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

Tuesday, September 1, 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 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.

Remote Public Comments: *Access the meeting remotely by calling in using the following information:*
Dial: +1 669 900 6833
Webinar ID: 845 2310 9208

- *To request to speak during public comment, please press star-nine (*9) on your phone to raise your hand.*
- *Staff will announce the last four digits of your phone number when it is your turn to speak and unmute the microphone (audio only); speaker must be present when called to speak.*
- *Please state your first and last name and city of residence at the beginning of your remarks for the record.*
- *The microphone will be muted by staff when you have completed your comments or three (3) minutes have expired, whichever occurs first.*

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

Meeting Assistance Information: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at cityclerk@covinaca.gov or 626-384-5430. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Pages

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: Drew Aleman, Walter Allen, III, Victor Linares, Mayor Pro Tem/Vice Chair Patricia Cortez, and Mayor/Chair Hector Delgado

ROLL CALL

PLEDGE OF ALLEGIANCE

Led by Councilmember Allen.

INVOCATION

Given by Covina Police Chaplain Steve Martinez.

APPROVAL OF AGENDA

PRESENTATIONS

A. Chiari Malformation Awareness Month

B. Hispanic Heritage Month Proclamation

C. Covina 125 Presentation

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 7

Staff Recommendation:
Approve Payment of Demands in the amount of $6,377,328.97.

CC 2. Approval of a Memorandum of Agreement with the San Gabriel Valley Council of Governments for Participation in the Regional Food Recovery Program 15

Staff Recommendation:
Authorize the City Manager to execute a Memorandum of Agreement with the San Gabriel Valley Council of Governments for Participation in the Regional Food Recovery Program, for an amount not-to-exceed $44,655.

CC 3. Adoption of Resolutions Relating to the Annexation of Territory to Community Facilities District No. 2007-1, Declaring Intention to Authorize Annexation, Adopting Boundary Map, and Setting the Public Hearing Date for October 20, 2026 29

Staff Recommendation:

1. Adopt City **Resolution CC 2026-93**, declaring intention to authorize the annexation of territory (136 West Center Street, Covina//Annexation 41) to Community Facilities District No. 2007-1 (Public Services); and
2. Adopt City **Resolution CC 2026-94**, adopting boundary map showing territory proposed to be annexed in the future to Community Facilities District No. 2007-1 (Public Services).

CC 4. Adoption of Resolutions Relating to the Annexation of Territory to Community Facilities District No. 2007-1, Declaring Intention to Authorize Annexation, Adopting Boundary Map, and Setting the Public Hearing Date for October 20, 2026 49

Staff Recommendation:

1. Adopt City **Resolution CC 2026-95**, declaring intention to authorize the annexation of territory (627 S. Fenimore Avenue, Covina//Annexation 42) to Community Facilities District No. 2007-1 (Public Services); and
2. Adopt City **Resolution CC 2026-96**, adopting boundary map showing territory proposed to be annexed in the future to Community Facilities District No. 2007-1 (Public Services).

CC 5. Adoption of Resolutions Relating to the Annexation of Territory to 67

Community Facilities District No. 2007-1, Declaring Intention to Authorize Annexation, Adopting Boundary Map, and Setting the Public Hearing Date for October 20, 2026

Staff Recommendation:

1. Adopt City **Resolution CC 2026-97**, declaring intention to authorize the annexation of territory (244 East College Street, Covina//Annexation 43) to Community Facilities District No. 2007-1 (Public Services); and

2. Adopt City **Resolution CC 2026-98**, adopting boundary map showing territory proposed to be annexed in the future to Community Facilities District No. 2007-1 (Public Services).

CC 6. City of Covina First-Time Homebuyer Down Payment Assistance Program 87

Staff Recommendation:
Approve the Draft Program Guidelines and Supporting Application Materials and Related Forms as the framework for implementation of the City of Covina First-Time Homebuyer Down Payment Assistance Program.

CC 7. Amendments to the City's Classification Plan 111

Staff Recommendation:

1. Amend the City's Classification Plan to establish the job description and salary range for the new classifications of Finance Manager – Budget and Revenue, and Director of City Clerk and Communication; and

2. Adopt **Resolution CC 2026-100** for amendments to the Mid-Management, Supervisor and Professional, and Confidential and Technical Compensation Rules; and for amendments to the Executive Compensation Rules.

CC 8. Designation of Voting Delegate and Alternates for the League of California Cities Annual Conference Which Includes the Annual Business Meeting – Sept. 23-25, 2026 147

Staff Recommendation:

1. Designate Councilmember Walter Allen, III, as the voting delegate and Councilmember Drew Aleman, as the alternate to represent the City at the Annual Business Meeting of the League of California Cities General Assembly; and

2. Direct the Chief Deputy City Clerk to submit the required "Voting Delegate Form" to the League's Sacramento Office.

CC 9. Professional Services Agreement with Hinderliter De Llamas and Associates for Business License Management and Compliance Services 153

Staff Recommendation:
Review and Approve Professional Services Agreement (PSA) With Hinderliter De Llamas and Associates for Business License Management and Compliance Services, and Authorize the City Manager to Execute the PSA.

CC 10. Loma Vista Street & Orange Circle Water Main Replacement Project – Project No. W2701 – Award of Contract to Gentry Brothers, Inc. in the Amount of $274,500 171

Staff Recommendation:

1. Approve plans and specifications for the Loma Vista Street & Orange Circle Water Main Replacement Project – Project No. W2701;
2. Award a contract for the Loma Vista Street & Orange Circle Water Main Replacement Project – Project No. W2701 to Gentry Brothers, Inc. as the lowest responsive and responsible bidder in the amount of $274,500 and authorize the City Manager to execute the contract;
3. Authorize a contingency amount of $50,000 for any unforeseen construction expenses; and
4. Award a Professional Services Agreement (PSA) to Siterep Construction Services, Inc. for Construction Management and Inspection Services for an amount not-to-exceed $63,000 and authorize the City Manager to execute the agreement.

CC 11. Supplemental Law Enforcement Services 199

Staff Recommendation:

1. Authorize the City Manager or his designee to sign Agreement with the City of Azusa; and
2. Approve **Resolution CC 2026-101** Appropriating $50,000 in revenues and expenditures for the FY 2026-2027 General Fund Budget.

CC 12. Police Department Purchases 211

Staff Recommendation:

1. Approve **Resolution CC 2026-99** in the amount of $86,000 to purchase equipment, furniture and make improvements to the Covina Police Station;
2. Approve the purchase of furniture/workstations in the amount of $29,000 from Express Office Environments;
3. Approve the purchase and installation of a car port in the amount of $32,000;
4. Approve the purchase of hardware/electrical work in the amount of $25,000; and
5. Suspend competitive bid requirements in the best interest of the City to implement aforementioned recommended purchases pursuant to Covina Municipal Code 2.20.175.

CC 13. Agreement for Regional Law Enforcement Services between Covina, La Verne, Azusa and Irwindale 215

Staff Recommendation:

1. Approve Two-year Agreement between Covina La Verne, Azusa and Irwindale regarding regional dispatching services; and

2. Authorize City Manager or his designee to execute the agreement.

CC 14. Minor Modification to the Lease Agreement and Second Amendment to the Exchange Agreement for the Exchange of City Right-of-Way and for the Lease of 401 N. Citrus Ave. 225

Staff Recommendation:
Authorize the City Manager to execute the Minor Modification to the Lease Agreement and the Second Amendment to the Exchange Agreement.

CC 15. Confirm and Approve City Council's Revisions to Various Boards and Commissions Appointments 259

Staff Recommendation:
Approve the City Council's appointments to various boards and commissions.

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, September 15, 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

ITEM NO. CC 1

AGENDA ITEM REPORT

Meeting: September 1, 2026
Title: Payment of Demands
Presented by: Theresa Franke, Director of Finance
Recommendation: Approve Payment of Demands in the amount of $6,377,328.97.

EXECUTIVE SUMMARY:

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

Accounts Payable Warrants August 1, 2026 – August 13, 2026

CITY checks/EFTs	$	5,076,407.87
CITY payroll	$	1,269,006.24
CITY voids	$	(0.00)
Worker's Comp	$	31,914.86
	$	6,377,328.97
SACRA checks/EFTs	$	0.00
SACRA payroll	$	0.00
	$	0.00
TOTAL checks/EFTs	$	6,377,328.97

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 and Fiscal Year 26/27 budgets.

Respectfully submitted,

Theresa Franke
Director of Finance

CITY OF COVINA
Check Register
Aug 1, 2026 - Aug 13, 2026

Check #	Check Date	Vendor	Name	Amount	
6116	08/04/2026	1364	HOME DEPOT CREDIT SERVICES	4,679.38	
6117	08/04/2026	1364	HOME DEPOT CREDIT SERVICES	455.85	
6118	08/13/2026	4003	MidAmerica	3,536.00	
21143	08/13/2026	788	COVINA, CITY OF	57,213.93	*
21144	08/13/2026	789	COVINA-FSA, CITY OF	2,464.08	
21145	08/13/2026	2033	NATIONWIDE RETIREMENT SOLUTIONS	41,450.30	
21146	08/13/2026	788	COVINA, CITY OF	95.71	*
21147	08/13/2026	2033	NATIONWIDE RETIREMENT SOLUTIONS	8,500.00	
21148	08/13/2026	487	CalPERS	114,062.14	
21149	08/13/2026	487	CalPERS	5,700.64	
			subtotal EFT/wires/direct deposits	***$238,158.03***	
			Internal transfers - workers comp allocation - no net cash effect	(57,309.64)	*
			subtotal EFT/wires/direct deposits less Internal Transfers	***$180,848.39***	
132777	08/05/2026	84	AIRGAS-WEST	874.40	
132778	08/05/2026	370	BOB BARKER CO INC	180.36	
132779	08/05/2026	430	BUILDING ELECTRONIC CONTROLS	1,739.17	
132780	08/05/2026	568	CAT SPECIALTIES INC	38.35	
132781	08/05/2026	649	CINTAS CORP #693	440.28	
132782	08/05/2026	664	CIVILTEC ENGINEERING INC.	2,146.25	
132783	08/05/2026	700	COLLEY FORD	457.76	
132784	08/05/2026	749	BOHL PH.D., NANCY K.	1,240.34	
132785	08/05/2026	783	CITY OF COVINA WATER	713.48	
132786	08/05/2026	819	Public Risk, Innovation, Solutions, and Management	1,460,797.00	
132787	08/05/2026	849	DAPEER ROSENBLIT & LITVAK LLP	1,155.00	
132788	08/05/2026	875	DELL MARKETING L.P.	25,856.66	
132789	08/05/2026	970	EDISON CO	64.32	
132790	08/05/2026	970	EDISON CO	80,665.87	
132791	08/05/2026	1055	FEDEX	18.94	
132792	08/05/2026	1156	THE GAS COMPANY	0.90	
132793	08/05/2026	1198	GLOBALSTAR LLC	105.01	
132794	08/05/2026	1215	GONZALES, RICHARD	1,407.00	
132795	08/05/2026	1235	GRAINGER	3,003.11	
132796	08/05/2026	1317	HdL Coren & Cone	795.00	
132797	08/05/2026	1361	HOLLIDAY ROCK CO INC	683.14	
132798	08/05/2026	1437	INTER-CON SECURITY SYSTEMS INC	19,130.83	
132799	08/05/2026	1561	KEYSTONE UNIFORM DEPOT	99.39	
132800	08/05/2026	1614	LA CNTY FIRE DEPARTMENT	1,108,709.33	
132801	08/05/2026	1663	LAW ENFORCEMENT MEDICAL	2,325.00	
132802	08/05/2026	1694	LEWIS ENGRAVING INC	12.16	
132803	08/05/2026	1707	LIEBERT CASSIDY WHITMORE	4,605.00	
132804	08/05/2026	1825	MASONIC HOMES OF CALIFORNIA	150.00	
132805	08/05/2026	1895	MERRIMAC ENERGY GROUP	48,699.88	
132806	08/05/2026	2027	NAPA AUTO PARTS	58.29	
132807	08/05/2026	2415	REPUBLIC MASTER CHEFS	525.87	
132808	08/05/2026	2736	STAPLES BUSINESS ADVANTAGE	430.85	
132809	08/05/2026	2818	GABE BF VAN LEEUWEN	478.80	
132810	08/05/2026	2846	THOMAS, TERRI	2,869.80	
132811	08/05/2026	2855	CHARTER COMMUNICATIONS	360.36	
132812	08/05/2026	2935	UNDERGROUND SERVICE ALERT	295.20	
132813	08/05/2026	2954	URBAN GRAFFITI ENTERPRISES INC	14,887.38	
132814	08/05/2026	2955	US BANK	1,900.00	

CITY OF COVINA
Check Register
Aug 1, 2026 - Aug 13, 2026

Check #	Check Date	Vendor	Name	Amount
132815	08/05/2026	2958	USPS - POC ACCOUNT #8098154	1,415.08
132816	08/05/2026	3004	VICTORY EXTERMINATING INC	85.00
132817	08/05/2026	3190	LAYNE, JONATHAN DANIEL	737.10
132818	08/05/2026	3235	COOK, SHAWNA	901.60
132819	08/05/2026	3656	PLAY-WELL TEKNOLOGIES	5,058.00
132820	08/05/2026	3749	JCL TRAFFIC SERVICES	4,579.34
132821	08/05/2026	3796	RICHARDS, WATSON & GERSHON	67,044.48
132822	08/05/2026	3839	DOANE AND HARTWIG WATER SYSTEMS, INC.	1,807.03
132823	08/05/2026	3913	OGS TECHNOLOGIES INC	310.05
132824	08/05/2026	3932	ARLENE D. MAR	151.20
132825	08/05/2026	3982	CAROL A CUGNO	852.60
132826	08/05/2026	3988	LANDSCAPE WAREHOUSE III	1,695.09
132827	08/05/2026	4065	VERIZON WIRELESS	712.32
132828	08/05/2026	4089	MEASOM, DEVIN THOMAS	2,059.80
132829	08/05/2026	4279	BOSS JANITORIAL SERVICES	6,310.65
132830	08/05/2026	4320	CHALLENGER SPORTS BRITISH SOCCER	1,210.30
132831	08/05/2026	4455	FRONTIER	18,965.97
132832	08/05/2026	4483	DALE A. GARRISON	189.00
132833	08/05/2026	4704	S & J Supply Company, Inc.	1,845.36
132834	08/05/2026	4764	UniFirst Corporation	951.28
132835	08/05/2026	4804	Vihulu L. Villagran	392.00
132836	08/05/2026	4829	Alicia A. Flores	322.00
132837	08/05/2026	4833	Michael R. Hillmann	3,840.00
132838	08/05/2026	4854	CEJ Engineers, Inc.	50,540.00
132839	08/05/2026	4885	ELIE FARAH	3,800.00
132840	08/05/2026	4960	Data Ticket, Inc.	200.00
132841	08/05/2026	4983	Ad Valorem Records,Inc.	3,470.32
132842	08/05/2026	5011	Excel Office Services	588.47
132843	08/05/2026	5019	GM Sager Construction Co., Inc.	138,966.00
132844	08/05/2026	5075	Amalia Q. Seresinghe	2,106.80
132845	08/05/2026	5099	CliftonLarsonAllen LLP	13,230.00
132846	08/05/2026	5109	SITEREP CONSTRUCTION SERVICES, INC.	30,660.00
132847	08/05/2026	5169	Occupational Health Centers of California	364.00
132848	08/05/2026	5186	DAYSMART SOFTWARE	278.50
132849	08/05/2026	5228	ODP BUSINESS SOLUTIONS, LLC	49.14
132850	08/05/2026	5233	RODENT PEST TECHNOLOGIES	146.21
132851	08/05/2026	5269	CONTROL AIR ENTERPRISES LLC.	5,228.93
132852	08/05/2026	5279	THE RADAR SHOP INC	1,378.73
132853	08/05/2026	5291	AMAZON CAPITAL SERVICES, INC	288.67
132854	08/05/2026	5336	ABI DOCUMENT SUPPORT SERVICES LLC	375.20
132855	08/05/2026	5422	CANDELARIA MARROQUIN	1,047.20
132856	08/05/2026	5430	THE AMERGROUP INC	110.00
132857	08/05/2026	5445	MARGARET L SMITH	486.50
132858	08/05/2026	5531	CU TECHNOLOGY LLC / ACORN TECHNOLOGY SERVICES	26,413.12
132859	08/05/2026	5549	AMANDA LOPEZ	254.10
132860	08/05/2026	5550	LEAH DAWN OSIER	1,310.40
132861	08/05/2026	5578	Daniella Chadwick	44.25
132862	08/05/2026	5582	KATHARINE CURTISS	1,313.00
132863	08/05/2026	5603	KAYLEE L BARNITT	3,025.20
132864	08/05/2026	5615	VECTOR RESOURCES, INC.	283,273.05
132865	08/05/2026	5655	COVINA VALLEY WATER COMPANY	371,684.71

CITY OF COVINA
Check Register
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Check #	Check Date	Vendor	Name	Amount
132866	08/05/2026	5687	HAHACAT, LLC	1,540.50
132867	08/05/2026	5690	ELPS CAR WASH	669.91
132868	08/05/2026	5722	ANTHONY FILKINS	535.50
132869	08/05/2026	5740	CHANGES THROUGH CHILDREN, INC	105.00
132870	08/05/2026	5741	ARLENE SANTOS	448.00
132871	08/05/2026	5742	SO CAL PACIFIC ELECTRICAL AND LIGHTING	40,674.00
132872	08/05/2026	5743	GARDA CL WEST, INC. LOCKBOX 233209	420.69
132873	08/05/2026	5757	DEBRA CRUZ	77.00
132874	08/05/2026	5758	INFRASTRUCTURE ARCHITECTS, INC.	10,964.00
132875	08/05/2026	5778	SUZANNE PAULINE ANDERSON	189.00
132876	08/05/2026	5849	MILLIONHARI LLC	10,796.40
132877	08/05/2026	5851	EDUARDO LOMELI	61.50
132878	08/05/2026	99999	ANGEL CARRILLO	48.68
132879	08/05/2026	99999	BONNIE ALOJIPAN	62.03
132880	08/05/2026	99999	CELIA CARTER	63.13
132881	08/05/2026	99999	CORINA PAEZ	66.89
132882	08/05/2026	99999	DAVID MEADOWS	341.00
132883	08/05/2026	99999	DAVID PEREZ	53.85
132884	08/05/2026	99999	GONZALO SILVA	19.02
132885	08/05/2026	99999	JOANNA MARTINEZ	80.00
132886	08/05/2026	99999	KARE YOUTH LEAGUE	200.00
132887	08/05/2026	99999	KERRY JOHNSON	55.24
132888	08/05/2026	99999	LARRY BAZZARRINI	63.10
132889	08/05/2026	99999	MICHAEL COLBURN	301.00
132890	08/05/2026	99999	OSWALDO PRECIADO	341.00
132891	08/05/2026	99999	RAUL ROJAS	43.29
132892	08/05/2026	99999	RYAN BALSZ	1,100.00
132893	08/05/2026	99999	WAEL GHOSN	642.57
132894	08/05/2026	99999	WAEL GHOSN	343.05
132895	08/12/2026	32	ACE-1 AUTO SERVICE	80.00
132896	08/12/2026	82	AIR-BREE HEATING	32,190.75
132897	08/12/2026	219	AT&T	91.71
132898	08/12/2026	381	BOOMERANG BLUEPRINT	245.53
132899	08/12/2026	430	BUILDING ELECTRONIC CONTROLS	213.75
132900	08/12/2026	477	EMPLOYMENT DEVELOPMENT DEPT	12,786.00
132901	08/12/2026	493	CWE	677.00
132902	08/12/2026	568	CAT SPECIALTIES INC	429.26
132903	08/12/2026	700	COLLEY FORD	725.14
132904	08/12/2026	749	BOHL PH.D., NANCY K.	485.12
132905	08/12/2026	766	COVINA DISPOSAL CO	21,917.26
132906	08/12/2026	783	CITY OF COVINA WATER	678.39
132907	08/12/2026	792	CPOA	1,874.25
132908	08/12/2026	819	Public Risk, Innovation, Solutions, and Management	269,638.00
132909	08/12/2026	875	DELL MARKETING L.P.	6,916.14
132910	08/12/2026	962	SUPERIOR COURT OF CALIFORNIA, CNTY OF LOS ANGELES	12,087.50
132911	08/12/2026	962	SUPERIOR COURT OF CALIFORNIA, CNTY OF LOS ANGELES	978.00
132912	08/12/2026	962	SUPERIOR COURT OF CALIFORNIA, CNTY OF LOS ANGELES	18,040.00
132913	08/12/2026	962	SUPERIOR COURT OF CALIFORNIA, CNTY OF LOS ANGELES	979.00
132914	08/12/2026	970	EDISON CO	100,645.57
132915	08/12/2026	1055	FEDEX	131.15
132916	08/12/2026	1204	GOLDEN STATE WATER COMPANY	2,765.55

CITY OF COVINA
Check Register
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Check #	Check Date	Vendor	Name	Amount
132917	08/12/2026	1235	GRAINGER	760.30
132918	08/12/2026	1352	HINDERLITER DELLAMAS & ASSOC	13,252.93
132919	08/12/2026	1361	HOLLIDAY ROCK CO INC	341.57
132920	08/12/2026	1569	KIMBALL MIDWEST	292.78
132921	08/12/2026	1615	REGIONAL TAP SERVICE CENTER	40.00
132922	08/12/2026	1646	LANGUAGE LINE SERVICES INC	90.24
132923	08/12/2026	1754	LOWE'S COMPANIES INC	115.43
132924	08/12/2026	2027	NAPA AUTO PARTS	219.87
132925	08/12/2026	2060	NEW READERS PRESS	202.92
132926	08/12/2026	2309	PROFESSIONAL ACCOUNT MANAGEMENT LLC	12,169.32
132927	08/12/2026	2329	PUENTE READY MIX INC	565.58
132928	08/12/2026	2407	REGIONAL TAP SERVICE CENTER	231.20
132929	08/12/2026	2415	REPUBLIC MASTER CHEFS	1,031.77
132930	08/12/2026	2444	RIO HONDO COLLEGE	675.00
132931	08/12/2026	2646	SHOWCASES	202.50
132932	08/12/2026	2676	SMART AND FINAL IRIS CORP	1,159.39
132933	08/12/2026	2737	STAPLES INC	178.99
132934	08/12/2026	2804	TAG AMS INC	230.00
132935	08/12/2026	2855	CHARTER COMMUNICATIONS	156.55
132936	08/12/2026	3001	VERIZON WIRELESS	3,056.68
132937	08/12/2026	3023	VULCAN MATERIALS COMPANY	1,774.69
132938	08/12/2026	3102	WILLDAN FINANCIAL SERVICES	16,928.13
132939	08/12/2026	3134	XEROX CORPORATION	29.94
132940	08/12/2026	3163	GENTRY BROTHERS INC	118,666.87
132941	08/12/2026	3621	WAXIE ENTERPRISES INC	1,069.28
132942	08/12/2026	3729	SUNBELT RENTALS INC	1,071.00
132943	08/12/2026	3796	RICHARDS, WATSON & GERSHON	4,663.50
132944	08/12/2026	3830	QUINN COMPANY	1,375.00
132945	08/12/2026	3988	LANDSCAPE WAREHOUSE III	1,668.23
132946	08/12/2026	4225	CORELOGIC SOLUTIONS, LLC	253.24
132947	08/12/2026	4246	FERGUSON ENTERPRISES	1,054.17
132948	08/12/2026	4455	FRONTIER	2,124.40
132949	08/12/2026	4523	LEDGENT FINANCE	3,518.40
132950	08/12/2026	4713	Fisher Integrated, Inc.	1,200.00
132951	08/12/2026	4714	CIR, Inc.	52,444.38
132952	08/12/2026	4764	UniFirst Corporation	765.55
132953	08/12/2026	4817	Weck Analytical Environmental Services, Inc.	972.00
132954	08/12/2026	4928	Springstead & Associates, Inc.	4,000.00
132955	08/12/2026	4960	Data Ticket, Inc.	200.00
132956	08/12/2026	4987	CALIFORNIA CITY-COUNTY STREET LIGHT ASSOCIATION	1,260.00
132957	08/12/2026	5117	Steam It All LLC	620.00
132958	08/12/2026	5138	Ricoh USA, Inc.	300.31
132959	08/12/2026	5166	Project 29:11, A Community Development Corp.	2,000.00
132960	08/12/2026	5213	TANGLED WEB SOLUTIONS: INVESTIGATIONS	1,807.50
132961	08/12/2026	5251	DANIEL'S TIRE SERVICE	1,170.59
132962	08/12/2026	5291	AMAZON CAPITAL SERVICES, INC	1,182.72
132963	08/12/2026	5332	CLARITI CLOUD INC	14,489.53
132964	08/12/2026	5336	ABI DOCUMENT SUPPORT SERVICES LLC	220.78
132965	08/12/2026	5368	WESCO SECURITY SYSTEMS INC	380.00
132966	08/12/2026	5404	VALLEY ALARM	205.00
132967	08/12/2026	5435	CORE & MAIN LP	37,126.24

CITY OF COVINA
Check Register
Aug 1, 2026 - Aug 13, 2026

Check #	Check Date	Vendor	Name	Amount
132968	08/12/2026	5439	PARKWOOD LANDSCAPE MAINTENANCE INC	18,009.43
132969	08/12/2026	5454	INLAND EMPIRE FIRE & SAFETY ENTERPRISES	785.00
132970	08/12/2026	5521	COMPRESSOR DESIGN AND SERVICES INC	1,475.00
132971	08/12/2026	5531	CU TECHNOLOGY LLC / ACORN TECHNOLOGY SERVICES	9,145.00
132972	08/12/2026	5545	PUENTE HILLS FORD LLC	32,167.45
132973	08/12/2026	5573	GUARDIAN ALLIANCE TECHNOLOGIES, INC.	945.00
132974	08/12/2026	5587	SSS FENCE	774.00
132975	08/12/2026	5614	SUNLAND TIRE CO OF COVINA	584.53
132976	08/12/2026	5680	PREMIER AQUATIC SERVICES	16,666.67
132977	08/12/2026	5714	IMPERIAL SUPPLIES HOLDINGS, INC.	1,067.04
132978	08/12/2026	5743	GARDA CL WEST, INC. LOCKBOX 233209	417.72
132979	08/12/2026	5756	U.S. ELECTRICAL SERVICES, INC	101.13
132980	08/12/2026	5790	EMERGENCY SANITATION DEPLOYMENT, INC	1,325.83
132981	08/12/2026	5816	PEREGRINE TECHNOLOGIES , INC.	56,400.00
132982	08/12/2026	5852	ALL SECURITY ENFORCEMENT TRAINING	3,506.25
132983	08/12/2026	5853	BIOCLEAN SOCAL LLC	550.00
132984	08/12/2026	99999	CHENG-WEI SUN	387.00
132985	08/12/2026	99999	DANIEL VASQUEZ	3,400.00
132986	08/12/2026	99999	DANIELLA CHADWICK	69.75
132987	08/12/2026	99999	DEREK GONZALES	301.00
132988	08/12/2026	99999	EUNICEE SIERRA	215.00
132989	08/12/2026	99999	GABRIELLA RODRIGUEZ	150.00
132990	08/12/2026	99999	GRIGOR KEHKEJIAN	2,700.00
132991	08/12/2026	99999	PERMIT SERVICES INC.	778.00
132992	08/12/2026	99999	VANESSA CARDOZA	387.00
132993	08/12/2026	99999	VANESSA CARDOZA	40.00
132994	08/12/2026	99999	VINCENT LOPEZ	387.00
132995	08/12/2026	99999	VINCENT LOPEZ	387.00
132996	08/13/2026	68	AFLAC ACCT# YQ792 WORLDWIDE HEADQUARTERS	5,514.45
132997	08/13/2026	69	AFSCME District Council 36	734.50
132998	08/13/2026	775	COVINA POLICE ASSOCIATION	3,950.00
132999	08/13/2026	878	DELTA DENTAL OF CALIFORNIA	10,188.67
133000	08/13/2026	3795	PRE-PAID LEGAL SERVICES, INC	151.00
133001	08/13/2026	3846	CLEA	1,446.25
133002	08/13/2026	4255	RELIASTAR LIFE INSURANCE COMPANY	4,968.95
133003	08/13/2026	4710	Fidelity Security Life Insurance Company	1,100.74
			subtotal checks	***$4,895,559.48***
			subtotal voids	***$0.00***
			payroll (08/13/26)	***$1,269,006.24***
			workers' compensation	***$31,914.86***
			TOTAL checks/EFTs	**$6,377,328.97**

CC Regular Meeting

AGENDA ITEM REPORT

Meeting: September 1, 2026
Title: Approval of a Memorandum of Agreement with the San Gabriel Valley Council of Governments for Participation in the Regional Food Recovery Program
Presented by: Rafael M. Fajardo, Director of Public Works/City Engineer
Recommendation: Authorize the City Manager to execute a Memorandum of Agreement with the San Gabriel Valley Council of Governments for Participation in the Regional Food Recovery Program, for an amount not-to-exceed $44,655.

EXECUTIVE SUMMARY/BACKGROUND:

On September 22, 2021, the City entered into a Memorandum of Agreement with the San Gabriel Valley Council of Governments (SGVCOG) to participate in a Regional Food Recovery Program. Covina's participation in the Regional Food Recovery Program ensures the City's compliance with components of SB 1383. This statewide law requires jurisdictions to implement programs that recover and donate edible food that would otherwise be sent to landfills. Three Amendments to the Agreement with the SGVCOG expanded the scope work for the Regional Food Recovery Program and provided additional funding for that work. The MOA and its Amendments are set to conclude in October 2026.

A new Memorandum of Agreement is proposed to take effect on November 1, 2026 (Attachment A), and would allow the City to continue participation in the Regional Food Recover Program. The scope of work designed in partnership with the SGVGOG ensures the City's continued compliance with SB 1383. Specifically, the scope of work included in the proposed MOA provides for a state mandated schedule of inspections and enforcement activities targeting businesses and food banks in the City that must donate their unused edible food instead of disposing it. The term of the proposed MOA is November 1, 2026 to June 30, 2028, and the City's not-to-exceed cost would be $44,655.

DISCUSSION:

In September 2016, the passage of SB 1383 established statewide targets to reduce the disposal of organic waste in landfills and increase recovery of currently disposed edible food for human consumption. SB 1383 requires jurisdictions to establish food recovery programs and strengthen their existing food recovery networks. The City's Environmental Services Division is working in partnership with 18 other San Gabriel Valley cities to provide a regional approach for food recovery and donation. The SGVCOG has been administering this program on behalf of participating cities since September 2021. Covina's continued participation in this program will allow the City to comply with the components of SB 1383 related to edible food recovery.

To date, the Regional Food Recovery Program has seen many valuable accomplishments through the efforts of the SGVCOG, participating cities, and the contracted consultant team. A database of food banks and food generating businesses has been established, eight rounds of inspections have been performed, donation data has been collected, extensive education and outreach has been conducted, three subregional food distribution hubs have been established, and a variety of transportation and refrigeration equipment has been purchased for local food banks.

The City has 26 Edible Food Generators (such as markets, large restaurants, hospitals, and schools) that meet the SB 1383 threshold and must donate unused edible food to a food bank instead of

disposing it. The City has two food banks that serve the local community. Under the oversight of this Program, these Covina businesses have recovered and donated a total of 609,000 lbs of food to the food insecure during 2025.

The City's existing MOA for this Program was executed in 2021 and is set to conclude in October 2026.

Execution of the proposed MOA will allow the City to continue participation in the Regional Food Recovery Program, for the period of November 1, 2026, to June 30, 2028. The proposed scope of work will be performed by a consultant team, and administered by the SGVCOG. The scope of work consists of state mandated inspections that ensure the City's food generators and food banks remain compliant with the food donation requirements imposed by SB 1383. The City's role in the MOA is to contribute $44,655 to the Regional Food Recover Program, and to support the inspection effort with as needed Municipal Code enforcement.

FISCAL IMPACT:

The proposed action does not have any impact on the General Fund. An amount of $44,655 is required to complete the scope of work identified in the proposed Memorandum of Agreement. Funding for anticipated FY 2026-27 expenditures ($35,000) is available in the Public Works Environmental Budget (account no. 6200-5550-51990). The remaining expenditures will be included in the FY 2027-28 budget.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

The project has been reviewed for compliance with the California Environmental Quality Act (CEQA) and is exempt per Section 15061 (b) (3). The project is covered by the General Rule that CEQA applies to projects that have the potential for causing a significant effect on the environment. Establishing a program to reduce edible foods from landfilling will not result in any negative impact to the environment, on the contrary, it will result in the preservation of available landfill space and will improve air quality by reducing the amount of Short-lived Climate Pollutants, such as methane.

Respectfully submitted,

Rafael M. Fajardo
Director of Public Works/City Engineer

MEMORANDUM OF AGREEMENT
BETWEEN THE SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS AND THE CITY OF COVINA FOR PARTICIPATION IN THE SAN GABRIEL VALLEY REGIONAL FOOD RECOVERY PROGRAM

This Memorandum of Agreement ("MOA") is made and entered into to be effective as of the 1st day of November, 2026 ("Effective Date") by and between the City of Covina, a municipal corporation ("City"), and the San Gabriel Valley Council of Governments, a California joint powers authority ("SGVCOG"). City and SGVCOG may be referred to herein collectively as the "Parties" or individually as a "Party."

RECITALS

A. The passage of SB 1383 (Lara, 2016) implemented statewide targets to reduce statewide disposal of organic waste and increase recovery of currently disposed edible food for human consumption. Specifically, SB 1383 aims to recover at least 20% of currently disposed edible food for human consumption by 2025. The California Department of Resources Recycling and Recovery (CalRecycle) has developed regulations entitled "Short-lived Climate Pollutants: Organic Waste Reductions" (hereafter "SLCP Regulations"), which regulations are codified at Chapter 12 of Division 7 of Title 14 of the California Code of Regulations, sections 18981.1 et seq.

B. To recover 20% of edible food that would otherwise be sent to landfills by 2025, SB 1383 requires local jurisdictions to establish food recovery programs and strengthen their existing food recovery networks.

C. The SGVCOG was established to have a unified voice to maximize resources and advocate for regional and member interests to improve the quality of life in the San Gabriel Valley by the member cities and other local governmental agencies and has established and is administering a Regional Food Recovery Program (the "Program").

D. The CalRecycle 1383 Local Assistance Grant funding for the Program expires on November 2, 2026. The City desires to continue receiving Program services and agrees to provide the necessary funding to the SGVCOG for the ongoing implementation of the Program.

E. City and SGVCOG desire to set forth the terms of their ongoing collaboration with respect to this effort in this MOA and further agree as follows:

NOW, THEREFORE, the Parties agree to the following:

I. RECITALS

The above Recitals are made a substantive part of this MOA.

II. SCOPE OF SERVICES

The Scope of Services, attached hereto and incorporated herein by this reference is hereby made a part of the MOA as Exhibit "A".

III. TERM

The term of this MOA shall commence on November 1, 2026, and shall continue through June 30, 2028. The term of this MOA may be extended by mutual written MOA of the Parties.

IV. RESPONSIBILITIES OF THE PARTIES

A. SGVCOG:

1. Designate a point-of-contact with name, title, and contact information who will serve as the SGVCOG's Project Manager. If the point-of-contact is reassigned or no longer with the SGVCOG, a new point-of-contact will be promptly designated.
2. Oversee and implement Program Management, Inspections, and Edible Food Recovery Program Implementation, as defined in the Program's Scope of Work (Exhibit A).
3. Undertake procurements, execute contracts, and manage contracts, including administration, project management, and invoicing, to complete the Program set forth in the Program's Scope of Work (Exhibit A).
4. Respond to and address City questions regarding Program implementation.
5. Coordinate regional and City-specific conference calls, meetings, and other communication with City and consultant monthly or as necessary.
6. Provide Annual Inspection Reports and other materials to City to support the Electronic Annual Report (EAR) and other CalRecycle Reporting.

B. City:

1. Maintain membership in the SGVCOG during the entire term of the Program.
2. Designate a point-of-contact to serve as the City's Project Manager to coordinate with the SGVCOG and consultants.
3. Respond to data and information requests from the SGVCOG and its consultant(s), in a timely manner to support the implementation of the Program.
4. Participate in scheduled monthly conference calls and/or meetings with the SGVCOG and consultants throughout the implementation of the Program.
5. Provide comments and feedback on Program implementation, Program materials, and other Program deliverables to consultant or the SGVCOG, on deliverables as necessary.
6. Implement the Inspection requirements, as defined in the Program's Scope of Work (Exhibit A).
7. Comply with requirements of jurisdictions under SB 1383. SGVCOG will provide guidance and make recommendations to facilitate compliance with SB 1383 but the City is the party responsible to ensure

compliance with the regulation.

8. Remit payment to the SGVCOG for the City's share of Program costs within thirty (30) days of receipt of an invoice. If an invoice is not paid within ninety (90) days of receipt, SGVCOG reserves the right to not provide the services outlined in Exhibit A.

V. INVOICING:

A. SGVCOG shall invoice City upon the execution of this Agreement for FY2026-27 and by June 1, 2027, for FY 2027-2028.

B. City must remit payment to SGVCOG within thirty (30) days of receipt by City. If the invoice is not paid within sixty (60) calendar days of receipt by City, SGVCOG reserves the right to cease Program implementation on behalf of the City until payment is received.

C. SGVCOG shall reconcile the actual cost of services to the amount budgeted in Exhibit B. If the actual cost of the City's Task 2 Estimated Inspection Implementation is less than the budgeted amount, SGVCOG shall credit these unspent funds to the City on the City's next invoice. If there are no future City invoices, the SGVCOG will reimburse the City for that amount at the end of the Agreement. If the actual cost for Task 2 Estimated Inspection Implementation is more than the budgeted amount, SGVCOG shall invoice the City for the actual cost of Task 2 program implementation. SGVCOG shall inform the City of any changes and anticipated total costs prior to completing any activity beyond the budgeted amount. If the actual cost of Task 2 implementation is anticipated to be more than 10% of the budgeted cost, the City may elect to opt-out of Task 2 with no penalty.

VI. AMENDMENTS

A. Except as specifically provided herein, any change in any of the terms and conditions of this MOA shall not have any force and effect unless a written amendment has been prepared and executed by the Parties.

VII. PROGRAM MANAGEMENT

A. Program Managers.

i. For the purposes of this MOA, SGVCOG designates the following individual as its Program Manager:

Luis Garcia Chavez
Management Analyst
(626) 962-3552
lgchavez@sgvcog.org

ii. For the purposes of this MOA, the City designates the following individual as its Program Manager:

Sandy Costandi
Public Works Manager, Environmental and Utility Services
(626) 384-5487
scostandi@covinaca.gov

Either Party may change the designations set forth herein upon written notice to the other Party.

VIII. TERMINATION

A. This MOA may be terminated by either Party at any time, with or without cause, by providing written notice of termination to the other Party. Such termination will be effective thirty (30) days after such notice is received.

B. If either Party terminates this MOA prior to the completion of the MOA term, SGVCOG will reconcile the actual cost of services and program implementation incurred up to the effective date of termination against the advance payments made by the City:

   i. If the actual costs are less than the amount paid by the City, SGVCOG shall reimburse the unspent funds to the City within thirty (30) days of the effective date of termination.

   ii. If the actual costs incurred prior to termination exceed the amount paid, SGVCOG shall issue a final invoice to the City for the difference, which the City shall pay within thirty (30) days of receipt.

IX. INDEMNIFICATION

A. Neither the SGVCOG, its member agencies, or their respective officers, employees, consultants or volunteers (the "SGVCOG Indemnitees"), shall be responsible for any damage or liability occurring by reason of anything done or committed to be done by the City under or in connection with the performance of this MOA.

B. The City shall indemnify, defend and hold the SGVCOG Indemnitees harmless from and against any liability, claims, losses, actions, and expenses, including without limitation, defense costs, any costs or liability on account of bodily injury, death or personal injury of any person or for damage to or loss of use of property, any legal fees and any claims for damages of any nature whatsoever arising out of or resulting from the City's obligations under this MOA, unless caused by the active negligence or willful misconduct of the SGVCOG Indemnitees.

C. SGVCOG agrees to defend, indemnify, and hold free and harmless the City, its employees, and volunteers, at SGVCOG's sole expense, from and against any and all claims, actions, suits, or other legal proceedings brought against the City, its employees, and volunteers arising out of or relating to the acts or omissions of SGVCOG in connection with this MOA.

X. INSURANCE

A. City and SGVCOG shall maintain and keep in full force and effect during the term of this MOA insurance or a program of self-insurance against claims for injuries to persons or damages to property which may arise in connection with City's or SGVCOG's performance of its obligations hereunder.

XI. OTHER TERMS AND CONDITIONS

A. Notices. All notices required or permitted to be given under this MOA shall be in writing and shall be personally delivered, or sent by electronic mail or certified mail, postage prepaid and return receipt requested, addressed as follows:

To SGVCOG:
Mackenzie Bolger
Acting Sustainability Manager
San Gabriel Valley Council of Governments
1333 S. Mayflower, Suite 360
Monrovia, CA 91016
(626) 214-1316
mbolger@sgvcog.org

with a copy to:
Marisa Creter
Executive Director
San Gabriel Valley Council of Governments
1333 S. Mayflower, Suite 360
Monrovia, CA 91016
(626) 457-1800
mcreter@sgvcog.org

To City:
Sandy Costandi
Public Works Manager, Environmental and Utility Services
City of Covina
125 East College Street
Covina, CA 91723
(626) 384-5487
scostandi@covinaca.gov

with a copy to:
Rafael Fajardo
Director of Public Works/City Engineer
City of Covina
125 East College Street
Covina, CA 91723
(626) 384-5489
rfajardo@covinaca.gov

B. No Partnership. This MOA is not intended to be, and shall not be construed as, an agreement to form a partnership, agency relationship, or a joint venture between the Parties. Except as otherwise specifically provided in the MOA, neither Party shall be authorized to act as an agent of or otherwise to represent the other Party.

C. Entire MOA. This MOA and any exhibits attached hereto, constitute the entire understanding between the Parties with respect to the subject matter herein and supersedes any and all other prior writings and oral negotiations. This MOA may be modified only in writing and signed by the Parties in interest at the time of such modification.

D. Governing Law. This MOA shall be governed by and construed under California law and any applicable federal law without giving effect to that body of laws pertaining to conflict of laws. In the event of any legal action to enforce or interpret this MOA, the Parties hereto agree that the sole and exclusive venue shall be a court of competent jurisdiction located in Los Angeles County, California.

E. Attorneys' Fees. In the event that there is any litigation or other legal proceeding between the Parties in connection with this MOA, each Party shall bear its own costs and expenses, including attorneys' fees.

F. Excusable Delays. Neither Party shall be considered in default in the performance of its obligations hereunder to the extent that the performance of any such obligation is prevented or delayed by unforeseen causes including acts of God, floods, earthquakes, fires, acts of a public enemy, pandemic, epidemic, and government acts beyond the control and without fault or negligence of the affected Party. Each Party hereto shall give notice promptly to the other of the nature and extent of any such circumstances claimed to delay, hinder, or prevent performance of any obligations under this MOA.

G. Waiver. Waiver by any Party to this MOA of any term, condition, or covenant of this MOA shall not constitute a waiver of any other term, condition, or covenant. No waiver of any provision of this MOA shall be effective unless in writing and signed by a duly authorized representative of the Party against whom enforcement of a waiver is sought.

H. Headings. The section headings contained in this MOA are for convenience and identification only and shall not be deemed to limit or define the contents to which they relate.

I. Assignment. Neither Party may assign its interest in this MOA, or any part thereof, without the prior written consent of the other Party. Any assignment without consent shall be void and unenforceable.

J. Severability. If any provision of this MOA is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall

nevertheless continue in full force without being impaired or invalidated in any way.

K. Authority to Execute. The person executing this MOA on behalf of a Party warrant that they are duly authorized to execute this MOA on behalf of said Party, and that by doing so said Party is formally bound to the provisions of this MOA.

L. Counterparts. This MOA may be executed in multiple counterparts, each of which shall be deemed original, but all of which taken together shall constitute one and the same instrument.

M. Electronic Signatures. This MOA may be executed with electronic signatures in accordance with Government Code Section 16.5. Such electronic signatures will be treated in all respects as having the same effect as an original signature.

IN WITNESS WHEREOF, the Parties hereto have caused this MOA to be executed as of the day and year first above written.

"CITY"	"SGVCOG"
City of Covina	San Gabriel Valley Council of Governments
By: _____ Chris Marcarello City Manager	By: _____ Marisa Creter, Executive Director
Approved as to form:	Approved as to form:
By: _____ Fabian Velez Chief Deputy City Clerk	By: _____ Cassie Trapesonian General Counsel

Exhibit "A"

Scope of Services

Task 1: Program Management

SGVCOG will oversee Program implementation, including but not limited to managing consultants, facilitating the completing of inspections, managing the inspection contract (including the inspection, education, and enforcement process) and supporting compliance reporting with the City for its annual CalRecycle reporting.

Task 2: Inspections and Enforcement

Inspections: SGVCOG and its consultants will complete Inspections of Tier 1 and Tier 2 edible food generators (EFGs) and food recovery organizations (FROs) based on the schedule shown in Table 1.

- ***Compliance Inspections:*** Inspections of all Tier 1 and Tier 2 EFGs and FROs to determine compliance with SB 1383, as enumerated in Table 3 of Exhibit B. The following Tier 1 and Tier 2 businesses are defined by CalRecycle:
    - **Tier 1:** Businesses that may have more produce, fresh grocery, and shelf-stable food to donate, including: wholesale food vendors, food service providers, food distributors, and supermarkets & grocery store equal to or less than 10,000 sq. ft.
    - **Tier 2:** Businesses that may have prepared food to donate, which often require more careful handing to meet food safety requirements, including: hotels, restaurant facilities, health facilities, state agency cafeterias, local education agencies, and large venues & events.
- ***Non-Compliance Inspections:*** Inspections of non-compliant businesses at least 60 days following enforcement actions by the City (including letters of non-compliance and Notices of Violation). For the purposes of this MOA, SGVCOG assumes that 65% of Tier 1 and Tier 2 businesses will require 2 non-compliant inspections, which will be completed in alignment with Table 1. Should the actual percentage of non-compliant businesses be different, SGVCOG and its consultants will complete non-compliant inspections of the actual number of non-compliant businesses.

Enforcement: City staff will be responsible for completing enforcement actions in conjunction with the SGVCOG in accordance with the schedule in Table 1. SGVCOG and its consultants will provide all necessary documentation to City following inspections to facilitate City's enforcement actions (e.g. notices of violation (NOVs), letters of non-compliance, or financial penalties).

- ***Notice of Violation (NOV)*:** Formal notice issued to a non-compliant EFG or FRO specifying SB 1383 violations, required corrective actions, and a timeline for compliance and financial penalties.
- ***Letter of Non-Compliance:*** Notice issued to a non-compliant EFG or FRO specifying SB 1383 violations and corrective actions needed to achieve compliance without issuing financial penalties.
- ***Financial Penalties:*** Monetary fines issued to EFGs or FROs that remain out of compliance after a non-compliance inspection following the issuance of an NOV.

Table 1. Inspection and Enforcement Timeline

Inspection Type and Enforcement	Time Frame	Responsible Party
Non-Compliance Inspections	Nov 2026 – Jan 2027	SGVCOG
Financial Penalties	Dec 2026 – Feb 2027	City
Compliance Inspections	Sept – Nov 2027	SGVCOG
NOVs or Letters of Non-Compliance	Oct – Dec 2027	City
Non-Compliance Inspections	Jan – Mar 2028	SGVCOG
Financial Penalties	Feb – Apr 2028	City

Task 3: Edible Food Recovery Program Implementation

SGVCOG will implement projects that ensure and enhance the region's capacity to recover edible food, as required by SB 1383. Activities may include but are not limited to supporting the food recovery capacity of FROs or piloting other innovative approaches to increasing edible food recovery capacity.

Exhibit "B"

Budget & Invoicing Schedule

Table 2. FRESH SGV Budget Breakdown

Fresh SGV Implementation Costs Nov 1, 2026 – June 30, 2028						
Task	**Est. Unit Cost**	**Est. Rounds of Inspections**	**Est. # of EFGs/FROs**	**FY 26-27**	**FY 27-28**	**Total**
Task 1: Inspection Program Management*				**$877.50**	**$2,227.50**	**$3,105.00**
Task 2: Estimated Inspection Implementation**				**$8,775.00**	**$22,275.00**	**$31,050.00**
Task 2a: Compliance Inspections	$500	1	27	$0	$13,500.00	$13,500.00
Task 2b: Non-Compliance Inspections	$500	2	18***	$8,775.00	$8,775.00	$17,550.00
Task 3: Edible Food Recovery Program Implementation****				**$4,200.00**	**$6,300.00**	**$10,500.00**
			Total	**$13,852.50**	**$30,082.50**	**$44,655.00**

*Program Management cost is calculated as 10% of the budgeted cost of the compliance and non-compliance inspections.

**Task 2 costs are estimated based on the anticipated unit cost of each inspection and the estimated number of non-compliance inspections that are required. If the actual cost for the implementation of Task 2 is less than the budgeted amount, SGVCOG shall credit any unspent funds to the City on the City's next invoice. If the actual cost for the implementation of Task 2 is more than the budgeted amount, SGVCOG shall invoice the City for the actual cost of program implementation. If the actual cost of implementation is anticipated to be more than 10% of the budgeted cost, the City may elect to opt-out of Task 2 with no penalty.

***Assumes that 65% of EFGs and FROs enumerated in Table 3 will require non-compliance inspections.

****Edible Food Recovery Program Implementation costs are based on the number of EFGs.

Table 3. Number of EFGs and FROs

Number of EFGs	25
Number of FROs	2
Total Sites	27

Invoice Schedule
The SGVCOG will invoice the City on the following schedule:

- **Fiscal Year 26-27:** Invoice will be issued upon MOA execution for services rendered from November 1, 2026, through June 30, 2027.
- **Fiscal Year 27-28:** Invoice will be issued by June 1, 2027, for services rendered from July 1, 2027, through June 30, 2028.

At the end of each fiscal year, SGVCOG will reconcile the actual cost of the City's inspections against the amount budgeted in Table 2.

CC Regular Meeting

AGENDA ITEM REPORT

Meeting: September 1, 2026

Title: Adoption of Resolutions Relating to the Annexation of Territory to Community Facilities District No. 2007-1, Declaring Intention to Authorize Annexation, Adopting Boundary Map, and Setting the Public Hearing Date for October 20, 2026

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

Recommendation: 1. Adopt City Resolution CC 2026-93, declaring intention to authorize the annexation of territory (136 West Center Street, Covina//Annexation 41) to Community Facilities District No. 2007-1 (Public Services); and
2. Adopt City Resolution CC 2026-94, 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 four (4) single-family residential units at 136 West 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 2026-2027, any new single-family residential units are charged $917.52 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 providing notice of the City's intent to annex property to the CFD, identifying the boundaries of the proposed annexation and the types of services to be funded by the CFD, and providing notice that a public hearing will be held on October 20, 2026, where the City Council will consider the proposed annexation, are presented pursuant to the Conditions of Approval for development of four (4) new single-family residential units at 136 West Center Street, Covina, California. The Assessor's Parcel Number (APN) is 8444-008-005.

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 2026-2027, the estimated amount for these services for four (4) new single-family residential units is $3,670.08.

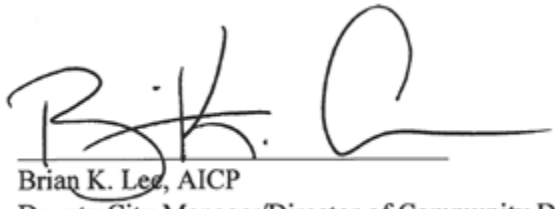
FISCAL IMPACT:

There are four (4) single-family residential units in the proposed annexation area, all of which are subject to the Special Tax. The “Special Tax” authorized by the proposed annexation to Community Facilities District 2007-1 (the “CFD”) is estimated to generate $3,670.08 annually based on Fiscal Year 2026-2027 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

RESOLUTION CC 2026-93

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. 41 ("Annexation No. 41"); and

WHEREAS, this legislative body now desires to proceed to adopt its Resolution of Intention to annex Annexation No. 41 into CFD No. 2007-1, to describe the territory proposed to be annexed, Annexation No. 41, to specify the services to be financed from the proceeds of the levy of special taxes within Annexation No. 41, 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. 41 into CFD No. 2007-1; and

WHEREAS, a map showing the boundaries of Annexation No. 41 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. 41 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. 41 be added to CFD No.

2007-1 in order to pay the costs and expenses for the required and authorized new services generated from new development within the City and this City Council declares its intention to annex Annexation No. 41 to CFD No. 2007-1.

SECTION 4. Boundaries. A general description of the boundaries of Annexation No. 41 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. 41 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:

CFD	General description of existing territory
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
Annexation #41	136 W. Center Street (in process)

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. 41."

SECTION 6. Services Authorized to be Financed by CFD No. 2007-1, Annexation No. 41. 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. 41 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. 41 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. 41. 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. 41. If, and to the extent possible, such services shall be provided in common within CFD No. 2007-1 and Annexation No. 41.

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. 41, and related incidental expenses authorized by the Act, secured by recordation of a continuing lien against all non-exempt real property in Annexation No. 41, will be levied annually within the boundaries of such Annexation

No. 41. 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. 41 to clearly estimate the maximum amount that such person will have to pay.

The special tax proposed to be levied within Annexation No. 41 for services to be supplied within Annexation No. 41 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. 41 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. 41 to CFD No. 2007-1.

SECTION 8. Public Hearing. Notice is given that on the 20th day of October, 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. 41 to CFD No. 2007-1, the proposed method and apportionment of the special tax to be levied with Annexation No. 41 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. 41 or the levying of special taxes within Annexation No. 41 will be heard.

At such public hearing, protests against the proposed annexation of Annexation No. 41, the levy of special taxes within Annexation No. 41 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. 41, (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. 41, file written protests against the proposed annexation of Annexation No. 41 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. 41 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. 41 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 1st day of September, 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 2026-93 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 1st day of September, 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. 41
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. 41 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

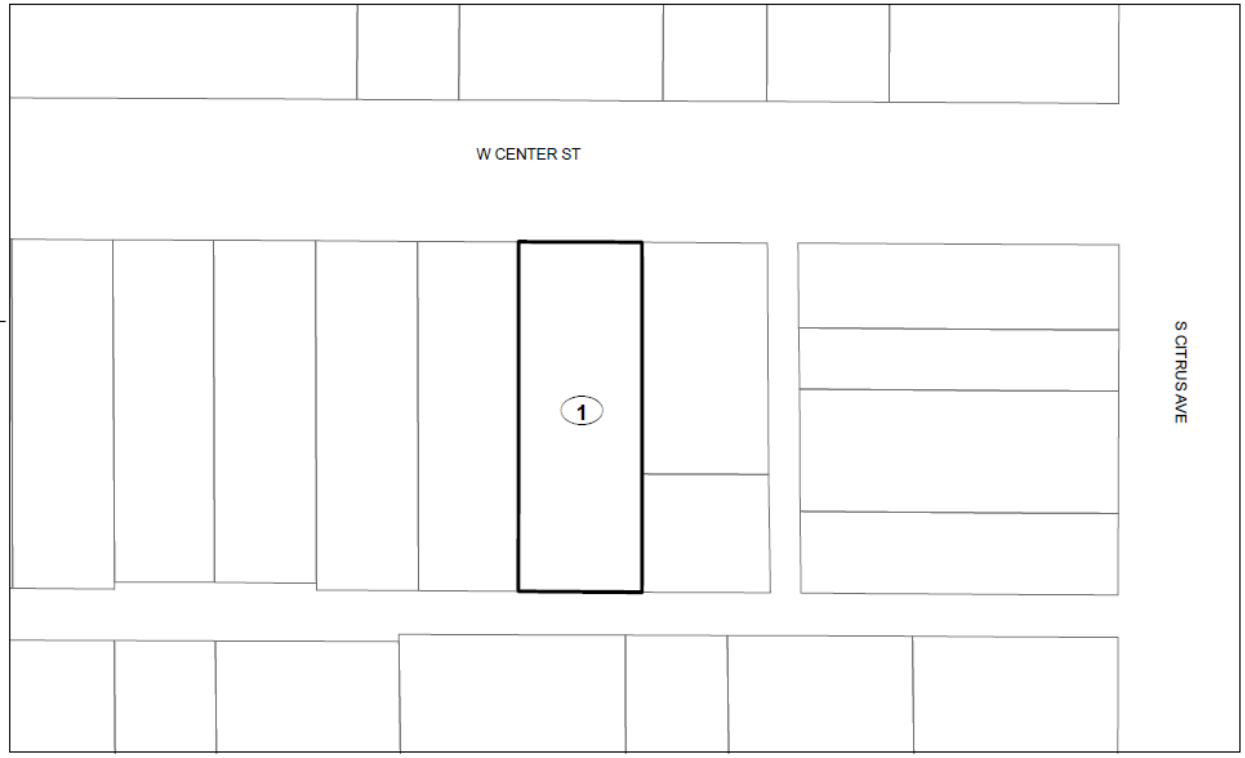
FILED THIS _____ DAY OF _____, 202__, AT THE HOUR OF _____ O'CLOCK __M. IN THE BOOK _____ OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS, PAGE(S) _____ AND AS INSTRUMENT NO. _____ IN THE OFFICE OF THE COUNTY RECORDER IN THE COUNTY OF LOS ANGELES, STATE OF CALIFORNIA.

_____
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
1 MAP REFERENCE NUMBER

MAP REFERENCE NUMBER	ASSESSOR'S PARCEL NUMBER(S)
1	8444-008-005

WILLDAN

EXHIBIT B TO RESOLUTION

FIRST AMENDED RATE AND METHOD OF APPORTIONMENT

FIRST AMENDED
RATE AND METHOD OF APPORTIONMENT

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

Tax Class	Description	Maximum Special Tax
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 2026-94

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. 41 (hereafter referred to as "Annexation No. 41").

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. 41 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. 41 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. 41, 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. 41 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 to the passage and adoption of this resolution and shall enter the same in the Book of Original Resolutions.

APPROVED and **PASSED** this 1st day of September, 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 2026-94 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 1st day of September, 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: September 1, 2026

Title: Adoption of Resolutions Relating to the Annexation of Territory to Community Facilities District No. 2007-1, Declaring Intention to Authorize Annexation, Adopting Boundary Map, and Setting the Public Hearing Date for October 20, 2026

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

Recommendation: 1. Adopt City Resolution CC 2026-95, declaring intention to authorize the annexation of territory (627 S. Fenimore Avenue, Covina//Annexation 42) to Community Facilities District No. 2007-1 (Public Services); and
2. Adopt City Resolution CC 2026-96, 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 one (1) new two-story, single-family residential unit at 627 S. Fenimore Avenue, 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 2026-2027, any new single-family residential unit is subject to a Special Tax of $917.52 per unit per year for the following services: police, fire protection and suppression, paramedic services, and park maintenance. The 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 providing notice of the City's intent to annex the property to the CFD, identifying the boundaries of the proposed annexation and the types of services to be funded by the CFD, and providing notice that a public hearing will be held on October 20, 2026, where the City Council will consider the proposed annexation, are presented pursuant to the Conditions of Approval for development of one (1) new two-story, single-family residential unit at 627 S. Fenimore Avenue, Covina, California. The Assessor's Parcel Number (APN) is 8453-003-004.

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 2026-2027, the estimated amount for these services for one (1) new two-story, single-family residential unit is $917.52.

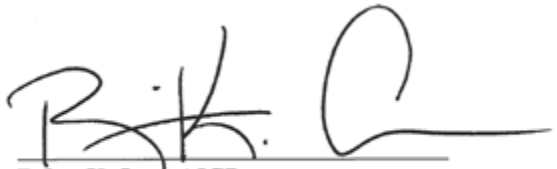
FISCAL IMPACT:

There is one (1) new two-story, single-family residential unit in the proposed annexation area, which is subject to the Special Tax. The “Special Tax” authorized by the proposed annexation to Community Facilities District 2007-1 (the “CFD”) is estimated to generate $917.52 annually based on Fiscal Year 2026-2027 special tax rates, and will be deposited into 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

RESOLUTION CC 2026-95

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. 42 ("Annexation No. 42").

WHEREAS, this legislative body now desires to proceed to adopt its Resolution of Intention to annex Annexation No. 42 into CFD No. 2007-1, to describe the territory proposed to be annexed, Annexation No. 42, to specify the services to be financed from the proceeds of the levy of special taxes within Annexation No. 42, 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. 42 into CFD No. 2007-1; and

WHEREAS, a map showing the boundaries of Annexation No. 42 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. 42 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. 42 be added to CFD No. 2007-1 in order to pay the costs and expenses for the required and authorized new

services generated from new development within the City and this City Council declares its intention to annex Annexation No. 42 to CFD No. 2007-1.

SECTION 4. Boundaries. A general description of the boundaries of Annexation No. 42 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. 42 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:

CFD	**General description of existing territory**
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
Annexation #41	136 W. Center Street (in process)
Annexation #42	627 S. Fenimore Avenue (in process)

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. 42."

SECTION 6. Services Authorized to be Financed by CFD No. 2007-1, Annexation No. 42. 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. 42 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. 42 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. 42. 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. 42. If, and to the extent possible, such services shall be provided in common within CFD No. 2007-1 and Annexation No. 42.

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. 42, and related incidental expenses authorized by the Act, secured by recordation of a continuing lien against all non-exempt real property in Annexation No. 42, will be levied annually within the boundaries of such Annexation No. 42. 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. 42 to clearly estimate the maximum amount that such person will have to pay.

The special tax proposed to be levied within Annexation No. 42 for services to be supplied within Annexation No. 42 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. 42 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. 42 to CFD No. 2007-1.

SECTION 8. Public Hearing. Notice is given that on the 20th day of October, 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. 42 to CFD No. 2007-1, the proposed method and apportionment of the special tax to be levied with Annexation No. 42 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. 42 or the levying of special taxes within Annexation No. 42 will be heard.

At such public hearing, protests against the proposed annexation of Annexation No. 42, the levy of special taxes within Annexation No. 42 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. 42, (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. 42, file written protests against the proposed annexation of Annexation No. 42 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. 42 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. 42 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 1st day of September, 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 2026-95 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 1st day of September, 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 B TO RESOLUTION

FIRST AMENDED RATE AND METHOD OF APPORTIONMENT

FIRST AMENDED
RATE AND METHOD OF APPORTIONMENT

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

Tax Class	Description	Maximum Special Tax
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 2026-96

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. 42 (hereafter referred to as "Annexation No. 42").

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. 42 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. 42 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. 42, 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. 42 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 to the passage and adoption of this resolution and shall enter the same in the Book of Original Resolutions.

APPROVED and **PASSED** this 1st day of September, 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 2026-96 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 1st day of September, 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: September 1, 2026

Title: Adoption of Resolutions Relating to the Annexation of Territory to Community Facilities District No. 2007-1, Declaring Intention to Authorize Annexation, Adopting Boundary Map, and Setting the Public Hearing Date for October 20, 2026

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

Recommendation: 1. Adopt City Resolution CC 2026-97, declaring intention to authorize the annexation of territory (244 East College Street, Covina//Annexation 43) to Community Facilities District No. 2007-1 (Public Services); and
2. Adopt City Resolution CC 2026-98, 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 three (3) multi-family residential units at 244 East College 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 2026-2027, any new multi-family residential units are charged $687.71 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 providing notice of the City's intent to annex property to the CFD, identifying the boundaries of the proposed annexation and the types of services to be funded by the CFD, and providing notice that a public hearing will be held on October 20, 2026, where the City Council will consider the proposed annexation, are presented pursuant to the Conditions of Approval for development of three (3) new multi-family residential units at 244 East College Street, Covina, California. The Assessor's Parcel Number (APN) is 8445-008-018.

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 2026-2027, the estimated amount for these services for three (3) new multi-family residential units is $2,063.13.

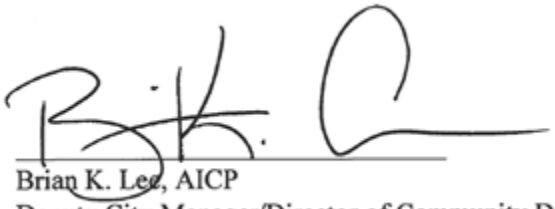
FISCAL IMPACT:

There are three (3) multi-family residential units in the proposed annexation area, all of which are subject to the Special Tax. The “Special Tax” authorized by the proposed annexation to Community Facilities District 2007-1 (the “CFD”) is estimated to generate $2,063.13 annually based on Fiscal Year 2026-2027 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

Report Approval Details

Document Title:	CFD Annex No 43 - 244 E College St.docx
Attachments:	- Attachment A - Resolution CC 2026-97.doc - Attachment B - Resolution CC 2026-98.doc
Final Approval Date:	Aug 25, 2026

This report and all of its attachments were approved and signed as outlined below:

Brian Lee

Theresa Franke

Fabian Velez

Chris Marcarello

RESOLUTION CC 2026-97

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. 43 ("Annexation No. 43").

WHEREAS, this legislative body now desires to proceed to adopt its Resolution of Intention to annex Annexation No. 43 into CFD No. 2007-1, to describe the territory proposed to be annexed, Annexation No. 43, to specify the services to be financed from the proceeds of the levy of special taxes within Annexation No. 43, 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. 43 into CFD No. 2007-1; and

WHEREAS, a map showing the boundaries of Annexation No. 43 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. 43 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. 43 be added to CFD No. 2007-1 in order to pay the costs and expenses for the required and authorized new

services generated from new development within the City and this City Council declares its intention to annex Annexation No. 43 to CFD No. 2007-1.

SECTION 4. Boundaries. A general description of the boundaries of Annexation No. 43 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. 43 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:

CFD	**General description of existing territory**
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
Annexation #41	136 W. Center Street (in process)
Annexation #42	627 S. Fenimore Avenue (in process)
Annexation #43	244 E. College Street (in process)

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. 43."

SECTION 6. Services Authorized to be Financed by CFD No. 2007-1, Annexation No. 43. 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. 43 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. 43 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. 43. 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. 43. If, and to the extent possible, such services shall be provided in common within CFD No. 2007-1 and Annexation No. 43.

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. 43, and related incidental expenses authorized by the Act, secured by recordation of a continuing lien against all non-exempt real property in Annexation No. 43, will be levied annually within the boundaries of such

Annexation No. 43. 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. 43 to clearly estimate the maximum amount that such person will have to pay.

The special tax proposed to be levied within Annexation No. 43 for services to be supplied within Annexation No. 43 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. 43 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. 43 to CFD No. 2007-1.

SECTION 8. Public Hearing. Notice is given that on the 20th day of October, 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. 43 to CFD No. 2007-1, the proposed method and apportionment of the special tax to be levied with Annexation No. 43 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. 43 or the levying of special taxes within Annexation No. 43 will be heard.

At such public hearing, protests against the proposed annexation of Annexation No. 43, the levy of special taxes within Annexation No. 43 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. 43, (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. 43, file written protests against the proposed annexation of Annexation No. 43 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. 43 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. 43 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 1st day of September, 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 2026-97 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 1st day of September, 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. 43
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. 43 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

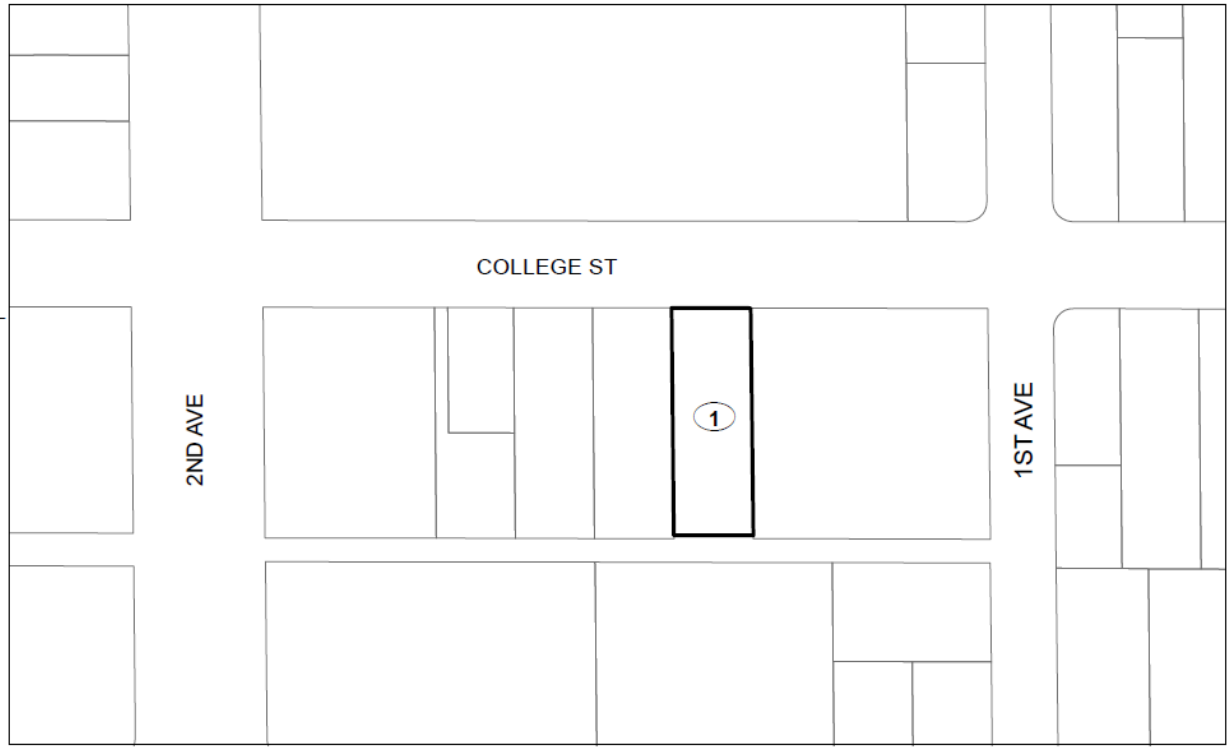
FILED THIS _____ DAY OF _____, 202__, AT THE HOUR OF _____ O'CLOCK __M. IN THE BOOK _____ OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS, PAGE(S) _____ AND AS INSTRUMENT NO. _____ IN THE OFFICE OF THE COUNTY RECORDER IN THE COUNTY OF LOS ANGELES, STATE OF CALIFORNIA.

_____
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

(1) MAP REFERENCE NUMBER

MAP REFERENCE NUMBER	ASSESSOR'S PARCEL NUMBER
1	8445-008-018

WILLDAN

EXHIBIT B TO RESOLUTION

FIRST AMENDED RATE AND METHOD OF APPORTIONMENT

FIRST AMENDED
RATE AND METHOD OF APPORTIONMENT

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

Tax Class	Description	Maximum Special Tax
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 2026-98

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. 43 (hereafter referred to as "Annexation No. 43").

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. 43 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. 43 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. 43, 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. 43 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 to the passage and adoption of this resolution and shall enter the same in the Book of Original Resolutions.

APPROVED and **PASSED** this 1st day of September, 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 2026-98 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 1st day of September, 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: September 1, 2026
Title: City of Covina First-Time Homebuyer Down Payment Assistance Program
Presented by: Brian K. Lee, AICP, Deputy City Manager/Director of Community Development
Alice Leung, Management Analyst
Recommendation: Approve the Draft Program Guidelines and Supporting Application Materials and Related Forms as the framework for implementation of the City of Covina First-Time Homebuyer Down Payment Assistance Program.

EXECUTIVE SUMMARY/BACKGROUND:

The City of Covina is developing a First-Time Homebuyer Down Payment Assistance Program (the "Program") to assist eligible first-time homebuyers with purchasing a home within the City of Covina by providing a deferred-payment, no-interest loan of up to $40,000 toward the down payment and eligible closing costs. The loan will be subject to Program requirements and have a term of 45 years, with the outstanding balance forgiven if the borrower remains in compliance for the full term.

In 2017, Governor Brown signed Senate Bill 2 ("Building Homes and Jobs Act") into law, which created the Permanent Local Housing Allocation (PLHA) Program to provide a permanent source of funding for affordable housing in the State of California. PLHA revenue is derived through a $75 recording fee imposed on real estate transactions and is administered by the California Department of Housing and Community Development ("HCD"), with funding for participating jurisdictions in Los Angeles County administered through the Los Angeles County Development Authority ("LACDA").

PLHA funds may be used for a variety of eligible affordable housing activities, including homeownership opportunities and down payment assistance. On November 18, 2025, and January 20, 2026, the City Council approved the reallocation and allocation of PLHA funds totaling approximately $1.09 million to the Homeownership Opportunities Assistance category and directed staff to develop a homeownership program. The funding includes approximately $785,076 reallocated from prior fiscal years and an additional $308,795 from Fiscal Years 2023-2024 and 2024-2025. Up to 20 percent of the available PLHA funding may be used for eligible program administration, with the remaining funds available for eligible homeownership assistance, subject to applicable PLHA requirements.

Staff has prepared draft Program Guidelines and supporting application materials and related forms for City Council consideration. The proposed Guidelines establish the framework for Program eligibility, application and award procedures, loan terms, property requirements, loan approval and closing, and post-purchase compliance. Due to limited Program funding, eligible applicants will be selected through a randomized lottery process, as described in the proposed Guidelines.

DISCUSSION:

The proposed First-Time Homebuyer Down Payment Assistance Program will provide deferred-payment, no-interest loans of up to $40,000 to eligible first-time homebuyers for down payment and eligible closing costs associated with the purchase of an eligible property within the City of Covina. The Program will be funded with approximately $1.09 million in PLHA funds previously allocated by the City

Council for homeownership opportunities assistance, with up to 20 percent of the available funding available for eligible program administration costs.

The draft Program Guidelines and supporting application materials and related forms (Attachment A), are presented to the City Council for approval as the framework for implementation of the Program.

Following Council approval, staff will initiate the process to identify and select a qualified consultant to assist with administration of the Program. Once selected, staff will work with the consultant to review, refine, and finalize the Program materials and develop any additional administrative procedures or documentation necessary for implementation. Staff will return to the City Council with a proposed Professional Services Agreement with the selected consultant for Council consideration and approval.

FISCAL IMPACT:

There is no impact to the general fund. PLHA funds associated with the Program will be accounted for through the following established accounts:

Account Number	Account Name	Project Name
2120-4700-42290	Other County Grants-Subvention	Permanent Local Housing Allocation Program
2120-4700-53750	Grant Awards	Permanent Local Housing Allocation Program

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

CITY OF COVINA
FIRST-TIME HOMEBUYER
DOWN PAYMENT ASSISTANCE PROGRAM
GUIDELINES

CITY OF COVINA
Community Development Department – Special Projects Division
125 East College Street
Covina, California 91723
www.covinaca.gov

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SECTION 1 – INTRODUCTION AND PROGRAM OVERVIEW

The City of Covina ("City") is pleased to announce the availability of financial assistance to help qualifying households achieve homeownership through the City's First-Time Homebuyer Down Payment Assistance Program ("Program"). The Program is funded through the County of Los Angeles' Permanent Local Housing Allocation (PLHA) Program, which was established by California Senate Bill 2, the Building Homes and Jobs Act of 2017, to provide a permanent source of funding for affordable housing activities throughout California.
The Los Angeles County Development Authority (LACDA), on behalf of the Los Angeles County, applied to the California Department of Housing and Community Development (HCD) for its annual allocation. This allocation includes funding for the LACDA to administer the program and for the Urban County Participating Cities to implement housing programs.

The goal of PLHA funding is to maximize the resources available to local jurisdictions to support the creation and preservation of affordable housing opportunities. Consistent with this objective, the City of Covina has elected to utilize its PLHA allocation to support homeownership opportunities through down payment assistance. The Program will provide deferred-payment, no-interest loans of up to $40,000 to assist eligible moderate-income persons and families with the purchase of a new or existing single-family residence, condominium, or townhome located within the City of Covina. Program funds may be used toward down payment and eligible closing costs associated with the purchase of a home.

The City Loan is secured by a deed of trust recorded against the property and is subordinate to the homebuyer's primary mortgage loan used to purchase the home. No monthly loan payments are required, and the loan remains interest-free as long as the borrower occupies the home as their principal residence and complies with Program requirements. Repayment of the outstanding loan balance is deferred until the occurrence of certain events, including the sale, transfer, rental, non-owner occupancy, or refinancing for cash out of the property. Refinancing to obtain a lower interest rate and or shorter loan term may be permitted without triggering repayment, subject to Program requirements.

If the City Loan becomes due and payable before the expiration of the 45-year term due to an event requiring repayment under these Guidelines, the outstanding principal balance shall become due, together with simple interest at a rate of 1.5% per year. If the borrower remains in compliance with all Program requirements for the full 45-year term, the outstanding loan balance will be forgiven.

To be eligible for assistance, applicants must meet the income and eligibility requirements established by the Program and complete a homebuyer education and pre-purchase counseling course provided by a U.S. Department of Housing and Urban Development (HUD)-approved housing counseling agency. In addition, all properties must be located within the City limits and satisfy applicable property conditions, building, health, and safety requirements.

Program funding is limited and qualified applicants will be selected through a lottery process, subject to the availability of funds.

SECTION 2 – ELGIBILITY AND QUALIFICATION REQUIREMENTS

1. First time homebuyer
2. Pre-qualification for a First Mortgage Loan from a local lender.
3. Principal Residence: The home must be occupied by the owner as the owner's principal place of residence for the loan term of 45 years. Annual documentation may be requested to verify meeting this requirement.
4. Final Re-certification: Prior to opening escrow, all applicants must agree to undergo a final re-certification process to ensure continued eligibility for the First Time Homebuyer's Program. The re-certification process will require copies of the following up-to-date documents:
    a. The most current three pay stubs
    b. The most current three bank statements, and
    c. The most current Federal and State Income Tax Forms
5. Credit-Worthiness
   The applicant(s) must provide a credit report, and the report will be analyzed for consistency with the loan application as well as for complete credit account information from the credit reporting agency, and all applicants shall have a minimum credit score of 600 and at least one applicant must have a credit score above 720.
6. Must obtain a fixed-rate first mortgage ("First Mortgage Loan"). Co-signers and variable rate loans shall not qualify for Program funding.
7. Homebuyer Education Requirement. All applicants must complete, prior to the close of escrow, and 8-hour First Time Homebuyer Program that is offered online or buy a HUD-approved First Time Homebuyer training organization. Proof of completion is required to receive funding of the loan.
8. Eligible Income Criteria:
   Total household annual income, meaning all individuals residing at the residential property as their primary residence must be between eighty percent (80%) and one hundred fifty percent (150%) of the County area median income. Eligible household

income limits effective September 2026, are enumerated in Table 1, below, and are subject to change annually. Both minimum and maximum income limits will be applied based on household size.

Table 1. Program Income Limits[1]

Household Size	Minimum	Maximum
1	$93,300	$113,475
2	$106,600	$129,750
3	$119,950	$145,950
4	$133,250	$162,150
5	$143,900	$175,125
6	$154,600	$188,100
7	$165,250	$201,075
8	$175,900	$214,050

Household income shall include income from assets in accordance with applicable federal and State requirements. For purposes of Program income eligibility, where applicable, income attributable to net family assets shall be calculated using the methodology established in the Program application materials and applicable regulations.

9. Applicants must contribute a minimum of two percent (2%) of the purchase price toward the down payment.
10. Applicant and/or Lender submits a complete Program application packet to the City of Covina for review and pre-approval with all required documents and forms pursuant to the Document Checklist contained in these Guidelines. Additional documents may be required by the City as part of the City Loan approval process.
11. Applicant submits a Lender Packet which includes:
    a. Purchase Contract between the applicant and seller of the residential property;
    b. 1003 Application;
    c. Loan Approval letter with terms;
    d. DU Summary;
    e. Copy of the Borrower's credit report;
    f. Estimated Closing Statement;
    g. Copy of appraisal and home inspection (to be provided when available); and Realtor and Title & Escrow company contact information.

[1] County Area Median Income is determined on a yearly basis, qualifying income limits are subject to change.

12. Applicants schedule an inspection of the residential property to be conducted by City staff to determine whether there are any Building Code or Health and Safety Code violations
13. Conflict of Interest. Applicants must not be subject to applicable conflicts of interest under federal, State, County, or City requirements. Persons who are restricted from participating in the Program due to their role as a City employee, official, consultant, contractor, or other person involved in the administration or decision-making of the Program, and applicable members of their household, shall not be eligible for Program assistance, as determined by the City.

SECTION 3 – LOAN APPROVAL AND CLOSE OF ESCROW

Applicants are responsible for submitting a complete application and all required supporting documentation. Incomplete applications will not be accepted and may delay the review and approval process. If an applicant fails to provide requested information or completed documentation/application within 10 calendar days of the City's request, the application may be deemed incomplete, and the applicant may be disqualified from the Program.

If the applicant demonstrates eligibility for the Program, submits a complete application, and the residential property satisfies all applicable Program requirements, including any required City inspections, the City will issue a conditional loan approval. The conditional approval is subject to the applicant's completion of the required Homebuyer Education and Counseling course and the execution of all documents required by the City, including, but not limited to, the Loan Agreement, Promissory Note, Deed of Trust, all of which shall be recorded against the residential property, as applicable.

The City reserves the right to require the execution of any additional documents or agreements necessary to administer the Program and to effectuate the terms and conditions of the City Loan.

The applicant, lender, escrow officer, or real estate agent shall notify the City of the anticipated close of escrow no fewer than ten (10) business days before the scheduled closing date. Failure to provide timely notice may delay the disbursement of City Loan funds or the close of escrow.

SECTION 4 – APPLICATION AND AWARD PROCESS

Step 1.	**Notice of Funding Availability and Pre-Application Period** The City will announce the availability of funding and establish a pre-application period. Interested households must submit a completed pre-

	application and any required preliminary documentation by the deadline established by the City. Pre-applications received after the deadline will not be accepted.
Step 2.	**Preliminary Eligibility Review** Each pre-application received by deadline will be reviewed to determine whether the applicant meets the Program's basic eligibility requirements. Applicants determined to be preliminarily eligible ("pre-qualified") will be entered into a randomized lottery. Applicants who do not meet the minimum eligibility requirements will be notified that they are not eligible to participate in the lottery.
Step 3.	**Lottery Selection** The City will conduct a randomized lottery of all pre-qualified applicants. Applicants will be assigned a lottery number based on the order drawn. The lottery order will establish the sequence in which applicants are invited to proceed with the Program as funding becomes available. The City will maintain the lottery list until available Program funds have been committed or the list has expired, as determined by the City.
Step 4.	**Submission of Full Application** Applicants selected from the lottery will be invited to submit a complete Program application and all required supporting documentation, including lender documentation, within the timeframe established by the City. Failure to submit a complete application and all required documentation by the specified deadline may result in removal from the lottery list and the City may proceed to the next eligible applicant.
Step 5.	**Property Review and Final Eligibility Verification** There will be a final review of the applicant's eligibility, including income recertification, verification of available funds, review of the first mortgage loan terms, and inspection of the property to confirm compliance with applicable Program requirements and property standards.
Step 6.	**Conditional Loan Approval** If all Program requirements have been satisfied, the City will issue conditional loan approval. The applicant must show proof of completion of an 8-hour Homebuyer Education and Counseling course, execute all required loan documents, including the Loan Agreement, Promissory Note, Deed of Trust, Affordability Covenant, and any additional documents required by the City.
Step 7.	**Close of Escrow and Loan Funding**

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	The applicant, lender, escrow officer, or real estate agent shall notify the City of the anticipated close of escrow at least ten (10) business days before the scheduled closing date. Upon satisfaction of all Program requirements and execution of the required loan documents, the City will authorize disbursement of Program funds through escrow for the purchase of the home.
Step 8.	**Post-Purchase Compliance** Following the close of escrow, borrowers must continue to comply with all Program requirements throughout the affordability period, including occupying the home as their principal residence. The City may require periodic documentation to verify continued compliance with Program requirements.

SECTION 5 – DEFINITIONS

1. APPLICANT: Any person or Household who applies for loan assistance. An Applicant must include each Borrower and their respective spouses and other Household members who wish to go on title to the assisted property.
2. ANNUAL INCOME: Means all income defined in 24 Code of Federal Regulations (CFR), Part 5, Section 5.609. Generally, include the gross amount of all income for all adult household members that is anticipated to be received during the coming twelve (12) months, as defined in The Department of Housing and Urban Development's Technical Guide for Determining Income and Allowances. All income derived from any source, including income from wages (gross pay), overtime, pensions, veteran's compensation, bonuses, public assistance, alimony, net rental income, dividends and interest, etc. must be included.
3. AREA MEDIAN INCOME of "AMI" means the most recent applicable county median family income published by the U.S. Department of Housing and Urban Development (HUD)., available at the following link: https://www.hcd.ca.gov/funding/income-limits
4. FIRST-TIME HOMEBUYER: The applicant must be a first-time homebuyer (an individual or an individual and his, her, or their spouse, if applicable, with no ownership interest in, or who has not held "title" to residential property. Exceptions to First-Time Homebuyer status: Displaced Homemaker(s); Single Parent(s) who, while married, owned a home with her/her spouse or resided in a home owned by a spouse; persons who owned, as a principal residence, factory built housing (manufactured or mobile- home) that is not permanently affixed to a permanent foundation.

5. GROSS INCOME: The anticipated income of a person or household for the twelve (12)-month period following the date income is determined, as defined in California Code of Regulations (CCR), Title 25, Section 6914, including all income required to be included under applicable State regulations and excluding income specifically excluded under those regulations.
6. HOMEBUYER COUNSELING: Housing Counseling is a service that is provided by a HUD approved Housing Counseling Agency. For a list of HUD-approved facilitators, please visit HUD's web site at https://apps.hud.gov/offices/hsg/sfh/hcc/hcs.cfm to search for a Housing Counseling Agency near you. You may also visit HUD's web site at www.hud.gov.
7. HOUSEHOLD: One or more persons occupying the same housing unit (except foster children, unborn children and children being pursued for legal custody or adoption that are not currently living with the household).
8. PRINCIPAL RESIDENCE: A Principal Residence refers to a dwelling where the Borrower maintains or will maintain their permanent place of abode, and which the Borrower typically occupies or will occupy for the majority of the calendar year.
9. SINGLE-FAMILY: A single unit providing complete, independent living facilities for one family, including permanent provisions for living, sleeping, eating, cooking, and sanitation, and existing as a separate interest of real property, such as a detached single-family dwelling or a townhouse.

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SECTION 6 – PRELIMINARY APPLICATION

CITY OF COVINA
FIRST-TIME HOMEBUYER DOWN PAYMENT ASSISTANCE PROGRAM

PRELIMINARY APPLICATION

To complete this application, the applicant must completely fill in all required information, and provide required signatures by (TIME)., (DATE). Please call [administrator/consultant's name and contact #] for further information or email [administrator/consultant's email]. When complete, please return a hard-copy application and attachments to:

Attention: [administrator/consultant's name and address]
City of Covina
125 E College Street
Covina, CA 91723

APPLICANT INFORMATION:

Applicant Full Legal Name (First, Middle, Last): _____

Email Address: _____ Phone: _____

Address:_____

Co-Applicant Name (First, Middle, Last): _____

Email Address: _____ Phone: _____

Address (if different from Applicant):_____

How many years have you resided in the City of Covina? _____

HOUSEHOLD INCOME:

Total number of people who live in the household (including yourself): _____

NAME	RELATIONSHIP	DOB	AGE	GENDER	SOURCE OF INCOME	MONTHLY INCOME
	(Self)			☐F ☐M		
				☐F ☐M		
				☐F ☐M		
				☐F ☐M		
				☐F ☐M		
				☐F ☐M		
				TOTAL GROSS MONTHLY HOUSEHOLD INCOME:		**$**

MISC. QUESTIONNAIRE:

1.	Have you or your co-applicant owned or appeared on title to a residential property?	☐ Yes ☐ No
2.	As a 1st Time Homebuyer, do you and or your co-applicant have a minimum fund of 2% of the sales price for down payment?	☐ Yes ☐ No
3.	Do you and or your co-applicant have the required closing costs to close escrow?	☐ Yes ☐ No
4.	Do you plan to buy a home in the City of Covina?	☐ Yes ☐ No
5.	Do you have any conflict of interest? To be eligible for the Program, applicants must not be a restricted person or have a restricted person in their immediate family. A restricted person includes any city employee, officer, member, elected or appointed official, consultant, or contractor who has exercised or currently exercises any role, function, or responsibility in the City Loan Program, or who has influenced or participated in policy discussions, decision-making, or implementation of the Program. The following are presumptively determined to be a restricted source: • The Director, Deputy Directors, and section managers of Special Projects Division and Community Development Department; • Members of the City Council and their staff. This restriction applies during city service and for one year after separation. If a restricted person, or their spouse, domestic partner, or dependent applies for, is considered, or receives a City Loan, the application or loan will be immediately void.	☐ Yes ☐ No
6.	Have you identified a potential home to be purchased? If so, what is the address? _____ Purchase Price of Home $_____ No. of Bed _____ No. of Bath_____	☐ Yes ☐ No

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CERTIFICATION OF APPLICANT:

I hereby certify that I have read and understand the *Guidelines* to **FIRST-TIME HOMEBUYER DOWN PAYMENT ASSISTANCE PROGRAM**.

I hereby certify that the information I have provided in this pre-application is true and accurate. I understand that my having provided any false information will result in my application being canceled or denied. I understand that I will be required to verify the information I have provided here, and will be required to complete a full application if approved for the next stage in the application process.

Print Name (Applicant)

Applicant Signature **Date**

Print Name (Co-Applicant)

Co-Applicant Signature **Date**

FOR OFFICE STAFF USE ONLY:

Preliminary qualified? ☐ Yes ☐ No
If no, provide justification:

REVIEWED BY:

Print Name

Signature **Date**

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CITY OF COVINA
FIRST-TIME HOMEBUYER DOWN PAYMENT ASSISTANCE PROGRAM

APPLICATION CHECKLIST

For an application to be considered, the following documents must be submitted at the time of application submission. Please use this checklist to ensure all applicable items are included with your application. Incomplete submittals will not be accepted.

Please attach copies of all pages of personal documents, original documents will not be returned. The City is not responsible for original documents.

Application Documents (originals required):		
1.	☐	Completed Application
2.	☐	Signed – Photography Permission Form
3.	☐	Signed – Credit Information Disclosure Authorization
4.	☐	[Form A]
5.	☐	[Form B]
6.	☐	[Form C]
7.	☐	Signed – No Bank Account of Tax Filed Certification (if applicable)
Personal Documents (copies only):		
8.	☐	Picture identification for all adult (18 years +) household members
9.	☐	Copies of the last three (3) years Federal Income Tax Returns with W-2 for all household members
10.	☐	Copies of three (3) most recent payroll check stubs for all employed household members
11.	☐	Copies of the last three (3) months checking account statements *(For all accounts and all pages)*
12.	☐	Copies of the last three (3) months saving account statements *(For all accounts and all pages)*

13.	☐	Copies of checks of statements for all members of the household for all other income documentation, such as: a) Social Security, SSI benefits statements b) Retirement or Pension statements c) Disability d) Child Support / Alimony e) CalWorks (AFDC, Welfare)
14.	☐	Any other documentation required by the City in order to complete the loan approval process.
15.	☐	Pre-purchase certification evidencing attendance at an eight-hour homeownership training from HUD approved counseling agency (prior to close of escrow).
16.	☐	Pre-approval letter and a copy of the credit report from the applicant's First Mortgage lender (if applicable at time of application submission)

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CITY OF COVINA
FIRST-TIME HOMEBUYER DOWN PAYMENT ASSISTANCE PROGRAM

APPLICATION

APPLICANT PERSONAL INFORMATION:

Applicant Full Legal Name (First, Middle, Last): _____

Email Address: _____ Phone: _____

Occupation: _____ No. of years ins same line of work: _____

Co-Applicant Name (First, Middle, Last): _____

Email Address: _____ Phone: _____

Occupation: _____ No. of years ins same line of work: _____

RACE AND ETHNICITY INFORMATION

Federal funding agencies require the collection of ethnicity and race data to track Fair Housing performance. This information will not be used to determine eligibility for the program.

Racial Background: *Mark X next to the category that best describes your origin.* Single Categories ____American Indian/Alaska Native ____Asian ____Black/African American ____Native Hawaiian/Other Pacific Islander _____White	Ethnic Background *Mark X next to the category that best describes your ethnicity.* ____No, not Spanish/Hispanic/Latino ____Yes, Mexican, Mexican Am., Chicano ____Yes, Puerto Rican ____Yes, Cuban _____Yes, other Spanish/Hispanic/Latino
Double Categories ____American Indian or Alaska Native AND White ____Asian AND White ____Black or African American AND White ____American Indian or Alaska Native AND Black or African American ____Other – for individuals not identified above	Household Information – Check one ____A female heads the household where this client resides. ____A male heads the household where this client resides

HOUSEHOLD COMPOSITION INFORMATION

Please provide the following information for all individuals who will use the residential property to be purchased as their primary residence. (Attach another sheet if more space is needed.)

Name	Current Address	SSN:	Age:	Relationship to Applicant(s):

HOUSEHOLD INCOME INFORMATION

Gross income is the combined household income which includes, but is not limited to, job earnings, Social Security and Social Services income (for all in household), TANF, VA benefits, unemployment income, military pay, worker's compensation payments, child support, alimony/maintenance payments, income from pensions or retirement plans, stocks, etc. Failure to report household income is considered fraud and can have serious consequences. Please list all sources for individuals who will be occupying the purchased home as their primary residence.

Source of Income Before Taxes (Monthly)	Applicant	Name: _____	Name: _____	Name: _____	Name: _____	Name: _____	Name: _____
a. Wages	$	$	$	$	$	$	$
b. Self-Employment	$	$	$	$	$	$	$
c. Social Security	$	$	$	$	$	$	$
d. Disability	$	$	$	$	$	$	$
e. Retirement/Pension	$	$	$	$	$	$	$
f. Child Support/Alimony	$	$	$	$	$	$	$
g. Other (describe below)	$	$	$	$	$	$	$
Total Monthly Income	$	$	$	$	$	$	$

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x 12 = Total Annual Income	$	$	$	$	$	$	$
h. Annual Income from Assets* (from Table below)	$						
i. 10% of Net Family Assets **(from Table below)	$						
Total Annual Combined Income	*$*						

HOUSEHOLD ASSET INFORMATION

If applicant has net family assets in excess of $5000, the greater of the following shall be included as part of the applicant's income for purposes of determining household income: (i) the actual amount of income, if any, derived from all of the net family assets; or (ii) 10% of the value of the net family assets. As used herein, "net family assets" means the value of equity in real property other than the household's full-time residence, savings, stocks, bonds and other forms of capital investment; the value of necessary items such as furniture and automobiles are not included.

Source	Annual Income	Source	Annual Income
Savings Accounts	$	Checking Accounts	$
CD's	$	Money Market	$
Stocks/Bonds	$	Trust Funds	$
IRA	$*	401k / 403b	$*
Total Cash Value of All Assets	$	*Total Annual Income from All Assets*	$ (*add to Income Table – Box i)
10% of Total Cash Value over $5000		$ (**add to Income Table - Box J)	

*Annual income from retirement funds to be considered only if an annual income is generated from the fund.

HOUSEHOLD FINANCIAL OBLIGATIONS:

Please identify the debts of adult individuals (18 years and older) who will make the residential property their primary residence. List the creditor's name, address, account number, monthly payment amount, number of payments left on the account, and unpaid balance for all outstanding debts, including automobile loans, revolving charge accounts, such as all credit cards, real estate loans, alimony, child support, stock pledges, etc. This information may be provided on a combined basis by both married and unmarried persons if the accounts are jointly held. (Attach another sheet if more space is needed.)

Name of Household Member	Creditor's Name	Monthly Payment	Unpaid Balance
Total			

APPLICANT CERTIFICATION & CONSENT TO RELEASE INFORMATION

All Applicants certify the information contained within this application is true to the best of their knowledge. I understand that the City of Covina will confirm the information provided herein and retain the application whether or not the loan is approved. I hereby authorize the City of Covina to verify my credit status and any of the foregoing information as a condition of this loan application.

I (we) understand that false, inaccurate, or incomplete information in the foregoing application shall be considered cause for me to be disqualified from participation in the City of Covina's First Time Homebuyer Assistance Program, and I/we must immediately notify the City of any change in my/our income or household size prior to closing for reverification. I/We authorize the release of this information whether the signature below is original or a copy.

Applicant Name (Print) **Signature** **Date**

Co-Applicant Name (Print) **Signature** **Date**

Name (Print) **Signature** **Date**

Name (Print) **Signature** **Date**

Name (Print) **Signature** **Date**

Name (Print) **Signature** **Date**

DRAFT

PHOTOGRAPHY PERMISSION FORM

I, the undersigned, hereby grant permission to the CITY OF COVINA, including the Community Development Commission of the County of Los Angeles, the Housing Authority of the County of Los Angeles, the County of Los Angeles, and their officers, employees and agents (collectively the "County") to use and/or publish for the agency and County purposes the photographs of the persons, properties, and facilities described herein.

I, the undersigned, herby hold harmless and specifically waive and release the Agency and County from any and all claims, now or in the future, that may arise out of the Agency and County's use and/or publication of the photographs described herein.

_____

Name of Person Granting Permission

_____ _____

Address **Telephone Number**

_____ _____

Signature **Date**

DRAFT

CREDIT INFORMATION DISCLOSURE AUTHORIZATION

I/We hereby authorize you to release to the City of Covina for verification purposes, information concerning:

- Employment history: dates, title, income, hours worked, etc;
- Checking and savings account records;
- Mortgage loan information including open date, high credit, payment;
- Amount, due date, loan balance, interest rate, and payment record.
- Credit History: balance, payment history, etc.

The above reports are for confidential use in compiling information regarding a real estate loan requested by the applicant(s) signing this form.

A photographic or carbon copy of this authorization (being a photographic or carbon copy of the signature(s) of the undersigned) may be deemed to be the equivalent of the original and may be used as a duplicate original.

Your prompt attention to this matter will help to expedite the real estate loan application.

Applicant Signature	**Date**
Co-Applicant Signature	**Date**

DRAFT

CITY OF COVINA
FIRST-TIME HOMEBUYER DOWN PAYMENT ASSISTANCE PROGRAM

No Bank Account or Tax Filed Certification

INSTRUCTIONS: For household members/tenants with no bank accounts or did not file taxes, this certification must be completed by each household members (if applicable):

I, _____ ,do hereby certify under penalty of perjury the
(Print Full Name)

the following (Please check applicable statements):

☐ I do not have a bank account.

☐ I did not file income taxes for _____.
(Recent Tax Year)

I understand that false statements or information are punishable under Federal Law.

_____ _____
Signature **Date**

DRAFT

[Additional Program Application and forms will be inserted here once developed and incorporated into the Program Guidelines prior to Program implementation.]

DRAFT

CC Regular Meeting

AGENDA ITEM REPORT

Meeting: September 1, 2026
Title: Amendments to the City's Classification Plan
Presented by: Joanna Espinosa, Human Resources Manager
Recommendation: 1. Amend the City's Classification Plan to establish the job description and salary range for the new classifications of Finance Manager – Budget and Revenue, and Director of City Clerk and Communication; and
2. Adopt Resolution CC 2026-100 for amendments to the Mid-Management, Supervisor and Professional, and Confidential and Technical Compensation Rules; and for amendments to the Executive Compensation Rules.

EXECUTIVE SUMMARY:

As part of the FY 2026-27 budget process, departments evaluated staffing needs to ensure appropriate staffing levels, classifications, and budget authorization. On May 5, 2026, City Council approved the recommended staffing changes which included the reclassifications of the Chief Deputy City Clerk to Director of City Clerk and Communications and Senior Management Analyst to Finance Manager – Budget and Revenue.

It is recommended that City Council approve establishing the new job descriptions and salary schedules for the classification of Finance Manager – Budget and Revenue and Director of City Clerk Services and Communications. Funding for the positions was included in the City's Fiscal Year 2027 budget, approved by City Council on May 5, 2026. The proposed amendments will not result in an increase in budgeted positions and instead would reclassify existing positions into new roles.

BACKGROUND:

On July 16, 2024, City Council approved the current Mid-Management, Supervisory and Professional, and Confidential and Technical Employees (Unaffiliated) Compensation Rules, including Section 3. Covered Classifications. The attached Resolution CC 2026-100 to establish the new Budget and Revenue Manager job classification and salary ranges will amend Section 3.A of the Unaffiliated Compensation Rules to include the new job classification.

On July 16, 2024, City Council approved the current Executive Compensation Rules, including Section 2. Classifications. The attached Resolution CC 2026-100 to establish the new Director of City Clerk and Communications job classification and salary range will amend Section 2.1 of the Executive Compensation Rules to include the new job classification.

DISCUSSION:

A review of the existing organizational staffing structure in the Finance and City Clerk/Records Management Departments was recently completed to ensure that the job classifications and salaries support the operational needs and goals of the Department and the City and that the Department is responsive to these needs and goals. Based on this review, it has been determined that staffing and compensation adjustments are needed to better serve the internal and external customers of the City. The proposed changes will establish a succession planning mechanism for the Departments and

compensate for the increased workload and complexity of responsibilities that have been assumed by existing team members in the Department.

- Finance Department
  Traditionally, the Finance Department has had a director and a manager, currently there is a director and no manager. This new position is a step toward development of two specialized groups: Budget/Revenue/Payment processing and Accounting/Payroll. The position will oversee key responsibilities including budget development and monitoring, revenue and expenditure forecasting, financial analysis, and assisting departments with resource decisions. It will also provide management oversight of key finance operations and ensure financial information and services are accurate, timely, and responsive to the needs of the City. As the City's financial responsibilities continue to grow, this position will provide the additional capacity needed to maintain effective financial operations and support responsible use of public funds.

  As proposed, the existent Senior Management Analyst incumbent will be reclassified to the Finance Manager – Budget and Revenue classification. The new job specification and salary schedules are attached hereto.

- City Clerk/Records Management
  As the City aims to increase public outreach efforts, staff will need to assume additional responsibilities to ensure new needs and goals are met. The City Clerk's Department currently oversees the dissemination of information through legal publications, public records act requests, certain postings through the City's social media accounts, and is one of the first points of contact for citizens searching for information. The Chief Deputy City Clerk also serves as the assistant PIO within the City's EOC team. The proposed reclassification into Director of City Clerk and Communications will position the current Chief Deputy City Clerk to work more closely with the City's PIO (Assistant City Manager), consultants, and City Council in meeting the City's outreach goals.

  As proposed, the existent Chief Deputy City Clerk incumbent will be reclassified to the Director of City Clerk and Communications classification. The new job specification and salary schedules are attached hereto.

FISCAL IMPACT:

Funding for personnel was included and approved for each respective department in the Fiscal Year 2026-2027 budget, which was approved by City Council on May 5, 2026.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Not applicable.

Respectfully submitted,

Joanna Espinosa
Human Resources Manager

RESOLUTION CC 2026-100

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, AMENDING THE CITY OF COVINA COMPENSATION RULES FOR THE MID- MANAGEMENT, SUPERVISORY AND PROFESSIONAL, AND CONFIDENTIAL AND TECHNICAL EMPLOYEES, AND THE COMPENSATION RULES FOR EXECUTIVES

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

WHEREAS, the City desires to amend the Compensation Rules for the Mid-Management, Supervisory and Professional, and Confidential and Technical Employees Compensation Rules and Executive Compensation Rules and Salary Schedule, revising Sections 3.A of the Mid- Management, Supervisory and Professional, and Confidential and Technical Employees Compensation Rules and Section 2 of the Executive Compensation Rules, to 1) Establish the new classification of Finance Manager – Budget and Revenue; and 2) Establish the new classification of Director of City Clerk and Communications.

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

SECTION 1. The City Council approves and authorizes the Human Resources Manager to amend the City's Compensation Rules and Salary Schedule for the Mid-Management, Supervisory and Professional, and Confidential and Technical Employees; and Executive, as follows:

A. The classification of Finance Manager – Budget and Revenue shall be added to the Mid-Management employees Compensation Rules.

B. The monthly salary range for Finance Manager – Budget and Revenue shall be within the salary schedule for full-time mid-management employees starting at $9,304.94 (Step 1) to $12,469.51 (Step 7).

C. The classification of Director of City Clerk and Communications shall be added to the Executive Compensation Rules.

D. The monthly salary range for Director of City Clerk and Communications shall be within the salary range for full-time executive employees starting at $13,844.42 to $18,821.21.

The revised Salary Schedules for Mid-Management, Supervisory and Professional, and Confidential and Technical Employees, and Executive, effective June 27, 2026, and June 26, 2027, and respective job descriptions are attached hereto as Exhibits A and B.

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

APPROVED and **PASSED** this 1st day of September, 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 2026-100 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 1st day of September, 2026, by the following vote:

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

Dated:

_____
FABIAN VELEZ, Chief Deputy City Clerk

CITY OF COVINA

FINANCE MANAGER – BUDGET AND REVENUE

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general direction from the Director of Finance, leads the development and presentation of the City-wide operating and capital budget; monitors and reports on budget expenditures and overall budget performance; performs a variety of complex short, mid and long-range forecasting and financial analyses; assist in the maintenance of accounting software, reviews fiscal records, investment tracking, prepares financial reports, ad hoc statements, and analyses; coordinates data for budget monitoring and preparation; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The **Finance Manager – Budget and Revenue** performs complex research, analyses and studies on a wide range of management, administrative, financial, policy, legislative and other organization issues in support of the planning and execution of City goals and objectives within broad general policy guidelines. This is a mid-management single position classification responsible for planning, organizing, and managing the staff, operations, and activities of assigned Finance area functions as well as the City's overall budgetary process. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include budget administration, program evaluation, and recommendation and implementation of policies, procedures, goals, objectives, priorities, and standards related to financial processing, reporting, and recordkeeping activities. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

SUPERVISION RECEIVED/EXERCISED:

Receives administrative direction from the Director of Finance. Exercises direct and indirect supervision over assigned staff.

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

- Plans, manages, and oversees the daily functions, operations, and activities of an assigned Finance area function, including budgeting, revenue accounting, cashiering and other areas as assigned. Incumbent may oversee accounts payable and water utility billing operations, as required.

- Plans, manages, and oversees the activities required to prepare the Citywide annual budget; develops the budget calendar; prepares budget instructions and materials for departmental use;

monitors and projects City revenues and expenditures; analyzes budget requests; prepares and presents reports of budget activity; prepares the draft and final City budget; and prepares final budget documents for review and adoption by the City Council and for publication.

- Develops, implements and maintains the Finance Department's goals, objectives, policies and priorities for appropriate service areas; ensures that established goals and priorities are achieved.
- Plans, assigns, and coordinates the Finance Department's work plan through appropriate Department staff; reviews and evaluates work methods and procedures; identifies and resolves problems and/or issues.
- Manages the daily budget operations to include financial data entry, budget control, mid-year adjustments, approval of accounts payable check runs, and the preparation of a variety of reports.
- Participates in the selection of, directs, trains, motivates, and evaluates assigned personnel; prepares work schedules; determines work procedures and issues written and verbal instructions; works with employees to correct deficiencies; recommends and implements discipline; develops, implements, and monitors work plans and priorities to achieve department goals and objectives.
- Participates in the preparation of a variety of accounting reports; prepares complex financial reports on special assignments.
- Manages the operations of accounts payable, water utility billing, investments/debts and other liabilities.
- Prepares and reconciles a variety of reports, ad hoc financial statements, and other reports for federal, state, and other agencies; approves purchase orders; monitors spending.
- Develops estimates of revenues from various sources through economic and trend analysis, and other resources.
- Coordinate the preparation and updates to the Fees and Charges Study.
- Develops budget guidelines for departments; reviews and evaluates requests to ensure compliance with City policies and procedures and established guidelines; answers questions and provides information and support to departments throughout the budget development process.
- Prepares monthly investment reports; reviews the payment of demands.
- Participates in various audits by external auditors by creating work papers relevant to items in their purview (retentions payable, etc.).
- Coordinates data for budget preparation and monitoring; assists departments with budget preparations; attends budget meetings; makes adjustments to the budget as needed.
- Conducts analyses of departmental budget proposals, specifically to identify issues and opportunities and develops alternative scenarios to improve service delivery and/or lower costs.

- Establishes positive working relationships with representatives of community-based organizations, other agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. Strong attention to detail and sound cognitive abilities. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

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

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

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Finance Manager – Budget and Revenue**. Bachelor's Degree in Public or Business Administration, Finance or a related field, and four years of professional level experience performing government budget and finance analysis, including two years in a supervisory capacity; or, an equivalent combination of education, experience and training sufficient to successfully perform the essential duties of the job such as those listed above. A Master's Degree is highly desirable. Previous experience in public sector organization is preferred.

License/Certificate:

Possession of, or ability to obtain and maintain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Budgeting, governmental accounting, and financial record keeping and reporting principles and procedures and their application to a wide variety of tasks and problems; principles and practices of municipal government budget preparation, administration, and control; operational characteristics, services, and activities of governmental budget, debt administration, and programs; relevant federal, state, and local laws, codes, and regulations

in the area of municipal finance; applications of accounting and financial analysis software for budget, debt administration, and applications; principles and practices of organizations, administration and personnel management; management and research techniques and procedures and methods of report presentation.

Ability to:

Plan, organize, supervise and review administrative, financial, budgeting, debt administration, and related activities; communicate clearly and concisely, both orally and in writing; analyze a variety of administrative problems and develop effective solutions; perform complicated mathematical calculations and analyses; evaluate and develop improvement in operations, procedures, policies, or methods including financial procedures and controls; analyze and review financial data to develop forecasts, trends, and analysis; prepare complex and/or review reports and documents including budgets and bond official statements. Understand, interpret, and apply all pertinent laws, rules, regulations, policies and procedures, and standards relevant to work performed; make clear, concise, and persuasive presentations; analyze, interpret, summarize, and present technical information and data in an effective manner; select, supervise, train and evaluate subordinate professional, technical and clerical staff.

Skill to:

Operate standard office equipment including a computer and variety of word processing and software applications, including financial and accounting programs; effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Bargaining Group: Unaffiliated
Created: 09/01/2026

CITY OF COVINA
MID-MANAGEMENT, SUPERVISORY AND PROFESSIONAL, AND CONFIDENTIAL AND TECHNICIAL EMPLOYEES
SALARY SCHEDULE EFFECTIVE JUNE 27, 2026

	DESCRIPTION	STEP	HOURLY	MONTHLY	ANNUAL
6410	ACCOUNTANT	1	$ 39.29	$ 6,810.64	$ 81,727.62
		2	$ 41.26	$ 7,151.77	$ 85,821.24
		3	$ 43.32	$ 7,508.49	$ 90,101.93
		4	$ 45.49	$ 7,884.27	$ 94,611.19
		5	$ 47.76	$ 8,279.08	$ 99,349.01
		6	$ 50.15	$ 8,693.04	$ 104,316.47
		7	$ 52.66	$ 9,127.69	$ 109,532.29
6270	ACCOUNTING SUPERVISOR	1	$ 42.54	$ 7,374.18	$ 88,490.13
		2	$ 44.67	$ 7,742.89	$ 92,914.62
		3	$ 46.90	$ 8,130.03	$ 97,560.36
		4	$ 49.25	$ 8,536.53	$ 102,438.38
		5	$ 51.71	$ 8,963.36	$ 107,560.31
		6	$ 54.30	$ 9,411.53	$ 112,938.33
		7	$ 57.01	$ 9,882.10	$ 118,585.24
6020	ADMINISTRATIVE TECHNICIAN	1	$ 27.04	$ 4,686.56	$ 56,238.67
6543		2	$ 28.39	$ 4,920.88	$ 59,050.59
		3	$ 29.81	$ 5,166.22	$ 61,994.64
		4	$ 31.29	$ 5,424.14	$ 65,089.64
		5	$ 32.86	$ 5,696.21	$ 68,354.53
		6	$ 34.51	$ 5,981.02	$ 71,772.25
		7	$ 36.23	$ 6,280.07	$ 75,360.86
6460	BUILDING OFFICIAL	1	$ 48.12	$ 8,341.63	$ 100,099.61
		2	$ 50.53	$ 8,759.18	$ 105,110.14
		3	$ 53.06	$ 9,196.75	$ 110,361.02
		4	$ 55.71	$ 9,655.90	$ 115,870.77
		5	$ 58.50	$ 10,139.69	$ 121,676.32
		6	$ 61.42	$ 10,646.68	$ 127,760.13
		7	$ 64.49	$ 11,179.01	$ 134,148.14
6470	CITY ENGINEER	1	$ 63.12	$ 10,940.83	$ 131,289.95
		2	$ 66.28	$ 11,487.87	$ 137,854.46
		3	$ 69.59	$ 12,062.27	$ 144,747.19
		4	$ 73.07	$ 12,665.38	$ 151,984.54
		5	$ 76.72	$ 13,298.65	$ 159,583.76
		6	$ 80.56	$ 13,963.58	$ 167,562.95
		7	$ 84.59	$ 14,661.76	$ 175,941.10
6236	COMMUNITY DEVELOPMENT MANAGER	1	$ 53.68	$ 9,304.94	$ 111,659.25
		2	$ 56.37	$ 9,770.19	$ 117,242.22
		3	$ 59.18	$ 10,258.69	$ 123,104.33
		4	$ 62.14	$ 10,771.63	$ 129,259.55
		5	$ 65.25	$ 11,310.21	$ 135,722.53
		6	$ 68.51	$ 11,875.72	$ 142,508.66
		7	$ 71.94	$ 12,469.51	$ 149,634.09

CITY OF COVINA
MID-MANAGEMENT, SUPERVISORY AND PROFESSIONAL, AND CONFIDENTIAL AND TECHNICIAL EMPLOYEES
SALARY SCHEDULE EFFECTIVE JUNE 27, 2026

	DESCRIPTION	STEP	HOURLY	MONTHLY	ANNUAL
6040	DEPUTY CITY CLERK	1	$ 31.50	$ 5,460.43	$ 65,525.13
		2	$ 33.08	$ 5,733.14	$ 68,797.70
		3	$ 34.73	$ 6,019.72	$ 72,236.64
		4	$ 36.46	$ 6,320.17	$ 75,842.02
		5	$ 38.28	$ 6,636.02	$ 79,632.25
		6	$ 40.20	$ 6,967.82	$ 83,613.86
		7	$ 42.21	$ 7,316.21	$ 87,794.56
6042	DEPUTY CITY CLERK/RECORDS MANAGER	1	$ 39.75	$ 6,889.24	$ 82,670.87
		2	$ 41.73	$ 7,233.70	$ 86,804.41
		3	$ 43.82	$ 7,595.39	$ 91,144.63
		4	$ 46.01	$ 7,975.16	$ 95,701.87
		5	$ 48.31	$ 8,373.91	$ 100,486.96
		6	$ 50.73	$ 8,792.61	$ 105,511.31
		7	$ 53.26	$ 9,232.24	$ 110,786.87
6465	DEPUTY DIRECTOR OF ADMINISTRATIVE SERVICES - FINANCE	1	$ 64.70	$ 11,214.35	$ 134,572.19
		2	$ 67.93	$ 11,775.07	$ 141,300.80
		3	$ 71.33	$ 12,363.82	$ 148,365.85
		4	$ 74.90	$ 12,982.01	$ 155,784.13
		5	$ 78.64	$ 13,631.11	$ 163,573.34
		6	$ 82.57	$ 14,312.67	$ 171,752.01
		7	$ 86.70	$ 15,028.30	$ 180,339.61
6464	DEPUTY DIRECTOR OF ADMINISTRATIVE SERVICES - HUMAN RESOURCES	1	$ 64.70	$ 11,214.35	$ 134,572.19
		2	$ 67.93	$ 11,775.07	$ 141,300.80
		3	$ 71.33	$ 12,363.82	$ 148,365.85
		4	$ 74.90	$ 12,982.01	$ 155,784.13
		5	$ 78.64	$ 13,631.11	$ 163,573.34
		6	$ 82.57	$ 14,312.67	$ 171,752.01
		7	$ 86.70	$ 15,028.30	$ 180,339.61
6461	DEPUTY DIRECTOR OF COMMUNITY DEVELOPMENT & BUILDING OFFICIAL	1	$ 65.27	$ 11,312.60	$ 135,751.26
		2	$ 68.53	$ 11,878.24	$ 142,538.84
		3	$ 71.95	$ 12,472.15	$ 149,665.78
		4	$ 75.55	$ 13,095.75	$ 157,149.06
		5	$ 79.33	$ 13,750.54	$ 165,006.51
		6	$ 83.30	$ 14,438.07	$ 173,256.84
		7	$ 87.46	$ 15,159.97	$ 181,919.68
6462	DEPUTY DIRECTOR OF PUBLIC WORKS/ CITY ENGINEER	1	$ 71.19	$ 12,340.17	$ 148,082.00
		2	$ 74.75	$ 12,957.18	$ 155,486.10
		3	$ 78.49	$ 13,605.03	$ 163,260.41
		4	$ 82.42	$ 14,285.29	$ 171,423.43
		5	$ 86.54	$ 14,999.55	$ 179,994.59
		6	$ 90.86	$ 15,749.53	$ 188,994.32
		7	$ 95.41	$ 16,537.00	$ 198,444.04

CITY OF COVINA
MID-MANAGEMENT, SUPERVISORY AND PROFESSIONAL, AND CONFIDENTIAL AND TECHNICIAL EMPLOYEES
SALARY SCHEDULE EFFECTIVE JUNE 27, 2026

	DESCRIPTION	STEP	HOURLY	MONTHLY	ANNUAL
6463	DEPUTY DIRECTOR OF PUBLIC WORKS -	1	$ 69.93	$ 12,121.52	$ 145,458.22
	OPERATIONS AND TRANSPORTATION	2	$ 73.43	$ 12,727.59	$ 152,731.13
		3	$ 77.10	$ 13,363.97	$ 160,367.69
		4	$ 80.95	$ 14,032.17	$ 168,386.07
		5	$ 85.00	$ 14,733.78	$ 176,805.38
		6	$ 89.25	$ 15,470.47	$ 185,645.64
		7	$ 93.72	$ 16,243.99	$ 194,927.92
6450	ECONOMIC DEVELOPMENT MANAGER	1	$ 54.20	$ 9,395.28	$ 112,743.32
		2	$ 56.91	$ 9,865.04	$ 118,380.49
		3	$ 59.76	$ 10,358.29	$ 124,299.52
		4	$ 62.75	$ 10,876.21	$ 130,514.50
		5	$ 65.88	$ 11,420.02	$ 137,040.22
		6	$ 69.18	$ 11,991.02	$ 143,892.24
		7	$ 72.64	$ 12,590.57	$ 151,086.85
6135	ENVIRONMENTAL SERVICES ANALYST	1	$ 38.11	$ 6,605.26	$ 79,263.16
		2	$ 40.01	$ 6,935.53	$ 83,226.32
		3	$ 42.01	$ 7,282.30	$ 87,387.64
		4	$ 44.11	$ 7,646.42	$ 91,757.02
		5	$ 46.33	$ 8,031.12	$ 96,373.42
		6	$ 48.65	$ 8,432.67	$ 101,192.08
		7	$ 51.08	$ 8,854.31	$ 106,251.69
6132	ENVIRONMENTAL SERVICES	1	$ 46.17	$ 8,002.67	$ 96,032.03
	AND TRANSPORTATION MANAGER	2	$ 48.47	$ 8,401.72	$ 100,820.69
		3	$ 50.90	$ 8,822.35	$ 105,868.20
		4	$ 53.44	$ 9,263.00	$ 111,156.06
		5	$ 56.12	$ 9,726.77	$ 116,721.25
		6	$ 58.92	$ 10,213.11	$ 122,557.31
		7	$ 61.87	$ 10,723.77	$ 128,685.18
6493	EQUIPMENT MAINTENANCE SUPERINTENDENT	1	$ 42.68	$ 7,398.20	$ 88,778.41
		2	$ 44.82	$ 7,768.11	$ 93,217.33
		3	$ 47.06	$ 8,156.52	$ 97,878.20
		4	$ 49.41	$ 8,564.34	$ 102,772.10
		5	$ 51.88	$ 8,992.56	$ 107,910.71
		6	$ 54.47	$ 9,442.19	$ 113,306.25
		7	$ 57.20	$ 9,914.30	$ 118,971.56
6140	EQUIPMENT MAINTENANCE	1	$ 35.86	$ 6,215.01	$ 74,580.13
	SUPERVISOR	2	$ 37.65	$ 6,526.59	$ 78,319.02
		3	$ 39.54	$ 6,853.14	$ 82,237.68
		4	$ 41.51	$ 7,194.67	$ 86,336.07
		5	$ 43.59	$ 7,555.68	$ 90,668.16
		6	$ 45.77	$ 7,933.46	$ 95,201.57
		7	$ 48.06	$ 8,330.14	$ 99,961.65

CITY OF COVINA
MID-MANAGEMENT, SUPERVISORY AND PROFESSIONAL, AND CONFIDENTIAL AND TECHNICIAL EMPLOYEES
SALARY SCHEDULE EFFECTIVE JUNE 27, 2026

	DESCRIPTION	STEP	HOURLY	MONTHLY	ANNUAL
6027	EXECUTIVE ASSISTANT TO THE CITY MANAGER	1	$ 33.88	$ 5,871.87	$ 70,462.43
		2	$ 35.57	$ 6,165.71	$ 73,988.47
		3	$ 37.35	$ 6,474.07	$ 77,688.87
		4	$ 39.21	$ 6,796.97	$ 81,563.60
		5	$ 41.18	$ 7,137.62	$ 85,651.49
		6	$ 43.24	$ 7,494.50	$ 89,934.06
		7	$ 45.40	$ 7,869.23	$ 94,430.76
6028	EXECUTIVE ASSISTANT TO THE POLICE CHIEF	1	$ 33.88	$ 5,871.87	$ 70,462.43
		2	$ 35.57	$ 6,165.71	$ 73,988.47
		3	$ 37.35	$ 6,474.07	$ 77,688.87
		4	$ 39.21	$ 6,796.97	$ 81,563.60
		5	$ 41.18	$ 7,137.62	$ 85,651.49
		6	$ 43.24	$ 7,494.50	$ 89,934.06
		7	$ 45.40	$ 7,869.23	$ 94,430.76
6070	FINANCE MANAGER	1	$ 58.22	$ 10,091.60	$ 121,099.23
		2	$ 61.13	$ 10,595.34	$ 127,144.10
		3	$ 64.18	$ 11,125.03	$ 133,500.41
		4	$ 67.40	$ 11,682.20	$ 140,186.41
		5	$ 70.76	$ 12,265.32	$ 147,183.80
		6	$ 74.30	$ 12,878.58	$ 154,542.99
		7	$ 78.01	$ 13,522.51	$ 162,270.15
6069	FINANCE MANAGER - BUDGET AND REVENUE	1	$ 53.68	$ 9,304.94	$ 111,659.25
		2	$ 56.37	$ 9,770.19	$ 117,242.22
		3	$ 59.18	$ 10,258.69	$ 123,104.33
		4	$ 62.14	$ 10,771.63	$ 129,259.55
		5	$ 65.25	$ 11,310.21	$ 135,722.53
		6	$ 68.51	$ 11,875.72	$ 142,508.66
		7	$ 71.94	$ 12,469.51	$ 149,634.09
6124	GIS ANALYST	1	$ 43.91	$ 7,611.21	$ 91,334.51
		2	$ 46.10	$ 7,991.28	$ 95,895.41
		3	$ 48.41	$ 8,390.77	$ 100,689.21
		4	$ 50.83	$ 8,811.28	$ 105,735.32
		5	$ 53.37	$ 9,251.19	$ 111,014.33
		6	$ 56.04	$ 9,713.75	$ 116,565.05
		7	$ 58.84	$ 10,199.44	$ 122,393.30
6315	HUMAN RESOURCES ANALYST	1	$ 37.60	$ 6,517.21	$ 78,206.48
		2	$ 39.48	$ 6,843.64	$ 82,123.73
		3	$ 41.45	$ 7,185.00	$ 86,219.99
		4	$ 43.53	$ 7,544.58	$ 90,534.97
		5	$ 45.71	$ 7,922.39	$ 95,068.67
		6	$ 47.99	$ 8,318.51	$ 99,822.11
		7	$ 50.39	$ 8,734.43	$ 104,813.21

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SALARY SCHEDULE EFFECTIVE JUNE 27, 2026

	DESCRIPTION	STEP	HOURLY	MONTHLY	ANNUAL
6320	HUMAN RESOURCES MANAGER	1	$ 62.16	$ 10,774.80	$ 129,297.65
		2	$ 65.27	$ 11,312.65	$ 135,751.75
		3	$ 68.53	$ 11,878.20	$ 142,538.39
		4	$ 71.96	$ 12,473.09	$ 149,677.03
		5	$ 75.55	$ 13,095.68	$ 157,148.15
		6	$ 79.33	$ 13,750.46	$ 165,005.55
		7	$ 83.30	$ 14,437.99	$ 173,255.83
6185	INFORMATION TECHNOLOGY	1	$ 63.12	$ 10,940.83	$ 131,289.95
	SERVICES MANAGER	2	$ 66.28	$ 11,487.87	$ 137,854.46
		3	$ 69.59	$ 12,062.27	$ 144,747.19
		4	$ 73.07	$ 12,665.38	$ 151,984.54
		5	$ 76.72	$ 13,298.65	$ 159,583.76
		6	$ 80.56	$ 13,963.58	$ 167,562.95
		7	$ 84.59	$ 14,661.76	$ 175,941.10
6180	INFORMATION TECHNOLOGY TECHNICIAN	1	$ 33.16	$ 5,748.24	$ 68,978.91
		2	$ 34.82	$ 6,035.65	$ 72,427.86
		3	$ 36.56	$ 6,337.44	$ 76,049.25
		4	$ 38.39	$ 6,654.31	$ 79,851.71
		5	$ 40.31	$ 6,987.02	$ 83,844.30
		6	$ 42.33	$ 7,336.38	$ 88,036.51
		7	$ 44.44	$ 7,703.19	$ 92,438.34
6148	LIBRARIAN I	1	$ 33.86	$ 5,869.04	$ 70,428.44
		2	$ 35.55	$ 6,162.49	$ 73,949.86
		3	$ 37.33	$ 6,470.61	$ 77,647.36
		4	$ 39.20	$ 6,794.14	$ 81,529.73
		5	$ 41.16	$ 7,133.85	$ 85,606.21
		6	$ 43.21	$ 7,490.54	$ 89,886.52
		7	$ 45.38	$ 7,865.07	$ 94,380.84
6149	LIBRARIAN II	1	$ 36.49	$ 6,324.73	$ 75,896.73
		2	$ 38.31	$ 6,640.96	$ 79,691.56
		3	$ 40.23	$ 6,973.01	$ 83,676.14
		4	$ 42.24	$ 7,321.66	$ 87,859.95
		5	$ 44.35	$ 7,687.75	$ 92,252.94
		6	$ 46.57	$ 8,072.13	$ 96,865.59
		7	$ 48.90	$ 8,475.74	$ 101,708.87
6147	LIBRARY MANAGER	1	$ 53.89	$ 9,340.13	$ 112,081.58
		2	$ 56.58	$ 9,807.14	$ 117,685.65
		3	$ 59.41	$ 10,297.50	$ 123,569.95
		4	$ 62.38	$ 10,812.37	$ 129,748.43
		5	$ 65.50	$ 11,352.99	$ 136,235.86
		6	$ 68.77	$ 11,920.64	$ 143,047.67
		7	$ 72.21	$ 12,516.67	$ 150,200.04

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	DESCRIPTION	STEP	HOURLY	MONTHLY	ANNUAL
6146	LIBRARY SERVICES SUPERVISOR	1	$ 40.47	$ 7,014.77	$ 84,177.26
		2	$ 42.48	$ 7,363.92	$ 88,367.07
		3	$ 44.61	$ 7,732.47	$ 92,789.66
		4	$ 46.84	$ 8,118.65	$ 97,423.83
		5	$ 49.19	$ 8,526.00	$ 102,311.97
		6	$ 51.65	$ 8,952.30	$ 107,427.58
		7	$ 54.23	$ 9,399.91	$ 112,798.96
6141	LITERACY PROGRAM COORDINATOR	1	$ 35.83	$ 6,210.77	$ 74,529.28
6142		2	$ 37.62	$ 6,520.47	$ 78,245.58
		3	$ 39.50	$ 6,847.10	$ 82,165.26
		4	$ 41.48	$ 7,189.15	$ 86,269.82
		5	$ 43.56	$ 7,549.69	$ 90,596.25
		6	$ 45.73	$ 7,927.17	$ 95,126.06
		7	$ 48.02	$ 8,323.53	$ 99,882.36
6150	MANAGEMENT ANALYST	1	$ 37.60	$ 6,517.21	$ 78,206.48
6550		2	$ 39.48	$ 6,843.64	$ 82,123.73
		3	$ 41.45	$ 7,185.00	$ 86,219.99
		4	$ 43.53	$ 7,544.58	$ 90,534.97
		5	$ 45.71	$ 7,922.39	$ 95,068.67
		6	$ 47.99	$ 8,318.51	$ 99,822.11
		7	$ 50.39	$ 8,734.43	$ 104,813.21
6160	MANAGEMENT ANALYST TRAINEE	1	$ 29.73	$ 5,153.76	$ 61,845.06
6161		2	$ 31.22	$ 5,411.52	$ 64,938.24
		3	$ 32.78	$ 5,681.56	$ 68,178.69
		4	$ 34.42	$ 5,965.40	$ 71,584.86
		5	$ 36.13	$ 6,263.06	$ 75,156.72
		6	$ 37.94	$ 6,576.21	$ 78,914.57
		7	$ 39.84	$ 6,905.02	$ 82,860.29
6451	NEIGHBORHOOD PRESERVATION MANAGER	1	$ 56.49	$ 9,792.04	$ 117,504.50
		2	$ 59.32	$ 10,281.64	$ 123,379.73
		3	$ 62.28	$ 10,795.73	$ 129,548.70
		4	$ 65.40	$ 11,335.51	$ 136,026.14
		5	$ 68.67	$ 11,902.29	$ 142,827.45
		6	$ 72.10	$ 12,497.40	$ 149,968.83
		7	$ 75.71	$ 13,122.27	$ 157,467.27
6110	NEIGHBORHOOD PRESERVATION SUPERVISOR	1	$ 42.48	$ 7,362.44	$ 88,349.25
		2	$ 44.60	$ 7,730.56	$ 92,766.71
		3	$ 46.83	$ 8,117.09	$ 97,405.04
		4	$ 49.17	$ 8,522.94	$ 102,275.30
		5	$ 51.63	$ 8,949.09	$ 107,389.06
		6	$ 54.21	$ 9,396.54	$ 112,758.51
		7	$ 56.92	$ 9,866.37	$ 118,396.44

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	DESCRIPTION	STEP	HOURLY	MONTHLY	ANNUAL
6356	PARKS AND BUILDING SUPERINTENDENT	1	$ 49.68	$ 8,610.87	$ 103,330.41
		2	$ 52.16	$ 9,041.41	$ 108,496.93
		3	$ 54.77	$ 9,493.48	$ 113,921.78
		4	$ 57.51	$ 9,968.16	$ 119,617.86
		5	$ 60.38	$ 10,466.56	$ 125,598.76
		6	$ 63.40	$ 10,989.89	$ 131,878.70
		7	$ 66.57	$ 11,539.39	$ 138,472.64
6230	PARKS AND RECREATION MANAGER	1	$ 52.11	$ 9,033.18	$ 108,398.15
		2	$ 54.72	$ 9,484.84	$ 113,818.05
		3	$ 57.46	$ 9,959.08	$ 119,508.96
		4	$ 60.33	$ 10,457.03	$ 125,484.40
		5	$ 63.35	$ 10,979.89	$ 131,758.63
		6	$ 66.51	$ 11,528.88	$ 138,346.57
		7	$ 69.84	$ 12,105.32	$ 145,263.89
6105	PARKS AND RECREATION SUPERVISOR	1	$ 40.47	$ 7,014.77	$ 84,177.26
		2	$ 42.48	$ 7,363.92	$ 88,367.07
		3	$ 44.61	$ 7,732.47	$ 92,789.66
		4	$ 46.84	$ 8,118.65	$ 97,423.83
		5	$ 49.19	$ 8,526.00	$ 102,311.97
		6	$ 51.65	$ 8,952.30	$ 107,427.58
		7	$ 54.23	$ 9,399.91	$ 112,798.96
6311	RECREATION SUPERINTENDENT	1	$ 44.52	$ 7,716.25	$ 92,594.99
		2	$ 46.74	$ 8,102.06	$ 97,224.74
		3	$ 49.08	$ 8,507.16	$ 102,085.98
		4	$ 51.53	$ 8,932.52	$ 107,190.27
		5	$ 54.11	$ 9,379.15	$ 112,549.79
		6	$ 56.82	$ 9,848.11	$ 118,177.28
		7	$ 59.66	$ 10,340.51	$ 124,086.14
6190	PARKS MAINTENANCE SUPERVISOR	1	$ 40.47	$ 7,014.77	$ 84,177.26
		2	$ 42.48	$ 7,363.92	$ 88,367.07
		3	$ 44.61	$ 7,732.47	$ 92,789.66
		4	$ 46.84	$ 8,118.65	$ 97,423.83
		5	$ 49.19	$ 8,526.00	$ 102,311.97
		6	$ 51.65	$ 8,952.30	$ 107,427.58
		7	$ 54.23	$ 9,399.91	$ 112,798.96
6055	PAYROLL TECHNICIAN	1	$ 29.87	$ 5,177.83	$ 62,133.93
		2	$ 31.37	$ 5,436.72	$ 65,240.59
		3	$ 32.93	$ 5,708.55	$ 68,502.56
		4	$ 34.58	$ 5,993.98	$ 71,927.82
		5	$ 36.31	$ 6,293.67	$ 75,524.10
		6	$ 38.13	$ 6,608.36	$ 79,300.30
		7	$ 40.03	$ 6,938.78	$ 83,265.32

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	DESCRIPTION	STEP	HOURLY	MONTHLY	ANNUAL
6056	PAYROLL ANALYST	1	$ 37.60	$ 6,517.21	$ 78,206.48
		2	$ 39.48	$ 6,843.64	$ 82,123.73
		3	$ 41.45	$ 7,185.00	$ 86,219.99
		4	$ 43.53	$ 7,544.58	$ 90,534.97
		5	$ 45.71	$ 7,922.39	$ 95,068.67
		6	$ 47.99	$ 8,318.51	$ 99,822.11
		7	$ 50.39	$ 8,734.43	$ 104,813.21
6120	PERMIT TECHNICIAN	1	$ 27.59	$ 4,782.95	$ 57,395.35
		2	$ 28.97	$ 5,022.09	$ 60,265.13
		3	$ 30.42	$ 5,273.20	$ 63,278.39
		4	$ 31.94	$ 5,536.86	$ 66,442.30
		5	$ 33.54	$ 5,813.70	$ 69,764.42
		6	$ 35.22	$ 6,104.39	$ 73,252.64
		7	$ 36.98	$ 6,409.61	$ 76,915.27
6481	PLANNING MANAGER	1	$ 56.35	$ 9,767.47	$ 117,209.69
		2	$ 59.17	$ 10,255.85	$ 123,070.18
		3	$ 62.13	$ 10,768.64	$ 129,223.69
		4	$ 65.23	$ 11,307.07	$ 135,684.88
		5	$ 68.49	$ 11,872.43	$ 142,469.12
		6	$ 71.92	$ 12,466.05	$ 149,592.58
		7	$ 75.52	$ 13,089.35	$ 157,072.21
6234	PUBLIC WORKS MANAGER - ENGINEERING AND CAPITAL IMPROVEMENT	1	$ 53.68	$ 9,304.94	$ 111,659.25
		2	$ 56.37	$ 9,770.19	$ 117,242.22
		3	$ 59.18	$ 10,258.69	$ 123,104.33
		4	$ 62.14	$ 10,771.63	$ 129,259.55
		5	$ 65.25	$ 11,310.21	$ 135,722.53
		6	$ 68.51	$ 11,875.72	$ 142,508.66
		7	$ 71.94	$ 12,469.51	$ 149,634.09
6235	PUBLIC WORKS MANAGER - ENVIRONMENTAL AND UTILITY SERVICES	1	$ 53.68	$ 9,304.94	$ 111,659.25
		2	$ 56.37	$ 9,770.19	$ 117,242.22
		3	$ 59.18	$ 10,258.69	$ 123,104.33
		4	$ 62.14	$ 10,771.63	$ 129,259.55
		5	$ 65.25	$ 11,310.21	$ 135,722.53
		6	$ 68.51	$ 11,875.72	$ 142,508.66
		7	$ 71.94	$ 12,469.51	$ 149,634.09
6035	RECORDS TECHNICIAN	1	$ 27.04	$ 4,687.11	$ 56,245.27
		2	$ 28.39	$ 4,921.44	$ 59,057.33
		3	$ 29.81	$ 5,166.83	$ 62,001.96
		4	$ 31.30	$ 5,424.77	$ 65,097.22
		5	$ 32.87	$ 5,696.86	$ 68,362.37
		6	$ 34.51	$ 5,981.71	$ 71,780.48
		7	$ 36.24	$ 6,280.79	$ 75,369.51

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	DESCRIPTION	STEP	HOURLY	MONTHLY	ANNUAL
6231	RECREATION & LIBRARY SERVICES MANAGER	1	$ 52.11	$ 9,033.18	$ 108,398.15
		2	$ 54.72	$ 9,484.84	$ 113,818.05
		3	$ 57.46	$ 9,959.08	$ 119,508.96
		4	$ 60.33	$ 10,457.03	$ 125,484.40
		5	$ 63.35	$ 10,979.89	$ 131,758.63
		6	$ 66.51	$ 11,528.88	$ 138,346.57
		7	$ 69.84	$ 12,105.32	$ 145,263.89
6310	SAFETY COORDINATOR	1	$ 43.91	$ 7,611.21	$ 91,334.51
		2	$ 46.10	$ 7,991.28	$ 95,895.41
		3	$ 48.41	$ 8,390.77	$ 100,689.21
		4	$ 50.83	$ 8,811.28	$ 105,735.32
		5	$ 53.37	$ 9,251.19	$ 111,014.33
		6	$ 56.04	$ 9,713.75	$ 116,565.05
		7	$ 58.84	$ 10,199.44	$ 122,393.30
6280	SENIOR ACCOUNTANT	1	$ 44.79	$ 7,764.12	$ 93,169.49
		2	$ 47.03	$ 8,152.33	$ 97,827.97
		3	$ 49.38	$ 8,559.95	$ 102,719.36
		4	$ 51.85	$ 8,987.94	$ 107,855.33
		5	$ 54.45	$ 9,437.34	$ 113,248.10
		6	$ 57.17	$ 9,909.21	$ 118,910.50
		7	$ 60.03	$ 10,404.67	$ 124,856.03
6090	SENIOR ADMINISTRATIVE TECHNICIAN	1	$ 29.73	$ 5,152.69	$ 61,832.32
6553		2	$ 31.22	$ 5,410.95	$ 64,931.45
		3	$ 32.78	$ 5,681.74	$ 68,180.84
		4	$ 34.41	$ 5,965.04	$ 71,580.47
		5	$ 36.14	$ 6,264.00	$ 75,167.96
		6	$ 37.95	$ 6,577.20	$ 78,926.37
		7	$ 39.84	$ 6,906.06	$ 82,872.68
6255	SENIOR HOUSING/CDBG ECONOMIC DEVELOPMENT MANAGER	1	$ 53.16	$ 9,213.92	$ 110,566.98
		2	$ 55.81	$ 9,673.79	$ 116,085.43
		3	$ 58.60	$ 10,157.63	$ 121,891.52
		4	$ 61.53	$ 10,665.43	$ 127,985.19
		5	$ 64.61	$ 11,198.70	$ 134,384.45
		6	$ 67.84	$ 11,758.64	$ 141,103.66
		7	$ 71.23	$ 12,346.57	$ 148,158.85
6325	SENIOR HUMAN RESOURCES ANALYST	1	$ 43.91	$ 7,611.21	$ 91,334.51
		2	$ 46.10	$ 7,991.28	$ 95,895.41
		3	$ 48.41	$ 8,390.77	$ 100,689.21
		4	$ 50.83	$ 8,811.28	$ 105,735.32
		5	$ 53.37	$ 9,251.19	$ 111,014.33
		6	$ 56.04	$ 9,713.75	$ 116,565.05
		7	$ 58.84	$ 10,199.44	$ 122,393.30

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	DESCRIPTION	STEP	HOURLY	MONTHLY	ANNUAL
6300	SENIOR MANAGEMENT ANALYST	1	$ 43.91	$ 7,611.21	$ 91,334.51
6301		2	$ 46.10	$ 7,991.28	$ 95,895.41
6553		3	$ 48.41	$ 8,390.77	$ 100,689.21
		4	$ 50.83	$ 8,811.28	$ 105,735.32
		5	$ 53.37	$ 9,251.19	$ 111,014.33
		6	$ 56.04	$ 9,713.75	$ 116,565.05
		7	$ 58.84	$ 10,199.44	$ 122,393.30
6057	SENIOR PAYROLL ANALYST	1	$ 43.91	$ 7,611.21	$ 91,334.51
		2	$ 46.10	$ 7,991.28	$ 95,895.41
		3	$ 48.41	$ 8,390.77	$ 100,689.21
		4	$ 50.83	$ 8,811.28	$ 105,735.32
		5	$ 53.37	$ 9,251.19	$ 111,014.33
		6	$ 56.04	$ 9,713.75	$ 116,565.05
		7	$ 58.84	$ 10,199.44	$ 122,393.30
6305	SENIOR PLANNER	1	$ 44.73	$ 7,752.59	$ 93,031.03
		2	$ 46.97	$ 8,141.08	$ 97,692.96
		3	$ 49.32	$ 8,548.45	$ 102,581.39
		4	$ 51.78	$ 8,974.69	$ 107,696.32
		5	$ 54.37	$ 9,424.53	$ 113,094.31
		6	$ 57.09	$ 9,895.75	$ 118,749.02
		7	$ 59.95	$ 10,390.54	$ 124,686.48
6330	STREET MAINTENANCE SUPERVISOR	1	$ 37.75	$ 6,542.86	$ 78,514.31
		2	$ 39.63	$ 6,870.00	$ 82,440.02
		3	$ 41.62	$ 7,213.50	$ 86,562.03
		4	$ 43.70	$ 7,574.18	$ 90,890.11
		5	$ 45.88	$ 7,952.89	$ 95,434.63
		6	$ 48.18	$ 8,350.53	$ 100,206.37
		7	$ 50.58	$ 8,768.06	$ 105,216.68
6354	STREETS AND SEWER SUPERINTENDENT	1	$ 52.91	$ 9,170.57	$ 110,046.88
		2	$ 55.55	$ 9,629.10	$ 115,549.23
		3	$ 58.33	$ 10,110.56	$ 121,326.69
		4	$ 61.25	$ 10,616.09	$ 127,393.03
		5	$ 64.31	$ 11,146.89	$ 133,762.68
		6	$ 67.52	$ 11,704.23	$ 140,450.81
		7	$ 70.90	$ 12,289.45	$ 147,473.36
6351	WATER DISTRIBUTION SUPERVISOR	1	$ 44.49	$ 7,711.95	$ 92,543.36
		2	$ 46.72	$ 8,097.54	$ 97,170.53
		3	$ 49.05	$ 8,502.42	$ 102,029.05
		4	$ 51.51	$ 8,927.54	$ 107,130.51
		5	$ 54.08	$ 9,373.92	$ 112,487.03
		6	$ 56.78	$ 9,842.62	$ 118,111.39
		7	$ 59.62	$ 10,334.75	$ 124,016.96

CITY OF COVINA
MID-MANAGEMENT, SUPERVISORY AND PROFESSIONAL, AND CONFIDENTIAL AND TECHNICIAL EMPLOYEES
SALARY SCHEDULE EFFECTIVE JUNE 27, 2026

	DESCRIPTION	STEP	HOURLY	MONTHLY	ANNUAL
6352	WATER SYSTEMS SUPERVISOR	1	$ 40.77	$ 7,066.82	$ 84,801.79
		2	$ 42.81	$ 7,420.16	$ 89,041.88
		3	$ 44.95	$ 7,791.16	$ 93,493.97
		4	$ 47.20	$ 8,180.72	$ 98,168.68
		5	$ 49.56	$ 8,589.76	$ 103,077.12
		6	$ 52.03	$ 9,019.25	$ 108,230.98
		7	$ 54.64	$ 9,470.21	$ 113,642.51
6353	WATER UTILITY SUPERINTENDENT	1	$ 55.47	$ 9,614.14	$ 115,369.66
		2	$ 58.24	$ 10,094.84	$ 121,138.14
		3	$ 61.15	$ 10,599.59	$ 127,195.05
		4	$ 64.21	$ 11,129.57	$ 133,554.79
		5	$ 67.42	$ 11,686.04	$ 140,232.54
		6	$ 70.79	$ 12,270.35	$ 147,244.16
		7	$ 74.33	$ 12,883.86	$ 154,606.37

CITY OF COVINA
MID-MANAGEMENT, SUPERVISORY AND PROFESSIONAL, AND CONFIDENTIAL AND TECHNICIAL EMPLOYEES
SALARY SCHEDULE EFFECTIVE JUNE 26, 2027

	DESCRIPTION	STEP	HOURLY	MONTHLY	ANNUAL
6410	ACCOUNTANT	1	$ 40.47	$ 7,014.95	$ 84,179.45
		2	$ 42.50	$ 7,366.32	$ 88,395.88
		3	$ 44.62	$ 7,733.75	$ 92,804.99
		4	$ 46.85	$ 8,120.79	$ 97,449.52
		5	$ 49.20	$ 8,527.46	$ 102,329.48
		6	$ 51.66	$ 8,953.83	$ 107,445.96
		7	$ 54.24	$ 9,401.52	$ 112,818.25
6270	ACCOUNTING SUPERVISOR	1	$ 43.82	$ 7,595.40	$ 91,144.83
		2	$ 46.01	$ 7,975.17	$ 95,702.06
		3	$ 48.31	$ 8,373.93	$ 100,487.17
		4	$ 50.73	$ 8,792.63	$ 105,511.53
		5	$ 53.26	$ 9,232.26	$ 110,787.12
		6	$ 55.93	$ 9,693.87	$ 116,326.48
		7	$ 58.72	$ 10,178.57	$ 122,142.79
6020	ADMINISTRATIVE TECHNICIAN	1	$ 28.52	$ 4,944.32	$ 59,331.80
6543		2	$ 29.95	$ 5,191.53	$ 62,298.38
		3	$ 31.44	$ 5,450.36	$ 65,404.34
		4	$ 33.01	$ 5,722.46	$ 68,669.57
		5	$ 34.67	$ 6,009.50	$ 72,114.03
		6	$ 36.40	$ 6,309.98	$ 75,719.72
		7	$ 38.22	$ 6,625.48	$ 79,505.71
6460	BUILDING OFFICIAL	1	$ 49.57	$ 8,591.88	$ 103,102.59
		2	$ 52.05	$ 9,021.95	$ 108,263.45
		3	$ 54.65	$ 9,472.65	$ 113,671.85
		4	$ 57.38	$ 9,945.57	$ 119,346.89
		5	$ 60.25	$ 10,443.88	$ 125,326.61
		6	$ 63.27	$ 10,966.08	$ 131,592.94
		7	$ 66.43	$ 11,514.38	$ 138,172.58
6470	CITY ENGINEER	1	$ 65.01	$ 11,269.05	$ 135,228.65
		2	$ 68.26	$ 11,832.51	$ 141,990.09
		3	$ 71.68	$ 12,424.13	$ 149,089.60
		4	$ 75.26	$ 13,045.34	$ 156,544.07
		5	$ 79.02	$ 13,697.61	$ 164,371.28
		6	$ 82.98	$ 14,382.49	$ 172,589.84
		7	$ 87.12	$ 15,101.61	$ 181,219.33
6236	COMMUNITY DEVELOPMENT MANAGER	1	$ 55.29	$ 9,584.09	$ 115,009.03
		2	$ 58.06	$ 10,063.29	$ 120,759.49
		3	$ 60.96	$ 10,566.45	$ 126,797.46
		4	$ 64.01	$ 11,094.78	$ 133,137.34
		5	$ 67.21	$ 11,649.52	$ 139,794.20
		6	$ 70.57	$ 12,231.99	$ 146,783.92
		7	$ 74.10	$ 12,843.59	$ 154,123.11

CITY OF COVINA
MID-MANAGEMENT, SUPERVISORY AND PROFESSIONAL, AND CONFIDENTIAL AND TECHNICIAL EMPLOYEES
SALARY SCHEDULE EFFECTIVE JUNE 26, 2027

	DESCRIPTION	STEP	HOURLY	MONTHLY	ANNUAL
6040	DEPUTY CITY CLERK	1	$ 32.45	$ 5,624.24	$ 67,490.89
		2	$ 34.07	$ 5,905.14	$ 70,861.63
		3	$ 35.77	$ 6,200.31	$ 74,403.74
		4	$ 37.56	$ 6,509.77	$ 78,117.28
		5	$ 39.43	$ 6,835.10	$ 82,021.22
		6	$ 41.40	$ 7,176.86	$ 86,122.28
		7	$ 43.48	$ 7,535.70	$ 90,428.40
6042	DEPUTY CITY CLERK/RECORDS MANAGER	1	$ 40.94	$ 7,095.92	$ 85,151.00
		2	$ 42.98	$ 7,450.71	$ 89,408.55
		3	$ 45.13	$ 7,823.25	$ 93,878.97
		4	$ 47.39	$ 8,214.41	$ 98,572.92
		5	$ 49.76	$ 8,625.13	$ 103,501.57
		6	$ 52.25	$ 9,056.39	$ 108,676.65
		7	$ 54.86	$ 9,509.21	$ 114,110.48
6465	DEPUTY DIRECTOR OF ADMINISTRATIVE SERVICES - FINANCE	1	$ 66.64	$ 11,550.78	$ 138,609.36
		2	$ 69.97	$ 12,128.32	$ 145,539.83
		3	$ 73.47	$ 12,734.74	$ 152,816.83
		4	$ 77.14	$ 13,371.47	$ 160,457.66
		5	$ 81.00	$ 14,040.05	$ 168,480.54
		6	$ 85.05	$ 14,742.05	$ 176,904.57
		7	$ 89.30	$ 15,479.15	$ 185,749.80
6464	DEPUTY DIRECTOR OF ADMINISTRATIVE SERVICES - HUMAN RESOURCES	1	$ 66.64	$ 11,550.78	$ 138,609.36
		2	$ 69.97	$ 12,128.32	$ 145,539.83
		3	$ 73.47	$ 12,734.74	$ 152,816.83
		4	$ 77.14	$ 13,371.47	$ 160,457.66
		5	$ 81.00	$ 14,040.05	$ 168,480.54
		6	$ 85.05	$ 14,742.05	$ 176,904.57
		7	$ 89.30	$ 15,479.15	$ 185,749.80
6461	DEPUTY DIRECTOR OF COMMUNITY DEVELOPMENT & BUILDING OFFICIAL	1	$ 69.51	$ 12,047.92	$ 144,575.09
		2	$ 72.98	$ 12,650.32	$ 151,803.86
		3	$ 76.63	$ 13,282.84	$ 159,394.06
		4	$ 80.46	$ 13,946.98	$ 167,363.75
		5	$ 84.49	$ 14,644.33	$ 175,731.94
		6	$ 88.71	$ 15,376.54	$ 184,518.54
		7	$ 93.15	$ 16,145.37	$ 193,744.46
6462	DEPUTY DIRECTOR OF PUBLIC WORKS/ CITY ENGINEER	1	$ 73.33	$ 12,710.37	$ 152,524.46
		2	$ 77.00	$ 13,345.89	$ 160,150.69
		3	$ 80.85	$ 14,013.18	$ 168,158.22
		4	$ 84.89	$ 14,713.84	$ 176,566.13
		5	$ 89.13	$ 15,449.54	$ 185,394.43
		6	$ 93.59	$ 16,222.01	$ 194,664.15
		7	$ 98.27	$ 17,033.11	$ 204,397.36

CITY OF COVINA
MID-MANAGEMENT, SUPERVISORY AND PROFESSIONAL, AND CONFIDENTIAL AND TECHNICIAL EMPLOYEES
SALARY SCHEDULE EFFECTIVE JUNE 26, 2027

	DESCRIPTION	STEP	HOURLY	MONTHLY	ANNUAL
6463	DEPUTY DIRECTOR OF PUBLIC WORKS -	1	$ 74.48	$ 12,909.42	$ 154,913.00
	OPERATIONS AND TRANSPORTATION	2	$ 78.20	$ 13,554.89	$ 162,658.65
		3	$ 82.11	$ 14,232.63	$ 170,791.59
		4	$ 86.22	$ 14,944.26	$ 179,331.16
		5	$ 90.53	$ 15,691.48	$ 188,297.73
		6	$ 95.05	$ 16,476.05	$ 197,712.60
		7	$ 99.81	$ 17,299.85	$ 207,598.24
6450	ECONOMIC DEVELOPMENT MANAGER	1	$ 55.83	$ 9,677.13	$ 116,125.62
		2	$ 58.62	$ 10,160.99	$ 121,931.91
		3	$ 61.55	$ 10,669.04	$ 128,028.50
		4	$ 64.63	$ 11,202.49	$ 134,429.93
		5	$ 67.86	$ 11,762.62	$ 141,151.43
		6	$ 71.25	$ 12,350.75	$ 148,209.00
		7	$ 74.82	$ 12,968.29	$ 155,619.45
6135	ENVIRONMENTAL SERVICES ANALYST	1	$ 39.25	$ 6,803.42	$ 81,641.06
		2	$ 41.21	$ 7,143.59	$ 85,723.11
		3	$ 43.27	$ 7,500.77	$ 90,009.27
		4	$ 45.44	$ 7,875.81	$ 94,509.73
		5	$ 47.72	$ 8,272.05	$ 99,264.62
		6	$ 50.11	$ 8,685.65	$ 104,227.84
		7	$ 52.62	$ 9,119.94	$ 109,439.24
6132	ENVIRONMENTAL SERVICES	1	$ 47.55	$ 8,242.75	$ 98,912.99
	AND TRANSPORTATION MANAGER	2	$ 49.93	$ 8,653.78	$ 103,845.31
		3	$ 52.43	$ 9,087.02	$ 109,044.25
		4	$ 55.04	$ 9,540.90	$ 114,490.74
		5	$ 57.80	$ 10,018.57	$ 120,222.89
		6	$ 60.69	$ 10,519.50	$ 126,234.03
		7	$ 63.72	$ 11,045.48	$ 132,545.74
6493	EQUIPMENT MAINTENANCE SUPERINTENDENT	1	$ 45.46	$ 7,879.08	$ 94,549.00
		2	$ 47.73	$ 8,273.04	$ 99,276.46
		3	$ 50.12	$ 8,686.69	$ 104,240.28
		4	$ 52.62	$ 9,121.02	$ 109,452.29
		5	$ 55.25	$ 9,577.08	$ 114,924.91
		6	$ 58.01	$ 10,055.93	$ 120,671.15
		7	$ 60.92	$ 10,558.73	$ 126,704.71
6140	EQUIPMENT MAINTENANCE	1	$ 36.93	$ 6,401.46	$ 76,817.53
	SUPERVISOR	2	$ 38.78	$ 6,722.38	$ 80,668.59
		3	$ 40.72	$ 7,058.73	$ 84,704.81
		4	$ 42.75	$ 7,410.51	$ 88,926.15
		5	$ 44.90	$ 7,782.35	$ 93,388.20
		6	$ 47.14	$ 8,171.47	$ 98,057.61
		7	$ 49.50	$ 8,580.04	$ 102,960.50

CITY OF COVINA
MID-MANAGEMENT, SUPERVISORY AND PROFESSIONAL, AND CONFIDENTIAL AND TECHNICIAL EMPLOYEES
SALARY SCHEDULE EFFECTIVE JUNE 26, 2027

	DESCRIPTION	STEP	HOURLY	MONTHLY	ANNUAL
6027	EXECUTIVE ASSISTANT TO THE	1	$ 36.25	$ 6,282.90	$ 75,394.80
	CITY MANAGER	2	$ 38.06	$ 6,597.31	$ 79,167.66
		3	$ 39.96	$ 6,927.26	$ 83,127.09
		4	$ 41.96	$ 7,272.75	$ 87,273.05
		5	$ 44.06	$ 7,637.26	$ 91,647.09
		6	$ 46.26	$ 8,019.12	$ 96,229.44
		7	$ 48.58	$ 8,420.08	$ 101,040.91
6028	EXECUTIVE ASSISTANT TO THE	1	$ 36.25	$ 6,282.90	$ 75,394.80
	POLICE CHIEF	2	$ 38.06	$ 6,597.31	$ 79,167.66
		3	$ 39.96	$ 6,927.26	$ 83,127.09
		4	$ 41.96	$ 7,272.75	$ 87,273.05
		5	$ 44.06	$ 7,637.26	$ 91,647.09
		6	$ 46.26	$ 8,019.12	$ 96,229.44
		7	$ 48.58	$ 8,420.08	$ 101,040.91
6070	FINANCE MANAGER	1	$ 59.97	$ 10,394.35	$ 124,732.21
		2	$ 62.96	$ 10,913.20	$ 130,958.42
		3	$ 66.11	$ 11,458.79	$ 137,505.43
		4	$ 69.42	$ 12,032.67	$ 144,392.00
		5	$ 72.88	$ 12,633.28	$ 151,599.32
		6	$ 76.53	$ 13,264.94	$ 159,179.28
		7	$ 80.35	$ 13,928.19	$ 167,138.25
6069	FINANCE MANAGER - BUDGET AND REVENUE	1	$ 55.29	$ 9,584.09	$ 115,009.03
		2	$ 58.06	$ 10,063.29	$ 120,759.49
		3	$ 60.96	$ 10,566.45	$ 126,797.46
		4	$ 64.01	$ 11,094.78	$ 133,137.34
		5	$ 67.21	$ 11,649.52	$ 139,794.20
		6	$ 70.57	$ 12,231.99	$ 146,783.92
		7	$ 74.10	$ 12,843.59	$ 154,123.11
6124	GIS ANALYST	1	$ 46.55	$ 8,067.88	$ 96,814.58
		2	$ 48.87	$ 8,470.76	$ 101,649.14
		3	$ 51.31	$ 8,894.21	$ 106,730.56
		4	$ 53.88	$ 9,339.95	$ 112,079.43
		5	$ 56.57	$ 9,806.27	$ 117,675.19
		6	$ 59.40	$ 10,296.58	$ 123,558.95
		7	$ 62.37	$ 10,811.41	$ 129,736.90
6315	HUMAN RESOURCES ANALYST	1	$ 38.73	$ 6,712.72	$ 80,552.67
		2	$ 40.67	$ 7,048.95	$ 84,587.44
		3	$ 42.70	$ 7,400.55	$ 88,806.59
		4	$ 44.83	$ 7,770.92	$ 93,251.02
		5	$ 47.08	$ 8,160.06	$ 97,920.73
		6	$ 49.43	$ 8,568.06	$ 102,816.77
		7	$ 51.90	$ 8,996.47	$ 107,957.60

CITY OF COVINA
MID-MANAGEMENT, SUPERVISORY AND PROFESSIONAL, AND CONFIDENTIAL AND TECHNICIAL EMPLOYEES
SALARY SCHEDULE EFFECTIVE JUNE 26, 2027

	DESCRIPTION	STEP	HOURLY	MONTHLY	ANNUAL
6320	HUMAN RESOURCES MANAGER	1	$ 64.03	$ 11,098.05	$ 133,176.58
		2	$ 67.22	$ 11,652.03	$ 139,824.31
		3	$ 70.58	$ 12,234.55	$ 146,814.54
		4	$ 74.12	$ 12,847.28	$ 154,167.34
		5	$ 77.82	$ 13,488.55	$ 161,862.59
		6	$ 81.71	$ 14,162.98	$ 169,955.72
		7	$ 85.79	$ 14,871.13	$ 178,453.51
6185	INFORMATION TECHNOLOGY	1	$ 65.01	$ 11,269.05	$ 135,228.65
	SERVICES MANAGER	2	$ 68.26	$ 11,832.51	$ 141,990.09
		3	$ 71.68	$ 12,424.13	$ 149,089.60
		4	$ 75.26	$ 13,045.34	$ 156,544.07
		5	$ 79.02	$ 13,697.61	$ 164,371.28
		6	$ 82.98	$ 14,382.49	$ 172,589.84
		7	$ 87.12	$ 15,101.61	$ 181,219.33
6180	INFORMATION TECHNOLOGY TECHNICIAN	1	$ 34.16	$ 5,920.69	$ 71,048.28
		2	$ 35.87	$ 6,216.72	$ 74,600.69
		3	$ 37.66	$ 6,527.56	$ 78,330.73
		4	$ 39.54	$ 6,853.94	$ 82,247.26
		5	$ 41.52	$ 7,196.64	$ 86,359.63
		6	$ 43.60	$ 7,556.47	$ 90,677.61
		7	$ 45.77	$ 7,934.29	$ 95,211.49
6148	LIBRARIAN I	1	$ 34.88	$ 6,045.11	$ 72,541.29
		2	$ 36.62	$ 6,347.36	$ 76,168.36
		3	$ 38.45	$ 6,664.73	$ 79,976.78
		4	$ 40.37	$ 6,997.97	$ 83,975.62
		5	$ 42.39	$ 7,347.87	$ 88,174.40
		6	$ 44.51	$ 7,715.26	$ 92,583.12
		7	$ 46.74	$ 8,101.02	$ 97,212.27
6149	LIBRARIAN II	1	$ 37.58	$ 6,514.47	$ 78,173.63
		2	$ 39.46	$ 6,840.19	$ 82,082.31
		3	$ 41.44	$ 7,182.20	$ 86,186.42
		4	$ 43.51	$ 7,541.31	$ 90,495.75
		5	$ 45.68	$ 7,918.38	$ 95,020.53
		6	$ 47.97	$ 8,314.30	$ 99,771.56
		7	$ 50.37	$ 8,730.01	$ 104,760.13
6147	LIBRARY MANAGER	1	$ 57.39	$ 9,947.24	$ 119,366.88
		2	$ 60.26	$ 10,444.60	$ 125,335.22
		3	$ 63.27	$ 10,966.83	$ 131,601.99
		4	$ 66.43	$ 11,515.17	$ 138,182.08
		5	$ 69.76	$ 12,090.93	$ 145,091.19
		6	$ 73.24	$ 12,695.48	$ 152,345.77
		7	$ 76.91	$ 13,330.25	$ 159,963.05

CITY OF COVINA
MID-MANAGEMENT, SUPERVISORY AND PROFESSIONAL, AND CONFIDENTIAL AND TECHNICIAL EMPLOYEES
SALARY SCHEDULE EFFECTIVE JUNE 26, 2027

	DESCRIPTION	STEP	HOURLY	MONTHLY	ANNUAL
6146	LIBRARY SERVICES SUPERVISOR	1	$ 41.68	$ 7,225.22	$ 86,702.58
		2	$ 43.76	$ 7,584.84	$ 91,018.09
		3	$ 45.95	$ 7,964.45	$ 95,573.35
		4	$ 48.24	$ 8,362.21	$ 100,346.55
		5	$ 50.66	$ 8,781.78	$ 105,381.33
		6	$ 53.20	$ 9,220.87	$ 110,650.40
		7	$ 55.86	$ 9,681.91	$ 116,182.93
6141	LITERACY PROGRAM COORDINATOR	1	$ 36.91	$ 6,397.10	$ 76,765.16
6142		2	$ 38.75	$ 6,716.08	$ 80,592.95
		3	$ 40.69	$ 7,052.52	$ 84,630.22
		4	$ 42.72	$ 7,404.83	$ 88,857.92
		5	$ 44.86	$ 7,776.18	$ 93,314.13
		6	$ 47.11	$ 8,164.99	$ 97,979.84
		7	$ 49.46	$ 8,573.24	$ 102,878.83
6150	MANAGEMENT ANALYST	1	$ 38.73	$ 6,712.72	$ 80,552.67
6550		2	$ 40.67	$ 7,048.95	$ 84,587.44
		3	$ 42.70	$ 7,400.55	$ 88,806.59
		4	$ 44.83	$ 7,770.92	$ 93,251.02
		5	$ 47.08	$ 8,160.06	$ 97,920.73
		6	$ 49.43	$ 8,568.06	$ 102,816.77
		7	$ 51.90	$ 8,996.47	$ 107,957.60
6160	MANAGEMENT ANALYST TRAINEE	1	$ 31.37	$ 5,437.21	$ 65,246.54
6161		2	$ 32.94	$ 5,709.15	$ 68,509.84
		3	$ 34.58	$ 5,994.04	$ 71,928.52
		4	$ 36.31	$ 6,293.50	$ 75,522.03
		5	$ 38.12	$ 6,607.53	$ 79,290.34
		6	$ 40.03	$ 6,937.91	$ 83,254.87
		7	$ 42.03	$ 7,284.80	$ 87,417.61
6451	NEIGHBORHOOD PRESERVATION MANAGER	1	$ 58.19	$ 10,085.80	$ 121,029.64
		2	$ 61.10	$ 10,590.09	$ 127,081.12
		3	$ 64.15	$ 11,119.60	$ 133,435.16
		4	$ 67.36	$ 11,675.58	$ 140,106.92
		5	$ 70.73	$ 12,259.36	$ 147,112.27
		6	$ 74.26	$ 12,872.32	$ 154,467.89
		7	$ 77.98	$ 13,515.94	$ 162,191.28
6110	NEIGHBORHOOD PRESERVATION SUPERVISOR	1	$ 43.75	$ 7,583.31	$ 90,999.72
		2	$ 45.94	$ 7,962.48	$ 95,549.71
		3	$ 48.23	$ 8,360.60	$ 100,327.20
		4	$ 50.65	$ 8,778.63	$ 105,343.56
		5	$ 53.18	$ 9,217.56	$ 110,610.73
		6	$ 55.84	$ 9,678.44	$ 116,141.27
		7	$ 58.63	$ 10,162.36	$ 121,948.33

CITY OF COVINA
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SALARY SCHEDULE EFFECTIVE JUNE 26, 2027

	DESCRIPTION	STEP	HOURLY	MONTHLY	ANNUAL
6356	PARKS AND BUILDING SUPERINTENDENT	1	$ 51.17	$ 8,869.19	$ 106,430.32
		2	$ 53.73	$ 9,312.65	$ 111,751.84
		3	$ 56.41	$ 9,778.29	$ 117,339.43
		4	$ 59.23	$ 10,267.20	$ 123,206.40
		5	$ 62.20	$ 10,780.56	$ 129,366.73
		6	$ 65.31	$ 11,319.59	$ 135,835.06
		7	$ 68.57	$ 11,885.57	$ 142,626.81
6230	PARKS AND RECREATION MANAGER	1	$ 53.68	$ 9,304.17	$ 111,650.09
		2	$ 56.36	$ 9,769.38	$ 117,232.59
		3	$ 59.18	$ 10,257.85	$ 123,094.23
		4	$ 62.14	$ 10,770.74	$ 129,248.93
		5	$ 65.25	$ 11,309.28	$ 135,711.39
		6	$ 68.51	$ 11,874.75	$ 142,496.97
		7	$ 71.93	$ 12,468.48	$ 149,621.81
6105	PARKS AND RECREATION SUPERVISOR	1	$ 41.68	$ 7,225.22	$ 86,702.58
		2	$ 43.76	$ 7,584.84	$ 91,018.09
		3	$ 45.95	$ 7,964.45	$ 95,573.35
		4	$ 48.24	$ 8,362.21	$ 100,346.55
		5	$ 50.66	$ 8,781.78	$ 105,381.33
		6	$ 53.20	$ 9,220.87	$ 110,650.40
		7	$ 55.86	$ 9,681.91	$ 116,182.93
6311	RECREATION SUPERINTENDENT	1	$ 45.85	$ 7,947.74	$ 95,372.84
		2	$ 48.14	$ 8,345.12	$ 100,141.48
		3	$ 50.55	$ 8,762.38	$ 105,148.55
		4	$ 53.08	$ 9,200.50	$ 110,405.98
		5	$ 55.73	$ 9,660.52	$ 115,926.28
		6	$ 58.52	$ 10,143.55	$ 121,722.60
		7	$ 61.45	$ 10,650.73	$ 127,808.73
6190	PARKS MAINTENANCE SUPERVISOR	1	$ 41.68	$ 7,225.22	$ 86,702.58
		2	$ 43.76	$ 7,584.84	$ 91,018.09
		3	$ 45.95	$ 7,964.45	$ 95,573.35
		4	$ 48.24	$ 8,362.21	$ 100,346.55
		5	$ 50.66	$ 8,781.78	$ 105,381.33
		6	$ 53.20	$ 9,220.87	$ 110,650.40
		7	$ 55.86	$ 9,681.91	$ 116,182.93
6055	PAYROLL TECHNICIAN	1	$ 30.77	$ 5,333.16	$ 63,997.95
		2	$ 32.31	$ 5,599.82	$ 67,197.81
		3	$ 33.92	$ 5,879.80	$ 70,557.64
		4	$ 35.62	$ 6,173.80	$ 74,085.65
		5	$ 37.40	$ 6,482.49	$ 77,789.82
		6	$ 39.27	$ 6,806.61	$ 81,679.31
		7	$ 41.23	$ 7,146.94	$ 85,763.28

CITY OF COVINA
MID-MANAGEMENT, SUPERVISORY AND PROFESSIONAL, AND CONFIDENTIAL AND TECHNICIAL EMPLOYEES
SALARY SCHEDULE EFFECTIVE JUNE 26, 2027

	DESCRIPTION	STEP	HOURLY	MONTHLY	ANNUAL
6056	PAYROLL ANALYST	1	$ 38.73	$ 6,712.72	$ 80,552.67
		2	$ 40.67	$ 7,048.95	$ 84,587.44
		3	$ 42.70	$ 7,400.55	$ 88,806.59
		4	$ 44.83	$ 7,770.92	$ 93,251.02
		5	$ 47.08	$ 8,160.06	$ 97,920.73
		6	$ 49.43	$ 8,568.06	$ 102,816.77
		7	$ 51.90	$ 8,996.47	$ 107,957.60
6120	PERMIT TECHNICIAN	1	$ 28.42	$ 4,926.43	$ 59,117.22
		2	$ 29.84	$ 5,172.76	$ 62,073.08
		3	$ 31.33	$ 5,431.40	$ 65,176.74
		4	$ 32.90	$ 5,702.96	$ 68,435.57
		5	$ 34.55	$ 5,988.11	$ 71,857.36
		6	$ 36.27	$ 6,287.52	$ 75,450.22
		7	$ 38.09	$ 6,601.89	$ 79,222.73
6481	PLANNING MANAGER	1	$ 59.45	$ 10,304.69	$ 123,656.22
		2	$ 62.42	$ 10,819.92	$ 129,839.04
		3	$ 65.54	$ 11,360.92	$ 136,330.99
		4	$ 68.82	$ 11,928.96	$ 143,147.55
		5	$ 72.26	$ 12,525.41	$ 150,304.93
		6	$ 75.88	$ 13,151.68	$ 157,820.18
		7	$ 79.67	$ 13,809.27	$ 165,711.18
6234	PUBLIC WORKS MANAGER - ENGINEERING AND CAPITAL IMPROVEMENT	1	$ 55.29	$ 9,584.09	$ 115,009.03
		2	$ 58.06	$ 10,063.29	$ 120,759.49
		3	$ 60.96	$ 10,566.45	$ 126,797.46
		4	$ 64.01	$ 11,094.78	$ 133,137.34
		5	$ 67.21	$ 11,649.52	$ 139,794.20
		6	$ 70.57	$ 12,231.99	$ 146,783.92
		7	$ 74.10	$ 12,843.59	$ 154,123.11
6235	PUBLIC WORKS MANAGER - ENVIRONMENTAL AND UTILITY SERVICES	1	$ 55.29	$ 9,584.09	$ 115,009.03
		2	$ 58.06	$ 10,063.29	$ 120,759.49
		3	$ 60.96	$ 10,566.45	$ 126,797.46
		4	$ 64.01	$ 11,094.78	$ 133,137.34
		5	$ 67.21	$ 11,649.52	$ 139,794.20
		6	$ 70.57	$ 12,231.99	$ 146,783.92
		7	$ 74.10	$ 12,843.59	$ 154,123.11
6035	RECORDS TECHNICIAN	1	$ 27.85	$ 4,827.72	$ 57,932.63
		2	$ 29.24	$ 5,069.09	$ 60,829.05
		3	$ 30.70	$ 5,321.84	$ 63,862.02
		4	$ 32.24	$ 5,587.51	$ 67,050.14
		5	$ 33.85	$ 5,867.77	$ 70,413.24
		6	$ 35.55	$ 6,161.16	$ 73,933.90
		7	$ 37.32	$ 6,469.22	$ 77,630.60

CITY OF COVINA
MID-MANAGEMENT, SUPERVISORY AND PROFESSIONAL, AND CONFIDENTIAL AND TECHNICIAL EMPLOYEES
SALARY SCHEDULE EFFECTIVE JUNE 26, 2027

	DESCRIPTION	STEP	HOURLY	MONTHLY	ANNUAL
6231	RECREATION & LIBRARY SERVICES MANAGER	1	$ 53.68	$ 9,304.17	$ 111,650.09
		2	$ 56.36	$ 9,769.38	$ 117,232.59
		3	$ 59.18	$ 10,257.85	$ 123,094.23
		4	$ 62.14	$ 10,770.74	$ 129,248.93
		5	$ 65.25	$ 11,309.28	$ 135,711.39
		6	$ 68.51	$ 11,874.75	$ 142,496.97
		7	$ 71.93	$ 12,468.48	$ 149,621.81
6310	SAFETY COORDINATOR	1	$ 46.55	$ 8,067.88	$ 96,814.58
		2	$ 48.87	$ 8,470.76	$ 101,649.14
		3	$ 51.31	$ 8,894.21	$ 106,730.56
		4	$ 53.88	$ 9,339.95	$ 112,079.43
		5	$ 56.57	$ 9,806.27	$ 117,675.19
		6	$ 59.40	$ 10,296.58	$ 123,558.95
		7	$ 62.37	$ 10,811.41	$ 129,736.90
6280	SENIOR ACCOUNTANT	1	$ 46.14	$ 7,997.05	$ 95,964.58
		2	$ 48.44	$ 8,396.90	$ 100,762.80
		3	$ 50.87	$ 8,816.75	$ 105,800.94
		4	$ 53.41	$ 9,257.58	$ 111,090.99
		5	$ 56.08	$ 9,720.46	$ 116,645.54
		6	$ 58.88	$ 10,206.48	$ 122,477.82
		7	$ 61.83	$ 10,716.81	$ 128,601.71
6090	SENIOR ADMINISTRATIVE TECHNICIAN	1	$ 31.21	$ 5,410.33	$ 64,923.93
6553		2	$ 32.78	$ 5,681.50	$ 68,178.02
		3	$ 34.42	$ 5,965.82	$ 71,589.88
		4	$ 36.13	$ 6,263.29	$ 75,159.49
		5	$ 37.95	$ 6,577.20	$ 78,926.36
		6	$ 39.84	$ 6,906.06	$ 82,872.69
		7	$ 41.83	$ 7,251.36	$ 87,016.32
6255	SENIOR HOUSING/CDBG ECONOMIC DEVELOPMENT MANAGER	1	$ 54.75	$ 9,490.33	$ 113,883.99
		2	$ 57.48	$ 9,964.00	$ 119,567.99
		3	$ 60.36	$ 10,462.36	$ 125,548.27
		4	$ 63.38	$ 10,985.40	$ 131,824.75
		5	$ 66.55	$ 11,534.67	$ 138,415.99
		6	$ 69.87	$ 12,111.40	$ 145,336.77
		7	$ 73.37	$ 12,716.97	$ 152,603.62
6325	SENIOR HUMAN RESOURCES ANALYST	1	$ 46.55	$ 8,067.88	$ 96,814.58
		2	$ 48.87	$ 8,470.76	$ 101,649.14
		3	$ 51.31	$ 8,894.21	$ 106,730.56
		4	$ 53.88	$ 9,339.95	$ 112,079.43
		5	$ 56.57	$ 9,806.27	$ 117,675.19
		6	$ 59.40	$ 10,296.58	$ 123,558.95
		7	$ 62.37	$ 10,811.41	$ 129,736.90

CITY OF COVINA
MID-MANAGEMENT, SUPERVISORY AND PROFESSIONAL, AND CONFIDENTIAL AND TECHNICIAL EMPLOYEES
SALARY SCHEDULE EFFECTIVE JUNE 26, 2027

	DESCRIPTION	STEP	HOURLY	MONTHLY	ANNUAL
6300	SENIOR MANAGEMENT ANALYST	1	$ 46.55	$ 8,067.88	$ 96,814.58
6301		2	$ 48.87	$ 8,470.76	$ 101,649.14
6553		3	$ 51.31	$ 8,894.21	$ 106,730.56
		4	$ 53.88	$ 9,339.95	$ 112,079.43
		5	$ 56.57	$ 9,806.27	$ 117,675.19
		6	$ 59.40	$ 10,296.58	$ 123,558.95
		7	$ 62.37	$ 10,811.41	$ 129,736.90
6057	SENIOR PAYROLL ANALYST	1	$ 46.55	$ 8,067.88	$ 96,814.58
		2	$ 48.87	$ 8,470.76	$ 101,649.14
		3	$ 51.31	$ 8,894.21	$ 106,730.56
		4	$ 53.88	$ 9,339.95	$ 112,079.43
		5	$ 56.57	$ 9,806.27	$ 117,675.19
		6	$ 59.40	$ 10,296.58	$ 123,558.95
		7	$ 62.37	$ 10,811.41	$ 129,736.90
6305	SENIOR PLANNER	1	$ 46.07	$ 7,985.16	$ 95,821.96
		2	$ 48.38	$ 8,385.31	$ 100,623.75
		3	$ 50.80	$ 8,804.90	$ 105,658.83
		4	$ 53.33	$ 9,243.93	$ 110,927.21
		5	$ 56.00	$ 9,707.26	$ 116,487.14
		6	$ 58.80	$ 10,192.62	$ 122,311.49
		7	$ 61.74	$ 10,702.26	$ 128,427.07
6330	STREET MAINTENANCE SUPERVISOR	1	$ 38.88	$ 6,739.15	$ 80,869.74
		2	$ 40.82	$ 7,076.10	$ 84,913.22
		3	$ 42.86	$ 7,429.91	$ 89,158.89
		4	$ 45.01	$ 7,801.40	$ 93,616.82
		5	$ 47.26	$ 8,191.47	$ 98,297.67
		6	$ 49.62	$ 8,601.05	$ 103,212.56
		7	$ 52.10	$ 9,031.10	$ 108,373.18
6354	STREETS AND SEWER SUPERINTENDENT	1	$ 56.35	$ 9,766.66	$ 117,199.93
		2	$ 59.16	$ 10,254.99	$ 123,059.93
		3	$ 62.12	$ 10,767.74	$ 129,212.93
		4	$ 65.23	$ 11,306.13	$ 135,673.57
		5	$ 68.49	$ 11,871.44	$ 142,457.26
		6	$ 71.91	$ 12,465.01	$ 149,580.11
		7	$ 75.51	$ 13,088.26	$ 157,059.13
6351	WATER DISTRIBUTION SUPERVISOR	1	$ 45.83	$ 7,943.31	$ 95,319.67
		2	$ 48.12	$ 8,340.47	$ 100,085.64
		3	$ 50.52	$ 8,757.49	$ 105,089.92
		4	$ 53.05	$ 9,195.37	$ 110,344.42
		5	$ 55.70	$ 9,655.14	$ 115,861.65
		6	$ 58.49	$ 10,137.89	$ 121,654.73
		7	$ 61.41	$ 10,644.79	$ 127,737.46

CITY OF COVINA
MID-MANAGEMENT, SUPERVISORY AND PROFESSIONAL, AND CONFIDENTIAL AND TECHNICIAL EMPLOYEES
SALARY SCHEDULE EFFECTIVE JUNE 26, 2027

	DESCRIPTION	STEP	HOURLY	MONTHLY	ANNUAL
6352	WATER SYSTEMS SUPERVISOR	1	$ 43.42	$ 7,526.16	$ 90,313.91
		2	$ 45.59	$ 7,902.47	$ 94,829.60
		3	$ 47.87	$ 8,297.59	$ 99,571.08
		4	$ 50.26	$ 8,712.47	$ 104,549.65
		5	$ 52.78	$ 9,148.09	$ 109,777.13
		6	$ 55.42	$ 9,605.50	$ 115,265.99
		7	$ 58.19	$ 10,085.77	$ 121,029.28
6353	WATER UTILITY SUPERINTENDENT	1	$ 57.13	$ 9,902.56	$ 118,830.75
		2	$ 59.99	$ 10,397.69	$ 124,772.28
		3	$ 62.99	$ 10,917.58	$ 131,010.90
		4	$ 66.14	$ 11,463.45	$ 137,561.44
		5	$ 69.44	$ 12,036.63	$ 144,439.52
		6	$ 72.91	$ 12,638.46	$ 151,661.48
		7	$ 76.56	$ 13,270.38	$ 159,244.56

CITY OF COVINA

DIRECTOR OF CITY CLERK AND COMMUNICATIONS

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under administrative direction, plans, manages, oversees and directs the operations and services of the Records Management Department, which includes serving as custodian of the City seal and of the official records, books and minutes of the City Council; in coordination with the elected City Clerk conducts/coordinates municipal elections and ensures compliance with conflict of interest laws and FPPC regulations; coordinates program activities with other City officials, departments, outside agencies, organizations and the public; and provides responsible and complex staff support to the City Council, Elected City Clerk, City Manager, and Assistant City Manager. The incumbent may also function as the assistant Public Information Officer and perform other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Director of City Clerk and Communications** is an at-will executive level classification which exercises full responsibility for all functions and operations of the Records Management Office including records management and retention, production and publication of agendas and minutes for the City Council and a variety of commissions and boards, and is responsible for enforcement of laws and regulations pertaining to elections and campaign financing, public records, meeting notices and conflict of interest.

SUPERVISION RECEIVED/EXERCISED:

Receives administrative direction from the City Manager or his/her designee. Provides support to the elected City Clerk to accomplish the responsibilities of the position. Exercises direct supervision over assigned office support staff.

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

- Accepts full responsibility for all Records Management's Office activities, budgets, and services including activities associated with the production, publication and maintenance of City records, agendas, agenda packets, and minutes relating to City Council, and other board and commission activities; coordinates activities with other City officials, departments, outside agencies, organizations and the public.

- Develops, implements and maintains departmental goals, objectives, policies and procedures; supervises, trains, motivates and evaluates assigned staff in the development and interpretation of City and department policies; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals; ensures that goals are achieved.

- Assists City Public Information Officer (PIO); assists with City webpage presence and technology, public information and outreach programs.

- Works closely with the City Manager, City Council, City departments, other public and private entities and citizen groups, providing department information and services.

- Coordinates the preparation of Council agendas and supporting material including public notification and legal postings; publishes, issues and posts final agendas as required by the Brown Act.

- Executes and certifies official City documents; maintains custody of the City Seal; administers and files oaths and affirmations; takes affidavits and depositions pertaining to City affairs; and performs notary duties as a Notary Public.

- Attends City Council meetings and directs the timely preparation, publication, distribution, filing, indexing, and safekeeping of Council proceedings, action minutes, and actions including related boards and commissions; maintains and updates the Covina Municipal Code to reflect actions of the Council.

- Plans and directs the conduct of municipal elections in cooperation with the City Clerk; assists in administering local data returns for statewide elections; serves as liaison with County elections officials.

- Serves as the filing officer for statements of economic interest for designated employees, certain appointed officials, officeholders, candidates and committees; coordinates City Council, City Clerk, City Manager, City Attorney and other filings with the Fair Political Practices Commission.

- Provides a variety of information gathering and records retrieval research services to the public and public officials regarding elections, local government legislative processes and actions, municipal corporate history and Fair Political Practices Commission filings; analyzes, enforces and explains laws and regulations related to public records, meeting notification, archival research, municipal elections, campaign financing and conflict of interest.

- Verifies and implements City Code updates by informing appropriate parties; coordinates with Publisher and City Attorney to correct inconsistencies under the policy direction of the City Council; develops and coordinates communications with the community to increase citizen accessibility to City records and information.

- Manages and participates in the administration of the City Clerk department budget; forecasts additional funds for staffing, equipment and supplies; monitors and approves expenditures.

- Coordinates City Clerk activities with other City departments, divisions, and with outside agencies.

- Conducts special projects as assigned by the City Manager or his/her designee; directs the City's centralized records management system.

- Attends and participates in professional and community meetings; stays current on issues relative to the field of municipal records management, elections and relative service delivery responsibilities; responds to and resolves sensitive and complex community and organizational inquiries, issues and complaints; establishes and maintains a customer service orientation within the Department.

- Attends bid openings; opens bids; and maintains custody of bid bonds.

- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence and statistical data and using a computer. Acute hearing is required when providing phone and personal service, and speech

sufficient to communicate in group settings without the aid of a microphone. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

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

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

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Director of City Clerk and Communications**. A typical way of obtaining the required qualifications is to possess the equivalent of six years of broad and extensive responsible experience in a City Clerk's office including three years of administrative or supervisory experience, and a Bachelor's degree from an accredited college or university with major course work in public or business administration or a closely related field.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license. Possession of certification as a California Certified Municipal Clerk. Possession of a Notary Public.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles, practices and techniques of municipal records management and elections; principles and practices of budget administration; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Plan, organize, direct and perform the duties of the Records Management's Office; develop and administer sound departmental goals, objectives, policies and methods for evaluating achievement and performance levels; plan, organize, train, evaluate and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications; operate a variety of automated record keeping systems.

CITY OF COVINA
EXECUTIVE SALARY SCHEDULE
EFFECTIVE JUNE 27, 2026

JOB CODE	DESCRIPTION		HOURLY	MONTHLY	ANNUAL
8010	ASSISTANT CITY MANAGER				
		MINIMUM	$ 83.87	$ 14,536.64	$ 174,439.64
		MAXIMUM	$ 114.01	$ 19,762.27	$ 237,147.20
8020	ASSISTANT TO THE CITY MANAGER				
		MINIMUM	$ 51.61	$ 8,946.43	$ 107,357.16
		MAXIMUM	$ 67.56	$ 11,709.89	$ 140,518.73
8025	CHIEF DEPUTY CITY CLERK				
		MINIMUM	$ 53.54	$ 9,279.93	$ 111,359.21
		MAXIMUM	$ 71.75	$ 12,436.00	$ 149,232.00
8000	CHIEF OF POLICE				
		MINIMUM	$ 108.26	$ 18,764.22	$ 225,170.65
		MAXIMUM	$ 137.25	$ 23,789.73	$ 285,476.76
8030	DEPUTY CITY MANAGER				
		MINIMUM	$ 79.87	$ 13,844.42	$ 166,132.99
		MAXIMUM	$ 108.58	$ 18,821.21	$ 225,854.48
8026	DIRECTOR OF CITY CLERK AND COMMUNICATIONS				
		MINIMUM	$ 79.87	$ 13,844.42	$ 166,132.99
		MAXIMUM	$ 108.58	$ 18,821.21	$ 225,854.48
8040	DIRECTOR OF COMMUNITY DEVELOPMENT				
		MINIMUM	$ 79.87	$ 13,844.42	$ 166,132.99
		MAXIMUM	$ 108.58	$ 18,821.21	$ 225,854.48
8060	DIRECTOR OF FINANCE				
		MINIMUM	$ 79.87	$ 13,844.42	$ 166,132.99
		MAXIMUM	$ 108.58	$ 18,821.21	$ 225,854.48
8065	DIRECTOR OF HUMAN RESOURCES				
		MINIMUM	$ 79.87	$ 13,844.42	$ 166,132.99
		MAXIMUM	$ 108.58	$ 18,821.21	$ 225,854.48
8090	DIRECTOR OF PARKS AND RECREATION AND LIBRARY SERVICES				
		MINIMUM	$ 79.87	$ 13,844.42	$ 166,132.99
		MAXIMUM	$ 108.58	$ 18,821.21	$ 225,854.48
8011	DIRECTOR OF PUBLIC WORKS				
		MINIMUM	$ 79.87	$ 13,844.42	$ 166,132.99
		MAXIMUM	$ 108.58	$ 18,821.21	$ 225,854.48

CITY OF COVINA
EXECUTIVE SALARY SCHEDULE
EFFECTIVE JUNE 26, 2027

JOB CODE	DESCRIPTION		HOURLY	MONTHLY	ANNUAL
8010	ASSISTANT CITY MANAGER				
		MINIMUM	$ 87.22	$ 15,118.10	$ 181,417.22
		MAXIMUM	$ 118.57	$ 20,552.76	$ 246,633.09
8020	ASSISTANT TO THE CITY MANAGER				
		MINIMUM	$ 53.16	$ 9,214.82	$ 110,577.88
		MAXIMUM	$ 69.58	$ 12,061.19	$ 144,734.29
8025	CHIEF DEPUTY CITY CLERK				
		MINIMUM	$ 55.68	$ 9,651.13	$ 115,813.57
		MAXIMUM	$ 74.62	$ 12,933.44	$ 155,201.28
8000	CHIEF OF POLICE				
		MINIMUM	$ 112.59	$ 19,514.79	$ 234,177.48
		MAXIMUM	$ 142.74	$ 24,741.32	$ 296,895.83
8030	DEPUTY CITY MANAGER				
		MINIMUM	$ 83.07	$ 14,398.19	$ 172,778.31
		MAXIMUM	$ 112.93	$ 19,574.05	$ 234,888.66
8026	DIRECTOR OF CITY CLERK AND COMMUNICATIONS				
		MINIMUM	$ 83.07	$ 14,398.19	$ 172,778.31
		MAXIMUM	$ 112.93	$ 19,574.05	$ 234,888.66
8040	DIRECTOR OF COMMUNITY DEVELOPMENT				
		MINIMUM	$ 83.07	$ 14,398.19	$ 172,778.31
		MAXIMUM	$ 112.93	$ 19,574.05	$ 234,888.66
8060	DIRECTOR OF FINANCE				
		MINIMUM	$ 83.07	$ 14,398.19	$ 172,778.31
		MAXIMUM	$ 112.93	$ 19,574.05	$ 234,888.66
8065	DIRECTOR OF HUMAN RESOURCES				
		MINIMUM	$ 83.07	$ 14,398.19	$ 172,778.31
		MAXIMUM	$ 112.93	$ 19,574.05	$ 234,888.66
8090	DIRECTOR OF PARKS AND RECREATION AND LIBRARY SERVICES				
		MINIMUM	$ 83.07	$ 14,398.19	$ 172,778.31
		MAXIMUM	$ 112.93	$ 19,574.05	$ 234,888.66
8011	DIRECTOR OF PUBLIC WORKS				
		MINIMUM	$ 83.07	$ 14,398.19	$ 172,778.31
		MAXIMUM	$ 112.93	$ 19,574.05	$ 234,888.66

CC Regular Meeting

AGENDA ITEM REPORT

Meeting: September 1, 2026

Title: Designation of Voting Delegate and Alternates for the League of California Cities Annual Conference Which Includes the Annual Business Meeting – Sept. 23-25, 2026

Presented by: Angel Carrillo, Assistant City Manager

Recommendation: 1. Designate Councilmember Walter Allen, III, as the voting delegate and Councilmember Drew Aleman, as the alternate to represent the City at the Annual Business Meeting of the League of California Cities General Assembly; and 2. Direct the Chief Deputy City Clerk to submit the required "Voting Delegate Form" to the League's Sacramento Office.

EXECUTIVE SUMMARY:

The League of California Cities holds an Annual Conference. This year, the Annual Conference is scheduled for September 23-25, 2026, in Anaheim. An important part of the Annual Conference is the Annual Business Meeting, scheduled to be held on September 25, 2026. At this meeting, the League membership considers and takes action on resolutions that establish League Policy. The City is requested to select a delegate and alternate to vote on the City's behalf at this meeting.

DISCUSSION:

In order to vote at the Annual Business Meeting, the City Council must designate one voting delegate. In the event that the designated voting delegate is unable to serve in that capacity, the City may appoint up to two alternate voting delegates.

Councilmember Walter Allen, III currently serves as a Board member for the League of California Cities and also serves on the League's Public Safety Policy Committee. Councilmember Drew Aleman currently serves as the alternate to the League of California Cities. The Council may choose to select any member of the Council to serve as the delegate and alternate regardless of their current involvement with the League. The League is requesting that the City take action on delegate and alternate by September 1, 2026.

FISCAL IMPACT:

The City Council 2026-27 budget has allocated funds for members of the City Council to attend the conference.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Not applicable.

Respectfully submitted,

Angel Carrillo
Assistant City Manager

LEAGUE OF CALIFORNIA CITIES

Council Action Advised by September 1, 2026

DATE: Wednesday, May 13, 2026

TO: Mayors, Council Members, City Clerks, and City Managers

RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference and Expo, Sept. 23-25, 2026
Anaheim Convention Center

Every year, the League of California Cities convenes a member-driven General Assembly at the Cal Cities Annual Conference and Expo. The General Assembly is an important opportunity where city officials can directly participate in the development of Cal Cities policy.

Taking place on Friday, Sept. 25, 2026 the General Assembly is comprised of voting delegates appointed by each member city; every city has one voting delegate. Your appointed voting delegate plays an important role during the General Assembly by representing your city and voting on resolutions.

To cast a vote during the General Assembly, your city must designate a voting delegate and up to two alternate voting delegates, one of whom may vote if the designated voting delegate is unable to serve in that capacity. Voting delegates may either be an elected or appointed official.

Action by Council Required. Consistent with Cal Cities bylaws, a city's voting delegate and up to two alternates must be designated by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.

Following council action, please submit your city's delegates through the online submission portal by Tuesday, Sept. 1, 2026. When completing the Voting Delegate submission form, you will be asked to attest that council action was taken. You will need to be signed in to your My Cal Cities account when submitting the form.

Submitting your voting delegate form by the deadline will allow us time to establish voting delegate/alternate records prior to the conference and provide pre-conference communications with voting delegates.

Conference Registration Required. The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. Conference registration opens June 2.

For a city to cast a vote, one voter must be present at the General Assembly and in possession of the voting delegate card and voting tool. Voting delegates and

alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the voting delegate desk. This will enable them to receive the special sticker on their name badges that will admit the voting delegate into the voting area during the General Assembly.

Please view Cal Cities' event and meeting policy in advance of the conference.

Transferring Voting Card to Non-Designated Individuals Not Allowed. The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the General Assembly, they may *not* transfer the voting card to another city official.

Seating Protocol during General Assembly. At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.

The voting delegate desk, located in the conference registration area of the Anaheim Convention Center, will be open at the following times: Wednesday, Sept. 23, 8:00 a.m.-6:00 p.m. and Thursday, Sept. 24, 7:30 a.m.-4:00 p.m. On Friday, Sept. 25, the voting delegate desk will be open at the General Assembly, starting at 7:30 a.m., but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for submitting your voting delegate and alternates by Tuesday, Sept. 1. If you have questions, please contact Zach Seals at zseals@calcities.org.

Attachments:

- General Assembly Voting Guidelines
- Information Sheet: Cal Cities Resolutions and the General Assembly

LEAGUE OF CALIFORNIA CITIES

General Assembly Voting Guidelines

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to Cal Cities policy.

2. **Designating a City Voting Representative.** Prior to the Cal Cities Annual Conference and Expo, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the voting delegate form provided to the Cal Cities Credentials Committee.

3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the voting delegate desk in the conference registration area. Voting delegates and alternates must sign in at the voting delegate desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the General Assembly.

4. **Signing Initiated Resolution Petitions**. Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the credentials committee at the voting delegate desk, may sign petitions to initiate a resolution.

5. **Voting.** To cast the city's vote, a city official must have in their possession the city's voting card and voting tool; and be registered with the credentials committee. The voting card may be transferred freely between the voting delegate and alternates but may not be transferred to another city official who is neither a voting delegate nor alternate.

6. **Voting Area at General Assembly.** At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.

7. **Resolving Disputes**. In case of dispute, the credentials committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the General Assembly.

How it works: Cal Cities Resolutions and the General Assembly

Developing League of California Cities policy is a dynamic process that engages a wide range of members to ensure Cal Cities represents cities with one voice. These policies directly guide Cal Cities' advocacy to promote local decision-making, and lobby against statewide policies that erode local control.

The resolutions process and General Assembly is one way that city officials can directly participate in the development of Cal Cities policy. If a resolution is approved at the General Assembly, it becomes official Cal Cities policy. Here's how resolutions and the General Assembly work.

Prior to the Annual Conference and Expo

General Resolutions

Sixty days before the Annual Conference and Expo, Cal Cities members may submit policy proposals on issues of importance to cities. The resolution must have the concurrence of at least five additional member cities or individual members.

Policy Committees

The Cal Cities President assigns general resolutions to policy committees where members review, debate, and recommend positions for each policy proposal. Recommendations are forwarded to the Resolutions Committee.

During the Annual Conference and Expo

Petitioned Resolutions

The petitioned resolution is an alternate method to introduce policy proposals during the annual conference. The petition must be signed by voting delegates from 10% of member cities, and submitted to the Cal Cities President at least 24 hours before the beginning of the General Assembly.

Resolutions Committee

The Resolutions Committee considers all resolutions. General Resolutions approved[1] by either a policy committee or the Resolutions Committee are next considered by the General Assembly. General resolutions not approved, or referred for further study by both a policy committee and the Resolutions Committee do not go to the General Assembly. All Petitioned Resolutions are considered by the General Assembly, unless disqualified.[2]

General Assembly

During the General Assembly, voting delegates debate and consider general and petitioned resolutions forwarded by the Resolutions Committee. Potential Cal Cities bylaws amendments are also considered at this meeting.

Who's who

Cal Cities policy development is a member-informed process, grounded in the voices and experiences of city officials throughout the state.

The **Resolutions Committee** includes representatives from each Cal Cities diversity caucus, regional division, municipal department, and policy committee, as well as individuals appointed by the Cal Cities president.

Voting delegates are appointed by each member city; every city has one voting delegate.

The **General Assembly** is a meeting of the collective body of all voting delegates —one from every member city.

Seven **policy committees** meet throughout the year to review and recommend positions to take on bills and regulatory proposals. Policy committees include members from each Cal Cities diversity caucus, regional division, and municipal department, as well as individuals appointed by the Cal Cities president.

[1] The Resolution Committee can amend a general resolution prior to sending it to the General Assembly.
[2] Petitioned Resolutions may be disqualified by the Resolutions Committee according to Cal Cities Bylaws Article VI. Sec. 5(f).

For more information visit www.calcities.org/general-assembly

CC Regular Meeting

AGENDA ITEM REPORT

Meeting: September 1, 2026
Title: Professional Services Agreement with Hinderliter De Llamas and Associates for Business License Management and Compliance Services
Presented by: Theresa Franke, Director of Finance
Recommendation: Review and Approve Professional Services Agreement (PSA) With Hinderliter De Llamas and Associates for Business License Management and Compliance Services, and Authorize the City Manager to Execute the PSA.

BACKGROUND:

Business licensing is governed by Chapter 5.04 of the Covina Municipal Code. Section 5.04.060 of this chapter states that it is unlawful for any person to transact or carry on any business, trade, profession, calling or occupation in the City of Covina ("City") without first having procured a license from the City to do so and paying the tax prescribed. The business license program's primary function is to monitor city-wide compliance and ensure that business licenses are maintained and renewed annually.

The current contract for business license processing was awarded to HdL Software in 2016. Under this contract, HdL processes approximately 3,500 active business license accounts totaling approximately $400,000 in annual general fund revenues and approximately $101,000 in environmental fees. They provide administrative support, business license issuance and renewals (mail and online), collections, and enforcement of the related ordinance on behalf of the City.

In 2019, Hinderliter de Llamas & Associates became the parent company of HdL Software and is transitioning all new contracts to the parent company. The services provided and the organization itself remain unchanged.

With the expiration of the 2016 contract, staff recommends approving a new contract with Hinderliter de Llamas & Associates to continue business license services.

DISCUSSION:

According to section 2.20.175 of the Covina Municipal Code, the "purchase of professional and specialized services by persons, firms, companies or corporations shall be made on the basis of demonstrated competence and experience of the service provider and on the professional qualifications necessary for the satisfactory performance of the service required. The purchasing supervisor shall attempt to obtain information relating to prices and availability of such professional or specialized services from different sources prior to making the purchase; however, neither formal nor informal bidding shall be required prior to the purchase of professional or specialized services (Ord. 03-1897 §2, 2003)." With that in mind, the staff recommends awarding the contract for business license services to Hinderliter based upon their demonstrated competence and experience with the City of Covina.

FISCAL IMPACT:

Anticipated general fund cost of services is included in the FY 2026-27 budget. The pricing structure is based upon fees collected. The correlation between the revenues (1010-0000-40500) and expenditures (1010-0500-50015) ensures that increased fees will be accompanied by increased revenues. Fees for

each processed account is $18.35, with an annual CPI adjustment. Other services include compliance enforcement (35% of revenues received) and collection of past due accounts (25% of revenues received).

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Not applicable.

Respectfully submitted,

Theresa Franke
Director of Finance

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("Agreement") is dated July 1, 2026 ("Effective Date") and is between the City of Covina, a California municipal corporation ("City") and Hinderliter de Llamas & Associates a California Corporation ("Consultant"). City and Consultant are sometimes individually referred to as "Party" and collectively as "Parties" in this Agreement.

RECITALS

A. City desires to utilize the services of Consultant as an independent contractor to provide business license operations management

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

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

The parties therefore agree as follows:

1. Term of Agreement. The term of this Agreement shall be from the Effective Date through June 30, 2027, unless sooner terminated as provided in Section 14 of this Agreement. The City may, upon mutual agreement, extend the contract for 5 additional one year terms. In no event shall the contract be extended beyond June 30, 2032.

2. Compensation.

A. Compensation. As full compensation for Consultant's services provided under this Agreement, City shall pay Consultant in accordance with the Approved Fee Schedule, attached hereto as **Exhibit A**. Any terms in Exhibit A, other than the payment rates and schedule of payment, are null and void.

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

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

3. Consultant's Services.

A. Scope of Services. Consultant shall perform the services described in the Scope of Services, attached as **Exhibit A**. City may request, in writing, changes in the scope of services to

be performed. Any changes mutually agreed upon by the parties, and any increase or decrease in compensation, shall be incorporated by written amendments to this Agreement.

B. Party Representatives. For the purposes of this Agreement, the City Representative shall be the City Manager, or such other person designated in writing by the City Manager (the "City Representative"). For the purposes of this Agreement, the Consultant Representative shall be Joshua Davis, VP of TFA (the "Consultant Representative"). The Consultant Representative shall directly manage Consultant's services under this Agreement. Consultant shall not change the Consultant Representative without City's prior written consent.

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

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

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

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

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

4. Method of Payment.

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

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

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

5. Ownership of Documents. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files containing data generated for the work, surveys, notes, and other documents prepared in the course of providing the services to be performed ("written products") pursuant to this Agreement shall become the sole property of the City without restriction or limitation upon its use and may be used, reused, disseminated or otherwise disposed of by the City without the permission of the Consultant. With respect to computer files containing data generated for the work, Consultant shall make available to the City, upon reasonable written request by the City, the necessary computer software and hardware for purposes of accessing, compiling, transferring and printing computer files. Consultant may take and retain copies of the written products as desired, but the written products shall not be the subject of a copyright application by Consultant. This does not include any software, programs, methodologies or systems used in the creation of such work product, nor does it include any drafts, notes or internal communications prepared by Consultant in the course of performing the Services that were not otherwise provided to City in either hardcopy or electronic form, all of which may be protected by Consultant or others' copyrights or other intellectual property.

6. Independent Contractor.

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

any work product related to Consultant's performance of the services under this Agreement, or as may be necessary to inspect or visit City locations and/or private property to perform the services. City may make a computer available to Consultant from time to time for Consultant's personnel to obtain information about or to check on the status of projects pertaining to the services under this Agreement.

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

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

7. PERS Compliance and Indemnification.

A. General Requirements. The parties acknowledge that City is a local agency member of PERS, and as such has certain pension reporting and contribution obligations to PERS on behalf of qualifying employees. Consultant agrees that, in providing its employees and any other personnel to City to perform the services under this Agreement, Consultant shall assure compliance with the Public Employees' Retirement Law, commencing at Government Code Section 20000, the regulations of PERS, and the Public Employees' Pension Reform Act of 2013, as amended. Without limitation to the foregoing, Consultant shall assure compliance with regard to personnel who have active or inactive membership in PERS and to those who are retired

annuitants and in performing this Agreement shall not assign or utilize any of its personnel in a manner that will cause City to be in violation of the applicable retirement laws and regulations.

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

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

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

A. Indemnities for Third Party Claims.

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

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

Notwithstanding the foregoing, Consultant shall not be liable for any acts or failure to act by Consultant in reasonable reliance upon any directions or instructions by City in connection with the Consultant's issuance, non-issuance, or revocation of any registration, license, permit, or exemption. Where this section requires Consultant to defend the City, the City may instead require the Consultant to pay for and reimburse the City for full costs and expenses of necessary defense.

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

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

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

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

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

10. Insurance.

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

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

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

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

4) Professional Liability Insurance [or Errors and Omissions Insurance] with minimum limits of Two Million Dollars ($2,000,000) per claim and in aggregate.

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

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

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

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

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

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

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

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

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

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

11. Mutual Cooperation.

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

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

12. Records and Inspections. Consultant shall maintain full and accurate records with respect to all matters covered under this Agreement for a period of five (5) years. Consultant shall, without charge, provide City with access to the records during normal business hours. City may examine and audit the records and make transcripts therefrom, and inspect all program data, documents, proceedings and activities.

13. Termination or Suspension of Agreement.

A. Right to Terminate or Suspend. City may terminate or suspend this Agreement at any time, at will, for any reason or no reason, after giving written notice to Consultant at least forty five (45) calendar days before the termination or suspension is to be effective. Consultant may terminate this Agreement at any time, at will, for any reason or no reason, after giving written notice to City at least sixty (60) calendar days before the termination is to be effective.

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

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

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

If to City:
Attn: Finance Director
City of Covina
125 E. College Street
Covina, California 91723

If to Consultant:
HdL Software
1340 Valley Vista Drive
Diamond Bar, CA 91765

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

[*SIGNATURE PAGE FOLLOWS*]

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

City:

City of Covina,
a California municipal corporation

By: _____
Name: _____
Title: _____

ATTEST:

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

APPROVED AS TO FORM:

By: _____
Name: Kevin G. Ennis
Title: City Attorney

Consultant:

Hinderliter de Llamas & Associates a
California Corporation

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

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

EXHIBIT A
SCOPE OF SERVICES AND APPROVED FEE SCHEDULE
Business License Tax and Fees Administration

SCOPE OF SERVICES

Consultant will provide the following Services relative to Client's business license tax administration.

1. **Operations Management Services**
   - 1.1. Establish and maintain database of Client businesses.
   - 1.2. Receive and process applications, renewals and payments in a timely fashion.
   - 1.3. Send renewal notices to active businesses within 30 days of the renewal period end date or at another interval specified by Client.
   - 1.4. Provide businesses multiple options for submitting applications, renewals, payments, or support requests (including via website, email, mail, phone, and fax. Consultant license specialists will be available for live interactions Monday through Friday, 8:00am to 5:00pm Pacific).
   - 1.5. Remit revenue to Client no less than monthly.
   - 1.6. Provide Client staff access to website portal offering business registry inquiry, reporting, and electronic department approval capabilities.
2. **Compliance Services:** 1) Identify and register businesses which are subject to licensure or taxation, 2) collect known debt as pertains to business license or tax, and 3) identify under-reported tax liability.
   - 2.1. **Discovery Services**
     - 2.1.1. Develop a list of businesses subject to Client licensure or taxation.
     - 2.1.2. Notify non-compliant businesses of their options to comply or dispute their non-compliant status. Notification and support to businesses will be facilitated through the website, mail, email, phone and fax.
     - 2.1.3. Review information and forms submitted by the business for completion and accuracy, inclusive of any additional required documentation (i.e. home occupation permit). All submissions are filed and stored electronically and made available to Client upon request.
     - 2.1.4. Provide businesses with detailed invoicing and options to pay via website, mail, and phone.
     - 2.1.5. Remit revenue to Client no less than monthly, along with all business applications and any additional documentation.
   - 2.2. **Collection Services**
     - 2.2.1. Identify businesses subject to Client licensure or taxation which have known debt to Client and have failed to pay within an appropriate time frame.
     - 2.2.2. Notify businesses of their options to comply or dispute their non-compliant status.
     - 2.2.3. Provide businesses with detailed invoicing and options to pay via website, mail and phone.
     - 2.2.4. Remit revenue to Client no less than monthly.
   - 2.3. **Audit Services**
     - 2.3.1. Identify potential under-reporting and/or misclassified businesses.
     - 2.3.2. Audit businesses mutually agreed to by Client and Consultant that are identified as potential under-reporting businesses.
     - 2.3.3. Submit audit summaries to Client and discuss further actions.
     - 2.3.4. Educate businesses on proper reporting practices.
     - 2.3.5. Invoice and collect identified deficiencies.

3. **Online Payment Processing** – Consultant's services include PCI compliant payment processing services which supports both credit card and eCheck transactions.
   3.1. Client Responsibilities
      3.1.1. As a condition to its receipt of the Service, Client shall execute and deliver any and all applications, agreements, certifications or other documents required by Consultant's payment processor, Networks or other third parties whose consent or approval is necessary for the processing of Transactions by Consultant's payment processor. "Network" is an entity or association that operates, under a common service mark, a system which permits participants to authorize, route, and settle Transactions among themselves, including, for example, networks operated by VISA USA and Mastercard, Inc., NYCE Corporation, American Express, and Discover.
      3.1.2. Client hereby grants Consultant the full right, power and authority to request, receive and review any Data or records reflected in a Transaction report. Client represents and warrants that it has the full right and authority to grant these rights.

FEES SCHEDULE

4. **Operations Management Services**
   4.1. Fees for performing operations management Services shall be $18.35 for each processed account, which is any account for which an application or renewal/return was processed, or active account which was sent a renewal notice.
      4.1.1. Fees will be increased as of January 1st of each calendar year with reference to the 12-month percent change in the most recently published annual Consumer Price Index for All Urban Consumers (CPI-U), West Region, as reported by the U.S. Bureau of Labor Statistics (the "CPI Change"). Each annual increase in the Fees will be equal to the greater of two percent (2%) or the actual CPI Change and the lesser of ten percent (10%) or the actual CPI Change. For example, if the actual CPI Change is 1.5%, then the annual increase will be 2%, if the actual CPI Change is 3.5%, then the annual increase will be 3.5%, and if the actual CPI Change is 12%, then the annual increase will be 10%.
   4.2. Fees related to travel and lodging expenses are billed at cost and apply to all meetings (including implementation, training, operations and support). All such expenses only apply to out of scope travel and must therefore be pre-approved by Client.
   4.3. Fees will be invoiced monthly to Client for Services performed during the prior month. Fees will be netted out of Client's monthly revenue disbursement. Client will submit payment for any balance due to Consultant within 30 days of receiving the invoice.
5. **Compliance Services**
   5.1. Fees for performing compliance Services apply to all monies received for the current tax/license period and any other prior period collected (including monies received for taxes, penalties, interest, and fees).
      5.1.1. Fees for performing discovery Services shall be a contingency Fee of 35% of the revenues received as a result of the Services.
      5.1.2. In the event that Client discovers a non-compliant business and reports the business to Consultant (including a calculation of all taxes/fees due), Consultant will categorize the business as a collection service effort and thus apply the lower collection Services contingency Fee rate.
      5.1.3. Fees for performing collection Services shall be a contingency Fee of 25% of the revenues received as a result of the Services.

5.1.4. Fees for performing audit Services shall be a contingency Fee of 35% of the revenues received as a result of the Services.

5.2. Consultant recognizes Client's authority to waive or reduce the tax/fee debt of a business. Should Client decide to do so for a business whose deficiency was identified by Consultant, Consultant shall be entitled to compensation in the amount of one half (1/2) of the Fees Consultant would have otherwise earned. Deficiencies which are uncollectable due to insolvency or dissolution of the business, or for deficiencies which are otherwise incapable of collection (i.e. statute of limitation or other legal defense) shall not be considered a Client voluntary election to waive, and thus, Consultant would not be entitled to compensation related thereto under this provision.

5.3. The fee shall be paid notwithstanding any related Client assistance, work in parallel, and/or incurrence of attorneys' fees or other costs or expenses in connection, with the relevant Services.

5.4. Fees related to travel and lodging expenses are billed at cost and applied to all meetings (including implementation, training, operations, and support). Travel expenses only apply to out of scope travel and must therefore be pre-approved by Client.

5.5. Fees will be invoiced monthly to Client for Services performed during the prior month. Fees will be netted out of Client's monthly revenue disbursement. Client will submit payment for any balance due to Consultant within 30 days of receiving the invoice.

6. Payment Processing – Consultant will configure payment processing services to utilize either a taxpayer funded model (convenience fee) or Client funded model, as directed by Client. Client may switch between these models upon written request to Consultant. Fees for each of these payment processing models are detailed here.

6.1. Taxpayer funded model – Client authorizes Consultant to collect each convenience fee from the taxpayer at time of payment.

6.1.1. Credit and debit card processing – 2.9% of transaction amount, minimum of $2.00

6.1.2. ACH/eCheck processing - $2.50 per transaction

6.2. Client funded

6.2.1. Credit and debit card processing – 2.9% of transaction amount

6.2.2. ACH/eCheck processing - $0.75 per transaction

6.3. Returned payments/NSF fee – Each occurrence of a card chargeback, returned payment or insufficient funds will incur a fee of $25.00, to be applied to the taxpayers account.

6.4. Consultant reserves the right to review and adjust pricing related to payment processing services on an annual basis. Consultant will communicate any such adjustment to Client in writing, with 60 days advance notice. Items that will be considered in the review of fees may include, but are not limited to: regulatory changes, card association rate adjustments, card association category changes, bank/processor dues and assessments, average consumer payment amounts, card type utilization, and costs of service.

7. Other Services

7.1. Council meeting – Fee for Consultant to attend a council meeting is $2,500.00.

7.2. Hourly rates – Consultant's current hourly rates are as follows:

7.2.1. Principal - $325/hr

7.2.2. Programmer - $295/hr

7.2.3. Senior Analyst - $245/hr

7.2.4. Analyst - $195/hr

CC Regular Meeting

AGENDA ITEM REPORT

Meeting: September 1, 2026

Title: Loma Vista Street & Orange Circle Water Main Replacement Project – Project No. W2701 – Award of Contract to Gentry Brothers, Inc. in the Amount of $274,500

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

Recommendation:
1. Approve plans and specifications for the Loma Vista Street & Orange Circle Water Main Replacement Project – Project No. W2701;
2. Award a contract for the Loma Vista Street & Orange Circle Water Main Replacement Project – Project No. W2701 to Gentry Brothers, Inc. as the lowest responsive and responsible bidder in the amount of $274,500 and authorize the City Manager to execute the contract;
3. Authorize a contingency amount of $50,000 for any unforeseen construction expenses; and
4. Award a Professional Services Agreement (PSA) to Siterep Construction Services, Inc. for Construction Management and Inspection Services for an amount not-to-exceed $63,000 and authorize the City Manager to execute the agreement.

EXECUTIVE SUMMARY/BACKGROUND:

As part of the City's Fiscal Year 2026-2027 Capital Improvement Program, the City Council approved the Loma Vista Street & Orange Circle Water Main Replacement Project - Project No. W2701. The projects consists of the installation of a 6-inch water main, water hydrants, services and other related work along Loma Vista Street & Orange Circle.

Following a public bidding process, it has been determined that the lowest responsive and responsible bidder for the project is Gentry Brothers, Inc. As such, it is recommended that a contract (Attachment A) be awarded for the Loma Vista Street & Orange Circle Water Main Replacement Project - Project No. W2701 to Gentry Brothers, Inc. in the amount of $274,500 and authorize the City Manager to execute the contract.

DISCUSSION:

A Notice Inviting Bids was published in the *San Gabriel Valley Examiner* on Thursday, August 13, 2026, and Thursday, August 20, 2026, as well as posted in the Dodge Construction Network beginning on August 13, 2026. Sealed bids were accepted in the Office of the City Clerk until 10:00 am on Tuesday, August 25, 2026. Beginning at 10:00 a.m. on Tuesday, August 25, 2026, the City Clerk publicly opened three (3) sealed bids with the following results:

Rank	Bidder	Location	Base Bid Amount
1	Gentry Brothers, Inc.	Irwindale, CA	$274,500
2	Stephen Doreck Equipment Rentals, Inc.	Pico Rivera, CA	$280,040
3	Cedro Construction, Inc.	Santa Paula, CA	$369,886

City staff has reviewed all bid documents for compliance and evaluated the contractors' professional background and recently completed projects for competency. As a result, City staff recommends an award of contract to the lowest responsive and responsible bidder, Gentry Brothers, Inc., given that this firm has completed major water installation projects for several public agencies in Southern California including the City of Covina's Front Street Water Main Installation Project, Covina Heights Water Improvements Project, and Emergency Water Main Repairs along Barranca Avenue & Badillo Street due to aging infrastructure.

FISCAL IMPACT:

The Loma Vista Street & Orange Circle Water Main Replacement Project - Project No. W2701 was included in the adopted Fiscal Year 2026-2027 Capital Improvement Program as shown below:

PROJECT FUNDING

Loma Vista Street & Orange Circle Water Main Replacement Project - Project No. W2701

Source of Project Funds	Amount	Account	Council Appropriation Action
Water CIP	$450,000	60115080-55410-W2701	FY 2026-2027 CIP Budget
Grand Total	**$450,000**		

The following table conveys the anticipated expenditure summary:

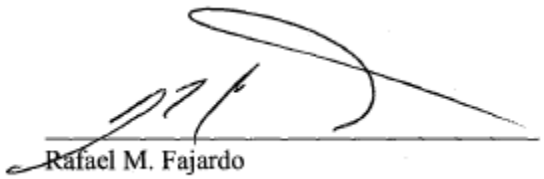
PROJECT EXPENSES

Description	Amount
Contract Base Bid (Gentry Brothers, Inc.)	$274,500
Contingency Allowance	$50,000
Project Subtotal	**$324,500**
Construction Management and Inspection Services (Siterep Construction Services, Inc.)	$63,000
Total Project Fiscal Impact	**$387,500**

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

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

Respectfully submitted,



Rafael M. Fajardo
Director of Public Works/City Engineer

CONTRACT

CITY OF COVINA CONTRACT FOR LOMA VISTA STREET & ORANGE CIRCLE WATER MAIN REPLACEMENT PROJECT – PROJECT NO. W2701

THIS CONTRACT ("Contract") is made and entered this 1st day of September, 2026 ("Effective Date"), by and between the CITY OF COVINA, a California municipal corporation ("City") and Gentry Brothers, Inc a California corporation ("Contractor"). Contractor's California State Contractor's license number is 397682; Class A. Contractor's DIR registration number is 10000002240.

In consideration of the mutual covenants hereinafter set forth, the parties hereto agree as follows:

1. Contract Documents. The Contract Documents consist of this Contract, the Notice Inviting Bids, Instructions to Bidders, Bid (including documentation accompanying the Bid and any post-Bid documentation submitted before the Notice of Award), the Bonds, permits from regulatory agencies with jurisdiction, General Provisions, Special Provisions, Plans, Standard Plans, Standard Specifications, Reference Specifications, Addenda, Change Orders, and Supplemental Agreements. The Contract Documents are attached hereto and incorporated herein by reference. In the event of any conflict between the terms of this Contract and any incorporated documents, the terms of this Contract shall control.

2. Scope of Services. Contractor shall perform the Work in a good and workmanlike manner for the project identified as Loma Vista Street & Orange Circle Water Main Replacement Project – Project No. W2701 ("Project"), as described in this Contract and in the Contract Documents.

3. Compensation. In consideration of the services rendered hereunder, City shall pay Contractor an amount not to exceed Two Hundred and Seventy Four Thousand Five Hundred Dollars ($274,500) in accordance with the prices as submitted in the Bid, attached hereto as Exhibit "A" and incorporated herein by this reference.

4. Incorporation by Reference. All of the following documents are attached hereto and incorporated herein by this reference: Workers' Compensation Certificate of Insurance, Additional Insured Endorsement (Comprehensive General Liability), Additional Insured Endorsement (Automobile Liability), and Additional Insured Endorsement (Excess Liability).

5. Antitrust Claims. In entering into this Contract, Contractor offers and agrees to assign to City all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. § 15) or under the Cartwright Act (Cal. Bus. & Prof. Code, § 16700 *et seq*.) arising from purchases of goods, services, or materials pursuant to the Contract. This assignment shall be made and become effective at the time City tenders final payment to Contractor without further acknowledgment by the parties.

6. Prevailing Wages. City and Contractor acknowledge that the Project is a public work to which prevailing wages apply.

7. Workers' Compensation. California Labor Code Sections 1860 and 3700 provide that every contractor will be required to secure the payment of compensation to its employees. In accordance with the provisions of California Labor Code Section 1861, by signing this Contract,

the Contractor certifies as follows:

> "I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the Work of this Contract."

8. Trenches and Other Excavations. If this Project involves the digging trenches or other excavations that will extend deeper than four (4) feet below the surface, Contractor shall promptly, and before the following conditions are disturbed, notify City, in writing, of any: (1) material that Contractor believes may be material that is hazardous waste, as defined in Section 25117 of the Health and Safety Code, that is required to be removed to a Class I, Class II, or Class III disposal site in accordance with provisions of existing law; (2) subsurface or latent physical conditions at the site differing from those indicated by information about the site made available to proposers prior to the deadline for submitting proposals; and (3) unknown physical conditions at the site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in this Contract.

9. Titles. The titles used in this Contract are for convenience only and shall in no way define, limit or describe the scope or intent of this Contract or any part of it.

10. Authority. Any person executing this Contract on behalf of Contractor warrants and represents that he or she has the authority to execute this Contract on behalf of Contractor and has the authority to bind Contractor to the performance of its obligations hereunder.

11. Entire Agreement. This Contract, including the Contract Documents and any other documents incorporated herein by specific reference, represents the entire and integrated agreement between City and Contractor. This Contract supersedes all prior oral or written negotiations, representations or agreements. This Contract may not be modified or amended, nor any provision or breach waived, except in a writing signed by both parties that expressly refers to this Contract.

12. Counterparts. This Contract may be executed in counterpart originals, duplicate originals, or both, each of which is deemed to be an original for all purposes.

IN WITNESS WHEREOF, the parties hereto have executed the Contract the day and year first above written.

[*SIGNATURE PAGE FOLLOWS*]

CITY OF COVINA

By: _____
City Manager

ATTEST:

By: _____
Chief Deputy City Clerk

Dated: _____

_____
("CONTRACTOR")

By: _____

Printed Name: _____

Title: _____

By: _____

Printed Name: _____

Title: _____

EXHIBIT A

EXHIBIT B
PERFORMANCE BOND

KNOW ALL PERSONS BY THESE PRESENTS that:

WHEREAS the City of Covina ("City"), has awarded to _____
_____("Principal")

(Name and address of Contractor)

a contract (the "Contract") for the Work described as follows**:**

LOMA VISTA STREET & ORANGE CIRCLE WATER MAIN REPLACEMENT PROJECT – PROJECT NO. W2701

(Project Description/ Name)

WHEREAS, Principal is required under the terms of the Contract to furnish a Bond for the faithful performance of the Contract.

NOW, THEREFORE, we, the undersigned Principal, and _____

_____

_____

(Name and address of Surety)

("Surety") a duly admitted surety insurer under the laws of the State of California, as Surety, are held and firmly bound unto the City in the penal sum of _____

_____Dollars ($_____), this amount being not less than the total Contract Price, in lawful money of the United States of America, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, successors executors and administrators, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT, if the hereby bounded Principal, his, her or its heirs, executors, administrators, successors or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions and provisions in the Contract and any alteration thereof made as therein provided, on the Principal's part, to be kept and performed at the time and in the manner therein specified, and in all respects according to their true intent and meaning, and shall indemnify and save harmless the City, its officers, agents and employees, as therein stipulated, then this obligation shall become null and void; otherwise, it shall be and remain in full force and effect.

As a part of the obligation secured hereby and in addition to the face amount specified therefor, there shall be included costs and reasonable expenses and fees, including reasonable attorneys' fees, incurred by City in successfully enforcing such obligation, all to be taxed as costs and included in any judgment rendered. Surety hereby waives any statute of limitations as it applies to an action on this Bond.

The Surety hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract or of the Work to be performed thereunder or the specifications accompanying the same shall in anywise affect its obligations under this Bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the Contract or to the Work or to the specifications. Surety hereby waives the provisions of California Civil Code Sections 2845 and 2849. The City is the principal beneficiary of this Bond and has all rights of a party hereto.

IN WITNESS WHEREOF, two (2) identical counterparts of this instrument, each of which shall for all purposes be deemed an original hereof, have been duly executed by Principal and Surety, on the date set forth below, the name of each corporate party being hereto affixed and these presents duly signed by its undersigned representative(s) pursuant to authority of its governing body.

Dated: _____

"Principal"	"Surety"
_____	_____
_____	_____
By: _____	By: _____
Its	Its
By: _____	By: _____
Its	Its
(Seal)	*(Seal)*

Note: ***This Bond must be executed in duplicate and dated, all signatures must be notarized, and evidence of the authority of any person signing as attorney-in-fact must be attached. DATE OF BOND MUST NOT BE BEFORE DATE OF CONTRACT.*** **IF CONTRACTOR IS A PARTNERSHIP, ALL PARTNERS MUST EXECUTE BOND. DATE OF BOND MUST NOT BE PRIOR TO DATE OF CONTRACT. Surety companies executing Bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State where the project is located.**

EXHIBIT C
PAYMENT BOND
(LABOR AND MATERIALS)

KNOW ALL PERSONS BY THESE PRESENTS that:

WHEREAS the City of Covina ("City"), has awarded to _____
_____("Principal")
(Name and address of Contractor)

a contract (the "Contract") for the Work described as follows**:**

LOMA VISTA STREET & ORANGE CIRCLE WATER MAIN REPLACEMENT PROJECT – PROJECT NO. W2701
(Project Description/Name)

WHEREAS, under the terms of the Contract, the Principal is required before entering upon the performance of the Work, to file a good and sufficient payment Bond with the City to secure the claims to which reference is made in Title 3 (commencing with Section 9000) of Part 6 of Division 4 of the Civil Code.

NOW, THEREFORE, we, the undersigned Principal, and _____
_____
_____
(Name and address of Surety)

("Surety") a duly admitted surety insurer under the laws of the State of California, as Surety, are held and firmly bound unto the City and all contractors, subcontractors, laborers, material suppliers, and other persons employed in the performance of the Contract and referred to in Title 3 (commencing with Section 9000) of Part 6 of Division 4 of the Civil Code in the penal sum of _____Dollars ($_____), for materials furnished or labor thereon of any kind, or for amounts due under the Unemployment Insurance Act with respect to this Work or labor, that the Surety will pay the same in an amount not exceeding the amount hereinabove set forth, and also in case suit is brought upon this Bond, will pay, in addition to the face amount thereof, costs and reasonable expenses and fees, including reasonable attorneys' fees, incurred by City in successfully enforcing this obligation, to be awarded and fixed by the court, and to be taxed as costs and to be included in the judgment therein rendered.

It is hereby expressly stipulated and agreed that this Bond shall inure to the benefit of any and all persons, companies, and corporations entitled to file claims under Title 3 (commencing with Section 9000) of Part 6 of Division 4 of the Civil Code, so as to give a right of action to them or their assigns in any suit brought upon this Bond.

Upon expiration of the time within which the California Labor Commissioner may serve a civil wage and penalty assessment against the principal, any of its subcontractors, or both the principal and its subcontractors pursuant to Labor Code Section 1741, and upon expiration of the time within which a joint labor management committee may commence an action against the principal, any of its subcontractors, or both the principal and its subcontractors pursuant to Labor Code Section 1771.2, if the condition of this Bond be fully performed, then this obligation shall become null and void, otherwise it shall be and remain in full force and effect.

The Surety hereby stipulates and agrees that no change, extension of time, alteration, or addition to the terms of the Contract or the Specifications accompanying the same shall in any manner affect its obligations on this Bond, and it does hereby waive notice of any such change, extension, alteration or addition.

IN WITNESS WHEREOF, two (2) identical counterparts of this instrument, each of which shall for all purposes be deemed an original hereof, have been duly executed by Principal and Surety, on the date set forth below, the name of each corporate party being hereto affixed and these presents duly signed by its undersigned representative(s) pursuant to authority of its governing body.

Dated: _____

"Principal"	"Surety"
_____	_____
_____	_____
By: _____	By: _____
Its	Its
By: _____	By: _____
Its	Its
(Seal)	*(Seal)*

Note: ***This Bond must be executed in duplicate and dated, all signatures must be notarized, and evidence of the authority of any person signing as attorney-in-fact must be attached. DATE OF BOND MUST NOT BE BEFORE DATE OF CONTRACT. IF CONTRACTOR IS A PARTNERSHIP, ALL PARTNERS MUST EXECUTE BOND. DATE OF BOND MUST NOT BE PRIOR TO DATE OF CONTRACT. Surety companies executing Bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State where the project is located.***

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("Agreement") is dated September 1, 2026 ("Effective Date") and is between the City of Covina, a California municipal corporation ("City") and Siterep Construction Services, Inc., a California corporation ("Consultant"). City and Consultant are sometimes individually referred to as "Party" and collectively as "Parties" in this Agreement.

RECITALS

A. City desires to utilize the services of Consultant as an independent contractor for inspection services related to the Loma Vista Street & Orange Circle Water Main Replacement Project – Project No. W2701.

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

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

The parties therefore agree as follows:

1. Term of Agreement. The term of this Agreement shall be from the Effective Date through June 30, 2027, unless sooner terminated as provided in Section 14 of this Agreement.

2. Compensation.

A. Compensation. As full compensation for Consultant's services provided under this Agreement, City shall pay Consultant a sum not to exceed Sixty-Three Thousand Dollars ($63,000) (the "maximum compensation"), based on the hourly rates set forth in the Approved Fee Schedule, attached hereto as **Exhibit A**. Any terms in Exhibit A, other than the payment rates and

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

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

3. Consultant's Services.

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

B. Party Representatives. For the purposes of this Agreement, the City Representative shall be the City Manager, or such other person designated in writing by the City Manager (the "City Representative"). For the purposes of this Agreement, the Consultant Representative shall be Andre Ortiz, President (the "Consultant Representative"). The Consultant Representative shall directly manage Consultant's services under this Agreement. Consultant shall not change the Consultant Representative without City's prior written consent.

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

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

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

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

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

4. Method of Payment.

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

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

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

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

6. Independent Contractor.

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

B. No employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided in the Agreement, City shall not pay salaries, wages, or other compensation to Consultant for performing services hereunder for City. City shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing services hereunder. Consultant shall be responsible for and pay all wages, salaries, benefits and other amounts due to Consultant's personnel in connection with their performance of the services under this Agreement and as required by law. Consultant shall be responsible for all reports and obligations respecting such

additional personnel, including, but not limited to: Social Security taxes, other retirement or pension benefits, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance. Notwithstanding any other agency, state, or federal policy, rule, regulation, statute or ordinance to the contrary, Consultant and any of its officers, employees, agents, and subcontractors providing any of the services under this Agreement shall not become entitled to, and hereby waive any claims to, any wages, salaries, compensation, benefit or any incident of employment by City, including, but not limited to, eligibility to enroll in, or reinstate to membership in, the California Public Employees Retirement System ("PERS") as an employee of City, and entitlement to any contribution to be paid by City for employer contributions or employee contributions for PERS benefits.

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

7. PERS Compliance and Indemnification.

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

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

8. Confidentiality. All data, documents, discussion, or other information (collectively "data") developed or received by Consultant or provided for performance of this Agreement are deemed confidential. Consultant shall keep all data confidential and shall not disclose any data to any person or entity without City's prior written consent. City shall grant such consent if

disclosure is legally required. Consultant shall return all data to City upon the expiration or termination of this Agreement. Consultant's covenant under this Section 8 shall survive the expiration or termination of this Agreement.

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

10. Indemnification.

A. Indemnities for Third Party Claims.

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

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

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

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

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

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

11. Insurance.

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

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

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

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

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

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

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

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

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

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

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

H. City Remedy for Noncompliance. If Consultant does not maintain the policies of insurance required under this Section 11 in full force and effect during the term of this Agreement, or in the event any of Consultant's policies do not comply with the requirements under this Section 11, City may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, City may, but has no duty to, take out the necessary insurance and pay, at

Consultant's expense, the premium thereon. Consultant shall promptly reimburse City for any premium paid by City or City may withhold amounts sufficient to pay the premiums from payments due to Consultant.

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

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

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

12. Mutual Cooperation.

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

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

13. Records and Inspections. Consultant shall maintain full and accurate records with respect to all matters covered under this Agreement for a period of five (5) years. Consultant shall, without charge, provide City with access to the records during normal business hours. City may examine and audit the records and make transcripts therefrom, and inspect all program data, documents, proceedings and activities.

14. Termination or Suspension of Agreement.

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

B. Obligations upon Termination. Consultant shall cease all work under this Agreement on or before the effective date of termination specified in the notice of termination. In the event of City's termination of this Agreement due to no fault or failure of performance by

Consultant, City shall pay Consultant based on the percentage of work satisfactorily performed up to the effective date of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement.

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

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

If to City:
Attn: Public Works, Engineering
City of Covina
125 E. College Street
Covina, California 91723

If to Consultant:
Attn: Andre Ortiz
Siterep Construction Services, Inc.
147 S. Eucla Avenue
San Dimas, CA 91773

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

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

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

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

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

22. Entire Agreement. This Agreement and all exhibits referred to in this Agreement constitute the final, complete and exclusive statement of the terms of the agreement between the parties pertaining to the subject matter of this Agreement and supersede all other prior or contemporaneous oral or written understandings and agreements of the parties. No party has been induced to enter into this Agreement by, nor is any party relying on, any representation or warranty except those expressly set forth in this Agreement.

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

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

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

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

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

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

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

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

[*SIGNATURE PAGE FOLLOWS*]

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

City:

City of Covina,
a California municipal corporation

By: _____
Name: _____
Title: _____

ATTEST:

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

Consultant:

Siterep Construction Services, Inc.
a California corporation

By: _____
Name: Andre Ortiz
Title: President

By: _____
Name: Andre Ortiz
Title: Secretary

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

EXHIBIT A
APPROVED FEE SCHEDULE

Attachment 2 – PROPOSED FEE

ITEM	DESCRIPTION	Unit	RATE	SUBTOTAL
1	Field Observer – Loma Vista St. Water Main Replacement Project	1 LS	$63,000.00	$63,000.00

TOTAL **$ 63,000.00**

EXHIBIT B
SCOPE OF SERVICE

May 13, 2026

City of Covina
Rafael Fajardo
City Engineer
125 East College St.
Covina, CA 91723

RE: ***Loma Vista Street Water Main Replacement Project***

Dear Mr. Fajardo,

Thank you for allowing Siterep Construction Services, Inc. the opportunity to provide this proposal for inspection services related to the above-mentioned project. Siterep is prepared to allocate its resources to assist the City of Covina in ensuring the work is in conformance with all local and regional standards.

Siterep's key personnel have over 35 years of field experience in public works project construction and inspections throughout Southern California.

Siterep will provide inspection services per the attached exhibits:

- Attachment 1 – Scope of Work
- Attachment 2 – Proposed Fee

If selected for this project, Siterep looks forward to the opportunity of working with you to deliver a successful project on time and of the utmost quality for the residents of Covina. Please feel free to contact us if you have any questions regarding our proposal or to arrange an interview.

Sincerely,

Andre Ortiz
President
Siterep Construction Services, Inc.

Attachment 1 – Scope of Work

Siterep will provide inspection services for the Loma Vista Street Water Main Replacement Project as indicated in the plans and specifications.

1. Perform QA monitoring on a periodic basis over a 60 working day period.

2. Surveillances of contractor's operations to assure compliance with local and regional standards as outlined in the project documents.

3. Attend regularly scheduled progress meetings with contractor to discuss solutions to potential field issues.

Exclusions:

1. Sampling/Testing
2. Overtime
3. Night Work

CC Regular Meeting

AGENDA ITEM REPORT

Meeting: September 1, 2026
Title: Supplemental Law Enforcement Services
Presented by: Ric Walczak, Chief of Police
Recommendation: 1. Authorize the City Manager or his designee to sign Agreement with the City of Azusa; and
2. Approve Resolution CC 2026-101 Appropriating $50,000 in revenues and expenditures for the FY 2026-2027 General Fund Budget.

EXECUTIVE SUMMARY:

The City of Azusa would like to enter into an agreement with the City of Covina wherein the Covina Police Department would provide limited law enforcement staffing for a select number of Azusa's special events during the year. Covina will provide staffing services based on resource availability. The cost of law enforcement staff time spent in special event deployments to Azusa will be fully compensated.

DISCUSSION:

The City of Azusa Police Department is requesting supplemental assistance from the Covina Police Department to provide extra law enforcement personnel during their special events. This arrangement is subject to proper coordination and resource availability for a planned event. This agreement only applies to planned special events and does not create a mutual aid obligation.

This agreement begins on November 1, 2026, and remains in effect for five (5) years unless terminated sooner under the agreement. Azusa shall compensate Covina for services actually rendered in connection with an event at Covina's current fully burdened hourly billing rates, including applicable benefits and overtime, as reflected in the most current salary schedules or memoranda of understanding. Total compensation under this Agreement may not exceed $50,000 per contract year unless increased by written amendment approved by both Parties.

Within 45 days after an event, Covina shall submit an invoice to Azusa itemizing hours worked. Azusa shall then pay all undisputed amounts within 30 days of receipt.

FISCAL IMPACT:

Approval of this action will result in an appropriation of $50,000 in both General Fund revenues and expenditures. The expenditure appropriation will be fully supported by the corresponding revenue, resulting in no net fiscal impact to the General Fund.

Account Number	Account Title	Original Budget	Increase	Budget Amendment
1010 1130 43119 -EVENT	Police Fee Other	$ -	$50,000.00	$ 50,000.00
1010 1130 50030-EVENT	Patrol Overtime	$ -	$45,236.67	$ 45,236.67
1010 1130 50110-EVENT	Patrol Medicare	$ -	$ 656.66	$ 656.66
1010 1130 50400-EVENT	Worker Comp	$ -	$ 4,106.67	$ 4,106.67

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

None.

Respectfully submitted,



Ric Walczak
Chief of Police

RESOLUTION CC 2026-101

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, TO APPROPRIATE $50,000 AND TO INCREASE THE POLICE DEPARTMENT FY 2026-27 REVENUE AND EXPENDITURE BUDGET BY $50,000

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

WHEREAS, the City of Covina shall appropriate $50,000 from the general fund balance to increase the police department budget for providing supplemental law enforcement service for the City of Azusa; and

WHEREAS, appropriating this amount will increase the police department revenue and expenditure accounts for FY 2026-27 by $50,000.

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

SECTION 1. Amend the fiscal year 2026-2027 budget as follows:

Account Number	Account Title	Original Budget	Increase	Budget Amendment
1010 1130 43119 -EVENT	Police Fee Other	$ -	$50,000.00	$ 50,000.00
1010 1130 50030-EVENT	Patrol Overtime	$ -	$45,236.67	$ 45,236.67
1010 1130 50110-EVENT	Patrol Medicare	$ -	$ 656.66	$ 656.66
1010 1130 50400-EVENT	Worker Comp	$ -	$ 4,106.67	$ 4,106.67

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

APPROVED and **PASSED** this 1st day of September, 2026.

City of Covina, California

BY: _____
HECTOR DELGADO, Mayor

ATTEST:

_____
FABIAN VELEZ, Chief Deputy City Clerk

ATTACHMENT A

CERTIFICATION

I, Fabian Velez, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution CC 2026-xx was duly adopted by the City Council of the City of Covina at a regular meeting held on the 1st day of September, 2026, by the following vote:

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

Dated:

_____
FABIAN VELEZ, Chief Deputy City Clerk

AGREEMENT
FOR SUPPLEMENTAL LAW ENFORCEMENT SERVICES
City of Azusa and Covina

This Agreement for Supplemental Law Enforcement Services ("Agreement") is entered into by and between the City of Azusa, a California municipal corporation, acting through its Police Department ("Azusa"), and City of Covina ("Assisting Agency"). Azusa and Assisting Agency may be referred to individually as a "Party" and collectively as the "Parties."

RECITALS

A. Azusa periodically hosts planned special events within the City that require law enforcement staffing beyond Azusa's regular patrol resources.

B. Assisting Agency operates a law enforcement department capable of providing supplemental law enforcement personnel for special events, subject to availability and acceptance.

C. The Parties desire to establish a standing agreement governing the terms and conditions under which Assisting Agency may, at Azusa's request and discretion, provide supplemental law enforcement services for specific special events.

D. This Agreement applies only to planned special-event supplemental staffing and does not create a general mutual aid obligation, a cross-deputation arrangement, or an agreement under Penal Code § 830.8.

1. Term

This Agreement begins on November 1, 2026, and remains in effect for five (5) years unless terminated earlier under this Agreement.

2. Scope of Services

2.1 Requests for Services

Upon written request by Azusa, Assisting Agency may provide supplemental law enforcement services for a specific special event ("Event"). Each request identifies the anticipated date(s), location(s), nature of the Event, and estimated personnel needs. Azusa may modify or withdraw a request, in whole or in part, at any time before the Event by providing written notice to Assisting Agency.

2.2 Availability, Acceptance, and Conditions

All services under this Agreement depend on Assisting Agency's staffing availability and acceptance. Assisting Agency may decline a request or limit the number, classification,

or hours of personnel provided. Assisting Agency confirms acceptance in writing and identifies approved staffing parameters and any reasonable conditions imposed by Assisting Agency. An inability or failure to provide services due to an emergency, disaster, or other incident by Assisting Agency does not constitute a breach of this Agreement. Assisting Agency shall notify Azusa as soon as reasonably practicable if such conditions materially limit or prevent performance.

2.3 Event Coordination and Operational Authority

Azusa Police Department retains exclusive authority over Event-level coordination, deployment decisions, and incident command for each Event, including preparation, modification, and implementation of the Event operations plan. Assisting Agency personnel perform assigned duties in coordination with Azusa's Event operations plan and public safety objectives. Assisting Agency personnel remain at all times under Assisting Agency's exclusive supervision, policies, procedures, discipline, and employment control. Nothing in this Agreement authorizes Azusa to exercise day-to-day employment supervision or control over the manner or means by which Assisting Agency personnel perform law enforcement duties. Based on public safety needs, operational considerations, or Event conditions, Azusa may, in its reasonable discretion, reassign, limit, suspend, or terminate the use of Assisting Agency personnel for a specific Event.

2.4 Communications

For the limited purpose of providing services under this Agreement, Azusa may authorize Assisting Agency personnel to use Azusa Police Department radio channels or designated interoperability channels, subject to Azusa Police Department radio protocols and revocation at Azusa's discretion.

3. Personnel

The classifications, approximate number of personnel, and hours for each Event are agreed to in writing by the Parties before the Event. All personnel provided under this Agreement remain employees of the Assisting Agency. This Agreement does not create an employment, joint-employment, special employment, or agency relationship between Azusa and Assisting Agency personnel, or between Assisting Agency and Azusa personnel.

4. Compensation

Azusa shall compensate Assisting Agency for services actually rendered in connection with an Event at Assisting Agency's then-current fully burdened hourly billing rates, including applicable benefits and overtime, as reflected in Assisting Agency's salary schedules or memoranda of understanding. Azusa has no obligation to pay for personnel or hours not requested or approved by Azusa for the applicable Event. Unless otherwise agreed in writing, Azusa compensates Assisting Agency for one hour

of drive time per officer per day of service. Total compensation under this Agreement may not exceed $50,000 per contract year unless increased by written amendment approved by both Parties.

5. Administration of Personnel

Assisting Agency remains solely responsible for payment of salaries, wages, benefits, and workers' compensation coverage for its personnel. Assisting Agency also remains responsible for all claims, including workers' compensation claims, arising out of the employment or performance of services by its personnel under this Agreement. Assisting Agency personnel have no claim or right to employment, civil service protection, salary, benefits, or workers' compensation directly from Azusa by virtue of services performed under this Agreement.

6. Indemnification

6.1 Responsibility for Own Acts

The Parties acknowledge that Government Code section 895.2 may impose joint liability upon public entities that are parties to an agreement. Pursuant to Government Code section 895.4, and as between the Parties, each Party shall be responsible for the negligent or wrongful acts or omissions of its own officers, employees, and agents occurring in the performance of this Agreement.

6.2 Release

Except as otherwise provided in this Agreement, each Party releases the other Party, and its officers, employees, and agents, from claims by the releasing Party for injury to its own officers or employees, or for damage to its own property, arising out of the performance of this Agreement. This release does not limit either Party's indemnification obligations under this Agreement. This Section shall survive termination or expiration of this Agreement.

6.3 Mutual Indemnification

Each Party shall indemnify, defend, and hold harmless the other Party, and its officers, employees, and agents, from and against any claims, liabilities, damages, or expenses, including those from death or injury to any person or from a loss of damage to any real, personal, or other property arising out of or relating to the negligent or wrongful acts or omissions of the indemnifying Party, or its officers, employees, or agents, in connection with this Agreement.

A Party seeking indemnification shall promptly provide written notice of any claim to the other Party. Upon providing written notice of the claim, the indemnifying Party shall have the duty to defend the claim at its own expense and may select mutually agreeable legal counsel to provide the defense. The Party seeking indemnification may participate in the

defense. No settlement that admits liability of or imposes monetary or non-monetary obligations on the Party seeking indemnification shall be entered into without that Party's prior written consent.

This Section shall survive termination or expiration of this Agreement.

6.4 Survival

The obligations set forth in this Section, including the Release and Indemnification provisions, shall survive termination or expiration of this Agreement.

7. Insurance

Each Party either self-insures, is a member of a risk sharing pool, or maintains commercial general liability and automobile liability coverage of no less than $10,000,000 per occurrence, $10 million general aggregate and workers' compensation coverage (statutory) and Employer's Liability ($1 million) coverage as required by law for its own employees. Each Party shall provide evidence of coverage and, to the extent permitted by law and consistent with the Party's self-insurance or risk sharing pool program, name the other Party as an additional insured/additional protected party for activities under this Agreement.

8. Invoices and Payment

Within 45 days after an Event, Assisting Agency shall submit an invoice itemizing hours worked by classification and any agreed drive time. Azusa shall pay all undisputed amounts within 30 days of receipt. Azusa may withhold disputed amounts pending good-faith resolution, and the Parties shall promptly confer to resolve any billing disputes.

9. Notices

All notices under this Agreement must be in writing and may be given either by (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, which provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by notice:

To Azusa:
City of Azusa
Police Department
Attn: Lieutenant Chapman
725 N. Alameda Avenue
Azusa, California 91702

To Assisting Agency:
City of Covina
Police Department
Attn: _____
125 E. College Street
Covina, California 91723

Transmission by email with no notice of delivery failure may be permitted as a courtesy copy of the personal service, delivery, or certified mail.

10. Termination

10.1 Termination for Convenience

Either Party may terminate this Agreement without cause upon ten (10) days' written notice to the other Party. Azusa may also terminate or suspend performance for a specific Event if Azusa determines that continued services are no longer necessary or in the public interest.

10.2 Termination for Cause

A Party may terminate this Agreement immediately upon written notice for a material failure to perform by the other Party. Upon termination, Azusa shall pay Assisting Agency for undisputed services rendered and approved through the effective date of termination.

11. Governing Law and Venue

This Agreement shall be governed and construed in accordance with the laws of the State of California. Venue shall lie exclusively in the Superior Court of California, County of Los Angeles, or, where federal jurisdiction exists, in the United States District Court for the Central District of California.

12. Entire Agreement; Amendments

This Agreement constitutes the entire agreement between the Parties regarding its subject matter and supersedes all prior negotiations or agreements. Any amendment must be in writing, executed by authorized representatives of the Parties and approved as to form by the Parties' respective City Attorneys or County Counsel.

13. Waiver

A waiver of any breach of this Agreement does not waive a subsequent breach of this Agreement. No waiver shall be effective unless in writing and signed by the Party granting waiver.

14. Survival

Any provision of this Agreement that by its nature is intended to survive termination or expiration shall survive, including indemnification and payment obligations.

15. Execution

This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, and all of which together constitute one Agreement. In accordance with Government Code section 16.5, the Parties agree that this Agreement and any related documents may be executed by electronic signature, and such electronic signatures shall have the same force and effect as original signatures.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first hereinabove written.

CITY OF AZUSA

By: _____
Sergio Gonzalez, City Manager

Date: _____

Approved as to Form:

By: _____
Rachel H. Richman, City Attorney

Date: _____

CITY OF COVINA

By: _____
Name: _____
Title: City Manager
Date: _____

Approved as to Form:

By: _____
Name: _____
Title: City Attorney
Date: _____

CC Regular Meeting

AGENDA ITEM REPORT

Meeting: September 1, 2026
Title: Police Department Purchases
Presented by: Ric Walczak, Chief of Police
Recommendation: 1. Approve Resolution CC 2026-99 in the amount of $86,000 to purchase equipment, furniture and make improvements to the Covina Police Station;
2. Approve the purchase of furniture/workstations in the amount of $29,000 from Express Office Environments;
3. Approve the purchase and installation of a car port in the amount of $32,000;
4. Approve the purchase of hardware/electrical work in the amount of $25,000; and
5. Suspend competitive bid requirements in the best interest of the City to implement aforementioned recommended purchases pursuant to Covina Municipal Code 2.20.175.

EXECUTIVE SUMMARY:

The Covina Police Department is in need of a number of items to improve the operations in the police station. These purchases include office furniture/ workstations for the Records Division; a car port at the City Yard for police equipment; and miscellaneous hardware/electrical work needed for these projects.

DISCUSSION:

The Police Department Records Division is in need of new workstations in the amount of $29,000. The current set-up is over twenty-five years old. The cubicles are worn, outdated and the current arrangement no longer meets the number of workstations needed to improve day to day work efficiency. This purchase will include eight new dedicated workstations which adds two workstations from the current six. File cabinets and chairs along with all the installation are included in this purchase.

The Police Department is also requesting $32,000 for the purchase and installation of a car port to be located at the City Yard. These car ports will house the Police Department Command Post (RV) which was fully purchased by a grant.

To complete these projects safely, additional equipment and electrical work are needed. This includes installing additional panels/circuits to power the Records workstations as the current setup is insufficient and causing outages. Likewise, the car port will need lighting and electrical work.

FISCAL IMPACT:

An additional $86,000 will be appropriated from the general fund balance to cover the purchase of the dispatch workstations, car port and electrical work. This will increase the FY 2026-27 Police Department general fund expenditure as follows.

Account Number	Account Title	Original Budget	Increase	Budget Amendment
1010 1140 55600	Records Furniture	$ -	$29,000.00	$ 29,000.00
1010 1130 55900	Other Equipment	$ -	$32,000.00	$ 32,000.00
1010 1130 54710	Building Repair	$ -	$25,000.00	$ 25,000.00

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Not applicable.

Respectfully submitted,



Ric Walczak
Chief of Police

RESOLUTION CC 2026-102

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, TO APPROPRIATE $86,000 AND TO INCREASE THE POLICE DEPARTMENT BUDGET FY 2026-27 BUDGET EXPENDITURE BY THE SAME AMOUNT

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

WHEREAS, the City of Covina shall transfer $86,000 from the general fund balance to purchase furniture/workstations, a car port, and hardware/electrical work; and

WHEREAS, appropriating this amount will increase the police department expenditure account for FY 2026-27 by $86,000.

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

SECTION 1. Amend the fiscal year 2026-2027 Police Department budget as follows:

Account Number	Account Title	Original Budget	Increase	Budget Amendment
1010 1140 55600	Records Furniture	$ -	$29,000.00	$ 29,000.00
1010 1130 55900	Other Equipment	$ -	$32,000.00	$ 32,000.00
1010 1130 54710	Building Repair	$ -	$25,000.00	$ 25,000.00

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

APPROVED and **PASSED** this 1st day of September, 2026.

City of Covina, California

BY: _____
HECTOR DELGADO, Mayor

ATTEST:

_____
FABIAN VELEZ, Chief Deputy City Clerk

ATTACHMENT A

CERTIFICATION

I, Fabian Velez, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution CC 2026-102 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 1st day of September, 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: September 1, 2026
Title: Agreement for Regional Law Enforcement Services between Covina, La Verne, Azusa and Irwindale
Presented by: Ric Walczak, Chief of Police
Recommendation: 1. Approve Two-year Agreement between Covina La Verne, Azusa and Irwindale regarding regional dispatching services; and
2. Authorize City Manager or his designee to execute the agreement.

EXECUTIVE SUMMARY:

This agreement intends to provide regional personnel resources for critical dispatch positions which can be difficult to fill and require months of training. This agreement will be mutually beneficial to all four agencies similar to the previous 2020 and 2024 agreements between Covina and La Verne which allowed trained dispatch staff to fill vacant shifts in both jurisdictions

DISCUSSION:

With the recent grant funding received from the State Proposition 64, Covina is moving forward with the Covina East San Gabriel Valley Police Communications Project to regionalize emergency response with an emphasis on virtual connectivity. A component of this is the need to support each other agency in the region.

Public safety dispatchers are highly trained employees who are an essential element of any modern law enforcement operation. Recruiting, training, and maintaining personnel with the skills to perform this work is a challenge for many police agencies. The necessity to staff 911 call centers twenty-four hours per day requires each unfilled position to be staffed by others on overtime. During periods of staffing shortages, the fatigue on existing employees is compounded by the mandatory overtime and everyday job stress experienced as part of the profession. From experience, staffing shortages were partially mitigated by collaborating with other agencies such as La Verne and allowing personnel to work in each other's communications centers when mutually beneficial.

Covina, La Verne, Azusa and Irwindale operate communications centers that are substantially similar in terms of technology and standard operating procedures. Common computer-aided dispatch/records management systems and common police radio equipment are used by each agency. Allowing personnel from each department to work in the other communication center can be easily accomplished successfully in both agencies.

The agreement included in this agenda item would allow Covina dispatchers to work in the other three agencies and vice versa to work in Covina on an overtime basis at a rate agreed upon by both cities. This agreement would allow the terms to be extended for additional one-year terms upon mutual agreement of all cities.

FISCAL IMPACT:

Sufficient funding is available within the FY 2026-27 General Fund budget to support this action. The related funding will be evaluated as part of the FY 2026-27 Mid-Year Budget Review to confirm that adequate appropriations are maintained for the remainder of the fiscal year.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

None.

Respectfully submitted,

Ric Walczak
Chief of Police

AGREEMENT
FOR REGIONAL LAW ENFORCEMENT SERVICES
Parties: Cities of Covina, La Verne, Irwindale and Azusa

This Agreement for supplemental, regional Law Enforcement services ("Agreement"), is entered into this _____ day of July 2026 ("Effective Date"), by and between the Cities of Covina, La Verne, Irwindale, and Azusa on behalf of their respective police departments, sometimes collectively referred to herein as “Parties”, and individually as “Party.,”

RECITALS

WHEREAS, it is the intent of the Parties by entering this Agreement, to provide supplemental law enforcement services to one another, consisting of police dispatching services("Police Dispatch Services” sometimes herein); and

WHEREAS, the Parties enter this Agreement in order to set forth terms and conditions governing the Parties’ provision of Police Dispatch Services.

NOW THEREFORE, in consideration of mutual covenants contained herein, and for good and valuable consideration, the Parties agree as follows:

1. Term.

The term of this Agreement shall commence as of the Effective Date and shall remain in effect through _____, 2028 (“Term”), unless sooner terminated or extended as provided herein. The Parties may extend this Agreement by additional one (1) year terms by written amendment hereto.

2. Scope of Services.

2.1 Each Party agrees, through their respective Police Departments, to provide Police Dispatch Services to the other Parties, as provided for herein. The level and availability of Police Dispatch Services to be provided by a Party (“Responding Party”) pursuant to a Party’s request (“Requesting Party”) shall be subject to availability of personnel as determined by each Providing Party in their sole and absolute discretion.

2.2 A Requesting Party shall notify the other Parties of its anticipated needs for Police Dispatch Services at least twenty-four (24) hours prior to the needed date and time. Thereafter, the Responding Parties will advise the Requesting Party in writing as to the what, if any, level of Police Dispatch Services each Responding Party is able to provide (“Service Request Response”), along with any other parameters established by the Responding Party’s Chief of Police. The Parties are under no obligation to consider untimely service requests. Service Request Responses must be authorized in writing by the Responding Party’s Chief of Police in order to be valid and binding on a Party.

2.3 Each Party hereby grants to each other Party and its personnel the right as a Responding Party to provide usual and ordinary Police Dispatch Services to a Requesting Party including transmitting and broadcasting communications to each Requesting Party's police radios via the Requesting Party's primary dispatch frequency and/or any other law enforcement frequency for which the Party is licensed by the Federal Communications Commission.

2.4 Force Majeure. Under no circumstances shall a Responding Party's inability or failure to provide Police Dispatch Services that were properly agreed to and scheduled, be deemed to be a breach of this Agreement when due to an emergency, disaster, staff illness, or other unforeseeable incident that reasonably prevents the Responding Party's performance.

2.5 Each Responding Party shall furnish and supply all necessary labor, personnel, equipment and supplies necessary to provide Police Dispatch Services. Notwithstanding the foregoing, all dispatchers providing Police Dispatch Services, shall be under the management and control of the Responding Party and shall conduct themselves in accordance with the Responding Party's personnel rules, policies and procedures. While performing Police Dispatch Services pursuant to this Agreement, dispatchers who normally wear identification and/or a uniform, shall wear their identification and/or uniform of their own department.

2.6 Requesting Parties receiving Police Dispatch Services shall promptly advise the respective Responding Party in the event any scheduled dispatcher fails to report for duty, or engages in any kind of misconduct. However, no Requesting Party shall have any authority to impose administrative discipline as to any Responding Party's dispatchers..

3. Level of Police Dispatch Services.

As used herein, "level" of Police Dispatch Services shall mean, collectively, dates of service, man hours and number of police dispatchers to be provided for any given request. The level of Police Dispatch Services agreed to be provided by a Responding Party shall be based on the best interest of the Responding Party's then current and anticipated staffing needs, as determined solely by the Responding Party. A decision by a Party to not agree to respond, or to provide any particular level of response, is a totally discretionary decision of that Party and under no circumstances will that decision be deemed a breach of this Agreement. Subject to the foregoing, the classification, number of dispatchers, days, and number of hours of Police Dispatch Services to be provided, shall be determined and agreed upon by the Parties prior to the provision of the requested Police Dispatch Services.

4. **Compensation**.

Parties receiving Police Dispatch Services will compensate the Responding Part(ies) in an amount not to exceed Thirty Thousand Dollars ($30,000.00) per fiscal year, during the Term of this Agreement, and at the billing rate set forth below:

Communications Officer - $62.30 per hour commencing upon the dispatcher's arrival at the scheduled time and date.

5. Administration of Personnel.

No Party shall be liable or legally responsible for the direct payment to any other Party's personnel for salaries, wages, benefits, or other compensation for services performed pursuant to this Agreement or for any claims made by personnel for personal or bodily injuries (except as provided in Section 7 Indemnification), including but not limited to Workers' Compensation claims or benefits, arising in connection with services rendered pursuant to this Agreement. All employees who perform pursuant to this Agreement shall remain employees of their own Party and shall not have any claim or right to employment, civil service protection, salary, or benefits or claims of any kind from another Party based on this Agreement. No employee of any Party shall be deemed an employee of any other Party as a result of this Agreement.

6. Maximum Cost.

The maximum cost for Covina's supplemental law enforcement services shall not exceed Thirty Thousand Dollars ($30,000.00.) per any fiscal year of Covina during the term of this Agreement.

The maximum cost for La Verne's supplemental law enforcement services shall not exceed Thirty Thousand Dollars ($30,000.00.) per any fiscal year of La Verne during the term of this Agreement.

The maximum cost for Irwindale's supplemental law enforcement services shall not exceed Thirty Thousand Dollars ($30,000.00.) per fiscal year of Irwindale during the term of this Agreement.

The maximum cost for Azusa's supplemental law enforcement services shall not exceed Thirty Thousand Dollars ($30,000.00.) per any fiscal year of Azusa during the term of this Agreement.

7. Indemnification.

To the maximum extent permitted by law, each Party shall indemnify, defend and hold each other Party and its elected officials, officers, and employees harmless from all claims, liabilities, costs and expenses (including, without limitation, attorneys' fees) that such indemnified Party may suffer, sustain or become subject to as a result of the acts, omissions, or willful misconduct of the indemnifying Party in connection with this Agreement.

8. Invoices.

Within forty-five (45) calendar days after each scheduled period of providing Police Dispatch Services, the Responding Party will deliver an invoice to the Requesting Party which will then pay any undisputed amount within thirty (30) calendar days from the date of invoice. The invoice and payment shall each be delivered pursuant to the Notice requirements in Section 9.

9. Notices.

All written communications, notices, invoices, requests or approvals to be given under this Agreement, must be in writing and will be deemed served when delivered personally, by email with confirmation of receipt, or on the third business day after deposit in the United States mail, postage prepaid, registered or certified, addressed as follows:

To Covina:
City of Covina Police Department
Attention: Capt. Mike Robison
444 N. Citrus Ave
Covina, CA 91723

To La Verne:
City of La Verne Police Department
Attention: Capt. Travis Tibbetts
2061 3rd St
La Verne, CA 91750

To Irwindale:
City of Irwindale Police Department
Attention: Lt. Jose Vargas
5050 N. Irwindale Ave
Irwindale, CA 91706

To Azusa:
City of Azusa Police Department
Attention: Police Services Administrator Patricia Tachias
725 N. Alameda Ave
Azusa, CA 91702

10. Integrated Contract.

This Agreement represents the full and complete understanding of every kind or nature whatsoever between the Parties. Any preliminary negotiations and agreements of any kind or nature are merged into this Agreement. No oral agreement or implied covenant may be held to vary the provisions of this Agreement. This Agreement may be modified only by written agreement signed by Covina, La Verne, Irwindale and Azusa and approved as to form by their respective City Attorneys.

11. Insurance.

Each Party agrees to either self-insure in an amount not less than specified below or insure against damages or injuries which may arise from the activities contemplated by this Agreement by purchasing and maintaining for the term of this Agreement a commercial general liability insurance policy, and automobile policy, both with a combined single limit of not less than two million dollars ($2,000,000), which policy shall include or be endorsed to include the other Parties as additional insureds. The Parties agree to provide evidence of such insurance upon request. Each party shall also carry Worker's Compensation Insurance for its own employees as required by law.

12. Waiver.

A waiver of any breach of this Agreement may not be deemed a waiver of any subsequent breach of the same or any other term, covenant, or condition of this Agreement.

13. Default and Termination.

Any Party may, at its sole discretion and without cause, terminate this Agreement for convenience by giving at least ten (10) calendar days' prior written notice to the other Parties. Upon termination of this Agreement, the terminating Party will pay any amounts owed to other Parties, and other Parties will pay any amounts owed to the terminating Party, as applicable.

14. Governing Law.

This Agreement will be interpreted and governed according to the laws of the State of California.

15. Venue and Jurisdiction.

Venue for any litigation arising out of this Agreement may only be brought in either the United States District Court, Central District of California, or the Superior Court of California, County of Los Angeles. The Parties agree that venue exists in either court and each Party expressly waives any right to transfer to another venue. The Parties further agree that either court will have personal jurisdiction over the Parties to this Agreement.

16. Survival of Provisions and Obligations.

Any provision of this Agreement, which by its nature must be exercised after termination of this Agreement, will survive termination and remain effective for the applicable limitations period for legal action. Any obligation that accrued prior to termination of this Agreement will survive termination of this Agreement.

17. This Agreement may be signed in counterparts by each Party.

[Signature pages follow.]

CITY OF COVINA, a Municipal Corporation

By: _____
Chris Marcarello
City Manager

Date: _____

APPROVED AS TO FORM:

By: _____
City Attorney

CITY OF LA VERNE, a Municipal Corporation

By: _____
Ken Domer
City Manager

Date: _____

APPROVED AS TO FORM:

By: _____
City Attorney

CITY OF IRWINDALE, a Municipal Corporation

By: _____
Julian Miranda
City Manager

Date: _____

APPROVED AS TO FORM:

By: _____
City Attorney

CITY OF AZUSA, a Municipal Corporation

By: _____
Sergio Gonzalez
City Manager

Date: _____

APPROVED AS TO FORM:

By: _____
City Attorney

CC Regular Meeting

AGENDA ITEM REPORT

Meeting: September 1, 2026

Title: Minor Modification to the Lease Agreement and Second Amendment to the Exchange Agreement for the Exchange of City Right-of-Way and for the Lease of 401 N. Citrus Ave.

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

Recommendation: Authorize the City Manager to execute the Minor Modification to the Lease Agreement and the Second Amendment to the Exchange Agreement.

EXECUTIVE SUMMARY:

On April 19, 2022, the City Council approved an exchange agreement with Bentley Real Estate to secure an eight (8) year, two (2) month lease for the subject property. In exchange, Bentley Real Estate will receive approximately 416.9 lineal feet of Geneva Place for use as a part of a larger mixed-use development project (with adjacent properties). It is important to note that the City's leasehold of 401 N. Citrus Avenue will initiate after the completion of building improvements at the site, including issuance of a certificate of occupancy. City staff continue to meet with the property owner to expedite improvements. As such, the core building features are complete and ready for the City to formally inaugurate the Lease.

On September 5, 2023, the City Council approved a First Amendment to the Lease Agreement between the City and Bently Real Estate, LLC which included the addition of a three (3) month "tenant improvement" period on the "front end" of the eight (8) year two (2) month lease, which was not intended to count towards the previously mentioned lease period. In addition, the first amendment also extended the closing date of the exchange to February 29, 2024. The proposed Second Amendment would amend the "start date" of the Lease Agreement to begin September 15, 2026.

BACKGROUND:

On June 16, 2020, the City Council approved a mixed-use project located on the former Clippinger Chevrolet dealership site on the northwest corner of San Bernardino Road and Citrus Avenue. The project will consist of the development of 105 residential "flats", approximately 15,000 square feet of commercial space, 56 townhomes, and garage parking for 434 vehicles. The approved project also included the incorporation of approximately 416.9 lineal feet of the Geneva Place right-of-way (between 3rd Street and west of Citrus Avenue) into the mixed-use project as open space.

In lieu of a cash payment for the Geneva Place right-of-way, the City Council approved an Exchange Agreement with Bentley Real Estate. The negotiated Exchange Agreement secured that the total value for the Geneva Place right-of-way, would be "paid" to the City in the form of "free rent" for a period of eight (8) years, two (2) months for the approximate 4,300 square foot office building located at 401 N. Citrus Avenue.

DISCUSSION:

On September 5, 2023, the City Council approved a First Amendment to the Lease Agreement between the City and Bently Real Estate, LLC which included the addition of a three (3) month "tenant improvement" period on the "front end" of the eight (8) year two (2) month lease, which was not intended

to count towards the previously mentioned lease period. This point was inadvertently left out of the final Exchange Agreement ("Agreement"), and approval of this amendment will bring the Exchange Agreement in line with the intended final product. This amendment will also extend the closing date of the exchange to February 29, 2024.

The proposed Second Amendment would amend the "start date" of the Lease Agreement to begin September 15, 2026. In addition, the Second Amendment would also extend the Clippinger project subdivision tentative map expiration to 2028. Finally, since Bently Real Estate spent additional funds on interior improvements to both buildings in excess of the approved construction plans (i.e. installation of marble tile in the 1st and 2nd floor elevator lobbies, as well as higher grade fixtures, such as the roll-up glass garage doors to the single-story building.), the City will credit the developer the impact fees that would otherwise be owed on the 8-unit condominium project located at 400-419 West Orange Street.

The City has nearly completed all the tenant improvement obligations articulated in the Sub-Lease between the City and FoundrSpace, LLC (the operator of the future co-working facility). Upon the approval of the attached Second Amendment and modified Lease Agreement by the City and the execution of the same documents by Bently Real Estate, LLC; the 401 N. Citrus Avenue property will be turned over to FoundrSpace, LLC to finish their fixtures and furnishings, and then begin operations.

FISCAL IMPACT:

Approximately $40,000 in impact fees will not be collected.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Not applicable.

Respectfully submitted,

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

SECOND AMENDMENT TO EXCHANGE AGREEMENT

This SECOND AMENDMENT TO EXCHANGE AGREEMENT ("Second Amendment") is dated as of _____, 2026 and is entered into by and between BENTLY REAL ESTATE, LLC, a California limited liability company ("Bently"), and the CITY OF COVINA, a California general law city ("City").

RECITALS

A. Bently and City entered into an Exchange Agreement dated April 19, 2022 and amended it by a First Amendment to Exchange Agreement dated September 5, 2023 (the "Agreement").

B. Bently and City entered into a Right of Entry Agreement dated December 22, 2025 by which Bently granted City a right to enter onto the Bently Citrus Property located at 401 North Citrus Avenue to complete certain interior improvements in order to allow City's prospective tenant to commence its required improvements and more quickly complete certain interior tenant improvements.

C. Bently and City desire to further amend the Agreement to:

(i) extend the date for the first closing for Bently's Lease to the City of the Bently Citrus Property located at 401 North Citrus Avenue from February 29, 2024 to September 15, 2026;

(ii) update and clarify the conditions to that first closing that Bently will need to complete to the Bently Citrus Property prior to that first closing;

(iii) provide Bently a conditional waiver and credit to certain City building permit fees and development impact fees for completion of an eight (8) unit multi-family condominium development project at 400-406, 401-405, 410-418 and 411-419 West Orange Street in exchange for the higher level of interior and exterior improvements that Bently has made to the Bently Citrus Property and in exchange for keeping the Lease term as previously agreed, conditioned on closing on the Lease of the Bently Citrus Property by the agreed date;

(iv) provide that the City will process an additional one (1) year extension of the City entitlements for the approved development project on the Clippinger Project Land, which processing and approval shall be conditioned on closing on the Lease of the Bently Citrus Property by the agreed date; and

(v) provide that the City will waive the application fees for the re-approval of the development project on the Clippinger Project Land if they expire in 2028 so that Bently can immediately apply for an seek the same development project approvals at that time.

D. In granting the fee waiver and credits contained in this Agreement, the City Council finds that such fee waivers and credits are for the purpose of creating economic development in the City by facilitating the opening of a business incubator work space for the benefit of existing and future businesses in the City, and that the reduction in fee revenue from waived development

impacts fees will be accounted for as absorbed by the City and not passed on to future and other development projects in the City.

NOW, THEREFORE, in consideration of the foregoing recitals, the mutual terms and agreements set forth in this Second Amendment and other consideration, the sufficiency of which is hereby acknowledged, Bently and City hereby agree as follows:

AMENDMENTS

1. Two Closings; Deliveries; Conditions. The text of Section 1.3 of the Agreement is deleted and is replaced by the following (and which shall prevail in the event of conflict with any other section of the Agreement):

"1.3 Closing Dates. There shall be two closings. The first for the Lease by Bently to City of the Bently Citrus Property and a second for the City's deed to Bently of a portion of Geneva Street and alley for the Clippinger Project Land.

(a) First Closing - Bently Citrus Property Lease closing.

(1) The first closing shall consist of the execution and delivery of counterparts of the Lease of the Bently Citrus Property and the recording of the Memorandum of Lease, and shall occur on or before September 15, 2026.

(2) The deliveries by City in connection with such first closing shall consist of a City executed counterpart Memorandum of Lease as provided in 3.2(b), a City executed counterpart Lease as provided in 3.2(c), and any and all documents and funds required by the Title Company as provided in 3.2(d).

(3) The deliveries by Bently in connection with such first closing shall consist of all items in Section 3.3 which include a Bently executed counterpart Memorandum of Lease, Lease, payment of specified costs and any and all other documents and funds required by the Title Company.

(4) The conditions to Bently's obligation to close on the first closing shall be those in Sections 4.1.1 and 4.1.3.

(5) The conditions to the City's obligation to close on the first closing shall be those in Sections 4.2.1 and 4.2.3.

(b) Second Closing - City Property deed conveyance to Bently in connection with the development of the Bently's Clippinger Site.

(1) The second closing shall consist of the execution and recording of the Deed by which the City conveys the City Property (a portion of a Geneva Street and alley) to Bently.

(2) The deliveries by City in connection with such second closing shall consist of those in Sections 3.2(a) and (d). The deliveries by Bently shall consist of all items in Section 3.3.

(3) The conditions to Bently's obligation to close such second closing shall consist of Sections 4.1.1, 4.1.2, 4.1.3 and 4.1.4.

(4) The conditions to City's obligation to close such second closing shall consist of Section 4.2.1, 4.2.3 and 4.2.4, and the completion by Bently of the work described on Exhibit A to this Second Amendment of Exchange Agreement, which Bently shall diligently prosecute to completion"

2. Term of Lease. The term of the Lease shall not commence until Bently shall have completed Item 1 through 3 of the list of work described on Exhibit A hereto. All other incomplete Items on Exhibit A, including Items 4 through 6 shall be completed after the commencement of the Term of the Lease and within the time periods mentioned on Exhibit A.

3. Fee Credit/Waiver for Condominium Project at 400-419 West Orange Street.

(a) Subject to the conditions in Section 5 of this Second Amendment, in connection with the issuance of new building permits to replace expired building permits for the completion of an eight (8) unit condominium project located at 400 - 419 West Orange Street (APN Nos. 8431-028, 843-028-031 and 8431-028-113), the City hereby agrees to waive the payment of building permit fees for the issuance of new building permits to replace expired building permits for completion of those eight units at the current amount of those fees. The current amount of the building permit fee waiver shall be $2,550.85 for each of the four buildings in that project (BLD24-1050 - 1053) for a total of $10,203.40 for the four buildings and the eight (8) units contained in those buildings.

(b) In addition, the City hereby waives the payment of the current amount of development impact fees that would otherwise be required for those eight (8) units pursuant to Section 6 of Covina City Council Resolution No. 2024-57 and adjusted pursuant to Section 7 of City Council Resolution No. 2024-57 for Fiscal Year 25-26. The amount of the development impact fees that is waived is $35,197.90.

(c) Nothing contained in this Section shall waive the amount of any future increase above current building permit fees or current development fees if such building permits are not obtained prior to the City's future adjustment of such fees or if completion of the project is delayed and the development fees become due and owing on or after July 1, 2027.

4. Extension of Expiration Dates of Entitlements for Bently's Clippinger Site. Concurrent with the City's approval of this Second Amendment to the Exchange Agreement, the City will process for City's Planning Commission consideration, a request to extend the entitlements for Bently's Clippinger Site for one (1) additional year and until June 16, 2028. This is the longest period of extension allowed by state law and the City's Municipal Code because the entitlements were approved on June 16, 2020, had an initial term of two (2) years, and are only allowed to be extended another six (6) years for a cumulative total of eight (8) years pursuant to

Government Code Section 66452.6 (e). The entitlements to be extended are Tentative Tract Map (TTM) 73661 and Site Plan Review (SPR) 16-028 which were approved pursuant to Covina City Council Resolutions No. CC 2020-51 and CC 2020-55. Those entitlements were granted a two-year initial life and were thereafter extended by the Planning Commission five times in one-year increments, with the most recent extension granted by the Planning Commission on June 22, 2026 by way of Resolution No. 2026-012 PC and which extended the expiration of the entitlements to June 16, 2027. The proposed new and additional extension shall extend the expiration date of those entitlements from June 16, 2027 to June 16, 2028. Thereafter, if Bently is unable to file a complete and final subdivision map on or before June 16, 2028, the City will permit Bently to immediately reapply for re-approval of the same entitlements and City shall waive the application fees in connection with those re-applications. Thereafter, City staff will recommend re-approval of the Project and upon re-approval of those Project entitlements by the Planning Commission, those entitlements will then have the potential to be extended for up to a total of eight (8) additional years beyond 2028.

5. Contingency to Fee Credit/Water and Entitlement Extensions. The fee waivers and credits provided in Section 3 and the effectiveness of any approval of entitlement extensions provided in Section 4 shall be conditioned on, and shall only take effect upon, Bently's satisfaction of conditions for the closing on the Bently Property Lease and execution and closing of that Bently Citrus Property Lease on or before September 1, 2026. Failure of Bently to satisfy the conditions of closing of the Bently Citrus Property Lease and failure to close on that Lease by September 1, 2026 shall make the fee waiver and credits and the entitlement extensions provided in Sections 3 and 4 null and void.

6. Effect on Agreement. All terms and conditions of the Agreement that are not modified by this Second Amendment shall remain unmodified, in full force and effect and binding on the parties.

7. Conflict. In the event of a conflict between the terms and conditions of this Second Amendment and the terms and conditions of the Agreement, the terms and conditions of this Second Amendment shall control.

8. Counterparts. This Second Amendment may be signed in counterparts (including electronic counterparts), each of which shall be deemed an original, and all such counterparts, when taken together, shall constitute one agreement.

9. Entire Agreement. The Agreement, as amended by this Second Amendment, represents the entire understanding between the parties as to the subject matter of the Agreement, as so amended.

IN WITNESS WHEREOF, Bently and City have executed this Second Amendment as of the date first set forth above.

CITY:

CITY OF COVINA,
a municipal corporation

By: _____
Chris Marcarello
City Manager

ATTEST:

By: _____
Fabian Velez,
Chief Deputy City Clerk

APPROVED AS TO FORM:

By: _____
Kevin Ennis, City Attorney

BENTLY:

BENTLY REAL ESTATE, LLC,
a California limited liability company

By: _____
Mohammed Tarif Alhassen, Manager

EXHIBIT A

"FIRST CLOSING" BENTLY WORK

DESCRIPTION OF LANDLORD'S WORK

401 N. Citrus Avenue
Commercial Development
"Warm Shell" deliverable expectations

1. The " Warm Shell" (Building BA and BB) shall be delivered to the tenant pursuant to the Construction plans approved by the City of Covina Building and Safety Division, identified as Permits:

    a. # 10676 (BA) 3280sf 2 story Mixed use building Permit Issued(PI): 8/ 1/ 2019.

    b.,# 10679 (BB) 1900sf 1 story Commercial building Permit Issued (PI): 8/ 21/ 2019.

    c. # 10825 Finish Grading Permit Issued (PI): 05/ 23/ 19.

2. The elevator shall be certified as complete and it shall be operational.

3. All fire/ life safety features required of buildings shall be installed and functional as determined by the City of Covina Building Official.

4.. Within 90 days after the Effective Date of the Lease, a set of "as- built" plans shall be prepared by the Landlord and delivered to the Covina Building and Safety Division that accurately illustrates all alterations and/ or modifications in the completed structures versus the improvements that were approved in the Construction plans (example: the Construction plans indicate a pedestrian door exiting from the southerly façade of Building BA onto the Orange Street sidewalk. The aforementioned pedestrian door has been eliminated.)

5. Within 90 days after the Effective Date of the Lease, Landlord shall pay any outstanding balances on SPR, CUP, Engineering and permit fees that are associated with the property.

6. Within 30 days after the Effective Date of the Lease, Landlord shall complete the installation of the landscaping on the exterior of the building at 401 N. Citrus Avenue.

LEASE AGREEMENT

THIS LEASE AGREEMENT ("Lease") is dated _____, 2026 [TO BE DATED AS OF THE DATE OF THE FIRST CLOSING UNDER THE EXCHANGE AGREEMENT] (the "Effective Date") and is entered into by and between BENTLY REAL ESTATE, LLC, a California limited liability company ("Landlord"), and the CITY OF COVINA, a California municipal corporation ("Tenant"). Landlord and Tenant are sometimes individually referred to as "Party" and collectively as the "Parties."

RECITALS

Landlord is the owner of the land described on Exhibit "A" and all improvements thereon (collectively, the "Premises"), which have a street address of 401 N. Citrus Avenue, Covina, California, and as described in that certain Exchange Agreement between Landlord and Tenant dated of even date herewith, Landlord desires to lease the Premises to Tenant and Tenant desires to Lease the Premises from Landlord upon and subject to the terms hereinafter set forth.

NOW, THEREFORE, in consideration of the above recital, the mutual covenants hereinafter contained and for other consideration, the sufficiency of which is hereby acknowledged, the parties agree as follows:

1. TERM

1.1 Demise. Landlord hereby leases the Premises to Tenant and Tenant hereby leases the Premises from Landlord on the terms and conditions hereinafter set forth in this Lease.

1.2 Term; Extension Options. The initial term (the "Initial Term" and collectively with the Extension Terms, if exercised, the "Term") of this Lease shall commence on the Effective Date (the "Term Commencement Date") and shall expire at 11:59 pm on the day that is eight (8) years and three (3) months after the Term Commencement Date.

Tenant shall have two (2) options to extend the term for a period of five (5) years each (each, an "Extension Term"), on the same terms and conditions, with the exception of Rent which shall be determined in accordance with Section 1.3 below. Tenant shall exercise such options by written notice given at least nine (9) months prior to the end of the Initial Term or first Extension Term, as applicable.

1.3 Rent. No rent shall be payable by Tenant during the Initial Term.

The monthly rent during each Extension Term shall be the "Fair Market Rent" for the Premises, which shall be defined and determined as follows.

As used herein, the term "Fair Market Rent" shall mean the fair market rent for the use of the Premises for office purposes (based on fair market rental for comparable space for a new lease with a term equal to the extension and considering market free rent periods, allowances and other concessions, brokerage commissions and all other relevant factors) as of the commencement of the extension based on office lease transactions in the City of Covina and adjacent areas, and shall be determined as follows. Within the later of thirty (30) days of Tenant's

notice to Landlord exercising the extension and the date which is five (5) months prior to the expiration of the Initial Term, Landlord shall notify Tenant in writing of Landlord's determination of Fair Market Rent. If Tenant objects to Landlord's determination, Tenant shall, within fifteen (15) days after delivery of Landlord's notice to Tenant, notify Landlord in writing of the reasons for Tenant's disagreement, whereupon Landlord and Tenant shall meet and attempt to resolve such disagreement. If Landlord and Tenant are unable to agree on the Fair Market Rent within twenty (20) days following Tenant's notice to Landlord, then the Fair Market Rent shall be determined by an independent realtor in the manner provided below, and until the Fair Market Rent determination is completed, Tenant shall continue to pay to Landlord the Base Rent in effect immediately prior to the extension. After such fair market determination is completed, Tenant shall promptly make payment to Landlord for any underpayments owing for prior months or Landlord shall promptly reimburse Tenant for any overpayments owing for prior months, as the case may be.

The process for determining the Fair Market Rent in the event of an aforesaid unresolved disagreement shall be as follows. An independent realtor with no less than seven (7) years of experience representing landlords and tenants in office leasing transactions in Los Angeles County, California chosen by Landlord shall, in good faith, determine the Fair Market Rent for the Premises based on premises in the City of Covina and adjacent areas leased for office purposes ("First FMR Determination"), and Landlord shall forward the resulting fair market determination to Tenant.

If said First FMR Determination is unacceptable to Tenant, then Tenant shall so advise Landlord in writing within ten (10) business days after the First FMR Determination is delivered to Tenant, and Tenant shall then have the right to engage an independent realtor with no less than seven (7) years of experience representing landlords and tenants in office leasing transactions in Los Angeles County to similarly determine, in good faith, the Fair Market Rent for the Premises, and the resulting fair market determination shall be delivered to Landlord.

If the Second FMR Determination is unacceptable to Landlord, then Landlord shall so advise Tenant within ten (10) business days after receipt of the Second FMR Determination, and the first independent realtor and second independent realtor shall then together choose a third independent realtor with no less than seven (7) years of significant experience representing landlords and tenants in office leasing transactions in Los Angeles County who shall choose either the First FMR Determination or the Second FMR Determination as the Fair Market Rent.

The cost of the First FMR Determination shall be borne by Landlord. The cost of the Second FMR Determination shall be borne by Tenant. The cost of the third independent realtor shall be shared equally between Landlord and Tenant.

1.4 Utilities. Tenant shall be solely responsible for all utilities and establishing utility service to the Premises with all utility providers. Tenant shall pay directly to utility providers, on or before the due date, all amounts for electricity, gas, water, sewer, trash disposal, cable, telephone and other utility services used on or for the Premises. Tenant shall pay all initial utility deposits and fees, and all monthly service charges for electricity, gas, water, sewer, trash disposal, cable, telephone and any other utility services furnished to the Premises and the improvements on the Premises during the entire Term of this Lease.

1.5 Property Taxes and Assessments. During the Initial Term and each Extension Term, if exercised, Tenant shall be responsible for the payment of all property taxes, provided that Landlord shall have first provided City a copy of the applicable tax/assessment bill a minimum of 30 days prior to the due date. Upon City's receipt of the tax bill from Landlord and City's payment of the tax bill, Tenant shall provide evidence to Landlord of payment thereof for property taxes and assessments for the Premises. Tenant shall not be responsible for any late fees or interest on property taxes not paid by the due date if Landlord fails to provide City a copy of the tax bill at least 30 days prior to the due date, and in the event of such late notice from Landlord to City, Landlord shall promptly pay City for any such late fees and interest payable and owing on the delinquent tax payment.

1.6 Tenant Refurbishment of North Citrus Avenue; Required Additional Improvements. On or before July 1, 2023, Tenant completed the refurbishment and improvement of North Citrus Avenue at the Geneva Place intersection and as part thereof Tenant has provided/installed, at Tenant's cost, a cross gutter and high point break improvements (in order to attempt to divert existing stormwater flow to southbound Citrus Avenue) as described in Exhibit "B" attached hereto (the "Tenant Road Improvements"). Tenant shall indemnify, defend and hold Landlord harmless from and against any and all claims, losses, damages, liabilities, costs and expenses (including attorneys' fees) arising in connection with the Tenant Road Improvements except to the extent the same are caused by the negligence or willful misconduct of Landlord or its contractors.

1.7 Permitted Uses. Tenant may use the Premises for office, retail, adult educational and/or training purposes (including for participants in Tenant's programs), all to the extent permitted in accordance with applicable Regulations (as defined in Section 1.9). Tenant shall not use or permit any other person to use the Premises or any part thereof, for any use which constitutes a waste or nuisance to the public. Tenant shall not use, nor shall Tenant permit any other person to use, the Premises for disposal or storage of any hazardous or noxious product, by-product or waste product which is regulated as toxic or hazardous or exposure to which is prohibited, limited or regulated by any governmental authority.

1.8 Landlord Representations and Warranties. Landlord represents and warrants to Tenant that (i) it has no actual knowledge of any presence or release of hazardous materials on the Premises; (ii) no deeds of trust or other liens which if foreclosed would extinguish this Lease encumber the Premises; (iii) the Premises are a separate property tax parcel; and (iv) Landlord has otherwise expressly disclosed to Tenant in writing all facts actually known to Landlord regarding the condition of Premises that could materially adversely affect Tenant's use and occupancy of the Premises.

1.9 Compliance with Laws. Tenant shall at all times comply with the requirements of local, state and federal laws, rules, codes, orders and regulations (including, without limitation, the Americans with Disabilities Act and any federal, state or local accessibility or discrimination law) now in force or which may hereinafter be in force ("Regulations") with respect to the Premises and Tenant's use and occupancy thereof. At all times during the Lease Term, Tenant, at Tenant's own cost and expense, shall make or cause to be made all alterations, additions, repairs, improvements and upgrades to the Premises and every part thereof, required by any Regulation, except for alterations, additions, repairs and improvements required in order for the improvements

on the Premises to be in compliance with applicable Regulations as of the Effective Date (it being understood that Landlord is not responsible for installing or constructing any of Tenant's initial improvements contemplated by this Lease).

1.10 Repairs and Maintenance; Replacements. On the Term Commencement Date, Landlord shall obtain and deliver to Tenant one year warranties from its contractors with respect to the Landlord's Work and including standard manufacturer's warranties with respect to installed equipment which installation is included in Landlord's Work. Subject to the foregoing warranties (repairs and replacements covered by such warranties being the responsibility of the issuer of the warranty), Tenant shall maintain the Premises in good condition and repair and shall surrender the same at termination hereof in as good condition as received, normal wear and tear excepted. Tenant shall be responsible for all of the Maintenance and Repairs of the Premises othet than the roof, exterior walls, structural beams or structural walls of the Premises as described below. Tenant shall obtain and maintain throughout the Term customary preventative maintenance and repair contracts, including, but not limted to, the HVAC systems, the grease interceptor, fire alarm system and monitoring, water filtration system, garage roll-up doors, landscaping, annual testing of the backflow systems, and the elevator. Tenant shall **not**, however, be responsible for making any material repairs or replacements to the roof, exteror walls, structural beams or structural walls of the Premises unless damage is caused by the active negligence or willful misconduct of Tenant or its contractors or invitees, and in the event that any material repair or replacement of the roof, exterior walls, structural beams or structural walls of the Premises is required, Landlord shall make such repairs and replacements the same at Landlord's cost promptly after written notice from Tenant and confirmation of the need for such repair or replacement. Landlord shall reasonably schedule and coordinate access for such repairs with Tenant.

If Landlord fails to so make such repairs/replacements within a reasonable period following written notice from Tenant that the same is required and such failure continues for more than thirty (30) days after written notice of such failure or such longer period as Landlord informs Tenant will be required due to delays in obtaining materials or labor or other matters outside of Landlord's control, then Tenant may do so and Landlord shall reimburse Tenant for the reasonable out of pocket cost thereof within thirty (30) days after written demand (together with supporting documentation).

1.11 Accessibility Report; Required Improvements.

The subject Premises have not been inspected by a Certified Access Specialist (CASp). A Certified Access Specialist (CASp) can inspect the subject premises and determine whether the subject premises comply with all of the applicable construction-related accessibility standards under state law. Although state law does not require a CASp inspection of the subject premises, the commercial property owner or lessor may not prohibit the lessee or tenant from obtaining a CASp inspection of the subject premises for the occupancy or potential occupancy; of the lessee or tenant, if requested by the lessee or tenant. The parties shall mutually agree on the arrangements for the time and manner of the CASp inspection, the payment of the fee for the CASp inspection, and the cost of making any repairs necessary to correct violations of construction-related accessibility standards within the premises.

In that regard, the parties agree that Tenant may obtain such inspection and report and that Tenant shall pay for any such inspection and report obtained by Tenant, and that Tenant shall make all repairs/improvements required or recommended by such report at Tenant's sole cost and expense.

1.12 Possession. Landlord shall deliver possession of the Premises to Tenant upon the Term Commencement Date. Tenant may install an access system as part of its initial improvements, and if Tenant does so, Tenant will promptly provide a means to Landlord to use the system for access.

1.13 Damage or Destruction of Premises. If the Premises should be damaged or destroyed by fire or other peril, Tenant shall give written notice to Landlord promptly upon Tenant's knowledge thereof. If as a result of such fire or other cause, twenty percent (20%) or more of the Premises is rendered untenable, the obligations of Tenant under this Lease to pay rent with respect to such portion shall be suspended while such portion of the Premises remains untenable. In the event of such damage, Tenant shall promptly restore the Premises to the condition existing prior to such damage; provided, however, if such damage occurs during the last twelve (12) months of the Initial Term or any Extension Term, Tenant may elect, in its sole discretion, whether to repair the Premises or to terminate this Lease; provided that no termination of this Lease by Tenant shall result in any increased cost, expense or liability of Landlord in connection with the Exchange Agreement, the City Property or the Clippinger Project Land.

1.14 Alterations and Additions. Tenant shall not make any alterations, additions or improvements to the Premises without the prior written consent of Landlord, which consent shall not be unreasonably withheld, conditioned or delayed. Notwithstanding anything to the contrary contained in this Section 1.14, Tenant shall have the right to make Permitted Alterations (hereinafter defined) in the Premises without Landlord's consent (but with ten 10 days prior written notice ("Permitted Alterations Notice"), which notice shall contain a description of the Permitted Alterations proposed to be undertaken by Tenant and state that such Alterations are Permitted Alterations. A "Permitted Alteration" shall mean any Alteration in the Demised Premises which is consistent with alterations normally and customarily untaken by office tenants in comparable buildings, is permitted by applicable Regulations, and that will not (1) affect the structure or safety of the Building; (2) affect the electrical, plumbing, mechanical or other base Building systems or the functioning thereof; (3) cost more than One Hundred Thousand Dollars ($100,000.00). All alterations, installations, removals and restoration shall be performed in compliance with applicable Regulations and in a good and workmanlike manner so as not to damage or alter the primary structure or structural qualities of the building and other improvements situated on the Premises. Landlord agrees that Tenant may make the alterations and improvements to the Premises described on Exhibit "C"; subject to Landlord's approval of the plans and specifications therefor to the extent the same are not Permitted Alterations.

1.15 Entry and Inspection. Tenant shall permit Landlord or Landlord's agents to enter the Premises at all times upon reasonable prior written notice (or without notice, in the event of an emergency) for the purpose of inspecting the Premises, for maintaining and making necessary repairs, restorations and replacements to the Premises as set forth above, and for otherwise determining Tenant's compliance with this Lease, and to address any emergency (but shall not be obligated to do so).

1.16 Assignment and Subletting. Tenant shall not assign or encumber this Lease or sublet the Premises without the prior written approval of Landlord, which shall not be unreasonably withheld, conditioned or delayed; provided, however, in no event shall Tenant have any right to assign this Lease or any interest herein or sublease all or any portion of the Premises during the Initial Term of this Lease. Notwithstanding the foregoing, Landlord's prior approval shall not be required for Tenant to allow use of the Premises by participants in Tenant's programs (including business incubator programs and low/mod educational programs), for a sublease or operator/manager agreement with FoundrSpace, LLC, or for another operator/manager under an operating/management agreement with Tenant, provided that (a) any such occupancy shall be subject to all requirements of this Lease and to applicable Regulations, (b) any use of the Premises by such persons shall be in accordance with the permitted use of the Premises, (c) any such arrangement shall terminate automatically with, and each such occupant shall vacate the Premises on or prior to, the earlier of (i) the date on which such occupant ceases being so engaged in business with Tenant and (ii) expiration or earlier termination of the Term, (d) no such occupancy shall create or be deemed to create any right, title or interest in or to the Premises for any such occupant (other than a license to occupy the applicable portion of the Premises, which shall be subordinate to this Lease), (e) no portion of the Premises shall be separately demised and all parts of the Premises shall remain accessible through a common entrance, and (f) such occupant shall not pay any rent for such use or occupancy of the Premises (but may pay program fees and costs**).** Tenant shall, upon Landlord's reasonable request, provide a list of the persons occupying the Premises at any given time and such other information as Landlord may reasonably request, including, without limitation, the nature of the business of any such person and the names of contact persons. In addition to, and not by way of limitation of any other provision of this Lease, Tenant shall indemnify Landlord and hold Landlord harmless from any damages and any claim of tenancy arising out of any such arrangement.

1.17 Landlord Assignment. Landlord may assign this Lease and may transfer ownership of the Premises to any wholly-owned subsidiary of Landlord without Tenant's approval. Upon any transfer or assignment of this Lease and ownership of the Premises, Landlord will still remain obligated for, and shall guararnty, the peformance of any of Landlord's obligations and requirements of this Lease if the assignee of Landlord failes to perform any condition of this Lease.

1.18 Indemnification. Tenant shall defend, indemnify and hold harmless Landlord from and against any and all claims, losses, damages, liabilities, costs and expenses (including attorneys' fees) arising by reason of the negligence or willful misconduct of Tenant or its sublessees or licensees or contractors or the use and occupancy of the Premises or any accident, damage or injury occurring therein or any breach of this Lease by Tenant or any of Tenant's sublessees, licensees or contractors, except to the extent the same is caused by the negligence, willful misconduct or breach of this Lease by Landlord or its contractors, agents or employees.

2. INSURANCE

2.1 Time for Compliance. Prior to entering the Premises, Tenant shall provide reasonable evidence (such as insurance certificates) to the Landlord that Tenant has obtained all insurance required under this Section.

2.2 Insurance Requirements. Tenant shall, at its expense, procure and maintain for the duration of this Lease insurance against claims for injuries to persons or damages to property which may arise from or in connection with the possession, use, occupancy, management, operation, repair, maintenance or control of the Premises by the Tenant and/or its officers, officials, agents, representatives, volunteers or employees.

2.2.1 Minimum Scope of and Limits of Coverage. Coverage shall be at least as broad as the latest version of the following: (A) General Liability: Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001); (B) Proof of Automobile Liability: Insurance business or personal auto coverage and (C) Workers' Compensation and Employer's Liability: Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance. Tenant shall maintain limits no less than: (A) General Liability, $2,000,000 per occurrence for bodily injury, personal injury and property damage (if Commercial General Liability Insurance or other form with general aggregate limit is used, either the general aggregate limit shall apply separately to this Lease/location or the general aggregate limit shall be twice the required occurrence limit); (B) Proof of business or personal Automobile Liability coverage for bodily injury and property damage; and (C) Workers' Compensation and Employer's Liability: Workers' compensation limits as required by the Labor Code of the State of California. Employers Liability limits of $2,000,000 per accident for bodily injury or disease.

2.2.2 Fire Legal Liability and Extended Coverage. Tenant shall also procure and maintain, at its own expense, for the duration of this Lease, an all perils Premises insurance policy covering 100% of the replacement cost of all improvements on the Premises, including the building. If Tenant does not obtain this policy then Landlord will obtain and charge Tenant for the annual premium which Tenant will reimburse within Ten (10) business days of presenting a copy of the Insurance premium invoice to Tenant. This policy will have an annual deductible. of five thousand dollars ($5,000)..

2.2.3 Insurance Endorsements. The insurance policies shall contain the following provisions, or Tenant or the primary insured shall provide endorsements to add the following provisions to the insurance policies:

(a) General Liability. The general liability policy shall be endorsed to state that: (A) the Landlord, its directors, officials, officers, employees, volunteers and agents shall be covered as additional insurers with respect to the possession, use, occupancy, management, operation, repair, maintenance or control of the Premises by the Tenant and its officers, officials, agents, representatives, volunteers or employees; and (B) the insurance coverage shall be primary insurance with respect to the Landlord, its officials, officers, employees, volunteers and agents, or if excess, shall stand in an unbroken chain of coverage excess of the Tenant's scheduled underlying coverage. Any insurance or self-insurance maintained by the Landlord, its directors, officials, officers, employees, volunteers and agents shall be excess of the Tenant's insurance and shall not be called upon to contribute with it.

2.2.4 Waiver of Subrogation. Tenant hereby releases Landlord from liability (to Tenant or anyone claiming through or under Tenant by way of subrogation or otherwise) for any loss of, or damage to, property that is or would be covered by any insurance policies maintained or required to be maintained by Tenant pursuant to this Lease, even if such loss or damage is

caused by the fault or negligence of Landlord. Tenant will include in its property insurance policy(ies) a waiver of the insurer's right of subrogation against Landlord as set forth below, regardless of fault or negligence. Landlord hereby releases Tenant from liability (to Landlord or anyone claiming through or under Landlord by way of subrogation or otherwise) for any loss of, or damage to, property that is or would be covered by any insurance policies maintained, or required to be maintained, by Landlord pursuant to this Lease, even if such loss or damage is caused by the fault or negligence of Tenant. Landlord will include in its property insurance policy(ies) a waiver of the insurer's right of subrogation against Tenant as set forth below, regardless of fault or negligence. Tenant shall cause its insurer to waive all rights of subrogation against the Landlord and its officials, officers, employees, volunteers and agents for property damage covered by the applicable insurance policy.

2.2.5 Additional Requirements. If possible, the General Liability coverage required by this Lease shall be endorsed to state that: (A) coverage shall not be suspended, voided, reduced or canceled except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the Landlord; and (B) any failure to comply with reporting or other provisions of the policies, including breaches of warranties, shall not affect coverage provided to the Landlord and its officials, officers, employees, volunteers and agents. All insurance required by this Section shall contain standard separation of insureds provisions. In addition, such insurance shall not contain any special limitations on the scope of protection afforded to the Landlord and its officials, officers, employees, volunteers and agents. Insurance is to be placed with insurers with a current A.M. Best's rating no less than A:IV, licensed and admitted to do business in California.

3. DEFAULT; TERMINATION.

3.1 Tenant Default. Landlord may pursue, cumulatively or in the alternative as Landlord so elects, the remedies set forth in Section 3.2 as well as any one or more other remedies provided by Law or equity terminate this Lease and all of its obligations hereunder, at its option, upon the occurrence of any of the following (each, a "Default"):

3.1.1 Tenant's breach of any of its non-monetary obligations under this Lease and failure to cure such breach within thirty (30) days after delivery of written notice from Landlord or, if such cure cannot reasonably be completed within thirty (30) days, Tenant's failure to commence such cure promptly within the thirty (30) days after delivery of written notice or failure to thereafter diligently prosecute such cure to completion; or

3.1.2 Tenant's failure to pay any sum required to be paid by Tenant under this Lease and failure to cure such breach within five (5) business days after delivery of written notice from Landlord.

3.2 Remedies. Upon the occurrence of a Default, Landlord may, at Landlord's election, exercise any of the following remedies, in addition to other remedies provided by Law or equity:

3.2.1 Landlord may terminate this Lease by giving Tenant written notice of termination. On the giving of the notice, all of Tenant's rights in the Premises and every part thereof shall terminate. Landlord shall not be deemed to have terminated this Lease unless

Landlord shall have so declared in writing to Tenant, nor shall Landlord be deemed to have accepted or consented to an abandonment by Tenant by performing acts intended to maintain or preserve the Leased Land or the Project Improvements, making efforts to re-let the Leased Land or appointing a receiver to protect Landlord's interest under the Lease. Immediately after notice of termination, Tenant shall surrender and vacate the Leased Land and all Project Improvements in a broom-clean condition, and Landlord may reenter and take possession of the Leased Land and all improvements and eject all parties in possession or eject some and not others or eject none. Termination under Section 3.2.1 shall not relieve Tenant from the payment of any sum then due to Landlord.

3.2.2 If any default by Tenant shall continue uncured for the period applicable to the default under the applicable provision of this Lease following notice of default (where required by this Lease), Landlord may, at Landlord's election, reenter the Leased Land and, without terminating this Lease, at any time and from time to time re-let the Leased Land and Project Improvements or any part or parts of them for the account and in the name of Tenant or otherwise. Landlord may, at Landlord's election, eject all persons or eject some and not others or eject none; provided, however, no subtenants, who are not then in default and who agree to attorn to Landlord, shall be ejected. Any re-letting may be for the remainder of the Lease Term or for a longer or shorter period. No act by or on behalf of Landlord under this provision shall constitute a termination of this Lease unless Landlord gives Tenant written notice of termination. Landlord's re-entry without termination under Section 3.2.2 shall not relieve Tenant from payment to Landlord on the due dates specified in this Lease the equivalent of all sums required of Tenant under this Lease, plus Landlord's expenses, less the proceeds of any re-letting or attainment.

3.2.3 Landlord shall be entitled, at Landlord's election, to damages equal to the amount necessary to compensate Landlord for all the detriment directly caused by Tenant's failure to perform Tenant's obligations under this Lease. Such amount shall include, but not be limited to, such reasonable expenses (including reasonable attorneys' fees and costs) as Landlord may have paid, assumed, or incurred in recovering possession of the Leased Land, placing the Leased Land in good order and condition, preparing or altering the Premises for re-letting (including rental commissions and advertising). Should Landlord elect to terminate this Lease under the provisions of Section 3.2.1 above, Landlord may recover from Tenant as damages: (i) the worth at the time of award of any unpaid rent which had been earned at the time of such termination; plus (ii) the worth at the time of award of the amount by which the unpaid rent which would have been earned after termination until the time of award exceeds the amount of such rental loss which could have been reasonably avoided; plus (iii) the worth at the time of award of the amount by which the unpaid rent for the balance of the Lease Term after the time of award exceeds the amount of such rental loss that could be reasonably avoided; provided, however, that notwithstanding anything to the contrary contained herein and any remedies that may be permitted currently or in the future under California Law, Landlord shall be required to take all reasonable efforts to mitigate its damages following an Event of Default by Tenant. As used in subparagraphs (i) and (ii) above, the "**worth at the time of award**" is computed by allowing interest at the Interest Rate. As used in subparagraph (iii) above, the "**worth at the time of award**" is computed by discounting such amount at the discount rate of the Federal Reserve Bank situated nearest to the location of the Premises at the time of award plus one percent (1%).

3.3 Landlord Right to Cure. If there shall exist an uncured Default, Landlord shall have the right, but not the obligation, but at the cost of and for the account of Tenant (along with a management fee payable to Landlord, as set forth below), to make such payment or perform such act which Tenant is obligated to perform under this Lease in such manner and to such extent as may be necessary to cure such Default, and, in exercising any such rights, pay any necessary and incidental costs and expenses, employ counsel and incur and pay reasonable attorneys' fees. Tenant shall pay to Landlord within ten (10) business days after written demand any sum expended by Landlord under this Section 3.3 provided Landlord's notice has reasonable evidence of the costs, plus interest on the total of such amounts at the lesser of (i) eight percent (8%) per year or (ii) the maximum interest rate permitted by applicable Law. Nothing contained in this Section 3.3 shall impair the rights of Landlord with regard to defaults under Section 3.1.

3.4 Landlord. Tenant may terminate this Lease upon Landlord's breach of any of its obligations under this Lease and Landlord's failure to cure such breach within thirty (30) days after delivery of written notice from the Tenant or, if such cure cannot be completed within thirty (30) days, Landlord's failure to commence such cure within thirty (30) days after delivery of written notice and thereafter diligently prosecute such cure to completion.

4. ENFORCEMENT OF LEASE

4.1 Governing Law and Venue. This Lease shall be governed by the laws of the State of California without regard to conflicts of laws principles. Any litigation or other legal proceedings that arise under or in connection with this Lease shall be conducted in a federal or state court located within or for the County of Los Angeles, California.

4.2 Waiver. No delay or omission in the exercise of any right or remedy of a non-defaulting party on any default shall impair such right or remedy or be construed as a waiver.

4.3 Rights and Remedies are Cumulative. Subject to applicable law, the rights and remedies of the parties are cumulative and the exercise by any party of one or more of such rights or remedies shall not preclude the exercise by that party, at the same or different times, of any other rights or remedies for the same default or any other default by the other party.

4.4 Legal Action. In addition to any other rights or remedies, any party may take legal action, at law or at equity, to cure, correct or remedy any default, to recover damages for any default, to compel specific performance of this Lease, to obtain injunctive relief, or to obtain any other remedy consistent with the purposes of this Lease.

4.5 Attorneys' Fees. If any party commences an action against the other party arising out of or in connection with this Lease, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs of suit from the losing party.

5. SURRENDER; HOLD OVER:

5.1 Surrender**.** Tenant shall deliver possession of the Premises to Landlord, cure all defaults, and shall leave the surrendered Premises (i) in good operating condition and in broom-clean condition, (ii) in a condition that complies with then-applicable Law, (iii) free from all

hazardous materials, except to the extent the same were present when the Premises were delivered to Tenant, and except for items normally or routinely used in the operation, repair, maintenance, and use of office and retail projects, such as fuels, solvents, cleaning materials, paint and printing materials, which have been used in a manner that complies with applicable Regulations, and (iv) free from damage by condemnation and casualty, normal wear and tear excepted. All property that Tenant fails to remove within the period set forth in Section 8.2 shall, at Landlord's election, become Landlord's property upon termination of this Lease.The obligations of Tenant under this Section 5.1 shall survive the expiration or earlier termination of this Lease.

5.2 Holding Over. This Lease shall expire without further notice at the expiration of the Lease Term, and no holding over shall be permitted. Any holding over by Tenant after expiration shall not constitute a renewal or extension, nor shall it give Tenant any rights in or to the Premises, or any part thereof. If Tenant shall hold the Premises or any portion thereof after the expiration of the Lease Term, such holding over shall, in the absence of written agreement of Landlord on the subject, be deemed to have created a tenancy from month-to-month terminable on thirty (30) days' written notice by either party to the other, at a monthly rental equal to 150% of the average monthly Rent payable during the last year of the Lease Term. If Landlord subsequently terminates the aforementioned month-to-month tenancy by providing not less than thirty (30) days' prior written notice of such termination to Tenant, and Tenant does not vacate the Premises by the required date, then such holdover by Tenant shall thereafter constitute a tenancy at sufferance and Tenant shall be in default under this Lease.

5.3 Failure to Surrender. If Tenant fails to surrender the Premises, or any part thereof, as required hereunder, Tenant shall defend, protect, indemnify, and hold harmless Landlord, its affiliates, and their respective officers, directors, board members, employees, agents, and contractors harmless from any claims, liabilities, losses, damages, costs and expenses, including but not limited to attorneys' fees, including but not limited to claims made by any succeeding Tenant, founded on or resulting from Tenant's failure to surrender on or before such date. Tenant's obligations under this Section 5 shall survive the expiration or earlier termination of this Lease.

6. MISCELLANEOUS PROVISIONS

6.1 Construction. Since the parties or their agents have reviewed this Lease, the language of this Lease shall be construed simply, according to its fair meaning, and not strictly for or against any party.

6.2 Notices. Any notice, demand, request, consent, approval, communication either party desires or is required to give the other party or any other person shall be in writing, addressed as specified below, and sent by prepaid, first-class certified mail or reputable overnight delivery service to the address set forth below. Either party may change its address by notifying the other party of the change of address in writing. Notice sent in accordance with this Section 5.2 shall be deemed communicated upon receipt or first refusal of delivery

To Tenant:	To Landlord:
CITY OF COVINA 125 E. College Street Covina, CA 91723 Attention: City Manager	Bently Real Estate, LLC 1900 E. Garvey Ave South West Covina, CA 91791 Attn: Tarif Alhassen

6.3 No Other Agreements. This Lease contains all of the Leases of the parties with respect to the subject matter hereof, and all previous and contemporaneous discussions, negotiations and oral agreements are integrated into and superseded by this Lease.

6.4 Counterparts. This Lease may be signed in counterparts, each of which shall constitute an original.

6.5 Severability. In the event that any one or more of the phrases, sentences, clauses, paragraphs, or sections contained in this Lease shall be declared invalid or unenforceable by a valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining phrases, sentences, clauses, paragraphs, or sections of this Lease which are hereby declared as severable and shall be interpreted to carry out the intent of the parties hereunder.

6.6 Authority. The persons executing this Lease on behalf of the parties hereto warrant that they are duly authorized to execute this Lease on behalf of said parties and that by so executing this Lease the parties hereto are formally bound to the provisions of this Lease.

6.7 Binding Effect. This Lease shall bind and inure to the benefit of the parties and their successors and assigns and successors-in-interest.

6.8 Reservation of Governmental Rights. Nothing in this Lease is intended to or shall waive or alter any city ordinances or any of the Tenant's rights or powers as a governmental entity; except that, Tenant acknowledges and agrees that, as material consideration to Landlord without which Landlord would not be willing to enter into this Lease, (i) Tenant shall not have the right to exercise any such powers in a manner which increases Landlord's obligations or decreases Landlord's rights hereunder or decreases Tenant's obligations or increases Tenant's rights hereunder, and (ii) Tenant shall not terminate this Lease during the Initial Term or modify Tenant's obligations hereunder, and that it shall be a condition precedent to any termination of this Lease by Tenant during the Initial Term that (i) Landlord shall not incur any cost, expense, liability or obligation as a result of such termination or modification, (ii) such termination shall have no effect with respect to the Exchange Agreement and/or the conveyances which occur pursuant thereto or the parties' rights thereunder, and that Tenant shall indemnify, defend and hold Landlord harmless from and against any and all claims, losses, damages, liabilities, costs and expenses (including attorneys' fees) arising in connection with any such termination or modification.

6.9 Memorandum of Lease. Concurrently with its execution of this Lease, Tenant shall execute and deliver to Landlord, duly acknowledged, (i) a counterpart of a Memorandum of Lease for this Lease in the form attached hereto as Exhibit "D" (the "Memorandum"), and (ii) a

counterpart of a Termination of Memorandum of Lease in the form attached hereto as Exhibit "D-1" (the "Termination Memorandum"). Landlord shall be entitled to record the Memorandum among the public records, provided that Landlord shall not record the Termination Memorandum prior to the expiration or other termination of this Lease. Tenant shall not record this Lease, or a short form memorandum, without Landlord's written consent and any such recording without Landlord's written consent shall constitute an Event of Default.

6.10 Time of the Essence. Time is of the essence of every provision hereof in which time is a factor.

6.11 Limitation of Liability. Notwithstanding anything contained to the contrary in this Lease, whether express or implied, it is agreed that Tenant will look only to Landlord's interest in and to the Premises for the collection of any judgment (or other judicial process) requiring the payment of money by Landlord in the event of a breach or default under this Lease by Landlord and no other property or assets of Landlord, its directors, officers, shareholders, members, partners or other principals (disclosed or undisclosed) shall be subject to levy, execution or other enforcement procedures for the satisfaction of any such judgment (or other judicial process). In confirmation of the foregoing, if Tenant acquires a lien on such other property or assets, by judgment or otherwise, it shall promptly release such lien by executing, acknowledging and delivering an instrument in recordable form to that effect prepared by Landlord, but such instrument of release shall not release any such lien on the interest of Landlord in the Premises.

6.12 Covenant Against Encumbrances. Except as expressly provided in this Lease, without the prior written consent of Landlord, which may be withheld in Landlord's sole discretion, Tenant shall not and shall not cause or allow any other person to (i) grant any easement, license or other recorded right in the Premises or any portion thereof, (ii) make application for or take any action to effect any change in zoning or any entitlements of the Premises, (iii) make any application for or record any tract map, parcel map, condominium plan, condominium declaration, or plat of subdivision that would affect the Premises, or (iv) otherwise record or execute any documents or instruments which may be recorded affecting the Premises. Notwithstanding the foregoing but subject to the provisions of Section 6.8, the foregoing shall not be deemed to limit Tenant's right to exercise its powers as a governmental entity in a manner that effects properties generally, as opposed to any action which affects the Premises specifically.

6.13 Force Majeure. In the event that either party hereto shall be delayed or hindered in or prevented from the performance of any act required hereunder by reason of strikes, lock-outs, labor troubles, inability to procure materials, failure of power, restrictive governmental laws or Regulations, governmental order, shutdown or similar mandate in connection with a current or future pandemic (including the coronavirus disease (COVID-19)), riots, insurrection, war, acts of terrorism, sabotage, material fire or other material casualty, pandemic, epidemics, diseases, or an extraordinary and material act of God (such as a tornado, hurricane or earthquake), or other reason of a like nature not the fault or within the control of the party delayed (each, an "Force Majeure") in performing work or doing acts required under the terms of this Lease, then performance of such act shall be excused for the period of the delay and the period for the performance of any such act shall be extended for a period equivalent to the period of such delay. The provisions of this Section shall not operate to excuse prompt payment of any Rent and/or other payments to be made by Tenant pursuant to this Lease.

IN WITNESS WHEREOF, Landlord and Tenant have executed this Lease as of the date first written above.

LANDLORD:

BENTLY REAL ESTATE, LLC

By: _____
Tarif Alhassen, Manager

TENANT:

CITY OF COVINA,
a California municipal corporation

By: _____
Chris Marcarello, City Manager

ATTEST:

By: _____
Fabian Velez, Chief Deputy City Clerk

APPROVED AS TO FORM:

By: _____
Kevin G. Ennis, City Attorney

EXHIBIT "A"

DESCRIPTION OF LAND

Real property in the City of Covina, County of Los Angeles, State of California, described as follows:

LOT 6 OF TRACT NO. 1224, IN THE CITY OF COVINA, AS PER MAP RECORDED IN BOOK 18, PAGES 50 AND 51 OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

APN: 8431-028-006 (Old APN); 8431-028-111 (New APN)

EXHIBIT "B"

DESCRIPTION OF TENANT ROAD IMPROVEMENTS

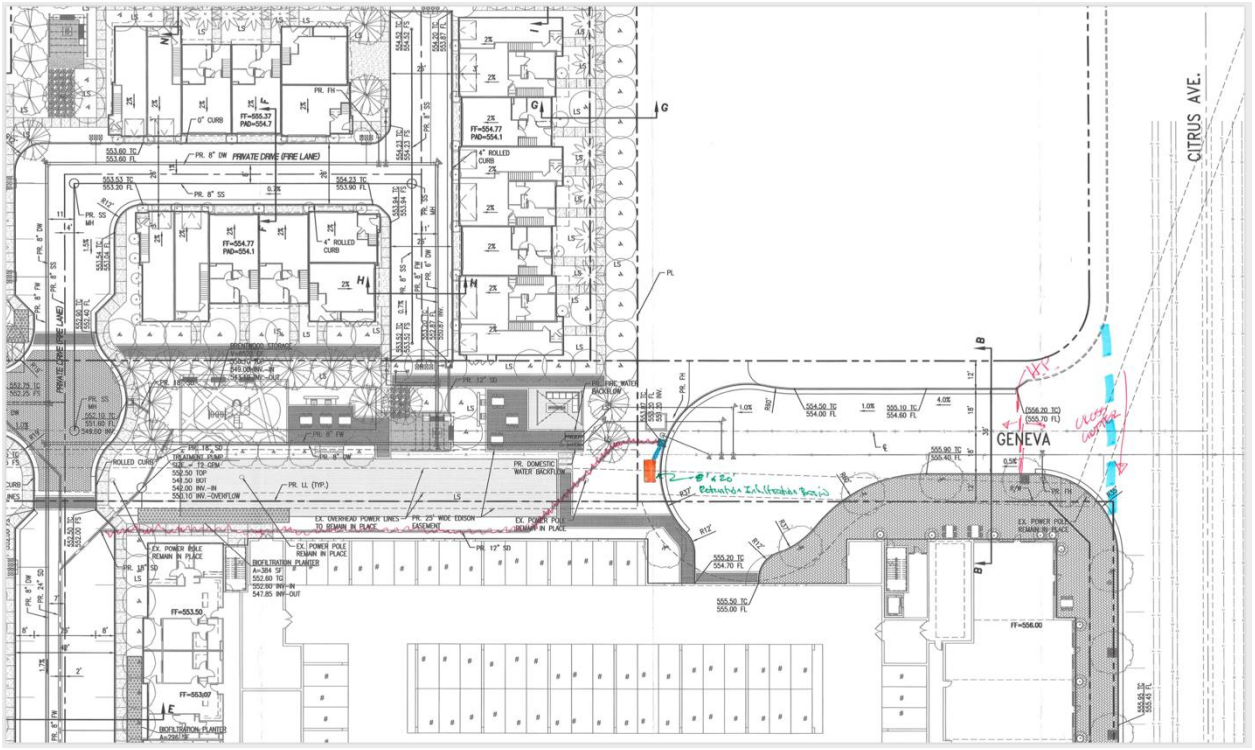


EXHIBIT "C"

TENANT INITIAL ALTERATIONS

(Attached.)

EXHIBIT "D"

FORM OF MEMORANDUM OF LEASE

(Attached.)

RECORDING REQUESTED BY, AND WHEN
RECORDED MAIL TO:

City of Covina
125 E. College Street
Covina, CA 91723
Attn: City Clerk

[Space Above For Recorder's Use Only]

The undersigned Landlord declares that this Memorandum of Lease is exempt from Recording Fees pursuant to California Government Code Section 27383.

MEMORANDUM OF LEASE

THIS MEMORANDUM OF LEASE (this "Memorandum") is dated as of _____, 2026 and is entered into by and between BENTLEY REAL ESTATE, LLC, a California limited liability company ("Landlord") and the CITY OF COVINA, a California municipal corporation ("Tenant").

RECITALS

A. Landlord and Tenant have entered into that certain Lease dated _____, 2026 for premises at 401 N. Citrus Avenue in Covina, California owned by Landlord ("Premises").

B. Landlord and Tenant now desire to record this Memorandum in order to enable Tenant to obtain leasehold title insurance for the Lease.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing recitals, and the covenants and conditions contained in the Lease, and for other consideration, the sufficiency of which are hereby acknowledged, Landlord and Tenant hereby agree as follows:

1. Lease of Premises. Landlord has leased the Premises to Tenant, and Tenant has leased the Premises from Landlord, upon and subject to the terms and conditions set forth in the Lease. The Lease is hereby incorporated herein by this reference.

2. Term. The term of the Lease shall be for eight (8) years and three (3) months, subject to extension as provided in the Lease, and shall commence on _____, 202__.

[Signatures on the Following Page.]

IN WITNESS WHEREOF, Landlord and Tenant have executed this Memorandum as of the date and year first above written.

LANDLORD:

BENTLY REAL ESTATE, LLC

By: _____
Print Name: _____
Title: _____

TENANT:

CITY OF COVINA

By:_____
Print Name:_____
Title:_____

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

State of California)
County of _____)

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

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

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

WITNESS my hand and official seal.

Signature_____ (Seal)

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

State of California)
County of _____)

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

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

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

WITNESS my hand and official seal.

Signature_____ (Seal)

EXHIBIT "D-1"

FORM OF TERMINATION OF MEMORANDUM OF LEASE

(Attached.)

RECORDING REQUESTED BY,
WHEN RECORDED RETURN TO:

City of Covina
125 E. College Street
Covina, CA 91723
Attn: City Clerk

[Space Above For Recorder's Use Only]

The undersigned declare that this Termination of Memorandum of Lease is exempt from Recording Fees pursuant to California Government Code Section 27383.

TERMINATION OF MEMORANDUM OF LEASE

THIS TERMINATION OF MEMORANDUM OF LEASE (this "Termination") is dated as of _____, 20___, and is entered into by and between the BENTLEY REAL ESTATE, LLC, a California limited liability company ("Landlord") and the CITY OF COVINA, a California municipal corporation ("Tenant").

RECITALS

A. Landlord and Tenant are parties to that certain Lease Agreement dated _____, 20___ ("Lease") as evidenced by that certain Memorandum of Lease dated _____, 20___, which was recorded on _____, 20___ in the Official Records of the County of Los Angeles as Document Number _____ (the "Memorandum").

B. The Lease described in the Memorandum has expired and Landlord and Tenant now desire to terminate the Memorandum.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Landlord and Tenant hereby agree as follows:

1. Termination. Landlord and Tenant hereby terminate the Memorandum.

2. Counterparts. This Termination may be executed in any number of counterparts, each of which, when executed and delivered, shall be deemed to be an original, and all of which, taken together, shall be deemed to be one and the same instrument.

3. Entire Agreement. This Termination represents the entire and final agreement of the parties hereto with respect to the subject matter hereof and supersedes all prior discussions, negotiations and writings with respect thereto.

IN WITNESS WHEREOF, Landlord and Tenant have executed this Memorandum as of the date and year first above written.

LANDLORD:

BENTLY REAL ESTATE, LLC

By: _____
Print Name: _____
Title: _____

TENANT:

CITY OF COVINA

By:_____
Print Name:_____
Title:_____

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

State of California)
County of _____)

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

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

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

WITNESS my hand and official seal.

Signature_____ (Seal)

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

State of California)
County of _____)

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

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

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

WITNESS my hand and official seal.

Signature____ (Seal)

CC Regular Meeting

AGENDA ITEM REPORT

Meeting: September 1, 2026
Title: Confirm and Approve City Council's Revisions to Various Boards and Commissions Appointments
Presented by: Chris Marcarello, City Manager
Fabian Velez, Chief Deputy City Clerk
Recommendation: Approve the City Council's appointments to various boards and commissions.

EXECUTIVE SUMMARY:

Public involvement is crucial to the City's decision-making process, and appointed advisory bodies are an important and valued part of City government. There are particular areas of decision-making which benefit from the advice and counsel of qualified residents. By advising the City Council and staff, bringing new ideas to the table, and representing all of the diverse elements of our community, advisory bodies assist the City Council in making the best, most informed decisions possible, for the benefit of the entire Covina community. The Covina Municipal Code provides for the establishment of advisory bodies including commissions, committees, and boards to advise the City Council and provide ongoing citizen input into policies and issues affecting the Covina community.

DISCUSSION:

Appointed members of boards and commissions are appointed by and serve at the pleasure of the City Council, pursuant to Government Code Section 36506. The City Council shall have the authority to appoint, reappoint, and/or make changes to existing positions.

The following actions are being considered for approval:

Councilmember Linares:

- Reappointment of Jessie Castro to the Finance Advisory Commission for an unexpired 4-year term ending June 30, 2030.
- Reappointment of Denaee Amaya to the Library Board of Trustees for an unexpired 3-year term ending June 30, 2029.
- Appointment of Adrian Fernandez to the Parks & Recreation Commission for an unexpired 4-year term ending June 30, 2030.
- Reappointment of TJ Nass to the Planning Commission for an unexpired 4-year term ending June 30, 2030.
- Appointment of Brittany Crawford to the Transportation & Mobility Advisory Commission for an unexpired 4-year term ending June 30, 2030.
- Appointment of Anita Estrada to the Youth Accountability Board for an unexpired 4-year term ending June 30, 2030.

Councilmember Aleman:

- Appointment of Janet Salmon to the Finance Advisory Commission for an unexpired 4-year term ending June 30, 2030.
- Reappointment of Alexa Sanchez to the Library Board of Trustees for an unexpired 3-year term ending June 30, 2029.

- Appointment of Suzee Della Donna to the Parks & Recreation Commission for an unexpired 4-year term ending June 30, 2030.
- Appointment of M'Lee Munoz to the Planning Commission for an unexpired 4-year term ending June 30, 2030.
- Appointment of Gaspar Sotelo to the Transportation & Mobility Advisory Commission for an unexpired 4-year term ending June 30, 2030.
- Reappointment of Sarah Giannini to the Youth Accountability Board for an unexpired 4-year term ending June 30, 2030.
- Reappointment of Saul Martinez to the Youth Accountability Board for an unexpired 4-year term ending June 30, 2030.

Mayor Delgado:

- Reappointment of Bryan Rodriguez to the Planning Commission for an unexpired 4-year term ending June 30, 2030.
- Reappointment of Eloy Florez to the Transportation & Mobility Advisory Commission for an unexpired 4-year term ending June 30, 2030.

FISCAL IMPACT:

None.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Not applicable.

Respectfully submitted,

Chris Marcarello
City Manager

Fabian Velez
Chief Deputy City Clerk