retention number, record contents, record dates, retention requirements and destruction date.

Box #	Description of Records to be Destroyed	Date From	Date To	Code Citation (e.g., GC § 34090)	Retention Period	Page No., Retention No.
Electronic Files	Recruitment and Testing File	1/1/2016	11/5/2019	29 CFR 1627.3(b)(1), 29 CFR 1602.14 et seq., 2 CCR 11013(c); GC§§12946, 12960, 34090	Expiration of Eligibility List + 4 years	HR-6; HR-018
937	Time Cards / Time Sheets	1/1/2017	12/31/2019	IRS Reg §31.6001-1(e)(2), R&T §19530; LC§ 1174(d); 29 CFR 516.5; GC§34090	5 Years	CW-13; CW-059
937	Drug & Alcohol Test Results (All - Positives and Negatives)	12/21/1999	10/9/2019	29 CFR 1627.3(b)(1)(v), GC§§12946, 12960, 34090; 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq. 49 CFR 655.71	5 years	HR-2; HR-006
937	I-9 Forms Separation Dates	1/1/2021	12/02/2021	8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC§§12946, 12960, 34090	Separation + 4 years	HR-3; HR-009
938	Library Volunteers – Applications - Successful	1/1/2022	12/02/2022	29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC§§ 12960, 34090	Inactive / Separation + 3 years	L-2; LIB-010
216	Claims	7/3/2016	10/27/2020	CCP§ 335 et seq.; GC§§ 911.2, 34090, 34090.6; PC§832.5(b)	Minimum Final Resolution + 5 years	HR-7; RM-002;
217	Accounts Receivable - Damage to Public Property	12/6/2017	11/5/2020	Meets auditing standards; GC§34090 et seq.	5 years	HR-7; RM-001
218	Claims	8/3/2018	9/23/2020	CCP§ 335 et seq.; GC§§ 911.2, 34090, 34090.6; PC§832.5(b)	Minimum Final Resolution + 5 years	HR-7; RM-002;
219	Claims	9/19/2017	4/24/2020	CCP§ 335 et seq.; GC§§ 911.2, 34090, 34090.6; PC§832.5(b)	Minimum Final Resolution + 5 years	HR-7; RM-002;
519	Workers Compensation Claims	1992	June 30 1995	8 CCR§3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(i), GC§§12946, 12960, 34090; 8 CCR 5144, 8 CCR 15400.2	Separation + 30 years or termination of Benefits + 5 years whichever is longer	HR-8; RM-007
739	Personnel Files – Employee Files	1/2/2019	7/2/2019	29 CFR 1602.31 & 1627.3(b)(1), GC§§ 3105, 12946, 12960, 34090; 53235.2(b); 53237.2(b) LC 1198.5	Separation + 6 years	HR-4; HR-015
740	Personnel Files – Employee Files	8/3/2019	10/7/2019	29 CFR 1602.31 & 1627.3(b)(1), GC§§ 3105, 12946, 12960, 34090; 53235.2(b); 53237.2(b) LC 1198.5	Separation + 6 years	HR-4; HR-015

Destruction Authorization: I hereby authorize the destruction of records listed above.

Department Head Signature:	City Attorney Signature:
Date:	Date:

Certification: I hereby certify that the records listed above were destroyed in accordance with the City's records related policies and procedures.

Resolution:	Destruction Date:	Method of Destruction:
Chief Deputy City Clerk Signature and Date:		

Department: Parks & Recreation and Library Services	Prepared By: Lisa Evans, Director of Parks & Recreation and Library Services
--	---

Page 1 of 2

CITY OF COVINA RECORDS DESTRUCTION AUTHORIZATION FORM

By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and have been retained for the minimum retention period as specified in the City of Covina Records Retention Schedule adopted by the City Council. I have confirmed the accuracy of the description of each record sufficient for identification, the retention schedule page number, retention number, record contents, record dates, retention requirements and destruction date.

Box #	Description of Records to be Destroyed	Date From	Date To	Code Citation (e.g., GC§ 34090)	Retention Period	Page No., Retention No.
1	Charter School Registration Forms and Invoices	01/2008	06/2020	GC§ 34090	2 years	P&R-5; P&R-020
1	Covina Christmas Parade Program Files	01/2012	12/2019	GC§ 34090	2 years	P&R-1; P&R-003
1	CDBG Recreation Assistance Program Files	07/2009	06/2012	GC§ 34090	2 years	P&R-1; P&R-003
1	Petty Cash records backup/copies	06/2013	06/14/2022	GC§ 34090	2 years	P&R-3; P&R-010
1	Class Instructor Contracts	01/2018	12/2020	GC§ 34090	Completion +2 years	P&R-3; P&R-007
1	NSF Checks backup/copies	06/2003	12/2013	GC§ 34090	2 years	P&R-3; P&R-010
2	Laugh Factory Grand Opening Program File	06/2023	06/2023	GC§ 34090	2 years	P&R-1; P&R-003
2	Santa Anita Family Service Registration forms and Program File	01/2003	12/2016	GC§ 34090	2 years	P&R-5; P&R-020, P&R-1; P&R-003
2	Refund detail backup	01/2020	06/2022	GC§ 34090	2 years	P&R-3; P&R-010
3	Waivers of Liability – Covina Christmas Parade Volunteer Waivers	01/2014	12/2017	GC§ 34090	2 years	P&R-5; P&R-029
3	Playground Inspection Reports	01/01/2000	06/30/2004	GC§ 34090	10 years	PW-17; PW-074
3	Accident/Minor Injury Reports	01/2017	12/2019	GC§ 34090	2 years	P&R-1; P&R-002
3	Waivers of Liability – Senior Fitness Center Waivers	01/2019	11/2023	GC§ 34090	2 years	P&R-5; P&R-029
4	Part-Time Timesheets	01/2017	07/03/2020	IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; GC §34090	5 years	CW-13; CW-059
5	General Park Maintenance Bid documents	01/1993	12/1993	GC§ 34090	Completion + 10 years	CW-3; CW-022
5	Park Tree Trimming Bid documents	01/1993	12/1993	GC§ 34090	Completion + 10 years	CW-3; CW-022

Department: Parks & Recreation and Library Services	Prepared By: Lisa Evans, Director of Parks & Recreation and Library Services
--	---

Page 2 of 2

5	Full-Time Timesheets	6/20/2017	07/03/2020	IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; GC §34090	5 years	CW-13; CW-059
6	Cultural Excursion Program Files	01/2023	11/2023	GC§ 34090	2 years	P&R-1; P&R-003
6	Facility use rental applications and documents	01/2022	09/2023	GC§ 34090	2 years	P&R-4; P&R-014
6	MLK Event Program Files	01/2003	02/2008	GC§ 34090	2 years	P&R-1; P&R-003
6	Agreements & Contracts ADMINISTRATIVE FILES (with Grant Funding) - AQMD Tree Grant documents	12/2009	12/2011	2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-133; GC §34090; GC §8546.7	Completion + 10 years	CW-1; CW-007
7	Parade Participant Waivers	12/2/2023	12/2/2023	GC§ 34090	2 years	P&R-5; P&R-029

Destruction Authorization: I hereby authorize the destruction of records listed above.

Department Head Signature:	City Attorney Signature:
Date:	Date:

Certification: I hereby certify that the records listed above were destroyed in accordance with the City's records related policies and procedures.

Resolution:	Destruction Date:	Method of Destruction:
Chief Deputy City Clerk Signature and Date:		

CITY OF COVINA RECORDS DESTRUCTION AUTHORIZATION FORM

By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and have been retained for the minimum retention period as specified in the City of Covina Records Retention Schedule adopted by the City Council. I have confirmed the accuracy of the description of each record sufficient for identification, the retention schedule page number, retention number, record contents, record dates, retention requirements and destruction date.

Box #	Description of Records to be Destroyed	Date From	Date To	Code Citation (e.g., GC § 34090)	Retention Period	Page No., Retention No.
1	Planning Project Files – Approved Permanent Entitlements - Various Planning entitlements <i>All verified in Laserfiche</i>	1980	1990	14 CCR 15095(c), GC§ 34090, 34090.07	10 Years in office, P retention S/I	CD-9; PL-019
2	Zoning Ordinance Amendments various <i>All verified in Laserfiche</i>	1980	1989	GC§ 34090.7	Permanents, can destroy paper after QC, S/I	CD-10; PL-025
3	Payroll File (By Employee Name) - Old payroll records and personnel payroll folders	2014	2020	26 CFR 31 - 6001-1; GC§ 34090	Separation plus 5 years	FIN -9; FIN-038
4	Planning Project Files - Approved Permanent Entitlements - Various planning entitlement records <i>All verified in Laserfiche</i>	1960	1969	14 CCR 15095(c), GC§ 34090, 34090.7	Permanent, can destroy physical copy after QC, S/I	CD-9; PL 019

Destruction Authorization: I hereby authorize the destruction of records listed above.

Department Head Signature:	City Attorney Signature:
Date:	Date:

Certification: I hereby certify that the records listed above were destroyed in accordance with the City's records related policies and procedures.

Resolution:	Destruction Date:	Method of Destruction:
Chief Deputy City Clerk Signature and Date:		

CITY OF COVINA RECORDS DESTRUCTION AUTHORIZATION FORM

By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and have been retained for the minimum retention period as specified in the City of Covina Records Retention Schedule adopted by the City Council. I have confirmed the accuracy of the description of each record sufficient for identification, the retention schedule page number, retention number, record contents, record dates, retention requirements and destruction date.

Box #	Description of Records to be Destroyed	Date From	Date To	Code Citation (e.g., GC§ 34090)	Retention Period	Page No., Retention No.
1	Correspondence - ROUTINE (Content relates in a substantive way to the conduct of the public's business) Senior/Low Income Trash Discount Applications, with accompanying proof of income.	2015	2021	GC§ 34090	2 years	CW-4; CW-023

Destruction Authorization: I hereby authorize the destruction of records listed above.

Department Head Signature:	City Attorney Signature:
Date:	Date:

Certification: I hereby certify that the records listed above were destroyed in accordance with the City's records related policies and procedures.

Resolution:	Destruction Date:	Method of Destruction:
Chief Deputy City Clerk Signature and Date:		

CITY OF COVINA RECORDS DESTRUCTION AUTHORIZATION FORM

By my initials above, I hereby certify that the records prepared for destruction (as listed below) are more than two years old and have been retained for the minimum retention period as specified in the City of Covina Records Retention Schedule adopted by the City Council. I have confirmed the accuracy of the description of each record sufficient for identification, the retention schedule page number, retention number, record contents, record dates, retention requirements and destruction date.

Box #	Description of Records to be Destroyed	Date From	Date To	Code Citation (e.g., GC§ 34090)	Retention Period	Page No., Retention No.
1	Grants / CDBG / Reimbursable Claims / FEMA or OES Reimbursement Claims / Subventions (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) CDBG – Senior Center Project	7/2016	6/2020	2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-133; GC§34090; GC§8546.7	After Funding Agency Audit, if required - Minimum 5 years	CW-8, CW-031
2	Grants / CDBG / Reimbursable Claims / FEMA or OES Reimbursement Claims / Subventions (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) CDBG – Senior Center Project	7/2016	6/2020	2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-133; GC§ 34090; GC§ 8546.7	After Funding Agency Audit, if required - Minimum 5 years	CW-8, CW-031
3	Grants / CDBG / Reimbursable Claims / FEMA or OES Reimbursement Claims / Subventions (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) CDBG – Senior Center Project	7/2016	6/2020	2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-133; GC§ 34090; GC§ 8546.7	After Funding Agency Audit, if required - Minimum 5 years	CW-8, CW-031
4	Grants / CDBG / Reimbursable Claims / FEMA or OES Reimbursement Claims / Subventions (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) CDBG – Senior Center Project	7/2016	6/2020	2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-133; GC§ 34090; GC§ 8546.7	After Funding Agency Audit, if required - Minimum 5 years	CW-8, CW-031

5	Grants / CDBG / Reimbursable Claims / FEMA or OES Reimbursement Claims / Subventions (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) CDBG – Senior Center Project	7/2016	6/2020	2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-133; GC§ 34090; GC§ 8546.7	5 years	CW-8, CW-031
6	Grants / CDBG / Reimbursable Claims / FEMA or OES Reimbursement Claims / Subventions (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) CDBG – Senior Center Project	7/2016	6/2020	2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-133; GC§ 34090; GC§ 8546.7	5 years	CW-8, CW-031
7	Grants / CDBG / Reimbursable Claims / FEMA or OES Reimbursement Claims / Subventions (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) CDBG – Senior Center Project	7/2016	6/2020	2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-133; GC§ 34090; GC§ 8546.7	5 years	CW-8, CW-031
8	Annual Affordability Monitoring – Las Palmas Apartments, YWCA Wings, Casa Moreno Senior Apartments, etc.	1/2017	6/2019	GC§ 34090	5 years	HOU-1, HOU-001
9	Annual Affordability Monitoring – Cienega Garden Apartments	1/2017	7/2019	GC§ 34090	5 years	HOU-1, HOU-001
10	Annual Affordability Monitoring – Cienega Garden Apartments	1/2017	7/2019	GC§ 34090	5 years	HOU-1, HOU-001
11	Annual Affordability Monitoring – Cienega Garden Apartments	1/2017	7/2019	GC§ 34090	5 years	HOU-1, HOU-001
12	Annual Affordability Monitoring – Cienega Garden Apartments	1/2017	7/2019	GC§ 34090	5 years	HOU-1, HOU-001
13	Grants / CDBG / Reimbursable Claims / FEMA or OES Reimbursement Claims / Subventions (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) CDBG – Senior Center Project	7/2016	6/2020	2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-133; GC	5 years	CW-8, CW-031

				§34090; GC §8546.7		
14	Annual Affordability Monitoring – Cienega Garden Apartments	1/2016	7/2018	GC§ 34090	5 years	HOU-1, HOU-001
15	Annual Affordability Monitoring – Cienega Garden Apartments	1/2017	7/2019	GC§ 34090	5 years	HOU-1, HOU-001
16	Annual Affordability Monitoring – Covina Gardens Apartments	1/2017	7/2019	GC§ 34090	5 years	HOU-1, HOU-001
17	Annual Affordability Monitoring – Village Green Apartments	1/2017	6/2019	GC§ 34090	5 years	HOU-1, HOU-001
18	Annual Affordability Monitoring – Village Green Apartments	1/2017	6/2019	GC§ 34090	5 years	HOU-1, HOU-001
19	Annual Affordability Monitoring – Cienega Garden Apartments	1/2018	11/2020	GC§ 34090	5 years	HOU-1, HOU-001
20	Annual Affordability Monitoring – Cienega Garden Apartments	1/2018	11/2020	GC§ 34090	5 years	HOU-1, HOU-001
21	Annual Affordability Monitoring – Cienega Garden Apartments	1/2018	11/2020	GC§ 34090	5 years	HOU-1, HOU-001
22	Grants / CDBG / Reimbursable Claims / FEMA or OES Reimbursement Claims / Subventions (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) CDBG – Senior Center Project	7/2016	6/2020	2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-133; GC §34090; GC §8546.7	After Funding Agency Audit, if required - Minimum 5 years	CW-8, CW-031
23	Grants / CDBG / Reimbursable Claims / FEMA or OES Reimbursement Claims / Subventions (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) CDBG – Senior Center Project	7/2016	6/2020	2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-133; GC §34090; GC §8546.7	After Funding Agency Audit, if required - Minimum 5 years	CW-8, CW-031
24	Grants / CDBG / Reimbursable Claims / FEMA or OES Reimbursement Claims / Subventions (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) CDBG – Senior Center Project	7/2016	6/2020	2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-133; GC §34090; GC §8546.7	After Funding Agency Audit, if required - Minimum 5 years	CW-8, CW-031

25	Grants / CDBG / Reimbursable Claims / FEMA or OES Reimbursement Claims / Subventions (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) CDBG – Senior Center Project	7/2016	6/2020	2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-133; GC §34090; GC §8546.7	5 years	CW-8, CW-031
26	Annual Affordability Monitoring – Cienega Garden Apartments	1/2018	11/2020	GC§ 34090	5 years	HOU-1, HOU-001
27	Annual Affordability Monitoring – Cienega Garden Apartments	1/2018	11/2020	GC§ 34090	5 years	HOU-1, HOU-001
28	Grants / CDBG / Reimbursable Claims / FEMA or OES Reimbursement Claims / Subventions (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) CDBG – Senior Center Project	7/2016	6/2020	2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-133; GC §34090; GC §8546.7	5 years	CW-8, CW-031
29	Grants / CDBG / Reimbursable Claims / FEMA or OES Reimbursement Claims / Subventions (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) CDBG – Senior Center Project	7/2016	6/2020	2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-133; GC §34090; GC §8546.7	5 years	CW-8, CW-031
30	Annual Affordability Monitoring – Cienega Garden Apartments	1/2018	11/2020	GC§ 34090	5 years	HOU-1, HOU-001
31	Grants / CDBG / Reimbursable Claims / FEMA or OES Reimbursement Claims / Subventions (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) CDBG – Senior Center Project	7/2016	6/2020	2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-133; GC §34090; GC §8546.7	5 years	CW-8, CW-031
32	Grants / CDBG / Reimbursable Claims / FEMA or OES Reimbursement Claims / Subventions (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required)	7/2016	6/2020	2 CFR 200.334; 24 CFR 91.105(h),	5 years	CW-8, CW-031

	required to pass the funding agency's audit, if required) CDBG – Senior Center Project			92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-133; GC §34090; GC §8546.7		
33	Grants / CDBG / Reimbursable Claims / FEMA or OES Reimbursement Claims / Subventions (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) CDBG – Senior Center Project	7/2016	6/2020	2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-133; GC §34090; GC §8546.7	After Funding Agency Audit, if required - Minimum 5 years	CW-8, CW-031
34	Grants / CDBG / Reimbursable Claims / FEMA or OES Reimbursement Claims / Subventions (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) CDBG – Senior Center Project	7/2016	6/2020	2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-133; GC §34090; GC §8546.7	After Funding Agency Audit, if required - Minimum 5 years	CW-8, CW-031
35	Grants / CDBG / Reimbursable Claims / FEMA or OES Reimbursement Claims / Subventions (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) CDBG – Senior Center Project	7/2016	6/2020	2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-133; GC §34090; GC §8546.7	After Funding Agency Audit, if required - Minimum 5 years	CW-8, CW-031

Destruction Authorization: I hereby authorize the destruction of records listed above.

Department Head Signature:	City Attorney Signature:
Date:	Date:

Certification: I hereby certify that the records listed above were destroyed in accordance with the City's records related policies and procedures.

Resolution:	Destruction Date:	Method of Destruction:
Chief Deputy City Clerk Signature and Date:		



CC Regular Meeting

AGENDA ITEM REPORT

ITEM NO. CC 5

Meeting: December 16, 2025
Title: Rule 29 Electric Vehicle Program
Presented by: Rafael Fajardo, Director of Public Works
Brian K. Lee, Deputy City Manager/Director of Community Development
Recommendation: Direct staff to apply for SCE's Rule 29 Program and authorize the City Manager to execute all necessary documentation with the exception of a grant of an easement.

EXECUTIVE SUMMARY:

Southern California Edison's (SCE) Rule 29 Electric Vehicle Infrastructure program provides eligible customers, including public agencies, to design and install the infrastructure capacity to support EV charging stations. To minimize costs to the City, staff recommends utilizing SCE's program for the infrastructure components, and following this program with CalLeVIP's "Fast Charge California" grant program, to install the EV Charging stations. The Council will consider SCE's Rule 29 program for eligible City-owned properties and authorize the City Manager to execute documents for the program. Pursuant to SCE's Rule 29 requirements, a grant of easement will eventually be required and will be brought back separately for Council consideration.

BACKGROUND/DISCUSSION:

The City has utilized a similar SCE program to install the infrastructure capacity needed to support several Level 2 charging stations at the Public Works Yard (534 N Barranca Avenue). That program followed a comparable process, with SCE covering costs associated with infrastructure upgrades and equipment installation. The City currently maintains six (6) EV charging station locations that offer a mix of public and private (city fleet only) EV charging capacity, all at Level 2.

CALeVIP's Fast Charge California Program could potentially cover a portion of the City's responsibility under SCE's Rule 29 Program, which involves all activities related to the purchase and installation of the charging stations. This program may reimburse the City with up to \$110,000 per eligible Level 3 dual-port charging station installed. The deadline is January 29, 2026, and applicants must have an approved site plan from their utility provider to qualify. For this reason, staff recommends initiation this process as soon as possible. There may be an additional round of funding available in 2026.

Potential locations for Level Three EV Charging Stations in Downtown Covina include the parking lot behind Rad Coffee (APN:8431-033-900), the City Hall north parking lot (APN:8445-001-905), and the parking lot located on West Badillo (APN:8444-001-901). These locations present opportunities to serve a high volume of EV charging demand due to their proximity to restaurants, retail, office, and government uses, as well as nearby medium and high-density residential development. Staff will proceed with one (1) of the above-mentioned locations after discussions with SCE and the EV Charging Station vendor. It is anticipated that Level 3 charging stations will generate sufficient revenue to offset the associated electricity costs charged by SCE and may also contribute to future parking lot improvements (striping and resurfacing), routine maintenance, and landscaping enhancements within the downtown parking areas.

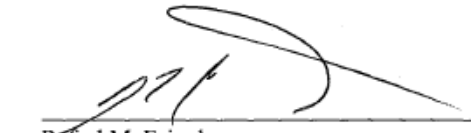
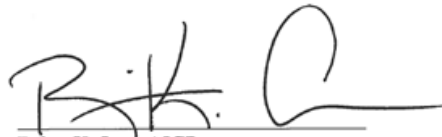
FISCAL IMPACT:

This action has no impact on the General Fund. Future actions will be considered separately.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Exempt.

Respectfully submitted,


Rafael M. Fajardo
Director of Public Works/City Engineer
Brian K. Lee, AICP
Deputy City Manager/Director of Community Development
Daniella Andrade
Senior Management Analyst

AGREEMENT TO PERFORM RULE 29, ELECTRIC VEHICLE INFRASTRUCTURE, RELATED WORK

City of Covina

(Applicant) has requested Southern California Edison Company (SCE), a California corporation, to perform the tariff schedule related work in accordance with Rule 29, Electric Vehicle (EV) Infrastructure, and as located and described in Paragraph 6 herein.

SCE agrees to perform the requested work and furnish all necessary labor, equipment, materials, and related facilities required therefore, subject to the following conditions:

1. Whenever part or all of the requested work is to be furnished or performed upon property other than that of Applicant, Applicant shall first procure from such owners all necessary rights-of-way and/or permits in a form satisfactory to SCE and without cost to SCE.
2. Applicant shall indemnify and hold harmless SCE, its officers, agents, and employees, against all loss, damage, expense, and liability resulting from injury to or death of any person, including, but not limited to, employees of SCE, Applicant, or any third party, or for the loss, destruction, or damage to property, including, but not limited to, property of SCE, Applicant, or any third party, arising out of or in any way connected with the performance of this Agreement, but only in proportion to and to the extent such liability, loss, attorneys' fees, and expenses were caused by or result from the negligent or intentional acts or omissions of Applicant, its officers, employees, or agents. Applicant will pay all costs that may be incurred by SCE in enforcing this indemnity, including reasonable attorneys' fees.
3. Applicant must activate the initial agreed upon quantity of Charging Stations within 30 business days after service point energization by SCE (aka: DRS or Date Ready for Service) or a timeframe agreed upon SCE and Applicant not exceeding 180 days. Applicant shall send written confirmation to SCE once the Charging Stations are installed and operational. When Applicant requests, and SCE agrees to install, additional EV Infrastructure beyond the capacity needed to support the initial agreed upon quantity of Charging Stations, Applicant shall provide SCE the number of Charging Stations and the expected timeframe for the future installation. SCE shall match the capacity of the installed EV Infrastructure to the capacity of the electrical panel installed by Applicant at the time of taking service.
4. Applicant understands that they are responsible for funding and executing the operation and maintenance of the Charging Stations for a minimum of five (5) years from the DRS date. Applicant must remedy any Charging Station maintenance issue within 90 days of the start of such maintenance issue. Failure to comply with these terms may, at SCE's discretion, result in discontinuation of service. In the event of discontinuation of service, Applicant shall reimburse utility's costs. If any of the Charging Stations are not in working condition for one year, Applicant shall reimburse all SCE's costs incurred under Rule 29 to SCE.
5. At the start of DRS, Applicant shall be enrolled as a default in the then available commercial time-of-use EV rate offered by SCE. After discussing their EV charging needs with SCE, Applicant may opt-out of the EV time-of-use rate for another appropriate time variant rate pursuant to SCE's Rule 12, Section D (Change of Rate Schedule).
6. The location and requested work are described as follows: (Describe in detail the materials and facilities to be furnished and/or work to be performed by SCE. If more space is required, use other side, and attach any necessary drawings as Exhibits A, B, C, etc.):

AGREEMENT TO PERFORM RULE 29, ELECTRIC VEHICLE INFRASTRUCTURE, RELATED WORK

LOCATION: APN: _____

DESCRIPTION OF WORK: Level Three Electric Vehicle Charging Infrastructure under the SCE
Rule 20 (Charge Ready) Program.

7. If Applicant fails to comply with any of the above requirements, including, but not limited to, Section 4, as reasonably determined by SCE, SCE may terminate this Agreement and discontinue service or deenergize the EV Infrastructure. In addition, SCE may pursue reimbursement of the costs incurred in connection with deploying the utility-side EV Infrastructure, including, but not limited to, engineering design fees and any costs associated with the removal of the utility-side EV infrastructure.
8. Data Collection and Use. Applicant shall support the data collection requirements of Rule 29. Data collection requirements will conform with the requirements of the California Public Utilities Commission and Data Reporting template to be provided. Applicant hereby expressly consents to the use and disclosure, by SCE, its agents, and representatives, of data gathered as part of Rule 29 for use in regulatory reporting, industry forums, case studies or other similar activities.
9. Upon completion of requested work, ownership of the utility-side EV Infrastructure shall vest to SCE.

This Agreement is effective when accepted and executed by SCE.

SOUTHERN CALIFORNIA EDISON COMPANY	
_____ Applicant	_____ Authorized by (Print)
_____ Authorized by (Print)	_____ Signature
_____ Signature	_____ Title
_____ Title	_____ Date
_____ Date	

Mailing Address: _____



CC Regular Meeting

AGENDA ITEM REPORT

Meeting: December 16, 2025

Title: Fence Replacement at the Covina City Yard and Various Locations Along Charter Oak Wash – Final Acceptance and Filing Notice of Completion

Presented by: Rafael M. Fajardo, Director of Public Works/City Engineer

Recommendation: 1. Accept the work performed by FS Contractors, Inc.; and
2. Authorize the City Clerk to file a Notice of Completion for the Fence Replacement at the Covina City Yard and various locations along Charter Oak Wash.

EXECUTIVE SUMMARY:

Accept the work performed by FS Contractors, Inc. and authorize the City Clerk to file a Notice of Completion (Attachment A) for the Fence Replacement at the Covina City Yard and various locations along Charter Oak Wash.

BACKGROUND/DISCUSSION:

On August 5, 2025 the City Council approved a contract award to FS Contractors, Inc. for the replacement of fencing at the Covina City Yard and various locations along the Charter Oak Wash. Large sections of fencing at the below locations had been in place for decades and were deteriorated, rusted, and/or encroaching onto neighboring properties:

- City Yard – 534 North Barranca Avenue
- Banna Avenue access Charter Oak Wash – Nearest 714 North Banna Avenue
- Glendora Avenue access Charter Oak Wash – Nearest 702 North Banna Avenue
- Greenpark Avenue access Charter Oak Wash – Nearest 781 North Greenpark Avenue (on Cypress Street)

The existing fencing posed increasing security and safety risks to both City and neighboring properties. The installation of new fencing provides greater security and will reduce trespassing, decrease the need for repairs, and fortify the structures for years to come.

FISCAL IMPACT:

The Fiscal Year 2025-2026 Public Works Operational Budget provided sufficient funding for this project:

City Yard – 534 N. Barranca Avenue

Funding Source	Account	Total
Transportation (Prop A)	24004350-52410	\$5,000
Environmental	62005580-52400	\$5,000
Building Maintenance	70206100-52400	\$10,000
Sewer	63002700-52410	\$15,500
City Yard Sub-Total		\$35,500

Charter Oak Wash – Various Locations

Funding Source	Account	Total
Engineering	10102100-51990	\$9,000

Engineering	10102100-51990	\$4,500
Engineering	10102100-51990	\$3,500
Charter Oak Wash Sub-Total		\$17,000

Total Fiscal Impact	\$52,500
----------------------------	-----------------

The final project summary is as follows:

Item	Actual
Minor Construction & Maintenance Services Agreement – FS Contractors, Inc.	\$52,500
Total Expenditures	\$52,500
Project Balance	\$0.00

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

The project has been reviewed for compliance with the California Environmental Quality Act (CEQA) and is exempt per Section 15061 (b) (3). The project is covered by the General Rule that CEQA only applies to projects that have the potential for causing a significant effect on the environment.

Respectfully submitted,



Rafael M. Fajardo
Director of Public Works/City Engineer

**RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO:**

NAME City of Covina
STREET ADDRESS 125 E College Street
CITY Covina
STATE CA
ZIP CODE 91723

SPACE ABOVE THIS LINE FOR RECORDER'S USE

NOTICE OF COMPLETION

Notice pursuant to Civil Code Section 3093, must be filed within 10 days after completion. (See reverse side for complete requirements.)
Notice is hereby given that:

1. The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
2. The full name of the owner is The City of Covina
3. The full address of the owner is 125 E College Street, Covina, CA 91723
4. The nature of the interest or estate of the owner is: In fee.

(If other than Fee, strike "in fee" and insert, for example, "purchaser under contract of purchase", or "Lessee")

5. The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES

ADDRESSES

6. The full names and full addresses of all the predecessors in interest of the undersigned, if the property was transferred subsequent to the commencement of the work or improvements herein referred to:

NAMES

ADDRESSES

7. A work of improvement on the property hereinafter described was completed on: October 30, 2025 . The work done was:

Fence Replacement at the Covina City Yard and various locations along Charter Oak Wash

8. The names of the contractor, if any, for such work improvement was:

FS Contractors, Inc.

August 5, 2025

(If no contractor for work of improvement as a whole, insert "None")

(Date of Contract)

9. The property on which said work of improvement was completed in the City of: Covina

County of Los Angeles , State of CA , and is described as follows: _____

Fence Replacement at the Covina City Yard and various locations along Charter Oak Wash

534 N Barranca Avenue; Banna Avenue access Charter Oak Wash –
Nearest 714 North Banna Avenue; Banna Avenue access Charter Oak
Wash – Nearest 714 North Banna Avenue; Greenpark Avenue access
Charter Oak Wash – Nearest 781 North Greenpark Avenue (on Cypress
Street)

10. The street address of said property is

(If no street address has been officially signed, insert "None".)

Dated December 16, 2025

Fabian Velez, Chief Deputy City Clerk, City of Covina

VERIFICATION

I, the undersigned, say: I am the City Engineer The declarant of the foregoing Notice of Completion;
(President of, Manager of, Partner of, Owner of)

I have read said Notice of Completion and know the contents thereof; the same is true to my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on December 16 , 2025 at Covina , California .

(Personal signature of the individual of the individual who is swearing
that the contents of the Notice of Completion are true.)



CC Regular Meeting AGENDA ITEM REPORT

Meeting: December 16, 2025
Title: Request to Cancel the Regular City Council Meeting of January 6, 2026
Presented by: Chris Marcarello, City Manager
Recommendation: That the City Council consider cancelling the regular scheduled City Council Meeting of January 6, 2026.

BACKGROUND:

Over the years, the first City Council meeting in January has been cancelled due to the holiday closure of all non-safety City offices. This year non-safety offices will be closed beginning the end of business day on Wednesday, December 24, 2025, and will return to normal operations Monday, January 5, 2026.

DISCUSSION:

The City Council has legal authority to establish meeting dates and times and to cancel or reschedule such meetings with proper and timely public notice. Due to an anticipated lack of quorum, it is recommended that the City Council consider cancelling its regularly scheduled meeting of January 6, 2026, and direct the City Clerk's Office to post the required notice of cancellation.

FISCAL IMPACT:

None.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Not applicable.

Respectfully submitted,

Chris Marcarello
City Manager



CC Regular Meeting **AGENDA ITEM REPORT**

Meeting: December 16, 2025
Title: Reappointment of Councilmember Cortez to the San Gabriel Valley Mosquito and Vector Control District
Presented by: Fabian Velez, Chief Deputy City Clerk
Recommendation: That the City Council approve Resolution CC 2025-125, reappointing Councilmember Cortez to the San Gabriel Valley Mosquito and Vector Control District for a (2 or 4) year term.

EXECUTIVE SUMMARY:

Councilmember Cortez currently serves as the City's representative to the San Gabriel Valley Mosquito and Vector Control District. This term will expire on December 31, 2025, and will require a resolution by the City Council before said date to prevent a lapse in representation.

FISCAL IMPACT:

There is no fiscal impact associated with the appointment of a representative.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Not applicable.

Respectfully submitted,



Fabian Velez
Chief Deputy City Clerk

RESOLUTION CC 2025-125

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA,
CALIFORNIA, APPOINTING A REPRESENTATIVE TO THE BOARD OF
TRUSTEES OF THE SAN GABRIEL VALLEY MOSQUITO AND VECTOR
CONTROL DISTRICT**

WHEREAS, pursuant to California Health and Safety Code Section 2022, each city within the San Gabriel Valley Mosquito and Vector Control District shall appoint one (1) person to serve as a member of the District's Board of Trustees; and

WHEREAS, the appointed person must be a resident and voter of the City of Covina; and

WHEREAS, pursuant to California Health and Safety Code Section 2024, the term of office for each member of the Board of Trustees shall be two (2) or four (4) years, at the discretion of the appointing authority, beginning at noon on the first Monday in January; and

WHEREAS, the City Council of the City of Covina desires to appoint a representative to serve as Trustee on the Board of the San Gabriel Valley Mosquito and Vector Control District for the upcoming term.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COVINA,
CALIFORNIA, HEREBY RESOLVES AS FOLLOWS:**

SECTION 1. The City Council hereby appoints Councilmember Patricia Cortez, a resident and registered voter of the City of Covina, to serve as the City's representative on the Board of Trustees of the San Gabriel Valley Mosquito and Vector Control District.

SECTION 2. The term of office shall be for [two (2) years / four (4) years], commencing January 5, 2026.

SECTION 3. The City Clerk is hereby directed to forward a certified copy of this Resolution to the San Gabriel Valley Mosquito and Vector Control District as official notification of this appointment.

APPROVED and PASSED this 16th day of December, 2025.

City of Covina, California

BY: _____
VICTOR LINARES, Mayor

ATTEST:

FABIAN VELEZ, Chief Deputy City Clerk

ATTACHMENT A

CERTIFICATION

I, Fabian Velez, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution CC 2025-125 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 16th day of December, 2025, by the following vote:

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

Dated:

FABIAN VELEZ, Chief Deputy City Clerk



CC Regular Meeting

AGENDA ITEM REPORT

ITEM NO. CC 9

Meeting: December 16, 2025
Title: Professional Services Agreement for Community Outreach Services
Presented by: Brian K. Lee, AICP, Deputy City Manager/Director of Community Development
Rafael Fajardo, Director of Public Works
Recommendation: That the City Council approve a Professional Services Agreement for an amount not-to-exceed \$25,000 for community outreach services relating to upcoming capital improvement projects and grant applications.

EXECUTIVE SUMMARY:

The City Council will consider a Professional Services Agreement with Active San Gabriel Valley for as-needed, on-call community outreach services in an amount not-to-exceed \$25,000. As planned, the scope of services will support community outreach efforts for City-initiated capital improvement projects through the end of the current 2025/2026 fiscal year and streamline the City's preparation for upcoming grant funding opportunities, including the State's upcoming Cycle 8 Active Transportation Grant Program ("ATP"), which has a tentative deadline date in March 2026. Funding for this work is included in the City's FY 2026 budget utilizing transportation funding sources.

BACKGROUND/DISCUSSION:

Active San Gabriel Valley ("Active SGV") is a 501(c)(3) Non-profit/Community-Based Organization that primarily serves the San Gabriel Valley region by promoting sustainable mobility, advancing environmental justice, and engaging our local community through education and advocacy. The organization has made notable contributions towards improving multi-modal transportation opportunities in the San Gabriel Valley, including advocacy for the San Gabriel Valley Regional Greenway Network, operation of GoSGV (the regional e-bike share program in which the City participates) and facilitating local Active Transportation Plans community involvement activities (community bike rides, community outreach/surveys, etc.). Most recently, the City of Covina partnered with Active SGV to manage the community outreach program under the Royal Oak Greening and Forestry Plan, which was grant-funded through CALFIRE.

The City previously submitted a Cycle 7 ATP application for a proposed Active Transportation Improvement project along the Second Avenue corridor between Front Street and Workman Avenue, and on Rowland Avenue between Armel Avenue and Barranca Avenue. While the application scored well at 91 out of 100 points, it was ultimately not recommended to receive funding, primarily due to Statewide budget reductions. Of note, feedback from grant reviewers emphasized the need to complete additional project-related outreach to community stakeholders. With this in mind, it is expected that completing a community survey and walk audit for the project corridor will help to strengthen community participation and future grant funding applications for this scope of work.

As a result, it is recommended that the Council approve a blanket Professional Services Agreement for on-call, as needed, community outreach with the option to amend the agreement up to two additional one-year terms. The proposed scope for the activities noted, including the survey and walk audit, is quoted at \$12,720.00, split evenly between the Public Works and Community Development Departments.

FISCAL IMPACT:

At this time, the Public Works and Community Development Departments are interested in utilizing Active SGV's services for community outreach activities relating to the City's application for grant funding under the Cycle 8 ATP grant program. The proposed scope of services includes the development of an online survey and one (1) "walk audit" activity. The total amount of those select services amounts to \$12,720.00, which will be split evenly between both departments. There is sufficient funding to cover this task within the 2025-2026 Fiscal Year Operating Budget for the two departments. Should another opportunity arise for additional outreach activities for a city project, the departments may utilize the contract balance, subject to adequate appropriations, to assign the scope of work. The contract allows the ability to assign outreach activities, if necessary, on an on-call basis through the end of the current fiscal year, with the option to amend the contract up to two additional years.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

This action is exempt from CEQA pursuant to Section 15061(b)(3), General Rule, of the State CEQA Guidelines because this action involves the approval of an agreement for services and no development is authorized by this action.

Respectfully submitted,



Brian K. Lee, AICP
Deputy City Manager/Director of Community Development



Daniella Andrade
Senior Management Analyst

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (“Agreement”) is dated December 16, 2025 (“Effective Date”) and is between the City of Covina, a California municipal corporation (“City”), and Active San Gabriel Valley, a California Tax-Exempt Entity (“Consultant”). City and Consultant are sometimes individually referred to as “Party” and collectively as “Parties” in this Agreement.

RECITALS

A. City desires to utilize the services of Consultant as an independent contractor to Provide on call community outreach services.

B. Consultant represents that it is fully qualified to perform such services by virtue of its experience and the training, education and expertise of its principals and employees.

C. City desires to retain Consultant and Consultant desires to serve City to perform these services in accordance with the terms and conditions of this Agreement.

The parties therefore agree as follows:

1. Term of Agreement. The term of this Agreement shall be from the Effective Date through June 30, 2026, unless sooner terminated as provided in Section 14 of this Agreement. The City may, upon mutual agreement, extend the contract for one (2) additional one year terms. In no event shall the contract be extended beyond December

2. Compensation.

A. Compensation. As full compensation for Consultant’s services provided under this Agreement, City shall pay Consultant the total flat sum of Twenty Five Thousand Dollars (\$25,000.00) (the “maximum compensation”), as set forth in the Approved Fee Schedule, attached hereto as **Exhibit A**. Any terms in Exhibit A, other than the payment rates and schedule of payment, are null and void.

B. Expenses. The amount set forth in paragraph A shall include reimbursement for all actual and necessary expenditures reasonably incurred in the performance of this Agreement.

A. Additional Services. City shall not allow any claims for additional services performed by Consultant, unless the City Council and the Consultant Representative authorize the additional services in writing prior to Consultant’s performance of the additional services or incurrence of additional expenses. Any additional services or expenses authorized by the City Council shall be compensated at the rates set forth in **Exhibit A**, or, if not specified, at a rate mutually agreed to by the parties. City shall make payment for additional services and expenses in accordance with Section 4 of this Agreement.

3. Consultant’s Services.

ATTACHMENT A

A. Scope of Services. Consultant shall perform the services described in the Scope of Services, attached as **Exhibit A**. City may request, in writing, changes in the scope of services to be performed. Any changes mutually agreed upon by the parties, and any increase or decrease in compensation, shall be incorporated by written amendments to this Agreement.

B. Party Representatives. For the purposes of this Agreement, the City Representative shall be the City Manager, or such other person designated in writing by the City Manager (the “City Representative”). For the purposes of this Agreement, the Consultant Representative shall be David Diaz, Executive Director (the “Consultant Representative”). The Consultant Representative shall directly manage the Consultant’s services under this Agreement. Consultant shall not change the Consultant Representative without City’s prior written consent.

C. Time for Performance. Consultant shall commence the services on the Effective Date and shall perform all services by the deadline established by the City Representative or, if no deadline is established, with reasonable diligence.

C. Standard of Performance. Consultant shall perform all services under this Agreement in accordance with the standard of care generally exercised by like professionals under similar circumstances and in a manner reasonably satisfactory to City.

D. Personnel. Consultant has, or will secure at its own expense, all personnel required to perform the services required under this Agreement. All of the services required under this Agreement shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. Consultant shall determine the means, methods, and details by which Consultant’s personnel will perform the services under this Agreement. Consultant shall be solely responsible for the satisfactory work performance of all personnel engaged in performing the services and compliance with the customary professional standards.

E. Compliance with Laws. The Consultant shall keep itself informed of all local, state and federal ordinances, laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The Consultant shall at all times observe and comply with all such ordinances, laws and regulations. The City and its agents shall not be liable at law or in equity occasioned by failure of the Consultant to comply with this section.

F. Permits and Licenses. Consultant shall obtain and maintain during the Agreement term all necessary licenses, permits and certificates required by law for the provision of services under this Agreement, including a business license.

4. Method of Payment.

A. Invoices. Consultant shall submit to City an invoice, on a monthly basis or less frequently, for actual services performed pursuant to this Agreement. Each invoice shall itemize the services rendered during the billing period, hourly rates charged, if applicable, and the amount due. If City disputes any of Consultant’s fees, it shall give written notice to Consultant within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice.

B. Payment. City shall pay all undisputed invoice amounts within thirty (30) calendar days after receipt up to the maximum compensation set forth in Section 2 of this Agreement. City shall not withhold federal payroll, state payroll or other taxes, or other similar deductions, from payments made to Consultant. For all reimbursements authorized by this Agreement, Consultant shall provide receipts on all reimbursable expenses in excess of Fifty Dollars (\$50) in such form as approved by the Finance Director.

C. Audit of Records. Consultant shall make all records, invoices, time cards, cost control sheets and other records maintained by Consultant in connection with this agreement available during Consultant's regular working hours to City for review and audit by City.

5. Ownership of Documents. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files containing data generated for the work, surveys, notes, and other documents prepared in the course of providing the services to be performed ("written products") pursuant to this Agreement shall become the sole property of the City without restriction or limitation upon its use and may be used, reused, disseminated or otherwise disposed of by the City without the permission of the Consultant. With respect to computer files containing data generated for the work, Consultant shall make available to the City, upon reasonable written request by the City, the necessary computer software and hardware for purposes of accessing, compiling, transferring and printing computer files. Consultant may take and retain copies of the written products as desired, but the written products shall not be the subject of a copyright application by Consultant.

6. Independent Contractor.

A. Consultant is, and shall at all times remain as to City, a wholly independent contractor and not an employee of City. The personnel performing the services under this Agreement on behalf of Consultant shall also not be employees of City and shall at all times be under Consultant's exclusive direction and control. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees. Consultant shall not, at any time, or in any manner, represent that it or any of its officers, agents or employees are in any manner employees of City. Consultant and Consultant's personnel shall not supervise any of City's employees; and City's employees shall not supervise Consultant's personnel. Consultant's personnel shall not wear or display any City uniform, badge, identification number, or other information identifying such individual as an employee of City; and Consultant's personnel shall not use any City e-mail address or City telephone number in the performance of any of the services under this Agreement. Consultant shall acquire and maintain, at its sole cost and expense, such vehicles, equipment, and supplies as Consultant's personnel require to perform any of the services required by this Agreement. Consultant shall perform the services off of City premises at locations of Consultant's choice, except as otherwise may from time to time be necessary in order for Consultant's personnel to receive projects from City, review plans on file at City, pick up or deliver any work product related to Consultant's performance of the services under this Agreement, or as may be necessary to inspect or visit City locations and/or private property to perform the services. City may make a computer available to Consultant from time to time for Consultant's personnel

to obtain information about or to check on the status of projects pertaining to the services under this Agreement.

B. No employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided in the Agreement, City shall not pay salaries, wages, or other compensation to Consultant for performing services hereunder for City. City shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing services hereunder. Consultant shall be responsible for and pay all wages, salaries, benefits and other amounts due to Consultant's personnel in connection with their performance of the services under this Agreement and as required by law. Consultant shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: Social Security taxes, other retirement or pension benefits, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance. Notwithstanding any other agency, state, or federal policy, rule, regulation, statute or ordinance to the contrary, Consultant and any of its officers, employees, agents, and subcontractors providing any of the services under this Agreement shall not become entitled to, and hereby waive any claims to, any wages, salaries, compensation, benefit or any incident of employment by City, including, but not limited to, eligibility to enroll in, or reinstate to membership in, the California Public Employees Retirement System ("PERS") as an employee of City, and entitlement to any contribution to be paid by City for employer contributions or employee contributions for PERS benefits.

C. Consultant shall indemnify and hold harmless City and its elected officials, officers, employees, servants, designated volunteers, and agents serving as independent contractors in the role of City officials, from any and all liability, damages, claims, costs, and expenses of any nature to the extent arising from, caused by, or relating to Consultant's personnel practices. or to the extent arising from, caused by, or relating to the violation of any of the provisions of this Section 6. In addition to all other remedies available under law, City shall have the right to offset against the amount of any fees due to Consultant under this Agreement any amount due to City from Consultant as a result of Consultant's failure to promptly pay to City any reimbursement or indemnification arising under this Section 6. This duty of indemnification is in addition to Consultant's duty to defend, indemnify, and hold harmless as set forth in any other provision of this Agreement.

7. PERS Compliance and Indemnification.

A. General Requirements. The parties acknowledge that City is a local agency member of PERS, and as such has certain pension reporting and contribution obligations to PERS on behalf of qualifying employees. Consultant agrees that, in providing its employees and any other personnel to City to perform the services under this Agreement, Consultant shall assure compliance with the Public Employees' Retirement Law, commencing at Government Code Section 20000, the regulations of PERS, and the Public Employees' Pension Reform Act of 2013, as amended. Without limitation to the foregoing, Consultant shall assure compliance with regard to personnel who have active or inactive membership in PERS and to those who are retired annuitants and in performing this Agreement shall not assign or utilize any of its personnel in a manner that will cause City to be in violation of the applicable retirement laws and regulations.

B. Indemnification. Consultant shall defend (with legal counsel approved by City, whose approval shall not be unreasonably withheld), indemnify, and hold harmless City, and its City and its elected officials, officers, employees, servants, designated volunteers, and agents serving as independent contractors in the role of City officials, from any and all liability, damages, claims, costs, and expenses of any nature to the extent arising from, caused by, or relating to Consultant's violation of any provisions of this Section 7. This duty of indemnification is in addition to Consultant's duty to defend, indemnify, and hold harmless as set forth in any other provision of this Agreement.

8. Confidentiality. All data, documents, discussion, or other information (collectively "data") developed or received by Consultant or provided for performance of this Agreement are deemed confidential. Consultant shall keep all data confidential and shall not disclose any data to any person or entity without City's prior written consent. City shall grant such consent if disclosure is legally required. Consultant shall return all data to City upon the expiration or termination of this Agreement. Consultant's covenant under this Section 8 shall survive the expiration or termination of this Agreement.

9. Conflicts of Interest. Consultant and its officers, employees, associates and subcontractors, if any, shall comply with all conflict of interest statutes of the State of California applicable to Consultant's services under this Agreement, including the Political Reform Act (Gov. Code, § 81000 *et seq.*) and Government Code Section 1090. During the term of this Agreement, Consultant may perform similar services for other clients, but Consultant and its officers, employees, associates and subcontractors shall not, without the City Representative's prior written approval, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or subcontractors to abstain from a decision under this Agreement pursuant to a conflict of interest statute. Consultant shall incorporate a clause substantially similar to this Section 9 into any subcontract that Consultant executes in connection with the performance of this Agreement.

10. Indemnification.

A. Indemnities for Third Party Claims.

1) To the fullest extent permitted by law, Consultant shall, at its sole cost and expense, defend, hold harmless and indemnify City and its elected officials, officers, attorneys, agents, employees, designated volunteers, successors, assigns and those City agents serving as independent contractors in the role of City officials (collectively "Indemnitees"), from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, expenses, judgments, penalties, liens and losses of any nature whatsoever, including fees of accountants, attorneys or other professionals, and all costs associated therewith, and the payment of all consequential damages (collectively "Liabilities"), in law or equity, whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to the acts or omissions of Consultant, its officers, agents, servants, employees, subcontractors, materialmen, contractors or their officers, agents, servants or employees (or any entity or individual that Consultant shall bear the legal liability thereof) in the performance of this Agreement, including the Indemnitees' active or passive negligence, except for Liabilities arising from the sole

negligence or willful misconduct of the Indemnitees, as determined by final arbitration or court decision or by the agreement of the parties. Consultant shall defend the Indemnitees in any action or actions filed in connection with any Liability with counsel of the Indemnitees' choice, and shall pay all costs and expenses, including all attorneys' fees and experts' costs actually incurred in connection with such defense. Consultant shall reimburse the Indemnitees for any and all legal expenses and costs incurred by Indemnitees in connection therewith.

2) Consultant shall pay all required taxes on amounts paid to Consultant under this Agreement, and indemnify and hold City harmless from any and all taxes, assessments, penalties and interest asserted against City by reason of the independent contractor relationship created by this Agreement. Consultant shall fully comply with the workers' compensation law regarding Consultant and Consultant's employees. Consultant shall indemnify and hold City harmless from any failure of Consultant to comply with applicable workers' compensation laws. City may offset against the amount of any fees due to Consultant under this Agreement any amount due to City from Consultant as a result of Consultant's failure to promptly pay to City any reimbursement or indemnification arising under this Subparagraph A. 2).

3) Consultant shall obtain executed indemnity agreements with provisions identical to those in this Section 10 from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. If Consultant fails to obtain such indemnity obligations, Consultant shall be fully responsible and indemnify, hold harmless and defend the Indemnitees from and against any and all Liabilities in law or equity, whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to the acts or omissions of Consultant's subcontractor, its officers, agents, servants, employees, subcontractors, materialmen, contractors or their officers, agents, servants or employees (or any entity or individual that Consultant's subcontractor shall bear the legal liability thereof) in the performance of this Agreement, including the Indemnitees' active or passive negligence, except for Liabilities arising from the sole negligence or willful misconduct of the Indemnitees, as determined by final arbitration or court decision or by the agreement of the parties.

B. Workers' Compensation Acts not Limiting. Consultant's indemnifications and obligations under this Section 10, or any other provision of this Agreement, shall not be limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City, its officers, agents, employees and volunteers.

C. Insurance Requirements not Limiting. City does not, and shall not, waive any rights that it may possess against Consultant because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. The indemnities in this Section 10 shall apply regardless of whether or not any insurance policies are determined to be applicable to the Liability, tax, assessment, penalty or interest asserted against City.

D. Survival of Terms. Consultant's indemnifications and obligations under this Section 10 shall survive the expiration or termination of this Agreement.

11. Insurance.

A. Minimum Scope and Limits of Insurance. Consultant shall procure and at all times during the term of this Agreement carry, maintain, and keep in full force and effect, insurance as follows:

1) Commercial General Liability Insurance with a minimum limit of Two Million Dollars (\$2,000,000) per occurrence for bodily injury, personal injury and property damage and a general aggregate limit of Four Million Dollars (\$4,000,000) per project or location. If Consultant is a limited liability company, the commercial general liability coverage shall be amended so that Consultant and its managers, affiliates, employees, agents and other persons necessary or incidental to its operation are insureds.

2) Automobile Liability Insurance for any owned, non-owned or hired vehicle used in connection with the performance of this Agreement with a combined single limit of Two Million Dollars (\$2,000,000) per accident for bodily injury and property damage. If Consultant does not use any owned, non-owned or hired vehicles in the performance of services under this Agreement, Consultant shall obtain a non-owned auto endorsement to the Commercial General Liability policy required under Subparagraph A. 1) of this Section 11.

3) Workers' Compensation Insurance as required by the State of California and Employer's Liability Insurance with a minimum limit of One Million Dollars (\$1,000,000) per accident for bodily injury or disease. If Consultant has no employees while performing services under this Agreement, workers' compensation policy is not required, but Consultant shall provide an executed declaration that it has no employees.

4) Professional Liability Insurance with minimum limits of Two Million Dollars (\$2,000,000) per claim and in aggregate.

B. Acceptability of Insurers. The insurance policies required under this Section 11 shall be issued by an insurer admitted to write insurance in the State of California with a rating of A:VII or better in the latest edition of the A.M. Best Insurance Rating Guide. Self insurance shall not be considered to comply with the insurance requirements under this Section 11.

C. Additional Insured. The commercial general and automobile liability policies shall contain an endorsement naming the City, its officers, employees, agents and volunteers as additional insureds.

D. Primary and Non-Contributing. The insurance policies required under this Section 11 shall apply on a primary non-contributing basis in relation to any other insurance or self-insurance available to City. Any insurance or self-insurance maintained by City, its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.

E. Consultant's Waiver of Subrogation. The insurance policies required under this Section 11 shall not prohibit Consultant and Consultant's employees, agents or subcontractors from waiving the right of subrogation prior to a loss. Consultant hereby waives all rights of subrogation against City.

F. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be approved by City. At City's option, Consultant shall either reduce or eliminate the deductibles or self-insured retentions with respect to City, or Consultant shall procure a bond guaranteeing payment of losses and expenses.

G. Cancellations or Modifications to Coverage. Consultant shall not cancel, reduce or otherwise modify the insurance policies required by this Section 11 during the term of this Agreement. The commercial general and automobile liability policies required under this Agreement shall be endorsed to state that should the issuing insurer cancel the policy before the expiration date, the issuing insurer will endeavor to mail thirty (30) calendar days' prior written notice to City. If any insurance policy required under this Section 11 is canceled or reduced in coverage or limits, Consultant shall, within two (2) business days of notice from the insurer, phone, fax or notify City via certified mail, return receipt requested, of the cancellation of or changes to the policy.

H. City Remedy for Noncompliance. If Consultant does not maintain the policies of insurance required under this Section 11 in full force and effect during the term of this Agreement, or in the event any of Consultant's policies do not comply with the requirements under this Section 11, City may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, City may, but has no duty to, take out the necessary insurance and pay, at Consultant's expense, the premium thereon. Consultant shall promptly reimburse City for any premium paid by City or City may withhold amounts sufficient to pay the premiums from payments due to Consultant.

I. Evidence of Insurance. Prior to the performance of services under this Agreement, Consultant shall furnish City's Risk Manager with a certificate or certificates of insurance and all original endorsements evidencing and effecting the coverages required under this Section 11. The endorsements are subject to City's approval. Consultant may provide complete, certified copies of all required insurance policies to City. Consultant shall maintain current endorsements on file with City's Risk Manager. Consultant shall provide proof to City's Risk Manager that insurance policies expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Consultant shall furnish such proof at least two (2) weeks prior to the expiration of the coverages.

J. Indemnity Requirements not Limiting. Procurement of insurance by Consultant shall not be construed as a limitation of Consultant's liability or as full performance of Consultant's duty to indemnify City under Section 10 of this Agreement.

K. Subcontractor Insurance Requirements. Consultant shall require each of its subcontractors that perform services under this Agreement to maintain insurance coverage that meets all of the requirements of this Section 11.

12. Mutual Cooperation.

A. City's Cooperation. City shall provide Consultant with all pertinent data, documents and other requested information as is reasonably available for Consultant's proper performance of the services required under this Agreement.

B. Consultant's Cooperation. In the event any claim or action is brought against the City relating to Consultant's performance or services rendered under this Agreement, Consultant shall render any reasonable assistance that City requires.

13. Records and Inspections. Consultant shall maintain full and accurate records with respect to all matters covered under this Agreement for a period of four (4) years. Consultant shall, without charge, provide City with access to the records during normal business hours. City may examine and audit the records and make transcripts therefrom, and inspect all program data, documents, proceedings and activities.

14. Termination or Suspension of Agreement.

A. Right to Terminate or Suspend. City may terminate or suspend this Agreement at any time, at will, for any reason or no reason, after giving written notice to Consultant at least seven (7) calendar days before the termination or suspension is to be effective. Consultant may terminate this Agreement at any time, at will, for any reason or no reason, after giving written notice to City at least sixty (60) calendar days before the termination is to be effective.

B. Obligations upon Termination. Consultant shall cease all work under this Agreement on or before the effective date of termination specified in the notice of termination. In the event of City's termination of this Agreement due to no fault or failure of performance by Consultant, City shall pay Consultant based on the percentage of work satisfactorily performed up to the effective date of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement.

15. Force Majeure. Consultant shall not be liable for any failure to perform its obligations under this Agreement if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to strikes, lockouts, labor disputes, embargoes, acts of God, inability to obtain labor or materials or reasonable substitutes for labor or materials, governmental restrictions, governmental regulations, governmental controls, judicial orders, enemy or hostile governmental action, civil commotion, fire or other casualty, or other causes beyond Consultant's reasonable control and not due to any act by Consultant.

16. Notices. Any notices, consents, requests, demands, bills, invoices, reports or other communications which either party may desire to give to the other party under this Agreement must be in writing and conclusively deemed effective: (a) on personal delivery, (b) on confirmed delivery by reputable document delivery service or courier service during Consultant's and City's regular business hours, or (c) five business days after deposit in the United States mail, by first class mail, postage prepaid, and addressed to the party to be notified as set forth below:

If to City:
Attn: Daniella Andrade

If to Consultant:
David Diaz

City of Covina
125 E. College Street|
Covina, California 91723

Executive Director
10900 Mulhall Street
El Monte, CA 91731

17. Non-Discrimination and Equal Employment Opportunity. In the performance of this Agreement, Consultant shall not discriminate against any employee, subcontractor or applicant for employment because of race, color, religious creed, sex, gender, gender identity, gender expression, marital status, national origin, ancestry, age, physical disability, mental disability, medical condition, genetic information, sexual orientation or other basis prohibited by law. Consultant will take affirmative action to ensure that subcontractors and applicants are employed, and that employees are treated during employment, without regard to their race, color, religious creed, sex, gender, gender identity, gender expression, marital status, national origin, ancestry, age, physical disability, mental disability, medical condition, genetic information or sexual orientation.

18. Prohibition of Assignment and Delegation. Consultant shall not assign any of its rights or delegate any of its duties under this Agreement, either in whole or in part, without City's prior written consent. City's consent to an assignment of rights under this Agreement shall not release Consultant from any of its obligations or alter any of its primary obligations to be performed under this Agreement. Any attempted assignment or delegation in violation of this Section 18 shall be void and of no effect and shall entitle City to terminate this Agreement. As used in this Section 18, "assignment" and "delegation" means any sale, gift, pledge, hypothecation, encumbrance or other transfer of all or any portion of the rights, obligations, or liabilities in or arising from this Agreement to any person or entity, whether by operation of law or otherwise, and regardless of the legal form of the transaction in which the attempted transfer occurs.

19. No Third Party Beneficiaries Intended. Except as otherwise provided in Section 10, this Agreement is made solely for the benefit of the parties to this Agreement and their respective successors and assigns, and no other person or entity may have or acquire a right by virtue of this Agreement.

20. Waiver. No delay or omission to exercise any right, power or remedy accruing to City under this Agreement shall impair any right, power or remedy of City, nor shall it be construed as a waiver of, or consent to, any breach or default. No waiver of any breach, any failure of a condition, or any right or remedy under this Agreement shall be (1) effective unless it is in writing and signed by the party making the waiver, (2) deemed to be a waiver of, or consent to, any other breach, failure of a condition, or right or remedy, or (3) deemed to constitute a continuing waiver unless the writing expressly so states.

21. Exhibits. Exhibits A constitutes a part of this Agreement and are incorporated into this Agreement by this reference. If any inconsistency exists or arises between a provision of this Agreement and a provision of any exhibit, the provisions of this Agreement shall control.

22. Entire Agreement. This Agreement and all exhibits referred to in this Agreement constitute the final, complete and exclusive statement of the terms of the agreement between the

parties pertaining to the subject matter of this Agreement and supersede all other prior or contemporaneous oral or written understandings and agreements of the parties. No party has been induced to enter into this Agreement by, nor is any party relying on, any representation or warranty except those expressly set forth in this Agreement.

23. Amendment of Agreement. This Agreement may be amended only by a writing signed by both parties. The City Manager is authorized to sign an amendment to this Agreement on the City Council's behalf and without the City Council's prior approval to make the following non-substantive modifications to the Agreement: (a) name changes; (b) extensions of time; (c) non-monetary changes in the scope of work; and (d) termination of the Agreement.

24. Headings. The headings in this Agreement are included solely for convenience of reference and shall not affect the interpretation of any provision of this Agreement or any of the rights or obligations of the parties to this Agreement.

25. Word Usage. Unless the context clearly requires otherwise, (a) the words "shall," "will" and "agrees" are mandatory and "may" is permissive; (b) "or" is not exclusive; and (c) "includes" or "including" are not limiting.

26. Time of the Essence. Time is of the essence in respect to all provisions of this Agreement that specify a time for performance; provided, however, that the foregoing shall not be construed to limit or deprive a party of the benefits of any grace or use period allowed in this Agreement.

27. Governing Law and Choice of Forum. This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by and construed in accordance with the laws of the State of California, except that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not be applied in interpreting this Agreement. Any dispute that arises under or relates to this Agreement (whether contract, tort or both) shall be resolved in a municipal, superior or federal court with geographic jurisdiction over the City of Covina.

28. Attorneys' Fees. In any litigation or other proceeding by which one party seeks to enforce its rights under this Agreement (whether in contract, tort or both) or seeks a declaration of any rights or obligations under this Agreement, the prevailing party shall be awarded reasonable attorneys' fees together with any costs and expenses, to resolve the dispute and to enforce the final judgment.

29. Severability. If a court of competent jurisdiction holds any provision of this Agreement to be illegal, invalid or unenforceable for any reason, the validity of and enforceability of the remaining provisions of this Agreement shall not be affected and continue in full force and effect.

30. Authority to Execute Agreement. The person or persons executing this Agreement on behalf of Consultant warrants and represents that he or she has the authority to execute this Agreement on behalf of the Consultant and has the authority to bind Consultant to the performance of its obligations hereunder.

[SIGNATURE PAGE FOLLOWS]

The parties, through their duly authorized representatives, are signing this Agreement on the date stated in the introductory clause.

City:

City of Covina,
a California municipal corporation

By: _____
Name: Chris Marcarello
Title: City Manager

ATTEST:

By: _____
Name: Fabian Velez
Title: Chief Deputy City Clerk

Consultant:

Active San Gabriel Valley
a California Non-profit Corporation

By: _____
Name: David Diaz
Title: Executive Director

By: _____
Name: Wes Reutimann
Title: Deputy Director

(Two signatures of corporate officers required for corporations under Corporations Code Section 313, unless corporate documents authorize only one person to sign this Agreement on behalf of the corporation.)

EXHIBIT A APPROVED SCOPE & FEE SCHEDULE



activeSGV.org #ActiveSGV

BOARD

Vincent Chang

Active San Gabriel Valley Billing Rates

David Diaz

Executive Director: \$178 per hour

Rafael Gonzalez

Senior Director: \$157 per hour

Stephanie Ramirez

Program Director: \$126 per hour

Program Manager: \$85 per hour

Wesley Reutimann

Program Coordinator: \$81 per hour

Program Associate: \$60 per hour

These rates are subject to increase as of June 30th, 2026.

Description of Services: Active San Gabriel Valley is well-experienced and has the capacity to provide the following services for the City of Covina:

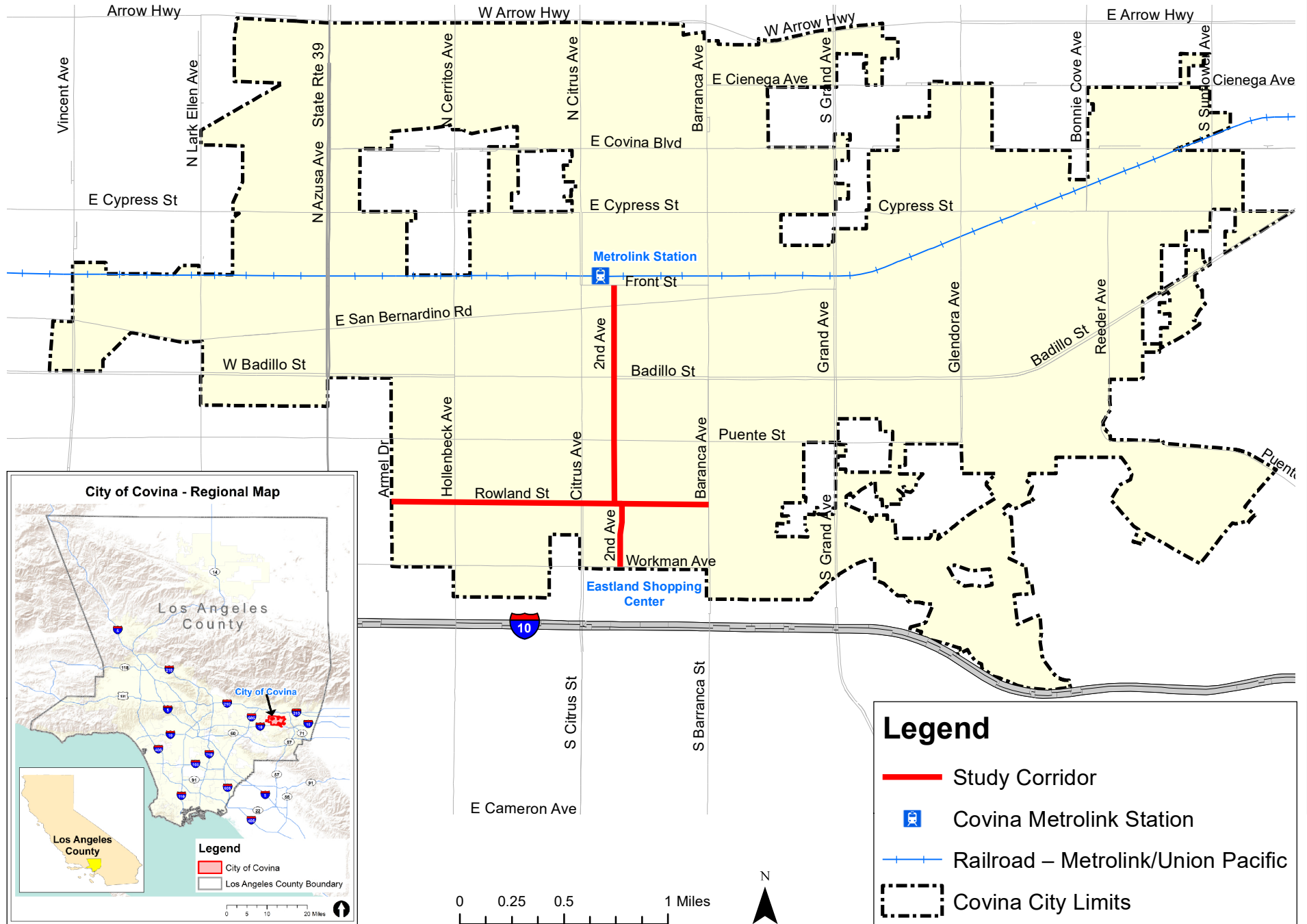
- Public outreach and community engagement
- Digital outreach and community engagement
- Grant writing and support services
- Bicycle education and community bike rides
- Open streets planning, coordination, and implementation
- Data collection and evaluation
- Drone and event photography

ActiveSGV's mission is to support a more sustainable, equitable, and livable San Gabriel Valley.

Jeff Seymour Center • 10900 Mulhall Street El Monte, CA 91731

	ACTIVE SGV									
	SCOPE OF SERVICES	DELIVERABLES	UNITS	COST	TOTAL	NOTES	1	2	3	4
	Task 1 - Project Management				\$1,550.00		Months from NTP			
	Task 1.1 Project Meetings	Attendance	4	\$275.00	\$1,100.00					
	Task 1.2: Admin Reporting	Reporting and invoices	2	\$225.00	\$450.00					
	Task 2 – Public Engagement				\$11,170.00					
	2.1: Community Walk Audit	Photos, event summary	1	\$6,670.00	\$6,670.00	Includes Pre-Planning (route development; materials development; participant recruitment); Audit Staffing/Facilitation (3 staff); Post-Audit Evaluation and Reporting. <i>*Does not include SCAG Kit of Parts</i>				
	2.2: Public Opinion Survey	Survey result summary	100	\$24.00	\$2,400.00	includes survey development, translation, printing, data collection, data entry, and summary report				
	2.3: Project Area Mailer	Final designed mailer; proof of mailing	3000	\$0.70	\$2,100.00	Mailing cost per piece: \$0.70 - includes printing, shipping, mailing, and design				
			TOTAL		\$12,720.00					

Covina - ATP Project Location Map





CC Regular Meeting

AGENDA ITEM REPORT

ITEM NO. CC 10

Meeting: December 16, 2025
Title: A Resolution Setting Forth Required Findings for Amendments to the 2025 California Building Standards and Residential Standards Codes
Presented by: Robert Fisher, Deputy Community Development Director and Building Official
Recommendation: To approve the adoption the Resolution CC 2025-115 of the 2025 Title 24 California Building Code and California Residential Code with various Appendices and edits as described. and Amending Title 14, Building and Construction, of the Covina Municipal Code.

EXECUTIVE SUMMARY:

The attached Resolution CC 2025-115, is an administrative correction to supplement the recently approved Ordinance 25-13 (Dec 4th 2025 City Council meeting) to approve the adoption of the Title 24, 2025 Building Code and California Residential code with various Appendices and edits as described.

The California Health and Safety Code Section mandates that the California Building Standards Commission adopt and publish the California Building Standards Code (Title 24, Parts 1 through 12, of the California Code of Regulations) every three years. The 2025 Edition of the California Building Standards Code becomes effective statewide on January 1, 2026. Local agencies may amend Codes comprising the California Building Standards Code, provided any amendments of building standards are supported by express findings.

DISCUSSION:

The California Health and Safety Code Section mandates that the California Building Standards Commission adopt and publish the California Building Standards Code (Title 24, Parts 1 through 12, of the California Code of Regulations) every three years. The 2025 Edition of the California Building Standards Code becomes effective statewide on January 1, 2026. Local agencies may amend Codes comprising the California Building Standards Code, provided any amendments of building standards are supported by express findings.

As described above, local agencies are allowed to amend the California Building Standards Code and other uniform Codes. However, to maintain a uniform minimum level of regulation throughout the State, any amendments to building standards must be justified by pursuant to stated findings reflecting specific conditions unique to the local jurisdiction. The amendments being proposed by staff are limited to administrative or procedural clarifications of the various Codes and concern themselves with subjects that either are not covered by the Codes or are reasonably necessary to effectively implement the Codes. Excepting for modifications to the 2025 California Residential Code, none of the proposed amendments make changes to the building standards set forth in the Codes and, therefore, express findings of unique local conditions are not required.

FISCAL IMPACT:

The Resolution, as proposed, adopts a variety of regulatory codes by reference, and updates the City's Building & Safety codes, as well as the Fire Code. As the resolution addresses only regulations and not fee schedules, the proposed action entails no current measurable fiscal impact.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

The adoption of this Resolution is exempt from CEQA pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the

activity is not a project as defined in Section 15378), of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3.

Respectfully submitted,



Robert Fisher
Deputy Community Development Director & Building Official

RESOLUTION CC 2025-115

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, SETTING FORTH REQUIRED FINDINGS FOR AMENDMENTS TO THE 2025 CALIFORNIA BUILDING STANDARDS CODE, THE 2025 CALIFORNIA RESIDENTIAL CODE, AND ADOPTION OF CERTAIN APPENDICES IN BOTH CODES, BASED ON LOCAL CLIMATIC, TOPOGRAPHICAL AND/OR GEOLOGICAL CONDITIONS

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, certain building standards and other related provisions contained in national model and uniform codes are adopted and amended by the State of California, and thereafter published as the California Building Standards Code (“CBSC”). The 2025 CBSC will become applicable in the City, subject to amendments made by the City pursuant to Health and Safety Code Sections 17958.5 and/or 18941.5; and

WHEREAS, Health and Safety Code Sections 17958.5 and 18941.5 authorize the City Council to make reasonably necessary modifications to the California Building Standards Code, based on certain local conditions; and

WHEREAS, Health and Safety Code Section 17958.7 requires that, before making any modifications to building standards contained in the CBSC, the City Council shall make an express finding that each such modification is reasonably necessary because of local climatic, geological, or topographical conditions; and

WHEREAS, the City has determined that modifications should be made to building standards and other provisions contained in the CBSC, and are reasonably necessary due to local conditions. The City has further determined that the remainder of such modifications are of an administrative or procedural nature, or concern themselves with subjects not covered by the CBSC or are reasonably necessary to safeguard life and property within the City of Covina.

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

SECTION 1. Amendments to building standards contained the 2025 Edition of the California Building Code and the 2025 Edition of the California Residential Code, including certain Appendices in both Codes, adopted by Ordinance No. 25-13 are hereby found to be reasonably necessary due to the to the following local conditions:

A. CLIMATIC CONDITIONS

Los Angeles County and the City of Covina are located in a semi-arid Mediterranean type climate which predisposes all fuels, including wood shingles, to rapid ignition and spread of

ATTACHMENT A

fire. Therefore, there exists a need for additional fire protection measures.

Hot, dry Santa Ana winds are common to all areas within the City of Covina and Los Angeles County in general. These winds, which can cause large and small trees along with small structures to fall and are a contributing factor to the high danger in the area, and create the need for an increased level of building oversight and protection. This added protection will supplement normal building codes and process to immediate protection for life and safety of multiple occupants during heavy wind and seismic occurrences.

Historically Covina has been a part of the agricultural industry with large Citrus groves and other crops. While the level of agriculture has diminished immensely from was once a major agricultural center that has transformed into a suburban community. There still remains a number of independent citrus trees, avocado trees and various green belts in the region.

B. GEOLOGICAL CONDITIONS

The City of Covina is located in a highly active seismic area. There are earthquake faults that run along both the northeastern and southwestern boundaries of Orange & Los Angeles Counties. The Newport-Inglewood Fault Zone (NIFZ) which runs through Orange & Los Angeles Counties was the source of the destructive 1933 Long Beach earthquake (6.3 magnitude, hypocenter off Newport Beach coast), which took 120 lives, with areas damaged from Laguna Beach to Marina del Rey and inland to Whittier, and poses one of the greatest hazards to lives and property in the nation. Regional planning for reoccurrence is recommended by the State of California, Department of Conservation. There was also an earthquake in December 1989, with the epicenter located near the City of Irvine. The fault on which this quake occurred was unknown prior to this activity. The October 17, 1989, Santa Cruz earthquake resulted in only one major San Francisco fire in the Marina district, but when combined with the 34 other fires and over 500 responses, the departments was taxed to its full capabilities. The Marina fire was difficult to contain because mains supplying water to the district burst during the earthquake. If more fires had been ignited by the earthquake, it would have been difficult for the fire department to contain them. Experts predict a major earthquake in our area within the next 30 years. This situation creates the need for both additional fire protection measures and automatic on-site fire protection for building occupants since a multitude of fires may result from breakage of gas and electric lines as a result of an earthquake.

Covina is centrally located with a Metro Link Transit Stop, Freight rail lines and Transit center. These features provide the necessity for additional sound mitigation measures when developing or redeveloping additional housing unit or commercial units in around these locations.

Amendments to other than building standards set forth below are administrative in nature and are listed solely for reference.

Amendments to the 2025 California Building Standards Code, and adoption of, and additions and deletions to, are found reasonably necessary based on the climatic, topographical, and/or geological conditions cited in Section 1 of this Resolution and are listed as follows:

Building Code

101.4, 105.3.2, 105.5,
105.5.1, 107.1, 107.5,
109.1, 109.2, 109.4,
109.6, 111.1, 111.3,
112.2, 113, 114.1,
114.4, 114.5, Appendix J
105.2

Appendices A, B, P
D, H
F, I
N, O

Residential Code

R105.3.2, R105.5, R105.5.1,
R106.1, R106.5, R108, R110.1,
R110.4, R111.2, R112, R113.1,
R113.4, R113.5
R105.2

Appendix CI

Findings in Section 1

Administrative

Administrative - Revised items 1
and 2 under “Building” for
consistency with the City’s
Zoning Code development
standards, which limit
detached accessory structures
to 15 feet in height and Permits
Required for ALL Masonry Block
walls, wood, vinyl, wrought
iron fences

Administrative

Finding “A”

Finding “B”

Finding “A” and “B” -Both

Findings in Section 1 R105.2

Administrative - Revised items 1 and 2
under “Building” for consistency with the
City’s Zoning Code development standards,
which limit detached accessory structures to
15 feet in height.

Administrative

Administrative - Revised items 1 and 2
under “Building” for consistency with the
City’s Zoning Code development standards,
Permits Required for ALL Masonry Block
walls, wood, vinyl, wrought iron fences.

Climatic and Administrative - Revised to
require that when a building permit is issued

for the construction of a new swimming pool or spa or the remodeling of an existing swimming pool or spa at a private single-family home, the respective swimming pool or spa must be equipped with enclosure that meets the requirements of Section 115921(c) and isolates the swimming pool or spa from the private single-family home, and at least one other drowning prevention safety feature listed in Section 115922. (Finding “A”)

Revised for consistency with the City’s swimming pool enclosure requirements set forth in Chapter 8.12 of the Municipal Code. The City experiences dry and temperate weather, which encourages swimming year-round. The proposed amendment takes necessary precautionary steps to reduce or eliminate the risk of drowning in pools. The City, in conjunction with other surrounding local jurisdictions in the region of the San Gabriel Valley and Inland Empire, requires the first swimming pool barrier to be a physical barrier. (Finding “A”)

Appendices AA

BB

BF

BG, BH, BI, BJ, BK, BL, BM,

BN, BO, and CJ

Administrative

Finding “A”

Finding “B”

Finding “A and B”- Both

AB 130 Finding

Amendments to building standards affecting residential uses contained in Ordinance No. 25-13, are changes or modifications substantially equivalent to existing changes or modifications that were previously filed by the City of Covina and were in effect as of September 30, 2025. See Health and Safety Code Sections 17958.5 and 18941.5.

SECTION 2. The City Council declares that, should any article, provision, finding, section, paragraph, sentence or word of this Resolution be or be declared invalid by any final court action in a court of competent jurisdiction, or by administrative determination, or by reason of any preemptive legislation, the remaining articles, provisions, findings, sections, paragraphs, sentences and words of this Resolution shall remain in full force and effect.

APPROVED and **PASSED** this 16th day of December, 2025.

City of Covina, California

BY: _____
VICTOR LINARES, Mayor

ATTEST:

FABIAN VELEZ, Chief Deputy City Clerk

CERTIFICATION

I, Fabian Velez, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution CC 2025-115 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 16th day of December, 2025, by the following vote:

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

Dated:

FABIAN VELEZ, Chief Deputy City Clerk



CC Regular Meeting

AGENDA ITEM REPORT

Meeting: December 16, 2025
Title: Enterprise Host Server Replacements and Services – Police Department and City Hall
Presented by: Angel Carrillo, Assistant City Manager
Recommendation: Authorize the City Manager to Execute an Agreement with Sidepath and Acorn to Purchase Dell Servers and Services to Install and Maintain.

EXECUTIVE SUMMARY:

The City currently operates with six host servers—three located at City Hall and three at the Police Department—that have reached end-of-life and require replacement. The new proposal from Dell will meet the City’s increasing needs by upgrading to a modern, more powerful four host server system with two at City Hall and two at the Police Department. Additionally, Acorn Solutions Group, who currently manage server systems, will provide configuration services to support the implementation of the new system.

BACKGROUND:

The City currently operates six host servers—three located at City Hall and three at the Police Station—to ensure system redundancy. All the servers are approximately 7 years old, have exceeded their end-of-life, and are exhibiting signs of failure. Replacing the host servers allows the City to continue operation of services without interruption. If not replaced, these potential points of failure pose a significant risk of a complete system outage.

To address this need, City staff collaborated with engineers from Dell to develop a replacement proposal tailored to the City's operational needs. Dell has been established as the City’s standard for servers, which helps reduce both the cost and complexity of system maintenance. The proposed design utilizes a newer and more robust scalable system.

DISCUSSION:

The City’s current Dell host servers were manufactured in December 2018 and have a recommended operational lifespan of 5 to 7 years. Although manufacturer ProSupport concluded in 2024, the City’s IT Division has continued to extend support services to maintain reliability and system uptime. The existing virtual server environment requires six host servers to support current workloads. The proposed replacement host servers offer significantly increased processing capacity, enabling the City to reduce the number of hosts from six to four. This consolidation will immediately lower the number of software licenses required to operate the server infrastructure, resulting in a significant cost savings. Replacing this end-of-life equipment, which is central to the operation of all City systems, will reinforce the City’s technology infrastructure and ensure continued service delivery. Maintaining uninterrupted, 24/7 operations, particularly for critical public safety systems, remains a core objective of the City’s IT Division.

Sidepath has provided a quote under the NASPO contract (7-17-70-40-05) for the purchase of four host servers and related equipment, totaling \$117,197.89. In addition, Acorn Technology Services will provide professional services for setup and configuration at a cost of \$12,000, with the project estimated to require 130 hours. The total project cost is \$129,197.89.

This procurement falls under NASPO Master Contract #7-17-70-40-05 (AR2472) – Advanced Technology Solutions Aggregator. This cooperative purchasing agreement enables the City to leverage a competitively

solicited contract for cost-effective and streamlined procurement. Sidepath is an authorized supplier under this program.

NASPO ValuePoint cooperative contracts are available to public agencies nationwide, provided their state laws permit intergovernmental contract use. As a governmental entity, the City of Covina is authorized to utilize NASPO's competitively bid agreements. The current contract term extends from October 15, 2016, through September 16, 2026.

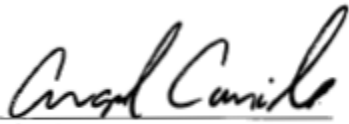
FISCAL IMPACT:

The total cost for implementation in Year One is \$129,197.89. Adequate appropriations exist in the 2025-26 IT budget. This includes hardware, equipment, and professional services. ProSupport Plus Mission Critical 4-hour 7x24 Onsite Service with Emergency Dispatch is included for the first five years at no additional cost.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Not applicable.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Angel Carrillo", written over a horizontal line.

Angel Carrillo
Assistant City Manager



CC Regular Meeting **AGENDA ITEM REPORT**

Meeting: December 16, 2025
Title: Public Hearing of 2026 Annual Report for Downtown Covina Business Area Enhancement District (BAED)
Presented by: Theresa Franke, Director of Finance
Lisa Lee, Administrative Technician
Recommendation: 1. Conduct the public hearing of the 2026 Annual Report for the Covina Downtown Business Area Enhancement District and Proposed Assessment; and
2. Adopt Resolution CC 2025-124, confirming the 2026 Annual Report for the Downtown Covina Business Area Enhancement District, and levying the 2026 assessment described therein.

EXECUTIVE SUMMARY/BACKGROUND:

At the City Council meeting of November 18, 2025, Council was presented with the Annual Report for the 2026 Covina Downtown Business Area Enhancement District (BAED). The Report was approved and Resolution CC 2025-119 was adopted expressing the Council's intention to levy an annual assessment for the calendar year 2026.

The adopted Resolution established a date of December 16, 2025 for a public hearing on this assessment.

DISCUSSION:

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

1. Approve the Annual Report (Attachment A)
2. Adopt a Resolution of Intention to Levy an Annual Assessment
3. Hold a Public Hearing on this Assessment
4. Adopt a Resolution confirming the Annual Report and Assessment (Attachment B)

The previous meeting satisfied the first two of these requirements. The second two items are being addressed at this meeting.

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

FISCAL IMPACT:

There is no fiscal impact to the City as a result of this action. Each business in the District is assessed an annual fee of \$125 which is charged along with their annual business license renewal. The fees collected are remitted to the Covina Downtown Merchants Association to be utilized on the planned activities outlined in the attached annual report (Attachment A).

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

No CEQA involvement.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Theresa Franke', positioned above a horizontal line.

Theresa Franke
Director of Finance

A handwritten signature in black ink, appearing to read 'Lisa Lee', positioned above a horizontal line.

Lisa Lee
Administrative Technician



Covina Downtown Merchants Association

"A Mile Square & All There!" | www.covina.com

November 6, 2025

Chris Marcarello
City of Covina
125 East College Street
Covina, California 91723

RE: Benefit Area Enhancement District

Dear Chris,

The Board of Directors of the Covina Downtown Association has prepared the following report in order to levy BAED assessment in the Downtown area for the year 2026.

1. Boundary Changes

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

2. Planned Activities for 2026

The Board of Directors has adopted a plan for the fiscal year 2026 which includes continued web and social media presence, and print advertising. We promoting the Downtown shopping experience through our mobile friendly website, instagram and twitter.

We will continue with the successful light pole banner program.

We also plan to continue our two Covina Charities Wine Walks, a Cinco de Mayo Festival & Rocktober Family Festival and our Winter Wonderland Christmas promotions.

We will also partner with the Parks and Recreation department to bring more events to downtown, such as the Halloween Boo Bash and the Christmas Tree Lighting, both financially and in the planning stages.



Covina Downtown Merchants Association

"A Mile Square & All There!" | www.covina.com

3. Projected budget for 2026 fiscal year

Due to the discontinuance of Thunderfest, our budget for the fiscal year 2026 will be \$30,600 with estimated \$7,500.00 coming from the BAED. We have budgeted 65% to advertising and promotional events, 25% for the Covina.com website, and 10% for insurance and other operating expenses.

4. Method of levying Assessment

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

5. Carryover Revenues

Our 2025 fiscal budget will fund all of the CDMA activities, leaving an estimated \$4000.00 to begin the next fiscal year.

6. Outside Contributions

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

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

Respectfully submitted,

Galen Metz
President
Covina Downtown Merchants Association

RESOLUTION CC 2025-124

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, CONFIRMING THE 2026 ANNUAL REPORT FOR THE COVINA DOWNTOWN BUSINESS AREA ENHANCEMENT DISTRICT AND LEVYING CALENDAR YEAR 2026 ASSESSMENT DESCRIBED THEREIN

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

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

WHEREAS, in accordance with State law, the City Council has previously conducted a public hearing to consider the annual report on the BAED; and

WHEREAS, the City Council did pass the resolution of intention to levy an annual assessment for the calendar year 2026 in the Covina Downtown BAED.

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

SECTION 1. The City Council of the City of Covina does hereby confirm the annual report for the Covina Downtown BAED for 2026.

SECTION 2. In accordance with California Streets and Highways Code section 36535(c), the adoption of this resolution shall constitute the levy of the assessment for the calendar year 2026 in the BAED, as described in the Resolution of Intention.

SECTION 3. The City Clerk shall certify as to the adoption of this resolution and shall enter the same in the Book of Original Resolutions.

APPROVED and **PASSED** this 16th day of December, 2025.

City of Covina, California

BY: _____
VICTOR LINARES, Mayor

ATTEST:

FABIAN VELEZ, Chief Deputy City Clerk

CERTIFICATION

I, Fabian Velez, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution CC 2025-124 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 16th day of December 2025, by the following vote:

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

Dated:

FABIAN VELEZ, Chief Deputy City Clerk