



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

Tuesday, April 21, 2026, 7:30 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](http://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](mailto: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.

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JOINT MEETING—CLOSED SESSION 6:30 PM

**CLOSED SESSION - WILL NOT BE HELD**

JOINT MEETING—OPEN SESSION 7:30 PM

**CALL TO ORDER**

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

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

Led by Mayor Delgado.

**INVOCATION**

Given by Covina Police Chaplain Chuck Cannizzaro.

**APPROVAL OF AGENDA**

**PRESENTATIONS**

A. National Library Week Proclamation

B. Earth Day Proclamation

C. Arbor Day Proclamation

**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. Payment of Demands**

Staff Recommendation:

Approve Payment of Demands in the amount of \$3,750,584.86.

**CC 2. Resolution CC 2026-24 Accepting the Public Improvements  
Associated with Tract No. 84311 “Zest 2.0”**

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Staff Recommendation:

Adopt **Resolution CC 2026-24** accepting the public improvements associated with Tract No. 84311 “Zest 2.0”.

**CC 3. Resolutions Relating to the Annexation of Territory to CFD 2007-1,  
Declaring Intention to Authorize Annexation, Adopting Boundary Map,  
and Setting the Public Hearing Date for June 16, 2026 (123 E. Center  
Street, Covina//Annexation 40)**

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Staff Recommendation:

1. Adopt City **Resolution CC 2026-22**, declaring intention to authorize the annexation of territory to Community Facilities District (CFD) No. 2007-1 (Public Services); and
2. Adopt City **Resolution CC 2026-23**, adopting boundary map showing territory proposed to be annexed in the future to Community Facilities District No. 2007-1 (Public Services).

**CC 4. Approval of Fiscal Year 2027 Water Supply Strategy and  
Authorization to Execute All Requisite Documents**

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Staff Recommendation:

1. Approve the Fiscal Year 2027 water supply strategy outlined in this report;
2. Authorize the City Manager to execute a Temporary Assignment or Lease of Water Right Form to assign 383.66 acre feet of Water Production Rights from the City to an Alternate Water Agency for FY 2027; and
3. Authorize the City to solicit and lease up to 575 shares of Covina Valley Water Company stock for Fiscal Year 2027, and execute a Lease Agreement and an Order for Delivery with interested shareholders.

**CC 5. Authorizing the Purchase of Office Pod Booths for 401 N. Citrus  
Avenue Co-Working Project, and Approving Resolution CC 2026-26,  
Appropriating Funds for the Purchase of the Office Pods**

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Staff Recommendation:

1. Authorize the purchase of the proposed office pod booths for an amount not to exceed \$33,000;
2. Approve **Resolution CC 2026-26**, appropriating funds to account 1010-0310-55100 to allow for the purchase of the office pod booths; and
3. Increase account 1010-0310-46535 by \$60,000 to recognize revenue from a development agreement with Bulletin Displays, LLC.

**CC 6. Acceptance of National Endowment of the Arts Grant Funding and  
Appropriation of Local Funding to Facilitate a Community Mural at the  
Covina Recreation Village**

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Staff Recommendation:

Adopt **Resolution CC 2026-25** amending the Fiscal Year 2025-2026 Operating Budget to establish grant program accounts, accept NEA grant funds, and appropriate \$50,000 from development agreement public benefit funds to facilitate the project.

**CC 7. Resolution Accepting LA County RPOSD Award and Authorizing the City Manager to Execute Required Documents for the Covina Town Center Pedestrian Bridge Planning & Design Task**

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Staff Recommendation:

Adopt **Resolution CC 2026-27** amending the Fiscal Year 2025-2026 Operating Budget to establish grant program accounts, accept grant funds, appropriate \$460,000 from the general fund (grant reimbursable funds), and authorize the City Manager to review, administratively update, and execute documentation required by the grantor to facilitate this task.

**PUBLIC HEARINGS**

**PH 1. Public Hearing for the Expenditure of the 2025 Edward Byrne Memorial Justice Assistance Grant (JAG)**

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Staff Recommendation:

Hold the public hearing and receive and file proposed program for expenditure of 2025 Edward Byrne Memorial Justice Assistance Grant (JAG).

**PH 2. Status of City's Vacancies and Recruitment and Retention Efforts in Calendar Year 2025 (Assembly Bill 2561/Government Code Section 3502.3)**

85

Staff Recommendation:

1. City Council to open the public hearing and consider public testimony at which the City will report on workforce vacancies, and recruitment and retention efforts and the City's recognized employee organizations will be provided an opportunity to make a presentation on such subjects. (Procedures for the Public Hearing on City Vacancies and Recruitment and Retention Efforts are attached hereto as Attachment "A"); and
2. Receive and File a staff report on the City's workforce vacancies, and recruitment and retention efforts in compliance with Assembly Bill ("AB") 2561. (Gov. Code § 3502.3.).

**NEW BUSINESS**

**NB 1. FY 2026-27 Capital Improvement Project Presentation**

Staff Recommendation:

Receive and file.

**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, May 5, 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 OF COVINA AND SUCCESSOR AGENCY TO THE COVINA REDEVELOPMENT AGENCY AGENDA ITEM REPORT

ITEM NO. CC 1

**Meeting:** April 21, 2026  
**Title:** Payment of Demands  
**Presented by:** Theresa Franke, Director of Finance  
**Recommendation:** Approve Payment of Demands in the amount of \$3,750,584.86.

## EXECUTIVE SUMMARY:

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

### Accounts Payable Warrants March 20, 2026 – April 2, 2026

|                   |                        |
|-------------------|------------------------|
| CITY checks/EFTs  | \$ 2,515,319.92        |
| CITY payroll      | \$ 1,222,272.58        |
| CITY voids        | \$ (2,085.91)          |
| Worker's Comp     | \$ 15,078.27           |
|                   | <u>\$ 3,750,584.86</u> |
|                   |                        |
| SACRA checks/EFTs | \$ 0.00                |
| SACRA payroll     | \$ 0.00                |
|                   | <u>\$ 0.00</u>         |
|                   |                        |
| TOTAL checks/EFTs | <u>\$ 3,750,584.86</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,

  
\_\_\_\_\_  
Theresa Franke  
Director of Finance





CITY OF COVINA  
Check Register  
Mar 20, 2026 - Apr 2, 2026

| Check #                                                           | Check Date | Vendor | Name                                     | Amount              |
|-------------------------------------------------------------------|------------|--------|------------------------------------------|---------------------|
| 6084                                                              | 03/16/2026 | 487    | CALIFORNIA PUBLIC EMPLOYEES'             | 2,250.00            |
| 6085                                                              | 03/26/2026 | 5207   | PNC BANK NATIONAL ASSOCIATION            | 507,075.07          |
| 6086                                                              | 03/26/2026 | 4003   | MidAmerica                               | 2,045.23            |
| 21092                                                             | 03/26/2026 | 788    | COVINA, CITY OF                          | 56,452.96 *         |
| 21093                                                             | 03/26/2026 | 789    | COVINA-FSA, CITY OF                      | 1,920.33            |
| 21094                                                             | 03/26/2026 | 2033   | NATIONWIDE RETIREMENT SOLUTIONS          | 33,307.52           |
| 21095                                                             | 03/26/2026 | 487    | CalPERS                                  | 109,376.71          |
| <b>subtotal EFT/wires/direct deposits</b>                         |            |        |                                          | <b>\$712,427.82</b> |
| Internal transfers - workers comp allocation - no net cash effect |            |        |                                          | (56,452.96) *       |
| <b>subtotal EFT/wires/direct deposits less Internal Transfers</b> |            |        |                                          | <b>\$655,974.86</b> |
| 130825                                                            | 03/25/2026 | 84     | AIRGAS-WEST                              | 533.54              |
| 130826                                                            | 03/25/2026 | 84     | AIRGAS NATIONAL CARBONATION              | 280.12              |
| 130827                                                            | 03/25/2026 | 159    | AMERICAN WATER WRKS ASSOC                | 347.00              |
| 130828                                                            | 03/25/2026 | 219    | AT&T                                     | 580.73              |
| 130829                                                            | 03/25/2026 | 254    | AZUSA LIGHT & WATER                      | 1,147.32            |
| 130830                                                            | 03/25/2026 | 254    | AZUSA LIGHT & WATER                      | 31.20               |
| 130831                                                            | 03/25/2026 | 254    | AZUSA LIGHT & WATER                      | 58.20               |
| 130832                                                            | 03/25/2026 | 411    | BRODART CO                               | 39.86               |
| 130833                                                            | 03/25/2026 | 437    | BURRO CANYON ENT INC                     | 120.00              |
| 130834                                                            | 03/25/2026 | 649    | CINTAS CORP #693                         | 440.28              |
| 130835                                                            | 03/25/2026 | 734    | CONTROL AUTOMATION DESIGN INC            | 9,992.55            |
| 130836                                                            | 03/25/2026 | 970    | EDISON CO                                | 1,470.93            |
| 130837                                                            | 03/25/2026 | 1055   | FEDEX                                    | 24.75               |
| 130838                                                            | 03/25/2026 | 1156   | THE GAS COMPANY                          | 1,753.15            |
| 130839                                                            | 03/25/2026 | 1204   | GOLDEN STATE WATER COMPANY               | 159.63              |
| 130840                                                            | 03/25/2026 | 1235   | GRAINGER                                 | 1,524.47            |
| 130841                                                            | 03/25/2026 | 1241   | GRAND PRINTING                           | 1,360.92            |
| 130842                                                            | 03/25/2026 | 1255   | GRISWOLD INDUSTRIES                      | 7,553.82            |
| 130843                                                            | 03/25/2026 | 1505   | JOHNNY'S POOL SERVICE                    | 83.98               |
| 130844                                                            | 03/25/2026 | 1561   | KEYSTONE UNIFORM DEPOT                   | 1,013.88            |
| 130845                                                            | 03/25/2026 | 1694   | LEWIS ENGRAVING INC                      | 116.03              |
| 130846                                                            | 03/25/2026 | 1860   | SSD SYSTEMS                              | 189.00              |
| 130847                                                            | 03/25/2026 | 1895   | MERRIMAC ENERGY GROUP                    | 42,579.55           |
| 130848                                                            | 03/25/2026 | 1924   | MILLERS & ISHAMS                         | 82.69               |
| 130849                                                            | 03/25/2026 | 1933   | MISSION LINEN SUPPLY                     | 53.44               |
| 130850                                                            | 03/25/2026 | 2238   | PEST OPTIONS INC                         | 1,075.00            |
| 130851                                                            | 03/25/2026 | 2329   | PUENTE READY MIX INC                     | 685.65              |
| 130852                                                            | 03/25/2026 | 2444   | RIO HONDO COLLEGE                        | 75.00               |
| 130853                                                            | 03/25/2026 | 2711   | SOUTHEAST CONSTRUCTION PRODUCTS - COVINA | 994.76              |
| 130854                                                            | 03/25/2026 | 2736   | STAPLES BUSINESS ADVANTAGE               | 1,193.50            |
| 130855                                                            | 03/25/2026 | 2755   | STETSON ENGINEERS INC                    | 772.50              |
| 130856                                                            | 03/25/2026 | 2855   | CHARTER COMMUNICATIONS                   | 395.98              |
| 130857                                                            | 03/25/2026 | 2926   | TYLER TECHNOLOGIES INC.                  | 55,146.55           |
| 130858                                                            | 03/25/2026 | 2954   | URBAN GRAFFITI ENTERPRISES INC           | 19,255.36           |
| 130859                                                            | 03/25/2026 | 3102   | WILLDAN FINANCIAL SERVICES               | 2,551.95            |
| 130860                                                            | 03/25/2026 | 3152   | YWCA                                     | 979.27              |
| 130861                                                            | 03/25/2026 | 3185   | TOSHIBA FINANCIAL SERVICES               | 1,721.90            |
| 130862                                                            | 03/25/2026 | 3732   | ILLINOIS LIBRARY ASSOCIATION             | 15.00               |
| 130863                                                            | 03/25/2026 | 3749   | JCL TRAFFIC SERVICES                     | 45.86               |
| 130864                                                            | 03/25/2026 | 3823   | JEEPERS CREEPERS EXTERMINATING           | 289.00              |
| 130865                                                            | 03/25/2026 | 3929   | BOOT BARN INC                            | 750.00              |

CITY OF COVINA  
Check Register  
Mar 20, 2026 - Apr 2, 2026

| Check # | Check Date | Vendor | Name                                             | Amount    |
|---------|------------|--------|--------------------------------------------------|-----------|
| 130866  | 03/25/2026 | 3988   | LANDSCAPE WAREHOUSE III                          | 878.05    |
| 130867  | 03/25/2026 | 4065   | VERIZON WIRELESS                                 | 1,310.78  |
| 130868  | 03/25/2026 | 4379   | 789, Inc.                                        | 6,150.00  |
| 130869  | 03/25/2026 | 4455   | FRONTIER                                         | 2,753.08  |
| 130870  | 03/25/2026 | 4704   | S & J Supply Company, Inc.                       | 15,933.75 |
| 130871  | 03/25/2026 | 4764   | UniFirst Corporation                             | 606.91    |
| 130872  | 03/25/2026 | 4817   | Weck Analytical Environmental Services, Inc.     | 572.00    |
| 130873  | 03/25/2026 | 4833   | Michael R. Hillmann                              | 3,200.00  |
| 130874  | 03/25/2026 | 4854   | CEJ Engineers, Inc.                              | 4,640.00  |
| 130875  | 03/25/2026 | 4965   | Environment Planning Development Solutions, Inc. | 1,702.50  |
| 130876  | 03/25/2026 | 5011   | Excel Office Services                            | 1,037.26  |
| 130877  | 03/25/2026 | 5052   | SKY JTC CORPORATION                              | 1,280.00  |
| 130878  | 03/25/2026 | 5109   | SITEREP CONSTRUCTION SERVICES, INC.              | 57,250.00 |
| 130879  | 03/25/2026 | 5111   | Foothill Communications, Inc.                    | 290.00    |
| 130880  | 03/25/2026 | 5269   | CONTROL AIR ENTERPRISES LLC.                     | 5,257.93  |
| 130881  | 03/25/2026 | 5291   | AMAZON CAPITAL SERVICES, INC                     | 3,488.64  |
| 130882  | 03/25/2026 | 5404   | VALLEY ALARM                                     | 91.00     |
| 130883  | 03/25/2026 | 5439   | PARKWOOD LANDSCAPE MAINTENANCE INC               | 19,133.69 |
| 130884  | 03/25/2026 | 5577   | Bear Electrical Solutions, LLC                   | 28,865.00 |
| 130885  | 03/25/2026 | 5617   | DUNWRIGHT PAINTING                               | 21,775.00 |
| 130886  | 03/25/2026 | 5635   | RCS INVESTIGATIONS & CONSULTING, LLC             | 8,317.50  |
| 130887  | 03/25/2026 | 5668   | MARTIN LEASING CORPORATION                       | 779.86    |
| 130888  | 03/25/2026 | 5706   | RAPID FIRE SAFETY & SECURITY LLC                 | 100.00    |
| 130889  | 03/25/2026 | 5723   | INFINITE AIR SOLUTIONS                           | 3,000.00  |
| 130890  | 03/25/2026 | 5743   | GARDA CL WEST, INC. LOCKBOX 233209               | 16.25     |
| 130891  | 03/25/2026 | 5747   | GOLD ARC, INC.                                   | 330.00    |
| 130892  | 03/25/2026 | 5766   | CFW INC                                          | 110.50    |
| 130893  | 03/25/2026 | 99999  | AARON VALLE                                      | 3,000.00  |
| 130894  | 03/25/2026 | 99999  | BLISS CAR WASH, LLC                              | 6,000.00  |
| 130895  | 03/25/2026 | 99999  | CHING- YEE NG                                    | 41.33     |
| 130896  | 03/25/2026 | 99999  | DEAN DOSPITAL                                    | 42.70     |
| 130897  | 03/25/2026 | 99999  | GEOFFREY SCOTT                                   | 2,208.43  |
| 130898  | 03/25/2026 | 99999  | JENNY ARELLANO                                   | 163.41    |
| 130899  | 03/25/2026 | 99999  | JESSICA OSORIO                                   | 102.03    |
| 130900  | 03/25/2026 | 99999  | JOSE GUERRERO                                    | 1,500.00  |
| 130901  | 03/25/2026 | 99999  | MARIA CHAVEZ                                     | 1,841.68  |
| 130902  | 03/25/2026 | 99999  | RICARDO FLORES                                   | 456.21    |
| 130903  | 03/25/2026 | 99999  | VANESSA GONZALEZ                                 | 80.00     |
| 130904  | 03/26/2026 | 68     | AFLAC ACCT# YQ792 WORLDWIDE HEADQUARTERS         | 5,429.62  |
| 130905  | 03/26/2026 | 69     | AFSCME District Council 36                       | 762.75    |
| 130906  | 03/26/2026 | 775    | COVINA POLICE ASSOCIATION                        | 3,350.00  |
| 130907  | 03/26/2026 | 878    | DELTA DENTAL OF CALIFORNIA                       | 9,944.63  |
| 130908  | 03/26/2026 | 3795   | PRE-PAID LEGAL SERVICES, INC                     | 158.97    |
| 130909  | 03/26/2026 | 3846   | CLEA                                             | 1,216.00  |
| 130910  | 03/26/2026 | 4255   | RELIASTAR LIFE INSURANCE COMPANY                 | 5,108.75  |
| 130911  | 03/26/2026 | 4710   | Fidelity Security Life Insurance Company         | 1,072.08  |
| 130912  | 04/01/2026 | 32     | ACE-1 AUTO SERVICE                               | 80.00     |
| 130913  | 04/01/2026 | 568    | CAT SPECIALTIES INC                              | 188.18    |
| 130914  | 04/01/2026 | 649    | CINTAS CORP #693                                 | 440.28    |
| 130915  | 04/01/2026 | 664    | CIVILTEC ENGINEERING INC.                        | 898.75    |
| 130916  | 04/01/2026 | 692    | CODE PUBLISHING COMPANY                          | 843.50    |

CITY OF COVINA  
Check Register  
Mar 20, 2026 - Apr 2, 2026

| Check # | Check Date | Vendor | Name                                           | Amount       |
|---------|------------|--------|------------------------------------------------|--------------|
| 130917  | 04/01/2026 | 700    | COLLEY FORD                                    | 1,216.44     |
| 130918  | 04/01/2026 | 749    | BOHL PH.D., NANCY K.                           | 1,102.50     |
| 130919  | 04/01/2026 | 783    | CITY OF COVINA WATER                           | 154.34       |
| 130920  | 04/01/2026 | 849    | DAPEER ROSENBLIT & LITVAK LLP                  | 5,744.63     |
| 130921  | 04/01/2026 | 875    | DELL MARKETING L.P.                            | 18,284.77    |
| 130922  | 04/01/2026 | 970    | EDISON CO                                      | 9,324.48     |
| 130923  | 04/01/2026 | 1075   | WEX BANK                                       | 211.20       |
| 130924  | 04/01/2026 | 1156   | THE GAS COMPANY                                | 47.68        |
| 130925  | 04/01/2026 | 1235   | GRAINGER                                       | 386.80       |
| 130926  | 04/01/2026 | 1352   | HINDERLITER DELLAMAS & ASSOC                   | 11,199.00    |
| 130927  | 04/01/2026 | 1361   | HOLLIDAY ROCK CO INC                           | 683.14       |
| 130928  | 04/01/2026 | 1387   | HUNTER, JOHN L.                                | 7,951.25     |
| 130929  | 04/01/2026 | 1614   | LA CNTY FIRE DEPARTMENT                        | 1,144,335.03 |
| 130930  | 04/01/2026 | 1617   | REGISTRAR-RECORDER, COUNTY CLERK               | 20.00        |
| 130931  | 04/01/2026 | 1619   | LA CNTY SHERIFF'S DEPT                         | 526.12       |
| 130932  | 04/01/2026 | 1694   | LEWIS ENGRAVING INC                            | 229.78       |
| 130933  | 04/01/2026 | 1707   | LIEBERT CASSIDY WHITMORE                       | 3,321.50     |
| 130934  | 04/01/2026 | 1792   | MANNING & KASS                                 | 7,071.10     |
| 130935  | 04/01/2026 | 1924   | MILLERS & ISHAMS                               | 542.26       |
| 130936  | 04/01/2026 | 2027   | NAPA AUTO PARTS                                | 171.19       |
| 130937  | 04/01/2026 | 2091   | O REILLY AUTO PARTS                            | 192.70       |
| 130938  | 04/01/2026 | 2270   | PLUMBING WHOLESALE OUTLET                      | 437.68       |
| 130939  | 04/01/2026 | 2329   | PUENTE READY MIX INC                           | 773.50       |
| 130940  | 04/01/2026 | 2345   | QUILL                                          | 93.72        |
| 130941  | 04/01/2026 | 2415   | REPUBLIC MASTER CHEFS                          | 952.24       |
| 130942  | 04/01/2026 | 2800   | T MOBILE USA                                   | 380.64       |
| 130943  | 04/01/2026 | 2855   | CHARTER COMMUNICATIONS                         | 360.36       |
| 130944  | 04/01/2026 | 3023   | VULCAN MATERIALS COMPANY                       | 674.95       |
| 130945  | 04/01/2026 | 3070   | WEST COAST ARBORISTS INC                       | 870.30       |
| 130946  | 04/01/2026 | 3102   | WILLDAN FINANCIAL SERVICES                     | 2,551.95     |
| 130947  | 04/01/2026 | 3749   | JCL TRAFFIC SERVICES                           | 1,246.88     |
| 130948  | 04/01/2026 | 3796   | RICHARDS, WATSON & GERSHON                     | 67,757.80    |
| 130949  | 04/01/2026 | 3988   | LANDSCAPE WAREHOUSE III                        | 2,176.81     |
| 130950  | 04/01/2026 | 4065   | VERIZON BUSINESS SERVICES                      | 918.96       |
| 130951  | 04/01/2026 | 4209   | ADLERHORST INTERNATIONAL                       | 484.00       |
| 130952  | 04/01/2026 | 4246   | FERGUSON ENTERPRISES                           | 3,402.29     |
| 130953  | 04/01/2026 | 4374   | ADMINISURE, INC                                | 9,377.62     |
| 130954  | 04/01/2026 | 4455   | FRONTIER                                       | 1,195.90     |
| 130955  | 04/01/2026 | 4564   | National Union Fire Ins. Co. of Pittsburgh, PA | 3,825.00     |
| 130956  | 04/01/2026 | 4688   | PCAM, LLC                                      | 56,634.92    |
| 130957  | 04/01/2026 | 4764   | UniFirst Corporation                           | 756.59       |
| 130958  | 04/01/2026 | 4817   | Weck Analytical Environmental Services, Inc.   | 366.00       |
| 130959  | 04/01/2026 | 4824   | Occu-Med, Ltd.                                 | 3,275.00     |
| 130960  | 04/01/2026 | 4840   | BONITA UNIFIED SCHOOL DISTRICT                 | 816.27       |
| 130961  | 04/01/2026 | 4931   | Antonio Castro Jr                              | 2,646.00     |
| 130962  | 04/01/2026 | 5280   | ALDERMAN & HILGERS LLP                         | 10,764.00    |
| 130963  | 04/01/2026 | 5317   | JANET TINCH PEETS                              | 4,913.90     |
| 130964  | 04/01/2026 | 5354   | MALLORY SAFETY & SUPPLY LLC                    | 241.46       |
| 130965  | 04/01/2026 | 5484   | ACTIVE SAN GABRIEL VALLEY                      | 6,142.30     |
| 130966  | 04/01/2026 | 5580   | ROLLINS, INC                                   | 165.66       |
| 130967  | 04/01/2026 | 5690   | ELPS CAR WASH                                  | 159.95       |

CITY OF COVINA  
Check Register  
Mar 20, 2026 - Apr 2, 2026

| Check #                  | Check Date | Vendor | Name                               | Amount                |
|--------------------------|------------|--------|------------------------------------|-----------------------|
| 130968                   | 04/01/2026 | 5743   | GARDA CL WEST, INC. LOCKBOX 233209 | 407.82                |
| 130969                   | 04/01/2026 | 5758   | INFRASTRUCTURE ARCHITECTS, INC.    | 9,120.00              |
| 130970                   | 04/01/2026 | 99999  | ARCADIAN INFRACOM                  | 55,900.00             |
| 130971                   | 04/01/2026 | 99999  | DAVID RODRIGUEZ                    | 223.85                |
| 130972                   | 04/01/2026 | 99999  | JOANNA ESPINOSA                    | 108.22                |
| 130973                   | 04/01/2026 | 99999  | KIMBERLY TABARES                   | 103.51                |
| 130974                   | 04/01/2026 | 99999  | RACHA ZEITOUN                      | 34.95                 |
| 130975                   | 04/01/2026 | 99999  | RAMON MARQUEZ                      | 216.49                |
| 130976                   | 04/01/2026 | 99999  | RYAN DAVIS                         | 368.34                |
| 130977                   | 04/01/2026 | 99999  | T&A CONSTRUCTION COMPANY           | 4,500.00              |
|                          |            |        | <b>subtotal checks</b>             | <b>\$1,859,345.06</b> |
| 129625                   | 12/22/2025 | 835    | D & D GOLF CARS INC                | (364.65)              |
| 129938                   | 01/21/2026 | 3988   | LANDSCAPE WAREHOUSE III            | (573.94)              |
| 130731                   | 03/18/2026 | 254    | AZUSA LIGHT & WATER                | (1,147.32)            |
|                          |            |        | <b>subtotal voids</b>              | <b>(\$2,085.91)</b>   |
|                          |            |        | <b>payroll (03/26/26)</b>          | <b>\$1,222,272.58</b> |
|                          |            |        | <b>workers' compensation</b>       | <b>\$15,078.27</b>    |
| <b>TOTAL checks/EFTs</b> |            |        |                                    | <b>\$3,750,584.86</b> |



## CC Regular Meeting

# AGENDA ITEM REPORT

**Meeting:** April 21, 2026  
**Title:** Resolution CC 2026-24 Accepting the Public Improvements Associated with Tract No. 84311 "Zest 2.0"  
**Presented by:** Rafael M. Fajardo, Director of Public Works/City Engineer  
**Recommendation:** Adopt Resolution CC 2026-24 accepting the public improvements associated with Tract No. 84311 "Zest 2.0".

### EXECUTIVE SUMMARY:

Resolution CC 2026-24 (Attachment A) is presented for the City Council's consideration to accept public improvements associated with Tract No. 84311 "Zest 2.0". The City Engineer has determined that all public improvements required with the Tract Map's conditions of approval have been constructed in compliance with improvement plans and City standards. The developer has also provided the required warranty bond related to these public improvements.

### BACKGROUND:

In November of 2023, TH Barranca, LLC submitted a Vesting Tentative Tract Map (TTM 84311) and a Site Plan Review (SPR 23-253) to develop a 2.77-acre parcel located at 747 North Barranca Avenue into seventy-five (75) "for sale" multi-family residential units. On May 14, 2024, the Planning Commission recommended approval to the City Council of Vesting Tentative Tract Map No. 84311. The Covina City Council adopted Resolution CC 2024-45 conditionally approved the Vesting Tentative Tract Map on June 18, 2024.

On March 4, 2025, the City Council adopted Resolution CC 2025-14 approving the recordation of Tract No. 84311. Prior to recordation of the Tract Map, a Subdivision Improvement Agreement was executed and surety bonds were provided to secure the construction of the required public improvements.

### DISCUSSION:

The City Engineer has determined that all public improvements required as conditions of approval for Tract No. 84311 have been constructed in substantial compliance with the improvement plans and all applicable City standards. The developer has provided a Warranty Bond in the amount of 20% of the cost of the public improvements to cover a one-year warranty period in which defects must be corrected. The City Engineer will release the warranty security in accordance with Section 12.0 of the Subdivision Improvement Agreement after the warranty requirements are satisfied.

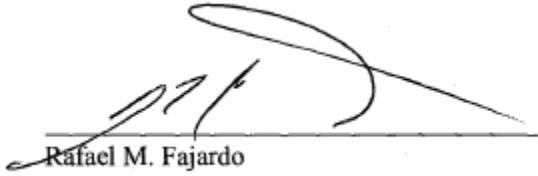
### FISCAL IMPACT:

The Public Works Department will assume the maintenance costs for the public improvements that were constructed by Tract No. 84311. The public improvements consisted of new curb and gutter, drive approaches, street paving, and signing & striping. The future on-going maintenance costs of the additional public improvements will be nominal due to the small scale of the improvements constructed. Maintenance of the private improvements outside of the public right-of-way are the responsibility of the homeowner's association.

**CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):**

During the review process, the City Council determined that the project is exempt from the California Environmental Quality Act (CEQA) pursuant to State Guidelines 15182.

Respectfully submitted,



Rafael M. Fajardo  
Director of Public Works/City Engineer

## **RESOLUTION CC 2026-24**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, ACCEPTING THE PUBLIC IMPROVEMENTS ASSOCIATED WITH TRACT NO. 84311 “ZEST 2.0”**

**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**, on June 18, 2024, the City Council adopted Resolution CC 2024-45 conditionally approved Vesting Tentative Tract Map No. 84311; and

**WHEREAS**, on March 4, 2025, the City Council adopted Resolution CC 2025-14 approving the recordation of Tract Map No. 84311 and entered into a Subdivision Improvement Agreement with TH Barranca LLC (“Trumark Homes”); and

**WHEREAS**, the Agreement requires Trumark Homes to construct certain public improvements for Tract No. 84311; and

**WHEREAS**, in accordance with Section 13.0 of the Agreement, Trumark Homes posted surety bonds to guarantee construction of the required public improvements; and

**WHEREAS**, all public improvements required as conditions of approval for Tract No. 84311 have been constructed in substantial compliance with the improvement plans and all applicable City standards, and the City Engineer has recommended to the City Council the acceptance of such improvements; and

**WHEREAS**, Trumark Homes has provided the required warranty security for Tract No. 84311 and has requested that the City authorize the release of improvement securities.

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

**SECTION 1.** Pursuant to Section 11.0 of the Subdivision Improvement Agreement between the City and Trumark Homes, the City Council hereby accepts the public improvements constructed.

**SECTION 2.** All securities furnished by Trumark Homes to guarantee the construction of the public improvements shall be returned as the project is completed and accepted by the City.

**SECTION 3.** This resolution shall constitute the starting day for computing the one-year warranty provisions per Section 13.3 of the Agreement. After one year, the City Engineer may release the warranty security upon completion of all corrective items.

**SECTION 4.** Trumark Homes shall file with the Recorder's office of the County of Los Angeles a notice of completion for the accepted public improvements in accordance with California Civil Code Section 8182.

**SECTION 5.** 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 21<sup>st</sup> day of April, 2026.

City of Covina, California

BY: \_\_\_\_\_  
HECTOR DELGADO, 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 2026-24 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 21<sup>st</sup> day of April, 2026, 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:** April 21, 2026

**Title:** Resolutions Relating to the Annexation of Territory to CFD 2007-1, Declaring Intention to Authorize Annexation, Adopting Boundary Map, and Setting the Public Hearing Date for June 16, 2026 (123 E. Center Street, Covina//Annexation 40)

**Presented by:** Brian K. Lee, AICP, Deputy City Manager/Director of Community Development  
Alana Mantilla, Economic Development Manager

**Recommendation:** 1. Adopt City Resolution CC 2026-22, declaring intention to authorize the annexation of territory to Community Facilities District (CFD) No. 2007-1 (Public Services); and  
2. Adopt City Resolution CC 2026-23, adopting boundary map showing territory proposed to be annexed in the future to Community Facilities District No. 2007-1 (Public Services).

### EXECUTIVE SUMMARY:

On June 5, 2007, the City Council held a public hearing and formed Community Facilities District (CFD) 2007-1 (Public Services). Pursuant to the Conditions of Approval for development of seventeen (17) multi-family units at 123 E. Center Street, the builder agreed to annex to the CFD, or to pay an in-lieu fee based on the financial impact on Police, Fire, Emergency and Parks services. The builder has opted to annex into the CFD.

Under the CFD, in Fiscal Year 2025-2026, any new multi-family residential units are charged \$666.67 per unit per year for the following services: police, fire protection and suppression, paramedic services, and park maintenance. This Special Tax appears on the annual Property Tax bill for each parcel. The Special Tax authorized by the CFD shall be levied on all parcels for which building permits were issued on or before May 1 of the preceding fiscal year.

This program has been conceived with the intention that all future residential development, which results in a net increase of residential units, will annex to the CFD or pay an equivalent mitigation fee. Residential units constructed prior to formation of the CFD are not subject to the Special Tax.

### DISCUSSION:

Resolutions that notice the intent of the City to annex property to the CFD, identify the boundaries of the proposed annexation, identify the types of services to be funded by the CFD, and notice that a public hearing will be held on June 16, 2026, where the City Council will consider the proposed annexation, are pursuant to the Conditions of Approval for the development of seventeen (17) new multi-family units at 123 E. Center Street, Covina, California. The Assessor's Parcel Number (APN) is 8445-010-020.

The purpose of the CFD is to finance the aforementioned public safety and park services that are in addition to those currently provided for the territory within the District. In Fiscal Year 2025-2026, the estimated amount for these services for seventeen (17) additional multi-family units is \$11,333.39.

**FISCAL IMPACT:**

There are seventeen (17) additional multi-family units in the proposed annexation area, of which seventeen (17) are subject to the special tax. The "Special Tax" authorized by the proposed annexation to Community Facilities District 2007-1 (the "CFD") will generate an estimate of \$11,333.39 annually based on Fiscal Year 2025-2026 special tax rates and will be deposited to Account No. 2740-4800-45800. The Special Tax shall be used to pay for the following services: police, fire protection and suppression, paramedic services, and park maintenance. The Special Tax will increase annually by the greater of two percent (2.00%), or the percentage change in the Consumer Price Index.

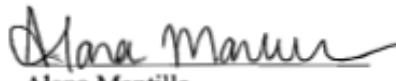
**CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):**

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

Respectfully submitted,



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



Alana Mantilla  
Economic Development Manager

## **RESOLUTION CC 2026-22**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, DECLARING ITS INTENTION TO AUTHORIZE THE ANNEXATION OF TERRITORY TO COMMUNITY FACILITIES DISTRICT NO. 2007-1 (PUBLIC SERVICES)**

**WHEREAS**, the City Council of the City of Covina, California, (hereafter referred to as the “City Council”), at this time desires to authorize the annexation of territory to City of Covina Community Facilities District No. 2007-1 (Public Services) (“CFD No. 2007-1”) pursuant to the terms and provisions of the “Mello-Roos Community Facilities Act of 1982”, being Chapter 2.5, Part 1, Division 2, Title 5 of the Government Code of the State of California, as amended (the “Act”); and

**WHEREAS**, CFD No. 2007-1 was formed to finance new police services, fire protection and suppression services, paramedic services, and park maintenance and other public services in addition to those provided in or required for the territory within CFD No. 2007-1 and will not be replacing services already available; and

**WHEREAS**, certain territory is proposed to be annexed to CFD No. 2007-1 and such territory shall be known and designated as Community Facilities District No. 2007-1 (Public Services), Annexation No. 40 (“Annexation No. 40”); and

**WHEREAS**, this legislative body now desires to proceed to adopt its Resolution of Intention to annex Annexation No. 40 into CFD No. 2007-1, to describe the territory proposed to be annexed, Annexation No. 40, to specify the services to be financed from the proceeds of the levy of special taxes within Annexation No. 40, to set and specify the special taxes that would be levied within the territory to finance such services, and to set a time and place for a public hearing relating to the annexation of Annexation No. 40 into CFD No. 2007-1; and

**WHEREAS**, a map showing the boundaries of Annexation No. 40 proposed to be annexed has been submitted, and a copy of the map shall be kept on file with the transcript of these proceedings.

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

**SECTION 1. Recitals.** The above recitals are all true and correct.

**SECTION 2. Authorization.** The proceedings for annexing Annexation No. 40 into CFD No. 2007-1 are authorized and initiated by this legislative body pursuant to the authorization of the Act.

**SECTION 3. Intention to Annex.** This legislative body hereby determines that the public convenience and necessity requires that Annexation No. 40 be added to CFD No. 2007-1 in order to pay the costs and expenses for the required and authorized new

ATTACHMENT A

services generated from new development within the City and this City Council declares its intention to annex Annexation No. 40 to CFD No. 2007-1.

**SECTION 4. Boundaries.** A general description of the boundaries of Annexation No. 40 proposed to be annexed is as follows:

All that territory proposed to be annexed to CFD No. 2007-1, as such property is shown on a map designated as “Annexation Map No. 40 of Community Facilities District No. 2007-1 (Public Services), City of Covina, County of Los Angeles, State of California,” attached hereto as Exhibit “A” and hereby incorporated by reference.

Existing territory includes the following:

| <b>CFD</b>     | <b>General description of existing territory</b>                               |
|----------------|--------------------------------------------------------------------------------|
| Original area  | 1009 N. Citrus                                                                 |
| Annexation #1  | 228 W. Center Street                                                           |
| Annexation #2  | Vintage Walk 2                                                                 |
| Annexation #3  | 451 E. Badillo                                                                 |
| Annexation #4  | 1256 W. McGill Street                                                          |
| Annexation #5  | Citrus Walk                                                                    |
| Annexation #6  | 276 W. Dexter Street                                                           |
| Annexation #7  | 166 E. Center Street                                                           |
| Annexation #8  | 269-275 W. Center Street                                                       |
| Annexation #9  | 425 Center Street                                                              |
| Annexation #10 | 800 N. Banna Avenue                                                            |
| Annexation #11 | 735 Orange Circle                                                              |
| Annexation #12 | 308 S. Barranca Avenue                                                         |
| Annexation #13 | 1732 E. Ruddock Street                                                         |
| Annexation #14 | 1162 N. Citrus Avenue                                                          |
| Annexation #15 | 172 E. Center Street                                                           |
| Annexation #16 | 437 W. Center Street                                                           |
| Annexation #17 | 139 E. Puente Street                                                           |
| Annexation #18 | 310 W. Edna Place                                                              |
| Annexation #19 | 400 block of North Citrus Avenue                                               |
| Annexation #20 | 245 E. Puente Street                                                           |
| Annexation #21 | 135 W. Center Street                                                           |
| Annexation #22 | 129-137 W. Orange Street                                                       |
| Annexation #23 | 155 E. San Bernardino Road                                                     |
| Annexation #24 | 449 S. Barranca Avenue                                                         |
| Annexation #25 | 546 N. Lark Ellen Avenue                                                       |
| Annexation #26 | 143 W. Center Street                                                           |
| Annexation #27 | 135 E. Badillo Street                                                          |
| Annexation #28 | 1060 W. San Bernardino Road, 1103 W. Badillo Street and 1111 W. Badillo Street |
| Annexation #29 | 707 N. Barranca Avenue                                                         |
| Annexation #30 | 342 S. Fourth Avenue                                                           |
| Annexation #31 | 316 S. Barranca Avenue                                                         |

|                |                          |
|----------------|--------------------------|
| Annexation #32 | 155 E. Covina Boulevard  |
| Annexation #33 | 671 E. Puente Street     |
| Annexation #34 | 837 N. Sunflower Avenue  |
| Annexation #35 | 747 N. Barranca Avenue   |
| Annexation #36 | 831 W Cypress Street     |
| Annexation #37 | 270 W. Dexter Street     |
| Annexation #38 | 1207 W. Badillo Street   |
| Annexation #39 | 342 N. Hollenbeck Avenue |
| Annexation #40 | 123 E. Center Street     |

**SECTION 5. Name of District.** The name of the district is “City of Covina Community Facilities District No. 2007-1 (Public Services)” and the designation for the territory to be annexed shall be “City of Covina Community Facilities District No. 2007-1 (Public Services), Annexation No. 40.”

**SECTION 6. Services Authorized to be Financed by CFD No. 2007-1, Annexation No. 40.** The services that are authorized to be financed by CFD No. 2007-1 are certain services which are in addition to those provided in or required for the territory within CFD No. 2007-1 and Annexation No. 40 and will not be replacing services already available. A general description of the services to be financed by CFD No. 2007-1 and Annexation No. 40 is as follows:

#### **PUBLIC SERVICES**

New police services, fire protection and suppression services, paramedic services, and park maintenance, including but not limited to (i) the costs of contracting services, (ii) related facilities, equipment, vehicles, ambulances, fire apparatus and supplies, (iii) the salaries and benefits of City staff that directly provide police services, fire protection and suppression services, paramedic services, and park maintenance respectively, and (iv) City overhead costs associated with providing such services within CFD No. 2007-1 and Annexation No. 40. The Special Tax provides only partial funding for Public Services.

The same types of services which are authorized to be financed by CFD No. 2007-1 are the types of services to be provided in Annexation No. 40. If, and to the extent possible, such services shall be provided in common within CFD No. 2007-1 and Annexation No. 40.

**SECTION 7. Special Taxes.** It is the further intention of this City Council body that, except where funds are otherwise available, a special tax sufficient to pay for such services to be provided in CFD No. 2007-1 and Annexation No. 40, and related incidental expenses authorized by the Act, secured by recordation of a continuing lien against all non-exempt real property in Annexation No. 40, will be levied annually within the boundaries of such Annexation No. 40. For further particulars as to the rate and method of apportionment of the proposed special tax, reference is made to the attached and incorporated Exhibit “B” (the “First Amended Rate and Method of Apportionment”), which sets forth in sufficient detail the method of apportionment to allow each landowner or resident within proposed Annexation No. 40 to clearly estimate the maximum amount that such person will have to

pay.

The special tax proposed to be levied within Annexation No. 40 for services to be supplied within Annexation No. 40 shall be equal to the special tax levied to pay for the same services in CFD No. 2007-1, to the extent that the actual cost of providing the services in Annexation No. 40 is equivalent to the cost of providing those services in CFD No. 2007-1. Notwithstanding the foregoing, the special tax may not be levied at a rate that is higher than the maximum special tax authorized to be levied pursuant to the First Amended Rate and Method of Apportionment.

The special taxes herein authorized, to the extent possible, shall be collected in the same manner as ad valorem property taxes and shall be subject to the same penalties, procedure, sale and lien priority in any case of delinquency as applicable for ad valorem taxes. Any special taxes that may not be collected on the County tax roll shall be collected through a direct billing procedure by the City Treasurer.

The maximum special tax rate in CFD No. 2007-1 shall not be increased as a result of the annexation of Annexation No. 40 to CFD No. 2007-1.

**SECTION 8. Public Hearing.** Notice is given that on the 16<sup>th</sup> day of June, 2026, at the hour of 7:30 p.m., in the regular meeting place of the City Council being the Covina City Hall located at 125 E. College Street Covina, CA 91723, a public hearing will be held where this City Council will consider the authorization for the annexation of Annexation No. 40 to CFD No. 2007-1, the proposed method and apportionment of the special tax to be levied with Annexation No. 40 and all other matters as set forth in this Resolution of Intention.

At such public hearing, the testimony of all interested persons for or against the annexation of Annexation No. 40 or the levying of special taxes within Annexation No. 40 will be heard.

At such public hearing, protests against the proposed annexation of Annexation No. 40, the levy of special taxes within Annexation No. 40 or any other proposals contained in this resolution may be made orally by any interested person. Any protests pertaining to the regularity or sufficiency of the proceedings shall be in writing and shall clearly set forth the irregularities or defects to which objection is made. All written protests shall be filed with the City Clerk prior to the time fixed for the public hearing. Written protests may be withdrawn at any time before the conclusion of the public hearing.

**SECTION 9. Majority Protest.** If (a) 50% or more of the registered voters, or six (6) registered voters, whichever is more, residing within CFD No. 2007-1, (b) 50% or more of the registered voters, or six (6) registered voters, whichever is more, residing within Annexation No. 40, (c) owners of one-half or more of the area of land in the territory included in CFD 2007-1, or (d) owners of one-half or more of the area of land in the territory included in Annexation No. 40, file written protests against the proposed annexation of Annexation No. 40 to CFD No. 2007-1 and such protests are not withdrawn so as to reduce the protests to less than a majority, no further proceedings shall be undertaken for a period of one year from the date of the decision by the City Council on the annexation of Annexation No. 40 to CFD 2007-1.

**SECTION 10. Notice.** Notice of the time and place of the public hearing shall be given by the City Clerk by publication in a legally designated newspaper of general circulation, in the territory of Annexation No. 40 and CFD 2007-1 pursuant to Section 6061 of the Government Code. Said publication shall be completed at least seven (7) days prior to the date set for the public hearing and shall contain the information prescribed in Section 53322 of the Act.

**SECTION 11.** 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 21<sup>st</sup> day of April, 2026.

City of Covina, California

BY: \_\_\_\_\_  
HECTOR DELGADO, 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 2026-22 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 21<sup>st</sup> day of April, 2026, 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 TO RESOLUTION

## ANNEXATION MAP

SHEET 1 OF 1

ANNEXATION MAP NO. 40  
COMMUNITY FACILITIES DISTRICT NO. 2007-1  
(PUBLIC SERVICES)

CITY OF COVINA  
COUNTY OF LOS ANGELES  
STATE OF CALIFORNIA



FILED IN THE OFFICE OF THE CITY CLERK THIS \_\_\_\_\_  
DAY OF \_\_\_\_\_, 202\_\_.

I HEREBY CERTIFY THAT THE WITHIN MAP SHOWING  
PROPOSED BOUNDARIES OF ANNEXATION NO. 40 TO  
COMMUNITY FACILITIES DISTRICT NO. 2007-1 (PUBLIC  
SERVICES), CITY OF COVINA, COUNTY OF LOS ANGELES,  
STATE OF CALIFORNIA, WAS APPROVED BY THE CITY  
COUNCIL OF THE CITY OF COVINA AT A REGULAR  
MEETING THEREOF, HELD ON THE \_\_\_\_\_ DAY OF  
\_\_\_\_\_, 202\_\_, BY ITS RESOLUTION NO. \_\_\_\_\_

\_\_\_\_\_  
FABIAN VELEZ, CHIEF DEPUTY CITY CLERK  
CITY OF COVINA

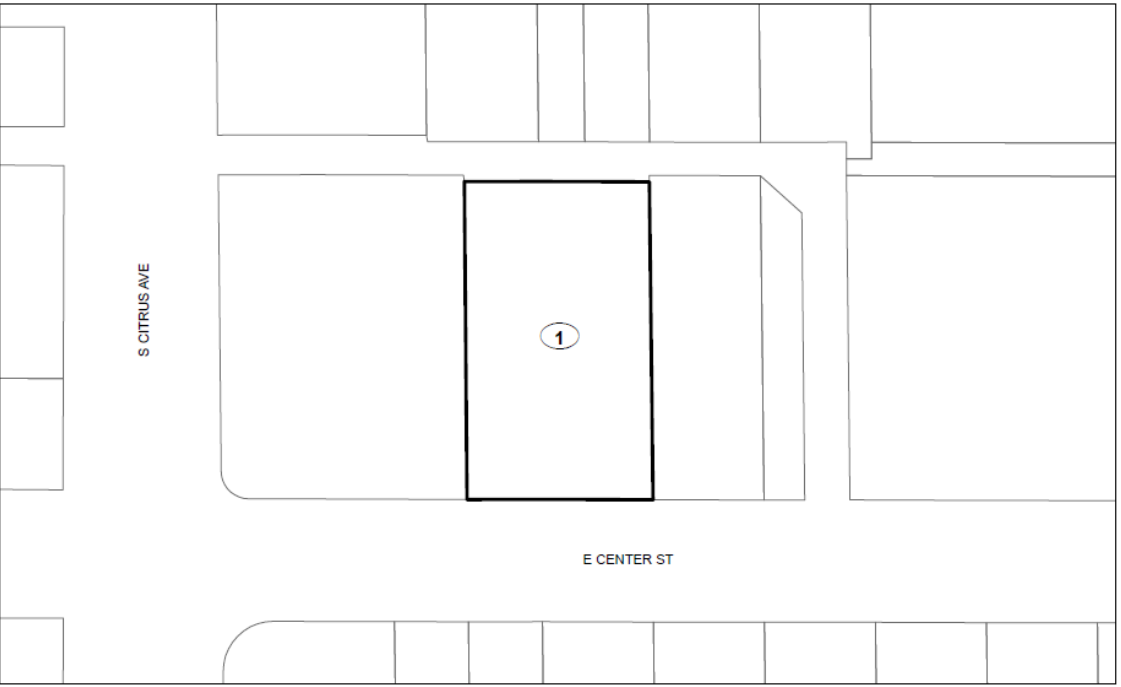
FILED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 202\_\_, AT THE  
HOUR OF \_\_\_\_\_ O'CLOCK \_\_\_\_\_ M. IN THE BOOK  
OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES  
DISTRICTS, PAGE(S) \_\_\_\_\_ AND AS INSTRUMENT NO. \_\_\_\_\_  
IN THE OFFICE OF THE COUNTY  
RECORDER IN THE COUNTY OF LOS ANGELES, STATE OF  
CALIFORNIA.

\_\_\_\_\_  
BY DEPUTY  
COUNTY RECORDER  
COUNTY OF LOS ANGELES  
STATE OF CALIFORNIA

REFERENCE IS MADE TO THAT BOUNDARY MAP OF  
COMMUNITY FACILITIES DISTRICT NO. 2007-1 (PUBLIC  
SERVICES) OF THE CITY OF COVINA RECORDED WITH  
THE LOS ANGELES COUNTY RECORDER'S OFFICE ON  
MAY 18, 2007, AS DOCUMENT NO. 20071218337 IN THE  
BOOK OF MAPS OF ASSESSMENT AND COMMUNITY  
FACILITIES DISTRICTS.

THE LINES AND DIMENSIONS OF EACH LOT OR PARCEL  
SHOWN ON THIS DIAGRAM SHALL BE THOSE LINES AND  
DIMENSIONS AS SHOWN ON THE LOS ANGELES COUNTY  
ASSESSOR'S MAPS FOR THOSE PARCELS LISTED.

THE LOS ANGELES COUNTY ASSESSOR'S MAPS SHALL  
GOVERN FOR ALL DETAILS CONCERNING THE LINES AND  
DIMENSIONS OF SUCH LOTS OR PARCELS.



**LEGEND**

 ANNEXATION BOUNDARY

 MAP REFERENCE NUMBER

| MAP REFERENCE<br>NUMBER | ASSESSOR'S<br>PARCEL NUMBER(S) |
|-------------------------|--------------------------------|
| 1                       | 8445-010-020                   |





**EXHIBIT B TO RESOLUTION**  
**FIRST AMENDED RATE AND METHOD OF APPORTIONMENT**

# FIRST AMENDED RATE AND METHOD OF APPORTIONMENT

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## CITY OF COVINA

### COMMUNITY FACILITIES DISTRICT NO. 2007-1 (PUBLIC SERVICES)

A special tax as hereinafter defined shall be levied on and collected for Community Facilities District No. 2007-1 (Public Services) of the City of Covina ("CFD No. 2007-1") each Fiscal Year, commencing in Fiscal Year 2007-2008, in an amount determined by the City Council of the City of Covina through the application of the appropriate Special Tax for "Developed Property," as described below. All of the real property in CFD No. 2007-1, unless exempted by law or by the provisions hereof, shall be taxed for the purposes, to the extent, and in the manner herein provided.

#### **A. DEFINITIONS**

The terms hereinafter set forth have the following meanings:

**"Act"** means the Mello-Roos Communities Facilities Act of 1982 as amended, being Chapter 2.5, Division 2 of Title 5 of the Government Code of the State of California.

**"Administrative Expenses"** means any actual ordinary and necessary expense of the City of Covina, or designee thereof or both, to carry out the administration of CFD No. 2007-1 related to the determination of the amount of the levy of the Special Tax, the collection of the Special Tax including the expenses of collecting delinquencies, the payment of a proportional share of salaries and benefits of any City employee whose duties are directly related to the administration of CFD No. 2007-1, fees and expenses for counsel, Special Tax consultant and other consultants hired by the City in relation to CFD No. 2007-1, costs associated with responding to public inquiries regarding CFD No. 2007-1, and costs otherwise incurred in order to carry out the authorized purposes of CFD No. 2007-1.

**"Affordable Housing"** means any Unit within CFD No. 2007-1 that is subject to a written and recordable covenant, deed restriction, resale restriction, regulatory agreement or similar agreement with either the City of Covina or the Redevelopment Agency of the City of Covina, which restricts the amount of rent for that Unit to "affordable rent" (as that term is defined in California Health and Safety Code Section 50053) for a period of not less than fifty-five (55) years, or which restricts the purchase price for that Unit to "affordable housing cost" (as that term is defined in California Health and Safety Code Section 50052.5) for a period of not less than forty-five (45) years. A Unit shall no longer be considered Affordable Housing following the expiration or termination of the applicable covenant, restriction or agreement.

**“Annual Escalation Factor”** means for the Special Tax, the greater of (i) two percent (2.00%), or (ii) the percentage change in the Consumer Price Index for the Calendar Year ending in December of the prior Fiscal Year.

**“Assessor’s Parcel”** means a lot or parcel of land designated on an Assessor’s Parcel Map with an assigned Assessor’s Parcel number within the boundaries of CFD No. 2007-1.

**“Assessor’s Parcel Map”** means an official map of the Assessor of the County designating parcels by Assessor’s Parcel number.

**“Base Year”** means Fiscal Year ending June 30, 2008.

**“Boundary Map”** means the map of the boundaries for CFD No. 2007-1, as approved by the City Council, and recorded with the County in maps of assessments and community facilities districts.

**“Building Permit”** means a permit for new construction for a residential dwelling Unit. For purposes of this definition, “Building Permit” shall not include permits for construction or installation of retaining walls, utility improvements, or other such improvements not intended for human habitation.

**“Calendar Year”** means the period commencing January 1 of any year and ending the following December 31.

**“CFD Administrator”** means an official of the City, or designee thereof, responsible for determining the Special Tax Requirements and providing for the levy and collection of the Special Tax.

**“CFD No. 2007-1”** means Community Facilities District No. 2007-1 (Public Services) established by the City under the Act.

**“City”** means the City of Covina.

**“City Council”** means the City Council of the City, acting as the Legislative Body of CFD No. 2007-1, or its designee.

**“Consumer Price Index”** means the index published by the U.S. Department of Labor, Bureau of Labor Statistics for all urban consumers in the Los Angeles-Riverside-Orange County area.

**“County”** means the County of Los Angeles.

**“Developed Property”** means all Assessor’s Parcels within CFD No. 2007-1 for which Building Permits were issued on or before May 1 preceding the Fiscal Year for which the Special Tax is being levied, provided that a Final Map was created on or before January 1 of the prior Fiscal Year and that each such Assessor’s Parcel is associated with a Lot, as determined reasonably by the City and/or CFD administrator.

**“Exempt Property”** means all Assessor’s Parcels within CFD No. 2007-1 designated as being exempt from the Special Tax as determined in Section F.

**“Final Map”** means a subdivision of property evidenced by the recordation of a final map, parcel map, or lot line adjustment, pursuant to the Subdivision Map Act (California Government Code Section 66410 et seq.) or the recordation of a condominium plan pursuant to California Civil Code 1352 that creates individual lots for which Building Permits may be issued without further subdivision.

**“Fiscal Year”** means the period commencing on July 1 of any year and ending the following June 30.

**“Lot”** means an individual legal lot created by a Final Map for which a Building Permit could or has been issued.

**“Maximum Special Tax”** means the Maximum Special Tax determined in accordance with Section C, which can be levied by CFD No. 2007-1 in any Fiscal Year on Taxable Property within CFD No. 2007-1.

**“Mixed-Use Property”** means all Assessor’s Parcels of Developed Property for which Building Permit(s) have been issued for purposes of constructing Non-Residential Property and Residential Property. Residential Units on Mixed-Use Property shall be classified as Multi-Family Residential.

**“Multi-Family Residential”** means all Assessor’s Parcels of Developed Property for which a Building Permit has been issued for purposes of constructing a residential structure consisting of two or more residential Units that share common walls, including, but not limited to, duplexes, triplexes, town homes, condominiums, apartment Units, and residential Units on Assessor’s Parcels that are considered Mixed-Use Property.

**“Non-Residential Property”** means all Assessor’s Parcels for which a Building Permit was issued for any type of non-residential use.

**“Public Property”** means any property within the boundaries of CFD No. 2007-1 that is owned by or irrecoverably dedicated to the City, the federal government, the State of California, the County, CFD No. 2007-1, or other public agency. For purposes of this definition, property owned by the Redevelopment Agency of the City of Covina is **not** considered Public Property and any property owned by the Redevelopment Agency will be subject to the levy of a Special Tax in accordance with Sections C and D herein.

**“Public Services”** means new police services, fire protection and suppression services, paramedic services, and park maintenance, including but not limited to (i) the costs of contracting services, (ii) related facilities, equipment, vehicles, ambulances, fire apparatus and supplies, (iii) the salaries and benefits of City and Fire District staff that directly provide police services, fire protection and suppression services, paramedic services, and park maintenance, and (iv) City and Fire District overhead costs associated with providing such services within CFD No. 2007-1. The Special Tax

provides only partial funding for police, fire protection services, paramedic services, and park maintenance.

**“Special Tax”** means any special tax authorized to be levied by CFD No. 2007-1 pursuant to the Act to fund the Special Tax Requirement.

**“Single-Family Residential”** means all Assessor’s Parcels of Developed Property for which a Building Permit has been issued for purposes of constructing one single-family residential dwelling Unit.

**“Taxable Property”** means all Assessor’s Parcels within CFD No. 2007-1 that are not exempt from the levy of the Special Tax.

**“Tax Class”** means any of the classes listed in Table 1 below.

**“Undeveloped Property”** means all Assessor’s Parcels within CFD No. 2007-1 for which Building Permits have not been issued and that is not classified as Approved Property or Public Property.

**“Unit”** means any separate residential dwelling unit in which a person or persons may live, which comprises an independent facility capable of conveyance separate from adjacent residential dwelling units and is not considered to be for commercial or industrial use.

## ***B. CLASSIFICATION OF ASSESSOR’S PARCELS***

Each Fiscal Year, beginning with Fiscal Year 2007-2008, each Assessor’s Parcel within CFD No. 2007-1 shall be classified as Developed Property or Exempt Property. In addition, each Fiscal Year, beginning with Fiscal Year 2007-2008, each Assessor’s Parcel of Developed Property shall be further classified as Single-Family Residential, Multi-Family Residential, or Mixed-Use Property.

## ***C. MAXIMUM ANNUAL SPECIAL TAX***

The Maximum Special Tax for each Assessor’s Parcel classified as Single-Family Residential, Multi-Family Residential, and Mixed-Use Property in Fiscal Year 2007-2008 shall be equal to the Maximum Special Tax set forth in Table 1.

**TABLE 1**  
**MAXIMUM ANNUAL SPECIAL TAX RATES**  
**Fiscal Year 2007-2008**

| <b>Tax Class</b> | <b>Description</b>        | <b>Maximum Special Tax</b> |
|------------------|---------------------------|----------------------------|
| 1                | Single-Family Residential | \$527 per Unit             |
| 2                | Multi-Family Residential  | \$395 per Unit             |

|   |                    |                |
|---|--------------------|----------------|
| 3 | Mixed-Use Property | \$395 per Unit |
|---|--------------------|----------------|

For each subsequent Fiscal Year following the Base Year, the Maximum Special Tax for each Assessor's Parcel classified as Developed Property shall be adjusted by the Annual Escalation Factor.

### **Multiple Tax Classes**

In some instances an Assessor's Parcel may contain more than one Tax Class. The Maximum Special Tax levied on such Assessor's Parcel shall be the sum of the Maximum Special Tax that can be imposed on all Tax Classes located on that Assessor's Parcel.

### ***D. METHOD OF APPORTIONMENT OF SPECIAL TAX***

Commencing with Fiscal Year 2007-2008, and for each subsequent Fiscal Year, the Special Tax shall be levied on each Assessor's Parcel of Developed Property at the applicable Maximum Special Tax as set forth in Section C.

### ***E. TERMINATION OF SPECIAL TAX***

The Special Tax shall be levied in perpetuity to fund Public Services provided to CFD No. 2007-1.

### ***F. EXEMPTIONS***

The City shall classify as Exempt Property: (i) Public Property, (ii) Non-Residential Property, (iii) Undeveloped Property, (iv) Affordable Housing, or (v) Assessor's Parcels with public or utility easements making impractical their utilization for other purposes than those set forth in the easement.

### ***G. APPEALS***

Any property owner claiming that the amount or application of the Special Tax is not correct may file a written notice of appeal with the City Council not later than twelve months after having paid the first installment of the Special Tax that is disputed. A representative(s) of CFD No. 2007-1 shall promptly review the appeal, and if necessary, meet with the property owner, consider written and oral evidence regarding the amount of the Special Tax, and rule on the appeal. If the representative's decision requires that the Special Tax for an Assessor's Parcel be modified or changed in favor of the property owner, a cash refund shall not be made, but an adjustment shall be made to the Special Tax on that Assessor's Parcel in the subsequent Fiscal Year(s).

### ***H. MANNER OF COLLECTION***

The annual Special Taxes shall be collected in the same manner and at the same time as ordinary ad valorem property taxes, provided, however, that CFD No. 2007-1 may collect the Special Taxes at a different time or in a different manner if necessary to meet its financial obligations.







## **RESOLUTION CC 2026-23**

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, ADOPTING BOUNDARY MAP SHOWING TERRITORY PROPOSED TO BE ANNEXED IN THE FUTURE TO COMMUNITY FACILITIES DISTRICT NO. 2007-1 (PUBLIC SERVICES)**

**WHEREAS**, the City Council of the City of Covina, California, (hereafter referred to as the "City Council"), formed a Community Facilities District, designated as Community Facilities District No. 2007-1 (Public Services) ("CFD No. 2007-1"), pursuant to the terms and provisions of the "Mello-Roos Community Facilities Act of 1982", being Chapter 2.5, Part 1, Division 2, Title 5 of the Government Code of the State of California, as amended (the "Act"); and

**WHEREAS**, the City Council desires to initiate proceedings to annex certain territory to CFD No. 2007-1; and

**WHEREAS**, there has been submitted a map showing the territory proposed to be annexed to CFD No. 2007-1, said area to be designated as Community Facilities District No. 2007-1 (Public Services), Annexation No. 40 (hereafter referred to as "Annexation No. 40").

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

**SECTION 1.**     Recitals. The above recitals are all true and correct.

**SECTION 2.**     Annexation Map. The map showing Annexation No. 40 to be subject to the levy of a special tax upon the annexation of such territory to CFD No. 2007-1 is hereby approved and adopted. Such map is designated by the name of "Annexation Map No. 40 of Community Facilities District No. 2007-1 (Public Services), City of Covina, County of Los Angeles, State of California."

**SECTION 3.**     Certificate. A certificate shall be endorsed on the original and on at least one (1) copy of the map of Annexation No. 40, evidencing the date and adoption of this Resolution, and within fifteen days after the adoption of the Resolution of Intention fixing the time and place of the Public Hearing to annex Annexation No. 40 to CFD No. 2007-1, a copy of said map shall be filed with the correct and proper endorsements thereon with the Los Angeles County Recorder, all in the manner and form provided for in Section 3111 of the Streets and Highways Code of the State California.

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

**APPROVED** and **PASSED** this 21<sup>st</sup> day of April, 2026.

ATTACHMENT B

City of Covina, California

BY: \_\_\_\_\_  
HECTOR DELGADO, 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 2026-23 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 21<sup>st</sup> day of April, 2026, 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:** April 21, 2026

**Title:** Approval of Fiscal Year 2027 Water Supply Strategy and Authorization to Execute All Requisite Documents

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

**Recommendation:** 1. Approve the Fiscal Year 2027 water supply strategy outlined in this report;  
2. Authorize the City Manager to execute a Temporary Assignment or Lease of Water Right Form to assign 383.66 acre feet of Water Production Rights from the City to an Alternate Water Agency for FY 2027; and  
3. Authorize the City to solicit and lease up to 575 shares of Covina Valley Water Company stock for Fiscal Year 2027, and execute a Lease Agreement and an Order for Delivery with interested shareholders.

### EXECUTIVE SUMMARY:

The Department of Public Works presents herein a strategy for assembling the most cost-effective water supply for Covina water customers for FY 2027, emphasizing the use of water produced by Covina Valley Water Company (CVWC), formerly Covina Irrigating Company. The strategy is predicated on an estimated total water demand of 5,178 acre feet (AF) for FY 2027.

### BACKGROUND:

The City's Water Division provides safe, clean, and reliable water to approximately 8,500 residents and businesses. Since the City does not pump its own water, the City relies on water from external sources. Water produced by CVWC and allocated to the City is the most cost-effective supply available. If the City's entitlement of CVWC water becomes exhausted, or an unforeseen interruption in CVWC supply occurs, the City would instead purchase imported water at a significantly higher cost.

Based on current and anticipated consumption for the upcoming fiscal year, the water demand for FY 2027 is expected to be 5,178 acre feet. Assembly of the City's annual water supply depends on three CVWC sources.

First, the City owns 4,219 shares of CVWC stock. Each share is equal to one-acre foot of water (or 325,851 gallons). CVWC's water comes predominantly from the Main San Gabriel Basin and the San Gabriel River at an estimated FY 2027 cost of \$440 per acre foot. This rate includes the Water Development Assessment (RDA) that allows Watermaster to purchase and import additional water to replenish the Main San Gabriel Basin as needed based on drought conditions.

Second, the City has prescriptive pumping rights in the Main San Gabriel Basin. Since 1999 when the City ceased pumping operations at the Grand Avenue Well due to nitrate contamination, the City has been able to assign these pumping rights to CVWC to produce water for the City. The actual quantity of water produced varies based on the operating safe yield (OSY) in the Basin (amount of water that can be withdrawn without producing an undesired effect). In the current fiscal year, the actual production quantity is 383.66 acre feet. Watermaster will set the FY 2027 OSY by June 2026, however 383.66 acre feet of water production is expected to remain unchanged. The City's estimated cost to use the water is \$471 per acre foot. For any year in which the City's water supply is in considerable

surplus, the City maintains the option to lease its pumping rights to another water agency and receive a monetary benefit.

Third, the City may lease shares of CVWC stock for a lease duration of one fiscal year. The target for FY 2027 is to lease up to 575 shares. The City will secure lease agreements with as many individual CVWC shareholders as are interested. The lease rate to be paid by the City is estimated to be \$390 per share, plus \$440 per AF to treat the water. As an added benefit to the City, all lessor stock voting rights will be conveyed to the City for the one-year lease term, increasing the City's voting position.

#### **DISCUSSION:**

In preparation for FY 2027, the Department of Public Works has assembled the most cost-effective water supply. The proposed FY 2027 water supply is outlined in the table below:

#### **Proposed FY 2027 Water Supply**

| <b>Item</b>             | <b>Shares</b> | <b>Acre<br/>Feet</b> |
|-------------------------|---------------|----------------------|
| City Ownership          | 4,219.00      | 4,219.00             |
| Water Production Rights | NA            | 383.66               |
| CVWC Stock Leases       | 575.00        | 575.00               |
| <b>Total</b>            |               | <b>5,177.66</b>      |

Note that any unused water is retained in the City's inventory and transfers over to the subsequent fiscal year. Surplus water that is purchased at today's price but utilized at a later date, results in financial benefit to the City.

To assemble the most cost-effective water supply, as outlined in the table above, the Department of Public Works recommends the City Council authorize the following actions:

1. Assign the City's FY 2027 water production rights of 383.66 acre feet either to CVWC, or to an alternate water agency for monetary compensation back to the City. To confirm the assignment, a Temporary Assignment or Lease of Water Right Form (Attachment A) would be executed by the City Manager, notarized, forwarded to the second party for mutual signature, and ultimately submitted to Watermaster for approval; and
2. Solicit and secure leases for up to 575 shares of CVWC stock at a cost of \$390 per share from those shareholders interested in leasing stock to the City. An offer package would be sent to all shareholders, and will include an offer letter, a Lease Agreement (Attachment B), and an Order for Delivery (Attachment C). All required forms must be signed by the shareholder and returned to the City by June 12, 2026.

Near the close of any fiscal year, if the City finds its water supply in considerable surplus, the City may opt to share a portion of its surplus with another water agency. The recipient water agency would compensate the City according to a specific formula. Compensation due to the City would be calculated on the basis of 90% of the Pre-Purchased per acre foot Supplemental Water Rate set by the Upper SGV Municipal Water District's Board of Directors. The City has utilized this formula since 2021, and paired with conservation strategies, the City has been able to turn surplus water into significant financial benefit for the Water Fund.

**FISCAL IMPACT:**

To assemble an adequate water supply for FY 2027, there will be a Water Fund impact of up to \$2,514,314, depending on how much water is actually consumed by water customers.

A breakdown of costs for FY 2027 is as follows:

- Redeeming the 4,219 shares of CVWC stock owned by the City will cost \$440 per share, for a total cost of \$1,856,360.
- The assignment of 383.66 acre feet of water production rights to CVWC will cost \$471 per acre foot, for a total cost of \$180,704. Conversely, assignment to an alternate water agency in need of the water would result in revenue to the City, valued over \$350,000.
- Leasing up to 575 shares of CVWC stock (through shareholder leases) will cost \$390 per share plus \$440 per share to CVWC to produce the water, for a total cost of \$477,250.

Sufficient funding for these purchases is included in the FY 2027 Water Source and Supply budget (account number 6010-5050-54790). There is no General Fund impact associated with any of these transactions.

**CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):**

Not applicable.

Respectfully submitted,

  
\_\_\_\_\_  
Rafael M. Fajardo  
Director of Public Works/City Engineer



**TEMPORARY ASSIGNMENT OR LEASE OF WATER RIGHT**

For valuable consideration, receipt of which is hereby acknowledged, CITY OF COVINA ("Assignor") does hereby assign and transfer to \_\_\_\_\_,

("Assignee") commencing on July 1, 2026 and terminating June 30, 2027, on the following water right(s):

(Check the following appropriate category)

- |                                                                              |                                                                                                                                                         |
|------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> <u>Production Right</u> <u>383.66</u> AF | <input type="checkbox"/> Integrated Production Right (consisting of _____ AF of "Prescriptive Pumping Component" and _____ AF of "Diversion Component") |
| <input type="checkbox"/> <u>Prescriptive Pumping Right</u> _____ AF          | <input type="checkbox"/> Carryover Right _____ AF                                                                                                       |
| <input type="checkbox"/> <u>Base Annual Diversion Right</u> _____ AF         |                                                                                                                                                         |

adjudicated to Assignor or his predecessor in the Judgment in the case of "Upper San Gabriel Valley Municipal Water District, v. City of Alhambra, et al", Los Angeles Superior Court No. 924128.

Said assignment is made upon condition that:

- (1) Assignee shall exercise such right on behalf of Assignor for the period described hereinabove and the first water produced by Assignee from the Relevant Watershed of the Main San Gabriel Basin after the date hereof shall be that produced hereunder;
- (2) Assignee shall put all waters utilized pursuant to said transfer to reasonable beneficial use; and
- (3) Assignee shall pay all Watermaster assessments on account of the water production hereby assigned or leased.

DATED: \_\_\_\_\_

ASSIGNEE

ASSIGNOR

\_\_\_\_\_

CITY OF COVINA

\_\_\_\_\_

\_\_\_\_\_

Signature

Signature

Name of Designee (of Assignee) to receive  
Services of Processes and Notices:

Name of Designee (of Assignor) to receive  
Services of Processes and Notices:

\_\_\_\_\_

Chris Marcarello, City Manager

\_\_\_\_\_

125 E. College Street

Address

Covina, CA 91723

Tel. No.: \_\_\_\_\_

Address  
Tel No.: 626-384-5410

To be executed by both Assignee and Assignor and, if separately requested by Watermaster, be accompanied by a map of the service area where the water was used by Assignor and a map of the service area where the water is intended to be used by the Assignee.

(Have the appropriate individual(s) or corporate attach acknowledgements completed as part of the temporary transfer.)

A TRUE COPY HEREOF MUST BE FILED WITH WATERMASTER WITHINN 15 DAYS OF EXECUTION

(To be accompanied by completed "Stipulation Re Intervention After Judgment" if the Assignee is not a party to the Judgment)







## LEASE AGREEMENT

THIS LEASE is entered into on April 22, 2026, by and between \_\_\_\_\_ ("Lessor"), and the City of Covina ("Lessee").

IN CONSIDERATION of the terms and conditions hereinafter set forth, Lessor hereby leases to the Lessee and Lessee hereby rents from Lessor \_\_\_\_\_ shares of Covina Valley Water Company stock registered in the Lessor's name of \_\_\_\_\_ for the fiscal year July 1, 2026 through June 30, 2027.

Lessor agrees to execute such documents of assignment to Lessee in a form and manner which, from time to time, is required by Covina Valley Water Company.

1. The term of this Lease shall be for a period of one year, commencing July 1, 2026 and ending June 30, 2027.

2. Lessee shall pay Lessor rent: A one-time sum of \$\_\_\_\_\_ determined by multiplying the number of registered shares by \$390.00 per share.

3. Lessor is responsible and liable for payment for any assessments levied on the Covina Valley Water Company shares by the Covina Valley Water Company or any other person or entity.

4. Lessee agrees not to assign, mortgage or hypothecate this Lease or any interest herein without first obtaining the written consent of Lessor.

5. Lessee agrees, at its expense, to submit all the required reports requested by Covina Valley Water Company.

6. Lessee agrees to pay Lessor all costs and expenses, including attorney's fees in a reasonable sum, in any action brought by Lessor to recover any rent due and unpaid hereunder, or for the breach of any of the covenants and agreements contained in this Lease, whether said action progresses to judgment or not.

7. All communications, notices and demands of any kind shall be made in writing and served or sent by registered mail, postage prepaid, to the following address:

To Lessee: City of Covina  
125 E. College Street  
Covina, CA 91723

To Lessor: Name  
Agency  
Address  
Address

8. It is understood and agreed that the Lessee may cure any default relating to payment of rent, within thirty (30) days after receipt of notice from Lessor. Lessor shall not commence any litigation proceedings against Lessee for the collection of rent within said thirty (30) day period.

9. This Lease shall inure to the benefit of and be binding upon the parties' heirs, successors and assigns.

10. This Lease agreement pertains to the use of entitled water and any of Lessor's stock voting rights are hereby conveyed to Lessee during the term of this Lease Agreement.

LESSOR:

LESSEE: City of Covina

By: \_\_\_\_\_

By: \_\_\_\_\_  
Chris Marcarello  
City Manager

Date: \_\_\_\_\_

Date: \_\_\_\_\_



**ORDER FOR DELIVERY OF WATER UNDER LEASE AGREEMENT**

TO: COVINA VALLEY WATER COMPANY

COVINA VALLEY WATER COMPANY is hereby instructed to deliver a volume of water represented by \_\_\_\_\_ shares of stock registered in the name of \_\_\_\_\_ for the fiscal year ending June 30, 2027.

Under this agreement the LESSEE agrees to guarantee payment to COVINA VALLEY WATER COMPANY for all cost of water delivered (except assessments) according to the By-Laws of COVINA VALLEY WATER COMPANY.

The LESSOR under this agreement guarantees payment to COVINA VALLEY WATER COMPANY in the event of default by the LESSEE for all water costs and agrees that these charges shall become a lien upon the registered owner of the stock the same as though the water had been delivered to the LESSOR. With this agreement the LESSOR and the LESSEE also acknowledge that neither COVINA VALLEY WATER COMPANY, nor its Board of Directors, Employees, or Affiliates have any involvement whatsoever in the lease of stock by stockholders, and assumes no liability in connection therewith except to deliver water in accordance with the Company By-Laws.

LESSOR:

LESSEE: City of Covina

By: \_\_\_\_\_

By: \_\_\_\_\_  
Chris Marcarello  
City Manager

Date: \_\_\_\_\_

Date: \_\_\_\_\_





## CC Regular Meeting

# AGENDA ITEM REPORT

**Meeting:** April 21, 2026

**Title:** Authorizing the Purchase of Office Pod Booths for 401 N. Citrus Avenue Co-Working Project, and Approving Resolution CC 2026-26, Appropriating Funds for the Purchase of the Office Pods

**Presented by:** Brian K. Lee, AICP, Deputy City Manager/Director of Community Development  
Alana Mantilla, Economic Development Manager

**Recommendation:** 1. Authorize the purchase of the proposed office pod booths for an amount not to exceed \$33,000;  
2. Approve Resolution CC 2026-26, appropriating funds to account 1010-0310-55100 to allow for the purchase of the office pod booths; and  
3. Increase account 1010-0310-46535 by \$60,000 to recognize revenue from a development agreement with Bulletin Displays, LLC.

### EXECUTIVE SUMMARY:

As part of the City's Capital Improvement Program ("CIP") budget, a project was included to create a shared workspace in the City's downtown shopping district. Such effort is expected to enhance economic activity in the area and help to attract start-ups and small businesses and other entrepreneurs into the community. The project includes minor tenant improvements and the purchase of office furniture/equipment to convert a commercial building located at 401 N. Citrus Avenue into a 4,265 square foot shared office facility.

On April 19, 2022, the City Council approved an exchange agreement with Bently Real Estate to secure a no-cost eight (8) years, two (2) month lease for the subject property. The agreement was amended on September 5, 2023 to extend the performance period. In exchange, Bently Real Estate will receive approximately 416.9 lineal feet of Geneva Place to use as part of a larger mixed-use development project. Bently Real Estate is responsible for completing certain improvements at 401 N. Citrus to deliver the City a "warm shell", which will then trigger the dedication of the Geneva Place right of way. This includes installation of an elevator and an HVAC system among other items.

In April of 2022, the City published a Request for Qualifications (RFQ) seeking operational services for a co-working facility at 401 N. Citrus and evaluated the qualifications of respondents. The most qualified respondent was FoundrSpace LLC ("Operator"), and on August 1, 2023, the City Council approved a Management Agreement ("Agreement") between the City and FoundrSpace LLC for their operation of a co-working facility. The Agreement detailed certain improvements that will be made by the City to the warm shell, which will bring the facility to a level of usability and habitability that will enable the Operator to begin operations.

As part of the City's build out of the project, the City is tasked with providing five modular offices. One ADA-accessible modular office is being built as part of the work to be completed by the general contractor, and four units will be purchased off the shelf. The City solicited and received proposals from three qualified vendors for the acquisition, delivery, and installation of four modular office pods. Each proposal was reviewed for responsiveness, completeness, and overall cost. Following a thorough evaluation, Pillar Booth was determined to be the lowest responsive and responsible bidder, meeting

all required specifications at the most competitive price. Accordingly, staff recommends awarding the contract to Pillar for the purchase and installation of the modular office pods.

**DISCUSSION:**

The Management Agreement between the City and the Operator stipulates that the City will perform certain improvements to the building on a tiered system and within the allocated budget. Should there be additional funding after the City completes the physical building improvements from the Tier I category, funding may be used to pay for additional build out assistance, up to the amount set aside through the CIP.

Staff solicited bids from three U.S.-based companies and recommends selecting Pillar.

| Company | Price Per Unit | Total Price, Including Delivery and Installation |
|---------|----------------|--------------------------------------------------|
| Pillar  | \$5,795        | \$30,393.90                                      |
| Room    | \$6,495        | \$32,707.90                                      |
| Framery | \$9,919        | \$51,284.06                                      |

Pillar is a Chicago-based company that produces modular office pods designed to create private, sound-controlled spaces within open work environments. These booths are typically used for phone calls, virtual meetings, or focused individual work, helping to reduce noise and distractions. They are prefabricated, and equipped with features such as ventilation, lighting, acoustic insulation, and power outlets. Staff recommends that Council authorize the order to proceed in an amount not to exceed \$33,000 to allow for any additional costs that may arise with final build out.

Funding to purchase the booths is available through a Development Agreement with Bulletin Displays, LLC, which was approved at the June 18<sup>th</sup>, 2024 City Council meeting. The developer is required to pay an annual Development Fee of \$110,000 per year, of which \$33,000 will be used this year to purchase the Pillar office pods. \$50,000 in revenue of this Development Fee is currently budgeted under account 1010-0310-46535; Resolution CC 2026-26 would appropriate the expenditure of \$33,000 of this funding to account 1010-0310-55100 to allow for the purchase.

**FISCAL IMPACT:**

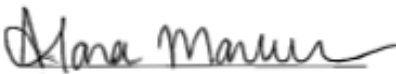
Funding will be offset by revenue from the above-mentioned Development Agreement, of which \$50,000 is already budgeted in account 1010-0310-46535. The remaining \$60,000 in revenue will be budgeted to the same account by the accompanying Resolution CC 2026-26. The resolution also allows for the expenditure of the purchase, up to \$33,000, in account 1010-0310-55100.

**CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):**

Not applicable.

Respectfully submitted,

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

  
Alana Mantilla  
Economic Development Manager

## RESOLUTION CC 2026-26

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, TO AMEND THE FISCAL YEAR 2025-2026 BUDGET, APPROPRIATING \$33,000 FOR THE PURCHASE OF MODULAR OFFICES AND ADDING \$60,000 OF BILLBOARD DEVELOPMENT AGREEMENT REVENUE FOR THE CO-WORKING FACILITY PROJECT LOCATED AT 401 N. CITRUS AVENUE**

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

**WHEREAS**, the budget for the City of Covina for fiscal year commencing July 1, 2025, and ending June 30, 2026, was approved on May 6, 2025; and

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

**WHEREAS**, the City of Covina wishes to amend the 2025-2026 Operating Budget to recognize development agreement income of \$60,000 and appropriate \$33,000 for use toward the purchase of modular offices for the co-working project located at 401 N. Citrus Avenue.

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

**SECTION 1.** Amend the Fiscal Year 2025-2026 Operating Budget as follows:

| Account No.     | Account Description                             | Amount (\$) | Increase/Decrease |
|-----------------|-------------------------------------------------|-------------|-------------------|
| 1010-0310-55100 | Economic Development – Buildings and Structures | \$33,000.00 | Increase          |
| 1010-0310-4xxx  | Economic Development – Billboard Revenue        | \$60,000.00 | Increase          |

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

**APPROVED and PASSED** this 21<sup>st</sup> day of April, 2026.

City of Covina, California

BY: \_\_\_\_\_  
HECTOR DELGADO, Mayor

ATTACHMENT A

ATTEST:

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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 2026-26 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 21<sup>st</sup> day of April, 2026, by the following vote:

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

Dated:

---

FABIAN VELEZ, Chief Deputy City Clerk





INVOICE #D1649

Complete your purchase



or Visit our store

## Order summary



**Pillar One**

White

**BULK DISCOUNT (-\$3,600.00)**

~~\$26,780.00~~

**\$23,180.00**



**Assembly**

Pillar One

**\$2,400.00**

Subtotal **\$25,580.00**

Shipping **\$2,380.00**

Estimated taxes **\$2,433.90**

Total **\$30,393.90 USD**





## CC Regular Meeting

# AGENDA ITEM REPORT

ITEM NO. CC 6

**Meeting:** April 21, 2026

**Title:** Acceptance of National Endowment of the Arts Grant Funding and Appropriation of Local Funding to Facilitate a Community Mural at the Covina Recreation Village

**Presented by:** Brian K. Lee, AICP Deputy City Manager/Director of Community Development  
Daniella Chadwick, Sr. Management Analyst

**Recommendation:** Adopt Resolution CC 2026-25 amending the Fiscal Year 2025-2026 Operating Budget to establish grant program accounts, accept NEA grant funds, and appropriate \$50,000 from development agreement public benefit funds to facilitate the project.

### EXECUTIVE SUMMARY:

Construction of the City's new Recreation Village is underway with an expected completion of Phase I (gymnasium, dog park, plaza, indoor rock-climbing wall) in mid-summer and the completion of Phase II (Library, playground areas) in fall. As part of Phase I, the City received a competitive grant award through the National Endowment of the Arts ("NEA") to fund a mural installation on the new gymnasium's southerly façade. As proposed, the mural will depict Covina's history, dating back to the region's first inhabitants, that weaves through time to present-day Covina. The City will partner with the Kizh Tribal Nation and a qualified artist to develop the mural. The project is to be funded through a National Endowment for the Arts (NEA) grant and public benefit funds available through a Development Agreement.

### BACKGROUND:

In 2024, the City received a notice of intent to award grant funds from the NEA totaling \$25,000 to support a community mural at Covina Recreation Village. Federal grants typically have years-long implementation windows, which enabled the city to submit two (2) time extensions while the Covina Recreation Village project moved forward with construction. With the first phase of construction estimated to be completed in summer 2026, the location for the proposed mural (within an enclosed colonnade along the southerly wall of the gymnasium building) will have adequate access for a muralist to work safely and without obstructing construction activities. The colonnade is approximately eleven (11) feet high and runs the entire length of the building, at approximately two hundred and eighty-five (285) feet long. While the entire colonnade extent has the potential to house the mural, the size of the mural will be determined based on the available budget and the rates of the selected muralist.

### DISCUSSION:

Following Council consideration of this item, the City will release a "Call for Muralists" on Thursday, April 23, 2026. The intent for the Call for Muralists is to acquire a highly qualified muralist or muralist team to work with the City and the Kizh Tribal Nation on the community mural within the allowed budget. While it is anticipated that one (1) artist/muralist (or collective) will be selected for the grant-funded scope, staff will utilize the submissions to the Call for Muralists to prepare a pre-approved list for future art-related projects led by the Community Development Department. The Call for Muralists and resulting pre-approved list will help to create a bench to more expeditiously select local artists for collaboration on future grant or developer-funded works at the Covina Recreation Village location or additional downtown facade locations through our downtown mural program. The anticipated schedule for the Mural Project is shown below in **Table 1**.

**Table 1. Anticipated Schedule for the NEA Funded Mural Project at Covina Recreation Village**

| Tasks                                                                                                                  | 2026 |     |     |     |     |     |     |     |     |
|------------------------------------------------------------------------------------------------------------------------|------|-----|-----|-----|-----|-----|-----|-----|-----|
|                                                                                                                        | APR  | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
| Call for Muralists                                                                                                     |      |     |     |     |     |     |     |     |     |
| Optional Site Visit                                                                                                    |      |     |     |     |     |     |     |     |     |
| Award of Contract, Kick-off Meeting                                                                                    |      |     |     |     |     |     |     |     |     |
| Consultation with Kizh Nation, concept development & refinement.<br>Approval of Kizh and Covina Ad Hoc Mural Committee |      |     |     |     |     |     |     |     |     |
| Muralist granted access to the site, Installation.                                                                     |      |     |     |     |     |     |     |     |     |
| Final inspection/approval by Kizh Nation & Covina staff                                                                |      |     |     |     |     |     |     |     |     |

**FISCAL IMPACT:**

The City accepted a payment of \$50,000 on March 26, 2026, from PKL Investments pursuant to the provisions of a Development Agreement. The funds are non-restrictive in use and are proposed to be used to offset the City's share of costs of this public benefit purpose. The remaining \$25,000 of the project cost will be funded through the NEA on a reimbursement basis. Resolution CC 2026-25 would authorize the establishment of the NEA account(s) and appropriate \$50,000 from the general fund as shown in **Table 2**. Local financial impact is limited to existing staff resources to manage the project, including coordination, procurement, and grant reimbursement and compliance activities.

**Table 2. Proposed Budget Amendment**

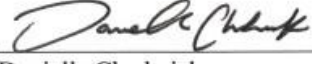
| Account Number           | Account Title                              | Original Budget | Increase | Amended Budget |
|--------------------------|--------------------------------------------|-----------------|----------|----------------|
| 4600 3400 42090<br>23GAP | Other Federal Grants                       | \$0             | \$25,000 | \$25,000       |
| 4600 3400 55100<br>23GAP | Buildings and Structures                   | \$0             | \$20,000 | \$20,000       |
| 4600 3400 54000<br>23GAP | Office Supplies<br>(Brochures and Plaques) | \$0             | \$5,000  | \$5,000        |
| 1010 4000 55100          | Buildings and Structures                   | \$136,043.32    | \$50,000 | \$186,043.32   |

**CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):**

Exempt.

Respectfully submitted,

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

  
 Daniella Chadwick  
 Senior Management Analyst

## **RESOLUTION CC 2026-25**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, AMENDING THE FISCAL YEAR 2025-2026 OPERATING BUDGET TO ACCEPT AND APPROPRIATE \$25,000 IN GRANT FUNDS FROM THE NATIONAL ENDOWMENT FOR THE ARTS: GRANTS FOR ARTS PROJECTS AWARD AND APPROPRIATE \$50,000 FROM THE GENERAL FUND FOR THE PURPOSE OF INSTALLING A MURAL AT COVINA RECREATION VILLAGE**

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

**WHEREAS**, the Grants for Arts Projects (“GAP”) program, administered by the National Endowment for the Arts (“NEA”), provides funding opportunities to strengthen the nation’s art and culture; and

**WHEREAS**, the City of Covina applied for a grant award under the NEA GAP program in Fiscal Year 2022-2023; and

**WHEREAS**, the City of Covina received a notice of grant award from the NEA, totaling a maximum of Twenty-five Thousand Dollars (\$25,000) in reimbursable funds for the City to install a community mural at the Covina Recreation Village location; and

**WHEREAS**, the budget for the City of Covina for the fiscal year commencing July 1, 2025 and ending June 30, 2026 was approved on May 6, 2025; and

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

**WHEREAS**, on occasion, the City Council will deem it necessary to amend the Operating Budget to facilitate a project the City Council deems necessary and important; and

**WHEREAS**, those amendments to the Budget shall be by approval and memorialized by Resolution of the City Council.

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

**SECTION 1.** Amend the fiscal year 2025-2026 Operating Budget as follows:

| Account Number           | Account Title                              | Original Budget | Increase | Amended Budget |
|--------------------------|--------------------------------------------|-----------------|----------|----------------|
| 46003400 42090<br>23GAP  | Buildings and Structures                   | \$0             | \$25,000 | \$25,000       |
| 4600 3400 55100<br>23GAP | Buildings and Structures                   | \$0             | \$20,000 | \$20,000       |
| 46003400 54000<br>23GAP  | Office Supplies<br>(Brochures and Plaques) | \$0             | \$5,000  | \$5,000        |
| 1010 4000 55100          | Buildings and Structures                   | \$136,043.32    | \$50,000 | \$186,043.32   |

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

**APPROVED** and **PASSED** this 21<sup>st</sup> day of April, 2026.

City of Covina, California

BY: \_\_\_\_\_  
HECTOR DELGADO, 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 2026-25 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 21<sup>st</sup> day of April, 2026, 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 7

**Meeting:** April 21, 2026

**Title:** Resolution Accepting LA County RPOSD Award and Authorizing the City Manager to Execute Required Documents for the Covina Town Center Pedestrian Bridge Planning & Design Task

**Presented by:** Brian K. Lee, AICP, Deputy City Manager/Director of Community Development  
Daniella Chadwick, Sr. Management Analyst

**Recommendation:** Adopt Resolution CC 2026-27 amending the Fiscal Year 2025-2026 Operating Budget to establish grant program accounts, accept grant funds, appropriate \$460,000 from the general fund (grant reimbursable funds), and authorize the City Manager to review, administratively update, and execute documentation required by the grantor to facilitate this task.

### EXECUTIVE SUMMARY:

The City has received a Notice of Award from the Los Angeles County Regional Parks and Open Space District (RPOSD) in the amount of \$460,000 for the Town Center Pedestrian Bridge Project. These grant funds will support the project's planning phase, including preparation of a shovel-ready construction package, permitting and agency coordination, and community engagement. The City also recently initiated grant-funded work under an LA Metro grant award, which includes a robust community engagement program that was determined to be an eligible local match for the RPOSD planning grant. As such, coordinating the two grant-funded scopes will help minimize local impact.

Accordingly, staff recommends that the City Council adopt Resolution CC 2026-27, amending the FY 2025-2026 Capital Improvement Program Budget to accept and appropriate the grant funds, authorize the City Manager or their designee to execute all required grant-related documentation, subject to the requirements of the grant award.

### BACKGROUND AND DISCUSSION:

The City has recently gained significant momentum toward the implementation of the pedestrian bridge project (noted below). The proposed bridge, together with related site, facility, and right-of-way enhancements, would enhance connectivity between the Covina Recreation Village, downtown amenities, and the Covina Metrolink station. The project would also improve overall circulation through the development of a multi-modal facility serving vehicles, ride-share, and pedestrians, while providing environmental benefits including increased stormwater capture and treatment measures, additional tree planting, and climate-appropriate landscaping.

#### Acquisition

- In January 2025, the City was awarded an \$840,000 RPOSD award and appropriated \$260,000 in Measure W-local funds to acquire the property located at 319 E Front Street.

#### Planning & Design

- In September 2025, LA Metro notified the City of an award totaling \$150,000 to procure a qualified planning firm to prepare the Covina Town Center Pedestrian Bridge Feasibility Report and concurrent community engagement program.

- In March 2026, the City awarded a contract to Mark Thomas & Company for this work. Mark Thomas & Company will work with SAFE Moves for the Community Engagement program. The period of performance is anticipated to run for approximately five (5) months, with completion expected on or around August 2026.
- Following the five-month program, City staff may then begin grant-funded scope under the RPOSD grant to procure a qualified firm to prepare a shovel ready construction package, and other related activities.

### **Construction Phase**

- Staff is currently working to obligate a \$4M Federal Appropriation to facilitate this task. Since the City may use RPOSD for design, the City may obligate the entirety of the \$4M award toward construction activities.

Following completion of the Metro TOC TAP activities, staff anticipates issuing a Request for Proposals (RFP) to solicit proposals from qualified firms to provide professional services for the RPOSD-funded activities. Services are expected to include, but are not limited to, project management, environmental review support, structural and civil engineering, architectural design, electrical and utility coordination, railroad and outside agency coordination, specification review, and preparation and review of detailed project cost estimates. **Table 1** presents the anticipated schedule for the Planning & Design phase, consisting of both the Feasibility Report and Outreach Program (LA Metro) and the Shovel-Ready Construction package (RPOSD) scope of work.

**Table 1. Anticipated timeline for Planning & Design Activities**

|                                        | 2026 |     |     |     |     |     |     |     |     |     | 2027 |     |     |     |     |     |     |  |
|----------------------------------------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|-----|--|
|                                        | MAR  | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | JAN  | FEB | MAR | APR | MAY | JUN | JUL |  |
| METRO Feasibility Report               |      |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |  |
| METRO Outreach Program,<br>RPOSD Match |      |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |  |
| RFP for RPOSD Scope                    |      |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |  |
| RPOSD Shovel-Ready                     |      |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |     |  |

Staff will continue to assess options to fund bridge construction costs, which are estimated to be upwards of \$7 to \$10 million. The city is pending review of a grant application submitted to the Land and Water Conservation Fund. Staff will also utilize the deliverables prepared under the Metro TOC TAP program and RPOSD program (if applicable) to enhance application competitiveness for future funding opportunities, such as for the California Transportation Commission's Local Partnership Program (LPP) future cycles. Staff is also considering applying for the LA Metro Grant Writing Assistance program to further minimize staff resources and contract support for grant applications.

### **FISCAL IMPACT:**

This item proposes to amend the FY26 Capital Improvement Program budget by \$460,000, as shown in the table for grant-funded activities. The grant will fund the program on a reimbursement basis, and as such, has no net impact on the general fund. Reimbursement requests will be submitted to RPOSD under their grant management system, along with the required quarterly progress reports. After review and approval by RPOSD, reimbursement payments will be issued to the City.

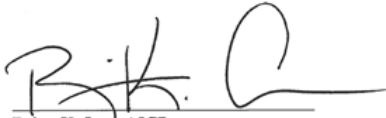


| Account Number       | Account Title                                                                  | Original Budget | Amended Budget |
|----------------------|--------------------------------------------------------------------------------|-----------------|----------------|
| 46003400-42250-P2513 | Parks CIP – Park Facilities<br>County Park Grants-<br>Pedestrian Bridge at CRV | \$0             | \$460,000.00   |
| 46003400-51005-P2513 | Parks CIP – Park Facilities<br>Consulting Fees –<br>Pedestrian Bridge at CRV   | \$0             | \$460,000.00   |

**CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):**

This action involves the acceptance of grant funds to facilitate tasks in the Planning and Design phase and is not a request to approve the project; this item is exempt from CEQA.

Respectfully submitted,



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



## RESOLUTION CC 2025-27

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, AMENDING THE FY 25-26 CAPITAL IMPROVEMENT BUDGET TO ACCEPT AND APPROPRIATE \$460,000 IN GRANT MONIES AND ALLOCATE THOSE FUNDS TO FACILITATE PLANNING AND DESIGN TASKS RELATED TO THE COVINA TOWN CENTER PEDESTRIAN BRIDGE PROJECT**

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

**WHEREAS**, the Fiscal Year 2025 Operating Budget and Capital Improvement Plan (CIP) was approved on May 6, 2025; and

**WHEREAS**, the approved Operating Budget and Capital Improvement Plan (CIP) is in accordance with all applicable ordinances of the City and all applicable statutes of the State; and

**WHEREAS**, on occasion, the City Council will deem it necessary to amend the Operating Budget to create a new budget allocation to facilitate a project the City Council deems necessary and important; and

**WHEREAS**, those amendments (allocations) to the Budget shall be by approval and memorialized by Resolution of the City Council; and

**WHEREAS**, On March 17<sup>th</sup> 2026, the Los Angeles County Regional Park and Open Space District presented the City with an award of \$460,000.00 to be paid as reimbursement to procure a professional firm to facilitate the Planning and Design phase of the Covina Town Center Pedestrian Bridge Project; and

**WHEREAS**, the City Council wishes to amend the 2025-2026 Capital Improvement Program Budget to establish project accounts to facilitate this task.

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

**SECTION 1.** Amend the fiscal year 2025-2026 Capital Improvement Program Budget as follows:

| Account Number       | Account Title                                                              | Original Budget | Amended Budget | Action                                        |
|----------------------|----------------------------------------------------------------------------|-----------------|----------------|-----------------------------------------------|
| 46003400-42250-P2513 | Parks CIP – Park Facilities<br>County Park Grants-Pedestrian Bridge at CRV | \$0             | \$460,000.00   | Increase: Grant Reimbursement Account         |
| 46003400-51005-P2513 | Parks CIP – Park Facilities<br>Consulting Fees – Pedestrian Bridge at CRV  | \$0             | \$460,000.00   | Increase: Expenditure Account – Land Purchase |

ATTACHMENT A

**SECTION 2.** The City Council hereby authorizes the City Manager and/or their designee to review, administratively update, and execute documentation required of the RPOSD to facilitate this task.

**SECTION 3.** The City Clerk shall certify to the adoption of this resolution.

**APPROVED** and **PASSED** this 21<sup>st</sup> Day of April, 2026

City of Covina, California

BY: \_\_\_\_\_  
HECTOR DELGADO, 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 2026-27 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 21<sup>st</sup> day of April, 2026 by the following vote:

|          |                  |
|----------|------------------|
| AYES:    | COUNCIL MEMBERS: |
| NOES:    | COUNCIL MEMBERS: |
| ABSTAIN: | COUNCIL MEMBERS: |
| ABSENT:  | COUNCIL MEMBERS: |

Dated:

\_\_\_\_\_  
FABIAN VELEZ, Chief Deputy City Clerk

## LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT (RPOSD)

Safe, Clean Neighborhood Parks, Open Space, Beaches, Rivers Protection, and Water Conservation  
Measure (Measure A), approved by voters on November 8, 2016

### GRANT AGREEMENT

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Grant Number: 10235

Project Name: Covina Recreation Village Access and Connectivity Plan

Grant Amount: \$460,000.00

Project Summary: Planning and design for debris removal, drainage, erosion control, and slope stabilization at Wilderness Park, from site studies through 100% plans, specifications, and estimates. Work includes technical reports, CEQA documentation, and community engagement.

Agreement Term: 2 Years from Agreement Execution (\_\_\_\_\_ – \_\_\_\_\_)

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### PARTIES TO AGREEMENT

#### RPOSD:

Los Angeles County  
Regional Park and Open Space District  
1000 South Fremont Avenue, Unit #40  
Building A-9 East, Ground Floor  
Alhambra, CA 91803

#### GRANTEE:

City of Covina  
1250 N Hollenbeck Ave  
Covina, CA 91722

---

### RECITALS

The Grantee ("Grantee") and the Los Angeles County Regional Park and Open Space District ("RPOSD") do hereby enter into this Grant Agreement ("Agreement"), and under the terms and conditions of this Agreement.

1. Whereas Grantee agrees to complete the project as summarized in the Project Summary and as set forth in its entirety in Exhibit 1 (hereinafter referred to as "Project") and,
2. Whereas RPOSD, acting through the Director of the County of Los Angeles Regional Park and Open Space District, or her designee, and pursuant to Measure A, agrees to fund the Project not to exceed the awarded grant amount.

Now, therefore, it is hereby agreed as follows:

## **LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT (RPOSD)**

Safe, Clean Neighborhood Parks, Open Space, Beaches, Rivers Protection, and Water Conservation  
Measure (Measure A), approved by voters on November 8, 2016

### **GRANT AGREEMENT**

---

#### **CONDITIONS**

The Grants Administration Manual (GAM), and any subsequent changes or additions thereto, and the Measure A Resolution are hereby incorporated in this Agreement as though set forth in full. In the event of any conflict between the terms of this Agreement and the GAM or the Measure A Resolution, the Measure A Resolution shall control, followed by the GAM, followed by this Agreement.

#### **Article 1: Grant Scope**

The Grantee shall provide all necessary and qualified personnel, equipment, material, and facilities to complete the Project in its entirety.

Grantee shall carry out the Project in accordance with the approved scope, as it may be amended in accordance with the terms of this Agreement.

#### **Article 2: Term of Agreement**

This Agreement shall take effect when executed by an authorized representative of both parties ("Effective Date"), and shall terminate on \_\_\_\_\_, unless terminated sooner based on the provisions set forth in this Agreement ("Term").

Project costs must be incurred within the Term to be eligible for reimbursement.

#### **Article 3: Maximum Grant Award**

The Maximum Grant Award for the Project is \$460,000.00.

Grant funds will be disbursed on a reimbursement basis, and in accordance with the Project Budget in RPOSD's grants management system ("GMS").

1. Grantee will use the grant funding solely for the purposes described in this Agreement and in accordance with Grantee's funded application detailed in GMS.
2. Grantee will return to RPOSD, or RPOSD shall retain, any funds not expended or committed for the purposes of the Grant within the Project Timeline.
3. Grantee understands that the Grant is not a gift and agrees that RPOSD is granting funds for Grantee to complete the Project.

## **LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT (RPOSD)**

Safe, Clean Neighborhood Parks, Open Space, Beaches, Rivers Protection, and Water Conservation  
Measure (Measure A), approved by voters on November 8, 2016

### **GRANT AGREEMENT**

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4. Construction costs are ineligible under the terms of this Agreement.
5. Grant funds may not be used to fund any project expense for which funding has already been secured from Proposition A, Measure A, or other sources.
6. Grantee may only request reimbursement for project expenses that are distinct and separate from any elements funded by other sources.

#### **Article 4: Cap on Indirect Costs**

The total accumulated indirect costs amount shall not exceed twelve percent (12%) of the maximum grant award.

#### **Article 5: Expenditure of Funds and Allocation of Funds Between Budget Items**

The Grantee shall expend funds consistent with the approved grant budget. Any revisions to the budget that contemplates shifting funds from approved Project Budget line items into a different category, must be identified in a revised budget submitted by Grantee within RPOSD's GMS and approved in advance by RPOSD. RPOSD has sole discretion to determine whether to approve a Project Budget revision.

RPOSD may withhold payment for items which exceed the amount allocated in the Project Budget which have not received the prior approval required above. Any approved increase in the funding for any budgeted item shall mean a decrease in the funding for one or more other budgeted items.

#### **Article 6: Project Costs and Reimbursements**

RPOSD shall reimburse funds for costs incurred, up to 90% of the grant amount, upon the Grantee's satisfactory progress of the Project. Reimbursements shall be initiated upon submission of an electronic claim form, which shall be submitted no more frequently than monthly.

RPOSD shall disburse the final ten percent held in retention, upon the Grantee's satisfactory completion of the Project, submission of required documentation and upon RPOSD's acceptance of the Project as complete. Project costs must be incurred within the Project Timeline to be eligible for reimbursement.

The Grantee shall request reimbursements by submitting a claim to RPOSD through the electronic grants management system and address all forms and requirements of the claim process, in accordance with the procedure set forth in the GAM as amended.

## **LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT (RPOSD)**

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RPOSD shall reimburse the Grantee for eligible costs incurred within the Project Timeline, up to the total grant amount. The Grantee shall submit payment requests through RPOSD's GMS.

#### **Article 7: Advancing Funds**

The Grantee may request a limited advance of grant funds pursuant to the requirements and processes set forth in the GAM.

#### **Article 8: Project Completion**

The Grantee shall complete the Project by the termination date of this Agreement. No later than one year from completion of the Project, or one year from expiration of the term of this Agreement, whichever is first, Grantee shall complete the process as set forth in the GAM.

#### **Article 9: Early Termination, Suspension, and Failure to Perform**

After commencement of the Project, but before completion, RPOSD may terminate or suspend this Agreement, in whole or in part, for cause by providing the Grantee with (30) thirty-day notice in writing. Grantee shall immediately stop work under the Agreement and take all reasonable measures to prevent further costs to RPOSD. Any notice suspending work under this Agreement shall remain in effect until further written notice from RPOSD authorizes work to resume, if provided.

Before the Project is complete, the Grantee may terminate this Agreement for any reason by providing RPOSD with thirty (30) day notice in writing and repayment to RPOSD of all amounts disbursed by RPOSD under this Agreement.

The parties expressly agree to waive, release and relinquish the recovery of any consequential damages that may arise out of the termination or suspension of this Agreement under this section.

Grantee shall include in any Agreement with any contractor retained for work under this Agreement a provision that entitles Grantee to suspend or terminate the agreement with the contractor for any reason on written notice and on the same terms and conditions specified in this section.

#### **Article 10: Severability**

If any provision of this Agreement is found or deemed by a court of competent jurisdiction to be invalid or unenforceable, it shall be considered severable from the remainder of the agreement and shall not cause the remainder to be invalid or unenforceable.



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In such event, the parties shall reform this Agreement to replace such stricken provision with a valid and enforceable provision which comes as close as possible to expressing the intention of the stricken provision.

#### **Article 11: Copyright and Work Products**

Grantee has the right to Copyright protect original works developed under this Grant. All such copyrighted works will be in the name of the Grantee. Grantee grants to RPOSD an irrevocable and royalty-free right and license to use, reproduce, prepare derivative works, distribute copies, and perform and display publicly any copyrighted material developed and/or delivered under this Agreement.

#### **Article 12: Indemnification and Hold Harmless**

Grantee shall indemnify, defend and hold RPOSD, its officers, and employees harmless from and against any and all liability to any third party for or from loss, damage or injury to persons or property in any manner arising out of, or incident to, the performance of this Agreement or the planning, arranging, implementing, sponsoring or conducting of the Project or any other operation, maintenance or activity by the Grantee. Grantee agrees to defend and indemnify RPOSD from all costs and expenses, including attorney's fees, in any action or liability arising under this Agreement or the planning, arranging, implementing, sponsoring or conducting of the Project or any other operation, maintenance or activity by the Grantee in furtherance of the Project.

RPOSD shall have no liability for any debts, liabilities, deficits or cost overruns of the Grantee.

Grantee and RPOSD agree that the liability of RPOSD hereunder shall be limited to the payment of the funds pursuant to the terms and conditions of this Agreement. Any contracts entered into, or other obligations or liabilities incurred by, the Grantee in connection with the Project or otherwise relating to this Agreement shall be the sole responsibility of the Grantee, and RPOSD shall have no obligation or liability whatsoever thereunder or with respect thereto.

The obligations in this "Indemnification and Hold Harmless" section shall survive termination of this Agreement.

#### **Article 13: Amendments**

As provided herein, no amendment of any of the terms or conditions of the Agreement will be effective unless provided in writing and signed by all parties. It is the responsibility of the Grantee to ensure that any person who signs an amendment on its behalf is duly authorized to do so. No

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oral understanding or agreement not incorporated in this agreement shall be binding on any of the parties. Requests for amendments must be submitted through GMS no later than six (6) months before the termination of the Agreement. Due to the competitive nature of this funding program, RPOSD, in its sole discretion, shall determine whether to grant an amendment but is under no obligation to approve any such request.

#### **Article 14: Compliance with Laws and Regulations**

Grantee shall at all times comply with all applicable federal, state and local laws, statutes, rules, regulations and ordinances. This Agreement is governed by the laws of the State of California, and the parties agree that the enforcement of the Agreement, and the resolution of any disputes arising out of or related to the subject matter of the Agreement, shall be resolved in a court of competent jurisdiction. Grantee agrees and consents to the exclusive jurisdiction of the courts of the State of California for all purposes regarding this Agreement and further agrees and consents that venue of any action brought hereunder will be exclusively in the County of Los Angeles.

#### **Article 15: Notices**

All notices permitted or required to be given under this Agreement shall be in writing and shall be deemed given: (i) if entered and/or uploaded to RPOSD's electronic GMS; (ii) if delivered by courier, on receipt by the intended recipient or on the date of delivery (as confirmed by, if delivered by courier, the records of such courier); (iii) if mailed, on the date of delivery as shown by the return receipt; (iv) if by email, on the date officially recorded as delivered, according to return receipt or other record of delivery. Notices shall be addressed to the RPOSD Grants Officer assigned to this grant in the grants management system. A copy of all written notices shall also be sent to [grants@rposd.lacounty.gov](mailto:grants@rposd.lacounty.gov).

#### **Article 16: Audits, Accounting, Records**

Grantee agrees to maintain satisfactory financial accounts, documents and records for the Project and to make them available to RPOSD for auditing at reasonable times. Grantee also agrees to retain such financial accounts, documents and records for five (5) years after close-out or termination of the Agreement, whichever is later.

Grantee agrees to maintain, and make available for RPOSD inspection, accurate records of all its costs, reimbursements and receipts with respect to its activities under this Agreement. Grantee agrees to use an accounting system that complies with generally accepted accounting principles.

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At any time during the term of this Agreement or at any time within 5 years after the expiration or prior termination of this Agreement, authorized representatives of RPOSD may conduct an audit of Grantee for the purpose of verifying appropriateness and validity of expenditures that Grantee has submitted to RPOSD for reimbursement under the terms of this Agreement.

Grantee, within thirty (30) days of notification that an audit has resulted in the exception of expenditures, may dispute the audit findings in writing to RPOSD and provide RPOSD with records and/or documentation to support the expenditure claims. RPOSD shall review this documentation and make a final determination as to the validity of the expenditures.

If Grantee has received all grant monies prior to the audit, or if remaining grant monies are insufficient, and if said audit reveals expenditures that cannot be verified or that were paid in violation of the terms of this Agreement, the Measure or the GAM, Grantee shall pay RPOSD an amount equal to these expenditures within sixty (60) days after receiving written notification of the expenditures disallowed and the reason for the disallowance.

#### **Article 17: Computer Software**

The Grantee certifies that it has instituted and will employ systems and controls appropriate to ensure that, in the performance of this agreement, RPOSD funds will not be used for the acquisition, operation or maintenance of computer software in violation of copyright laws.

#### **Article 18: Public Access and Nondiscrimination**

During the performance of this agreement, the Grantee shall not discriminate against any person on the basis of race, color, sex, sexual orientation, age, religious belief, national origin, marital status, physical or mental handicap, medical condition, or place of residence.

All work funded under this Agreement must advance a project that, upon future development, will be open and accessible to the general public without discrimination on any basis identified above. The Grantee shall not use grant funds to plan, design, or otherwise advance a project, or any component thereof, that is intended or reasonably expected to:

- a) restrict public access through unreasonable gating, membership requirements, residency preferences, discriminatory fee structures, or other exclusionary conditions;
- b) limit access or use in a manner that differentiates between residents and non-residents of any jurisdiction, including but not limited to preferential registration, pricing, or scheduling;
- c) serve a primarily private, commercial, or non-public purpose; or
- d) result in a facility, improvement, or open space that would not satisfy the public access requirements of Measure A, the GAM, or RPOSD's deed

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restriction requirements applicable to future development grants. If RPOSD determines at any time during the term of this Agreement that the work is advancing a project inconsistent with these requirements, RPOSD may suspend reimbursements, require corrective action, or terminate this Agreement in accordance with Article 10.

The Grantee shall promptly notify RPOSD in writing of any change in Project circumstances that may affect compliance with this section. Nothing in this section limits the ability of the Grantee or a future project operator to establish reasonable rules governing hours of operation, reservation systems open to all members of the public, or use restrictions necessary for resource protection, public safety, or facility management, provided such rules are applied on a nondiscriminatory basis consistent with the terms of Measure A and the GAM.

#### **Article 19: Independent Capacity**

The Grantee, and the agents and employees of the Grantee, in the performance of this agreement, shall act in an independent capacity and not as officers or employees or agents of RPOSD.

#### **Article 20: Assignment**

This agreement is not assignable by the Grantee in whole or in part.

#### **Article 21: Good Standing**

A Grantee is in Good Standing when the Grantee is in compliance with all requirements stated in the Grant Agreement, GAM, policies, and procedures of RPOSD for both Proposition A and Measure A. Good Standing is required of Grantees for payment requests to be processed and to receive or apply for any grant funds from RPOSD.

#### **Article 22: Community Engagement**

The Grantee must conduct community outreach and engagement that meets the minimum requirements, as defined in the GAM, with the intent to ensure that communities throughout Los Angeles County are aware of and can help determine spending priorities for their projects and to facilitate a transparent process by which agencies report use of Measure A funds.

For specific details and requirements, refer to the GAM, as amended.

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#### **Article 23: Funding Acknowledgment**

Grantee is required to acknowledge RPOSD's financial assistance for the Project consistent with the conditions set forth in the GAM, which may include, without limitation: (1) printed and electronic materials, (2) social media, and (3) project announcements. Failure to comply with RPOSD's funding acknowledgment requirements may delay eligible reimbursements and result in a loss of Good Standing.

#### **Article 24: Grant Status Updates**

Grantee shall submit Grant Status Update Reports to RPOSD through grants management system by the due date(s) identified by RPOSD. Failure to submit a Grant Status Update by the due date may result in delayed claim reimbursement and potentially loss of Good Standing.

#### **Article 25: Future Development Obligations**

Grantee acknowledges that the planning and design work funded under this Agreement is intended to advance a project toward future development aligned with Measure A's requirements of perpetuity, deed restriction, and public access requirements.

For specific details and requirements, refer to the GAM, as amended.

#### **Article 26: Material Findings Disclosure**

Grantee shall notify RPOSD in writing within ten (10) business days of discovery of any significant development that may: (a) substantially change the proposed or approved scope; (b) affect the Project's timeline or milestones; or (c) raise concerns about the Project's feasibility or timely implementation. Notifications must include a summary of the issue, potential impacts, and any mitigation steps being considered. RPOSD will work collaboratively with Grantee to adjust and respond to evolving project needs, if RPOSD deems it possible. However, failure to disclose material changes may affect reimbursement eligibility, Good Standing, and future funding access, consistent with RPOSD policies and the GAM, as amended.

#### **Article 27: Authorization Warranty**

Grantee represents and warrants that the person executing this Agreement on behalf of Grantee is an authorized agent who has actual authority to bind Grantee to each term, condition, and obligation of this Agreement and that all requirements of the Grantee have been fulfilled to provide such actual authority.

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#### **Article 28: Conflict of Interest**

No RPOSD employee whose position with RPOSD enables such employee to influence the award of this Agreement, and no spouse or economic dependent of such employee, shall be employed in any capacity by Grantee or have any other direct or indirect financial interest in this Agreement. No officer or employee of Grantee who may financially benefit from the performance of work hereunder shall in any way participate in RPOSD's approval, or ongoing evaluation, of such work, or in any way attempt to unlawfully influence RPOSD's approval or ongoing evaluation of such work. Grantee shall comply with all conflict of interest laws, ordinances, and regulations now in effect, or hereafter to be enacted, during the term of this Agreement. Failure to comply with the provisions of this section shall be a material breach of this Agreement.

#### **Article 29: Waiver**

No waiver by RPOSD of any breach of any provision of this Agreement shall constitute a waiver of any other breach or of such provision. Failure of RPOSD to enforce at any time, or from time to time, any provision of this Agreement shall not be construed as a waiver thereof. The rights and remedies set forth in this Agreement shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Agreement.

#### **Article 30: Breach**

Grantee agrees that compliance with the terms of this Agreement will have significant benefits to Los Angeles County and its constituents. In the event that Grantee breaches any of the terms, covenants, representations, or conditions of this Agreement, RPOSD may elect to enforce any and all remedies available at law or in equity, including without limitation: (a) prior to reimbursement of funds, withdrawal of the approved grant award; (b) after payment (partial or full), seek specific performance of Grantee's obligations under this Agreement or receive reimbursement of grant funds. If RPOSD brings an action to enforce the terms of this Agreement, Grantee shall be responsible to pay RPOSD's attorney's fees and costs, including expert witness costs, if RPOSD prevails in said action. The foregoing remedies are cumulative and may be exercised independently or in combination.

#### **Article 31: Counterparts**

This Agreement may be executed in two or more counterparts, which shall, in the aggregate, be signed by all the Parties; each counterpart shall be deemed an original instrument against any party who has signed it. In the event of any disparity between the counterparts produced, the recorded counterpart shall be controlling.

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#### Article 32: Electronic Signature

The Electronic Signatures in Global and National Commerce (ESIGN) Act is a federal law passed in 2000. The Grantee and RPOSD agree that this Grant Agreement may be electronically signed. The parties agree that the electronic signatures appearing on this agreement are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility. If Grantee elects to opt-out of signing the grant agreement electronically, the Grantee must inform RPOSD prior to grant agreement execution.

#### Article 33: Timeliness

Time is of the essence in this Agreement.

IN WITNESS THEREOF, Grantee and RPOSD have caused this Agreement to be executed by their duly authorized representatives as of the latter day, month and year written below.

GRANTEE: **CITY OF COVINA**

By: \_\_\_\_\_  
Signature of Authorized Representative

Name: \_\_\_\_\_  
Print Name

Title: \_\_\_\_\_

Date: \_\_\_\_\_

LOS ANGELES COUNTY  
REGIONAL PARK AND OPEN SPACE DISTRICT:

By: \_\_\_\_\_  
Director / Administrator

Date: \_\_\_\_\_

**Grant No.: 10235**



# LOS ANGELES COUNTY REGIONAL PARK AND OPEN SPACE DISTRICT

Application

11903 - 2025 Planning and Design

12081 - Covina Recreation Village Access and Connectivity Plan

Measure A

Status:

Submitted

Submitted Date:

10/28/2025 2:13 PM

## Primary Contact

Feel free to edit your profile any time your information changes. Create your own personal alerts using [My Alerts](#).

Salutation

Salutation

Daniella

First Name

Middle Name

Andrade

Last Name

Title

Management Analyst

What is your role in managing grants with RPOSD? (primary contact, authorized or designated signer, accounting manager, etc.)

Primary Contact

Department Name

Community Development

## Organization Information

Agency/Organization Name\*

City of Covina - Covina

93

Study Area  
Number

COV

M&S Code

Agency/Organization Type

What is your Agency/Organization Type?

Public Agency

Agency/Organization Contact Information

Agency/Organization Website

www.covinaca.gov

Agency/Organization Phone\*

626-384-5340

Ext.

Physical Address

All paper-based grant-related correspondence will be mailed to this address, unless a different address is provided below.

Agency/Organization Physical Address

1250 N Hollenbeck Ave

\*

Covina

City

California

State/Province

91722

Postal Code/Zip

Is this the same as the Mailing Address?

No

Mailing Address

Skip this if Mailing Address is the same above.

Mailing Address

125 E College St

Covina

City

California

State/Province

91723

Postal Code/Zip

Agency/Organization Financial Information

Tax ID

95-6000699

List the ROLES/TITLES of the individuals identified as Authorized and Designated signers per your agency's adopted resolution or proof of jurisdiction support.

Authorized Representative/Signer: Chris Marcarello, City Manager

Secondary Representative/Signer: Lisa Evans, Director of Parks & Recreation and Library Services

Grants Officer Assigned

Grants Officer

Steven Chang

Supervisory District(s)

Old SD

5

New SD

1

Good Standing Status Issues, if any:



Project Description

Grant Project Title

Covina Recreation Village Connectivity Plan

The title clearly identifies the proposed project. It is recommended that the title be less than 12 words.

What specific planning and design activities will be funded by this grant?

Design development or construction documents, Site feasibility or technical assessments, Permitting, Community engagement related to design

Check all that apply

What category is this application for?

Regional Recreation, Multi-use Trails & Accessibility

Category 4 - This program supports regional scale recreation projects that improve access to nature, increase countywide connectivity, and serve broad populations. A regional-scale project is one that serves , connects, or benefits a broad cross-jurisdictional area-typically extending beyond a single neighborhood, community, or city-and is accessible to a countywide or multi-community population.

Yes

Describe the scope of work funded by Measure A.

The scope of work for Covina's Recreation Village Connectivity Plan will focus on the planning and design of a new pedestrian and bicyclist bridge across the Metrolink right-of-way and improvements to the adjacent public parks on each end of the bridge and active trails connecting commuters and park-goers to the local parks and recreational facilities and the downtown town center with the City's regional rail system. The proposed pedestrian/bicycle bridge will serve as a critical linkage between Recreation Village Park on the north side and the Front Street Park on the south side, creating direct connections to Covina's downtown commercial core as well as to the disadvantaged communities located to the south and east of downtown Covina.

The City recently purchased two property sites along both sides of the railroad right-of-way to convert them into public parks. These parks will include the construction of a pedestrian and bicycle bridge that provides safe and convenient access to the proposed Recreation Village Park/Sports Complex, slated for completion in early 2027, and the Metrolink regional rail commuter station. Design and construction plans are required to construct and complete the final phase of the recreation complex, which includes the construction of a pedestrian/bicycle bridge and linkages to the various other park facilities.

The proposed Covina Recreation Village Connectivity Plan would provide active linkages to connect the residents, businesses, parks, and transit facilities to the north of the Metrolink railroad right-of-way with a pedestrian-bicycle bridge that would connect the southern community to include the downtown transit-oriented residential and commercial districts, healthcare and service-oriented facilities, and serve the disadvantaged communities within the southeastern and south portion of the City.

Grant funding from the County's Regional Parks and Open Space District will help pay for conceptual designs, preliminary design engineering, community engagement, and construction plans that provide bicycle and pedestrian connectivity between the Metrolink regional commuter rail station, Recreation Village Park, Kelby Park, Front Street Park, Civic Center Park, Edna Park, and the Covina downtown commercial and residential centers. The design of the Recreation Village Park Access and Connectivity Plan will ensure safe, secure, and ADA-accessible features that integrate the City's park and recreational facilities with the nearby downtown business, residents, and Covina's town center.

By enhancing access between key recreational, commercial, and residential areas, the Covina Recreation Village Park Access and Connectivity Plan will promote equitable mobility, improve public health, and strengthen community cohesion.

Provide a clear budget and timeline outlining the specific scope of work funded by Measure A. Identify all funding sources (secured or proposed), and distinguish between Measure A and non-Measure A elements. For each deliverable, specify whether it is a hard or soft cost. Applicants are encouraged to be as detailed as possible to demonstrate project readiness and strong project management.

Download, complete, and attach the included template. 50MB file size limit

1761348948617\_1189405\_RPOSD-MeasureA-CompetitiveGrant20252. Ver4.pdf

## Environmental Information

What is the CEQA status of the work funded by this grant?

Completed

Please upload a copy of the CEQA documents.

1758235973581\_Covina Parks NOE.pdf

50MB file size limit

## Site Control

Please note that the applicant must provide proof in supporting documents section below. The applicant must provide written consent or other documentation to develop project. Examples of documentation include, but are not limited to, lease agreement, Memorandum of Understanding (MOU) or other documentation from the landowner agreeing to the proposed project.

Describe site control for the proposed project.

Property Owner

Proof of site control

1758300574397\_Covina Combined Grant Deeds.pdf

Upload Required. 50MB file size limit

Explain how long-term public access will be secured.

The City has complete site control on both Recreation Village Park and Front Street South Park and commits to providing long-term public access by providing an unimpeded and direct path for the public to access the recreational and park facilities.

2250-character limit

## Evaluation Criteria

Are there known site constraints (e.g. contamination, topography)? Are there known site constraints that may affect project implementation (e.g., contamination, permitting, topography)?

No

No ? Due diligence has been performed and no major constraints exist. Describe what due diligence was performed

The City has completed the CEQA requirements for both properties and all testing involving sensitive and hazardous sites, historical significance, and potentials for significant and cumulative impacts or unusual circumstance and the result is determined to be a Categorical Exemption (CE). The CE has been recorded with the LA Co Recorders Office and is attached.

4500-character limit

Describe how funding the proposed work will make the project more competitive for Measure A development funds or other capital funding in the future?

Funding the design engineering and construction plans for the pedestrian and bicycle bridge and its associated pathway linkages will significantly increase the project's competitiveness for Measure A development funds and other capital funding sources in the future. By advancing the project through the planning and design phase, the City will be able to provide RPOSD and other funders with shovel-ready documents, including engineering and construction drawings, detailed specifications, and accurate cost estimates. This reduces uncertainty and demonstrates that the project is feasible, achievable, and aligned with community priorities. Additionally, completing the design process establishes stronger partnerships with key stakeholders, ensures compliance with regulatory requirements, and allows the City to pursue a wide range of funding opportunities that require projects to be at construction-ready status.

4500-character limit

What community engagement has occurred for this project to date? Describe methods, number and type of participants, and how prior input has informed the project.

Between 2019 and early 2021, the City organized five community events within the Recreation Village Park/Front Street South Park areas to seek out suggestions and recommendations to the infrastructure and amenities for the proposed Recreation Village Park. During each outreach activity, residents, businesses, and community members were encouraged to participate in walking outside the site's perimeter to visualize the site layout and conditions. At every meeting, City staff verbally communicated with participants and kept notes of all ideas provided.

There were no surveys, meetings, and/or events during all of 2020 due to the worldwide pandemic. In 2021, the resumed the community surveys with residents, businesses, and community members to comment on beautification and public safety needs for the project. Survey results identified several needs, such as more green or open spaces, trees, flowers, outdoor seating and picnic areas, sidewalks, shading, and contribution of artwork from local and regional artists, enhanced lighting, and accessibility for the disabled were all suggestions that went into the conceptual design, including recommendation to include a pedestrian-bicycle bridge for the communities south of the railroad tracks.

March 29, 2019 - Sierra Vista Middle School, Youth Outreach event. Engage with the middle school students to survey the youths' needs and priorities. Educational programs and accessibility were their highest priorities.

April 13, 2019 - Heritage Plaza at Civic Center, Chalk Art Festival event. Engage with the local community with an interest in art. Beautifying the existing property adding an art garden, and providing more park spaces were the highest survey responses.

May 16, 2019 - Covina Public Library, Youth Leaders-in-Training Workshop. Engage with local youths interested in becoming leaders. Surveys indicated a need to develop classrooms and lecture rooms to provide youth training, provide seating areas surrounding the proposed parks for outdoor seating, socializing, and meditation.

June 29, 2019 - Proposed Recreation Village site, Outreach meeting #1. Engage the public on the proposal to create a new park at the abandoned Vita Pakt site and invite questions and recommendations. Beautification, accessibility, and adaptive reuse for the proposed indoor gym building were the highest need for the site. Creating green space and connecting Citrus and Barranca Avenues with a safe and attractive walkway and pedestrian bridges to downtown were other suggestions.

July 8, 2019 - Proposed Recreation Village site, Outreach meeting #2. Similar to previous public engagement meeting events. Similar comments from the June 29th meeting. Additional comments were to install security lighting and cameras to provide public safety, improve accessibility and connectivity to the downtown communities, and plant abundant trees and shrubs along the railroad right-of-way to improve beautification.

**What community engagement will occur as part of this grant?**

The City will continue its community engagement efforts to update the community on design engineering and architecture, building on past efforts that have addressed community needs and concerns. The City will build on past efforts and continue engaging the community on concerns and worries related to beautification, public safety, and accessibility, with a focus on connecting pedestrians, bicyclists, and persons with disabilities through bridge, pathway, and lighting designs. The City will continue to incorporate the community members' comments and concerns on open spaces, park greening, outdoor seating and picnic areas, sidewalks, shading, and contribution of artwork from local and regional artists, enhanced lighting, and accessibility for people with disabilities were all suggestions that went into the conceptual design, including recommendation to design pathways connecting Recreation Village Park and Front Street South Park and other nearby parks with the adjoining Metrolink train station and the downtown commercial and residential core.

In addition to the outreach activities already conducted for the overall project and bridge location, the City recently received a technical assistance award from LA Metro's Transit Oriented Communities Technical Assistance, or "TAP" Program, to prepare a bridge feasibility report (bridge landing scenarios, cost considerations, permitting considerations, and similar) and conduct a robust community engagement program focused on the bridge component of the overall project. The outreach program will run from October 2025 through March 2026. As part of this effort, the City will invite qualified organizations to submit proposals to prepare the report and conduct the outreach program. The City will require that proposals include a set-aside budget for a local community-based/non-profit organization to lead outreach activities. The program will consist of at least six community touchpoints, such as workshops, pop-up information booths, or similar activities, to gather input, foster community participation and ownership, and empower the community to shape the project.

The City also recognizes that community awareness, involvement, and interest are vital to every stage of the project. If awarded Measure A funding for design, the City will build on current and past efforts in beautification, public safety, and accessibility, with a focus on mobility for pedestrians, cyclists, and persons with mobility limitations, by hosting additional outreach activities to maintain community interest in the project. Outreach activities will continue in partnership with the community-based organization selected through the Metro TAP process (to be identified in the coming months), ensuring consistency, trust, and support throughout the project's development. The City finds it essential to keep the community informed about the project's stages through social media, public meetings, and venues where the community already gathers, such as farmers' markets, annual community events, and similar venues. With regard to the future development of the site (implementation in later years), the City also envisions a grand opening event inviting all persons who made this project possible, and extending that invitation out to members of the community who helped shape the outreach activities.

4500-character limit

**Are you partnering with any community-based organizations (CBOs) or stakeholder groups?**

Yes

(Name and describe role(s))

At the start of the proposed Covina Recreation Village Access and Connectivity Plan process, the City will develop an Request For Proposal to invite, interview, select, and engage with a community-based organization (CBO) to provide community engagement support for community presentations, surveys, and general outreach associated with the proposed Covina Recreation Village Access and Connectivity Plan related engagement and outreach activities, including assisting in the participation of a city lead field tour with hand-out materials for the public's review. Through a Metro TOC/TAP grant, the community engagement portion of this project will provide a robust public outreach effort to connect with local communities, college students, businesses, regional transit riders, and surrounding disadvantaged communities. In each engagement activity, the CBO will help the City with outreach programs that provide opportunities for the community to offer feedback on the proposed pedestrian-bicycle pathways, open-space landscaping, linkage trails, and bridge design and aesthetics. Additionally, the community will have the opportunity to ask questions and share concerns. In addition, the CBO will partner with the City to notify participants of the opportunity to sign up for notifications of upcoming outreach events and activities. The CBO will also work closely with local and regional community members to develop a community engagement summary report for each outreach session and to provide the City with a complete community engagement report for their review and comment.

4500-character limit

**Who will manage this project? Provide names, roles, and relevant experience of key staff or consultants.**

Daniella Andrade, Project Manager for the Connectivity Plan. Currently, Ms. Andrade is a management analyst with the City's Community Development Department and has more than 6 years experience managing regional, state, and federal funding for infrastructure and planning projects.

4500-character limit

**Describe your project delivery approach.**

The City will deliver the pedestrian and bicycle bridge design, engineering, and construction documents using an accountable and collaborative project-delivery process. The approach emphasizes timely procurement, fiscal oversight, and accountability, and high-quality design outcomes that meet all State regulatory and RPOSD funding requirements.

The City will procure professional services through a competitive RFP process consistent with City and County contracting policies. The RFP will solicit qualified civil and structural engineering and design consultants with demonstrated experience in pedestrian and bicycle infrastructure, ADA compliance, railroad right-of-way coordination, and other local agency requirements. The proposals will be evaluated and a consultant will be selected and contracted under a professional services agreement that defines scope, deliverables, timelines, and reporting requirements.

The City's Public Works Department will manage day-to-day oversight of the project. A designated Project Manager will serve as the primary point of contact, responsible for scheduling, coordinating consultant activities, and ensuring compliance with federal, state, and local standards. The progress of the design consultant will be tracked by the City, referencing the approved work plan using established project management tools, including regular status meetings, milestone tracking, and deliverable reviews.

The City will implement robust fiscal oversight to ensure accountability and adherence to the budget. The City will track all project expenditures within the City's financial management system, tied to Measure A or other capital fund accounts. The consultant will submit itemized invoices every month, reviewed and approved by the Project Manager for consistency with contract terms and actual work performed. Any contract amendments will require written justification and prior approval.

The City will enforce a quality control/quality assurance (QA/QC) process at every stage of design. The consultant will be required to maintain an internal QA/QC program, with peer reviews of all calculations, drawings, and specifications. The City's engineering staff will perform independent reviews of milestone submittals, focusing on safety, structural soundness, ADA accessibility, bicycle facility standards, and integration with adjacent infrastructure. The City will coordinate with external agencies, such as the railroad agency and utility providers, to ensure compliance with all permitting and regulatory requirements.

This structured approach to procurement, oversight, fiscal management, and quality control will ensure that the pedestrian and bicycle bridge and pathway design is delivered within the two-year timeframe and to the highest professional standards. The resulting construction documents will provide a shovel-ready project that strengthens competitiveness for future capital funding and implementation.

*4500-character limit*

**Describe your past experience delivering similar planning or technical projects funded by public grants.**

The City of Covina has a proven track record of successfully delivering Los Angeles County Regional Parks and Open Space District (RPOSD) and Measure A-funded projects, from planning through implementation. These experiences highlight the City's capacity to manage complex grant requirements, engage communities meaningfully, and deliver high-quality planning documents that position projects for future capital funding. Examples include:

Covina Park Improvements (Measure A, 2021-2023): Covina used Measure A funds to complete planning and design for playground, athletic field, and trail upgrades. The City successfully managed consultant contracts, facilitated community workshops in English and Spanish, and delivered construction-ready plans on schedule and within budget.

Kelby Park Master Plan (Prop A & Measure A, 2018-2022): The City coordinated with Los Angeles County and community stakeholders to develop a phased improvement plan for Kelby Park that integrates recreation, safety, and accessibility features. This effort included technical analysis, cost estimating, and fiscal tracking, which positioned the project to compete for additional State and County funding.

Hollenbeck Park Revitalization Project (Measure A). The City used Measure A Funds, along with Rivers and Mountains Conservancy, and Measure W Local Return, to revitalize Hollenbeck Park. The project consisted of a new track, exercise equipment, native vegetation installation, and basketball and pickleball courts. The City completed this project last year, and all grants were in good standing.

Across all of these projects, Covina has demonstrated strong fiscal accountability, with the City's Finance Department ensuring compliance with State and County reporting and reimbursement standards. The project management portion of project delivery was previously jointly performed by the Public Works and Parks and Recreation Departments, which bring extensive experience in overseeing consultant teams, tracking schedules, and ensuring quality deliverables.

Through these efforts, the City has demonstrated its ability to responsibly administer RPOSD planning grants, translate community priorities into actionable designs, and leverage planning and construction funds to deliver successful park infrastructure projects. This track record underscores the City's readiness to continue partnering with Federal, State, and County funding agencies to enhance park access, safety, and connectivity for all residents.

4500-character limit

Is the project site located in a High or Very High Need Study Area? Provide address and APN, if possible.

No

If not, will the project meaningfully benefit High/Very High Need residents? Explain, include partnerships, visitation patterns, outreach strategies).

Although the Project Area is not directly in an area that will meaningfully benefit High or Very High Need, the proposed project will benefit the needs within an area south of the proposed project area. This area is disadvantaged area (in Blue) is listed as ONE indicator of Regional Recreation Need as established by RPOSD and will benefit this community in eliminating the barriers to travel that is created by the railroad right-of-way. By creating an active access to the City's Recreation Village and other park facilities to the north of the railroad right-of-way, this would provide a convenient linkage to the disadvantaged communities to the south by way of Second Avenue, an established active transportation corridor. In addition, using the PNA+ Map Viewer shows Population Vulnerability as moderate to high vulnerability, and Environmental Benefits and Burdens shown as moderate in the PNA+ Map Viewer scorings.

4500-character limit

Location

APNs for Project Area parcels: 8430-018-904, 8430-018-905, 8430-018-906, 8430-018-907, and 8430-018-004 (319 East Front Street was recently purchased and dedicated as a public open space site. A revised APN and associated assessor's map are not yet available.).

500-character limit. APN preferred, if not APN address or intersection can be entered.

Check the applicable indicators based on PNA+ Map Viewer for either Regional Recreation Need for Rural Recreation Need:

PNA+ screenshot

Upload Required. 50MB file size limit

Verification of Jurisdiction Support

Do you have the authority to apply? 50MB file size limit

1 indicator

1758660876899\_01-Covina RPOSD Combined Files.pdf

1758576761722\_01-Signed Proof of Jurisdictional Support.pdf

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Reporting Requirements

Supervisory District

Study Area



## BUDGET AND TIMELINE TEMPLATE

[illegible]

Soft Cost %  
Hard Cost %

100%  
0%

100%  
0%

|                |             |       |
|----------------|-------------|-------|
| 93%            | 7%          | 100%  |
| Measure A Fund | Local Match | Total |





## CC Regular Meeting

# AGENDA ITEM REPORT

**Meeting:** April 21, 2026  
**Title:** Public Hearing for the Expenditure of the 2025 Edward Byrne Memorial Justice Assistance Grant (JAG)  
**Presented by:** Ric Walczak, Chief of Police  
**Recommendation:** Hold the public hearing and receive and file proposed program for expenditure of 2025 Edward Byrne Memorial Justice Assistance Grant (JAG).

### EXECUTIVE SUMMARY:

Notification was received from the Department of Justice, Office of Justice Programs Bureau of Justice Assistance, that the Covina Police Department is eligible to apply and receive \$11,970 from the JAG 2025 program. This figure is based on population and crime statistics.

### DISCUSSION:

Previous JAG allocations have been used to fund the part-time Community Services Officer (CSO) position assigned to manage the Youth Accountability Board (YAB). The 2024 JAG grant allocations are currently being used for this activity. Previous allocations of JAG grants have all been used to support this program and this newest appropriation of JAG 2025 (\$11,970) will do the same but as part of a larger endeavor.

The tasks that the CSO performs include Preventive Juvenile Diversion, Victims advocacy, and neighborhood watch /Crime Prevention. This position will continue to work alongside educators and school resource officers to identify troubled students. The CSO will meet with the students, their family members, and school staff to provide resources, counseling, and assistance to deal with problems and divert students away from the criminal justice system.

Other tasks include:

- Aiding in the investigation to identify victims of domestic violence, sexual abuse, and other significant crimes.
- Reach out to victims to inform them of resources and coordinate assistance.
- Coordinate and communicate with neighborhood watch groups by scheduling meetings, connecting citizens with resources, and participating in community events.
- Maintain statistical data and records on the above programs.

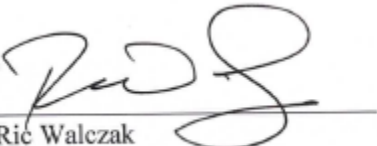
### FISCAL IMPACT:

Upon receipt of the final notification that the grant application has been approved and funds officially awarded to the City, staff will bring back before the Council a resolution to increase the Police Department's revenue and expenditure budget under fund 2271 by \$11,970 which is the award amount. There is no additional appropriation needed from the General Fund.

### CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Not applicable.

Respectfully submitted,



Ric Walczak  
Chief of Police



## CC Regular Meeting

# AGENDA ITEM REPORT

**Meeting:** April 21, 2026

**Title:** Status of City's Vacancies and Recruitment and Retention Efforts in Calendar Year 2025 (Assembly Bill 2561/Government Code Section 3502.3)

**Presented by:** Joanna Espinosa, Human Resources Manager

**Recommendation:** 1. City Council to open the public hearing and consider public testimony at which the City will report on workforce vacancies, and recruitment and retention efforts and the City's recognized employee organizations will be provided an opportunity to make a presentation on such subjects. (Procedures for the Public Hearing on City Vacancies and Recruitment and Retention Efforts are attached hereto as Attachment "A"); and

2. Receive and File a staff report on the City's workforce vacancies, and recruitment and retention efforts in compliance with Assembly Bill ("AB") 2561. (Gov. Code § 3502.3.).

### EXECUTIVE SUMMARY:

AB 2561 requires public agencies, including the City of Covina, to hold at least one (1) public hearing per fiscal year to discuss vacancies and recruitment and retention efforts. This report discusses the City's legal obligations under the new law, which took effect January 1, 2025.

### BACKGROUND:

AB 2561 was introduced to address the issue of job vacancies in local government. The intent of the legislation was to highlight the adverse effects excessive vacancies cause to the delivery of public services and employee workload. Among other requirements, the bill mandates that public agencies present the status of vacancies and recruitment and retention efforts during a public hearing before the agency's governing body at least once per fiscal year. The bill was enacted into law and is codified at Government Code section 3502.3. The new law took effect January 1, 2025.

### DISCUSSION:

In compliance with the legal obligations, the City is required to do the following:

1. Public Hearing: At least once each fiscal year, at a public hearing before the City Council, the City shall present information regarding the status of vacancies and recruitment and retention efforts (Gov. Code § 3502.3(a)(1)) and identify any necessary changes to policies, procedures, and recruitment activities that may lead to obstacles in the hiring process (Gov. Code § 3502.3(a)(3)).

If the City Council adopts an annual or multiyear budget during the fiscal year, this presentation must occur prior to the City Council's adoption of the final budget for the City. (Gov. Code § 3502.3(a)(2).)

2. Employee Organization Participation: Allow the recognized employee organization for each bargaining unit at the City to make presentations during the public hearing concerning vacancies

and recruitment and retention efforts. There are five (5) bargaining units at the City of Covina. (Gov. Code § 3502.3(b).)

3. Additional Reporting for High Vacancy Rates: If vacancies within a single bargaining unit meet or exceed 20% of authorized full-time positions in that bargaining unit, upon request of the recognized employee organization for that bargaining unit, the City must provide additional information during the public hearing, including the following: (1) the total number of vacancies; (2) the number of applicants; (3) the average time to fill positions; and (4) opportunities to improve compensation and working conditions for employees in the bargaining unit. (Gov. Code § 3502.3(c).)

### **Procedures for the Public Hearing on the City's Vacancies and Recruitment and Retention Efforts:**

The Procedures for the Public Hearing on the City's Vacancies and Recruitment and Retention Efforts ("Procedures") establish protocol for the City's public hearings on vacancies in order to ensure a fair, orderly and efficient hearing process.

The Procedures set forth specific requirements concerning matters such as the provision of notice to recognized employee organizations regarding the public hearing and their right to make a presentation at the hearing, the length and order of the City's and the employee organizations' presentations, and the standards of discourse during the public hearing.

### **Findings of Report**

The City's analysis of its vacancies is based on the most recent calendar year, concluding December 31, 2025. The data shows the following for 2025:

#### City-Wide Positions

- Total Budgeted Authorized Full-Time Positions: 191
- Total Vacancies: 49
- Total Percentage of Vacancies (avg): 8.6%

#### Positions by Bargaining Unit

| <u>Unit</u>      | <u># of Vacancies</u> | <u>% of Vacancies</u> |
|------------------|-----------------------|-----------------------|
| AFSCME           | 1                     | 2.4%                  |
| PAC              | 7                     | 9.3%                  |
| PSC              | 1                     | 9.1%                  |
| PMG              | 0                     | 0%                    |
| Mgt/Unaffiliated | 3                     | 6.1%                  |

### **Recruitment Process**

The City's recruitment and selection process is largely governed by the Personnel Rules of the City of Covina, as set forth in Section 2.36.40 of the Municipal Code. The Rules are intended to provide an equitable and uniform process to attract the best and most competent individuals to the municipal service, and ensure appointments and promotions are conducted based on merit and fitness. Most employees hired serve a one-year probationary period, and are evaluated annually thereafter to ensure job performance standards are upheld and maintained.

The recruitment and selection process is highly-structured and multi-faceted to ensure that the highest standards of knowledge, skill, and ability are applied to the competitive hiring process. The City of Covina is a highly-sought employer of choice, and thus experiences large applicant pools for each opening.

Upon the creation of a vacancy, the operating department processes a personnel requisition, in which the department works with Human Resources to determine the appropriate recruitment strategy. A job posting is prepared (and often customized to the specific need) based on the approved class specification for the position. Human Resources performs appropriate advertising via websites, social media and other methods of outreach.

Once the application filing period is closed, Human Resources screens the application based on the stated minimum qualifications, which can be challenging for large candidate pools. Once that process is complete, Human Resources works with the operating department on the various testing procedures which may include written, performance, practical and oral interview exams, or any combination thereof. For those candidates successful in passing all components of the selection process, their names are placed on an eligibility list, based on exam scoring criteria and ranked. For each opening, the top three (3) names on the eligibility list are provided to the operating department to conduct their final selection interviews. The department may select any of the three candidates, regardless of their rank on the list.

Once the department makes a conditional job offer, Human Resources conducts reference checks (and other background procedures) and arranges for the pre-employment physical to ensure that the candidates are physically and medically fit to perform the job. Once that process is cleared, a start date is scheduled at the first available opportunity and the new employee is onboarded.

Due to the many steps involved, the recruitment and hiring process can be quite lengthy, which certainly impacts efforts to reduce vacancies. Additionally, retention challenges contribute to vacancy issue.

## **Recruitment Information**

### **(slide 6 of PowerPoint)**

#### Recruitment Statistics:

- Total # of Vacancies Filled During 2025 Calendar Year: **46**
- # of Vacancies Filled by Existing Eligibility List/Ongoing Recruitment: **12**
  - Average # of Calendar Days to Fill Vacancies: **174**
- # of Vacancies Filled by New External/Internal Recruitment: **18**
  - Average # of Calendar Days to Fill Vacancies: **123**
- # of Vacancies Filled by New Internal Only Recruitment: **16**
  - Average # of Calendar Days to Fill Vacancies: **78**

## **Retention Information**

### **(slide 7 & 8 of PowerPoint)**

#### Retention Statistics:

- Total # of Vacancies Created During 2025 Calendar Year: **49**
  - # of Vacancies Created by Newly Budgeted Positions: **12**
    - % of Vacancies Resulting From Staffing Growth: **24%**
  - # of Vacancies Created by Internal Promotion: **10**
  - # of Vacancies Created by Internal Transfer: **0**
    - % of Vacancies Resulting From Internal Opportunity: **20%**
  - # of Vacancies Created by Retirement: **7**
  - # of Vacancies Created by Involuntary Separation: **2**
    - % of Vacancies Resulting From Attrition: **18%**
  - # of Vacancies Created by Voluntary Separation: **18**
    - % of Vacancies Resulting From Turnover: **37%**
- Annual Staffing Turnover Rate: **9%**

## **Ongoing Challenges**

The City reviewed applicable policies, procedures, and recruitment activities to identify any potential obstacles and challenges in the City's hiring process, as well as retention issues. Proposed solutions are provided.

### Issue #1: Labor Market Competitiveness

Problem: Maintaining a competitive position in the relevant labor market, in relation to compensation and benefits, remains an ongoing challenge. Neighboring jurisdictions all compete to provide enhanced pay, benefits and other inducements to attract quality candidates.

Solutions: The City's current collective bargaining agreements provide competitive multi-year COLA adjustments and other enhancements, including a commitment to be in the 60<sup>th</sup> percentile of the relevant labor market (for 2024) and 65<sup>th</sup> percentile (for 2026) for total compensation. Additionally, the City Manager has committed to engaging with the bargaining units on an ongoing basis to examine recruitment/retention issues and discuss further efforts to enhance competitiveness.

### Issue #2: Police Recruitment Challenges

Problem: Recruiting for public safety in California has become a particular challenge for all government entities statewide. Generational changes and other factors are leading fewer individuals into careers in law enforcement. There is an intense level of competition for a dwindling pool of eligible candidates.

Solutions: Similar to the above, the current collective bargaining agreement provided multi-year COLA adjustments and other efforts to retain experienced officers. In February 2025, the City Council approved a Police Officer hiring bonus program to attract new and lateral officers and lateral dispatchers to Covina. The City also established a Police Corporal classification to provide front-line leadership and promotional opportunities in an effort to retain veteran officers and provide promotional opportunities. Additionally, the City Council approved temporary double overtime pay for dispatch personnel in response to ongoing staffing shortages. Lastly, the Police Department implemented a new 1130 work schedule which accomplished the department objectives of team policing, dedicated training time and budgetary savings (no pre-scheduled overtime).



### Issue #3: Hiring Process Is Lengthy and Cumbersome

Problem: As illustrated above, the City hiring process can be quite extensive and lengthy, which may cause the City to lose good candidates and exacerbate the vacancy problem.

Solutions: Staff streamlined the hiring process and combined multiple exam components into one day or session. Additionally, applications for continuous recruitment were reviewed on an ongoing basis with testing being scheduled every other month.

All of the efforts listed will be part of an ongoing focus on internal customer service and providing an enhanced effort on reducing vacancies.

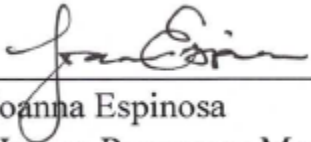
#### **FISCAL IMPACT:**

There is no direct fiscal impact associated with conducting the public hearing required under Government Code section 3205.3. However, addressing recruitment and retention issues may involve future budget and bargaining considerations, which will be presented to the City Council as necessary.

#### **CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):**

Not applicable.

Respectfully submitted,

  
\_\_\_\_\_  
Joanna Espinosa  
Human Resources Manager



**PUBLIC HEARING PROCEDURES  
FOR THE PUBLIC HEARING REGARDING AB 2561**

**Notice Requirements:**

1. The City notified in writing each recognized employee organization that represents City employees of the date, time and place of the hearing at least ten (10) working days in advance of the hearing.

In the notice, the City inquired whether the employee organization intends to make a presentation to the City Council at the public hearing. The City requested that, for planning purposes, the employee organization provides written notice to the Human Resources Department at least five (5) working days in advance of the public hearing indicating whether the employee organization intends to make a presentation at the public hearing.

The notice also included information about the amount of time that the City Council has allotted to employee organizations for each bargaining unit that the organization represents for purpose of making a presentation at the public hearing.

2. In the event the vacancy rate for the bargaining unit is at least 20% of the total number of authorized full-time positions in the bargaining unit, an employee organization may request that the City present “additional information” related to the vacancies as permitted by Government Code section 3502.3.
3. Notice of the hearing to the public was provided in accordance with the Ralph M. Brown Act. (Gov. Code §§ 54950-54963.)
4. A City staff report regarding vacancies and recruitment and retention efforts may be published as part of the agenda packet for the meeting.
5. The City and recognized employee organizations may agree to exchange presentation materials in advance of the public hearing.

**Order of the Hearing:**

The public hearing will proceed in the following order:

1. City Presentation: The City presentation will be limited to ten (10) minutes for each bargaining unit that it represents. The City may choose to present on all bargaining units at once, or to present data for each bargaining unit separately followed by each applicable employee organization presentation.

2. Employee Organization Presentation: Following the agency presentation, each employee organization will have the opportunity to make a presentation for each of the bargaining units that the employee organization represents. For each bargaining unit, the employee organization presentation will be limited to ten (10) minutes and should not contain bargaining proposals to the City on matters that have not been presented in bargaining.
3. Governing Body Questions and Discussion: The City Council may ask questions of the City and the employee organization presenters.
4. Final Comments: City Council will be provided an opportunity for final comments with each bargaining unit.
5. Final Employee Organization Comments: Final employee organization comments will be limited to three (3) minutes per bargaining unit.
6. Public Comment: Public comment regarding the AB 2561 hearing will be in accordance with city council procedures.