



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

Tuesday, June 3, 2025, 6:30 p.m.
125 E. College Street, Covina, California
Council Chamber of City Hall

IMPORTANT NOTICE

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

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

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

All communications are to be addressed directly to the City Council and not to the members of the audience. Each speaker is limited to a total of five (5) minutes, subject to the Mayor/Chairperson's discretion to amend time limits based on anticipated length of the meeting. A speaker's time may not be transferred to another speaker. State Law prohibits the Council/Agency/Authority from taking action on any item not on the agenda.

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

JOINT MEETING—CLOSED SESSION 6:30 PM

CALL TO ORDER

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

PUBLIC COMMENTS - CLOSED SESSION

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

CLOSED SESSION

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

**A. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
(Paragraph (1) of subdivision (d) of Section 54956.9)**

Name of Case: Frankie Lee Dominguez, Jr. v. City of Covina, et al.

**B. Government Code § 54957 - PUBLIC EMPLOYEE PERFORMANCE
EVALUATION**

Title: City Manager & City Attorney

RECESS

JOINT MEETING—OPEN SESSION 7:30 PM

RECONVENE AND CALL TO ORDER

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

ROLL CALL

PLEDGE OF ALLEGIANCE

Led by Councilmember King.

INVOCATION

Given by Covina Police Chaplain Chuck Cannizzaro.

APPROVAL OF AGENDA

PRESENTATIONS

A. Pride Month Proclamation

CLOSED SESSION REPORT

PUBLIC COMMENTS

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

Each speaker is limited to a total of five (5) 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	9
Staff Recommendation: Approve Payment of Demands in the amount of \$7,167,156.78.	
CC 2. City of Covina Investment Report for Month Ended April 30, 2025	21
Staff Recommendation: Receive and File.	
CC 3. Purchase Agreement with A-Z Bus Sales, Inc. for the Procurement of a Zero Emission Transit Vehicle for the Dial-A-Ride (Covina Transit) Program	37
Staff Recommendation: Authorize the City Manager to execute a Purchase Agreement with A-Z Bus Sales, Inc. for the Procurement of a new Zero Emission Transit Vehicle for the Dial-A-Ride (Covina Transit) Program in an amount not-to-exceed \$145,851.47.	
CC 4. Approval of Chief of Police Employment Agreement	57
Staff Recommendation: That the City Council approve the Employment Agreement for Richard Walczak as Chief of Police and authorize the City Manager to sign said Employment Agreement.	
CC 5. Amending the Fiscal Year 2024/2025 Capital Improvement Program to Increase Funding for the Covina Recreation Village Project and Authorize the Director of Public Works to Approve a Change Order for the Construction of Phase II - Library	69
Staff Recommendation: <ol style="list-style-type: none">1. Approve plans and specifications for the Covina Recreation Village Project Phase II – Library;2. Adopt Resolution CC 2025-40 appropriating \$4,179,776.36 from various funding sources to the Covina Recreation Village Project in order to provide additional funding for the construction of Phase II – Library;3. Authorize the Director of Public Works/City Engineer to approve a contract change order for the Covina Recreation Village Project to Perera Construction and Design, Inc. in the amount of \$9,276,796.36 for the construction of the new library building; and4. Authorize a project contingency amount of \$565,281.10 to cover the	

cost of unforeseen construction expenses.

CC 6. Request to Amend the City’s Classification Plan to Establish the Classification of Information Technology Technician 81

Staff Recommendation:

That the City Council adopt **Resolution CC 2025-62** to establish and amend the City's Classification plan, and establish the new job description and salary range for Information Technology Technician within the Mid-Management, Supervisory and Professional, and Confidential and Technical Employees (Unaffiliated) Compensation Rules.

CC 7. Adopting a Records Retention Schedule and Authorizing the Destruction of Certain City Records 83

Staff Recommendation:

1. Adopt Joint **Resolution CC 2025-58** rescinding Resolution CC 2024-14 and adopting a Records Retention Schedule; and
2. Adopt **Resolution CC 2025-59** authorizing the destruction of certain City records.

CC 8. 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 July 15, 2025 201

Staff Recommendation:

1. Adopt City **Resolution CC 2025-42**, declaring intention to authorize the annexation of territory (1207 West Badillo Street, Covina//Annexation 38) to Community Facilities District No. 2007-1 (Public Services); and
2. Adopt City **Resolution CC 2025-43**, adopting boundary map showing territory proposed to be annexed in the future to Community Facilities District No. 2007-1 (Public Services).

CC 9. Royal Oak Middle School Greening and Forestry Plan Update and Resolution CC 2025-41; Finding the Royal Oak Middle School Greening and Forestry Plan Exempt from CEQA 217

Staff Recommendation:

Adopt **Resolution CC 2025-41**.

CC 10. Professional Services Agreement with Robert Half for Temporary Staffing 229

Staff Recommendation:

Approve Professional Services Agreement with Robert Half.

CC 11. Establishment of Fiscal Year 2025-2026 Article XIII B Appropriation Limit for the City of Covina 247

Staff Recommendation:

Adopt **Resolution CC 2025-51** establishing the Fiscal Year 2025-2026 Article XIII B Appropriation Limit for the City of Covina.

CC 12. Adopt Resolution CC 2025-53 Declaring the Intent to Levy and Collect Assessments on Vehicle Parking District No. 1 for Fiscal Year 2026 and Set Public Hearing for Protests in Relation Thereto 253

Staff Recommendation:

1. City Council to receive and file the Engineer's Report; and
2. Adopt **Resolution CC 2025-53** declaring the City's intention to levy and collect assessments on Vehicle Parking District No. 1 for Fiscal Year 2026 and setting the Public Hearing date for July 1, 2025 for hearing protests in relation thereto.

CC 13. Resolution CC 2025-49 Accepting the Public Improvements Associated with Tract No. 82874 "Covina Bowl" 271

Staff Recommendation:

Adopt **Resolution CC 2025-49** accepting the public improvements associated with Tract No. 82874 "Covina Bowl".

CC 14. Resolution CC 2025-50 Accepting the Public Improvements Associated with Tract No. 83178 "Vita Pakt" 275

Staff Recommendation:

Adopt **Resolution CC 2025-50** accepting the public improvements associated with Tract No. 83178 "Vita Pakt".

CC 15. Resolution CC 2025-52 Accepting the Public Improvements Associated with Tract No. 83343 "Century Communities" 279

Staff Recommendation:

Adopt **Resolution CC 2025-52** accepting the public improvements associated with Tract No. 83343 "Century Communities".

CC 16. Memorandum(s) of Understanding with Covina Valley Unified, Charter Oak Unified and Azusa Unified School Districts Regarding School Resource Officers 283

Staff Recommendation:

Approve the three Memorandum of Understanding (MOU) to assign School Resource Officers (SRO) within Covina Valley Unified, Charter Oak Unified and Azusa Unified School Districts and authorize the City Manager or his designee to execute the MOUs.

CC 17. Ordering the Engineer's Report and Approving the Engineer's Report and Declaring the Intent to Levy and Collect Assessments for Covina's Lighting District No. 1978-79 for Fiscal Year 2026 and Set Public Hearing for Protests in Relation Thereto 297

Staff Recommendation:

1. Adopt **Resolution CC 2025-56** ordering the City's Assessment Engineer to prepare and file a report levying assessments within the Covina Lighting District No. 1978-79 for Fiscal Year 2026; and
2. Adopt **Resolution CC 2025-57** approving the Engineer's Report and declaring its intention to levy and collect assessments on the Covina Lighting District No. 1978-79 for Fiscal Year 2026 and setting the Public Hearing date for July 1, 2025 for hearing protests in relation thereto.

CC 18. Traffic Signal and Street Light Maintenance Services – Proposed Professional Services Agreement with Bear Electrical Solutions, LLC 375

Staff Recommendation:

Authorize the City Manager to execute the attached Professional Services

Agreement (PSA) with Bear Electrical Solutions, LLC for Traffic Signal and Street Light Maintenance Services for a three-year period between July 1, 2025 and June 30, 2028 for an amount not-to-exceed \$495,906.

CC 19. Approval of Second Amendment to Agreement between the City of Covina and BOSS Janitorial Services, Inc for City-Wide Janitorial Maintenance Services

449

Staff Recommendation:

Authorize the City Manager to execute the Second Amendment to the Professional Services Agreement with Boss Janitorial Services, Inc extending the contract two additional fiscal years from July 1, 2025, through June 30, 2027.

CC 20. Ordering the Engineer's Report, Approving the Engineer's Report, and Declaring the Intent to Levy and Collect Assessments on Covina Landscaping District No. 1 for Fiscal Year 2026 and Set Public Hearing for Protests in Relation Thereto

453

Staff Recommendation:

1. Adopt **Resolution CC 2025-54** ordering the City's Assessment Engineer to prepare and file a report levying assessments within the Covina Landscaping District No. 1 for Fiscal Year 2026; and
2. Adopt **Resolution CC 2025-55** approving the Engineer's Report and declaring its intention to levy and collect assessments on the Covina Landscaping District No. 1 for Fiscal Year 2026 and setting the Public Hearing date for July 1, 2025 for hearing protests in relation thereto.

CC 21. Covina Park Aquatic Center Pool Filter Replacement – Final Acceptance and Filing Notice of Completion

521

Staff Recommendation:

1. Accept the work performed by Waterline Technologies, Inc; and
2. Authorize the City Clerk to file a Notice of Completion for Covina Park Aquatic Center Pool Filter Replacement.

CC 22. Fuel Station Painting and Building Painting at the Public Works Yard – Final Acceptance and Filing Notice of Completion

525

Staff Recommendation:

1. Accept the work performed by Sky JTC Corporation (dba Sky Painting); and
2. Authorize the City Clerk to file a Notice of Completion for the Fuel Station Painting and Building Painting at the Public Works Yard.

CC 23. Review of City Council Policies/Protocols

529

Staff Recommendation:

That the City Council approve the recommendations made by the Ad-Hoc Committee to update various policy and procedure guidelines.

CC 24. Approval of Professional Services Agreement with ClientFirst Technology Consulting for Technology Master Planning, Land Management Software Assessment, and Utility Billing Software Selection Services

607

Staff Recommendation:

Authorize the City Manager to execute the attached Professional Services

Agreement with ClientFirst Technology Consulting Group, LLC, for a one-year period from June 3, 2025, to June 2, 2026, in an amount not to exceed \$178,380.

CC 25. Establishment of Post-Employment Health Savings Plan (PEHP) through Nationwide Retirement Solutions for Police Management Group (PMG) Effective June 3, 2025; and Side Letter Agreement between the City/PMG

747

Staff Recommendation:

1. Adopt **Resolution CC 2025-63**, to establish a Post-Employment Health Savings Plan (PEHP) through Nationwide Retirement Solutions for the Police Management Group (PMG) as set forth in City/PMG Memorandum of Understanding (MOU) dated July 1, 2024 – June 30, 2028.; and
2. Authorizing the City Manager to execute a Side Letter Agreement between the City of Covina and the Police Management Group (PMG), revising Article 14.4.D.

PUBLIC HEARINGS

PH 1. Consideration of Resolutions Authorizing Annexation of Territory to City of Covina Community Facilities District No. 2007-1 (Public Services) (Annexation No. 37), and to Call and Hold a Special Election (270 West Dexter Street, Covina)

753

Staff Recommendation:

1. City Council to open the public hearing and consider public testimony and close the public hearing; and
2. Adopt **Resolution CC 2025-46**, authorizing the annexation of territory to Community Facilities District No. 2007-1 (Annexation No. 37) and authorizing the levy of a special tax and submitting the levy of tax to the qualified electors; and
3. Adopt **Resolution CC 2025-47**, calling a special election and submitting to the voters of Annexation No. 37 of City of Covina Community Facilities District No. 2007-1 (Public Services), propositions regarding the annual levy of special taxes within Annexation No. 37 to finance public services, and the establishment of an appropriations limit; and
4. Adopt **Resolution CC 2025-48** making certain findings, certifying the results of an election and adding property to Community Facilities District No. 2007-1 (Public Services), Annexation No. 37.

PH 2. Introduction of Ordinance 25-03

783

Staff Recommendation:

Waive full reading and introduce **Ordinance 25-03** entitled, “An Ordinance of the City Council of the City Of Covina, California, approving Zone Change (ZCH) 25-2 and amending the City's official Zoning Map for 340 parcels from the existing RD Residential Zone (Multifamily, RD 1250 and RD 1500) to High Density Residential (HDR) Zone and the list of Assessors’ Parcel Numbers are attached hereto as Exhibit A, and making a finding of Exemption Pursuant to CEQA Guidelines Section 15061(b)(3)”.

PH 3. Ordering the Annexation of Territory to Covina Landscape Maintenance District No. 1, Confirming a Diagram and Assessment, Ordering the

797

Improvements, and the Levy and Collection of Assessments within such Territory for FY 2025/2026

Staff Recommendation:

1. Conduct a public hearing and consider all testimony that may be forthcoming; and
2. Adopt **Resolution CC 2025-44** Ordering the Annexation of Territory to Covina Landscape Maintenance District No. 1, Confirming a Diagram and Assessment, Ordering the Improvements, and the Levy and Collection of Assessments within such Territory for FY 2025/2026.

PH 4. Adopt Resolution Ordering the Annexation of Territory to Covina Lighting District No. 1978-79, Confirming a Diagram and Assessment, Ordering the Improvements, and the Levy and Collection of Assessments within Such Territory for FY 2025/2026

829

Staff Recommendation:

1. Conduct a public hearing and consider all testimony that may be forthcoming; and
2. Adopt **Resolution CC 2025-45** Ordering the Annexation of Territory to Covina Lighting District No. 1978-79, Confirming a Diagram and Assessment, Ordering the Improvements, and the Levy and Collection of Assessments within such Territory for FY 2025/2026.

NEW BUSINESS

NB 1. Introduction of Ordinance 25-05 Amending Chapter 2.54 (Public Projects) of Title 2 (Administration and Personnel)

853

Staff Recommendation:

Waive full reading and introduce **Ordinance 25-02**, entitled “Amending Chapter 2.54 (Public Projects) of Title 2 (Administration and Personnel) of the Covina Municipal Code, Revising Procedures and Requirements for Bidding of Public Works Projects, and Finding this Ordinance to be Exempt Under the California Environmental Quality Act (CEQA)”.

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, June 17, 2025, at 6:30 p.m. for closed session and at 7:30 p.m. for open session inside the Council Chamber at City Hall, located at 125 East College Street, Covina, California, 91723.



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

ITEM NO. CC 1

Meeting: June 3, 2025
Title: Payment of Demands
Presented by: Theresa Franke, Interim Director of Finance
Recommendation: Approve Payment of Demands in the amount of \$7,167,156.78.

EXECUTIVE SUMMARY/BACKGROUND:

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

Accounts Payable Warrants April 11, 2025 – May 15, 2025

CITY checks/EFTs	\$ 5,144,210.22
CITY payroll	\$ 2,119,582.67
CITY voids	\$ (180,179.28)
Worker's Comp	\$ 83,001.41
	<u>\$ 7,166,615.02</u>
SACRA checks/EFTs	\$ 51.96
SACRA payroll	\$ 489.80
	<u>\$ 541.76</u>
TOTAL checks/EFTs	<u>\$ 7,167,156.78</u>

DISCUSSION:

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

FISCAL IMPACT:

Sufficient funding is available and the related costs are included in the Fiscal Year 24/25 budget.

Respectfully submitted,

Theresa Franke
Interim Director of Finance

CITY OF COVINA
Check Register
April 11, 2025 - May 15, 2025

Check #	Check Date	Vendor	Name	Amount
6011	04/10/2025	5438	BMO	29,007.52
6013	04/17/2025	5438	BMO	125.80
6014	04/17/2025	5438	BMO	81.38
6015	04/24/2025	4003	MidAmerica	1,827.60
6016	04/29/2025	3280	INTERNAL REVENUE SERVICE	1,054.08
6017	04/28/2025	477	STATE OF CA	621.00
6018	04/28/2025	487	CALIFORNIA PUBLIC EMPLOYEES'	2,294.46
6019	05/12/2025	4003	MidAmerica	2,203.41
20957	04/24/2025	487	CalPERS	95,088.89
20958	04/24/2025	788	COVINA, CITY OF	48,508.25 *
20959	04/24/2025	789	COVINA-FSA, CITY OF	1,590.82
20960	04/24/2025	2033	NATIONWIDE RETIREMENT SOLUTIONS	29,327.13
20961	05/12/2025	487	CalPERS	6,733.35
20962	05/12/2025	788	COVINA, CITY OF	95.71 *
20963	05/12/2025	2033	NATIONWIDE RETIREMENT SOLUTIONS	7,500.00
20964	05/12/2025	487	CalPERS	95,581.54
20965	05/12/2025	788	COVINA, CITY OF	48,646.91 *
20966	05/12/2025	789	COVINA-FSA, CITY OF	1,590.82
20967	05/12/2025	2033	NATIONWIDE RETIREMENT SOLUTIONS	29,653.39
subtotal EFT/wires/direct deposits				401,532.06
Internal transfers - workers comp allocation - no net cash effect				(97,250.87) *
subtotal EFT/wires/direct deposits less Internal Transfers				\$304,281.19
125939	04/17/2025	14	A1 RENTALS	2,383.58
125940	04/17/2025	44	ADAMSON INDUSTRIES	1,071.35
125941	04/17/2025	113	ALL CITY MANAGEMENT SVC	15,609.60
125942	04/17/2025	219	AT&T	355.03
125943	04/17/2025	219	AT&T	67.69
125944	04/17/2025	219	AT&T	57.82
125945	04/17/2025	221	AT&T MOBILITY	4.35
125946	04/17/2025	254	AZUSA LIGHT & WATER	936.56
125947	04/17/2025	430	BUILDING ELECTRONIC CONTROLS	213.75
125948	04/17/2025	649	CINTAS CORP #693	779.26
125949	04/17/2025	654	CITRUS CAR WASH	89.98
125950	04/17/2025	706	COMMERCIAL DOOR CO INC	10,758.68
125951	04/17/2025	707	COMMERCIAL ELECTRIC SYSTEMS	6,795.00
125952	04/17/2025	749	BOHL PH.D., NANCY K.	350.00
125953	04/17/2025	766	COVINA DISPOSAL CO	17,972.07
125954	04/17/2025	849	DAPEER ROSENBLIT & LITVAK LLP	702.28
125955	04/17/2025	894	DF POLYGRAPH	400.00
125956	04/17/2025	962	SUPERIOR COURT OF CALIFORNIA, CNTY OF LOS ANGELES	925.20
125957	04/17/2025	962	SUPERIOR COURT OF CALIFORNIA, CNTY OF LOS ANGELES	7,402.50
125958	04/17/2025	962	SUPERIOR COURT OF CALIFORNIA, CNTY OF LOS ANGELES	828.00
125959	04/17/2025	962	SUPERIOR COURT OF CALIFORNIA, CNTY OF LOS ANGELES	11,962.50
125960	04/17/2025	970	EDISON CO	48.26
125961	04/17/2025	1055	FEDEX	8.95
125962	04/17/2025	1198	GLOBALSTAR LLC	103.89
125963	04/17/2025	1235	GRAINGER	557.97
125964	04/17/2025	1241	GRAND PRINTING	874.51
125965	04/17/2025	1255	GRISWOLD INDUSTRIES	11,322.88
125966	04/17/2025	1437	INTER-CON SECURITY SYSTEMS INC	11,592.75
125967	04/17/2025	1505	JOHNNY'S POOL SERVICE	132.57
125968	04/17/2025	1531	JW LOCK CO INC	3,099.43

CITY OF COVINA
Check Register
April 11, 2025 - May 15, 2025

Check #	Check Date	Vendor	Name	Amount
125969	04/17/2025	1615	REGIONAL TAP SERVICE CENTER	20.00
125970	04/17/2025	1646	LANGUAGE LINE SERVICES INC	31.96
125971	04/17/2025	1825	MASONIC HOMES OF CALIFORNIA	900.00
125972	04/17/2025	1933	MISSION LINEN SUPPLY	44.98
125973	04/17/2025	2309	PROFESSIONAL ACCOUNT MANAGEMENT LLC	13,226.84
125974	04/17/2025	2312	PROFORCE MARKETING, INC	2,392.33
125975	04/17/2025	2407	REGIONAL TAP SERVICE CENTER	319.30
125976	04/17/2025	2415	REPUBLIC MASTER CHEFS	562.57
125977	04/17/2025	2444	RIO HONDO COLLEGE	325.00
125978	04/17/2025	2711	SOUTHEAST CONSTRUCTION PRODUCTS - COVINA	42.98
125979	04/17/2025	2736	STAPLES BUSINESS ADVANTAGE	62.46
125980	04/17/2025	2775	SUPERB GRAPHICS INC	2,895.72
125981	04/17/2025	2855	CHARTER COMMUNICATIONS	1,823.37
125982	04/17/2025	2915	TUFF SHED INC	4,548.92
125983	04/17/2025	2929	ULINE	145.32
125984	04/17/2025	3001	VERIZON WIRELESS	7,353.16
125985	04/17/2025	3004	VICTORY EXTERMINATING INC	150.00
125986	04/17/2025	3023	VULCAN MATERIALS COMPANY	822.73
125987	04/17/2025	3749	JCL TRAFFIC SERVICES	344.76
125988	04/17/2025	3771	BLACK & WHITE EMERGENCY VEHICLES	800.00
125989	04/17/2025	3988	LANDSCAPE WAREHOUSE III	26.97
125990	04/17/2025	4209	ADLERHORST INTERNATIONAL	1,117.37
125991	04/17/2025	4349	Intelli-Tech	4,649.00
125992	04/17/2025	4360	MOORE IACOFANO GOLTSMAN, INC.	7,997.50
125993	04/17/2025	4421	TLG BUSINESS SOLUTIONS	628.55
125994	04/17/2025	4438	CALIFORNIA COMPUTER SCHOOLS, INC	75.00
125995	04/17/2025	4455	FRONTIER	4,572.56
125996	04/17/2025	4519	Foothill Communications, Inc.	171,851.58
125997	04/17/2025	4571	POWER SECURITY GROUP INC	11,491.00
125998	04/17/2025	4682	Evan Brooks Associates, Inc.	16,474.00
125999	04/17/2025	4688	PCAM, LLC	23,238.64
126000	04/17/2025	4784	Apollo Wood Recovery, Inc.	5,293.24
126001	04/17/2025	4817	Weck Analytical Environmental Services, Inc.	28.00
126002	04/17/2025	4854	CEJ Engineers, Inc.	60,590.00
126003	04/17/2025	4925	Humane Society of Pomona Valley, Inc.	24,615.58
126004	04/17/2025	5137	MasterCorp Commercial Services LLC	4,748.20
126005	04/17/2025	5138	Ricoh USA, Inc.	300.31
126006	04/17/2025	5195	A3 COMMUNICATIONS, INC.	700.00
126007	04/17/2025	5291	AMAZON CAPITAL SERVICES, INC	51.98
126008	04/17/2025	5508	ROADLINE PRODUCTS INC USA	18,093.82
126009	04/17/2025	5521	COMPRESSOR DESIGN AND SERVICES INC	2,064.16
126010	04/17/2025	5531	CU TECHNOLOGY LLC / ACORN TECHNOLOGY SERVICES	5,735.00
126011	04/17/2025	5631	MAGIC MAKERS ENTERTAINMENT INC.	375.00
126012	04/17/2025	5640	IBUILD CONSTRUCTION CORP., INC	9,200.00
126013	04/17/2025	99999	ANGEL CARRILLO	275.21
126014	04/17/2025	99999	ANGEL CARRILLO	133.00
126015	04/17/2025	99999	CHOINIERE LEON	173.55
126016	04/17/2025	99999	CHRIS MARCARELLO	683.64
126017	04/17/2025	99999	CHRIS MARCARELLO	1,057.77
126018	04/17/2025	99999	FIRST LOTUS INVESTMENT LLC	60.54
126019	04/17/2025	99999	ISAAC ROSETE	34.88
126020	04/17/2025	99999	JOSHUA RODARTE	311.69

CITY OF COVINA
Check Register
April 11, 2025 - May 15, 2025

Check #	Check Date	Vendor	Name	Amount
126021	04/17/2025	99999	VERONICA FLORES	15.20
126022	04/17/2025	99999	WENYONG HU	44.79
126023	04/24/2025	82	AIR-BREE HEATING	24,975.00
126024	04/24/2025	84	AIRGAS-WEST	756.00
126025	04/24/2025	113	ALL CITY MANAGEMENT SVC	7,804.80
126026	04/24/2025	568	CAT SPECIALTIES INC	212.06
126027	04/24/2025	572	CATHOLIC CHARITIES OF LOS ANGELES	4,903.00
126028	04/24/2025	649	CINTAS CORP #693	389.63
126029	04/24/2025	692	CODE PUBLISHING COMPANY	141.00
126030	04/24/2025	700	COLLEY FORD	628.42
126031	04/24/2025	749	BOHL PH.D., NANCY K.	2,100.00
126032	04/24/2025	766	COVINA DISPOSAL CO	143.48
126033	04/24/2025	849	DAPEER ROSENBLIT & LITVAK LLP	10,356.86
126034	04/24/2025	1055	FEDEX	72.30
126035	04/24/2025	1156	THE GAS COMPANY	24.92
126036	04/24/2025	1235	GRAINGER	1,795.21
126037	04/24/2025	1241	GRAND PRINTING	148.18
126038	04/24/2025	1361	HOLLIDAY ROCK CO INC	3,066.58
126039	04/24/2025	1371	HOSE MAN INC, THE	213.50
126040	04/24/2025	1387	HUNTER, JOHN L.	11,453.75
126041	04/24/2025	1505	JOHNNY'S POOL SERVICE	342.53
126042	04/24/2025	1531	JW LOCK CO INC	377.06
126043	04/24/2025	1612	LA CNTY DEPT OF PUBLIC WORKS	2,237.17
126044	04/24/2025	1792	MANNING & KASS	4,619.25
126045	04/24/2025	1933	MISSION LINEN SUPPLY	22.49
126046	04/24/2025	2270	PLUMBING WHOLESALE OUTLET	85.49
126047	04/24/2025	2329	PUENTE READY MIX INC	1,419.54
126048	04/24/2025	2345	QUILL	987.48
126049	04/24/2025	2415	REPUBLIC MASTER CHEFS	221.55
126050	04/24/2025	2539	SAN DIMAS, CITY OF	840.09
126051	04/24/2025	2676	SMART AND FINAL IRIS CORP	935.58
126052	04/24/2025	2804	TAG AMS INC	345.00
126053	04/24/2025	2958	US POSTMASTER	6,000.60
126054	04/24/2025	3152	YWCA	1,121.18
126055	04/24/2025	3163	GENTRY BROTHERS INC	517,462.34
126056	04/24/2025	3988	LANDSCAPE WAREHOUSE III	768.90
126057	04/24/2025	4077	INTERWEST CONSULTING GROUP INC	15,402.00
126058	04/24/2025	4123	RUDY CARDENAS	175.00
126059	04/24/2025	4225	CORELOGIC SOLUTIONS, LLC	238.70
126060	04/24/2025	4249	H.Q. ENTERPRISES	46.66
126061	04/24/2025	4374	ADMINSURE, INC	7,307.00
126062	04/24/2025	4389	EMPLOY AMERICA	2,580.00
126063	04/24/2025	4448	FS CONTRACTORS, INC.	21,000.00
126064	04/24/2025	4455	FRONTIER	510.26
126065	04/24/2025	4526	CalAct	416.59
126066	04/24/2025	4569	Adjudicate Inc.	3,050.00
126067	04/24/2025	4583	HSG Campaigns, LLC	4,970.00
126068	04/24/2025	4719	O.S.T.S. Inc.	2,141.00
126069	04/24/2025	4764	UniFirst Corporation	964.76
126070	04/24/2025	4817	Weck Analytical Environmental Services, Inc.	434.00
126071	04/24/2025	4824	Occu-Med, Ltd.	3,338.20
126072	04/24/2025	4833	Michael R. Hillmann	1,950.00

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126073	04/24/2025	4871	HARRINGTON INDUSTRIAL PLASTICS, LLC	261.87
126074	04/24/2025	4930	Michael Baker International, Inc.	6,016.00
126075	04/24/2025	4952	Next Level Elevator	7,357.50
126076	04/24/2025	4960	Data Ticket, Inc.	200.00
126077	04/24/2025	4977	Enterprise FM Trust	6,484.40
126078	04/24/2025	4979	GRBCON, Inc.	147,516.25
126079	04/24/2025	5051	Minako America Corporation	147,915.00
126080	04/24/2025	5109	SITEREP CONSTRUCTION SERVICES, INC.	42,500.00
126081	04/24/2025	5138	Ricoh USA, Inc.	232.53
126082	04/24/2025	5169	Occupational Health Centers of California	275.00
126083	04/24/2025	5263	FIRST AMERICAN TITLE INSURANCE COMPANY	2,168.00
126084	04/24/2025	5269	CONTROL AIR ENTERPRISES LLC.	44,371.58
126085	04/24/2025	5280	ALDERMAN & HILGERS LLP	7,452.00
126086	04/24/2025	5291	AMAZON CAPITAL SERVICES, INC	1,541.42
126087	04/24/2025	5336	ABI DOCUMENT SUPPORT SERVICES LLC	669.16
126088	04/24/2025	5528	JAKE MARTINEZ	4,730.11
126089	04/24/2025	5533	KOSMONT & ASSOCIATES INC	665.60
126090	04/24/2025	5562	SIDEPATH INC.	27,000.00
126091	04/24/2025	5606	MAGNOLIA ENVIRONMENTAL, LLC	1,048.39
126092	04/24/2025	5629	PACIFIC EXCEL GROUP LLC	1,300.99
126093	04/24/2025	5636	BECKCO INC	1,768.63
126094	04/24/2025	5645	HIP HOUND, LLC	25,000.00
126095	04/24/2025	5646	BEAUTY4YOU SPA LLC	25,000.00
126096	04/24/2025	99999	LILIBETH A ROMERO	353.49
126097	04/24/2025	99999	MANUEL ESQUIVEL	155.26
126098	04/24/2025	99999	TODD WYNGAND	1,050.00
126099	04/24/2025	99999	TRUMARK HOMES	150,000.00
126100	04/24/2025	99999	YANG ZHAO	2,700.00
126101	04/24/2025	68	AFLAC ACCT# YQ792 WORLDWIDE HEADQUARTERS	4,629.67
126102	04/24/2025	69	AFSCME District Council 36	715.00
126103	04/24/2025	775	COVINA POLICE ASSOCIATION	2,600.00
126104	04/24/2025	878	DELTA DENTAL OF CALIFORNIA	9,212.51
126105	04/24/2025	3795	PRE-PAID LEGAL SERVICES, INC	155.48
126106	04/24/2025	3846	CLEA	976.00
126107	04/24/2025	4255	RELIASTAR LIFE INSURANCE COMPANY	4,683.79
126108	04/24/2025	4710	Fidelity Security Life Insurance Company	989.76
126109	05/01/2025	44	ADAMSON INDUSTRIES	2,383.34
126110	05/01/2025	219	AT&T	576.38
126111	05/01/2025	239	AUTOZONE INC	443.90
126112	05/01/2025	254	AZUSA LIGHT & WATER	3,180.14
126113	05/01/2025	269	BAKER AND TAYLOR INC	1,974.33
126114	05/01/2025	430	BUILDING ELECTRONIC CONTROLS	17,249.57
126115	05/01/2025	437	BURRO CANYON ENT INC	80.00
126116	05/01/2025	477	STATE OF CALIFORNIA	923.40
126117	05/01/2025	477	STATE OF CALIFORNIA	1,852.24
126118	05/01/2025	493	CWE	4,314.25
126119	05/01/2025	649	CINTAS CORP #693	389.63
126120	05/01/2025	783	CITY OF COVINA WATER	261.36
126121	05/01/2025	878	DELTA DENTAL OF CALIFORNIA	122.02
126122	05/01/2025	970	EDISON CO	3,217.90
126123	05/01/2025	970	EDISON CO	6,980.65
126124	05/01/2025	1055	FEDEX	26.85

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126125	05/01/2025	1156	THE GAS COMPANY	3,961.88
126126	05/01/2025	1204	GOLDEN STATE WATER COMPANY	145.87
126127	05/01/2025	1215	GONZALES, RICHARD	336.00
126128	05/01/2025	1235	GRAINGER	1,865.15
126129	05/01/2025	1241	GRAND PRINTING	193.16
126130	05/01/2025	1275	HAAKER EQUIPMENT CO	442.00
126131	05/01/2025	1352	HINDERLITER DELLAMAS & ASSOC	6,965.67
126132	05/01/2025	1615	REGIONAL TAP SERVICE CENTER	20.00
126133	05/01/2025	1619	LA CNTY SHERIFF'S DEPT	259.12
126134	05/01/2025	1663	LAW ENFORCEMENT MEDICAL	2,775.00
126135	05/01/2025	1933	MISSION LINEN SUPPLY	22.49
126136	05/01/2025	2027	NAPA AUTO PARTS	295.49
126137	05/01/2025	2091	O REILLY AUTO PARTS	431.97
126138	05/01/2025	2345	QUILL	236.72
126139	05/01/2025	2407	REGIONAL TAP SERVICE CENTER	260.30
126140	05/01/2025	2415	REPUBLIC MASTER CHEFS	264.99
126141	05/01/2025	2444	RIO HONDO COLLEGE	100.00
126142	05/01/2025	2619	SGV EXAMINER	704.00
126143	05/01/2025	2800	T MOBILE USA	377.37
126144	05/01/2025	2818	GABE BF VAN LEEUWEN	311.85
126145	05/01/2025	2846	THOMAS, TERRI	1,994.50
126146	05/01/2025	2855	CHARTER COMMUNICATIONS	357.13
126147	05/01/2025	2903	TRI-XECUTEX CORP	100.00
126148	05/01/2025	3052	WATERLINE TECHNOLOGIES INC	561.34
126149	05/01/2025	3102	WILLDAN FINANCIAL SERVICES	1,292.00
126150	05/01/2025	3185	TOSHIBA FINANCIAL SERVICES	1,452.24
126151	05/01/2025	3190	LAYNE, JONATHAN DANIEL	411.60
126152	05/01/2025	3235	COOK, SHAWNA	1,097.60
126153	05/01/2025	3718	NADENE VALDEZ	539.00
126154	05/01/2025	3796	RICHARDS, WATSON & GERSHON	29,583.66
126155	05/01/2025	3932	ARLENE D. MAR	245.00
126156	05/01/2025	3982	CAROL A CUGNO	798.00
126157	05/01/2025	4065	VERIZON BUSINESS SERVICES	1,973.40
126158	05/01/2025	4065	VERIZON WIRELESS	707.95
126159	05/01/2025	4089	MEASOM, DEVIN THOMAS	1,428.00
126160	05/01/2025	4201	OFFICE TEAM - A ROBERT HALF COMPANY	2,120.32
126161	05/01/2025	4246	FERGUSON WATERWORKS #1083	3,015.57
126162	05/01/2025	4249	H.Q. ENTERPRISES	925.59
126163	05/01/2025	4255	RELIASTAR LIFE INSURANCE COMPANY	13.38
126164	05/01/2025	4332	ERIC ARROYO	1,350.00
126165	05/01/2025	4349	Intelli-Tech	14,381.98
126166	05/01/2025	4379	789, Inc.	6,061.45
126167	05/01/2025	4455	FRONTIER	795.81
126168	05/01/2025	4483	DALE A. GARRISON	273.00
126169	05/01/2025	4667	Ocean Blue Environmental Services, Inc.	11,208.04
126170	05/01/2025	4688	PCAM, LLC	57,488.91
126171	05/01/2025	4710	Fidelity Security Life Insurance Company	8.62
126172	05/01/2025	4766	HASA, INC.	780.40
126173	05/01/2025	4804	Vihulu L. Villagran	420.00
126174	05/01/2025	4829	Alicia A. Flores	286.70
126175	05/01/2025	4931	Antonio Castro Jr	2,063.60
126176	05/01/2025	4983	Ad Valorem Records, Inc.	25,824.07

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126177	05/01/2025	5075	Amalia Q. Seresinghe	1,106.00
126178	05/01/2025	5109	SITEREP CONSTRUCTION SERVICES, INC.	59,000.00
126179	05/01/2025	5291	AMAZON CAPITAL SERVICES, INC	1,281.54
126180	05/01/2025	5342	EAGLE SIGNS INC	741.00
126181	05/01/2025	5404	SAN FERNANDO VALLEY ALARM CO.	82.00
126182	05/01/2025	5423	SUSAN T SCHOCK	470.40
126183	05/01/2025	5435	CORE & MAIN LP	283.78
126184	05/01/2025	5445	MARGARET L SMITH	420.00
126185	05/01/2025	5517	BATTERY CONNECTION INC.	768.25
126186	05/01/2025	5549	AMANDA LOPEZ	192.50
126187	05/01/2025	5550	LEAH DAWN OSIER	1,046.50
126188	05/01/2025	5553	SOUTHERN TIRE MART LLC	329.54
126189	05/01/2025	5580	ROLLINS, INC	147.00
126190	05/01/2025	5582	KATHARINE CURTISS	1,323.00
126191	05/01/2025	5603	KAYLEE L BARNITT	1,078.00
126192	05/01/2025	5611	LYNN GONZALEZ	87.00
126193	05/01/2025	5616	BBR ATHLETICS INC	3,664.37
126194	05/01/2025	5626	JENNIFER KOU	352.80
126195	05/01/2025	5642	SOFIA ANNA CHAVEZ	805.00
126196	05/01/2025	5647	KEITH J. MCHUGH	70.00
126197	05/01/2025	99999	ALAN JOHNSON	42.50
126198	05/01/2025	99999	CHIAKANG CHOU	44.07
126199	05/01/2025	99999	GUAN ZHONG LIU	20.83
126200	05/01/2025	99999	HANSON NGHIEM	75.23
126201	05/01/2025	99999	JORGE PANTOJA	1,207.99
126202	05/01/2025	99999	KAREN NEGY	1,429.99
126203	05/01/2025	99999	KYLE HULSEY	44.68
126204	05/01/2025	99999	LOUIS SPINDOLA	42.92
126205	05/01/2025	99999	MARY STALLWORTH	71.74
126206	05/01/2025	99999	OSCAR RODRIGUEZ	56.04
126207	05/01/2025	99999	RICHARD TRETTER	63.09
126208	05/01/2025	99999	SONIA ARROYO	13.91
126209	05/01/2025	99999	VANESSA ORDONEZ	171.74
126210	05/01/2025	99999	YVETTE MASTERS	38.24
126211	05/01/2025	99999	YVETTE TREJO	55.84
126212	05/01/2025	99999	ZAIDA NOHEMI SILVA	24.68
126213	05/08/2025	14	A1 RENTALS	240.35
126214	05/08/2025	113	ALL CITY MANAGEMENT SVC	15,609.60
126215	05/08/2025	219	AT&T	90.27
126216	05/08/2025	255	AZUSA PLUMBING & HEATNG SUPPLY	209.75
126217	05/08/2025	333	BERLITZ LANGUAGES, INC.	60.00
126218	05/08/2025	568	CAT SPECIALTIES INC	1,266.78
126219	05/08/2025	586	CDCE INC	4,547.25
126220	05/08/2025	649	CINTAS CORP #693	389.63
126221	05/08/2025	654	CITRUS CAR WASH	191.94
126222	05/08/2025	700	COLLEY FORD	858.79
126223	05/08/2025	717	COMPLETE PAPERLESS SOLUTIONS	28,550.00
126224	05/08/2025	766	COVINA DISPOSAL CO	19,710.70
126225	05/08/2025	970	EDISON CO	56,995.69
126226	05/08/2025	1092	FORENSIC NURSE SPECIALISTS INC	1,300.00
126227	05/08/2025	1198	GLOBALSTAR LLC	103.99
126228	05/08/2025	1235	GRAINGER	2,453.13

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126229	05/08/2025	1241	GRAND PRINTING	511.03
126230	05/08/2025	1317	HdL Coren & Cone	4,651.10
126231	05/08/2025	1361	HOLLIDAY ROCK CO INC	769.33
126232	05/08/2025	1437	INTER-CON SECURITY SYSTEMS INC	12,639.57
126233	05/08/2025	1505	JOHNNY'S POOL SERVICE	123.72
126234	05/08/2025	1531	JW LOCK CO INC	520.00
126235	05/08/2025	1614	LA CNTY FIRE DEPARTMENT	960,201.20
126236	05/08/2025	1617	REGISTRAR-RECORDER, COUNTY CLERK	60.00
126237	05/08/2025	1707	LIEBERT CASSIDY WHITMORE	25,390.00
126238	05/08/2025	1792	MANNING & KASS	57,591.13
126239	05/08/2025	1895	MERRIMAC ENERGY GROUP	33,373.25
126240	05/08/2025	1933	MISSION LINEN SUPPLY	22.77
126241	05/08/2025	1993	MPLC	763.78
126242	05/08/2025	2027	NAPA AUTO PARTS	1,614.85
126243	05/08/2025	2238	PEST OPTIONS INC	1,075.00
126244	05/08/2025	2270	PLUMBING WHOLESALE OUTLET	23.56
126245	05/08/2025	2329	PUENTE READY MIX INC	1,810.22
126246	05/08/2025	2711	SOUTHEAST CONSTRUCTION PRODUCTS - COVINA	348.72
126247	05/08/2025	2736	STAPLES BUSINESS ADVANTAGE	1,838.84
126248	05/08/2025	2778	SUPERIOR PAVEMENT MARKING INC	47,333.65
126249	05/08/2025	2935	UNDERGROUND SERVICE ALERT	183.53
126250	05/08/2025	2954	URBAN GRAFFITI ENTERPRISES INC	30,901.44
126251	05/08/2025	3023	VULCAN MATERIALS COMPANY	1,061.86
126252	05/08/2025	3085	WESTLAND CARPETS	4,876.48
126253	05/08/2025	3701	DEPARTMENT OF JUSTICE	650.00
126254	05/08/2025	3729	SUNBELT RENTALS INC	1,481.83
126255	05/08/2025	3729	SUNBELT RENTALS INC	713.99
126256	05/08/2025	3988	LANDSCAPE WAREHOUSE III	1,958.04
126257	05/08/2025	4065	VERIZON WIRELESS	980.84
126258	05/08/2025	4201	OFFICE TEAM - A ROBERT HALF COMPANY	1,060.16
126259	05/08/2025	4209	ADLERHORST INTERNATIONAL	484.00
126260	05/08/2025	4249	H.Q. ENTERPRISES	98.61
126261	05/08/2025	4350	RKA Consulting Group	57,994.05
126262	05/08/2025	4455	FRONTIER	6,633.20
126263	05/08/2025	4509	Norman A Traub	5,138.39
126264	05/08/2025	4694	Leslie's Poolmart Inc	1,813.59
126265	05/08/2025	4704	S & J Supply Company, Inc.	37,343.84
126266	05/08/2025	4713	Fisher Integrated, Inc.	1,200.00
126267	05/08/2025	4714	CIR, Inc.	46,297.47
126268	05/08/2025	4747	Empire Pipe Cleaning and Equipment, Inc.	65,454.66
126269	05/08/2025	4764	UniFirst Corporation	1,116.71
126270	05/08/2025	4765	AMC Modern IT	2,760.30
126271	05/08/2025	4784	Apollo Wood Recovery, Inc.	5,229.88
126272	05/08/2025	4817	Weck Analytical Environmental Services, Inc.	718.00
126273	05/08/2025	4833	Michael R. Hillmann	2,080.00
126274	05/08/2025	4854	CEJ Engineers, Inc.	47,325.00
126275	05/08/2025	4863	La Verne Power Equipment	35.34
126276	05/08/2025	4977	Enterprise FM Trust	5,246.96
126277	05/08/2025	4983	Ad Valorem Records, Inc.	10,503.32
126278	05/08/2025	5093	A.J. Kirkwood and Associates, Inc.	500.00
126279	05/08/2025	5109	SITEREP CONSTRUCTION SERVICES, INC.	36,480.00
126280	05/08/2025	5137	MasterCorp Commercial Services LLC	4,748.20

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126281	05/08/2025	5169	Occupational Health Centers of California	553.00
126282	05/08/2025	5186	DAYSMAST SOFTWARE	224.61
126283	05/08/2025	5228	ODP BUSINESS SOLUTIONS, LLC	296.85
126284	05/08/2025	5233	RODENT PEST TECHNOLOGIES	141.95
126285	05/08/2025	5269	CONTROL AIR ENTERPRISES LLC.	27,491.00
126286	05/08/2025	5291	AMAZON CAPITAL SERVICES, INC	796.64
126287	05/08/2025	5439	PARKWOOD LANDSCAPE MAINTENANCE INC	20,171.13
126288	05/08/2025	5456	JOSE GONZALEZ	2,500.00
126289	05/08/2025	5531	CU TECHNOLOGY LLC / ACORN TECHNOLOGY SERVICES	18,000.00
126290	05/08/2025	5578	Daniella Andrade	49.50
126291	05/08/2025	5629	MINUTEMAN PRESS COVINA	965.45
126292	05/08/2025	5639	TINOSI, INC	1,100.00
126293	05/08/2025	5650	BEN HYATT CORPORATION	368.00
126294	05/08/2025	5655	COVINA VALLEY WATER COMPANY	263,422.75
126295	05/08/2025	99999	ABSTRACT POOL DESIGNS	1,500.00
126296	05/08/2025	99999	ANN ZHANG	58.88
126297	05/08/2025	99999	DIANA DARWICH	2,550.00
126298	05/08/2025	99999	HENRY R CORDOVA	31.52
126299	05/08/2025	99999	ISAAC VEAZY-CHAVEZ	80.00
126300	05/08/2025	99999	JENNY CHOI	80.00
126301	05/08/2025	99999	JUAN CONTRERAS	45.00
126302	05/08/2025	99999	JULIAN DEAN WILLIAMS	53.41
126303	05/08/2025	99999	LAURA TAPIA	62.50
126304	05/08/2025	99999	LIQAA DHAHIR	60.00
126305	05/08/2025	99999	LISA EVANS	64.95
126306	05/08/2025	99999	MARICELA BLANCO	30.00
126307	05/08/2025	99999	PREMIER POOLS & SPAS - IE/ONTARIO	2,400.00
126308	05/08/2025	99999	RAYMOND NG	80.00
126309	05/08/2025	99999	TH BARRANCA LLC	10,000.00
126310	05/08/2025	99999	TH COVINA LLC	10,000.00
126311	05/08/2025	99999	WILLIAM L. BINGLEY	50.09
126312	05/12/2025	68	AFLAC ACCT# YQ792 WORLDWIDE HEADQUARTERS	4,629.67
126313	05/12/2025	69	AFSCME District Council 36	467.50
126314	05/12/2025	775	COVINA POLICE ASSOCIATION	2,650.00
126315	05/12/2025	878	DELTA DENTAL OF CALIFORNIA	9,212.51
126316	05/12/2025	3795	PRE-PAID LEGAL SERVICES, INC	155.48
126317	05/12/2025	3846	CLEA	928.00
126318	05/12/2025	4255	RELIASTAR LIFE INSURANCE COMPANY	4,742.97
126319	05/12/2025	4710	Fidelity Security Life Insurance Company	998.38
126320	05/14/2025	84	AIRGAS-WEST	755.04
126321	05/14/2025	219	AT&T	385.13
126322	05/14/2025	219	AT&T	57.82
126323	05/14/2025	221	AT&T MOBILITY	4.14
126324	05/14/2025	239	AUTOZONE INC	100.11
126325	05/14/2025	255	AZUSA PLUMBING & HEATNG SUPPLY	41.54
126326	05/14/2025	260	B & K ELECTRIC WHOLESale	214.19
126327	05/14/2025	269	BAKER AND TAYLOR INC	39.78
126328	05/14/2025	649	CINTAS CORP #693	389.63
126329	05/14/2025	664	CIVILTEC ENGINEERING INC.	17,127.50
126330	05/14/2025	749	BOHL PH.D., NANCY K.	350.00
126331	05/14/2025	767	COVINA DOWNTOWN ASSOCIATION	5,723.10
126332	05/14/2025	783	CITY OF COVINA WATER	805.47

CITY OF COVINA
Check Register
April 11, 2025 - May 15, 2025

Check #	Check Date	Vendor	Name	Amount
126333	05/14/2025	894	DF POLYGRAPH	200.00
126334	05/14/2025	970	EDISON CO	106,092.04
126335	05/14/2025	1055	FEDEX	17.90
126336	05/14/2025	1204	GOLDEN STATE WATER COMPANY	1,000.81
126337	05/14/2025	1204	GOLDEN STATE WATER COMPANY	206.36
126338	05/14/2025	1235	GRAINGER	884.84
126339	05/14/2025	1275	HAAKER EQUIPMENT CO	26,581.61
126340	05/14/2025	1361	HOLLIDAY ROCK CO INC	1,897.48
126341	05/14/2025	1429	INLAND EMPIRE STAGES	5,818.28
126342	05/14/2025	1531	JW LOCK CO INC	209.40
126343	05/14/2025	1561	KEYSTONE UNIFORM DEPOT	969.76
126344	05/14/2025	1615	REGIONAL TAP SERVICE CENTER	60.00
126345	05/14/2025	1933	MISSION LINEN SUPPLY	22.77
126346	05/14/2025	2091	O REILLY AUTO PARTS	640.96
126347	05/14/2025	2275	POIRIER, ROBERT	105.00
126348	05/14/2025	2294	PR DIAMOND PRODUCTS INC	773.00
126349	05/14/2025	2345	QUILL	190.30
126350	05/14/2025	2407	REGIONAL TAP SERVICE CENTER	405.00
126351	05/14/2025	2415	REPUBLIC MASTER CHEFS	232.11
126352	05/14/2025	2426	REYNOLDS MOTOR CORP.	120.00
126353	05/14/2025	2487	RSG, Inc.	500.00
126354	05/14/2025	2619	SGV EXAMINER	49.50
126355	05/14/2025	2711	SOUTHEAST CONSTRUCTION PRODUCTS - COVINA	320.22
126356	05/14/2025	2736	STAPLES BUSINESS ADVANTAGE	67.12
126357	05/14/2025	2855	CHARTER COMMUNICATIONS	148.16
126358	05/14/2025	2958	USPS - POC ACCOUNT #8098154	1,063.65
126359	05/14/2025	3001	VERIZON WIRELESS	1,926.56
126360	05/14/2025	3004	VICTORY EXTERMINATING INC	75.00
126361	05/14/2025	3070	WEST COAST ARBORISTS INC	82,872.25
126362	05/14/2025	3082	WESTERN WATER WORKS SUPPLY	235.81
126363	05/14/2025	3614	PAPER RECYCLING AND SHREDDING SPECIALISTS INC	800.00
126364	05/14/2025	3749	JCL TRAFFIC SERVICES	732.92
126365	05/14/2025	3796	RICHARDS, WATSON & GERSHON	5,125.40
126366	05/14/2025	3988	LANDSCAPE WAREHOUSE III	326.93
126367	05/14/2025	4065	VERIZON WIRELESS	980.84
126368	05/14/2025	4077	INTERWEST CONSULTING GROUP INC	19,283.00
126369	05/14/2025	4201	OFFICE TEAM - A ROBERT HALF COMPANY	1,060.16
126370	05/14/2025	4225	CORELOGIC SOLUTIONS, LLC	238.70
126371	05/14/2025	4249	H.Q. ENTERPRISES	1,502.10
126372	05/14/2025	4350	RKA Consulting Group	25,414.25
126373	05/14/2025	4455	FRONTIER	3,750.79
126374	05/14/2025	4571	POWER SECURITY GROUP INC	22,274.00
126375	05/14/2025	4582	USABUEBOOK	332.76
126376	05/14/2025	4676	Hill Brothers Chemical Company	1,696.18
126377	05/14/2025	4682	Evan Brooks Associates, Inc.	11,856.00
126378	05/14/2025	4704	S & J Supply Company, Inc.	2,993.40
126379	05/14/2025	4764	UniFirst Corporation	726.74
126380	05/14/2025	4766	HASA, INC.	802.17
126381	05/14/2025	4805	Fuel Equipment Services, Inc.	261.25
126382	05/14/2025	4813	JOHNSON CONTROLS FIRE PROTECTION LP	3,700.00
126383	05/14/2025	4817	Weck Analytical Environmental Services, Inc.	203.00
126384	05/14/2025	4835	ABBA TERMITE & PEST CONTROL, INC	125.00

CITY OF COVINA
Check Register
April 11, 2025 - May 15, 2025

Check #	Check Date	Vendor	Name	Amount
126385	05/14/2025	4928	Springstead & Associates, Inc.	4,000.00
126386	05/14/2025	4960	Data Ticket, Inc.	465.00
126387	05/14/2025	4977	Enterprise FM Trust	5,518.74
126388	05/14/2025	4996	Green Giant Landscape, Inc.	25,410.60
126389	05/14/2025	5099	CliftonLarsonAllen LLP	735.00
126390	05/14/2025	5117	Steam It All LLC	620.00
126391	05/14/2025	5133	ADR Services, Inc.	2,016.67
126392	05/14/2025	5138	Ricoh USA, Inc.	300.31
126393	05/14/2025	5139	Crown Castle Fiber LLC	925.00
126394	05/14/2025	5228	ODP BUSINESS SOLUTIONS, LLC	73.42
126395	05/14/2025	5283	Y TIRE PERFORMANCE	109.00
126396	05/14/2025	5291	AMAZON CAPITAL SERVICES, INC	526.70
126397	05/14/2025	5354	MALLORY SAFETY & SUPPLY LLC	2,648.45
126398	05/14/2025	5435	CORE & MAIN LP	5,686.45
126399	05/14/2025	5439	PARKWOOD LANDSCAPE MAINTENANCE INC	21,418.73
126400	05/14/2025	5456	JOSE GONZALEZ	4,960.00
126401	05/14/2025	5517	BATTERY CONNECTION INC.	10.00
126402	05/14/2025	5521	COMPRESSOR DESIGN AND SERVICES INC	3,178.81
126403	05/14/2025	5528	JAKE MARTINEZ	12,480.00
126404	05/14/2025	5568	PERERA CONSTRUCTION & DESIGN, INC.	145,212.92
126405	05/14/2025	5573	GUARDIAN ALLIANCE TECHNOLOGIES, INC.	260.00
126406	05/14/2025	5656	MOTHERS AGAINST DRUNK DRIVING	400.00
126407	05/14/2025	99999	ALAN CHAN	3,000.00
126408	05/14/2025	99999	CAL-STATE ROOFING & PAINTING	473.36
126409	05/14/2025	99999	INDIANA DUVALL	52.82
126410	05/14/2025	99999	JOHN CHICO	40.00
subtotal checks				\$ 4,839,980.99
20954	04/10/2025	962	SUPERIOR COURT OF CALIFORNIA, CNTY OF LOS ANGELES	(7,402.50)
20955	04/10/2025	962	SUPERIOR COURT OF CALIFORNIA, CNTY OF LOS ANGELES	(925.20)
20956	04/10/2025	4519	Foothill Communications, Inc.	(171,851.58)
subtotal voids				(180,179.28)
payroll (04/24/25)				\$ 1,060,428.56
payroll (05/08/25)				\$ 1,059,643.91
workers' compensation				\$ 83,001.41
TOTAL checks/EFTs				\$7,167,156.78



CC Regular Meeting AGENDA ITEM REPORT

Meeting: June 3, 2025
Title: City of Covina Investment Report for Month Ended April 30, 2025
Presented by: Theresa Franke, Interim Director of Finance
Charles Russom, Sr. Management Analyst
Recommendation: Receive and File.

EXECUTIVE SUMMARY:

Pursuant to Government Code Section 53600 et seq. and Section 4.0 of the City of Covina's Investment Policy, a monthly investment report must be provided to the City Council and City Manager, containing detailed information of all securities, investments and monies of the City.

DISCUSSION:

The attached report for the City and Successor Agency reflects the portfolio balances for the month ended April 30, 2025. The report is in conformity with the City's Investment Policy as well as Government Code 53601. In accordance with the City's Investment Policy, the City Council authorizes staff to continue investing the City's idle funds in similar securities as those presented in these reports attached hereto. There is sufficient investment liquidity to meet the required reserve limits of the City's operations.

FISCAL IMPACT:

None to receive and file.

Respectfully submitted,

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

Theresa Franke
Interim Director of Finance

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

Charles Russom
Senior Management Analyst

**CITY OF COVINA INVESTMENT REPORT
FOR THE MONTH ENDED APRIL 30, 2025**

CASH PER BANK AND INVESTMENT BALANCE	3/31/2025	\$91,612,550.92
RECEIPTS	4/1/25-4/30/25	38,693,944.26
DISBURSEMENTS	4/1/25-4/30/25	<u>(36,131,154.01)</u>
CASH PER BANK AND INVESTMENT BALANCE	4/30/2025	<u>\$94,175,341.17</u>

ANALYSIS OF CASH PER BANK AND INVESTMENT BALANCE - BOOK VALUE

INVESTMENT PORTFOLIO	Attachment A-2	\$52,203,033.95
LOCAL AGENCY INVESTMENT FUND	Attachment A-4	<u>33,005,720.90</u>
TOTAL PUBLIC INVESTMENTS		<u>85,208,754.85</u>
CHECKING / PETTY / STIFEL CASH BALANCES		<u>8,966,586.32</u>
CASH PER BANK AND INVESTMENT BALANCE	4/30/2025	<u>94,175,341.17</u>
CASH HELD BY BOND TRUSTEES		<u>3,198,657.84</u>
TOTAL CASH PER BANK AND INVESTMENT / BOND TRUSTEE CASH	4/30/2025	<u>\$97,373,999.01</u>

The purpose of this report is to provide readers with the overall cash position of the City. There is sufficient investment liquidity to meet the required reserve limits of the City's operations.

**CITY OF COVINA
CASH AND INVESTMENT SUMMARY
FOR THE MONTH ENDED APRIL 30, 2025**

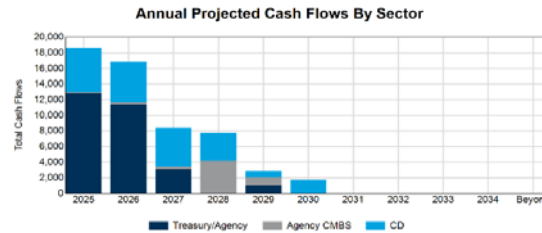
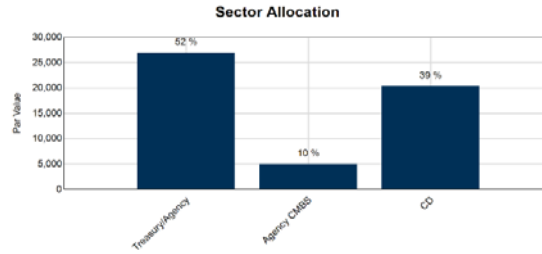
TYPE OF INVESTMENT	ISSUER	BOOK VALUE	ACQUISITION DATE	MATURITY DATE	MARKET VALUE
City of Covina:					
Drawer & Petty Cash	N/A	\$7,780.12	N/A	N/A	\$7,780.12
General - Checking Account	BMO	4,729,400.60	N/A	Demand	4,729,400.60
Public Agency Saving - Parking Fines	BMO	89,242.55	N/A	Demand	89,242.55
Utility Billing Account	BMO	31,268.34	N/A	Demand	31,268.34
Workers' Compensation - Checking Account	BMO	106,469.87	N/A	Demand	106,469.87
Payroll - Checking Account	BMO	310,549.61	N/A	Demand	310,549.61
Money Market	BMO	2,023,558.06	N/A	Demand	2,023,558.06
AFLAC Flexible Spending Account	BMO	18,040.45	N/A	Demand	18,040.45
STIFEL Cash Per GL	Various	1,650,276.72	Various	Various	1,650,276.72
STIFEL Investment Portfolio	Various	52,203,033.95	Various	Various	52,254,998.36
Local Agency Investment Fund	State of California	33,005,720.90	N/A	Demand	33,005,720.90
Subtotal (A)		\$94,175,341.17			\$94,227,305.58
Cash Held With 3rd Party Administrator:					
TRIP 2017A Covina	Wilmington Trust	\$651.31	N/A	Demand	\$651.31
LA County Loan Agreement	U.S. Bank	1,625,061.95	N/A	Demand	1,625,061.95
Other Post-Employment Benefits	Charles Schwab	1,572,008.97	N/A	Demand	1,572,008.97
2021 Taxable Pension Obligation Bonds	U.S. Bank	933.02	N/A	Demand	933.02
2019 Wastewater Refunding Bonds	U.S. Bank	2.59	N/A	Demand	2.59
Subtotal (B)		\$3,198,657.84			\$3,198,657.84
TOTAL (A+B)		\$97,373,999.01			\$97,425,963.42

The purpose of this schedule is to show the total cash and investments held by the City of Covina by account.

Exhibit A-2
CITY OF COVINA
Stifel
Investment Summary as of
April 2025

Portfolio Overview

Book Value	62,203
# Securities	114
Average Size (Book)	458
Yield at Book	4.35
Market Yield	4.38
\$ Gain/Loss	40
% Gain/Loss	0.1%
Average Life	1.60
Average Life +300bps	2.55
% Price Change +100bps	-1.73
% Price Change +300bps	-5.65
Effective Duration	1.63
Effective Convexity	-0.21
AFS / HTM%	100% / 0%
Fixed / Floating	100% / 0%
ESG/Green Par (000's)	\$0 / \$0



Investment Portfolio as of
April 2025

Issuer	Purchase Date	Market Price Per Share	Total Original Cost		Coupon	CUSIP	Maturity	Trustee
			Qty	Value				
FEDL Agric MTG Corp-Medium Term Note	06/30/22	95.690000	1,000,000	915,357.70	0.9400	31422XGQ9	10/26/2026	Stifel
FEDL Agric MTG Corp - Medium Term Note	07/02/24	100.040000	1,000,000	1,000,000.00	5.2700	31424WLD2	7/9/2027	Stifel
FEDL Agric MTG Corp - Medium Term Note	01/16/25	100.177000	1,000,000	1,000,000.00	4.6300	3134HAW66	12/30/2027	Stifel
Total Agricultural Mortgage			3,000,000	\$ 2,915,357.70				
FEDL Farm Credit Bank Bond	02/02/22	96.337000	1,000,000	996,151.59	1.5000	3133ENKV1	1/13/2027	Stifel
Federal Farm Credit Bank Bond	04/07/22	98.735000	1,000,000	1,007,964.06	3.1500	3133EJDV8	3/22/2027	Stifel
FEDL Farm Credit Bank Bond	08/12/24	99.976000	1,000,000	1,000,000.00	4.6200	3133ERN56	8/12/2027	Stifel
Total Federal Farm Credit			3,000,000	\$ 3,004,115.65				
Tennessee Valley Auth-PWR Bond 1995 SER E	06/30/22	101.279000	1,000,000	1,018,487.90	6.7500	880591CJ9	11/1/2025	Stifel
FEDL Home Loan Bank Bond	02/02/22	99.044000	1,000,000	1,007,095.50	2.6250	3130A6ZQ3	12/12/2025	Stifel
FEDL Home Loan Bank Bond	04/07/22	98.978000	1,000,000	1,004,105.83	3.0000	3130A2VE3	9/11/2026	Stifel
FEDL Home Loan Bank Bond	11/04/24	99.968000	1,000,000	1,000,000.00	4.3300	3133ERZM6	11/5/2026	Stifel
FEDL NATL MTG ASSN Note	06/07/24	99.981000	1,000,000	1,000,000.00	5.2600	3135GATR2	6/10/2027	Stifel
FEDL Home Loan Bank Bond	11/26/24	100.042000	1,000,000	1,000,000.00	4.5479	3133ERZS3	11/12/2027	Stifel
FEDL Home Loan Bank Bond	11/19/24	100.037000	1,000,000	1,000,000.00	4.6248	3130B3RN5	11/19/2027	Stifel
FEDL Home Loan Bank Bond	12/10/24	100.201000	1,000,000	1,000,000.00	4.5000	3130B42Y6	12/23/2027	Stifel
FEDL Home Loan Bank Bond	02/18/25	100.350000	1,000,000	1,000,000.00	4.6000	3130B4YQ8	2/25/2028	Stifel
FEDL Home Loan Bank Bond	12/23/2024	100.541000	1,000,000	1,002,433.87	4.6840	3130B0EE5	3/6/2028	Stifel
FEDL Home Loan MTG Corp-Pool #WN2479	12/04/23	101.470800	1,000,000	993,437.50	4.9400	3132XGXH4	5/1/2028	Stifel
FEDL NATL MTG ASSN-Pool#BSB8718 Balloon	03/05/24	100.437100	1,000,000	986,562.50	4.3800	3140LKV14	6/1/2028	Stifel
FEDL Home Loan Bank Bond	10/25/24	99.880000	1,000,000	1,000,000.00	4.5300	3130B3AS2	10/16/2028	Stifel
FEDL Home Loan Bank Bond	11/04/24	100.210000	1,000,000	1,000,000.00	4.6700	3133ERZT1	11/7/2028	Stifel
FEDL Home Loan MTG Corp - Medium Term Note	11/19/24	99.989000	1,000,000	1,000,000.00	4.8982	3134HAXZ1	11/7/2028	Stifel
FEDL Home Loan MTG Corp-Pool#WN2537	04/16/24	101.457700	1,000,000	989,687.50	4.9000	3132XGZB5	12/1/2028	Stifel
FEDL Home Loan MTG Corp-Pool#WN2534	02/16/24	101.291400	1,000,000	997,187.50	4.9000	3132XGY83	12/1/2028	Stifel
FEDL Home Loan MTG Corp-Pool#WN2559	4/10/2024	100.738000	1,000,000	979,062.50	4.6000	3132XGZZ2	1/1/2029	Stifel
FEDL Home Loan Bank Bond	01/14/25	99.940000	1,000,000	1,000,000.00	5.0000	3130B4MG3	1/16/2029	Stifel
FEDL NATL MTG ASSN Note	10/25/24	100.198000	1,000,000	1,000,000.00	4.4000	3135GAXR7	8/3/2029	Stifel
FEDL Home Loan Bank Bond	09/04/24	99.763000	980,000	980,000.00	4.2000	3130B2GZ2	8/13/2029	Stifel
FEDL Home Loan Bank Bond	09/09/24	99.084000	2,000,000	2,000,000.00	4.0000	3130B2NS0	9/4/2029	Stifel
FEDL Home Loan Bank Bond	10/25/24	99.899000	1,000,000	990,500.00	4.0000	3130B32X0	10/2/2029	Stifel
FEDL Home Loan Bank Bond	10/25/24	100.118000	1,000,000	1,000,000.00	4.6500	3130B3F65	10/22/2029	Stifel
FEDL Home Loan Bank Bond	11/05/24	100.867000	1,000,000	1,000,000.00	4.5000	3130B3M67	11/13/2029	Stifel
Total Federal Home Loan			25,980,000	\$ 25,948,560.60				

Investment Portfolio as of
April 2025

Issuer	Purchase Date	Market Price Per Share	Total Original Cost		Coupon	CUSIP	Maturity	Trustee
			Qty	Value				
Bethpage FED CR UN-								
Bethpage NY SHS CTF	04/29/24	100.029000	245,000	245,000.00	5.2500	08756MAA8	5/13/2025	Stifel
Centris FEDL CR UN-								
Omaha NE SHS CTF	05/09/23	100.056000	245,000	245,000.00	5.0000	15643VAB8	5/24/2025	Stifel
Credit Union of Texas-								
Allen TX SHS CTF	05/11/23	100.077000	245,000	245,000.00	5.1500	22551KAZ5	5/27/2025	Stifel
First Choice FEDL CR UN-								
New Castle PA SHS CTF	05/17/23	100.056000	245,000	245,000.00	5.0000	31949HAA9	5/27/2025	Stifel
Lafayette FEDL CR UN-								
Rockville MD SHS CTF	11/22/23	100.108000	245,000	245,000.00	5.5500	50625LBP7	5/30/2025	Stifel
Barclays Bank DE-								
Wilmington DE CD	05/24/22	99.872000	245,000	245,000.00	3.0500	06740KQS9	6/2/2025	Stifel
Global Federal CR UN-								
Anchorage AK SHS CTG	06/06/23	100.119000	245,000	245,000.00	5.2000	37892MAL8	6/16/2025	Stifel
SCE FCU-								
Irwindale CA SHS CTF	12/13/23	100.102000	245,000	245,000.00	5.0000	78413RAJ6	6/20/2025	Stifel
Community West CR UN-								
Kentwood MI CD	12/12/22	100.107000	245,000	245,000.00	5.0000	20416JAC8	6/23/2025	Stifel
Oregon CMNTY CR UN-								
Eugene OR SHS CTF	06/16/23	100.144000	245,000	245,000.00	5.1500	68584JAE9	6/23/2025	Stifel
BMO Harris Bank NA-								
Chicago IL CD	06/23/22	99.818000	245,000	245,000.00	3.2000	05600XGK0	6/24/2025	Stifel
Liberty Fed CR UN-								
Evansville IN SHS CTF	07/01/23	100.213000	245,000	245,000.00	5.3000	53052LAW9	7/14/2025	Stifel
American First CR UN-								
Brea CA SHS CTF	06/30/22	99.785000	245,000	245,000.00	3.2500	02616ABJ7	7/15/2025	Stifel
TTCU Federal CR Union-								
Tulsa OK CD	07/10/23	100.247000	245,000	245,000.00	5.3500	89854LAE3	7/25/2025	Stifel
Communitywide FEDL CR UN-								
South Bend IN SHS CTF	08/04/23	100.333000	245,000	245,000.00	5.2000	20416TBD3	8/29/2025	Stifel
Flagstar Bank NA -								
Hicksville NY CD	06/06/24	100.376000	245,000	245,000.00	5.3000	33847GHY1	9/12/2025	Stifel
First Bank -								
Hamilton NJ CD	06/06/24	100.339000	245,000	245,000.00	5.1500	319137CJ2	9/18/2025	Stifel
Washington State Bank-								
Washington IA CD	4/2/2024	100.341000	245,000	245,000.00	5.0000	93974LAG5	10/9/2025	Stifel
First Natl Bank of Amer-								
East Lansing MI CE	05/16/22	99.351000	245,000	245,000.00	3.0000	32110YXE0	11/28/2025	Stifel
Advantage FEDL CR UN-								
Rochester NY SHS CTF	08/24/23	100.784000	245,000	245,000.00	5.3000	00790JAD4	12/31/2025	Stifel
Southwest Heritage CU-								
Odessa TX SHS CTF	06/26/23	100.678000	245,000	245,000.00	5.1000	84503PAF7	1/7/2026	Stifel
Jovia FINL FEDL CR UN -								
Westbury NY CD	7/2/2024	100.669000	245,000	245,000.00	5.0000	48115LAL8	1/20/2026	Stifel
Marine FEDL CR UN-								
Jacksonville NC SHS CTF	08/27/24	100.211000	245,000	245,000.00	4.3500	56824JBB9	2/27/2026	Stifel
Truliant FEDL CR UN-								
Winston Salem NC SHS CTF	03/09/23	100.933000	245,000	245,000.00	5.1500	89789AAH0	3/23/2026	Stifel
United Fidelity Bank FSB-								
Evansville IN CD	09/16/24	100.261000	245,000	245,000.00	4.3500	910286HZ9	3/27/2026	Stifel
First Bank of The Lake-								
Osage Beach MO CD	10/31/24	99.951000	245,000	245,000.00	4.0000	31925YBU5	4/30/2026	Stifel
Ally Bank -								
Midvale UT CD	04/27/22	98.811000	245,000	245,000.00	2.8500	02007GQQ9	5/5/2026	Stifel
Morgan Stanley PVT BK NA -								
Purchase NY CD	05/14/24	101.009000	245,000	245,000.00	5.0500	61768E3X9	5/22/2026	Stifel
Global FED CR UN -								
Anchorage AK SHS CTF	05/14/24	101.054000	245,000	245,000.00	5.0500	37892MAP9	5/29/2026	Stifel
Inspire FEDL CR UN-								
Bristol PA SHS CTF	06/29/23	101.071000	245,000	245,000.00	5.0000	457731AQ0	6/30/2026	Stifel
GESA CR UN-								
Richland WA CD	07/19/23	101.445000	245,000	245,000.00	5.2500	37424PAH7	7/31/2026	Stifel
Pima FEDL CR UN-	08/02/23	101.558000	245,000	245,000.00	5.3000	722000AC0	8/17/2026	Stifel
Signature Federal Cred U	08/16/23	101.592000	245,000	245,000.00	5.3000	82671DAG2	8/28/2026	Stifel
Kodabank-								
Drayton ND CD	03/09/23	101.259000	245,000	245,000.00	5.0000	50007DAC3	9/22/2026	Stifel
First NATL Bank-								
Damariscotta ME CD	03/09/23	101.261000	245,000	245,000.00	5.0000	32117BFR4	9/23/2026	Stifel
Austin Telco Fed CR UN- Austin								
TX SHS CTF	11/14/22	101.479000	245,000	245,000.00	5.0500	052392CC9	11/27/2026	Stifel

Investment Portfolio as of
April 2025

Issuer	Purchase Date	Market Price Per Share	Total Original Cost		Coupon	CUSIP	Maturity	Trustee
			Qty	Value				
Baxter CR UN-								
Vernon Hills IL SHS CTF	11/14/22	101.422000	245,000	245,000.00	5.0000	07181JAV6	11/30/2026	Stifel
First Foundation Bank -								
Irvine CA CD	06/05/24	101.437000	245,000	245,000.00	5.0625	32026U5X0	12/14/2026	Stifel
All in FED CR Union-								
Daleville AL SHS CTF	12/07/22	100.583000	245,000	245,000.00	4.4500	01664MAA4	12/21/2026	Stifel
State Bank of India -								
New York NY CD	02/01/22	96.015000	245,000	245,000.00	1.7500	856285G21	2/9/2027	Stifel
Pentagon Federal CR UN - Tysons								
Corner VA	02/02/22	95.859000	245,000	245,000.00	1.7000	70962LBE1	2/18/2027	Stifel
Sallie Mae Bank -								
Salt Lake City UT CD	02/16/22	96.708000	245,000	245,000.00	2.2000	795451BH5	2/23/2027	Stifel
Beal Bank -								
Las Vegas NV CD	03/01/22	96.378000	245,000	245,000.00	2.0500	07371CK81	3/3/2027	Stifel
Beal Bank -								
Plano TX CD	03/01/22	96.378000	245,000	245,000.00	2.0500	07371AZQ9	3/3/2027	Stifel
Medallion Bank -								
Salt Lake City UT CD	03/01/22	96.356000	245,000	245,000.00	2.0500	58404DNG2	3/8/2027	Stifel
United Republic Bank-								
Elkhorn NE CD	03/05/25	99.920000	245,000	245,000.00	4.0500	909242BZ1	3/19/2027	Stifel
Cpital One Bank USA NA -								
Glen Allen VA CD	04/07/22	97.368000	245,000	245,000.00	2.7000	14042TFJ1	4/13/2027	Stifel
Synchrony Bank -								
Draper UT CD	04/07/22	97.365000	245,000	245,000.00	2.7000	87165FK45	4/14/2027	Stifel
Capital One NA -								
Melean VA CD	04/27/22	97.984000	245,000	245,000.00	3.0500	14042RRA1	5/4/2027	Stifel
Goldman Sachs Bank USA -								
New York NY CD	04/27/22	97.965000	245,000	245,000.00	3.0500	38149M6Y4	5/11/2027	Stifel
Toyota Finl Svgs Bank-								
Henderson NV CD	05/09/22	98.240000	245,000	245,000.00	3.2000	89235MNH0	5/17/2027	Stifel
Morgan Stanley Bank NA- Salt								
Lake City UT CD	05/16/22	98.332000	245,000	245,000.00	3.2500	61690UJ68	5/19/2027	Stifel
Morgan Stanley PVT BK NA-								
Purchase NY CD	05/16/22	98.332000	245,000	245,000.00	3.2500	61768EJR5	5/19/2027	Stifel
Discover Bank-								
Greenwood DE CD	05/20/22	98.223000	245,000	245,000.00	3.2000	254673E36	5/24/2027	Stifel
Credit Union New Jersey -								
Ewing NJ SHS CTF	06/25/24	100.202000	245,000	245,000.00	5.4611	22552BAA9	7/9/2027	Stifel
Workers FEDL Credit UN-								
Littleton MA SHS CTF	08/27/24	99.778000	245,000	245,000.00	4.0000	98138MCK4	8/30/2027	Stifel
Vantage West CR UN-								
Tucson AZ SHS CTF	09/04/24	99.774000	245,000	245,000.00	4.0000	92213MAB7	9/13/2027	Stifel
Ideal Credit Union-								
Woodbury MN SHS CTF	12/07/22	101.017000	245,000	245,000.00	4.5000	45157PAZ3	12/29/2027	Stifel
Alliant Credit Union-								
Chicago IL SHS CTF	12/20/22	101.892000	245,000	245,000.00	4.8500	01882MAA0	12/30/2027	Stifel
Carter FEDL CR UN-								
Springhill LA SHS CTF	01/14/25	100.259000	245,000	245,000.00	4.2000	14622LAW2	1/28/2028	Stifel
Telco Plus CR Un-								
Longview TX SHS CTF	02/03/25	100.396000	245,000	245,000.00	4.2500	87921MAA2	2/18/2028	Stifel
Merrick Bank-								
South Jordan UT CD	02/18/25	100.400000	245,000	245,000.00	4.2500	59013K4U7	2/28/2028	Stifel
Valley Natl Bank-								
Passaic NJ CD	02/27/25	100.370000	245,000	245,000.00	4.2500	919853QC8	3/6/2028	Stifel
Milestone Bank-								
Salt Lake City UT CD	4/28/2025	99.6100	245,000	245,000.00	3.9500	59934MDC9	4/28/2028	Stifel
Southpoint Bank-								
Birmingham AL CD	04/28/25	99.7280	245,000	245,000.00	4.0000	84464PCC9	4/28/2028	Stifel
Cornerstone Bank-								
Fargo ND CD	05/01/23	103.421800	245,000	245,000.00	-	219232CR4	5/10/2028	Stifel

Investment Portfolio as of
April 2025

Issuer	Purchase Date	Market Price Per Share	Qty	Total Original Cost Value	Coupon	CUSIP	Maturity	Trustee
First FEDL S&L ASSN - Lakewood OH CD	06/20/24	100.645000	245,000	245,000.00	5.3589	32023HBV9	6/28/2028	Stifel
Texas Exchange Bank SSB- Crowley TX CD	10/28/24	99.823000	245,000	245,000.00	4.0500	88241TUA6	7/12/2028	Stifel
CY Fair FCU- Houston TX SHS CTF	06/26/23	100.202000	245,000	245,000.00	5.3000	23248UAC1	7/14/2028	Stifel
Numerica Credit Union-Spokane VLY WA SHS CTF	07/12/23	102.999000	245,000	245,000.00	5.1000	67054NBK8	7/31/2028	Stifel
Tucson FEDL CR UN- Tucson AZ CD	09/01/23	102.759000	245,000	245,000.00	5.0000	898812AC6	9/8/2028	Stifel
Money One FCU- Largo MD SHS CTF	09/01/23	102.770000	245,000	245,000.00	5.0000	60936TAL3	9/14/2028	Stifel
San Francisco FEDL CR UN- San Francisco CA SHS	11/20/24	100.401000	245,000	245,000.00	4.2500	79772FAL0	11/27/2028	Stifel
ClearPath FED CR UN - Burbank CA SHS CTF	07/09/24	100.271000	245,000	245,000.00	5.4000	18507MAD3	7/30/2029	Stifel
Altaone FED CR UN - Ridgecrest CA SHS CTF	8/27/2024	98.803000	245,000	245,000.00	3.8500	02157RAC1	9/13/2029	Stifel
Freedom Northwest CR UN	12/23/2024	100.000000	245,000	245,000.00	4.1200	356436AV7	12/31/2029	Stifel
JP Morgan Chase Bank NA- Columbus OH CD	01/24/25	100.624000	245,000	245,000.00	4.7500	46657VWH9	1/31/2030	Stifel
UBS Bank USA- Salt Lake City UT CD	03/05/25	99.780000	245,000	245,000.00	4.1000	90355GUL8	3/12/2030	Stifel
Luana SVGS Bank- Luana IA CD	03/05/25	98.859000	245,000	245,000.00	3.9000	549104G76	3/13/2030	Stifel
Western State Bank- Devils Lake ND CD	03/05/25	99.336000	245,000	245,000.00	4.0000	95960NLA3	3/25/2030	Stifel
Poppy Bank- Santa rosa CA CD	4/2/2025	98.8080	245,000	245,000.00	4.1000	73319FDX4	4/8/2030	Stifel
Eaglebank- Bethesda MD CD	04/02/25	99.5520	245,000	245,000.00	4.0500	27002YHQ2	4/16/2030	Stifel
American Express Natl BK- Salt Lake City UT CD	4/28/2025	99.7770	245,000	245,000.00	4.1000	02589AHE5	4/30/2030	Stifel
Total Certificates of Deposit			20,335,000	\$ 20,335,000.00				
Stifel Securities			52,315,000	\$ 52,203,033.95				
Stifel Cash				1,650,276.72				
Stifel Total Value of Portfolio			52,315,000.00	\$ 53,853,310.67				

CITY OF COVINA
INVESTMENT TRANSACTION SUMMARY
FOR THE MONTH ENDED APRIL 30, 2025

Purchased Investments											
Qty	Purch Date	Maturity	Date of Disposition	Share Price at Purchase Date	Net Trade Amount	Cost Basis Value	Market Value	Accrued Interest	Issuer	CUSIP	Held by
2,450	4/2/2025	4/16/2030		100.000000	\$ 245,000.00	\$ 245,000.00	\$ 245,000.00		Eaglebank-Bethesda MD CD	27002YHQ2	Stifel
2,450	4/2/2025	4/8/2030		100.000000	245,000.00	245,000.00	245,000.00		Poppy Bank-Santa rosa CA CD	73319FDX4	Stifel
2,450	4/28/2025	4/30/2030		100.000000	245,000.00	245,000.00	245,000.00		American Express Natl BK-Salt Lake City UT CD	02589AHE5	Stifel
2,450	4/28/2025	4/28/2028		100.000000	245,000.00	245,000.00	245,000.00		Milestone Bank-Salt Lake City UT CD	59934MDC9	Stifel
2,450	04/28/25	4/28/2028		100.000000	245,000.00	245,000.00	245,000.00		Southpoint Bank-Birmingham AL CD	84464PCC9	Stifel
Total					\$ 1,225,000.00	\$ 1,225,000.00	\$ 1,225,000.00		-		

Sold/Matured Investments											
Qty	Purch Date	Maturity	Date of Disposition	Share Price at Sale / Maturity Date	Original Cost Value	Par Value at Sale/Maturity	Gain / (Loss) on Sale / Redemption	Interest Earnings Since Purchase	Issuer	CUSIP	Held by
2,450	10/22/24	10/22/2027	4/22/2025	100.000000	\$ 1,950,000.00	\$ 1,950,000.00	\$ -	\$ 45,825.00	FEDL Home Loan Bank Bond	3130B3DD2	Stifel
2,450	06/20/24	6/28/2029	4/28/2025	100.000000	245,000.00	245,000.00	-	10,916.94	Bridgewater Bank -Bloomington MN CD	108622PX3	Stifel
Total					\$ 2,195,000.00	\$ 2,195,000.00	\$ -	\$ 56,741.94			

Net Revenue Analysis - for Period Ending April 30, 2025

Period	Interest Revenue
Previous Month	\$199,164.49
Previous 12 mos.	\$2,793,992.51

California State Treasurer
Fiona Ma, CPA



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

May 07, 2025

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CITY OF COVINA

CITY TREASURER
125 E. COLLEGE STREET
COVINA, CA 91723-2199

[Tran Type Definitions](#)

Account Number: 98-19-219

April 2025 Statement

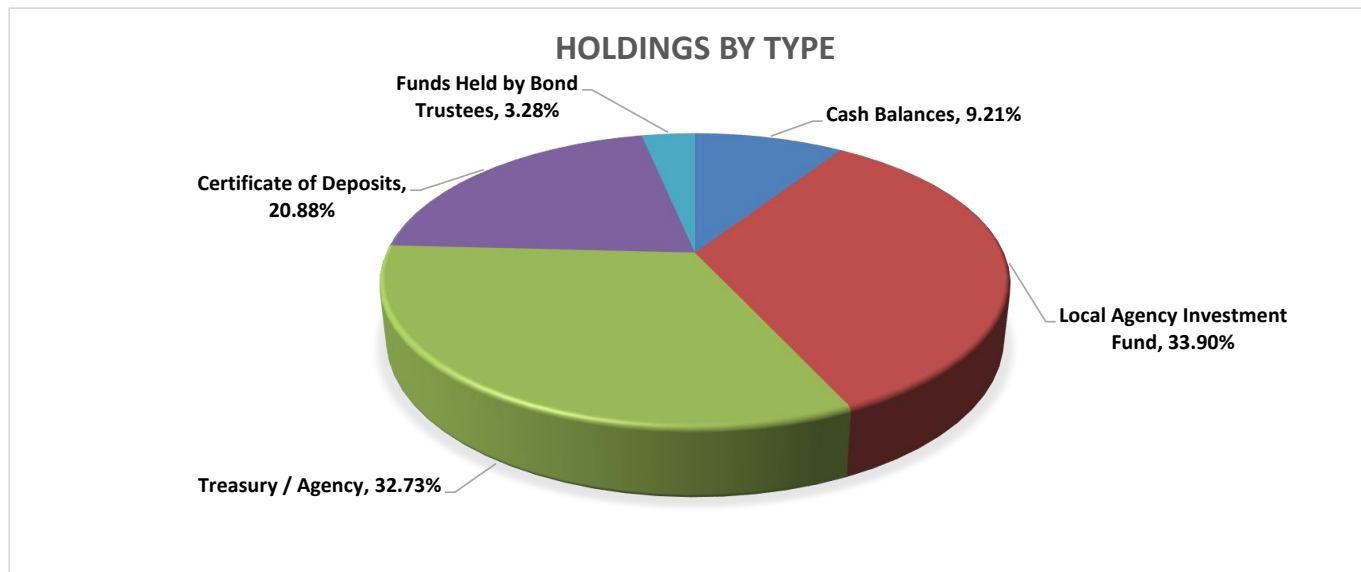
Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
4/7/2025	4/7/2025	RW	1770196	1730765	BEI ZOU	-2,000,000.00
4/10/2025	4/9/2025	RW	1770324	1730890	BEI ZOU	-3,000,000.00
4/15/2025	4/14/2025	QRD	1772262	N/A	SYSTEM	354,759.05
4/29/2025	4/29/2025	RD	1773242	1733808	BEI ZOU	4,000,000.00

Account Summary

Total Deposit:	4,354,759.05	Beginning Balance:	33,650,961.85
Total Withdrawal:	-5,000,000.00	Ending Balance:	33,005,720.90

CITY OF COVINA
Cash & Investment Holdings by Type as of April 30, 2025

	Statement Balance	Total Percentage
Cash Balances	\$8,966,586	9.21%
Local Agency Investment Fund	33,005,721	33.90%
Treasury / Agency	31,868,034	32.73%
Certificate of Deposits	20,335,000	20.88%
Funds Held by Bond Trustees	3,198,658	3.28%
Total	<u>\$97,373,999</u>	<u>100.00%</u>



*Average Investment coupon rate: 4.28% (based on weighted average of Original Cost Value)

**SUCCESSOR AGENCY TO THE COVINA REDEVELOPMENT AGENCY INVESTMENT REPORT
FOR THE MONTH ENDED APRIL 30, 2025**

CASH PER BANK AND INVESTMENT BALANCE	3/31/2025	\$651,984.01
RECEIPTS	4/1/25-4/30/25	6,371.33
DISBURSEMENTS	4/1/25-4/30/25	-
CASH PER BANK AND INVESTMENT BALANCE	4/30/2025	<u>\$658,355.34</u>
ANALYSIS OF CASH PER BANK AND INVESTMENT BALANCE		
CHECKING ACCOUNT		\$73,817.64
LOCAL AGENCY INVESTMENT FUND	Attachment A-6	584,537.70
AVAILABLE CASH PER BANK BALANCES		<u>\$658,355.34</u>
CASH HELD BY BOND TRUSTEES		0.00
TOTAL CASH PER BANK AND INVESTMENT / BOND TRUSTEE CASH BALA	4/30/2025	<u>\$658,355.34</u>

**SUCCESSOR AGENCY TO THE COVINA REDEVELOPMENT AGENCY
CASH AND INVESTMENT SUMMARY
FOR THE MONTH ENDED APRIL 30, 2025**

TYPE OF INVESTMENT	ISSUER	BANK VALUE	ACQUISITION DATE	DATE	MARKET VALUE
Successor Agency to the Covina Redevelopment Agency:					
Checking Account	BMO	\$73,817.64	N/A	Demand	\$73,817.64
Local Agency Investment Fund	State of California	584,537.70	N/A	Demand	584,537.70
Subtotal (A)		\$658,355.34			\$658,355.34
Cash Held With 3rd Party Administrator:					
(1) 2013 Series A Tax Allocation Bonds Fiscal Agent: U.S. Bank	U.S. Bank*	\$0.00	N/A	Demand	(\$0.00)
(2) 2014 Series A Tax Allocation Bonds Fiscal Agent: U.S. Bank	U.S. Bank*	0.00	N/A	Demand	0.00
(3) 2004 Series B Tax Allocation Bonds Fiscal Agent: U.S. Bank	U.S. Bank*	0.00	N/A	Demand	0.00
Subtotal (B)		(\$0.00)			(\$0.00)
TOTAL (A+B)		\$658,355.34			\$658,355.34

The purpose of this schedule is to show the total cash and investments held by the Successor Agency to the Covina Redevelopment Agency by account.

* Formerly BNY Mellon

California State Treasurer
Fiona Ma, CPA



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

May 07, 2025

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S/A CITY OF COVINA FOR COVINA
REDEVELOPMENT AGENCY
FINANCE DIRECTOR
125 EAST COLLEGE STREET
COVINA, CA 91723-2199

[Tran Type Definitions](#)

Account Number: 65-19-007

April 2025 Statement

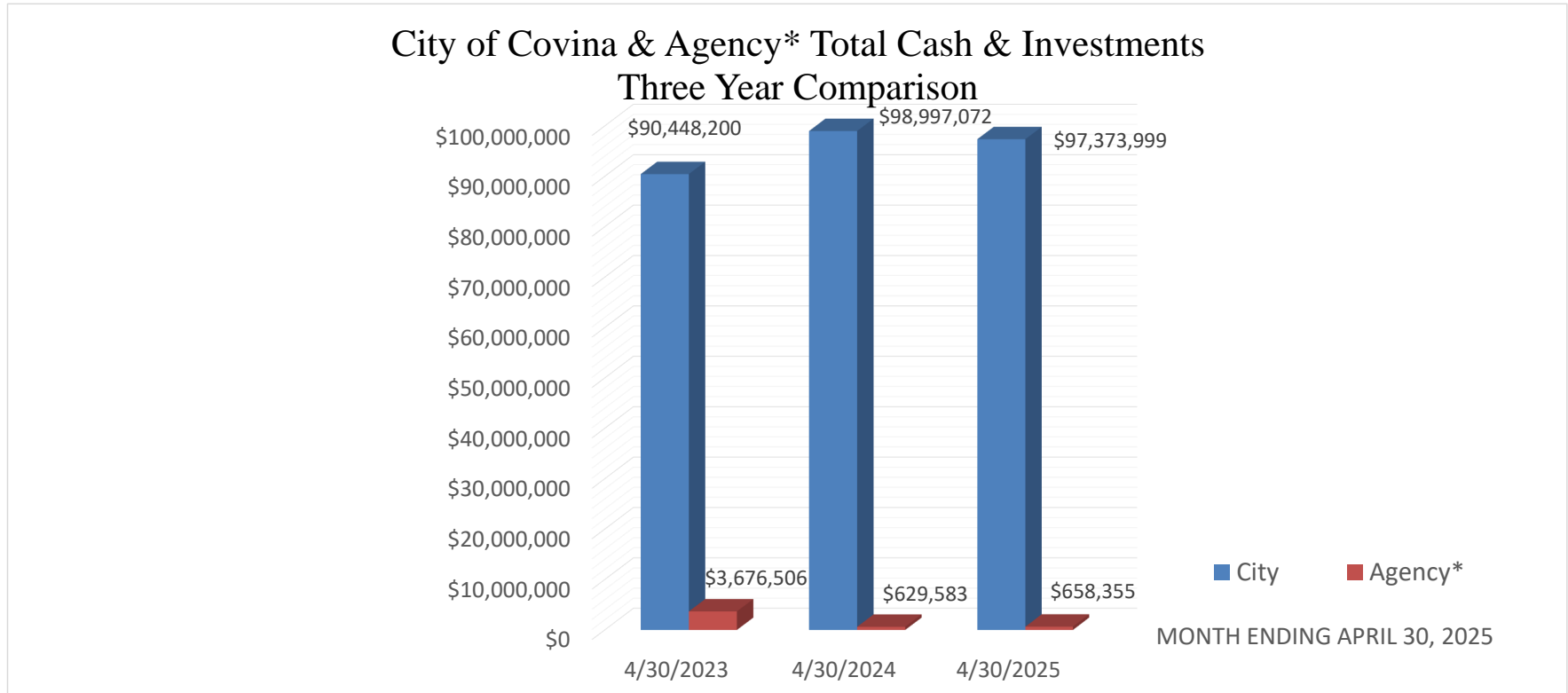
Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
4/15/2025	4/14/2025	QRD	1771337	N/A	SYSTEM	6,371.33

Account Summary

Total Deposit:	6,371.33	Beginning Balance:	578,166.37
Total Withdrawal:	0.00	Ending Balance:	584,537.70

CITY OF COVINA AND SUCCESSOR AGENCY TO THE COVINA REDEVELOPMENT AGENCY
Cash and Investments Three Year Comparison as of April 30, 2025

Quarter Ending	City	Agency*
4/30/2023	\$90,448,200	\$3,676,506
4/30/2024	\$98,997,072	\$629,583
4/30/2025	\$97,373,999	\$658,355



The purpose of this schedule is to show, for comparison purposes, the total cash and investment values for the last 3 years.

*Successor Agency to Covina Redevelopment Agency



CC Regular Meeting

AGENDA ITEM REPORT

Meeting: June 3, 2025

Title: Purchase Agreement with A-Z Bus Sales, Inc. for the Procurement of a Zero Emission Transit Vehicle for the Dial-A-Ride (Covina Transit) Program

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

Recommendation: Authorize the City Manager to execute a Purchase Agreement with A-Z Bus Sales, Inc. for the Procurement of a new Zero Emission Transit Vehicle for the Dial-A-Ride (Covina Transit) Program in an amount not-to-exceed \$145,851.47.

EXECUTIVE SUMMARY/BACKGROUND:

The Covina Dial-A-Ride (Covina Transit) Program services Covina residents over the age of 60 and those who qualify under current ADA guidelines. The fleet is currently comprised of five gasoline-powered vehicles, three (3) of which are cutaway buses/large vans, and two (2) small/passenger vans. All vehicles are routinely maintained and monitored to assess their useful life which considers benchmarks such as age, mileage, and performance. At this time, the vehicles range between 6-8 years old and have been evaluated for potential replacement in accordance with the U.S. Department of Transportation Federal Transit Administration (FTA). FTA useful life dictations are followed for the Dial-A-Ride fleet as all were previously purchased with Proposition A and Proposition C funds from the Los Angeles County Metropolitan Transportation Authority (LACMTA).

These fleet vehicles fall under the FTA vehicle category of Light-Duty Small Buses, Cutaways, and Modified Vans, which in turn dictates their Useful Life Benchmarks (ULB). According to the October 2021 Publication of the FTA's Default Useful Life, cutaway buses and vans have ULBs of 10 and 8 years, respectively. Of the five vehicles, three ULBs will be reached in 2026, and two in 2027. Furthermore, pursuant to FTA Circular 5010.1F, "Grant Management Requirements," dated November 1, 2024, the minimum service-life of Light-Duty Small Buses, Cutaways, and Modified Vans are either 4 years or 100,000 miles, whichever comes first. Considering these factors, the current vehicle conditions, and the needs of the Dial-A-Ride program, City staff has identified vehicle 610 as eligible for retirement. As the largest van in the fleet with a gross vehicle weight rating (GVWR) of 14,500-lbs, vehicle 610 requires more maintenance and is less fuel efficient than the rest of the fleet. Seating a total of 16 passengers + 2 wheelchairs, it rarely reaches capacity simply due to the intricate scheduling requirements for riders who live all across Covina. Overall, the vehicle is larger than required, therefore, in order to meet the current demand of the transit program, it is in the best interest of the program to find a replacement. In consideration of the State of California's Zero-Emission mandate, staff has elected to procure a zero-emission van for the Dial-A-Ride fleet, a first for the program and in line with the mandate timelines.

Vehicle #	Vehicle Classification	Passenger Capacity	Model Year	Approx. Mileage
608	Cutaway/Large Van - Type A	8 + 2 wheelchair	2017	84,043
609	Large Van – Type A	8 + 2 wheelchair	2018	93,239
610	Cutaway/Large Van– Type C	16 + 2 wheelchair	2018	42,704
611	Small Van	7 + 1 wheelchair	2019	92,908
612	Small Van	7 + 1 wheelchair	2019	73,231

DISCUSSION:

The State of California's current Zero-Emission Mandate [CCR § 1962.2] requires that by 2035, all new passenger vehicles and trucks sold in the state are to be 100% zero emission. In accordance with this mandate, starting January 1, 2024, 50% of the total number of vehicles purchased for a fleet in each calendar year must be zero emission; starting January 1, 2027, 100% of the total number of vehicles purchased for a fleet in each calendar year must be zero emission. For qualifying small agencies, 25% of new bus purchases must be zero-emission by 2026, reaching 100% by 2029. The City is just under the qualifier of a small agency as the vehicle over the GVWR of 14,000lbs will be retired before 2026, however, the Department of Public Works is proactive in its approach to zero-emission as a way to maintain overall compliance with its 120+ vehicle fleet.

As a result, in 2023 staff conducted a Zero Emission Vehicle (ZEV) transition plan study specifically for the Dial-A-Ride fleet, which provides a roadmap to 100% ZEV by 2029. In this study, staff worked with a consultant to analyze departmental budget, current infrastructure, and program ridership in order to provide a full transition plan, including vehicle types most suitable based on the needs of the program. The study found that average maximum daily vehicle miles is approximately 80 miles. As such, a ZEV with a battery capacity of at least 67kWh and range of at least 80 miles on a single charge was determined to be most compatible with the City's needs.

As a member of CalACT, the City has access to the CalACT/MBTA Purchasing Cooperative, which provides registered cities with a list of vehicle manufactures and pricings that have been approved through the RFP No. 20-01 contract. CalACT and the Morongo Basin Transit Authority (MBTA) offers a joint purchasing package which adheres to the parameters of joint purchasing agreements with other governmental agencies set forth in the Covina Municipal Code (CMC 2.20.210). Through this purchasing cooperative, CalACT ensures all applicable federal regulations for transit vehicles are met. Furthermore, their RFP process selects the lowest qualifies bidders which realizes City savings not only in vehicle costs but also in staff resources, vehicle availability, and delivery time.

Through the CalACT/MBTA Purchasing Cooperative, staff worked with A-Z Bus Sales, Inc., one of the three qualified low-bidders (Attachment A). Multiple vehicle types were evaluated based on size, battery capacity, and reliability. Staff also took into consideration the ZEV study recommendations and that of the City's current transit operator, who both drives and maintains the Dial-A-Ride fleet. In addition to viewing various models and manufactures through CalACT events, staff also had the opportunity to demo the City of El Monte's first transit program ZEV and gain insight from their experiences. After careful considering the various options, staff determined that the Ford E-Transit Van at 89kWh batter capacity as the most suitable replacement for vehicle 610. The Ford E-Transit seats a total of nine passengers and one wheelchair, about half the amount the total capacity of vehicle 610 – a necessary change to ensure all of the program's vehicles are viable, safe, and cost-efficient options for the City, the passengers, and drivers.

As the City of Covina is a registered member of the the CalACT/MBTA Purchasing Cooperative, CalACT has provided the City with a Letter of Assignment (Attachment B) which entitles the City to enter into the same agreement with A-Z Bus Sales, Inc. which CalACT/MBTA has awarded. This allows the City to purchase the replacement transit vehicle at the competitive bid prices solicited through the Purchasing Cooperative. It is the goal of the Department of Public Works for the Dial-A-Ride fleet to be 100% Zero Emission by 2029. With the procurement of the first ZEV, staff will allow at least one year to allow for proper performance assessment and staff satisfaction.

FISCAL IMPACT:

As part of the Fiscal Year 2024-2025 Operating Budget, \$150,000 in Proposition A funding was approved by City Council for the purchase of the new Dial-A-Ride vehicle (Account No. 2400TO09-55550). Staff identified the minimum required amenities for the new ZEV, including 1000-lb capacity wheelchair lift, fare box, safety/security cameras, and privacy window tinting. Additional features such as wider seating and an extended roof were identified as necessary based on comparisons with current rider experiences. Wider seating provides

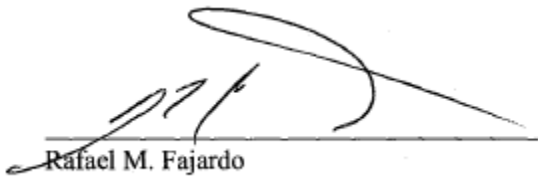
more comfort for passengers and their permitted belongings while the high roof accommodates a full AC cooling system, a necessity for the hot temperatures and considering senior passenger safety. As such, in accordance with the Purchasing Cooperative, the total vehicle purchasing price totals \$145,851.47 (Attachment C).

This new vehicle directly supports paratransit services and therefore, costs are confirmed eligible for funding through LACMTA Proposition A, an expense approved by LACMTA for Fiscal Year 2024-2025.

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. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

Respectfully submitted,



Rafael M. Fajardo
Director of Public Works/City Engineer

MBTA CONTRACT # 20-01 AZ (ZEB VAN)

**AGREEMENT REGARDING PURCHASE OF PARATRANSIT VEHICLES.
For Driverge Z-1 E-Transit Vans**

THIS AGREEMENT is made and entered into on **November 8, 2023** between and among **A-Z BUS SALES, INC.**, a California corporation, with its principal place of business located at 1900 South Riverside Avenue, Colton, California ("SELLER"), and **BASIN TRANSIT** ("Morongo Basin Transit Authority"). SELLER and BASIN TRANSIT may be referred to herein individually as "Party" or collectively as "Parties."

R E C I T A L S

WHEREAS, BASIN TRANSIT, by its Request for Proposals (RFP) #20-01 (ZEB VAN), duly advertised for written proposals to be submitted for the purchase of Paratransit and Transit Vehicles ("VANS") on behalf itself and Consortium members ("Consortium") identified in the Participating Agencies List in the RFP collected by the California Association of Coordinated Transportation ("CalACT") for BASIN TRANSIT; and

WHEREAS, 's RFP is attached hereto as Exhibit "A", and is incorporated herein by reference as if set forth in full; and

WHEREAS, SELLER submitted a sealed proposal in response to BASIN TRANSIT's Notice Inviting Proposals; and

WHEREAS, after it was determined that SELLER was a successful responsive and responsible proposer; and

WHEREAS, SELLER's proposal in response to BASIN TRANSIT's Notice Inviting Proposals is attached hereto as Exhibit "B", and is incorporated herein by reference as if set forth in full; and

WHEREAS, the BASIN TRANSIT Board of Directors has authorized staff via Resolution and board action to award contracts and accept SELLER'S proposal through agreement by and between SELLER and BASIN TRANSIT upon the terms and conditions set forth herein; and

WHEREAS, BASIN TRANSIT has fully complied with all federal, state, and local laws governing the public solicitation process for the purchase of the VANS;

NOW, THEREFORE, incorporating the foregoing recitals herein, for and in consideration of the promises and of the mutual covenants and agreements herein contained, SELLER and BASIN TRANSIT hereby agree as

follows:

1. **CONTRACT DOCUMENTS.** This Agreement, along with all Exhibits referenced herein, and including without limitation, all documents referenced in said Exhibits shall hereinafter be referred to as the "Contract Documents." In the event of any conflict, the Contract Documents, including specifically RFP #20-01 and any addendums thereto, shall take priority in interpreting the respective rights and obligations of the Parties created by this Agreement. Any contract, agreement, or other document subsequently created by any Party in connection with a purchase order issued pursuant to this Agreement and which changes or otherwise modifies the terms and conditions set forth in the Contract Documents shall not be valid without the prior written approval of both of the Parties to this Agreement.

2. **DESCRIPTION OF VANS PURCHASED.** SELLER hereby agrees that it shall sell the VANS manufactured by Driverge and proposed in the Z-1 category as more particularly described in RFP #20-01 (attached hereto as Exhibit "B") to any and all Consortium participants who desire to purchase such VANS from SELLER. VANS are to be vehicles with less than 4000 miles and that have never been previously registered.

3. **CONTRACT PRICING.** SELLER hereby agrees to sell such VANS as more particularly described in RFP #20-01 (attached hereto as Exhibit "B") under the terms and conditions set forth in RFP #20-01.

4. **DELIVERY.** SELLER shall deliver F.O.B. per terms and conditions of BASIN TRANSIT RFP #20-01 Section SP 7.4, 11 and 12 and as proposed.

5. **PAYMENT BY CONSORTIUM PARTICIPANTS.** SELLER shall collect payment from Consortium participants within thirty (30) days after the delivery and acceptance of the VANS by the participant, and a receipt of an invoice thereof, per RFP #20-01, Section SP 10.

6. **NO ASSIGNMENT.** Neither this Agreement, nor any interest in it, may be assigned or transferred by any Party without the prior written consent of all of the Parties to this Agreement.

7. **NO ATTORNEYS' FEES.** If litigation is required to enforce or interpret the provisions of this Agreement, neither SELLER nor the Purchasing Agencies shall be entitled to an award of attorneys' fees or costs, but shall be entitled to any other relief to which it may be entitled by law.

8. **MODIFICATION.** This Agreement may be modified only in writing approved by the BASIN TRANSIT and signed by all Parties.

9. GOVERNING LAW. The laws of the State of California will govern the validity of this Agreement, its interpretation and performance. Any litigation arising in any way from this Agreement shall be brought in San Bernardino County, California.

10. NO WAIVER OF DEFAULT. The failure of any Party to enforce against another party any provision of this Agreement shall not constitute a waiver of that party's right to enforce such a provision at a later time, and shall not serve to vary the terms of this Agreement.

11. FURTHER ASSURANCES. Each Party shall execute and deliver such papers, documents, and instruments, and perform such acts as are necessary or appropriate, to implement the terms of this Agreement and the intent of the parties to this Agreement.

12. BINDING EFFECT; CONTEXT; COUNTERPARTS. Subject to Paragraph 6, the rights and obligations of this Agreement shall inure to the benefit of, and be binding upon, the parties to the contract and their heirs, administrators, executors, personal representatives, successors and assigns. Whenever the context so requires, the masculine gender includes the feminine and neuter, and the singular number includes the plural. This Agreement may be executed in any number of counterparts, each of which shall be considered as an original and be effective as such.

13. NON-INTEREST. No officer or employee of the BASIN TRANSIT shall hold any interest in this Agreement (California Government Code section 1090).

14. CORPORATE AUTHORITY. Each individual signing this Agreement on behalf of an entity represents and warrants that he or she is respectively, duly authorized to sign on behalf of the entity and to bind the entity fully to each and all of the obligations set forth in this Agreement.

15. INDEMNIFICATION. SELLER shall indemnify, defend, and hold harmless BASIN TRANSIT, its officers, agents and employees against any and all liability, claims, actions, causes of action or demands whatsoever against them, or any of them, before administrative or judicial tribunals of any kind whatsoever, arising out of, connected with, or caused by SELLER'S employees, agents, independent contractors, companies, or subcontractors in the performance of, or in any way arising from, the terms and provisions of this Agreement whether or not caused in part by a party indemnified hereunder, except for BASIN TRANSIT's sole active negligence or willful misconduct.

16. WARRANTY. The VANS are warranted by SELLER to be new and to be free from defects in material and workmanship pursuant to and in accordance with those certain manufacturer's warranties collectively attached hereto as Exhibit

"B", and as submitted in response to RFP 20-01 by SELLER and incorporated herein by reference as if set forth in full. During said warranty periods, the VANS shall maintain structural and functional integrity. The warranty is based on regular operation under operating conditions prevailing in the purchaser's operating area.

17. WARRANTY OF FITNESS. SELLER hereby warrants that the VANS and all materials furnished shall meet the requirements and conditions of the Contract Documents and shall be fit for the purposes intended. Acceptance of this warranty and acceptance the VANS and materials to be manufactured or assembled pursuant to the specifications in these Contract Documents shall not waive any warranty, either express or implied.

18. NOTICE. All notices relative to this Agreement shall be given in writing and shall be personally served or sent by certified or registered mail and be effective upon depositing in the United States mail. The Parties shall be addressed as follows, or at any other address designated by proper notice:



MBTA: Joe Meer
Director of Purchasing
Basin Transit
62405 Verbena Road
Joshua Tree, CA 92252

SELLER: John Landherr
President
A-Z BUS SALES, INC.
1900 South Riverside Avenue
Colton, CA 92324

19. EXECUTION. This Agreement is effective upon execution by both Parties. It is the product of negotiation and all parties are equally responsible for authorship of this Agreement. Section 1654 of the California Civil Code shall not apply to the interpretation of this Agreement.

20. CONTINGENCY. Contract validity for Driverge Z-1 ER model is subject to vehicle successfully completing First Article Inspection of the first production vehicle to be ordered and delivered.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first above written.

A-Z BUS SALES, INC., a corporation	Basin Transit, A Joint Powers Authority
By  John Landherr, President	By  Joe Meer, Director of Purchasing

AMENDMENT 2
BASIN TRANSIT CONTRACT NO. 20-01 – Z1-AZ-1
(For Driverge Z1 Electric Vans)

THIS AMENDMENT is made and entered into on November 8, 2024 between and among **A-Z BUS SALES, INC.**, a California corporation, with its principal place of business located at 1900 South Riverside Avenue, Colton, California, ("SELLER"), and **BASINTRANSIT** (Morongo Basin Transit Authority).

R E C I T A L S

WHEREAS, **BASIN TRANSIT**, by its Request for Proposals # 20-01, duly advertised for written proposals for the purchase of Paratransit Vehicles ("BUSES") on behalf of itself and the listed participating agencies by Basin Transit; and

WHEREAS the parties entered into an **AGREEMENT**, Basin Transit Contract No.20-01 on November 8, 2023;

WHEREAS the **AGREEMENT** was for a one-year base period with four one-year options; and



WHEREAS the Basin Transit Board of Directors has provided authorization to exercise option year extensions;

NOW THEREFORE BE IT RESOLVED incorporating the foregoing recitals herein, for and in consideration of the promises and of the mutual covenants and agreements herein contained, **SELLER** and **BASIN TRANSIT** thereby agree as follows:

1. Per Section SP-3, Period of Performance, the period of contract performance is extended to exercise the **first** one-year option. The new Period of Performance is extended through November 7, 2025.

2. Per Section SP-5.3, Vehicle and Optional Feature Pricing, the price of the vehicles and of the optional features for each option period shall be the unit price established in the schedule adjusted by PPI 1413 as stipulated in the Contract and amendment. For this one-year period, the price increase is 2.7%. The new pricing is attached to this Amendment and shall become effective for orders placed on or after November 8, 2024.

IN WITNESS WHEREOF, the Parties have executed this Amendment as of the date first above written.

A-Z BUS SALES, INC., a California corporation	MORONGO BASIN TRANSIT AUTHORITY
	
John Landherr, President	Joe Meer, Director of Purchasing



5/22/2025

Rafael Fajardo
125 E College Street
Covina, CA 91723

Dear Valerie:

The CALACT-Basin Transit Purchasing Cooperative is pleased to make an assignment as detailed in the Assignment to Purchase Agreement.

Additional information is available on the CALACT website at www.calact.org/purchasingco-op that documents the procurement process used by the Cooperative to solicit and award Contract No. 20-01. Prior to acceptance of the vehicles you order, a Post-Delivery Audit must be conducted by your agency if you are using Federal Transit Administration funding to purchase the vehicle.

Thank you for purchasing your vehicles through the Cooperative. Please don't hesitate to contact me if you have any questions at 916-920-8018 or email julia@calact.org.

Sincerely,

Julia Marin
Program Specialist

CALACT



Assignment to Purchase Agreement Assignment #20-01-1187

The CALACT-Basin Transit Purchasing Cooperative, "Assignor", hereby assigns to the City of Covina, "Assignee", 1 option to purchase Transit Vehicles ("Vehicles") from the Joint Procurement Cooperative at a price and under the terms and conditions contained in Assignor's Contract No 20-01 with the Contractors awarded to on the Procurement. Only those vehicles and optional features may be purchased using the Solicitation and the purchase may only be from a Seller listed on the Schedule. Specifically, the Assignment shall have the right to purchase:

Quantity and Type of Vehicle(s):

(1) Nor Cal Van-Driverge Class Z-1-E Transit

Total # of Vehicles: 1

Such ability to purchase commenced, per terms of Contract, on 5/22/2025, and may be exercised at any time on or before 11/8/2025. Assignee must communicate any changes in the order in particular cancellation to the Cooperative as soon as possible.

With respect to the Vehicles assigned hereunder and this Assignment, Assignee agrees to perform all covenants, conditions and obligations required of Assignor under said Contract and agrees to defend, indemnify and hold Assignor harmless from any liability or obligation under said Contract. Assignee further agrees to hold Assignor harmless from any deficiency or defect in the legality or enforcement of the terms of said Contract or option to purchase thereunder. Assignee agrees and understands that Assignor is not acting as a broker or agent in this transaction and is not representing Seller or Assignee, but rather is acting as a principal in assigning its interest in the above-referenced assignment to purchase the Vehicles under the Contract to Assignee.

Please be advised that assignment of said vehicles does not constitute a recommendation or endorsement of this product by the Cooperative. The Assignee is responsible for its choice of vehicle product and options selected. Assignee is responsible for vehicle inspection, acceptance and enforcement of any contract provisions. While PreAward verifications of Buy America, FMVSS and Purchaser's Requirements have been accomplished, Assignee is responsible for Post Award due diligence in this regard.

Purchasing agencies are responsible for and are to exercise due diligence in evaluating the suitability of these vehicles for their operating environment and are responsible for determining their eligibility for funding. In particular, the Cooperative urges you to review the Altoona test report for the vehicle you are purchasing.

Supporting documents for your records may be downloaded from our website at www.calact.org for any reviews or audits your agency will be subject to. Please contact CALACT staff for any assistance you may need at 916-920-8018.

Assignee hereby unconditionally releases and covenants not to sue Basin Transit and/or CALACT upon any claims, liabilities, damages, obligations or judgments whatsoever, in law or in equity, whether known or unknown, or claimed, which they or either of them have or claim to have or which they or either of them may have or claim to have in the future against Assignor, with respect to the Vehicles or any rights whatsoever assigned hereunder.



Julia Marin
Program Specialist
CALACT
"Assignor"

I acknowledge receipt of Assignment Letter #20-01-1187, for one (1) Nor Cal Van-Driverge Class Z-1-E Transit bus.

CITY OF COVINA

By: Rafael Fajardo
Name: Rafael Fajardo
Title: Director of Public Works/City Engineer
Date: 05/22/2025

Asgmt 20-01-1187 - City of Covina 5.22.25

Final Audit Report

2025-05-22

Created:	2025-05-22
By:	Julia Marin (julia@calact.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAOFZkablSHxPI7vgTjcTzjWn5C8S42Jq2

"Asgmt 20-01-1187 - City of Covina 5.22.25" History

-  Document created by Julia Marin (julia@calact.org)
2025-05-22 - 10:43:59 PM GMT
-  Document emailed to Rafael Fajardo (rfajardo@covina.gov) for signature
2025-05-22 - 10:44:04 PM GMT
-  Email viewed by Rafael Fajardo (rfajardo@covina.gov)
2025-05-22 - 11:51:33 PM GMT
-  Document e-signed by Rafael Fajardo (rfajardo@covina.gov)
Signature Date: 2025-05-22 - 11:51:58 PM GMT - Time Source: server
-  Agreement completed.
2025-05-22 - 11:51:58 PM GMT



Customer:	City of Covina	
Address:	125 E. College Street	County:
City:	Covina	Zip Code:
Contact:	Valerie Cortez	Office Phone:
Email Address:	vcortez@covinaca.gov	Cell Phone:
Sales Representative:	Cole Crockett	Type:
		E- Transit, Nor Cal Vans/Driverge

Quote Date	5/8/2025
Expires	6/12/2025
Roof design	High-Roof
	Extended Length
FORD FIN Code	
Revision Date	

QTY Option Description
NOR CAL VAN/DRIVERGE , TYPE Z1-EL, Ford E-Transit 350EL

1	Ford E-Transit 350EL HR	Driverge	Chassis, Ford E-Transit 148' W/B"
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Sub-Total Base Unit	\$ 125,261.14
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PUBLISHED OPTIONS

1 Braun 1,000lb Lift	\$ 693.23	693.23
1 Delete Shift n Step Side Lift for Rear Wheelchair Lift	\$ (9,299.49)	\$ (9,299.49)
1 REI - 4 Camera Surveillance (2T DVR)	\$ 3,969.36	\$ 3,969.36
3 Go-ES Single Seat	\$ 1,184.13	3,552.39
1 Delivery Zone 2	\$ 821.60	821.60
1 Diamond Farebox XV	\$ 2,526.42	2,526.42
1 Slow Basic Level 2 Charger/Cable ~6kW, 16A. Included with Units	Included	Included

Sub-Total Published Options	2,263.51
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NON PUBLISHED OPTIONS

1 Simple Graphics Package - Up to \$2,500 Value - Name and Info on both sides and rear	2,500.00	2,500.00
1 GPS and Event Marker for 4 Camera System	895.00	895.00
1 Storage Box in lieu of Co-Pilot Seat	1,175.00	1,175.00
1 Farebox Mounted on/in Passenger Facing Side of Co-Pilot Storage Box	445.00	445.00
1 Privacy Tint on side windows	880.00	880.00
9 Upgrade to Wider Passenger Seats (High-Bound Estimate)	400.00	3,600.00
1 Locking Lid and Cooling Fan with Vent for Portion of Storage Box Containing Camera Equipment w Power Junction Box	787.00	787.00
1 Air Conditioning 31,000BTU and 28,000BTU Heater with Ducting	Included	Included

Sub-Total Non-Published Options	10,282.00
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SUMMARY
SPECIFICATION SUMMARY

Model Year	2025 Model Year and Chassis	Make:	Nor Cal Van/Driverge	Wheelchair Lift Model:	Braun - 1,000#
Type:	Ford E-Transit 350EL HR	Chassis:	2025 Ford E-Transit 350 Extended	Wheelchair Lift Location	Rear Lift
Passenger Capacity:	9 Passengers + 1 WC + Driver	Wheelbase:	148"	Number of Tie Downs:	1
Seat Fabric:	Ford OEM Charcoal Vinyl	Engine:	Electric	Battery Capacity	89 kWh
Air Conditioning System:	31,000 BTU Cooling, Ducted	GVWR:	9,500	Tie Down Type	QStraint 8100
Exterior Color/Graphics:	White	Body Length:	22 ft		ADA Equipment in Yellow



Customer:	City of Covina		
Address:	125 E. College Street	County:	
City	Covina	Zip Code:	91723
Contact:	Valerie Cortez	Office Phone:	(626)384-5490
Email Address:	vcortez@covinaca.gov	Cell Phone:	
Representative	Cole Crockett	Type	E- Transit, Nor Cal Vans/Driverge

Quote Date	5/8/2025
Expires	6/12/2025
Roof design	High-Roof
	Extended Length
FORD FIN Code	
Revision Date	

QTY Option Description
SUMMARY STANDARD BID FEATURES & EQUIPMENT

Ford E-Transit High Roof, Extended Length	235/65R16
Ford E-Transit Cargo with Driverge Interior	E-Transit Electric Motor
Rear w/c Lift, Braun Century 800 lb rating	148" Wheelbase
Smart floor interior tracking for seats and w/c's	1-Speed Motor w/ Electric rear Axle
Headroom Height Interior	9,500 lb GVWR
Exterior Height 109"	Rear Axle: Single Tires.
Overall Length 263.9"	OEM Ford Air Conditioning &Heat, with Tie-In Rear AC & Heat
Laminated Side windows in Passenger area	AM FM Stereo
Altro Flooring	Reverse Backing camera

CONTRACT PRICING SUMMARY

1		Base Unit as Specified	125,261.14	
1		Published Options	2,263.51	
1		Non-Published Options	10,282.00	
1		Sub-total per Unit	137,806.65	
1		Mobility Aid Rebate shown for tax purposes	1,000.00	reversed below
1		ADA Portion	44,110.10	\$43,372 is in Base
1		Taxable amount on which tax is collected	94,696.55	
1		Sales Tax on taxable amount	5,977.72	6.313% Los Angeles 10.25%
1		CalACT MBTA Fee of 1.5% on the subtotal	2,067.10	
1		Mobility Aid reduction	(1,000.00)	reversal from above
1		Total, Each	145,851.47	
1		Sub Total	145,851.47	
1		Qty	1	
1		Grand Total	145,851.47	Sales tax rate is based on special zero emission reduction of normal tax rate less 3.9375

Cole Crockett

Signature

Cole Crockett

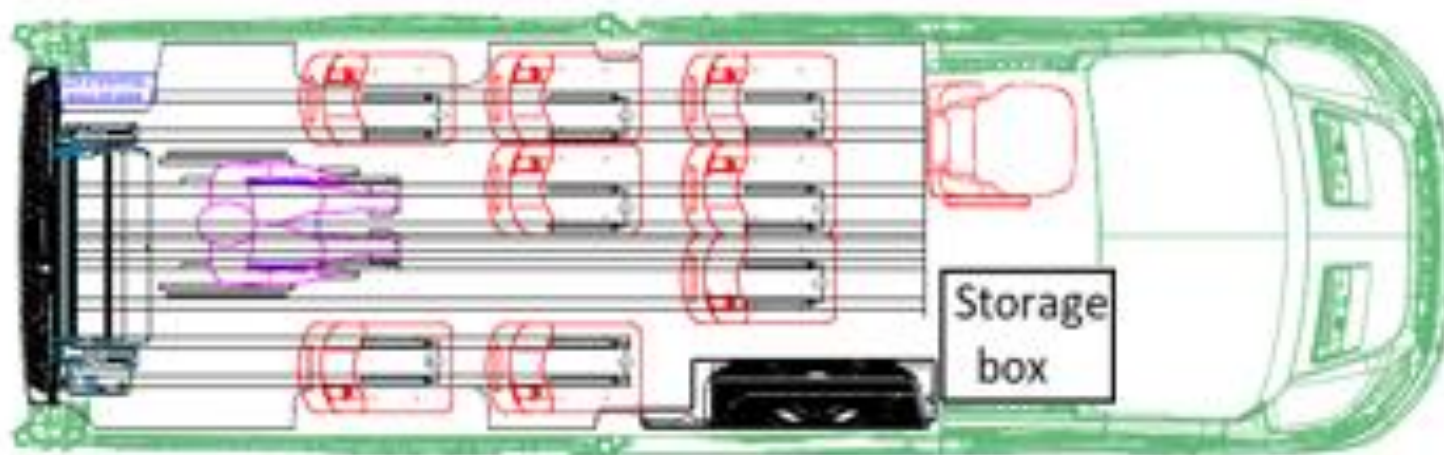
Print Name

Signature

Date

Print Name

COMPANY/AGENCY





CC Regular Meeting AGENDA ITEM REPORT

Meeting: June 3, 2025
Title: Approval of Chief of Police Employment Agreement
Presented by: Joanna Espinosa, Human Resources Manager
Recommendation: That the City Council approve the Employment Agreement for Richard Walczak as Chief of Police and authorize the City Manager to sign said Employment Agreement.

EXECUTIVE SUMMARY:

In December 2024, City Manager Chris Marcarello announced the appointment of Richard Walczak as Chief of Police effective January 1, 2025. As the Council is aware, Chief Walczak is a career dedicated public servant of Covina Police Department with longtime roots in the City. Following his appointment as Chief, the City Manager directed Human Resources staff to prepare a draft Employment Agreement with Walczak as the new Chief of Police. After discussion and consideration of the terms of the Agreement, the City and Chief Walczak have agreed to its terms, subject to the approval of the City Council.

DISCUSSION:

The Employment Agreement is attached for your review and sets forth the terms and conditions of Chief Walczak's appointment. The main points of the proposed employment agreement are as follows:

- The term of the employment agreement is retroactive to the January 1, 2025 appointment.
- Based on the results of a recent market study, amends the Chief of Police salary range to the 60th percentile of comparison agencies (Arcadia, Azusa, Baldwin Park, Glendora, Monrovia and Pomona) with a control rate of \$22,874.74 per month, effective July 1, 2025. Further, provides that future salary range adjustments in accordance with the Executive Compensation Rules.
- Unless otherwise provided in the agreement, the terms and benefits of the Executive Compensation Rules shall be applied to this position.
- Some benefits provided under the Police Management Group (PMG) bargaining unit, as set forth in the agreement, shall be retained by the appointee, including but not limited to longevity pay and accrued leave cash outs.

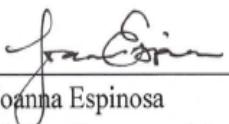
FISCAL IMPACT:

The salary and benefits are described in the attached Employment Agreement.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Not applicable.

Respectfully submitted,


Joanna Espinosa
Human Resources Manager

RESOLUTION CC 2025-64

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, APPROVING AN EMPLOYMENT AGREEMENT FOR CHIEF OF POLICE AND AMENDING SALARY SCHEDULE UNDER THE EXECUTIVE COMPENSATION RULES

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 has established a general policy goal to compensate its employees at the 60th percentile of the market (equal to or higher than 60% of comparison agencies) for total compensation; and

WHEREAS, to achieve this goal, City staff and employee groups engage in a collaborative process of identifying agencies and classifications to include in market comparisons so that the City of Covina will remain competitive in the marketplace; and

WHEREAS, following a competitive recruitment process, the City desires to enter into an employment agreement with Ric Walczak for the services of Chief of Police and revise the classification’s salary schedule in the Executive Compensation Rules to a range of \$18,042.52 to \$22,874.74 per month (the 60th percentile of the market as of June 2025). The new revised Executive Salary Schedules, effective June 28, 2025, June 27, 2026, and June 26, 2027 are attached to this Resolution as Exhibits B, C, D and E.

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 City Manager, or designee, to establish the following amendments effective June 3, 2025, as follows:

- A. Amend the Executive Compensation Rules to revise the Salary Schedule for the classification of Chief of Police to a new salary range of range of \$18,042.52 to \$22,874.74 per month.
- B. Execute the attached employment agreement (“Exhibit A”) on behalf of the City.

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 3rd day of June, 2025.

City of Covina, California

BY: _____
VICTOR LINARES, Mayor

ATTACHMENT A

ATTEST:

FABIAN VELEZ, Chief Deputy City Clerk

CERTIFICATION

I, Fabian Velez, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution CC 2025-63 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 3rd day of June, 2025 by the following vote:

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

Dated:

FABIAN VELEZ, Chief Deputy City Clerk

EMPLOYMENT AGREEMENT FOR CHIEF OF POLICE

This EMPLOYMENT AGREEMENT (“Agreement”) is entered into and effective this 3rd day of June 2025 by and between the CITY OF COVINA (“City”) and RICHARD WALCZAK (“Walczak”). City and Walczak are referred to collectively as “the Parties” or individually as “party” below.

WITNESSETH:

WHEREAS, City seeks the services of Walczak in order to retain his experience, abilities and knowledge and is therefore agreeing to engage his services as the Chief of Police for the City’s Police Department under the terms and conditions set forth below;

WHEREAS, Walczak desires to serve as City’s Chief of Police and is willing to do so under the terms and conditions set forth below;

WHEREAS, City desires to provide certain benefits and conditions of employment and set forth the working conditions for Walczak.

NOW THEREFORE, in consideration of the mutual covenants and conditions herein contained, the parties agree as follows:

1. **Commencement of Employment.** Walczak has accepted employment from City as the Chief of Police, subject to the terms and conditions of this Agreement, and began that employment on January 1, 2025.

2. **Duties.** As Chief of Police, Walczak shall have such duties and responsibilities as described by the job description of the position of Chief of Police, and all other duties and functions as reasonably assigned by the City Manager from time to time. As Chief of Police, Walczak will be considered a member of City’s management and will be responsible for the management of the City of Covina Police Department.

3. **Terms of Employment.** Unless otherwise provided in this Agreement, Walczak’s benefits shall be set forth in and shall be subject to the City’s Executive Compensation Rules.

4. **Salary.** City shall pay Walczak \$245,665.53 per year. This amount is subject to change, based on future salary range adjustments or Executive Compensation Rules changes (e.g. COLA and/or salary increases). City shall pay Walczak at the same time other management employees of the City are paid and subject to customary withholdings.

5. **Longevity Pay.** City shall provide Walczak longevity pay at four (4) percent of base rate of pay. Longevity pay is paid on a biweekly basis. The parties agree that special compensation shall be reported to CalPERS, to the extent legally permissible, pursuant to Title 2 CCR, Section 571(a)(1).

6. **Leave Payouts.** Walczak's benefits shall be set forth in and shall be subject to the City's Executive Compensation Rules in addition to the following leave payouts:

Vacation

Vacation leave balances that exceed two times (2x) the annual accrual as of March 1st of each year will be paid out, up to the maximum accrual limit, at the employee's base hourly rate of pay with the first paycheck issued in April. Those hours paid out will then be permanently reduced from Walczak's leave bank.

Sick

Annually, Walczak may request to be paid out accrued sick leave in excess of 800 hours, up to one hundred twenty (120) hours, at the rate of fifty percent (50%) of the dollar value of the time calculated on base hourly rate of pay. Those hours paid out will then be permanently reduced from Walczak's leave bank. To request a payout, Walczak must submit a memo to Human Resources for review and approval no later than November 15 of each year. The payout will be included in the first paycheck issued in December.

7. **Payout of Accrued Sick Leave Upon Retirement.** Upon retirement from the City of Covina and the Public Employees Retirement System (CalPERS), Walczak may elect to:

- A. Employee retiring from the City will have ninety percent (90%) of accrued sick leave transferred into a Retiree Health Savings/Reimbursement Account (within applicable IRS regulations and limitations) at his then current base hourly rate. The maximum accrued sick leave that can be utilized is one thousand (1,000) hours. For example, an employee with 1,000 hours accrued would receive 90% of his/her accruals, or 900 hours. Any remaining balance will be transferred into the city's 457(b) plan up to the annual IRS limit, if available. Any remaining balance may be cashed out or utilized for PERS Service Credit at the employee's discretion.
- B. Receive a payout of fifty-five percent (55%) of accrued sick leave at his then base hourly rate of pay up to 1,200 hours. Any unused balance of sick leave accruals shall be reported to CalPERS for service credit.

8. **Termination.** This Agreement shall continue in effect until terminated upon written notice by either party.

Walczak's "at-will" employment as Chief of Police may be terminated at the will, discretion and pleasure of the City Manager at any time, with or without advance notice, cause or reason. City shall provide Walczak with written notice of his termination. In accordance with Government Code section 3304(c), Walczak will be provided with the opportunity to request an administrative appeal of his termination in writing to the City Manager within five working days from the date a termination notice is provided to Walczak. To the extent permitted by law and as described in *Binkley v. City of Long Beach* (1993) 16 Cal.App.4th 179, such administrative appeal will be in the form of a name-clearing hearing before a neutral fact-finder selected by City, who will then make a recommendation to the City Manager, who will then make a final decision. Such administrative appeal right as provided by City under Government Code section 3304(c) shall not otherwise affect Walczak's status as an at-will employee.

Walczak may terminate this Agreement at any time by providing at least thirty (30) days' written notice to the City Manager. Termination pursuant to such action shall occur thirty (30) calendar days after service of said notice, or on such other date as may be agreed to by the Parties.

9. **Evaluation.** The City Manager may conduct performance reviews of Walczak as the City Manager deems appropriate.

10. **Goals and Objectives.** The City Manager, in consultation with Walczak, shall define such goals and performance objectives that he or she determines necessary for the proper operation of the Police Department and shall further establish a relative priority among those various goals and objectives. The goals and objectives shall generally be attainable within the time and budgetary resources provided.

11. **Professional Development.** Subject to the prior approval of the City Manager, City shall pay the dues for two professional organizations, (such as the International Association of Chiefs of Police, Police Executive Research Forum, or the California Police Chiefs Association) which are necessary and desirable for Employee's continued professional participation, growth, enhancement or for the good of the City. Subject to the prior approval of the City Manager, City shall budget and pay for Walczak's attendance at two (2) professional organization conferences annually. City shall allow attendance at other conferences identified by Walczak that may benefit the City or enhance his development and growth so long as the City Manager approves of the leave in advance.

12. **Entire Agreement.** This Agreement, and the City's ordinances and personnel rules and regulations, shall supersede any previous written or oral agreement between Walczak and City relating to employment of Walczak by City and shall constitute the entire agreement between the parties relating to the employment of Walczak.

13. **Captions.** The headings used in this Agreement are inserted for reference purposes only and shall not be deemed to limit or affect in any way the meaning or interpretation of any of the terms or provisions of this Agreement.

14. **Invalidity.** If any provision contained in this Agreement is held invalid or unenforceable by a court of competent jurisdiction, the remainder of this Agreement shall be deemed severable, shall not be affected, and shall remain in full force and effect.

15. **Amendments.** This Agreement may only be amended by a writing executed by all parties.

16. **Governing Law and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the State of California. Any action to interpret or enforce the terms of this Agreement shall be held exclusively in a state court in Los Angeles County, California. Walczak expressly waives any right to remove or transfer such action from Los Angeles County.

17. **Waiver.** The failure of either party to insist upon strict compliance with any of the terms, covenants, or conditions of this Agreement by the other party shall not be deemed a waiver of that term, covenant or conditions, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of that right or power for all or any other times.

18. **Notices.** Notices pursuant to this Agreement shall be deemed effective when given either by personal delivery or by mail to the party to whom directed or when deposited in the United States Mail, postage prepaid, addressed as follows:

- City – City Manager
125 E. College Street
Covina, CA 91723
- Ric Walczak
Address in personnel file

Either party may change his or its address by providing written notice to the other party in the manner described herein.

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective on the first date written above.

Date: _____, 2025

CHRIS MARCARELLO, City Manager
City of Covina, California

Date: _____, 2025

RICHARD WALCZAK

CITY OF COVINA
EXECUTIVE SALARY SCHEDULE
EFFECTIVE JUNE 28, 2025

JOB CODE	DESCRIPTION		HOURLY	MONTHLY	ANNUAL
8010	ASSISTANT CITY MANAGER				
		MINIMUM	\$ 81.07	\$ 14,052.47	\$ 168,629.61
		MAXIMUM	\$ 105.61	\$ 18,305.02	\$ 219,660.28
8020	ASSISTANT TO THE CITY MANAGER				
		MINIMUM	\$ 50.11	\$ 8,685.85	\$ 104,230.25
		MAXIMUM	\$ 65.59	\$ 11,368.83	\$ 136,425.95
8000	CHIEF OF POLICE				
		MINIMUM	\$ 104.09	\$ 18,042.52	\$ 216,510.24
		MAXIMUM	\$ 131.97	\$ 22,874.74	\$ 274,496.88
8030	DEPUTY CITY MANAGER				
		MINIMUM	\$ 76.80	\$ 13,311.94	\$ 159,743.26
		MAXIMUM	\$ 104.41	\$ 18,097.31	\$ 217,167.77
8063	DIRECTOR OF ADMINISTRATIVE SERVICES				
		MINIMUM	\$ 76.80	\$ 13,311.94	\$ 159,743.26
		MAXIMUM	\$ 104.41	\$ 18,097.31	\$ 217,167.77
8040	DIRECTOR OF COMMUNITY DEVELOPMENT				
		MINIMUM	\$ 76.80	\$ 13,311.94	\$ 159,743.26
		MAXIMUM	\$ 104.41	\$ 18,097.31	\$ 217,167.77
8060	DIRECTOR OF FINANCE				
		MINIMUM	\$ 76.80	\$ 13,311.94	\$ 159,743.26
		MAXIMUM	\$ 104.41	\$ 18,097.31	\$ 217,167.77
8065	DIRECTOR OF HUMAN RESOURCES				
		MINIMUM	\$ 76.80	\$ 13,311.94	\$ 159,743.26
		MAXIMUM	\$ 104.41	\$ 18,097.31	\$ 217,167.77
8090	DIRECTOR OF PARKS AND RECREATION AND LIBRARY SERVICES				
		MINIMUM	\$ 76.80	\$ 13,311.94	\$ 159,743.26
		MAXIMUM	\$ 104.41	\$ 18,097.31	\$ 217,167.77
8011	DIRECTOR OF PUBLIC WORKS				
		MINIMUM	\$ 76.80	\$ 13,311.94	\$ 159,743.26
		MAXIMUM	\$ 104.41	\$ 18,097.31	\$ 217,167.77

Exhibit B

CITY OF COVINA
EXECUTIVE SALARY SCHEDULE
EFFECTIVE JUNE 27, 2026

JOB CODE	DESCRIPTION		HOURLY	MONTHLY	ANNUAL
8010	ASSISTANT CITY MANAGER				
		MINIMUM	\$ 83.50	\$ 14,474.04	\$ 173,688.50
		MAXIMUM	\$ 108.77	\$ 18,854.17	\$ 226,250.09
8020	ASSISTANT TO THE CITY MANAGER				
		MINIMUM	\$ 51.61	\$ 8,946.43	\$ 107,357.16
		MAXIMUM	\$ 67.56	\$ 11,709.89	\$ 140,518.73
8000	CHIEF OF POLICE				
		MINIMUM	\$ 107.21	\$ 18,583.80	\$ 223,005.55
		MAXIMUM	\$ 135.93	\$ 23,560.98	\$ 282,731.79
8030	DEPUTY CITY MANAGER				
		MINIMUM	\$ 79.10	\$ 13,711.30	\$ 164,535.55
		MAXIMUM	\$ 107.54	\$ 18,640.23	\$ 223,682.80
8063	DIRECTOR OF ADMINISTRATIVE SERVICES				
		MINIMUM	\$ 79.10	\$ 13,711.30	\$ 164,535.55
		MAXIMUM	\$ 107.54	\$ 18,640.23	\$ 223,682.80
8040	DIRECTOR OF COMMUNITY DEVELOPMENT				
		MINIMUM	\$ 79.10	\$ 13,711.30	\$ 164,535.55
		MAXIMUM	\$ 107.54	\$ 18,640.23	\$ 223,682.80
8060	DIRECTOR OF FINANCE				
		MINIMUM	\$ 79.10	\$ 13,711.30	\$ 164,535.55
		MAXIMUM	\$ 107.54	\$ 18,640.23	\$ 223,682.80
8065	DIRECTOR OF HUMAN RESOURCES				
		MINIMUM	\$ 79.10	\$ 13,711.30	\$ 164,535.55
		MAXIMUM	\$ 107.54	\$ 18,640.23	\$ 223,682.80
8090	DIRECTOR OF PARKS AND RECREATION AND LIBRARY SERVICES				
		MINIMUM	\$ 79.10	\$ 13,711.30	\$ 164,535.55
		MAXIMUM	\$ 107.54	\$ 18,640.23	\$ 223,682.80
8011	DIRECTOR OF PUBLIC WORKS				
		MINIMUM	\$ 79.10	\$ 13,711.30	\$ 164,535.55
		MAXIMUM	\$ 107.54	\$ 18,640.23	\$ 223,682.80

CITY OF COVINA
EXECUTIVE SALARY SCHEDULE
EFFECTIVE JUNE 26, 2027

JOB CODE	DESCRIPTION		HOURLY	MONTHLY	ANNUAL
8010	ASSISTANT CITY MANAGER				
		MINIMUM	\$ 86.01	\$ 14,908.26	\$ 178,899.15
		MAXIMUM	\$ 112.04	\$ 19,419.80	\$ 233,037.59
8020	ASSISTANT TO THE CITY MANAGER				
		MINIMUM	\$ 53.16	\$ 9,214.82	\$ 110,577.88
		MAXIMUM	\$ 69.58	\$ 12,061.19	\$ 144,734.29
8000	CHIEF OF POLICE				
		MINIMUM	\$ 110.43	\$ 19,141.31	\$ 229,695.71
		MAXIMUM	\$ 140.01	\$ 24,267.81	\$ 291,213.74
8030	DEPUTY CITY MANAGER				
		MINIMUM	\$ 81.48	\$ 14,122.64	\$ 169,471.62
		MAXIMUM	\$ 110.77	\$ 19,199.44	\$ 230,393.29
8063	DIRECTOR OF ADMINISTRATIVE SERVICES				
		MINIMUM	\$ 81.48	\$ 14,122.64	\$ 169,471.62
		MAXIMUM	\$ 110.77	\$ 19,199.44	\$ 230,393.29
8040	DIRECTOR OF COMMUNITY DEVELOPMENT				
		MINIMUM	\$ 81.48	\$ 14,122.64	\$ 169,471.62
		MAXIMUM	\$ 110.77	\$ 19,199.44	\$ 230,393.29
8060	DIRECTOR OF FINANCE				
		MINIMUM	\$ 81.48	\$ 14,122.64	\$ 169,471.62
		MAXIMUM	\$ 110.77	\$ 19,199.44	\$ 230,393.29
8065	DIRECTOR OF HUMAN RESOURCES				
		MINIMUM	\$ 81.48	\$ 14,122.64	\$ 169,471.62
		MAXIMUM	\$ 110.77	\$ 19,199.44	\$ 230,393.29
8090	DIRECTOR OF PARKS AND RECREATION AND LIBRARY SERVICES				
		MINIMUM	\$ 81.48	\$ 14,122.64	\$ 169,471.62
		MAXIMUM	\$ 110.77	\$ 19,199.44	\$ 230,393.29
8011	DIRECTOR OF PUBLIC WORKS				
		MINIMUM	\$ 81.48	\$ 14,122.64	\$ 169,471.62
		MAXIMUM	\$ 110.77	\$ 19,199.44	\$ 230,393.29



CC Regular Meeting

AGENDA ITEM REPORT

Meeting: June 3, 2025

Title: Amending the Fiscal Year 2024/2025 Capital Improvement Program to Increase Funding for the Covina Recreation Village Project and Authorize the Director of Public Works to Approve a Change Order for the Construction of Phase II - Library

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

Recommendation:

1. Approve plans and specifications for the Covina Recreation Village Project Phase II – Library;
2. Adopt Resolution CC 2025-40 appropriating \$4,179,776.36 from various funding sources to the Covina Recreation Village Project in order to provide additional funding for the construction of Phase II – Library;
3. Authorize the Director of Public Works/City Engineer to approve a contract change order for the Covina Recreation Village Project to Perera Construction and Design, Inc. in the amount of \$9,276,796.36 for the construction of the new library building; and
4. Authorize a project contingency amount of \$565,281.10 to cover the cost of unforeseen construction expenses.

EXECUTIVE SUMMARY:

As part of the City's Fiscal Year 2023-2024 Capital Improvement Program, the City Council approved the Covina Recreation Village Project (CRV), which consists of the construction of a new gymnasium, library, and offsite improvements situated on 2.49 acres at:

- 640 E Citrus Avenue – approximately 18,196 square feet (West Building)
- 680 N Citrus Avenue – approximately 13,652 square feet (East Building)

On July 16, 2024, the City Council approved a contract with Perera Construction and Design Inc. to construct the CRV Phase I, which consists of a new indoor gymnasium with offices for Parks & Recreation staff. Phase I is currently under construction. Upon an inquiry from City staff, Perera Construction and Design, Inc., submitted a change order for the potential construction of the CRV Phase II - Library with a not-to-exceed lump sum amount of \$9,276,796.36. The proposed construction cost is lower than Bernards Bros Inc. original bid of \$9,782,000 for the Library component of the CRV. Due to the uncertainty of economic conditions both locally and abroad and the current availability of construction monies, City staff recommends approval of Perera Construction and Design Inc.'s change order to construct the CRV Phase II – Library in order to further realize the City Council's overall vision for the CRV.

DISCUSSION:

On March 12th, 2024, the City received one bid in the amount of \$29,756,000 from Bernards Bros Inc. for the construction of the Covina Recreation Village Project, which included the gymnasium building, library, and offsite improvements. The bid amount was approximately 30% above the Engineer's construction cost estimate as shown below:

West Gymnasium Building	\$19,974,000
<u>East Library Building</u>	<u>\$ 9,782,000</u>
Total	\$29,756,000

The proposed bid was subsequently rejected and City staff proceeded to conduct a construction cost analysis and concluded that phasing the project would be a more cost-effective solution. City staff eventually split the project into three distinct phases as follows:

- Phase I - Construction of an Indoor Gymnasium & Offices within the West Building
- Phase II - Construction of a new Library
- Phase III - Construction of off-site improvements

Upon re-bidding the project for Phase I, Perera Construction and Design Inc. was the successful bidder. Moreover, City staff scheduled the bidding of Phase II for January 2026; however, the imposition of sweeping tariffs at the federal level created economic uncertainty pertaining to major construction projects and will significantly increase construction costs, potentially impacting project budgets, timelines, and possibly leading to delays or cancellations. Therefore, City staff explored an alternative to start construction of Phase II as soon as possible in an effort to avoid an increase in critical costs and delays and discussed the feasibility of Phase II construction with Perera Construction and Design, Inc. Perera Construction and Design, Inc. subsequently submitted a change order to the City in the amount of \$9,276,796.36, which is \$505,203.64 lower than the cost estimate submitted by Bernards Bros Inc., with a tentative completion date of April 2026.

FISCAL IMPACT:

On July 16, 2024, the City Council approved a total of \$12,112,926 for construction of Phase I - Construction of an Indoor Gymnasium & Offices within the West Building. Funding for this phase of construction was entirely from competitive grant awards and special revenue funds.

The completion of Phase II - Construction of a new Library will cost an estimated \$9,276,796.36 with a \$565,281.10 contingency allowance for any unforeseen construction expenses. \$4,179,776.36 will be appropriated via Resolution CC 2025-40 while \$5,662,301.10 has already been appropriated. Of note, the competitive State Library grant award in the amount required a local match of \$3.072 million. As proposed, this local match will be funded through the City's Measure CC fund balance.

A comprehensive list of funding sources for Phase II is conveyed below:

FUND	AMOUNT	ACCOUNT
Library Grant – State Library Agency	\$5,377,020	460039ST-42190-P2202/460039ST-55100-P2202
Measure CC (Matching Funds)	\$3,072,226.36	46003900-49110-P2202/46003900-55100-P2202
Parks & Recreation CIP	\$127,550	46003900-48990-P2202/46003900-55100-P2202
PEG Fund	\$599,000	28903900-55100-P2202
Kahler Russell Gymnasium Fund	\$110,000	46303900-55100-P2202
Impact Fees - Library	\$210,000	47023900-55100-P2202
Borello Fund	\$61,000	29763900-55100-P2202
State of California Prop 68 Parks Grant	\$285,281.10	4600PR68-55100-P2202
Total	\$9,842,077.46	

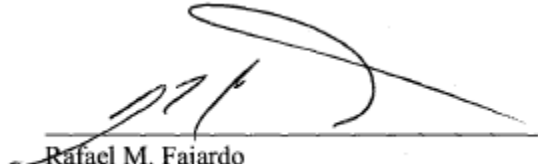
As proposed, the total project cost of \$23.27 million for Phases I and II of the Covina Recreation Village will be funded by approximately \$18.883 million (~87% of total cost) in grant awards/special revenue funds and \$3.072

million (~13% of total cost) in local Measure CC funds. Approximately \$1.617 million in grant award funds remain available for the proposed Phase III portion of this project to complete offsite improvements and a pedestrian bridge from the Covina Recreation Village to the City's F.A.I.R. District.

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

RESOLUTION CC 2025-40

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, APPROVING A CONSTRUCTION CONTRACT CHANGE ORDER WITH PERERA CONSTRUCTION AND DESIGN, INC. FOR THE COMPLETION OF PUBLIC IMPROVEMENTS AT THE COVINA RECREATION VILLAGE AND APPROPRIATING \$4,179,776.36 FOR USE TOWARDS THE PROJECT

WHEREAS, the City of Covina City Council approved the Covina Recreation Village Project as part of the City's Fiscal Year 2023-24 Capital Improvement Program budget; and

WHEREAS, the City of Covina has been awarded nine (9) grants totaling \$20.5 million for the construction of the Covina Recreation Village Project, which will include an indoor gymnasium, library, public plaza, dog park, playground amenities and pedestrian connectivity elements with the Covina Metrolink Station and the City's Food, Arts, Industrial and Residential District via a pedestrian access bridge. External grant funds represent approximately seventy-five (75) percent of the total project cost and without these funds, the project would not be feasible for completion; and

WHEREAS, in December 2023, the Covina City Council approved a Project Labor Agreement ("PLA") with the Los Angeles/Orange County Building Trades for the construction of the Covina Recreation Village that requires the use of local, skilled labor resources for the completion of the Project; and

WHEREAS, on January 2024, following a publicly advertised bidding process, no construction bids were received for the completion of the Covina Recreation Village Project. Following this unsuccessful bid process, the project and bid package was re-advertised to interested general contractors; and

WHEREAS, on March 19, 2024, following a publicly advertised bidding process, the Covina City Council rejected the lowest responsive bid in the amount of \$29.756 million to complete the Covina Recreation Village Project. The bid amount was roughly thirty (30) percent above the architect's construction cost estimate to complete the project. Following the bid rejection, the City Council directed staff to revise the construction bid package and resolicit bids for construction of the Project; and

WHEREAS, a revised construction bid package was advertised for the Covina Recreation Village Project in May and June 2024. At a public bid opening on June 18, 2024, five (5) bids were received and it was determined that Perera Construction and Design Inc. was the lowest responsive and responsible bidder to complete the project in the amount of \$12.113 million. On July 16, 2024, the Covina Council awarded a contract to Perera Construction and Design Inc. to complete the improvements included in the bid package; and

WHEREAS, construction on the revised construction bid package is underway, with an estimated completion in winter 2026; and

ATTACHMENT A

WHEREAS, the City desires to complete other improvements, namely the construction of a public library, that was not included in the revised construction bid package awarded on July 16, 2024; and

WHEREAS, the City's grant agreements for the Covina Recreation Village require that the expenditure of funds be completed by December 31, 2025, to be eligible for reimbursement; and

WHEREAS, the City of Covina has negotiated a contract change order in the amount of \$9,276,796.36 with Perera Construction and Design Inc. utilizing the same unit prices included in the construction contract awarded on July 16, 2024 to complete other improvements, including the construction of a public library; and

WHEREAS, the City of Covina will realize significant savings in costs and time associated with utilizing the City's competitively bid contract with Perera Construction and Design, Inc. and if the City does not undertake its improvements now, it will risk the loss of external grant resources for the completion of improvements and is not certain if or when grant resources will become available for this purpose; and

WHEREAS, the Fiscal Year 2025 Operating Budget & Capital Improvement Plan (CIP) was approved on June 4, 2024; and

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

WHEREAS, the City of Covina wishes to amend the 2024/2025 Capital Improvement Program Budget and appropriate an \$4,179,776.36 from various funding sources towards the completion of the Covina Recreation Village Project – Phase II – Library.

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

SECTION 1. The above recitals are incorporated herein.

SECTION 2. The City of Covina hereby authorizes a contract change order with Perera Construction and Design, Inc. for the completion of public improvements at the Covina Recreation Village, including a public library as is discussed in the agenda report accompanying this Resolution.

SECTION 3. The City Manager is hereby authorized to enter into a contract change order with Perera Construction and Design Inc. for completion of Phase II of the Covina Recreation Village Project, using competitively bid prices received on July 16, 2024 in accordance with Public Contracts Code Section 22030 and Covina Municipal Code Section 2.54. Such action is taken because obtaining new competitive proposals would not produce an advantage, and the advertisement for competitive bid would thus be undesirable, impractical or impossible as permitted in *Graydon v. Pasadena Redevelopment Agency* (1980) 104 Cal.App. 3d 631, 636-637, 164 Cal.Rptr. 56. Perera Construction and Design Inc. is the only company available to perform work on the location at this time. Further, failure to use Perera Construction and Design Inc. will

significantly delay or prevent the City from utilizing grant resources to make its desired public improvements, will not result in cost savings and the City has already complied with the competitive bid process in its award of contract to Perera Construction and Design Inc. on July 16, 2024.

SECTION 4. Amend the Fiscal Year 2024/2025 Capital Improvement Program Budget and appropriate \$4,179,776.36 from various funding sources as follows:

Account No.	Account Description	Amount (\$)	Increase/Decrease
1095-0000-59140-P2202	Measure CC Transfer-Capital Projects Fund	\$3,072,226.36	Increase
46003900-48990-P2202	Parks CIP-Library Admin-Other Revenue-Covina Recreation Village Project	\$127,550	Increase
46003900-49110-P2202	Parks CIP-Library Admin-Transfer-GF-Covina Recreation Village Project	\$3,072,226.36	Increase
46003900-55100-P2202	Parks CIP-Library Admin-Buildings and Structures-Covina Recreation Village Project	\$3,199,776.36	Increase
28903900-55100-P2202	Public Education in Government-Library Admin-Buildings and Structures-Covina Recreation Village Project	\$599,000	Increase
46303900-55100-P2202	Kahler Russell Gymnasium Fund-Library Admin-Buildings and Structures-Covina Recreation Village Project	\$110,000	Increase
47023900-55100-P2202	Impact Fees-Library-Library Admin-Buildings	\$210,000	Increase

	and Structures-Covina Recreation Village Project		
29763900-55100-P2202	Borello Fund-Library Admin-Buildings and Structures-Covina Recreation Village Project	\$61,000	Increase

SECTION 5. The City Clerk shall certify to the passage and adoption of this resolution and shall enter the same in the Book of Original Resolutions.

APPROVED and **PASSED** this 3rd day of June, 2025.

City of Covina, California

BY: _____
VICTOR LINARES, Mayor

ATTEST:

FABIAN VELEZ, Chief Deputy City Clerk

CERTIFICATION

I, Fabian Velez, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution CC 2025-40 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 3rd day of June, 2025, by the following vote:

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

Dated:

FABIAN VELEZ, Chief Deputy City Clerk

Covina Rec Village - PH. 2 East Library
640 N Citrus Ave, Covina Ca, 91723

ITEM OF WORK		QTY	UNIT	PRICE	TOTAL
SITE WORK					
1	Site Survey	1	LS	57,186.78	68,987.85
2	Earthwork / Building Pad	1	LS	41,219.61	49,725.69
3	Demolition / Clean Up	1	LS	180,233.92	217,427.00
BUILDING					
4	Structural Concrete	1	LS	603,616.67	768,179.01
5	Structural Steel	1	LS	787,512.30	970,023.33
6	Metal Decking	1	LS	41,886.71	50,530.46
7	Rough Carpentry	1	LS	227,792.57	294,799.84
8	Millwork	1	LS	592,690.22	674,997.77
9	Insulation / Fire stopping	1	LS	48,807.27	58,879.14
10	Roofing	1	LS	290,180.61	390,062.28
11	Sheet Metal	1	LS	389,926.63	470,403.84
12	Skylight	1	LS	53,802.43	64,905.10
13	Doors, Frame and Hardware	1	LS	101,695.28	122,681.12
14	Glass & Glazing	1	LS	339,519.39	409,582.62
15	Drywall	1	LS	305,892.87	349,016.93
16	Tile	1	LS	68,337.77	82,439.95
17	Acoustical Ceiling	1	LS	792,850.46	936,463.08
18	Flooring	1	LS	150,028.52	180,988.41
19	Painting	1	LS	164,684.26	198,668.51
20	Toilet Accessories	1	LS	38,118.37	45,984.48
21	Plumbing	1	LS	369,134.60	445,309.21
22	HVAC	1	LS	819,725.65	948,884.23
23	Electrical	1	LS	1,274,553.64	1,537,570.53
24	Fire Sprinkler	1	LS	170,005.93	205,088.35
25	Fire Alarm	1	LS	126,449.88	152,544.07
26	Signage	1	LS	10,847.27	13,085.71
CONTRACT AMOUNT					9,707,228.49
Allowance #1 - Canopy Structure		1	LS	TBD	TBD
Allowance #2 - MetroLink ROW Flagging Requirements		1	LS	TBD	TBD
TOTAL CONTRACT AMOUNT TO INCLUDE ALL ALLOWANCES					9,707,228.49
Alternate #1 - Keep All Roof Lumber, Install Only New PVC Membrane		1	LS	(110,000.00)	(100,000.00)
Alternate #2 - Polycarbonate Framed Curbed walls at Story Time & Literacy		1	LS	(140,000.00)	(140,000.00)
Alternate #3 - CON-P to CON-S Finish		1	LS	(30,000.00)	(30,000.00)
Alternate #4 - Remove GLB Strengthening Plates		1	LS	(160,432.13)	(160,432.13)
Alternate #5 - CMU Wall at Eastern Section of Building with Int. Wall Face		1	LS	Included	Included
Alternate #6 - Building Slab Remains and is Ardex Infilled		1	LS	Included	Included
Alternate #7 - South Wall Perimeter Footings		1	LS	Included	Included
Alternate #8 - Cloud Ceilings by Lamvin & Dark Grey Painted Ceilings		1	LS	Included	Included
Alternate #9 - Roof Framing & 9" PVC Roofing Per Original Bid Set & Not Flat		1	LS	Included	Included
Alternate #10 - Book Shelves, Adult Pod & Backing Removed per Bulletin 1		1	LS	Included	Included
Alternate #11 - Gutter & Downspouts per Original Bid Set Roof		1	LS	Included	Included
Alternate #12 - Strucutral Steel Roof & Column Bracing per Original Bid Set		1	LS	Included	Included
Alternate #13 - Light Fixtures per New Cloud Ceiling Layout		1	LS	VE Pending	VE Pending
Alternate #14 - Anti-Graffiti Coating at 10' AFF		1	LS	Excluded	Excluded
Alternate #15 - New CMU Wall in Lieu of BRBF		1	LS	VE Pending	VE Pending
Alternate #16 - Structural Reinforcing At Northwest Corner Panel		1	LS	Pending Design	Pending Design
Alternate #17 - Mechanical Screen Location Per Original Bid Set		1	LS	Included	Included
Alternate #18 - Coved Backsplash At SS-1/SS-2 Countertops Removed		1	LS	Included	Included
<i>This Proposal is a combination of the original bid set, structural bulletin 1 and architectural bulletin 1 changes</i>					
TOTAL CONTRACT AMOUNT TO INCLUDE ALL ALTERNATES					9,276,796.36

SCOPE CLARIFICATIONS

CONCRETE	Responsible	VE Oppurtunity	Increase Potential	Already In Proposal	Date Received	Initial Signature
Slab Ardex	Eddie					
Epoxy Injection at any cracks that allow a credit card to slide into?	Eddie					
South Footing Detail	Eddie					
CMU Wall Footing Details	Eddie					
CMU Wall Overhead Details	Eddie					
CMU Wall End Panel Connection Details	Eddie					
CMU Wall Exterior Finish & Interior Finish	Lisa / Crystal					
Does existing rebar need to be salvaged / hand-chipped	Eddie					
STRUCTURAL STEEL						
BRBF (CoreBrace) Requirement	Eddie					
Following only EC & Associates Drawings? Need Completed	Eddie/Jake/Covina					
Dome Shaped Roof Remaining	Eddie/Jake/Covina					
Glu-Lam Beam Strengthening Plates Requirement	Eddie					
CANOPY						
Confirm column foundations (Caissons or footing pedestals)	Eddie					
Confirm details	Eddie					
Confirm if anti-graffiti coating is necessary	Lisa / Crystal					
Confirm any specific manufacturers needed to be used	Lisa / Crystal / Mary Wu					
Confirm spouts/gutters needed or locations?	Mary Wu / Other					
Confirm spouts/gutters output drainage design. Where is water going?	Mary Wu / Other					
Roof						
Confirm tapered insulation or standard	Mary Wu / Covina					
Confirm dome shaped roof to remain but as new product	Mary Wu / Covina					
Confirm crickets are acceptable	Mary Wu / Covina					
Confirm condition at roof Eastern wall where CMU meets Sheathing/PVC System	Mary Wu / Covina					
Acoustical Ceiling						
Cloud Ceiling Confirmation	Lisa / Crystal					
Armstrong Noir Ceiling above confirmation	Lisa / Crystal					
Confirm Colors & Shapes (5 total options)	Lisa / Crystal					
Confirm Cloud Count	Lisa / Crystal					
Confirm Cloud Layout	Lisa / Crystal					
Millwork						
Confirm removed items (Narrative)	Jake/Covina					
Confirm kept items (Narrative)	Jake/Covina					
Confirm backing detail or requirements to concrete wall	Jake/Eddie					
Flooring						
Confirm if polished concrete in lieu of polished and stained is acceptable	Jake/Covina					
Confirm new floor layout with new building layout/size and removed Eastern Scope	Jake/Covina					

Library



Library Interior





CC Regular Meeting

AGENDA ITEM REPORT

Meeting: June 3, 2025

Title: Request to Amend the City's Classification Plan to Establish the Classification of Information Technology Technician

Presented by: Angel Carrillo, Deputy City Manager
Joanna Espinosa, Human Resources Manager

Recommendation: That the City Council adopt Resolution CC 2025-62 to establish and amend the City's Classification plan, and establish the new job description and salary range for Information Technology Technician within the Mid-Management, Supervisory and Professional, and Confidential and Technical Employees (Unaffiliated) Compensation Rules.

EXECUTIVE SUMMARY:

A review of the existing organizational staffing structure within the Information Technology section of the City Manager's office was recently completed to ensure operational needs and organizational goals are met. Based on this review, it has been determined that staffing adjustments are needed to better serve the internal and external customers of the City.

The job specification and salary schedule are attached with Resolution CC 2025-62 as Attachment A hereto.

BACKGROUND:

On July 16, 2024, City Council approved the Mid-Management, Supervisory and Professional, and Confidential and Technical Employees (Unaffiliated) Compensation Rules, including Section 3A: Covered Classifications. The attached Resolution to establish the new Information Technology Technician job classification and salary ranges will amend Section 3 of the Unaffiliated Compensation Rules to include this new job classification.

On May 6, 2025, City Council adopted the Fiscal Year 2025-26 Budget. Part of the recommended staffing changes included creating a new full-time position within the Information Technology division.

DISCUSSION:

The City's current technology infrastructure has grown increasingly complex, and the demand for timely technical support has significantly increased. Presently, IT support is provided through contract services and a limited number of onsite positions that are stretched thin across multiple departments and functions, which has impacted response times.

With the increased reliance on digital platforms, the City's internal and external service delivery is being affected by limited IT staffing capacity. In order to maintain high-quality service to both staff and residents, the City must address the increasing demand for IT support.

The proposed IT Technician position is intended to provide first-level technical support to City staff and serve as a critical resource in maintaining the City's information technology services.

Human Resources continues to review the operating structure and job classifications in the City's various departments to ensure competitiveness with the labor market and address changing operational needs. As a general policy goal, the City seeks to compensate its employees at the 60th percentile of the market (equal to or higher

than 60% of comparison agencies) for total compensation. To achieve this goal, a market comparison for the position of Information Technology Technician was completed so that the City of Covina will remain competitive in the marketplace.

Based on the review of the current staffing needs in the Information Technology division, it was determined that the changes being recommended herein are necessary to support the growing needs of the City's operations and the internal and external customers it serves.


FISCAL IMPACT:


Funding for the new classification is included in the City's FY 2025-26 budget.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Not applicable.

Respectfully submitted,



Angel Carrillo
Deputy City Manager

Joanna Espinosa
Human Resources Manager



CC Regular Meeting

AGENDA ITEM REPORT

Meeting: June 3, 2025

Title: Adopting a Records Retention Schedule and Authorizing the Destruction of Certain City Records

Presented by: Fabian Velez, Chief Deputy City Clerk
Desiree Jimenez, Deputy City Clerk/Records Manager

Recommendation: 1. Adopt Joint Resolution CC 2025-58 rescinding Resolution CC 2024-14 and adopting a Records Retention Schedule; and
2. Adopt Resolution CC 2025-59 authorizing the destruction of certain City records.

EXECUTIVE SUMMARY:

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

DISCUSSION:

Gladwell Governmental Services, Inc. has conducted a review of the retention schedule and has provided the annual update of the retention schedule (Exhibit A to Attachment A). The update allows the City to comply with recent changes in law and provide a more efficient system for the management of permanent and disposable documents. The records retention periods are in compliance with current laws and are standard business practice for California cities. The proposed update includes all City departments except the Police Department, which manages its own records separately.

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

The Departments of Administrative Services (Finance and Human Resources), City Clerk/Records Management, Community Development (Code Enforcement & Planning), Parks & Recreation/Library Services, Public Works, Special Projects, have completed a review of files to determine which records have met their retention and are eligible for destruction per the City's Record Retention Schedule. Records to be destroyed with the consent of the City Attorney are detailed in Exhibit A to Resolution CC 2025-59. Therefore, staff recommends that the City Council adopt Resolution CC 2025-59 authorizing the destruction of obsolete records.

FISCAL IMPACT:


There is no fiscal impact to adopt the updated retention schedule; however, there is a nominal cost of \$400 per fiscal year, which was included in the Fiscal Year 2024-25 budget, account no. 1010-0700-51005 for the subscription to provide an annual update and unlimited advice.

A nominal fee is also associated with the destruction of obsolete records, which is based on the number of boxes destroyed. Funding for document destruction has been authorized and budgeted within Fiscal Year 2024-2025 under accounts 1010-0500-53990 (Finance), 6010-0500-53990 (Water-Finance), 1010-300-53990/1010-3900-53990 (Parks & Recreation/Library Services), and 1010-0700-53990 (Records Management).


CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Not applicable.

Respectfully submitted,



Fabian Velez
Chief Deputy City Clerk



Desiree Jimenez, CMC
Deputy City Clerk/Records Manager

RESOLUTION CC 2025-58

A JOINT RESOLUTION OF THE CITY COUNCIL, SUCCESSOR AGENCY TO THE COVINA REDEVELOPMENT AGENCY, COVINA PUBLIC FINANCING AUTHORITY, AND COVINA HOUSING AUTHORITY OF THE CITY OF COVINA, CALIFORNIA, RESCINDING RESOLUTION CC 2024-14 AND ADOPTING A RECORDS RETENTION SCHEDULE AND AUTHORIZING DESTRUCTION OF CERTAIN CITY RECORDS

WHEREAS, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the government of the City of Covina; and

WHEREAS, Section 34090 of the Government Code of the State of California provides a procedure whereby any City record which has served its purpose and is no longer required may be destroyed; and

WHEREAS, the State of California has adopted guidelines specifying retention periods for various government records; and

WHEREAS, the City Council of the City of Covina adopted a records retention schedule on July 17, 2001, by minute action; and the Covina Redevelopment Agency adopted the same records retention schedule on June 3, 2003, by minute action; and

WHEREAS, on July 17, 2017, City Council approved an agreement with Gladwell Governmental Services, Inc. to review and update the City's Records Retention Schedule and destruction procedures which included annual updates and a subscription for unlimited advice; and

WHEREAS, on December 19, 2017, the City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Financing Authority/Covina Housing Authority adopted joint Resolution CC 17-128, adopting a records retention schedule and authorizing destruction of certain city records; and

WHEREAS, the Retention Schedule has been reviewed and updated annually and taken to City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Financing Authority/Covina Housing Authority for approval on:

- December 17, 2019, Resolution CC 19-127,
- February 18, 2020, Resolution CC 2020-16,
- April 20, 2021, Resolution CC 2021-40,
- August 16, 2022, Resolution CC 2022-89;
- September 5, 2023, Resolution CC 2023-87
- April 2, 2024, Resolution CC 2024-14 and

WHEREAS, the current records retention schedule has been reviewed and updated to comply with recent changes in law and provide a more efficient system for the management of permanent and disposable documents.

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

SECTION 1. Resolution CC 2024-14 is hereby rescinded in its entirety and this resolution including the Records Retention Schedule (Exhibit A) shall supersede all previous resolutions that are in conflict with this resolution.

SECTION 2. The records of the City of Covina, as set forth in the Records Retention Schedule (Exhibit A), attached hereto and incorporated herein by reference, are hereby authorized to be destroyed as provided by Section 34090 et seq. of the Government Code of the State of California and in accordance with the provision of said schedule upon the request of the Department Head and with the consent in writing of the City Clerk or Chief Deputy City Clerk and City Attorney, without further action by the City Council of the City of Covina.

SECTION 3. The term “records” as used herein shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers; as defined by the California Public Records Act.

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.

SECTION 5. This resolution shall become effective immediately upon its passage and adoption.

APPROVED and PASSED this 3rd day of June, 2025.

City of Covina, California

BY: _____
VICTOR LINARES, Mayor

ATTEST:

FABIAN VELEZ, Chief Deputy City Clerk

CERTIFICATION

I, Fabian Velez, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution CC 2025-58 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 3rd day of June, 2025, by the following vote:

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

Dated:

FABIAN VELEZ, Chief Deputy City Clerk

HOW TO USE RETENTION SCHEDULES

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A legend explaining the information presented in the retention schedule; please read this for an explanation of every column.

The specified retention period applies regardless of the media of the record: If a record is stored on paper and electronic format (a computer file on a hard drive), **all electronic and paper records should be destroyed (or deleted / erased) after the specified period of time has elapsed** and authorization to destroy has been obtained.

Copies or duplicates of records should never be retained longer than the prescribed period for the official (original) record, and drafts and copies should be destroyed as soon as they are no longer required.

The term "records" shall include all records as defined by the California Public Records Act.

STRUCTURE: CITY-WIDE, DEPARTMENTS & DIVISIONS

The City-wide retention schedule includes those records all departments have in common (e-mails, letters, memorandums, purchase orders, etc.). These records are NOT repeated in the Department retention schedule, unless that department is the Office of Record.

Each department has a separate retention schedule that describes the records that are unique to their department, or for which they are the Office of Record. The department retention schedules may be organized by Division within that Department. If a record is not listed in your department retention schedule, refer to the City-wide retention schedule, or look in the index to the schedules (provided after approval.)

BENEFITS

This retention schedule has been developed by Diane R. Gladwell, MMC, an expert in Municipal Government records, and will provide the City with the following benefits:

- Reduce administrative expenses, expedite procedures
- Free office space and computer storage space
- Reduce the cost of records storage – paper and electronic
- Eliminate duplication of effort within the City
- Find records faster
- Determine what media should be used to store records

AUTHORIZATION TO DESTROY RECORDS (Paper or Electronic Records):

Destruction or deletion of an **official (original) record** that has exceeded its retention period must be **authorized prior to destruction or deletion.**

- If there is a **minimum** retention ("**Minimum 2 years**"), the destruction / deletion must be authorized before it is destroyed, as it is an official (original) record.

Copies, drafts, notes and non-records do NOT require authorization, and can be destroyed "When No Longer Required."

- If there is **NOT** a minimum retention ("When No Longer Required"), it does **NOT** need to be authorized prior to destruction, as it is a preliminary draft, copy, or the Content is NOT Substantive.

On every page of the schedules (near the top, just under the column headings) are important instructions, including instructions regarding holds on destroying records. "**Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or resolution).**"

RECORDS RETENTION SCHEDULE LEGEND

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OFR (Office of Record): The department that keeps the Official (original or “record copy”) record for its retention period, then authorizes destruction. Usually, it is the department that originates the record. The official (original) record may be the paper / hard copy version of the record; however the electronic record may be the official (original) record. See the “Destroy Paper after Imaged & QC’d” below for the Legal Requirements for the electronic record to be the official (original) record.

Records Description: The record series (a group of like records).

Non-Record: Documents, studies, books and pamphlets produced by outside agencies, preliminary drafts not retained in the ordinary course of business.

Retention/Disposition:
Active (guideline): How long the file remains in the immediate office area
Inactive (guideline): How long the file is in off-site storage, stored electronically in accordance with law (see below)
Total Retention: The total number of years the record is retained

For file folders containing documents with different retention timeframes, use the document with the longest retention time.

P = Permanent

Indefinite = No fixed or specified retention period; used for databases, because the data fields are interrelated.

Vital? = Those records that are needed for basic operations in the event of a disaster.

Media Options (guideline) terms used in State law:
Mag = Electronic Computer Magnetic Media (Hard drives, Networks, USB Drives, Cloud, etc.)
Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets)
Ppr = Paper
OD = Optical Disk or other **Unalterable Media** which does not allow changes

Scan / Import (guideline):
“S” indicates the record should be scanned into the document imaging system;
“I” indicates the record should be electronically imported into the document imaging system;
“M” indicates the record was microfilmed

Destroy Paper after Imaged & QC’d (quality checked) / Trustworthy Electronic Record: “Yes” means the **electronic** record may serve as the **OFFICIAL** record (and the paper version may be destroyed, or the record may be electronically generated and never exist in paper format) **IF (these are the legal requirements for the electronic record to serve as the official (original) record)** the electronic record is also **placed on Unalterable Media, Imutable Cloud Media, Optical Disk (OD), DVD-R, CD-R, Blue-ray-R, or WORM, or microfilmed** which is **stored in a safe & separate location**. Employees are required to Quality Check (“QC’d”) both the images and the indexes, and ensure the electronic record **contains all significant details from the original and be an adequate substitute for the original document for all purposes**; other legal mandates may apply.

Legend for legal citations (§: Section)

CC: Civil Code (CA)
CFC: California Fire Code
EVC: Evidence Code (CA)
FTB: Franchise Tax Board (CA)
HUD: Housing & Urban Develop. (US)
PC: Penal Code (CA)
UFC: Uniform Fire Code
W&I: Welfare & Institutions Code (CA)

B&P: Business & Professions Code (CA)
CCP: Code of Civil Procedure (CA)
CFR: Code of Federal Regulations (US)
FA: Food & Agriculture Code
GC: Government Code (CA)
LC: Labor Code (CA)
PRC: Public Resources Code
USC: United States Code (US)

CBC: California Building Code
CCR: California Code of Regulations (CA)
EC: Elections Code (CA)
FC: Family Code (CA)
H&S: Health & Safety Code (CA)
Ops. Cal. Atty. Gen.: Attorney General Opinions (CA)
R&T: Revenue & Taxation Code (CA)
VC: Vehicle Code (CA)

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
CITY-WIDE (Used by All Departments)										
Lead Dept.	CW-002	Accounts Payable, Invoices - City Attorney Invoices Only	5 years		5 years	Yes: Before Payment	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets municipal government auditing standards; GC §34090
Lead Dept.	CW-004	Affidavits of Publications / Public Hearing Notices / Legal Advertising / Affidavits of Posting	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; GC §§34090, 54960.1(c)(1)
Lead Dept.	CW-007	Agreements & Contracts: ADMINISTRATIVE FILES (with Grant Funding) (Correspondence, Insurance Certificates, Project Administration, Project Schedules, Certified Payrolls, Invoices, Logs, RFP, etc.)	Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD Upon Completion	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-133; GC §34090; GC §8546.7

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-008	Agreements & Contracts: ADMINISTRATIVE FILES (no Grant Funding) (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Invoices, Logs, RFP, etc.)	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD Upon- Completi #	Covers E&O Statute of Limitations; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §335 337 et. seq., GC §34090
Lead Dept.	CW-011	Bids: UNSUCCESSFUL BIDS, UNSUCCESSFUL PROPOSALS or RESPONSES to RFPs (Request for Proposals) and/or RFQs (Request for Qualifications) that don't result in a contract <i>Includes Rating Sheets and Interview Questions</i> <i>Excludes Bid Files, which are retained by the City Clerk</i>	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	The RFP / RFQ and the successful proposal becomes part of the agreement or contract; GC §34090
Staffing Dept.	CW-012	Boards, Commissions, & Committees: City Council Subcommittees (Composed solely of less than a quorum of the City Council)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	All recommendations are presented to the City Council; GC §34090 et seq.

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Staffing Dept.	CW-013	Boards, Commissions, & Committees: Employees Staff Meetings / Department Staff Meetings	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
	CW-014	Boards, Commissions, & Committees: External Organizations (e.g. County Board of Supervisors)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records
Lead (Requesting) Dept.	CW-017	City Attorney Opinions	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City preference; GC §34090
Lead (Responding) Dept.	CW-019	Complaints / Concerns from Citizens	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City preference; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; GC §34090
Human Resources	CW-020	Complaints Against Employees	Send to Human Resources		Send to Human Resources		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7
Lead Dept.	CW-022	Copies or duplicates of any record	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Dept. that Authors Document or Receives the City's Original Document	CW-023	Correspondence - ROUTINE (Content relates in a substantive way to the conduct of the public's business) (e.g. Administrative, Chronological Files, e-mail, General Files, Letters, Memorandums, Miscellaneous Reports, Press Releases, Public Records Requests, Reading Files, Working Files, etc.) IF the Content relates in a SUBSTANTIVE way to the conduct of the public's business	2 years		2 years		Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After</u> <u>QC & OD</u>	ONLY IF the Content relates in a substantive way to the conduct of the public's business; City of San Jose v. Superior Court (Smith). (2017) 2 Cal.5th 608; GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Dept. that Authors Document or Receives the City's Original Document	CW-024	<p>Correspondence - TRANSITORY / PRELIMINARY DRAFTS, Interagency and Intraagency Memoranda NOT retained in the ordinary course of business</p> <p>Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference</p> <p>(e.g. calendars, checklists, e-mail or social media posting, employee directories, flyers, invitations, instant messaging, inventories, logs, mailing lists, meeting room registrations, speaker cards, staff videoconference chats, notes and recordings, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, undeliverable envelopes / returned mail, visitors logs, voice mails, webpages, etc.)</p>	When No Longer Required		When No Longer Required		Mag, Ppr			<p>Electronic and paper records are filed and retained based upon their CONTENT. Records, e-mails, electronic records, or social media postings where the Content relates in a substantive way to the conduct of the public's business, or that ARE made or retained for the purpose of preserving the informational content for future reference are saved by printing them out and placing in a file folder, or saving them electronically in a folder outside the e-mail system; If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary drafts. GC §34090, GC §§7927.500, 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (Smith). (2017) 2 Cal.5th 608</p>

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-026	Deposit Accounts / Trust Accounts / Refundable Deposits	Close + 5 years		Close + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; meets auditing standards; GC §34090
Lead Dept.	CW-027	DMV Pull Notices	When Superseded or Separated		When Superseded or Separated		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090
Lead Dept.	CW-028	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §§34090, 7927.500
Lead Dept.	CW-029	GIS Database / Data / Layers (both City-wide and Specialized)	When No Longer Required		When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	The Lead Department should print out historical documents (or save source data) prior to replacing the data, if they require the data or output for historical purposes; Department Preference (Preliminary documents); GC §34090 et seq.
Lead Dept.	CW-030	Grants (UNSUCCESSFUL Applications, Correspondence)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
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Lead Dept.	CW-031	Grants / CDBG / Reimbursable Claims / FEMA or OES Reimbursement Claims / Subventions (SUCCESSFUL) Reports, other records required to pass the funding agency's audit, if required) Applications (successful), grant agreement, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	2 years	After Funding Agency Audit, if Required - Minimum 5 years	After Funding Agency Audit, if required - Minimum 5 years		Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; ; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-133; GC §34090; GC §8546.7
Lead Dept.	CW-033	Litigation Files / Lawsuits / Court Case Files Send Final Settlement Agreements to the City Clerk	Final Resolution + 5 years		Final Resolution + 5 years	Yes: Until Settlement	Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department preference; Confirm with City Attorney prior to destruction of any litigation files; CCP §§ 335 337 et seq.; GC §34090
Lead Dept.	CW-034	Leave Slips / Time Off Requests	When No Longer Required		When No Longer Required		Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Preliminary drafts not retained in the Regular Course of Business GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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Lead Dept.	CW-035	Material Safety Data Sheet (MSDS) / Safety Data Sheet (SDS) Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	While Chemical In Use	30 years	30 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Previous MSDS may be obtained from a service; MSDS may be destroyed as long as a record of the chemical / substance / agent, where & when it was used is maintained for 30 years; Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i), GC §34090
Lead Dept.	CW-038	Newspaper Clippings	When No Longer Required		When No Longer Required		Mag. , Mfr. , OD. , Ppr	S / I	Yes: After QC & OD	Non-records - may be obtained from the newspaper company; GC §34090
Staffing Dept.	CW-039	Notices: Public Hearing Notices and Proofs of Publications	2 years		2 years		Mag, Mfr. , OD. , Ppr	S / I	Yes: After QC & OD	Statute of Limitations for some Municipal Government actions is 3 - 6 months; CCP§ 335-337 et seq; GC §§34090, 65009(c)(1)
Human Resources	CW-042	Personnel Files (Department-level Files)	Shred Upon Separation or Transfer		Shred Upon Separation or Transfer	Before Separation	Mag, Mfr. , OD. , Ppr	S / I	Yes: After QC & OD	Ensure records kept in Department files comply with City policy (all originals are sent to Human Resources); GC §34090.7

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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Lead Dept.	CW-043	Personnel Files (Supervisor's Notes)	Shred After Incorporation into Performance Evaluation or Documented Discipline		Shred After Incorporation into Performance Evaluation or Documented Discipline	Before Annual Evaluation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.
Lead Dept.	CW-044	Photographs	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Content not substantive - Preliminary Drafts utilized in other documents; destroy unnecessary photographs. GC §34090
Lead Dept.	CW-045	Public Relations / Press Releases	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept.	CW-046	Purchase Orders / Requisitions	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Lead Dept. (Who Ordered the Appraisal)	CW-047	Real Estate Appraisal Reports: Property NOT purchased, Loans not funded, etc.	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not accessible to the public; GC §§34090, 7928.705
Lead Dept. (Who Ordered the Appraisal)	CW-048	Real Estate Appraisal Reports: Purchased Property, Funded Loans	2 years	Minimum 3 years	Minimum 5 years	Yes: Before Purchase	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not accessible to the public until purchase has been completed; meets grant auditing requirements; 2 CFR 200.334; 24 CFR 91.105(h), & 570.502(a); 29 CFR 97.42, GC §34090, 7928.705

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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	CW-050	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc.: Produced by OUTSIDE ORGANIZATIONS (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-Records
Lead Dept.	CW-051	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc.: Produced by YOUR Department	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Lead Dept.	CW-052	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc.: Produced by OTHER Departments	When Superseded		When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Copies; GC §34090.7
	CW-053	Reference or Working Files: See Correspondence					Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	
Lead Dept.	CW-054	Reports and Studies (Historically significant - e.g., Zoning Studies)	10 years	P	P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD 10 years	Administratively and Historically significant, therefore retained permanently; GC §34090
Lead Dept.	CW-055	Reports and Studies (other than Historically significant reports - e.g. Annual Reports)	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Information is outdated after 10 years; If historically significant, retain permanently; GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

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Lead Dept.	CW-057	Special Projects / Subject Files / Issue Files	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et seq.
Lead Dept.	CW-058	Surveys / Questionnaires (that the City issues). If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Lead Dept.	CW-059	Time Cards / Time Sheets	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Most Employees provide digital signatures when they submit their timecards, but some in Public Works and Community Services do not (another employee enters their time); IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; GC §34090

RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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Lead Dept.	CW-060	Training - ALL COURSE RECORDS (Attendance Rosters, Outlines and Materials; includes Ethics, Harassment Prevention, & Safety Training & Tailgates)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD When Inactive	Department preference; Ethics & Harassment Prevention Training is 5 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years for personnel actions; 29 CFR 1602.31; LC §6429(c); GC §§12946, 12960, 34090, 53235.2(b), GC §53237.2(b); LC §6401.9(f)

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
CITY CLERK										
City Clerk	CC-001	Agenda Packets: City Council, Redevelopment Agency, Successor Agency, Oversight Board, Housing Authority, Public Financing Authority	2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Includes final budget and final audit reports / ACFR; GC \$34090
City Clerk	CC-001.1	Agenda Packets: Boards & Commissions: Finance Advisory Commission, Historic Preservation Commission, Personnel Advisory Commission, Planning Commission	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC \$34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-002	<p>Agreements & Contracts - ALL (INFRASTRUCTURE, OR IF IMAGED, JPAs, MOUs, FRANCHISES)</p> <p><i>Agreement or Contract includes all contractual obligations (e.g. Specifications and Successful Proposal / Scope of Work)</i></p> <p>Examples of Infrastructure: Architects, Buildings, bridges, covenants, development, environmental, Joint Powers, MOUs, park improvements, property & property restrictions, redevelopment, reservoirs, sewers, sidewalks, street & alley improvements, settlement, subdivisions, utilities, water, etc.</p>	Completion	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	<p>Yes: After <u>QC & OD</u></p> <p>Upon Completion</p>	<p>Department Preference; All infrastructure contracts should be permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP <u>§335</u> 337 et. seq., GC §34090; Contractor has retention requirements in 48 CFR 4.703</p>

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-003	<p>Agreements & Contracts - ALL (NON-INFRASTRUCTURE, Professional Services Agreements - NOT IMAGED)</p> <p><i>Agreement or Contract includes all contractual obligations (e.g. Specifications and Successful Proposal / Scope of Work)</i></p> <p>Examples of Non-Infrastructure: Consultants, Landscaping, Painting, Slurry Seals (Paving), Tree Trimming, Leases, Personnel, Professional Services, etc.</p>	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department Preference; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703(a)
City Clerk	CC-004	<p>Agreements & Contracts - HOUSING Loans, Trust Deeds, Promissory Notes, etc.</p>	Fully Paid or Forgiven	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	<u>S / I</u>	<p>Yes: After <u>QC & OD</u></p> <p>Upon Completion</p>	Department preference; Documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; 2 CFR 200.334; 24 CFR 92.508(a)&(c) & 570.502(a)(16), 29 CFR 97.42, GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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City Clerk	CC-005	Articles of Incorporation	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-006	Bid Files: UNSUCCESSFUL PROPOSALS / REJECTED BIDS OR PROPOSALS (ALL)	2 years		2 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-007	Bid Files: INFRASTRUCTURE RFP / Specifications, Successful Proposal, Notice of Completion	2 years	P	P		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department preference; CCP §§337. 337.1(a), 337.15, 343; GC §34090
City Clerk	CC-008	Bid Files: NON-INFRASTRUCTURE RFP / Specifications, Successful Proposal, Notice of Completion	2 years	8 years	10 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department preference; CCP §§337. 337.1(a), 337.15, 343; GC §34090
City Clerk	CC-009	Board & Commission / Committee Maddy Act Lists / Vacancy Notices	2 years		2 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-010	Board & Commission Applications (Successful and Unsuccessful)	2 years		2 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	GC §34090
City Clerk	CC-011	Bonds (Performance Bonds, Subdivision Bonds, Letters of Credit)	Release of Bond / Letter of Credit		Release of Bond / Letter of Credit		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Securities (Performance Bonds, Letters of Credit, CD's, etc.) are released after the Notice of Completion is issued and replaced with the Warranty Bond, which is released 1 year after the Notice of Completion date. GC §34090

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City Clerk	CC-012	City Clerk Filing System / MUFFS (if not identified elsewhere)	Minimum 2 years		Minimum 2 years		Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-013	City Council, Board & Commission Historical List of Members	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Human Resources / Risk Management	CC-014	Claim Forms / Summons	2 years		2 years		Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	Risk Management retains Claim File; GC §34090
City Clerk	CC-014.5 CC-064	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): ELECTRONICALLY FILED	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference; Campaign Statements filed electronically are required for 10 years; City maintains copies only; original statements are filed with FPPC; GC §81009(f)(g); GC §84615
City Clerk	CC-015	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): ALL	7 years		7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC 2 years	City maintains original statements; GC §81009(d)(e)(f)&(g)
City Clerk	CC-016	Economic Interest Filings (FPPC Form 635 / 602) - Lobbyist Authorization / Reporting	5 years		5 years		Mag, Ppr	S / I	Yes: After QC 2 years	2 CCR 18615(f)
City Clerk	CC-017	FPPC Form 801 (Gift to Agency Report)	7 years		7 years		Mag, Ppr	S / I	Yes: After QC 2 years	Must post on website; GC §81009(e)

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-018	FPPC Form 802 (Event Ticket / Pass Distributions Agency Report)	7 years		7 years		Mag, Ppr	S / I	Yes: After <u>QC -2 years</u>	Should post on website for 4 years; GC §81009(e)
City Clerk	CC-019	FPPC Form 803 (Behested Payment Report)	7 years		7 years		Mag, Ppr	S / I	Yes: After <u>QC -2 years</u>	GC §81009(e)
City Clerk	CC-020	FPPC Form 804 (Agency Report of New Positions)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC -2 years</u>	FPPC Regulation 18734(c); GC §81009(e)
City Clerk	CC-021	FPPC Form 805 (Agency Report of Consultants)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC -2 years</u>	FPPC Regulation 18734(c); GC §81009(e)
City Clerk	CC-022	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		7 years		Mag, Ppr	S / I	Yes: After <u>QC -2 years</u>	Must post on website; 2 CCR 18702.5(b)(3); GC §34090; GC §81009(e)
ELECTIONS - CONSOLIDATED										
City Clerk	CC-023	Assessment District Ballots, Protest Letters, & Envelopes - Prop. 218 proceedings		2 years	2 years		Ppr			GC §§53753(e)(2), <u>53755(d)</u>
City Clerk	CC-024	Campaign Filings (FPPC 400 Series Forms & Form 501): SUCCESSFUL CANDIDATES (Elected Officials) All, whether filed electronically or not	10 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC -2 years</u>	For Electronic Filings, Data that has been maintained for at least 10 years may then be archived in a secure format; Paper must be retained for at least 2 years; GC §81009(b)&(g); GC §84615(i)

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-025	Campaign Filings (FPPC 400 Series Forms & Form 501): UNSUCCESSFUL CANDIDATES Includes Unsuccessful Candidates Without Committees that Don't File Electronically	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC</u> 2 years	Candidates without committees are not required to file their statements, reports or copies online or electronically; Paper must be retained for at least 2 years; GC §81009(b)&(g); GC §84615
City Clerk	CC-025.1	Campaign Filings (FPPC 400 Series Forms, 501 Form): UNSUCCESSFUL CANDIDATES, ELECTRONICALLY FILED - WITH or WITHOUT Committees	10 years		10 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC</u>	Statements filed electronically are required to be retained for 10 years; GC §81009(b)&(g); GC §84615
City Clerk	CC-026	Campaign Filings (FPPC 400 Series Forms): THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK (copies)	4 years		4 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC</u>	Paper must be retained for at least 2 years; GC §81009(f)&(g)
City Clerk	CC-027	Campaign Filings (FPPC 400 Series Forms): OTHER COMMITTEES (PACS - not candidate-controlled)	7 years		7 years		<u>Mag</u> , <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC</u>	Paper must be retained for at least 2 years; GC §81009(c)&(g)
City Clerk	CC-028	Candidate File: Nomination Papers, Candidate Statement Forms, etc. - SUCCESSFUL CANDIDATES	Term of Office + 4 years		Term of Office + 4 years		Mag, Ppr			CA law states term of office and 4 years after the expiration of term for Nomination Papers EC §17100

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-029	Candidate File: Nomination Papers, Candidate Statement Forms, etc. - UNSUCCESSFUL CANDIDATES	Election + 4 years		Election + 4 years		Mag, Ppr			Department preference; CA law states term of office and 4 years after the expiration of term for Nomination Papers EC §17100
City Clerk	CC-030	Elections - GENERAL, WORKING or ADMINISTRATION Files (Correspondence, Applications to fill a Vacancy on the City Council, Precinct Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, Polling Locations and Precinct Board Members, Notices, Postings, etc.)	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	CC-031	Elections - HISTORICAL (Sample ballot, copies of resolutions, final results; Certificate of Election)	2 years	P	P		Mag, Mfr, OD, Ppr	S	No	Retained for Historical Value, GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

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(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-032.1	Elections - Petitions (Initiative, Recall or Referendum) - IF INSUFFICIENT / NOT SUFFICIENT	Final Examination + 1 year after petition examination		Final Examination + 1 year after petition examination		Ppr			Not accessible to the public; If the insufficient petition is NOT examined by the proponent(s), it has a retention of 8 months after final examination by the elections official, unless there is a legal or FPPC proceeding. If the petition is examined by the proponent(s), the petition has a retention of 1 year after examination. EC §§17200(b)(3), 17400
City Clerk	CC-032.2	Elections - Petitions (Initiative, Recall or Referendum) - IF SUFFICIENT	Results + 8 months		Results + 8 months		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3), 17400

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-032	Elections - Petitions (Initiative, Recall or Referendum)	Results + 8 months, or Final Examination if No Election + 1 year after petition examination if petition is insufficient		Results + 8 months, or Final Examination if No Election + 1 year after petition examination if petition is insufficient		Ppr			A 1 year retention period - applies where the proponents of the petition have commenced an examination pursuant to GC §7924.100. Not accessible to the public. The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200(b)(3); 17400
ELECTIONS - STAND-ALONE (use in conjunction with Consolidated elections ... records series are not repeated)										
City Clerk	CC-033	Applications to View Voter Registration Information		5 years	5 years		Ppr			EC §2188(f)
City Clerk	CC-035	Ballots - After Election		6 mo.	6 mo.		Ppr			EC §17302
City Clerk	CC-036	Ballots - After Recount		6 mo.	6 mo.		Ppr			EC §17306
City Clerk	CC-037	Challenged & Assisted Voters List		6 mo.	6 mo.		Ppr			If uncontested, EC §17304
City Clerk	CC-038	Inspector Receipts for Ballots		6 mo.	6 mo.		Ppr			EC 17302, 17306
City Clerk	CC-039	Precinct Officer Appointments		6 mo.	6 mo.		Ppr			EC §17503
City Clerk	CC-040	Roster of Voters		5 years	5 years		Mag, Mfr, OD, Ppr			EC §17300
City Clerk	CC-041	Tally Sheets		6 mo.	6 mo.		Ppr			EC §17304
City Clerk	CC-042	Vote-by-Mail Applications, Roster of Absentee Applications		6 mo.	6 mo.		Ppr			EC §17302
City Clerk	CC-043	Vote-by-Mail Identification Envelopes		6 mo.	6 mo.		Ppr			EC §17302

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-044	Voter Index Copies used as the Voting Record at Polling Places		6 mo.	6 mo.		Ppr			EC §17304
City Clerk	CC-045	Voter Index Original		5 years	5 years		Ppr			EC §17001
(End of Elections Section)										
City Clerk	CC-046	Ethics Training Certificates, City Council, Board and Commission Members	5 years		5 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	GC §53235.2(b)
City Clerk	CC-046.5 CC-065	Enterprise System Catalogue (posted online)	2 years		2 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
City Clerk	CC-047	Historical Records, Photographs, & Historical Projects (e.g. Incorporation, City Seal, Awards of significant historical interest, etc.)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	City Clerk determines historical significance; records can address a variety of subjects and media. Some media (e.g. audio and video tape) may be limited because of the media's life expectancy; GC §34090
City Clerk	CC-048	Minutes: City Council, Redevelopment Agency, Successor Agency, Oversight Board, Housing Authority, Public Financing Authority	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-048.1	Minutes: Boards & Commissions: Finance Advisory Commission, Historic Preservation Commission, Planning Commission	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD Ne	GC §34090
City Clerk	CC-049	Municipal Code Administration , Distribution, etc.	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts not retained in the ordinary course of business; GC §34090
City Clerk	CC-050	Municipal Code History / Supplements	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference (retain one of each supplement); GC §34090
City Clerk	CC-051	Oath of Office: City Council, Boards & Commission Members	Term of Office + 4 years		Term of Office + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department Preference; GC §34090
City Clerk	CC-052	Ordinances	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090
City Clerk	CC-053	Petitions (submitted to Council on any subject - Dog Parks, Parking, Traffic Calming, etc.) See Elections for Initiative, Recall or Referendum Petitions	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; only 1 year is required; GC §50115
City Clerk	CC-054	Public Records Requests / Request for Records / Subpoenas (except for Police Department)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-055	Recorded Documents: ALL - Deeds, Easements, Liens & Releases, Rights of Way, Notices of Completion, Recorded Agreements / Contracts, Certificate of Compliance, etc.	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u> No	Department preference; GC §34090 et seq.
City Clerk	CC-056	Recordings - AUDIO of City Council, Redevelopment Agency, Successor Agency, Oversight Board, Housing Authority, Public Financing Authority	2 years		2 years		(Mag)			Department preference; State law only requires for 30 days; GC §54953.5(b)
City Clerk	CC-057	Recordings - VIDEO of City Council, Redevelopment Agency, Successor Agency, Oversight Board, Housing Authority, Public Financing Authority	Minimum 10 years		Minimum 10 years		(Mag)			Department Preference; Video recording of meetings are only required for 90 days; GC §§34090.7, 34090
City Clerk	CC-058	Records Destruction Authorization Forms	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
City Clerk	CC-059	Records Retention Schedules / Amendments to Records Retention Schedules	10 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u> No	GC §34090 et. seq.
City Clerk	CC-059.1	Redistricting Web Page / District Boundary Web Page (Map, Redistricting Process, Agendas, Calendars, Notice, etc.)	10 years		10 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	S / I	<u>Yes: After QC & OD</u>	EC §21160(i) 21608(g) ; GC §34090

RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-060	Resolutions: City Council, Redevelopment Agency, Successor Agency, Oversight Board, Housing Authority, Public Financing Authority	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	GC §34090
City Clerk	CC-060.1	Secretary of State Statement of Facts / Registry of Public Agencies	2 years		2 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
City Clerk	CC-061	Speaker Cards	When No Longer Required		When No Longer Required		Mag , Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Preliminary drafts used to produce minutes; GC §34090
City Clerk	CC-062	Stock Certificates (Water Company)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-063	Vehicle Titles (Pink Slips) - All Vehicles	Sale or Disposal		Sale or Disposal		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: CITY MANAGER

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
CITY MANAGER										
City Manager	CM-001	City Council Payroll	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Most Employees provide digital signatures when they submit their timecards, but City Council Member do not (another employee enters their time); IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; GC §34090
City Manager	CM-002	Grand Jury Reports and Responses (Regarding City Operations)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (the Grand Jury keeps their reports 5 years); GC §34090
City Manager	CM-003	Press Releases	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Manager	CM-004	Projects, Programs, Subject & Issues (Issues and/or projects will vary over time)	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
City Manager	CM-005	Speech Notes / PowerPoint Presentations (not part of a Council Agenda packet)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Content not substantive; Notes, drafts, or preliminary documents; GC §34090 et seq.
Finance	CM-006	Travel / Conferences	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Invoices are maintained by Finance; GC §34090.7

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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BUILDING & SAFETY										
CED / Building & Safety	BL-002	Address Files / Building Permits	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090, H&S §19850
CED / Building & Safety	BL-003	Building Permit Database	Indefinite - Permanent		Indefinite - Permanent	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference - Data is interrelated; Building Permits are required for the Life of the Building; GC §34090, H&S §19850
CED / Building & Safety	BL-004	Building Plans - Cancelled, Expired or Withdrawn	Upon Expiration, Cancellation or Withdrawal		Upon Expiration, Cancellation or Withdrawal		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Preliminary drafts not retained in the ordinary course of business; CBC §104.7; H&S§19850, GC §34090
CED / Building & Safety	BL-005	Building Plans - Finalled - INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION, TENANT IMPROVEMENTS	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Law requires for the life of the building for commercial and common interest dwellings only; CBC 104.7 & 107.5, H&S§19850, GC §34090
CED / Building & Safety	BL-006	Building Plans - Finalled - SINGLE FAMILY RESIDENTIAL - SFR and APPURTENANCES	Life of the Structure		Life of the Structure	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	State law requires plans need not be filed for dwellings less than 2 stories, garages & appurtenances, farms/ranches, 1-story with bearing walls less than 25'; CBC requires 180 days from completion date; CBC 104.7 & 107.5, H&S§19850, GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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CED / Building & Safety	BL-007	Certificate of Occupancy (CofO)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
CED / Building & Safety	BL-008	Construction Notices / Inspection Notices (correction notices, compliance orders, stop work notices, etc.)	When Permit is Finalled		When Permit is Finalled		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts; GC §34090
CED / Building & Safety	BL-009	Plan Check Comments	When Finalled		When Finalled		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts; GC §34090
CED / Building & Safety	BL-010	Reports: Building Activity	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary Drafts (the database is the original); GC §34090
CED / Building & Safety	BL-011	Requests & Permissions to Receive Copies of Plans (to and from Architects)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
CED / Building & Safety	BL-012	Uniform Building Codes / California Building Codes	Minimum While Ordinance is in Force		Minimum While Ordinance is in Force		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §50022.6
CODE ENFORCEMENT										
CED / Code Enforce.	CE-001	Citations	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
CED / Code Enforce.	CE-002	Code Enforcement / Abatement Case Files (Includes appeals and Code Enforcement Complaint Letters) All Liens are sent to the City Clerk	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	<u>S / I</u>	Yes: After QC & OD	Department preference; Case is open until satisfactorily resolved (some cases are not resolved); GC §34090
CED / Code Enforce.	CE-003	Foreclosure Notices / Notices of Defaults (NOD) - for Privately owned property - courtesy notices from mortgage companies	When No Longer Required		When No Longer Required		Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Preliminary drafts not retained in the ordinary course of business; GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
ECONOMIC DEVELOPMENT / FORMER REDEVELOPMENT / SUCCESSOR AGENCY										
CED / Economic Develop.	ED-001	Economic Development Projects, Programs, Subject & Issues / Economic Development (Issues and/or projects will vary over time - e.g. Hotels, Developments, etc.)	Minimum 2 years		Minimum 2 years	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
CED / Economic Develop.	ED-002	Economic Development Grants (UNSUCCESSFUL Applications, Correspondence)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
CED / Economic Develop.	ED-003	Economic Development Grants / CDBG (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required) Applications (successful), grant agreement, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	2 years	After Funding Agency Audit, if Required - Minimum 6 years	After Funding Agency Audit, if required - Minimum 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Through LA County / CDC - Per GMU Bulletin 16-0020; Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-110 & A-133; GC §34090
CED / Economic Develop.	ED-004	Real Estate Appraisals	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference, meets municipal auditing standards; GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
CED / Economic Develop.	ED-005	Redevelopment Long Range Property Management Plans, Oversight Plans	Completion + 10 years		Completion + 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
CED / Economic Develop.	ED-006	Redevelopment Plans	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference for Historical Purposes; GC §34090
CED / Economic Develop.	ED-007	Redevelopment Projects & Project Areas (Ensure Planning has all Environmental Documents, Engineering has all CIP Projects, and City Clerk has all Real Property records for Permanent retention)	Completion + 10 years		Completion + 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Planning, Building and Engineering retains final documents of construction projects (transfer any CIP project files to Engineering); Covers various Statute of Limitations; CCP § 335 337 et seq.; GC §34090
CED / Economic Develop.	ED-008	Leases / Tenant Files	Completion + 5 years		Completion + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference, meets municipal auditing standards; CCP § 335 337 et seq.; GC §34090
CED / Economic Develop.	ED-009	Relocations	Completion + 5 years		Completion + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference, meets municipal auditing standards; CCP § 335 337 et seq.; GC §34090
CED / Economic Develop.	ED-010	Small Business Loans / Façade Improvement	Loan Pay-off OR Forgiveness + 5 years		Loan Pay-off OR Forgiveness + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets Municipal Government Auditing Standards; GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
PLANNING										
CED / Planning	PL-001	Alcohol Beverage Control License Applications (ABC Applications)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	(Non-Records)
CED / Planning	PL-002	Annexations / Boundaries / Consolidations / LAFCO	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Land Records; GC §34090
CED / Planning	PL-003	Census, Demographics	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	(Non-Records - Census Bureau is OFR)
CED / Planning	PL-003.1	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, Categorical Exemptions, etc. / CEQA / NEPA Correspondence and staff notes that provide insight into the project or the agency's CEQA compliance with respect to the project	Project Approval or Denial + 2 years		Project Approval or Denial + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not all internal communications and notes are required to be saved; "E-mails that do not provide insight into the project or the agency's CEQA compliance with respect to the project — are not within the scope of section 21167.6, subdivision (e) and need not be retained." Golden Door Properties, LLC v. Superior Court of San Diego County (2020) 53 Cal.App.5th 733; PRC 21167.6; GC §34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
CED / Planning	PL-004	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) Inside City boundaries	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090
CED / Planning	PL-005	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.) Outside City boundaries	When No Longer Required		When No Longer Required		Mag. Mfr. , OD, Ppr	S / I	Yes: After QC & OD	Non-records; EIRs and Negative Declarations within the City Boundaries are with the project file
CED / Planning	PL-006	General Plan, Elements and Amendments	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Clerk Maintains all Agenda Packets Permanently; GC §34090.7
City Clerk CED / Planning	PL-007	Historic Preservation Commission AGENDAS & AGENDA PACKETS	Minimum 2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Send original Agenda Packets to the City Clerk's Office Department preference; Original Staff Reports are filed in the project file; GC §34090.7
CED / Planning	PL-008	Historic Preservation Commission AUDIO RECORDINGS of Meetings / Audio Tapes	2 years		2 years		(Mag)			Department preference; State law only requires for 30 days; GC §54953.5(b)
CED / Planning	PL-009	Historic Preservation Commission VIDEO RECORDINGS of Meetings / Audio Tapes	Minimum 10 years		Minimum 10 years		(Mag)			Department Preference; Video recording of meetings are only required for 90 days; GC §§34090.7, 34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk GED / Planning	PL-010	Historic Preservation Commission MINUTES, BYLAWS & RESOLUTIONS	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u> No	Send originals Minutes to the City Clerk's Office ; GC §34090.7
CED / Planning	PL-011	Historic Preservation Survey, Evaluations and Designations	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
CED / Planning	PL-012	Master Plans, Specific Plans, Land Use Plans, etc.	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
CED / Planning	PL-013	Materials Boards	When No Longer Required		When No Longer Required		Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Preliminary drafts not retained in the ordinary course of business; GC §34090
City Clerk GED / Planning	PL-014	Planning Commission AGENDAS & AGENDA PACKETS	Minimum 2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Send original Agenda Packets to the City Clerk's Office Department preference; Original Staff Reports are filed in the project file; GC §34090.7
CED / Planning	PL-015	Planning Commission AUDIO RECORDINGS of Meetings / Audio Tapes	2 years		2 years		(Mag)			Department preference; State law only requires for 30 days; GC §54953.5(b)
City Clerk GED / Planning	PL-016	Planning Commission MINUTES, BYLAWS & RESOLUTIONS	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u> No	Send originals Minutes to the City Clerk's Office ; GC §34090.7
CED / Planning	PL-017	Planning Commission VIDEO RECORDINGS of Meetings / Audio Tapes	Minimum 10 years		Minimum 10 years		(Mag)			Department Preference; Video recording of meetings are only required for 90 days; GC §§34090.7, 34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
CED / Planning	PL-018	Planning Project Log of Applications, Database	Indefinite - Permanent		Indefinite - Permanent	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference - Data is interrelated; GC §34090
CED / Planning	PL-019	Planning Project Files - Approved Permanent Entitlements (Includes Associated CEQA Noticing, Conditions of Approval, Public Noticing, Environmental Determinations, Staff Reports, Plans & Maps) Examples: Conditional Use Permits (CUPs), Correspondence, Design Review, Parcel Maps, Planned Unit Developments (PUD), Site Plans, Tentative Subdivisions, Variances, Zone Changes, etc.	10 years	P	P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Must retain public works project emails and correspondence until the project is approved and the CEQA Statute of Limitations has expired without litigation being filed (Public Resources Code section 21167.6 has expired without litigation being filed). Department preference; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC§§34090, 34090.7
CED / Planning	PL-020	Preliminary Review File	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
CED / Planning	PL-021	Special Event Permits / Administrative Conditional Use Permits / Temporary Entitlements / Temporary Permits (Approved & Unapproved): Christmas Tree Lots, Pumpkin Lots, Banner Permits, etc.	Minimum 2 years		Minimum 2 years	Yes: During Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC§§34090

RECORDS RETENTION SCHEDULE: COMMUNITY DEVELOPMENT

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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
CED / Planning	PL-022	Special Studies	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
CED / Planning	PL-023	Zoning Compliance Letters	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
CED / Planning	PL-024	Zoning Maps (Historically Significant)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u> No	Department Preference; GC §34090.7
CED / Planning	PL-025	Zoning Ordinance Amendments, Reclassifications / Zone Change	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u> 1-year	Department Preference (copies); GC §34090.7

RECORDS RETENTION SCHEDULE: FINANCE

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(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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ACCOUNTING										
Finance / Accounting	FIN-001	1099's / 1096's, DE542 (California Report of Independent Contractors)	2 years	3 years	5 years		Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; 26 CFR §31.6001-1(e)(2), R&T §19530, GC §34090; 29 USC 436
Finance / Accounting	FIN-002	Accounts Payable / Invoices and Backup (Includes Invoices, Travel Expense Reimbursements, Direct Payment Vouchers, etc.)	2 years	3 years	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u> 4 <u>year</u>	Meets municipal government auditing standards; GC §34090
Finance / Accounting	FIN-003	Audit Work Papers (The Final Audit / Annual Comprehensive Financial Report (ACFR) is maintained by the City Clerk with the Agenda Packet)	1 year	2 years	3 years		Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department Preference (meets municipal government auditing standards); GC §34090
Finance / Accounting	FIN-004	Audits - Single Audits, Grant Audits, IRS Audits, Transportation Audits, PERS Audit, etc.	2 years	3 years	5 years		Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department Preference (meets municipal government auditing standards); GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Accounting	FIN-005	Bank Statements and Trustee Statements, Fiscal Agent Statements, Investment Account Statements, Bank Reconciliations, Bank Deposits, Bank Transmittal Advice	2 years	3 years	5 years		Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	Department Preference; meets auditing standards; GC §34090, 26 CFR 31.6001-1
Finance / Accounting	FIN-006	Bonds (Revenue) Official Statements / Transcripts / Certificates of Participations (COPs) - Includes Continuing Disclosure Reports See Bank Statements for statement retention.	Fully Defeased + 10 years		Fully Defeased + 10 years	Yes: Until Maturity	Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336 et seq. 337.5(a); 26 CFR 1.6001-1(e): GC §43900 et seq.
Finance / Accounting	FIN-007	Budgets - Final	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD + year	Preliminary drafts; GC §34090
Finance / Accounting	FIN-008	Budgets - Preliminary, Proposed, Backup Documents	When No Longer Required		When No Longer Required		Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	Preliminary drafts; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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Finance / Accounting	FIN-009	Escheat (Unclaimed money / uncashed checks)	5 years		5 years		Mag, <u>Mfr.</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department preference; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; CCP §§340(d), <u>1355</u> , 1519; GC §34090
<u>City Clerk</u> Finance / Accounting	FIN-010	Finance Advisory Commission AGENDAS & AGENDA PACKETS	Minimum 2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	<u>Send original Agenda Packets to the City Clerk's Office</u> ; Department preference; Original Staff Reports are filed in the project file; GC §34090.7
Finance / Accounting	FIN-011	Finance Advisory Commission AUDIO RECORDINGS of Meetings / Audio Tapes	30 days, or after Minutes are Approved, whichever is Longer		30 days, or after Minutes are Approved, whichever is Longer		(Mag)			Department preference; State law only requires for 30 days; GC §54953.5(b)
<u>City Clerk</u> Finance / Accounting	FIN-012	Finance Advisory Commission MINUTES	P		P	Yes	Mag, Mfr, OD, Ppr	<u>S / I</u>	Yes: After <u>QC & OD</u> No	<u>Send original Minutes Packets to the City Clerk's Office</u> ; GC §34090.7
Finance / Accounting	FIN-013	Financial Services Database	Indefinite - Minimum 5 years		Indefinite - Minimum 5 years	Yes	Mag, <u>Mfr.</u> , <u>OD</u> , <u>Ppr</u>	<u>S / I</u>	<u>Yes: After QC & OD</u>	Data Fields / Records are interrelated; meets municipal government auditing standards; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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Finance / Accounting	FIN-014	Fixed Assets	2 years	3 years	5 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department Preference (bond auditing purposes; IRS regulations state, "...material records should generally be kept for as long as the bonds are outstanding, plus 3 years after the final redemption date of the bonds"); 26 CFR 1.6001-1(e); GC §34090
Finance / Accounting	FIN-015	Investment Reports & Backup	2 years	3 years	5 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Finance / Accounting	FIN-016	Investments / Arbitrage / Certificate of Deposit / Investment Bonds (Receipts / Advisor Reports / Trade Tickets / LAIF (Local Agency Investment Fund)	5 years		5 years	Yes: Until Paid	Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; FTC Reg's rely on "self-enforcement"; GC§§ 34090, 43900
Finance / Accounting	FIN-017	Journal Entries / Journal Vouchers	2 years	3 years	5 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department Preference; meets auditing standards; GC §34090, 26 CFR 31.6001-1
Finance / Accounting	FIN-018	Reports, Finance Reports created from Database: Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, Revenue & Expenditure Reports, etc. (MONTHLY OR PERIODIC)	When No Longer Required		When No Longer Required		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department preference (The Financial System Database is the original; reports are considered drafts or copies); GC §34090

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Finance / Accounting	FIN-019	Reports: Annual State or Federal: State Controller's Report, Local Government Compensation Report, Gas Tax, MOE (Maintenance of Effort) Report, Street Report, etc.	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Finance / Accounting	FIN-020	W-9s	Vendor Inactive + 3 years		Vendor Inactive + 3 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets IRS auditing standards; GC §34090
FINANCE / BUSINESS LICENSE & REVENUE / WATER BILLING										
Finance / Business License & Revenue	FIN-021	Accounts Receivable - Business Improvement Districts (BIDs) - Downtown BID, Park BID, Shoppers Lane BID	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Business License & Revenue	FIN-022	Accounts Receivable - Miscellaneous - Invoices to Outside Entities, etc.	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Business License & Revenue	FIN-023	Bankruptcies - NOT pursued	When No Longer Required		When No Longer Required		Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Preliminary drafts not retained in the ordinary course of business; GC §34090
Finance / Business License & Revenue	FIN-024	Bankruptcies - Where a claim is filed	10 years		10 years		Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department Preference (negative information remains on credit ratings for 7 years); GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Business License & Revenue	FIN-025	Business License & Permit Applications, Changes & Renewals	2 years	3 years	5 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department preference (meets municipal government auditing requirements); GC §34090 et seq.
Finance / Business License & Revenue	FIN-026	Business License & Permit Database	Indefinite - Minimum 5 years		Indefinite - Minimum 5 years	Yes	Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; meets municipal government auditing standards; GC §34090
Finance / Business License & Revenue	FIN-027	Cash Receipts / Daily Cash Summaries / Cashiers Reports / Cash Reports / Petty Cash	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
Finance / General Accounting	FIN-028	Checks / Warrants (Cashed)	3 years	4 years	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Meets municipal government auditing standards; GC § 34090
Finance / Business License & Revenue	FIN-029	Checks deposited to Bank (City scans them for the Bank, rather than physically taking the checks to the bank to deposit them.)	Follow Bank Instructions		Follow Bank Instructions		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	These are bank instruments, and not City records; per bank agreement.
Finance / Business License & Revenue	FIN-030	Collections / Collection Agency Case Files & Statements / Delinquent Accounts	7 years		7 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department preference; Delinquencies remain on credit reports for 7 years; GC §34090 et seq.
Finance / Business License & Revenue	FIN-031	Customer Information System (CIS) Database	Indefinite - Minimum 5 years		Indefinite - Minimum 5 years	Yes	Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Data Fields / Records are interrelated; meets municipal government auditing standards; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Business License & Revenue	FIN-032	Reports - Business Licenses, Utility Billing	2 years	3 years	5 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Meets Auditing Standards (Software cannot accurately re-create reports); GC §34090
Finance / Business License & Revenue	FIN-033	Returned Checks / NSF Checks	2 years	3 years	5 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090
Finance / Business License & Revenue	FIN-033.1	Water Billing: Appeals - Payment Delinquency & Impending Discontinuation	Final Decision + 2 years		Final Decision + 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Finance / Business License & Revenue	FIN-033.2	Water Billing: Non-payment Notices / Notice of Payment Delinquency & Impending Discontinuation (Initial, Final)	When No Longer Required		When No Longer Required		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Finance / Business License & Revenue	FIN-033.3	Water Billing: NSF Checks / Adjustments to Customer accounts	When No Longer Required		When No Longer Required		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116908
Finance / Business License & Revenue	FIN-033.4	Water Billing: Payment Plans: Amortization, Alternative Payment Plans, Deferrals, etc.	Expiration or Completion of Payment Plan - Minimum 2 years		Expiration or Completion of Payment Plan - Minimum 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Documented or attached to Customer Record in database GC §34090; H&S §116910
Finance / Business License & Revenue	FIN-033.5	Water Billing: Policy on Discontinuation of Residential Service for Nonpayment	When Superseded - Minimum 2 years		When Superseded; Minimum 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Must post to Website; H&S §116906; GC §34090

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Business License & Revenue	FIN-033.6	Water Billing: Report of Annual Discontinuities of Residential Service	Minimum 2 years		Minimum 2 years		Mag, Ppr, Mfr, OD	S / I	Yes: After QC & OD	Must post to Website; H&S §116918; GC §34090
Finance / Business License & Revenue	FIN-034	Yard Sale Permits	2 years		2 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	S / I	<u>Yes: After QC & OD</u>	GC §34090
FINANCE / PAYROLL										
Finance / Payroll	FIN-035	CalPERS Reports - Annual Valuation Reports, Actuarial Valuation Reports	2 years	3 years	5 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	S / I	<u>Yes: After QC & OD</u>	Department Preference; GC §34090
Finance / Payroll	FIN-036	DE-6, DE-7, DE-9, DE-43, W-3, & DE-166, 941 Forms, IRS 5500 Forms (Employee Benefit Plans), PERS / FICA & Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc.	5 years	2 years	7 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	S / I	<u>Yes: After QC & OD</u>	Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; 26 CFR §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
Finance / Payroll	FIN-037	Deferred Compensation (City Statements)	2 years	5 years	7 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	S / I	<u>Yes: After QC & OD</u>	Produced by Deferred Comp. Provider; meets municipal government auditing standards; GC §34090, 26 CFR 31.6001.1

RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Payroll	FIN-038	Payroll File (By Employee Name) Includes W-4, other payroll forms	Separation + 2 years	5 years	Separation + 5 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department preference; W-4s are required four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. 26 CFR 31-6001-1; GC §34090
Finance / Payroll	FIN-039	Payroll Reports - Periodic (includes Deduction Registers, Leave Registers, Time Transaction Reports, etc.)	2 years	5 years	7 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department preference for Grant Auditing Purposes; Meets municipal government auditing standards; GC §34090
Lead Dept.	FIN-040	Time Sheets / Time Cards / Overtime Sheets / Overtime Cards	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Departments keep the originals; GC §34090.7
Finance / Payroll	FIN-041	W-2's	2 years	5 years	7 years		Mag, Mfr. , OD , Ppr	S / I	Yes: After QC & OD	Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; 26 CFR §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090

RECORDS RETENTION SCHEDULE: HOUSING

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
HOUSING										
Housing	HOU-001	Annual Affordability Monitoring	5 years		5 years		Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	Meets HUD requirements; GC §34090
Housing	HOU-002	Annual Report to HCD / Housing Successor Agency Housing Assets Fund Report (SB 341)	5 years		5 years		Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	Meets HUD requirements; GC §34090
Housing	HOU-003	Audio Recordings of Translations for Housing Transactions (e.g. Chinese Translation)	Follows the Retention of the File		Follows the Retention of the File		(Mag)			Department preference; GC §34090 et seq.
Housing	HOU-004	Community Facilities District Collections / Assessments	5 years		5 years		Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	Meets municipal government auditing requirements; GC §34090
Housing	HOU-005	Economic Development Projects	Minimum 5 years		Minimum 5 years		Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	Meets municipal government auditing requirements; GC §34090
Housing	HOU-006	Housing Programs: Affordable Housing Projects, Properties with Affordability Covenants, Rehabilitation, CDBG-funded Housing Projects, etc. WITH a Recapture / Resale Restriction Deeds are sent to City Clerk	5 years	After the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer	5 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD When Inactive	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; 2 CFR 200.334; 24 CFR 92.508(a)&(c), 570.502(a)(16), 982.158, & 884.214; 29 CFR 97.42, GC §34090

RECORDS RETENTION SCHEDULE: HOUSING

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
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Housing	HOU-007	Housing Programs: Affordable Housing Projects, Rehabilitation, CDBG-funded Housing Projects, etc. WITHOUT a Recapture / Resale Restriction Deeds and Insurance are sent to City Clerk	Loan Pay-off OR Forgiveness + 5 years		Loan Pay-off OR Forgiveness + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	HUD requires 5 years after the agreement terminates; Consistent with Consolidated Plan Requirements; Required for 3-4 years from expenditure or performance report; 2 CFR 200.334; 24 CFR 92.508(a)&(c) & 570.502(a)(16), 982.158, 884.214; 29 CFR 97.42, GC §34090
Housing	HOU-008	Housing Programs: Rental Subsidy	Close of File + 5 years		Close of File + 5 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department preference; GC §34090
Housing	HOU-009	Job Training / ROP Lottery Candidates - Successful Candidates	5 years		5 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department preference; Meets Grant Auditing requirements; GC §34090
Housing	HOU-010	Job Training / ROP Lottery Candidates - Unsuccessful Candidates	2 years		2 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	GC §34090
Housing	HOU-011	Loan Applications / Potential Buyers Denied, Cancelled or Withdrawn (First Time Home Buyers, Rehabilitation, HOME, etc.)	2 years		2 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	GC §34090
Housing	HOU-012	Mortgage Credit Certificate Program / Notifications	2 years		2 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	GC §34090

RECORDS RETENTION SCHEDULE: HOUSING

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
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Housing	HOU-013	Preliminary Application Form (required for a housing development project that includes residential units; form is provided by California Department of Housing & Community Development)	5 years		5 years		Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	Various benchmarks are placed using the number of residential dwelling units on the project site within the last five years; GC §§34090, 66300.

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
HUMAN RESOURCES										
Human Resources	HR-000	Actuarial Reports: Self-Insured and Workers Compensation	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (provides a decade of data); GC §34090 et seq.
Human Resources	HR-001	Benefit Plan Documents (CalPERS, Optical, Dental, etc.)	Duration of the Contract + 6 years		Duration of the Contract + 6 years	Yes: For Duration of Contract	Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	EEOC / ADEA (Age) requires 1 year after benefit plan termination; State Law requires 4 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §§12946, 12960, 34090
Human Resources	HR-002	Classification / Reorganization Studies (for employee classifications and department structures)	Minimum 4 years		Minimum 4 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 4 years; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 12960, 34090
Human Resources	HR-003	Compensation Surveys & Studies	Minimum 4 years		Minimum 4 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 4 years; 29 CFR 516.6(2), 29 CFR 1602.14, GC §§12946, 12960, 34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Human Resources	HR-004	California Civil Rights Department (CRD) / Department of Fair Employment & Housing (DFEH or EEOC) Claims / Harassment Claims	Final Disposition + 4 years		Final Disposition + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	All State and Federal laws require retention until final disposition of formal complaint; State requires 4 years after "fully and finally disposed"; 2 CCR 11013(c); GC §§12946, 12960, 34090
Human Resources	HR-005	DMV Pull Notices Excludes Transportation Employees	When Superseded, or Upon Separation		When Superseded, or Upon Separation		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Human Resources	HR-006	Drug & Alcohol Test Results (All - Positives and Negatives)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; D.O.T. Requires 5 years for positive tests, 1 year for negative tests; EEOC/FLSA/ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(1)(v), GC §§12946, 12960, 34090; 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq. 49 CFR 653.71 655.71

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Human Resources	HR-007	Employee Investigations	Final Disposition + 5 years		Final Disposition + 5 years		Mag, Mfr, OD, Ppr	S//I	Yes: After QC & OD	Department Preference; statute of limitations for EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§12946, 12960, 34090;
Human Resources	HR-009	I-9s	Separation + 4 years		Separation + 4 years		Mag, Mfr, OD, Ppr	S//I	Yes: After QC & OD	Required for 1 year from termination or 4 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 4 years for "any other forms of employment inquiry"; State Law requires 2 - 4 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(1); GC §§12946, 12960, 34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Human Resources	HR-010	Job Descriptions / Classification Specifications	Minimum Superseded + 4 years		Minimum Superseded + 4 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(1), 8 CCR §3204(d)(1) et seq., GC §§12946, 12960, 34090
Human Resources	HR-011	Labor Relations Files (Negotiation Notes, Correspondence, Interpretation of MOU Provisions, Documentation, etc.)	Minimum 10 years		Minimum 10 years		Mag, <u>Mfr</u> , <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department Preference; GC §34090
<u>City Clerk</u> Human Resources	HR-012	Personnel Advisory Commission AGENDAS & AGENDA PACKETS	Minimum 2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	<u>Send original Agenda Packets to the City Clerk's Office</u> Department preference; Original Staff Reports are filed in the project file; GC §34090, <u>7</u>
Human Resources	HR-013	Personnel Advisory Commission AUDIO RECORDINGS of Meetings / Audio Tapes	2 years		2 years	-	(Mag)			Department preference; State law only requires for 30 days; GC §54953.5(b)

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk Human Resources	HR-014	Personnel Advisory Commission MINUTES	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	Send original Minutes to the City Clerk's Office ; GC §34090.7
Human Resources	HR-015	Personnel Files - Employee File Includes Application, Evaluations, Policies, Oaths of Office, PAFs (Personnel Action Forms), Ethics and Harassment Training Certificates, etc.	Separation + 1 year	5 years	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 53235.2(b); 53237.2(b) LC 1198.5
Human Resources	HR-016	Personnel Files - Grievance Files	Separation + 1 year	5 years	Separation + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 4 years; 29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; LC 1198.5

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Human Resources	HR-017	Personnel Files - Medical File (all employees) Pre-employment Medical Clearances, ADA Accommodations, Respirator Fit Tests, etc.	Separation + 1 year	29 years or Termination of Benefits + 5 years, Whichever is Longer	Separation + 30 years or Termination of Benefits + 5 years, Whichever is Longer	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090; LC 1198.5; 8 CCR 5144, 8 CCR 15400.2
Human Resources	HR-017.5 20	Recruitment Database (NeoGov)	5 years		5 years		Mag, <u>Mfr.</u> <u>OD</u> , Ppr	S / I	<u>Yes: After QC & OD</u>	Department preference; Per NeoGov Policy; 29 CFR 1627.3(b)(1), 29 CFR 1602.14 et seq.2 CCR 11013(c); GC §§12946, 12960, 34090
Human Resources	HR-018	Recruitment and Testing File (Includes Advertisements, Applications for Unsuccessful Candidates, Interview Notes, Job Brochures, Test Data, Testing Analysis & statistical Metric, Job Analysis, Rating Sheets, Scantrons, etc.)	Expiration of Eligibility List + 4 years		Expiration of Eligibility List + 4 years		Mag, <u>Mfr.</u> <u>OD</u> , Ppr	S / I	<u>Yes: After QC & OD</u>	State Law requires 4 years; 29 CFR 1627.3(b)(1), 29 CFR 1602.14 et seq.2 CCR 11013(c); GC §§12946, 12960, 34090
Human Resources	HR-019	Studies & Surveys Conducted on Behalf of the City (Sick Leave, Attrition, Benefits, etc.)	When No Longer Required		When No Longer Required		Mag, <u>Mfr.</u> <u>OD</u> , Ppr	S / I	<u>Yes: After QC & OD</u>	Preliminary drafts not retained in the ordinary course of business; GC §34090

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Human Resources	HR-020	Verifications of Employment, Child Support, etc.	When No Longer Required		When No Longer Required		Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	Not an Agency record / Content does NOT relate in a substantive way to the conduct of the public's business; GC §34090 et seq
Human Resources	HR-021	Workplace Violence – Hazard identification, evaluation, correction, incident logs, investigations, etc.	5 years		5 years		Mag , Ppr			LC §6401.9(f), GC §34090
RISK MANAGEMENT										
Risk Management	RM-001	Accounts Receivable - Damage to Public Property	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
Risk Management	RM-002	Claims	Minimum Final Resolution + 5 years		Minimum Final Resolution + 5 years	Yes: Until Settlement	Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	Department preference; CCP §335 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5(b)
Risk Management	RM-003	Insurance Policies (City-owned policies)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Risk Management	RM-004	JPA / JPIA Reports / Claim Runs	5 years		5 years		Mag , Mfr , OD , Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Risk Management	RM-005	Litigation Files / Lawsuits / Court Case Files Send Final Settlement Agreements to the City Clerk	Minimum Final Resolution + 5 years		Minimum Final Resolution + 5 years	Yes: Until Settlement	Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	Department preference; CCP §335 337 et seq.; GC §§ 911.2, 34090, 34090.6; PC §832.5(b)

RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Risk Management	RM-006	OSHA Logs - 200, 300, 301, 301A, Inspections and Citations	5 years		5 years		Mag. Mfr. OD, Ppr	S / I	Yes: After QC & OD	Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR 14300.33; 8 CCR §3203(b)(1), GC §34090.7; LC §6429(c)
Risk Management	RM-007	Workers Compensation Claims / Long Term Disability Claims (Includes all Accident, Incident, or Injury Reports from Employees)	Separation + 1 year	29 years or Termination of Benefits + 5 years, Whichever is Longer	Separation + 30 years or Termination of Benefits + 5 years, Whichever is Longer	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(i), GC §§12946, 12960, 34090; 8 CCR 5144, 8 CCR 15400.2

RECORDS RETENTION SCHEDULE: INFORMATION TECHNOLOGY

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
INFORMATION TECHNOLOGY										
Information Technology	IT-001	Backups - Computer Backups (ALL Disaster Recovery Computer Backups)	When No Longer Required		When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; tapes are in autochangers and are overwritten; GC §34090 et seq.
Information Technology	IT-003	Network Configuration Maps & Plans	When No Longer Required		When No Longer Required	Yes	Mag.			Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.
Information Technology	IT-004	UNALTERABLE MEDIA / IMMUTABLE CLOUD BACKUP , (WORM / DVD-r / CD-r / Blue Ray-R) or other unalterable media that does not permit additions, deletions, or changes		P	P		OD			For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); must be stored in a "safe and separate location"; GC 34090, 12168.7, EVC 1550, CCR 22620 et seq.

RECORDS RETENTION SCHEDULE: LIBRARY

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
LIBRARY										
Lead Dept. & Finance	LIB-001	Cash Receipts Report / Detail / Backup / Accounts Receivable Detail / Refund Detail	2 years		2 years		Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes:</u> <u>After QC</u> <u>& OD</u>	City preference (not all detail is sent to Finance); GC §34090
Library	LIB-004	Grants: LSCA (Library Services and Construction), LSTA (Library Services and Technology), SLRC (State Literacy Resource Centers), CLLS (California Library Literacy Services); CLSA (California Library Services Act) and PLF (Public Library Foundation), WIOA (Workforce Innovation and Opportunity Act Title II: Adult Education and Literacy) ONLY. For all others, follow City-wide Schedule. (SUCCESSFUL Reports, and Financial Information) Send copy of application and award to Finance	2 years	Final Expenditure + 3 years	Final Expenditure + 5 years		Mag, <u>Mfr.</u> <u>OD</u> , Ppr	<u>S / I</u>	<u>Yes:</u> <u>After QC</u> <u>& OD</u>	Per California State Library Records Management Program Requirements (April 27, 1998); GC §34090
Library	LIB-005	Library Board of Trustees AGENDA PACKETS & AGENDAS	P		P	Yes	Mag, Mfr, OD, Ppr	<u>S / I</u>	Yes: After <u>QC</u> & <u>OD</u> No	Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Library	LIB-006	Library Board of Trustees MINUTES	P		P	Yes	Mag, Mfr, OD, Ppr	<u>S / I</u>	Yes: After <u>QC</u> & <u>OD</u> No	GC §34090

RECORDS RETENTION SCHEDULE: LIBRARY

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Library	LIB-007	Library Card Applications	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD When Inactive	Department preference (the database is the original record); GC §34090
Library	LIB-008	Library Systems: ILS Database	Indefinite - Minimum 2 years		Indefinite - Minimum 2 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §34090
Library	LIB-009	Library Volunteer / Unpaid Intern Logs (Hours)	When No Longer Required		When No Longer Required		Mag , Mfr. OD , Ppr	S / I	Yes: After QC & OD	Preliminary Drafts not retained in the ordinary course of business; GC §34090
Library	LIB-010	Library Volunteers / Unpaid Intern Applications & Agreements - Successful	Inactive / Separation + 3 years		Inactive / Separation + 3 years		Mag , Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12960, 34090
Library	LIB-011	Performer Agreements	Completion + 2 years		Completion + 2 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	GC §34090
Library	LIB-012	Photo Releases	2 years		2 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	GC §34090
Library	LIB-013	Problem Patron File / Incident Reports	Minimum 2 years		Minimum 2 years		Mag, Mfr. OD , Ppr	S / I	Yes: After QC & OD	Department preference; GC §§34090

RECORDS RETENTION SCHEDULE: LIBRARY

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Off-site, OD or Mfr)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, claims, complaints, audits, pending records requests, and/or investigations suspend normal retention periods (retention resumes after settlement).</i>										
Library	LIB-014	Registration Management Database	Indefinite - Minimum 2 years		Indefinite - Minimum 2 years		Mag, Mfr , OD , Ppr	S / I	Yes: After QC & OD	Data is inter-related; GC §34090

RECORDS RETENTION SCHEDULE: PARKS & RECREATION

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
PARKS & RECREATION										
Risk Management	P&R-001	Accident / Major Injury Reports (Members of the Public)	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090.7
Parks & Recreation	P&R-002	Accident / Minor Injury Reports (Members of the Public)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Parks & Recreation	P&R-003	Activity Files / Program Files / Special Programs / Special Event Files & Reports / ABC Permits, where required After School, Children's Programs, Cultural Arts, Sports, Seniors, Filming, Theatre Programs etc.	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Parks & Recreation	P&R-004	Attendance Tracking	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE: PARKS & RECREATION

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Parks & Recreation	P&R-005	Capital Improvement Projects (CIP - where Parks & Recreation is the Lead): Administration File / NOT Scanned Project Administration, Certified Payrolls, Community Outreach / Notifications, Project Schedules, Progress meetings, Punch Lists, Real Estate Appraisals, RFIs & Responses, Temporary Easements, Construction Manager's Logs, Daily Inspections, Daily Logs, etc.	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department preference; Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP § 335 <u>337</u> et. seq., GC §34090

RECORDS RETENTION SCHEDULE: PARKS & RECREATION

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Parks & Recreation	P&R-006	Capital Improvement Projects (CIP - where Parks & Recreation is the Lead): Permanent File / Scanned Records Specifications / RFP & Addenda, Agreement / Contract (copy), Successful Proposal, Change Orders, Geotechnical Studies & Reports, Operations & Maintenance Manuals (O&M Manuals,) Materials Testing Reports, Grading Permits, Hazardous Materials Plans, Notice of Completion, Photos, Soil Reports, Studies, Submittals, Surveys, etc.	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD Comple- + 10 years	Department preference; retained for disaster preparedness purposes; ; GC §34090
Parks & Recreation	P&R-007	Class Instructors Contracts Includes Livescan Clearances, Insurance Certificates and Administration Records	Completion	2 years	Completion + 2 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference;, GC §34090
Lead Dept. & Finance	P&R-010	Deposits / Cash Receipts Detail / Backup / Accounts Receivable Detail / Refund Detail	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City preference (not all detail is sent to Finance); GC §34090
Parks & Recreation	P&R-011	Donations / Sponsorship Forms	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE: PARKS & RECREATION

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Parks & Recreation	P&R-012	Evaluations / Surveys (of programs)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts / Transitory records; GC §34090
Parks & Recreation	P&R-013	Event Service Agreements / Concerts / Special Event Contacts / Professional Service Agreements (PSAs) Includes Insurance Certificates and Administration Records	Completion	2 years	Completion + 2 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Parks & Recreation	P&R-014	Facility Use Rental Contracts / Field Use Contracts / Facility Use Requests	2 years		2 years	Yes: Before Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Parks & Recreation	P&R-015	Park and Recreation Commission AGENDA PACKETS & AGENDAS	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 2-years	GC §§34090, 54960.1(c)(1)
Parks & Recreation	P&R-016	Park and Recreation Commission AUDIO RECORDINGS of Meetings / Audio Tapes	2 years		2 years		(Mag)			City preference; State law only requires for 30 days; GC §54953.5(b)
Parks & Recreation	P&R-017	Park and Recreation Commission MINUTES RESOLUTIONS & BYLAWS	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	GC §34090
Parks & Recreation	P&R-018	Photo Waivers	2 years		2 years	Yes: Before Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Parks & Recreation	P&R-019	Recreation Management Database	Indefinite - Minimum 2 years		Indefinite - Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; data is interrelated; GC §34090

RECORDS RETENTION SCHEDULE: PARKS & RECREATION

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Parks & Recreation	P&R-020	Registration / Applications / Liability Forms / Release of Liability Forms / Permissions: Camps, Field Trips, Authorization to give Medicine, etc.	2 years		2 years	Yes: During Class or Program	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Parks & Recreation	P&R-021	Safety Inspections	2 years		2 years	Yes: Before Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Parks & Recreation	P&R-023	Scholarships	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets auditing standards); GC §34090
Parks & Recreation	P&R-029	Waivers of Liability	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
PUBLIC WORKS ADMINISTRATION										
Public Works / Admin.	PW-001	Diesel Reports (Submitted to the State)	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Public Works / Admin.	PW-002	FEMA Reimbursement / OES Reimbursements	1 year	9 years	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Lead Div. Public Works /Admin.	PW-003	Underground Service Alerts (USA's) / Dig Alerts	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; entered into DigAlert Software; the Excavator, Operator and the Regional Notification Cetner all have an obligation to retain for 3 years; GC §§4216.2(f); GC §34090
Public Works / Admin.	PW-004	Underground Storage Tanks (City-Owned - Removed) Location, Soil Remediation	10 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 1-year	Department Preference (required for the life of the tank); 23 CCR 2712(b), H&S §25284.2(i); GC §34090 et. seq.
ENGINEERING										
Public Works / Engineering	PW-005	Aerial Maps (Analog / Historical)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	Department Preference; GC §34090
Public Works / Engineering	PW-006	Address Assignments / Changes / Corrections (Includes application)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	Department Preference; GC §34090
Public Works / Engineering	PW-007	Annexations	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
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Public Works / Engineering	PW-008	Assessment District Formation / CFD / Landscape Maintenance District Formation / Lighting and Landscape District Formation / Sewer District Formation	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-009	Assessment Rolls / Lighting and Landscape Districts / Special District Assessment Rolls (to Tax Assessor for Tax Rolls)	5 years		5 years		Mag, <u>Mfr, OD, Ppr</u>	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department preference; Meets auditing standards; GC §34090 et seq.
Public Works / Engineering	PW-010	Benchmarks	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-011	Brewster Maps (Streets, Sewer, Water, Aerial, Gas Lines, Tract	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-012	Capital Improvement Projects (CIP): Maintenance Projects (All Records) Examples of Maintenance Projects: Painting, Pavement Overlays, Repairs, Ramps, Re-Roof, Sidewalk Repairs, Slurry Seals, etc.	Upon Completion	5 years or After Funding Agency Audit, if required, whichever is longer	Completion + 5 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, <u>Mfr, OD, Ppr</u>	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department preference; Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is not applicable; Statute of Limitations: Contracts & Spec's=4 years; CCP § 335 337 et. seq., GC §34090

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Public Works / Engineering	PW-013	Capital Improvement Projects (CIP): Administration File / NOT Scanned Project Administration, Certified Payrolls, Community Outreach / Notifications, Project Schedules, Progress meetings, Punch Lists, Real Estate Appraisals, RFIs & Responses, Temporary Easements, Construction Manager's Logs, Daily Inspections, Daily Logs, Photos, etc.	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department preference; Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP § 335 337 et. seq., GC §34090
Public Works / Engineering	PW-014	Capital Improvement Projects (CIP): Permanent File / Scanned Records Specifications & Addenda, Agreement / Contract (copy), Successful Proposal, Change Orders, Geotechnical Studies & Reports, Operations & Maintenance Manuals (O&M Manuals,) Materials Testing Reports, Grading Permits, Hazardous Materials Plans, Notice of Completion, Soil Reports, Studies, Submittals, Surveys, etc.	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	<u>Yes: After QC & OD</u> Comple- + 10 years	Department preference; retained for disaster preparedness purposes; GC §34090

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Public Works / Engineering	PW-015	Correspondence - Regulatory Agencies Not Related to a CIP (State & Federal Agencies, EPA, Health Department, etc.)	Minimum 2 years		Minimum 2 years	Yes: While Active Issues	Mag, Mfr, OD, Ppr	<u>S</u> / <u>I</u>	Yes: After QC	Must retain public works project emails and correspondence until the project is approved and the CEQA Statute of Limitations has expired without litigation being filed (Public Resources Code section 21167.6 has expired without litigation being filed); Department preference; Some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §34090
Public Works / Engineering	PW-016	Design & Construction Standards - Authored by the City	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-017	Drawings, Maps, Plans and Record Drawings, Large-Format Drawings, Capital Improvement Project "As-Built", Base Maps	P		P	Yes (all)	Mag, Mfr, OD, Ppr	<u>S</u> / <u>I</u>	Yes: After <u>QC & OD</u> Ne	Drafts should be destroyed; Some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7

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Public Works / Engineering	PW-018	Encroachment Permits / Excavation Permits: Temporary , or Expired / Never Activated - Street Permits, Temporary Construction, Sidewalk Repairs, Traffic Control, Utility Cuts, Heavy Load Permits, Wide Load Permits, etc. (Includes Applications, Business License, Contractors License, Insurance Certificates, Site Plan, Invoice to Vendor)	Final / Completion + 2 years		Final / Completion + 2 years	Yes: Until Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC § 34090
Public Works / Engineering	PW-019	Encroachments - Long Term - Permanent structures in the City's Right of Way (Includes Applications, Business License, Contractors License, Insurance Certificates, Site Plan, Invoice to Vendor)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-020	Engineering Permits Database	Indefinite - Permanent		Indefinite - Permanent	Yes	Mag, Mfr, OD, Ppr	S / I	<u>Yes: After QC & OD</u>	Data Fields / Records are interrelated; some encroachment permits are Long Term; GC §34090
Public Works / Engineering	PW-021	Engineering Studies / Surveys - Preliminary Studies / Project Assessments	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

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Public Works / Engineering	PW-022	Geotechnical and Soil Reports; Hydrology Reports (Authored on behalf of the City)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-023	Grading Plans	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-024	Lighting and Landscape Districts - Formation and Boundaries	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Engineering	PW-025	Master Plans - Permanent - Bikeway, Park, Pavement, Traffic, Transportation, etc.	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Drafts should be destroyed; GC §34090
Public Works / Engineering	PW-026	Master Plans - Temporary - Special Events / One-Time Events	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	<u>Yes: After QC & OD</u>	GC §34090
Building	PW-027	Plan Checks for Building Permits	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	<u>Yes: After QC & OD</u>	Preliminary drafts; GC §34090 et seq.
Public Works / Engineering	PW-028	Private Development Projects / Job Files: Administration File Construction Inspections, Correspondence, Photos, etc.	Upon Completion	10 years	Completion + 10 years	Yes: Until Completed	Mag, Mfr, OD, Ppr	S / I	<u>Yes: After QC & OD</u>	Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §335 337 et. seq., GC §34090

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Public Works / Engineering	PW-029	Private Development Projects / Job Files: Permanent Files Drainage, Driveway, Grading Plans, Rights of Way, Soil Reports, Stormwater, Private Lab Verifications, Testing Lab Final Reports, etc. Dedications, Easements, Abandonments (City Clerk is OFR)	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; GC §34090
City Clerk	PW-030	Recorded Documents: ALL - Deeds, Easements, Liens & Releases, Rights of Way, Notices of Completion, Recorded Agreements / Contracts, Certificate of Compliance, Maintenance Covenant Agreements, etc. Send all originals to City Clerk	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u> No	Even if documents are e-recorded, send all finals to the City Clerk; GC §34090.7
Public Works / Engineering	PW-031	Traffic Advisory Commission / Traffic & Mobility Advisory Commission AGENDAS & AGENDA PACKETS	Minimum 2 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Original Staff Reports are filed in the project file; GC §34090

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Public Works / Engineering	PW-032	Traffic Advisory Commission / Traffic & Mobility Advisory Commission AUDIO RECORDINGS of Meetings / Audio Tapes	2 years		2 years		(Mag)			Department preference; State law only requires for 30 days; GC §54953.5(b)
Public Works / Engineering	PW-033	Traffic Advisory Commission / Traffic & Mobility Advisory Commission MINUTES, BYLAWS & RESOLUTIONS	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After <u>QC & OD</u> No	Send originals to the City Clerk; GC §34090.7
Police	PW-034	Traffic Collision Reports	Copies - When No Longer Required		Copies - When No Longer Required		Mag, <u>Mfr, OD, Ppr</u>	S / I	<u>Yes: After QC & OD</u>	copies; GC §34090.7
Public Works / Engineering	PW-035	Traffic Congestion Management Plans / Transportation Plans	10 years		10 years		Mag, <u>Mfr, OD, Ppr</u>	S / I	<u>Yes: After QC & OD</u>	Department preference; GC §34090
Public Works / Engineering	PW-036	Traffic Counts	10 years		10 years		Mag, <u>Mfr, OD, Ppr</u>	S / I	<u>Yes: After QC & OD</u>	Department preference; GC §34090
Public Works / Engineering	PW-037	Traffic Evaluations	5 years		5 years		Mag, <u>Mfr, OD, Ppr</u>	S / I	<u>Yes: After QC & OD</u>	GC §34090
Public Works / Engineering	PW-038	Traffic Speed Surveys	10 years		10 years		Mag, <u>Mfr, OD, Ppr</u>	S / I	<u>Yes: After QC & OD</u>	Department preference (required every 5 years, but can be extended to 7 or 10 years); GC §34090

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Public Works / Engineering	PW-039	Transportation Studies / Warrants: Signals, Stop Signs, Crossing Guards, etc.	10 years		10 years		Mag, Mfr. OD. Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

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ENVIRONMENTAL PROGRAMS										
Public Works / Environ. Programs	PW-040	Aboveground CNG Storage Tanks (Agency Owned) Spill Prevention Control and Countermeasures (SPCC), Inspections, Integrity Testing, Maintenance, Repairs	20 years		20 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); GC §34090
Public Works / Environ. Programs	PW-041	AQMD Subvention Fund (AB 2766)	Paid + 5 years		Paid + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets municipal government auditing standards; GC §34090 et seq.
Public Works / Environ. Programs	PW-042	CNG Station Monthly Statements / Revenue (Open to the Public)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets municipal government auditing standards; GC §34090
Public Works / Environ. Programs	PW-043	Conservation Programs / Rebate Programs / Check Requests	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets auditing standards); GC §34090
Public Works / Environ. Programs	PW-044	FOG (Fats, Oil & Grease) / Source Control / Pretreatment Annual / Semi-Annual Reports	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Monitoring records required for 3 years; POTW reports are required for 3 years; 40 CFR 403.12; GC §34090
Public Works / Environ. Programs	PW-045	Franchise Rebates	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Meets municipal government auditing standards; GC §34090 et seq.

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Lead Dept.	PW-047	Hazardous Waste Manifests / Certificates of Disposal	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (City has "cradle to grave" liability); 40 CFR 262.40, 8 CCR 3204(d)(1)(A), 22 CCR 66262.40
Public Works / Environ. Programs	PW-048	Household Hazardous Waste / Recycling / e-waste / Shredding Events, etc.	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	14 CCR 18812.4; GC §34090
Public Works / Environ. Programs	PW-049	Industrial Waste Applications & Inspections	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB Order 2006-03; 40 CFR §§122.21, 122.41, 122.44; GC §34090
Public Works / Environ. Programs	PW-050	Prop. 218 Ballots, Protest Letters, & Envelopes (Refuse)		2 years	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §§53753(e)(2), 53755(d)
Public Works / Environ. Programs	PW-051	Sanitary Spills and Overflows (SSOs) (Above ground pump stations, etc.)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB Order 2006-03 & 2022-0103-DWQ; ; 40 CFR 122.41(j)(2); GC §34090
Public Works / Environ. Programs	PW-124	Sewer System Management Plans (SSMP) and Audits / Sanitary Spills Overflow Prevention Plan (SSOPP) and Sanitary Sewer Overflow Response Plan	Superseded + 5 years		Superseded + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; SSMPs are required to be updated every 6 years SSOs are required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB Order 2006-03 & 2022-0103-DWQ; ; GC §34090

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Public Works / Environ. Programs	PW-052	Solid Waste Price Adjustments	Until Superseded		Until Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Non-records / Preliminary Drafts; GC §34090 et seq.
Public Works / Environ. Programs	PW-053	Solid Waste Reduction / Recycling / AB 939 Compliance / SB 1383 Compliance (Organic Waste Collection and Recycling) / Tonnage Reports / Annual Reports	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; SB 1383 compliance is required for 5 years 14 CCR § 18995.2; GC §34090
Public Works / Environ. Programs	PW-054	Stormwater Illicit Discharges	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 2-years	Required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB Order 2006-03; 40 CFR §§122.21, 122.41, 122.44; GC §34090
Public Works / Environ. Programs	PW-055	Stormwater LID (Low Impact Development) Permits and Plans	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Environ. Programs	PW-056	Stormwater Monitoring / NPDES Monitoring and Inspection	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP § 335 337 et seq.
Public Works / Environ. Programs	PW-057	Stormwater: Business Inspections	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB Order 2006-03; 40 CFR §§122.21, 122.41, 122.44; GC §34090

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Public Works / Environ. Programs	PW-058	Stormwater: NPDES Annual Reports	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44
Public Works / Environ. Programs	PW-059	Stormwater: NPDES Permits	Superseded + 5 years		Superseded + 5 years	Yes: Until Expiration	Mag, <u>Mfr, OD, Ppr</u>	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP § 335 337 et seq.
Public Works / Environ. Programs	PW-060	Stormwater: TMDL Plan (Total Maximum Daily Load) Plan	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; plans must be updated every 5 years, audits are required every 2 years; SWRCB Order 2006-03; 40 CFR §§122.21, 122.41, 122.44; GC §34090
Public Works / Environ. Programs	PW-061	Unfunded Mandate Claims / SB 90 Claims	Paid or Give Up + 5 years		Paid or Give Up + 5 years		Mag, <u>Mfr, OD, Ppr</u>	<u>S / I</u>	<u>Yes: After QC & OD</u>	Meets municipal government auditing standards; GC §34090 et seq.
Public Works / Environ. Programs	PW-062	Used Oil Disposal	3 years		3 years		Mag, <u>Mfr, OD, Ppr</u>	<u>S / I</u>	<u>Yes: After QC & OD</u>	22 CCR 66266.130(c)(5), H&S §25250.18(b), 25250.19(a)(3) et seq.
EQUIPMENT & FLEET										
Public Works / Equipment & Fleet	PW-063	AQMD Permits (Generators, etc.)	5 years		5 years		Mag, <u>Mfr, OD, Ppr</u>	<u>S / I</u>	<u>Yes: After QC & OD</u>	40 CFR 70.6; GC §34090
Lead Dept.	PW-064	Generator Operation Logs & Inspections - Fixed / Stationary Generators	3 years		3 years		Mag, <u>Mfr, OD, Ppr</u>	<u>S / I</u>	<u>Yes: After QC & OD</u>	AQMD Rule 1470; GC §34090

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Lead Dept.	PW-065	Generator Operation Logs & Inspections - Portable / Emergency Generators	5 years		5 years		Mag, Mfr. , OD. , Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; Form 400-E-13a instructions; GC §34090
Public Works / Equipment & Fleet	PW-066	Pre-Trip Inspections / DOT Program / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		2 years		Mag. , Mfr. , OD. , Ppr	S / I	Yes: After QC & OD	13 CCR 1234(e); VC 34505.5(c) ; 49 CFR 396.11 ; GC §34090
Public Works / Equipment & Fleet	PW-067	Vehicle & Equipment History Files AQMD Certifications, Maintenance, Registrations, Safety Certifications, etc.	Disposal of Vehicle or Equipment + 2 years		Disposal of Vehicle or Equipment + 2 years		Mag, Mfr. , OD. , Ppr	S / I	Yes: After QC & OD	Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP § 335 337 et. Seq., GC §34090
Division Providing Service / Work	PW-068	Work Orders / Service Requests CMMS DATABASE (Computerized Maintenance Management System)	Indefinite - Minimum 5 years		Indefinite - Minimum 5 years		Mag, Mfr. , OD. , Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §34090
Division Providing Service / Work	PW-069	Work Orders / Service Requests - All Information Entered in CMMS Database (Paper drafts)	When No Longer Required		When No Longer Required		Mag, Mfr. , OD. , Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Division Providing Service / Work	PW-070	Work Orders / Service Requests - NOT entered in CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		5 years		Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After</u> <u>QC & OD</u>	City Preference; CCP §§ <u>335</u> , 338 et seq., 340 et seq., 342 , GC §, GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
PARKS AND FACILITIES MAINTENANCE & FLEET										
Lead Dept.	PW-071	Daily Logs	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Public Works / Parks, Facilities Maint. & Fleet	PW-072	Maintenance - Stormwater Compliance (Catch Basins, Field, General Cleaning, Open Channels, Slots, Stormwater Treatment Measures and Trash Cleaning)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; plans must be updated every 5 years, audits are required every 2 years; SWRCB Order 2006-03; 40 CFR §§122.21, 122.41, 122.44; GC §34090
Lead Dept.	PW-073	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Life of Facility or Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090 et. seq.
Public Works / Parks, Facilities Maint. & Fleet	PW-074	Park Safety Checklist / Playground Inspections	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Parks, Facilities Maint. & Fleet	PW-075	Pesticide Use Permits & Applications	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (agricultural pesticide records are required for 2 years); GC §34090; 3 CCR 6623, 40 CFR 110.3(d)
Public Works / Parks, Facilities Maint. & Fleet	PW-076	Tree Inventory Database	Indefinite - Minimum 5 years		Indefinite - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
STREETS										
Lead Dept.	PW-077	Pesticide Use Permits & Applications	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (agricultural pesticide records are required for 2 years); GC §34090; 3 CCR 6623, 40 CFR 171.11 et seq.
Public Works / Streets	PW-078	Sewer Lift Station Inspections	Minimum 5 years		Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Division Providing Service / Work	PW-079	Work Orders / Service Requests CMMS DATABASE (Computerized Maintenance Management System)	Indefinite - Minimum 5 years		Indefinite - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §34090
Division Providing Service / Work	PW-080	Work Orders / Service Requests - All Information Entered in CMMS Database (Paper drafts)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	PW-081	Work Orders / Service Requests - NOT entered in CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Preference; CCP §§ 335 338 et seq., 340 et seq., 342, GC §, GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
SEWERS										
Division Providing Service / Work	PW-082	Work Orders / Service Requests CMMS DATABASE (Computerized Maintenance Management System)	Indefinite - Minimum 5 years		Indefinite - Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §34090
Division Providing Service / Work	PW-083	Work Orders / Service Requests - All Information Entered in CMMS Database (Paper drafts)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	PW-084	Work Orders / Service Requests - NOT entered in CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Preference; CCP §§ 335 , 338 et seq. , 340 et seq. , 342 , GC §, GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
TRANSPORTATION & PARKING										
Lead Dept.	PW-085	Grant Funding for Transportation (Prop A, Prop C, Prop 1B, etc.)	2 years	After Funding Agency Audit, if Required - Minimum 5 years	After Funding Agency Audit, if required - Minimum 5 years		Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; 2 CFR 200.333; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a) 29 CFR 97.42; OMB Circular A-133; GC §34090; GC §8546.7
Public Works - Transportation / Traffic Engineering	PW-086	Off-Street Parking Permits (Monthly, Daily)	3 months	21 months	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Public Works / Transportation / Traffic Engineering	PW-087	On-Street Parking Permits (Yearly)	3 months	21 months	2 years		Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	GC §34090
Public Works / Transportation / Traffic Engineering	PW-088	Parking Ticket Refunds / Lost Tickets	2 years		2 years		Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Public Works / Transportation / Traffic Engineering	PW-089	Transportation Applications for Service (Dial-a-Ride, etc.)	2 years		2 years		Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	GC § 34090
WASTEWATER COLLECTION										
Public Works / Wastewater	PW-090	Capital Improvement Projects (CIP) where Wastewater is the Lead: Administration File / NOT Scanned Project Administration, Certified Payrolls, Community Outreach / Notifications, Project Schedules, Progress meetings, Punch Lists, Real Estate Appraisals, RFIs & Responses, Temporary Easements, Construction Manager's Logs, Daily Inspections, Daily Logs, etc.	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department preference; Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP § 335 337 et. seq., GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Public Works / Wastewater	PW-091	Capital Improvement Projects (CIP) where Wastewater is the Lead: Permanent File / Scanned Records Specifications & Addenda, Agreement / Contract (copy), Successful Proposal, Change Orders, Geotechnical Studies & Reports, Operations & Maintenance Manuals (O&M Manuals,) Materials Testing Reports, Grading Permits, Hazardous Materials Plans, Notice of Completion, Photos, Soil Reports, Studies, Submittals, Surveys, etc.	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD Comple- +10 years	Department preference; retained for disaster preparedness purposes; GC §34090
Public Works / Wastewater	PW-092	CCTV - Sewers	Minimum 5 years		Minimum 5 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Wastewater	PW-093	Confined Space Entries	Minimum 5 years		Minimum 5 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	8 CCR 5157(d)(14) & (e)(6); 29 CFR 1910.146(e)(6) GC §34090
Lead Dept.	PW-094	Daily Logs	10 years		10 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	GC §34090
Lead Dept.	PW-095	Generator Operation Logs & Inspections - Fixed / Stationary Generators	5 years		5 years		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	AQMD Rule 1470; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	PW-096	Generator Operation Logs & Inspections - Portable / Emergency Generators	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	AQMD Rule 1470; Form 400-E-13a instructions; GC §34090
Public Works / Wastewater	PW-097	Log Book (Pump Houses)	7 years		7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Lead Div. Dept.	PW-098	SCADA Database (Supervisory Control and Data Acquisition)	Indefinite		Indefinite	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; system qualifies as a "trusted system"; GC §§34090, 12168.7
Lead Div. Dept.	PW-099	Underground Service Alerts (USA's) / Dig Alerts	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; entered into DigAlert Software; the Excavator, Operator and the Regional Notification Cetner all have an obligation to retain for 3 years; GC §§4216.2(f); GC §34090
Division Providing Service / Work	PW-100	Work Orders / Service Requests CMMS DATABASE (Computerized Maintenance Management System)	Indefinite		Indefinite		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §34090
Division Providing Service / Work	PW-101	Work Orders / Service Requests - All Information Entered in CMMS Database (Paper drafts)	When No Longer Required		When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts (the database is the original); GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Division Providing Service / Work	PW-102	Work Orders / Service Requests - NOT entered in CMMS Database (or partial information entered into CMMS Database) (Division providing service retains originals; Division requesting service is considered a copy)	5 years		5 years		Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	City Preference; CCP §§ <u>335</u> 338 et seq., 340 et seq., 342, GC §, GC §34090
WATER (POTABLE WATER)										
Public Works / Water	PW-103	Backflow Test Results / Cross Connection / Backflow Assembly Test Reports	3 years		3 years		Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department Preference; <u>exceeds SWRCB Cross- Connection Control Policy Handbook Section 3.5.1</u> <u>requires records be retained for</u> <u>the previous three calendar</u> <u>years.; 17 CCR 7605(f);</u> GC §34090
Lead Depart.	PW-104	Confined Space Entries	3 years		3 years		Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	8 CCR 5157(d)(14) & (e)(6); 29 CFR 1919.146(e)(6); GC §34090
Public Works / Water	PW-105	Customer Concerns / Customer Complaints: Odor / Taste / Visual Complaints (Correspondence regarding Potable Water)	5 years		5 years		Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	5 years is required in State and Federal law for any complaints; 40 CFR 122.41(j)(2) & 40 CFR 141.33(b); 22 CCR 64470(a)
Lead Dept.	PW-106	Environmental Agencies / Regulatory Agencies (EPA, DHS, etc.)	Minimum 10 years		Minimum 10 years		Mag, <u>Mfr, OD,</u> Ppr	<u>S / I</u>	<u>Yes: After QC & OD</u>	Department Preference; GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Public Works / Water	PW-107	Fire Hydrant Flow Tests (Development or Maintenance) - Paper	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Water	PW-108	Lab Reports & Chains of Custody: Bacteriological and Organics	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department Preference; 40 CFR 141.33(a) and (b)(1); 22 CCR §64470
Public Works / Water	PW-109	Lab Reports & Chains of Custody: Chemical (Includes Chlorine Residuals) Disinfectant Residuals , Disinfection Byproducts , and Disinfection Byproduct Precursors	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference; State law requires 12 years, Federal 10 years; 40 CFR 141.33(a); 22 CCR §64692
Public Works / Water	PW-110	Lab Reports & Chains of Custody: Lead & Copper	12 years		12 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Required for 12 years or 2 compliance cycles; 22 CCR 64400.25; 22 CCR §64470, 40 CFR 141.33(a); 40 CFR 141.91
Lead Dept.	PW-111	Operations & Maintenance Manuals / O & M Manuals	Disposal of Equipment		Disposal of Equipment		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Water	PW-111.2	Public Notices - Potable Water (Tier 1, 2, or 3)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference to be consistent with the retention for complaints; 22 CCR §64470; GC §34090
Public Works / Water	PW-111.4	Reservoirs: Flushing, Disinfection and Cleaning	Minimum 3 years		Minimum 3 years		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Flushing, Disinfection, Inspection and Cleaning is required for 3 years; 22 CCR §64604(c); GC §34090

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
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Public Works / Water	PW-111.6	Reservoirs: Reports, Inspections, etc.	P		P		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department Preference; GC §34090
Public Works / Water	PW-112	Sanitary Surveys of Drinking Water Systems (Open Sources of Water - Lake, Open Reservoirs, Dams, etc.)	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	22 CCR §64470; 40 CFR 141.33(c)
Public Works / Water	PW-113	SCADA Database (Water) (Supervisory Control and Data Acquisition)	Indefinite		Indefinite	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; system qualifies as a "trusted system"; GC §§34090, 12168.7
Lead Dept.	PW-114	Underground Service Alerts (USA's) / Dig Alerts	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; entered into DigAlert Software; the Excavator, Operator and the Regional Notification Cetner all have an obligation to retain for 3 years; GC §§4216.2(f); GC §34090
Public Works / Water	PW-115	Urban Water Management Plans (UWMP)	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD 10 years	Department Preference (copies) GC §34090.7
Public Works / Water	PW-116	Videos - Reservoirs, Tanks, etc.	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Water	PW-117	Vulnerability Assessment / Emergency Response Plan / Risk & Resilience Assessment / Hazard Mitigation Plan	Superseded + 5 2 years		Superseded + 5 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Confidential; 42 USC 300i-2(c); GC §34090 et seq

RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>HOLDS: Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Public Works / Water	PW-118	Water Master Plan	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Water	PW-119	Water Production Reads / Reports (to State DPH & DWR)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets California Department of Health requirements (3 years); GC §34090
Public Works / Water	PW-120	Water Quality Reports / Consumer Confidence Reports	12 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes - After QC & OD	Department preference; State law requires 12 years, federal 10 years; 40 CFR 141.33(a); 22 CCR §64483; GC §34090
Public Works / Water	PW-121	Water Resources Planning Historical Reports / Water Assessments	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Preference; CCP § 335 338-et seq., 340-et seq., 342 , GC §§945.6, GC §34090
City Clerk	PW-122	Water Supply Agreements	Copies - When No Longer Required		Copies - When No Longer Required	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD No	GC §34090.7
Public Works / Water	PW-123	Well Records (includes Destroyed or Abandoned Wells)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

RESOLUTION CC 2025-59

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

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

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

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

- August 16, 2022, Resolution No. CC 2022-89
- October 18, 2022, Resolution No. CC 2022-108
- September 5, 2023, Resolution No. CC 2023-88
- July 16, 2024, Resolution No. CC 2024-60 and

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

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

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

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

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

APPROVED and **PASSED** this 3rd day of June, 2025.

City of Covina, California

BY: _____
VICTOR LINARES, Mayor

ATTEST:

FABIAN VELEZ, Chief Deputy City Clerk

CERTIFICATION

I, Fabian Velez, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution CC 2025-59 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 3rd day of June, 2025, by the following vote:

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

Dated:

FABIAN VELEZ, Chief Deputy City Clerk

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

Page 1 of 3

CITY OF COVINA

RECORDS DESTRUCTION AUTHORIZATION FORM

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

Box #	Description of Records to be Destroyed	Date From	Date To	Code Citation (e.g., GC § 34090)	Retention Period	Page No., Retention No.
	Affidavits of Publications / Public Hearing Notices / Legal Advertising / Affidavits of Posting	2005	2013	GC §§34090, 54960.1(c)(1)	2 years	CW-1; CW-004
	Affidavits of Publications / Public Hearing Notices / Legal Advertising / Affidavits of Posting	2016	04/2023	GC §§34090, 54960.1(c)(1)	2 years	CW-1; CW-004
	Agreements & Contracts - ALL (NON-INFRASTRUCTURE, Professional Services Agreements - NOT IMAGED) <i>Agreement or Contract includes all contractual obligations (e.g. Specifications and Successful Proposal / Scope of Work)</i> Examples of Non-Infrastructure: Consultants, Landscaping, Painting, Slurry Seals (Paving), Tree Trimming, Leases, Personnel, Professional Services, etc.	1953	2014	CCP §§337.337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703(a)	Completion + 10 years	CC2; CC-003
	Board & Commission Applications (Successful and Unsuccessful)	2009	2022	GC §34090	2 years	CC-3; CC-010
	Bids: UNSUCCESSFUL BIDS, UNSUCCESSFUL PROPOSALS or RESPONSES to RFPs (Request for Proposals) and/or RFQs (Request for Qualifications) that don't result in a contract <i>Includes Rating Sheets and Interview Questions Excludes Bid Files, which are retained by the City Clerk</i>	2017	2023	GC §34090	2 years	CW-3; CW-011
	Candidate File: Nomination Papers, Candidate Statement Forms, etc. - SUCCESSFUL CANDIDATES <i>Geoffrey Cobbett 2013 and 2017 Peggy Delach 2007, 2011 Jorge Marquez 2012, 2017 Kevin Stapleton – 2005, 2009, 2013 Mary Lou Walczak - 2012</i>	Various	Various	EC §17100	Term of Office + 4 years	CC-7; CC-028
	Candidate File: Nomination Papers, Candidate Statement Forms, etc. - UNSUCCESSFUL CANDIDATES <i>Andrew Aleman (Councilmember) 2020 Kevin Bowers 2008, 2009 Stephen "Woody" Dahlen 2009 Selena Flores 2020 Kay Manning 2008 (Councilmember) Thomas Palmieri 2008, 2009 Neil Polzin (Councilmember) 2017 Kim Rogers 2020</i>	Various	Various	EC §17100	Election + 4 years	CC-7; CC-029

	Campaign Filings (FPPC 400 Series Forms & Form 501): UNSUCCESSFUL CANDIDATES Includes Unsuccessful Candidates Without Committees that Don't File Electronically <i>Andrew Aleman (Councilmember) 2020</i> <i>Selena Flores 2019</i> <i>Neil Polzin 2016, 2017</i> <i>Kimberly Rogers 2019</i>	Various	Various	GC §81009(b)&(g); GC §84615	5 years	CC-6; CC-025
	Campaign Filings (FPPC 400 Series Forms): OTHER COMMITTEES (PACS - not candidate-controlled) <i>Community Matters 2007-2009</i> <i>Save our Library 2008</i> <i>Save our Services - Committee for Measure A 2008</i>	2007	2009	GC §81009(c)&(g)	7 years	CC-7; CC-027
	Campaign Filings (FPPC 400 Series Forms): OTHER COMMITTEES (PACS - not candidate-controlled) <i>Community Matters</i>	2011	2012	GC §81009(c)&(g)	7 years	CC-7; CC-027
	Correspondence - ROUTINE (Content relates in a substantive way to the conduct of the public's business) (e.g. Administrative, Chronological Files, e-mail, General Files, Letters, Memorandums, Miscellaneous Reports, Press Releases, Public Records Requests, Reading Files, Working Files, etc.) IF the Content relates in a SUBSTANTIVE way to the conduct of the public's business	2019	04/2023	GC §34090	2 years	CW-5; CW-023
	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): ALL FORMER CITY STAFF <i>Edward Miller 2005, 2006</i> <i>Monda Buckley 1997-2006</i> <i>Peggy Sanchez -1997-2007</i>	Various	Various	GC §81009(d)(e)(f) &(g)	7 years	CC-5; CC-015
	Economic Interest Filings (FPPC 700 Series Forms – Statement of Economic Interests): ALL City Staff <i>87200 Filers</i>	2007	2009	GC §81009(d)(e)(f) &(g)	7 years	CC-5; CC-015
	FPPC Form 806 (Agency Report of Public Official Appointments)	2012, 2016, 2017	2012, 2016, 2017	2 CCR 18702.5(b)(3); GC §34090; GC §81009(e)	7 years	CC-5; CC-022

	Oath of Office: City Council, Boards & Commission Members <i>Jeannette Flores Traffic & Parking Advisory Commission</i> <i>Jeffrey Johnson – Traffic and Parking Advisory Commission</i> <i>Charles Kemp – Library Board of Trustees</i> <i>Brad Manning – Planning Commission</i> <i>Kay Manning – FAC, YAB, and Traffic & Parking Advisory Commission</i> <i>Rosie Richardson – Library Board of Trustees</i> <i>Susan Zermeno Planning Commission</i>	2019	2020	GC §34090	Term of Office + 4 years	CC-10; CC-051
	Notices: Public Hearing Notices and Proofs of Publications	2005	2013	CCP§337 et seq; GC §34090	2 years	CW-10; CW-039
	Roster of Voters	2016	2016	EC §17300	5 years	CC-9; CC-040
	Time Cards / Time Sheets	2019	2019	IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; GC §34090	5 years	CW-14; CW-059

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

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

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

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

CITY OF COVINA RECORDS DESTRUCTION AUTHORIZATION FORM

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

Box #	Description of Records to be Destroyed	Date From	Date To	Code Citation (e.g., GC § 34090)	Retention Period	Page No., Retention No.
1	ACCOUNTS PAYABLE INVOICES	01/16/2020	02/27/2020	GC 34090	5 years	FIN-1, FIN-002
2	JOURNAL ENTRIES	01/01/2019	12/31/2019	GC 34090, 26 CFR 31.6001-1	5 years	FIN-4, FIN-017
3	ACCOUNTS PAYABLE INVOICES	07/13/2019	08/21/2019	GC 34090	5 years	FIN-1, FIN-002
4	ACCOUNTS PAYABLE INVOICES	10/31/2019	01/13/2020	GC 34090	5 years	FIN-1, FIN-002
5	CASH RECEIPTS	10/17/2019	10/31/2019	GC 34090 et seq.	5 years	FIN-6, FIN-027
6	CASH RECEIPTS	08/22/2019	09/16/2019	GC 34090 et seq.	5 years	FIN-6, FIN-027
7	CASH RECEIPTS	07/16/2019	07/31/2019	GC 34090 et seq.	5 years	FIN-6, FIN-027
8	ACCOUNTS PAYABLE INVOICES	08/29/2019	10/24/2019	GC 34090	5 years	FIN-1, FIN-002
9	CASH RECEIPTS	02/12/2020	02/20/2020	GC 34090 et seq.	5 years	FIN-6, FIN-027
10	JOURNAL ENTRIES	01/01/2019	12/31/2019	GC 34090, 26 CFR 31.6001-1	5 years	FIN-4, FIN-017
11	WATER BILLING / LOW INCOME APPLICATIONS	01/01/2013	12/31/2019	GC 34090; H&S 116910	2 years	FIN-8, FIN-033.4
12	CASH RECEIPTS	11/19/2019	12/04/2019	GC 34090 et seq.	5 years	FIN-6, FIN-027
13	BANK STATEMENTS	01/01/2019	12/31/2019	GC 34090, 26 CFR 31.6001-1	5 years	FIN-2, FIN-005
14	CASH RECEIPTS	06/25/2019	07/15/2019	GC 34090 et seq.	5 years	FIN-6, FIN-027
15	CASH RECEIPTS	12/05/2019	12/12/2019	GC 34090 et seq.	5 years	FIN-6, FIN-027
16	CASH RECEIPTS	02/24/2020	02/29/2020	GC 34090 et seq.	5 years	FIN-6, FIN-027
17	CASH RECEIPTS	11/04/2019	11/18/2019	GC 34090 et seq.	5 years	FIN-6, FIN-027
18	CASH RECEIPTS	01/05/2020	01/27/2020	GC 34090 et seq.	5 years	FIN-6, FIN-027
19	CASH RECEIPTS	02/04/2020	02/11/2020	GC 34090 et seq.	5 years	FIN-6, FIN-027
20	CASH RECEIPTS	01/28/2020	02/03/2020	GC 34090 et seq.	5 years	FIN-6, FIN-027

21	CASH RECEIPTS	07/01/2019	07/10/2019	GC 34090 et seq.	5 years	FIN-6, FIN-027
22	CASH RECEIPTS	09/17/2019	09/30/2019	GC 34090 et seq.	5 years	FIN-6, FIN-027
23	CASH RECEIPTS	10/01/2019	10/16/2019	GC 34090 et seq.	5 years	FIN-6, FIN-027
24	CASH RECEIPTS	01/07/2020	01/14/2020	GC 34090 et seq.	5 years	FIN-6, FIN-027
25	CASH RECEIPTS	12/24/2019	01/06/2020	GC 34090 et seq.	5 years	FIN-6, FIN-027
26	CASH RECEIPTS	03/02/2020	03/09/2020	GC 34090 et seq.	5 years	FIN-6, FIN-027
27	CASH RECEIPTS	03/17/2020	03/31/2020	GC 34090 et seq.	5 years	FIN-6, FIN-027
28	BUSINESS LICENSE RENEWALS	01/01/2015	12/31/2016	GC 34090 et seq.	5 years	FIN-6, FIN-025
29	CASH RECEIPTS	09/01/2015	12/31/2015	GC 34090 et seq.	5 years	FIN-6, FIN-027
30	CASH RECEIPTS	05/01/2015	08/31/2015	GC 34090 et seq.	5 years	FIN-6, FIN-027
31	CASH RECEIPTS	01/01/2015	04/30/2015	GC 34090 et seq.	5 years	FIN-6, FIN-027

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

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

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

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

CITY OF COVINA
RECORDS DESTRUCTION AUTHORIZATION FORM

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

Box #	Description of Records to be Destroyed	Date From	Date To	Code Citation (e.g., GC § 34090)	Retention Period	Page No., Retention No.
31	Recruitment – DQ Files	5/7/2019	10/16/2020	29 CFR 1627.3(b)(1), 29 CFR 1602.14 et seq.2 CCR 11013(c); GC §§12946, 12960, 34090	Expiration of Eligibility List + 4 years	HR-6, HR-018
32	Recruitment – DQ Files	5/30/2020	11/19/2020	29 CFR 1627.3(b)(1), 29 CFR 1602.14 et seq.2 CCR 11013(c); GC §§12946, 12960, 34090	Expiration of Eligibility List + 4 years	HR-6, HR-018
33	Recruitment	1/1/1992	12/4/2020	29 CFR 1627.3(b)(1), 29 CFR 1602.14 et seq.2 CCR 11013(c); GC §§12946, 12960, 34090	Expiration of Eligibility List + 4 years	HR-6, HR-018
34	Recruitment	2/14/2020	12/2/2020	29 CFR 1627.3(b)(1), 29 CFR 1602.14 et seq.2 CCR 11013(c); GC §§12946, 12960, 34090	Expiration of Eligibility List + 4 years	HR-6, HR-018
733	Personnel Files – Employee Files	12/1/2017	12/11/2018	29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 53235.2(b); 53237.2(b) LC 1198.5	Separation + 6 years	HR-5, HR-015
734	Personnel Files – Employee Files	1/22/2018	12/20/2018	29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 53235.2(b); 53237.2(b) LC 1198.5	Separation + 6 years	HR-5, HR-015
735	Personnel Files – Employee Files	2/3/2018	11/20/2018	29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 53235.2(b); 53237.2(b) LC 1198.5	Separation + 6 years	HR-5, HR-015
736	Personnel Files – Employee Files	1/11/2018	8/19/2018	29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 53235.2(b); 53237.2(b) LC 1198.5	Separation + 6 years	HR-5, HR-015
737	Personnel Files – Employee Files	5/24/2018	11/8/2018	29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 53235.2(b); 53237.2(b) LC 1198.5	Separation + 6 years	HR-5, HR-015
738	Personnel Files – Employee Files	4/5/2018	12/31/2018	29 CFR 1602.31 & 1627.3(b)(1), GC §§ 3105, 12946, 12960, 34090; 53235.2(b); 53237.2(b) LC 1198.5	Separation + 6 years	HR-5, HR-015

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

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

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

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

CITY OF COVINA

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Box #	Description of Records to be Destroyed	Date From	Date To	Code Citation (e.g., GC § 34090)	Retention Period	Page No., Retention No.
1	Christmas Parade Participant Waivers	12/2018	12/2018	GC § 34090	2 YEARS	P&R-5, P&R-029
1	Christmas Parade Participant Waivers	12/2021	12/2021	GC § 34090	2 YEARS	P&R-5, P&R-029
2	Christmas Parade Participant Waivers	12/2022	12/2022	GC § 34090	2 YEARS	P&R-5, P&R-029
3	Facility Rental Applications and documents	1/2015	12/2020	GC § 34090	2 YEARS	P&R-4, P&R-014
4	Leaders-In-Training Applications and Program documents	1/2015	12/2018	GC § 34090	2 YEARS	P&R-5, P&R-020
4	Covina's TEAM Applications and Program documents	1/2014	12/2021	GC § 34090	2 YEARS	P&R-5, P&R-020
4	Extended tour program rosters and documents	1/2006	12/2007	GC § 34090	2 YEARS	P&R-5, P&R-020
5	Christmas Parade Program files and Entry Applications	1/2016	12/2021	GC § 34090	2 YEARS	P&R-5, P&R-020
6	Leaders-In-Training Applications and Program documents	1/2019	12/2021	GC § 34090	2 YEARS	P&R-5, P&R-020
6	Day Camp Program files	1/2016	12/2018	GC § 34090	2 YEARS	P&R-1, P&R-003
7	Day Camp Program files	1/2011	12/2014	GC § 34090	2 YEARS	P&R-1, P&R-003
7	Day Camp Program files	1/2016	12/2018	GC § 34090	2 YEARS	P&R-1, P&R-003
8	Credit Card receipts	1/2009	12/2012	GC § 34090	2 YEARS	P&R-3, P&R-010
9	Credit Card receipts	1/2013	12/2021	GC § 34090	2 YEARS	P&R-3, P&R-010
10	Special Event Program files	1/2016	12/2018	GC § 34090	2 YEARS	P&R-1, P&R-003
10	LA Opera Program files	1/2008	12/2009	GC § 34090	2 YEARS	P&R-1, P&R-003
10	Teen After School Program files	1/2002	12/2006	GC § 34090	2 YEARS	P&R-1, P&R-003
11	Teen After School Program files	1/2009	12/2013	GC § 34090	2 YEARS	P&R-1, P&R-003
11	Major League Softball Program files	1/1999	12/2015	GC § 34090	2 YEARS	P&R-1, P&R-003
12	Cash Reports	1/2021	12/2022	GC § 34090	2 YEARS	P&R-3, P&R-010

13	Christmas Parade Program files	01/1997	12/2012	GC § 34090	2 YEARS	P&R-1, P&R-003
14	Christmas Parade Program files	01/2013	12/2015	GC § 34090	2 YEARS	P&R-1, P&R-003
14	Facility Rental Applications and documents	1/2007	12/2008	GC § 34090	2 YEARS	P&R-4, P&R-014
15	Day Camp Program files	1/2020	12/2021	GC § 34090	2 YEARS	P&R-1, P&R-003
15	Day Camp Program files	1/2015	12/2016	GC § 34090	2 YEARS	P&R-1, P&R-003
15	Day Camp Program files	1/2018	12/2018	GC § 34090	2 YEARS	P&R-1, P&R-003
15	Youth Sports Program files	1/2020	12/2022	GC § 34090	2 YEARS	P&R-1, P&R-003
16	Christmas Parade Program files	01/2019	12/2019	GC § 34090	2 YEARS	P&R-1, P&R-003
16	Day Camp Program files	1/2016	12/2022	GC § 34090	2 YEARS	P&R-1, P&R-003
16	Leaders-In-Training Program files	1/2022	12/2022	GC § 34090	2 YEARS	P&R-1, P&R-003
16	Christmas Parade Program files	01/2013	12/2013	GC § 34090	2 YEARS	P&R-1, P&R-003
16	Christmas Parade Entry Applications	01/2022	12/2022	GC § 34090	2 YEARS	P&R-5, P&R-020
16	Facility Rental Applications and documents	1/2021	12/2021	GC § 34090	2 YEARS	P&R-4, P&R-014
16	Special Event Program files	1/2019	12/2021	GC § 34090	2 YEARS	P&R-1, P&R-003
16	Special Event Sponsorship Program files	1/2020	12/2022	GC § 34090	2 YEARS	P&R-1, P&R-003
16	5K Participant Waivers	12/2022	12/2022	GC § 34090	2 YEARS	P&R-5, P&R-029
16	AYSO Participant Waivers	12/2020	12/2021	GC § 34090	2 YEARS	P&R-5, P&R-029
17	Christmas Parade Program files	01/2016	12/2018	GC § 34090	2 YEARS	P&R-1, P&R-003
17	Thunderfest and Bluesapalooza Program files	01/2007	12/2008	GC § 34090	2 YEARS	P&R-1, P&R-003

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

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

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

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

CITY OF COVINA

RECORDS DESTRUCTION AUTHORIZATION FORM

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Box #	Description of Records to be Destroyed	Date From	Date To	Code Citation (e.g., GC § 34090)	Retention Period	Page No., Retention No.
1	Accounts Payable Invoices - Copies	July 1, 2014	June 30, 2015	GC 34090	5 years	CW-1; CW-003
2	Time Sheets	2021	2021	GC 34090.7	NLN	FIN-9, FIN-040
3	Accounts Payable Invoices	July 1, 2015	June 30, 2015	GC 34090	5 Years	CW-1, CW-003
4	Accounts Payable Invoices	July 1, 2015	June 30, 2015	GC 34090	5 Years	CW-1, CW-003
5	Accounts Payable Invoices	July 1, 2016	June 30, 2017	GC 34090	5 Years	CW-1, CW-003
6	Accounts Payable Invoices	July 1, 2016	June 30, 2017	GC 34090	5 Years	CW-1, CW-003
7	Accounts Payable Invoices	July 1, 2017	June 30, 2018	GC 34090	5 Years	CW-1, CW-003
8	Accounts Payable Invoices	July 1, 2017	June 30, 2018	GC 34090	5 Years	CW-1, CW-003
9	Time Sheets	2016	2016	GC 34090.7	NLN	FIN-9, FIN 040
10	Time Sheets	2017	2017	GC 34090.7	NLN	FIN-9, FIN 040
11	Time Sheets	2018	2018	GC 34090.7	NLN	Fin -9, FIN 040
12	Time Sheets	2019	2019	GC 34090.7	NLN	FIN-9, FIN 040
13	Time Sheets	2020	2020	GC 34090.7	NLN	FIN-9, FIN 040

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Department Head Signature:	City Attorney Signature:
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CITY OF COVINA

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Box #	Description of Records to be Destroyed	Date From	Date To	Code Citation (e.g., GC § 34090)	Retention Period	Page No., Retention No.
1	CDBG Program documents	7/2011	7/2012	CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-133; GC §34090; GC §8546.7	5 years min.	CW-8, CW-031
2	CDBG Program documents	7/1997	7/2005	CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-133; GC §34090; GC §8546.7	5 years min.	CW-8, CW-031
3	CDBG Program documents	7/2015	7/2016	CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-133; GC §34090; GC §8546.7	5 years min.	CW-8, CW-031
4	CDBG Program documents	7/1998	7/2010	CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A-133; GC §34090; GC §8546.7	5 years min.	CW-8, CW-031

5	CDBG Program documents	7/2013	7/2014	CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A- 133; GC §34090; GC §8546.7	5 years min.	CW-8, CW-031
6	CDBG Program documents	7/2016	7/2017	CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A- 133; GC §34090; GC §8546.7	5 years min.	CW-8, CW-031
7	CDBG Program documents	7/2012	7/2013	CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A- 133; GC §34090; GC §8546.7	5 years min.	CW-8, CW-031
8	CDBG Program documents	7/2018	7/2019	CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A- 133; GC §34090; GC §8546.7	5 years min.	CW-8, CW-031
9	CDBG Program documents	7/2017	7/2018	CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A- 133; GC §34090; GC §8546.7	5 years min.	CW-8, CW-031

10	CDBG Program documents	7/1975	7/1999	CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A- 133; GC §34090; GC §8546.7	5 years min.	CW-8, CW-031
11	CDBG Program documents	7/2012	7/2014	CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A- 133; GC §34090; GC §8546.7	5 years min.	CW-8, CW-031
12	CDBG Program documents	7/2010	7/2011	CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A- 133; GC §34090; GC §8546.7	5 years min.	CW-8, CW-031
13	CDBG Program documents	7/2010	7/2012	CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A- 133; GC §34090; GC §8546.7	5 years min.	CW-8, CW-031
14	CDBG Program documents	7/2009	7/2011	CFR 200.334; 24 CFR 91.105(h), 92.505, 570.490, & 570.502(a), 29 CFR 97.42; OMB Circular A- 133; GC §34090; GC §8546.7	5 years min.	CW-8, CW-031

15	Annual Affordability Monitoring – Covina Gardens	1/2019	12/2019	§ 34090	5 years	HOU-1, HOU-001

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

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

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

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



CC Regular Meeting

AGENDA ITEM REPORT

Meeting: June 3, 2025

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 July 15, 2025

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

Recommendation: 1. Adopt City Resolution CC 2025-42, declaring intention to authorize the annexation of territory (1207 West Badillo Street, Covina//Annexation 38) to Community Facilities District No. 2007-1 (Public Services); and

2. Adopt City Resolution CC 2025-43, 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 twenty-eight (28) multi-family residential units at 1207 West Badillo 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 2024-2025, any new multi-family residential units are charged \$645.38 per unit per year for the following services: police, fire protection and suppression, paramedic services, and park maintenance. This Special Tax appears on the annual Property Tax bill for each parcel. The Special Tax authorized by the CFD shall be levied on all parcels for which building permits were issued on or before May 1 of the preceding fiscal year.

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

DISCUSSION:

Resolutions that notice the intent of the City to annex property to the CFD, identify the boundaries of the proposed annexation, identify the types of services to be funded by the CFD, and notice that a public hearing will be held on July 15, 2025, where the City Council will consider the proposed annexation, are pursuant to the Conditions of Approval for development of twenty eight (28) new multi-family residential units at 1207 West Badillo Street, Covina, California. The Assessor's Parcel Number (APN) is 8434-017-082.

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 2024-2025, the estimated amount for these services, for eighteen (18) additional multi-family residential units, is \$11,616.84. Ten (10) existing units on the lot will be demolished, resulting in a net increase of eighteen (18) residential units subject to the Community Facilities District tax.

FISCAL IMPACT:

There is twenty-eight (28) multi-family residential units in the proposed annexation area, of which eighteen (18) that is subject to the special tax. The “Special Tax” authorized by the proposed annexation to Community Facilities District 2007-1 (the “CFD”) will generate an estimate of \$645.38 per unit (\$11,616.84 total) annually based on Fiscal Year 2024-2025 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,

A handwritten signature in dark ink, appearing to read 'B. K. Lee', is written over a horizontal line.

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

RESOLUTION CC 2025-42

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. 38 (“Annexation No. 38”); and

WHEREAS, this legislative body now desires to proceed to adopt its Resolution of Intention to annex Annexation No. 38 into CFD No. 2007-1, to describe the territory proposed to be annexed, Annexation No. 38, to specify the services to be financed from the proceeds of the levy of special taxes within Annexation No. 38, 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. 38 into CFD No. 2007-1; and

WHEREAS, a map showing the boundaries of Annexation No. 38 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. 38 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. 38 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. 38

ATTACHMENT A

to CFD No. 2007-1.

SECTION 4. Boundaries. A general description of the boundaries of Annexation No. 38 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. 38 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 in process)
Annexation #38	1207 W. Badillo Street (Annexation 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. 38.”

SECTION 6. Services Authorized to be Financed by CFD No. 2007-1, Annexation No. 38. 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. 38 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. 38 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. 38. 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. 38. If, and to the extent possible, such services shall be provided in common within CFD No. 2007-1 and Annexation No. 38.

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. 38, and related incidental expenses authorized by the Act, secured by recordation of a continuing lien against all non-exempt real property in Annexation No. 38, will be levied annually within the boundaries of such Annexation No. 38. 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. 38 to clearly estimate the maximum amount that such person will have to pay.

The special tax proposed to be levied within Annexation No. 38 for services to be supplied within Annexation No. 38 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. 38 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. 38 to CFD No. 2007-1.

SECTION 8. Public Hearing. Notice is given that on the 15th day of July, 2025, 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. 38 to CFD No. 2007-1, the proposed method and apportionment of the special tax to be levied with Annexation No. 38 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. 38 or the levying of special taxes within Annexation No. 38 will be heard.

At such public hearing, protests against the proposed annexation of Annexation No. 38, the levy of special taxes within Annexation No. 38 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. 38, (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. 38, file written protests against the proposed annexation of Annexation No. 38 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. 38 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. 38 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 3rd day of June 2025.

City of Covina, California

BY: _____
VICTOR LINARES, Mayor

ATTEST:

FABIAN VELEZ, Chief Deputy City Clerk

CERTIFICATION

I, Fabian Velez, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution CC 2025-42 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 3rd day of June 2025, by the following vote:

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

Dated:

FABIAN VELEZ, Chief Deputy City Clerk


EXHIBIT A TO RESOLUTION

ANNEXATION MAP

SHEET 1 OF 1

ANNEXATION MAP NO. 38
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. 38 TO COMMUNITY FACILITIES DISTRICT NO. 2007-1 (PUBLIC SERVICES), CITY OF COVINA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, WAS APPROVED BY THE CITY COUNCIL OF THE CITY OF COVINA AT A REGULAR MEETING THEREOF, HELD ON THE _____ DAY OF _____, 202__, BY ITS RESOLUTION NO. _____.

FABIAN VELEZ, CHIEF DEPUTY CITY CLERK
CITY OF COVINA


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

BY DEPUTY
COUNTY RECORDER
COUNTY OF LOS ANGELES
STATE OF CALIFORNIA


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


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

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



LEGEND

 ANNEXATION BOUNDARY

 MAP REFERENCE NUMBER

MAP REFERENCE NUMBER	ASSESSOR'S PARCEL NUMBER(S)
1	8434-017-082




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 2025-43

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. 38 (hereafter referred to as “Annexation No. 38”).

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. 38 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. 38 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. 38, 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. 25 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 3rd day of June, 2025.

ATTACHMENT B

City of Covina, California

BY: _____
VICTOR LINARES, Mayor

ATTEST:

FABIAN VELEZ, Chief Deputy City Clerk

CERTIFICATION

I, Fabian Velez, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution CC 2025-43 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 3rd day of June, 2025 by the following vote:

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

Dated:

FABIAN VELEZ, Chief Deputy City Clerk



CC Regular Meeting

AGENDA ITEM REPORT

ITEM NO. CC 9

Meeting: June 3, 2025
Title: Royal Oak Middle School Greening and Forestry Plan Update and Resolution CC 2025-41; Finding the Royal Oak Middle School Greening and Forestry Plan Exempt from CEQA
Presented by: Brian K. Lee, AICP, Deputy City Manager/Director of Community Development
Daniella Andrade, Sr. Management Analyst
Recommendation: Adopt Resolution CC 2025-41.

EXECUTIVE SUMMARY:

In 2022, the City of Covina ("City") and Charter Oak Unified School District ("District") entered into a memorandum of understanding to jointly apply for competitive grant funding for enhancements at the Royal Oak Middle School ("ROMS") District Field. Subsequently, in early 2024, the City/District received a competitive grant award from the California Department of Forestry and Fire Protection's ("CalFire") Urban and Community Forestry Grant Program for community engagement activities, planning, and conceptual design work to develop greening and forestry enhancements at the property. The primary focus of this grant is to demonstrate the potential for stormwater infiltration improvements, increase the property's tree canopy, reduce the heat island effect and create outdoor learning environments (or OLEs) in non-athletic field areas. The grant award was for \$198,000 with a \$50,000 local match requirement, split evenly between the District and City.

Following a robust community engagement effort and review by the City Council/School Board in fall 2024, it is recommended that design plans be approved for submission as required under the grant agreement with CalFire. Following submission to CalFire, it is the City/District's intention to pursue other grant opportunities for the construction of these improvements and other active recreation spaces at the property.

BACKGROUND/DISCUSSION

As part of the CalFire grant award, extensive community outreach was completed to better understand existing uses and priority needs for any future renovation of the property. The engagement phase consisted of a variety of in-person events, notification mailers and electronic communications, including:

- Royal Oak Middle School Open House on March 6, 2024
- March Madness Basketball Tournament on March 7, 2024
- School Staff Meeting on March 13, 2024
- Mailers sent to a .5-mile radius of the project location to notify the community of the grant program and invite survey participation (two sets of mailers)
- Development of the online/paper survey
- Project Fact Sheet (Circulated in person)
- Canvassing. Active SGV canvassed homes within a .25-mile radius
- Text Message Alerts
- Social Media Posts and boosts (advertisement)
- Back to School Night on September 5, 2024

Following the community engagement phase, participant feedback was compiled and used to help shape the future vision, conceptual plan designs and project renderings for the property. These conceptual plans and project renderings were shared with the City Council and School Board at a joint meeting in October 2024 to receive additional direction and feedback.

Over the last several months, the Project team has worked to refine conceptual plans into construction documents. As anticipated, these construction documents will be “shovel-ready” and position the City/District well for future grant opportunities for construction work. Of note, the construction documents include all of the CalFire grant-eligible amenities – stormwater capture improvements, greening and tree amenities, and the creation of outdoor learning environments. Design plans for the active recreational space amenities (soccer fields, baseball fields, etc.) will need to be designed, and as planned, the City/District will continue to actively explore other funding opportunities for this purpose. The progress package includes the addition of the amenities listed below.

- Accessible paths of travel between existing and proposed spaces;
- Proposed outdoor learning environment spaces;
- Proposed bioswales to help infiltrate stormwater and recharge local groundwater sources;
- Proposed new, ¾ mile rubberized walking trail;
- The installation of 440 trees, including a mixture of native/non-native species and fruiting species to help reduce the heat island effect and the City’s carbon footprint; and
- The installation of drip irrigation and native plant materials to reduce water usage onsite.

Under the terms of the grant agreement with CalFire, on May 15, 2025, the District board (Lead Agency) adopted Resolution #06-24-25, finding the planning activities exempt from CEQA, and subsequently filed a Notice of Exemption with the State Clearinghouse. It is recommended that the City Council adopt a separate resolution finding the planning activities exempt from CEQA due to the collaborative effort between both agencies on the project and the intent to develop a joint-use agreement for the facilities between both agencies. Because the City of Covina is not the lead agency, the city is not required to file a notice of exemption with the State Clearinghouse. City staff will submit both agency resolutions and the Notice of Exemption as part of the grant closeout requirements.

FISCAL IMPACT:

The action, finding the planning activities as exempt from CEQA, has no fiscal impact.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Finding of Exemption pursuant to CEQA Guidelines Section 15061 (b)(3)

The Royal Oak Middle School Greening and Forestry Plan is covered by the general rule that CEQA only applies to projects that have the potential to cause a significant effect on the environment. The project consists of community outreach, concept design, and the preparation of a conceptual design package for consideration of potential future action only subject to additional community outreach and design for sports-related facilities. Additional CEQA review will be conducted at that time.

Finding of Exemption pursuant to CEQA Guidelines Sections 15262

The eligible activities under the grant program are limited to planning and feasibility activities and do not involve actionable or implementation activities such as project approval, bid preparation, or construction. As such, the activities under the project were limited to planning activities up to the development of the conceptual design package, which can be further updated to include the areas that were not eligible under the grant scope, before returning to the item to the joint bodies for further consideration.

Respectfully submitted,



Brian K. Lee, AICP
Page 218 of 861
Director of Community Development



Daniella Andrade
Senior Management Analyst

RESOLUTION CC 2025-41

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, FINDING THAT THE CALFIRE GRANT FUNDING PLANNING ACTIVITIES FOR THE “ROYAL OAK MIDDLE SCHOOL GREENING AND FORESTRY PLAN” IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

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

WHEREAS, on November 16, 2022, the City of Covina and Charter Oak Unified School District (COUSD) entered into a Memorandum of Understanding (MOU) for the joint application of competitive grant funding to be used towards enhancements at the Royal Oak Middle School District Field located at 303 S. Glendora; and

WHEREAS, Charter Oak Unified and the City of Covina jointly applied for the California Department of Forestry and Fire Protection (“CalFIRE”) competitive Community Forestry Grant Program for community engagement activities, planning, and conceptual design work to develop a greening and forestry plan for the property; and

WHEREAS, the City was awarded a competitive grant from the California Department of Forestry and Fire Protection (“CalFIRE”) to develop a concept-to-construction plan for the Royal Oak Middle School opens spaces to include, concept designs, community and public outreach, environmental clearance, meetings with the Department of Education’s Division of the State Architect, Preliminary Engineering, cost estimating, and project specifications; and

WHEREAS, as a condition of a grant award, CalFIRE requires that the City of Covina provide the granting agency with CEQA Clearance for the project; and

WHEREAS, on May 15, 2025, the COUSD Board adopted Resolution #06-24-25, finding the planning activities exempt from CEQA and subsequently filed a notice of exemption, as lead agency with the California State Clearinghouse; and

WHEREAS, said City Council, being fully advised in the premises, does hereby proceed as follows.

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

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

SECTION 2. The City Council approves this resolution and hereby finds and determines that the Project is exempt from the California Environmental Quality Act or “CEQA” and qualifies for the following exemptions.

1. Finding of Exemption pursuant to CEQA Guidelines Section 15061 (b)(3)

The Royal Oak Middle School Greening and Forestry Plan is covered by the general rule that CEQA only applies to projects that have the potential to cause a significant effect on the environment. The project consists of community outreach, concept design, and the preparation of a conceptual design package for consideration of potential future action only subject to additional community outreach and design for sports-related facilities. Additional CEQA review will be conducted at that time.

2. Finding of Exemption pursuant to CEQA Guidelines Sections 15262

The eligible activities under the Community Forestry Grant Program are only of Planning Activities, including but not limited to Community Engagement and Concept Development, and the Development of a Conceptual Design package. This action does not involve the adoption of a “project”.

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

APPROVED and PASSED this 6th day of June, 2025.

City of Covina, California

BY: _____
VICTOR LINARES, Mayor

ATTEST:

FABIAN VELEZ, Chief Deputy City Clerk

CERTIFICATION

I, Fabian Velez, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution CC 2025-41 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 6th day of June, 2025, by the following vote:

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

Dated:

FABIAN VELEZ, Chief Deputy City Clerk



CHARTER OAK UNIFIED SCHOOL DISTRICT
Resolution #06-24-25
FINDING THAT THE CALFIRE GRANT FUNDING PLANNING
ACTIVITIES FOR THE “ROYAL OAK MIDDLE SCHOOL
GREENING AND FORESTRY PLAN” IS EXEMPT FROM THE
CALIFORNIA ENVIRONMENTAL QUALITY ACT
MAY 15, 2025

WHEREAS, on November 16, 2022, the City of Covina and Charter Oak Unified School District (COUSD) entered into a Memorandum of Understanding (MOU) for the joint application of competitive grant funding to be used towards enhancements at the Royal Oak Middle School District Field located at 303 S. Glendora; and,

WHEREAS, Charter Oak Unified and the City of Covina jointly applied for the California Department of Forestry and Fire Protection (“CalFIRE”) competitive Community Forestry Grant Program for community engagement activities, planning, and conceptual design work to develop a greening and forestry plan for the property; and,

WHEREAS, the City was awarded a competitive grant from the California Department of Forestry and Fire Protection (“CalFIRE”) to develop a concept-to-construction plan for the Royal Oak Middle School opens spaces to include, concept designs, community and public outreach, environmental clearance, meetings with the Department of Education’s Division of the State Architect, Preliminary Engineering, cost estimating, and project specifications; and,

WHEREAS, as a condition of a grant award, CalFIRE requires that the City of Covina provide the granting agency with CEQA Clearance for the project; and,

WHEREAS, said City Council, being fully advised in the premises, does hereby proceed as follows.

NOW, THEREFORE, THE BOARD OF TRUSTEES OF CHARTER OAK UNIFIED SCHOOL DISTRICT, DOES HEREBY RESOLVE AS FOLLOWS:

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

SECTION 2. The Board of Trustees has approved this Resolution and hereby finds and determines that the Project is exempt from the California Environmental Quality Act or “CEQA” and qualifies for the following exemptions.

2.1 Finding of Exemption pursuant to CEQA Guidelines Section 15061 (b)(3)

The Royal Oak Middle School Greening and Forestry Plan is covered by the general rule that CEQA only applies to projects that have the potential to cause a significant effect on the environment. The project consists of community outreach, concept design, and the preparation of a conceptual design package for consideration of potential future action only subject to additional community outreach and design for sports-related facilities. Additional CEQA review will be conducted at that time.

2.2 Finding of Exemption pursuant to CEQA Guidelines Sections 15262

The eligible activities under the Community Forestry Grant Program are only of Planning Activities, including but not limited to Community Engagement and Concept Development, and the Development of a Conceptual Design package. This action does not involve the adoption of a “project”.


SECTION 3. District staff are hereby directed to prepare and post a notice of exemption according to CEQA Guidelines Section 15062 with the Los Angeles County Registrar/Recorder and the California State Clearinghouse.

ADOPTED THIS 15TH DAY OF MAY, 2025, BY THE BOARD OF TRUSTEES OF THE CHARTER
OAK UNIFIED SCHOOL DISTRICT

AYES: 4 NOES: 0 ABSENT: 1 ABSTENTIONS: 0



Gregg Peterson, President



Danny Kim, Ed.D., Superintendent
and Secretary of the Board of Trustees

Royal Oak Middle School Greening and Forestry Plan- CALFIRE Grant

Summary

SCH Number	2025050768
Public Agency	Charter Oak Unified School District (COUSD)
Document Title	Royal Oak Middle School Greening and Forestry Plan- CALFIRE Grant
Document Type	NOE - Notice of Exemption
Received	5/19/2025
Posted	5/19/2025
Document Description	Royal Oak Middle School Greening and Forestry Plan- CALFIRE Grant Planning grant to design enhancements to the Royal Oak Middle School fields.

Contact Information

Name	Robert Lind
Agency Name	Charter Oak Unified School District
Job Title	Director of Maintenance and Operations
Contact Types	Lead/Public Agency
Address	20240 E. Cienega Ave Covina, CA 91724

Phone

(626) 419-4033

Email

rlind@cousd.net

Location

Cities

Covina

Counties

Los Angeles

Regions

Southern California

Cross Streets

Badillo Ave, N Glendora Ave

Zip

91724

Total Acres

43.19

State Highways

CA

Township

Covina

Notice of Exemption

Exempt Status

Statutory Exemption

Type, Section or Code

Section 15061(b)(3), Section 15262

Reasons for Exemption

Section 15061(b)(3)-This project by general rule CEQA only applies to projects that have the potential to cause a significant effect on the environment. The project consists of community outreach, concept design, and the preparation of a conceptional design package for consideration of potential future action only subject to additional community outreach and design for sports-related facilities. Additional CEQA review will be considered at that time. Section 15262- The eligible activities under the Forestry Grant Program are only of Planning Activities, including but not limited to Community Engagement and Concept Development , and the Development of a Conceptual Design Package. This action does not involve the adoption of a "project".

County Clerk

Los Angeles

Attachments

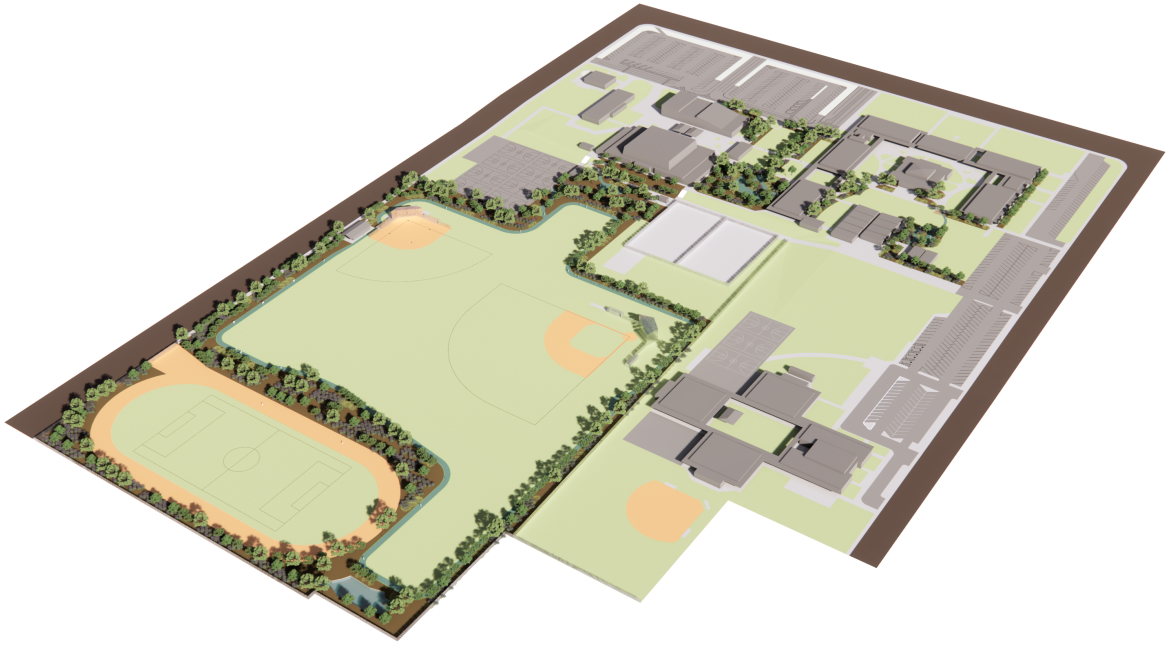
Notice of Exemption

CEQA Exemption Resolution #06-24-25 (1)

PDF

577 K

Disclaimer: The Governor’s Office of Land Use and Climate Innovation (LCI) accepts no responsibility for the content or accessibility of these documents. To obtain an attachment in a different format, please contact the lead agency at the contact information listed above. For more information, please visit [LCI’s Accessibility Site](#).





CC Regular Meeting

AGENDA ITEM REPORT

ITEM NO. CC 10

Meeting: June 3, 2025
Title: Professional Services Agreement with Robert Half for Temporary Staffing
Presented by: Theresa Franke, Interim Finance Director
Daniella Andrade, Sr. Management Analyst
Recommendation: Approve Professional Services Agreement with Robert Half.

EXECUTIVE SUMMARY:

In July 2024, the City Council approved a Professional Services Agreement (“PSA”) with Robert Half Talent Solutions, Inc. (“Robert Half, Inc.”), for temporary staffing services to support the Finance and Community Development Departments. Two Amendments were subsequently approved by the City Council in FY 2025, resulting in a total, not-to-exceed compensation limit of \$264,000. Recently, it was discovered that these amendments had not been fully executed by representatives from Robert Half, Inc. As such, the parties have negotiated a new agreement for the City Council’s consideration. As proposed, the new agreement will include the initial agreement and amendments, and roughly \$26,000 for as-needed assistance in the Finance Department.

DISCUSSION:

In July 2024, the City Council approved a Professional Services Agreement (“PSA”) with Robert Half Talent Solutions, Inc. (“Robert Half, Inc.”), for temporary staffing services. The City Council approved subsequent amendments to the PSA in November 2024 and March 2025 for the provision of temporary staffing support and software implementation support. Funding for these services has been provided through grant funds and salary savings from existing staffing vacancies.

After approving the recent PSA amendment in March 2025, it was discovered that the amendments had not been fully executed by representatives from Robert Half, Inc. As a result, the parties have worked to negotiate a new agreement that encompasses the original PSA and amendments, and provides roughly \$26,000 in capacity for on-call temporary staffing services if needed. The attached PSA incorporates these items and is presented to the City Council for further consideration. The total, not-to-exceed amount for the PSA is \$290,000, with funding provided through existing appropriations, including salary savings and grant funding.

FISCAL IMPACT:

The approval of this contract does not require additional appropriations, as adequate appropriations exist. Community Development’s portion of the agreement, \$212,009, is funded by 1010-4010-51005 (\$204,959) and 2230-4100-51005-SOLAR (\$7,050).

The FY 2024/25 budget also has adequate appropriations for the needs of the Finance Department, with \$24,063 funded by 1010-0500-51005 and the remaining \$32,545 funded by 6010-0500-51005. Temporary staffing services are anticipated to continue until the department is fully staffed, which is estimated to be by the end of this fiscal year. In the event staffing needs are not met by then, sufficient resources are available to cover approximately 3 months of staffing support during the FY 2026.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

This action is not a project within the meaning of Section 15378 of the State of California Environmental Quality Act (“CEQA”) Guidelines because it has no potential to result in physical change in the environment, directly or indirectly.

Respectfully submitted,

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

Theresa Franke
Interim Director of Finance

A handwritten signature in black ink, appearing to read 'Daniella Andrade', written over a horizontal line.

Daniella Andrade
Senior Management Analyst

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (“Agreement”) is dated July 12, 2024 (“Effective Date”) and is between the City of Covina, a California municipal corporation (“City”) and Robert Half Inc., a Delaware 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 temporary staffing services.

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

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

The parties therefore agree as follows:

1. Term of Agreement. The term of this Agreement shall be from the Effective Date through June 30, 2026, unless sooner terminated as provided in Section 14 of this Agreement. The City may, upon mutual agreement signed by the Parties, extend the contract for two (2) additional one year terms. In no event shall the contract be extended beyond June 30, 2028.

2. Compensation.

A. Compensation. As full compensation for Consultant’s services provided under this Agreement, City shall pay Consultant a sum not to exceed Two-hundred-ninety thousand Dollars (\$290,000) (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 schedule of payment, are null and void. Notwithstanding anything to the contrary in this Agreement, Consultant may at any time, in its sole discretion, discontinue performance of the services once the maximum compensation has been attained (even if Consultant continued to provide services after the maximum compensation).

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.

ATTACHMENT A

3. Consultant's Services.

A. Scope of Services. Consultant shall perform the temporary staffing services described in the Scope of Services, attached as **Exhibit B**. Consultant's employees assigned to assist the City shall be referred to herein as "Assigned Individuals". For each assignment, Consultant will send a writing confirming the Assigned Individual's name, role, hourly rate, and start date. 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. Notwithstanding any language in this Agreement to the contrary (including any references to consultant, consulting, fixed-price, deliverables, acceptance of deliverables, or milestones), Consultant shall be compensated on a time and materials basis only. Consultant provides contract talent solutions and does not provide consulting services or deliverables.

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 Chris Garza, Sr. Regional Director (the "Consultant Representative"). The Consultant Representative shall directly manage Consultant's services under this Agreement. Consultant shall provide notice of changes to the Consultant's Representative.

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 the temporary staffing industry under similar circumstances.

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 and all personnel engaged in the work shall be qualified to perform such services. Consultant shall be providing staffing services to City and remains the employer of all Consultant employees, and shall perform or be responsible for the following: (i) Recruiting, screening, interviewing and hiring employees in accordance with all applicable state and federal laws; (ii) Establishing, calculating, paying wages and overtime, and providing any benefits to employees that Consultant offers to them; (iii) Paying or withholding all required payroll taxes and insurance premiums for programs that Consultant is required by law to provide to its employees; (iv) Providing workers' compensation benefits or coverage for its employees in amounts at least equal to what is required by law; (v) Fulfilling the employer's obligations for unemployment compensation; (vi) Making legally required employment law disclosures (wage-hour posters, etc.) to its employees; (vii) Exercising human resources (i.e., non-operational) supervision of its employees (i.e., orienting, reassigning, counseling, disciplining, and discharging employees in accordance with the law); (viii) Maintaining personnel and payroll records; and (ix) Requiring its employees to acknowledge that they will have no right to participate in any employee benefit plans of City.

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.

H. Additional Terms. City shall supervise Assigned Individuals providing services to City. City shall not permit or require Assigned Individuals (i) to perform services outside of the scope of Assigned Individual's assignment; (ii) to sign contracts or statements (including SEC documents); (iii) to make any management decisions; (iv) to make any final decisions regarding system design, software development or the acquisition of hardware or software; (v) to sign, endorse, wire, transport or otherwise convey cash, securities, checks, or any negotiable instruments or valuables; (vi) to use computers, or other electronic devices, software or network equipment owned or licensed by Assigned Individual; (vii) to operate machinery (other than office machines) or automotive equipment. City may request that Consultant permit its Assigned Individuals to provide services to City remotely (i.e., from a location other than City's offices) using City's laptop and/or other computer or telecommunications equipment (the "Equipment"). City acknowledges and agrees that Consultant shall have no control over, and City shall be solely responsible for, (i) the logical and physical performance, reliability and security of their Equipment or related devices, network accessibility and availability, software, services, tools and e-mail accounts (collectively, "Computer Systems") used by the Assigned Individual, and (ii) the security, integrity, and backing up of the data and other information stored therein or transmitted thereby. Moreover, City must prohibit Assigned Individuals from saving or storing any of City's files or other data on the Computer Systems provided by Consultant (including, but not limited to, any virtual desktop infrastructure solution). City agrees that Consultant shall not be liable for any loss, damage, expense, harm, business interruption or inconvenience resulting from the use of such Computer Systems. Since Consultant is not a professional accounting firm, City agrees that City will not permit or require Assigned Individual (a) to render an opinion on behalf of Consultant or on City's behalf regarding financial statements; (b) to sign the name of Consultant on any document; or (c) to sign their own names on financial statements or tax returns. It is understood that City has full responsibility for: (i) providing safe working conditions as required by law, including compliance with all public health and occupational safety regulations and guidelines applicable to City's business, and (ii) ensuring that safety plans exist for, and safety related training is provided to, Assigned Individuals working on City's premises.

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. City shall have the duty to pay the undisputed portion of any invoice. Hourly rates for all assignments will be agreed on a case-by-case basis. Assigned Individual will present a time sheet or an electronic time record to City for verification and approval at the end of each week. Consultant will bill City for the total hours worked. Consultant's invoices will include applicable sales and service taxes all of which are payable by City. If applicable, overtime will be billed at 1.50 times the normal billing rate. Federal law defines overtime as hours in excess of 40 hours per week, state laws vary. If state law requires double time pay, the double time hours will be billed at 2.00 times the normal billing rate. Consultant may charge City a fee for the provision of equipment or technology, if City requests that Assigned Individual use equipment or technology provided by Consultant. Consultant may also increase Consultant's rates to reflect increases in Consultant's cost of doing business, including costs associated with higher wages for workers and/or related taxes, benefits or other costs. Consultant will provide written or verbal notice of technology charges and/or increases in rates. Any increase in rates will be prospective, starting as of the effective date Consultant specifies.

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 by Assigned Individual 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. 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. 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.

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, 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. Consultant shall control the defense of any Claim and engage counsel of its choice after approval from the City, provided that such approval shall not be unreasonably withheld.

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. Confidential information shall not include (1) information that is in the public domain; (2) information that was known to the receiving party before receipt of the information from the disclosing party; or, (3) information received from a third party having the right to lawfully possess and disclose such information without breaching any promise of confidentiality. In addition, no party shall be in violation of this Agreement if required to disclose such information by a court of competent jurisdiction or governmental agency with power to force disclosure. However, upon receipt of a subpoena or other order to produce Confidential Information, the receiving party shall promptly notify the disclosing party in writing of such disclosure requirement. City agrees to hold in confidence Assigned Individual's, social security number and other legally protected personal information, and City agrees to implement and maintain reasonable security procedures and practices to protect such information from unauthorized access, use, modification or disclosure.

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 the reasonable 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 the negligent acts or willful misconduct 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. Notwithstanding anything to the contrary in this Agreement, Consultant shall not be liable for, or have any duty of defense or indemnification with respect to any negligent acts or willful misconduct of the Indemnitees. Consultant shall control the defense of any Liability and engage counsel of its choice after approval from the Indemnatee, provided that such approval shall not be unreasonably withheld. If an Indemnatee elects to, the Indemnatee may, at its own expense, retain its own counsel to ensure its rights are protected.

2) Consultant shall pay all taxes Consultant is required to pay 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.

B. Reserved. 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 (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 or reduce 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 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.

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 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. This audit provision shall not apply to confidential information,

including but not limited to, Consultant's Assigned Individual's personnel files or the remuneration paid by Consultant to its Assigned Individuals and subcontractors.

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

If to Consultant:
Attn: Chris Garza
Robert Half Inc.
13181 Crossroads Pkway N, Suite 110
City of Industry, CA 91746

Copies of all notices to Consultant shall be sent to: Robert Half Inc., Attn Client Contracts Dept., 3001 Bishop Drive, Suite 140, San Ramon, CA 94583.

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 and City 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 and Consultant'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 and 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 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.

31. Additional Terms. This Agreement is only applicable to, and the only Robert Half Inc. branch and practice group(s) obligated under this Agreement are, the administrative & customer support, finance & accounting, and technology contract talent practice group(s) of the branch office located in the City of Industry, CA. If City requires Consultant to perform background checks or other placement screenings of Assigned Individuals, City agrees to notify Consultant prior to the start of services under this Agreement. Consultant will conduct such checks or screenings only if they are described in a signed, written amendment to this Agreement. If City requests a copy of the results of any checks conducted on Consultant's Assigned Individuals, City

agrees to keep such results strictly confidential and to use such results in accordance with applicable laws and solely for employment purposes. Notwithstanding anything in this Agreement to the contrary, Consultant's maximum liability for any specific engagement, in any case, will not exceed the fees paid to Consultant for that engagement. Any respective obligations of Consultant or City hereunder which by their nature would continue beyond the termination, cancellation or expiration of this Agreement shall survive such termination, cancellation or expiration.

[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

Consultant:

Robert Half Inc.^{EOE},
a Delaware corporation

By: _____
Name: _____
Title: _____

By: _____
Name: _____
Title: _____

ATTEST:

By: _____
Name: _____
Title: _____

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

(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.)

APPROVED AS TO FORM:

By: _____
Name: Candice K. Lee
Title: City Attorney

EXHIBIT A
APPROVED FEE SCHEDULE

Description

Bill Rate**

Temporary Staffing (Reg Hours & OT Hours)	Hourly rates to be negotiated based upon skillset required for each placement on a case-by-case basis
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TOTAL CONTRACT NOT TO EXCEED

\$290,000

**Payrate to be mutually agreed upon by City and Consultant prior to placement/rate changes

In the event City wishes to convert any of Consultant's Assigned Individuals, City agrees to pay a conversion fee in accordance with this Section. The conversion fee will equal a percentage of the Assigned Individual's aggregate annual compensation, including bonuses, based on the length of assignment. City agrees to pay a conversion fee if Consultant's Assigned Individual is hired by a related entity as a result of City's subsequent referral of the Assigned Individual or one of City's customers as a result of Assigned Individual providing services to that customer. The conversion fee is payable if City hires the Assigned Individual, regardless of the job classification, on either a full-time, temporary (including temporary assignments through another agency) or consulting basis within twelve months after the last day of the assignment. The same calculation will be used if City converts Consultant's Assigned Individual on a part-time basis using the full-time equivalent salary; however, the conversion fee will not be less than \$1,000.

Hours Billed and Paid	Conversion Rate
0-160 hours	25%
161-320 hours	12.5%
321-520 hours	7.5%
521 hours or more	0%

EXHIBIT B
SCOPE OF SERVICE

Consultant shall provide the City temporary staffing services pursuant to the Agreement.



CC Regular Meeting AGENDA ITEM REPORT

Meeting: June 3, 2025
Title: Establishment of Fiscal Year 2025-2026 Article XIII B Appropriation Limit for the City of Covina
Presented by: Theresa Franke, Interim Finance Director
Jenny Xu, Accountant
Recommendation: Adopt Resolution CC 2025-51 establishing the Fiscal Year 2025-2026 Article XIII B Appropriation Limit for the City of Covina.

EXECUTIVE SUMMARY / BACKGROUND:

As a means to limit the growth of government spending, the Gann Initiative, or appropriation limit calculation, was approved by California voters in 1979; this resulted in Article XIII B of the California Constitution which requires that each level of government establish annual appropriation limits based upon a specific formula. The appropriation limit calculations were modified in June 1990 as a result of the passage of Proposition 111. The imposed limitations require that calculations utilize anticipated tax proceeds as well as growth factors in population and inflation; these factors are provided by the California Department of Finance.

DISCUSSION:

The City of Covina's appropriation limit for Fiscal Year 2025-2026 is \$142,313,213. The proceeds from taxes are \$46,109,706 and are below the appropriation limit. There is no excess of taxes over the appropriation limit as defined by Article XIII B.

Any challenge to the 2025-2026 appropriation limit calculation must be done within forty-five days of the adopted resolution effective date.

FISCAL IMPACT:

This action will set the appropriation limit to \$142,313,213.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

None.

Respectfully submitted,

Theresa Franke
Interim Director of Finance

RESOLUTION CC 2025-51

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA,
CALIFORNIA, ESTABLISHING THE 2025-2026 APPROPRIATION
LIMIT FOR THE CITY OF COVINA**

WHEREAS, Title 1, Division 9, Section 7910 of the Government Code requires that each local government establish its appropriation limit by resolution each fiscal year at a regularly scheduled City Council meeting or a noticed special meeting; and

WHEREAS, any challenge to the 2025-2026 fiscal year appropriation limit must be brought within forty-five days of the resolution effective date.

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

SECTION 1. The City Council does hereby determine that the annual adjustment factors to be selected in modifying the prior-year appropriation limit are the change in California's per capita income and the increase in the County's population.

SECTION 2. The City Council does hereby determine and declare that the City of Covina's appropriation limit for Fiscal Year 2025-2026 is \$142,313,213 per attached Exhibits A and B.

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

APPROVED and PASSED this 3rd day of June, 2025.

City of Covina, California

BY: _____
VICTOR LINARES, Mayor

ATTEST:

FABIAN VELEZ, Chief Deputy City Clerk

CERTIFICATION

I, Fabian Velez, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution CC 2025-51 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 3rd day of June, 2025, 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, CALIFORNIA
APPROPRIATION LIMIT CALCULATION
Based on 2025-2026 Budget

Appropriation Limit Calculation

Appropriation limit for the 2024-2025 fiscal year		\$ 133,301,998
Per Capita Cost of Living Change	1.0644	
Percent Growth in County Population	x 1.0030	
Total Adjustment	<u>1.0676</u>	
2025-2026 Appropriation Limit		<u>\$ 142,313,213</u>

Appropriation Subject to Limitation

2025-2026 Appropriation Limit	\$ 142,313,213
Less: Proceeds from taxes	(46,109,706)
Add: Users Fees in excess of costs	<u>-</u>
Total Appropriations Under Limitation	<u><u>\$ 96,203,507</u></u>

EXHIBIT A

CITY OF COVINA, CALIFORNIA
SCHEDULE OF ESTIMATED REVENUES
PROCEEDS AND NON-PROCEEDS FROM TAXES
Based on 2025-2026 Budget

	Proceeds From Taxes	Non Proceeds- Restricted-Non Discretionary	Total Proceeds/Non- Proceeds
General Fund			
Taxes			
Property Taxes - Current Year Secured	11,998,000	-	\$ 11,998,000
Sales and Use Taxes	19,781,706	-	\$ 19,781,706
Franchises	-	2,468,000	\$ 2,468,000
Utility Users Tax	6,550,000	-	\$ 6,550,000
Other Taxes	595,000	-	\$ 595,000
License & Permits	-	1,130,400	\$ 1,130,400
Fines & Foreitures	-	875,985	\$ 875,985
Intergovernmental	85,000	910,600	\$ 995,600
Property Tax in Lieu of MVL	7,100,000	-	\$ 7,100,000
Other Inter-agency revenue	-	-	\$ -
Charges for Current Services - User Fees	-	3,545,424	\$ 3,545,424
Miscellaneous Revenue	-	1,525,690	\$ 1,525,690
Net - Transfers	-	293,140	\$ 293,140
Total	<u>\$ 46,109,706</u>	<u>\$ 10,749,239</u>	<u>\$ 56,858,945</u>



CC Regular Meeting

AGENDA ITEM REPORT

Meeting: June 3, 2025

Title: Adopt Resolution CC 2025-53 Declaring the Intent to Levy and Collect Assessments on Vehicle Parking District No. 1 for Fiscal Year 2026 and Set Public Hearing for Protests in Relation Thereto

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

Recommendation: 1. City Council to receive and file the Engineer's Report; and
2. Adopt Resolution CC 2025-53 declaring the City's intention to levy and collect assessments on Vehicle Parking District No. 1 for Fiscal Year 2026 and setting the Public Hearing date for July 1, 2025 for hearing protests in relation thereto.

EXECUTIVE SUMMARY/BACKGROUND:

Vehicle Parking District No. 1 was created on September 6, 1955 in accordance with *California Streets and Highways Code Sections 31500-31519* entitled "*Vehicle Parking District Law of 1943.*" The District was created to provide a means for acquiring, improving, maintaining, operating, and administering the off-street parking facilities for Downtown Covina.

In November 1996, California voters approved "The Right to Vote on Taxes Act," the State Constitutional Amendment known as Proposition 218. At that time, the existing Vehicle Parking District No. 1 assessments did not qualify for any of the tax or assessment exemption provisions contained in the Constitutional Amendment, and therefore property owner approval was required to continue ad valorem assessment of properties within the District. In 1997, the continuation of the ad valorem assessment (special tax) rate of \$0.0875 per \$100 of assessed property valuation was submitted to a vote of the affected property owners. The ballots resulted in 83% in favor of the continued assessment, in compliance with the provisions of the Constitution.

Each fiscal year, State law requires an Engineer's Report be prepared prior to levying assessments on the LA County property tax roll for certain types of assessment districts. The 2025-2026 Engineer's Report for the Vehicle Parking District No. 1 (Attachment A) has been prepared for review and consideration. A resolution (Attachment B) is also required in order to declare the City's intention to collect the assessments, and to set a public hearing date. As proposed, the City Council will conduct the required Public Hearing for this matter on July 1, 2025 at 7:30 p.m.

DISCUSSION:

The proposed property tax assessment would provide funds for the operation and maintenance of existing public parking lots, as well as for the future acquisition of properties for additional parking lots, as needed. The Engineer's Report recommends continuation of the ad valorem assessment rate of \$0.0875 per \$100 of assessed property valuation on the applicable properties within the District to provide approximately \$84,599 of revenue to this District in FY 2025-2026. There are a total of 163 properties with a total assessed property valuation of \$96,684,250. The recommended assessment rate has been in existence and unchanged since 1982.

Per the Engineer's Report, the revenues to be collected will be greater than the cost of operations and maintenance. For FY 2025-2026, the total revenue generated in the District is estimated to be \$195,074, including assessment revenue, parking permit revenues, and property rental revenues, among others. For FY 2025-2026, it is estimated that the total expenditures will be \$165,419. This leaves a surplus of \$29,655 in the District.

The current projected fund balance as we near June 30, 2025, is \$912,281 and will be increased to \$941,936 as of June 30, 2026. It should be noted that a portion of these funds have been accumulated to fund capital expenses and the future acquisition of parking facilities, if needed.

Table 1: Covina Vehicle Parking District No. 1 – FY 2025-2026 Summary

<u>Budget Item</u>	<u>Amount</u>
Parking Permits	\$35,000
Property Rental	\$57,948
EV Charging Stations	\$12,000
Other Revenue (including interest)	\$ 5,527
Proposed Assessments	<u>\$84,599</u>
Total - Projected Revenue	\$195,074
Operating Expenditures	\$165,419
Total - Projected Expenditures	\$165,419

Table 2: Covina Vehicle Parking District No. 1 – Fund Balance Summary

<u>Budget Item</u>	<u>Amount</u>
Estimated Fund Balance, Ending June 30, 2025	\$912,281
Operating Surplus, FY 2025-2026	<u>\$ 29,655</u>
Estimated Fund Balance, Ending June 30, 2026	\$941,936


FISCAL IMPACT:

Legally required engineering, advertising, and balloting costs for Vehicle Parking District No. 1 are included in the FY 2025-2026 Municipal Parking District budget (Fund 2700). The proposed action has no impact on the General Fund.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Not applicable.

Respectfully submitted,



Rafael M. Fajardo
Director of Public Works/City Engineer



City of Covina

Vehicle Parking District No. 1

2025/2026 ENGINEER'S REPORT

Intent Meeting: June 3, 2025

Public Hearing: July 1, 2025

27368 Via Industria
Suite 200
Temecula, CA 92590
T 951.587.3500 | 800.755.6864
F 951.587.3510 | 888.326.6864

Property Tax Information Line
T. 866.807.6864

www.willdan.com



ENGINEER'S REPORT AFFIDAVIT

Vehicle Parking District No. 1

City of Covina

Los Angeles County, State of California

This Report and the enclosed map defining the properties within the District identify the District boundaries, as they existed at the time of the passage of the Resolution of Intention. Reference is hereby made to the Los Angeles County Assessor's maps for a detailed description of the lines and dimensions of parcels within the District. The undersigned respectfully submits the enclosed Report as directed by the City Council.

Dated this _____ day of _____, 2025.

Willdan Financial Services
Assessment Engineer
On Behalf of the City of Covina

By: _____
Susana Hernandez, Senior Project Manager
District Administration Services

By: _____
Tyrone Peter
PE # C 81888

This is to verify that on _____, the Vehicle Parking District No. 1 Fiscal Year 2025/2026 Engineer's Report was received in the Office of the City Clerk in accordance with Section 31500-31519 of the California Streets and Highways Code.

City Clerk

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I. BACKGROUND

Vehicle Parking District No. 1 (hereafter referred to as “District”) was created on September 6, 1955 in accordance with California Streets and Highways Code Sections 31500-31519 entitled “Vehicle Parking District Law of 1943”. The District was created to provide a means for acquiring, improving, maintaining, operating and administering the off-street parking facilities for downtown Covina. Even though the District was organized in 1955, it was not until 1960 that an assessment was levied and bonds were sold to finance the purchase and improvement of two (2) parking lots. The District was created with 40% protest from property owners. The current ad valorem assessment rate (special tax) was established in 1982 at \$0.0875 per \$100 of the assessed value of the properties in this District and is estimated to produce \$84,599 of revenue in Fiscal Year 2025/2026.

A new approach to parking began on December 1, 2011 with the elimination of segmented time limits in parking lots, replaced with a mix of 4-hour parking in lots, 2-hour parking on side streets, and 2-hour parking on Citrus Avenue, between San Bernardino Road and Badillo Street. Time limits in lots will be cumulative in a 24-hour period, meaning drivers cannot move their cars and return to the same parking lot to avoid citations. Parking enforcement will be in effect throughout Downtown from 8 a.m. to 8 p.m., Monday through Friday. Monthly and daily parking permits will be accepted in all municipal parking lots.

Attached in Appendix B is the list of properties that are currently in the District together with assessed valuations. There are a total of 163 properties with a total assessed valuation, net of home-owners exemption, of \$96,684,250.

Below are the current parking lots in this District with the corresponding space distribution:

Location	Approx. Address	Map	10 Minute	4 Hour	Hdcp	Leased	EV	Taxi	Standard
West College St. (South)	East of 140 W. College St.	#7	–	–	4	–	–	–	88
129 West College St.	East of 151 W. College St.	#4	3	–	5	–	4	–	90
150 West College St.	Btwn 140 and 158 W. College St.	#6	–	–	2	–	–	–	28
Cottage Dr.	East of 133 W. Cottage Dr.	#1	–	–	2	–	–	–	33
City Hall Northerly Lot	Next to 114 E. Italia St.	#3	–	–	5	–	–	–	107
City Hall Easterly Lot	Next to 125 E. College St.	City Hall	–	–	2	–	–	–	28
Second Ave. North of College	205 N. Second Ave.	#5	–	–	1	–	–	–	14
S/E Badillo/Second	202 E. Badillo St.	–	Leased to Bank of America						–
West Badillo St.	Btwn 118 and 138 W. Badillo St.	#9	–	–	2	–	–	–	30
135 East Badillo St.	Next to N. Citrus Ave.	#8	–	–	2	–	2	–	23
124 East College St.		Civic Center Parking Structure	–	–	5	–	2	–	120
Total			3	0	30	0	8	0	561

II. CONSTITUTIONAL REQUIREMENTS

In November 1996, the California voters approved "The Right To Vote On Taxes Act", a State Constitutional Amendment known as Proposition 218 ("Proposition 218"), which established Articles XIIIC and XIIID in the State Constitution. In the City Attorney's opinion, the existing Vehicle Parking District No. 1 assessments did not qualify for any of the tax or assessment exemption provisions contained in the Constitutional Amendment and therefore property owner approval was required to continue the ad valorem assessment of properties within the District. In 1997, the continuation of the ad valorem assessment (special tax) for the District was submitted to a vote of the affected property owners. The ballots resulted in 83% in favor of the continued assessment, in compliance with the provisions of the Constitution.

The Covina Municipal Code has the following provisions for properties within the District:

- a. The properties are deemed to have complied with the off-street parking requirements of the Covina Municipal Code to the extent that the properties have been originally assessed to provide for off-street parking.
- b. The properties receive additional credit toward off-street parking compliance for parking spaces purchased by the District from proceeds of the annual ad valorem assessment for parking expansion.
- c. The properties that do not have adequate on-site parking may also receive credit toward compliance with parking requirements by contributing parking spaces on another parcel to the District, or by contributing money to the District sufficient for the District to purchase the spaces necessary to meet the parking requirements for such properties.
- d. The parking requirement for each use is approximately 10% less than for properties outside the District.

The above Municipal Code provisions constitute special benefit to the properties within the District that the properties outside the District do not have.

III. CAPITAL IMPROVEMENTS

The Capital Improvement Program (CIP) is a projection of the City's capital investments over a five-year period. The CIP is a fiscal and planning tool that allows the City to monitor all capital project costs, funding sources, departmental responsibilities, and timing. Each year, the CIP will be reviewed within the context of ongoing city, county, state, and federal planning programs and policies. Capital investments involve major City projects that produce outputs having long and useful life spans.

Improvements to Parking Lots #1, #4 and #9

The City is implementing a multi-year Capital Improvement project that adds new trash enclosures to five municipal parking lots in downtown Covina. The trash enclosures resolve several environmental issues and enhance parking lot aesthetics. Without the presence of covered trash enclosures, refuse dumpsters are unsightly to downtown employees and patrons, are subject to illegal dumping and scavenging, and may contribute to storm water pollution during rain events. In February 2024, the City completed the construction of a four-dumpster trash enclosure in Parking Lot #1. The new enclosure follows a standard design and is adorned with murals from Covina's history. New parking lot striping further enhances the subject parking lot.

In July 2024, three standard parking stalls located in Parking Lot #4 were converted to 10-minute pickup/delivery stalls. This change was made at the request of the downtown restaurants, who have seen an increase in online orders over the past several years.

Also in July 2024, the City completed a renovation of Parking lot #9. Improvements included new asphalt, new striping, new trees, and a new monument sign.

Municipal parking lots are utilized by employees working in downtown Covina, patrons of the restaurants and businesses, and residents of nearby townhomes. The improvement projects described herein enhance the appeal of downtown Covina.

Improvements for Parking Lot #1 and Parking Lot #4 were funded entirely by the City's Public Works Fund. Improvements for Parking Lot #9 were funded by both the City's Public Works Fund and the Municipal Parking District Fund.

Civic Center Parking Structure Maintenance Program

The 3-level Civic Center Parking Structure, which provides parking for 127 visitors and merchants, was constructed in 2008. Historically, routine maintenance and restoration of the structure occurs on an as-needed basis. The goal of this program is to prepare and implement a Capital Improvement and Protection Program (CIPP) for the Civic Center Parking Structure in an effort to extend the service life of the infrastructure. The CIPP provides recommendations on how the City can perform budgeted restoration and capital improvements on the parking structure over a twenty-year period of time. Repairs and maintenance will address stair and elevator repairs, concrete and structural repairs, drain and pipe cleaning, elastomeric coatings, lighting system repairs, surveillance system maintenance, and repainting of the structure and traffic markings. An investment in the ongoing maintenance to the Civic Center Parking Structure mitigates expensive repair costs due to deferment.

A complete assessment of the Civic Center Parking Structure was completed in July 2019, and a CIPP was prepared based on that assessment. The CIPP identified all routine maintenance activities that will be required over the next twenty years, their priority, the year in which they should take place, and the estimated cost. Municipal Parking District Funds are utilized for maintenance activities as needed.

These projects further the City Council's 2016 Strategic Goals to maintain and improve Covina's infrastructure.

IV. PLANS AND SPECIFICATIONS

Attached in Appendix A is a copy of the boundary map defining the properties within Vehicle Parking District No. 1. The original boundary diagram and the corresponding current Los Angeles County Assessor's Maps for properties within the District are on file in the City of Covina Engineering Division's office, and by reference are made part of this report.

V. REVENUE AND EXPENSE STATEMENT

Fiscal Year 2025/2026 Revenue	
Parking Permits	\$35,000
Unsecured Property Tax	4,527
Property Rental	57,948
EV Charging Stations	12,000
Interest Accrued on Revenue	1,000
Property Tax Assessment (Proposed) ⁽¹⁾	84,599
Total Revenue	\$195,074

Fiscal Year 2025/2026 Expenses	
Services & Supplies	
Repair and Maintenance	\$26,700
County Admin Fee	120
Administration - Overhead and Misc.	44,499
Bank Charges	1,000
Administration - Parking Permits ⁽²⁾	13,400
Security Services ⁽³⁾	2,500
Engineering Services	6,000
Water	3,000
Electricity	30,700
Telephone	2,000
Landscape/Hardscape Maintenance	5,000
Legal Notices	250
Supplies (Janitorial)	250
Parking Control	30,000
Sub-total	\$165,419
Capital Improvements	0
Total Expenses	\$165,419

⁽¹⁾ Proposed Property Tax Assessment excludes home-owners exemption of \$112,000 in calculation of parcel(s) charged.

⁽²⁾ Administration of parking permit sales for Municipal Parking Lots and Civic Center Parking Structure.

⁽³⁾ Civic Center Parking Structure security patrol personnel.

VI. ASSESSMENT RATES AND REVENUES

Although revenues for Fiscal Year 2025/2026 exceed expenses, and a fund balance exists from prior Fiscal Years, there remains a continuous need to have greater funds than the expected routine expenses to provide funding for future acquisition of properties for additional parking lots and rehabilitation of existing parking lots. The Board of Parking Commissioners has determined that continued ad valorem assessment tax revenue is required to fund a portion of the Annual Expenses. However, it is also necessary to accumulate additional funds for Capital Expenses that will eventually be needed for future acquisitions and rehabilitation of existing parking facilities.

The existing annual ad valorem assessment rate of \$0.0875 per \$100 of assessed value approved by the property owners in 1997 has not changed since 1982. It is not necessary to submit the rate to the vote of the property owners if the rate is the same or lower than the previous years.

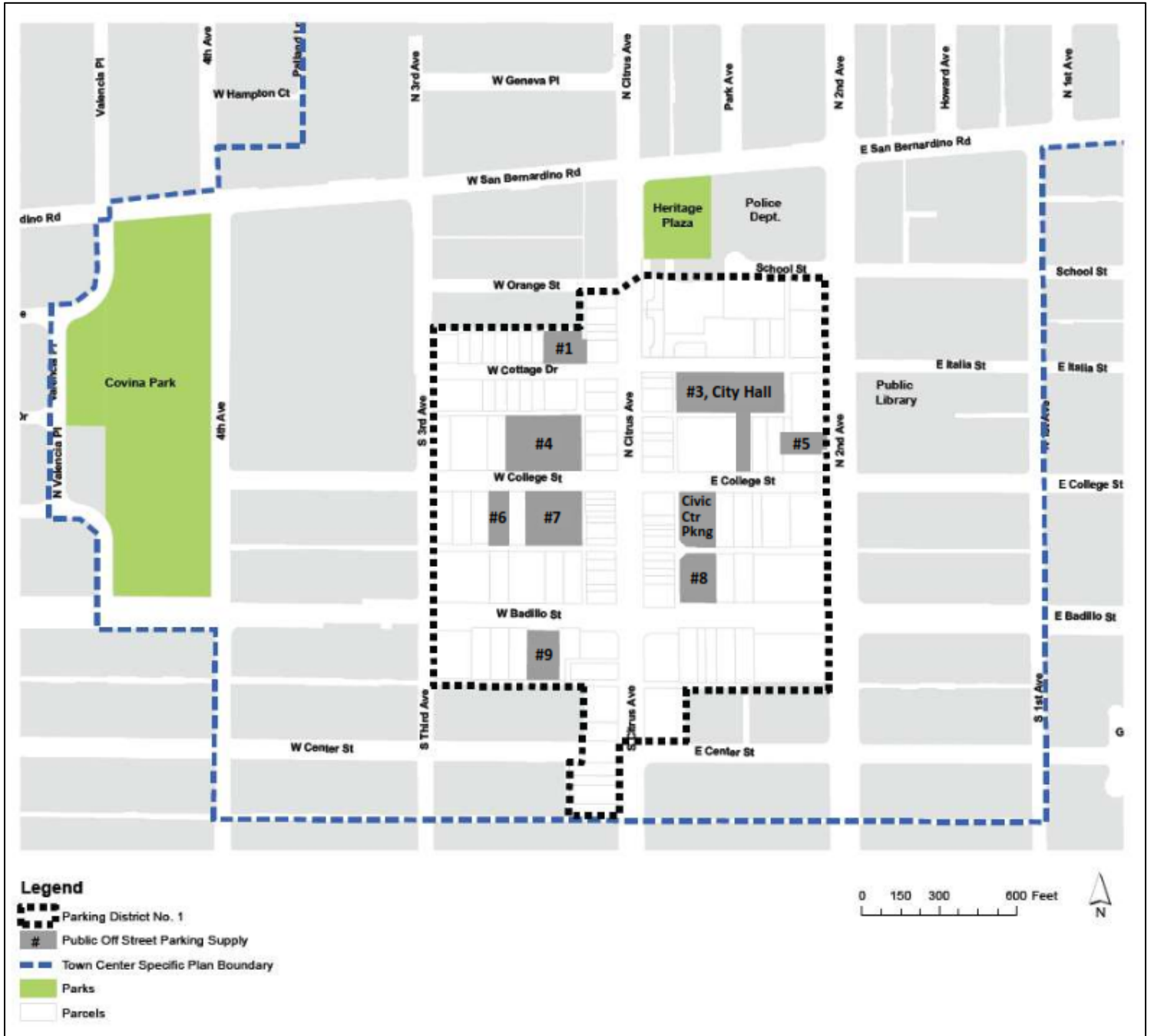
Recommended Rate for Fiscal Year 2025/2026:

$(\text{Assessed Value of Properties}) / (\$100 \text{ per Assessed Value}) \times (\$0.0875) = \text{Revenue}$

$(\$96,684,250) / (\$100 \text{ per assessed value}) \times (\$0.0875) = \$84,599 \text{ assessment revenue}$

The total net assessed valuation of \$96,684,250 is based on Fiscal Year 2024/2025 assessed values. As such, the \$84,599 assessment revenue for Fiscal Year 2025/2026 is an estimate based on Fiscal Year 2024/2025 assessed values and does not include any possible penalties and interest due to late payments of tax bills.

APPENDIX A – DISTRICT DIAGRAM



APPENDIX B – PRELIMINARY ASSESSMENT ROLL

The proposed parking district assessment roll for Fiscal Year 2025/2026 is shown on the following pages. The charge amount is estimated based on Fiscal Year 2024/2025 assessed values.

City of Covina
Vehicle Parking District No. 1
Fiscal Year 2025/2026 Preliminary Assessment Roll

ASSESSOR'S PARCEL NUMBER	TAX RATE AREA	SITUS ADDRESS	ASSESSED LAND	ASSESSED STRUCTURE	HOME EXEMPTION ⁽¹⁾	TOTAL ASSESSED VALUE	CHARGE
8430-027-001	03210	170 E SCHOOL ST	\$603,637	\$1,207,278	\$0	\$1,810,915	\$1,584.55
8430-027-015	03210	151 E ITALIA ST	33,382	12,946	0	46,328	40.54
8430-027-016	03210	159 E ITALIA ST	227,340	168,305	0	395,645	346.19
8430-027-027	03210	301 N 2ND AVE	347,157	125,562	0	472,719	413.63
8430-027-039	03210	135 E ITALIA ST	166,960	291,796	0	458,756	401.41
8430-027-040	03210	137 E ITALIA ST	352,104	366,996	7,000	712,100	623.09
8430-027-041	03210	139 E ITALIA ST	176,090	242,586	0	418,676	366.34
8430-027-042	03210	141 E ITALIA ST	195,460	312,760	0	508,220	444.69
8430-027-043	03210	143 E ITALIA ST	181,506	250,590	0	432,096	378.08
8430-027-044	03210	145 E ITALIA ST	186,619	306,623	0	493,242	431.59
8430-027-045	03210	147 E ITALIA ST	215,743	309,553	0	525,296	459.63
8430-027-046	03210	179 CLEMENTINE CT	261,698	256,008	0	517,706	452.99
8430-027-047	03210	177 CLEMENTINE CT	203,213	303,114	0	506,327	443.04
8430-027-048	03210	175 CLEMENTINE CT	194,843	221,364	7,000	409,207	358.06
8430-027-049	03210	173 CLEMENTINE CT	205,931	319,015	0	524,946	459.33
8430-027-050	03210	171 CLEMENTINE CT	176,090	242,586	0	418,676	366.34
8430-027-051	03210	163 CLEMENTINE CT	227,340	300,295	7,000	520,635	455.56
8430-027-052	03210	161 CLEMENTINE CT	178,552	246,281	0	424,833	371.73
8430-027-053	03210	310 ORANGE BLOSSOM LN	218,268	316,855	0	535,123	468.23
8430-027-054	03210	312 ORANGE BLOSSOM LN	183,476	252,437	7,000	428,913	375.30
8430-027-055	03210	316 ORANGE BLOSSOM LN	155,882	315,422	0	471,304	412.39
8430-027-056	03210	318 ORANGE BLOSSOM LN	291,500	373,500	0	665,000	581.88
8430-027-057	03210	320 ORANGE BLOSSOM LN	270,300	374,700	0	645,000	564.38
8430-027-058	03210	322 ORANGE BLOSSOM LN	134,848	291,796	0	426,644	373.31
8430-027-059	03210	324 ORANGE BLOSSOM LN	184,707	268,011	0	452,718	396.13
8430-027-060	03210	316 PUMMELO PLAZA	238,942	307,211	0	546,153	477.88
8430-027-061	03210	318 PUMMELO PLAZA	222,547	266,723	0	489,270	428.11
8430-027-062	03210	320 PUMMELO PLAZA	182,244	251,206	0	433,450	379.27
8430-027-063	03210	322 PUMMELO PLAZA	186,680	258,595	0	445,275	389.62
8430-027-064	03210	324 PUMMELO PLAZA	246,287	311,469	7,000	550,756	481.91
8430-027-066	03210	303 ORANGE BLOSSOM LN	213,545	272,734	7,000	479,279	419.37
8430-027-067	03210	305 ORANGE BLOSSOM LN	107,442	186,521	7,000	286,963	251.09
8430-027-068	03210	307 ORANGE BLOSSOM LN	63,256	230,706	7,000	286,962	251.09
8430-027-069	03210	309 ORANGE BLOSSOM LN	384,948	146,696	0	531,644	465.19
8430-027-070	03210	311 ORANGE BLOSSOM LN	107,442	186,521	0	293,963	257.22
8430-027-071	03210	315 ORANGE BLOSSOM LN	219,309	304,980	0	524,289	458.75
8430-027-072	03210	317 ORANGE BLOSSOM LN	212,241	343,618	0	555,859	486.38
8430-027-073	03210	319 ORANGE BLOSSOM LN	107,442	186,521	0	293,963	257.22
8430-027-074	03210	321 ORANGE BLOSSOM LN	107,442	186,521	0	293,963	257.22
8430-027-075	03210	323 ORANGE BLOSSOM LN	318,362	160,135	7,000	471,497	412.56
8430-027-082	03210	325 ORANGE BLOSSOM LN	107,442	182,776	0	290,218	253.94
8430-027-083	17366	327 ORANGE BLOSSOM LN	189,539	266,201	7,000	448,740	392.65
8430-027-095	03210	127 E ITALIA ST	227,097	330,035	7,000	550,132	481.37
8430-027-096	03210	129 E ITALIA ST	227,310	308,598	0	535,908	468.92
8430-027-097	03210	131 E ITALIA ST	179,806	318,764	0	498,570	436.25
8430-027-098	03210	133 E ITALIA ST	332,724	365,976	7,000	691,700	605.24
8430-027-099	17366	151 CITRON LN	236,018	236,621	0	472,639	413.56
8430-027-100	17366	153 CITRON LN	230,586	231,791	0	462,377	404.58
8430-027-101	17366	155 CITRON LN	256,568	301,188	7,000	550,756	481.91
8430-027-102	17366	157 CITRON LN	172,998	291,796	7,000	457,794	400.57
8430-027-103	17366	159 CITRON LN	223,342	223,342	7,000	439,684	384.72
8430-027-104	17366	161 CITRON LN	220,926	222,136	0	443,062	387.68
8430-027-105	17366	163 CITRON LN	238,431	241,453	0	479,884	419.90
8430-027-109	03210	SITUS NOT AVAILABLE	115,773	115,773	0	231,546	202.60
8430-027-110	03210	SITUS NOT AVAILABLE	108,710	108,710	0	217,420	190.24
8430-027-111	03211	330 N CITRUS AVE	103,581	134,405	0	237,986	208.24
8430-027-112	03211	330 N CITRUS AVE	81,787	111,052	0	192,839	168.73
8430-027-113	03210	328 N CITRUS AVE	150,904	187,312	0	338,216	295.94
8430-027-114	03210	318 N CITRUS AVE	162,976	162,976	0	325,952	285.21
8430-027-115	03210	306 N CITRUS AVE	126,187	186,276	0	312,463	273.41
8430-027-116	03210	302 N CITRUS AVE	120,178	180,269	0	300,447	262.89
8430-027-117	03210	170 E SCHOOL ST	1,158,985	48,285	0	1,207,270	1,056.36
8431-029-001	03210	325 N CITRUS AVE	710,000	780,000	0	1,490,000	1,303.75
8431-029-002	03210	311 N CITRUS AVE	575,857	318,996	0	894,853	783.00
8431-029-003	03210	309 N CITRUS AVE	23,590	58,401	0	81,991	71.74
8431-029-016	03210	307 N CITRUS AVE	95,791	94,194	0	189,985	166.24
8431-029-020	03210	133 W COTTAGE DR	222,194	55,541	0	277,735	243.02
8431-029-021	03210	139 W COTTAGE DR	211,085	104,529	7,000	308,614	270.04
8431-029-022	03210	145 W COTTAGE DR	354,339	88,582	0	442,921	387.56
8431-029-023	03210	149 W COTTAGE DR	212,087	153,173	0	365,260	319.60
8431-029-025	03210	161 W COTTAGE DR	212,087	117,825	0	329,912	288.67
8431-029-026	03210	165 W COTTAGE DR	212,087	82,475	0	294,562	257.74
8431-029-033	03210	171 W COTTAGE DR	334,812	1,068,660	0	1,403,472	1,228.04
8431-029-034	03210	301 N CITRUS AVE	89,357	703,617	0	792,974	693.85
8431-029-036	03210	153 W COTTAGE DR	328,830	35,628	0	364,458	318.90

ASSESSOR'S PARCEL NUMBER	TAX RATE AREA	SITUS ADDRESS	ASSESSED LAND	ASSESSED STRUCTURE	HOME EXEMPTION ⁽¹⁾	TOTAL ASSESSED VALUE	CHARGE
8431-029-900	03210	SITUS NOT AVAILABLE	70,442	0	0	70,442	61.64
8431-032-002	03210	155 W COLLEGE ST	191,061	66,766	0	257,827	225.60
8431-032-003	03210	151 W COLLEGE ST	1,060,000	450,000	0	1,510,000	1,321.25
8431-032-007	03210	221 N CITRUS AVE	200,304	977,972	0	1,178,276	1,030.99
8431-032-008	03210	211 N CITRUS AVE	369,423	1,684,684	0	2,054,107	1,797.34
8431-032-009	03210	201 N CITRUS AVE	210,951	739,202	0	950,153	831.38
8431-032-014	03210	154 W COTTAGE DR	187,642	93,813	0	281,455	246.27
8431-032-015	03210	148 W COTTAGE DR	140,553	5,830	0	146,383	128.09
8431-032-017	03210	146 W COTTAGE DR	148,361	5,830	0	154,191	134.92
8431-032-018	03210	136 W COTTAGE DR	30,971	7,175	0	38,146	33.38
8431-032-019	03210	132 W COTTAGE DR	48,028	13,453	0	61,481	53.80
8431-032-023	03210	239 N CITRUS AVE	355,038	87,078	0	442,116	386.85
8431-032-024	03210	223 N CITRUS AVE	1,695,673	1,130,446	0	2,826,119	2,472.85
8431-032-029	03210	SITUS NOT AVAILABLE	137,696	3,329	0	141,025	123.40
8431-032-030	03210	110 W COTTAGE DR	540,000	60,000	0	600,000	525.00
8431-032-034	03210	175 W COLLEGE ST	109,870	4,781	0	114,651	100.32
8431-032-908	03210	SITUS NOT AVAILABLE	206,209	0	0	206,209	180.43
8431-033-001	03210	145 N CITRUS AVE	170,814	172,180	0	342,994	300.12
8431-033-002	03210	143 N CITRUS AVE	728,280	242,760	0	971,040	849.66
8431-033-003	03210	141 N CITRUS AVE	286,526	366,116	0	652,642	571.06
8431-033-004	03210	139 N CITRUS AVE	880,000	455,000	0	1,335,000	1,168.13
8431-033-005	03210	137 N CITRUS AVE	304,229	202,818	0	507,047	443.67
8431-033-011	03040	140 W COLLEGE ST	378,767	1,361,819	0	1,740,586	1,523.01
8431-033-016	03040	150 N 3RD AVE	216,049	561,738	0	777,787	680.56
8431-033-019	03210	149 W BADILLO ST	78,572	58,612	0	137,184	120.04
8431-033-020	03210	145 W BADILLO ST	159,663	319,340	0	479,003	419.13
8431-033-021	03210	125 W BADILLO ST	79,824	295,389	0	375,213	328.31
8431-033-022	03210	115 W BADILLO ST	79,824	159,663	0	239,487	209.55
8431-033-023	03210	123 N CITRUS AVE	181,201	149,138	0	330,339	289.05
8431-033-024	03210	117 N CITRUS AVE	56,569	87,766	0	144,335	126.29
8431-033-025	03210	113 N CITRUS AVE	124,397	249,688	0	374,085	327.32
8431-033-026	03210	111 N CITRUS AVE	63,145	133,964	0	197,109	172.47
8431-033-030	03210	129 N CITRUS AVE	187,642	453,944	0	641,586	561.39
8431-033-031	03210	125 N CITRUS AVE	94,478	112,946	0	207,424	181.50
8431-033-032	03210	101 N CITRUS AVE	129,962	346,596	0	476,558	416.99
8431-033-033	03040	166 W COLLEGE ST	96,835	187,446	0	284,281	248.75
8431-033-034	03040	155 W BADILLO ST	247,536	382,668	0	630,204	551.43
8431-033-035	03040	158 W COLLEGE ST	353,641	658,741	0	1,012,382	885.83
8444-001-001	03210	107 S CITRUS AVE	614,954	341,637	0	956,591	837.02
8444-001-002	03210	117 S CITRUS AVE	207,590	0	0	207,590	181.64
8444-001-003	03210	118 W BADILLO ST	520,200	145,656	0	665,856	582.62
8444-001-005	03210	144 W BADILLO ST	81,931	345,947	0	427,878	374.39
8444-001-006	03210	150 W BADILLO ST	443,181	132,944	0	576,125	504.11
8444-001-007	03210	156 W BADILLO ST	772,650	321,932	0	1,094,582	957.76
8444-001-018	03210	125 S CITRUS AVE	1,149,325	1,294,843	0	2,444,168	2,138.65
8444-001-019	03210	141 S CITRUS AVE	282,785	542,007	0	824,792	721.69
8444-001-020	03040	166 W BADILLO ST	784,729	325,962	0	1,110,691	971.85
8444-001-901	03210	SITUS NOT AVAILABLE	76,076	0	0	76,076	66.57
8444-008-001	03040	203 S CITRUS AVE	273,200	179,031	0	452,231	395.70
8444-008-002	03040	211 S CITRUS AVE	1,090,000	220,000	0	1,310,000	1,146.25
8444-008-003	03040	215 S CITRUS AVE	377,186	464,232	0	841,418	736.24
8444-008-018	03040	207 S CITRUS AVE	36,987	98,032	0	135,019	118.14
8445-001-012	03210	112 E ITALIA ST	412,080	57,120	0	469,200	410.55
8445-001-013	03210	236 N CITRUS AVE	251,965	321,660	0	573,625	501.92
8445-001-014	03210	230 N CITRUS AVE	804,150	696,930	0	1,501,080	1,313.45
8445-001-015	03210	218 N CITRUS AVE	209,080	139,384	0	348,464	304.91
8445-001-016	03210	214 N CITRUS AVE	98,790	82,321	0	181,111	158.47
8445-001-017	03210	210 N CITRUS AVE	1,152,600	453,900	0	1,606,500	1,405.69
8445-001-018	03210	200 N CITRUS AVE	2,379,198	1,926,571	0	4,305,769	3,767.55
8445-001-024	03210	163 E COLLEGE ST	340,436	370,271	0	710,707	621.87
8445-001-039	03210	159 E COLLEGE ST	460,775	256,010	0	716,785	627.19
8445-001-040	03210	147 E COLLEGE ST	348,524	510,772	0	859,296	751.88
8445-001-905	03210	114 E ITALIA ST	97,595	0	0	97,595	85.40
8445-001-913	03210	125 E COLLEGE ST	90,551	0	0	90,551	79.23
8445-001-916	03210	233 N 2ND AVE	84,530	0	0	84,530	73.96
8445-009-001	03210	160 E COLLEGE ST	580,291	493,245	0	1,073,536	939.34
8445-009-002	03210	146 E COLLEGE ST	13	10	0	23	0.02
8445-009-003	03210	140 E COLLEGE ST	234,970	230,390	0	465,360	407.19
8445-009-006	03210	110 E COLLEGE ST	195,047	138,688	0	333,735	292.02
8445-009-007	03210	134 N CITRUS AVE	351,680	145,281	0	496,961	434.84
8445-009-008	03210	132 N CITRUS AVE	229,792	132,304	0	362,096	316.83
8445-009-009	03210	130 N CITRUS AVE	246,281	193,472	0	439,753	384.78
8445-009-013	03210	114 N CITRUS AVE	157,612	302,103	0	459,715	402.25
8445-009-014	03210	118 N CITRUS AVE	157,612	302,103	0	459,715	402.25
8445-009-027	03210	139 E BADILLO ST	275,510	184,708	0	460,218	402.69
8445-009-035	03210	126 N CITRUS AVE	47,318	72,075	0	119,393	104.47
8445-009-036	03210	122 N CITRUS AVE	425,971	283,977	0	709,948	621.20
8445-009-040	03210	132 E COLLEGE ST	838,354	206,935	0	1,045,289	914.63
8445-009-042	03210	175 E BADILLO ST	977,513	488,750	0	1,466,263	1,282.98
8445-009-901	03210	170 E COLLEGE ST	94,393	0	0	94,393	82.59

ASSESSOR'S PARCEL NUMBER	TAX RATE AREA	SITUS ADDRESS	ASSESSED LAND	ASSESSED STRUCTURE	HOME EXEMPTION ⁽¹⁾	TOTAL ASSESSED VALUE	CHARGE
8445-009-909	03210	114 E COLLEGE ST	174,517	0	0	174,517	152.70
8445-010-002	03210	138 E BADILLO ST	371,786	92,941	0	464,727	406.64
8445-010-003	03210	134 E BADILLO ST	371,786	92,941	0	464,727	406.64
8445-010-004	03210	126 E BADILLO ST	622,928	265,832	0	888,760	777.67
8445-010-005	03210	120 E BADILLO ST	402,074	134,023	0	536,097	469.08
8445-010-006	03210	114 E BADILLO ST	578,987	385,991	0	964,978	844.36
8445-010-009	03040	124 S CITRUS AVE	1,531,766	471,311	0	2,003,077	1,752.69
8445-010-019	03210	100 S CITRUS AVE	320,151	697,070	0	1,017,221	890.07
Total:			\$50,272,355	\$46,523,895	\$112,000	\$96,684,250	\$84,598.75
Parcel Number:							163

⁽¹⁾ Parcel Charge is net of homeowners exemption of \$112,000.

RESOLUTION CC 2025-53

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, DECLARING ITS INTENTION TO LEVY AND COLLECT ASSESSMENTS ON “VEHICLE PARKING DISTRICT NO. 1” FOR FISCAL YEAR 2025/2026 AND APPOINTING A TIME AND PLACE FOR HEARING PROTESTS IN RELATION THERETO

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

SECTION 1. That the public interest and convenience require, and it is the intention of the City Council of the City of Covina, California, to levy assessments on the Vehicle Parking District No.1 for maintaining/improvement of the parking lots in said district and provide funds for acquisition of additional properties for parking lot purposes for the benefit of the properties within said Vehicle Parking District No. 1 shown on a map that is on file in the office of the City Clerk and made a part hereof, for Fiscal Year 2025/2026.

The boundaries of the assessment district and any zones therein and the proposed assessments upon assessable lots and parcels of land within the district shall be in accordance with the Engineer's Report dated June 3, 2025, on file in the office of the City Clerk and which is hereby referred to and by this reference incorporated herein and made a part hereof.

SECTION 2. That said assessment district is all of that portion of the City of Covina shown on the map on file in the office of the City Clerk, on which said map the extent of said assessment district is indicated, excepting from said district any portion of any public street or alley which may be included therein. Reference is hereby made to said map for a complete and detailed description of said Vehicle Parking District No 1. The said map so on file shall govern for all details as to the extent of said assessment district.

SECTION 3. The assessments contemplated by this Resolution of Intention shall be done under the provisions of the “Vehicle Parking District Law of 1943,” (Part 1 of Division 18, Section 31500 et seq., of the Streets and Highway Code of the State of California).

SECTION 4. That the proposed assessment rate for Fiscal Year 2025/2026 is \$0.0875 per hundred dollars of assessed valuation of the properties, which is the same as the Fiscal Year 2024/2025 rate.

SECTION 5. That Tuesday, July 1, 2025, at the hour of 7:30 P.M., of said day be, and the same is hereby appointed as to time, and the Council Chamber, 125 East College Street, in the City of Covina, California, is hereby appointed as the place for hearing protests as to the question of levying and collecting assessments on the Vehicle Parking District No. 1 for Fiscal Year 2025/2026, in reference to said assessments.

SECTION 6. That the City Clerk is hereby authorized, designated, and directed to give notice of said hearing in time, form, and manner as required by law.

ATTACHMENT B

SECTION 7. That the “San Gabriel Valley Examiner,” a weekly newspaper of general circulation, adjudicated and circulated within the said City of Covina, California, is hereby designated as the newspaper in which such notice shall be published.

SECTION 8. 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 3rd day of June, 2025.

City of Covina, California

BY: _____
VICTOR LINARES, Mayor

ATTEST:

FABIAN VELEZ, Chief Deputy City Clerk

CERTIFICATION

I, Fabian Velez, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution CC 2025-53 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 3rd day of June, 2025, by the following vote:

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

Dated:

FABIAN VELEZ, Chief Deputy City Clerk



CC Regular Meeting AGENDA ITEM REPORT

Meeting: June 3, 2025
Title: Resolution CC 2025-49 Accepting the Public Improvements Associated with Tract No. 82874 "Covina Bowl"
Presented by: Rafael M. Fajardo, Director of Public Works/City Engineer
Recommendation: Adopt Resolution CC 2025-49 accepting the public improvements associated with Tract No. 82874 "Covina Bowl".

EXECUTIVE SUMMARY:

Resolution CC 2025-49 (Attachment A) is presented for the City Council's consideration to accept public improvements associated with Tract No. 82874 "Covina Bowl". The City Engineer has determined that all public improvements required with the Tract Map's conditions of approval have been constructed in compliance with improvement plans and City standards. The developer has also provided the required warranty bond related to these public improvements.

BACKGROUND:

On December 5, 2019, a community workshop was held at the project site specifically geared toward the Covina Historical Society, Los Angeles Conservancy, and Covina residents with various project representatives available to provide project information to the public and to answer specific questions. More than 30 community members were present at the community workshop and engaged in discussion about the project, sharing both concerns and praises for the project.

On January 23, 2020, a Notice of Preparation (NOP) was prepared and circulated for the project. The purpose of the NOP was to solicit early comments from public agencies with expertise in subjects that are discussed within the Draft EIR.

On February 3, 2020, a public scoping meeting was held at the City of Covina Senior and Community Center to solicit oral and written comments from the public and public agencies. Numerous members from the Friends of the Covina Bowl Facebook Group and the Covina Historical Society attended the meeting.

On December 22, 2020, the Planning Commission held a study session for the Covina Bowl Draft Environmental Impact Report (EIR) for the Covina Bowl Specific Plan, which includes the proposed construction and operation of 132 multi-family residential units and the adaptive reuse of the Covina Bowl building for approximately 12,000 square feet of commercial/office space.

The Covina City Council conditionally approved the Tentative Tract Map on March 2, 2021.

On April 19, 2022, the City Council adopted Resolution CC 2022-39 approving the recordation of Tract No. 82874. Prior to recordation of the Tract Map, a Subdivision Improvement Agreement was executed and surety bonds were provided to secure the construction of the required public improvements.

DISCUSSION:

The City Engineer has determined that all public improvements required as conditions of approval for Tract No. 82874 have been constructed in substantial compliance with the improvement plans and all applicable City

standards. The developer has provided a Warranty Bond in the amount of 20% of the cost of the public improvements to cover a one-year warranty period in which defects must be corrected. The City Engineer will release the warranty security in accordance with Section 12.0 of the Subdivision Improvement Agreement after the warranty requirements are satisfied.


FISCAL IMPACT:

The Public Works Department will assume the maintenance costs for the public improvements that were constructed by Tract No. 82874. The public improvements consisted of new curb and gutter, drive approaches, diagonal parking spaces, street paving, signing and striping, and street lights. The future on-going maintenance costs of the additional public improvements will be nominal due to the small scale of the improvements constructed. Maintenance of the private improvements outside of the public right-of-way are the responsibility of the homeowner's association.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

During the review process, the City Council adopted Resolution CC 21-17 certifying the Environmental Impact Report (SCH - 2020010334), making environmental findings pursuant to CEQA, adopting a Facts of Findings and Statement of Overriding Considerations, and adopting the Mitigation Monitoring and Reporting Program (MMRP).

Respectfully submitted,



Rafael M. Fajardo
Director of Public Works/City Engineer

RESOLUTION CC 2025-49

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA ACCEPTING THE PUBLIC IMPROVEMENTS ASSOCIATED WITH TRACT NO. 82874 “COVINA BOWL”

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

WHEREAS, on April 19, 2022, the City Council adopted Resolution No. 22-39 approving the recordation of Tract No. 82874 “Covina Bowl”; and

WHEREAS, the City Council and Covina Bowl LLC (“Trumark Homes”) entered into a Subdivision Improvement Agreement which was recorded on May 12, 2022 as Instrument No. 20220519259 in the Official Records of Los Angeles County; and

WHEREAS, the Agreement requires Trumark Homes to construct certain public improvements for Tract No. 82874; and

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

WHEREAS, all public improvements required as conditions of approval for Tract No. 82874 have been constructed in substantial compliance with the improvement plans and all applicable City standards, and the City Engineer has recommended to the City Council the acceptance of such improvements; and

WHEREAS, Trumark Homes has provided the required warranty security for Tract No. 82874 and has requested that the City authorize the release of improvement securities.

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

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

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

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

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

ATTACHMENT A

SECTION 5. The City Clerk shall certify to the passage and adoption of this resolution and shall enter the same in the Book of Original Resolutions.

APPROVED and **PASSED** this 3rd day of June 2025.

City of Covina, California

BY: _____
VICTOR LINARES, Mayor

ATTEST:

FABIAN VELEZ, Chief Deputy City Clerk

CERTIFICATION

I, Fabian Velez, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution CC 2025-49 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 3rd day of June, 2025, by the following vote:

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

Dated:

FABIAN VELEZ, Chief Deputy City Clerk



CC Regular Meeting

AGENDA ITEM REPORT

Meeting: June 3, 2025
Title: Resolution CC 2025-50 Accepting the Public Improvements Associated with Tract No. 83178 “Vita Pakt”
Presented by: Rafael M. Fajardo, Director of Public Works/City Engineer
Recommendation: Adopt Resolution CC 2025-50 accepting the public improvements associated with Tract No. 83178 “Vita Pakt”.

EXECUTIVE SUMMARY:

Resolution CC 2025-50 (Attachment A) is presented for the City Council’s consideration to accept public improvements associated with Tract No. 83178 “Vita Pakt”. The City Engineer has determined that all public improvements required with the Tract Map’s conditions of approval have been constructed in compliance with improvement plans and City standards. The developer has also provided the required warranty bond related to these public improvements.

BACKGROUND:

On June 16, 2020, the Covina City Council approved a Non-Binding Memorandum of Understanding (MOU) between the City of Covina and Trumark Homes regarding the property commonly known as “The Vita Pakt Property” located at 707 N. Barranca Avenue. Following the approval of the Non-Binding MOU, on September 1, 2020, the City Council approved the “Seller Put Option and Agreement for Purchase and Sale of Real Property and Recording Instructions” (PSA) between Trumark Homes and the City of Covina. The aforementioned PSA involved the acquisition by the City of Covina from Trumark Homes the approximate 2.45 acres of land that comprise the portion of the former Vita Pakt property located immediately east of the Covina Metrolink Station.

On May 25, 2021, the Planning Commission recommended approval to the City Council of Vesting Tentative Tract Map No. 83178 to redevelop an existing light industrial site to allow the construction of a 151-unit, three story, high density multi-family residential/transit-oriented development (TOD) on a 5.93-acre site.

The Covina City Council conditionally approved the Tentative Tract Map on June 15, 2021.

On September 20, 2022, the City Council adopted Resolution CC 2022-98 approving the recordation of Tract No. 83178. Prior to recordation of the Tract Map, a Subdivision Improvement Agreement was executed and surety bonds were provided to secure the construction of the required public improvements.

DISCUSSION:

The City Engineer has determined that all public improvements required as conditions of approval for Tract No. 83178 have been constructed in substantial compliance with the improvement plans and all applicable City standards. The developer has provided a Warranty Bond in the amount of 20% of the cost of the public improvements to cover a one-year warranty period in which defects must be corrected. The City Engineer will release the warranty security in accordance with Section 12.0 of the Subdivision Improvement Agreement after the warranty requirements are satisfied.


FISCAL IMPACT:

The Public Works Department will assume the maintenance costs for the public improvements that were constructed by Tract No. 83178. The public improvements consisted of new curb and gutter, drive approaches, street paving, and signing & striping. The future on-going maintenance costs of the additional public improvements will be nominal due to the small scale of the improvements constructed. Maintenance of the private improvements outside of the public right-of-way are the responsibility of the homeowner's association.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

During the review process, the City Council adopted Resolution CC 2021-68 certifying the Environmental Impact Report (SCH - 2018081009), making environmental findings pursuant to CEQA, adopting a Facts of Findings and Statement of Overriding Considerations, and adopting the Mitigation Monitoring and Reporting Program (MMRP).

Respectfully submitted,



Rafael M. Fajardo
Director of Public Works/City Engineer

RESOLUTION CC 2025-50

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, ACCEPTING THE PUBLIC IMPROVEMENTS ASSOCIATED WITH TRACT NO. 83178 “VITA PAKT”

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

WHEREAS, on September 20, 2022, the City Council adopted Resolution CC 2022-98 approving the recordation of Tract No. 83178 “Vita Pakt”; and

WHEREAS, the City Council and TH Barranca LLC (“Trumark Homes”) entered into a Subdivision Improvement Agreement which was recorded on February 12, 2022 as Instrument No. 20190130027 in the Official Records of Los Angeles County; and

WHEREAS, the Agreement requires Trumark Homes to construct certain public improvements for Tract No. 83178; and

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

WHEREAS, all public improvements required as conditions of approval for Tract No. 83178 have been constructed in substantial compliance with the improvement plans and all applicable City standards, and the City Engineer has recommended to the City Council the acceptance of such improvements; and

WHEREAS, Trumark Homes has provided the required warranty security for Tract No. 83178 and has requested that the City authorize the release of improvement securities.

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

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

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

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

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

ATTACHMENT A

SECTION 5. The City Clerk shall certify to the passage and adoption of this resolution and shall enter the same in the Book of Original Resolutions.

APPROVED and **PASSED** this 3rd day of June 2025.

City of Covina, California

BY: _____
VICTOR LINARES, Mayor

ATTEST:

FABIAN VELEZ, Chief Deputy City Clerk

CERTIFICATION

I, Fabian Velez, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution CC 2025-50 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 3rd day of June, 2025, by the following vote:

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

Dated:

FABIAN VELEZ, Chief Deputy City Clerk



CC Regular Meeting

AGENDA ITEM REPORT

Meeting: June 3, 2025

Title: Resolution CC 2025-52 Accepting the Public Improvements Associated with Tract No. 83343 "Century Communities"

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

Recommendation: Adopt Resolution CC 2025-52 accepting the public improvements associated with Tract No. 83343 "Century Communities".

EXECUTIVE SUMMARY:

Resolution CC 2025-52 (Attachment A) is presented for the City Council's consideration to accept public improvements associated with Tract No. 83343 "Century Communities". The City Engineer has determined that all public improvements required with the Tract Map's conditions of approval have been constructed in compliance with improvement plans and City standards. The developer has also provided the required warranty bond related to these public improvements.

BACKGROUND:

On November 29, 2016, the City Council certified the Final Environmental Impact Report (EIR) for the Covina Forward Specific Plan Project. The City Council also approved a General Plan Amendment, the Covina Forward Specific Plan, and the iTEC Transit Oriented Mixed-Use development consisting of a residential component (Planning Area 1), a transit/civic component (Planning Area 2), and a public/civic component (Planning Area 3). The residential component has been completed with the construction of 117 townhomes on 6.12 acres, the transit/civic component has been completed with the construction of a park and ride facility and bus transit station on 2.99 acres, and the public/civic component is a vacant 1.55-acre property.

On October 15, 2019, the City Council approved a non-binding Memorandum of Understanding (MOU) with Sheldon Development, LLC, which subsequently became Covina Blvd., LLC to negotiate an Exchange Agreement and Escrow Instructions (EA) for the exchange of property owned by the City located at 155 E. Covina Boulevard and property under control of Covina Blvd., LLC located at 601 E. San Bernardino Road.

On June 15, 2021, the City Council approved the EA. Pursuant to the terms of the EA, it was the responsibility of Covina Blvd., LLC to apply for, and obtain the required and necessary land use entitlements to allow for the development of a transit-oriented residential project at 155 E. Covina Boulevard, designated as Planning Area 3, Covina Forward Specific Plan. Covina Blvd., LLC made a timely submittal of the appropriate land use entitlement application materials consisting of General Plan Amendment (GPA) 21-1, Covina Forward Specific Plan Amendment 21-1, Major Site Plan Review (SPR) 21-87, Tentative Tract Map (TTM) No. 73343, and Addendum to the Covina Forward Specific Plan Final Environmental Impact Report.

On January 18, 2022, the Covina City Council conditionally approved the GPA Amendment, the Covina Forward Specific Plan Amendment, SPR 21-87, Tentative Tract Map No. 83343, and an amendment to the adopted EIR.

On April 18, 2023, the City Council adopted Resolution CC 2023-24 approving the recordation of Tract No. 83343. Prior to recordation of the Tract Map, a Subdivision Improvement Agreement was executed and surety bonds were provided to secure the construction of the required public improvements.

DISCUSSION:

The City Engineer has determined that all public improvements required as conditions of approval for Tract No. 83343 have been constructed in substantial compliance with the improvement plans and all applicable City standards. The developer has provided a Warranty Bond in the amount of 20% of the cost of the public improvements to cover a one-year warranty period in which defects must be corrected. The City Engineer will release the warranty security in accordance with Section 12.0 of the Subdivision Improvement Agreement after the warranty requirements are satisfied.


FISCAL IMPACT:

The Public Works Department will assume the maintenance costs for the public improvements that were constructed by Tract No. 83343. The public improvements consisted of new curb and gutter, drive approaches, asphalt pavement, signing and striping, and street lights. The future on-going maintenance costs of the additional public improvements will be nominal due to the small scale of the improvements constructed. Maintenance of the private improvements outside of the public right-of-way are the responsibility of the homeowner's association.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

During the review process, the City Council adopted Resolution CC 2022-03 approving an amendment to the Covina Forward Specific Plan Final Environmental Impact Report.

Respectfully submitted,



Rafael M. Fajardo
Director of Public Works/City Engineer

RESOLUTION CC 2025-52

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, ACCEPTING THE PUBLIC IMPROVEMENTS ASSOCIATED WITH TRACT NO. 83343 “CENTURY COMMUNITIES”

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

WHEREAS, on April 18, 2023, the City Council adopted Resolution CC 2023-24 approving the recordation of Tract No. 83343 “Century Communities”; and

WHEREAS, the City Council and Century Communities entered into a Subdivision Improvement Agreement; and

WHEREAS, the Agreement requires Century Communities to construct certain public improvements for Tract No. 83343; and

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

WHEREAS, all public improvements required as conditions of approval for Tract No. 83343 have been constructed in substantial compliance with the improvement plans and all applicable City standards, and the City Engineer has recommended to the City Council the acceptance of such improvements; and

WHEREAS, Century Communities has provided the required warranty security for Tract No. 83343 and has requested that the City authorize the release of improvement securities.

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

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

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

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

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

SECTION 5. The City Clerk shall certify to the passage and adoption of this resolution and shall enter the same in the Book of Original Resolutions.

APPROVED and **PASSED** this 3rd day of June 2025.

City of Covina, California

BY: _____
VICTOR LINARES, Mayor

ATTEST:

FABIAN VELEZ, Chief Deputy City Clerk

CERTIFICATION

I, Fabian Velez, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution CC 2025-52 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 3rd day of June, 2025, by the following vote:

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

Dated:

FABIAN VELEZ, Chief Deputy City Clerk



CC Regular Meeting

AGENDA ITEM REPORT

Meeting: June 3, 2025

Title: Memorandum(s) of Understanding with Covina Valley Unified, Charter Oak Unified and Azusa Unified School Districts Regarding School Resource Officers

Presented by: Ric Walczak, Chief of Police

Recommendation: Approve the three Memorandum of Understanding (MOU) to assign School Resource Officers (SRO) within Covina Valley Unified, Charter Oak Unified and Azusa Unified School Districts and authorize the City Manager or his designee to execute the MOUs.

EXECUTIVE SUMMARY:

The item before you will continue the community partnership the Covina Police Department has with the Charter Oak Unified School District for one (1) sworn police officer to be funded by COUSD and assigned to Charter Oak High School, and continues our community partnership with the Covina-Valley Unified School District for two (2) sworn police officers to be funded by CVUSD and assigned to Covina and Northview High Schools. Additionally, Azusa Unified School District may return to the program with up to one officer full-time assigned to Gladstone Middle School based on staffing availability.

BACKGROUND:

The Covina Police Department School Resource Officer program was implemented in February 1994 in partnership with the Charter Oak Unified School District. In September 1997, the program expanded to include Gladstone High School of the Azusa Unified School District, and in September 2002, Covina Valley Unified School District joined the program with a SRO assigned to split time at their two high schools located in Covina

DISCUSSION:

Historically the Covina Police Department has had a solid partnership with its schools in an effort to increase safety and security at local campuses. Various programs have included education on substance abuse, criminal gang awareness and school safety measures. A highly trained sworn law enforcement officer is a benefit to any school. As a First Responder already on campus, their visible presence increase security aspects, builds rapport with staff, students and parents and is a method for investigation and intervention.

Through strong partnerships with Charter Oak Unified, Covina Valley Unified, and Azusa Unified, the Covina Police Department is in a position to assign one (1) sworn Covina Police Officer to the Charter Oak High School, and two (2) sworn Covina Police Officers to be deployed to Covina and Northview High Schools. One officer may be assigned to Gladstone Middle School as the need arises.

FISCAL IMPACT:

The Police Department is in constant communication with the districts and remain flexible as to SRO specific scheduling. The personnel cost of the existing full-time SROs will be reimbursed pursuant to the Memorandum of Understanding between the City of Covina and the Districts. The Districts will be billed for actual wages and applicable benefits for the positions incurred during the regular school year. This program requires no additional general fund appropriations.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Not applicable.

Respectfully submitted,



Ric Walczak
Chief of Police

ATTACHMENT A

MEMORANDUM OF UNDERSTANDING

between

CITY OF COVINA AND CHARTER OAK UNIFIED SCHOOL DISTRICT

This Memorandum of Understanding (hereinafter referred to as “MOU” or agreement) is entered into by the City of Covina (City) and Charter Oak Unified School District (District) for the purpose of continuing the School Resource Officer (SRO) program with Charter Oak Unified School District, commencing at the start of the 2025-2026 school year. This MOU will terminate at the conclusion of the last Charter Oak Unified School District 2026 graduation.

It is mutually agreed that the Covina Police Department (Department) will provide one (1) sworn law enforcement officer to Charter Oak Unified School District to act as a School Resource Officer (SRO). This officer will be selected by the Chief of Police and will act first and foremost as a law enforcement officer. The officer may be required to perform duties as the Principal may request in writing within the parameters established by the Covina Police Department and approved by the Chief of Police in writing. Any conflicts in interpretation of the SRO’s duties and responsibilities should be resolved jointly between the Principal and the Chief of Police. Where conflict resolution is not possible, the Chief of Police will retain the authority for the final decision.

The SRO is and shall be at all times remain a wholly independent contractor as to the District. The SRO is and shall remain at all times an employee of the Covina Police Department with all rights, benefits, and privileges thereto and shall be under the City’s exclusive control and direction. As the employer of the SRO, the Covina Police Department will provide Workers’ Compensation Insurance for the SRO, when appropriate depending on the job classification and/or part-time/full-time status. Covina Police Department will pay the SRO’s salary. The District will be billed 100% of the assigned officer’s actual wage, on an hour-by-hour basis for the time assigned to the District. The Department will bill the District for these costs on a monthly basis.

The SRO will ordinarily be attired in a police uniform; however, will work on occasion in plain clothes. The SRO will normally work four (4) days a week, ten (10) hours a day, and will be assigned to the Charter Oak Unified School District. If the SRO is a part-time employee, the City and School District must understand the limitation in hours worked within a Fiscal Year, normally 960 hours. Therefore, communication in hours worked and available hours are essential for the program’s success. The SRO will coordinate all of his/her activities with the Principal and concerned staff members, and will seek permission, guidance, and advice prior to enacting any program within the school.

The SRO’s duties and responsibilities will include, but not be limited to the following:

ATTACHMENT A

Safety

- Shall work under the direction and supervision of the Operations Division of the Covina Police Department in cooperation with the school site principal
- Act as liaison between the students/staff and the Covina Police Department.
- Act as liaison between Covina Police Department and other First Responders through effective communication when responding to emergencies, reports of crime and school safety matters.
- Provide safety to the students and staff by investigating all crimes as it pertains to the identified District sites, and take appropriate action in regard to the law and other applicable statutes.
- Take reasonable precautions to protect the privacy of students as well as promote safety and education.
- Provide intelligence information to the City and the District as it pertains to safety, service, and the prevention of crime.
- Assist staff in matters of school safety through the school day, with attention paid to root causes and referral to appropriate counseling and mentoring services.

Education

- Maintain a friendly, approachable presence at District events.
- Promote school attendance and engagement.
- Assist with outreach through student, school, and home contacts, and referral to appropriate District partners and agencies.
- Assist and attend meetings of the School Attendance Review Board (SARB) when appropriate.
- Be responsible for education on a variety of subjects related to crime and safety.
- Assist in the promotion of college, career and trade opportunities.
- Where appropriate, present classroom lessons pertaining to the danger of substance abuse, school site safety, personal safety, pedestrian/bicycle safety, internet safety and cyberbullying safety.
- Provide positive reinforcement to students via mentoring, a visible presence and a role model through positive and professional relationships with students and staff.
- With Department approval, assist with planning and implementation of community and school sponsored events including, but not limited to Red Ribbon Week, Substance Abuse presentations, Domestic Violence Prevention programs, and Gang Awareness presentations, as well as others appropriate events.
- With Department approval, attend orientation and other related student and family programs from District partners.
- With Department approval, attend extra-curricular student activities where the SRO's role is needed, and may be covered via overtime pay or the use of flex time.

ATTACHMENT A

The precise responsibilities of the SRO shall be mutually agreed upon between COUSD and the Covina Police Department representative in writing. The SRO will be assigned to COUSD by the Police Department and evaluated by his/her Police Department Division Captain or designee with input from COUSD.

1. The District will provide office space, necessary furniture, office supplies and telephone for the SRO to carry out their duties per the Agreement.
2. The City will provide a motor vehicle for the SRO to perform their duties.
3. COUSD will pay the City for SRO services, based on the assigned officer's salary and benefits as of 7/01/2025 for the duration of this MOU. The Police Department will bill COUSD at the end of each month and the invoice shall be payable within 30 days from the time of receipt.
4. This MOU may be terminated upon 30 days written notice by either party at any time, without cause.
5. The term of this MOU shall be for the 2025-2026 academic school year.

The District agrees to protect, hold harmless, defend and indemnify the City, officials, employees, officers, agents, and volunteers (collectively "City Indemnitees") from any and all losses, claims, liabilities, causes of action, demands, judgments, proceedings, costs, expenses, penalties, liens, losses or damages of any nature whatsoever, including attorney fees (collectively "Claims") arising out of the acts or omissions of the District in the performance of the MOU, except for Claims arising from the negligence or willful misconduct of the City Indemnitees. This indemnification provision shall survive the expiration or termination of this MOU.

The City agrees to protect, hold harmless, defend and indemnify the District officials, employees, officers, agents, and volunteers (collectively "District Indemnitees") from any and all losses, claims, liabilities, causes of action, demands, judgments, proceedings, costs, expenses, penalties, liens, losses or damages of any nature whatsoever, including attorney fees (collectively "Claims") arising out of the acts or omissions of the City in the performance of the MOU, except for Claims arising from the negligence or willful misconduct of the District Indemnitees. This indemnification provision shall survive the expiration or termination of this MOU.

This MOU is the final and entire agreement between the Parties. All agreements of the Parties with respect to the subject matter hereof are in writing and supersede all prior written and oral agreements and understandings. This Agreement cannot be modified except by a written document signed by both of the Parties. None of the Parties are relying upon any other negotiations, discussions, or agreements in connection with the subject matter of this Agreement. This is a fully integrated Agreement.

The Parties agree that all actions or proceedings arising in connection with this MOU shall be tried and litigated exclusively in the Superior Court of California located in the County of Los Angeles, State of California.

ATTACHMENT A

I have read and understand this Memorandum of Understanding and the information contained within.

CITY OF COVINA

CHARTER OAK UNIFIED SCHOOL
DISTRICT

Christopher Marcarello
City Manager

Jeffrey D. Jordan, Ed.D.
District Superintendent

Date _____

Date _____

Ric Walczak
Chief of Police

Gregg Peterson
President, Governing Board

Date _____

Date _____

ATTACHMENT B

MEMORANDUM OF UNDERSTANDING

between

CITY OF COVINA AND COVINA VALLEY UNIFIED SCHOOL DISTRICT

This Memorandum of Understanding (hereinafter referred to as “MOU” or agreement) is entered into by the City of Covina (City) and Covina Valley Unified School District (District) for the purpose of continuing the School Resource Officer (SRO) program with Covina Valley Unified School District, commencing at the start of the 2025-2026 school year. This MOU will terminate at the conclusion of the last Covina Valley Unified School District 2026 graduation.

It is mutually agreed that the Covina Police Department (Department) will provide two (2) sworn law enforcement officers to Covina Valley Unified School District to act as a School Resource Officer (SRO). These officers will be selected by the Chief of Police and will act first and foremost as a law enforcement officer. These officers may be required to perform duties as the Principal may request in writing within the parameters established by the Covina Police Department and approved by the Chief of Police in writing. Any conflicts in interpretation of the SRO’s duties and responsibilities should be resolved jointly between the Principal and the Chief of Police. Where conflict resolution is not possible, the Chief of Police will retain the authority for the final decision.

The SRO is and shall be at all times remain a wholly independent contractor as to the District. The SRO is and shall remain at all times an employee of the Covina Police Department with all rights, benefits, and privileges thereto and shall be under the City’s exclusive control and direction. As the employer of the SRO, the Covina Police Department will provide Workers’ Compensation Insurance for the SRO, when appropriate depending on the job classification and/or part-time/full-time status. Covina Police Department will pay the SRO’s salary. The District will be billed 100% of the assigned officer’s actual wage, on an hour-by-hour basis for the time assigned to the District. The Department will bill the District for these costs on a monthly basis.

The SRO will ordinarily be attired in a police uniform; however, will work on occasion in plain clothes. The SRO will normally work four (4) days a week, ten (10) hours a day, and will be assigned to the Covina Valley Unified School District. If the SRO is a part-time employee, the City and School District must understand the limitation in hours worked within a Fiscal Year, normally 960 hours. Therefore, communication in hours worked and available hours are essential for the program’s success. The SRO will coordinate all of his/her activities with the Principal and concerned staff members, and will seek permission, guidance, and advice prior to enacting any program within the school.

ATTACHMENT B

The SRO's duties and responsibilities will include, but not be limited to the following:

Safety

- Shall work under the direction and supervision of the Operations Division of the Covina Police Department in cooperation with the school site principal
- Act as liaison between the students/staff and the Covina Police Department.
- Act as liaison between Covina Police Department and other First Responders through effective communication when responding to emergencies, reports of crime and school safety matters.
- Provide safety to the students and staff by investigating all crimes as it pertains to the identified District sites, and take appropriate action in regard to the law and other applicable statutes.
- Take reasonable precautions to protect the privacy of students as well as promote safety and education.
- Provide intelligence information to the City and the District as it pertains to safety, service, and the prevention of crime.
- Assist staff in matters of school safety through the school day, with attention paid to root causes and referral to appropriate counseling and mentoring services.

Education

- Maintain a friendly, approachable presence at District events.
- Promote school attendance and engagement.
- Assist with outreach through student, school, and home contacts, and referral to appropriate District partners and agencies.
- Assist and attend meetings of the School Attendance Review Board (SARB) when appropriate.
- Be responsible for education on a variety of subjects related to crime and safety.
- Assist in the promotion of college, career and trade opportunities.
- Where appropriate, present classroom lessons pertaining to the danger of substance abuse, school site safety, personal safety, pedestrian/bicycle safety, internet safety and cyberbullying safety.
- Provide positive reinforcement to students via mentoring, a visible presence and a role model through positive and professional relationships with students and staff.
- With Department approval, assist with planning and implementation of community and school sponsored events including, but not limited to Red Ribbon Week, Substance Abuse presentations, Domestic Violence Prevention programs, and Gang Awareness presentations, as well as others appropriate events.
- With Department approval, attend orientation and other related student and family programs from District partners.
- With Department approval, attend extra-curricular student activities where the SRO's role is needed, and may be covered via overtime pay or the use of flex time.

ATTACHMENT B

The precise responsibilities of the SRO shall be mutually agreed upon between CVUSD and the Covina Police Department representative in writing. The SRO will be assigned to CVUSD by the Police Department and evaluated by his/her Police Department Division Captain or designee with input from CVUSD.

1. The District will provide office space, necessary furniture, office supplies and telephone for the SRO to carry out their duties per the Agreement.
2. The City will provide a motor vehicle for the SRO to perform their duties.
3. CVUSD will pay the City for SRO services, based on the assigned officer's salary and benefits as of 7/01/2025 for the duration of this MOU. The Police Department will bill CVUSD at the end of each month and the invoice shall be payable within 30 days from the time of receipt.
4. This MOU may be terminated upon 30 days written notice by either party at any time, without cause.
5. The term of this MOU shall be for the 2025-2026 academic school year.

The District agrees to protect, hold harmless, defend and indemnify the City, officials, employees, officers, agents, and volunteers (collectively "City Indemnitees") from any and all losses, claims, liabilities, causes of action, demands, judgments, proceedings, costs, expenses, penalties, liens, losses or damages of any nature whatsoever, including attorney fees (collectively "Claims") arising out of the acts or omissions of the District in the performance of the MOU, except for Claims arising from the negligence or willful misconduct of the City Indemnitees. This indemnification provision shall survive the expiration or termination of this MOU.

The City agrees to protect, hold harmless, defend and indemnify the District officials, employees, officers, agents, and volunteers (collectively "District Indemnitees") from any and all losses, claims, liabilities, causes of action, demands, judgments, proceedings, costs, expenses, penalties, liens, losses or damages of any nature whatsoever, including attorney fees (collectively "Claims") arising out of the acts or omissions of the City in the performance of the MOU, except for Claims arising from the negligence or willful misconduct of the District Indemnitees. This indemnification provision shall survive the expiration or termination of this MOU.

This MOU is the final and entire agreement between the Parties. All agreements of the Parties with respect to the subject matter hereof are in writing and supersede all prior written and oral agreements and understandings. This Agreement cannot be modified except by a written document signed by both of the Parties. None of the Parties are relying upon any other negotiations, discussions, or agreements in connection with the subject matter of this Agreement. This is a fully integrated Agreement.

The Parties agree that all actions or proceedings arising in connection with this MOU shall be tried and litigated exclusively in the Superior Court of California located in the County of Los Angeles, State of California.

ATTACHMENT B

I have read and understand this Memorandum of Understanding and the information contained within.

CITY OF COVINA

COVINA VALLEY UNIFIED SCHOOL
DISTRICT

Christopher Marcarello
City Manager

Manuel Correa
Chief Business Officer

Date _____

Date _____

Ric Walczak
Chief of Police

Simon Wright
President, Governing Board

Date _____

Date _____

ATTACHMENT C

MEMORANDUM OF UNDERSTANDING

Between

CITY OF COVINA AND AZUSA UNIFIED SCHOOL DISTRICT

This Memorandum of Understanding (hereinafter referred to as "MOU" or agreement) is entered into by the City of Covina (City) and Azusa Unified School District (District) for the purpose of continuing the School Resource Officer (SRO) program with Azusa Unified School District, commencing at the start of the 2025-2026 school year. This MOU will terminate at the conclusion of the last Azusa Unified School District 2026 graduation.

It is mutually agreed that the Covina Police Department (Department) will provide one (1) sworn law enforcement officer to Azusa Unified School District to act as a School Resource Officer (SRO). This officer will be selected by the Chief of Police and will act first and foremost as a law enforcement officer. The officer may be required to perform duties as the Principal may request in writing within the parameters established by the Covina Police Department and approved by the Chief of Police in writing. Any conflicts in interpretation of the SRO's duties and responsibilities should be resolved jointly between the Principal and the Chief of Police. Where conflict resolution is not possible, the Chief of Police will retain the authority for the final decision.

The SRO is and shall be at all times remain a wholly independent contractor as to the District. The SRO is and shall remain at all times an employee of the Covina Police Department with all rights, benefits, and privileges thereto and shall be under the City's exclusive control and direction. As the employer of the SRO, the Covina Police Department will provide Workers' Compensation Insurance for the SRO, when appropriate depending on the job classification and/or part-time/full-time status. Covina Police Department will pay the SRO's salary. The District will be billed 100% of the assigned officer's actual wage, on an hour-by-hour basis for the time assigned to the District. The Department will bill the District for these costs on a monthly basis.

The SRO will ordinarily be attired in a police uniform; however, will work on occasion in plain clothes. The SRO will normally work four (4) days a week, ten (10) hours a day, and will be assigned to the Azusa Unified School District. If the SRO is a part-time employee, the City and School District must understand the limitation in hours worked within a Fiscal Year, normally 960 hours. Therefore, communication in hours worked and available hours are essential for the program's success. The SRO will coordinate all of his/her activities with the Principal and concerned staff members, and will seek permission, guidance, and advice prior to enacting any program within the school. The Covina Police Department is aware of the Azusa Unified School District's Board Policy 5145.11 which states: "Except in cases of child abuse or neglect, the principal or

ATTACHMENT C

designee shall notify the student's parent/guardian within 24 hours after law enforcement has interviewed the student on school premises."

The SRO's duties and responsibilities will include, but not be limited to the following:

Safety

- Shall work under the direction and supervision of the Operations Division of the Covina Police Department in cooperation with the school site principal
- Act as liaison between the students/staff and the Covina Police Department.
- Act as liaison between Covina Police Department and other First Responders through effective communication when responding to emergencies, reports of crime and school safety matters.
- Provide safety to the students and staff by investigating all crimes as it pertains to the identified District sites, and take appropriate action in regard to the law and other applicable statutes.
- Take reasonable precautions to protect the privacy of students as well as promote safety and education.
- Provide intelligence information to the City and the District as it pertains to safety, service, and the prevention of crime.
- Assist staff in matters of school safety through the school day, with attention paid to root causes and referral to appropriate counseling and mentoring services.

Education

- Maintain a friendly, approachable presence at District events.
- Promote school attendance and engagement.
- Assist with outreach through student, school, and home contacts, and referral to appropriate District partners and agencies.
- Assist and attend meetings of the School Attendance Review Board (SARB) when appropriate.
- Be responsible for education on a variety of subjects related to crime and safety.
- Assist in the promotion of college, career and trade opportunities.
- Where appropriate, present classroom lessons pertaining to the danger of substance abuse, school site safety, personal safety, pedestrian/bicycle safety, internet safety and cyberbullying safety.
- Provide positive reinforcement to students via mentoring, a visible presence and a role model through positive and professional relationships with students and staff.
- With Department approval, assist with planning and implementation of community and school sponsored events including, but not limited to Red Ribbon Week, Substance Abuse presentations, Domestic Violence Prevention programs, and Gang Awareness presentations, as well as others appropriate events.
- With Department approval, attend orientation and other related student and family programs from District partners.
- With Department approval, attend extra-curricular student activities where the SRO's role is needed, and may be covered via overtime pay or the use of flex time.

ATTACHMENT C

The precise responsibilities of the SRO shall be mutually agreed upon between AUSD and the Covina Police Department representative in writing. The SRO will be assigned to AUSD by the Police Department and evaluated by his/her Police Department Division Captain or designee with input from AUSD.

1. The District will provide office space, necessary furniture, office supplies and telephone for the SRO to carry out their duties per the Agreement.
2. The City will provide a motor vehicle for the SRO to perform their duties.
3. AUSD will pay the City for SRO services, based on the assigned officer's salary and benefits as of 7/01/2025 for the duration of this MOU. The Police Department will bill AUSD at the end of each month and the invoice shall be payable within 30 days from the time of receipt.
4. This MOU may be terminated upon 30 days written notice by either party at any time, without cause.
5. The term of this MOU shall be for the 2025-2026 academic school year.

The District agrees to protect, hold harmless, defend and indemnify the City, officials, employees, officers, agents, and volunteers from any and all losses, claims, liabilities, causes of action, demands, judgements, proceedings, costs, expenses, penalties, liens, losses or damages of any nature whatsoever, including attorney fees arising out of or in any way connected with the performance of the MOU. This indemnification provision shall survive the expiration or termination of this MOU.

This MOU is the final and entire agreement between the Parties. All agreements of the Parties with respect to the subject matter hereof are in writing and supersede all prior written and oral agreements and understandings. This Agreement cannot be modified except by a written document signed by both of the Parties. None of the Parties are relying upon any other negotiations, discussions, or agreements in connection with the subject matter of this Agreement. This is a fully integrated Agreement.

The Parties agree that all actions or proceedings arising in connection with this MOU shall be tried and litigated exclusively in the Superior Court of California located in the County of Los Angeles, State of California.

ATTACHMENT C

I have read and understand this Memorandum of Understanding and the information contained within.

CITY OF COVINA

AZUSA UNIFIED SCHOOL DISTRICT

Christopher Marcarello
City Manager

Arturo Ortega
District Superintendent

Date _____

Date _____

Ric Walczak
Chief of Police

Gabriela Arellanes
President, Governing Board

Date _____

Date _____



CC Regular Meeting

AGENDA ITEM REPORT

Meeting:	June 3, 2025
Title:	Ordering the Engineer's Report and Approving the Engineer's Report and Declaring the Intent to Levy and Collect Assessments for Covina's Lighting District No. 1978-79 for Fiscal Year 2026 and Set Public Hearing for Protests in Relation Thereto
Presented by:	Rafael M. Fajardo, Director of Public Works/City Engineer
Recommendation:	<ol style="list-style-type: none">1. Adopt Resolution CC 2025-56 ordering the City's Assessment Engineer to prepare and file a report levying assessments within the Covina Lighting District No. 1978-79 for Fiscal Year 2026; and2. Adopt Resolution CC 2025-57 approving the Engineer's Report and declaring its intention to levy and collect assessments on the Covina Lighting District No. 1978-79 for Fiscal Year 2026 and setting the Public Hearing date for July 1, 2025 for hearing protests in relation thereto.

EXECUTIVE SUMMARY/BACKGROUND:

The Covina Lighting District No. 1978-79 was formed on November 20, 1978 in conformity with the requirements of the *California Streets and Highways Code, Division 15, Part 2, Landscaping and Lighting Act of 1972*, to finance the energy and maintenance costs of new street lights installed by several commercial and residential developers, as discussed in the Engineer's Report (Attachment A). The District was formed through a public hearing process and the properties within the District were designated Zone A for single-family residential and condominium units and Zone B for commercial, industrial, and apartment properties.

Each fiscal year, prior to collecting assessments on the LA County property tax roll, the City Council must adopt resolutions (Attachments B and C) directing the City's Assessment Engineer to prepare and file a report regarding the proposed assessment for each Zone, approving the Engineer's Report, and declaring the City Council's intention to levy and collect assessments for the upcoming fiscal year. The 2025-2026 Engineer's Report for the Lighting District No. 1978-79 has been prepared for review and consideration. As proposed, the City Council will conduct the required Public Hearing for this matter on July 1, 2025 at 7:30 p.m.

DISCUSSION:

There are two zones in the Covina Lighting District No. 1978-79 designated as Zones A and B. Zone A is comprised of single-family residences and condominium units. Zone B is comprised of commercial, industrial, apartment, and similar multi-family residential properties. The proposed assessments are for the costs of providing street lighting in these two Zones.

Since its formation, the District has been expanded twice as follows:

- In 1980, the District was expanded to include all development projects that are required to construct public improvements adjacent to the property being developed, except when the development did not increase the existing floor area by fifty percent pursuant to the regulations of Chapter 11 of the Covina Municipal Code.
- In December 1988, the District was expanded by annexing parcels east and west of Azusa Avenue from Arrow Highway to 600 feet south of Badillo Street. A number of parcels were annexed to the District when streetlights were installed in conjunction with utility undergrounding projects. Parcels were also

annexed to the District in connection with City-sponsored street projects. These annexations were in areas where the property owners requested that streetlights be installed in their blocks, with the owners paying for the installation of the streetlights. Subsequent annexations to the District have included similar projects and developments, but also include various individual residential and commercial properties that are continually annexed to the District as a condition of property improvements. This process of annexation has resulted in the existing District that represents approximately 35 percent of the parcels within the City.

Per the Engineer's Report, the assessments to be collected will not be sufficient to fully fund operations and maintenance costs. For FY 2025-2026, it is estimated that the total expenditures will be \$278,951. For FY 2025-2026, the total revenue generated by assessments in the District is estimated to be \$135,183. This leaves an operational deficit of approximately \$143,768 in the District. As proposed, the City will utilize General Fund revenues to cover this deficit.

Table 1: Streetlight Expenses

Delivery/Maintenance/Usage	Zone A		Zone B		Total
	Units	Cost	Units	Cost	
Edison Owned	556	\$108,629	691	\$139,770	\$248,399
City Owned	45	\$3,190	170	\$12,053	\$15,243
Subtotal	601	\$111,819	861	\$151,822	\$263,642
Administration		\$6,124		\$9,185	\$15,309
Total		\$117,943		\$161,008	\$278,951

(Note: Totals may not sum due to rounding.)

The FY 2025-2026 proposed assessment rates are \$20.80 per unit for Zone A and \$2.70 per benefit unit (BU) for Zone B. Benefit units are calculated per 1,000 square feet of land area for Zone B. The rates of \$20.80 per unit for Zone A and \$2.70 per 1,000 square feet of land area for Zone B have been in effect since 1995-1996 and are the maximum assessment rates for each Zone.

Table 2: Assessment Rates and Revenue

Zone	Units/BU	Proposed Rate	Assessment Revenue
Zone A	2,927.00 units	\$20.80/unit	\$60,882
Zone B	27,518.87 BUs	\$2.70/BU	\$74,301
Total			\$135,183

Table 3: Covina Lighting District No. 1978-79 – FY 2025-2026 Summary

Budget Item	Zone A Amount	Zone B Amount	Total Amount
Proposed Assessments	\$60,882	\$74,301	\$135,183
General Fund	\$57,061	\$86,707	\$143,768
Total Projected Revenue	\$117,943	\$161,008	\$278,951
Delivery & Maintenance	\$111,819	\$151,822	\$263,642
Administration	\$6,124	\$9,185	\$15,309
Total Projected Expenditures	\$117,943	\$161,008	\$278,951

(Note: Totals may not sum due to rounding.)

Since assessments do not cover all of the costs associated with the District, the City has traditionally utilized General Fund revenues to maintain service levels. In light of existing budget constraints, it may be prudent to consider cost reductions and/or revenue enhancement strategies to cover District costs. Additionally, the City has implemented several energy efficiency measures to help reduce costs. These measures include the following:

- Through the SCE On-Bill Financing Program, the City completed the conversion of 380 City-owned streetlights to LED technology in 2016, helping to reduce energy expenses by approximately \$11,000 per year. Following the ten year loan repayment schedule in 2026, the City will begin to realize the full cost savings.
- Participation in SCE's Schedule LS-1 Option E, Energy Efficient LED Fixture Replacement program, replacing 3,031 SCE-owned high pressure sodium streetlights with LED technology. This effort was completed in December 2017 and is resulting in savings of approximately \$13,400 per year. The City also received a one-time incentive payment of \$387,166 through this program, which was received in July 2018 and deposited into the General Fund. Following the twenty year repayment schedule in 2037, the City will begin to realize the full cost savings.
- The installation of LED technology for all newly installed street lights in municipal parking lots, on City public rights-of-way, and in conjunction with new developments.
- Periodic rate analyses that ensure SCE is charging City accounts under the most appropriate and cost-effective billing classification. For example, street lights and office lights have very different energy demands. A rate analysis was performed in June 2024. As a result, two City service accounts were placed into a more suitable rate plan, saving the City approximately \$78 per year.

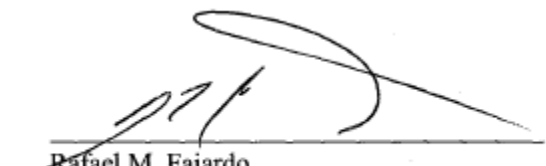
FISCAL IMPACT:

Legally required engineering, advertising, and balloting costs for the Lighting District No. 1978-79 are included in the FY 2025-2026 Street Lighting Assessment District budget (Fund 2710). Since assessments do not cover all of the costs associated with the District, the City will utilize \$143,768 in General Fund revenues to maintain service levels. In light of existing budget constraints, it may be prudent to consider cost reductions and/or revenue enhancement strategies to cover District costs.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Not applicable.

Respectfully submitted,



Rafael M. Fajardo
Director of Public Works/City Engineer



City of Covina

Lighting District No. 1978-79

2025/2026 ENGINEER'S REPORT

Intent Meeting: June 3, 2025

Public Hearing: July 1, 2025

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ENGINEER'S REPORT AFFIDAVIT

Establishment of Annual Assessments for the:

Covina Lighting District No. 1978-79

City of Covina
Los Angeles County, State of California

This Report identifies the parcels within the District and all relevant zones therein, as they existed at the time of the passage of the Resolution of Intention. Reference is hereby made to the Los Angeles County Assessor's maps for a detailed description of the lines and dimensions of parcels within the District. The undersigned respectfully submits the enclosed Report as directed by the City Council.

Dated this _____ day of _____, 2025.

Willdan Financial Services
Assessment Engineer
On Behalf of the City of Covina

By: _____
Susana Hernandez, Senior Project Manager
District Administration Services

By: _____
Tyrone Peter
PE # C 81888

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I. INTRODUCTION

The Covina Lighting District No. 1978-79 (the “District”) was formed on November 20, 1978 in conformity with the requirements of the California Streets and Highways Code, Division 15, Part 2, Landscaping and Lighting Act of 1972, to finance the energy and maintenance costs of new streetlights installed by several commercial and residential developers. At that time, the commercial properties being developed were the Village Oaks site, the northeast corner of Citrus Avenue and Cypress Street, and the commercial area at the southwest corner of Azusa Avenue and Arrow Highway. The residential properties being developed were the areas at the north side of Cypress Street, 400 feet west of Bonnie Cove Avenue; the southwest corner of Traymore Avenue and Covina Boulevard; the east side of Citrus Avenue near Tudor Street; the south side of Walnut Creek Road at Hefner Hill Road; the northwest corner of Glendora Avenue and Wingate Street; and the southeast corner of Covina Boulevard and La Breda Avenue. The District was formed through a public hearing process and the properties within the District were designated Zone A for single-family residential and condominium units and Zone B for commercial, industrial and apartment properties.

In 1980, the City expanded the District to include all developments that may or may not be required to install new streetlights, but were required to construct public improvements adjacent to the property being developed, except when the development did not increase the existing floor area by fifty percent pursuant to the regulations of Chapter 11 of the Covina Municipal Code. Although a citywide District was not implemented, it was the City’s intent to work toward incrementally expanding the District to cover the entire City.

In December 1988, the District was expanded by annexing (through public hearing proceedings) parcels east and west of Azusa Avenue from Arrow Highway to 600 feet south of Badillo Street. These properties included both residential and commercial development areas. A number of parcels were annexed to the District when streetlights were installed in conjunction with utility under-grounding projects such as in the downtown area along San Bernardino Road from Second Avenue to Grand Avenue and along San Bernardino Road from Rimsdale Avenue to west of Lark Ellen Avenue. Parcels were also annexed to the District in connection with City-sponsored street projects such as along Cypress Street west of Sunflower Avenue; along San Jose Avenue from Badillo Street to Rowland Street; along Citrus Avenue from Puente Street to Rowland Street; and in the Prospero Drive area south of San Bernardino Road. These annexations were in areas where the property owners requested that streetlights be installed in their blocks with the owners paying for the installation of the streetlights. Subsequent annexations to the District included similar projects and developments, but also included various individual residential and commercial properties that were annexed to the District as a condition of property improvements (building permits). This process of annexation resulted in the existing District that represents approximately 35 percent of the parcels within the City.

In Fiscal Year 2008/2009, the City initiated and conducted a property owner protest ballot proceeding for a proposed assessment increase. The proposed assessment increase was not approved by property owners; therefore, the maximum assessment rate remained the same as previously approved.

Currently, the General Fund pays approximately \$143,768 toward the energy cost of the streetlights within the District.

The City has determined that the existing District assessments are currently exempt from the procedural requirements of California Constitution Article XIID (“Proposition 218”) based on the following findings:

Pursuant to Section 5(a) of the text of the California Constitution Article XIID, any existing assessments used to finance capital and maintenance costs for streets is exempt from the procedural requirements of Section 4. In *Howard Jarvis Taxpayers Association v. City of Riverside*, the Fourth District Court of Appeal concluded that streetlights fall under the definition of streets.

According to California Government Code Section 53753.5(c)(2), the definition of procedural requirements set forth in Proposition 218 includes the requirement to separate general and special benefits. By virtue of this definition, a benefit analysis is not required for the Covina Lighting District until the assessments are increased.

This Engineer’s Report (hereafter referred to as the “Report”) describes the District, any proposed changes to the District and the assessments for Fiscal Year 2025/2026. The proposed assessments are based on the City’s estimated cost to maintain the improvements that provide special benefit to properties within the District. The various improvements within the District and the costs of those improvements are identified and budgeted separately for each Zone, including all expenditures, deficits, surpluses, revenues, and reserves. Each parcel within a Zone is assessed proportionately for only those improvements provided in that Zone from which the parcel receives special benefit.

The word “parcel,” for the purposes of this Report, refers to an individual property assigned its own Assessment Number by the Los Angeles County Assessor’s Office. The Los Angeles County Auditor/Controller uses Assessment Numbers and specific Fund Numbers, to identify on the tax roll, properties assessed for special district benefit assessments.

Upon conclusion of a noticed Public Hearing, the City Council will consider all testimony and written protests presented and will direct any necessary modifications to the Report and approve the Report as submitted or amended. Following final approval of the Report, the City Council will by resolution, order the improvements to be made, and confirm the levy and collection of assessments pursuant to the 1972 Act. The assessment rates and method of apportionment described in this Report as approved by the City Council defines the assessments to be applied to each parcel within the District for Fiscal Year 2025/2026. The assessments as approved will be submitted to the Los Angeles County Auditor/Controller to be included on the property tax roll for each parcel for the fiscal year.

If any parcel submitted for collection is identified by the County Auditor/Controller to be an invalid parcel number for the current fiscal year, a corrected parcel number and/or new parcel numbers will be identified and resubmitted to the County Auditor/Controller. The assessment amount to be levied and collected for the resubmitted parcel or parcels shall be based on the method of apportionment and assessment rate described in this Report and approved by the City Council.

II. CHANGES TO THE DISTRICT

As of this Report, Annexation 83 is currently in process and described in a separate Engineer's Report. The levy and collection of assessments against lots and parcels within Annexation 83 is anticipated to commence in Fiscal Year 2025/2026.

III. IMPROVEMENTS AUTHORIZED BY THE 1972 ACT

As applicable or may be applicable to this District, the 1972 Act defines improvements to mean one or any combination of the following:

- The installation or planting of landscaping.
- The installation or construction of statuary, fountains, and other ornamental structures and facilities.
- The installation or construction of public lighting facilities.
- The installation or construction of any facilities which are appurtenant to any of the foregoing or which are necessary or convenient for the maintenance or servicing thereof, including, but not limited to, grading, clearing, removal of debris, the installation or construction of curbs, gutters, walls, sidewalks, or paving, or water, irrigation, drainage, or electrical facilities. The maintenance or servicing, or both, of any of the foregoing.
- The acquisition of any existing improvement otherwise authorized pursuant to this section.

Incidental expenses associated with the improvements including, but not limited to:

- The cost of preparation of the Report, including plans, specifications, estimates, diagram, and assessment.
- The costs of printing, advertising, and the publishing, posting and mailing of notices.
- Compensation payable to the County for collection of assessments.
- Compensation of any engineer or attorney employed to render services.
- Any other expenses incidental to the construction, installation, or maintenance and servicing of the improvements.
- Any expenses incidental to the issuance of bonds or notes pursuant to Section 22662.5.
- Costs associated with any elections held for the approval of a new or increased assessment.

The 1972 Act defines "maintain" or "maintenance" to mean furnishing of services and materials for the ordinary and usual maintenance, operation, and servicing of any improvement, including:

- Repair, removal, or replacement of all or any part of any improvement.
- Providing for the life, growth, health, and beauty of landscaping, including cultivation, irrigation, trimming, spraying, fertilizing, or treating for disease or injury.
- The removal of trimmings, rubbish, debris, and other solid waste.
- The cleaning, sandblasting, and painting of walls and other improvements to remove or cover graffiti.

As generally defined by the Act, the improvements and the associated assessment for each Zone may include the following:

- The maintenance and operation of streets and sidewalks within the District, including the maintenance and servicing of streetlights, traffic signals, and appurtenant facilities located in and along public streets, roadways and rights-of-way in the City.
- “Maintenance” means the furnishing of services and materials for the ordinary and usual maintenance, operation and servicing of the streetlights, traffic signals and appurtenant facilities, including repair, removal or replacement of all or part of any streetlights, traffic signals, or appurtenant facilities and the cleaning, sandblasting and painting of streetlights, traffic signals, and appurtenant facilities to remove or cover graffiti.
- “Servicing” means the furnishing of electric current or energy, gas or other illuminating agent for the streetlights, traffic signals, and appurtenant facilities.

IV. PLANS AND SPECIFICATIONS

The District was established to collect funds to cover the expenses for energy and maintenance of streetlights in the City. These costs are billed by the Southern California Edison Company for all District streetlights currently owned and maintained by Edison (approximately 1,247 streetlights) and all District streetlights owned by the City (approximately 215 streetlights).

Locations of all streetlights for the District are included in a database at the City. Maps consisting of 81 sheets defining areas to be assessed are on file in the office of Public Works and by reference are made part of this Report. The areas shown on the maps are the original Covina Lighting District No. 1978-79 plus the areas included in Annexation Nos. 1 through 7, 9 through 21, 23 through 27, 29 through 33, 35 through 42, 44, 47, 51 through 59, and 61 through 82. The Los Angeles County Assessor's Maps, copies of which are in the City of Covina Engineering Division's office are made a part hereof.

V. REVENUE AND EXPENSE STATEMENT

	Zone A	Zone B	Total ⁽¹⁾
Proposed Expenses			
Delivery and Maintenance	\$111,819	\$151,822	\$263,642
Engineering Services	2,720	4,080	6,800
Administrative Overhead	2,924	4,385	7,309
Legal Notices	80	120	200
Property Tax Administrative Fees	400	600	1,000
Expense Total	\$117,943	\$161,008	\$278,951
Estimated Revenues			
Proposed Assessment Revenue	\$60,882	\$74,301	\$135,183
General Fund Contribution	57,061	86,707	143,768
Revenue Total	\$117,943	\$161,008	\$278,951
Benefit Units (BUs)	2,927	27,519	
Proposed Assessment Rate	\$20.80/Unit	\$2.70/BU	
Fund Balances			
Projected Balance, June 30, 2025			\$0
Estimated Revenues			\$278,951
Proposed Expenses			(\$278,951)
Estimated Balance, June 30, 2026			\$0

⁽¹⁾ Totals subject to rounding differences.

VI. ESTIMATE OF ASSESSMENT RATES

There are two Zones in the Covina Lighting District No. 1978-79, designated as Zones A and B. Zone A is comprised of single-family residences and condominium units. Zone B is comprised of commercial and industrial properties as well as apartments and similar multifamily residential properties. The assessments are for the costs of providing street lighting in these two zones.

This Report proposes a \$143,768 contribution from the General Fund to the District to finance part of the 2025/2026 expenses. Without a General Fund contribution, an assessment increase (rate increase) would be required above the current maximum assessment rates approved and authorized. Any rate increase needs to be submitted to the affected property owners for approval. The proposed rates for Fiscal Year 2025/2026 are \$20.80 per Unit for Zone A and \$2.70 per Benefit Unit for Zone B. Benefit Units (BUs) are calculated per thousand square feet of land area for Zone B.

VII. BREAKDOWN OF EXPENSES

The following tables show the breakdown of expenses related to the Edison-owned streetlights and City-owned streetlights. The Monthly Unit Cost rates have been updated based on the latest Southern California Edison utility bill.

Edison-Owned		Zone A		Zone B		Total
Delivery and Maintenance	Monthly Unit Cost	Units	Annual Cost	Units	Annual Costs	Annual Cost
20.01 - 25W	\$12.20	5	\$732	2	\$293	\$1,025
25.01 - 30W	\$12.26	4	588	0	0	588
30.01 - 35W	\$12.26	446	65,616	138	20,303	85,918
35.01 - 40W	\$12.42	4	596	0	0	596
40.01 - 45W	\$12.42	31	4,620	135	20,120	24,741
70.01 - 75W	\$13.16	1	158	1	158	316
70.01 - 75W	\$11.49	0	0	1	138	138
80.01 - 85W	\$13.84	0	0	3	498	498
85.01 - 90W	\$13.16	61	9,633	289	45,639	55,272
85.01 - 90W	\$13.84	0	0	94	15,612	15,612
120.01 - 125W	\$14.49	0	0	2	348	348
135.01 - 140W	\$0.00	0	0	0	0	0
160.01 - 165W	\$14.49	3	522	20	3,478	3,999
5800 Lumens	\$0.00	0	0	0	0	0
9500 Lumens	\$10.89	1	131	0	0	131
16000 Lumens	\$11.38	0	0	4	546	546
22000 Lumens	\$11.78	0	0	1	141	141
27500 Lumens	\$11.85	0	0	1	142	142
Sub-Total for Delivery and Maintenance		556	\$82,596	691	\$107,415	\$190,011
Estimated KWH Usage		131,454.99		163,373.01		294,828
Energy Charge - Generation	0.05899 per kwh		\$7,755		\$9,637	\$17,392
Energy Charge - Delivery	0.13183 per kwh		17,330		21,537	38,867
DWR Adjustment	0.00000 per kwh		0		0	0
Fixed Recovery Charge	0.00097 per kwh		128		158	286
Wildfire Fund Charge	0.00595 per kwh		782		972	1,754
State Tax	0.00030 per kwh		39		49	88
Sub-Total for Energy and Generation Charges			\$26,033		\$32,354	\$58,388
Total Edison Owned Lights ⁽¹⁾		556	\$108,629	691	\$139,770	\$248,399

⁽¹⁾ Totals subject to rounding differences.

City-Owned		Zone A		Zone B		Total
Delivery and Maintenance	Monthly Unit Cost	Units	Annual Cost	Units	Annual Costs	Annual Cost
30.01 - 35W	\$0.97	0	\$0	3	\$35	\$35
35.01 - 40W	\$0.97	0	0	92	1,071	1,071
45.01 - 50W	\$0.97	6	70	1	12	81
60.01 - 65W	\$0.97	8	93	6	70	163
80.01 - 85W	\$0.97	8	93	9	105	198
100.01 - 105W	\$0.97	20	233	56	652	885
165.01 - 170W	\$0.97	0	0	2	23	23
27500 Lumens	\$0.97	3	35	1	12	47
Sub-Total for Delivery and Maintenance		45	\$524	170	\$1,979	\$2,503
Estimated KWH Usage			13,465		50,867	64,332
Energy Charge - Generation	0.05899 per kwh		\$794		\$3,001	\$3,795
Energy Charge - Delivery	0.13183 per kwh		1,775		6,706	8,481
DWR Adjustment	0.00000 per kwh		0		0	0
Fixed Recovery Charge	0.00097 per kwh		13		49	62
Wildfire Fund Charge	0.00595 per kwh		80		303	383
State Tax	0.00030 per kwh		4		15	19
Sub-Total for Energy and Generation Charges			\$2,667		\$10,074	\$12,740
Total City Owned Lights ⁽¹⁾		45	\$3,190	170	\$12,053	\$15,243

Total Edison and City Costs for Delivery and Maintenance ⁽¹⁾	601	\$111,819	861	\$151,822	\$263,642
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Administration	Annual Cost	Annual Cost	Total
Engineering Services	\$2,720	\$4,080	\$6,800
Administrative Overhead	2,924	4,385	7,309
Legal Notices	80	120	200
Property Tax Administrative Fees	400	600	1,000
Administration Total	\$6,124	\$9,185	\$15,309

Grand Total Edison, City, and Administration	\$117,943	\$161,008	\$278,951
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⁽¹⁾ Totals subject to rounding differences.

VIII. ASSESSMENT RATES AND REVENUE

Zones	Units / BUs		Rates	Assessment Revenue
Zone A	2,927.00	Units	\$20.80/unit	\$60,882
Zone B	27,518.87	BU	\$2.70/BU	74,301
Total				\$135,183

⁽¹⁾ Totals subject to rounding differences.

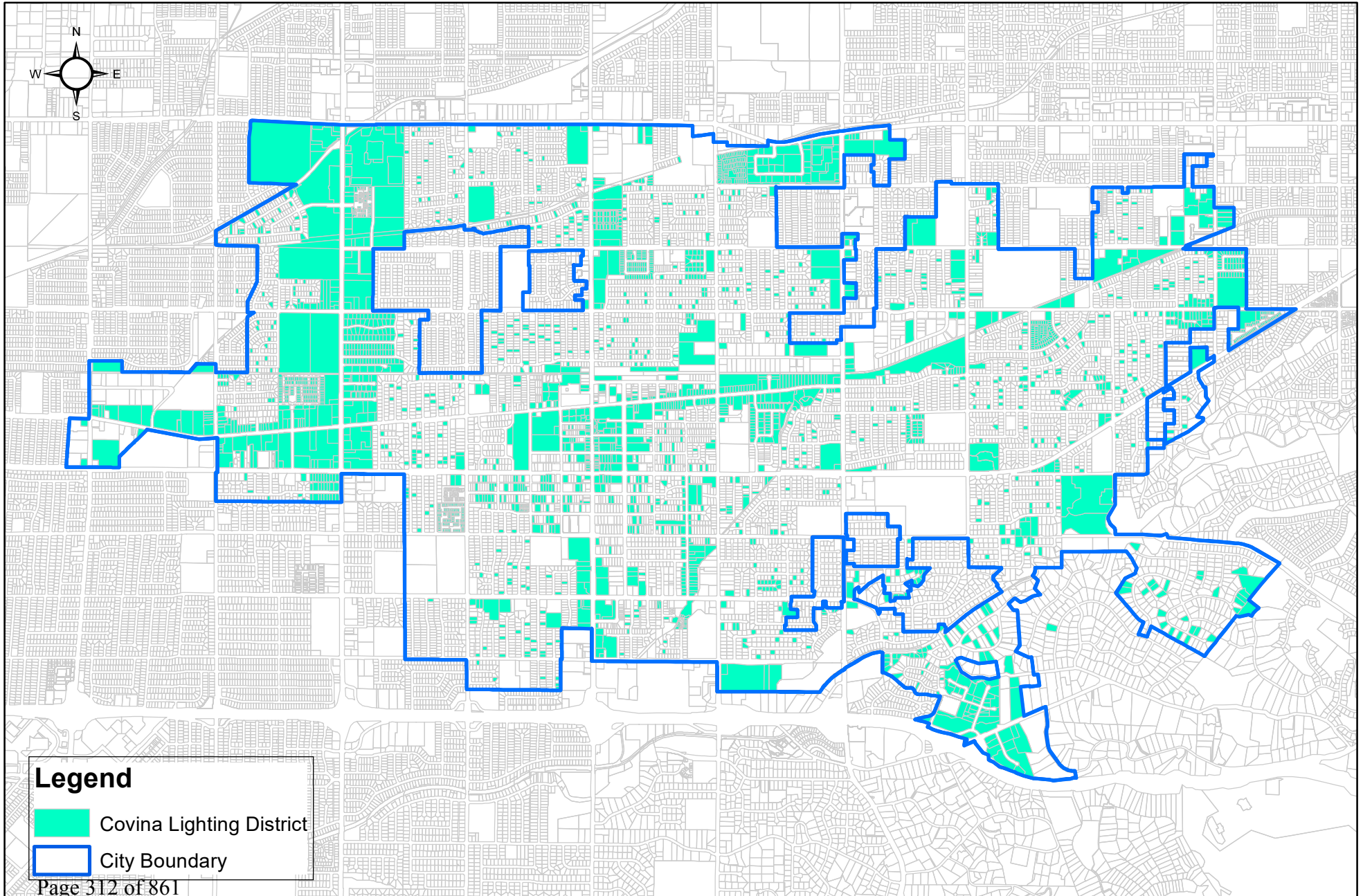
Note: 1 BU = 1,000 Square Feet

IX. DISTRICT DIAGRAM

The diagram provided on the following page shows the existing exterior boundaries of the District, and the location and parcels that receive special benefits from the streetlight improvements to be provided and maintained. The lines and dimensions of each lot, parcel, and subdivision of land within the District, are inclusive of all parcels listed in Part X – Assessment Roll of this Report and the corresponding Los Angeles County Assessor's Parcel Maps for said parcels as they existed at the time this Report was prepared and shall include all subsequent subdivisions, lot-line adjustments, or parcel changes therein. Reference is hereby made to the Los Angeles County Assessor's maps for a detailed description of the lines and dimensions of each lot and parcel of land within the District.

LIGHTING DISTRICT NO. 1978-79

CITY OF COVINA
COUNTY OF LOS ANGELES
STATE OF CALIFORNIA



X. ASSESSMENT ROLL

The proposed lighting district assessment roll for the Fiscal Year 2025/2026 is shown on the following pages:

City of Covina
Covina Lighting District
Preliminary Report (Sorted by APN)
Fiscal Year 2025/2026

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8401-015-023	1931 E COVINA BLVD	B	\$2.70	35.00	\$94.50
8401-016-024	1883 E VENTON ST	A	\$20.80	1.00	20.80
8401-017-015	1961 E COVINA BLVD	B	\$2.70	90.00	243.00
8401-017-017	1182 N LYMAN AVE	A	\$20.80	1.00	20.80
8401-017-018	1184 N LYMAN AVE	A	\$20.80	1.00	20.80
8401-017-019	1186 N LYMAN AVE	A	\$20.80	1.00	20.80
8401-017-020	1188 N LYMAN AVE	A	\$20.80	1.00	20.80
8401-017-021	1190 N LYMAN AVE	A	\$20.80	1.00	20.80
8401-017-022	1192 N LYMAN AVE	A	\$20.80	1.00	20.80
8401-017-023	1194 N LYMAN AVE	A	\$20.80	1.00	20.80
8401-017-024	1196 N LYMAN AVE	A	\$20.80	1.00	20.80
8401-017-025	1170 N LYMAN AVE	A	\$20.80	1.00	20.80
8401-017-026	1172 N LYMAN AVE	A	\$20.80	1.00	20.80
8401-017-027	1174 N LYMAN AVE	A	\$20.80	1.00	20.80
8401-017-028	1176 N LYMAN AVE	A	\$20.80	1.00	20.80
8401-017-029	1178 N LYMAN AVE	A	\$20.80	1.00	20.80
8401-017-030	1180 N LYMAN AVE	A	\$20.80	1.00	20.80
8401-017-031	1156 N LYMAN AVE	A	\$20.80	1.00	20.80
8401-017-032	1158 N LYMAN AVE	A	\$20.80	1.00	20.80
8401-017-033	1160 N LYMAN AVE	A	\$20.80	1.00	20.80
8401-017-034	1162 N LYMAN AVE	A	\$20.80	1.00	20.80
8401-017-035	1164 N LYMAN AVE	A	\$20.80	1.00	20.80
8401-017-036	1166 N LYMAN AVE	A	\$20.80	1.00	20.80
8401-017-037	1140 N LYMAN AVE	A	\$20.80	1.00	20.80
8401-017-038	1142 N LYMAN AVE	A	\$20.80	1.00	20.80
8401-017-039	1144 N LYMAN AVE	A	\$20.80	1.00	20.80
8401-017-040	1146 N LYMAN AVE	A	\$20.80	1.00	20.80
8401-017-041	1148 N LYMAN AVE	A	\$20.80	1.00	20.80
8401-017-042	1150 N LYMAN AVE	A	\$20.80	1.00	20.80
8401-017-043	1152 N LYMAN AVE	A	\$20.80	1.00	20.80
8401-017-044	1154 N LYMAN AVE NO 28	A	\$20.80	1.00	20.80
8401-018-047	1299 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-018-048	2072 E CIENEGA AVE NO 2	A	\$20.80	1.00	20.80
8401-018-049	2068 E CIENEGA AVE	A	\$20.80	1.00	20.80
8401-018-050	2070 E CIENEGA AVE	A	\$20.80	1.00	20.80
8401-018-051	2074 E CIENEGA AVE	A	\$20.80	1.00	20.80
8401-018-052	1297 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-018-053	1293 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-018-054	1295 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-018-055	1273 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-018-056	1283 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-018-057	1275 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-018-058	1285 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-018-059	1277 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-018-060	1287 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-018-061	1289 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-018-062	1291 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-018-063	1281 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-018-064	1279 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-018-065	1267 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-018-066	1269 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-018-067	1271 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-018-070	1992 E CIENEGA AVE UNIT A	A	\$20.80	1.00	20.80
8401-018-071	1992 E CIENEGA AVE UNIT B	A	\$20.80	1.00	20.80
8401-018-072	1992 E CIENEGA AVE UNIT C	A	\$20.80	1.00	20.80
8401-018-073	1992 E CIENEGA AVE UNIT D	A	\$20.80	1.00	20.80
8401-018-074	1992 E CIENEGA AVE UNIT E	A	\$20.80	1.00	20.80
8401-018-075	1992 E CIENEGA AVE UNIT F	A	\$20.80	1.00	20.80
8401-018-076	1994 E CIENEGA AVE UNIT A	A	\$20.80	1.00	20.80
8401-018-077	1994 E CIENEGA AVE UNIT B	A	\$20.80	1.00	20.80
8401-018-078	1994 E CIENEGA AVE UNIT C	A	\$20.80	1.00	20.80
8401-018-079	1994 E CIENEGA AVE UNIT D	A	\$20.80	1.00	20.80
8401-018-080	1994 E CIENEGA AVE UNIT E	A	\$20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8401-018-081	1998 E CIENEGA AVE UNIT A	A	\$20.80	1.00	20.80
8401-018-082	1998 E CIENEGA AVE UNIT B	A	\$20.80	1.00	20.80
8401-018-083	1998 E CIENEGA AVE UNIT C	A	\$20.80	1.00	20.80
8401-018-084	1998 E CIENEGA AVE UNIT D	A	\$20.80	1.00	20.80
8401-018-085	2002 E CIENEGA AVE UNIT A	A	\$20.80	1.00	20.80
8401-018-086	2002 E CIENEGA AVE UNIT B	A	\$20.80	1.00	20.80
8401-018-087	2002 E CIENEGA AVE UNIT C	A	\$20.80	1.00	20.80
8401-018-088	2002 E CIENEGA AVE UNIT D	A	\$20.80	1.00	20.80
8401-018-089	2002 E CIENEGA AVE UNIT E	A	\$20.80	1.00	20.80
8401-018-090	2002 E CIENEGA AVE UNIT F	A	\$20.80	1.00	20.80
8401-018-091	2016 E CIENEGA AVE UNIT D	A	\$20.80	1.00	20.80
8401-018-092	2016 E CIENEGA AVE UNIT C	A	\$20.80	1.00	20.80
8401-018-093	2016 E CIENEGA AVE UNIT B	A	\$20.80	1.00	20.80
8401-018-094	2016 E CIENEGA AVE UNIT A	A	\$20.80	1.00	20.80
8401-018-095	1996 E CIENEGA AVE UNIT A	A	\$20.80	1.00	20.80
8401-018-096	1996 E CIENEGA AVE UNIT B	A	\$20.80	1.00	20.80
8401-018-097	1996 E CIENEGA AVE UNIT C	A	\$20.80	1.00	20.80
8401-018-098	2000 E CIENEGA AVE UNIT A	A	\$20.80	1.00	20.80
8401-018-099	2000 E CIENEGA AVE UNIT B	A	\$20.80	1.00	20.80
8401-018-100	2000 E CIENEGA AVE UNIT C	A	\$20.80	1.00	20.80
8401-018-101	2000 E CIENEGA AVE UNIT D	A	\$20.80	1.00	20.80
8401-018-103	2010 E CIENEGA AVE UNIT B	A	\$20.80	1.00	20.80
8401-018-104	2010 E CIENEGA AVE UNIT C	A	\$20.80	1.00	20.80
8401-018-105	2010 E CIENEGA AVE UNIT D	A	\$20.80	1.00	20.80
8401-018-106	2012 E CIENEGA AVE UNIT A	A	\$20.80	1.00	20.80
8401-018-107	2012 E CIENEGA AVE UNIT B	A	\$20.80	1.00	20.80
8401-018-108	2012 E CIENEGA AVE UNIT C	A	\$20.80	1.00	20.80
8401-018-109	2014 E CIENEGA AVE UNIT E	A	\$20.80	1.00	20.80
8401-018-110	2014 E CIENEGA AVE UNIT D	A	\$20.80	1.00	20.80
8401-018-111	2014 E CIENEGA AVE UNIT C	A	\$20.80	1.00	20.80
8401-018-112	2014 E CIENEGA AVE UNIT B	A	\$20.80	1.00	20.80
8401-018-113	2014 E CIENEGA AVE UNIT A	A	\$20.80	1.00	20.80
8401-018-114	2008 E CIENEGA AVE UNIT D	A	\$20.80	1.00	20.80
8401-018-115	2008 E CIENEGA AVE UNIT C	A	\$20.80	1.00	20.80
8401-018-116	2008 E CIENEGA AVE UNIT B	A	\$20.80	1.00	20.80
8401-018-117	2008 E CIENEGA AVE UNIT A	A	\$20.80	1.00	20.80
8401-018-118	2006 E CIENEGA AVE UNIT C	A	\$20.80	1.00	20.80
8401-018-119	2006 E CIENEGA AVE UNIT B	A	\$20.80	1.00	20.80
8401-018-120	2006 E CIENEGA AVE UNIT A	A	\$20.80	1.00	20.80
8401-018-121	2004 E CIENEGA AVE UNIT D	A	\$20.80	1.00	20.80
8401-018-122	2004 E CIENEGA AVE UNIT C	A	\$20.80	1.00	20.80
8401-018-123	2004 E CIENEGA AVE UNIT B	A	\$20.80	1.00	20.80
8401-018-124	2004 E CIENEGA AVE UNIT A	A	\$20.80	1.00	20.80
8401-018-136	1207 N SUNFLOWER AVE	B	\$2.70	91.00	245.70
8401-018-137	2010 E CIENEGA AVE UNIT A	A	\$20.80	1.00	20.80
8401-020-089	1147 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-020-090	1153 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-020-091	1155 N SUNFLOWER AVE # 2	A	\$20.80	1.00	20.80
8401-020-092	1157 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-020-093	1159 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-020-094	1161 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-020-095	1163 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-020-096	1165 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-020-097	1167 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-020-098	1169 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-020-099	1171 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-020-100	1173 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-020-101	1175 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-020-102	1177 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-020-103	1179 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-020-104	1181 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-020-105	1183 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-020-106	1185 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-020-107	1187 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-020-108	1189 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-020-109	1191 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-020-110	1193 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-020-111	1195 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-020-112	1197 N SUNFLOWER AVE	A	\$20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8401-020-113	1199 N SUNFLOWER AVE UNIT 24	A	\$20.80	1.00	20.80
8401-022-075	1174 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-022-076	1176 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-022-077	1178 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-022-078	1180 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-022-079	1182 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-022-080	1184 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-022-081	1186 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-022-082	1188 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-022-083	1190 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-022-084	1196 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-022-085	1194 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-022-086	1192 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-022-087	1158 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-022-088	1160 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-022-089	1162 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-022-090	1164 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-022-091	1166 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-022-092	1168 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-022-093	1170 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-022-094	1172 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-022-095	1150 N SUNFLOWER AVE UNIT A	A	\$20.80	1.00	20.80
8401-022-096	1150 N SUNFLOWER AVE UNIT B	A	\$20.80	1.00	20.80
8401-022-097	1152 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-022-098	1154 N SUNFLOWER AVE NO 12	A	\$20.80	1.00	20.80
8401-022-099	1156 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8401-022-111	1202 N SUNFLOWER AVE NO A	A	\$20.80	1.00	20.80
8401-022-112	1202 N SUNFLOWER AVE NO B	A	\$20.80	1.00	20.80
8401-022-113	1202 N SUNFLOWER AVE NO C	A	\$20.80	1.00	20.80
8401-022-114	1204 N SUNFLOWER AVE NO C	A	\$20.80	1.00	20.80
8401-022-115	1204 N SUNFLOWER AVE NO B	A	\$20.80	1.00	20.80
8401-022-116	1204 N SUNFLOWER AVE NO A	A	\$20.80	1.00	20.80
8401-022-117	1206 N SUNFLOWER AVE NO C	A	\$20.80	1.00	20.80
8401-022-118	1206 N SUNFLOWER AVE NO B	A	\$20.80	1.00	20.80
8401-022-119	1206 N SUNFLOWER AVE NO A	A	\$20.80	1.00	20.80
8401-022-120	1208 N SUNFLOWER AVE NO A	A	\$20.80	1.00	20.80
8401-022-121	1208 N SUNFLOWER AVE NO B	A	\$20.80	1.00	20.80
8401-022-122	1208 N SUNFLOWER AVE NO C	A	\$20.80	1.00	20.80
8401-022-123	1210 N SUNFLOWER AVE NO A	A	\$20.80	1.00	20.80
8401-022-124	1210 N SUNFLOWER AVE NO B	A	\$20.80	1.00	20.80
8401-022-125	1210 N SUNFLOWER AVE NO C	A	\$20.80	1.00	20.80
8401-022-126	1212 N SUNFLOWER AVE NO C	A	\$20.80	1.00	20.80
8401-022-127	1212 N SUNFLOWER AVE NO B	A	\$20.80	1.00	20.80
8401-022-128	1212 N SUNFLOWER AVE NO A	A	\$20.80	1.00	20.80
8401-022-129	1214 N SUNFLOWER AVE NO C	A	\$20.80	1.00	20.80
8401-022-130	1214 N SUNFLOWER AVE NO B	A	\$20.80	1.00	20.80
8401-022-131	1214 N SUNFLOWER AVE NO A	A	\$20.80	1.00	20.80
8401-022-132	1216 N SUNFLOWER AVE NO A	A	\$20.80	1.00	20.80
8401-022-133	1216 N SUNFLOWER AVE NO B	A	\$20.80	1.00	20.80
8401-022-134	1216 N SUNFLOWER AVE NO C	A	\$20.80	1.00	20.80
8401-033-003	1819 E VENTON ST	A	\$20.80	1.00	20.80
8401-033-007	1851 E VENTON ST	A	\$20.80	1.00	20.80
8401-033-014	1149 N GARSDEN AVE	A	\$20.80	1.00	20.80
8401-033-028	1234 N STEPHORA AVE	A	\$20.80	1.00	20.80
8401-033-044	1117 N STEPHORA AVE	A	\$20.80	1.00	20.80
8401-033-053	1203 N STEPHORA AVE	A	\$20.80	1.00	20.80
8401-033-058	1243 N STEPHORA AVE	A	\$20.80	1.00	20.80
8401-033-068	1269 N REEDER AVE	A	\$20.80	1.00	20.80
8401-033-074	1236 N REEDER AVE	A	\$20.80	1.00	20.80
8401-034-003	1122 N BONNIE COVE AVE	A	\$20.80	1.00	20.80
8401-034-004	1130 N BONNIE COVE AVE	A	\$20.80	1.00	20.80
8401-034-030	1139 N REEDER AVE	A	\$20.80	1.00	20.80
8401-034-035	1120 N REEDER AVE	A	\$20.80	1.00	20.80
8402-001-023	1728 E COVINA BLVD	B	\$2.70	307.00	828.90
8402-001-044	1980 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-045	1978 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-046	1976 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-047	1974 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-048	1972 E COVINA BLVD	A	\$20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8402-001-049	1970 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-050	1968 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-051	1966 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-052	1964 E COVINA BLVD NO 9	A	\$20.80	1.00	20.80
8402-001-053	1962 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-054	1960 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-055	1958 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-056	1956 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-057	1954 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-058	1896 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-059	1892 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-060	1888 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-061	1884 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-062	1880 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-063	1876 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-064	1872 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-065	1868 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-066	1870 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-067	1874 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-068	1878 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-069	1882 E COVINA BLVD NO 26	A	\$20.80	1.00	20.80
8402-001-070	1886 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-071	1890 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-072	1894 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-073	1952 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-074	1950 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-075	1948 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-076	1946 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-077	1944 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-078	1942 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-079	1940 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-080	1938 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-081	1936 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-082	1934 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-083	1932 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-084	1930 E COVINA BLVD #41	A	\$20.80	1.00	20.80
8402-001-085	1928 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-086	1926 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-087	1924 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-088	1922 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-089	1920 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-090	1918 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-091	1916 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-092	1914 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-093	1912 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-094	1910 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-095	1908 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-096	1834 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-097	1832 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-098	1830 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-099	1828 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-100	1826 E COVINA BLVD # 57	A	\$20.80	1.00	20.80
8402-001-101	1824 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-102	1822 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-103	1820 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-104	1818 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-105	1816 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-106	1814 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-107	1906 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-108	1904 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-109	1902 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-110	1900 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-111	1838 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-112	1842 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-113	1846 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-114	1850 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-115	1854 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-116	1858 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-117	1862 E COVINA BLVD	A	\$20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8402-001-118	1866 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-119	1864 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-120	1860 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-121	1856 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-122	1852 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-123	1848 E COVINA BLVD NO 80	A	\$20.80	1.00	20.80
8402-001-124	1844 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-125	1840 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-001-126	1836 E COVINA BLVD	A	\$20.80	1.00	20.80
8402-002-016	1717 E BROOKPORT ST	A	\$20.80	1.00	20.80
8402-002-029	928 N REEDER AVE	A	\$20.80	1.00	20.80
8402-002-037	935 N REEDER AVE	A	\$20.80	1.00	20.80
8402-004-004	955 N LYMAN AVE	A	\$20.80	1.00	20.80
8402-004-005	963 N LYMAN AVE	A	\$20.80	1.00	20.80
8402-005-009	961 N GREER AVE	A	\$20.80	1.00	20.80
8402-005-010	969 N GREER AVE	A	\$20.80	1.00	20.80
8402-005-022	976 N LYMAN AVE	A	\$20.80	1.00	20.80
8402-005-025	954 N LYMAN AVE	A	\$20.80	1.00	20.80
8402-006-003	1925 E BROOKPORT ST	A	\$20.80	1.00	20.80
8402-006-018	1001 N BARSTON AVE	A	\$20.80	1.00	20.80
8402-006-022	1031 N BARSTON AVE	A	\$20.80	1.00	20.80
8402-007-004	904 N GREER AVE	A	\$20.80	1.00	20.80
8402-007-011	2047 E CYPRESS ST	A	\$20.80	1.00	20.80
8402-007-021	2005 E CYPRESS ST	A	\$20.80	1.00	20.80
8402-007-022	935 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8402-007-023	919 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8402-007-024	2079 E CYPRESS ST	A	\$20.80	1.00	20.80
8402-007-025	2029 E CYPRESS ST	A	\$20.80	1.00	20.80
8402-007-026	2069 E CYPRESS ST	A	\$20.80	1.00	20.80
8402-007-027	2017 E CYPRESS ST	A	\$20.80	1.00	20.80
8402-007-029	2053 E CYPRESS ST	A	\$20.80	1.00	20.80
8402-007-030	2041 E CYPRESS ST	A	\$20.80	1.00	20.80
8402-007-032	2059 E CYPRESS ST	A	\$20.80	1.00	20.80
8402-008-002	2035 E BROOKPORT ST	A	\$20.80	1.00	20.80
8402-008-005	2061 E BROOKPORT ST	A	\$20.80	1.00	20.80
8402-008-006	2073 E BROOKPORT ST	A	\$20.80	1.00	20.80
8402-008-007	1064 N GRAMMONT AVE	A	\$20.80	1.00	20.80
8402-008-015	1000 N GRAMMONT AVE	A	\$20.80	1.00	20.80
8402-008-023	975 N GRAMMONT AVE	A	\$20.80	1.00	20.80
8402-008-025	1007 N GRAMMONT AVE	A	\$20.80	1.00	20.80
8402-008-033	1046 N BARSTON AVE	A	\$20.80	1.00	20.80
8402-010-029	1029 GLENOAK DR	A	\$20.80	1.00	20.80
8402-010-030	1039 GLENOAK DR	A	\$20.80	1.00	20.80
8402-010-031	1045 GLENOAK DR	A	\$20.80	1.00	20.80
8402-010-032	1053 GLENOAK DR	A	\$20.80	1.00	20.80
8402-010-033	1065 GLENOAK DR	A	\$20.80	1.00	20.80
8402-010-034	1075 GLENOAK DR	A	\$20.80	1.00	20.80
8402-010-035	2121 E BROOKPORT ST	A	\$20.80	1.00	20.80
8402-010-036	2127 E BROOKPORT ST	A	\$20.80	1.00	20.80
8402-010-037	2135 E BROOKPORT ST	A	\$20.80	1.00	20.80
8402-010-038	2143 E BROOKPORT ST	A	\$20.80	1.00	20.80
8402-010-039	2151 E BROOKPORT ST	A	\$20.80	1.00	20.80
8402-010-040	2159 E BROOKPORT ST	A	\$20.80	1.00	20.80
8402-010-041	2167 E BROOKPORT ST	A	\$20.80	1.00	20.80
8402-010-042	2175 E BROOKPORT ST	A	\$20.80	1.00	20.80
8402-010-043	2185 E BROOKPORT ST	A	\$20.80	1.00	20.80
8402-010-044	2176 E BROOKPORT ST	A	\$20.80	1.00	20.80
8402-010-045	2168 E BROOKPORT ST	A	\$20.80	1.00	20.80
8402-010-046	2160 E BROOKPORT ST	A	\$20.80	1.00	20.80
8402-010-047	2152 E BROOKPORT ST	A	\$20.80	1.00	20.80
8402-010-048	2144 E BROOKPORT ST	A	\$20.80	1.00	20.80
8402-010-049	2136 E BROOKPORT ST	A	\$20.80	1.00	20.80
8402-010-050	2126 E BROOKPORT ST	A	\$20.80	1.00	20.80
8402-010-051	2127 E BELLBROOK ST	A	\$20.80	1.00	20.80
8402-010-052	2135 E BELLBROOK ST	A	\$20.80	1.00	20.80
8402-010-053	2143 E BELLBROOK ST	A	\$20.80	1.00	20.80
8402-010-054	2151 E BELLBROOK ST	A	\$20.80	1.00	20.80
8402-010-055	2159 E BELLBROOK ST	A	\$20.80	1.00	20.80
8402-010-056	2167 E BELLBROOK ST	A	\$20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8402-010-057	2175 E BELLBROOK ST	A	\$20.80	1.00	20.80
8402-010-058	2176 E BELLBROOK ST	A	\$20.80	1.00	20.80
8402-010-059	2168 E BELLBROOK ST	A	\$20.80	1.00	20.80
8402-010-060	2160 E BELLBROOK ST	A	\$20.80	1.00	20.80
8402-010-061	2152 E BELLBROOK ST	A	\$20.80	1.00	20.80
8402-010-062	2144 E BELLBROOK ST	A	\$20.80	1.00	20.80
8402-010-063	2136 E BELLBROOK ST	A	\$20.80	1.00	20.80
8402-010-064	2128 E BELLBROOK ST	A	\$20.80	1.00	20.80
8402-010-065	2120 E BELLBROOK ST	A	\$20.80	1.00	20.80
8402-010-066	2112 E BELLBROOK ST	A	\$20.80	1.00	20.80
8402-010-067	2104 E BELLBROOK ST	A	\$20.80	1.00	20.80
8402-015-012	2236 E CYPRESS ST	A	\$20.80	1.00	20.80
8402-015-019	2151 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-020	2153 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-021	2155 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-022	2157 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-023	2159 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-024	2161 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-025	2163 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-026	2165 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-027	2167 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-028	2169 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-029	2171 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-030	2173 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-031	2175 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-032	2177 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-033	2179 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-034	2181 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-035	2215 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-036	2217 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-037	2219 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-038	2221 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-039	2223 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-040	2225 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-041	2213 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-042	2211 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-043	2209 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-044	2207 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-045	2205 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-046	2203 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-047	2201 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-048	2199 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-049	2197 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-050	2195 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-051	2193 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-052	2191 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-053	2189 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-054	2187 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-055	2185 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-056	2183 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-057	2227 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-058	2229 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-063	2249 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-064	2247 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-065	2255 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-066	2257 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-067	2259 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-070	2263 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-071	2265 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-072	2267 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-073	2269 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-074	2285 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-075	2283 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-076	2281 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-077	2279 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-082	2273 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-083	2271 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-086	2243 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-087	2241 E BADILLO ST	A	\$20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8402-015-088	2239 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-089	2237 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-090	2235 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-091	2233 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-092	2231 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-106	2253 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-107	2251 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-108	2261 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-109	2277 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-110	2275 E BADILLO ST	A	\$20.80	1.00	20.80
8402-015-111	2245 E BADILLO ST	A	\$20.80	1.00	20.80
8402-016-044	2170 E CYPRESS ST	A	\$20.80	1.00	20.80
8402-016-045	2172 E CYPRESS ST	A	\$20.80	1.00	20.80
8402-016-046	2174 E CYPRESS ST	A	\$20.80	1.00	20.80
8402-016-047	2176 E CYPRESS ST	A	\$20.80	1.00	20.80
8402-016-048	2178 E CYPRESS ST	A	\$20.80	1.00	20.80
8402-016-049	2180 E CYPRESS ST	A	\$20.80	1.00	20.80
8402-016-050	2182 E CYPRESS ST	A	\$20.80	1.00	20.80
8402-016-051	2184 E CYPRESS ST	A	\$20.80	1.00	20.80
8402-016-052	2186 E CYPRESS ST	A	\$20.80	1.00	20.80
8402-016-053	2196 E CYPRESS ST	A	\$20.80	1.00	20.80
8402-016-054	2194 E CYPRESS ST	A	\$20.80	1.00	20.80
8402-016-055	2192 E CYPRESS ST	A	\$20.80	1.00	20.80
8402-016-056	2190 E CYPRESS ST	A	\$20.80	1.00	20.80
8402-016-057	2188 E CYPRESS ST	A	\$20.80	1.00	20.80
8402-016-058	2200 E CYPRESS ST	A	\$20.80	1.00	20.80
8402-016-059	2202 E CYPRESS ST	A	\$20.80	1.00	20.80
8402-016-060	2204 E CYPRESS ST	A	\$20.80	1.00	20.80
8402-016-061	2206 E CYPRESS ST	A	\$20.80	1.00	20.80
8402-016-062	2208 E CYPRESS ST	A	\$20.80	1.00	20.80
8402-016-063	2220 E CYPRESS ST	A	\$20.80	1.00	20.80
8402-016-064	2218 E CYPRESS ST	A	\$20.80	1.00	20.80
8402-016-065	2216 E CYPRESS ST	A	\$20.80	1.00	20.80
8402-016-066	2214 E CYPRESS ST	A	\$20.80	1.00	20.80
8402-016-067	2212 E CYPRESS ST	A	\$20.80	1.00	20.80
8402-016-068	2210 E CYPRESS ST	A	\$20.80	1.00	20.80
8402-017-037	1957 E FARLAND ST	A	\$20.80	1.00	20.80
8402-017-038	1969 E FARLAND ST	A	\$20.80	1.00	20.80
8402-017-039	1970 E FARLAND ST	A	\$20.80	1.00	20.80
8402-017-040	1958 E FARLAND ST	A	\$20.80	1.00	20.80
8402-017-041	1946 E FARLAND ST	A	\$20.80	1.00	20.80
8402-017-047	2002 E FARLAND ST	A	\$20.80	1.00	20.80
8402-017-048	2014 E FARLAND ST	A	\$20.80	1.00	20.80
8402-017-049	2022 E FARLAND ST	A	\$20.80	1.00	20.80
8402-017-050	2034 E FARLAND ST	A	\$20.80	1.00	20.80
8402-017-051	2042 E FARLAND ST	A	\$20.80	1.00	20.80
8402-017-052	2044 E FARLAND ST	A	\$20.80	1.00	20.80
8402-017-053	1980 E CYPRESS ST	A	\$20.80	1.00	20.80
8402-017-054	2000 E FARLAND ST	A	\$20.80	1.00	20.80
8402-017-056	2026 E CYPRESS ST	A	\$20.80	1.00	20.80
8402-017-057	2016 E CYPRESS ST	A	\$20.80	1.00	20.80
8402-017-058	2060 E CYPRESS ST	A	\$20.80	1.00	20.80
8402-017-059	2048 E CYPRESS ST	A	\$20.80	1.00	20.80
8402-017-060	847 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8402-017-061	2034 E CYPRESS ST	A	\$20.80	1.00	20.80
8402-017-064	851 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8402-017-065	2022 E CYPRESS ST	A	\$20.80	1.00	20.80
8402-017-066	837 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8402-017-067	1945 E FARLAND ST	A	\$20.80	1.00	20.80
8402-017-068	2072 E CYPRESS ST	A	\$20.80	1.00	20.80
8402-017-069	2084 E CYPRESS ST	A	\$20.80	1.00	20.80
8402-017-070	865 N SUNFLOWER AVE	A	\$20.80	1.00	20.80
8402-019-001	869 N LYMAN AVE	A	\$20.80	1.00	20.80
8402-019-005	1876 E CYPRESS ST	A	\$20.80	1.00	20.80
8402-019-008	874 N GARSDEN AVE	A	\$20.80	1.00	20.80
8402-020-012	715 N STEPHORA AVE	A	\$20.80	1.00	20.80
8402-021-001	657 N STEPHORA AVE	A	\$20.80	1.00	20.80
8402-021-009	459 N STEPHORA AVE	A	\$20.80	1.00	20.80
8402-021-012	464 N REEDER AVE	A	\$20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8402-022-007	715 N GARSDEN AVE	A	\$20.80	1.00	20.80
8402-022-009	659 N GARSDEN AVE	A	\$20.80	1.00	20.80
8402-022-014	603 N GARSDEN AVE	A	\$20.80	1.00	20.80
8402-022-020	616 N STEPHORA AVE	A	\$20.80	1.00	20.80
8402-022-028	736 N STEPHORA AVE	A	\$20.80	1.00	20.80
8402-023-009	705 N CHARTER DR	A	\$20.80	1.00	20.80
8402-023-026	746 N GARSDEN AVE	A	\$20.80	1.00	20.80
8402-024-002	727 N LYMAN AVE	A	\$20.80	1.00	20.80
8402-025-007	1861 E RUDDOCK ST	A	\$20.80	1.00	20.80
8402-025-019	1782 E EDGECOMB ST	A	\$20.80	1.00	20.80
8402-025-025	1848 E EDGECOMB ST	A	\$20.80	1.00	20.80
8402-025-031	1772 E RUDDOCK ST	A	\$20.80	1.00	20.80
8403-002-015	1322 E COVINA BLVD	A	\$20.80	1.00	20.80
8403-002-039	1316 E COVINA BLVD	A	\$20.80	1.00	20.80
8403-005-011	1631 E CYPRESS ST	A	\$20.80	28.00	582.40
8403-009-058	1101 N LANGHAM AVE	A	\$20.80	1.00	20.80
8403-009-059	1111 N LANGHAM AVE	A	\$20.80	1.00	20.80
8403-009-060	1121 N LANGHAM AVE	A	\$20.80	1.00	20.80
8403-009-061	1131 N LANGHAM AVE	A	\$20.80	1.00	20.80
8403-009-062	1132 N LANGHAM AVE	A	\$20.80	1.00	20.80
8403-009-063	1122 N LANGHAM AVE	A	\$20.80	1.00	20.80
8403-009-064	1112 N LANGHAM AVE	A	\$20.80	1.00	20.80
8403-009-065	1102 N LANGHAM AVE	A	\$20.80	1.00	20.80
8403-009-066	1359 E COVINA BLVD	B	\$2.70	68.00	183.60
8403-016-041	977 N DARFIELD AVE	A	\$20.80	1.00	20.80
8404-001-001	902 E ARROW HWY	B	\$2.70	14.00	37.80
8404-001-003	930 E ARROW HWY	B	\$2.70	15.00	40.50
8404-001-009	1420 N GRAND AVE	B	\$2.70	198.00	534.60
8404-001-010	904 E ARROW HWY	B	\$2.70	8.00	21.60
8404-001-011	SITUS NOT AVAILABLE	B	\$2.70	10.00	27.00
8404-001-017	1400 N GRAND AVE	B	\$2.70	265.00	715.50
8404-004-058	1070 N GRAND AVE	B	\$2.70	22.00	59.40
8404-004-063	1052 N GRAND AVE	B	\$2.70	17.00	45.90
8404-004-064	972 N GRAND AVE	B	\$2.70	35.00	94.50
8404-004-065	950 N GRAND AVE	B	\$2.70	35.00	94.50
8404-010-009	1161 E COVINA BLVD	B	\$2.70	297.00	801.90
8404-010-010	1161 E COVINA BLVD	B	\$2.70	113.00	305.10
8404-013-024	987 N BENDER AVE	A	\$20.80	1.00	20.80
8404-013-025	979 N BENDER AVE	A	\$20.80	1.00	20.80
8404-014-015	1002 N BENDER AVE	A	\$20.80	1.00	20.80
8404-014-016	1005 N DODSWORTH AVE	A	\$20.80	1.00	20.80
8404-015-013	1067 N CUMMINGS RD	A	\$20.80	1.00	20.80
8404-015-019	1013 N CUMMINGS RD	A	\$20.80	1.00	20.80
8404-016-039	913 N CUMMINGS RD	A	\$20.80	1.00	20.80
8404-017-015	955 N DAMATO DR	A	\$20.80	1.00	20.80
8404-017-044	1003 N DAMATO DR	A	\$20.80	1.00	20.80
8404-017-045	985 N DAMATO DR	A	\$20.80	1.00	20.80
8404-017-047	969 N DAMATO DR	A	\$20.80	1.00	20.80
8404-019-032	1049 N CALMGROVE AVE	A	\$20.80	1.00	20.80
8404-020-033	970 N CALMGROVE AVE	A	\$20.80	1.00	20.80
8404-020-042	1265 E CYPRESS ST	A	\$20.80	1.00	20.80
8404-020-048	953 N GLENDORA AVE	A	\$20.80	1.00	20.80
8404-020-053	977 N GLENDORA AVE	A	\$20.80	1.00	20.80
8404-020-054	1023 N GLENDORA AVE	B	\$2.70	126.00	340.20
8404-020-057	1055 N GLENDORA AVE	A	\$20.80	1.00	20.80
8404-020-058	1057 N GLENDORA AVE	A	\$20.80	1.00	20.80
8404-020-059	1059 N GLENDORA AVE	A	\$20.80	1.00	20.80
8404-020-061	1063 N GLENDORA AVE	A	\$20.80	1.00	20.80
8404-020-062	1065 N GLENDORA AVE	A	\$20.80	1.00	20.80
8404-020-063	1067 N GLENDORA AVE	A	\$20.80	1.00	20.80
8404-020-064	1069 N GLENDORA AVE	A	\$20.80	1.00	20.80
8404-020-065	1071 N GLENDORA AVE	A	\$20.80	1.00	20.80
8404-020-066	1073 N GLENDORA AVE	A	\$20.80	1.00	20.80
8404-020-067	1075 N GLENDORA AVE	A	\$20.80	1.00	20.80
8404-020-068	1077 N GLENDORA AVE	A	\$20.80	1.00	20.80
8404-020-069	1079 N GLENDORA AVE	A	\$20.80	1.00	20.80
8404-020-070	1081 N GLENDORA AVE	A	\$20.80	1.00	20.80
8404-020-071	1083 N GLENDORA AVE	A	\$20.80	1.00	20.80
8404-020-072	1085 N GLENDORA AVE	A	\$20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8404-020-073	1087 N GLENDORA AVE	A	\$20.80	1.00	20.80
8404-020-074	1089 N GLENDORA AVE	A	\$20.80	1.00	20.80
8404-020-075	1091 N GLENDORA AVE	A	\$20.80	1.00	20.80
8404-020-076	1093 N GLENDORA AVE	A	\$20.80	1.00	20.80
8404-020-078	1061 N GLENDORA AVE	A	\$20.80	1.00	20.80
8404-022-014	1126 N GRAND AVE	B	\$2.70	36.00	97.20
8404-022-015	1108 N GRAND AVE	B	\$2.70	14.00	37.80
8404-022-017	927 E COVINA BLVD	B	\$2.70	7.00	18.90
8405-001-021	1319 N GRAND AVE	B	\$2.70	14.00	37.80
8405-001-030	1371 N GRAND AVE	B	\$2.70	25.00	67.50
8405-001-032	870 E ARROW HWY	B	\$2.70	27.00	72.90
8405-001-035	1325 N GRAND AVE	B	\$2.70	121.53	328.14
8405-001-036	1359 N GRAND AVE	B	\$2.70	75.79	204.64
8405-001-037	1359 N GRAND AVE	B	\$2.70	117.61	317.55
8405-001-038	1365 N GRAND AVE	B	\$2.70	78.41	211.70
8405-001-039	1411 N GRAND AVE	B	\$2.70	50.00	135.00
8405-001-040	SITUS NOT AVAILABLE	B	\$2.70	4.00	10.80
8405-001-041	SITUS NOT AVAILABLE	B	\$2.70	65.00	175.50
8405-003-009	746 ARROW GRAND CIR	B	\$2.70	37.00	99.90
8405-003-010	742 ARROW GRAND CIR	B	\$2.70	18.00	48.60
8405-003-011	738 ARROW GRAND CIR	B	\$2.70	19.00	51.30
8405-003-012	732 ARROW GRAND CIR	B	\$2.70	19.00	51.30
8405-003-013	684 ARROW GRAND CIR	B	\$2.70	25.00	67.50
8405-003-019	726 ARROW GRAND CIR	B	\$2.70	38.00	102.60
8405-003-020	712 ARROW GRAND CIR	B	\$2.70	19.00	51.30
8405-003-021	800 E ARROW HWY	B	\$2.70	15.00	40.50
8405-003-022	800 E ARROW HWY	B	\$2.70	18.00	48.60
8405-003-023	688 ARROW GRAND CIR	B	\$2.70	21.00	56.70
8405-003-024	677 ARROW GRAND CIR	B	\$2.70	61.00	164.70
8405-003-027	718 ARROW GRAND CIRCLE	B	\$2.70	19.00	51.30
8405-003-028	754 ARROW GRAND CIR	B	\$2.70	19.00	51.30
8405-003-029	692 ARROW GRAND CIR	B	\$2.70	18.00	48.60
8405-003-030	706 ARROW GRAND CIR	B	\$2.70	45.00	121.50
8405-003-031	685 ARROW GRAND CIR	B	\$2.70	20.00	54.00
8405-003-032	740 E ARROW HWY	B	\$2.70	93.00	251.10
8405-003-033	SITUS NOT AVAILABLE	B	\$2.70	2.00	5.40
8405-003-034	727 ARROW GRAND CIR	B	\$2.70	30.00	81.00
8405-003-037	668 ARROW GRAND CIR	B	\$2.70	31.00	83.70
8405-003-038	681 ARROW GRAND CIR	B	\$2.70	18.00	48.60
8405-003-039	719 ARROW GRAND CIR	B	\$2.70	20.00	54.00
8405-003-040	750 ARROW GRAND CIR	B	\$2.70	18.00	48.60
8405-003-043	760 ARROW GRAND CIR	B	\$2.70	44.00	118.80
8405-003-044	702 ARROW GRAND CIR	B	\$2.70	18.00	48.60
8405-003-045	696 ARROW GRAND CIR	B	\$2.70	19.00	51.30
8405-003-046	715 ARROW GRAND CIR	B	\$2.70	40.00	108.00
8405-003-047	753 ARROW GRAND CIR	B	\$2.70	143.00	386.10
8405-004-005	544 E CIENEGA AVE	A	\$20.80	1.00	20.80
8405-004-009	512 E CIENEGA AVE	A	\$20.80	1.00	20.80
8405-018-002	674 E CIENEGA AVE	A	\$20.80	1.00	20.80
8405-018-007	1261 N STARCREST DR	A	\$20.80	1.00	20.80
8405-019-001	536 E NUBIA ST	A	\$20.80	1.00	20.80
8405-019-002	530 E NUBIA ST	A	\$20.80	1.00	20.80
8405-019-003	526 E NUBIA ST	A	\$20.80	1.00	20.80
8405-019-004	522 E NUBIA ST	A	\$20.80	1.00	20.80
8405-019-005	516 E NUBIA ST	A	\$20.80	1.00	20.80
8405-019-006	1305 N BRIARGATE LN	A	\$20.80	1.00	20.80
8405-019-007	1311 N BRIARGATE LN	A	\$20.80	1.00	20.80
8405-019-008	1319 N BRIARGATE LN	A	\$20.80	1.00	20.80
8405-019-009	1325 N BRIARGATE LN	A	\$20.80	1.00	20.80
8405-019-010	1329 N BRIARGATE LN	A	\$20.80	1.00	20.80
8405-019-011	1335 N BRIARGATE LN	A	\$20.80	1.00	20.80
8405-019-012	1339 N BRIARGATE LN	A	\$20.80	1.00	20.80
8405-019-013	1343 N BRIARGATE LN	A	\$20.80	1.00	20.80
8405-019-014	1349 N BRIARGATE LN	A	\$20.80	1.00	20.80
8405-019-015	1353 N BRIARGATE LN	A	\$20.80	1.00	20.80
8405-019-016	1359 N BRIARGATE LN	A	\$20.80	1.00	20.80
8405-019-017	1363 N BRIARGATE LN	A	\$20.80	1.00	20.80
8405-019-018	1371 N BRIARGATE LN	A	\$20.80	1.00	20.80
8405-019-019	509 E CALORA ST	A	\$20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8405-019-020	513 E CALORA ST	A	\$20.80	1.00	20.80
8405-019-021	519 E CALORA ST	A	\$20.80	1.00	20.80
8405-019-022	523 E CALORA ST	A	\$20.80	1.00	20.80
8405-019-023	527 E CALORA ST	A	\$20.80	1.00	20.80
8405-019-024	533 E CALORA ST	A	\$20.80	1.00	20.80
8405-019-025	537 E CALORA ST	A	\$20.80	1.00	20.80
8405-019-026	543 E CALORA ST	A	\$20.80	1.00	20.80
8405-019-027	547 E CALORA ST	A	\$20.80	1.00	20.80
8405-019-028	551 E CALORA ST	A	\$20.80	1.00	20.80
8405-019-029	557 E CALORA ST	A	\$20.80	1.00	20.80
8405-019-030	561 E CALORA ST	A	\$20.80	1.00	20.80
8405-019-031	565 E CALORA ST	A	\$20.80	1.00	20.80
8405-019-032	571 E CALORA ST	A	\$20.80	1.00	20.80
8405-019-033	575 E CALORA ST	A	\$20.80	1.00	20.80
8405-019-034	572 E CALORA ST	A	\$20.80	1.00	20.80
8405-019-035	566 E CALORA ST	A	\$20.80	1.00	20.80
8405-019-036	562 E CALORA ST	A	\$20.80	1.00	20.80
8405-019-037	560 E CALORA ST	A	\$20.80	1.00	20.80
8405-019-038	556 E CALORA ST	A	\$20.80	1.00	20.80
8405-019-039	550 E CALORA ST	A	\$20.80	1.00	20.80
8405-019-040	546 E CALORA ST	A	\$20.80	1.00	20.80
8405-019-041	540 E CALORA ST	A	\$20.80	1.00	20.80
8405-019-042	536 E CALORA ST	A	\$20.80	1.00	20.80
8405-019-043	532 E CALORA ST	A	\$20.80	1.00	20.80
8405-019-044	528 E CALORA ST	A	\$20.80	1.00	20.80
8405-019-045	522 E CALORA ST	A	\$20.80	1.00	20.80
8405-019-046	521 E STEPHANIE DR	A	\$20.80	1.00	20.80
8405-019-047	527 E STEPHANIE DR	A	\$20.80	1.00	20.80
8405-019-048	533 E STEPHANIE DR	A	\$20.80	1.00	20.80
8405-019-049	537 E STEPHANIE DR	A	\$20.80	1.00	20.80
8405-019-050	539 E STEPHANIE DR	A	\$20.80	1.00	20.80
8405-019-051	545 E STEPHANIE DR	A	\$20.80	1.00	20.80
8405-019-052	551 E STEPHANIE DR	A	\$20.80	1.00	20.80
8405-019-053	555 E STEPHANIE DR	A	\$20.80	1.00	20.80
8405-019-054	559 E STEPHANIE DR	A	\$20.80	1.00	20.80
8405-019-055	563 E STEPHANIE DR	A	\$20.80	1.00	20.80
8405-019-056	569 E STEPHANIE DR	A	\$20.80	1.00	20.80
8405-019-057	573 E STEPHANIE DR	A	\$20.80	1.00	20.80
8405-019-058	576 E STEPHANIE DR	A	\$20.80	1.00	20.80
8405-019-059	572 E STEPHANIE DR	A	\$20.80	1.00	20.80
8405-019-060	566 E STEPHANIE DR	A	\$20.80	1.00	20.80
8405-019-061	562 E STEPHANIE DR	A	\$20.80	1.00	20.80
8405-019-062	558 E STEPHANIE DR	A	\$20.80	1.00	20.80
8405-019-063	550 E STEPHANIE DR	A	\$20.80	1.00	20.80
8405-019-064	548 E STEPHANIE DR	A	\$20.80	1.00	20.80
8405-019-065	1338 N BRIARGATE LN	A	\$20.80	1.00	20.80
8405-019-066	1332 N BRIARGATE LN	A	\$20.80	1.00	20.80
8405-019-067	1326 N BRIARGATE LN	A	\$20.80	1.00	20.80
8405-019-068	555 E NUBIA ST	A	\$20.80	1.00	20.80
8405-019-069	561 E NUBIA ST	A	\$20.80	1.00	20.80
8405-019-070	565 E NUBIA ST	A	\$20.80	1.00	20.80
8405-019-071	569 E NUBIA ST	A	\$20.80	1.00	20.80
8405-019-072	575 E NUBIA ST	A	\$20.80	1.00	20.80
8405-019-073	576 W NUBIA ST	A	\$20.80	1.00	20.80
8405-019-074	570 E NUBIA ST	A	\$20.80	1.00	20.80
8405-019-075	566 E NUBIA ST	A	\$20.80	1.00	20.80
8405-019-076	562 E NUBIA ST	A	\$20.80	1.00	20.80
8405-019-077	556 E NUBIA ST	A	\$20.80	1.00	20.80
8405-019-078	552 E NUBIA ST	A	\$20.80	1.00	20.80
8406-001-012	108 E ARROW HWY	B	\$2.70	23.00	62.10
8406-001-030	1308 N CITRUS AVE	B	\$2.70	15.00	40.50
8406-001-031	1308 N CITRUS AVE	B	\$2.70	25.00	67.50
8406-001-036	1288 N CITRUS AVE	B	\$2.70	23.00	62.10
8406-001-042	246 E ARROW HWY	B	\$2.70	49.00	132.30
8406-001-044	280 E ARROW HWY	B	\$2.70	40.00	108.00
8406-001-045	1430 N RANGER DR	B	\$2.70	28.00	75.60
8406-002-049	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8406-002-071	1150 ORCHARD DR	A	\$20.80	1.00	20.80
8406-002-072	1152 ORCHARD DR	A	\$20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8406-002-073	1158 ORCHARD DR	A	\$20.80	1.00	20.80
8406-002-074	1162 ORCHARD DR	A	\$20.80	1.00	20.80
8406-002-075	1168 ORCHARD DR	A	\$20.80	1.00	20.80
8406-002-076	1169 ORCHARD DR	A	\$20.80	1.00	20.80
8406-002-077	1163 ORCHARD DR	A	\$20.80	1.00	20.80
8406-002-078	1159 ORCHARD DR	A	\$20.80	1.00	20.80
8406-002-079	1155 ORCHARD DR	A	\$20.80	1.00	20.80
8406-002-080	1151 ORCHARD DR	A	\$20.80	1.00	20.80
8406-002-081	1149 TANGERINE DR	A	\$20.80	1.00	20.80
8406-002-082	1143 TANGERINE DR	A	\$20.80	1.00	20.80
8406-002-083	1139 TANGERINE DR	A	\$20.80	1.00	20.80
8406-002-084	1135 TANGERINE DR	A	\$20.80	1.00	20.80
8406-002-085	1131 TANGERINE DR	A	\$20.80	1.00	20.80
8406-002-086	1148 TANGERINE DR	A	\$20.80	1.00	20.80
8406-002-087	1142 TANGERINE DR	A	\$20.80	1.00	20.80
8406-002-088	1138 TANGERINE DR	A	\$20.80	1.00	20.80
8406-002-089	1132 TANGERINE DR	A	\$20.80	1.00	20.80
8406-002-090	1130 TANGERINE DR	A	\$20.80	1.00	20.80
8406-002-091	1149 TAROCO DR	A	\$20.80	1.00	20.80
8406-002-092	1143 TAROCO DR	A	\$20.80	1.00	20.80
8406-002-093	1139 TAROCO DR	A	\$20.80	1.00	20.80
8406-002-094	1135 TAROCO DR	A	\$20.80	1.00	20.80
8406-002-095	1131 TAROCO DR	A	\$20.80	1.00	20.80
8406-002-096	1148 TAROCO DRIVE	A	\$20.80	1.00	20.80
8406-002-097	1142 TAROCO DRIVE	A	\$20.80	1.00	20.80
8406-002-098	1138 TAROCO DR	A	\$20.80	1.00	20.80
8406-002-099	1132 TAROCO DRIVE	A	\$20.80	1.00	20.80
8406-002-100	1130 TAROCO DRIVE	A	\$20.80	1.00	20.80
8406-002-101	1170 ORCHARD DR	A	\$20.80	1.00	20.80
8406-002-102	1172 ORCHARD DR	A	\$20.80	1.00	20.80
8406-002-103	1178 ORCHARD DR	A	\$20.80	1.00	20.80
8406-002-104	1180 ORCHARD DR	A	\$20.80	1.00	20.80
8406-002-105	1182 ORCHARD DR	A	\$20.80	1.00	20.80
8406-002-106	1185 ORCHARD DR	A	\$20.80	1.00	20.80
8406-002-107	1181 ORCHARD DR	A	\$20.80	1.00	20.80
8406-002-108	1179 ORCHARD DR	A	\$20.80	1.00	20.80
8406-002-109	1175 ORCHARD DR	A	\$20.80	1.00	20.80
8406-002-110	1171 ORCHARD DR	A	\$20.80	1.00	20.80
8406-002-111	1131 ORCHARD DR	A	\$20.80	1.00	20.80
8406-002-112	1135 ORCHARD DR	A	\$20.80	1.00	20.80
8406-002-113	1139 ORCHARD DR	A	\$20.80	1.00	20.80
8406-002-114	1143 ORCHARD DR	A	\$20.80	1.00	20.80
8406-002-115	1149 ORCHARD DR	A	\$20.80	1.00	20.80
8406-002-116	1148 ORCHARD DR	A	\$20.80	1.00	20.80
8406-002-117	1142 ORCHARD LANE	A	\$20.80	1.00	20.80
8406-002-118	1138 ORCHARD LANE	A	\$20.80	1.00	20.80
8406-002-119	1132 ORCHARD LN	A	\$20.80	1.00	20.80
8406-002-120	1130 ORCHARD DR	A	\$20.80	1.00	20.80
8406-002-121	1149 HARVEST DR	A	\$20.80	1.00	20.80
8406-002-122	1143 HARVEST DR	A	\$20.80	1.00	20.80
8406-002-123	1139 HARVEST DR	A	\$20.80	1.00	20.80
8406-002-124	1135 HARVEST DR	A	\$20.80	1.00	20.80
8406-002-125	1131 HARVEST DR	A	\$20.80	1.00	20.80
8406-002-126	162 BAHIA DR	A	\$20.80	1.00	20.80
8406-002-127	172 BAHIA DR	A	\$20.80	1.00	20.80
8406-002-128	178 BAHIA DR	A	\$20.80	1.00	20.80
8406-002-129	177 BAHIA DR	A	\$20.80	1.00	20.80
8406-002-130	171 BAHIA DR	A	\$20.80	1.00	20.80
8406-002-131	161 BAHIA DR	A	\$20.80	1.00	20.80
8406-002-132	162 BERGAMOT DR	A	\$20.80	1.00	20.80
8406-002-133	172 BERGAMOT DR	A	\$20.80	1.00	20.80
8406-002-134	178 BERGAMOT DR	A	\$20.80	1.00	20.80
8406-002-135	177 BERGAMOT DR	A	\$20.80	1.00	20.80
8406-002-136	171 BERGAMOT DR	A	\$20.80	1.00	20.80
8406-002-137	161 BERGAMOT DR	A	\$20.80	1.00	20.80
8406-002-138	1185 HARVEST DR	A	\$20.80	1.00	20.80
8406-002-139	1181 HARVEST DR	A	\$20.80	1.00	20.80
8406-002-140	1179 HARVEST DR	A	\$20.80	1.00	20.80
8406-002-141	1175 HARVEST DR	A	\$20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8406-002-142	1171 HARVEST DR	A	\$20.80	1.00	20.80
8406-002-143	1169 HARVEST DR	A	\$20.80	1.00	20.80
8406-002-144	1163 HARVEST DR	A	\$20.80	1.00	20.80
8406-002-145	1159 HARVEST DR	A	\$20.80	1.00	20.80
8406-002-146	1155 HARVEST DR	A	\$20.80	1.00	20.80
8406-002-147	1151 HARVEST DR	A	\$20.80	1.00	20.80
8406-002-148	1150 TAROCO DR	A	\$20.80	1.00	20.80
8406-002-149	1152 TAROCO DR	A	\$20.80	1.00	20.80
8406-002-150	1158 TAROCO DR	A	\$20.80	1.00	20.80
8406-002-151	1162 TAROCO DR	A	\$20.80	1.00	20.80
8406-002-152	1168 TAROCO DR	A	\$20.80	1.00	20.80
8406-002-153	1169 TAROCO DR	A	\$20.80	1.00	20.80
8406-002-154	1163 TAROCO DR	A	\$20.80	1.00	20.80
8406-002-155	1159 TAROCO DR	A	\$20.80	1.00	20.80
8406-002-156	1155 TAROCO DR	A	\$20.80	1.00	20.80
8406-002-157	1151 TAROCO DR	A	\$20.80	1.00	20.80
8406-002-158	1170 TAROCO DR	A	\$20.80	1.00	20.80
8406-002-159	1172 TAROCO DR	A	\$20.80	1.00	20.80
8406-002-160	1178 TAROCO DR	A	\$20.80	1.00	20.80
8406-002-161	1180 TAROCO DRIVE	A	\$20.80	1.00	20.80
8406-002-162	1182 TAROCO DR	A	\$20.80	1.00	20.80
8406-002-163	1185 TAROCO DR	A	\$20.80	1.00	20.80
8406-002-164	1181 TAROCO DR	A	\$20.80	1.00	20.80
8406-002-165	1179 TAROCO DR	A	\$20.80	1.00	20.80
8406-002-166	1175 TAROCO DRIVE	A	\$20.80	1.00	20.80
8406-002-167	1171 TAROCO DRIVE	A	\$20.80	1.00	20.80
8406-002-168	1150 TANGERINE DR	A	\$20.80	1.00	20.80
8406-002-169	1152 TANGERINE DRIVE	A	\$20.80	1.00	20.80
8406-002-170	1158 TANGERINE DRIVE	A	\$20.80	1.00	20.80
8406-002-171	1162 TANGERINE DRIVE	A	\$20.80	1.00	20.80
8406-002-172	1168 TANGERINE DRIVE	A	\$20.80	1.00	20.80
8406-002-173	1169 TANGERINE DR	A	\$20.80	1.00	20.80
8406-002-174	1163 TANGERINE DRIVE	A	\$20.80	1.00	20.80
8406-002-175	1159 TANGERINE DR	A	\$20.80	1.00	20.80
8406-002-176	1155 TANGERINE DRIVE	A	\$20.80	1.00	20.80
8406-002-177	1151 TANGERINE DRIVE	A	\$20.80	1.00	20.80
8406-002-178	1170 TANGERINE DRIVE	A	\$20.80	1.00	20.80
8406-002-179	1172 TANGERINE DR	A	\$20.80	1.00	20.80
8406-002-180	1178 TANGERINE DR	A	\$20.80	1.00	20.80
8406-002-181	1180 TANGERINE DR	A	\$20.80	1.00	20.80
8406-002-182	1182 TANGERINE DR	A	\$20.80	1.00	20.80
8406-002-183	1185 TANGERINE DR	A	\$20.80	1.00	20.80
8406-002-184	1181 TANGERINE DR	A	\$20.80	1.00	20.80
8406-002-185	1179 TANGERINE DR	A	\$20.80	1.00	20.80
8406-002-186	1175 TANGERINE DR	A	\$20.80	1.00	20.80
8406-002-187	1171 TANGERINE DR	A	\$20.80	1.00	20.80
8406-010-008	1175 N FAIRVALLEY AVE	A	\$20.80	1.00	20.80
8406-010-009	1181 N FAIRVALLEY AVE	A	\$20.80	1.00	20.80
8406-016-005	1236 N FAIRVALLEY AVE	A	\$20.80	1.00	20.80
8406-019-009	1181 N FAIRVALE AVE	A	\$20.80	1.00	20.80
8406-019-012	1221 N FAIRVALE AVE	A	\$20.80	1.00	20.80
8406-019-016	1259 N FAIRVALE AVE	A	\$20.80	1.00	20.80
8406-019-018	1106 N CITRUS AVE	B	\$2.70	18.00	48.60
8406-019-025	1242 N CITRUS AVE	A	\$20.80	1.00	20.80
8406-019-026	1242 N CITRUS AVE NO 2	A	\$20.80	1.00	20.80
8406-019-027	1242 N CITRUS AVE NO 3	A	\$20.80	1.00	20.80
8406-019-028	1242 N CITRUS AVE NO 4	A	\$20.80	1.00	20.80
8406-019-029	1244 N CITRUS AVE NO 1	A	\$20.80	1.00	20.80
8406-019-030	1244 N CITRUS AVE NO 2	A	\$20.80	1.00	20.80
8406-019-031	1244 N CITRUS AVE NO 3	A	\$20.80	1.00	20.80
8406-019-032	1244 N CITRUS AVE NO 4	A	\$20.80	1.00	20.80
8406-019-033	1254 N CITRUS AVE NO 1	A	\$20.80	1.00	20.80
8406-019-034	1254 N CITRUS AVE NO 2	A	\$20.80	1.00	20.80
8406-019-035	1254 N CITRUS AVE NO 3	A	\$20.80	1.00	20.80
8406-019-036	1254 N CITRUS AVE NO 4	A	\$20.80	1.00	20.80
8406-019-037	1256 N CITRUS AVE NO 1	A	\$20.80	1.00	20.80
8406-019-038	1256 N CITRUS AVE NO 2	A	\$20.80	1.00	20.80
8406-019-039	1256 N CITRUS AVE NO 3	A	\$20.80	1.00	20.80
8406-019-040	1256 N CITRUS AVE NO 4	A	\$20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8406-019-041	1258 N CITRUS AVE NO 1	A	\$20.80	1.00	20.80
8406-019-042	1258 N CITRUS AVE NO 2	A	\$20.80	1.00	20.80
8406-019-043	1258 N CITRUS AVE NO 3	A	\$20.80	1.00	20.80
8406-019-044	1258 N CITRUS AVE NO 4	A	\$20.80	1.00	20.80
8406-019-045	1246 N CITRUS AVE NO 1	A	\$20.80	1.00	20.80
8406-019-046	1246 N CITRUS AVE NO 2	A	\$20.80	1.00	20.80
8406-019-047	1246 N CITRUS AVE NO 3	A	\$20.80	1.00	20.80
8406-019-048	1246 N CITRUS AVE NO 4	A	\$20.80	1.00	20.80
8406-019-049	1248 N CITRUS AVE NO 1	A	\$20.80	1.00	20.80
8406-019-050	1248 N CITRUS AVE NO 2	A	\$20.80	1.00	20.80
8406-019-051	1248 N CITRUS AVE NO 3	A	\$20.80	1.00	20.80
8406-019-052	1248 N CITRUS AVE NO 4	A	\$20.80	1.00	20.80
8406-019-053	1250 N CITRUS AVE NO 1	A	\$20.80	1.00	20.80
8406-019-054	1250 N CITRUS AVE NO 2	A	\$20.80	1.00	20.80
8406-019-055	1252 N CITRUS AVE NO 1	A	\$20.80	1.00	20.80
8406-019-056	1252 N CITRUS AVE NO 2	A	\$20.80	1.00	20.80
8406-019-057	1252 N CITRUS AVE NO 3	A	\$20.80	1.00	20.80
8406-019-058	1252 N CITRUS AVE NO 4	A	\$20.80	1.00	20.80
8406-019-059	1240 N CITRUS AVE NO 1	A	\$20.80	1.00	20.80
8406-019-060	1240 N CITRUS AVE NO 2	A	\$20.80	1.00	20.80
8406-019-061	1240 N CITRUS AVE NO 3	A	\$20.80	1.00	20.80
8406-019-062	1240 N CITRUS AVE NO 4	A	\$20.80	1.00	20.80
8406-019-063	1238 N CITRUS AVE NO 1	A	\$20.80	1.00	20.80
8406-019-064	1238 N CITRUS AVE NO 2	A	\$20.80	1.00	20.80
8406-019-065	1238 N CITRUS AVE NO 3	A	\$20.80	1.00	20.80
8406-019-066	1238 N CITRUS AVE NO 4	A	\$20.80	1.00	20.80
8406-019-067	1236 N CITRUS AVE NO 1	A	\$20.80	1.00	20.80
8406-019-068	1236 N CITRUS AVE NO 2	A	\$20.80	1.00	20.80
8406-019-069	1236 N CITRUS AVE NO 3	A	\$20.80	1.00	20.80
8406-019-070	1236 N CITRUS AVE NO 4	A	\$20.80	1.00	20.80
8406-019-071	1234 N CITRUS AVE NO 1	A	\$20.80	1.00	20.80
8406-019-072	1234 N CITRUS AVE NO 2	A	\$20.80	1.00	20.80
8406-019-073	1234 N CITRUS AVE NO 3	A	\$20.80	1.00	20.80
8406-019-074	1234 N CITRUS AVE NO 4	A	\$20.80	1.00	20.80
8406-019-075	1234 N CITRUS AVE NO 5	A	\$20.80	1.00	20.80
8406-019-076	1234 N CITRUS AVE NO 6	A	\$20.80	1.00	20.80
8406-019-077	1230 N CITRUS AVE NO 1	A	\$20.80	1.00	20.80
8406-019-078	1230 N CITRUS AVE NO 2	A	\$20.80	1.00	20.80
8406-019-079	1230 N CITRUS AVE NO 3	A	\$20.80	1.00	20.80
8406-019-080	1230 N CITRUS AVE	A	\$20.80	1.00	20.80
8406-019-081	1228 N CITRUS AVE NO 1	A	\$20.80	1.00	20.80
8406-019-082	1228 N CITRUS AVE NO 2	A	\$20.80	1.00	20.80
8406-019-083	1228 N CITRUS AVE NO 3	A	\$20.80	1.00	20.80
8406-019-084	1228 N CITRUS AVE NO 4	A	\$20.80	1.00	20.80
8406-019-085	1226 N CITRUS AVE NO 1	A	\$20.80	1.00	20.80
8406-019-086	1226 N CITRUS AVE NO 2	A	\$20.80	1.00	20.80
8406-019-087	1226 N CITRUS AVE NO 3	A	\$20.80	1.00	20.80
8406-019-088	1226 N CITRUS AVE NO 4	A	\$20.80	1.00	20.80
8406-019-089	1226 N CITRUS AVE NO 5	A	\$20.80	1.00	20.80
8406-019-090	1226 N CITRUS AVE NO 6	A	\$20.80	1.00	20.80
8406-019-091	1226 N CITRUS AVE NO 7	A	\$20.80	1.00	20.80
8406-019-092	1226 N CITRUS AVE NO 8	A	\$20.80	1.00	20.80
8406-021-001	284 E NUBIA ST	A	\$20.80	1.00	20.80
8406-022-007	253 E NUBIA ST	A	\$20.80	1.00	20.80
8406-022-017	225 E CALVIN ST	A	\$20.80	1.00	20.80
8406-022-018	241 E CALVIN ST	A	\$20.80	1.00	20.80
8406-022-019	251 E CALVIN ST	A	\$20.80	1.00	20.80
8406-022-020	263 E CALVIN ST	A	\$20.80	1.00	20.80
8406-022-021	1324 N RANGER DR	A	\$20.80	1.00	20.80
8406-022-022	1318 N RANGER DR	A	\$20.80	1.00	20.80
8406-022-023	1310 N RANGER DR	A	\$20.80	1.00	20.80
8406-022-024	1304 N RANGER DR	A	\$20.80	1.00	20.80
8407-004-018	1225 N FENIMORE AVE	A	\$20.80	1.00	20.80
8407-006-015	1406 N ALDENVILLE AVE	A	\$20.80	1.00	20.80
8407-009-009	266 W GRAGMONT ST	A	\$20.80	1.00	20.80
8407-010-003	110 W ARROW HWY	B	\$2.70	23.00	62.10
8407-010-010	1371 N CITRUS AVE	B	\$2.70	358.00	966.60
8407-016-011	1224 N FENIMORE AVE	A	\$20.80	1.00	20.80
8407-017-005	133 W TUDOR ST	A	\$20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8407-017-006	141 W TUDOR ST	A	\$20.80	1.00	20.80
8407-018-004	203 W TUDOR ST	A	\$20.80	1.00	20.80
8407-018-014	263 W TUDOR ST	A	\$20.80	1.00	20.80
8407-019-002	425 W TUDOR ST	A	\$20.80	1.00	20.80
8407-019-009	359 W TUDOR ST	A	\$20.80	1.00	20.80
8407-019-034	351 W TUDOR ST	A	\$20.80	1.00	20.80
8407-024-001	1155 N FENIMORE AVE	A	\$20.80	1.00	20.80
8407-025-002	1112 N FENIMORE AVE	A	\$20.80	1.00	20.80
8407-025-007	1156 N FENIMORE AVE	A	\$20.80	1.00	20.80
8407-026-014	1129 N EDENFIELD AVE	A	\$20.80	1.00	20.80
8407-026-017	1103 N EDENFIELD AVE	A	\$20.80	1.00	20.80
8407-027-002	1179 N VICEROY AVE	A	\$20.80	1.00	20.80
8407-027-003	1171 N VICEROY AVE	A	\$20.80	1.00	20.80
8407-027-009	1121 N VICEROY AVE	A	\$20.80	1.00	20.80
8407-027-016	1136 N EDENFIELD AVE	A	\$20.80	1.00	20.80
8407-027-018	1154 N EDENFIELD AVE	A	\$20.80	1.00	20.80
8407-028-006	1146 N VICEROY AVE	A	\$20.80	1.00	20.80
8407-028-008	1162 N VICEROY AVE	A	\$20.80	1.00	20.80
8407-028-012	1196 N VICEROY AVE	A	\$20.80	1.00	20.80
8407-028-015	1183 N CITRUS AVE	A	\$20.80	1.00	20.80
8407-028-026	1175 N CITRUS AVE	A	\$20.80	1.00	20.80
8407-029-009	1415 N ALDENVILLE AVE	A	\$20.80	1.00	20.80
8407-031-005	379 W ALCROSS ST	A	\$20.80	1.00	20.80
8407-031-012	1477 N ALDENVILLE AVE	A	\$20.80	1.00	20.80
8407-031-016	347 W ALCROSS ST	A	\$20.80	1.00	20.80
8407-032-003	478 W ARROW HWY	B	\$2.70	23.00	62.10
8407-034-001	1325 N GLENFINNAN AVE	A	\$20.80	1.00	20.80
8407-034-010	1409 N GLENFINNAN AVE	A	\$20.80	1.00	20.80
8407-034-023	1339 N MIDSITE AVE	A	\$20.80	1.00	20.80
8407-035-008	414 W NUBIA ST	A	\$20.80	1.00	20.80
8408-001-001	700 W ARROW HWY	B	\$2.70	10.00	27.00
8408-001-034	710 W ARROW HWY	B	\$2.70	59.00	159.30
8408-001-042	1422 N AZUSA AVE	B	\$2.70	15.00	40.50
8408-001-047	1414 N AZUSA AVE	B	\$2.70	150.00	405.00
8408-001-048	1406 N AZUSA AVE	B	\$2.70	12.00	32.40
8408-001-049	1404 N AZUSA AVE	B	\$2.70	23.00	62.10
8408-001-052	768 W ARROW HWY	B	\$2.70	10.79	29.13
8408-001-053	1480 N AZUSA AVE	B	\$2.70	46.04	124.31
8408-001-055	1314 N AZUSA AVE	B	\$2.70	68.39	184.65
8408-001-056	SITUS NOT AVAILABLE	B	\$2.70	20.63	55.69
8408-001-057	1340 N AZUSA AVE	B	\$2.70	31.81	85.88
8408-001-058	1400 N AZUSA AVE	B	\$2.70	35.61	96.14
8408-001-059	1460 N AZUSA AVE	B	\$2.70	38.04	102.70
8408-001-062	1348 N AZUSA AVE	B	\$2.70	864.23	2,333.42
8408-001-063	SITUS NOT AVAILABLE	B	\$2.70	180.34	486.91
8408-002-010	1409 N ARMEL DR	A	\$20.80	1.00	20.80
8408-003-012	661 W ALCROSS ST	A	\$20.80	1.00	20.80
8408-003-015	644 W ARROW HWY	A	\$20.80	1.00	20.80
8408-005-004	1325 N EASTBURY AVE	A	\$20.80	1.00	20.80
8408-005-006	1309 N EASTBURY AVE	A	\$20.80	1.00	20.80
8408-006-002	1370 N EASTBURY AVE	A	\$20.80	1.00	20.80
8408-006-011	1431 N O MALLEY AVE	A	\$20.80	1.00	20.80
8408-010-005	1382 N HEATHDALE AVE	A	\$20.80	1.00	20.80
8408-010-012	517 W DEVANAH ST	A	\$20.80	1.00	20.80
8408-010-016	534 W DEVANAH ST	A	\$20.80	1.00	20.80
8408-012-009	524 W GROVERDALE ST	A	\$20.80	1.00	20.80
8408-013-019	618 W GROVERDALE ST	A	\$20.80	1.00	20.80
8408-013-022	642 W GROVERDALE ST	A	\$20.80	1.00	20.80
8408-016-002	1178 N O MALLEY AVE	A	\$20.80	1.00	20.80
8408-016-005	1212 N O MALLEY AVE	A	\$20.80	1.00	20.80
8408-017-002	1182 N HEATHDALE AVE	A	\$20.80	1.00	20.80
8408-021-001	1140 N AZUSA AVE	B	\$2.70	22.00	59.40
8408-021-002	1160 N CONWELL AVE	B	\$2.70	191.00	515.70
8408-021-004	827 W COVINA BLVD	B	\$2.70	36.00	97.20
8408-021-005	859 W COVINA BLVD	B	\$2.70	14.00	37.80
8408-021-006	1108 N AZUSA AVE	B	\$2.70	25.00	67.50
8408-021-011	777 W COVINA BLVD	B	\$2.70	164.00	442.80
8408-021-012	SITUS NOT AVAILABLE	B	\$2.70	27.00	72.90
8408-021-021	1166 N AZUSA AVE	B	\$2.70	42.00	113.40

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8408-021-022	1159 N CONWELL AVE	B	\$2.70	134.00	361.80
8408-022-001	SITUS NOT AVAILABLE	B	\$2.70	9.00	24.30
8408-022-002	1270 N AZUSA AVE	B	\$2.70	24.00	64.80
8408-022-003	SITUS NOT AVAILABLE	B	\$2.70	1.00	2.70
8408-022-004	SITUS NOT AVAILABLE	B	\$2.70	17.00	45.90
8408-022-005	1240 N AZUSA AVE	B	\$2.70	30.00	81.00
8408-022-006	1212 N AZUSA AVE	B	\$2.70	20.00	54.00
8408-022-007	1202 N AZUSA AVE	B	\$2.70	17.00	45.90
8408-022-008	814 W GRONDAHL ST UNIT F	A	\$20.80	1.00	20.80
8408-022-009	814 W GRONDAHL ST UNIT E	A	\$20.80	1.00	20.80
8408-022-010	814 W GRONDAHL ST UNIT D	A	\$20.80	1.00	20.80
8408-022-011	814 W GRONDAHL ST UNIT C	A	\$20.80	1.00	20.80
8408-022-012	814 W GRONDAHL ST UNIT B	A	\$20.80	1.00	20.80
8408-022-013	814 W GRONDAHL ST UNIT A	A	\$20.80	1.00	20.80
8408-022-014	808 W GRONDAHL ST UNIT F	A	\$20.80	1.00	20.80
8408-022-015	808 W GRONDAHL ST UNIT E	A	\$20.80	1.00	20.80
8408-022-016	808 W GRONDAHL ST UNIT D	A	\$20.80	1.00	20.80
8408-022-017	808 W GRONDAHL ST UNIT C	A	\$20.80	1.00	20.80
8408-022-018	808 W GRONDAHL ST UNIT B	A	\$20.80	1.00	20.80
8408-022-019	808 W GRONDAHL ST UNIT A	A	\$20.80	1.00	20.80
8408-022-020	800 W GRONDAHL ST UNIT A	A	\$20.80	1.00	20.80
8408-022-021	800 W GRONDAHL ST UNIT B	A	\$20.80	1.00	20.80
8408-022-022	800 W GRONDAHL ST UNIT C	A	\$20.80	1.00	20.80
8408-022-023	800 W GRONDAHL ST UNIT D	A	\$20.80	1.00	20.80
8408-022-024	800 W GRONDAHL ST UNIT E	A	\$20.80	1.00	20.80
8408-022-025	800 W GRONDAHL ST UNIT F	A	\$20.80	1.00	20.80
8408-022-026	800 W GRONDAHL ST UNIT G	A	\$20.80	1.00	20.80
8408-022-027	800 W GRONDAHL ST UNIT H	A	\$20.80	1.00	20.80
8408-022-028	800 W GRONDAHL ST UNIT I	A	\$20.80	1.00	20.80
8408-022-029	800 W GRONDAHL ST UNIT J	A	\$20.80	1.00	20.80
8408-022-030	801 W GRONDAHL ST UNIT A	A	\$20.80	1.00	20.80
8408-022-031	801 W GRONDAHL ST UNIT B	A	\$20.80	1.00	20.80
8408-022-032	801 W GRONDAHL ST UNIT C	A	\$20.80	1.00	20.80
8408-022-033	801 W GRONDAHL ST UNIT D	A	\$20.80	1.00	20.80
8408-022-034	801 W GRONDAHL ST UNIT E	A	\$20.80	1.00	20.80
8408-022-035	801 W GRONDAHL ST UNIT F	A	\$20.80	1.00	20.80
8408-022-036	801 W GRONDAHL ST UNIT G	A	\$20.80	1.00	20.80
8408-022-037	801 W GRONDAHL ST UNIT H	A	\$20.80	1.00	20.80
8408-022-038	801 W GRONDAHL ST UNIT I	A	\$20.80	1.00	20.80
8408-022-039	801 W GRONDAHL ST UNIT J	A	\$20.80	1.00	20.80
8408-022-040	813 W GRONDAHL ST UNIT A	A	\$20.80	1.00	20.80
8408-022-041	813 W GRONDAHL ST UNIT B	A	\$20.80	1.00	20.80
8408-022-042	813 W GRONDAHL ST UNIT C	A	\$20.80	1.00	20.80
8408-022-043	813 W GRONDAHL ST UNIT D	A	\$20.80	1.00	20.80
8408-022-044	813 W GRONDAHL ST UNIT E	A	\$20.80	1.00	20.80
8408-022-045	813 W GRONDAHL ST UNIT F	A	\$20.80	1.00	20.80
8408-022-046	815 W GRONDAHL ST UNIT F	A	\$20.80	1.00	20.80
8408-022-047	815 W GRONDAHL ST UNIT E	A	\$20.80	1.00	20.80
8408-022-048	815 W GRONDAHL ST UNIT D	A	\$20.80	1.00	20.80
8408-022-049	815 W GRONDAHL ST UNIT C	A	\$20.80	1.00	20.80
8408-022-050	815 W GRONDAHL ST UNIT B	A	\$20.80	1.00	20.80
8408-022-051	815 W GRONDAHL ST UNIT A	A	\$20.80	1.00	20.80
8408-022-052	809 W GRONDAHL ST UNIT A	A	\$20.80	1.00	20.80
8408-022-053	809 W GRONDAHL ST UNIT B	A	\$20.80	1.00	20.80
8408-022-055	809 W GRONDAHL ST UNIT D	A	\$20.80	1.00	20.80
8408-022-056	811 W GRONDAHL ST UNIT A	A	\$20.80	1.00	20.80
8408-022-057	811 W GRONDAHL ST UNIT B	A	\$20.80	1.00	20.80
8408-022-058	811 W GRONDAHL ST UNIT C	A	\$20.80	1.00	20.80
8408-022-059	811 W GRONDAHL ST UNIT D	A	\$20.80	1.00	20.80
8408-022-060	811 W GRONDAHL ST UNIT E	A	\$20.80	1.00	20.80
8408-022-061	811 W GRONDAHL ST UNIT F	A	\$20.80	1.00	20.80
8408-022-062	807 W GRONDAHL ST UNIT A	A	\$20.80	1.00	20.80
8408-022-063	807 W GRONDAHL ST UNIT B	A	\$20.80	1.00	20.80
8408-022-064	807 W GRONDAHL ST UNIT C	A	\$20.80	1.00	20.80
8408-022-065	807 W GRONDAHL ST UNIT D	A	\$20.80	1.00	20.80
8408-022-066	805 W GRONDAHL ST UNIT A	A	\$20.80	1.00	20.80
8408-022-067	805 W GRONDAHL ST UNIT B	A	\$20.80	1.00	20.80
8408-022-068	805 W GRONDAHL ST UNIT C	A	\$20.80	1.00	20.80
8408-022-069	805 W GRONDAHL ST UNIT D	A	\$20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8408-022-070	804 W GRONDAHL ST UNIT A	A	\$20.80	1.00	20.80
8408-022-071	804 W GRONDAHL ST UNIT B	A	\$20.80	1.00	20.80
8408-022-072	804 W GRONDAHL ST UNIT C	A	\$20.80	1.00	20.80
8408-022-073	804 W GRONDAHL ST UNIT D	A	\$20.80	1.00	20.80
8408-022-074	804 W GRONDAHL ST UNIT E	A	\$20.80	1.00	20.80
8408-022-075	804 W GRONDAHL ST UNIT F	A	\$20.80	1.00	20.80
8408-022-076	806 W GRONDAHL ST UNIT A	A	\$20.80	1.00	20.80
8408-022-077	806 W GRONDAHL ST UNIT B	A	\$20.80	1.00	20.80
8408-022-078	806 W GRONDAHL ST NO C	A	\$20.80	1.00	20.80
8408-022-079	806 W GRONDAHL ST UNIT D	A	\$20.80	1.00	20.80
8408-022-080	812 W GRONDAHL ST UNIT A	A	\$20.80	1.00	20.80
8408-022-081	812 W GRONDAHL ST UNIT B	A	\$20.80	1.00	20.80
8408-022-082	812 W GRONDAHL ST UNIT C	A	\$20.80	1.00	20.80
8408-022-083	812 W GRONDAHL ST UNIT D	A	\$20.80	1.00	20.80
8408-022-086	809 W GRONDAHL ST UNIT C	A	\$20.80	1.00	20.80
8409-011-008	1225 W MASLINE ST	A	\$20.80	1.00	20.80
8409-011-009	1133 W GREENHAVEN ST	A	\$20.80	1.00	20.80
8409-011-010	1127 W GREENHAVEN ST	A	\$20.80	1.00	20.80
8409-011-022	1207 W GREENHAVEN ST	A	\$20.80	1.00	20.80
8409-011-024	1245 W MASLINE ST	A	\$20.80	1.00	20.80
8409-012-034	1067 W GREENHAVEN ST	A	\$20.80	1.00	20.80
8409-012-039	1055 W GREENHAVEN ST	A	\$20.80	1.00	20.80
8409-012-052	1157 W GREENHAVEN ST	A	\$20.80	1.00	20.80
8409-013-005	1100 W GREENHAVEN ST	A	\$20.80	1.00	20.80
8409-013-010	1058 W GREENHAVEN ST	A	\$20.80	1.00	20.80
8409-013-018	1113 W GRONDAHL ST	A	\$20.80	1.00	20.80
8409-014-003	1172 W GREENHAVEN ST	A	\$20.80	1.00	20.80
8409-014-007	1146 W GREENHAVEN ST	A	\$20.80	1.00	20.80
8409-014-017	1155 W MASLINE ST	A	\$20.80	1.00	20.80
8409-014-018	1147 W MASLINE ST	A	\$20.80	1.00	20.80
8409-014-021	1127 W GRONDAHL ST	A	\$20.80	1.00	20.80
8409-015-015	1053 W MASLINE ST	A	\$20.80	1.00	20.80
8409-015-017	1127 N RIMSDALE AVE	A	\$20.80	1.00	20.80
8409-015-021	1159 N RIMSDALE AVE	A	\$20.80	1.00	20.80
8409-016-025	1156 W MASLINE ST	A	\$20.80	1.00	20.80
8409-016-026	1258 W MASLINE ST	A	\$20.80	1.00	20.80
8409-017-003	1156 N RIMSDALE AVE	A	\$20.80	1.00	20.80
8409-017-033	1211 N AZUSA AVE	B	\$2.70	16.00	43.20
8409-017-035	1024 W MASLINE ST	A	\$20.80	1.00	20.80
8409-017-036	SITUS NOT AVAILABLE	B	\$2.70	1.00	2.70
8409-017-037	1151 N AZUSA AVE	B	\$2.70	405.00	1,093.50
8409-019-001	1477 N AZUSA AVE	B	\$2.70	20.00	54.00
8409-019-022	942 W ARROW HWY	B	\$2.70	25.00	67.50
8409-019-023	960 W ARROW HWY	B	\$2.70	181.00	488.70
8409-019-024	1433 N AZUSA AVE	B	\$2.70	26.00	70.20
8409-019-025	1421 N AZUSA AVE	B	\$2.70	48.00	129.60
8409-019-026	1453 N AZUSA AVE	B	\$2.70	28.00	75.60
8409-019-027	SITUS NOT AVAILABLE	B	\$2.70	65.00	175.50
8409-019-030	1261 N AZUSA AVE	B	\$2.70	174.00	469.80
8409-019-031	1275 N AZUSA AVE	B	\$2.70	554.00	1,495.80
8419-031-036	709 N LARK ELLEN AVE	A	\$20.80	1.00	20.80
8419-031-037	707 N LARK ELLEN AVE	A	\$20.80	1.00	20.80
8419-031-038	705 N LARK ELLEN AVE	A	\$20.80	1.00	20.80
8419-031-039	703 N LARK ELLEN AVE	A	\$20.80	1.00	20.80
8419-031-040	701 N LARK ELLEN AVE	A	\$20.80	1.00	20.80
8419-031-041	699 N LARK ELLEN AVE	A	\$20.80	1.00	20.80
8419-031-042	697 N LARK ELLEN AVE	A	\$20.80	1.00	20.80
8419-031-043	695 N LARK ELLEN AVE	A	\$20.80	1.00	20.80
8419-031-044	693 N LARK ELLEN AVE	A	\$20.80	1.00	20.80
8419-031-045	691 N LARK ELLEN AVE	A	\$20.80	1.00	20.80
8419-031-046	689 N LARK ELLEN AVE	A	\$20.80	1.00	20.80
8419-031-047	687 N LARK ELLEN AVE	A	\$20.80	1.00	20.80
8419-031-048	685 N LARK ELLEN AVE	A	\$20.80	1.00	20.80
8419-031-049	683 N LARK ELLEN AVE	A	\$20.80	1.00	20.80
8419-031-050	681 N LARK ELLEN AVE	A	\$20.80	1.00	20.80
8419-031-051	679 N LARK ELLEN AVE	A	\$20.80	1.00	20.80
8419-031-052	677 N LARK ELLEN AVE	A	\$20.80	1.00	20.80
8419-031-053	675 N LARK ELLEN AVE	A	\$20.80	1.00	20.80
8419-031-054	673 N LARK ELLEN AVE	A	\$20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8419-031-055	671 N LARK ELLEN AVE	A	\$20.80	1.00	20.80
8419-031-056	669 N LARK ELLEN AVE	A	\$20.80	1.00	20.80
8419-031-057	667 N LARK ELLEN AVE	A	\$20.80	1.00	20.80
8419-031-058	665 N LARK ELLEN AVE	A	\$20.80	1.00	20.80
8419-031-059	663 N LARK ELLEN AVE	A	\$20.80	1.00	20.80
8419-031-060	661 N LARK ELLEN AVE	A	\$20.80	1.00	20.80
8419-031-061	659 N LARK ELLEN AVE	A	\$20.80	1.00	20.80
8419-031-062	657 N LARK ELLEN AVE	A	\$20.80	1.00	20.80
8419-031-063	655 N LARK ELLEN AVE	A	\$20.80	1.00	20.80
8419-033-006	708 N VINCENT AVE	B	\$2.70	148.00	399.60
8420-001-038	1045 N AZUSA AVE	B	\$2.70	870.00	2,349.00
8420-001-050	1101 N AZUSA AVE	B	\$2.70	137.00	369.90
8420-008-002	1117 W FREDKIN DR	A	\$20.80	1.00	20.80
8420-008-007	1157 W FREDKIN DR	A	\$20.80	1.00	20.80
8420-008-012	1108 W COOLFIELD DR	A	\$20.80	1.00	20.80
8420-008-018	1156 W COOLFIELD DR	A	\$20.80	1.00	20.80
8420-009-018	1136 W KINGSIDE DR	A	\$20.80	1.00	20.80
8420-009-024	1127 W KINGSIDE DR	A	\$20.80	1.00	20.80
8420-009-032	1177 W QUEENSIDE DR	A	\$20.80	1.00	20.80
8420-011-007	1159 W EDNA PL	A	\$20.80	1.00	20.80
8420-011-017	1134 W QUEENSIDE DR	A	\$20.80	1.00	20.80
8420-012-014	1160 W EDNA PL	A	\$20.80	1.00	20.80
8420-012-019	1120 W EDNA PL	A	\$20.80	1.00	20.80
8420-014-014	919 N RIMSDALE AVE	A	\$20.80	1.00	20.80
8420-014-015	911 N RIMSDALE AVE	A	\$20.80	1.00	20.80
8420-014-018	912 N RIMSDALE AVE	A	\$20.80	1.00	20.80
8420-014-021	1043 W BENBOW ST	A	\$20.80	1.00	20.80
8420-014-027	979 W BENBOW ST	A	\$20.80	1.00	20.80
8420-014-031	1044 W BENWOOD ST	A	\$20.80	1.00	20.80
8420-014-046	1032 W BENBOW ST	A	\$20.80	1.00	20.80
8420-014-052	1033 W CYPRESS ST	A	\$20.80	1.00	20.80
8420-014-053	1025 W CYPRESS ST	A	\$20.80	1.00	20.80
8420-014-057	1011 W CYPRESS ST	B	\$2.70	17.00	45.90
8420-014-060	957 W CYPRESS ST	A	\$20.80	1.00	20.80
8420-014-063	971 W CYPRESS ST	A	\$20.80	1.00	20.80
8420-014-064	973 W CYPRESS ST	A	\$20.80	1.00	20.80
8420-014-065	975 W CYPRESS ST	A	\$20.80	1.00	20.80
8420-014-066	977 W CYPRESS ST	A	\$20.80	1.00	20.80
8420-015-006	1015 W BENWOOD ST	A	\$20.80	1.00	20.80
8420-015-009	1039 W BENWOOD ST	A	\$20.80	1.00	20.80
8420-016-001	1045 N AZUSA AVE	B	\$2.70	31.00	83.70
8420-016-002	945 W CYPRESS ST	A	\$20.80	1.00	20.80
8420-016-004	1045 N AZUSA AVE	B	\$2.70	44.00	118.80
8420-016-006	929 W CYPRESS ST	B	\$2.70	44.00	118.80
8420-016-008	971 N AZUSA AVE	B	\$2.70	31.00	83.70
8420-016-009	961 N AZUSA AVE	B	\$2.70	19.00	51.30
8420-016-010	945 N AZUSA AVE	B	\$2.70	39.00	105.30
8420-016-011	919 N AZUSA AVE	B	\$2.70	17.00	45.90
8420-016-012	919 W CYPRESS ST	B	\$2.70	6.00	16.20
8420-016-014	905 N AZUSA AVE	B	\$2.70	10.00	27.00
8420-017-025	1103 W BENWOOD ST	A	\$20.80	1.00	20.80
8420-018-021	1142 W BENBOW ST	A	\$20.80	1.00	20.80
8420-018-028	1122 W BOBBIE ST	A	\$20.80	1.00	20.80
8421-001-007	912 N AZUSA AVE	B	\$2.70	23.00	62.10
8421-001-010	928 N AZUSA AVE	B	\$2.70	41.00	110.70
8421-001-016	1000 N AZUSA AVE	B	\$2.70	91.00	245.70
8421-001-019	845 W CYPRESS ST	B	\$2.70	27.00	72.90
8421-001-020	1070 N AZUSA AVE	B	\$2.70	24.00	64.80
8421-001-023	1054 N AZUSA AVE	B	\$2.70	58.00	156.60
8421-001-025	1040 N AZUSA AVE	B	\$2.70	61.00	164.70
8421-001-028	1076 N LA BRED A ST	A	\$20.80	1.00	20.80
8421-001-029	1078 N LA BRED A ST	A	\$20.80	1.00	20.80
8421-001-030	1080 N LA BRED A ST	A	\$20.80	1.00	20.80
8421-001-031	1082 N LA BRED A ST	A	\$20.80	1.00	20.80
8421-001-032	1084 N LA BRED A ST	A	\$20.80	1.00	20.80
8421-001-033	1086 N LA BRED A ST	A	\$20.80	1.00	20.80
8421-001-034	1072 N LA BRED A ST	A	\$20.80	1.00	20.80
8421-001-035	1070 N LA BRED A ST	A	\$20.80	1.00	20.80
8421-001-036	1068 N LA BRED A ST	A	\$20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8421-001-037	1066 N LA BRED A ST	A	\$20.80	1.00	20.80
8421-001-038	1064 N LA BRED A ST NO 11	A	\$20.80	1.00	20.80
8421-001-039	1054 N LA BRED A ST	A	\$20.80	1.00	20.80
8421-001-040	1056 N LA BRED A ST	A	\$20.80	1.00	20.80
8421-001-041	1058 N LA BRED A ST	A	\$20.80	1.00	20.80
8421-001-042	1060 N LA BRED A ST	A	\$20.80	1.00	20.80
8421-001-043	1052 N LA BRED A ST	A	\$20.80	1.00	20.80
8421-001-044	1050 N LA BRED A ST	A	\$20.80	1.00	20.80
8421-001-045	1048 N LA BRED A ST	A	\$20.80	1.00	20.80
8421-001-046	1046 N LA BRED A ST	A	\$20.80	1.00	20.80
8421-001-047	1044 N LA BRED A ST	A	\$20.80	1.00	20.80
8421-001-048	1042 N LA BRED A ST	A	\$20.80	1.00	20.80
8421-001-049	1030 N LA BRED A ST	A	\$20.80	1.00	20.80
8421-001-050	1032 N LA BRED A ST	A	\$20.80	1.00	20.80
8421-001-051	1034 N LA BRED A ST	A	\$20.80	1.00	20.80
8421-001-052	1036 N LA BRED A ST	A	\$20.80	1.00	20.80
8421-001-053	1038 N LA BRED A ST	A	\$20.80	1.00	20.80
8421-001-054	1040 N LA BRED A ST	A	\$20.80	1.00	20.80
8421-001-055	1028 N LA BRED A ST	A	\$20.80	1.00	20.80
8421-001-056	1026 N LA BRED A ST	A	\$20.80	1.00	20.80
8421-001-057	1024 N LA BRED A ST	A	\$20.80	1.00	20.80
8421-001-058	1022 N LA BRED A ST	A	\$20.80	1.00	20.80
8421-001-059	1020 N LA BRED A ST	A	\$20.80	1.00	20.80
8421-001-060	1018 N LA BRED A ST	A	\$20.80	1.00	20.80
8421-001-061	1000 N AZUSA AVE	B	\$2.70	251.00	677.70
8421-022-014	909 N CITRUS AVE	B	\$2.70	26.00	70.20
8422-001-008	SITUS NOT AVAILABLE	B	\$2.70	4.00	10.80
8422-001-009	900 N CITRUS AVE	B	\$2.70	127.00	342.90
8422-001-011	902 N CITRUS AVE	B	\$2.70	19.00	51.30
8422-001-012	900 N CITRUS AVE	B	\$2.70	8.00	21.60
8422-001-016	1024 N CITRUS AVE	B	\$2.70	169.00	456.30
8422-002-002	1083 N 2ND AVE	A	\$20.80	1.00	20.80
8422-002-003	1077 N 2ND AVE	A	\$20.80	1.00	20.80
8422-002-004	1073 N 2ND AVE	A	\$20.80	1.00	20.80
8422-002-005	1067 N 2ND AVE	A	\$20.80	1.00	20.80
8422-002-006	1063 N 2ND AVE	A	\$20.80	1.00	20.80
8422-002-007	1057 N 2ND AVE	A	\$20.80	1.00	20.80
8422-002-008	1053 N 2ND AVE	A	\$20.80	1.00	20.80
8422-002-009	1047 N 2ND AVE	A	\$20.80	1.00	20.80
8422-002-010	1041 N 2ND AVE	A	\$20.80	1.00	20.80
8422-002-011	1037 N 2ND AVE	A	\$20.80	1.00	20.80
8422-002-012	1031 N 2ND AVE	A	\$20.80	1.00	20.80
8422-002-013	1027 N 2ND AVE	A	\$20.80	1.00	20.80
8422-002-014	1021 N 2ND AVE	A	\$20.80	1.00	20.80
8422-002-015	1015 N 2ND AVE	A	\$20.80	1.00	20.80
8422-002-016	1060 EVA D EDWARDS AVE	A	\$20.80	1.00	20.80
8422-002-017	1066 EVA D EDWARDS AVE	A	\$20.80	1.00	20.80
8422-002-018	1072 EVA D EDWARDS AVE	A	\$20.80	1.00	20.80
8422-002-019	1076 EVA D EDWARDS AVE	A	\$20.80	1.00	20.80
8422-002-020	1084 EVA D EDWARDS AVE	A	\$20.80	1.00	20.80
8422-002-021	1083 EVA D EDWARDS AVE	A	\$20.80	1.00	20.80
8422-002-022	1077 EVA D EDWARDS AVE	A	\$20.80	1.00	20.80
8422-002-023	1072 N 2ND AVE	A	\$20.80	1.00	20.80
8422-002-024	1066 N 2ND AVE	A	\$20.80	1.00	20.80
8422-002-025	1060 N 2ND AVE	A	\$20.80	1.00	20.80
8422-002-026	227 E BROOKPORT ST	A	\$20.80	1.00	20.80
8422-002-027	214 E BROOKPORT ST	A	\$20.80	1.00	20.80
8422-002-028	220 E BROOKPORT ST	A	\$20.80	1.00	20.80
8422-002-029	224 E BROOKPORT ST	A	\$20.80	1.00	20.80
8422-002-030	230 E BROOKPORT ST	A	\$20.80	1.00	20.80
8422-002-031	236 E BROOKPORT ST	A	\$20.80	1.00	20.80
8422-002-032	242 E BROOKPORT ST	A	\$20.80	1.00	20.80
8422-002-033	248 E BROOKPORT ST	A	\$20.80	1.00	20.80
8422-002-034	254 E BROOKPORT ST	A	\$20.80	1.00	20.80
8422-002-035	258 E BROOKPORT ST	A	\$20.80	1.00	20.80
8422-002-036	264 E BROOKPORT ST	A	\$20.80	1.00	20.80
8422-002-037	206 E BELLBROOK ST	A	\$20.80	1.00	20.80
8422-002-038	214 E BELLBROOK ST	A	\$20.80	1.00	20.80
8422-002-039	220 E BELLBROOK ST	A	\$20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8422-002-040	224 E BELLBROOK ST	A	\$20.80	1.00	20.80
8422-002-041	230 E BELLBROOK ST	A	\$20.80	1.00	20.80
8422-002-042	236 E BELLBROOK ST	A	\$20.80	1.00	20.80
8422-002-043	242 E BELLBROOK ST	A	\$20.80	1.00	20.80
8422-002-044	250 E BELLBROOK ST	A	\$20.80	1.00	20.80
8422-002-045	262 E BELLBROOK ST	A	\$20.80	1.00	20.80
8422-002-046	270 E BELLBROOK ST	A	\$20.80	1.00	20.80
8422-002-047	276 E BELLBROOK ST	A	\$20.80	1.00	20.80
8422-002-048	1018 N HOWARD AVE	A	\$20.80	1.00	20.80
8422-002-049	1022 N HOWARD AVE	A	\$20.80	1.00	20.80
8422-002-050	1030 N HOWARD AVE	A	\$20.80	1.00	20.80
8422-002-051	1034 N HOWARD AVE	A	\$20.80	1.00	20.80
8422-002-052	1040 N HOWARD AVE	A	\$20.80	1.00	20.80
8422-002-053	1046 N HOWARD AVE	A	\$20.80	1.00	20.80
8422-002-054	1050 N HOWARD AVE	A	\$20.80	1.00	20.80
8422-002-055	1056 N HOWARD AVE	A	\$20.80	1.00	20.80
8422-002-056	1062 N HOWARD AVE	A	\$20.80	1.00	20.80
8422-002-057	1066 N HOWARD AVE	A	\$20.80	1.00	20.80
8422-002-058	1072 N HOWARD AVE	A	\$20.80	1.00	20.80
8422-002-059	1076 N HOWARD AVE	A	\$20.80	1.00	20.80
8422-002-060	1082 N HOWARD AVE	A	\$20.80	1.00	20.80
8422-002-061	1083 N HOWARD AVE	A	\$20.80	1.00	20.80
8422-002-062	1077 N HOWARD AVE	A	\$20.80	1.00	20.80
8422-002-063	1071 N HOWARD AVE	A	\$20.80	1.00	20.80
8422-002-064	1065 N HOWARD AVE	A	\$20.80	1.00	20.80
8422-002-065	1061 N HOWARD AVE	A	\$20.80	1.00	20.80
8422-002-066	265 E BELLBROOK ST	A	\$20.80	1.00	20.80
8422-002-067	259 E BELLBROOK ST	A	\$20.80	1.00	20.80
8422-002-068	253 E BELLBROOK ST	A	\$20.80	1.00	20.80
8422-002-069	247 E BELLBROOK ST	A	\$20.80	1.00	20.80
8422-002-070	241 E BELLBROOK ST	A	\$20.80	1.00	20.80
8422-002-071	235 E BELLBROOK ST	A	\$20.80	1.00	20.80
8422-002-072	229 E BELLBROOK ST	A	\$20.80	1.00	20.80
8422-002-073	225 E BELLBROOK ST	A	\$20.80	1.00	20.80
8422-002-074	219 E BELLBROOK ST	A	\$20.80	1.00	20.80
8422-002-075	213 E BELLBROOK ST	A	\$20.80	1.00	20.80
8422-002-076	152 E COVINA BLVD	B	\$2.70	134.00	361.80
8422-002-077	152 E COVINA BLVD	B	\$2.70	33.00	89.10
8422-003-001	239 E BENWOOD ST	A	\$20.80	1.00	20.80
8422-003-002	231 E BENWOOD ST	A	\$20.80	1.00	20.80
8422-003-009	159 E BENWOOD ST	A	\$20.80	1.00	20.80
8422-004-015	207 E BENBOW ST	A	\$20.80	1.00	20.80
8422-005-007	214 E BENBOW ST	A	\$20.80	1.00	20.80
8422-006-008	264 E BENBOW ST	A	\$20.80	1.00	20.80
8422-006-013	265 E BENBOW ST	A	\$20.80	1.00	20.80
8422-007-024	1037 N CALERA AVE	A	\$20.80	1.00	20.80
8422-007-031	314 E BELLBROOK ST	A	\$20.80	1.00	20.80
8422-008-008	371 E BENWOOD ST	A	\$20.80	1.00	20.80
8422-009-005	343 E BENBOW ST	A	\$20.80	1.00	20.80
8422-010-007	369 E CYPRESS ST	A	\$20.80	1.00	20.80
8422-011-018	1047 N BARRANCA AVE	B	\$2.70	80.00	216.00
8422-011-019	406 E BELLBROOK ST	A	\$20.80	1.00	20.80
8422-011-020	412 E BELLBROOK ST	A	\$20.80	1.00	20.80
8422-011-021	420 E BELLBROOK ST	A	\$20.80	1.00	20.80
8422-011-022	428 E BELLBROOK ST	A	\$20.80	1.00	20.80
8422-011-023	438 E BELLBROOK ST	A	\$20.80	1.00	20.80
8422-011-024	448 E BELLBROOK ST	A	\$20.80	1.00	20.80
8422-011-025	454 E BELLBROOK ST	A	\$20.80	1.00	20.80
8422-011-026	407 E BELLBROOK ST	A	\$20.80	1.00	20.80
8422-011-027	415 E BELLBROOK ST	A	\$20.80	1.00	20.80
8422-011-028	427 E BELLBROOK ST	A	\$20.80	1.00	20.80
8422-011-029	435 E BELLBROOK ST	A	\$20.80	1.00	20.80
8422-011-030	449 E BELLBROOK ST	A	\$20.80	1.00	20.80
8422-011-031	446 E BROOKPORT ST	A	\$20.80	1.00	20.80
8422-011-032	436 E BROOKPORT ST	A	\$20.80	1.00	20.80
8422-011-033	426 E BROOKPORT ST	A	\$20.80	1.00	20.80
8422-011-034	414 E BROOKPORT ST	A	\$20.80	1.00	20.80
8422-011-035	405 E BROOKPORT ST	A	\$20.80	1.00	20.80
8422-011-036	413 E BROOKPORT ST	A	\$20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8422-011-037	425 E BROOKPORT ST	A	\$20.80	1.00	20.80
8422-011-038	437 E BROOKPORT ST	A	\$20.80	1.00	20.80
8422-011-039	447 E BROOKPORT ST	A	\$20.80	1.00	20.80
8422-011-040	446 E COVINA BLVD	A	\$20.80	1.00	20.80
8422-011-041	436 E COVINA BLVD	A	\$20.80	1.00	20.80
8422-011-042	424 E COVINA BLVD	A	\$20.80	1.00	20.80
8422-011-043	414 E COVINA BLVD	A	\$20.80	1.00	20.80
8422-011-044	404 E COVINA BLVD	A	\$20.80	1.00	20.80
8422-013-007	784 E COVINA BLVD	A	\$20.80	1.00	20.80
8422-015-012	972 N GRANDVIEW AVE	A	\$20.80	1.00	20.80
8422-015-014	954 N GRANDVIEW AVE	A	\$20.80	1.00	20.80
8422-016-004	957 N STARCREST DR	A	\$20.80	1.00	20.80
8422-017-011	940 N STARCREST DR	A	\$20.80	1.00	20.80
8422-018-004	1037 N GRAND AVE	B	\$2.70	226.00	610.20
8422-018-006	1001 N GRAND AVE	B	\$2.70	156.00	421.20
8422-019-001	727 E BENBOW ST	A	\$20.80	1.00	20.80
8422-019-007	803 E BENBOW ST	A	\$20.80	1.00	20.80
8422-019-016	738 E MARILYN WAY	A	\$20.80	1.00	20.80
8422-019-021	802 E MARILYN WAY	A	\$20.80	1.00	20.80
8422-019-022	810 E MARILYN WAY	A	\$20.80	1.00	20.80
8422-020-014	749 E CYPRESS ST	A	\$20.80	1.00	20.80
8422-020-021	835 E CYPRESS ST	A	\$20.80	1.00	20.80
8422-021-008	865 N GRAND AVE	B	\$2.70	139.00	375.30
8422-022-018	1023 N STARCREST DR	A	\$20.80	1.00	20.80
8422-023-002	831 E MARILYN WAY	A	\$20.80	1.00	20.80
8422-024-011	1025 N VIRGINIA AVE	A	\$20.80	1.00	20.80
8422-024-017	1006 N STARCREST DR	A	\$20.80	1.00	20.80
8422-025-016	454 E BENWOOD ST	A	\$20.80	1.00	20.80
8422-025-017	464 E BENWOOD ST	A	\$20.80	1.00	20.80
8422-025-018	465 E BENBOW ST	A	\$20.80	1.00	20.80
8422-025-019	455 E BENBOW ST	A	\$20.80	1.00	20.80
8422-026-006	436 E BENBOW ST	A	\$20.80	1.00	20.80
8422-026-012	429 E CYPRESS ST	A	\$20.80	1.00	20.80
8422-027-006	548 E BENBOW ST	A	\$20.80	1.00	20.80
8422-028-009	554 E BENWOOD ST	A	\$20.80	1.00	20.80
8422-028-012	524 E BENWOOD ST	A	\$20.80	1.00	20.80
8422-028-013	514 E BENWOOD ST	A	\$20.80	1.00	20.80
8422-030-008	760 E KEMP PL	A	\$20.80	1.00	20.80
8422-031-008	504 E COVINA BLVD	A	\$20.80	1.00	20.80
8422-031-017	534 E COVINA BLVD	A	\$20.80	1.00	20.80
8422-032-003	563 E BELLBROOK ST	A	\$20.80	1.00	20.80
8422-032-013	515 E BELLBROOK ST	A	\$20.80	1.00	20.80
8426-002-006	313 S WILSON AVE	A	\$20.80	1.00	20.80
8426-002-015	219 S WILSON AVE	A	\$20.80	1.00	20.80
8426-003-017	222 S WILSON AVE	A	\$20.80	1.00	20.80
8426-004-020	145 S ASHTON DR	A	\$20.80	1.00	20.80
8426-006-001	1413 E PUENTE ST	A	\$20.80	1.00	20.80
8426-006-006	1441 E PUENTE ST	A	\$20.80	1.00	20.80
8426-006-009	1472 E DEXTER ST	A	\$20.80	1.00	20.80
8426-006-010	1492 E DEXTER ST	A	\$20.80	1.00	20.80
8426-006-033	1453 E PUENTE ST	A	\$20.80	1.00	20.80
8426-006-034	1466 E DEXTER ST	A	\$20.80	1.00	20.80
8426-006-035	1504 E DEXTER ST	A	\$20.80	1.00	20.80
8426-007-002	1552 E ALGROVE ST	A	\$20.80	1.00	20.80
8426-007-007	1504 E ALGROVE ST	A	\$20.80	1.00	20.80
8426-007-015	1505 E DEXTER ST	A	\$20.80	1.00	20.80
8426-009-011	1450 E OLD BADILLO ST	A	\$20.80	1.00	20.80
8426-009-018	1523 E GROVECENTER ST	A	\$20.80	1.00	20.80
8426-010-003	232 S STARGLEN DR	A	\$20.80	1.00	20.80
8426-010-011	114 S STARGLEN DR	A	\$20.80	1.00	20.80
8426-011-021	105 N HENTON AVE	A	\$20.80	1.00	20.80
8426-011-030	108 N DARFIELD AVE	A	\$20.80	1.00	20.80
8426-011-040	1515 E OLD BADILLO ST	A	\$20.80	1.00	20.80
8426-011-041	1525 E OLD BADILLO ST	A	\$20.80	1.00	20.80
8426-011-042	1535 E OLD BADILLO ST	A	\$20.80	1.00	20.80
8426-011-043	103 N STARGLEN DR	A	\$20.80	1.00	20.80
8426-011-044	115 N STARGLEN DR	A	\$20.80	1.00	20.80
8426-011-045	121 N STARGLEN DR	A	\$20.80	1.00	20.80
8426-011-046	129 N STARGLEN DR	A	\$20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8426-011-047	1551 E OLD BADILLO ST	B	\$2.70	44.00	118.80
8426-012-012	SITUS NOT AVAILABLE	B	\$2.70	80.00	216.00
8426-012-013	1650 E OLD BADILLO ST	B	\$2.70	398.14	1,074.98
8426-012-014	1650 E OLD BADILLO ST	B	\$2.70	566.71	1,530.12
8426-012-015	1650 E OLD BADILLO ST	B	\$2.70	240.01	648.03
8426-013-009	1805 E LOMIRA DR	A	\$20.80	1.00	20.80
8426-014-033	1870 E ADAMS PARK DR	A	\$20.80	1.00	20.80
8426-014-039	223 N GARS DEN AVE	A	\$20.80	1.00	20.80
8426-016-013	424 N GREER AVE	A	\$20.80	1.00	20.80
8426-016-015	2025 E EDGE COMB ST	A	\$20.80	1.00	20.80
8426-017-001	240 N LYMAN AVE	A	\$20.80	1.00	20.80
8426-017-003	304 N LYMAN AVE	A	\$20.80	1.00	20.80
8426-018-015	320 N GREER AVE	A	\$20.80	1.00	20.80
8427-001-006	1330 E CYPRESS ST	B	\$2.70	112.00	302.40
8427-001-007	1370 E CYPRESS ST	B	\$2.70	32.00	86.40
8427-001-020	831 N BANNA AVE	A	\$20.80	1.00	20.80
8427-001-040	1463 E COLVER PL	A	\$20.80	1.00	20.80
8427-001-044	1410 E CYPRESS ST	B	\$2.70	37.00	99.90
8427-001-045	809 N BANNA AVE	A	\$20.80	1.00	20.80
8427-001-046	807 N BANNA AVE	A	\$20.80	1.00	20.80
8427-002-011	809 N LANGHAM AVE	A	\$20.80	1.00	20.80
8427-003-004	1505 DALTON PL	A	\$20.80	1.00	20.80
8427-003-005	1515 DALTON PL	A	\$20.80	1.00	20.80
8427-003-006	1521 DALTON PL	A	\$20.80	1.00	20.80
8427-003-007	1529 DALTON PL	A	\$20.80	1.00	20.80
8427-003-008	1537 DALTON PL	A	\$20.80	1.00	20.80
8427-003-009	1547 DALTON PL	A	\$20.80	1.00	20.80
8427-003-010	1553 DALTON PL	A	\$20.80	1.00	20.80
8427-003-011	1559 DALTON PL	A	\$20.80	1.00	20.80
8427-003-012	839 N KIDDER AVE	A	\$20.80	1.00	20.80
8427-003-013	835 N KIDDER AVE	A	\$20.80	1.00	20.80
8427-003-014	827 N KIDDER AVE	A	\$20.80	1.00	20.80
8427-003-015	823 N KIDDER AVE	A	\$20.80	1.00	20.80
8427-003-016	819 N KIDDER AVE	A	\$20.80	1.00	20.80
8427-003-017	815 N KIDDER AVE	A	\$20.80	1.00	20.80
8427-003-018	809 N KIDDER AVE	A	\$20.80	1.00	20.80
8427-003-019	805 N KIDDER AVE	A	\$20.80	1.00	20.80
8427-003-020	1575 E COLVER PL	A	\$20.80	1.00	20.80
8427-003-021	1571 E COLVER PL	A	\$20.80	1.00	20.80
8427-003-022	1567 E COLVER PL	A	\$20.80	1.00	20.80
8427-003-023	1563 E COLVER PL	A	\$20.80	1.00	20.80
8427-003-024	1557 E COLVER PL	A	\$20.80	1.00	20.80
8427-003-025	1551 E COLVER PL	A	\$20.80	1.00	20.80
8427-003-026	1545 E COLVER PL	A	\$20.80	1.00	20.80
8427-003-027	1539 E COLVER PL	A	\$20.80	1.00	20.80
8427-003-028	1533 E COLVER PL	A	\$20.80	1.00	20.80
8427-003-029	1527 E COLVER PL	A	\$20.80	1.00	20.80
8427-003-030	742 N BANNA AVE	A	\$20.80	1.00	20.80
8427-003-031	750 N BANNA AVE	A	\$20.80	1.00	20.80
8427-003-032	758 N BANNA AVE	A	\$20.80	1.00	20.80
8427-003-033	768 N BANNA AVE	A	\$20.80	1.00	20.80
8427-003-034	776 N BANNA AVE	A	\$20.80	1.00	20.80
8427-003-035	782 N BANNA AVE	A	\$20.80	1.00	20.80
8427-003-036	790 N BANNA AVE	A	\$20.80	1.00	20.80
8427-003-037	798 N BANNA AVE	A	\$20.80	1.00	20.80
8427-003-038	806 N BANNA AVE	A	\$20.80	1.00	20.80
8427-003-039	812 N BANNA AVE	A	\$20.80	1.00	20.80
8427-003-040	822 N BANNA AVE	A	\$20.80	1.00	20.80
8427-003-041	821 KENSINGTON PL	A	\$20.80	1.00	20.80
8427-003-042	811 KENSINGTON PL	A	\$20.80	1.00	20.80
8427-003-043	803 KENSINGTON PL	A	\$20.80	1.00	20.80
8427-003-044	795 KENSINGTON PL	A	\$20.80	1.00	20.80
8427-003-045	787 KENSINGTON PL	A	\$20.80	1.00	20.80
8427-003-046	779 KENSINGTON PL	A	\$20.80	1.00	20.80
8427-003-047	771 KENSINGTON PL	A	\$20.80	1.00	20.80
8427-003-048	761 KENSINGTON PL	A	\$20.80	1.00	20.80
8427-003-049	1540 CARLTON PL	A	\$20.80	1.00	20.80
8427-003-050	1546 CARLTON PL	A	\$20.80	1.00	20.80
8427-003-051	1552 CARLTON PL	A	\$20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8427-003-052	1558 CARLTON PL	A	\$20.80	1.00	20.80
8427-003-053	1564 CARLTON PL	A	\$20.80	1.00	20.80
8427-003-054	1568 CARLTON PL	A	\$20.80	1.00	20.80
8427-003-055	1572 CARLTON PL	A	\$20.80	1.00	20.80
8427-003-056	806 CARLTON PL	A	\$20.80	1.00	20.80
8427-003-057	825 CARLTON PL	A	\$20.80	1.00	20.80
8427-003-058	817 CARLTON PL	A	\$20.80	1.00	20.80
8427-003-059	811 CARLTON PL	A	\$20.80	1.00	20.80
8427-003-060	807 CARLTON PL	A	\$20.80	1.00	20.80
8427-003-061	801 CARLTON PL	A	\$20.80	1.00	20.80
8427-003-062	1543 CARLTON PL	A	\$20.80	1.00	20.80
8427-003-063	800 KENSINGTON PL	A	\$20.80	1.00	20.80
8427-003-064	808 KENSINGTON PL	A	\$20.80	1.00	20.80
8427-003-065	816 KENSINGTON PL	A	\$20.80	1.00	20.80
8427-003-066	826 KENSINGTON PL	A	\$20.80	1.00	20.80
8427-004-005	832 N KIDDER AVE	A	\$20.80	1.00	20.80
8427-005-002	863 N REEDER AVE	A	\$20.80	1.00	20.80
8427-005-017	866 N GREENPARK AVE	A	\$20.80	1.00	20.80
8427-006-011	849 N GREENPARK AVE	A	\$20.80	1.00	20.80
8427-007-005	1606 E COLVER PL	A	\$20.80	1.00	20.80
8427-007-008	1570 E COLVER PL	A	\$20.80	1.00	20.80
8427-007-010	1663 E FARLAND ST	A	\$20.80	1.00	20.80
8427-007-015	1631 E FARLAND ST	A	\$20.80	1.00	20.80
8427-008-007	1557 E FARLAND ST	A	\$20.80	1.00	20.80
8427-008-013	1534 E COLVER PL	A	\$20.80	1.00	20.80
8427-009-016	624 N RIMHURST AVE	A	\$20.80	1.00	20.80
8427-009-028	637 N BANNA AVE	A	\$20.80	1.00	20.80
8427-010-026	614 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-010-027	616 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-010-028	618 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-010-029	620 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-010-030	622 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-010-031	624 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-010-032	626 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-010-033	628 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-010-034	630 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-010-035	632 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-010-036	634 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-011-002	1315 E RUDDOCK ST	A	\$20.80	1.00	20.80
8427-011-006	1355 E RUDDOCK ST	A	\$20.80	1.00	20.80
8427-011-014	1315 E EDGECOMB ST	A	\$20.80	1.00	20.80
8427-011-027	1325 E RETFORD ST	A	\$20.80	1.00	20.80
8427-012-002	478 N IVESCREST AVE	A	\$20.80	1.00	20.80
8427-012-012	413 N RIMHURST AVE	A	\$20.80	1.00	20.80
8427-012-014	433 N RIMHURST AVE	A	\$20.80	1.00	20.80
8427-012-016	453 N RIMHURST AVE	A	\$20.80	1.00	20.80
8427-012-019	1404 E WINGATE ST	A	\$20.80	1.00	20.80
8427-014-001	465 N BANNA AVE	A	\$20.80	1.00	20.80
8427-014-002	455 N BANNA AVE	A	\$20.80	1.00	20.80
8427-014-008	404 N MANGROVE AVE	A	\$20.80	1.00	20.80
8427-014-014	462 N MANGROVE AVE	A	\$20.80	1.00	20.80
8427-014-018	611 N BANNA AVE	A	\$20.80	1.00	20.80
8427-015-006	1507 E RETFORD ST	A	\$20.80	1.00	20.80
8427-015-017	624 N KINSELLA AVE	A	\$20.80	1.00	20.80
8427-015-021	613 N KINSELLA AVE	A	\$20.80	1.00	20.80
8427-016-022	620 N KIDDER AVE	A	\$20.80	1.00	20.80
8427-016-023	628 N KIDDER AVE	A	\$20.80	1.00	20.80
8427-017-003	1668 E FARLAND ST	A	\$20.80	1.00	20.80
8427-018-016	1668 E WINGATE ST	A	\$20.80	1.00	20.80
8427-018-023	1718 E SACHS PL	A	\$20.80	1.00	20.80
8427-018-038	1669 E RETFORD ST	A	\$20.80	1.00	20.80
8427-018-044	1709 E RETFORD ST	A	\$20.80	1.00	20.80
8427-018-045	1717 E RETFORD ST	A	\$20.80	1.00	20.80
8427-018-046	1727 E RETFORD ST	A	\$20.80	1.00	20.80
8427-018-047	1737 E RETFORD ST	A	\$20.80	1.00	20.80
8427-019-024	1735 E EDGECOMB ST	A	\$20.80	1.00	20.80
8427-019-028	530 N RETFORD KNLS	A	\$20.80	1.00	20.80
8427-019-029	520 N RETFORD KNLS	A	\$20.80	1.00	20.80
8427-019-030	510 N RETFORD KNLS	A	\$20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8427-019-031	500 N RETFORD KNLS	A	\$20.80	1.00	20.80
8427-019-032	1712 E RETFORD ST	A	\$20.80	1.00	20.80
8427-019-033	1718 E RETFORD ST	A	\$20.80	1.00	20.80
8427-019-034	1728 E RETFORD ST	A	\$20.80	1.00	20.80
8427-019-035	467 N REEDER AVE	A	\$20.80	1.00	20.80
8427-020-005	1562 E RETFORD ST	A	\$20.80	1.00	20.80
8427-020-006	1574 E RETFORD ST	A	\$20.80	1.00	20.80
8427-020-007	1601 E RUDDOCK ST	A	\$20.80	1.00	20.80
8427-021-017	1640 E EDGECOMB ST	A	\$20.80	1.00	20.80
8427-022-026	274 N DARFIELD AVE	A	\$20.80	1.00	20.80
8427-022-036	1750 E RUDDOCK ST	A	\$20.80	1.00	20.80
8427-023-053	240 N BANNA AVE	A	\$20.80	1.00	20.80
8427-024-002	1513 E WANAMAKER DR	A	\$20.80	1.00	20.80
8427-024-008	1569 E WANAMAKER DR	A	\$20.80	1.00	20.80
8427-025-005	321 N BANNA AVE	A	\$20.80	1.00	20.80
8427-026-022	1372 E PALM DR	A	\$20.80	1.00	20.80
8427-027-006	1330 E ADAMS PARK DR	A	\$20.80	1.00	20.80
8427-027-014	100 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-015	102 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-016	104 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-017	106 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-018	116 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-019	118 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-020	120 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-021	122 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-022	130 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-023	132 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-024	134 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-025	136 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-026	160 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-027	158 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-028	156 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-029	154 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-030	152 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-031	150 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-032	148 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-033	146 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-034	144 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-035	142 N GLENDORA AVE UNIT 22	A	\$20.80	1.00	20.80
8427-027-036	140 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-037	138 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-038	128 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-039	126 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-040	124 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-041	114 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-042	112 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-043	110 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-044	108 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-045	190 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-046	192 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-047	194 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-048	196 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-049	198 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-050	200 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-051	214 N GLENDORA AVE #71	A	\$20.80	1.00	20.80
8427-027-052	216 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-053	218 N GLENDORA AVE NO 73	A	\$20.80	1.00	20.80
8427-027-054	220 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-055	222 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-056	224 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-057	212 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-058	210 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-059	208 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-060	206 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-061	204 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-062	202 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-063	188 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-064	186 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-065	184 N GLENDORA AVE	A	\$20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8427-027-066	182 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-067	180 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-068	178 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-069	176 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-070	174 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-071	172 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-072	170 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-073	168 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-074	166 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-075	164 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-076	232 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-077	234 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-078	236 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-079	238 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-080	240 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-081	242 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-082	244 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-083	226 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-084	228 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-085	230 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-086	246 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-087	248 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-088	250 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-089	252 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-090	254 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-091	256 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-092	258 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-093	260 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-094	262 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-095	264 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-096	266 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-097	268 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-098	270 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-099	272 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-100	274 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-101	276 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-102	278 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-103	280 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-104	282 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-105	284 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-106	286 N GLENDORA AVE	A	\$20.80	1.00	20.80
8427-027-107	288 N GLENDORA AVE NO 63	A	\$20.80	1.00	20.80
8427-027-108	290 N GLENDORA AVE	A	\$20.80	1.00	20.80
8428-001-010	487 N GLENDORA AVE	A	\$20.80	1.00	20.80
8428-001-013	466 N DANEHURST AVE	A	\$20.80	1.00	20.80
8428-004-001	404 N JENIFER AVE	A	\$20.80	1.00	20.80
8428-004-003	420 N JENIFER AVE	A	\$20.80	1.00	20.80
8428-005-005	1047 E RUDDOCK ST	A	\$20.80	1.00	20.80
8428-005-006	1055 E RUDDOCK ST	A	\$20.80	1.00	20.80
8428-005-009	1083 E RUDDOCK ST	A	\$20.80	1.00	20.80
8428-008-018	977 E RUDDOCK ST	A	\$20.80	1.00	20.80
8428-009-006	315 N SHADYGLEN DR	A	\$20.80	1.00	20.80
8428-010-021	240 N SHADYGLEN DR	A	\$20.80	1.00	20.80
8428-011-025	332 N WESTRIDGE AVE	A	\$20.80	1.00	20.80
8428-012-024	342 N BENDER AVE	A	\$20.80	1.00	20.80
8428-013-016	308 N DODSWORTH AVE	A	\$20.80	1.00	20.80
8428-013-024	367 N JENIFER AVE	A	\$20.80	1.00	20.80
8428-013-025	355 N JENIFER AVE	A	\$20.80	1.00	20.80
8428-013-026	345 N JENIFER AVE	A	\$20.80	1.00	20.80
8428-013-027	337 N JENIFER AVE	A	\$20.80	1.00	20.80
8428-013-028	329 N JENIFER AVE	A	\$20.80	1.00	20.80
8428-013-029	319 N JENIFER AVE	A	\$20.80	1.00	20.80
8428-013-030	311 N JENIFER AVE	A	\$20.80	1.00	20.80
8428-013-031	301 N JENIFER AVE	A	\$20.80	1.00	20.80
8428-013-032	1106 E ADAMS PARK DR	A	\$20.80	1.00	20.80
8428-013-033	1126 E ADAMS PARK DR	A	\$20.80	1.00	20.80
8428-013-034	1132 E ADAMS PARK DR	A	\$20.80	1.00	20.80
8428-013-035	1140 E ADAMS PARK DR	A	\$20.80	1.00	20.80
8428-013-036	1152 E ADAMS PARK DR	A	\$20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8428-013-037	313 N NEARGLEN AVE	A	\$20.80	1.00	20.80
8428-013-038	323 N NEARGLEN AVE	A	\$20.80	1.00	20.80
8428-013-039	331 N NEARGLEN AVE	A	\$20.80	1.00	20.80
8428-013-040	339 N NEARGLEN AVE	A	\$20.80	1.00	20.80
8428-013-041	349 N NEARGLEN AVE	A	\$20.80	1.00	20.80
8428-013-042	350 N JENIFER AVE	A	\$20.80	1.00	20.80
8428-013-043	342 N JENIFER AVE	A	\$20.80	1.00	20.80
8428-013-044	336 N JENIFER AVE	A	\$20.80	1.00	20.80
8428-013-045	326 N JENIFER AVE	A	\$20.80	1.00	20.80
8428-013-046	316 N JENIFER AVE	A	\$20.80	1.00	20.80
8428-013-047	1151 E PALM DR	A	\$20.80	1.00	20.80
8428-013-048	1141 E PALM DR	A	\$20.80	1.00	20.80
8428-013-049	1133 E PALM DR	A	\$20.80	1.00	20.80
8428-013-050	1125 E PALM DR	A	\$20.80	1.00	20.80
8428-014-024	1031 E BADILLO ST	A	\$20.80	1.00	20.80
8428-014-038	973 E BADILLO ST	B	\$2.70	51.00	137.70
8428-015-011	1283 E WINGATE ST	A	\$20.80	1.00	20.80
8428-015-012	1275 E WINGATE ST	A	\$20.80	1.00	20.80
8428-015-013	1265 E WINGATE ST	A	\$20.80	1.00	20.80
8428-017-023	1254 E CYPRESS ST	B	\$2.70	27.00	72.90
8428-017-024	1274 E CYPRESS ST	B	\$2.70	28.00	75.60
8428-020-003	813 N CUMMINGS RD	B	\$2.70	85.00	229.50
8428-022-012	700 N GRAND AVE	B	\$2.70	25.00	67.50
8428-022-013	648 N GRAND AVE	B	\$2.70	21.00	56.70
8428-022-014	632 N GRAND AVE	B	\$2.70	15.00	40.50
8428-022-016	744 N GRAND AVE	B	\$2.70	57.00	153.90
8428-023-013	1019 E WINGATE ST	A	\$20.80	1.00	20.80
8428-024-016	1225 E WINGATE ST	A	\$20.80	1.00	20.80
8428-024-017	1257 E WINGATE ST	A	\$20.80	1.00	20.80
8428-024-018	1249 E WINGATE ST	A	\$20.80	1.00	20.80
8428-024-019	1243 E WINGATE ST	A	\$20.80	1.00	20.80
8428-024-020	626 N DANEHURST AVE	A	\$20.80	1.00	20.80
8428-024-021	632 N DANEHURST AVE	A	\$20.80	1.00	20.80
8428-024-022	631 N DANEHURST AVE	A	\$20.80	1.00	20.80
8428-024-023	625 N DANEHURST AVE	A	\$20.80	1.00	20.80
8429-005-020	705 E CHESTER RD	A	\$20.80	1.00	20.80
8429-006-020	743 E EDNA PL	B	\$2.70	18.55	50.09
8429-006-021	757 E EDNA PL	B	\$2.70	2.59	6.99
8429-006-022	755 E EDNA PL	B	\$2.70	2.63	7.10
8429-006-023	753 E EDNA PL	B	\$2.70	2.63	7.10
8429-006-024	751 E EDNA PL	B	\$2.70	2.59	6.99
8429-006-025	771 E EDNA PL	B	\$2.70	2.73	7.37
8429-006-026	775 E EDNA PL	B	\$2.70	2.73	7.37
8429-006-027	777 E EDNA PL	B	\$2.70	2.73	7.37
8429-006-028	801 E EDNA PL	B	\$2.70	2.73	7.37
8429-006-029	805 E EDNA PL	B	\$2.70	2.73	7.37
8429-006-030	809 E EDNA PL	B	\$2.70	2.73	7.37
8429-006-031	813 E EDNA PL	B	\$2.70	2.73	7.37
8429-006-032	817 E EDNA PL	B	\$2.70	2.73	7.37
8429-006-033	821 E EDNA PL	B	\$2.70	2.59	6.99
8429-006-034	823 E EDNA PL	B	\$2.70	2.63	7.10
8429-006-035	825 E EDNA PL	B	\$2.70	2.63	7.10
8429-006-036	827 E EDNA PL	B	\$2.70	2.11	5.70
8429-006-037	819 E EDNA PL	B	\$2.70	2.73	7.37
8429-006-038	815 E EDNA PL	B	\$2.70	2.73	7.37
8429-006-039	811 E EDNA PL	B	\$2.70	2.73	7.37
8429-006-040	807 E EDNA PL	B	\$2.70	2.73	7.37
8429-006-041	761 E EDNA PL	B	\$2.70	11.06	29.86
8429-006-042	841 E EDNA PL	B	\$2.70	4.50	12.15
8429-006-043	843 E EDNA PL	B	\$2.70	2.25	6.08
8429-006-044	845 E EDNA PL	B	\$2.70	2.25	6.08
8429-006-045	847 E EDNA PL	B	\$2.70	1.87	5.05
8429-008-019	746 N BARRANCA AVE	B	\$2.70	22.00	59.40
8429-009-006	543 E SAN BERNARDINO RD	B	\$2.70	8.00	21.60
8429-009-017	535 E SAN BERNARDINO RD	B	\$2.70	8.00	21.60
8429-009-018	551 E SAN BERNARDINO RD	B	\$2.70	8.00	21.60
8429-009-019	504 N BARRANCA AVE	B	\$2.70	17.00	45.90
8429-009-020	523 E SAN BERNARDINO RD	B	\$2.70	6.00	16.20
8429-009-021	561 E SAN BERNARDINO RD	B	\$2.70	8.00	21.60

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8429-009-022	581 E SAN BERNARDINO RD	B	\$2.70	8.00	21.60
8429-009-025	537 E SAN BERNARDINO RD	B	\$2.70	8.00	21.60
8429-009-026	569 E SAN BERNARDINO RD	B	\$2.70	8.00	21.60
8429-009-027	573 E SAN BERNARDINO RD	B	\$2.70	8.00	21.60
8429-010-001	705 E SAN BERNARDINO RD	B	\$2.70	20.00	54.00
8429-010-002	711 E SAN BERNARDINO RD	B	\$2.70	19.00	51.30
8429-010-003	723 E SAN BERNARDINO RD	B	\$2.70	19.00	51.30
8429-010-004	731 E SAN BERNARDINO RD	B	\$2.70	19.00	51.30
8429-010-005	739 E SAN BERNARDINO RD	B	\$2.70	18.00	48.60
8429-010-006	747 E SAN BERNARDINO RD	B	\$2.70	18.00	48.60
8429-010-007	757 E SAN BERNARDINO RD	B	\$2.70	17.00	45.90
8429-010-008	765 E SAN BERNARDINO RD	B	\$2.70	16.00	43.20
8429-010-009	775 E SAN BERNARDINO RD	B	\$2.70	15.00	40.50
8429-010-010	781 E SAN BERNARDINO RD	B	\$2.70	18.00	48.60
8429-010-011	793 E SAN BERNARDINO RD	B	\$2.70	15.00	40.50
8429-010-012	805 E SAN BERNARDINO RD	B	\$2.70	16.00	43.20
8429-010-013	813 E SAN BERNARDINO RD	B	\$2.70	16.00	43.20
8429-010-014	823 E SAN BERNARDINO RD	B	\$2.70	16.00	43.20
8429-010-015	841 E SAN BERNARDINO RD	B	\$2.70	12.00	32.40
8429-010-017	851 E SAN BERNARDINO RD	B	\$2.70	40.00	108.00
8429-010-018	611 N GRAND AVE	B	\$2.70	23.00	62.10
8429-011-017	862 E SAN BERNARDINO RD	A	\$20.80	1.00	20.80
8429-011-018	854 E SAN BERNARDINO RD	A	\$20.80	1.00	20.80
8429-011-019	846 E SAN BERNARDINO RD	A	\$20.80	1.00	20.80
8429-011-022	461 N GRAND AVE	B	\$2.70	13.00	35.10
8429-012-001	459 N LINDA TER	A	\$20.80	1.00	20.80
8429-012-015	SITUS NOT AVAILABLE	B	\$2.70	4.00	10.80
8429-012-016	710 E SAN BERNARDINO RD	B	\$2.70	67.00	180.90
8429-012-017	676 E SAN BERNARDINO RD	B	\$2.70	35.00	94.50
8429-012-018	703 E RUDDOCK ST	B	\$2.70	8.00	21.60
8429-012-019	715 E RUDDOCK ST	B	\$2.70	21.00	56.70
8429-012-020	677 E RUDDOCK ST	B	\$2.70	15.00	40.50
8429-012-021	669 E RUDDOCK ST	B	\$2.70	8.00	21.60
8429-012-022	663 E RUDDOCK ST	B	\$2.70	8.00	21.60
8429-012-023	653 E RUDDOCK ST	B	\$2.70	8.00	21.60
8429-012-024	645 E RUDDOCK ST NO 1	B	\$2.70	8.00	21.60
8429-012-025	637 E RUDDOCK ST	B	\$2.70	8.00	21.60
8429-012-026	629 E RUDDOCK ST NO 1	B	\$2.70	8.00	21.60
8429-012-027	626 E SAN BERNARDINO RD	B	\$2.70	18.00	48.60
8429-012-028	636 E SAN BERNARDINO RD	B	\$2.70	15.00	40.50
8429-012-037	740 E SAN BERNARDINO RD UNIT 1	A	\$20.80	1.00	20.80
8429-012-038	740 E SAN BERNARDINO RD UNIT 2	A	\$20.80	1.00	20.80
8429-012-039	740 E SAN BERNARDINO RD UNIT 3	A	\$20.80	1.00	20.80
8429-012-040	740 E SAN BERNARDINO RD UNIT 4	A	\$20.80	1.00	20.80
8429-012-041	740 E SAN BERNARDINO RD UNIT 5	A	\$20.80	1.00	20.80
8429-012-042	740 E SAN BERNARDINO RD UNIT 6	A	\$20.80	1.00	20.80
8429-012-043	740 E SAN BERNARDINO RD UNIT 7	A	\$20.80	1.00	20.80
8429-012-044	740 E SAN BERNARDINO RD UNIT 8	A	\$20.80	1.00	20.80
8429-012-045	758 E SAN BERNARDINO RD UNIT 1	A	\$20.80	1.00	20.80
8429-012-046	758 E SAN BERNARDINO RD UNIT 2	A	\$20.80	1.00	20.80
8429-012-047	758 E SAN BERNARDINO RD UNIT 3	A	\$20.80	1.00	20.80
8429-012-048	758 E SAN BERNARDINO RD NO 4	A	\$20.80	1.00	20.80
8429-012-049	758 E SAN BERNARDINO RD UNIT 5	A	\$20.80	1.00	20.80
8429-012-050	758 E SAN BERNARDINO RD UNIT 6	A	\$20.80	1.00	20.80
8429-012-051	758 E SAN BERNARDINO RD UNIT 7	A	\$20.80	1.00	20.80
8429-012-052	758 E SAN BERNARDINO RD UNIT 8	A	\$20.80	1.00	20.80
8429-012-053	770 E SAN BERNARDINO RD UNIT 1	A	\$20.80	1.00	20.80
8429-012-054	770 E SAN BERNARDINO RD UNIT 2	A	\$20.80	1.00	20.80
8429-012-055	770 E SAN BERNARDINO RD UNIT 3	A	\$20.80	1.00	20.80
8429-012-056	770 E SAN BERNARDINO RD UNIT 4	A	\$20.80	1.00	20.80
8429-012-057	770 E SAN BERNARDINO RD UNIT 5	A	\$20.80	1.00	20.80
8429-012-058	770 E SAN BERNARDINO RD UNIT 6	A	\$20.80	1.00	20.80
8429-012-059	746 E SAN BERNARDINO RD NO 2	A	\$20.80	1.00	20.80
8429-012-060	746 E SAN BERNARDINO RD NO 1	A	\$20.80	1.00	20.80
8429-012-061	746 E SAN BERNARDINO RD NO 4	A	\$20.80	1.00	20.80
8429-012-062	746 E SAN BERNARDINO RD NO 3	A	\$20.80	1.00	20.80
8429-012-063	746 E SAN BERNARDINO RD #6	A	\$20.80	1.00	20.80
8429-012-064	746 E SAN BERNARDINO RD NO 5	A	\$20.80	1.00	20.80
8429-012-065	746 E SAN BERNARDINO RD NO 8	A	\$20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8429-012-066	746 E SAN BERNARDINO RD NO 7	A	\$20.80	1.00	20.80
8429-012-067	746 E SAN BERNARDINO RD NO 10	A	\$20.80	1.00	20.80
8429-012-068	746 E SAN BERNARDINO RD NO 9	A	\$20.80	1.00	20.80
8429-012-069	752 E SAN BERNARDINO RD NO 2	A	\$20.80	1.00	20.80
8429-012-070	752 E SAN BERNARDINO RD NO 1	A	\$20.80	1.00	20.80
8429-012-071	752 E SAN BERNARDINO RD NO 4	A	\$20.80	1.00	20.80
8429-012-072	752 E SAN BERNARDINO RD NO 3	A	\$20.80	1.00	20.80
8429-012-073	752 E SAN BERNARDINO RD NO 6	A	\$20.80	1.00	20.80
8429-012-074	752 E SAN BERNARDINO RD # 5	A	\$20.80	1.00	20.80
8429-012-075	752 E SAN BERNARDINO RD NO 8	A	\$20.80	1.00	20.80
8429-012-076	752 E SAN BERNARDINO RD NO 7	A	\$20.80	1.00	20.80
8429-012-077	764 E SAN BERNARDINO RD NO 2	A	\$20.80	1.00	20.80
8429-012-078	764 E SAN BERNARDINO RD NO 1	A	\$20.80	1.00	20.80
8429-012-079	764 E SAN BERNARDINO RD NO 4	A	\$20.80	1.00	20.80
8429-012-080	764 E SAN BERNARDINO RD NO 3	A	\$20.80	1.00	20.80
8429-012-081	764 E SAN BERNARDINO RD NO 6	A	\$20.80	1.00	20.80
8429-012-082	764 E SAN BERNARDINO RD NO 5	A	\$20.80	1.00	20.80
8429-012-083	764 E SAN BERNARDINO RD NO 8	A	\$20.80	1.00	20.80
8429-012-084	764 E SAN BERNARDINO RD NO 7	A	\$20.80	1.00	20.80
8429-012-085	794 E SAN BERNARDINO RD NO 2	A	\$20.80	1.00	20.80
8429-012-086	794 E SAN BERNARDINO RD NO 1	A	\$20.80	1.00	20.80
8429-012-087	794 E SAN BERNARDINO RD NO 4	A	\$20.80	1.00	20.80
8429-012-088	794 E SAN BERNARDINO RD NO 3	A	\$20.80	1.00	20.80
8429-012-089	782 E SAN BERNARDINO RD 1	A	\$20.80	1.00	20.80
8429-012-090	776 E SAN BERNARDINO RD 2	A	\$20.80	1.00	20.80
8429-012-091	776 E SAN BERNARDINO RD 3	A	\$20.80	1.00	20.80
8429-012-092	776 E SAN BERNARDINO RD UNIT 4	A	\$20.80	1.00	20.80
8429-012-093	776 E SAN BERNARDINO RD UNIT 5	A	\$20.80	1.00	20.80
8429-012-094	776 E SAN BERNARDINO RD 6	A	\$20.80	1.00	20.80
8429-012-095	776 E SAN BERNARDINO RD 7	A	\$20.80	1.00	20.80
8429-012-096	782 E SAN BERNARDINO RD 1	A	\$20.80	1.00	20.80
8429-012-097	782 E SAN BERNARDINO RD 2	A	\$20.80	1.00	20.80
8429-012-098	782 E SAN BERNARDINO RD 3	A	\$20.80	1.00	20.80
8429-012-099	788 E SAN BERNARDINO RD 1	A	\$20.80	1.00	20.80
8429-012-100	788 E SAN BERNARDINO RD 3	A	\$20.80	1.00	20.80
8429-012-101	788 E SAN BERNARDINO RD 2	A	\$20.80	1.00	20.80
8429-012-102	788 E SAN BERNARDINO RD 5	A	\$20.80	1.00	20.80
8429-012-103	788 E SAN BERNARDINO RD 4	A	\$20.80	1.00	20.80
8429-012-104	788 E SAN BERNARDINO RD NO 7	A	\$20.80	1.00	20.80
8429-012-105	788 E SAN BERNARDINO RD 6	A	\$20.80	1.00	20.80
8429-012-108	656 E SAN BERNARDINO RD	B	\$2.70	30.00	81.00
8429-013-009	355 N GRAND AVE	A	\$20.80	1.00	20.80
8429-013-010	347 N GRAND AVE	A	\$20.80	1.00	20.80
8429-014-010	749 E ADAMS PARK DR	A	\$20.80	1.00	20.80
8429-015-028	139 N GRAND AVE	B	\$2.70	223.00	602.10
8429-015-029	121 N GRAND AVE	B	\$2.70	16.00	43.20
8429-021-003	613 N COMMERCIAL AVE	B	\$2.70	12.00	32.40
8429-021-004	619 N COMMERCIAL AVE	B	\$2.70	14.00	37.80
8429-021-005	620 N COMMERCIAL AVE	B	\$2.70	14.00	37.80
8429-021-006	612 N COMMERCIAL AVE	B	\$2.70	12.00	32.40
8429-021-010	637 E SAN BERNARDINO RD	B	\$2.70	18.00	48.60
8429-021-011	645 E SAN BERNARDINO RD	B	\$2.70	25.00	67.50
8429-021-012	681 E SAN BERNARDINO RD	B	\$2.70	29.00	78.30
8429-021-013	689 E SAN BERNARDINO RD	B	\$2.70	9.00	24.30
8429-022-015	723 E EDNA PL	B	\$2.70	27.00	72.90
8429-023-023	233 N LINDA TERRACE DR	A	\$20.80	1.00	20.80
8429-023-025	217 N LINDA TER	A	\$20.80	1.00	20.80
8429-024-008	120 N DE LAY AVE	A	\$20.80	1.00	20.80
8429-025-010	160 N BRIGHTVIEW DR	A	\$20.80	1.00	20.80
8429-025-014	122 N BRIGHTVIEW DR	A	\$20.80	1.00	20.80
8429-026-001	123 N BRIGHTVIEW DR	A	\$20.80	1.00	20.80
8429-026-003	143 N BRIGHTVIEW DR	A	\$20.80	1.00	20.80
8429-027-002	135 N FORESTDALE AVE	A	\$20.80	1.00	20.80
8429-027-006	173 N FORESTDALE AVE	A	\$20.80	1.00	20.80
8429-030-051	625 E BADILLO ST	B	\$2.70	19.00	51.30
8429-031-020	576 E CYPRESS ST	A	\$20.80	1.00	20.80
8429-031-021	578 E CYPRESS ST	A	\$20.80	1.00	20.80
8429-031-022	580 E CYPRESS ST	A	\$20.80	1.00	20.80
8429-031-023	582 E CYPRESS ST	A	\$20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8429-031-024	584 E CYPRESS ST	A	\$20.80	1.00	20.80
8429-031-025	586 E CYPRESS ST	A	\$20.80	1.00	20.80
8429-031-026	588 E CYPRESS ST	A	\$20.80	1.00	20.80
8429-031-027	574 E CYPRESS ST	A	\$20.80	1.00	20.80
8429-031-028	572 E CYPRESS ST	A	\$20.80	1.00	20.80
8429-031-029	570 E CYPRESS ST	A	\$20.80	1.00	20.80
8429-031-030	568 E CYPRESS ST	A	\$20.80	1.00	20.80
8429-031-031	566 E CYPRESS ST	A	\$20.80	1.00	20.80
8429-031-032	564 E CYPRESS ST	A	\$20.80	1.00	20.80
8429-031-033	562 E CYPRESS ST	A	\$20.80	1.00	20.80
8429-032-001	19102 E SAN BERNARDINO RD	B	\$2.70	17.00	45.90
8429-032-002	391 N PROSPERO DR	B	\$2.70	9.00	24.30
8429-032-003	383 N PROSPERO DR	B	\$2.70	8.00	21.60
8429-032-004	375 N PROSPERO DR	B	\$2.70	8.00	21.60
8429-032-005	367 N PROSPERO DR	B	\$2.70	8.00	21.60
8429-032-006	359 N PROSPERO DR	B	\$2.70	8.00	21.60
8429-032-007	351 N PROSPERO DR	B	\$2.70	8.00	21.60
8429-032-008	343 N PROSPERO DR	B	\$2.70	8.00	21.60
8429-032-009	335 N PROSPERO DR	B	\$2.70	8.00	21.60
8429-032-010	327 N PROSPERO DR	B	\$2.70	8.00	21.60
8429-032-011	319 N PROSPERO DR	B	\$2.70	8.00	21.60
8429-032-012	311 N PROSPERO DR	B	\$2.70	9.00	24.30
8429-032-013	303 N PROSPERO DR	B	\$2.70	10.00	27.00
8429-033-002	628 E ITALIA ST	B	\$2.70	9.00	24.30
8429-033-003	636 E ITALIA ST	B	\$2.70	8.00	21.60
8429-033-007	322 N PROSPERO DR	B	\$2.70	8.00	21.60
8429-033-008	330 N PROSPERO DR	B	\$2.70	8.00	21.60
8429-033-011	356 N PROSPERO DR	B	\$2.70	8.00	21.60
8429-033-014	654 E RUDDOCK ST	B	\$2.70	8.00	21.60
8429-033-015	365 N VECINO DR	B	\$2.70	8.00	21.60
8429-033-016	357 N VECINO DR	B	\$2.70	8.00	21.60
8429-033-017	349 N VECINO DR	B	\$2.70	8.00	21.60
8429-033-018	339 N VECINO DR	B	\$2.70	8.00	21.60
8429-033-019	331 N VECINO DR	B	\$2.70	8.00	21.60
8429-033-020	325 N VECINO DR	B	\$2.70	8.00	21.60
8429-033-023	366 N VECINO DR	B	\$2.70	8.00	21.60
8429-033-024	372 N VECINO DR	B	\$2.70	8.00	21.60
8429-033-025	708 E RUDDOCK ST	B	\$2.70	32.00	86.40
8429-033-026	350 N VECINO DR	B	\$2.70	15.00	40.50
8429-033-029	664 E ITALIA ST	B	\$2.70	24.00	64.80
8429-033-031	312 N VECINO DR	B	\$2.70	35.00	94.50
8429-033-032	348 N PROSPERO DR	B	\$2.70	16.00	43.20
8429-033-033	364 N PROSPERO DR	B	\$2.70	16.00	43.20
8429-033-034	338 N VECINO DR	B	\$2.70	15.00	40.50
8429-035-001	578 W SAN BERNARDINO RD	B	\$2.70	9.00	24.30
8429-035-004	532 E SAN BERNARDINO RD	B	\$2.70	12.00	32.40
8429-035-005	524 E SAN BERNARDINO RD	B	\$2.70	13.00	35.10
8429-035-006	440 N BARRANCA AVE	B	\$2.70	12.00	32.40
8429-035-007	430 N BARRANCA AVE	B	\$2.70	11.00	29.70
8429-035-008	426 N BARRANCA AVE	B	\$2.70	11.00	29.70
8429-035-009	412 N BARRANCA AVE	B	\$2.70	9.00	24.30
8429-035-012	500 E SAN BERNARDINO RD	B	\$2.70	23.00	62.10
8429-035-018	404 N BARRANCA AVE	B	\$2.70	12.00	32.40
8429-035-020	566 E SAN BERNARDINO RD	B	\$2.70	18.00	48.60
8429-035-021	554 E SAN BERNARDINO RD	B	\$2.70	56.00	151.20
8430-001-003	813 N PARK AVE	A	\$20.80	1.00	20.80
8430-002-004	729 N PARK AVE	A	\$20.80	1.00	20.80
8430-002-018	768 N CITRUS AVE	A	\$20.80	1.00	20.80
8430-004-019	213 E REED ST	A	\$20.80	1.00	20.80
8430-004-020	205 E REED ST	A	\$20.80	1.00	20.80
8430-005-005	822 N PARK AVE	A	\$20.80	1.00	20.80
8430-007-004	154 E HURST ST	A	\$20.80	1.00	20.80
8430-007-008	740 N PARK AVE	A	\$20.80	1.00	20.80
8430-008-004	231 E KELBY ST	A	\$20.80	1.00	20.80
8430-008-015	238 E HURST ST	A	\$20.80	1.00	20.80
8430-010-003	221 E EDNA PL	A	\$20.80	1.00	20.80
8430-010-008	265 E EDNA PL	A	\$20.80	1.00	20.80
8430-010-012	274 E KELBY ST	A	\$20.80	1.00	20.80
8430-010-016	238 E KELBY ST	A	\$20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8430-010-018	220 E KELBY ST	A	\$20.80	1.00	20.80
8430-013-018	710 N CURTIS AVE	A	\$20.80	1.00	20.80
8430-015-023	654 POMELO CT	A	\$20.80	1.00	20.80
8430-015-024	658 POMELO CT	A	\$20.80	1.00	20.80
8430-015-025	662 POMELO CT	A	\$20.80	1.00	20.80
8430-015-026	668 POMELO CT	A	\$20.80	1.00	20.80
8430-015-027	667 LIMA LN	A	\$20.80	1.00	20.80
8430-015-028	663 LIMA LN	A	\$20.80	1.00	20.80
8430-015-029	659 LIMA LN	A	\$20.80	1.00	20.80
8430-015-030	655 LIMA LN	A	\$20.80	1.00	20.80
8430-015-031	651 LIMA LN	A	\$20.80	1.00	20.80
8430-015-032	652 LIMA LN	A	\$20.80	1.00	20.80
8430-015-033	654 LIMA LN	A	\$20.80	1.00	20.80
8430-015-034	656 LIMA LN	A	\$20.80	1.00	20.80
8430-015-035	658 LIMA LN	A	\$20.80	1.00	20.80
8430-015-036	660 LIMA LN	A	\$20.80	1.00	20.80
8430-015-037	662 LIMA LN	A	\$20.80	1.00	20.80
8430-015-038	664 LIMA LN	A	\$20.80	1.00	20.80
8430-015-039	669 SUNRISE ST	A	\$20.80	1.00	20.80
8430-015-040	665 SUNRISE ST	A	\$20.80	1.00	20.80
8430-015-041	661 SUNRISE ST	A	\$20.80	1.00	20.80
8430-015-042	657 SUNRISE ST	A	\$20.80	1.00	20.80
8430-015-043	653 SUNRISE ST	A	\$20.80	1.00	20.80
8430-015-044	652 SUNRISE ST	A	\$20.80	1.00	20.80
8430-015-045	654 SUNRISE ST	A	\$20.80	1.00	20.80
8430-015-046	656 SUNRISE ST	A	\$20.80	1.00	20.80
8430-015-047	658 SUNRISE ST	A	\$20.80	1.00	20.80
8430-015-048	660 SUNRISE ST	A	\$20.80	1.00	20.80
8430-015-049	662 SUNRISE ST	A	\$20.80	1.00	20.80
8430-015-050	664 SUNRISE ST	A	\$20.80	1.00	20.80
8430-015-051	667 LEMON LN	A	\$20.80	1.00	20.80
8430-015-052	663 LEMON LN	A	\$20.80	1.00	20.80
8430-015-053	659 LEMON LN	A	\$20.80	1.00	20.80
8430-015-054	655 LEMON LN	A	\$20.80	1.00	20.80
8430-015-055	651 LEMON LN	A	\$20.80	1.00	20.80
8430-015-056	652 LEMON LN	A	\$20.80	1.00	20.80
8430-015-057	654 LEMON LN	A	\$20.80	1.00	20.80
8430-015-058	656 LEMON LN	A	\$20.80	1.00	20.80
8430-015-059	658 LEMON LN	A	\$20.80	1.00	20.80
8430-015-060	660 LEMON LN	A	\$20.80	1.00	20.80
8430-015-061	662 LEMON LN	A	\$20.80	1.00	20.80
8430-015-062	664 LEMON LN	A	\$20.80	1.00	20.80
8430-015-063	669 CALAMANSI DR	A	\$20.80	1.00	20.80
8430-015-064	665 CALAMANSI DR	A	\$20.80	1.00	20.80
8430-015-065	661 CALAMANSI DR	A	\$20.80	1.00	20.80
8430-015-066	657 CALAMANSI DR	A	\$20.80	1.00	20.80
8430-015-067	653 CALAMANSI DR	A	\$20.80	1.00	20.80
8430-015-068	652 CALAMANSI DR	A	\$20.80	1.00	20.80
8430-015-069	654 CALAMANSI DR	A	\$20.80	1.00	20.80
8430-015-070	656 CALAMANSI DR	A	\$20.80	1.00	20.80
8430-015-071	658 CALAMANSI DR	A	\$20.80	1.00	20.80
8430-015-072	660 CALAMANSI DR	A	\$20.80	1.00	20.80
8430-015-073	662 CALAMANSI DR	A	\$20.80	1.00	20.80
8430-015-074	664 CALAMANSI DR	A	\$20.80	1.00	20.80
8430-015-076	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-077	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-078	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-079	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-080	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-081	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-082	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-083	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-084	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-085	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-086	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-087	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-088	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-089	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-090	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8430-015-091	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-092	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-093	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-094	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-095	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-096	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-097	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-098	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-099	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-100	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-101	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-102	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-103	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-104	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-105	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-106	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-107	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-108	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-109	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-110	713 CARA CARA LN	A	\$20.80	1.00	20.80
8430-015-111	711 CARA CARA LN	A	\$20.80	1.00	20.80
8430-015-112	709 CARA CARA LN	A	\$20.80	1.00	20.80
8430-015-113	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-114	705 CARA CARA LN	A	\$20.80	1.00	20.80
8430-015-115	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-116	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-117	693 CARA CARA LN	A	\$20.80	1.00	20.80
8430-015-118	691 CARA CARA LN	A	\$20.80	1.00	20.80
8430-015-119	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-120	687 CARA CARA LN	A	\$20.80	1.00	20.80
8430-015-121	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-122	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-123	716 CARA CARA LN	A	\$20.80	1.00	20.80
8430-015-124	714 CARA CARA LN	A	\$20.80	1.00	20.80
8430-015-125	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-126	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-127	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-128	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-129	704 CARA CARA LN	A	\$20.80	1.00	20.80
8430-015-130	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-131	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-132	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-133	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-134	688 CARA CARA LN	A	\$20.80	1.00	20.80
8430-015-135	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-136	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-138	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-139	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-140	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-141	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-142	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-143	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-144	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-145	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-146	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-147	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-148	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-149	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-150	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-151	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-152	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-153	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-154	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-155	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-156	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-157	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-158	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-159	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-160	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8430-015-161	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-162	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-163	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-164	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-165	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-166	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-167	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-168	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-169	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-170	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-171	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-172	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-173	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-174	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-015-175	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8430-016-005	252 E EDNA PL	A	\$20.80	1.00	20.80
8430-016-007	236 E EDNA PL	A	\$20.80	1.00	20.80
8430-017-001	182 E EDNA PL	A	\$20.80	1.00	20.80
8430-018-015	576 N CITRUS AVE	B	\$2.70	54.00	145.80
8430-018-016	175 E FRONT ST	B	\$2.70	11.00	29.70
8430-018-019	321 E FRONT ST	B	\$2.70	26.00	70.20
8430-018-904	707 N BARRANCA AVE	B	\$2.70	58.81	158.78
8430-018-907	301 E FRONT ST	B	\$2.70	46.40	125.28
8430-020-030	359 E SAN BERNARDINO RD	B	\$2.70	10.00	27.00
8430-020-031	375 E SAN BERNARDINO RD	B	\$2.70	19.00	51.30
8430-020-032	409 E SAN BERNARDINO RD	B	\$2.70	9.00	24.30
8430-020-033	425 E SAN BERNARDINO RD	B	\$2.70	8.00	21.60
8430-020-034	441 E SAN BERNARDINO RD	B	\$2.70	7.00	18.90
8430-020-035	449 E SAN BERNARDINO RD	B	\$2.70	7.00	18.90
8430-020-036	457 E SAN BERNARDINO RD	B	\$2.70	7.00	18.90
8430-020-037	417 E SAN BERNARDINO RD	B	\$2.70	8.00	21.60
8430-020-038	403 E SAN BERNARDINO RD	B	\$2.70	9.00	24.30
8430-020-040	471 E SAN BERNARDINO RD	B	\$2.70	7.00	18.90
8430-020-041	473 E SAN BERNARDINO RD	B	\$2.70	7.00	18.90
8430-020-042	433 E SAN BERNARDINO RD	B	\$2.70	22.00	59.40
8430-021-009	524 N 1ST AVE	B	\$2.70	8.00	21.60
8430-021-010	518 N 1ST AVE	B	\$2.70	6.00	16.20
8430-021-018	502 N 1ST AVE	B	\$2.70	8.00	21.60
8430-021-019	319 E SAN BERNARDINO RD	B	\$2.70	4.00	10.80
8430-021-020	325 E SAN BERNARDINO RD	B	\$2.70	6.00	16.20
8430-021-021	337 E SAN BERNARDINO RD	B	\$2.70	6.00	16.20
8430-021-022	341 E SAN BERNARDINO RD	B	\$2.70	6.00	16.20
8430-021-023	335 E SAN BERNARDINO RD	B	\$2.70	6.00	16.20
8430-022-019	279 E SAN BERNARDINO RD	B	\$2.70	5.00	13.50
8430-022-020	259 E SAN BERNARDINO RD	B	\$2.70	3.00	8.10
8430-022-022	239 E SAN BERNARDINO RD	B	\$2.70	3.00	8.10
8430-022-023	239 E SAN BERNARDINO RD	B	\$2.70	9.00	24.30
8430-023-016	506 N 2ND AVE	B	\$2.70	9.00	24.30
8430-023-017	525 N HOWARD AVE	B	\$2.70	7.00	18.90
8430-023-018	225 E SAN BERNARDINO RD	B	\$2.70	8.00	21.60
8430-023-019	507 N HOWARD AVE	B	\$2.70	8.00	21.60
8430-024-014	146 E FRONT ST	B	\$2.70	38.00	102.60
8430-024-015	521 N 2ND AVE	B	\$2.70	18.00	48.60
8430-025-002	531 N PARK AVE	B	\$2.70	4.00	10.80
8430-025-017	502 N CITRUS AVE	B	\$2.70	4.00	10.80
8430-025-021	120 E FRONT ST	B	\$2.70	22.00	59.40
8430-027-001	170 E SCHOOL ST	B	\$2.70	12.00	32.40
8430-027-015	151 E ITALIA ST	A	\$20.80	1.00	20.80
8430-027-016	159 E ITALIA ST	A	\$20.80	1.00	20.80
8430-027-027	301 N 2ND AVE	B	\$2.70	18.00	48.60
8430-027-039	135 E ITALIA ST	A	\$20.80	1.00	20.80
8430-027-040	137 E ITALIA ST	A	\$20.80	1.00	20.80
8430-027-041	139 E ITALIA ST	A	\$20.80	1.00	20.80
8430-027-042	141 E ITALIA ST	A	\$20.80	1.00	20.80
8430-027-043	143 E ITALIA ST	A	\$20.80	1.00	20.80
8430-027-044	145 E ITALIA ST	A	\$20.80	1.00	20.80
8430-027-045	147 E ITALIA ST	A	\$20.80	1.00	20.80
8430-027-046	179 CLEMENTINE CT	A	\$20.80	1.00	20.80
8430-027-047	177 CLEMENTINE CT	A	\$20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8430-027-048	175 CLEMENTINE CT	A	\$20.80	1.00	20.80
8430-027-049	173 CLEMENTINE CT	A	\$20.80	1.00	20.80
8430-027-050	171 CLEMENTINE CT	A	\$20.80	1.00	20.80
8430-027-051	163 CLEMENTINE CT	A	\$20.80	1.00	20.80
8430-027-052	161 CLEMENTINE CT	A	\$20.80	1.00	20.80
8430-027-053	310 ORANGE BLOSSOM LN	A	\$20.80	1.00	20.80
8430-027-054	312 ORANGE BLOSSOM LN	A	\$20.80	1.00	20.80
8430-027-055	316 ORANGE BLOSSOM LN	A	\$20.80	1.00	20.80
8430-027-056	318 ORANGE BLOSSOM LN	A	\$20.80	1.00	20.80
8430-027-057	320 ORANGE BLOSSOM LN	A	\$20.80	1.00	20.80
8430-027-058	322 ORANGE BLOSSOM LN	A	\$20.80	1.00	20.80
8430-027-059	324 ORANGE BLOSSOM LN	A	\$20.80	1.00	20.80
8430-027-060	316 PUMMELO PLAZA	A	\$20.80	1.00	20.80
8430-027-061	318 PUMMELO PLAZA	A	\$20.80	1.00	20.80
8430-027-062	320 PUMMELO PLAZA	A	\$20.80	1.00	20.80
8430-027-063	322 PUMMELO PLAZA	A	\$20.80	1.00	20.80
8430-027-064	324 PUMMELO PLAZA	A	\$20.80	1.00	20.80
8430-027-066	303 ORANGE BLOSSOM LN	A	\$20.80	1.00	20.80
8430-027-067	305 ORANGE BLOSSOM LN	A	\$20.80	1.00	20.80
8430-027-068	307 ORANGE BLOSSOM LN	A	\$20.80	1.00	20.80
8430-027-069	309 ORANGE BLOSSOM LN	A	\$20.80	1.00	20.80
8430-027-070	311 ORANGE BLOSSOM LN	A	\$20.80	1.00	20.80
8430-027-071	315 ORANGE BLOSSOM LN	A	\$20.80	1.00	20.80
8430-027-072	317 ORANGE BLOSSOM LN	A	\$20.80	1.00	20.80
8430-027-073	319 ORANGE BLOSSOM LN	A	\$20.80	1.00	20.80
8430-027-074	321 ORANGE BLOSSOM LN	A	\$20.80	1.00	20.80
8430-027-075	323 ORANGE BLOSSOM LN	A	\$20.80	1.00	20.80
8430-027-082	325 ORANGE BLOSSOM LN	A	\$20.80	1.00	20.80
8430-027-083	327 ORANGE BLOSSOM LN	A	\$20.80	1.00	20.80
8430-027-095	127 E ITALIA ST	A	\$20.80	1.00	20.80
8430-027-096	129 E ITALIA ST	A	\$20.80	1.00	20.80
8430-027-097	131 E ITALIA ST	A	\$20.80	1.00	20.80
8430-027-098	133 E ITALIA ST	A	\$20.80	1.00	20.80
8430-027-099	151 CITRON LN	A	\$20.80	1.00	20.80
8430-027-100	153 CITRON LN	A	\$20.80	1.00	20.80
8430-027-101	155 CITRON LN	A	\$20.80	1.00	20.80
8430-027-102	157 CITRON LN	A	\$20.80	1.00	20.80
8430-027-103	159 CITRON LN	A	\$20.80	1.00	20.80
8430-027-104	161 CITRON LN	A	\$20.80	1.00	20.80
8430-027-105	163 CITRON LN	A	\$20.80	1.00	20.80
8430-027-109	SITUS NOT AVAILABLE	B	\$2.70	1.00	2.70
8430-027-110	SITUS NOT AVAILABLE	B	\$2.70	1.00	2.70
8430-027-111	330 N CITRUS AVE	B	\$2.70	1.00	2.70
8430-027-112	330 N CITRUS AVE	B	\$2.70	1.00	2.70
8430-027-113	328 N CITRUS AVE	B	\$2.70	1.00	2.70
8430-027-114	318 N CITRUS AVE	B	\$2.70	1.00	2.70
8430-027-115	306 N CITRUS AVE	B	\$2.70	1.00	2.70
8430-027-116	302 N CITRUS AVE	B	\$2.70	1.00	2.70
8430-027-117	170 E SCHOOL ST	B	\$2.70	24.00	64.80
8430-028-027	418 N 2ND AVE	B	\$2.70	41.00	110.70
8430-028-031	228 E SAN BERNARDINO RD	B	\$2.70	9.00	24.30
8430-028-032	222 E SAN BERNARDINO RD	B	\$2.70	9.00	24.30
8430-028-055	231 E SCHOOL ST	B	\$2.70	112.00	302.40
8430-029-031	310 N 2ND AVE	B	\$2.70	38.00	102.60
8430-030-012	360 E SAN BERNARDINO RD	B	\$2.70	12.00	32.40
8430-030-023	405 N SAN JOSE AVE	A	\$20.80	1.00	20.80
8430-030-027	302 E SAN BERNARDINO RD	B	\$2.70	25.00	67.50
8430-030-028	416 N 1ST AVE	B	\$2.70	18.00	48.60
8430-030-029	335 E SCHOOL ST	B	\$2.70	10.00	27.00
8430-030-031	348 E SAN BERNARDINO RD	B	\$2.70	10.00	27.00
8430-030-032	SITUS NOT AVAILABLE	B	\$2.70	9.00	24.30
8430-030-033	336 E SAN BERNARDINO RD	B	\$2.70	9.00	24.30
8430-030-034	368 E SAN BERNARDINO RD	B	\$2.70	10.00	27.00
8430-030-035	354 E SAN BERNARDINO RD	B	\$2.70	8.00	21.60
8430-030-036	322 E SAN BERNARDINO RD	B	\$2.70	9.00	24.30
8430-030-037	328 E SAN BERNARDINO RD	B	\$2.70	9.00	24.30
8430-030-038	376 E SAN BERNARDINO RD	B	\$2.70	5.00	13.50
8430-031-005	328 E SCHOOL ST	A	\$20.80	1.00	20.80
8430-031-015	331 E ITALIA ST	A	\$20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8430-031-023	377 E ITALIA ST	A	\$20.80	1.00	20.80
8430-031-031	311 E ITALIA ST	B	\$2.70	6.00	16.20
8430-032-012	402 E SAN BERNARDINO RD	B	\$2.70	23.00	62.10
8430-032-016	380 E SAN BERNARDINO RD	B	\$2.70	18.00	48.60
8430-034-006	442 E SAN BERNARDINO RD	B	\$2.70	7.00	18.90
8430-034-024	430 E SAN BERNARDINO RD	B	\$2.70	14.00	37.80
8430-034-028	456 E SAN BERNARDINO RD	B	\$2.70	8.00	21.60
8430-034-029	452 E SAN BERNARDINO RD	B	\$2.70	8.00	21.60
8430-034-030	468 E SAN BERNARDINO RD	B	\$2.70	21.00	56.70
8430-035-008	416 E CYPRESS ST	A	\$20.80	1.00	20.80
8430-035-012	427 E REED ST	A	\$20.80	1.00	20.80
8430-035-014	406 E CYPRESS ST	A	\$20.80	1.00	20.80
8430-035-015	410 E CYPRESS ST	A	\$20.80	1.00	20.80
8430-035-016	407 E REED ST	A	\$20.80	1.00	20.80
8431-001-030	733 N CITRUS AVE	A	\$20.80	1.00	20.80
8431-002-003	732 N EDENFIELD AVE	A	\$20.80	1.00	20.80
8431-002-022	829 N VICEROY AVE	A	\$20.80	1.00	20.80
8431-003-018	726 N CALVADOS AVE	A	\$20.80	1.00	20.80
8431-003-027	820 N CALVADOS AVE	A	\$20.80	1.00	20.80
8431-003-029	836 N CALVADOS AVE	A	\$20.80	1.00	20.80
8431-003-034	756 N CALVADOS AVE	A	\$20.80	1.00	20.80
8431-004-005	837 N CALVADOS AVE	A	\$20.80	1.00	20.80
8431-004-010	767 N CALVADOS AVE	A	\$20.80	1.00	20.80
8431-004-027	804 N FENIMORE AVE	A	\$20.80	1.00	20.80
8431-004-031	836 N FENIMORE AVE	A	\$20.80	1.00	20.80
8431-005-006	813 N FENIMORE AVE	A	\$20.80	1.00	20.80
8431-005-009	761 N FENIMORE AVE	A	\$20.80	1.00	20.80
8431-005-021	836 N 4TH AVE	A	\$20.80	1.00	20.80
8431-005-022	828 N 4TH AVE	A	\$20.80	1.00	20.80
8431-005-026	768 N 4TH AVE	A	\$20.80	1.00	20.80
8431-005-034	704 N 4TH AVE	A	\$20.80	1.00	20.80
8431-006-005	836 N 5TH AVE	A	\$20.80	1.00	20.80
8431-006-014	736 N 5TH AVE	A	\$20.80	1.00	20.80
8431-006-023	737 N 4TH AVE	A	\$20.80	1.00	20.80
8431-006-029	813 N 4TH AVE	A	\$20.80	1.00	20.80
8431-006-034	853 N 4TH AVE	A	\$20.80	1.00	20.80
8431-007-006	748 N CEDAR DR	A	\$20.80	1.00	20.80
8431-007-011	822 N CEDAR DR	A	\$20.80	1.00	20.80
8431-007-019	713 N 5TH AVE	A	\$20.80	1.00	20.80
8431-007-025	761 N 5TH AVE	A	\$20.80	1.00	20.80
8431-007-026	769 N 5TH AVE	A	\$20.80	1.00	20.80
8431-007-028	813 N 5TH AVE	A	\$20.80	1.00	20.80
8431-008-003	857 N CEDAR DR	A	\$20.80	1.00	20.80
8431-012-002	314 W EDNA PL	A	\$20.80	1.00	20.80
8431-012-005	284 W EDNA PL	A	\$20.80	1.00	20.80
8431-013-008	162 W EDNA PL	A	\$20.80	1.00	20.80
8431-013-015	621 N CITRUS AVE	B	\$2.70	71.00	191.70
8431-014-034	231 W ZINFANDEL DR	B	\$2.70	2.18	5.88
8431-014-035	225 W ZINFANDEL DR	B	\$2.70	2.18	5.88
8431-014-036	221 W ZINFANDEL DR	B	\$2.70	2.18	5.88
8431-014-037	523 N CABERNET DR	B	\$2.70	2.18	5.88
8431-014-038	525 N CABERNET DR	B	\$2.70	2.18	5.88
8431-014-039	527 N CABERNET DR	B	\$2.70	2.18	5.88
8431-014-040	529 N CABERNET DR	B	\$2.70	2.18	5.88
8431-014-041	531 N CABERNET DR	B	\$2.70	2.18	5.88
8431-014-042	209 W ZINFANDEL DR	B	\$2.70	2.18	5.88
8431-014-043	215 W ZINFANDEL DR	B	\$2.70	2.18	5.88
8431-014-044	217 W ZINFANDEL DR	B	\$2.70	2.18	5.88
8431-014-045	219 W ZINFANDEL DR	B	\$2.70	2.18	5.88
8431-014-046	522 N CABERNET DR	B	\$2.70	2.18	5.88
8431-014-047	524 N CABERNET DR	B	\$2.70	2.18	5.88
8431-014-048	528 N CABERNET DR	B	\$2.70	2.18	5.88
8431-014-049	530 N CABERNET DR	B	\$2.70	2.18	5.88
8431-014-050	532 N CABERNET DR	B	\$2.70	2.18	5.88
8431-014-051	521 N CHARDONNAY DR	B	\$2.70	2.18	5.88
8431-014-052	523 N CHARDONNAY DR	B	\$2.70	2.18	5.88
8431-014-053	525 N CHARDONNAY DR	B	\$2.70	2.18	5.88
8431-014-054	527 N CHARDONNAY DR	B	\$2.70	2.18	5.88
8431-014-055	529 N CHARDONNAY DR	B	\$2.70	2.18	5.88

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8431-014-056	531 N CHARDONNAY DR	B	\$2.70	2.18	5.88
8431-014-057	533 N CHARDONNAY DR	B	\$2.70	2.18	5.88
8431-014-058	520 N CHARDONNAY DR	B	\$2.70	2.18	5.88
8431-014-059	522 N CHARDONNAY DR	B	\$2.70	2.18	5.88
8431-014-060	524 N CHARDONNAY DR	B	\$2.70	2.18	5.88
8431-014-061	528 N CHARDONNAY DR	B	\$2.70	2.18	5.88
8431-014-062	530 N CHARDONNAY DR	B	\$2.70	2.18	5.88
8431-014-063	532 N CHARDONNAY DR	B	\$2.70	2.18	5.88
8431-014-064	535 N CHARDONNAY DR	B	\$2.70	2.18	5.88
8431-014-065	537 N CHARDONNAY DR	B	\$2.70	2.18	5.88
8431-014-066	539 N CHARDONNAY DR	B	\$2.70	2.18	5.88
8431-014-067	541 N CHARDONNAY DR	B	\$2.70	2.18	5.88
8431-014-068	543 N CHARDONNAY DR	B	\$2.70	2.18	5.88
8431-014-069	545 N CHARDONNAY DR	B	\$2.70	2.18	5.88
8431-014-070	547 N CHARDONNAY DR	B	\$2.70	2.18	5.88
8431-014-071	534 N CHARDONNAY DR	B	\$2.70	2.18	5.88
8431-014-072	536 N CHARDONNAY DR	B	\$2.70	2.18	5.88
8431-014-073	538 N CHARDONNAY DR	B	\$2.70	2.18	5.88
8431-014-074	540 N CHARDONNAY DR	B	\$2.70	2.18	5.88
8431-014-075	542 N CHARDONNAY DR	B	\$2.70	2.18	5.88
8431-014-076	544 N CHARDONNAY DR	B	\$2.70	2.18	5.88
8431-014-077	535 N CABERNET DR	B	\$2.70	2.18	5.88
8431-014-078	537 N CABERNET DR	B	\$2.70	2.18	5.88
8431-014-079	539 N CABERNET DR	B	\$2.70	2.18	5.88
8431-014-080	541 N CABERNET DR	B	\$2.70	2.18	5.88
8431-014-081	543 N CABERNET DR	B	\$2.70	2.18	5.88
8431-014-082	222 W MERLOT DR	B	\$2.70	2.18	5.88
8431-014-083	228 W MERLOT DR	B	\$2.70	2.18	5.88
8431-014-084	230 W MERLOT DR	B	\$2.70	2.18	5.88
8431-014-085	534 N CABERNET DR	B	\$2.70	2.18	5.88
8431-014-086	536 N CABERNET DR	B	\$2.70	2.18	5.88
8431-014-087	538 N CABERNET DR	B	\$2.70	2.18	5.88
8431-014-088	540 N CABERNET DR	B	\$2.70	2.18	5.88
8431-014-089	542 N CABERNET DR	B	\$2.70	2.18	5.88
8431-014-090	218 W MERLOT DR	B	\$2.70	2.18	5.88
8431-014-091	216 W MERLOT DR	B	\$2.70	2.18	5.88
8431-014-092	214 W MERLOT DR	B	\$2.70	2.18	5.88
8431-014-093	210 W MERLOT DR	B	\$2.70	2.18	5.88
8431-014-094	545 N CITRUS AVE	B	\$2.70	10.89	29.40
8431-014-908	559 N CITRUS AVE	B	\$2.70	90.43	244.15
8431-015-005	201 W SAN BERNARDINO RD	B	\$2.70	8.00	21.60
8431-015-038	209 W SAN BERNARDINO RD	B	\$2.70	6.00	16.20
8431-015-043	223 W SAN BERNARDINO RD	B	\$2.70	13.00	35.10
8431-016-036	275 W SAN BERNARDINO RD	B	\$2.70	20.00	54.00
8431-016-037	247 W SAN BERNARDINO RD	B	\$2.70	12.00	32.40
8431-017-010	568 N VALENCIA PL	B	\$2.70	8.00	21.60
8431-017-032	596 N VALENCIA PL	B	\$2.70	24.00	64.80
8431-018-001	373 W SAN BERNARDINO RD	B	\$2.70	12.00	32.40
8431-019-029	422 W FRONT ST	B	\$2.70	39.00	105.30
8431-019-032	456 W FRONT ST	A	\$20.80	1.00	20.80
8431-019-033	458 W FRONT ST	A	\$20.80	1.00	20.80
8431-019-034	460 W FRONT ST	A	\$20.80	1.00	20.80
8431-019-035	462 W FRONT ST	A	\$20.80	1.00	20.80
8431-019-036	464 W FRONT ST	A	\$20.80	1.00	20.80
8431-019-037	466 W FRONT ST	A	\$20.80	1.00	20.80
8431-019-038	444 W FRONT ST	A	\$20.80	1.00	20.80
8431-019-039	446 W FRONT ST	A	\$20.80	1.00	20.80
8431-019-040	448 W FRONT ST	A	\$20.80	1.00	20.80
8431-019-041	450 W FRONT ST	A	\$20.80	1.00	20.80
8431-019-042	452 W FRONT ST	A	\$20.80	1.00	20.80
8431-019-043	454 W FRONT ST	A	\$20.80	1.00	20.80
8431-022-005	407 W BADILLO ST	A	\$20.80	1.00	20.80
8431-022-015	438 W KENOAK DR	A	\$20.80	1.00	20.80
8431-022-019	474 W KENOAK DR	A	\$20.80	1.00	20.80
8431-027-024	420 N 4TH AVE	B	\$2.70	10.00	27.00
8431-027-034	SITUS NOT AVAILABLE	B	\$2.70	255.00	688.50
8431-027-035	315 N 3RD AVE	B	\$2.70	19.00	51.30
8431-027-036	210 W SAN BERNARDINO RD	B	\$2.70	203.00	548.10
8431-028-036	SITUS NOT AVAILABLE	B	\$2.70	6.37	17.20

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8431-028-038	497 N CITRUS AVE	B	\$2.70	1.41	3.81
8431-028-039	SITUS NOT AVAILABLE	B	\$2.70	1.21	3.26
8431-028-040	487 N CITRUS AVE	B	\$2.70	1.22	3.28
8431-028-041	483 N CITRUS AVE	B	\$2.70	1.52	4.10
8431-028-042	497 FAIRLANE WAY	A	\$20.80	1.00	20.80
8431-028-043	493 FAIRLANE WAY	A	\$20.80	1.00	20.80
8431-028-044	489 FAIRLANE WAY	A	\$20.80	1.00	20.80
8431-028-045	485 FAIRLANE WAY	A	\$20.80	1.00	20.80
8431-028-046	107 HENRY DR	A	\$20.80	1.00	20.80
8431-028-047	105 HENRY DR	A	\$20.80	1.00	20.80
8431-028-048	103 HENRY DR	A	\$20.80	1.00	20.80
8431-028-049	101 HENRY DR	A	\$20.80	1.00	20.80
8431-028-050	100 HENRY DR	A	\$20.80	1.00	20.80
8431-028-051	102 HENRY DR	A	\$20.80	1.00	20.80
8431-028-052	106 HENRY DR	A	\$20.80	1.00	20.80
8431-028-053	108 HENRY DR	A	\$20.80	1.00	20.80
8431-028-054	481 LINCOLN ST	A	\$20.80	1.00	20.80
8431-028-055	475 LINCOLN ST	A	\$20.80	1.00	20.80
8431-028-056	469 LINCOLN ST	A	\$20.80	1.00	20.80
8431-028-057	463 LINCOLN ST	A	\$20.80	1.00	20.80
8431-028-058	457 LINCOLN ST	A	\$20.80	1.00	20.80
8431-028-059	451 LINCOLN ST	A	\$20.80	1.00	20.80
8431-028-060	111 GALAXIE DR	A	\$20.80	1.00	20.80
8431-028-061	109 GALAXIE DR	A	\$20.80	1.00	20.80
8431-028-062	107 GALAXIE DR	A	\$20.80	1.00	20.80
8431-028-063	105 GALAXIE DR	A	\$20.80	1.00	20.80
8431-028-064	426 FALCON PL	A	\$20.80	1.00	20.80
8431-028-065	420 FALCON PLACE	A	\$20.80	1.00	20.80
8431-028-066	416 FALCON PLACE	A	\$20.80	1.00	20.80
8431-028-067	410 FALCON PLACE	A	\$20.80	1.00	20.80
8431-028-068	406 FALCON PLACE	A	\$20.80	1.00	20.80
8431-028-069	400 FALCON PLACE	A	\$20.80	1.00	20.80
8431-028-070	425 FALCON PLACE	A	\$20.80	1.00	20.80
8431-028-071	419 FALCON PLACE	A	\$20.80	1.00	20.80
8431-028-072	415 FALCON PLACE	A	\$20.80	1.00	20.80
8431-028-073	409 FALCON PLACE	A	\$20.80	1.00	20.80
8431-028-074	405 FALCON PLACE	A	\$20.80	1.00	20.80
8431-028-075	401 FALCON PLACE	A	\$20.80	1.00	20.80
8431-028-076	428 SHELBY LANE	A	\$20.80	1.00	20.80
8431-028-077	422 SHELBY LANE	A	\$20.80	1.00	20.80
8431-028-078	418 SHELBY LANE	A	\$20.80	1.00	20.80
8431-028-079	412 SHELBY LANE	A	\$20.80	1.00	20.80
8431-028-080	408 SHELBY LANE	A	\$20.80	1.00	20.80
8431-028-081	402 SHELBY LANE	A	\$20.80	1.00	20.80
8431-028-082	427 SHELBY LANE	A	\$20.80	1.00	20.80
8431-028-083	421 SHELBY LANE	A	\$20.80	1.00	20.80
8431-028-084	417 SHELBY LANE	A	\$20.80	1.00	20.80
8431-028-085	411 SHELBY LANE	A	\$20.80	1.00	20.80
8431-028-086	407 SHELBY LANE	A	\$20.80	1.00	20.80
8431-028-087	403 SHELBY LANE	A	\$20.80	1.00	20.80
8431-028-089	486 FALCON PL	B	\$2.70	1.75	4.73
8431-028-090	478 FALCON PL	B	\$2.70	1.75	4.73
8431-028-091	472 FALCON PL	B	\$2.70	1.75	4.73
8431-028-092	466 FALCON PL	B	\$2.70	1.75	4.73
8431-028-093	458 FALCON PL	B	\$2.70	1.75	4.73
8431-028-094	450 FALCON PL	B	\$2.70	1.75	4.73
8431-028-095	483 FALCON PLACE	B	\$2.70	1.75	4.73
8431-028-096	477 FALCON PL	B	\$2.70	1.75	4.73
8431-028-097	471 FALCON PLACE	B	\$2.70	1.75	4.73
8431-028-098	465 FALCON PL	B	\$2.70	1.75	4.73
8431-028-099	459 FALCON PL	B	\$2.70	1.75	4.73
8431-028-100	453 FALCON PL	B	\$2.70	1.75	4.73
8431-028-101	480 SHELBY LN	B	\$2.70	1.92	5.18
8431-028-102	476 SHELBY LN	B	\$2.70	1.92	5.18
8431-028-103	468 SHELBY LN	B	\$2.70	1.92	5.18
8431-028-104	462 SHELBY LN	B	\$2.70	1.92	5.18
8431-028-105	452 SHELBY LN	B	\$2.70	1.92	5.18
8431-028-106	479 SHELBY LN	B	\$2.70	1.92	5.18
8431-028-107	473 SHELBY LN	B	\$2.70	1.92	5.18

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8431-028-108	467 SHELBY LANE	B	\$2.70	1.92	5.18
8431-028-109	461 SHELBY LN	B	\$2.70	1.92	5.18
8431-028-110	455 SHELBY LN	B	\$2.70	1.92	5.18
8431-028-111	401 N CITRUS AVE	B	\$2.70	6.00	16.20
8431-028-113	SITUS NOT AVAILABLE	A	\$20.80	8.00	166.40
8431-029-001	325 N CITRUS AVE	B	\$2.70	5.00	13.50
8431-029-002	311 N CITRUS AVE	B	\$2.70	5.00	13.50
8431-029-003	309 N CITRUS AVE	B	\$2.70	3.00	8.10
8431-029-016	307 N CITRUS AVE	B	\$2.70	3.00	8.10
8431-029-032	148 W ORANGE ST	B	\$2.70	4.00	10.80
8431-029-033	171 W COTTAGE DR	B	\$2.70	8.00	21.60
8431-029-034	301 N CITRUS AVE	B	\$2.70	8.00	21.60
8431-029-035	158 W ORANGE ST	B	\$2.70	4.00	10.80
8431-032-002	155 W COLLEGE ST	B	\$2.70	21.00	56.70
8431-032-007	221 N CITRUS AVE	B	\$2.70	5.00	13.50
8431-032-008	211 N CITRUS AVE	B	\$2.70	8.00	21.60
8431-032-009	201 N CITRUS AVE	B	\$2.70	5.00	13.50
8431-032-014	154 W COTTAGE DR	B	\$2.70	4.00	10.80
8431-032-015	148 W COTTAGE DR	B	\$2.70	4.00	10.80
8431-032-017	146 W COTTAGE DR	B	\$2.70	4.00	10.80
8431-032-023	239 N CITRUS AVE	B	\$2.70	4.00	10.80
8431-032-024	223 N CITRUS AVE	B	\$2.70	6.00	16.20
8431-032-029	SITUS NOT AVAILABLE	B	\$2.70	16.00	43.20
8431-032-034	175 W COLLEGE ST	B	\$2.70	11.00	29.70
8431-033-001	145 N CITRUS AVE	B	\$2.70	3.00	8.10
8431-033-002	143 N CITRUS AVE	B	\$2.70	2.00	5.40
8431-033-003	141 N CITRUS AVE	B	\$2.70	2.00	5.40
8431-033-004	139 N CITRUS AVE	B	\$2.70	2.00	5.40
8431-033-005	137 N CITRUS AVE	B	\$2.70	2.00	5.40
8431-033-023	123 N CITRUS AVE	B	\$2.70	3.00	8.10
8431-033-024	117 N CITRUS AVE	B	\$2.70	4.00	10.80
8431-033-025	113 N CITRUS AVE	B	\$2.70	5.00	13.50
8431-033-026	111 N CITRUS AVE	B	\$2.70	2.00	5.40
8431-033-030	129 N CITRUS AVE	B	\$2.70	5.00	13.50
8431-033-031	125 N CITRUS AVE	B	\$2.70	2.00	5.40
8431-033-032	101 N CITRUS AVE	B	\$2.70	4.00	10.80
8431-033-035	158 W COLLEGE ST	B	\$2.70	10.00	27.00
8432-005-030	744 N ARMEL DR	A	\$20.80	1.00	20.80
8432-005-033	804 N ARMEL DR	A	\$20.80	1.00	20.80
8432-006-009	835 W GLENTANA ST	B	\$2.70	5.00	13.50
8432-006-013	801 W GLENTANA ST	B	\$2.70	8.00	21.60
8432-006-014	781 W GLENTANA ST	B	\$2.70	7.00	18.90
8432-006-015	SITUS NOT AVAILABLE	B	\$2.70	13.00	35.10
8432-006-016	SITUS NOT AVAILABLE	B	\$2.70	3.00	8.10
8432-006-017	578 N AZUSA AVE	B	\$2.70	23.00	62.10
8432-006-018	841 W GLENTANA ST	B	\$2.70	6.00	16.20
8432-006-019	827 W GLENTANA ST	B	\$2.70	10.00	27.00
8432-006-021	809 W GLENTANA ST	B	\$2.70	8.00	21.60
8432-006-022	811 W GLENTANA ST	B	\$2.70	10.00	27.00
8432-007-006	814 N ELSPETH WAY	A	\$20.80	1.00	20.80
8432-007-016	665 W CLOVERMEAD ST	A	\$20.80	1.00	20.80
8432-008-007	808 W CYPRESS ST	A	\$20.80	1.00	20.80
8432-008-008	780 W CYPRESS ST	A	\$20.80	1.00	20.80
8432-008-009	776 W CYPRESS ST	A	\$20.80	1.00	20.80
8432-008-010	766 W CYPRESS ST	A	\$20.80	1.00	20.80
8432-008-011	754 W CYPRESS ST	A	\$20.80	1.00	20.80
8432-008-012	742 W CYPRESS ST	A	\$20.80	1.00	20.80
8432-008-013	730 W CYPRESS ST	A	\$20.80	1.00	20.80
8432-009-007	877 W CHESTER RD	A	\$20.80	1.00	20.80
8432-009-008	874 W CYPRESS ST	A	\$20.80	1.00	20.80
8432-009-009	860 W CYPRESS ST	A	\$20.80	1.00	20.80
8432-009-010	850 W CYPRESS ST	A	\$20.80	1.00	20.80
8432-009-011	840 W CYPRESS ST	A	\$20.80	1.00	20.80
8432-009-012	828 W CYPRESS ST	A	\$20.80	1.00	20.80
8432-009-013	818 W CYPRESS ST	A	\$20.80	1.00	20.80
8432-012-001	876 W GRISWOLD RD	A	\$20.80	1.00	20.80
8432-012-002	868 W GRISWOLD RD	A	\$20.80	1.00	20.80
8432-012-003	860 W GRISWOLD RD	A	\$20.80	1.00	20.80
8432-012-004	852 W GRISWOLD RD	A	\$20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8432-012-005	844 W GRISWOLD RD	A	\$20.80	1.00	20.80
8432-012-006	836 W GRISWOLD RD	A	\$20.80	1.00	20.80
8432-012-007	828 W GRISWOLD RD	A	\$20.80	1.00	20.80
8432-012-008	820 W GRISWOLD RD	A	\$20.80	1.00	20.80
8432-012-009	812 W GRISWOLD RD	A	\$20.80	1.00	20.80
8432-012-010	804 W GRISWOLD RD	A	\$20.80	1.00	20.80
8432-012-011	786 W GRISWOLD RD	A	\$20.80	1.00	20.80
8432-012-012	778 W GRISWOLD RD	A	\$20.80	1.00	20.80
8432-012-013	770 W GRISWOLD RD	A	\$20.80	1.00	20.80
8432-012-014	762 W GRISWOLD RD	A	\$20.80	1.00	20.80
8432-012-015	754 W GRISWOLD RD	A	\$20.80	1.00	20.80
8432-012-016	746 W GRISWOLD RD	A	\$20.80	1.00	20.80
8432-012-017	738 W GRISWOLD RD	A	\$20.80	1.00	20.80
8432-012-018	728 W GRISWOLD RD	A	\$20.80	1.00	20.80
8432-012-019	729 W EDNA PL	A	\$20.80	1.00	20.80
8432-012-020	739 W EDNA PL	A	\$20.80	1.00	20.80
8432-012-021	747 W EDNA PL	A	\$20.80	1.00	20.80
8432-012-022	755 W EDNA PL	A	\$20.80	1.00	20.80
8432-012-023	763 W EDNA PL	A	\$20.80	1.00	20.80
8432-012-024	771 W EDNA PL	A	\$20.80	1.00	20.80
8432-012-025	779 W EDNA PL	A	\$20.80	1.00	20.80
8432-012-026	787 W EDNA PL	A	\$20.80	1.00	20.80
8432-012-027	805 W EDNA PL	A	\$20.80	1.00	20.80
8432-012-028	813 W EDNA PL	A	\$20.80	1.00	20.80
8432-012-029	821 W EDNA PL	A	\$20.80	1.00	20.80
8432-012-030	829 W EDNA PL	A	\$20.80	1.00	20.80
8432-012-031	837 W EDNA PL	A	\$20.80	1.00	20.80
8432-012-032	845 W EDNA PL	A	\$20.80	1.00	20.80
8432-012-033	853 W EDNA PL	A	\$20.80	1.00	20.80
8432-012-034	861 W EDNA PL	A	\$20.80	1.00	20.80
8432-012-035	869 W EDNA PL	A	\$20.80	1.00	20.80
8432-012-036	877 W EDNA PL	A	\$20.80	1.00	20.80
8432-012-037	876 W EDNA PL	A	\$20.80	1.00	20.80
8432-012-038	868 W EDNA PL	A	\$20.80	1.00	20.80
8432-012-039	860 W EDNA PL	A	\$20.80	1.00	20.80
8432-012-040	852 W EDNA PL	A	\$20.80	1.00	20.80
8432-012-041	844 W EDNA PL	A	\$20.80	1.00	20.80
8432-012-042	836 W EDNA PL	A	\$20.80	1.00	20.80
8432-012-043	828 W EDNA PL	A	\$20.80	1.00	20.80
8432-012-044	820 W EDNA PL	A	\$20.80	1.00	20.80
8432-012-045	812 W EDNA PL	A	\$20.80	1.00	20.80
8432-012-046	804 W EDNA PL	A	\$20.80	1.00	20.80
8432-012-047	786 W EDNA PL	A	\$20.80	1.00	20.80
8432-012-048	778 W EDNA PL	A	\$20.80	1.00	20.80
8432-012-049	770 W EDNA PL	A	\$20.80	1.00	20.80
8432-012-050	762 W EDNA PL	A	\$20.80	1.00	20.80
8432-012-051	754 W EDNA PL	A	\$20.80	1.00	20.80
8432-012-052	746 W EDNA PL	A	\$20.80	1.00	20.80
8432-012-053	738 W EDNA PL	A	\$20.80	1.00	20.80
8432-012-054	728 W EDNA PL	A	\$20.80	1.00	20.80
8432-012-055	718 W EDNA PL	A	\$20.80	1.00	20.80
8432-012-056	706 W EDNA PL	A	\$20.80	1.00	20.80
8432-012-057	733 W GRISWOLD RD	A	\$20.80	1.00	20.80
8432-012-058	745 W GRISWOLD RD	A	\$20.80	1.00	20.80
8432-012-059	765 W GRISWOLD RD	A	\$20.80	1.00	20.80
8432-012-060	775 W GRISWOLD RD	A	\$20.80	1.00	20.80
8432-012-061	785 W GRISWOLD RD	A	\$20.80	1.00	20.80
8432-012-062	795 W GRISWOLD RD	A	\$20.80	1.00	20.80
8432-012-063	805 W GRISWOLD RD	A	\$20.80	1.00	20.80
8432-012-064	815 W GRISWOLD RD	A	\$20.80	1.00	20.80
8432-012-065	825 W GRISWOLD RD	A	\$20.80	1.00	20.80
8432-012-066	835 W GRISWOLD RD	A	\$20.80	1.00	20.80
8432-012-067	845 W GRISWOLD RD	A	\$20.80	1.00	20.80
8432-012-068	855 W GRISWOLD RD	A	\$20.80	1.00	20.80
8432-012-069	865 W GRISWOLD RD	A	\$20.80	1.00	20.80
8432-012-070	875 W GRISWOLD RD	A	\$20.80	1.00	20.80
8432-012-071	876 W CHESTER RD	A	\$20.80	1.00	20.80
8432-014-014	770 W GOLDEN GROVE WAY	B	\$2.70	20.00	54.00
8432-014-015	810 W GOLDEN GROVE WAY	B	\$2.70	22.00	59.40

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8432-014-016	628 N AZUSA AVE	B	\$2.70	25.00	67.50
8432-014-017	854 W GOLDEN GROVE WAY	B	\$2.70	22.00	59.40
8432-014-018	750 W GOLDEN GROVE WAY	B	\$2.70	19.00	51.30
8432-014-019	730 W GOLDEN GROVE WAY	B	\$2.70	52.00	140.40
8432-014-020	830 W GOLDEN GROVE WAY	B	\$2.70	22.00	59.40
8432-015-001	612 N AZUSA AVE	B	\$2.70	12.00	32.40
8432-015-008	807 W FRONT ST	B	\$2.70	10.00	27.00
8432-015-012	776 W FRONT ST	B	\$2.70	15.00	40.50
8432-015-014	802 W FRONT ST	B	\$2.70	15.00	40.50
8432-015-022	783 W FRONT ST	B	\$2.70	19.00	51.30
8432-015-023	859 W FRONT ST	B	\$2.70	4.00	10.80
8432-015-025	602 N AZUSA AVE	B	\$2.70	10.00	27.00
8432-015-026	SITUS NOT AVAILABLE	B	\$2.70	2.00	5.40
8432-015-027	840 W FRONT ST	B	\$2.70	12.00	32.40
8432-015-028	818 W FRONT ST	B	\$2.70	12.00	32.40
8432-015-029	851 W FRONT ST	B	\$2.70	27.00	72.90
8432-015-034	846 W FRONT ST	B	\$2.70	8.00	21.60
8432-015-035	852 W FRONT ST	B	\$2.70	31.00	83.70
8432-015-037	SITUS NOT AVAILABLE	B	\$2.70	12.00	32.40
8432-015-038	815 W FRONT ST	B	\$2.70	19.00	51.30
8432-016-013	801 W SAN BERNARDINO RD	B	\$2.70	30.00	81.00
8432-016-017	781 W SAN BERNARDINO RD	B	\$2.70	10.00	27.00
8432-016-019	871 W SAN BERNARDINO RD	B	\$2.70	20.00	54.00
8432-016-020	540 N AZUSA AVE	B	\$2.70	135.00	364.50
8432-016-021	540 N AZUSA AVE	B	\$2.70	18.00	48.60
8432-016-025	820 W GLENTANA ST	B	\$2.70	25.00	67.50
8432-016-026	780 W GLENTANA ST	B	\$2.70	51.00	137.70
8432-016-027	825 W SAN BERNARDINO RD	B	\$2.70	47.00	126.90
8432-018-011	559 N DOVER RD	A	\$20.80	1.00	20.80
8432-018-015	597 N DOVER RD	A	\$20.80	1.00	20.80
8432-019-006	590 N DOVER RD	A	\$20.80	1.00	20.80
8432-020-027	525 N HOUSER DR	A	\$20.80	1.00	20.80
8432-021-008	541 N HEATHDALE AVE	A	\$20.80	1.00	20.80
8432-021-010	561 N HEATHDALE AVE	A	\$20.80	1.00	20.80
8432-021-017	560 N HOUSER DR	A	\$20.80	1.00	20.80
8432-024-004	204 N LARKIN DR	A	\$20.80	1.00	20.80
8432-024-011	519 W BADILLO ST	B	\$2.70	58.00	156.60
8432-024-012	207 N HOLLENBECK AVE	A	\$20.80	1.00	20.80
8432-025-001	427 N LARKIN DR	A	\$20.80	1.00	20.80
8432-025-010	127 N LARKIN DR	A	\$20.80	1.00	20.80
8432-025-011	115 N LARKIN DR	A	\$20.80	1.00	20.80
8432-025-014	114 N HEATHDALE AVE	A	\$20.80	1.00	20.80
8432-025-021	326 N HEATHDALE AVE	A	\$20.80	1.00	20.80
8432-026-004	204 N HOUSER DR	A	\$20.80	1.00	20.80
8432-027-004	114 N ARMEL DR	A	\$20.80	1.00	20.80
8432-027-005	124 N ARMEL DR	A	\$20.80	1.00	20.80
8432-027-006	204 N ARMEL DR	A	\$20.80	1.00	20.80
8432-027-007	216 N ARMEL DR	A	\$20.80	1.00	20.80
8432-027-012	328 N ARMEL DR	A	\$20.80	1.00	20.80
8432-027-015	424 N ARMEL DR	A	\$20.80	1.00	20.80
8432-027-016	405 N HOUSER DR	A	\$20.80	1.00	20.80
8432-027-017	325 N HOUSER DR	A	\$20.80	1.00	20.80
8432-027-021	217 N HOUSER DR	A	\$20.80	1.00	20.80
8432-027-025	105 N HOUSER DR	A	\$20.80	1.00	20.80
8432-028-011	117 N ARMEL DR	A	\$20.80	1.00	20.80
8432-029-006	761 W PALM DR	A	\$20.80	1.00	20.80
8432-030-005	751 W ADAMS PARK DR	A	\$20.80	1.00	20.80
8432-030-006	761 W ADAMS PARK DR	A	\$20.80	1.00	20.80
8432-031-015	738 W ADAMS PARK DR	A	\$20.80	1.00	20.80
8432-032-028	402 N AZUSA AVE	B	\$2.70	17.00	45.90
8432-032-029	306 N AZUSA AVE	B	\$2.70	33.00	89.10
8432-032-030	816 W SAN BERNARDINO RD	B	\$2.70	65.00	175.50
8432-032-031	404 N AZUSA AVE	B	\$2.70	166.00	448.20
8432-032-032	420 N AZUSA AVE	B	\$2.70	22.00	59.40
8432-033-007	216 N AZUSA AVE	B	\$2.70	15.00	40.50
8432-033-008	206 N AZUSA AVE	B	\$2.70	103.00	278.10
8432-033-009	114 N AZUSA AVE	B	\$2.70	109.00	294.30
8432-033-010	100 N AZUSA AVE	B	\$2.70	22.00	59.40
8432-036-002	649 W FRONT ST	A	\$20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8432-036-013	503 W FRONT ST	A	\$20.80	1.00	20.80
8432-036-017	537 W FRONT ST	A	\$20.80	1.00	20.80
8432-037-016	522 N HEATHDALE AVE	A	\$20.80	1.00	20.80
8432-038-003	530 W BRIDGER ST	A	\$20.80	1.00	20.80
8432-038-012	514 W FRONT ST	A	\$20.80	1.00	20.80
8432-039-005	525 N ARMEL DR	A	\$20.80	1.00	20.80
8434-001-005	1009 W SAN BERNARDINO RD	B	\$2.70	38.00	102.60
8434-001-006	SITUS NOT AVAILABLE	B	\$2.70	9.00	24.30
8434-001-007	975 W SAN BERNARDINO RD	B	\$2.70	73.00	197.10
8434-001-008	513 N AZUSA AVE	B	\$2.70	130.00	351.00
8434-001-009	SITUS NOT AVAILABLE	B	\$2.70	42.00	113.40
8434-001-010	501 N AZUSA AVE	B	\$2.70	22.00	59.40
8434-001-013	1017 W SAN BERNARDINO RD	B	\$2.70	8.00	21.60
8434-001-017	553 N AZUSA AVE	B	\$2.70	168.00	453.60
8434-001-019	SITUS NOT AVAILABLE	B	\$2.70	20.00	54.00
8434-001-020	1025 W SAN BERNARDINO RD	B	\$2.70	9.00	24.30
8434-001-021	1035 W SAN BERNARDINO RD	B	\$2.70	9.00	24.30
8434-001-022	1045 W SAN BERNARDINO RD	B	\$2.70	19.00	51.30
8434-001-023	544 N RIMSDALE AVE	B	\$2.70	46.00	124.20
8434-001-025	1069 W SAN BERNARDINO RD	B	\$2.70	23.00	62.10
8434-001-026	1055 W SAN BERNARDINO RD	B	\$2.70	14.00	37.80
8434-001-903	545 N RIMSDALE AVE	B	\$2.70	33.00	89.10
8434-002-011	1123 W SAN BERNARDINO RD	A	\$20.80	1.00	20.80
8434-002-013	1139 W SAN BERNARDINO RD	B	\$2.70	9.00	24.30
8434-002-014	1145 W SAN BERNARDINO RD	B	\$2.70	8.00	21.60
8434-002-018	1109 W SAN BERNARDINO RD	B	\$2.70	19.00	51.30
8434-002-021	1151 W SAN BERNARDINO RD	B	\$2.70	8.00	21.60
8434-002-024	1131 W SAN BERNARDINO RD	B	\$2.70	10.00	27.00
8434-003-015	1235 W SAN BERNARDINO RD	A	\$20.80	1.00	20.80
8434-003-016	1229 W SAN BERNARDINO RD	A	\$20.80	1.00	20.80
8434-003-017	1217 W SAN BERNARDINO RD # 200	B	\$2.70	9.00	24.30
8434-003-018	1211 W SAN BERNARDINO RD	A	\$20.80	1.00	20.80
8434-003-019	1205 W SAN BERNARDINO RD	B	\$2.70	10.00	27.00
8434-003-021	513 N JANALINDA AVE	B	\$2.70	8.00	21.60
8434-003-022	1171 W SAN BERNARDINO RD	B	\$2.70	9.00	24.30
8434-004-001	558 N LARK ELLEN AVE	A	\$20.80	1.00	20.80
8434-004-003	546 N LARK ELLEN AVE	B	\$2.70	10.00	27.00
8434-004-012	524 N LARK ELLEN AVE	A	\$20.80	1.00	20.80
8434-004-013	1275 W SAN BERNARDINO RD	B	\$2.70	28.00	75.60
8434-004-020	1241 W SAN BERNARDINO RD	B	\$2.70	21.00	56.70
8434-004-023	1247 W SAN BERNARDINO RD	B	\$2.70	21.00	56.70
8434-004-028	534 N LARK ELLEN AVE NO.1	A	\$20.80	1.00	20.80
8434-004-029	534 N LARK ELLEN AVE 2	A	\$20.80	1.00	20.80
8434-004-030	534 N LARK ELLEN AVE 3	A	\$20.80	1.00	20.80
8434-004-031	534 N LARK ELLEN AVE 4	A	\$20.80	1.00	20.80
8434-004-033	1257 W SAN BERNARDINO RD	B	\$2.70	25.00	67.50
8434-004-036	1256 W MCGILL ST	B	\$2.70	10.55	28.49
8434-005-014	576 N LARK ELLEN AVE	A	\$20.80	1.00	20.80
8434-006-015	1242 W GLENTANA ST	A	\$20.80	1.00	20.80
8434-007-002	1113 W GLENTANA ST	A	\$20.80	1.00	20.80
8434-007-003	1123 W GLENTANA ST	A	\$20.80	1.00	20.80
8434-008-006	636 N ENID AVE	A	\$20.80	1.00	20.80
8434-009-023	656 N VOGUE AVE	A	\$20.80	1.00	20.80
8434-009-025	1288 W FRONT ST	A	\$20.80	1.00	20.80
8434-009-026	1280 W FRONT ST	A	\$20.80	1.00	20.80
8434-009-027	1272 W FRONT ST	A	\$20.80	1.00	20.80
8434-009-028	1264 W FRONT ST	A	\$20.80	1.00	20.80
8434-009-029	1265 W FRONT ST	A	\$20.80	1.00	20.80
8434-009-030	1273 W FRONT ST	A	\$20.80	1.00	20.80
8434-009-031	1281 W FRONT ST	A	\$20.80	1.00	20.80
8434-009-032	1289 W FRONT ST	A	\$20.80	1.00	20.80
8434-011-001	565 N LARK ELLEN AVE	A	\$20.80	1.00	20.80
8434-011-002	559 N LARK ELLEN AVE	A	\$20.80	1.00	20.80
8434-011-003	551 N LARK ELLEN AVE	A	\$20.80	1.00	20.80
8434-011-004	545 N LARK ELLEN AVE	A	\$20.80	1.00	20.80
8434-011-005	535 N LARK ELLEN AVE	B	\$2.70	19.00	51.30
8434-011-007	1343 W SAN BERNARDINO RD	B	\$2.70	122.00	329.40
8434-011-009	501 N LARK ELLEN AVE A	A	\$20.80	1.00	20.80
8434-011-010	501 N LARK ELLEN AVE B	A	\$20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8434-011-011	501 N LARK ELLEN AVE C	A	\$20.80	1.00	20.80
8434-011-012	501 N LARK ELLEN AVE D	A	\$20.80	1.00	20.80
8434-011-013	501 N LARK ELLEN AVE E	A	\$20.80	1.00	20.80
8434-011-014	501 N LARK ELLEN AVE F	A	\$20.80	1.00	20.80
8434-011-015	511 N LARK ELLEN AVE A	A	\$20.80	1.00	20.80
8434-011-016	511 N LARK ELLEN AVE B	A	\$20.80	1.00	20.80
8434-011-017	511 N LARK ELLEN AVE C	A	\$20.80	1.00	20.80
8434-011-018	511 N LARK ELLEN AVE D	A	\$20.80	1.00	20.80
8434-011-019	511 N LARK ELLEN AVE E	A	\$20.80	1.00	20.80
8434-011-020	511 N LARK ELLEN AVE F	A	\$20.80	1.00	20.80
8434-011-021	521 N LARK ELLEN AVE A	A	\$20.80	1.00	20.80
8434-011-022	521 N LARK ELLEN AVE B	A	\$20.80	1.00	20.80
8434-011-023	521 N LARK ELLEN AVE C	A	\$20.80	1.00	20.80
8434-011-024	521 N LARK ELLEN AVE D	A	\$20.80	1.00	20.80
8434-011-025	521 N LARK ELLEN AVE E	A	\$20.80	1.00	20.80
8434-011-026	511 N LARK ELLEN AVE J	A	\$20.80	1.00	20.80
8434-011-027	511 N LARK ELLEN AVE I	A	\$20.80	1.00	20.80
8434-011-028	511 N LARK ELLEN AVE H	A	\$20.80	1.00	20.80
8434-011-029	511 N LARK ELLEN AVE G	A	\$20.80	1.00	20.80
8434-011-030	501 N LARK ELLEN AVE H	A	\$20.80	1.00	20.80
8434-011-031	501 N LARK ELLEN AVE G	A	\$20.80	1.00	20.80
8434-012-008	1409 W SAN BERNARDINO RD	B	\$2.70	24.00	64.80
8434-012-019	1375 W SAN BERNARDINO RD	B	\$2.70	125.00	337.50
8434-012-023	1413 W SAN BERNARDINO RD UNIT A	A	\$20.80	1.00	20.80
8434-012-024	1413 W SAN BERNARDINO RD UNIT B	A	\$20.80	1.00	20.80
8434-012-025	1413 W SAN BERNARDINO RD UNIT C	A	\$20.80	1.00	20.80
8434-012-026	1413 W SAN BERNARDINO RD UNIT D	A	\$20.80	1.00	20.80
8434-012-027	1413 W SAN BERNARDINO RD UNIT E	A	\$20.80	1.00	20.80
8434-012-028	1413 W SAN BERNARDINO RD UNIT F	A	\$20.80	1.00	20.80
8434-012-029	1415 W SAN BERNARDINO RD UNIT F	A	\$20.80	1.00	20.80
8434-012-030	1415 W SAN BERNARDINO RD UNIT E	A	\$20.80	1.00	20.80
8434-012-031	1415 W SAN BERNARDINO RD UNIT D	A	\$20.80	1.00	20.80
8434-012-032	1415 W SAN BERNARDINO RD UNIT C	A	\$20.80	1.00	20.80
8434-012-033	1415 W SAN BERNARDINO RD UNIT B	A	\$20.80	1.00	20.80
8434-012-034	1415 W SAN BERNARDINO RD UNIT A	A	\$20.80	1.00	20.80
8434-012-035	1417 W SAN BERNARDINO RD UNIT A	A	\$20.80	1.00	20.80
8434-012-036	1417 W SAN BERNARDINO RD UNIT B	A	\$20.80	1.00	20.80
8434-012-037	1417 W SAN BERNARDINO RD UNIT C	A	\$20.80	1.00	20.80
8434-012-038	1417 W SAN BERNARDINO RD UNIT D	A	\$20.80	1.00	20.80
8434-012-039	1417 W SAN BERNARDINO RD UNIT E	A	\$20.80	1.00	20.80
8434-012-040	1417 W SAN BERNARDINO RD NO F	A	\$20.80	1.00	20.80
8434-012-041	1419 W SAN BERNARDINO RD UNIT A	A	\$20.80	1.00	20.80
8434-012-042	1419 W SAN BERNARDINO RD UNIT B	A	\$20.80	1.00	20.80
8434-012-043	1419 W SAN BERNARDINO RD UNIT C	A	\$20.80	1.00	20.80
8434-012-044	1419 W SAN BERNARDINO RD UNIT D	A	\$20.80	1.00	20.80
8434-012-045	1419 W SAN BERNARDINO RD UNIT E	A	\$20.80	1.00	20.80
8434-012-046	1419 W SAN BERNARDINO RD UNIT F	A	\$20.80	1.00	20.80
8434-012-047	1419 W SAN BERNARDINO RD UNIT G	A	\$20.80	1.00	20.80
8434-012-048	1419 W SAN BERNARDINO RD UNIT H	A	\$20.80	1.00	20.80
8434-012-049	1423 W SAN BERNARDINO RD UNIT A	A	\$20.80	1.00	20.80
8434-012-050	1423 W SAN BERNARDINO RD UNIT B	A	\$20.80	1.00	20.80
8434-012-051	1423 W SAN BERNARDINO RD UNIT C	A	\$20.80	1.00	20.80
8434-012-052	1423 W SAN BERNARDINO RD UNIT D	A	\$20.80	1.00	20.80
8434-012-053	1423 W SAN BERNARDINO RD UNIT E	A	\$20.80	1.00	20.80
8434-012-054	1423 W SAN BERNARDINO RD UNIT F	A	\$20.80	1.00	20.80
8434-012-055	1423 W SAN BERNARDINO RD UNIT G	A	\$20.80	1.00	20.80
8434-012-056	1423 W SAN BERNARDINO RD UNIT H	A	\$20.80	1.00	20.80
8434-012-057	1425 W SAN BERNARDINO RD UNTI A	A	\$20.80	1.00	20.80
8434-012-058	1425 W SAN BERNARDINO RD UNIT B	A	\$20.80	1.00	20.80
8434-012-059	1425 W SAN BERNARDINO RD UNIT C	A	\$20.80	1.00	20.80
8434-012-060	1425 W SAN BERNARDINO RD UNIT D	A	\$20.80	1.00	20.80
8434-012-061	1425 W SAN BERNARDINO RD UNIT E	A	\$20.80	1.00	20.80
8434-012-062	1425 W SAN BERNARDINO RD UNIT F	A	\$20.80	1.00	20.80
8434-012-063	1425 W SAN BERNARDINO RD UNIT G	A	\$20.80	1.00	20.80
8434-012-064	1425 W SAN BERNARDINO RD UNIT H	A	\$20.80	1.00	20.80
8434-012-065	1427 W SAN BERNARDINO RD UNIT A	A	\$20.80	1.00	20.80
8434-012-066	1427 W SAN BERNARDINO RD UNIT B	A	\$20.80	1.00	20.80
8434-012-067	1427 W SAN BERNARDINO RD UNIT C	A	\$20.80	1.00	20.80
8434-012-068	1427 W SAN BERNARDINO RD UNIT D	A	\$20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8434-012-069	1427 W SAN BERNARDINO RD UNIT E	A	\$20.80	1.00	20.80
8434-012-070	1427 W SAN BERNARDINO RD UNIT F	A	\$20.80	1.00	20.80
8434-012-071	1429 W SAN BERNARDINO RD UNIT A	A	\$20.80	1.00	20.80
8434-012-072	1429 W SAN BERNARDINO RD UNIT B	A	\$20.80	1.00	20.80
8434-012-073	1429 W SAN BERNARDINO RD UNIT C	A	\$20.80	1.00	20.80
8434-012-074	1429 W SAN BERNARDINO RD UNIT D	A	\$20.80	1.00	20.80
8434-012-075	1429 W SAN BERNARDINO RD UNIT E	A	\$20.80	1.00	20.80
8434-012-076	1429 W SAN BERNARDINO RD UNIT F	A	\$20.80	1.00	20.80
8434-012-077	1431 W SAN BERNARDINO RD UNIT A	A	\$20.80	1.00	20.80
8434-012-078	1431 W SAN BERNARDINO RD	A	\$20.80	1.00	20.80
8434-012-079	1431 W SAN BERNARDINO RD UNIT C	A	\$20.80	1.00	20.80
8434-012-080	1431 W SAN BERNARDINO RD	A	\$20.80	1.00	20.80
8434-012-081	1433 W SAN BERNARDINO RD	A	\$20.80	1.00	20.80
8434-012-082	1433 W SAN BERNARDINO RD UNIT C	A	\$20.80	1.00	20.80
8434-012-083	1433 W SAN BERNARDINO RD UNIT B	A	\$20.80	1.00	20.80
8434-012-084	1433 W SAN BERNARDINO RD UNIT A	A	\$20.80	1.00	20.80
8434-012-085	1435 W SAN BERNARDINO RD UNIT A	A	\$20.80	1.00	20.80
8434-012-086	1435 W SAN BERNARDINO RD	A	\$20.80	1.00	20.80
8434-012-087	1435 W SAN BERNARDINO RD	A	\$20.80	1.00	20.80
8434-012-088	1435 W SAN BERNARDINO RD	A	\$20.80	1.00	20.80
8434-012-089	1435 W SAN BERNARDINO RD UNIT E	A	\$20.80	1.00	20.80
8434-012-090	1435 W SAN BERNARDINO RD	A	\$20.80	1.00	20.80
8434-013-002	526 N VINCENT AVE	B	\$2.70	12.00	32.40
8434-013-003	1681 W SAN BERNARDINO RD	B	\$2.70	22.00	59.40
8434-013-004	1665 W SAN BERNARDINO RD	B	\$2.70	17.00	45.90
8434-013-005	1651 W SAN BERNARDINO RD	B	\$2.70	14.00	37.80
8434-013-007	1635 W SAN BERNARDINO RD	B	\$2.70	75.00	202.50
8434-013-010	529 CUTTER WAY	B	\$2.70	98.00	264.60
8434-014-012	688 N RIMSDALE AVE #1	A	\$20.80	1.00	20.80
8434-014-013	688 N RIMSDALE AVE NO 2	A	\$20.80	1.00	20.80
8434-014-014	688 N RIMSDALE AVE NO 3	A	\$20.80	1.00	20.80
8434-014-015	688 N RIMSDALE AVE NO 4	A	\$20.80	1.00	20.80
8434-014-016	688 N RIMSDALE AVE NO 73	A	\$20.80	1.00	20.80
8434-014-017	688 N RIMSDALE AVE NO 74	A	\$20.80	1.00	20.80
8434-014-018	688 N RIMSDALE AVE NO 92	A	\$20.80	1.00	20.80
8434-014-019	688 N RIMSDALE AVE NO 93	A	\$20.80	1.00	20.80
8434-014-020	688 N RIMSDALE AVE NO 94	A	\$20.80	1.00	20.80
8434-014-021	688 N RIMSDALE AVE NO 95	A	\$20.80	1.00	20.80
8434-014-022	688 N RIMSDALE AVE NO 96	A	\$20.80	1.00	20.80
8434-014-023	688 N RIMSDALE AVE NO 97	A	\$20.80	1.00	20.80
8434-014-024	688 N RIMSDALE AVE NO 98	A	\$20.80	1.00	20.80
8434-014-025	688 N RIMSDALE AVE NO 99	A	\$20.80	1.00	20.80
8434-014-026	688 N RIMSDALE AVE NO 68	A	\$20.80	1.00	20.80
8434-014-027	688 N RIMSDALE AVE NO 69	A	\$20.80	1.00	20.80
8434-014-028	688 N RIMSDALE AVE NO 70	A	\$20.80	1.00	20.80
8434-014-029	688 N RIMSDALE AVE NO 71	A	\$20.80	1.00	20.80
8434-014-030	688 N RIMSDALE AVE NO 72	A	\$20.80	1.00	20.80
8434-014-031	688 N RIMSDALE AVE NO 57	A	\$20.80	1.00	20.80
8434-014-032	688 N RIMSDALE AVE NO 58	A	\$20.80	1.00	20.80
8434-014-033	688 N RIMSDALE AVE NO 59	A	\$20.80	1.00	20.80
8434-014-034	688 N RIMSDALE AVE NO 60	A	\$20.80	1.00	20.80
8434-014-035	688 N RIMSDALE AVE NO 61	A	\$20.80	1.00	20.80
8434-014-036	688 N RIMSDALE AVE NO 64	A	\$20.80	1.00	20.80
8434-014-037	688 N RIMSDALE AVE NO 65	A	\$20.80	1.00	20.80
8434-014-038	688 N RIMSDALE AVE #66	A	\$20.80	1.00	20.80
8434-014-039	688 N RIMSDALE AVE NO 67	A	\$20.80	1.00	20.80
8434-014-041	688 N RIMSDALE AVE NO 101	A	\$20.80	1.00	20.80
8434-014-046	688 N RIMSDALE AVE NO 106	A	\$20.80	1.00	20.80
8434-014-048	688 N RIMSDALE AVE NO 108	A	\$20.80	1.00	20.80
8434-014-056	688 N RIMSDALE AVE NO 63	A	\$20.80	1.00	20.80
8434-014-057	688 N RIMSDALE AVE NO 62	A	\$20.80	1.00	20.80
8434-014-058	688 N RIMSDALE AVE NO 117	A	\$20.80	1.00	20.80
8434-014-059	688 N RIMSDALE AVE NO 116	A	\$20.80	1.00	20.80
8434-014-060	688 N RIMSDALE AVE NO 5	A	\$20.80	1.00	20.80
8434-014-061	688 N RIMSDALE AVE NO 6	A	\$20.80	1.00	20.80
8434-014-062	688 N RIMSDALE AVE NO 7	A	\$20.80	1.00	20.80
8434-014-063	688 N RIMSDALE AVE NO 8	A	\$20.80	1.00	20.80
8434-014-064	550 N RIMSDALE AVE	B	\$2.70	15.00	40.50
8434-014-089	688 N RIMSDALE AVE 100	A	\$20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8434-014-090	688 N RIMSDALE AVE 102	A	\$20.80	1.00	20.80
8434-014-091	688 N RIMSDALE AVE 103	A	\$20.80	1.00	20.80
8434-014-092	688 N RIMSDALE AVE 104	A	\$20.80	1.00	20.80
8434-014-093	688 N RIMSDALE AVE 105	A	\$20.80	1.00	20.80
8434-014-094	688 N RIMSDALE AVE 107	A	\$20.80	1.00	20.80
8434-014-095	688 N RIMSDALE AVE 109	A	\$20.80	1.00	20.80
8434-014-096	688 N RIMSDALE AVE 110	A	\$20.80	1.00	20.80
8434-014-097	688 N RIMSDALE AVE NO 111	A	\$20.80	1.00	20.80
8434-014-098	688 N RIMSDALE AVE 112	A	\$20.80	1.00	20.80
8434-014-099	688 N RIMSDALE AVE NO 113	A	\$20.80	1.00	20.80
8434-014-100	688 N RIMSDALE AVE 114	A	\$20.80	1.00	20.80
8434-014-101	688 N RIMSDALE AVE 115	A	\$20.80	1.00	20.80
8434-014-900	SITUS NOT AVAILABLE	B	\$2.70	25.00	67.50
8434-015-017	1530 W SAN BERNARDINO RD	B	\$2.70	21.00	56.70
8434-015-036	222 N VINCENT AVE	B	\$2.70	306.00	826.20
8434-016-010	312 N LARK ELLEN AVE	B	\$2.70	8.00	21.60
8434-016-011	306 N LARK ELLEN AVE	B	\$2.70	8.00	21.60
8434-016-012	1271 W BADILLO ST	B	\$2.70	96.00	259.20
8434-016-013	1243 W BADILLO ST	B	\$2.70	8.00	21.60
8434-016-017	1211 W BADILLO ST	B	\$2.70	30.00	81.00
8434-016-027	1235 W BADILLO ST	A	\$20.80	1.00	20.80
8434-016-033	1274 W SAN BERNARDINO RD	B	\$2.70	23.00	62.10
8434-016-036	1250 W SAN BERNARDINO RD	B	\$2.70	65.00	175.50
8434-016-037	SITUS NOT AVAILABLE	B	\$2.70	4.00	10.80
8434-016-041	1220 W SAN BERNARDINO RD	B	\$2.70	91.00	245.70
8434-017-007	1118 W SAN BERNARDINO RD	B	\$2.70	74.00	199.80
8434-017-014	1163 E BADILLO ST	B	\$2.70	32.00	86.40
8434-017-023	1170 W SAN BERNARDINO RD	B	\$2.70	88.00	237.60
8434-017-024	1130 W SAN BERNARDINO RD	B	\$2.70	56.00	151.20
8434-017-081	1171 W BADILLO ST	A	\$20.80	12.00	249.60
8434-018-001	107 N AZUSA AVE	B	\$2.70	13.00	35.10
8434-018-002	127 N AZUSA AVE	B	\$2.70	18.00	48.60
8434-018-003	919 W BADILLO ST	B	\$2.70	12.00	32.40
8434-018-007	963 W BADILLO ST	B	\$2.70	13.00	35.10
8434-018-008	SITUS NOT AVAILABLE	B	\$2.70	13.00	35.10
8434-018-021	1085 W BADILLO ST	B	\$2.70	15.00	40.50
8434-018-031	1041 W BADILLO ST	B	\$2.70	89.00	240.30
8434-018-032	925 W BADILLO ST	B	\$2.70	50.00	135.00
8434-018-033	963 W BADILLO ST	B	\$2.70	60.00	162.00
8434-018-035	401 N AZUSA AVE	B	\$2.70	69.60	187.92
8434-018-042	963 W BADILLO ST	B	\$2.70	435.16	1,174.93
8434-018-045	1042 SPLIT CT	A	\$20.80	1.00	20.80
8434-018-046	1046 SPLIT CT	A	\$20.80	1.00	20.80
8434-018-047	1050 SPLIT CT	A	\$20.80	1.00	20.80
8434-018-048	1054 SPLIT CT	A	\$20.80	1.00	20.80
8434-018-049	1058 SPLIT CT	A	\$20.80	1.00	20.80
8434-018-050	1062 SPLIT CT	A	\$20.80	1.00	20.80
8434-018-051	1066 SPLIT CT	A	\$20.80	1.00	20.80
8434-018-052	202 PIN LN	A	\$20.80	1.00	20.80
8434-018-053	206 PIN LN	A	\$20.80	1.00	20.80
8434-018-054	210 PIN LN	A	\$20.80	1.00	20.80
8434-018-055	214 PIN LN	A	\$20.80	1.00	20.80
8434-018-056	218 PIN LN	A	\$20.80	1.00	20.80
8434-018-057	222 PIN LN	A	\$20.80	1.00	20.80
8434-018-058	226 PIN LN	A	\$20.80	1.00	20.80
8434-018-059	230 PIN LN	A	\$20.80	1.00	20.80
8434-018-060	234 PIN LN	A	\$20.80	1.00	20.80
8434-018-061	243 PIN LN	A	\$20.80	1.00	20.80
8434-018-062	239 PIN LN	A	\$20.80	1.00	20.80
8434-018-063	235 PIN LN	A	\$20.80	1.00	20.80
8434-018-064	231 PIN LN	A	\$20.80	1.00	20.80
8434-018-065	227 PIN LN	A	\$20.80	1.00	20.80
8434-018-066	223 PIN LN	A	\$20.80	1.00	20.80
8434-018-067	219 PIN LN	A	\$20.80	1.00	20.80
8434-018-068	215 PIN LN	A	\$20.80	1.00	20.80
8434-018-069	211 PIN LN	A	\$20.80	1.00	20.80
8434-018-070	207 PIN LN	A	\$20.80	1.00	20.80
8434-018-071	203 PIN LN	A	\$20.80	1.00	20.80
8434-018-072	240 STRIKE DR	A	\$20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8434-018-073	236 STRIKE DR	A	\$20.80	1.00	20.80
8434-018-074	232 STRIKE DR	A	\$20.80	1.00	20.80
8434-018-075	228 STRIKE DR	A	\$20.80	1.00	20.80
8434-018-076	224 STRIKE DR	A	\$20.80	1.00	20.80
8434-018-077	220 STRIKE DR	A	\$20.80	1.00	20.80
8434-018-078	216 STRIKE DR	A	\$20.80	1.00	20.80
8434-018-079	217 STRIKE DR	A	\$20.80	1.00	20.80
8434-018-080	221 STRIKE DR	A	\$20.80	1.00	20.80
8434-018-081	225 STRIKE DR	A	\$20.80	1.00	20.80
8434-018-082	229 STRIKE DR	A	\$20.80	1.00	20.80
8434-018-083	233 STRIKE DR	A	\$20.80	1.00	20.80
8434-018-084	237 STRIKE DR	A	\$20.80	1.00	20.80
8434-018-085	241 STRIKE DR	A	\$20.80	1.00	20.80
8434-018-086	251 PIN LN	A	\$20.80	1.00	20.80
8434-018-087	255 PIN LN	A	\$20.80	1.00	20.80
8434-018-088	259 PIN LN	A	\$20.80	1.00	20.80
8434-018-089	263 PIN LN	A	\$20.80	1.00	20.80
8434-018-090	267 PIN LN	A	\$20.80	1.00	20.80
8434-018-091	271 PIN LN	A	\$20.80	1.00	20.80
8434-018-092	275 PIN LN	A	\$20.80	1.00	20.80
8434-018-093	270 PIN LN	A	\$20.80	1.00	20.80
8434-018-094	266 PIN LN	A	\$20.80	1.00	20.80
8434-018-095	262 PIN LN	A	\$20.80	1.00	20.80
8434-018-096	258 PIN LN	A	\$20.80	1.00	20.80
8434-018-097	254 PIN LN	A	\$20.80	1.00	20.80
8434-018-098	250 PIN LN	A	\$20.80	1.00	20.80
8434-018-099	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8434-018-100	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8434-018-101	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8434-018-102	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8434-018-103	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8434-018-104	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8434-018-105	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8434-018-106	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8434-018-107	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8434-018-108	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8434-018-109	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8434-018-110	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8434-018-111	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8434-018-113	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8434-018-114	238 SCRATCH RD	A	\$20.80	1.00	20.80
8434-018-115	243 SCRATCH RD	A	\$20.80	1.00	20.80
8434-018-116	230 SCRATCH RD	A	\$20.80	1.00	20.80
8434-018-117	226 SCRATCH RD	A	\$20.80	1.00	20.80
8434-018-118	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8434-018-119	218 SCRATCH RD	A	\$20.80	1.00	20.80
8434-018-120	217 SCRATCH RD	A	\$20.80	1.00	20.80
8434-018-121	221 SCRATCH RD	A	\$20.80	1.00	20.80
8434-018-122	225 SCRATCH RD	A	\$20.80	1.00	20.80
8434-018-123	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8434-018-124	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8434-018-125	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8434-018-126	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8434-018-127	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8434-018-128	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8434-018-129	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8434-018-130	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8434-018-131	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8434-018-132	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8434-018-133	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8434-018-135	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8434-018-137	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8434-021-020	688 N RIMSDALE AVE NO 75	A	\$20.80	1.00	20.80
8434-021-021	688 N RIMSDALE AVE NO 76	A	\$20.80	1.00	20.80
8434-021-022	688 N RIMSDALE AVE NO 77	A	\$20.80	1.00	20.80
8434-021-023	688 N RIMSDALE AVE NO 78	A	\$20.80	1.00	20.80
8434-021-024	688 N RIMSDALE AVE NO 79	A	\$20.80	1.00	20.80
8434-021-025	688 N RIMSDALE AVE NO 80	A	\$20.80	1.00	20.80
8434-021-026	688 N RIMSDALE AVE NO 81	A	\$20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8434-021-027	688 N RIMSDALE AVE NO 82	A	\$20.80	1.00	20.80
8434-021-028	688 N RIMSDALE AVE NO 83	A	\$20.80	1.00	20.80
8434-021-029	688 N RIMSDALE AVE NO 56	A	\$20.80	1.00	20.80
8434-021-030	688 N RIMSDALE AVE NO 55	A	\$20.80	1.00	20.80
8434-021-031	688 N RIMSDALE AVE NO 54	A	\$20.80	1.00	20.80
8434-021-032	688 N RIMSDALE AVE NO 53	A	\$20.80	1.00	20.80
8434-021-033	688 N RIMSDALE AVE NO 52	A	\$20.80	1.00	20.80
8434-021-034	688 N RIMSDALE AVE NO 51	A	\$20.80	1.00	20.80
8434-021-035	688 N RIMSDALE AVE NO 50	A	\$20.80	1.00	20.80
8434-021-036	688 N RIMSDALE AVE NO 49	A	\$20.80	1.00	20.80
8434-021-037	688 N RIMSDALE AVE NO 26	A	\$20.80	1.00	20.80
8434-021-038	688 N RIMSDALE AVE NO 27	A	\$20.80	1.00	20.80
8434-021-039	688 N RIMSDALE AVE NO 28	A	\$20.80	1.00	20.80
8434-021-040	688 N RIMSDALE AVE NO 29	A	\$20.80	1.00	20.80
8434-021-041	688 N RIMSDALE AVE NO 30	A	\$20.80	1.00	20.80
8434-021-042	688 N RIMSDALE AVE NO 31	A	\$20.80	1.00	20.80
8434-021-043	688 N RIMSDALE AVE NO 32	A	\$20.80	1.00	20.80
8434-021-044	688 N RIMSDALE AVE NO 84	A	\$20.80	1.00	20.80
8434-021-045	688 N RIMSDALE AVE NO 85	A	\$20.80	1.00	20.80
8434-021-046	688 N RIMSDALE AVE NO 86	A	\$20.80	1.00	20.80
8434-021-047	688 N RIMSDALE AVE NO 87	A	\$20.80	1.00	20.80
8434-021-048	688 N RIMSDALE AVE NO 88	A	\$20.80	1.00	20.80
8434-021-049	688 N RIMSDALE AVE NO 89	A	\$20.80	1.00	20.80
8434-021-050	688 N RIMSDALE AVE NO 90	A	\$20.80	1.00	20.80
8434-021-051	688 N RIMSDALE AVE NO 91	A	\$20.80	1.00	20.80
8434-021-052	688 N RIMSDALE AVE NO 9	A	\$20.80	1.00	20.80
8434-021-053	688 N RIMSDALE AVE NO 10	A	\$20.80	1.00	20.80
8434-021-054	688 N RIMSDALE AVE NO 11	A	\$20.80	1.00	20.80
8434-021-055	688 N RIMSDALE AVE NO 12	A	\$20.80	1.00	20.80
8434-021-056	688 N RIMSDALE AVE NO 13	A	\$20.80	1.00	20.80
8434-021-057	688 N RIMSDALE AVE NO 14	A	\$20.80	1.00	20.80
8434-021-058	688 N RIMSDALE AVE NO 15	A	\$20.80	1.00	20.80
8434-021-059	688 N RIMSDALE AVE NO 16	A	\$20.80	1.00	20.80
8434-021-060	688 N RIMSDALE AVE NO 133	A	\$20.80	1.00	20.80
8434-021-061	688 N RIMSDALE AVE NO 132	A	\$20.80	1.00	20.80
8434-021-062	688 N RIMSDALE AVE NO 131	A	\$20.80	1.00	20.80
8434-021-063	688 N RIMSDALE AVE NO 130	A	\$20.80	1.00	20.80
8434-021-064	688 N RIMSDALE AVE NO 129	A	\$20.80	1.00	20.80
8434-021-065	688 N RIMSDALE AVE NO 128	A	\$20.80	1.00	20.80
8434-021-066	688 N RIMSDALE AVE NO 127	A	\$20.80	1.00	20.80
8434-021-067	688 N RIMSDALE AVE NO 126	A	\$20.80	1.00	20.80
8434-021-068	688 N RIMSDALE AVE NO 118	A	\$20.80	1.00	20.80
8434-021-069	688 N RIMSDALE AVE NO 119	A	\$20.80	1.00	20.80
8434-021-070	688 N RIMSDALE AVE NO 120	A	\$20.80	1.00	20.80
8434-021-071	688 N RIMSDALE AVE NO 121	A	\$20.80	1.00	20.80
8434-021-072	688 N RIMSDALE AVE NO 122	A	\$20.80	1.00	20.80
8434-021-073	688 N RIMSDALE AVE NO 123	A	\$20.80	1.00	20.80
8434-021-074	688 N RIMSDALE AVE NO 124	A	\$20.80	1.00	20.80
8434-021-075	688 N RIMSDALE AVE NO 125	A	\$20.80	1.00	20.80
8434-021-076	688 N RIMSDALE AVE 25	A	\$20.80	1.00	20.80
8434-021-077	688 N RIMSDALE AVE 24	A	\$20.80	1.00	20.80
8434-021-078	688 N RIMSDALE AVE 23	A	\$20.80	1.00	20.80
8434-021-079	688 N RIMSDALE AVE 22	A	\$20.80	1.00	20.80
8434-021-080	688 N RIMSDALE AVE 21	A	\$20.80	1.00	20.80
8434-021-081	688 N RIMSDALE AVE 20	A	\$20.80	1.00	20.80
8434-021-082	688 N RIMSDALE AVE 19	A	\$20.80	1.00	20.80
8434-021-083	688 N RIMSDALE AVE NO 18	A	\$20.80	1.00	20.80
8434-021-084	688 N RIMSDALE AVE 17	A	\$20.80	1.00	20.80
8434-021-085	550 N RIMSDALE AVE	B	\$2.70	10.00	27.00
8435-033-017	433 N VINCENT AVE	B	\$2.70	23.00	62.10
8435-033-021	105 N VINCENT AVE	B	\$2.70	27.00	72.90
8442-001-008	1204 W BADILLO ST	A	\$20.80	1.00	20.80
8442-004-020	151 S WATERBURY AVE	A	\$20.80	1.00	20.80
8442-005-003	1014 W BADILLO ST	A	\$20.80	1.00	20.80
8442-005-024	216 S EILEEN AVE	A	\$20.80	1.00	20.80
8442-005-026	205 S EILEEN AVE	A	\$20.80	1.00	20.80
8442-006-001	980 W BADILLO ST	A	\$20.80	1.00	20.80
8442-006-002	968 W BADILLO ST	A	\$20.80	1.00	20.80
8442-006-003	960 W BADILLO ST	A	\$20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8442-006-004	952 W BADILLO ST	A	\$20.80	1.00	20.80
8442-006-005	944 W BADILLO ST	A	\$20.80	1.00	20.80
8442-006-006	936 W BADILLO ST	A	\$20.80	1.00	20.80
8442-006-007	928 W BADILLO ST	A	\$20.80	1.00	20.80
8442-006-009	912 W BADILLO ST	A	\$20.80	1.00	20.80
8442-006-016	945 W GROVECENTER ST	A	\$20.80	1.00	20.80
8442-006-017	955 W GROVECENTER ST	A	\$20.80	1.00	20.80
8442-006-018	961 W GROVECENTER ST	A	\$20.80	1.00	20.80
8442-006-019	971 W GROVECENTER ST	A	\$20.80	1.00	20.80
8442-006-023	101 S AZUSA AVE	B	\$2.70	13.00	35.10
8442-006-024	918 W BADILLO ST	A	\$20.80	1.00	20.80
8442-007-001	978 W GROVECENTER ST	A	\$20.80	1.00	20.80
8442-007-003	954 W GROVECENTER ST	A	\$20.80	1.00	20.80
8442-007-004	946 W GROVECENTER ST	A	\$20.80	1.00	20.80
8443-002-005	145 S ARMEL DR	A	\$20.80	1.00	20.80
8443-002-006	203 S ARMEL DR	A	\$20.80	1.00	20.80
8443-002-007	213 S ARMEL DR	A	\$20.80	1.00	20.80
8443-007-003	206 S ARMEL DR	A	\$20.80	1.00	20.80
8443-008-016	351 S HOUSER DR	A	\$20.80	1.00	20.80
8443-010-006	300 S HOUSER DR	A	\$20.80	1.00	20.80
8443-010-009	239 S HEATHDALE AVE	A	\$20.80	1.00	20.80
8443-011-017	510 W BADILLO ST	B	\$2.70	30.00	81.00
8443-011-018	530 W BADILLO ST	B	\$2.70	26.00	70.20
8443-012-001	549 W PUENTE ST UNIT 1	A	\$20.80	1.00	20.80
8443-012-002	549 W PUENTE ST UNIT 2	A	\$20.80	1.00	20.80
8443-012-003	549 W PUENTE ST UNIT 3	A	\$20.80	1.00	20.80
8443-012-004	547 W PUENTE ST UNIT 4	A	\$20.80	1.00	20.80
8443-012-005	547 W PUENTE ST UNIT 3	A	\$20.80	1.00	20.80
8443-012-006	547 W PUENTE ST UNIT 2	A	\$20.80	1.00	20.80
8443-012-007	547 W PUENTE ST UNIT 1	A	\$20.80	1.00	20.80
8443-012-008	545 W PUENTE ST UNIT 4	A	\$20.80	1.00	20.80
8443-012-009	545 W PUENTE ST UNIT 3	A	\$20.80	1.00	20.80
8443-012-010	545 W PUENTE ST UNIT 2	A	\$20.80	1.00	20.80
8443-012-011	545 W PUENTE ST UNIT 1	A	\$20.80	1.00	20.80
8443-012-012	541 W PUENTE ST UNIT 4	A	\$20.80	1.00	20.80
8443-012-013	541 W PUENTE ST UNIT 3	A	\$20.80	1.00	20.80
8443-012-014	541 W PUENTE ST UNIT 2	A	\$20.80	1.00	20.80
8443-012-015	541 W PUENTE ST UNIT 1	A	\$20.80	1.00	20.80
8443-012-016	537 W PUENTE ST UNIT 4	A	\$20.80	1.00	20.80
8443-012-017	537 W PUENTE ST UNIT 3	A	\$20.80	1.00	20.80
8443-012-018	537 W PUENTE ST UNIT 2	A	\$20.80	1.00	20.80
8443-012-019	537 W PUENTE ST UNIT 1	A	\$20.80	1.00	20.80
8443-012-020	533 W PUENTE ST UNIT 1	A	\$20.80	1.00	20.80
8443-012-021	533 W PUENTE ST UNIT 2	A	\$20.80	1.00	20.80
8443-012-022	533 W PUENTE ST UNIT 3	A	\$20.80	1.00	20.80
8443-012-023	533 W PUENTE ST UNIT 4	A	\$20.80	1.00	20.80
8443-012-024	531 W PUENTE ST UNIT 4	A	\$20.80	1.00	20.80
8443-012-025	531 W PUENTE ST UNIT 3	A	\$20.80	1.00	20.80
8443-012-026	531 W PUENTE ST UNIT 2	A	\$20.80	1.00	20.80
8443-012-027	531 W PUENTE ST UNIT 1	A	\$20.80	1.00	20.80
8443-012-028	535 W PUENTE ST UNIT 1	A	\$20.80	1.00	20.80
8443-012-029	535 W PUENTE ST UNIT 2	A	\$20.80	1.00	20.80
8443-012-030	535 W PUENTE ST UNIT 3	A	\$20.80	1.00	20.80
8443-012-031	535 W PUENTE ST UNIT 4	A	\$20.80	1.00	20.80
8443-012-032	539 W PUENTE ST UNIT 1	A	\$20.80	1.00	20.80
8443-012-033	539 W PUENTE ST UNIT 2	A	\$20.80	1.00	20.80
8443-012-034	539 W PUENTE ST UNIT 3	A	\$20.80	1.00	20.80
8443-012-035	543 W PUENTE ST UNIT 1	A	\$20.80	1.00	20.80
8443-012-036	543 W PUENTE ST UNIT 2	A	\$20.80	1.00	20.80
8443-012-037	543 W PUENTE ST UNIT 3	A	\$20.80	1.00	20.80
8443-012-038	543 W PUENTE ST UNIT 4	A	\$20.80	1.00	20.80
8443-016-017	511 W PUENTE ST NO 1	A	\$20.80	1.00	20.80
8443-016-018	511 W PUENTE ST NO 2	A	\$20.80	1.00	20.80
8443-016-019	511 W PUENTE ST NO 3	A	\$20.80	1.00	20.80
8443-016-020	511 W PUENTE ST NO 4	A	\$20.80	1.00	20.80
8443-016-021	511 W PUENTE ST NO 5	A	\$20.80	1.00	20.80
8443-016-022	517 W PUENTE ST NO 3	A	\$20.80	1.00	20.80
8443-016-023	517 W PUENTE ST NO 2	A	\$20.80	1.00	20.80
8443-016-024	517 W PUENTE ST NO 1	A	\$20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8443-016-025	519 W PUENTE ST NO 3	A	\$20.80	1.00	20.80
8443-016-026	519 W PUENTE ST APT 2	A	\$20.80	1.00	20.80
8443-016-027	519 W PUENTE ST NO 1	A	\$20.80	1.00	20.80
8443-016-028	521 W PUENTE ST NO 1	A	\$20.80	1.00	20.80
8443-016-029	521 W PUENTE ST NO 2	A	\$20.80	1.00	20.80
8443-016-030	521 W PUENTE ST NO 3	A	\$20.80	1.00	20.80
8443-016-031	529 W PUENTE ST NO 1	A	\$20.80	1.00	20.80
8443-016-032	529 W PUENTE ST NO 2	A	\$20.80	1.00	20.80
8443-016-033	529 W PUENTE ST NO 3	A	\$20.80	1.00	20.80
8443-016-034	529 W PUENTE ST NO 4	A	\$20.80	1.00	20.80
8443-016-035	527 W PUENTE ST NO 6	A	\$20.80	1.00	20.80
8443-016-036	527 W PUENTE ST NO 5	A	\$20.80	1.00	20.80
8443-016-037	527 W PUENTE ST NO 4	A	\$20.80	1.00	20.80
8443-016-038	527 W PUENTE ST NO 3	A	\$20.80	1.00	20.80
8443-016-039	527 W PUENTE ST NO 2	A	\$20.80	1.00	20.80
8443-016-040	527 W PUENTE ST NO 1	A	\$20.80	1.00	20.80
8443-016-041	525 W PUENTE ST NO 1	A	\$20.80	1.00	20.80
8443-016-042	525 W PUENTE ST NO 2	A	\$20.80	1.00	20.80
8443-016-043	525 W PUENTE ST NO 3	A	\$20.80	1.00	20.80
8443-016-044	525 W PUENTE ST NO 4	A	\$20.80	1.00	20.80
8443-016-045	523 W PUENTE ST NO 2	A	\$20.80	1.00	20.80
8443-016-046	523 W PUENTE ST NO 1	A	\$20.80	1.00	20.80
8443-016-047	515 W PUENTE ST NO 4	A	\$20.80	1.00	20.80
8443-016-048	515 W PUENTE ST NO 3	A	\$20.80	1.00	20.80
8443-016-049	515 W PUENTE ST NO 2	A	\$20.80	1.00	20.80
8443-016-050	515 W PUENTE ST NO 1	A	\$20.80	1.00	20.80
8443-016-053	567 W PUENTE ST UNIT 6	A	\$20.80	1.00	20.80
8443-016-054	567 W PUENTE ST UNIT 5	A	\$20.80	1.00	20.80
8443-016-055	567 W PUENTE ST UNIT 4	A	\$20.80	1.00	20.80
8443-016-056	567 W PUENTE ST UNIT 3	A	\$20.80	1.00	20.80
8443-016-057	567 W PUENTE ST UNIT 2	A	\$20.80	1.00	20.80
8443-016-058	567 W PUENTE ST UNIT 1	A	\$20.80	1.00	20.80
8443-016-059	563 W PUENTE ST NO 3	A	\$20.80	1.00	20.80
8443-016-060	563 W PUENTE ST UNIT 2	A	\$20.80	1.00	20.80
8443-016-061	563 W PUENTE ST UNIT 1	A	\$20.80	1.00	20.80
8443-016-062	561 W PUENTE ST UNIT 3	A	\$20.80	1.00	20.80
8443-016-063	561 W PUENTE ST UNIT 2	A	\$20.80	1.00	20.80
8443-016-064	561 W PUENTE ST UNIT 1	A	\$20.80	1.00	20.80
8443-016-065	559 W PUENTE ST UNIT 4	A	\$20.80	1.00	20.80
8443-016-066	559 W PUENTE ST UNIT 3	A	\$20.80	1.00	20.80
8443-016-067	559 W PUENTE ST UNIT 2	A	\$20.80	1.00	20.80
8443-016-068	559 W PUENTE ST UNIT 1	A	\$20.80	1.00	20.80
8443-016-069	551 W PUENTE ST UNIT 3	A	\$20.80	1.00	20.80
8443-016-070	551 W PUENTE ST UNIT 2	A	\$20.80	1.00	20.80
8443-016-071	551 W PUENTE ST UNIT 1	A	\$20.80	1.00	20.80
8443-016-072	553 W PUENTE ST UNIT 1	A	\$20.80	1.00	20.80
8443-016-073	553 W PUENTE ST UNIT 2	A	\$20.80	1.00	20.80
8443-016-074	555 W PUENTE ST UNIT 4	A	\$20.80	1.00	20.80
8443-016-075	555 W PUENTE ST UNIT 3	A	\$20.80	1.00	20.80
8443-016-076	555 W PUENTE ST UNIT 2	A	\$20.80	1.00	20.80
8443-016-077	555 W PUENTE ST UNIT 1	A	\$20.80	1.00	20.80
8443-016-078	557 W PUENTE ST UNIT 6	A	\$20.80	1.00	20.80
8443-016-079	557 W PUENTE ST UNIT 5	A	\$20.80	1.00	20.80
8443-016-080	557 W PUENTE ST UNIT 4	A	\$20.80	1.00	20.80
8443-016-081	557 W PUENTE ST UNIT 3	A	\$20.80	1.00	20.80
8443-016-082	557 W PUENTE ST UNIT 2	A	\$20.80	1.00	20.80
8443-016-083	557 W PUENTE ST UNIT 1	A	\$20.80	1.00	20.80
8443-016-084	565 W PUENTE ST UNIT 1	A	\$20.80	1.00	20.80
8443-016-085	565 W PUENTE ST UNIT 2	A	\$20.80	1.00	20.80
8443-016-086	565 W PUENTE ST UNIT 3	A	\$20.80	1.00	20.80
8443-016-087	565 W PUENTE ST UNIT 4	A	\$20.80	1.00	20.80
8443-016-088	565 W PUENTE ST UNIT 5	A	\$20.80	1.00	20.80
8444-001-001	107 S CITRUS AVE	B	\$2.70	11.00	29.70
8444-001-016	125 W CENTER ST	A	\$20.80	1.00	20.80
8444-001-020	166 W BADILLO ST	B	\$2.70	20.00	54.00
8444-001-023	135 W CENTER ST	A	\$20.80	3.00	62.40
8444-002-004	230 W BADILLO ST	B	\$2.70	11.00	29.70
8444-002-014	253 W CENTER ST	B	\$2.70	10.00	27.00
8444-002-024	238 W BADILLO ST	B	\$2.70	11.00	29.70

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8444-002-027	250 W BADILLO ST	B	\$2.70	9.00	24.30
8444-002-028	240 W BADILLO ST	B	\$2.70	9.00	24.30
8444-002-029	235 W CENTER ST	B	\$2.70	10.00	27.00
8444-002-030	219 W CENTER ST	B	\$2.70	10.00	27.00
8444-002-031	245 W CENTER ST	B	\$2.70	10.00	27.00
8444-002-032	229 W CENTER ST	B	\$2.70	10.00	27.00
8444-003-025	307 W CENTER ST	A	\$20.80	1.00	20.80
8444-003-031	338 W BADILLO ST	B	\$2.70	8.00	21.60
8444-003-032	315 W CENTER ST	B	\$2.70	9.00	24.30
8444-003-035	342 W BADILLO ST	B	\$2.70	8.00	21.60
8444-003-036	369 W CENTER ST	B	\$2.70	18.00	48.60
8444-003-039	320 W BADILLO ST	B	\$2.70	12.00	32.40
8444-003-040	323 W CENTER ST	B	\$2.70	9.00	24.30
8444-003-041	329 W CENTER ST	B	\$2.70	9.00	24.30
8444-003-042	339 W CENTER ST	B	\$2.70	18.00	48.60
8444-004-004	430 W BADILLO ST	B	\$2.70	8.00	21.60
8444-004-005	438 W BADILLO ST	B	\$2.70	8.00	21.60
8444-004-015	461 W CENTER ST	A	\$20.80	1.00	20.80
8444-004-022	407 W CENTER ST	A	\$20.80	1.00	20.80
8444-004-023	127 S 5TH AVE	A	\$20.80	1.00	20.80
8444-004-030	452 W BADILLO ST	B	\$2.70	8.00	21.60
8444-004-031	415 W CENTER ST	B	\$2.70	9.00	24.30
8444-005-016	421 W DEXTER ST	A	\$20.80	1.00	20.80
8444-005-025	418 W CENTER ST	B	\$2.70	14.00	37.80
8444-005-026	430 W CENTER ST	B	\$2.70	10.00	27.00
8444-005-027	442 W CENTER ST	B	\$2.70	13.00	35.10
8444-005-028	410 W CENTER ST	B	\$2.70	10.00	27.00
8444-005-029	436 W CENTER ST	B	\$2.70	9.00	24.30
8444-005-030	452 W CENTER ST	B	\$2.70	13.00	35.10
8444-006-010	370 W CENTER ST	A	\$20.80	1.00	20.80
8444-006-012	382 W CENTER ST	A	\$20.80	1.00	20.80
8444-006-017	347 W DEXTER ST	A	\$20.80	1.00	20.80
8444-006-028	337 W DEXTER ST	A	\$20.80	1.00	20.80
8444-006-029	332 W CENTER ST	A	\$20.80	1.00	20.80
8444-007-009	250 W CENTER ST	A	\$20.80	1.00	20.80
8444-007-012	276 W CENTER ST	A	\$20.80	1.00	20.80
8444-007-029	259 W DEXTER ST	A	\$20.80	1.00	20.80
8444-007-030	261 W DEXTER ST	A	\$20.80	1.00	20.80
8444-007-031	263 W DEXTER ST	A	\$20.80	1.00	20.80
8444-007-032	265 W DEXTER ST	A	\$20.80	1.00	20.80
8444-007-033	267 W DEXTER ST	A	\$20.80	1.00	20.80
8444-007-034	269 W DEXTER ST	A	\$20.80	1.00	20.80
8444-007-035	271 W DEXTER ST	A	\$20.80	1.00	20.80
8444-007-036	242 W CENTER ST	B	\$2.70	10.00	27.00
8444-007-037	266 W CENTER ST	B	\$2.70	10.00	27.00
8444-007-038	218 W CENTER ST	B	\$2.70	10.00	27.00
8444-007-039	260 W CENTER ST	B	\$2.70	9.00	24.30
8444-007-040	239 W DEXTER ST	B	\$2.70	10.00	27.00
8444-008-003	215 S CITRUS AVE	B	\$2.70	6.00	16.20
8444-008-011	174 W CENTER ST	A	\$20.80	1.00	20.80
8444-008-017	127 W DEXTER ST	B	\$2.70	9.00	24.30
8444-008-023	SITUS NOT AVAILABLE	B	\$2.70	3.00	8.10
8444-008-027	156 W CENTER ST	B	\$2.70	9.00	24.30
8444-008-028	162 W CENTER ST	B	\$2.70	9.00	24.30
8444-008-029	161 W DEXTER ST	B	\$2.70	9.00	24.30
8444-008-030	165 W DEXTER ST	B	\$2.70	17.00	45.90
8444-010-017	331 S 3RD AVE	B	\$2.70	22.00	59.40
8444-010-020	227 W PUENTE ST	B	\$2.70	10.00	27.00
8444-010-021	253 W PUENTE ST	B	\$2.70	10.00	27.00
8444-010-024	219 W PUENTE ST	B	\$2.70	10.00	27.00
8444-010-025	236 W DEXTER ST	B	\$2.70	11.00	29.70
8444-010-026	222 W DEXTER ST	B	\$2.70	18.00	48.60
8444-010-029	276 W DEXTER ST UNIT A	A	\$20.80	1.00	20.80
8444-010-030	276 W DEXTER ST UNIT B	A	\$20.80	1.00	20.80
8444-010-031	276 W DEXTER ST UNIT C	A	\$20.80	1.00	20.80
8444-010-032	342 S 4TH AVENUE	B	\$2.70	31.89	86.10
8444-012-006	349 S ALDENVILLE AVE	A	\$20.80	1.00	20.80
8444-013-013	355 S ALBERTSON AVE	A	\$20.80	1.00	20.80
8444-016-010	481 S CEDAR DR	A	\$20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8444-018-014	440 S HEPNER AVE	A	\$20.80	1.00	20.80
8444-019-010	478 S ALBERTSON AVE	A	\$20.80	1.00	20.80
8444-020-008	412 S ALDENVILLE AVE	A	\$20.80	1.00	20.80
8444-021-004	501 S CITRUS AVE	B	\$2.70	30.00	81.00
8444-021-005	405 S CITRUS AVE 71	B	\$2.70	230.00	621.00
8444-022-001	515 S CITRUS AVE	B	\$2.70	30.00	81.00
8444-022-011	525 S CITRUS AVE	B	\$2.70	72.00	194.40
8444-022-012	575 S CITRUS AVE	B	\$2.70	53.14	143.49
8444-022-013	535 S CITRUS AVE	B	\$2.70	23.70	63.99
8444-024-005	547 S EDENFIELD AVE	A	\$20.80	1.00	20.80
8444-024-009	578 S CALVADOS AVE	A	\$20.80	1.00	20.80
8444-025-004	529 S CALVADOS AVE	A	\$20.80	1.00	20.80
8444-026-013	558 S ALDENVILLE AVE	A	\$20.80	1.00	20.80
8444-026-022	303 W ROWLAND ST	A	\$20.80	1.00	20.80
8444-026-026	313 W ROWLAND ST	A	\$20.80	1.00	20.80
8444-027-001	505 S ALDENVILLE AVE	A	\$20.80	1.00	20.80
8444-027-013	548 S ALBERTSON AVE	A	\$20.80	1.00	20.80
8444-027-014	540 S ALBERTSON AVE	A	\$20.80	1.00	20.80
8444-028-009	577 S ALBERTSON AVE	A	\$20.80	1.00	20.80
8444-028-025	448 W CASAD ST	A	\$20.80	1.00	20.80
8444-028-031	528 S HEPNER AVE	A	\$20.80	1.00	20.80
8444-029-001	223 S 4TH AVE	A	\$20.80	1.00	20.80
8444-029-002	225 S 4TH AVE	A	\$20.80	1.00	20.80
8444-029-003	227 S 4TH AVE	A	\$20.80	1.00	20.80
8444-029-004	229 S 4TH AVE	A	\$20.80	1.00	20.80
8444-029-005	231 S 4TH AVE	A	\$20.80	1.00	20.80
8444-029-006	233 S 4TH AVE	A	\$20.80	1.00	20.80
8444-029-007	235 S 4TH AVE	A	\$20.80	1.00	20.80
8444-029-008	237 S 4TH AVE	A	\$20.80	1.00	20.80
8444-029-009	239 S 4TH AVE	A	\$20.80	1.00	20.80
8444-029-010	241 S 4TH AVE	A	\$20.80	1.00	20.80
8444-029-011	251 S 4TH AVE	A	\$20.80	1.00	20.80
8444-029-012	253 S 4TH AVE	A	\$20.80	1.00	20.80
8444-029-013	255 S 4TH AVE	A	\$20.80	1.00	20.80
8444-029-014	257 S 4TH AVE	A	\$20.80	1.00	20.80
8445-001-012	112 E ITALIA ST	B	\$2.70	2.00	5.40
8445-001-013	236 N CITRUS AVE	B	\$2.70	3.00	8.10
8445-001-014	230 N CITRUS AVE	B	\$2.70	8.00	21.60
8445-001-015	218 N CITRUS AVE	B	\$2.70	5.00	13.50
8445-001-016	214 N CITRUS AVE	B	\$2.70	2.00	5.40
8445-001-017	210 N CITRUS AVE	B	\$2.70	5.00	13.50
8445-001-018	200 N CITRUS AVE	B	\$2.70	5.00	13.50
8445-001-024	163 E COLLEGE ST	B	\$2.70	11.00	29.70
8445-001-039	159 E COLLEGE ST	B	\$2.70	9.00	24.30
8445-001-040	147 E COLLEGE ST	B	\$2.70	8.00	21.60
8445-002-002	258 E ITALIA ST	B	\$2.70	2.00	5.40
8445-002-023	200 N 2ND AVE	B	\$2.70	89.00	240.30
8445-002-027	256 E ITALIA ST	B	\$2.70	9.00	24.30
8445-003-004	317 E COLLEGE ST	B	\$2.70	10.00	27.00
8445-003-010	351 E COLLEGE ST	A	\$20.80	1.00	20.80
8445-003-018	376 E ITALIA ST	A	\$20.80	1.00	20.80
8445-004-008	209 COLLEGE WAY	A	\$20.80	1.00	20.80
8445-005-012	231 N BARRANCA AVE	A	\$20.80	1.00	20.80
8445-005-017	215 N BARRANCA AVE	B	\$2.70	30.00	81.00
8445-006-008	453 E BADILLO ST	B	\$2.70	8.00	21.60
8445-006-013	411 E BADILLO ST	A	\$20.80	1.00	20.80
8445-006-016	437 E BADILLO ST	B	\$2.70	9.00	24.30
8445-007-011	329 E BADILLO ST	A	\$20.80	1.00	20.80
8445-007-013	345 E BADILLO ST	B	\$2.70	10.00	27.00
8445-007-019	330 E COLLEGE ST	B	\$2.70	12.00	32.40
8445-007-020	340 E COLLEGE ST	B	\$2.70	12.00	32.40
8445-007-022	354 E COLLEGE ST	B	\$2.70	10.00	27.00
8445-008-005	230 E COLLEGE ST	A	\$20.80	1.00	20.80
8445-008-008	144 N 2ND AVE	B	\$2.70	23.00	62.10
8445-008-015	203 E BADILLO ST	B	\$2.70	39.00	105.30
8445-009-001	160 E COLLEGE ST	B	\$2.70	16.00	43.20
8445-009-002	146 E COLLEGE ST	B	\$2.70	5.00	13.50
8445-009-003	140 E COLLEGE ST	B	\$2.70	11.00	29.70
8445-009-006	110 E COLLEGE ST	B	\$2.70	7.00	18.90

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8445-009-007	134 N CITRUS AVE	B	\$2.70	3.00	8.10
8445-009-008	132 N CITRUS AVE	B	\$2.70	2.00	5.40
8445-009-009	130 N CITRUS AVE	B	\$2.70	2.00	5.40
8445-009-013	114 N CITRUS AVE	B	\$2.70	3.00	8.10
8445-009-014	118 N CITRUS AVE	B	\$2.70	3.00	8.10
8445-009-027	139 E BADILLO ST	B	\$2.70	9.00	24.30
8445-009-035	126 N CITRUS AVE	B	\$2.70	4.00	10.80
8445-009-036	122 N CITRUS AVE	B	\$2.70	3.00	8.10
8445-009-040	132 E COLLEGE ST	B	\$2.70	11.00	29.70
8445-009-042	175 E BADILLO ST	B	\$2.70	37.00	99.90
8445-009-914	100 N CITRUS AVE	B	\$2.70	7.50	20.25
8445-009-915	112 N CITRUS AVE	B	\$2.70	2.49	6.73
8445-010-002	138 E BADILLO ST	B	\$2.70	11.00	29.70
8445-010-003	134 E BADILLO ST	B	\$2.70	11.00	29.70
8445-010-004	126 E BADILLO ST	B	\$2.70	6.00	16.20
8445-010-005	120 E BADILLO ST	B	\$2.70	4.00	10.80
8445-010-006	114 E BADILLO ST	B	\$2.70	11.00	29.70
8445-010-009	124 S CITRUS AVE	B	\$2.70	23.00	62.10
8445-010-019	100 S CITRUS AVE	B	\$2.70	16.00	43.20
8445-010-020	SITUS NOT AVAILABLE	B	\$2.70	18.00	48.60
8445-011-022	243 E CENTER ST	B	\$2.70	10.00	27.00
8445-011-023	227 E CENTER ST	B	\$2.70	10.00	27.00
8445-011-024	240 E BADILLO ST	B	\$2.70	9.00	24.30
8445-011-025	234 E BADILLO ST	B	\$2.70	9.00	24.30
8445-011-026	258 E BADILLO ST	B	\$2.70	12.00	32.40
8445-012-005	381 E GROVECENTER ST	A	\$20.80	1.00	20.80
8445-012-010	327 E GROVECENTER ST	A	\$20.80	1.00	20.80
8445-012-020	378 E BADILLO ST	B	\$2.70	7.00	18.90
8445-013-003	330 E ALGROVE ST	A	\$20.80	1.00	20.80
8445-013-009	380 E ALGROVE ST	A	\$20.80	1.00	20.80
8445-013-010	381 E ALGROVE ST	A	\$20.80	1.00	20.80
8445-013-019	380 E GROVECENTER ST	A	\$20.80	1.00	20.80
8445-013-021	212 S 1ST AVE	A	\$20.80	1.00	20.80
8445-013-022	220 S 1ST AVE	A	\$20.80	1.00	20.80
8445-014-006	402 E BADILLO ST APT 0003	B	\$2.70	8.00	21.60
8445-014-030	101 S BARRANCA AVE	B	\$2.70	53.00	143.10
8445-014-032	128 S SAN JOSE AVE	B	\$2.70	85.00	229.50
8445-014-033	430 E ALGROVE ST	A	\$20.80	1.00	20.80
8445-014-034	432 E ALGROVE ST	A	\$20.80	1.00	20.80
8445-014-035	426 E ALGROVE ST	A	\$20.80	1.00	20.80
8445-014-036	428 E ALGROVE ST	A	\$20.80	1.00	20.80
8445-014-037	424 E ALGROVE ST	A	\$20.80	1.00	20.80
8445-014-038	422 E ALGROVE ST	A	\$20.80	1.00	20.80
8445-014-039	420 E ALGROVE ST	A	\$20.80	1.00	20.80
8445-014-040	421 E ALGROVE ST	A	\$20.80	1.00	20.80
8445-014-041	423 E ALGROVE ST	A	\$20.80	1.00	20.80
8445-014-042	425 E ALGROVE ST	A	\$20.80	1.00	20.80
8445-014-043	427 E ALGROVE ST	A	\$20.80	1.00	20.80
8445-014-044	429 E ALGROVE ST	A	\$20.80	1.00	20.80
8445-014-045	431 E ALGROVE ST	A	\$20.80	1.00	20.80
8445-014-046	433 E ALGROVE ST	A	\$20.80	1.00	20.80
8445-015-001	405 E DEXTER ST	A	\$20.80	1.00	20.80
8445-015-005	439 E DEXTER ST	A	\$20.80	1.00	20.80
8445-015-015	430 E DEXTER ST	A	\$20.80	1.00	20.80
8445-015-018	404 E DEXTER ST	A	\$20.80	1.00	20.80
8445-015-020	328 S SAN JOSE AVE	A	\$20.80	1.00	20.80
8445-015-040	342 S SAN JOSE AVE	B	\$2.70	12.00	32.40
8445-016-009	365 E DEXTER ST	A	\$20.80	1.00	20.80
8445-016-011	381 E DEXTER ST	A	\$20.80	1.00	20.80
8445-016-012	380 E DEXTER ST	A	\$20.80	1.00	20.80
8445-016-032	369 E PUENTE ST	B	\$2.70	9.00	24.30
8445-016-035	321 S SAN JOSE AVE	B	\$2.70	56.00	151.20
8445-016-036	330 S 1ST AVE	A	\$20.80	1.00	20.80
8445-016-039	377 E PUENTE ST	B	\$2.70	20.00	54.00
8445-016-040	347 E PUENTE ST	A	\$20.80	1.00	20.80
8445-016-041	317 E PUENTE ST	B	\$2.70	11.00	29.70
8445-017-024	235 E DEXTER ST	B	\$2.70	9.00	24.30
8445-017-025	228 E CENTER ST	B	\$2.70	10.00	27.00
8445-017-026	218 E CENTER ST	B	\$2.70	10.00	27.00

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8445-017-030	270 E CENTER ST	B	\$2.70	10.00	27.00
8445-017-031	213 E DEXTER ST	B	\$2.70	9.00	24.30
8445-017-032	277 E DEXTER ST	B	\$2.70	8.00	21.60
8445-017-033	217 E DEXTER ST	A	\$20.80	1.00	20.80
8445-017-034	219 E DEXTER ST	A	\$20.80	1.00	20.80
8445-017-035	221 E DEXTER ST	A	\$20.80	1.00	20.80
8445-017-036	223 E DEXTER ST	A	\$20.80	1.00	20.80
8445-017-037	225 E DEXTER ST	A	\$20.80	1.00	20.80
8445-017-038	227 E DEXTER ST	A	\$20.80	1.00	20.80
8445-018-020	235 E PUENTE ST	B	\$2.70	9.00	24.30
8445-018-029	244 E DEXTER ST	B	\$2.70	8.00	21.60
8445-018-030	224 E DEXTER ST	B	\$2.70	18.00	48.60
8445-018-031	225 E PUENTE ST	B	\$2.70	9.00	24.30
8445-018-032	219 E PUENTE ST	B	\$2.70	9.00	24.30
8445-018-033	209 E PUENTE ST	B	\$2.70	9.00	24.30
8445-019-005	142 E CENTER ST	B	\$2.70	10.00	27.00
8445-019-027	148 E CENTER ST	B	\$2.70	10.00	27.00
8445-021-001	106 E PUENTE ST	B	\$2.70	13.00	35.10
8445-021-015	145 E NAVILLA PL	B	\$2.70	10.00	27.00
8445-021-037	528 S CITRUS AVE	B	\$2.70	29.00	78.30
8445-023-001	404 E PUENTE ST	A	\$20.80	1.00	20.80
8445-023-002	410 S SAN JOSE AVE	A	\$20.80	1.00	20.80
8445-023-015	430 S SAN JOSE AVE	B	\$2.70	47.00	126.90
8445-023-016	436 S SAN JOSE AVE	B	\$2.70	8.00	21.60
8445-023-017	440 S SAN JOSE AVE	B	\$2.70	39.00	105.30
8445-023-018	442 S SAN JOSE AVE NO D	A	\$20.80	1.00	20.80
8445-023-020	450 S SAN JOSE AVE	B	\$2.70	12.00	32.40
8445-023-026	427 S BARRANCA AVE	B	\$2.70	28.00	75.60
8445-023-028	448 S SAN JOSE AVE UNIT A	A	\$20.80	1.00	20.80
8445-023-029	448 S SAN JOSE AVE UNIT B	A	\$20.80	1.00	20.80
8445-023-030	448 S SAN JOSE AVE UNIT C	A	\$20.80	1.00	20.80
8445-023-031	448 S SAN JOSE AVE NO D	A	\$20.80	1.00	20.80
8445-023-032	448 S SAN JOSE AVE APT E	A	\$20.80	1.00	20.80
8445-023-033	448 S SAN JOSE AVE NO F	A	\$20.80	1.00	20.80
8445-023-034	444 S SAN JOSE AVE UNIT A	A	\$20.80	1.00	20.80
8445-023-035	444 S SAN JOSE AVE UNIT B	A	\$20.80	1.00	20.80
8445-023-036	450 E PUENTE ST	B	\$2.70	7.00	18.90
8445-023-037	456 E PUENTE ST	B	\$2.70	7.00	18.90
8445-024-001	502 S SAN JOSE AVE	B	\$2.70	11.00	29.70
8445-024-002	510 S SAN JOSE AVE	A	\$20.80	1.00	20.80
8445-024-007	540 S SAN JOSE AVE	B	\$2.70	11.00	29.70
8445-024-008	550 S SAN JOSE AVE	A	\$20.80	1.00	20.80
8445-024-009	560 S SAN JOSE AVE	B	\$2.70	16.00	43.20
8445-024-010	568 S SAN JOSE AVE	A	\$20.80	1.00	20.80
8445-024-021	401 E ROWLAND ST	B	\$2.70	11.00	29.70
8445-024-039	520 S SAN JOSE AVE	A	\$20.80	1.00	20.80
8445-024-047	530 S SAN JOSE AVE	B	\$2.70	17.00	45.90
8445-025-009	373 E ROWLAND ST	B	\$2.70	8.00	21.60
8445-025-010	571 S SAN JOSE AVE	B	\$2.70	8.00	21.60
8445-025-011	563 S SAN JOSE AVE	B	\$2.70	8.00	21.60
8445-025-012	545 S SAN JOSE AVE	A	\$20.80	1.00	20.80
8445-025-013	535 S SAN JOSE AVE	A	\$20.80	1.00	20.80
8445-025-014	525 S SAN JOSE AVE	A	\$20.80	1.00	20.80
8445-025-015	515 S SAN JOSE AVE	A	\$20.80	1.00	20.80
8445-025-016	505 S SAN JOSE AVE	A	\$20.80	1.00	20.80
8445-025-019	382 E NAVILLA PL	B	\$2.70	7.00	18.90
8445-028-003	517 S EREMLAND DR	B	\$2.70	10.00	27.00
8445-028-015	SITUS NOT AVAILABLE	B	\$2.70	24.00	64.80
8445-028-016	502 S 2ND AVE	B	\$2.70	24.00	64.80
8445-028-024	536 S 2ND AVE	B	\$2.70	49.00	132.30
8445-028-025	545 S EREMLAND DR	B	\$2.70	49.00	132.30
8445-029-038	580 S CITRUS AVE	B	\$2.70	100.00	270.00
8445-029-042	528 S CITRUS AVE	B	\$2.70	68.00	183.60
8445-030-008	372 E ORLANDO WAY	B	\$2.70	6.00	16.20
8445-030-023	381 E NAVILLA PL	B	\$2.70	14.00	37.80
8445-031-003	378 E PUENTE ST	B	\$2.70	7.00	18.90
8445-031-004	413 S SAN JOSE AVE	B	\$2.70	7.00	18.90
8445-031-005	421 S SAN JOSE AVE	B	\$2.70	7.00	18.90
8446-001-001	869 E GROVECENTER ST	B	\$2.70	28.00	75.60

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8446-007-005	705 E PUENTE ST	A	\$20.80	1.00	20.80
8446-008-005	638 E BADILLO ST	B	\$2.70	13.00	35.10
8446-008-006	628 E BADILLO ST	B	\$2.70	8.00	21.60
8446-008-012	110 S GRANDVIEW AVE	B	\$2.70	6.00	16.20
8446-009-020	667 E PUENTE ST	A	\$20.80	1.00	20.80
8446-009-021	667 E PUENTE ST	A	\$20.80	1.00	20.80
8446-010-001	550 E BADILLO ST	B	\$2.70	14.00	37.80
8446-010-007	105 S GRANDVIEW AVE	B	\$2.70	9.00	24.30
8446-010-010	111 S GRANDVIEW AVE	B	\$2.70	9.00	24.30
8446-010-011	123 S GRANDVIEW AVE	B	\$2.70	32.00	86.40
8446-011-001	534 E BADILLO ST	B	\$2.70	9.00	24.30
8446-011-014	235 S KENDALL WAY	A	\$20.80	1.00	20.80
8446-011-015	243 S KENDALL WAY	B	\$2.70	8.00	21.60
8446-011-018	242 S BARRANCA AVE	B	\$2.70	8.00	21.60
8446-011-028	249 S KENDALL WAY	B	\$2.70	8.00	21.60
8446-016-017	521 E ROWLAND ST	B	\$2.70	25.00	67.50
8446-019-019	673 E CASAD ST	A	\$20.80	1.00	20.80
8446-019-028	627 E SWANEE LN	A	\$20.80	1.00	20.80
8446-019-029	637 E SWANEE LN	A	\$20.80	1.00	20.80
8446-019-030	647 E SWANEE LN	A	\$20.80	1.00	20.80
8446-019-031	657 E SWANEE LN	A	\$20.80	1.00	20.80
8446-019-032	667 E SWANEE LN	A	\$20.80	1.00	20.80
8446-019-033	679 E SWANEE LN	A	\$20.80	1.00	20.80
8446-020-005	682 E SWANEE LN	A	\$20.80	1.00	20.80
8446-020-006	668 E SWANEE LN	A	\$20.80	1.00	20.80
8446-020-007	658 E SWANEE LN	A	\$20.80	1.00	20.80
8446-020-008	648 E SWANEE LN	A	\$20.80	1.00	20.80
8446-020-009	638 E SWANEE LN	A	\$20.80	1.00	20.80
8446-020-010	560 S PROSPERO DR	A	\$20.80	1.00	20.80
8446-028-020	573 E ROWLAND ST	A	\$20.80	1.00	20.80
8446-031-003	759 E SWANEE LN	A	\$20.80	1.00	20.80
8446-031-006	727 E SWANEE LN	A	\$20.80	1.00	20.80
8446-031-008	738 E CASAD ST	A	\$20.80	1.00	20.80
8446-032-003	759 E CASAD ST	A	\$20.80	1.00	20.80
8447-002-010	1302 E PUENTE ST	A	\$20.80	1.00	20.80
8447-002-030	1347 E NAVILLA PL	A	\$20.80	1.00	20.80
8447-003-045	1414 E PUENTE ST	A	\$20.80	1.00	20.80
8447-003-071	1464 E PUENTE ST	A	\$20.80	1.00	20.80
8447-003-075	1489 LEVEL ST	A	\$20.80	1.00	20.80
8447-003-076	1503 E LEVEL ST	A	\$20.80	1.00	20.80
8447-010-028	745 S CHAPARRO RD	A	\$20.80	1.00	20.80
8447-010-041	1201 E COVINA HILLS RD	A	\$20.80	1.00	20.80
8447-013-015	1031 E KNOLLCREST DR	A	\$20.80	1.00	20.80
8447-013-018	1056 E NAVILLA PL	A	\$20.80	1.00	20.80
8447-013-027	1106 E NAVILLA PL	A	\$20.80	1.00	20.80
8447-013-040	1129 E KNOLLCREST DR	A	\$20.80	1.00	20.80
8447-013-041	1137 E KNOLLCREST DR	A	\$20.80	1.00	20.80
8447-013-042	1141 E KNOLLCREST DR	A	\$20.80	1.00	20.80
8447-013-043	1132 E KNOLLCREST DR	A	\$20.80	1.00	20.80
8447-013-044	1118 E KNOLLCREST DR	A	\$20.80	1.00	20.80
8447-014-055	1066 E DEEVIEW DR	A	\$20.80	1.00	20.80
8447-014-056	1080 E DEEVIEW DR	A	\$20.80	1.00	20.80
8447-014-057	1050 E DEEVIEW DR	A	\$20.80	1.00	20.80
8447-015-025	928 E NAVILLA PL	A	\$20.80	1.00	20.80
8447-015-033	576 S GRAND AVE	B	\$2.70	75.00	202.50
8447-017-009	404 S FARBER AVE	A	\$20.80	1.00	20.80
8447-020-026	1175 E GARVEY ST	B	\$2.70	29.00	78.30
8447-021-049	1345 CENTER COURT DR	B	\$2.70	14.00	37.80
8447-021-050	920 S VILLAGE OAKS DR	B	\$2.70	12.00	32.40
8447-021-054	908 S VILLAGE OAKS DR	B	\$2.70	20.00	54.00
8447-021-064	917 S VILLAGE OAKS DR	B	\$2.70	13.00	35.10
8447-021-065	927 S VILLAGE OAKS DR	B	\$2.70	13.00	35.10
8447-021-069	850 S FOREST HILLS DR	A	\$20.80	1.00	20.80
8447-021-072	1373 CENTER COURT DR	B	\$2.70	32.00	86.40
8447-021-074	861 S VILLAGE OAKS DR	B	\$2.70	50.00	135.00
8447-021-075	885 S VILLAGE OAKS DR	B	\$2.70	69.00	186.30
8447-021-080	874 S VILLAGE OAKS DR	B	\$2.70	39.00	105.30
8447-021-082	880 S OAK PARK RD	B	\$2.70	32.00	86.40
8447-021-092	845 S OAK PARK RD	B	\$2.70	16.00	43.20

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8447-021-093	861 S OAK PARK RD	B	\$2.70	15.00	40.50
8447-021-094	1302 E COVINA HILLS RD	A	\$20.80	1.00	20.80
8447-021-095	818 S OAK PARK RD	B	\$2.70	100.00	270.00
8447-021-096	1211 CENTER COURT DR	B	\$2.70	39.00	105.30
8447-021-097	1275 CENTER COURT DR	B	\$2.70	25.00	67.50
8447-021-098	858 S OAK PARK RD	B	\$2.70	70.00	189.00
8447-023-057	784 RANCHO EL FUERTE DR	A	\$20.80	1.00	20.80
8447-023-058	781 RANCHO SINALOA DR	A	\$20.80	1.00	20.80
8447-023-059	775 RANCHO SINALOA DR	A	\$20.80	1.00	20.80
8447-023-073	1153 E MEADOW WOOD DR	A	\$20.80	1.00	20.80
8447-023-086	767 S HEFFNER HILL RD	A	\$20.80	1.00	20.80
8447-023-087	777 S HEFFNER HILL RD	A	\$20.80	1.00	20.80
8447-023-088	787 S HEFFNER HILL RD	A	\$20.80	1.00	20.80
8447-023-089	793 S HEFFNER HILL RD	A	\$20.80	1.00	20.80
8447-023-090	780 S HEFFNER HILL RD	A	\$20.80	1.00	20.80
8447-023-091	1050 E WALNUT CREEK RD	A	\$20.80	1.00	20.80
8447-023-092	1066 E WALNUT CREEK RD	A	\$20.80	1.00	20.80
8447-023-093	1090 E WALNUT CREEK RD	A	\$20.80	1.00	20.80
8447-023-094	1104 E WALNUT CREEK RD	A	\$20.80	1.00	20.80
8447-023-095	1110 E WALNUT CREEK RD	A	\$20.80	1.00	20.80
8447-023-096	1114 E WALNUT CREEK RD	A	\$20.80	1.00	20.80
8447-023-097	1118 E WALNUT CREEK RD	A	\$20.80	1.00	20.80
8447-024-044	1526 E LEVEL ST	A	\$20.80	1.00	20.80
8447-027-004	1445 E HOLT AVE	A	\$20.80	1.00	20.80
8447-029-048	600 S GRAND AVE	B	\$2.70	36.00	97.20
8447-030-021	716 S OAK CANYON RD	A	\$20.80	1.00	20.80
8447-030-024	1057 E RANCHCREEK RD	A	\$20.80	1.00	20.80
8447-031-028	960 S VILLAGE OAKS DR	B	\$2.70	16.00	43.20
8447-031-029	1338 CENTER COURT DR	B	\$2.70	8.00	21.60
8447-031-030	1338 CENTER COURT DR	B	\$2.70	7.00	18.90
8447-031-031	1278 CENTER COURT DR	B	\$2.70	15.00	40.50
8447-031-032	1290 CENTER COURT DR	B	\$2.70	16.00	43.20
8447-031-033	957 S VILLAGE OAKS DR	B	\$2.70	14.00	37.80
8447-031-034	957 S VILLAGE OAKS DR	B	\$2.70	2.00	5.40
8447-031-035	969 S VILLAGE OAKS DR	B	\$2.70	11.00	29.70
8447-031-036	969 S VILLAGE OAKS DR	B	\$2.70	11.00	29.70
8447-031-037	SITUS NOT AVAILABLE	B	\$2.70	1.00	2.70
8447-031-038	979 S VILLAGE OAKS DR	B	\$2.70	21.00	56.70
8447-031-045	1211 E GARVEY ST	B	\$2.70	21.00	56.70
8447-031-047	1373 CENTER COURT DR	B	\$2.70	30.00	81.00
8447-031-050	970 S VILLAGE OAKS DR	B	\$2.70	62.00	167.40
8447-031-051	1272 CENTER COURT DR	B	\$2.70	50.00	135.00
8447-031-052	1270 E GARVEY ST	B	\$2.70	38.00	102.60
8447-031-053	1211 E GARVEY ST	B	\$2.70	216.00	583.20
8447-032-028	1104 DAWN RIDGE WAY	A	\$20.80	1.00	20.80
8447-032-035	1136 DAWN RIDGE WAY	A	\$20.80	1.00	20.80
8447-032-053	1146 E MEADOW WOOD DR	A	\$20.80	1.00	20.80
8447-032-069	1182 DAWN RIDGE WAY	A	\$20.80	1.00	20.80
8448-001-013	589 N JALAPA DR	A	\$20.80	1.00	20.80
8448-001-014	581 N JALAPA DR	A	\$20.80	1.00	20.80
8448-005-021	752 S RANCHO SIMI DR	A	\$20.80	1.00	20.80
8448-005-022	764 S RANCHO SIMI DR	A	\$20.80	1.00	20.80
8448-005-025	792 S RANCHO SIMI DR	A	\$20.80	1.00	20.80
8448-005-031	751 S RANCHO SIMI DR	A	\$20.80	1.00	20.80
8448-005-033	731 S RANCHO SIMI DR	A	\$20.80	1.00	20.80
8448-005-035	711 S RANCHO SIMI DR	A	\$20.80	1.00	20.80
8448-005-039	675 S RANCHO SIMI DR	A	\$20.80	1.00	20.80
8448-006-025	649 S RANCHO SIMI DR	A	\$20.80	1.00	20.80
8448-006-033	518 N JALAPA DR	A	\$20.80	1.00	20.80
8448-006-037	1833 RANCHO TUJUNGA DR	A	\$20.80	1.00	20.80
8448-006-038	1847 RANCHO TUJUNGA DR	A	\$20.80	1.00	20.80
8448-006-040	1875 RANCHO TUJUNGA DR	A	\$20.80	1.00	20.80
8448-006-046	1844 RANCHO TUJUNGA DR	A	\$20.80	1.00	20.80
8448-011-028	1845 E RANCHO GRANDE DR	A	\$20.80	1.00	20.80
8448-012-021	535 S RANCHO ALEGRE DR	A	\$20.80	1.00	20.80
8448-012-022	523 S RANCHO ALEGRE DR	A	\$20.80	1.00	20.80
8448-014-029	565 S RANCHO LINDO DR	A	\$20.80	1.00	20.80
8448-016-021	510 S RANCHO VISTA DR	A	\$20.80	1.00	20.80
8448-016-024	484 S RANCHO DEL SOL DR	A	\$20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8448-016-025	520 S RANCHO VISTA DR	B	\$2.70	31.00	83.70
8448-016-026	540 S RANCHO VISTA DR	B	\$2.70	27.00	72.90
8448-016-027	560 S RANCHO VISTA DR	B	\$2.70	25.00	67.50
8448-017-018	667 RANCHO LOS NOGALES DR	A	\$20.80	1.00	20.80
8448-019-033	1037 PARK VIEW DR	B	\$2.70	30.00	81.00
8448-019-034	1051 PARK VIEW DR	B	\$2.70	34.00	91.80
8448-019-043	1074 PARK VIEW DR	B	\$2.70	46.00	124.20
8448-019-046	1430 E HOLT AVE	B	\$2.70	33.00	89.10
8448-019-047	1438 E HOLT AVE	A	\$20.80	1.00	20.80
8448-019-048	1123 PARK VIEW DR	B	\$2.70	95.00	256.50
8448-019-049	1067 PARK VIEW DR	B	\$2.70	37.00	99.90
8448-019-050	1161 PARK VIEW DR	B	\$2.70	35.00	94.50
8448-019-054	SITUS NOT AVAILABLE	B	\$2.70	153.00	413.10
8451-001-024	643 S 2ND AVE	B	\$2.70	8.00	21.60
8451-001-027	669 S 2ND AVE	B	\$2.70	8.00	21.60
8451-001-030	225 E LOMA VISTA ST	A	\$20.80	1.00	20.80
8451-001-047	654 S CITRUS AVE	B	\$2.70	12.00	32.40
8451-002-030	666 S CITRUS AVE	B	\$2.70	7.00	18.90
8451-002-031	105 E LOMA VISTA ST	B	\$2.70	23.00	62.10
8451-002-046	748 S PALMETTO AVE	A	\$20.80	1.00	20.80
8451-002-048	728 S CITRUS AVE	B	\$2.70	43.00	116.10
8451-002-049	750 TERRADO PLZ	B	\$2.70	127.00	342.90
8451-002-050	SITUS NOT AVAILABLE	B	\$2.70	8.00	21.60
8451-002-051	770 S CITRUS AVE	B	\$2.70	29.00	78.30
8451-003-014	642 S 2ND AVE	B	\$2.70	6.00	16.20
8451-003-016	626 S 2ND AVE	B	\$2.70	6.00	16.20
8451-003-020	248 E ROWLAND ST	B	\$2.70	11.00	29.70
8451-004-102	686 E ROWLAND ST	A	\$20.80	1.00	20.80
8451-004-103	688 E ROWLAND ST	A	\$20.80	1.00	20.80
8451-004-104	690 E ROWLAND ST NO 3	A	\$20.80	1.00	20.80
8451-004-105	692 E ROWLAND ST	A	\$20.80	1.00	20.80
8451-004-106	694 E ROWLAND ST	A	\$20.80	1.00	20.80
8451-004-107	696 E ROWLAND ST	A	\$20.80	1.00	20.80
8451-004-108	698 E ROWLAND ST	A	\$20.80	1.00	20.80
8451-004-109	700 E ROWLAND ST	A	\$20.80	1.00	20.80
8451-004-110	702 E ROWLAND ST	A	\$20.80	1.00	20.80
8451-004-111	704 E ROWLAND ST	A	\$20.80	1.00	20.80
8451-004-112	706 E ROWLAND ST # 11	A	\$20.80	1.00	20.80
8451-004-113	708 E ROWLAND ST	A	\$20.80	1.00	20.80
8451-004-114	710 E ROWLAND ST	A	\$20.80	1.00	20.80
8451-004-115	712 E ROWLAND ST	A	\$20.80	1.00	20.80
8451-004-116	714 E ROWLAND ST	A	\$20.80	1.00	20.80
8451-004-117	716 E ROWLAND ST	A	\$20.80	1.00	20.80
8451-004-118	718 E ROWLAND ST	A	\$20.80	1.00	20.80
8451-004-132	637 S OAK TREE DR	A	\$20.80	1.00	20.80
8451-004-133	627 S OAK TREE DR	A	\$20.80	1.00	20.80
8451-005-038	682 E ROWLAND ST	A	\$20.80	1.00	20.80
8451-006-022	608 N BARRANCA AVE	B	\$2.70	20.00	54.00
8451-007-031	310 E ROWLAND ST	B	\$2.70	7.00	18.90
8451-007-032	314 E ROWLAND ST	B	\$2.70	7.00	18.90
8451-007-042	650 S 1ST AVE	B	\$2.70	7.00	18.90
8451-007-057	348 E ROSSELLEN PL	A	\$20.80	1.00	20.80
8451-007-058	350 E ROSSELLEN PL	A	\$20.80	1.00	20.80
8451-007-059	352 E ROSSELLEN PL NO 3	A	\$20.80	1.00	20.80
8451-009-020	611 E ORANGEWOOD DR	A	\$20.80	1.00	20.80
8451-009-039	SITUS NOT AVAILABLE	A	\$20.80	1.00	20.80
8451-011-006	734 E ORANGEWOOD DR	A	\$20.80	1.00	20.80
8451-013-017	621 WORKMAN LN	A	\$20.80	1.00	20.80
8451-014-084	630 S OAK TREE DR	A	\$20.80	1.00	20.80
8451-014-085	634 S OAK TREE DR	A	\$20.80	1.00	20.80
8451-014-111	773 S OAK TREE DR	A	\$20.80	1.00	20.80
8451-016-044	800 S BARRANCA AVE	B	\$2.70	40.00	108.00
8451-016-045	848 S BARRANCA AVE	B	\$2.70	499.00	1,347.30
8451-016-046	SITUS NOT AVAILABLE	B	\$2.70	55.00	148.50
8451-016-051	600 E WORKMAN ST	A	\$20.80	1.00	20.80
8451-016-052	602 E WORKMAN ST	A	\$20.80	1.00	20.80
8451-016-053	604 E WORKMAN ST	A	\$20.80	1.00	20.80
8451-016-054	606 E WORKMAN ST	A	\$20.80	1.00	20.80
8451-016-055	608 E WORKMAN ST # 5	A	\$20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8451-016-056	610 E WORKMAN ST	A	\$20.80	1.00	20.80
8451-016-057	612 E WORKMAN ST	A	\$20.80	1.00	20.80
8451-016-058	614 E WORKMAN ST	A	\$20.80	1.00	20.80
8451-016-059	616 E WORKMAN ST	A	\$20.80	1.00	20.80
8451-016-060	618 E WORKMAN ST	A	\$20.80	1.00	20.80
8451-016-061	620 E WORKMAN ST	A	\$20.80	1.00	20.80
8451-016-062	622 E WORKMAN ST	A	\$20.80	1.00	20.80
8451-016-063	624 E WORKMAN ST	A	\$20.80	1.00	20.80
8451-016-064	626 E WORKMAN ST	A	\$20.80	1.00	20.80
8451-016-065	628 E WORKMAN ST	A	\$20.80	1.00	20.80
8451-016-066	630 E WORKMAN ST	A	\$20.80	1.00	20.80
8451-016-067	632 E WORKMAN ST	A	\$20.80	1.00	20.80
8451-016-068	634 E WORKMAN ST	A	\$20.80	1.00	20.80
8451-016-069	636 E WORKMAN ST	A	\$20.80	1.00	20.80
8451-016-070	638 E WORKMAN ST	A	\$20.80	1.00	20.80
8451-016-071	640 E WORKMAN ST	A	\$20.80	1.00	20.80
8451-016-072	642 E WORKMAN ST	A	\$20.80	1.00	20.80
8451-016-073	644 E WORKMAN ST	A	\$20.80	1.00	20.80
8451-016-074	646 E WORKMAN ST	A	\$20.80	1.00	20.80
8451-016-075	648 E WORKMAN ST #25	A	\$20.80	1.00	20.80
8451-016-076	652 E WORKMAN ST	A	\$20.80	1.00	20.80
8451-016-077	654 E WORKMAN ST	A	\$20.80	1.00	20.80
8451-016-078	656 E WORKMAN ST	A	\$20.80	1.00	20.80
8451-016-079	658 E WORKMAN ST	A	\$20.80	1.00	20.80
8451-016-080	660 E WORKMAN ST	A	\$20.80	1.00	20.80
8451-016-081	662 E WORKMAN ST	A	\$20.80	1.00	20.80
8451-016-082	664 E WORKMAN ST	A	\$20.80	1.00	20.80
8451-016-083	666 E WORKMAN ST	A	\$20.80	1.00	20.80
8451-016-084	668 E WORKMAN ST	A	\$20.80	1.00	20.80
8451-016-085	670 E WORKMAN ST	A	\$20.80	1.00	20.80
8451-016-086	672 E WORKMAN ST	A	\$20.80	1.00	20.80
8451-016-087	674 E WORKMAN ST	A	\$20.80	1.00	20.80
8451-016-088	676 E WORKMAN ST	A	\$20.80	1.00	20.80
8451-016-089	678 E WORKMAN ST	A	\$20.80	1.00	20.80
8451-016-090	680 E WORKMAN ST	A	\$20.80	1.00	20.80
8451-016-091	682 E WORKMAN ST	A	\$20.80	1.00	20.80
8451-016-092	684 E WORKMAN ST # 42	A	\$20.80	1.00	20.80
8451-016-093	686 E WORKMAN ST	A	\$20.80	1.00	20.80
8451-016-094	688 E WORKMAN ST	A	\$20.80	1.00	20.80
8451-016-095	690 E WORKMAN ST NO 45	A	\$20.80	1.00	20.80
8451-018-013	676 S SAN ANTONIO DR	A	\$20.80	1.00	20.80
8451-018-014	672 S SAN ANTONIO DR	A	\$20.80	1.00	20.80
8451-018-015	668 S SAN ANTONIO DR	A	\$20.80	1.00	20.80
8451-018-016	664 S SAN ANTONIO DR	A	\$20.80	1.00	20.80
8451-018-017	660 S SAN ANTONIO DR	A	\$20.80	1.00	20.80
8451-018-021	644 S SAN ANTONIO DR	A	\$20.80	1.00	20.80
8451-018-022	665 S SAN ANTONIO DR	A	\$20.80	1.00	20.80
8451-018-023	671 S SAN ANTONIO DR	A	\$20.80	1.00	20.80
8451-018-024	675 S SAN ANTONIO DR	A	\$20.80	1.00	20.80
8451-018-025	681 S SAN ANTONIO DR	A	\$20.80	1.00	20.80
8451-018-026	412 E ROWLAND ST	B	\$2.70	83.00	224.10
8451-018-029	656 S SAN ANTONIO DR	A	\$20.80	1.00	20.80
8451-018-030	652 S SAN ANTONIO DR	A	\$20.80	1.00	20.80
8451-018-031	648 S SAN ANTONIO DR	A	\$20.80	1.00	20.80
8451-018-035	680 S SAN ANTONIO DR	A	\$20.80	1.00	20.80
8453-001-001	611 S CITRUS AVE	B	\$2.70	22.00	59.40
8453-001-003	120 W ROWLAND ST	B	\$2.70	5.00	13.50
8453-001-022	623 S CITRUS AVE	B	\$2.70	9.00	24.30
8453-001-050	675 S CITRUS AVE	B	\$2.70	32.00	86.40
8453-002-004	668 S FENIMORE AVE	A	\$20.80	1.00	20.80
8453-002-018	671 S CALVADOS AVE	A	\$20.80	1.00	20.80
8453-002-019	669 S CALVADOS AVE	A	\$20.80	1.00	20.80
8453-002-020	663 S CALVADOS AVE	A	\$20.80	1.00	20.80
8453-002-021	661 S CALVADOS AVE	A	\$20.80	1.00	20.80
8453-002-022	653 S CALVADOS AVE	A	\$20.80	1.00	20.80
8453-002-023	651 S CALVADOS AVE	A	\$20.80	1.00	20.80
8453-002-024	645 S CALVADOS AVE	A	\$20.80	1.00	20.80
8453-002-025	643 S CALVADOS AVE	A	\$20.80	1.00	20.80
8453-002-026	673 S CALVADOS AVE	A	\$20.80	1.00	20.80

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	APPLIED RATE	EBU	ASSESSMENT
8453-002-027	674 S CALVADOS AVE	A	\$20.80	1.00	20.80
8453-002-028	665 S CALVADOS AVE	A	\$20.80	1.00	20.80
8453-002-029	668 S CALVADOS AVE	A	\$20.80	1.00	20.80
8453-002-030	655 S CALVADOS AVE	A	\$20.80	1.00	20.80
8453-002-031	654 S CALVADOS AVE	A	\$20.80	1.00	20.80
8453-002-032	647 S CALVADOS AVE	A	\$20.80	1.00	20.80
8453-002-033	646 S CALVADOS AVE	A	\$20.80	1.00	20.80
8453-002-034	642 S CALVADOS AVE	A	\$20.80	1.00	20.80
8453-002-035	644 S CALVADOS AVE	A	\$20.80	1.00	20.80
8453-002-036	650 S CALVADOS AVE	A	\$20.80	1.00	20.80
8453-002-037	652 S CALVADOS AVE	A	\$20.80	1.00	20.80
8453-002-038	662 S CALVADOS AVE	A	\$20.80	1.00	20.80
8453-002-039	664 S CALVADOS AVE	A	\$20.80	1.00	20.80
8453-002-040	670 S CALVADOS AVE	A	\$20.80	1.00	20.80
8453-002-041	672 S CALVADOS AVE	A	\$20.80	1.00	20.80
8453-005-006	677 S ALBERTSON AVE	A	\$20.80	1.00	20.80
8453-005-016	420 W ROWLAND ST	B	\$2.70	70.00	189.00
8453-006-016	420 W ROWLAND ST	B	\$2.70	131.00	353.70
8453-006-030	480 W ROWLAND ST	B	\$2.70	20.00	54.00
8453-006-036	450 W ROWLAND ST	B	\$2.70	15.00	40.50
8453-006-037	SITUS NOT AVAILABLE	B	\$2.70	15.00	40.50
8453-006-038	652 S HOLLENBECK AVE	A	\$20.80	1.00	20.80
8453-006-039	662 S HOLLENBECK AVE	A	\$20.80	1.00	20.80
8453-008-008	779 S MIDSITE AVE	A	\$20.80	1.00	20.80
8453-010-001	779 S ALBERTSON AVE	A	\$20.80	1.00	20.80
8453-010-007	727 S ALBERTSON AVE	A	\$20.80	1.00	20.80
8453-012-021	780 S ALDENVILLE AVE	A	\$20.80	1.00	20.80
8453-013-020	253 W WORKMAN ST	A	\$20.80	1.00	20.80
8453-016-017	876 S CALVADOS AVE	A	\$20.80	1.00	20.80
8453-016-018	866 S CALVADOS AVE	A	\$20.80	1.00	20.80
8453-016-020	848 S CALVADOS AVE	A	\$20.80	1.00	20.80
8453-020-007	460 W WORKMAN ST	A	\$20.80	1.00	20.80
8454-006-010	604 S EASTBURY AVE	A	\$20.80	1.00	20.80
9014-800-001	SITUS NOT AVAILABLE	B	\$2.70	195.00	526.50
9020-100-001	SITUS NOT AVAILABLE	B	\$2.70	49.00	132.30
Total:				30,445.87	\$135,182.53
Parcel Count:					3,755

RESOLUTION CC 2025-56

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, ORDERING THE CITY'S LICENSED ENGINEER TO PREPARE AND FILE A REPORT FOR LEVYING ASSESSMENTS WITHIN THE "COVINA LIGHTING DISTRICT NO. 1978-1979" FOR FISCAL YEAR 2025/2026

WHEREAS, the City of Covina, California has a lighting assessment district known as "Covina Lighting District No. 1978-1979"; and

WHEREAS, the City Council of the City of Covina, California proposes to levy and collect assessments for Fiscal Year 2025/2026 within said Covina Lighting District No. 1978-1979, pursuant to "Landscaping and Lighting Act of 1972," being Division 15, Part 2 of the Streets and Highways Code of the State of California.

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

SECTION 1. That the City's licensed engineer is hereby ordered to prepare and file a report in writing in accordance with Chapter 3, Part 2, "Landscaping and Lighting Act of 1972," being Division 15, Part 2, Streets and Highways Code of the State of California, for levying assessments within the Covina Lighting District No. 1978-1979 for Fiscal Year 2025/2026, all as set forth in this resolution.

SECTION 2. That a certified copy of this resolution be presented to the City's licensed engineer for his/her information and guidance.

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

APPROVED and PASSED this 3rd day of June, 2025.

City of Covina, California

BY: _____
VICTOR LINARES, Mayor

ATTEST:

FABIAN VELEZ, Chief Deputy City Clerk

ATTACHMENT B

CERTIFICATION

I, Fabian Velez, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution CC 2025-56 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 3rd day of June, 2025, by the following vote:

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

Dated:

FABIAN VELEZ, Chief Deputy City Clerk

RESOLUTION CC 2025-57

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, DECLARING ITS INTENTION TO LEVY AND COLLECT ASSESSMENTS ON THE "COVINA LIGHTING DISTRICT NO. 1978-1979" FOR FISCAL YEAR 2025/2026 AND APPOINTING A TIME AND PLACE FOR HEARING PROTESTS IN RELATION THERETO

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

SECTION 1. That the public interest and convenience require, and it is the intention of the City Council of the City of Covina, California, to levy assessment on the Covina Lighting District No. 1978-1979 for furnishing the electrical energy and maintaining street lighting fixtures, appurtenances and appurtenant work thereof, to those certain areas of the city shown on the maps consisting of 81 sheets, which are on file in the office of the City Clerk and made a part hereof, for the fiscal year.

The boundaries of the assessment district and any zones therein and the proposed assessments upon assessable lots and parcels of land within the district shall be in accordance with the report of the Engineer, dated June 3, 2025, on file in the office of the City Clerk and which is hereby incorporated herein and made a part hereof (the "Engineer's Report"). Reference is made to the Engineer's Report for a full and detailed description of the improvements, services, the boundaries of said Covina Lighting District No. 1978-1979 and any zones therein, and the proposed assessments upon assessable lots and parcels of land within said Covina Lighting District No. 1978-1979.

SECTION 2. That said assessment district is all of that portion of the City of Covina shown on maps consisting of 81 sheets on file in the office of the City Clerk, on which said maps the extent of said assessment district is indicated, excepting from said district any portion of any public street or alley which may be included therein. Reference is hereby made to said maps for a complete and detailed description of said Covina Lighting District No. 1978-1979. The said maps so on file shall govern for all details as to the extent of said assessment district.

SECTION 3. Any lots or parcels of land known as public property, as the same is defined in Section 22663, Part 2, Division 15, Streets and Highways Code, ("Landscaping and Lighting Act of 1972"), hereinafter referred to, which are included in the said assessment district shall be omitted and exempt from the assessment to be made to cover the costs and expenses of said district.

SECTION 4. The assessments contemplated by this Resolution of Intention shall be done under the provisions of the "Landscaping and Lighting Act of 1972," (Part 2 of Division 15, Section 22500 et seq., of the Streets and Highway Code of the State of California).

SECTION 5. The existing improvements are briefly described as follows: The maintenance and operation of streets and sidewalks within the District, including the maintenance

and servicing of street lights, traffic signals, and appurtenant facilities located in and along public streets, roadways, and rights-of-way in the City. "Maintenance" means the furnishing of services and materials for the ordinary and usual maintenance, operation, and servicing of the street lights, traffic signals, and appurtenant facilities, including repair, removal, or replacement of all or part of any street lights, traffic signals, or appurtenant facilities and the cleaning, sandblasting, and painting of street lights, traffic signals, and appurtenant facilities to remove or cover graffiti. "Servicing" means the furnishing of electric current or energy, gas, or other illuminating agent for the street lights, traffic signals, and appurtenant facilities.

SECTION 6. That the proposed assessment rates are the same as the Fiscal Year 2024/2025 rates.

SECTION 7. That Tuesday, July 1, 2025, at the hour of 7:30 P.M., of said day be, and the same is hereby appointed as to time, and the Council Chamber, 125 East College Street, in the City of Covina, California is hereby appointed as the place for hearing protests as to the question of levying and collecting assessment on the Covina Lighting District No. 1978-1979 for Fiscal Year 2025/2026, in reference to said assessments.

SECTION 8. That the City Clerk is hereby authorized, designated, and directed to give notice of said hearing in time, form, and manner as required by law.

SECTION 9. That the "*San Gabriel Valley Examiner*," a weekly newspaper of general circulation, adjudicated and circulated within the said City of Covina, California is hereby designated as the newspaper in which such notice shall be published.

SECTION 10. 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 3rd day of June, 2025.

City of Covina, California

BY: _____
VICTOR LINARES, Mayor

ATTEST:

FABIAN VELEZ, Chief Deputy City Clerk

CERTIFICATION

I, Fabian Velez, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution CC 2025-57 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 3rd day of June, 2025, by the following vote:

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

Dated:

FABIAN VELEZ, Chief Deputy City Clerk



CC Regular Meeting

AGENDA ITEM REPORT

Meeting: June 3, 2025
Title: Traffic Signal and Street Light Maintenance Services – Proposed Professional Services Agreement with Bear Electrical Solutions, LLC
Presented by: Rafael M. Fajardo, Director of Public Works/City Engineer
Recommendation: Authorize the City Manager to execute the attached Professional Services Agreement (PSA) with Bear Electrical Solutions, LLC for Traffic Signal and Street Light Maintenance Services for a three-year period between July 1, 2025 and June 30, 2028 for an amount not-to-exceed \$495,906.

EXECUTIVE SUMMARY/BACKGROUND:

The City is responsible for the operation and maintenance of fifty-three (53) intersections with a variety of traffic signal controllers, thirty (30) flashing stop sign locations, six (6) in-pavement flashing crosswalk lights, eight (8) solar speed feedback signs, two hundred and ninety-seven (297) street lights, two hundred and sixteen (216) decorative acorn lights, and three hundred and thirty-three (333) parking lot lights. Due to the high-level of specialized expertise and equipment needed to maintain these systems, maintenance and repair services are provided by contracted services.

Bear Electrical Solutions, LLC has been providing Traffic Signal and Street Light Maintenance Services for the City of Covina since 2017. The contract between the City of Covina and Bear Electrical Solutions, LLC for Traffic Signal and Street Light Maintenance has been extended the maximum number of times and will expire on June 30, 2025.

DISCUSSION:

On March 20, 2025, the Department of Public Works issued a Request for Proposals (RFP) for Traffic Signal and Street Light Maintenance Services. The City advertised the opportunity for interested firms to submit proposals in response to the RFP on March 20, March 27, April 3, and April 10, 2025. By 10:00AM on Tuesday, April 29, 2025, the City Clerk's Office had received responses from two firms which were Bear Electrical Solutions, LLC and Crosstown Electrical & Data, Inc.

An evaluation committee comprised of City engineering staff independently evaluated the two proposals received by the City. Proposal review focused on the following criteria, as outlined in the RFP:

- Cost Proposal (30 Points)
- Project Staffing and Organization (30 Points)
- Project Understanding/Project Approach (40 Points)

The Evaluation Committee rated the proposals based on the above criteria. The rating summary below indicates the result of the RFP:

Rank	Consultant	Location	Rating
1	Bear Electrical Solutions, LLC	Alviso, CA	95
2	Crosstown Electrical & Data, Inc	Irwindale, CA	90

Pursuant to the RFP rating criteria, City staff recommends awarding a Professional Services Agreement to Bear Electrical Solutions, LLC for Traffic Signal and Street Light Maintenance Services. Bear Electrical Solutions, LLC provides Traffic Signal and Street Light Maintenance Services to a variety of cities in Southern California including Anaheim, Ontario, Lake Forest, and Newport Beach, as well as, a number of Northern California cities.

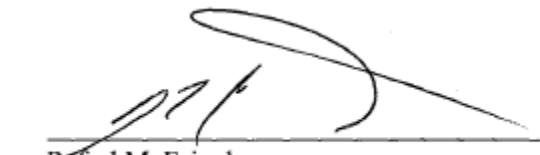
FISCAL IMPACT:

The fiscal impact associated with the proposed PSA with Bear Electrical Solutions, LLC for Traffic Signal and Street Light Maintenance Services is an amount not-to-exceed \$495,906, for the three-year term of July 1, 2025, to June 30, 2028, (estimated cost per fiscal year is \$165,302). Approximately \$60,000 will be allocated on an annual basis towards traffic signal pole, street light pole, and equipment replacement resulting from traffic collisions and other property damage, and restitution for such expenses is pursued by the City's Risk Management Division. Sufficient funding for the initial year of the proposed PSA and subsequent future years is available in the Department of Public Works Operating Budget (State Gas Tax Fund account no: 2300-2200-52418) and in the Measure R Operating Fund (account no: 2410-2200-52418).

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

The actions proposed herein have been reviewed for compliance with the California Environmental Quality Act (CEQA) and are exempt per Section 15061 (b) (3). The actions are covered by the general rule that CEQA only applies to projects that have the potential for causing a significant effect on the environment. The proposed Professional Services Agreement for Traffic Signal and Street Light Maintenance Services with Bear Electrical Solutions, LLC will not result in any significant impact on the environment.

Respectfully submitted,



Rafael M. Fajardo
Director of Public Works/City Engineer

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (“Agreement”) is dated July 1, 2025 (“Effective Date”) and is between the City of Covina, a California municipal corporation (“City”) and Bear Electrical Solutions, LLC, a limited liability company (“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 Traffic Signal & Street Light Maintenance Services.

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

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

The parties therefore agree as follows:

1. Term of Agreement. The term of this Agreement shall be from the Effective Date through June 30, 2028, unless sooner terminated as provided in Section 14 of this Agreement. The City may, upon mutual agreement, extend the contract for two (2) additional one-year terms. In no event shall the contract be extended beyond June 30, 2030.

2. Compensation.

A. Compensation. As full compensation for Consultant’s services provided under this Agreement, City shall pay Consultant a sum not to exceed Four Hundred and Ninety-Five Thousand Nine Hundred and Six Dollars (\$495,906) (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 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 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 Robert Asuncion, Vice 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 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.

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. Indemnity for Design Professional Services. To the fullest extent permitted by law, Consultant shall, at its sole cost and expense, protect, indemnify and hold harmless 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, judgments, penalties, liens and losses of any nature whatsoever, including fees of accountants, attorneys or other professionals, and all costs associated therewith, and reimbursement of attorney's fees and costs of defense (collectively "Liabilities"), whether actual, alleged or threatened, which arise out of, are claimed to arise out of, pertain to, or relate to, in whole or in part, the negligence, recklessness or willful misconduct of Consultant, its officers, agents, servants, employees, subcontractors, material men, 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 design professional services under this Agreement by a "design professional," as the term is defined under California Civil Code Section 2782.8(c)(2).

B. Other Indemnities.

1) Other than in the performance of design professional services, and to the fullest extent permitted by law, Consultant shall, at its sole cost and expense, defend, hold harmless and indemnify the Indemnitees from and against any and all damages, costs, expenses, liabilities, claims, demands, causes of action, proceedings, 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 "Claims"), 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 Claims 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 Claim 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 the 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 B. 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 indemnities, Consultant shall be fully responsible and indemnify, hold harmless and defend the Indemnitees from and against any and all Claims 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 Claims 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.

C. Workers' Compensation Acts not Limiting. Consultant's 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.

D. 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. This hold harmless and indemnification provisions in this Section 10 shall apply regardless of whether or not any insurance policies are determined to be applicable to the Liability, Claim, tax, assessment, penalty or interest asserted against City.

E. Survival of Terms. The indemnification in 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.

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: Engineering Division
City of Covina
125 E. College Street
Covina, California 91723

If to Consultant:
Robert Asuncion
Bear Electrical Solutions, LLC
PO Box 924
Alviso, CA 95002

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, and C 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 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

Consultant:

Bear Electrical Solutions, LLC
a limited liability corporation

By: _____

Name: _____

Title: _____

By: _____

Name: _____

Title: _____

ATTEST:

By: _____

Name: _____

Title: _____

By: _____

Name: Fabian Velez

Title: Chief Deputy City Clerk

(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.)

APPROVED AS TO FORM:

By: _____

Name: Candice K. Lee

Title: City Attorney

EXHIBIT A
APPROVED FEE SCHEDULE

5. COST PROPOSAL



COST PROPOSAL SCHEDULE "A"

ROUTINE PREVENTATIVE MAINTENANCE SCHEDULE

A. ROUTINE PREVENTATIVE MAINTENANCE ITEMS					
ITEM NO.	CONTRACT ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT TYPE	UNIT PRICE	TOTAL PRICE
1.	Routine Preventative Maintenance of Traffic Signal and Safety Lighting System per intersection per month	53	EA.	\$ 70.00	\$ 3,710.00
2	Routine Preventative Maintenance of Flashing Stop Sign Locations	30	EA	\$ 25.00	\$ 750.00
3	Routine Preventative Maintenance of In-Pavement Flashing Crosswalk Lights	6	EA	\$ 35.00	\$ 210.00
4	Routine Preventative Maintenance of Solar Speed Feedback Signs	8	EA	\$ 35.00	\$ 280.00
5.	Routine Preventative Maintenance of Street Light per location per month	297	EA.	\$ 1.00	\$ 297.00
6.	Routine Preventative Maintenance of Acorn Light per location per month	216	EA.	\$ 1.00	\$ 216.00
7.	Routine Preventative Maintenance of Parking Lot Light per location per month	333	EA.	\$ 1.00	\$ 333.00
Routine Preventative Maintenance Per Month (Total Items 1 through 7)					\$ 5,796.00
Annual Routine Preventative Maintenance: (Multiply Total Items 1 through 7 by 12 to convert to annual cost)					\$ 69,552.00

COST PROPOSAL SCHEDULE "B"
EXTRAORDINARY MAINTENANCE ITEMS

B. ESTIMATED ANNUAL EXTRAORDINARY MAINTENANCE ITEMS					
The following is the City's estimate of quantities for EXTRAORDINARY MAINTENANCE (Annual). Unit prices shall include all costs to complete the item of Services including labor, material, and equipment for Items 8 through 23.					
ITEM NO.	CONTRACT ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT TYPE	UNIT PRICE	TOTAL PRICE
8.	Replacement of Safety Light Bulb (in-kind)	10	EA.	\$ 75.00	\$ 750.00
9.	Replacement of Safety Light Ballast	10	EA.	\$ 125.00	\$ 1,250.00
10.	Replacement of Safety Light Head (Complete)	5	EA.	\$ 770.00	\$ 3,850.00
11.	Installation of Loop Detector with Type "E" 6' diameter round traffic loop, including sawcut, lead-in cable, and splicing with hot-melt seal	10	EA.	\$ 650.00	\$ 6,500.00
12.	Replacement of existing 8" Ball (Green, Red, or Yellow) Vehicle Lamp Assembly with LED Type I Module	10	EA.	\$ 90.00	\$ 900.00
13.	Replacement of existing 12" Ball (Green, Red, or Yellow) Vehicle Lamp Assembly with LED Type I Module	20	EA.	\$ 130.00	\$ 2,600.00
14.	Replacement of existing 12" Arrow (Green, Red, or Yellow) Vehicle Lamp Assembly with LED Type I Module	10	EA.	\$ 130.00	\$ 1,300.00
15.	Replacement of existing Pedestrian Signal to include LED Module and Housing	10	EA.	\$ 375.00	\$ 3,750.00

16.	Replacement of existing PPB with new Polara BLD-3 Pedestrian Push Button	5	EA.	\$ 250.00	\$ 1,250.00
17.	Painting of Pedestrian Head and Framework	25	EA.	\$ 90.00	\$ 2,250.00
18.	Painting of Vehicle Signal head, Backplate, and Framework	25	EA.	\$ 150.00	\$ 3,750.00
19.	Painting of Pedestrian Push Button Assembly	10	EA.	\$ 50.00	\$ 500.00
20.	Complete Testing of Traffic Signal Controller Cabinet (including all internal equipment and written certification)	1	EA.	\$ 1,250.00	\$ 1,250.00
21.	Replacement of Street Light Bulb (in-kind)	10	EA.	\$ 75.00	\$ 750.00
22.	Replacement of Street Light Ballast	10	EA.	\$ 125.00	\$ 1,250.00
23.	Replacement of Street Light Head (Complete)	5	EA.	\$ 770.00	\$ 3,850.00
Estimated Annual Extraordinary Maintenance: (Total of Items 8 through 23)					\$ 35,750.00
Percentage increase for Items 8 through 23 if outside "Normal Working Hours"					65%

COST PROPOSAL SCHEDULE "C"

LABOR

C. LABOR				
Hourly rates for employees listed in Items 24 through 28 (including Fringe Benefits), for all job classifications required for Extraordinary Maintenance and not items of Services described in Proposal Schedules A and B. The labor cost set forth in items 24 through 28 shall <u>not</u> be added to the items listed in Proposal Schedules A and B.				
ITEM NO.	TITLE	STRAIGHT TIME	OVERTIME	DOUBLETIME
24.	Superintendent	\$ <u>150.00</u> /hr.	\$ <u>190.00</u> /hr.	\$ <u>230.00</u> /hr.
25.	Engineering Technician	\$ <u>140.00</u> /hr.	\$ <u>180.00</u> /hr.	\$ <u>220.00</u> /hr.
26.	Laboratory Technician	\$ <u>140.00</u> /hr.	\$ <u>180.00</u> /hr.	\$ <u>220.00</u> /hr.
27.	Maintenance Technician	\$ <u>140.00</u> /hr.	\$ <u>180.00</u> /hr.	\$ <u>220.00</u> /hr.
28.	Street Light Maintenance Technician	\$ <u>140.00</u> /hr.	\$ <u>180.00</u> /hr.	\$ <u>220.00</u> /hr.

COST PROPOSAL SCHEDULE "D"

EQUIPMENT

D. EQUIPMENT		
Rates for types of equipment listed in Items 28 through 37 for all equipment required for Extraordinary Maintenance and not items of Services described in Proposal Schedules A and B. The equipment cost set forth in items 28 through 37 shall <u>not</u> be added to the items listed in Proposal Schedules A and B.		
ITEM NO.	TYPE OF EQUIPMENT	COST
29.	Service Truck	\$ <u>25.00</u> /hr.
30.	Service Ladder Truck	\$ <u>N/A</u> /hr.
31.	Boom Ladder Truck	\$ <u>45.00</u> /hr.
32.	Crane Truck	\$ <u>250.00</u> /hr.
33.	Jack Hammer/Compressor	\$ <u>30.00</u> /hr.
34.	Backhoe	\$ <u>250.00</u> /hr.
35.	Skip Loader	\$ <u>250.00</u> /hr.
36.	Dump Truck	\$ <u>150.00</u> /hr.
37.	Concrete Saw	\$ <u>25.00</u> /hr.
38.	Water Truck	\$ <u>25.00</u> /hr.

COST PROPOSAL SCHEDULE "E"

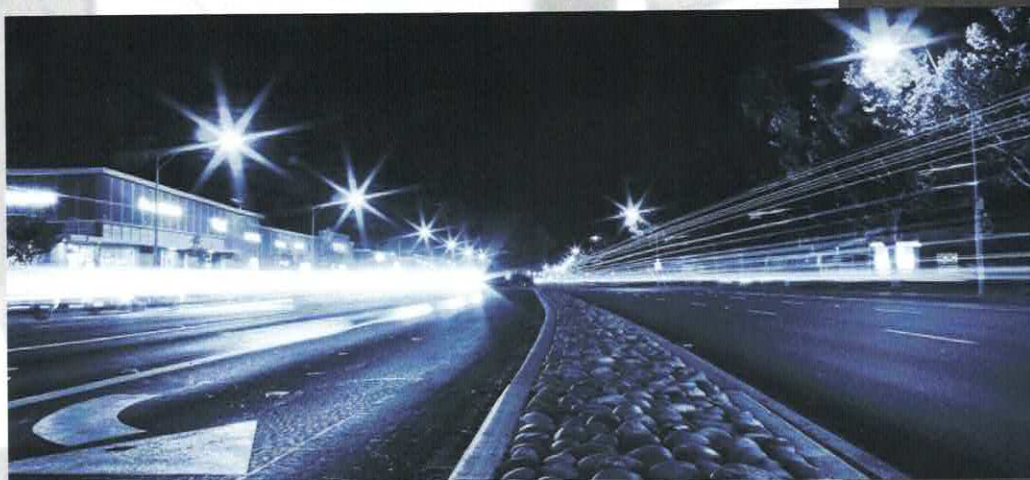
OTHER SERVICES

E. OTHER SERVICES		
ITEM NO.	TYPE OF EQUIPMENT	COST
E1	Underground Service Alert (USA) Markings	\$ <u>140.00</u> /Request

TOTAL ANNUAL COST – PROPOSAL SCHEDULE A AND B

TOTAL COST		
ITEM NO.	DESCRIPTION	COST
A.	Annual Routine Preventative Maintenance	\$ 69,552.00
B.	Estimated Annual Extraordinary Maintenance	\$ 35,750.00

EXHIBIT B
SCOPE OF SERVICES



Driving a Higher Standard

Bear Electrical Solutions LLC

April 29th 2025

City of Covina– Traffic Signal and
Streetlight Maintenance Services

TABLE OF CONTENTS



<u>Section</u>	<u>Page</u>
1. Information / Background on Bear	4
2. Key Personnel / Qualifications	6
3. Past Experience / References	13
4. Understanding of Scope of Services	14
5. Cost Proposal	20



April 28, 2025

Department of Public Works City of Covina
c/o City of Covina City Clerk's Office
125 E. College St.
Covina, CA 91723
Attn: Michael Flores, Jr., Public Works Manager – Engineering & Capital Improvement

RE: Traffic Signal and Streetlight Maintenance Services

Dear Mr. Flores:

On behalf of Bear Electrical Solutions, LLC., it is with great pride that we submit our proposal to continue providing Traffic Signal and Street Light Maintenance Services for the City of Covina. Since January 1, 2018, it has been our privilege to serve the City as a trusted maintenance partner, successfully completing over 7,000 work orders across Covina's infrastructure network. Our proven performance, responsiveness, and commitment to excellence reflect a deep understanding of the City's standards, expectations, and dedication to public safety.

With nearly a decade of direct service to Covina, our team brings an unmatched familiarity with the City's traffic signal systems, flashing beacons, speed feedback signs, and street lighting assets. We understand not only the technical requirements of the job but also the critical importance of timely response, proactive maintenance, transparent communication, and detailed documentation — all of which help the City efficiently manage its public infrastructure while maximizing safety for residents and visitors.

Our proposal builds upon this successful foundation, offering the City a highly qualified team of IMSA-certified technicians, state-of-the-art equipment, and an operational approach specifically tailored to Covina's needs. We remain committed to upholding the highest standards of professionalism, quality, and responsiveness throughout the term of this new contract.

Thank you for the opportunity to continue supporting the City of Covina. We greatly value the trust you have placed in us and look forward to the possibility of extending our partnership. Should you have any questions or need any additional information during the evaluation process, please do not hesitate to contact me at 408-717-2448 or rasuncion@bear-electrical.com.

Regards,

Bear Electrical Solutions, LLC



Robert Asuncion, TE

Vice President

rasuncion@bear-electrical.com

📍 Company HQ: 1252 State Street, PO Box 924, Alviso, CA 95002 (408) 449-5178

📍 Offices: Sacramento, CA & Anaheim, CA

1. INFORMATION / BACKGROUND ON BEAR

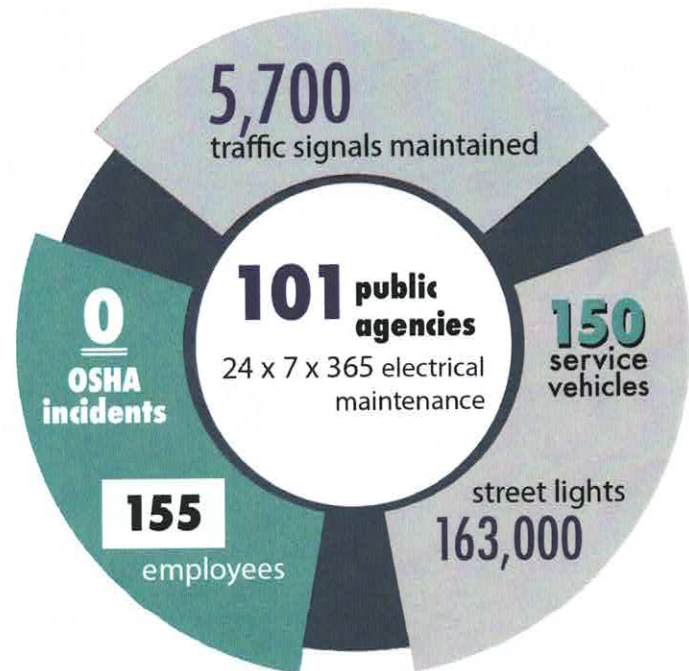


About Bear

Bear Electrical Solutions, LLC. (Bear) is a privately-held limited liability company established in January 2013. Bear is a subsidiary of the holding company GreenArrow Inc.. GreenArrow Inc. employs over 500 employees and delivers transportation related electrical services across four states – California, Pennsylvania, Indiana, and Illinois.

Bear was founded with the singular purpose of becoming the trusted leader in transportation electrical. Our business has thrived and grown because of our ability to deliver the solutions that we promise, thus building confidence with our customers.

Today we are one of the few providers that can offer personalized and localized service, with the full-financial support and stability of a large corporation; the perfect combination for public agencies large and small.



The Perfect Combination:

1

Unlimited resources

Bear typically has on-hand the materials, equipment and personnel at one of our regional offices to support any size maintenance program. To help mitigate any risk for our agency customers, we also have access to unlimited capital through our larger holding company. Unlimited resources and powerful buying power have made Bear one of the most stable and viable long-term partners in the industry.

2

Local support with autonomy

Our founders have 25+ years providing maintenance solutions to public agencies and understand that not all communities are the same, and not all maintenance programs are the same. Nor are the needs of a public agency 100% predictable or linear. We have structured our company into autonomous regional offices and people that can build personal relationships with our customers. We service each agency based on what our local employees know about their neighborhoods, and the needs of that community.

3

Extending your team knowledge:

Our diverse team has the largest breadth of skills in the industry (from traffic engineers to financial experts and construction management). In addition, we work across our network of eighth offices in different states to ensure that we bring the latest trends and solutions to our customers. Our goal is to act as an extension of your team and help drive continuous improvement in your programs.

1. INFORMATION / BACKGROUND ON BEAR (CONT)



About Bear (cont.)

Industry Qualifications

Bear Electrical is qualified to meet and exceed the requirements outlined by the City of Covina.

- A** Class A – General Engineering
- C-10** Class C-10 – Electrical
- C-31** Class C-31 – Work Zone Traffic Control
- D-31** Class D-31 – Pole Installation and Maintenance

Certifications and affiliations

- Signatory to the International Brotherhood of Electrical Workers (IBEW), Laborers, Low Voltage, and Operators Union(s)
- Department of Industrial Relations (DIR) Certified & Registered (#1000002158)
- Southern California Edison approved electrical contractor
- United Contractors Association Member (UCON)
- Maintenance Superintendant Association (MSA) Sponsor
- Orange County Traffic Engineers Council (OCTEC) Member / Sponsor
- Institute of Traffic Engineer (ITE) Member / Sponsor
- International Municipal Signal Association – various certifications (employee certifications)



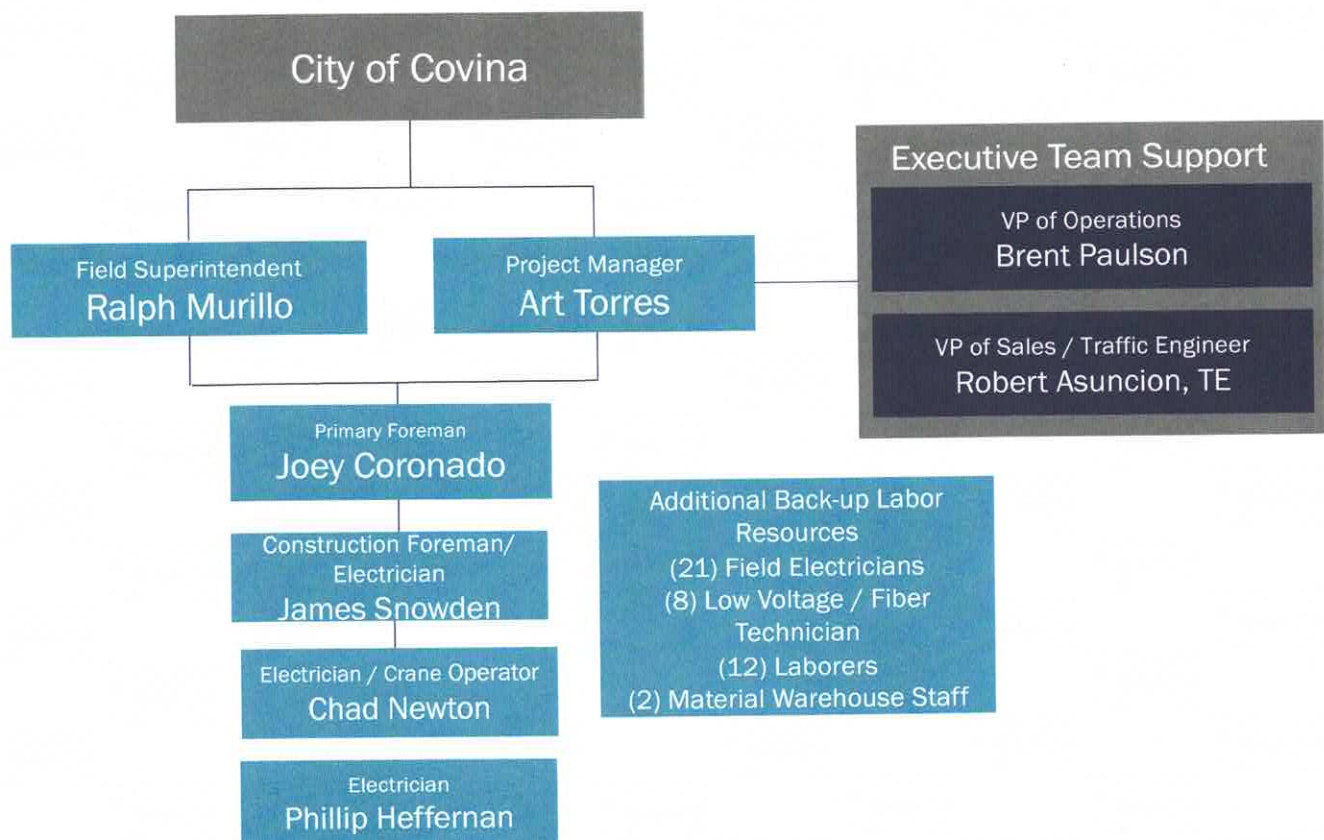
2. KEY PERSONNEL / QUALIFICATIONS



Team & Experience

Our proposed project team has proudly served the City of Covina for the past seven years, successfully delivering the full range of services outlined in this RFP. Our team's core expertise includes routine traffic signal maintenance, emergency response, extraordinary repairs, DigAlert services, fiber optic system maintenance, and a variety of ad-hoc electrical projects in the public right-of-way.

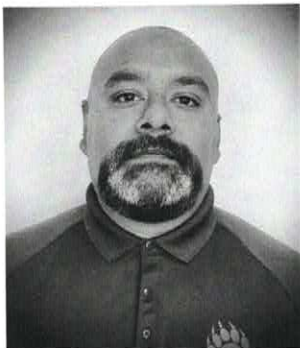
We understand that a contract of this magnitude requires a core group of dedicated and experienced personnel. Having worked closely with the City over the years, we are also familiar with the natural fluctuations between routine and extraordinary maintenance demands. To effectively manage these peaks and valleys in workload, we have built a strong support team that stands ready to assist our dedicated project staff, ensuring seamless coverage and maintaining fast, reliable response times whenever additional capacity is needed.



2. KEY PERSONNEL / QUALIFICATIONS (CONT)



Ralph Murillo



Regional Field Superintendent

Ralph brings over 30 years of progressive experience in the maintenance and electrical contracting industry, rising from field laborer to his current role as Field Superintendent. In this leadership position, he is responsible for managing daily schedules and coordinating field resources to ensure all tasks and work orders are executed efficiently and to specification. Ralph currently oversees operations for BEAR's Southern California office, where he leads multiple foreman electricians, supervises warehouse and materials personnel, and actively contributes to hands-on electrical fieldwork. His comprehensive knowledge, team leadership, and operational oversight are key to maintaining high performance and service standards across all projects.

Experience

Field Superintendent

Bear Electrical Solutions, | 2016-present | Anaheim, CA

Responsible for providing the proper resources to internal and external customers. Develops the work schedule and ensures it meets customers' expectations. Manages 14 field staff, including electricians and warehouse/laborers.

- Traffic Signal Maintenance, Emergency Response, Repair & Troubleshooting.
- New Signal Commissioning / ITS Deployment
- Responsible for hiring and training new employees.
- Repair and troubleshoot traffic signals and communication equipment.
- 24/7/365 On-Call duty response

Electrician

Computer Services Co. | 1995-2016 | Baldwin Park, CA

- Traffic Signal Maintenance
- Streetlight Maintenance
- Fiber Optic / Copper / Wireless Communication
- ITS Deployment
- Traffic Signal Upgrades/ Modifications

Certifications

IMSA - Work Zone Safety
IMSA - Traffic Signals Field Electrician I/II/III
IMSA Fiber Optic Technician
OSHA 30 Certified

Licenses

General Electrician#141087

2. KEY PERSONNEL / QUALIFICATIONS (CONT)



Art Torres



Account Manager and Designated Office Coordinator

As the designated Account Manager, Art will be the first point of contact for the City. Art can provide estimates and scheduling to the City. Art will communicate project expectations to BEAR staff for each on-call work order. Art will also perform project close-out procedures, including invoicing, warranty registration, and documentation.

Experience

Regional Project Manager

Bear Electrical Solutions | 2016-present | Anaheim, CA

- Account project management and designated office coordinator for agencies
- Review and prepare contract invoices for extraordinary and routine maintenance billings
- Prepares estimates and proposals to agencies for extraordinary work or ad-hoc electrical projects
- Provides communication and monthly status meetings with agencies regarding routine maintenance programs
- Reports to Vice President of Operations

Traffic Signal Electrician

Computer Services Company | 2006-2016 | Baldwin Park, CA

- Traffic signal construction and maintenance
- Trained new employees

Certifications

IMSA Work Zone
IMSA Traffic Signal Level I
IMSA Traffic Signal Level II
IMSA Traffic Signal Level III

Licenses

NEC# 115259-G

2. KEY PERSONNEL / QUALIFICATIONS (CONT)



Joey Coronado



Electrician Foreman

Joey has been in the traffic signal maintenance industry for over 25 years. Joey has worked on all aspects of traffic signal maintenance, from performing routine inspections, and 24/7/365 emergency response and repair to ITS and ATMS upgrades and repair. Joey's true passion in the maintenance business is troubleshooting malfunctions and problem-solving.

Experience

Traffic Signal Electrician

Bear Electrical Solutions | 2019-present | Anaheim, CA

- Lead traffic signal crews on special ITS, ATMS, Signal Upgrades, Repairs, or New Construction
- Fiber Optic, wireless, and copper interconnect troubleshooter.

Traffic Signal Electrician

Computer Services Company | 1998-2019 | Baldwin Park, CA

- Traffic signal construction and maintenance
- Trained new employees

Certifications

IMSA Work Zone
IMSA Traffic Signal Level I
IMSA Traffic Signal Level II
IMSA Traffic Signal Level III



2. KEY PERSONNEL / QUALIFICATIONS (CONT)

James Snowden

Construction Foreman - Electrician

James Snowden will be designated construction foreman to lead construction activities for the City. Experienced in traffic signal and streetlight construction, James will coordinate construction work according to priorities and plans; allocating general and daily responsibilities as well as supervise and train workers. James will also ensure manpower and resources are properly assigned and adequate for safe and sustainable construction practices.

Experience

Construction Foreman - Electrician Bear Electrical Solutions | 2022-present | Anaheim, CA

- Troubleshoot and repair streetlights and traffic signals
- Supervise and train electricians and laborers
- Perform new construction activities including conduit, pullbox, wiring, foundation, and pole installations.
- Progress reports to management
- Monitor construction expenditures and ensure work remains within budget
- Crane Operator

Electrician – Construction team ILB Electric | 2017-2022 | Corona, CA

- Erect new traffic signals and streetlights from the ground up
- Auger and pour new foundations
- Remove old poles and foundations and install new in place
- Pull wire through conduits for signalized intersections.
- Supervised directional boring operations.
- Terminated conduits, installed new pullboxes, concrete restoration supervision of apprentices.

Certifications

IMSA Work Zone
IMSA Traffic Signal Level I / II
OSHA 30
EVITP Certified (Electrical Vehicle Infrastructure)
Signal and Rigging Certified (Crane)

Licenses

CA Electrician NEC# 166842



2. KEY PERSONNEL / QUALIFICATIONS (CONT)

Phillip Heffernan

Construction & Maintenance Electrician

Phillip is an experienced construction and maintenance electrician that will be assigned to work on construction-based work for the City. He specializes in traffic signal and streetlights installation, EV charging stations, communication infrastructure (fiber optic, networking cables), and other ITS infrastructure.

Electrician
Bear Electrical Solutions | 2023-present | Anaheim, CA

- Construction, Installation, and Maintenance of Traffic Signals, Streetlights and Equipment
- Electric Vehicle Charging Station Maintenance and Installation
- Fiber Optic splicing, testing, and maintenance
- Communication configuration of network switches and devices for networks

Electrical Instructor
Orange County Electrical Training Trust | 2022-present | Santa Ana, CA

- Instructs apprenticeship programs – Inside Wireman, Sound Installer, and Intelligent Traffic Systems
- Provides the necessary training for electrical student candidates to become journeyman level electricians.

Electrician
ILB Electric | 2016-2023 | Corona, CA

- Traffic signal construction and maintenance
- Manage construction crews for streetlight, traffic signal projects

Electrician
Asplundh Construction | 2013-2015 | Buena Park, CA

- Traffic signal construction and maintenance
- Manage construction crews for streetlight, traffic signal projects

Certifications

IMSA Work Zone
IMSA Traffic Signal Level I
FOA Fiber Optic Technician
ETA International Fiber Optic Technician
Electric Vehicle Infrastructure 1 Certification
OSHA 30 Certification
Bucket Truck and Aerial Work certified

Licenses

CA Licensed NEC# 170250-G



2. KEY PERSONNEL / QUALIFICATIONS (CONT)

Chad Newton

Crane Operator / Electrician

Chad Newton is a highly experienced crane operator with over 5,000 hours of documented operating time across a wide range of construction and infrastructure projects. Known for his precision, safety-first mindset, and reliability in high-pressure environments, Chad consistently delivers efficient support for both planned and emergency operations. His expertise extends to rigging, load calculations, and coordinating with ground crews to ensure seamless and secure lifting operations. Chad also serves as on-call support for urgent or extraordinary work, demonstrating flexibility and commitment to project continuity.

Experience

Traffic Signal Technician / Crane Operator Bear Electrical Solutions | 2022-present | Anaheim, CA

- Traffic Signal Maintenance – Routine and Emergency Response Technician (Initial response and permanent repair)
- Traffic Signal infrastructure installation and repair (including conduits, pole foundations, TS gear, ITS)

Traffic Signal Electrician Yunex | 2011-2022 | Anaheim, CA

- Traffic signal construction and maintenance
- Crane Operator
- Emergency response and repair of traffic signals

Certifications

IMSA Work Zone
IMSA Traffic Signal Level I/II
National Commission for the Certification of Crane Operators (NCCCO)
Flagger Certified
OSHA 10

Licenses

Class A Drivers License
Electrical IBEW Apprenticeship Graduate



3. PAST EXPERIENCE / REFERENCES

Representative Projects

Below is a list of current customers in the Southern California region to serve as references.

Projects relating to Streetlighting System Maintenance including routine maintenance, meter pedestal upkeep, street lighting night surveys, extraordinary maintenance, and emergency services.

Date Contract Completed	Name and Address Project	Client Contact	Description	Bear Project Manager
Ends 08/12/24 - in progress	City of Newport Beach 100 Civic Center Dr Newport Beach, CA	Casey Parks (949) 718-3477 or Brent Millard (949)718-3422	Maintenance of over 6000 streetlights	Art Torres
Ends 08/12/24 - in progress	City of Fountain Valley 10200 Slater Avenue Fountain Valley, CA	Terri Phan (714) 593-4400x215	Maintenance of over 4000 streetlights	Art Torres

Projects relating Traffic Signal System Maintenance including routine maintenance for signalized intersections, VDS, CCTV, RRFB and SFS. Work also includes extraordinary maintenance, emergency service and repair services.

Ends 06/30/2024 - in progress	City of Laguna Niguel 30111 Crown Valley Parkway Laguna Niguel, CA	Edgar Abrenica (949) 362-4338 or Jeff Metz (949)362-4337	Maintenance of 98 traffic signals, VDS, SFS.	Art Torres
Ends 06/30/26 - in progress	City of Aliso Viejo 12 Journey Aliso Viejo, CA	Shaun Pelletier (949) 245-2533	Maintenance of 57 traffic signals including SFS and RRFB.	Kyle Nasser-Reis

Projects relating to Traffic Signal, Streetlight, and On-Call Construction of Electrical Projects including fiber optic communication work, signal upgrade projects, miscellaneous construction scope.

Ends 09/30/23 - in progress	County of Orange 601 N. Ross St Santa Ana, CA	Tony Le (714)245-4580	Maintenance of 137 signals, lighting, and JOC installation of signal upgrade (Newland and Hazard at Westminster, CA)	Art Torres
Ends 06/30/26 - in progress	City of Tustin 300 Centennial Wy Tustin CA	Jon Draugelis (714) 573-3164	Maintenance of 155 traffic signals, 6,000 streetlights, and Digalert services	Art Torres
Ends 06/30/23 - in progress	City of Lake Forest 2550 Commercentre Dr Lake Forest, CA	Tran Tran (949)461-3485	Maintenance of 109 traffic signal, 707 streetlights, Fiber Optic system , Digalert services	Art Torres
Ends 06/30/23 - in progress	City of Mission Viejo 200 Civic Center Mission Viejo, CA	Brett Canedy (949) 470-8422	Maintenance of 117 traffic signals, lighting, and Fiber Optic Services, Digalert	Art Torres
Ends 06/30/27 - in progress	City of San Marcos 201 Mata Way San Marcos, CA	Dylan De Bie (760)752-7550	Maintenance of 75 traffic signals, 10k streetlights ,Fiber Optic system maintenance, Digalert services	Kyle Nasser-Reis

4. UNDERSTANDING OF SCOPE OF SERVICES



Scope of Services

We have carefully reviewed the City of Covina's Request for Proposals (RFP) for Traffic Signal and Street Light Maintenance Services and fully understand the scope, objectives, and expectations outlined therein.

The City seeks a qualified and responsive contractor to perform **comprehensive maintenance, repair, and emergency response services** for a wide range of public infrastructure assets, including:

- 53 traffic signalized intersections,
- 30 flashing stop sign locations,
- 6 in-pavement flashing crosswalk lights,
- 8 solar speed feedback signs,
- 297 street lights,
- 216 decorative acorn street lights, and
- 333 parking lot lights.

The Scope of Services is divided into three primary service areas: **routine preventative maintenance, extraordinary maintenance, and emergency response services**. Additionally, all services must be performed in accordance with industry standards, including the **Greenbook Standard Specifications for Public Works Construction**, the **Caltrans Standard Specifications**, and the City's specific requirements.

Routine Preventative Maintenance

The contractor is responsible for conducting **monthly inspections and servicing** at each assigned location. Tasks include but are not limited to:

- Cleaning and maintaining traffic signal cabinets (interior and exterior),
- Verifying the proper operation of cabinet fans, thermostats, vents, conflict monitors, MMUs, detectors, and all related signal and lighting components,
- Confirming proper controller function and programming, including manual testing of vehicle and pedestrian phases,
- Maintaining intersection records and cabinet documentation,
- Inspecting and maintaining pedestrian push buttons, video detection systems, illuminated street name signs, loop detectors, signal heads, poles, mast arms, and controller cabinet hardware,
- Cleaning and realigning traffic signal lenses and video detection cameras annually,
- Performing monthly night patrols to inspect all street lights, parking lot lights, and safety lights, and promptly addressing any identified issues,
- Cleaning and maintaining solar speed feedback signs, including panels, batteries, cabinets, and verifying system timing.

The objective of the preventative maintenance program is to **identify and correct issues proactively** before failures occur, maximizing system uptime and ensuring public safety.

Extraordinary Maintenance

Extraordinary maintenance covers the **repair, replacement, or upgrade** of system components beyond the scope of routine maintenance. Examples include:

- Replacement of burned-out vehicle and pedestrian signal lamps (LED or incandescent),
- Installation of new detector loops,
- Replacement or painting of traffic signal heads, poles, mast arms, illuminated street signs, and safety light fixtures,
- Emergency knockdown response for poles and streetlights due to vehicular accidents or acts of nature,

4. UNDERSTANDING OF SCOPE OF SERVICES (CONT)



Scope of Services (con't)

Extraordinary Maintenance (con't)

- Testing and certification of traffic signal controller cabinets,
- Furnishing and installing replacement components as needed to restore full operational capability.

All extraordinary maintenance must be pre-approved by the City unless the work is performed during emergency conditions where public safety is at immediate risk.

Emergency Response Services

The contractor must be prepared to provide **24/7/365 emergency call-out services**. Emergency response standards require:

- Responding to emergency calls within **45 minutes** of initial notification,
- Restoring traffic signal operations to a safe and operable condition immediately,
- Providing temporary traffic control devices such as portable stop signs and barricades if a signal outage occurs,
- Removing fallen poles, damaged equipment, and debris from the roadway to eliminate safety hazards,
- Coordinating with the Covina Police Department and the City Representative during emergency events,
- Submitting text and email notifications at both dispatch and job completion for emergency service calls.

Routine (non-emergency) maintenance calls must be responded to within **24 hours** unless otherwise directed by the City.

Recordkeeping and Reporting

The contractor is expected to maintain **detailed maintenance records** for each signalized intersection, flashing beacon, streetlight, and parking lot light location, including:

- Documentation of all inspections, repairs, and replacements,
- Maintenance logs initiated by the technician completing the work,
- Summarized monthly maintenance reports submitted with each invoice,
- Chronological records showing service dates, times, personnel, equipment used, and materials replaced.

All maintenance records shall remain the property of the City of Covina and shall be provided upon request or at contract termination.

Contractor Qualifications and Requirements

We recognize that the City requires the selected contractor to possess:

- A valid California Class "A" Contractor's License,
- IMSA Level II and Level III certified traffic signal technicians with a minimum of three years' experience,
- The ability to perform Underground Service Alert (USA) markings,
- Adequate insurance coverage including Commercial General Liability, Auto Liability, and Workers' Compensation,
- A demonstrated history of successful performance for municipal traffic signal maintenance contracts, including relevant references.

Additionally, the contractor must be fully equipped with service trucks, spare equipment, and sufficient field staff to perform preventative and extraordinary maintenance while meeting strict response time criteria for emergencies.

4. UNDERSTANDING OF SCOPE OF SERVICES (CONT)



Scope of Services (con't)

Contract Term

The City intends to award an initial **three-year contract**, with two potential one-year extensions, contingent upon satisfactory performance. Prices shall remain firm for the initial three-year term, with the opportunity to request price adjustments prior to the optional extensions.

Our Commitment

We understand the City's priority is to ensure the **safety, functionality, and longevity** of its critical traffic and lighting infrastructure. Our firm is committed to delivering responsive, professional, and high-quality services that meet and exceed the City's expectations. Through proactive maintenance, reliable emergency response, detailed documentation, and strong partnership with City staff, we will support Covina's goals for operational excellence, public safety, and fiscal responsibility.

4. UNDERSTANDING OF SCOPE OF SERVICES (CONT)



Method of Approach

An RFP cannot capture all the literal details and intricacies of a traffic signal maintenance program. Because of this, we understand that a successful electrical maintenance contractor needs to be flexible and adaptable to complete necessary tasks promptly. For the City of Covina we will accomplish this in three (3) ways.

1. Communication



We understand that a maintenance business is a business built on trust and relationships. To build and maintain trust, continuous communication is paramount. This starts with assigning single points of contact in a qualified foreman electrician and project manager. Through these direct channels of communication, it's our standard practice to consistently communicate with each other in a collaborative manner. This allows for us to adapt our work schedule, backlog, and manpower allocation to the specific needs of the City. To assist with communication and transparency, we have developed an in-house web-based Maintenance Management System built on the salesforce platform. This, along with a well implemented communication and reporting plan allows us to provide real time updates on assigned tasks to our clients as well as meaningful reports.

2. Allocation of Resources



Through our combined experience and statewide presence, we know what it takes to properly staff and manage a traffic signal maintenance contract. We also understand that our assigned workload may not always be linear due to the responsive nature of such contracts. With that in mind, we assembled a field team of over 100 electricians, fiber optic and low voltage technicians, operators, and laborers available to assist under the direct supervision of our foreman electrician. This allows for us to not only exceed response time expectations on a day-to-day basis, but also complete larger scopes and tasks in a timely manner as they may arise.

3. Additional In-House Services



Through our experience servicing similarly positioned agencies, we understand that a maintenance program may evolve or expand at times to include signal upgrades, modifications, and installations. Over time, we have expanded our services to include the following to further support the needs of our existing maintenance clients. Over time, we have grown our maintenance business to capture the below mentioned scopes in-house. By performing these scopes of work in-house rather than subcontracting, it allows for us to have control of our schedule and meet the needs and expectations of our clients in a timely manner.

4. UNDERSTANDING OF SCOPE OF SERVICES (CONT)



Communication and Reporting

We believe in leveraging technology to enhance our communication and provide an unparalleled customer experience. With that, we utilize a blend of automatically generated tasks in our maintenance management system accompanied by personal communication to ensure all stakeholders are informed on current status of work. Our intent is to work collaboratively to develop communication support channels that best suit the city's needs. Below is a communication and reporting plan that we recommend to meet the reporting requirements as outlined in the City of Covina RFP.



Communication Support Plan

Type	Responsibility	Description
Automatic Email Alerts	Bear Salesforce CRM (to be provided at no additional cost)	Upon commencement of work, automatic email alerts are configured so stakeholders can be notified of work as its completed
Emergency Work requiring immediate attention	Bear Technician/Project Manager	For issues concerning public safety, we empower our technicians to communicate directly with our clients to resolve issues as quickly as possible. A brief follow-up with written communication on the subject matter will be communicated via email by the project manager
Weekly Account Update	Bear Project Manager	At the end of each week, the assigned project manager provides an update via email on completed work this week, proposed schedule for the following week, and status on all open work with action items for both Bear and the City
Monthly Maintenance Meetings	Bear Project Manager	Meet in person or virtually once per month with all project stakeholders to discuss status of project.
Monthly Accounting Reports	Bear Accounting Department	Our accounting department sends monthly invoicing summarizing all work performed during the previous month with costs broken down per work order. Along with this report, our accounting department also captures year-to-date expenditures and available contract balances. This allows both the City and Bear to manage the rate of expenditures and make educated decisions on how to best use available funding.

Communication Feedback

One of the core values we built our business on is the notion of continuous improvement. This can only happen with open and honest feedback. We encourage all stakeholders to provide feedback and suggest any improvements or changes meet the needs of the City.

4. UNDERSTANDING OF SCOPE OF SERVICES (CONT)



As demonstrated through our strategic approach we prioritize swift and efficient response times, ensuring that any issues with traffic signals or any other equipment are addressed promptly to minimize disruptions to the flow of traffic and mitigate potential risks to public safety. By leveraging our maintenance management system, proactive maintenance strategies, and a highly skilled workforce, we are committed to exceeding the City's required response time as shown in the table below:

Base Maintenance

Work Type	Contract Required Response Time	Bear Committed Response Time
Traffic Signal Maintenance	Monthly by end of month	Monthly – no less than 3 weeks from previous service
Emergency Response	1 Hour	Not greater than 1 hr-24/7/365
Night Checks	Monthly	Monthly
Standard High Priority Response	Same Day Response	Not greater than 4 hours
Standard Response	24 Hour Response	Same day response
As Required / Scheduled	5 Working Days	By end of work week

EXHIBIT C
CALIFORNIA LABOR CODE COMPLIANCE
(Labor Code §§ 1720 et seq., 1813, 1860, 1861, 3700)

If this Agreement calls for services that, in whole or in part, constitute “public works” as defined in the California Labor Code, then:

1. This Agreement is subject to the provisions of Division 2, Part 7, Chapter 1 (commencing with Section 1720) of the California Labor Code relating to public works and the awarding public agency (“City”) and Consultant agrees to be bound by all the provisions thereof as though set forth in full herein.
2. Consultant shall be registered with the Department of Industrial Relations (“DIR”) in accordance with California Labor Code Section 1725.5 and has provided proof of registration to City prior to the Effective Date of this Agreement.
3. Consultant shall comply with the provisions of California Labor Code Sections 1771, 1774 and 1775 concerning the payment of prevailing rates of wages to workers and the penalties for failure to pay prevailing wages. The applicable prevailing wage determination(s) may be obtained at (<http://www.dir.ca.gov/OPRL/DPreWageDetermination.htm>), are on file with City, and are available to any interested party upon request. Consultant shall, as a penalty to City, forfeit not more than two-hundred dollars (\$200) for each calendar day, or portion thereof, for each worker paid less than the prevailing rates as determined by the Director of Industrial Relations for the work or craft in which the worker is employed for any public work done under this Agreement by Consultant or by any subcontractor.
4. Pursuant to California Labor Code Section 1771.4, Consultant’s services are subject to compliance monitoring and enforcement by the Department of Industrial Relations. Consultant shall post job site notices as prescribed by DIR regulations and agrees to furnish the records specified in California Labor Code Section 1776 directly to the Labor Commissioner in the manner prescribed by California Labor Code Section 1771.4(a)(3) and (c)(2).
5. Consultant shall comply with the provisions of California Labor Code Section 1776 which, among other things, require Consultant and each subcontractor to: (1) keep accurate payroll records, (2) certify and make such payroll records available for inspection as provided by Section 1776, and (3) inform City of the location of the records. Consultant is responsible for compliance with Section 1776 by itself and all of its subcontractors.
6. Consultant shall comply with the provisions of California Labor Code Section 1777.5 concerning the employment of apprentices on public works projects, and further agrees that Consultant is responsible for compliance with Section 1777.5 by itself and all of its subcontractors.
7. Consultant shall comply with the provisions of California Labor Code Section 1813 concerning penalties for workers who work excess hours. Consultant shall, as a penalty to City, forfeit twenty-five dollars (\$25) for each worker employed in the execution of this

Agreement by Consultant or by any subcontractor for each calendar day during which such worker is required or permitted to work more than eight (8) hours in any one calendar day and forty (40) hours in any one calendar week in violation of the provisions of Division 2, Part 7, Chapter 1, Article 3 of the California Labor Code.

8. 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, Consultant hereby 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 Agreement.”

Date _____ Signature _____



Driving a Higher Standard

Bear Electrical Solutions LLC

April 29th 2025

City of Covina– Traffic Signal and
Streetlight Maintenance Services

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April 28, 2025

Department of Public Works City of Covina
c/o City of Covina City Clerk's Office
125 E. College St.
Covina, CA 91723
Attn: Michael Flores, Jr., Public Works Manager – Engineering & Capital Improvement

RE: Traffic Signal and Streetlight Maintenance Services

Dear Mr. Flores:

On behalf of Bear Electrical Solutions, LLC., it is with great pride that we submit our proposal to continue providing Traffic Signal and Street Light Maintenance Services for the City of Covina. Since January 1, 2018, it has been our privilege to serve the City as a trusted maintenance partner, successfully completing over 7,000 work orders across Covina's infrastructure network. Our proven performance, responsiveness, and commitment to excellence reflect a deep understanding of the City's standards, expectations, and dedication to public safety.

With nearly a decade of direct service to Covina, our team brings an unmatched familiarity with the City's traffic signal systems, flashing beacons, speed feedback signs, and street lighting assets. We understand not only the technical requirements of the job but also the critical importance of timely response, proactive maintenance, transparent communication, and detailed documentation — all of which help the City efficiently manage its public infrastructure while maximizing safety for residents and visitors.

Our proposal builds upon this successful foundation, offering the City a highly qualified team of IMSA-certified technicians, state-of-the-art equipment, and an operational approach specifically tailored to Covina's needs. We remain committed to upholding the highest standards of professionalism, quality, and responsiveness throughout the term of this new contract.

Thank you for the opportunity to continue supporting the City of Covina. We greatly value the trust you have placed in us and look forward to the possibility of extending our partnership. Should you have any questions or need any additional information during the evaluation process, please do not hesitate to contact me at 408-717-2448 or rasuncion@bear-electrical.com.

Regards,

Bear Electrical Solutions, LLC



Robert Asuncion, TE

Vice President

rasuncion@bear-electrical.com

📍 Company HQ: 1252 State Street, PO Box 924, Alviso, CA 95002 (408) 449-5178

📍 Offices: Sacramento, CA & Anaheim, CA

1. INFORMATION / BACKGROUND ON BEAR

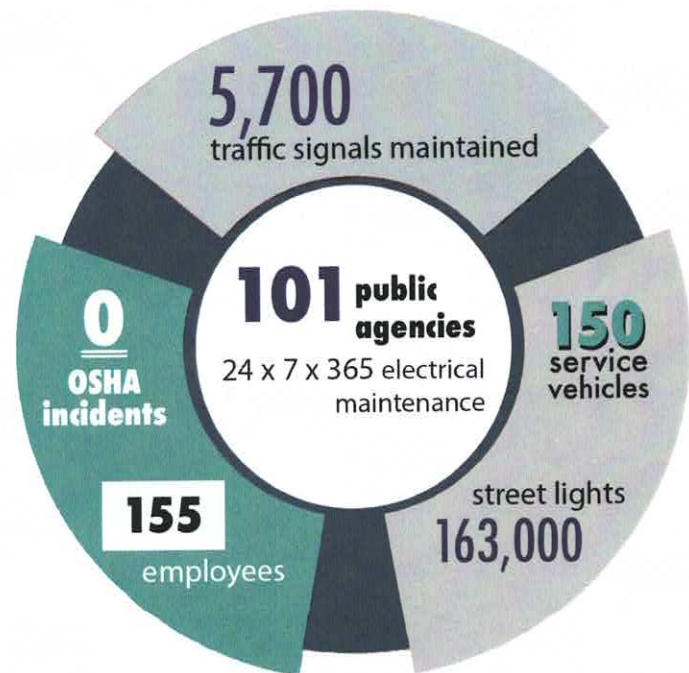


About Bear

Bear Electrical Solutions, LLC. (Bear) is a privately-held limited liability company established in January 2013. Bear is a subsidiary of the holding company GreenArrow Inc.. GreenArrow Inc. employs over 500 employees and delivers transportation related electrical services across four states – California, Pennsylvania, Indiana, and Illinois.

Bear was founded with the singular purpose of becoming the trusted leader in transportation electrical. Our business has thrived and grown because of our ability to deliver the solutions that we promise, thus building confidence with our customers.

Today we are one of the few providers that can offer personalized and localized service, with the full-financial support and stability of a large corporation; the perfect combination for public agencies large and small.



The Perfect Combination:

1

Unlimited resources

Bear typically has on-hand the materials, equipment and personnel at one of our regional offices to support any size maintenance program. To help mitigate any risk for our agency customers, we also have access to unlimited capital through our larger holding company. Unlimited resources and powerful buying power have made Bear one of the most stable and viable long-term partners in the industry.

2

Local support with autonomy

Our founders have 25+ years providing maintenance solutions to public agencies and understand that not all communities are the same, and not all maintenance programs are the same. Nor are the needs of a public agency 100% predictable or linear. We have structured our company into autonomous regional offices and people that can build personal relationships with our customers. We service each agency based on what our local employees know about their neighborhoods, and the needs of that community.

3

Extending your team knowledge:

Our diverse team has the largest breadth of skills in the industry (from traffic engineers to financial experts and construction management). In addition, we work across our network of eighth offices in different states to ensure that we bring the latest trends and solutions to our customers. Our goal is to act as an extension of your team and help drive continuous improvement in your programs.

1. INFORMATION / BACKGROUND ON BEAR (CONT)



About Bear (cont.)

Industry Qualifications

Bear Electrical is qualified to meet and exceed the requirements outlined by the City of Covina.

- A** Class A – General Engineering
- C-10** Class C-10 – Electrical
- C-31** Class C-31 – Work Zone Traffic Control
- D-31** Class D-31 – Pole Installation and Maintenance

Certifications and affiliations

- Signatory to the International Brotherhood of Electrical Workers (IBEW), Laborers, Low Voltage, and Operators Union(s)
- Department of Industrial Relations (DIR) Certified & Registered (#1000002158)
- Southern California Edison approved electrical contractor
- United Contractors Association Member (UCON)
- Maintenance Superintendant Association (MSA) Sponsor
- Orange County Traffic Engineers Council (OCTEC) Member / Sponsor
- Institute of Traffic Engineer (ITE) Member / Sponsor
- International Municipal Signal Association – various certifications (employee certifications)



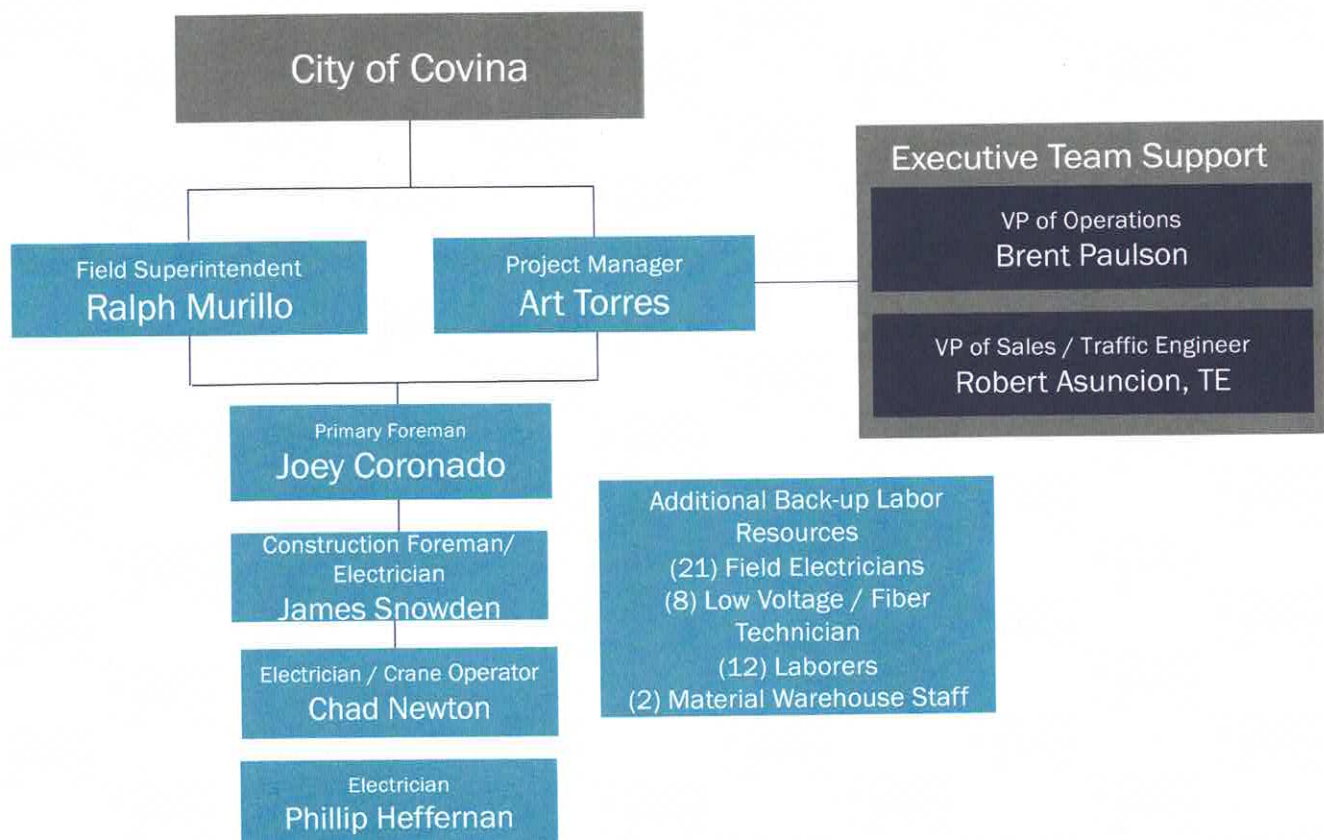
2. KEY PERSONNEL / QUALIFICATIONS



Team & Experience

Our proposed project team has proudly served the City of Covina for the past seven years, successfully delivering the full range of services outlined in this RFP. Our team's core expertise includes routine traffic signal maintenance, emergency response, extraordinary repairs, DigAlert services, fiber optic system maintenance, and a variety of ad-hoc electrical projects in the public right-of-way.

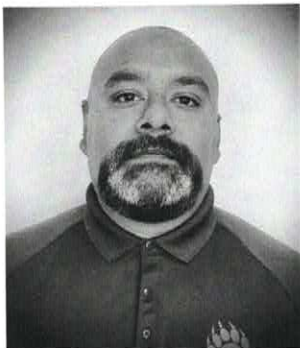
We understand that a contract of this magnitude requires a core group of dedicated and experienced personnel. Having worked closely with the City over the years, we are also familiar with the natural fluctuations between routine and extraordinary maintenance demands. To effectively manage these peaks and valleys in workload, we have built a strong support team that stands ready to assist our dedicated project staff, ensuring seamless coverage and maintaining fast, reliable response times whenever additional capacity is needed.



2. KEY PERSONNEL / QUALIFICATIONS (CONT)



Ralph Murillo



Regional Field Superintendent

Ralph brings over 30 years of progressive experience in the maintenance and electrical contracting industry, rising from field laborer to his current role as Field Superintendent. In this leadership position, he is responsible for managing daily schedules and coordinating field resources to ensure all tasks and work orders are executed efficiently and to specification. Ralph currently oversees operations for BEAR's Southern California office, where he leads multiple foreman electricians, supervises warehouse and materials personnel, and actively contributes to hands-on electrical fieldwork. His comprehensive knowledge, team leadership, and operational oversight are key to maintaining high performance and service standards across all projects.

Experience

Field Superintendent

Bear Electrical Solutions, | 2016-present | Anaheim, CA

Responsible for providing the proper resources to internal and external customers. Develops the work schedule and ensures it meets customers' expectations. Manages 14 field staff, including electricians and warehouse/laborers.

- Traffic Signal Maintenance, Emergency Response, Repair & Troubleshooting.
- New Signal Commissioning / ITS Deployment
- Responsible for hiring and training new employees.
- Repair and troubleshoot traffic signals and communication equipment.
- 24/7/365 On-Call duty response

Electrician

Computer Services Co. | 1995-2016 | Baldwin Park, CA

- Traffic Signal Maintenance
- Streetlight Maintenance
- Fiber Optic / Copper / Wireless Communication
- ITS Deployment
- Traffic Signal Upgrades/ Modifications

Certifications

IMSA - Work Zone Safety
IMSA - Traffic Signals Field Electrician I/II/III
IMSA Fiber Optic Technician
OSHA 30 Certified

Licenses

General Electrician#141087

2. KEY PERSONNEL / QUALIFICATIONS (CONT)



Art Torres



Account Manager and Designated Office Coordinator

As the designated Account Manager, Art will be the first point of contact for the City. Art can provide estimates and scheduling to the City. Art will communicate project expectations to BEAR staff for each on-call work order. Art will also perform project close-out procedures, including invoicing, warranty registration, and documentation.

Experience

Regional Project Manager

Bear Electrical Solutions | 2016-present | Anaheim, CA

- Account project management and designated office coordinator for agencies
- Review and prepare contract invoices for extraordinary and routine maintenance billings
- Prepares estimates and proposals to agencies for extraordinary work or ad-hoc electrical projects
- Provides communication and monthly status meetings with agencies regarding routine maintenance programs
- Reports to Vice President of Operations

Traffic Signal Electrician

Computer Services Company | 2006-2016 | Baldwin Park, CA

- Traffic signal construction and maintenance
- Trained new employees

Certifications

IMSA Work Zone
IMSA Traffic Signal Level I
IMSA Traffic Signal Level II
IMSA Traffic Signal Level III

Licenses

NEC# 115259-G

2. KEY PERSONNEL / QUALIFICATIONS (CONT)



Joey Coronado



Electrician Foreman

Joey has been in the traffic signal maintenance industry for over 25 years. Joey has worked on all aspects of traffic signal maintenance, from performing routine inspections, and 24/7/365 emergency response and repair to ITS and ATMS upgrades and repair. Joey's true passion in the maintenance business is troubleshooting malfunctions and problem-solving.

Experience

Traffic Signal Electrician

Bear Electrical Solutions | 2019-present | Anaheim, CA

- Lead traffic signal crews on special ITS, ATMS, Signal Upgrades, Repairs, or New Construction
- Fiber Optic, wireless, and copper interconnect troubleshooter.

Traffic Signal Electrician

Computer Services Company | 1998-2019 | Baldwin Park, CA

- Traffic signal construction and maintenance
- Trained new employees

Certifications

IMSA Work Zone
IMSA Traffic Signal Level I
IMSA Traffic Signal Level II
IMSA Traffic Signal Level III



2. KEY PERSONNEL / QUALIFICATIONS (CONT)

James Snowden

Construction Foreman - Electrician

James Snowden will be designated construction foreman to lead construction activities for the City. Experienced in traffic signal and streetlight construction, James will coordinate construction work according to priorities and plans; allocating general and daily responsibilities as well as supervise and train workers. James will also ensure manpower and resources are properly assigned and adequate for safe and sustainable construction practices.

Experience

Construction Foreman - Electrician
Bear Electrical Solutions | 2022-present | Anaheim, CA

- Troubleshoot and repair streetlights and traffic signals
- Supervise and train electricians and laborers
- Perform new construction activities including conduit, pullbox, wiring, foundation, and pole installations.
- Progress reports to management
- Monitor construction expenditures and ensure work remains within budget
- Crane Operator

Electrician – Construction team
ILB Electric | 2017-2022 | Corona, CA

- Erect new traffic signals and streetlights from the ground up
- Auger and pour new foundations
- Remove old poles and foundations and install new in place
- Pull wire through conduits for signalized intersections.
- Supervised directional boring operations.
- Terminated conduits, installed new pullboxes, concrete restoration supervision of apprentices.

Certifications

IMSA Work Zone
IMSA Traffic Signal Level I / II
OSHA 30
EVITP Certified (Electrical Vehicle Infrastructure)
Signal and Rigging Certified (Crane)

Licenses

CA Electrician NEC# 166842



2. KEY PERSONNEL / QUALIFICATIONS (CONT)

Phillip Heffernan

Construction & Maintenance Electrician

Phillip is an experienced construction and maintenance electrician that will be assigned to work on construction-based work for the City. He specializes in traffic signal and streetlights installation, EV charging stations, communication infrastructure (fiber optic, networking cables), and other ITS infrastructure.

Electrician

Bear Electrical Solutions | 2023-present | Anaheim, CA

- Construction, Installation, and Maintenance of Traffic Signals, Streetlights and Equipment
- Electric Vehicle Charging Station Maintenance and Installation
- Fiber Optic splicing, testing, and maintenance
- Communication configuration of network switches and devices for networks

Electrical Instructor

Orange County Electrical Training Trust | 2022-present | Santa Ana, CA

- Instructs apprenticeship programs – Inside Wireman, Sound Installer, and Intelligent Traffic Systems
- Provides the necessary training for electrical student candidates to become journeyman level electricians.

Electrician

ILB Electric | 2016-2023 | Corona, CA

- Traffic signal construction and maintenance
- Manage construction crews for streetlight, traffic signal projects

Electrician

Asplundh Construction | 2013-2015 | Buena Park, CA

- Traffic signal construction and maintenance
- Manage construction crews for streetlight, traffic signal projects

Certifications

IMSA Work Zone
IMSA Traffic Signal Level I
FOA Fiber Optic Technician
ETA International Fiber Optic Technician
Electric Vehicle Infrastructure 1 Certification
OSHA 30 Certification
Bucket Truck and Aerial Work certified

Licenses

CA Licensed NEC# 170250-G



2. KEY PERSONNEL / QUALIFICATIONS (CONT)

Chad Newton

Crane Operator / Electrician

Chad Newton is a highly experienced crane operator with over 5,000 hours of documented operating time across a wide range of construction and infrastructure projects. Known for his precision, safety-first mindset, and reliability in high-pressure environments, Chad consistently delivers efficient support for both planned and emergency operations. His expertise extends to rigging, load calculations, and coordinating with ground crews to ensure seamless and secure lifting operations. Chad also serves as on-call support for urgent or extraordinary work, demonstrating flexibility and commitment to project continuity.

Experience

Traffic Signal Technician / Crane Operator Bear Electrical Solutions | 2022-present | Anaheim, CA

- Traffic Signal Maintenance – Routine and Emergency Response Technician (Initial response and permanent repair)
- Traffic Signal infrastructure installation and repair (including conduits, pole foundations, TS gear, ITS)

Traffic Signal Electrician Yunex | 2011-2022 | Anaheim, CA

- Traffic signal construction and maintenance
- Crane Operator
- Emergency response and repair of traffic signals

Certifications

IMSA Work Zone
IMSA Traffic Signal Level I/II
National Commission for the Certification of Crane Operators (NCCCO)
Flagger Certified
OSHA 10

Licenses

Class A Drivers License
Electrical IBEW Apprenticeship Graduate



3. PAST EXPERIENCE / REFERENCES

Representative Projects

Below is a list of current customers in the Southern California region to serve as references.

Projects relating to Streetlighting System Maintenance including routine maintenance, meter pedestal upkeep, street lighting night surveys, extraordinary maintenance, and emergency services.

Date Contract Completed	Name and Address Project	Client Contact	Description	Bear Project Manager
Ends 08/12/24 - in progress	City of Newport Beach 100 Civic Center Dr Newport Beach, CA	Casey Parks (949) 718-3477 or Brent Millard (949) 718-3422	Maintenance of over 6000 streetlights	Art Torres
Ends 08/12/24 - in progress	City of Fountain Valley 10200 Slater Avenue Fountain Valley, CA	Terri Phan (714) 593-4400x215	Maintenance of over 4000 streetlights	Art Torres

Projects relating Traffic Signal System Maintenance including routine maintenance for signalized intersections, VDS, CCTV, RRFB and SFS. Work also includes extraordinary maintenance, emergency service and repair services.

Ends 06/30/2024 - in progress	City of Laguna Niguel 30111 Crown Valley Parkway Laguna Niguel, CA	Edgar Abrenica (949) 362-4338 or Jeff Metz (949) 362-4337	Maintenance of 98 traffic signals, VDS, SFS.	Art Torres
Ends 06/30/26 - in progress	City of Aliso Viejo 12 Journey Aliso Viejo, CA	Shaun Pelletier (949) 245-2533	Maintenance of 57 traffic signals including SFS and RRFB.	Kyle Nasser-Reis

Projects relating to Traffic Signal, Streetlight, and On-Call Construction of Electrical Projects including fiber optic communication work, signal upgrade projects, miscellaneous construction scope.

Ends 09/30/23 - in progress	County of Orange 601 N. Ross St Santa Ana, CA	Tony Le (714) 245-4580	Maintenance of 137 signals, lighting, and JOC installation of signal upgrade (Newland and Hazard at Westminster, CA)	Art Torres
Ends 06/30/26 - in progress	City of Tustin 300 Centennial Wy Tustin CA	Jon Draugelis (714) 573-3164	Maintenance of 155 traffic signals, 6,000 streetlights, and Digalert services	Art Torres
Ends 06/30/23 - in progress	City of Lake Forest 2550 Commercentre Dr Lake Forest, CA	Tran Tran (949) 461-3485	Maintenance of 109 traffic signal, 707 streetlights, Fiber Optic system, Digalert services	Art Torres
Ends 06/30/23 - in progress	City of Mission Viejo 200 Civic Center Mission Viejo, CA	Brett Canedy (949) 470-8422	Maintenance of 117 traffic signals, lighting, and Fiber Optic Services, Digalert	Art Torres
Ends 06/30/27 - in progress	City of San Marcos 201 Mata Way San Marcos, CA	Dylan De Bie (760) 752-7550	Maintenance of 75 traffic signals, 10k streetlights, Fiber Optic system maintenance, Digalert services	Kyle Nasser-Reis

4. UNDERSTANDING OF SCOPE OF SERVICES



Scope of Services

We have carefully reviewed the City of Covina's Request for Proposals (RFP) for Traffic Signal and Street Light Maintenance Services and fully understand the scope, objectives, and expectations outlined therein.

The City seeks a qualified and responsive contractor to perform **comprehensive maintenance, repair, and emergency response services** for a wide range of public infrastructure assets, including:

- 53 traffic signalized intersections,
- 30 flashing stop sign locations,
- 6 in-pavement flashing crosswalk lights,
- 8 solar speed feedback signs,
- 297 street lights,
- 216 decorative acorn street lights, and
- 333 parking lot lights.

The Scope of Services is divided into three primary service areas: **routine preventative maintenance, extraordinary maintenance, and emergency response services**. Additionally, all services must be performed in accordance with industry standards, including the **Greenbook Standard Specifications for Public Works Construction**, the **Caltrans Standard Specifications**, and the City's specific requirements.

Routine Preventative Maintenance

The contractor is responsible for conducting **monthly inspections and servicing** at each assigned location. Tasks include but are not limited to:

- Cleaning and maintaining traffic signal cabinets (interior and exterior),
- Verifying the proper operation of cabinet fans, thermostats, vents, conflict monitors, MMUs, detectors, and all related signal and lighting components,
- Confirming proper controller function and programming, including manual testing of vehicle and pedestrian phases,
- Maintaining intersection records and cabinet documentation,
- Inspecting and maintaining pedestrian push buttons, video detection systems, illuminated street name signs, loop detectors, signal heads, poles, mast arms, and controller cabinet hardware,
- Cleaning and realigning traffic signal lenses and video detection cameras annually,
- Performing monthly night patrols to inspect all street lights, parking lot lights, and safety lights, and promptly addressing any identified issues,
- Cleaning and maintaining solar speed feedback signs, including panels, batteries, cabinets, and verifying system timing.

The objective of the preventative maintenance program is to **identify and correct issues proactively** before failures occur, maximizing system uptime and ensuring public safety.

Extraordinary Maintenance

Extraordinary maintenance covers the **repair, replacement, or upgrade** of system components beyond the scope of routine maintenance. Examples include:

- Replacement of burned-out vehicle and pedestrian signal lamps (LED or incandescent),
- Installation of new detector loops,
- Replacement or painting of traffic signal heads, poles, mast arms, illuminated street signs, and safety light fixtures,
- Emergency knockdown response for poles and streetlights due to vehicular accidents or acts of nature,

4. UNDERSTANDING OF SCOPE OF SERVICES (CONT)



Scope of Services (con't)

Extraordinary Maintenance (con't)

- Testing and certification of traffic signal controller cabinets,
- Furnishing and installing replacement components as needed to restore full operational capability.

All extraordinary maintenance must be pre-approved by the City unless the work is performed during emergency conditions where public safety is at immediate risk.

Emergency Response Services

The contractor must be prepared to provide **24/7/365 emergency call-out services**. Emergency response standards require:

- Responding to emergency calls within **45 minutes** of initial notification,
- Restoring traffic signal operations to a safe and operable condition immediately,
- Providing temporary traffic control devices such as portable stop signs and barricades if a signal outage occurs,
- Removing fallen poles, damaged equipment, and debris from the roadway to eliminate safety hazards,
- Coordinating with the Covina Police Department and the City Representative during emergency events,
- Submitting text and email notifications at both dispatch and job completion for emergency service calls.

Routine (non-emergency) maintenance calls must be responded to within **24 hours** unless otherwise directed by the City.

Recordkeeping and Reporting

The contractor is expected to maintain **detailed maintenance records** for each signalized intersection, flashing beacon, streetlight, and parking lot light location, including:

- Documentation of all inspections, repairs, and replacements,
- Maintenance logs initiated by the technician completing the work,
- Summarized monthly maintenance reports submitted with each invoice,
- Chronological records showing service dates, times, personnel, equipment used, and materials replaced.

All maintenance records shall remain the property of the City of Covina and shall be provided upon request or at contract termination.

Contractor Qualifications and Requirements

We recognize that the City requires the selected contractor to possess:

- A valid California Class "A" Contractor's License,
- IMSA Level II and Level III certified traffic signal technicians with a minimum of three years' experience,
- The ability to perform Underground Service Alert (USA) markings,
- Adequate insurance coverage including Commercial General Liability, Auto Liability, and Workers' Compensation,
- A demonstrated history of successful performance for municipal traffic signal maintenance contracts, including relevant references.

Additionally, the contractor must be fully equipped with service trucks, spare equipment, and sufficient field staff to perform preventative and extraordinary maintenance while meeting strict response time criteria for emergencies.

4. UNDERSTANDING OF SCOPE OF SERVICES (CONT)



Scope of Services (con't)

Contract Term

The City intends to award an initial **three-year contract**, with two potential one-year extensions, contingent upon satisfactory performance. Prices shall remain firm for the initial three-year term, with the opportunity to request price adjustments prior to the optional extensions.

Our Commitment

We understand the City's priority is to ensure the **safety, functionality, and longevity** of its critical traffic and lighting infrastructure. Our firm is committed to delivering responsive, professional, and high-quality services that meet and exceed the City's expectations. Through proactive maintenance, reliable emergency response, detailed documentation, and strong partnership with City staff, we will support Covina's goals for operational excellence, public safety, and fiscal responsibility.

4. UNDERSTANDING OF SCOPE OF SERVICES (CONT)



Method of Approach

An RFP cannot capture all the literal details and intricacies of a traffic signal maintenance program. Because of this, we understand that a successful electrical maintenance contractor needs to be flexible and adaptable to complete necessary tasks promptly. For the City of Covina we will accomplish this in three (3) ways.

1. Communication



We understand that a maintenance business is a business built on trust and relationships. To build and maintain trust, continuous communication is paramount. This starts with assigning single points of contact in a qualified foreman electrician and project manager. Through these direct channels of communication, it's our standard practice to consistently communicate with each other in a collaborative manner. This allows for us to adapt our work schedule, backlog, and manpower allocation to the specific needs of the City. To assist with communication and transparency, we have developed an in-house web-based Maintenance Management System built on the salesforce platform. This, along with a well implemented communication and reporting plan allows us to provide real time updates on assigned tasks to our clients as well as meaningful reports.

2. Allocation of Resources



Through our combined experience and statewide presence, we know what it takes to properly staff and manage a traffic signal maintenance contract. We also understand that our assigned workload may not always be linear due to the responsive nature of such contracts. With that in mind, we assembled a field team of over 100 electricians, fiber optic and low voltage technicians, operators, and laborers available to assist under the direct supervision of our foreman electrician. This allows for us to not only exceed response time expectations on a day-to-day basis, but also complete larger scopes and tasks in a timely manner as they may arise.

3. Additional In-House Services



Through our experience servicing similarly positioned agencies, we understand that a maintenance program may evolve or expand at times to include signal upgrades, modifications, and installations. Over time, we have expanded our services to include the following to further support the needs of our existing maintenance clients. Over time, we have grown our maintenance business to capture the below mentioned scopes in-house. By performing these scopes of work in-house rather than subcontracting, it allows for us to have control of our schedule and meet the needs and expectations of our clients in a timely manner.

4. UNDERSTANDING OF SCOPE OF SERVICES (CONT)



Communication and Reporting

We believe in leveraging technology to enhance our communication and provide an unparalleled customer experience. With that, we utilize a blend of automatically generated tasks in our maintenance management system accompanied by personal communication to ensure all stakeholders are informed on current status of work. Our intent is to work collaboratively to develop communication support channels that best suit the city's needs. Below is a communication and reporting plan that we recommend to meet the reporting requirements as outlined in the City of Covina RFP.



Communication Support Plan

Type	Responsibility	Description
Automatic Email Alerts	Bear Salesforce CRM (to be provided at no additional cost)	Upon commencement of work, automatic email alerts are configured so stakeholders can be notified of work as its completed
Emergency Work requiring immediate attention	Bear Technician/Project Manager	For issues concerning public safety, we empower our technicians to communicate directly with our clients to resolve issues as quickly as possible. A brief follow-up with written communication on the subject matter will be communicated via email by the project manager
Weekly Account Update	Bear Project Manager	At the end of each week, the assigned project manager provides an update via email on completed work this week, proposed schedule for the following week, and status on all open work with action items for both Bear and the City
Monthly Maintenance Meetings	Bear Project Manager	Meet in person or virtually once per month with all project stakeholders to discuss status of project.
Monthly Accounting Reports	Bear Accounting Department	Our accounting department sends monthly invoicing summarizing all work performed during the previous month with costs broken down per work order. Along with this report, our accounting department also captures year-to-date expenditures and available contract balances. This allows both the City and Bear to manage the rate of expenditures and make educated decisions on how to best use available funding.

Communication Feedback

One of the core values we built our business on is the notion of continuous improvement. This can only happen with open and honest feedback. We encourage all stakeholders to provide feedback and suggest any improvements or changes meet the needs of the City.

4. UNDERSTANDING OF SCOPE OF SERVICES (CONT)



As demonstrated through our strategic approach we prioritize swift and efficient response times, ensuring that any issues with traffic signals or any other equipment are addressed promptly to minimize disruptions to the flow of traffic and mitigate potential risks to public safety. By leveraging our maintenance management system, proactive maintenance strategies, and a highly skilled workforce, we are committed to exceeding the City's required response time as shown in the table below:

Base Maintenance

Work Type	Contract Required Response Time	Bear Committed Response Time
Traffic Signal Maintenance	Monthly by end of month	Monthly – no less than 3 weeks from previous service
Emergency Response	1 Hour	Not greater than 1 hr-24/7/365
Night Checks	Monthly	Monthly
Standard High Priority Response	Same Day Response	Not greater than 4 hours
Standard Response	24 Hour Response	Same day response
As Required / Scheduled	5 Working Days	By end of work week

5. COST PROPOSAL



COST PROPOSAL SCHEDULE "A"

ROUTINE PREVENTATIVE MAINTENANCE SCHEDULE

A. ROUTINE PREVENTATIVE MAINTENANCE ITEMS					
ITEM NO.	CONTRACT ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT TYPE	UNIT PRICE	TOTAL PRICE
1.	Routine Preventative Maintenance of Traffic Signal and Safety Lighting System per intersection per month	53	EA.	\$ 70.00	\$ 3,710.00
2	Routine Preventative Maintenance of Flashing Stop Sign Locations	30	EA	\$ 25.00	\$ 750.00
3	Routine Preventative Maintenance of In-Pavement Flashing Crosswalk Lights	6	EA	\$ 35.00	\$ 210.00
4	Routine Preventative Maintenance of Solar Speed Feedback Signs	8	EA	\$ 35.00	\$ 280.00
5.	Routine Preventative Maintenance of Street Light per location per month	297	EA.	\$ 1.00	\$ 297.00
6.	Routine Preventative Maintenance of Acorn Light per location per month	216	EA.	\$ 1.00	\$ 216.00
7.	Routine Preventative Maintenance of Parking Lot Light per location per month	333	EA.	\$ 1.00	\$ 333.00
Routine Preventative Maintenance Per Month (Total Items 1 through 7)					\$ 5,796.00
Annual Routine Preventative Maintenance: (Multiply Total Items 1 through 7 by 12 to convert to annual cost)					\$ 69,552.00

COST PROPOSAL SCHEDULE "B"
EXTRAORDINARY MAINTENANCE ITEMS

B. ESTIMATED ANNUAL EXTRAORDINARY MAINTENANCE ITEMS					
The following is the City's estimate of quantities for EXTRAORDINARY MAINTENANCE (Annual). Unit prices shall include all costs to complete the item of Services including labor, material, and equipment for Items 8 through 23.					
ITEM NO.	CONTRACT ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT TYPE	UNIT PRICE	TOTAL PRICE
8.	Replacement of Safety Light Bulb (in-kind)	10	EA.	\$ 75.00	\$ 750.00
9.	Replacement of Safety Light Ballast	10	EA.	\$ 125.00	\$ 1,250.00
10.	Replacement of Safety Light Head (Complete)	5	EA.	\$ 770.00	\$ 3,850.00
11.	Installation of Loop Detector with Type "E" 6' diameter round traffic loop, including sawcut, lead-in cable, and splicing with hot-melt seal	10	EA.	\$ 650.00	\$ 6,500.00
12.	Replacement of existing 8" Ball (Green, Red, or Yellow) Vehicle Lamp Assembly with LED Type I Module	10	EA.	\$ 90.00	\$ 900.00
13.	Replacement of existing 12" Ball (Green, Red, or Yellow) Vehicle Lamp Assembly with LED Type I Module	20	EA.	\$ 130.00	\$ 2,600.00
14.	Replacement of existing 12" Arrow (Green, Red, or Yellow) Vehicle Lamp Assembly with LED Type I Module	10	EA.	\$ 130.00	\$ 1,300.00
15.	Replacement of existing Pedestrian Signal to include LED Module and Housing	10	EA.	\$ 375.00	\$ 3,750.00

16.	Replacement of existing PPB with new Polara BLD-3 Pedestrian Push Button	5	EA.	\$ 250.00	\$ 1,250.00
17.	Painting of Pedestrian Head and Framework	25	EA.	\$ 90.00	\$ 2,250.00
18.	Painting of Vehicle Signal head, Backplate, and Framework	25	EA.	\$ 150.00	\$ 3,750.00
19.	Painting of Pedestrian Push Button Assembly	10	EA.	\$ 50.00	\$ 500.00
20.	Complete Testing of Traffic Signal Controller Cabinet (including all internal equipment and written certification)	1	EA.	\$ 1,250.00	\$ 1,250.00
21.	Replacement of Street Light Bulb (in-kind)	10	EA.	\$ 75.00	\$ 750.00
22.	Replacement of Street Light Ballast	10	EA.	\$ 125.00	\$ 1,250.00
23.	Replacement of Street Light Head (Complete)	5	EA.	\$ 770.00	\$ 3,850.00
Estimated Annual Extraordinary Maintenance: (Total of Items 8 through 23)					\$ 35,750.00
Percentage increase for Items 8 through 23 if outside "Normal Working Hours"					65%

COST PROPOSAL SCHEDULE "C"

LABOR

C. LABOR				
Hourly rates for employees listed in Items 24 through 28 (including Fringe Benefits), for all job classifications required for Extraordinary Maintenance and not items of Services described in Proposal Schedules A and B. The labor cost set forth in items 24 through 28 shall <u>not</u> be added to the items listed in Proposal Schedules A and B.				
ITEM NO.	TITLE	STRAIGHT TIME	OVERTIME	DOUBLETIME
24.	Superintendent	\$ <u>150.00</u> /hr.	\$ <u>190.00</u> /hr.	\$ <u>230.00</u> /hr.
25.	Engineering Technician	\$ <u>140.00</u> /hr.	\$ <u>180.00</u> /hr.	\$ <u>220.00</u> /hr.
26.	Laboratory Technician	\$ <u>140.00</u> /hr.	\$ <u>180.00</u> /hr.	\$ <u>220.00</u> /hr.
27.	Maintenance Technician	\$ <u>140.00</u> /hr.	\$ <u>180.00</u> /hr.	\$ <u>220.00</u> /hr.
28.	Street Light Maintenance Technician	\$ <u>140.00</u> /hr.	\$ <u>180.00</u> /hr.	\$ <u>220.00</u> /hr.

COST PROPOSAL SCHEDULE "D"

EQUIPMENT

D. EQUIPMENT		
Rates for types of equipment listed in Items 28 through 37 for all equipment required for Extraordinary Maintenance and not items of Services described in Proposal Schedules A and B. The equipment cost set forth in items 28 through 37 shall <u>not</u> be added to the items listed in Proposal Schedules A and B.		
ITEM NO.	TYPE OF EQUIPMENT	COST
29.	Service Truck	\$ <u>25.00</u> /hr.
30.	Service Ladder Truck	\$ <u>N/A</u> /hr.
31.	Boom Ladder Truck	\$ <u>45.00</u> /hr.
32.	Crane Truck	\$ <u>250.00</u> /hr.
33.	Jack Hammer/Compressor	\$ <u>30.00</u> /hr.
34.	Backhoe	\$ <u>250.00</u> /hr.
35.	Skip Loader	\$ <u>250.00</u> /hr.
36.	Dump Truck	\$ <u>150.00</u> /hr.
37.	Concrete Saw	\$ <u>25.00</u> /hr.
38.	Water Truck	\$ <u>25.00</u> /hr.

COST PROPOSAL SCHEDULE "E"

OTHER SERVICES

E. OTHER SERVICES		
ITEM NO.	TYPE OF EQUIPMENT	COST
E1	Underground Service Alert (USA) Markings	\$ <u>140.00</u> /Request

TOTAL ANNUAL COST – PROPOSAL SCHEDULE A AND B

TOTAL COST		
ITEM NO.	DESCRIPTION	COST
A.	Annual Routine Preventative Maintenance	\$ 69,552.00
B.	Estimated Annual Extraordinary Maintenance	\$ 35,750.00



CC Regular Meeting

AGENDA ITEM REPORT

Meeting: June 3, 2025

Title: Approval of Second Amendment to Agreement between the City of Covina and BOSS Janitorial Services, Inc for City-Wide Janitorial Maintenance Services

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

Recommendation: Authorize the City Manager to execute the Second Amendment to the Professional Services Agreement with Boss Janitorial Services, Inc extending the contract two additional fiscal years from July 1, 2025 through June 30, 2027.

EXECUTIVE SUMMARY:

The City of Covina utilizes BOSS Janitorial Maintenance Services, Inc. (BOSS) to provide City-Wide Janitorial Maintenance Services at various City facilities. The Department of Public Works manages the Professional Services Agreement (PSA) with BOSS and is requesting a Second Amendment to their PSA in order to extend the current agreement two (2) additional fiscal years from July 1, 2025, to June 30, 2027.

BACKGROUND:

On June 21, 2022, following the completion of a formal bid process, the City Council authorized the City Manager to execute a PSA with BOSS to provide City-Wide Janitorial Maintenance Services at City Hall, City Yard, Library, and various Parks and Recreation Department facilities. The term of the PSA was for a three-year term between July 1, 2022, through June 30, 2025. As the contract is approaching its initial term end date, the City of Covina has been negotiating with BOSS regarding the extension of the contract based on the City being satisfied with services rendered.

DISCUSSION:

The City's current PSA with BOSS for City-Wide Janitorial Maintenance Services is an amount not-to-exceed \$479,644.20 for the three-year term between July 1, 2022, through June 30, 2025. On February 7, 2023, the City approved the First Amendment to the PSA that would increase the not-to-exceed amount by \$18,850 for the three-year term for a new total not-to-exceed amount of \$498,494.20 (the "maximum compensation"). City staff is recommending that the term of BOSS' PSA be extended via a Second Amendment with the City for two (2) additional fiscal years from July 1, 2025, through June 30, 2027, for a total cost of \$166,164.73 per fiscal year.

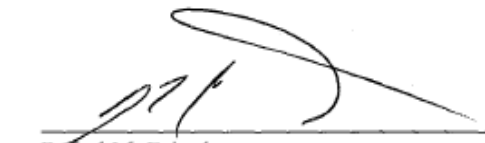
FISCAL IMPACT:

The City entering into the Second Amendment with BOSS will only extend the total contract term of the agreement. The not-to-exceed amount of \$166,164.73 per fiscal year will stay fixed for each year of the contract extension. Sufficient funding is available within the Department of Public Works' Building Maintenance Fund.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Not applicable

Respectfully submitted,



Rafael M. Fajardo
Director of Public Works/City Engineer

**SECOND AMENDMENT TO AGREEMENT BETWEEN THE CITY OF COVINA AND
BOSS JANITORIAL SERVICES, INC FOR CITY-WIDE JANITORIAL
MAINTENANCE SERVICES**

THIS SECOND AMENDMENT is made and entered into as of July 1, 2025 by and between the City of Covina, a California municipal corporation (hereinafter referred to as “City”), and BOSS Janitorial Services, Inc, a California Corporation (hereinafter referred to as “Consultant”). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. This Second Amendment is made with the respect to the following facts and purposes:
 - a. On June 21, 2022, the City and Consultant entered into that certain Professional Services Agreement for City-Wide Janitorial Maintenance Services at City Hall, City Yard, Library, and various Parks and Recreation Department facilities in an amount not-to-exceed \$479,644.20.
 - b. On February 7, 2023, the City and Consultant entered into the First Amendment to that certain Agreement entitled “Agreement for City-Wide Janitorial Maintenance Services at City Facilities,” to add the Covina Center for the Performing Arts (Covina Theater) to the scope of work for the contract and increase compensation in the amount of Eighteen Thousand Eight Hundred and Fifty Dollars (\$18,850) for a new total Agreement amount not-to-exceed Four Hundred Ninety Eight Thousand Four Hundred and Ninety Dollars and Twenty Cents (\$498,494.20).
 - c. The parties now desire to extend the contract for two additional fiscal years from July 1, 2025 through June 30, 2027 for a new total not-to-exceed One Hundred and Sixty Six Thousand One Hundred and Sixty Four Dollars and Seventy Three Cents (\$166,164.73) per fiscal year, and amend the Agreement as set forth in this Amendment.
2. Section 1 of the Agreement entitled “**TERM**” is hereby amended to read as follows:

“The term of this Agreement shall be from the Effective Date through June 30, 2027 unless sooner terminated as provided in Section 13 of this Agreement.”
3. Paragraph A of Section 2 of the Agreement entitled “**COMPENSATION**” is hereby amended to read as follows:
 - A. Compensation. As full compensation for Consultant’s services provided under this Agreement, City shall pay Consultant a total not-to-exceed amount of One Hundred and Sixty Six Thousand One Hundred and Sixty Four Dollars and Seventy Three Cents (\$166,164.73) per fiscal year (the “maximum compensation”), as set forth in the Approved Fee Schedule, attached hereto as Exhibit A. Any terms in Exhibit A, other than the payment rates and schedule of payment, are null and void.

4. Except for the changes specifically set forth herein, all other terms and conditions of the Agreement shall remain in full force and effect.

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

City:

City of Covina,
a California municipal corporation

Consultant:

BOSS Janitorial Services, Inc.,
a California corporation

By: _____
Name: _____
Title: _____

By: _____
Name: Steve Han
Title: CEO

ATTEST:

By: _____
Name: _____
Title: _____

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

(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.)

APPROVED AS TO FORM:

By: _____
Name: Candice K. Lee
Title: City Attorney

ATTACHMENT A

Attached hereto and incorporated herein is the additional scope of work and associated cost as provided by the Consultant.



CC Regular Meeting

AGENDA ITEM REPORT

Meeting:	June 3, 2025
Title:	Ordering the Engineer's Report, Approving the Engineer's Report, and Declaring the Intent to Levy and Collect Assessments on Covina Landscaping District No. 1 for Fiscal Year 2026 and Set Public Hearing for Protests in Relation Thereto
Presented by:	Rafael M. Fajardo, Director of Public Works/City Engineer
Recommendation:	<ol style="list-style-type: none">1. Adopt Resolution CC 2025-54 ordering the City's Assessment Engineer to prepare and file a report levying assessments within the Covina Landscaping District No. 1 for Fiscal Year 2026; and2. Adopt Resolution CC 2025-55 approving the Engineer's Report and declaring its intention to levy and collect assessments on the Covina Landscaping District No. 1 for Fiscal Year 2026 and setting the Public Hearing date for July 1, 2025 for hearing protests in relation thereto.

EXECUTIVE SUMMARY/BACKGROUND:

The Covina Landscaping District No. 1 (hereafter referred to as "District") was formed April 6, 1981, pursuant to the provisions of the *California Streets and Highways Code, Division 15, Part 2, Landscaping and Lighting Act of 1972* (hereafter referred to as "1972 Act"), in order to provide and maintain public landscape improvements in specified areas within the City of Covina, as discussed in the Engineer's Report (Attachment A).

Each fiscal year, prior to collecting assessments on the LA County property tax roll, the City Council must adopt resolutions (Attachments B and C) directing the City's Assessment Engineer to prepare and file a report regarding the proposed assessment for each district Zone, approving the Engineer's Report, and declaring the City Council's intention to levy and collect assessments for the upcoming fiscal year. The 2025-2026 Engineer's Report for the Covina Landscaping District No. 1 has been prepared for review and consideration. As proposed, the City Council will conduct the required Public Hearing for this matter on July 1, 2025 at 7:30 p.m.

DISCUSSION:

The revenue collected from assessed properties provides funds for the landscape maintenance of eighteen (18) active zones in the City as described below. A City contractor maintains the landscape improvements within each Zone.

- **Zone 1 - Parque Xalapa Area**

Description: Located in the southeast region of the City, south of Covina Hills Road, north of Holt Avenue and the San Bernardino Freeway, and east of Grand Avenue. The Zone was established in 1981. The annual assessments provide for landscape maintenance in Parque Xalapa, Forest Hills Drive, the Covina Hills Road Slope, and Oak Tree Park.

Assessment Methodology: Based on lot size and capped per Proposition 218; recommend continuing the maximum assessment of \$56.55 per 1,000 square feet of lot size to cover zone expenses.

- **Zone 2 - Arrow Grand Circle Area**

Description: Located in the north-central region of the City, south of Arrow Highway, north of Cienega Avenue, and west of Grand Avenue. The Zone was established in April 1981. The annual assessments provide for landscape maintenance at the entrances to Arrow Grand Circle off of Arrow Highway, as well

as the north side of Cienega Avenue between Grand Avenue and Barranca Avenue that is adjacent to the properties within the Zone.

Assessment Methodology: Based on lot size and capped per Proposition 218; recommend continuing the maximum assessment of \$17.00 per 1,000 square feet of lot size to cover zone expenses.

- Zone 3 – Golden Grove Way Area

Zone has not been levied since FY 1983-84. The association of property owners along Golden Grove Way took over the maintenance of the landscape improvements originally associated with this Zone.

- Zone 4 – Four Residential Developments Near Arrow Highway/Puente Street

Description: Comprised of four residential developments (single-family and condominium) generally located south of Arrow Highway and north of Puente Street along the Azusa Avenue corridor. These four residential developments are inclusive of Tract 15506, Tract 14394, Tract 18642, Tract 33882, and Tract 34224. The Zone was added to the Covina Landscaping District No. 1 in FY 1986-87. The annual assessments provide for the maintenance of street landscaping (including street tree maintenance) associated with the properties, as well as a portion of the maintenance costs of Azusa Avenue landscaping (15% of the cost).

Assessment Methodology: Based on dwelling units and capped per Proposition 218; recommend continuing the maximum assessment of \$21.90 per dwelling unit to cover zone expenses.

- Zone 5 – Azusa Avenue

Description: Comprised of commercial/industrial properties generally located south of Arrow Highway and north of Badillo Street along the Azusa Avenue corridor. The Zone was added to the Covina Landscaping District No. 1 in FY 1986-87. The annual assessments provide for the maintenance of street landscaping (including street tree maintenance) specifically associated with these properties including 85% of the maintenance costs of Azusa Avenue landscaping.

Assessment Methodology: Based on lot size and capped per Proposition 218; recommend continuing the maximum assessment of \$10.00 per 1,000 square feet of lot size to cover zone expenses.

- Zone 6 – Dalton Place

Description: Annexed into the Covina Landscaping District No. 1 in FY 2017-18. The Zone is comprised of 63 single family residential units, inclusive of Tract 73455. Improvements within this area consist of approximately 6,143 square feet of parkway landscaping and 28 street trees. The annual assessments provide for the maintenance of the parkways and street trees specifically associated with these properties.

Assessment Methodology: Based on dwelling units and adjusted annually by the change in the Consumer Price Index up to a maximum of 3%; recommend the assessment of \$139.78 per dwelling unit to cover zone expenses.

- Zone 7 – Citrus Promenade

Description: Annexed into the Covina Landscaping District No. 1 in FY 2018-19. The Zone is comprised of 117 townhomes, inclusive of Tract No. 74512-1. Improvements within this area consist of median and parkway landscaping along Citrus Avenue. The annual assessments provide for the maintenance of the median and parkways associated with this development.

Assessment Methodology: Based on dwelling units and adjusted annually by the change in the Consumer Price Index up to a maximum of 3%; recommend the assessment of \$103.66 per dwelling unit to cover zone expenses.

- Zone 8 – Three Residences on Dexter Street

Description: Annexed into the Covina Landscaping District No. 1 in FY 2018-19. The Zone is comprised of three townhomes, located south of Dexter Street and east of Fourth Avenue. Improvements within this area consist of four street trees. The annual assessments provide for the maintenance of the street trees specifically associated with these properties.

Assessment Methodology: Based on dwelling units and adjusted annually by the change in the Consumer Price Index up to a maximum of 3%; recommend the assessment of \$62.37 per dwelling unit to cover zone expenses.

- Zone 9 – Four Residences on Ruddock Street

Zone has not been levied since FY 2023-24. The development was expected to build out to a four lot residential subdivision. However, the development was never constructed.

- Zone 10 – Atwood

Description: Annexed into the Covina Landscaping District No. 1 in FY 2019-20. The Zone is comprised of 52 townhomes, four live/work lofts, and three office/retail units, located north of Orange Street and west of Citrus Avenue. Improvements within this area consist of 31 street trees. The annual assessments provide for the maintenance of the street trees specifically associated with this development.

Assessment Methodology: Based on dwelling units or commercial lot size and adjusted annually by the change in the Consumer Price Index up to a maximum of 3%; recommend the assessment of \$38.87 per unit to cover zone expenses.

- Zone 11 – N Citrus Condos

Description: Annexed into the Covina Landscaping District No. 1 in FY 2021-22. Tract No. 73660 generally located west of N. Citrus Avenue and north of W. Orange Street will develop into eight condominiums. Improvements within this area will consist of two street trees. The annual assessments provide for the maintenance of the street trees specifically associated with this development.

Assessment Methodology: Based on dwelling units and adjusted annually by the change in the Consumer Price Index up to a maximum of 3%; recommend the assessment of \$37.20 per dwelling unit to cover zone expenses.

- Zone 12 – N Citrus Commercial Buildings

Description: Annexed into the Covina Landscaping District No. 1 in FY 2021-22. Tract 1224, Lot 6 (401 N. Citrus Avenue) generally located west of N. Citrus Avenue and north of W. Orange Street will develop into two commercial buildings. Improvements within this area consist of six street trees. The annual assessments provide for the maintenance of the street trees specifically associated with this development.

Assessment Methodology: Based on commercial lot size and adjusted annually by the change in the Consumer Price Index up to a maximum of 3%; recommend the assessment of \$96.07 per 1,000 square feet of lot size to cover zone expenses.

- Zone 13 – Covina Bowl

Description: Annexed into the Covina Landscaping District No. 1 in FY 2022-23. The Zone is comprised of one restaurant and 132 condominiums, located south of W. San Bernardino Road, north of W. Badillo Street and west of N. Rimsdale Avenue. Improvements within this area consist of 25 street trees and 7,757 square feet of irrigated landscaping. The annual assessments will provide for the maintenance of the street trees and parkway landscaping specifically associated with this development.

Assessment Methodology: Based on dwelling units or commercial lot size and adjusted annually by the

change in the Consumer Price Index up to a maximum of 3%; recommend the assessment of \$58.08 per unit to cover zone expenses.

- Zone 14 – Zest

Description: Annexed into the Covina Landscaping District No. 1 in FY 2022-23. The Zone is comprised of 151 townhomes, located south of Kelby Park and west of Barranca Avenue. Improvements within this area consist of four street trees and 662 square feet of irrigated landscaping. The annual assessments will provide for the maintenance of the street trees and parkway landscaping specifically associated with this development.

Assessment Methodology: Based on dwelling units and adjusted annually by the change in the Consumer Price Index up to a maximum of 3%; recommend the assessment of \$13.74 per unit to cover zone expenses.

- Zone 15 – Campsite Brewery

Description: Annexed into the Covina Landscaping District No. 1 in FY 2023-24. The Zone was developed into one business comprised of two buildings, located north of Front Street and west of Curtis Avenue. Improvements within this area consist of 12 street trees and 2,307 square feet of irrigated landscaping. The annual assessments will provide for the maintenance of the street trees and parkway landscaping specifically associated with this development.

Assessment Methodology: Based on commercial lot size and adjusted annually by the change in the Consumer Price Index up to a maximum of 3%; recommend the assessment of \$92.32 per 1,000 square feet of lot size to cover zone expenses.

- Zone 16 – Two Residences on Puente Street

Description: Annexed into the Covina Landscaping District No. 1 in FY 2023-24. The Zone will remain as two residential parcels, located north of Puente Street and west of Monte Vista Avenue. Improvements within this area consist of three street trees. The annual assessments will provide for the maintenance of the street trees specifically associated with this development.

Assessment Methodology: Based on dwelling units and adjusted annually by the change in the Consumer Price Index up to a maximum of 3%; recommend the assessment of \$140.72 per unit to cover zone expenses.

- Zone 17 – Stafford Place

Description: Annexed into the Covina Landscaping District No. 1 in FY 2023-24. The Zone is comprised of 38 residential townhomes, located north of Covina Blvd., west of Fairvale Avenue, and east of Citrus Avenue. Improvements within this area consist of nine street trees and 3,275 square feet of irrigated landscaping. The annual assessments will provide for the maintenance of the street trees and parkway landscaping specifically associated with this development.

Assessment Methodology: Based on dwelling units and adjusted annually by the change in the Consumer Price Index up to a maximum of 3%; recommend the assessment of \$97.22 per unit to cover zone expenses.

- Zone 18 – W Puente Townhomes

Description: Annexed into the Covina Landscaping District No. 1 in FY 2023-24. The Zone will develop into 10 residential townhomes, located north of W. Puente Street, east of S. 4th Avenue, and west of S. 3rd Avenue. Improvements within this area consist of 14 street trees and 2,750 square feet of irrigated landscaping. The annual assessments will provide for the maintenance of the street trees and parkway landscaping specifically associated with this development.

Assessment Methodology: Based on dwelling units and adjusted annually by the change in the Consumer Price Index up to a maximum of 3%; recommend the assessment of \$291.50 per unit to cover zone expenses.

The budget summary for each zone is compiled below. Of note, the Department of Public Works has removed certain personnel expenses from the District, and as a result, a Reserve Fund subsidy is no longer required to fund revenue shortages that previously existed in select Zones. Beginning with FY 2023-2024, each Zone's revenue exceeds its expenditures, and therefore each Zone contributes to the Reserve Fund. For FY 2025-2026, \$116,601 is retained in the Reserve Fund.

Budget Summary, FY 2025-2026

	<u>Assessment Revenue</u>	<u>Expenditures</u>	<u>Required Subsidy</u>	<u>Reserve Fund</u>
Zone 1	\$74,120	\$30,813	\$0	\$43,307
Zone 2	\$24,837	\$10,325	\$0	\$14,512
Zone 4	\$ 5,300	\$ 1,423	\$0	\$ 3,877
Zone 5	\$69,858	\$35,782	\$0	\$34,075
Zone 6	\$ 8,806	\$ 7,550	\$0	\$ 1,256
Zone 7	\$12,232	\$ 5,534	\$0	\$ 6,698
Zone 8	\$ 187	\$ 32	\$0	\$ 155
Zone 10	\$ 3,036	\$ 521	\$0	\$ 2,515
Zone 11	\$ 298	\$ 51	\$0	\$ 246
Zone 12	\$ 531	\$ 91	\$0	\$ 440
Zone 13	\$ 5,227	\$ 2,171	\$0	\$ 3,056
Zone 14	\$ 2,075	\$ 1,112	\$0	\$ 963
Zone 15	\$ 2,704	\$ 1,873	\$0	\$ 831
Zone 16	\$ 281	\$ 48	\$0	\$ 233
Zone 17	\$ 3,694	\$ 1,671	\$0	\$ 2,023
Zone 18	\$ 2,915	\$ 500	\$0	\$ 2,415
Totals	\$216,100	\$99,499	\$0	\$116,601


FISCAL IMPACT:

Legally required engineering, advertising, and balloting costs for the Covina Landscaping District No. 1 are included in the FY 2025-2026 Street Trees and Landscaping Assessment District budget (Fund 2720). The proposed action has no impact on the General Fund.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Not applicable.

Respectfully submitted,



Rafael M. Fajardo
Director of Public Works/City Engineer



City of Covina

Landscaping Maintenance District No. 1

2025/2026 ENGINEER'S REPORT

Intent Meeting: June 3, 2025

Public Hearing: July 1, 2025

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ENGINEER'S REPORT AFFIDAVIT

Establishment of Annual Assessments for the:

Covina Landscaping Maintenance District No. 1

City of Covina

Los Angeles County, State of California

This Report identifies the parcels within the District and all relevant zones therein, as they existed at the time of the passage of the Resolution of Intention. Reference is hereby made to the Los Angeles County Assessor's maps for a detailed description of the lines and dimensions of parcels within the District. The undersigned respectfully submits the enclosed Report as directed by the City Council.

Dated this _____ day of _____, 2025.

Willdan Financial Services
Assessment Engineer
On Behalf of the City of Covina

By: _____

Susana Hernandez, Senior Project Manager
District Administration Services

By: _____

Tyrone Peter
PE # C 81888

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I. OVERVIEW

A. INTRODUCTION

The Covina Landscaping Maintenance District No. 1 (hereafter referred to as the “District”) was formed April 6, 1981 pursuant to the provisions of the *California Streets and Highways Code, Division 15, Part 2, Landscaping and Lighting Act of 1972* (hereafter referred to as the “1972 Act”), in order to provide and maintain public landscape improvements in specified areas within the City of Covina. Since formation of the District, the City of Covina (hereafter referred to as the “City”) has annually levied and collected special assessments upon properties within the District for the annual maintenance and operation of the improvements that benefit those properties pursuant to the 1972 Act. The parcels included in the original District formation and all subsequent annexations thereto, are included within a specified benefit zone (hereafter referred to as the “Zone”) based on the specific development of those properties and the improvements and services from which they receive benefit.

This Engineer’s Report (hereafter referred to as the “Report”) describes the District, any proposed changes to the District and the assessments for Fiscal Year 2025/2026. The proposed assessments are based on the City’s estimated cost to maintain the improvements that provide special benefit to properties within the District. The various improvements within the District and the costs of those improvements are identified and budgeted separately for each Zone, including all expenditures, deficits, surpluses, revenues, and reserves. Each parcel within a Zone is assessed proportionately for only those improvements provided in that Zone from which the parcel receives special benefit.

The word “parcel,” for the purposes of this Report, refers to an individual property assigned its own Assessment Number by the Los Angeles County Assessor’s Office. The Los Angeles County Auditor/Controller uses Assessment Numbers and specific Fund Numbers, to identify on the tax roll, properties assessed for special District benefit assessments.

Upon conclusion of a noticed Public Hearing, the City Council will consider all testimony and written protests presented and will direct any necessary modifications to the Report and approve the Report as submitted or amended. Following final approval of the Report, the City Council will, by resolution, order the improvements to be made, and confirm the levy and collection of assessments pursuant to the 1972 Act. The assessment rates and method of apportionment described in this Report as approved by the City Council defines the assessments to be applied to each parcel within the District for Fiscal Year 2025/2026. The assessments as approved will be submitted to the Los Angeles County Auditor/Controller to be included on the property tax roll for each parcel.

If any parcel submitted for collection is identified by the County Auditor/Controller to be an invalid parcel number for the current Fiscal Year, a corrected parcel

number and/or new parcel numbers will be identified and resubmitted to the County Auditor/Controller. The assessment amount to be levied and collected for the resubmitted parcel or parcels shall be based on the method of apportionment and assessment rate described in this Report and approved by the City Council.

B. DISTRICT BACKGROUND

The Covina Landscaping Maintenance District No. 1 was originally formed in 1981 with Zones 1 and 2 (only Zone 1 was assessed the first year). In Fiscal Year 1982/1983, Zone 2 was assessed for the first time.

In Fiscal Year 1983/1984, Zone 3 was established within the District. Properties within Zone 3 were levied an assessment that first Fiscal Year, but have not been levied an assessment since, because the association of the property owners along Golden Grove Way took over and currently provide for the maintenance of the landscape improvements originally associated with this Zone. These properties, the improvements and the Zone are no longer included as part of the District.

In 1985, the City began the process of annexing additional properties into the District that were being developed to ensure the General Fund would not be impacted by the expense of maintaining street landscaping within the City. Initially, annexation of properties to the District was done by petition (property owner consent and waiver), pursuant to Section 22608 of the 1972 Act. Through this process, the property owners signed a letter consenting to the annexation, which eliminated the lengthy process of resolutions, reports, publications, hearings, etc., otherwise required for the annexation of territory to the District. The properties annexed to the District were designated as either Zone 4 (single-family residences and condominium units) or Zone 5 (commercial/industrial developments).

In Fiscal Year 1986/1987, Zones 4 and 5 were added to the District. The City annexed six properties on the south side of San Bernardino Road, west of Hollenbeck Avenue, in conjunction with the street widening that included street tree planting.

In 1988, the District was expanded again by annexing the properties east and west of Azusa Avenue from Arrow Highway to 600 feet south of Badillo Street in connection with the Azusa Avenue beautification project. Subsequent properties have been annexed to Zones 4 and 5 via the petition of the property owners while others have been included via the public hearing process. This process of annexation to the District continued up through Fiscal Year 1996/1997 when Proposition 218 was approved.

In Fiscal Year 2008/2009, the City initiated and conducted a property owner protest ballot proceeding for a proposed assessment increase for each zone. The proposed assessment increase was not approved by property owners; therefore, the maximum assessment rates remained the same as previously approved.

C. CHANGES TO THE DISTRICT

Pursuant to the provisions of the California Constitution, Article XIID Section 4, and in accordance with the provisions of Government Code, Section 53753, the City has conducted property owner protest ballot proceedings (“Ballot Proceedings”) for the levy of all new Zones. In conjunction with these Ballot Proceedings, the City Council conducted noticed public hearings to consider public testimonies, comments and written protests regarding the annexations, Zone boundaries and Sub-Zones, and the new assessments described herein. Upon conclusion of the public hearings, property owner protest ballots were received, opened and tabulated to determine whether majority protest exists as defined in Article XIID of the California Constitution.

In 1985, the City started annexation proceedings into the landscaping District for properties not already within Zones 1, 2 and 3. As previously indicated, initially the annexation of properties to the District was done by petition (property owner consent and waiver), pursuant to Section 22608 of the 1972 Act as part of various street widening and street tree planting projects and the Azusa Avenue beautification project. Over the course of several years, however, the annexation of properties to both Zone 4 and Zone 5 included several new developments and individual residents that had filed for a building permit. This annexation process eventually created various inconsistencies in the benefit that properties received from the landscape improvements provided by the District. In response to this issue, in 2002 the City’s assessment engineer evaluated the properties within the District and removed from both Zone 4 and Zone 5 those properties that do not receive special benefit from the improvements maintained and budgeted for the District. Although these properties have not been technically detached from the District, they are no longer included in either Zone 4 or Zone 5 and are not subject to the annual assessments for these Zones.

In Fiscal Year 2017/2018 pursuant to the provisions of the 1972 Act and in compliance with the substantive and procedural requirements of Article XIID of the California State Constitution (the “California Constitution”), the City Council of the City of Covina annexed into the District all lots and parcels of land within the planned development identified as Tract No. 73455 (Dalton Place) and established it as new Zone 6 to expand the improvements to be provided and maintained within the District. Tract No. 73455 (Dalton Place) developed into sixty-three (63) single-family residential units.

In Fiscal Year 2018/2019 pursuant to the provisions of the 1972 Act and in compliance with the substantive and procedural requirements of Article XIID of the California State Constitution, the City Council of the City of Covina, annexed into the District all lots and parcels of land within the planned developments identified as Tract No. 74512-1, Parcel Map No. 72690 and Parcel Map No. 73595. Tract No. 74512-1 has been developed with a total of one-hundred seventeen (117) residential units (townhomes) and is identified as Zone 7, Parcel Map No. 72690 was developed with three (3) residential units (townhomes) and is

identified as Zone 8 and Parcel Map 73595 is planned for a 4-lot subdivision and is identified as Zone 9.

In Fiscal Year 2019/2020 pursuant to the provisions of the 1972 Act and in compliance with the substantive and procedural requirements of Article XIID of the California State Constitution, the City Council of the City of Covina, annexed into the District all lots and parcels of land within the planned developments identified as Tract No. 72116. Tract No. 72116 has been developed with sixty-eight (68) townhomes, four (4) live/work lofts and one parcel consisting of three (3) office/retail units and is identified as Zone 10.

In Fiscal Year 2021/2022 pursuant to the provisions of the California Constitution and the 1972 Act, the City Council of the City of Covina, annexed into the District all lots and parcels of land within the planned developments identified as Tract No. 73660 and 401 N. Citrus (Tract 1224, Lot 6). Tract No. 73660 has been developed with eight (8) condominiums (residential units) and is identified as Zone 11 and 401 N. Citrus (Tract 1224, Lot 6) is designated as Zone 12 and has been developed out to two (2) commercial buildings.

In Fiscal Year 2022/2023 pursuant to the provisions of the California Constitution and the 1972 Act, the City Council of the City of Covina annexed into the District all lots and parcels of land within the developments identified as Tract No. 82874 (Covina Bowl) and Tract No. 83178 (Zest). Tract No 82874 (Covina Bowl) is a mixed-use property with commercial and residential units (1 restaurant and 132 condominiums) designated as Zone 13, and Tract No. 83178 (Zest) was designated as Zone 14, consisting of 151 residential units (44 flex townhomes and 107 townhome/flats).

In Fiscal Year 2023/2024 pursuant to the provisions of the California Constitution and the 1972 Act, the City Council of the City of Covina annexed into the District all lots and parcels of land within the developments identified as Tract No. 45569 (Campsite Brewery), Parcel Map No. 82493, Tract No. 83343, and Tract No. 83203. Tract 45569 (Campsite Brewery) is a commercial development with two (2) buildings on one (1) parcel and was designated as Zone 15; Parcel Map No. 82493 with two (2) residential units was designated as Zone 16; Tract No. 83343 with thirty-eight (38) residential townhomes was designated as Zone 17; and Tract No. 83203 designated as Zone 18 will develop out to ten (10) residential townhomes.

The following table lists the Zones currently in and scheduled to be annexed into the Landscape Maintenance District No. 1.

Zone	Tract No./Parcel Map No.	Fiscal Year
1, 2, 3 ⁽¹⁾		1985
4, 5		2002
6	73455 (Dalton Place)	2017/2018
7, 8, 9	74512-1, 72690, 73595	2018/2019
10	72116 (Atwood)	2019/2020
11	73660	2021/2022
12	1224 (Lot 6)	2021/2022
13	82874 (Covina Bowl)	2022/2023
14	83178 (Zest)	2022/2023
15	45569 (Campsite Brewery)	2023/2024
16	82493	2023/2024
17	83343 (Stafford Place)	2023/2024
18	83203	2023/2024
19 ⁽²⁾	84311	2025/2026

⁽¹⁾ Zone 3 is no longer part of the District. The maintenance of Zone 3 landscape improvements were taken over by the property owners along Golden Grove Way.

⁽²⁾ Annexation area is currently in process and described in a separate Engineer's Report.

As specified by the California Constitution, Article XIID Section 4e:

“A majority protest exists if, upon the conclusion of the hearing, ballots submitted in opposition to the assessment exceed the ballots submitted in favor of the assessment. In tabulating the ballots, the ballots shall be weighted according to the proportional financial obligation of the affected property.”

II. DESCRIPTION OF THE DISTRICT AND SERVICES

A. DISTRICT ZONES

The City annually levies and collects assessments in order to maintain and service specific improvements within the District based on the City's estimate of the costs associated with those improvements. The District is currently comprised of eighteen (18) benefit Zones, of which seventeen (17) are active, which include specific properties and the improvements that benefit those properties. Zone 3 is no longer part of the District. The maintenance of Zone 3 landscape improvements were taken over by the property owners along Golden Grove Way.

The District Zones are identified as:

Zone 1

Generally located in the southeast region of the City, south of Covina Hills Road; north of Holt Avenue and the San Bernardino Freeway, and east of Grand Avenue. The Zone was established in April 1981 and the annual assessments provide for the maintenance of landscaping in Parque Xalapa, Forest Hills Drive and Covina Hills Road Slope and Oak Tree Park.

Zone 2

Zone 2 is generally located in the north-central region of the City, south of Arrow Highway, north of Cienega and west of Grand Avenue. The Zone was established in April 1981 and the annual assessments for this Zone provide for the maintenance of landscaping at the entrances to Arrow Grand Circle off Arrow Highway and the north side of Cienega Street between Grand Avenue and Barranca Avenue that is adjacent to the properties within the Zone.

Zone 4

Currently comprised of four (4) residential developments (single-family and condominiums) generally located south of Arrow Highway, north of Puente Street along the Azusa Avenue corridor. These four residential developments are inclusive of Tract 15506, Tract 14394, Tract 18642, Tract 33882 and Tract 34224. The annual assessments for Zone 4 provide for the maintenance of street landscaping (including street tree maintenance) associated with the properties as well as a portion of the maintenance costs of Azusa Avenue landscaping (15% of the costs).

Zone 5

Comprised of the commercial/industrial properties generally located south of Arrow Highway, north of Badillo Street along the Azusa Avenue corridor. The annual assessments for Zone 5 provide for the maintenance of street landscaping (including street tree maintenance) specifically associated with these properties including 85% of the maintenance costs of Azusa Avenue landscaping.

Zone 6

Zone 6 (Dalton Place) was annexed into the District in Fiscal Year 2017/2018. Tract No. 73455 is comprised of sixty-three (63) single-family residential properties, generally located south of E. Cypress Street, west of N. Kidder Avenue and east of N. Banna Avenue. Improvements within this area consist of approximately 6,143 square feet of parkway landscaping and twenty-eight (28) local street trees.

Zone 7

Zone 7 (Citrus Promenade) was annexed into the District in Fiscal Year 2018/2019. Tract No. 74512-1, generally located east of Citrus Avenue and west of Fairvale

Avenue is comprised of one hundred seventeen (117) townhomes. Improvements within this area consist of median and parkway landscaping along Citrus Avenue.

Zone 8

Zone 8 was annexed into the District in Fiscal Year 2018/2019. Parcel Map No. 72690 generally located south of Dexter Street and east of 4th Avenue has been developed into three (3) townhomes. Improvements within this area consist of four (4) street trees.

Zone 9

Zone 9 was annexed into the District in Fiscal Year 2018/2019. Parcel Map No. 73595 generally located south of E. Ruddock Street, west of Reeder Avenue and north of E. Badillo Street was planned to be subdivided into a four (4) lot residential subdivision. Improvements within this area were planned for four (4) street trees. However, development has not occurred and Zone 9 has not been levied commencing Fiscal Year 2023/2024.

Zone 10

Zone 10 (Atwood) was annexed into the District in Fiscal Year 2019/2020. Tract No. 72116 generally located south of W. San Bernardino Road, west of N. Citrus Avenue and north of W. Orange Street contains sixty-eight (68) townhomes, four (4) live/work lofts and one parcel containing three (3) office/retail units. Improvements within this area consist of thirty-one (31) street trees.

Zone 11

Zone 11 was annexed into the District in Fiscal Year 2021/2022. Tract No. 73660 generally located west of N. Citrus Avenue and north of W. Orange Street developed into eight (8) condo units. Improvements within this area will consist of two (2) street trees.

Zone 12

Zone 12 was annexed into the District in Fiscal Year 2021/2022. Tract No. 1224 Lot 6, generally located west of N. Citrus Avenue and north of W. Orange Street developed into two (2) commercial buildings. Improvements within this area will consist of six (6) street trees.

Zone 13

Zone 13 (Covina Bowl) was annexed into the District in Fiscal Year 2022/2023. Tract No. 82874 generally located south of W. San Bernardino Road, north of W. Badillo Street and west of N. Rimsdale Avenue developed out to a restaurant and one hundred thirty-two (132) condominiums. Improvements within this area consist of twenty-five (25) street trees and 7,757 square feet of irrigated landscaping.

Zone 14

Zone 14 (Zest) was annexed into the District in Fiscal Year 2022/2023. Tract No. 83178 generally located south of Kelby Park and west of Barranca Avenue developed into one hundred fifty-one (151) townhomes. Improvements within this area consist of four (4) street trees and 662 square feet of irrigated landscaping.

Zone 15

Zone 15 (Campsite Brewery) was annexed into the District in Fiscal Year 2023/2024. Tract No. 45569 (Campsite Brewery) generally located north of Front Street and west of Curtis Avenue consist of one business with two buildings. Improvements within this area consist of twelve (12) street trees and 2,307 square feet of irrigated landscaping.

Zone 16

Zone 16 was annexed into the District in Fiscal Year 2023/2024. Parcel Map No. 82493 generally located north of East Puente Street and west of Monte Vista Avenue will remain as two (2) residential parcels. Improvements within this area consist of three (3) street trees.

Zone 17

Zone 17 (Stafford Place) was annexed into the District in Fiscal Year 2023/2024. Tract No. 83343 is generally located north of Covina Boulevard, west of Fairvale Avenue and east of Citrus Avenue and consist of thirty-eight (38) residential townhomes. Improvements within this area consist of nine (9) street trees and 3,275 square feet of irrigated landscaping.

Zone 18

Zone 18 was annexed into the District in Fiscal Year 2023/2024. Tract No. 83203 is generally located north of W. Puente Street, east of S. 4th Avenue and west of S. 3rd Avenue and is planned for ten (10) residential townhomes. Improvements within this area consist of fourteen (14) street trees and 2,750 square feet of irrigated landscaping.

B. IMPROVEMENTS AUTHORIZED BY THE 1972 ACT

As applicable or may be applicable to this proposed District, the 1972 Act defines improvements to mean one or any combination of the following:

- The installation or planting of landscaping.
- The installation or construction of statuary, fountains, and other ornamental structures and facilities.
- The installation or construction of any facilities which are appurtenant to any of the foregoing or which are necessary or convenient for the maintenance or servicing thereof, including, but not limited to, grading, clearing, removal of

debris, the installation or construction of curbs, gutters, walls, sidewalks, or paving, or water, irrigation, drainage, or electrical facilities.

- The maintenance or servicing, or both, of any of the foregoing.
- The acquisition of any existing improvement otherwise authorized pursuant to this section.

Incidental expenses associated with the improvements including, but not limited to:

- The cost of preparation of the Report, including plans, specifications, estimates, diagram, and assessment.
- The costs of printing, advertising, and the publishing, posting and mailing of notices.
- Compensation payable to the County for collection of assessments.
- Compensation of any engineer or attorney employed to render services.
- Any other expenses incidental to the construction, installation, or maintenance and servicing of the improvements.
- Any expenses incidental to the issuance of bonds or notes pursuant to Section 22662.5.
- Costs associated with any elections held for the approval of a new or increased assessment.

The 1972 Act defines "Maintain" or "maintenance" to mean furnishing of services and materials for the ordinary and usual maintenance, operation, and servicing of any improvement, including:

- Repair, removal, or replacement of all or any part of any improvement.
- Providing for the life, growth, health, and beauty of landscaping, including cultivation, irrigation, trimming, spraying, fertilizing, or treating for disease or injury.
- The removal of trimmings, rubbish, debris, and other solid waste.
- The cleaning, sandblasting, and painting of walls and other improvements to remove or cover graffiti.

C. DISTRICT IMPROVEMENTS AND SERVICES

As generally defined by the 1972 Act, the improvements and the associated assessment for each Zone may include the following:

- The installation or planting of landscaping.
- The installation, repair or construction of any facilities which are appurtenant to any of the foregoing or which are necessary or convenient for the maintenance or servicing thereof; including but not limited to, grading, removal of debris, the

- installation or construction of curbs, gutters, retaining walls, sidewalks, stitch piers, paving, or water, irrigation, drainage, or electrical facilities.
- The maintenance or servicing, or both, of any of the foregoing including the furnishing of services and materials for the ordinary and usual maintenance, operation, and
 - a) repair, removal, or replacement of all or any part of any improvements.
 - b) grading, clearing, removal of debris, the installation, repair or construction of curbs, gutters, walls, sidewalks, or paving, or water, irrigation, drainage, or electrical facilities.
 - c) providing for the life, growth, health, and beauty of landscaping, including cultivation, irrigation, trimming, spraying, fertilizing, or treating for disease or injury.
 - d) the removal of trimmings, rubbish, debris, and other solid waste.
 - e) the cleaning, sandblasting, and painting of walls and other improvements to remove or cover graffiti.
 - f) water for the irrigation of any landscaping, the operation of any fountains, or the maintenance of any other improvements.
 - Incidental expenses associated with the improvements including, but not limited to:
 - a) the cost of preparation of the Report, including plans, specifications, estimates, diagram, and assessment.
 - b) the costs of printing, advertising, and the publishing, posting and mailing of notices.
 - c) compensation payable to the County for collection of assessments.
 - d) compensation of any engineer or attorney employed to render services.
 - e) any other expenses incidental to the construction, installation, or maintenance and servicing of the improvements.
 - f) costs associated with any ballot proceedings held for the approval of a new or increased assessment.

The City may allocate the surplus funds in the reserve account for current and future capital improvement projects. These funds can be used for rehabilitation projects, replacements, restorations, upgrades of District improvements or other improvements described in subdivisions (a) to (d) of Section 22525 of the Act. Periodically, funds held as surplus in the reserve account for these purposes may be needed to respond to each Zone's changing maintenance needs or other factors. Section 22525 (a) through (d) of the Act defines improvements as follows:

- a) The installation or planting of landscaping.

- b) The installation or construction of statuary, fountains, and other ornamental structures and facilities.
- c) The installation or construction of public lighting facilities, including, but not limited to, traffic signals.
- d) The installation or construction of any facilities which are appurtenant to any of the foregoing or which are necessary or convenient for the maintenance or servicing thereof, including, but not limited to, grading, clearing, removal of debris, the installation or construction of curbs, gutters, walls, sidewalks, or paving, or water, irrigation, drainage, or electrical facilities.

III. METHOD OF APPORTIONMENT

Pursuant to the 1972 Act, the costs of the District may be apportioned by any formula or method that fairly distributes the net amount to be assessed, among all assessable parcels in proportion to the estimated benefits to be received by each parcel from the improvements. The benefit formula used for the District should reflect the composition of the parcels, and the improvements and services provided, to fairly apportion the costs based on special benefit to each parcel.

The Method of Apportionment described for this Report utilizes commonly accepted assessment-engineering practices and have been established pursuant to the 1972 Act and the provisions of the Constitution. The method outlined for each Zone is based on the premise that each assessed parcel receives benefit from the improvements maintained and financed by the District's assessments. The desirability of properties within each Zone is enhanced by the presence of well-maintained landscaping in close proximity to those properties. The costs associated with the improvements within each Zone are equitably spread among the benefiting parcels within the Zone and the funds collected shall be dispersed and used for only the improvements and services provided by the District.

The formulas and identifiers for each Zone designation are identified below:

Zones 1, 2, 5, 12 and 15

Balance to Levy / Total Number of 1,000 sq. ft. (Lot size) = Levy per 1,000 sq. ft.

Converted to Equivalent Benefit Units ("EBU")

Balance to Levy/ Total Number of EBUs= Assessment Rate per EBU

Zone 4, 6, 7, 8, 9, 11, 14, 16, 17, and 18

Balance to Levy / Total Number of Units= Levy per Unit

Converted to EBU

Balance to Levy /Total EBU= Assessment Rate per EBU

Zone 10

Residential

*Balance to Levy / Total Number of Units= Levy per Unit
Converted to EBU*

Balance to Levy /Total EBU= Assessment Rate per EBU

Commercial

*Balance to Levy / Total Number of 1,000 sq. ft. = Levy per 1,000 sq. ft.
Converted to EBU*

Balance to Levy/ Total Number of EBUs = Assessment Rate per EBU

Live/Work

Each residential unit is assessed one (1) Equivalent Benefit Unit (EBU), and each commercial parcel is assessed at a rate per square foot. The 4 live-work units are assessed 1 EBU per residential unit plus 1,000 square feet per levy for non-residential use. It is anticipated that the typical live-work unit will be 5,453.50 SF (square feet) with 70% of the area assigned to non-residential use, which equals 3,809.75 SF.

*Balance to Levy / Total Number of Units (Levy Units) plus Levy per Acre
Converted to EBU*

Balance to Levy /Total EBU= Assessment Rate per EBU

Zone 13**Residential**

*Balance to Levy / Total Number of Units= Levy per Unit
Converted to EBU*

Balance to Levy /Total EBU= Assessment Rate per EBU

Commercial

*Balance to Levy / Total Number of 1,000 sq. ft. (Lot Size) = Levy per 1,000 sq. ft.
Converted to EBU*

Balance to Levy/ Total Number of EBUs= Assessment Rate per EBU

The levy amount for each parcel is then calculated by multiplying the Zone Assessment Rate by assigned EBU on each parcel:

Assessment Rate x Parcel's EBU = Parcel Levy Amount

IV. DISTRICT BUDGETS

The following budgets for Fiscal Year 2025/2026 have been prepared pursuant to Chapter 1, Article 4, Section 22569 of the 1972 Act.

The budget and assessment outlined on the following budgets are based on the City's estimate of the expenses and related funding necessary for the operation, maintenance and servicing of the Zone improvements.

A. ZONE 1 BUDGET, FISCAL YEAR 2025/2026

BUDGET ITEM	Zone 1 Budget
ANNUAL MAINTENANCE (DIRECT COSTS)	
Landscape Maintenance Expenses	
Landscape Maintenance and Appurtenant Facilities	\$18,063
Landscape Utilities (Water/Electricity)	992
Tree Trimming	0
Maintenance & Street Infrastructure	3,361
Rehabilitation & Replacement	326
Professional Services	3,464
Total Annual Landscape Maintenance Expenses	\$26,207
Administration	
Administration - Overhead	\$4,431
County Administration Fee	89
Legal Notices	86
Total Administration	\$4,606
Total Costs & Expenses	\$30,813
LEVY ADJUSTMENTS	
Reserve Fund (Contribution)	\$43,307
General Fund (Contribution)	0
Total Levy Adjustments	\$43,307
BALANCE TO LEVY	\$74,120
DISTRICT STATISTICS	
Parcels Levied	61
Total EBUs	1,311
Maximum Assessment per EBU - FY 2025/2026 ⁽¹⁾	\$56.55
Proposed Assessment for FY 2025/2026 ⁽¹⁾	\$56.55

⁽¹⁾ Rates do not have an annual inflator.

Note: Totals may not foot due to rounding.

B. ZONE 2 BUDGET, FISCAL YEAR 2025/2026

BUDGET ITEM	Zone 2 Budget
ANNUAL MAINTENANCE (DIRECT COSTS)	
Landscape Maintenance Expenses	
Landscape Maintenance and Appurtenant Facilities	\$6,053
Landscape Utilities (Water/Electricity)	332
Tree Trimming	0
Maintenance & Street Infrastructure	1,126
Rehabilitation & Replacement	109
Professional Services	1,161
Total Annual Landscape Maintenance Expenses	\$8,782
Administration	
Administration - Overhead	\$1,485
County Administration Fee	30
Legal Notices	29
Total Administration	\$1,543
Total Costs & Expenses	\$10,325
LEVY ADJUSTMENTS	
Reserve Fund (Contribution)	\$14,512
General Fund (Contribution)	0
Total Levy Adjustments	\$14,512
BALANCE TO LEVY	\$24,837
DISTRICT STATISTICS	
Parcels Levied	38
Total EBUs	1,461
Maximum Assessment per EBU - FY 2025/2026 ⁽¹⁾	\$17.00
Proposed Assessment for FY 2025/2026 ⁽¹⁾	\$17.00

⁽¹⁾ Rates do not have an annual inflator.

Note: Totals may not foot due to rounding.

C. ZONE 4 BUDGET, FISCAL YEAR 2025/2026

BUDGET ITEM	Zone 4 Budget
ANNUAL MAINTENANCE (DIRECT COSTS)	
Landscape Maintenance Expenses	
Landscape Maintenance and Appurtenant Facilities	\$0
Landscape Utilities (Water/Electricity)	340
Tree Trimming	242
Maintenance & Street Infrastructure	240
Rehabilitation & Replacement	23
Professional Services	248
Total Annual Landscape Maintenance Expenses	\$1,094
Administration	
Administration - Overhead	\$317
County Administration Fee	6
Legal Notices	6
Total Administration	\$329
Total Costs & Expenses	\$1,423
LEVY ADJUSTMENTS	
Reserve Fund (Contribution)	\$3,877
General Fund (Contribution)	0
Total Levy Adjustments	\$3,877
BALANCE TO LEVY	\$5,300
DISTRICT STATISTICS	
Parcels Levied	242
Total EBUs	242
Maximum Assessment per EBU - FY 2025/2026 ⁽¹⁾	\$21.90
Proposed Assessment for FY 2025/2026 ⁽¹⁾	\$21.90

⁽¹⁾ Rates do not have an annual inflator.

Note: Totals may not foot due to rounding.

D. ZONE 5 BUDGET, FISCAL YEAR 2025/2026

BUDGET ITEM	Zone 5 Budget
ANNUAL MAINTENANCE (DIRECT COSTS)	
Landscape Maintenance Expenses	
Landscape Maintenance and Appurtenant Facilities	\$17,025
Landscape Utilities (Water/Electricity)	4,481
Tree Trimming	3,196
Maintenance & Street Infrastructure	3,168
Rehabilitation & Replacement	307
Professional Services	3,265
Total Annual Landscape Maintenance Expenses	\$31,441
Administration	
Administration - Overhead	\$4,176
County Administration Fee	84
Legal Notices	81
Total Administration	\$4,341
Total Costs & Expenses	\$35,782
LEVY ADJUSTMENTS	
Reserve Fund (Contribution)	\$34,075
General Fund (Contribution)	0
Total Levy Adjustments	\$34,075
BALANCE TO LEVY	\$69,858
DISTRICT STATISTICS	
Parcels Levied	116
Total EBUs	6,986
Maximum Assessment per EBU - FY 2025/2026 ⁽¹⁾	\$10.00
Proposed Assessment for FY 2025/2026 ⁽¹⁾	\$10.00

⁽¹⁾ Rates do not have an annual inflator.

Note: Totals may not foot due to rounding.

The following budgets represent an estimate of the special benefit expenses anticipated to be collected for Fiscal Year 2025/2026 at the time this Report was prepared and establishes the maximum assessment rates to increase by an amount equal to the lesser of: (1) three percent (3%), or (2) annual percentage increase of the Local Consumer Price Index (CPI) for "All Urban Consumers" for the Los Angeles-Long Beach-Anaheim, CA (February 2024 to February 2025) which is 3.109%. The maximum assessment rate therefore increased by 3% for Zones 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17 and 18.

E. ZONE 6 BUDGET, FISCAL YEAR 2025/2026

BUDGET ITEM	Zone 6 Budget
ANNUAL MAINTENANCE (DIRECT COSTS)	
Landscape Maintenance Expenses	
Landscape Maintenance and Appurtenant Facilities	\$2,146
Landscape Utilities (Water/Electricity)	1,507
Tree Trimming	2,500
Maintenance & Street Infrastructure	399
Rehabilitation & Replacement	39
Professional Services	412
Total Annual Landscape Maintenance Expenses	\$7,003
Administration	
Administration - Overhead	\$526
County Administration Fee	11
Legal Notices	10
Total Administration	\$547
Total Costs & Expenses	\$7,550
LEVY ADJUSTMENTS	
Reserve Fund (Contribution)	\$1,256
General Fund (Contribution)	0
Total Levy Adjustments	\$1,256
BALANCE TO LEVY	\$8,806
DISTRICT STATISTICS	
Parcels Levied	63
Total EBUs	63
Maximum Assessment per EBU - FY 2025/2026 ⁽¹⁾	\$371.78
Proposed Assessment for FY 2025/2026 ⁽¹⁾	\$139.78

⁽¹⁾ Proposed Maximum and Assessment rates increased by 3.0 percent.

Note: Totals may not foot due to rounding.

F. ZONE 7 BUDGET, FISCAL YEAR 2025/2026

BUDGET ITEM	Zone 7 Budget
ANNUAL MAINTENANCE (DIRECT COSTS)	
Landscape Maintenance Expenses	
Landscape Maintenance and Appurtenant Facilities	\$2,981
Landscape Utilities (Water/Electricity)	613
Tree Trimming	0
Maintenance & Street Infrastructure	555
Rehabilitation & Replacement	54
Professional Services	572
Total Annual Landscape Maintenance Expenses	\$4,774
Administration	
Administration - Overhead	\$731
County Administration Fee	15
Legal Notices	14
Total Administration	\$760
Total Costs & Expenses	\$5,534
LEVY ADJUSTMENTS	
Reserve Fund (Contribution)	\$6,698
General Fund (Contribution)	0
Total Levy Adjustments	\$6,698
BALANCE TO LEVY	\$12,232
DISTRICT STATISTICS	
Parcels Levied	118
Total EBUs	118
Maximum Assessment per EBU - FY 2025/2026 ⁽¹⁾	\$103.66
Proposed Assessment for FY 2025/2026 ⁽¹⁾	\$103.66

⁽¹⁾ Proposed Maximum and Assessment rates increased by 3.0 percent.
Note: Totals may not foot due to rounding.

G. ZONE 8 BUDGET, FISCAL YEAR 2025/2026

BUDGET ITEM	Zone 8 Budget
ANNUAL MAINTENANCE (DIRECT COSTS)	
Landscape Maintenance Expenses	
Landscape Maintenance and Appurtenant Facilities	\$0
Landscape Utilities (Water/Electricity)	2
Tree Trimming	0
Maintenance & Street Infrastructure	8
Rehabilitation & Replacement	1
Professional Services	9
Total Annual Landscape Maintenance Expenses	\$20
Administration	
Administration - Overhead	\$11
County Administration Fee	0
Legal Notices	0
Total Administration	\$12
Total Costs & Expenses	\$32
LEVY ADJUSTMENTS	
Reserve Fund (Contribution)	\$155
General Fund (Contribution)	0
Total Levy Adjustments	\$155
BALANCE TO LEVY	\$187
DISTRICT STATISTICS	
Parcels Levied	1
Total EBUs	3
Maximum Assessment per EBU - FY 2025/2026 ⁽¹⁾	\$62.37
Proposed Assessment for FY 2025/2026 ⁽¹⁾	\$62.37

⁽¹⁾ Proposed Maximum and Assessment rates increased by 3.0 percent.
Note: Totals may not foot due to rounding.

H. ZONE 9 BUDGET, FISCAL YEAR 2025/2026

BUDGET ITEM	Zone 9 Budget
ANNUAL MAINTENANCE (DIRECT COSTS)	
Landscape Maintenance Expenses	
Landscape Maintenance and Appurtenant Facilities	\$0
Landscape Utilities (Water/Electricity)	0
Tree Trimming	0
Maintenance & Street Infrastructure	0
Rehabilitation & Replacement	0
Professional Services	0
Total Annual Landscape Maintenance Expenses	\$0
Administration	
Administration - Overhead	\$0
County Administration Fee	0
Legal Notices	0
Total Administration	\$0
Total Costs & Expenses	\$0
LEVY ADJUSTMENTS	
Reserve Fund (Contribution)	\$0
General Fund (Contribution)	0
Total Levy Adjustments	\$0
BALANCE TO LEVY	\$0
DISTRICT STATISTICS	
Parcels Levied	0
Total EBUs	4
Maximum Assessment per EBU - FY 2025/2026 ⁽¹⁾	\$50.15
Proposed Assessment for FY 2025/2026 ⁽¹⁾	\$0.00

⁽¹⁾ Proposed Maximum and Assessment rates increased by 3.0 percent.
Note: Totals may not foot due to rounding.

I. ZONE 10 BUDGET, FISCAL YEAR 2025/2026

BUDGET ITEM	Zone 10 Budget
ANNUAL MAINTENANCE (DIRECT COSTS)	
Landscape Maintenance Expenses	
Landscape Maintenance and Appurtenant Facilities	\$0
Landscape Utilities (Water/Electricity)	40
Tree Trimming	0
Maintenance & Street Infrastructure	138
Rehabilitation & Replacement	13
Professional Services	142
Total Annual Landscape Maintenance Expenses	\$332
Administration	
Administration - Overhead	\$181
County Administration Fee	4
Legal Notices	4
Total Administration	\$189
Total Costs & Expenses	\$521
LEVY ADJUSTMENTS	
Reserve Fund (Contribution)	\$2,515
General Fund (Contribution)	0
Total Levy Adjustments	\$2,515
BALANCE TO LEVY	\$3,036
DISTRICT STATISTICS	
Parcels Levied	73
Total EBUs	78
Maximum Assessment per EBU - FY 2025/2026 ⁽¹⁾	\$38.87
Proposed Assessment for FY 2025/2026 ⁽¹⁾	\$38.87

⁽¹⁾ Proposed Maximum and Assessment rates increased by 3.0 percent.
Note: Totals may not foot due to rounding.

J. ZONE 11 BUDGET, FISCAL YEAR 2025/2026

BUDGET ITEM	Zone 11 Budget
ANNUAL MAINTENANCE (DIRECT COSTS)	
Landscape Maintenance Expenses	
Landscape Maintenance and Appurtenant Facilities	\$0
Landscape Utilities (Water/Electricity)	4
Tree Trimming	0
Maintenance & Street Infrastructure	13
Rehabilitation & Replacement	1
Professional Services	14
Total Annual Landscape Maintenance Expenses	\$33
Administration	
Administration Overhead	\$18
County Administration Fee	0
Legal Notices	0
Total Administration	\$18
Total Costs & Expenses	\$51
LEVY ADJUSTMENTS	
Reserve Fund (Contribution)	\$246
General Fund (Contribution)	0
Total Levy Adjustments	\$246
BALANCE TO LEVY	\$298
DISTRICT STATISTICS	
Parcels Levied	1
Total EBUs	8
Maximum Assessment per EBU - FY 2025/2026 ⁽¹⁾	\$37.20
Proposed Assessment for FY 2025/2026 ⁽¹⁾	\$37.20

⁽¹⁾ Proposed Maximum and Assessment rates increased by 3.0 percent.
Note: Totals may not foot due to rounding.

K. ZONE 12 BUDGET, FISCAL YEAR 2025/2026

BUDGET ITEM	Zone 12 Budget
ANNUAL MAINTENANCE (DIRECT COSTS)	
Landscape Maintenance Expenses	
Landscape Maintenance and Appurtenant Facilities	\$0
Landscape Utilities (Water/Electricity)	7
Tree Trimming	0
Maintenance & Street Infrastructure	24
Rehabilitation & Replacement	2
Professional Services	25
Total Annual Landscape Maintenance Expenses	\$58
Administration	
Administration - Overhead	\$32
County Administration Fee	1
Legal Notices	1
Total Administration	\$33
Total Costs & Expenses	\$91
LEVY ADJUSTMENTS	
Reserve Fund (Contribution)	\$440
General Fund (Contribution)	0
Total Levy Adjustments	\$440
BALANCE TO LEVY	\$531
DISTRICT STATISTICS	
Parcels Levied	1
Total EBUs	6
Maximum Assessment per EBU - FY 2025/2026 ⁽¹⁾	\$96.07
Proposed Assessment for FY 2025/2026 ⁽¹⁾	\$96.07

⁽¹⁾ Proposed Maximum and Assessment rates increased by 3.0 percent.

Note: Totals may not foot due to rounding.

L. ZONE 13 BUDGET, FISCAL YEAR 2025/2026

BUDGET ITEM	Zone 13 Budget
ANNUAL MAINTENANCE (DIRECT COSTS)	
Landscape Maintenance Expenses	
Landscape Maintenance and Appurtenant Facilities	\$1,274
Landscape Utilities (Water/Electricity)	68
Tree Trimming	0
Maintenance & Street Infrastructure	237
Rehabilitation & Replacement	23
Professional Services	244
Total Annual Landscape Maintenance Expenses	\$1,846
Administration	
Administration - Overhead	\$312
County Administration Fee	6
Legal Notices	6
Total Administration	\$325
Total Costs & Expenses	\$2,171
LEVY ADJUSTMENTS	
Reserve Fund (Contribution)	\$3,056
General Fund (Contribution)	0
Total Levy Adjustments	\$3,056
BALANCE TO LEVY	\$5,227
DISTRICT STATISTICS	
Parcels Levied	90
Parcels Levied at Build-Out	133
Total EBUs	90
Maximum Assessment per EBU - FY 2025/2026 ⁽¹⁾	\$58.08
Proposed Assessment for FY 2025/2026 ⁽¹⁾	\$58.08

⁽¹⁾ Proposed Maximum and Assessment rates increased by 3.0 percent.

Note: Totals may not foot due to rounding.

M. ZONE 14 BUDGET, FISCAL YEAR 2025/2026

BUDGET ITEM	Zone 14 Budget
ANNUAL MAINTENANCE (DIRECT COSTS)	
Landscape Maintenance Expenses	
Landscape Maintenance and Appurtenant Facilities	\$506
Landscape Utilities (Water/Electricity)	27
Tree Trimming	250
Maintenance & Street Infrastructure	94
Rehabilitation & Replacement	9
Professional Services	97
Total Annual Landscape Maintenance Expenses	\$983
Administration	
Administration - Overhead	\$124
County Administration Fee	2
Legal Notices	2
Total Administration	\$129
Total Costs & Expenses	\$1,112
LEVY ADJUSTMENTS	
Reserve Fund (Contribution)	\$963
General Fund (Contribution)	0
Total Levy Adjustments	\$963
BALANCE TO LEVY	\$2,075
DISTRICT STATISTICS	
Parcels Levied	151
Total EBUs	151
Maximum Assessment per EBU - FY 2025/2026 ⁽¹⁾	\$13.74
Proposed Assessment for FY 2025/2026 ⁽¹⁾	\$13.74

⁽¹⁾ Proposed Maximum and Assessment rates increased by 3.0 percent.
Note: Totals may not foot due to rounding.

N. ZONE 15 BUDGET, FISCAL YEAR 2025/2026

BUDGET ITEM	Zone 15 Budget
ANNUAL MAINTENANCE (DIRECT COSTS)	
Landscape Maintenance Expenses	
Landscape Maintenance and Appurtenant Facilities	\$659
Landscape Utilities (Water/Electricity)	35
Tree Trimming	750
Maintenance & Street Infrastructure	123
Rehabilitation & Replacement	12
Professional Services	126
Total Annual Landscape Maintenance Expenses	\$1,705
Administration	
Administration - Overhead	\$162
County Administration Fee	3
Legal Notices	3
Total Administration	\$168
Total Costs & Expenses	\$1,873
LEVY ADJUSTMENTS	
Reserve Fund (Contribution)	\$831
General Fund (Contribution)	0
Total Levy Adjustments	\$831
BALANCE TO LEVY	\$2,704
DISTRICT STATISTICS	
Parcels Levied	1
Total EBUs	29
Maximum Assessment per EBU - FY 2025/2026 ⁽¹⁾	\$92.32
Proposed Assessment for FY 2025/2026 ⁽¹⁾	\$92.32

⁽¹⁾ Proposed Maximum and Assessment rates increased by 3.0 percent.
Note: Totals may not foot due to rounding.

O. ZONE 16 BUDGET, FISCAL YEAR 2025/2026

BUDGET ITEM	Zone 16 Budget
ANNUAL MAINTENANCE (DIRECT COSTS)	
Landscape Maintenance Expenses	
Landscape Maintenance and Appurtenant Facilities	\$0
Landscape Utilities (Water/Electricity)	4
Tree Trimming	0
Maintenance & Street Infrastructure	13
Rehabilitation & Replacement	1
Professional Services	13
Total Annual Landscape Maintenance Expenses	\$31
Administration	
Administration - Overhead	\$17
County Administration Fee	0
Legal Notices	0
Total Administration	\$17
Total Costs & Expenses	\$48
LEVY ADJUSTMENTS	
Reserve Fund (Contribution)	\$233
General Fund (Contribution)	0
Total Levy Adjustments	\$233
BALANCE TO LEVY	\$281
DISTRICT STATISTICS	
Parcels Levied	2
Total EBUs	2
Maximum Assessment per EBU - FY 2025/2026 ⁽¹⁾	\$140.72
Proposed Assessment for FY 2025/2026 ⁽¹⁾	\$140.72

⁽¹⁾ Proposed Maximum and Assessment rates increased by 3.0 percent.
Note: Totals may not foot due to rounding.

P. ZONE 17 BUDGET, FISCAL YEAR 2025/2026

BUDGET ITEM	Zone 17 Budget
ANNUAL MAINTENANCE (DIRECT COSTS)	
Landscape Maintenance Expenses	
Landscape Maintenance and Appurtenant Facilities	\$900
Landscape Utilities (Water/Electricity)	185
Tree Trimming	0
Maintenance & Street Infrastructure	168
Rehabilitation & Replacement	16
Professional Services	173
Total Annual Landscape Maintenance Expenses	\$1,442
Administration	
Administration - Overhead	\$221
County Administration Fee	4
Legal Notices	4
Total Administration	\$230
Total Costs & Expenses	\$1,671
LEVY ADJUSTMENTS	
Reserve Fund (Contribution)	\$2,023
General Fund (Contribution)	0
Total Levy Adjustments	\$2,023
BALANCE TO LEVY	\$3,694
DISTRICT STATISTICS	
Parcels Levied	38
Total EBUs	38
Maximum Assessment per EBU - FY 2025/2026 ⁽¹⁾	\$97.22
Proposed Assessment for FY 2025/2026 ⁽¹⁾	\$97.22

⁽¹⁾ Proposed Maximum and Assessment rates increased by 3.0 percent.
Note: Totals may not foot due to rounding.

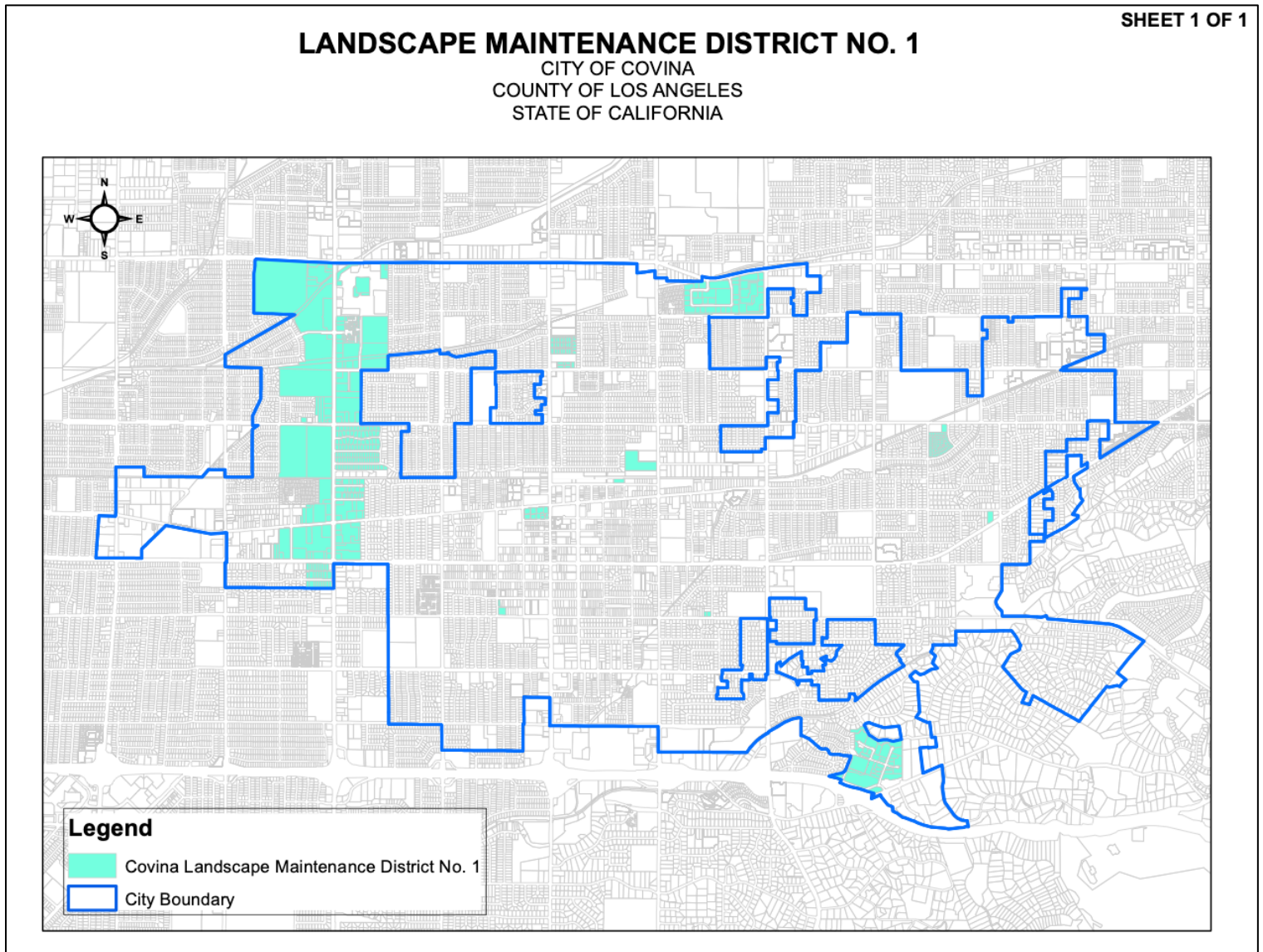
Q. ZONE 18 BUDGET, FISCAL YEAR 2025/2026

BUDGET ITEM	Zone 18 Budget
ANNUAL MAINTENANCE (DIRECT COSTS)	
Landscape Maintenance Expenses	
Landscape Maintenance and Appurtenant Facilities	\$0
Landscape Utilities (Water/Electricity)	38
Tree Trimming	0
Maintenance & Street Infrastructure	132
Rehabilitation & Replacement	13
Professional Services	136
Total Annual Landscape Maintenance Expenses	\$319
Administration	
Administration - Overhead	\$174
County Administration Fee	4
Legal Notices	3
Total Administration	\$181
Total Costs & Expenses	\$500
LEVY ADJUSTMENTS	
Reserve Fund (Contribution)	\$2,415
General Fund (Contribution)	0
Total Levy Adjustments	\$2,415
BALANCE TO LEVY	\$2,915
DISTRICT STATISTICS	
Parcels Levied	1
Parcels Levied at Built Out	10
Total EBUs	10
Maximum Assessment per EBU - FY 2025/2026 ⁽¹⁾	\$291.50
Proposed Assessment for FY 2025/2026 ⁽¹⁾	\$291.50

⁽¹⁾ Proposed Maximum and Assessment rates increased by 3.0 percent.
Note: Totals may not foot due to rounding.

V. DISTRICT DIAGRAM

An Assessment District Diagram has previously been prepared for the District in the format required pursuant to the 1972 Act. The Diagram is on file with the City Clerk and is, by reference, made part of this Report. The Assessment Diagram is available for inspection at the Office of the City Clerk, during normal business hours. Areas that comprise the District are identified on the map below.



VI. ASSESSMENT ROLL

Parcel identification, for each lot or parcel within the Covina Landscaping Maintenance District No. 1 and the Zones therein, shall be the Assessor's Parcel Numbers (APN) recognized by the Los Angeles County Auditor/Controller for the Fiscal Year in which this Report is prepared and identified on the corresponding Los Angeles County Assessor's Parcel Maps. A listing of parcels within the District and assessed for Fiscal Year 2025/2026, along with the proposed assessment amounts, shall be submitted to the City Clerk either as part of this Report or under a separate cover, and shall be open to public inspection.

Non-assessable lots or parcels may include areas of public streets and other roadways (typically not assigned an APN by the County); dedicated public easements, open space areas and rights-of-ways including public greenbelts and parkways; utility right-of-ways; common areas; landlocked parcels, small parcels vacated by the County, bifurcated lots, and any other property that cannot be developed. These types of parcels are considered to receive little or no benefit from the improvements and are therefore exempted from assessment. Properties outside the District boundary receive no direct or special benefits from the improvements provided by the District and are not assessed.

Approval of this Report (as submitted or as modified) confirms the method of apportionment and the assessment rates to be levied against each eligible parcel within the respective Zones and thereby constitutes the approved levy and collection of assessments for the Fiscal Year. The parcels and the amount of assessment to be levied shall be submitted to the County Auditor/Controller and included on the property tax roll for the Fiscal Year.

If any parcel submitted for collection is identified by the County Auditor/Controller to be an invalid parcel number for the current Fiscal Year, a corrected parcel number and/or new parcel numbers will be identified and resubmitted to the County Auditor/Controller. The assessment amount to be levied and collected for the resubmitted parcel or parcels shall be based on the method of apportionment and assessment rates approved in this Report. Therefore, if a single parcel has changed to multiple parcels, the assessment amount applied to each of the new parcels shall be recalculated and applied according to the approved method of apportionment and assessment rate rather than a proportionate share of the original assessment.

City of Covina
Covina Landscape Maintenance District
Preliminary Assessment Roll (Sorted by APN)
Fiscal Year 2025/2026

Zone 1

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	EBU	APPLIED RATE	MAX TAX RATE	ASSESSMENT
8447-020-026	1175 E GARVEY ST	1	29.00	\$56.55	\$56.55	\$1,639.95
8447-021-049	1345 CENTER COURT DR	1	14.00	56.55	56.55	791.70
8447-021-050	920 S VILLAGE OAKS DR	1	12.00	56.55	56.55	678.60
8447-021-054	908 S VILLAGE OAKS DR	1	20.00	56.55	56.55	1,131.00
8447-021-064	917 S VILLAGE OAKS DR	1	13.00	56.55	56.55	735.15
8447-021-065	927 S VILLAGE OAKS DR	1	13.00	56.55	56.55	735.15
8447-021-072	1373 CENTER COURT DR	1	43.00	56.55	56.55	2,431.65
8447-021-074	861 S VILLAGE OAKS DR	1	49.00	56.55	56.55	2,770.95
8447-021-075	885 S VILLAGE OAKS DR	1	70.00	56.55	56.55	3,958.50
8447-021-080	874 S VILLAGE OAKS DR	1	39.00	56.55	56.55	2,205.45
8447-021-082	880 S OAK PARK RD	1	32.00	56.55	56.55	1,809.60
8447-021-092	845 S OAK PARK RD	1	16.00	56.55	56.55	904.80
8447-021-093	861 S OAK PARK RD	1	16.00	56.55	56.55	904.80
8447-021-094	1302 E COVINA HILLS RD	1	26.00	56.55	56.55	1,470.30
8447-021-095	818 S OAK PARK RD	1	102.00	56.55	56.55	5,768.10
8447-021-096	1211 CENTER COURT DR	1	41.00	56.55	56.55	2,318.55
8447-021-097	1275 CENTER COURT DR	1	25.00	56.55	56.55	1,413.75
8447-021-098	858 S OAK PARK RD	1	72.00	56.55	56.55	4,071.60
8447-031-028	960 S VILLAGE OAKS DR	1	16.00	56.55	56.55	904.80
8447-031-029	1338 CENTER COURT DR	1	8.00	56.55	56.55	452.40
8447-031-030	1338 CENTER COURT DR	1	7.00	56.55	56.55	395.85
8447-031-031	1278 CENTER COURT DR	1	15.00	56.55	56.55	848.25
8447-031-032	1290 CENTER COURT DR	1	16.00	56.55	56.55	904.80
8447-031-033	957 S VILLAGE OAKS DR	1	15.00	56.55	56.55	848.25
8447-031-034	957 S VILLAGE OAKS DR	1	2.00	56.55	56.55	113.10
8447-031-035	969 S VILLAGE OAKS DR	1	11.00	56.55	56.55	622.05
8447-031-036	969 S VILLAGE OAKS DR	1	11.00	56.55	56.55	622.05
8447-031-037	SITUS NOT AVAILABLE	1	1.00	56.55	56.55	56.55
8447-031-038	979 S VILLAGE OAKS DR	1	21.00	56.55	56.55	1,187.55
8447-031-045	1211 E GARVEY ST	1	21.00	56.55	56.55	1,187.55
8447-031-047	1373 CENTER COURT DR	1	32.00	56.55	56.55	1,809.60
8447-031-050	970 S VILLAGE OAKS DR	1	62.00	56.55	56.55	3,506.10
8447-031-051	1272 CENTER COURT DR	1	50.00	56.55	56.55	2,827.50
8447-031-052	1270 E GARVEY ST	1	42.00	56.55	56.55	2,375.10
8447-031-053	1211 E GARVEY ST	1	218.00	56.55	56.55	12,327.90
8447-031-057	1221 CENTER COURT DR	1	7.10	56.55	56.55	401.51
8447-031-058	1231 CENTER COURT DR	1	5.40	56.55	56.55	305.37
8447-031-059	1241 CENTER COURT DR	1	6.00	56.55	56.55	339.30
8447-031-060	990 EVERGREEN CIRCLE	1	8.30	56.55	56.55	469.37
8447-031-061	980 EVERGREEN CIRCLE	1	4.20	56.55	56.55	237.51
8447-031-062	970 EVERGREEN CIRCLE	1	3.60	56.55	56.55	203.58
8447-031-063	960 EVERGREEN CIRCLE	1	3.60	56.55	56.55	203.58
8447-031-064	950 EVERGREEN CIRCLE	1	4.20	56.55	56.55	237.51
8447-031-065	942 EVERGREEN CIRCLE	1	4.20	56.55	56.55	237.51

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	EBU	APPLIED RATE	MAX TAX RATE	ASSESSMENT
8447-031-066	930 EVERGREEN CIRCLE	1	4.20	56.55	56.55	237.51
8447-031-067	1240 E CENTER COURT DR	1	5.20	56.55	56.55	294.06
8447-031-068	1230 E CENTER COURT DR	1	5.20	56.55	56.55	294.06
8447-031-069	935 EVERGREEN CIRCLE	1	5.20	56.55	56.55	294.06
8447-031-070	945 EVERGREEN CIRCLE	1	4.70	56.55	56.55	265.79
8447-031-071	955 EVERGREEN CIR	1	4.60	56.55	56.55	260.13
8447-031-072	965 EVERGREEN CIRCLE	1	4.20	56.55	56.55	237.51
8447-031-073	975 EVERGREEN CIRCLE	1	4.20	56.55	56.55	237.51
8447-031-074	985 EVERGREEN CIRCLE	1	4.80	56.55	56.55	271.44
8447-031-075	995 EVERGREEN CIRCLE	1	8.20	56.55	56.55	463.71
8447-031-076	1222 EVERGREEN CIR	1	4.40	56.55	56.55	248.82
8447-031-077	1232 EVERGREEN CIR	1	4.80	56.55	56.55	271.44
8447-031-078	1242 EVERGREEN CIR	1	5.00	56.55	56.55	282.75
8447-031-079	1220 CENTER COURT DR	1	4.40	56.55	56.55	248.82
8447-031-080	1225 EVERGREEN CIR	1	4.70	56.55	56.55	265.79
8447-031-081	1235 EVERGREEN CIR	1	5.10	56.55	56.55	288.41
8447-031-082	1245 EVERGREEN CIR	1	5.20	56.55	56.55	294.06

Total:	\$74,120.11
Parcel Count:	61

Note: Totals may not foot due to rounding.

Zone 2

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	EBU	APPLIED RATE	MAX TAX RATE	ASSESSMENT
8405-001-021	1319 N GRAND AVE	2	14.00	\$17.00	\$17.00	\$238.00
8405-001-030	1371 N GRAND AVE	2	25.00	17.00	17.00	425.00
8405-001-032	870 E ARROW HWY	2	29.00	17.00	17.00	493.00
8405-001-035	1325 N GRAND AVE	2	122.00	17.00	17.00	2,074.00
8405-001-036	1359 N GRAND AVE	2	76.00	17.00	17.00	1,292.00
8405-001-037	1359 N GRAND AVE	2	118.00	17.00	17.00	2,006.00
8405-001-038	1365 N GRAND AVE	2	78.00	17.00	17.00	1,326.00
8405-001-039	1411 N GRAND AVE	2	50.00	17.00	17.00	850.00
8405-001-040	SITUS NOT AVAILABLE	2	2.00	17.00	17.00	34.00
8405-001-041	SITUS NOT AVAILABLE	2	65.00	17.00	17.00	1,105.00
8405-003-009	746 ARROW GRAND CIR	2	37.00	17.00	17.00	629.00
8405-003-010	742 ARROW GRAND CIR	2	18.00	17.00	17.00	306.00
8405-003-011	738 ARROW GRAND CIR	2	19.00	17.00	17.00	323.00
8405-003-012	732 ARROW GRAND CIR	2	19.00	17.00	17.00	323.00
8405-003-013	684 ARROW GRAND CIR	2	19.00	17.00	17.00	323.00
8405-003-019	726 ARROW GRAND CIR	2	38.00	17.00	17.00	646.00
8405-003-020	712 ARROW GRAND CIR	2	19.00	17.00	17.00	323.00
8405-003-021	800 E ARROW HWY	2	15.00	17.00	17.00	255.00
8405-003-022	800 E ARROW HWY	2	18.00	17.00	17.00	306.00
8405-003-023	688 ARROW GRAND CIR	2	19.00	17.00	17.00	323.00
8405-003-024	677 ARROW GRAND CIR	2	60.00	17.00	17.00	1,020.00
8405-003-027	718 ARROW GRAND CIRCLE	2	19.00	17.00	17.00	323.00
8405-003-028	754 ARROW GRAND CIR	2	19.00	17.00	17.00	323.00
8405-003-029	692 ARROW GRAND CIR	2	19.00	17.00	17.00	323.00
8405-003-030	706 ARROW GRAND CIR	2	45.00	17.00	17.00	765.00
8405-003-031	685 ARROW GRAND CIR	2	20.00	17.00	17.00	340.00
8405-003-032	740 E ARROW HWY	2	93.00	17.00	17.00	1,581.00
8405-003-033	SITUS NOT AVAILABLE	2	2.00	17.00	17.00	34.00

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	EBU	APPLIED RATE	MAX TAX RATE	ASSESSMENT
8405-003-034	727 ARROW GRAND CIR	2	30.00	17.00	17.00	510.00
8405-003-037	668 ARROW GRAND CIR	2	32.00	17.00	17.00	544.00
8405-003-038	681 ARROW GRAND CIR	2	18.00	17.00	17.00	306.00
8405-003-039	719 ARROW GRAND CIR	2	20.00	17.00	17.00	340.00
8405-003-040	750 ARROW GRAND CIR	2	18.00	17.00	17.00	306.00
8405-003-043	760 ARROW GRAND CIR	2	45.00	17.00	17.00	765.00
8405-003-044	702 ARROW GRAND CIR	2	18.00	17.00	17.00	306.00
8405-003-045	696 ARROW GRAND CIR	2	19.00	17.00	17.00	323.00
8405-003-046	715 ARROW GRAND CIR	2	40.00	17.00	17.00	680.00
8405-003-047	753 ARROW GRAND CIR	2	144.00	17.00	17.00	2,448.00
Total:						\$24,837.00
Parcel Count:						38

Note: Totals may not foot due to rounding.

Zone 4

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	EBU	APPLIED RATE	MAX TAX RATE	ASSESSMENT
8408-022-008	814 W GRONDAHL ST UNIT F	4	1.00	\$21.90	\$21.90	\$21.90
8408-022-009	814 W GRONDAHL ST UNIT E	4	1.00	21.90	21.90	21.90
8408-022-010	814 W GRONDAHL ST UNIT D	4	1.00	21.90	21.90	21.90
8408-022-011	814 W GRONDAHL ST UNIT C	4	1.00	21.90	21.90	21.90
8408-022-012	814 W GRONDAHL ST UNIT B	4	1.00	21.90	21.90	21.90
8408-022-013	814 W GRONDAHL ST UNIT A	4	1.00	21.90	21.90	21.90
8408-022-014	808 W GRONDAHL ST UNIT F	4	1.00	21.90	21.90	21.90
8408-022-015	808 W GRONDAHL ST UNIT E	4	1.00	21.90	21.90	21.90
8408-022-016	808 W GRONDAHL ST UNIT D	4	1.00	21.90	21.90	21.90
8408-022-017	808 W GRONDAHL ST UNIT C	4	1.00	21.90	21.90	21.90
8408-022-018	808 W GRONDAHL ST UNIT B	4	1.00	21.90	21.90	21.90
8408-022-019	808 W GRONDAHL ST UNIT A	4	1.00	21.90	21.90	21.90
8408-022-020	800 W GRONDAHL ST UNIT A	4	1.00	21.90	21.90	21.90
8408-022-021	800 W GRONDAHL ST UNIT B	4	1.00	21.90	21.90	21.90
8408-022-022	800 W GRONDAHL ST UNIT C	4	1.00	21.90	21.90	21.90
8408-022-023	800 W GRONDAHL ST UNIT D	4	1.00	21.90	21.90	21.90
8408-022-024	800 W GRONDAHL ST UNIT E	4	1.00	21.90	21.90	21.90
8408-022-025	800 W GRONDAHL ST UNIT F	4	1.00	21.90	21.90	21.90
8408-022-026	800 W GRONDAHL ST UNIT G	4	1.00	21.90	21.90	21.90
8408-022-027	800 W GRONDAHL ST UNIT H	4	1.00	21.90	21.90	21.90
8408-022-028	800 W GRONDAHL ST UNIT I	4	1.00	21.90	21.90	21.90
8408-022-029	800 W GRONDAHL ST UNIT J	4	1.00	21.90	21.90	21.90
8408-022-030	801 W GRONDAHL ST UNIT A	4	1.00	21.90	21.90	21.90
8408-022-031	801 W GRONDAHL ST UNIT B	4	1.00	21.90	21.90	21.90
8408-022-032	801 W GRONDAHL ST UNIT C	4	1.00	21.90	21.90	21.90
8408-022-033	801 W GRONDAHL ST UNIT D	4	1.00	21.90	21.90	21.90
8408-022-034	801 W GRONDAHL ST UNIT E	4	1.00	21.90	21.90	21.90
8408-022-035	801 W GRONDAHL ST UNIT F	4	1.00	21.90	21.90	21.90
8408-022-036	801 W GRONDAHL ST UNIT G	4	1.00	21.90	21.90	21.90
8408-022-037	801 W GRONDAHL ST UNIT H	4	1.00	21.90	21.90	21.90
8408-022-038	801 W GRONDAHL ST UNIT I	4	1.00	21.90	21.90	21.90
8408-022-039	801 W GRONDAHL ST UNIT J	4	1.00	21.90	21.90	21.90
8408-022-040	813 W GRONDAHL ST UNIT A	4	1.00	21.90	21.90	21.90
8408-022-041	813 W GRONDAHL ST UNIT B	4	1.00	21.90	21.90	21.90
8408-022-042	813 W GRONDAHL ST UNIT C	4	1.00	21.90	21.90	21.90

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	EBU	APPLIED RATE	MAX TAX RATE	ASSESSMENT
8408-022-043	813 W GRONDAHL ST UNIT D	4	1.00	21.90	21.90	21.90
8408-022-044	813 W GRONDAHL ST UNIT E	4	1.00	21.90	21.90	21.90
8408-022-045	813 W GRONDAHL ST UNIT F	4	1.00	21.90	21.90	21.90
8408-022-046	815 W GRONDAHL ST UNIT F	4	1.00	21.90	21.90	21.90
8408-022-047	815 W GRONDAHL ST UNIT E	4	1.00	21.90	21.90	21.90
8408-022-048	815 W GRONDAHL ST UNIT D	4	1.00	21.90	21.90	21.90
8408-022-049	815 W GRONDAHL ST UNIT C	4	1.00	21.90	21.90	21.90
8408-022-050	815 W GRONDAHL ST UNIT B	4	1.00	21.90	21.90	21.90
8408-022-051	815 W GRONDAHL ST UNIT A	4	1.00	21.90	21.90	21.90
8408-022-052	809 W GRONDAHL ST UNIT A	4	1.00	21.90	21.90	21.90
8408-022-053	809 W GRONDAHL ST UNIT B	4	1.00	21.90	21.90	21.90
8408-022-055	809 W GRONDAHL ST UNIT D	4	1.00	21.90	21.90	21.90
8408-022-056	811 W GRONDAHL ST UNIT A	4	1.00	21.90	21.90	21.90
8408-022-057	811 W GRONDAHL ST UNIT B	4	1.00	21.90	21.90	21.90
8408-022-058	811 W GRONDAHL ST UNIT C	4	1.00	21.90	21.90	21.90
8408-022-059	811 W GRONDAHL ST UNIT D	4	1.00	21.90	21.90	21.90
8408-022-060	811 W GRONDAHL ST UNIT E	4	1.00	21.90	21.90	21.90
8408-022-061	811 W GRONDAHL ST UNIT F	4	1.00	21.90	21.90	21.90
8408-022-062	807 W GRONDAHL ST UNIT A	4	1.00	21.90	21.90	21.90
8408-022-063	807 W GRONDAHL ST UNIT B	4	1.00	21.90	21.90	21.90
8408-022-064	807 W GRONDAHL ST UNIT C	4	1.00	21.90	21.90	21.90
8408-022-065	807 W GRONDAHL ST UNIT D	4	1.00	21.90	21.90	21.90
8408-022-066	805 W GRONDAHL ST UNIT A	4	1.00	21.90	21.90	21.90
8408-022-067	805 W GRONDAHL ST UNIT B	4	1.00	21.90	21.90	21.90
8408-022-068	805 W GRONDAHL ST UNIT C	4	1.00	21.90	21.90	21.90
8408-022-069	805 W GRONDAHL ST UNIT D	4	1.00	21.90	21.90	21.90
8408-022-070	804 W GRONDAHL ST UNIT A	4	1.00	21.90	21.90	21.90
8408-022-071	804 W GRONDAHL ST UNIT B	4	1.00	21.90	21.90	21.90
8408-022-072	804 W GRONDAHL ST UNIT C	4	1.00	21.90	21.90	21.90
8408-022-073	804 W GRONDAHL ST UNIT D	4	1.00	21.90	21.90	21.90
8408-022-074	804 W GRONDAHL ST UNIT E	4	1.00	21.90	21.90	21.90
8408-022-075	804 W GRONDAHL ST UNIT F	4	1.00	21.90	21.90	21.90
8408-022-076	806 W GRONDAHL ST UNIT A	4	1.00	21.90	21.90	21.90
8408-022-077	806 W GRONDAHL ST UNIT B	4	1.00	21.90	21.90	21.90
8408-022-078	806 W GRONDAHL ST NO C	4	1.00	21.90	21.90	21.90
8408-022-079	806 W GRONDAHL ST UNIT D	4	1.00	21.90	21.90	21.90
8408-022-080	812 W GRONDAHL ST UNIT A	4	1.00	21.90	21.90	21.90
8408-022-081	812 W GRONDAHL ST UNIT B	4	1.00	21.90	21.90	21.90
8408-022-082	812 W GRONDAHL ST UNIT C	4	1.00	21.90	21.90	21.90
8408-022-083	812 W GRONDAHL ST UNIT D	4	1.00	21.90	21.90	21.90
8408-022-086	809 W GRONDAHL ST UNIT C	4	1.00	21.90	21.90	21.90
8421-001-028	1076 N LA BRED A ST	4	1.00	21.90	21.90	21.90
8421-001-029	1078 N LA BRED A ST	4	1.00	21.90	21.90	21.90
8421-001-030	1080 N LA BRED A ST	4	1.00	21.90	21.90	21.90
8421-001-031	1082 N LA BRED A ST	4	1.00	21.90	21.90	21.90
8421-001-032	1084 N LA BRED A ST	4	1.00	21.90	21.90	21.90
8421-001-033	1086 N LA BRED A ST	4	1.00	21.90	21.90	21.90
8421-001-034	1072 N LA BRED A ST	4	1.00	21.90	21.90	21.90
8421-001-035	1070 N LA BRED A ST	4	1.00	21.90	21.90	21.90
8421-001-036	1068 N LA BRED A ST	4	1.00	21.90	21.90	21.90

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	EBU	APPLIED RATE	MAX TAX RATE	ASSESSMENT
8421-001-037	1066 N LA BRED A ST	4	1.00	21.90	21.90	21.90
8421-001-038	1064 N LA BRED A ST NO 11	4	1.00	21.90	21.90	21.90
8421-001-039	1054 N LA BRED A ST	4	1.00	21.90	21.90	21.90
8421-001-040	1056 N LA BRED A ST	4	1.00	21.90	21.90	21.90
8421-001-041	1058 N LA BRED A ST	4	1.00	21.90	21.90	21.90
8421-001-042	1060 N LA BRED A ST	4	1.00	21.90	21.90	21.90
8421-001-043	1052 N LA BRED A ST	4	1.00	21.90	21.90	21.90
8421-001-044	1050 N LA BRED A ST	4	1.00	21.90	21.90	21.90
8421-001-045	1048 N LA BRED A ST	4	1.00	21.90	21.90	21.90
8421-001-046	1046 N LA BRED A ST	4	1.00	21.90	21.90	21.90
8421-001-047	1044 N LA BRED A ST	4	1.00	21.90	21.90	21.90
8421-001-048	1042 N LA BRED A ST	4	1.00	21.90	21.90	21.90
8421-001-049	1030 N LA BRED A ST	4	1.00	21.90	21.90	21.90
8421-001-050	1032 N LA BRED A ST	4	1.00	21.90	21.90	21.90
8421-001-051	1034 N LA BRED A ST	4	1.00	21.90	21.90	21.90
8421-001-052	1036 N LA BRED A ST	4	1.00	21.90	21.90	21.90
8421-001-053	1038 N LA BRED A ST	4	1.00	21.90	21.90	21.90
8421-001-054	1040 N LA BRED A ST	4	1.00	21.90	21.90	21.90
8421-001-055	1028 N LA BRED A ST	4	1.00	21.90	21.90	21.90
8421-001-056	1026 N LA BRED A ST	4	1.00	21.90	21.90	21.90
8421-001-057	1024 N LA BRED A ST	4	1.00	21.90	21.90	21.90
8421-001-058	1022 N LA BRED A ST	4	1.00	21.90	21.90	21.90
8421-001-059	1020 N LA BRED A ST	4	1.00	21.90	21.90	21.90
8421-001-060	1018 N LA BRED A ST	4	1.00	21.90	21.90	21.90
8432-008-001	733 W CHESTER RD	4	1.00	21.90	21.90	21.90
8432-008-002	745 W CHESTER RD	4	1.00	21.90	21.90	21.90
8432-008-003	755 W CHESTER RD	4	1.00	21.90	21.90	21.90
8432-008-004	767 W CHESTER RD	4	1.00	21.90	21.90	21.90
8432-008-005	777 W CHESTER RD	4	1.00	21.90	21.90	21.90
8432-008-006	805 W CHESTER RD	4	1.00	21.90	21.90	21.90
8432-008-007	808 W CYPRESS ST	4	1.00	21.90	21.90	21.90
8432-008-008	780 W CYPRESS ST	4	1.00	21.90	21.90	21.90
8432-008-009	776 W CYPRESS ST	4	1.00	21.90	21.90	21.90
8432-008-010	766 W CYPRESS ST	4	1.00	21.90	21.90	21.90
8432-008-011	754 W CYPRESS ST	4	1.00	21.90	21.90	21.90
8432-008-012	742 W CYPRESS ST	4	1.00	21.90	21.90	21.90
8432-008-013	730 W CYPRESS ST	4	1.00	21.90	21.90	21.90
8432-009-001	815 W CHESTER RD	4	1.00	21.90	21.90	21.90
8432-009-002	827 W CHESTER RD	4	1.00	21.90	21.90	21.90
8432-009-003	841 W CHESTER RD	4	1.00	21.90	21.90	21.90
8432-009-006	865 W CHESTER RD	4	1.00	21.90	21.90	21.90
8432-009-007	877 W CHESTER RD	4	1.00	21.90	21.90	21.90
8432-009-008	874 W CYPRESS ST	4	1.00	21.90	21.90	21.90
8432-009-009	860 W CYPRESS ST	4	1.00	21.90	21.90	21.90
8432-009-010	850 W CYPRESS ST	4	1.00	21.90	21.90	21.90
8432-009-011	840 W CYPRESS ST	4	1.00	21.90	21.90	21.90
8432-009-012	828 W CYPRESS ST	4	1.00	21.90	21.90	21.90
8432-009-013	818 W CYPRESS ST	4	1.00	21.90	21.90	21.90
8432-009-014	853 W CHESTER RD	4	1.00	21.90	21.90	21.90
8432-012-001	876 W GRISWOLD RD	4	1.00	21.90	21.90	21.90

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	EBU	APPLIED RATE	MAX TAX RATE	ASSESSMENT
8432-012-002	868 W GRISWOLD RD	4	1.00	21.90	21.90	21.90
8432-012-003	860 W GRISWOLD RD	4	1.00	21.90	21.90	21.90
8432-012-004	852 W GRISWOLD RD	4	1.00	21.90	21.90	21.90
8432-012-005	844 W GRISWOLD RD	4	1.00	21.90	21.90	21.90
8432-012-006	836 W GRISWOLD RD	4	1.00	21.90	21.90	21.90
8432-012-007	828 W GRISWOLD RD	4	1.00	21.90	21.90	21.90
8432-012-008	820 W GRISWOLD RD	4	1.00	21.90	21.90	21.90
8432-012-009	812 W GRISWOLD RD	4	1.00	21.90	21.90	21.90
8432-012-010	804 W GRISWOLD RD	4	1.00	21.90	21.90	21.90
8432-012-011	786 W GRISWOLD RD	4	1.00	21.90	21.90	21.90
8432-012-012	778 W GRISWOLD RD	4	1.00	21.90	21.90	21.90
8432-012-013	770 W GRISWOLD RD	4	1.00	21.90	21.90	21.90
8432-012-014	762 W GRISWOLD RD	4	1.00	21.90	21.90	21.90
8432-012-015	754 W GRISWOLD RD	4	1.00	21.90	21.90	21.90
8432-012-016	746 W GRISWOLD RD	4	1.00	21.90	21.90	21.90
8432-012-017	738 W GRISWOLD RD	4	1.00	21.90	21.90	21.90
8432-012-018	728 W GRISWOLD RD	4	1.00	21.90	21.90	21.90
8432-012-019	729 W EDNA PL	4	1.00	21.90	21.90	21.90
8432-012-020	739 W EDNA PL	4	1.00	21.90	21.90	21.90
8432-012-021	747 W EDNA PL	4	1.00	21.90	21.90	21.90
8432-012-022	755 W EDNA PL	4	1.00	21.90	21.90	21.90
8432-012-023	763 W EDNA PL	4	1.00	21.90	21.90	21.90
8432-012-024	771 W EDNA PL	4	1.00	21.90	21.90	21.90
8432-012-025	779 W EDNA PL	4	1.00	21.90	21.90	21.90
8432-012-026	787 W EDNA PL	4	1.00	21.90	21.90	21.90
8432-012-027	805 W EDNA PL	4	1.00	21.90	21.90	21.90
8432-012-028	813 W EDNA PL	4	1.00	21.90	21.90	21.90
8432-012-029	821 W EDNA PL	4	1.00	21.90	21.90	21.90
8432-012-030	829 W EDNA PL	4	1.00	21.90	21.90	21.90
8432-012-031	837 W EDNA PL	4	1.00	21.90	21.90	21.90
8432-012-032	845 W EDNA PL	4	1.00	21.90	21.90	21.90
8432-012-033	853 W EDNA PL	4	1.00	21.90	21.90	21.90
8432-012-034	861 W EDNA PL	4	1.00	21.90	21.90	21.90
8432-012-035	869 W EDNA PL	4	1.00	21.90	21.90	21.90
8432-012-036	877 W EDNA PL	4	1.00	21.90	21.90	21.90
8432-012-037	876 W EDNA PL	4	1.00	21.90	21.90	21.90
8432-012-038	868 W EDNA PL	4	1.00	21.90	21.90	21.90
8432-012-039	860 W EDNA PL	4	1.00	21.90	21.90	21.90
8432-012-040	852 W EDNA PL	4	1.00	21.90	21.90	21.90
8432-012-041	844 W EDNA PL	4	1.00	21.90	21.90	21.90
8432-012-042	836 W EDNA PL	4	1.00	21.90	21.90	21.90
8432-012-043	828 W EDNA PL	4	1.00	21.90	21.90	21.90
8432-012-044	820 W EDNA PL	4	1.00	21.90	21.90	21.90
8432-012-045	812 W EDNA PL	4	1.00	21.90	21.90	21.90
8432-012-046	804 W EDNA PL	4	1.00	21.90	21.90	21.90
8432-012-047	786 W EDNA PL	4	1.00	21.90	21.90	21.90
8432-012-048	778 W EDNA PL	4	1.00	21.90	21.90	21.90
8432-012-049	770 W EDNA PL	4	1.00	21.90	21.90	21.90
8432-012-050	762 W EDNA PL	4	1.00	21.90	21.90	21.90
8432-012-051	754 W EDNA PL	4	1.00	21.90	21.90	21.90

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	EBU	APPLIED RATE	MAX TAX RATE	ASSESSMENT
8432-012-052	746 W EDNA PL	4	1.00	21.90	21.90	21.90
8432-012-053	738 W EDNA PL	4	1.00	21.90	21.90	21.90
8432-012-054	728 W EDNA PL	4	1.00	21.90	21.90	21.90
8432-012-055	718 W EDNA PL	4	1.00	21.90	21.90	21.90
8432-012-056	706 W EDNA PL	4	1.00	21.90	21.90	21.90
8432-012-057	733 W GRISWOLD RD	4	1.00	21.90	21.90	21.90
8432-012-058	745 W GRISWOLD RD	4	1.00	21.90	21.90	21.90
8432-012-059	765 W GRISWOLD RD	4	1.00	21.90	21.90	21.90
8432-012-060	775 W GRISWOLD RD	4	1.00	21.90	21.90	21.90
8432-012-061	785 W GRISWOLD RD	4	1.00	21.90	21.90	21.90
8432-012-062	795 W GRISWOLD RD	4	1.00	21.90	21.90	21.90
8432-012-063	805 W GRISWOLD RD	4	1.00	21.90	21.90	21.90
8432-012-064	815 W GRISWOLD RD	4	1.00	21.90	21.90	21.90
8432-012-065	825 W GRISWOLD RD	4	1.00	21.90	21.90	21.90
8432-012-066	835 W GRISWOLD RD	4	1.00	21.90	21.90	21.90
8432-012-067	845 W GRISWOLD RD	4	1.00	21.90	21.90	21.90
8432-012-068	855 W GRISWOLD RD	4	1.00	21.90	21.90	21.90
8432-012-069	865 W GRISWOLD RD	4	1.00	21.90	21.90	21.90
8432-012-070	875 W GRISWOLD RD	4	1.00	21.90	21.90	21.90
8432-012-071	876 W CHESTER RD	4	1.00	21.90	21.90	21.90
8432-012-072	868 W CHESTER RD	4	1.00	21.90	21.90	21.90
8432-012-073	854 W CHESTER RD	4	1.00	21.90	21.90	21.90
8432-012-074	840 W CHESTER RD	4	1.00	21.90	21.90	21.90
8432-012-075	826 W CHESTER RD	4	1.00	21.90	21.90	21.90
8432-012-076	818 W CHESTER RD	4	1.00	21.90	21.90	21.90
8432-012-077	804 W CHESTER RD	4	1.00	21.90	21.90	21.90
8432-012-078	776 W CHESTER RD	4	1.00	21.90	21.90	21.90
8432-012-079	768 W CHESTER RD	4	1.00	21.90	21.90	21.90
8432-012-080	756 W CHESTER RD	4	1.00	21.90	21.90	21.90
8432-012-081	744 W CHESTER RD	4	1.00	21.90	21.90	21.90
8432-012-082	732 W CHESTER RD	4	1.00	21.90	21.90	21.90
8442-006-001	980 W BADILLO ST	4	1.00	21.90	21.90	21.90
8442-006-002	968 W BADILLO ST	4	1.00	21.90	21.90	21.90
8442-006-003	960 W BADILLO ST	4	1.00	21.90	21.90	21.90
8442-006-004	952 W BADILLO ST	4	1.00	21.90	21.90	21.90
8442-006-005	944 W BADILLO ST	4	1.00	21.90	21.90	21.90
8442-006-006	936 W BADILLO ST	4	1.00	21.90	21.90	21.90
8442-006-007	928 W BADILLO ST	4	1.00	21.90	21.90	21.90
8442-006-009	912 W BADILLO ST	4	1.00	21.90	21.90	21.90
8442-006-014	931 W GROVECENTER ST	4	1.00	21.90	21.90	21.90
8442-006-015	939 W GROVECENTER ST	4	1.00	21.90	21.90	21.90
8442-006-016	945 W GROVECENTER ST	4	1.00	21.90	21.90	21.90
8442-006-017	955 W GROVECENTER ST	4	1.00	21.90	21.90	21.90
8442-006-018	961 W GROVECENTER ST	4	1.00	21.90	21.90	21.90
8442-006-019	971 W GROVECENTER ST	4	1.00	21.90	21.90	21.90
8442-006-021	923 W GROVECENTER ST	4	1.00	21.90	21.90	21.90
8442-006-022	905 W GROVECENTER ST	4	1.00	21.90	21.90	21.90
8442-006-024	918 W BADILLO ST	4	1.00	21.90	21.90	21.90
8442-007-001	978 W GROVECENTER ST	4	1.00	21.90	21.90	21.90
8442-007-002	970 W GROVECENTER ST	4	1.00	21.90	21.90	21.90

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	EBU	APPLIED RATE	MAX TAX RATE	ASSESSMENT
8442-007-003	954 W GROVECENTER ST	4	1.00	21.90	21.90	21.90
8442-007-004	946 W GROVECENTER ST	4	1.00	21.90	21.90	21.90
8442-007-005	936 W GROVECENTER ST	4	1.00	21.90	21.90	21.90
8442-007-006	930 W GROVECENTER ST	4	1.00	21.90	21.90	21.90
8442-007-007	922 W GROVECENTER ST	4	1.00	21.90	21.90	21.90
8442-007-008	914 W GROVECENTER ST	4	1.00	21.90	21.90	21.90
8442-007-009	904 W GROVECENTER ST	4	1.00	21.90	21.90	21.90
Total:						\$5,299.80
Parcel Count:						242

Note: Totals may not foot due to rounding.

Zone 5

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	EBU	APPLIED RATE	MAX TAX RATE	ASSESSMENT
8408-001-001	700 W ARROW HWY	5	10.00	\$10.00	\$10.00	\$100.00
8408-001-034	710 W ARROW HWY	5	59.00	10.00	10.00	590.00
8408-001-042	1422 N AZUSA AVE	5	15.00	10.00	10.00	150.00
8408-001-047	1414 N AZUSA AVE	5	150.00	10.00	10.00	1,500.00
8408-001-048	1406 N AZUSA AVE	5	12.00	10.00	10.00	120.00
8408-001-049	1404 N AZUSA AVE	5	23.00	10.00	10.00	230.00
8408-021-001	1140 N AZUSA AVE	5	22.00	10.00	10.00	220.00
8408-021-002	1160 N CONWELL AVE	5	211.00	10.00	10.00	2,110.00
8408-021-004	827 W COVINA BLVD	5	36.00	10.00	10.00	360.00
8408-021-005	859 W COVINA BLVD	5	14.00	10.00	10.00	140.00
8408-021-006	1108 N AZUSA AVE	5	25.00	10.00	10.00	250.00
8408-021-011	777 W COVINA BLVD	5	164.00	10.00	10.00	1,640.00
8408-021-012	SITUS NOT AVAILABLE	5	40.00	10.00	10.00	400.00
8408-021-021	1166 N AZUSA AVE	5	42.00	10.00	10.00	420.00
8408-021-022	1159 N CONWELL AVE	5	134.00	10.00	10.00	1,340.00
8408-022-001	SITUS NOT AVAILABLE	5	14.00	10.00	10.00	140.00
8408-022-002	1270 N AZUSA AVE	5	24.00	10.00	10.00	240.00
8408-022-003	SITUS NOT AVAILABLE	5	1.00	10.00	10.00	10.00
8408-022-004	SITUS NOT AVAILABLE	5	17.00	10.00	10.00	170.00
8408-022-005	1240 N AZUSA AVE	5	30.00	10.00	10.00	300.00
8408-022-006	1212 N AZUSA AVE	5	20.00	10.00	10.00	200.00
8408-022-007	1202 N AZUSA AVE	5	18.00	10.00	10.00	180.00
8409-017-033	1211 N AZUSA AVE	5	16.00	10.00	10.00	160.00
8409-017-036	SITUS NOT AVAILABLE	5	1.00	10.00	10.00	10.00
8409-017-037	1151 N AZUSA AVE	5	405.00	10.00	10.00	4,050.00
8409-019-001	1477 N AZUSA AVE	5	20.00	10.00	10.00	200.00
8409-019-022	942 W ARROW HWY	5	25.00	10.00	10.00	250.00
8409-019-023	960 W ARROW HWY	5	181.00	10.00	10.00	1,810.00
8409-019-024	1433 N AZUSA AVE	5	26.00	10.00	10.00	260.00
8409-019-025	1421 N AZUSA AVE	5	48.00	10.00	10.00	480.00
8409-019-026	1453 N AZUSA AVE	5	28.00	10.00	10.00	280.00
8409-019-027	SITUS NOT AVAILABLE	5	65.00	10.00	10.00	650.00
8409-019-030	1261 N AZUSA AVE	5	174.00	10.00	10.00	1,740.00
8409-019-031	1275 N AZUSA AVE	5	581.00	10.00	10.00	5,810.00
8420-001-038	1045 N AZUSA AVE	5	869.00	10.00	10.00	8,690.00
8420-001-050	1101 N AZUSA AVE	5	137.00	10.00	10.00	1,370.00
8420-014-057	1011 W CYPRESS ST	5	17.00	10.00	10.00	170.00
8420-016-001	1045 N AZUSA AVE	5	32.00	10.00	10.00	320.00

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	EBU	APPLIED RATE	MAX TAX RATE	ASSESSMENT
8420-016-004	1045 N AZUSA AVE	5	44.00	10.00	10.00	440.00
8420-016-006	929 W CYPRESS ST	5	44.00	10.00	10.00	440.00
8420-016-008	971 N AZUSA AVE	5	31.00	10.00	10.00	310.00
8420-016-009	961 N AZUSA AVE	5	19.00	10.00	10.00	190.00
8420-016-010	945 N AZUSA AVE	5	39.00	10.00	10.00	390.00
8420-016-011	919 N AZUSA AVE	5	17.00	10.00	10.00	170.00
8420-016-012	919 W CYPRESS ST	5	6.00	10.00	10.00	60.00
8420-016-014	905 N AZUSA AVE	5	10.00	10.00	10.00	100.00
8421-001-007	912 N AZUSA AVE	5	23.00	10.00	10.00	230.00
8421-001-010	928 N AZUSA AVE	5	41.00	10.00	10.00	410.00
8421-001-016	1000 N AZUSA AVE	5	91.00	10.00	10.00	910.00
8421-001-019	845 W CYPRESS ST	5	27.00	10.00	10.00	270.00
8421-001-020	1070 N AZUSA AVE	5	24.00	10.00	10.00	240.00
8421-001-023	1054 N AZUSA AVE	5	58.00	10.00	10.00	580.00
8421-001-025	1040 N AZUSA AVE	5	61.00	10.00	10.00	610.00
8421-001-061	1000 N AZUSA AVE	5	251.00	10.00	10.00	2,510.00
8432-006-009	835 W GLENTANA ST	5	5.00	10.00	10.00	50.00
8432-006-013	801 W GLENTANA ST	5	8.00	10.00	10.00	80.00
8432-006-014	781 W GLENTANA ST	5	7.00	10.00	10.00	70.00
8432-006-015	SITUS NOT AVAILABLE	5	13.00	10.00	10.00	130.00
8432-006-016	SITUS NOT AVAILABLE	5	3.00	10.00	10.00	30.00
8432-006-017	578 N AZUSA AVE	5	23.00	10.00	10.00	230.00
8432-006-018	841 W GLENTANA ST	5	6.00	10.00	10.00	60.00
8432-006-019	827 W GLENTANA ST	5	10.00	10.00	10.00	100.00
8432-006-021	809 W GLENTANA ST	5	8.00	10.00	10.00	80.00
8432-006-022	811 W GLENTANA ST	5	10.00	10.00	10.00	100.00
8432-015-001	612 N AZUSA AVE	5	12.00	10.00	10.00	120.00
8432-015-008	807 W FRONT ST	5	10.00	10.00	10.00	100.00
8432-015-012	776 W FRONT ST	5	15.00	10.00	10.00	150.00
8432-015-014	802 W FRONT ST	5	15.00	10.00	10.00	150.00
8432-015-022	783 W FRONT ST	5	19.00	10.00	10.00	190.00
8432-015-023	859 W FRONT ST	5	4.00	10.00	10.00	40.00
8432-015-025	602 N AZUSA AVE	5	7.00	10.00	10.00	70.00
8432-015-026	SITUS NOT AVAILABLE	5	2.00	10.00	10.00	20.00
8432-015-027	840 W FRONT ST	5	12.00	10.00	10.00	120.00
8432-015-028	818 W FRONT ST	5	12.00	10.00	10.00	120.00
8432-015-029	851 W FRONT ST	5	27.00	10.00	10.00	270.00
8432-015-034	846 W FRONT ST	5	8.00	10.00	10.00	80.00
8432-015-035	852 W FRONT ST	5	31.00	10.00	10.00	310.00
8432-015-037	SITUS NOT AVAILABLE	5	12.00	10.00	10.00	120.00
8432-015-038	815 W FRONT ST	5	19.00	10.00	10.00	190.00
8432-016-013	801 W SAN BERNARDINO RD	5	30.00	10.00	10.00	300.00
8432-016-017	781 W SAN BERNARDINO RD	5	10.00	10.00	10.00	100.00
8432-016-019	871 W SAN BERNARDINO RD	5	20.00	10.00	10.00	200.00
8432-016-020	540 N AZUSA AVE	5	135.00	10.00	10.00	1,350.00
8432-016-021	540 N AZUSA AVE	5	18.00	10.00	10.00	180.00
8432-016-025	820 W GLENTANA ST	5	25.00	10.00	10.00	250.00
8432-016-026	780 W GLENTANA ST	5	51.00	10.00	10.00	510.00
8432-016-027	825 W SAN BERNARDINO RD	5	47.00	10.00	10.00	470.00
8432-032-028	402 N AZUSA AVE	5	17.00	10.00	10.00	170.00

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	EBU	APPLIED RATE	MAX TAX RATE	ASSESSMENT
8432-032-029	306 N AZUSA AVE	5	33.00	10.00	10.00	330.00
8432-032-030	816 W SAN BERNARDINO RD	5	65.00	10.00	10.00	650.00
8432-032-031	404 N AZUSA AVE	5	166.00	10.00	10.00	1,660.00
8432-032-032	420 N AZUSA AVE	5	22.00	10.00	10.00	220.00
8432-033-007	216 N AZUSA AVE	5	15.00	10.00	10.00	150.00
8432-033-008	206 N AZUSA AVE	5	103.00	10.00	10.00	1,030.00
8432-033-009	114 N AZUSA AVE	5	109.00	10.00	10.00	1,090.00
8432-033-010	100 N AZUSA AVE	5	22.00	10.00	10.00	220.00
8434-001-005	1009 W SAN BERNARDINO RD	5	38.00	10.00	10.00	380.00
8434-001-006	SITUS NOT AVAILABLE	5	9.00	10.00	10.00	90.00
8434-001-007	975 W SAN BERNARDINO RD	5	73.00	10.00	10.00	730.00
8434-001-008	513 N AZUSA AVE	5	132.00	10.00	10.00	1,320.00
8434-001-009	SITUS NOT AVAILABLE	5	47.00	10.00	10.00	470.00
8434-001-010	501 N AZUSA AVE	5	22.00	10.00	10.00	220.00
8434-001-013	1017 W SAN BERNARDINO RD	5	8.00	10.00	10.00	80.00
8434-001-017	553 N AZUSA AVE	5	168.00	10.00	10.00	1,680.00
8434-001-019	SITUS NOT AVAILABLE	5	20.00	10.00	10.00	200.00
8434-018-001	107 N AZUSA AVE	5	13.00	10.00	10.00	130.00
8434-018-002	127 N AZUSA AVE	5	18.00	10.00	10.00	180.00
8434-018-003	919 W BADILLO ST	5	12.00	10.00	10.00	120.00
8434-018-007	963 W BADILLO ST	5	14.00	10.00	10.00	140.00
8434-018-008	SITUS NOT AVAILABLE	5	14.00	10.00	10.00	140.00
8434-018-021	1085 W BADILLO ST	5	15.00	10.00	10.00	150.00
8434-018-031	1041 W BADILLO ST	5	89.00	10.00	10.00	890.00
8434-018-032	925 W BADILLO ST	5	51.00	10.00	10.00	510.00
8434-018-033	963 W BADILLO ST	5	60.00	10.00	10.00	600.00
8434-018-035	401 N AZUSA AVE	5	69.60	10.00	10.00	696.00
8434-018-042	963 W BADILLO ST	5	435.16	10.00	10.00	4,351.60
Total:						\$69,857.60
Parcel Count:						116

Note: Totals may not foot due to rounding.

Zone 6

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	EBU	APPLIED RATE	MAX TAX RATE	ASSESSMENT
8427-003-004	1505 DALTON PL	6	1.00	\$139.78	\$371.78	\$139.78
8427-003-005	1515 DALTON PL	6	1.00	139.78	371.78	139.78
8427-003-006	1521 DALTON PL	6	1.00	139.78	371.78	139.78
8427-003-007	1529 DALTON PL	6	1.00	139.78	371.78	139.78
8427-003-008	1537 DALTON PL	6	1.00	139.78	371.78	139.78
8427-003-009	1547 DALTON PL	6	1.00	139.78	371.78	139.78
8427-003-010	1553 DALTON PL	6	1.00	139.78	371.78	139.78
8427-003-011	1559 DALTON PL	6	1.00	139.78	371.78	139.78
8427-003-012	839 N KIDDER AVE	6	1.00	139.78	371.78	139.78
8427-003-013	835 N KIDDER AVE	6	1.00	139.78	371.78	139.78
8427-003-014	827 N KIDDER AVE	6	1.00	139.78	371.78	139.78
8427-003-015	823 N KIDDER AVE	6	1.00	139.78	371.78	139.78
8427-003-016	819 N KIDDER AVE	6	1.00	139.78	371.78	139.78
8427-003-017	815 N KIDDER AVE	6	1.00	139.78	371.78	139.78
8427-003-018	809 N KIDDER AVE	6	1.00	139.78	371.78	139.78
8427-003-019	805 N KIDDER AVE	6	1.00	139.78	371.78	139.78
8427-003-020	1575 E COLVER PL	6	1.00	139.78	371.78	139.78

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	EBU	APPLIED RATE	MAX TAX RATE	ASSESSMENT
8427-003-021	1571 E COLVER PL	6	1.00	139.78	371.78	139.78
8427-003-022	1567 E COLVER PL	6	1.00	139.78	371.78	139.78
8427-003-023	1563 E COLVER PL	6	1.00	139.78	371.78	139.78
8427-003-024	1557 E COLVER PL	6	1.00	139.78	371.78	139.78
8427-003-025	1551 E COLVER PL	6	1.00	139.78	371.78	139.78
8427-003-026	1545 E COLVER PL	6	1.00	139.78	371.78	139.78
8427-003-027	1539 E COLVER PL	6	1.00	139.78	371.78	139.78
8427-003-028	1533 E COLVER PL	6	1.00	139.78	371.78	139.78
8427-003-029	1527 E COLVER PL	6	1.00	139.78	371.78	139.78
8427-003-030	742 N BANNA AVE	6	1.00	139.78	371.78	139.78
8427-003-031	750 N BANNA AVE	6	1.00	139.78	371.78	139.78
8427-003-032	758 N BANNA AVE	6	1.00	139.78	371.78	139.78
8427-003-033	768 N BANNA AVE	6	1.00	139.78	371.78	139.78
8427-003-034	776 N BANNA AVE	6	1.00	139.78	371.78	139.78
8427-003-035	782 N BANNA AVE	6	1.00	139.78	371.78	139.78
8427-003-036	790 N BANNA AVE	6	1.00	139.78	371.78	139.78
8427-003-037	798 N BANNA AVE	6	1.00	139.78	371.78	139.78
8427-003-038	806 N BANNA AVE	6	1.00	139.78	371.78	139.78
8427-003-039	812 N BANNA AVE	6	1.00	139.78	371.78	139.78
8427-003-040	822 N BANNA AVE	6	1.00	139.78	371.78	139.78
8427-003-041	821 KENSINGTON PL	6	1.00	139.78	371.78	139.78
8427-003-042	811 KENSINGTON PL	6	1.00	139.78	371.78	139.78
8427-003-043	803 KENSINGTON PL	6	1.00	139.78	371.78	139.78
8427-003-044	795 KENSINGTON PL	6	1.00	139.78	371.78	139.78
8427-003-045	787 KENSINGTON PL	6	1.00	139.78	371.78	139.78
8427-003-046	779 KENSINGTON PL	6	1.00	139.78	371.78	139.78
8427-003-047	771 KENSINGTON PL	6	1.00	139.78	371.78	139.78
8427-003-048	761 KENSINGTON PL	6	1.00	139.78	371.78	139.78
8427-003-049	1540 CARLTON PL	6	1.00	139.78	371.78	139.78
8427-003-050	1546 CARLTON PL	6	1.00	139.78	371.78	139.78
8427-003-051	1552 CARLTON PL	6	1.00	139.78	371.78	139.78
8427-003-052	1558 CARLTON PL	6	1.00	139.78	371.78	139.78
8427-003-053	1564 CARLTON PL	6	1.00	139.78	371.78	139.78
8427-003-054	1568 CARLTON PL	6	1.00	139.78	371.78	139.78
8427-003-055	1572 CARLTON PL	6	1.00	139.78	371.78	139.78
8427-003-056	806 CARLTON PL	6	1.00	139.78	371.78	139.78
8427-003-057	825 CARLTON PL	6	1.00	139.78	371.78	139.78
8427-003-058	817 CARLTON PL	6	1.00	139.78	371.78	139.78
8427-003-059	811 CARLTON PL	6	1.00	139.78	371.78	139.78
8427-003-060	807 CARLTON PL	6	1.00	139.78	371.78	139.78
8427-003-061	801 CARLTON PL	6	1.00	139.78	371.78	139.78
8427-003-062	1543 CARLTON PL	6	1.00	139.78	371.78	139.78
8427-003-063	800 KENSINGTON PL	6	1.00	139.78	371.78	139.78
8427-003-064	808 KENSINGTON PL	6	1.00	139.78	371.78	139.78
8427-003-065	816 KENSINGTON PL	6	1.00	139.78	371.78	139.78
8427-003-066	826 KENSINGTON PL	6	1.00	139.78	371.78	139.78

Total:	\$8,806.14
Parcel Count:	63

Note: Totals may not foot due to rounding.

Zone 7

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	EBU	APPLIED RATE	MAX TAX RATE	ASSESSMENT
ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	EBU	APPLIED RATE	MAX TAX RATE	ASSESSMENT
8406-002-049	SITUS NOT AVAILABLE	7	1.00	\$103.66	\$103.66	\$103.66
8406-002-071	1150 ORCHARD DR	7	1.00	103.66	103.66	103.66
8406-002-072	1152 ORCHARD DR	7	1.00	103.66	103.66	103.66
8406-002-073	1158 ORCHARD DR	7	1.00	103.66	103.66	103.66
8406-002-074	1162 ORCHARD DR	7	1.00	103.66	103.66	103.66
8406-002-075	1168 ORCHARD DR	7	1.00	103.66	103.66	103.66
8406-002-076	1169 ORCHARD DR	7	1.00	103.66	103.66	103.66
8406-002-077	1163 ORCHARD DR	7	1.00	103.66	103.66	103.66
8406-002-078	1159 ORCHARD DR	7	1.00	103.66	103.66	103.66
8406-002-079	1155 ORCHARD DR	7	1.00	103.66	103.66	103.66
8406-002-080	1151 ORCHARD DR	7	1.00	103.66	103.66	103.66
8406-002-081	1149 TANGERINE DR	7	1.00	103.66	103.66	103.66
8406-002-082	1143 TANGERINE DR	7	1.00	103.66	103.66	103.66
8406-002-083	1139 TANGERINE DR	7	1.00	103.66	103.66	103.66
8406-002-084	1135 TANGERINE DR	7	1.00	103.66	103.66	103.66
8406-002-085	1131 TANGERINE DR	7	1.00	103.66	103.66	103.66
8406-002-086	1148 TANGERINE DR	7	1.00	103.66	103.66	103.66
8406-002-087	1142 TANGERINE DR	7	1.00	103.66	103.66	103.66
8406-002-088	1138 TANGERINE DR	7	1.00	103.66	103.66	103.66
8406-002-089	1132 TANGERINE DR	7	1.00	103.66	103.66	103.66
8406-002-090	1130 TANGERINE DR	7	1.00	103.66	103.66	103.66
8406-002-091	1149 TAROCO DR	7	1.00	103.66	103.66	103.66
8406-002-092	1143 TAROCO DR	7	1.00	103.66	103.66	103.66
8406-002-093	1139 TAROCO DR	7	1.00	103.66	103.66	103.66
8406-002-094	1135 TAROCO DR	7	1.00	103.66	103.66	103.66
8406-002-095	1131 TAROCO DR	7	1.00	103.66	103.66	103.66
8406-002-096	1148 TAROCO DRIVE	7	1.00	103.66	103.66	103.66
8406-002-097	1142 TAROCO DRIVE	7	1.00	103.66	103.66	103.66
8406-002-098	1138 TAROCO DR	7	1.00	103.66	103.66	103.66
8406-002-099	1132 TAROCO DRIVE	7	1.00	103.66	103.66	103.66
8406-002-100	1130 TAROCO DRIVE	7	1.00	103.66	103.66	103.66
8406-002-101	1170 ORCHARD DR	7	1.00	103.66	103.66	103.66
8406-002-102	1172 ORCHARD DR	7	1.00	103.66	103.66	103.66
8406-002-103	1178 ORCHARD DR	7	1.00	103.66	103.66	103.66
8406-002-104	1180 ORCHARD DR	7	1.00	103.66	103.66	103.66
8406-002-105	1182 ORCHARD DR	7	1.00	103.66	103.66	103.66
8406-002-106	1185 ORCHARD DR	7	1.00	103.66	103.66	103.66
8406-002-107	1181 ORCHARD DR	7	1.00	103.66	103.66	103.66
8406-002-108	1179 ORCHARD DR	7	1.00	103.66	103.66	103.66
8406-002-109	1175 ORCHARD DR	7	1.00	103.66	103.66	103.66
8406-002-110	1171 ORCHARD DR	7	1.00	103.66	103.66	103.66
8406-002-111	1131 ORCHARD DR	7	1.00	103.66	103.66	103.66
8406-002-112	1135 ORCHARD DR	7	1.00	103.66	103.66	103.66
8406-002-113	1139 ORCHARD DR	7	1.00	103.66	103.66	103.66
8406-002-114	1143 ORCHARD DR	7	1.00	103.66	103.66	103.66
8406-002-115	1149 ORCHARD DR	7	1.00	103.66	103.66	103.66
8406-002-116	1148 ORCHARD DR	7	1.00	103.66	103.66	103.66
8406-002-117	1142 ORCHARD LANE	7	1.00	103.66	103.66	103.66
8406-002-118	1138 ORCHARD LANE	7	1.00	103.66	103.66	103.66

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	EBU	APPLIED RATE	MAX TAX RATE	ASSESSMENT
8406-002-119	1132 ORCHARD LN	7	1.00	103.66	103.66	103.66
8406-002-120	1130 ORCHARD DR	7	1.00	103.66	103.66	103.66
8406-002-121	1149 HARVEST DR	7	1.00	103.66	103.66	103.66
8406-002-122	1143 HARVEST DR	7	1.00	103.66	103.66	103.66
8406-002-123	1139 HARVEST DR	7	1.00	103.66	103.66	103.66
8406-002-124	1135 HARVEST DR	7	1.00	103.66	103.66	103.66
8406-002-125	1131 HARVEST DR	7	1.00	103.66	103.66	103.66
8406-002-126	162 BAHIA DR	7	1.00	103.66	103.66	103.66
8406-002-127	172 BAHIA DR	7	1.00	103.66	103.66	103.66
8406-002-128	178 BAHIA DR	7	1.00	103.66	103.66	103.66
8406-002-129	177 BAHIA DR	7	1.00	103.66	103.66	103.66
8406-002-130	171 BAHIA DR	7	1.00	103.66	103.66	103.66
8406-002-131	161 BAHIA DR	7	1.00	103.66	103.66	103.66
8406-002-132	162 BERGAMOT DR	7	1.00	103.66	103.66	103.66
8406-002-133	172 BERGAMOT DR	7	1.00	103.66	103.66	103.66
8406-002-134	178 BERGAMOT DR	7	1.00	103.66	103.66	103.66
8406-002-135	177 BERGAMOT DR	7	1.00	103.66	103.66	103.66
8406-002-136	171 BERGAMOT DR	7	1.00	103.66	103.66	103.66
8406-002-137	161 BERGAMOT DR	7	1.00	103.66	103.66	103.66
8406-002-138	1185 HARVEST DR	7	1.00	103.66	103.66	103.66
8406-002-139	1181 HARVEST DR	7	1.00	103.66	103.66	103.66
8406-002-140	1179 HARVEST DR	7	1.00	103.66	103.66	103.66
8406-002-141	1175 HARVEST DR	7	1.00	103.66	103.66	103.66
8406-002-142	1171 HARVEST DR	7	1.00	103.66	103.66	103.66
8406-002-143	1169 HARVEST DR	7	1.00	103.66	103.66	103.66
8406-002-144	1163 HARVEST DR	7	1.00	103.66	103.66	103.66
8406-002-145	1159 HARVEST DR	7	1.00	103.66	103.66	103.66
8406-002-146	1155 HARVEST DR	7	1.00	103.66	103.66	103.66
8406-002-147	1151 HARVEST DR	7	1.00	103.66	103.66	103.66
8406-002-148	1150 TAROCO DR	7	1.00	103.66	103.66	103.66
8406-002-149	1152 TAROCO DR	7	1.00	103.66	103.66	103.66
8406-002-150	1158 TAROCO DR	7	1.00	103.66	103.66	103.66
8406-002-151	1162 TAROCO DR	7	1.00	103.66	103.66	103.66
8406-002-152	1168 TAROCO DR	7	1.00	103.66	103.66	103.66
8406-002-153	1169 TAROCO DR	7	1.00	103.66	103.66	103.66
8406-002-154	1163 TAROCO DR	7	1.00	103.66	103.66	103.66
8406-002-155	1159 TAROCO DR	7	1.00	103.66	103.66	103.66
8406-002-156	1155 TAROCO DR	7	1.00	103.66	103.66	103.66
8406-002-157	1151 TAROCO DR	7	1.00	103.66	103.66	103.66
8406-002-158	1170 TAROCO DR	7	1.00	103.66	103.66	103.66
8406-002-159	1172 TAROCO DR	7	1.00	103.66	103.66	103.66
8406-002-160	1178 TAROCO DR	7	1.00	103.66	103.66	103.66
8406-002-161	1180 TAROCO DRIVE	7	1.00	103.66	103.66	103.66
8406-002-162	1182 TAROCO DR	7	1.00	103.66	103.66	103.66
8406-002-163	1185 TAROCO DR	7	1.00	103.66	103.66	103.66
8406-002-164	1181 TAROCO DR	7	1.00	103.66	103.66	103.66
8406-002-165	1179 TAROCO DR	7	1.00	103.66	103.66	103.66
8406-002-166	1175 TAROCO DRIVE	7	1.00	103.66	103.66	103.66
8406-002-167	1171 TAROCO DRIVE	7	1.00	103.66	103.66	103.66
8406-002-168	1150 TANGERINE DR	7	1.00	103.66	103.66	103.66

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	EBU	APPLIED RATE	MAX TAX RATE	ASSESSMENT
8406-002-169	1152 TANGERINE DRIVE	7	1.00	103.66	103.66	103.66
8406-002-170	1158 TANGERINE DRIVE	7	1.00	103.66	103.66	103.66
8406-002-171	1162 TANGERINE DRIVE	7	1.00	103.66	103.66	103.66
8406-002-172	1168 TANGERINE DRIVE	7	1.00	103.66	103.66	103.66
8406-002-173	1169 TANGERINE DR	7	1.00	103.66	103.66	103.66
8406-002-174	1163 TANGERINE DRIVE	7	1.00	103.66	103.66	103.66
8406-002-175	1159 TANGERINE DR	7	1.00	103.66	103.66	103.66
8406-002-176	1155 TANGERINE DRIVE	7	1.00	103.66	103.66	103.66
8406-002-177	1151 TANGERINE DRIVE	7	1.00	103.66	103.66	103.66
8406-002-178	1170 TANGERINE DRIVE	7	1.00	103.66	103.66	103.66
8406-002-179	1172 TANGERINE DR	7	1.00	103.66	103.66	103.66
8406-002-180	1178 TANGERINE DR	7	1.00	103.66	103.66	103.66
8406-002-181	1180 TANGERINE DR	7	1.00	103.66	103.66	103.66
8406-002-182	1182 TANGERINE DR	7	1.00	103.66	103.66	103.66
8406-002-183	1185 TANGERINE DR	7	1.00	103.66	103.66	103.66
8406-002-184	1181 TANGERINE DR	7	1.00	103.66	103.66	103.66
8406-002-185	1179 TANGERINE DR	7	1.00	103.66	103.66	103.66
8406-002-186	1175 TANGERINE DR	7	1.00	103.66	103.66	103.66
8406-002-187	1171 TANGERINE DR	7	1.00	103.66	103.66	103.66
Total:						\$12,231.88
Parcel Count:						118

Note: Totals may not foot due to rounding.

Zone 8

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	EBU	APPLIED RATE	MAX TAX RATE	ASSESSMENT
8444-010-031	276 W DEXTER ST UNIT C	8	3.00	\$62.37	\$62.37	\$187.11
Total:						\$187.11
Parcel Count:						1

Note: Totals may not foot due to rounding.

Zone 9

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	EBU	APPLIED RATE	MAX TAX RATE	ASSESSMENT
8427-022-045	1732 E RUDDOCK ST	9	4.00	\$0.00	\$50.15	\$0.00
Total:						\$0.00
Parcel Count:						1

Note: Totals may not foot due to rounding.

Zone 10

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	EBU	APPLIED RATE	MAX TAX RATE	ASSESSMENT
8431-028-036	SITUS NOT AVAILABLE	10	6.37	\$38.87	\$38.87	\$247.49
8431-028-038	497 N CITRUS AVE	10	0.96	38.87	38.87	37.32
8431-028-039	SITUS NOT AVAILABLE	10	0.80	38.87	38.87	31.10
8431-028-040	487 N CITRUS AVE	10	0.81	38.87	38.87	31.49
8431-028-041	483 N CITRUS AVE	10	1.16	38.87	38.87	45.09
8431-028-042	497 FAIRLANE WAY	10	1.00	38.87	38.87	38.87
8431-028-043	493 FAIRLANE WAY	10	1.00	38.87	38.87	38.87
8431-028-044	489 FAIRLANE WAY	10	1.00	38.87	38.87	38.87
8431-028-045	485 FAIRLANE WAY	10	1.00	38.87	38.87	38.87
8431-028-046	107 HENRY DR	10	1.00	38.87	38.87	38.87
8431-028-047	105 HENRY DR	10	1.00	38.87	38.87	38.87
8431-028-048	103 HENRY DR	10	1.00	38.87	38.87	38.87
8431-028-049	101 HENRY DR	10	1.00	38.87	38.87	38.87

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	EBU	APPLIED RATE	MAX TAX RATE	ASSESSMENT
8431-028-050	100 HENRY DR	10	1.00	38.87	38.87	38.87
8431-028-051	102 HENRY DR	10	1.00	38.87	38.87	38.87
8431-028-052	106 HENRY DR	10	1.00	38.87	38.87	38.87
8431-028-053	108 HENRY DR	10	1.00	38.87	38.87	38.87
8431-028-054	481 LINCOLN ST	10	1.00	38.87	38.87	38.87
8431-028-055	475 LINCOLN ST	10	1.00	38.87	38.87	38.87
8431-028-056	469 LINCOLN ST	10	1.00	38.87	38.87	38.87
8431-028-057	463 LINCOLN ST	10	1.00	38.87	38.87	38.87
8431-028-058	457 LINCOLN ST	10	1.00	38.87	38.87	38.87
8431-028-059	451 LINCOLN ST	10	1.00	38.87	38.87	38.87
8431-028-060	111 GALAXIE DR	10	1.00	38.87	38.87	38.87
8431-028-061	109 GALAXIE DR	10	1.00	38.87	38.87	38.87
8431-028-062	107 GALAXIE DR	10	1.00	38.87	38.87	38.87
8431-028-063	105 GALAXIE DR	10	1.00	38.87	38.87	38.87
8431-028-064	426 FALCON PL	10	1.00	38.87	38.87	38.87
8431-028-065	420 FALCON PLACE	10	1.00	38.87	38.87	38.87
8431-028-066	416 FALCON PLACE	10	1.00	38.87	38.87	38.87
8431-028-067	410 FALCON PLACE	10	1.00	38.87	38.87	38.87
8431-028-068	406 FALCON PLACE	10	1.00	38.87	38.87	38.87
8431-028-069	400 FALCON PLACE	10	1.00	38.87	38.87	38.87
8431-028-070	425 FALCON PLACE	10	1.00	38.87	38.87	38.87
8431-028-071	419 FALCON PLACE	10	1.00	38.87	38.87	38.87
8431-028-072	415 FALCON PLACE	10	1.00	38.87	38.87	38.87
8431-028-073	409 FALCON PLACE	10	1.00	38.87	38.87	38.87
8431-028-074	405 FALCON PLACE	10	1.00	38.87	38.87	38.87
8431-028-075	401 FALCON PLACE	10	1.00	38.87	38.87	38.87
8431-028-076	428 SHELBY LANE	10	1.00	38.87	38.87	38.87
8431-028-077	422 SHELBY LANE	10	1.00	38.87	38.87	38.87
8431-028-078	418 SHELBY LANE	10	1.00	38.87	38.87	38.87
8431-028-079	412 SHELBY LANE	10	1.00	38.87	38.87	38.87
8431-028-080	408 SHELBY LANE	10	1.00	38.87	38.87	38.87
8431-028-081	402 SHELBY LANE	10	1.00	38.87	38.87	38.87
8431-028-082	427 SHELBY LANE	10	1.00	38.87	38.87	38.87
8431-028-083	421 SHELBY LANE	10	1.00	38.87	38.87	38.87
8431-028-084	417 SHELBY LANE	10	1.00	38.87	38.87	38.87
8431-028-085	411 SHELBY LANE	10	1.00	38.87	38.87	38.87
8431-028-086	407 SHELBY LANE	10	1.00	38.87	38.87	38.87
8431-028-087	403 SHELBY LANE	10	1.00	38.87	38.87	38.87
8431-028-089	486 FALCON PL	10	1.00	38.87	38.87	38.87
8431-028-090	478 FALCON PL	10	1.00	38.87	38.87	38.87
8431-028-091	472 FALCON PL	10	1.00	38.87	38.87	38.87
8431-028-092	466 FALCON PL	10	1.00	38.87	38.87	38.87
8431-028-093	458 FALCON PL	10	1.00	38.87	38.87	38.87
8431-028-094	450 FALCON PL	10	1.00	38.87	38.87	38.87
8431-028-095	483 FALCON PLACE	10	1.00	38.87	38.87	38.87
8431-028-096	477 FALCON PL	10	1.00	38.87	38.87	38.87
8431-028-097	471 FALCON PLACE	10	1.00	38.87	38.87	38.87
8431-028-098	465 FALCON PL	10	1.00	38.87	38.87	38.87
8431-028-099	459 FALCON PL	10	1.00	38.87	38.87	38.87
8431-028-100	453 FALCON PL	10	1.00	38.87	38.87	38.87

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	EBU	APPLIED RATE	MAX TAX RATE	ASSESSMENT
8431-028-101	480 SHELBY LN	10	1.00	38.87	38.87	38.87
8431-028-102	476 SHELBY LN	10	1.00	38.87	38.87	38.87
8431-028-103	468 SHELBY LN	10	1.00	38.87	38.87	38.87
8431-028-104	462 SHELBY LN	10	1.00	38.87	38.87	38.87
8431-028-105	452 SHELBY LN	10	1.00	38.87	38.87	38.87
8431-028-106	479 SHELBY LN	10	1.00	38.87	38.87	38.87
8431-028-107	473 SHELBY LN	10	1.00	38.87	38.87	38.87
8431-028-108	467 SHELBY LANE	10	1.00	38.87	38.87	38.87
8431-028-109	461 SHELBY LN	10	1.00	38.87	38.87	38.87
8431-028-110	455 SHELBY LN	10	1.00	38.87	38.87	38.87

Total: \$3,035.65

Parcel Count: 73

Note: Totals may not foot due to rounding.

Zone 11

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	EBU	APPLIED RATE	MAX TAX RATE	ASSESSMENT
8431-028-113	SITUS NOT AVAILABLE	11	8.00	\$37.20	\$37.20	\$297.56

Total: \$297.56

Parcel Count: 1

Note: Totals may not foot due to rounding.

Zone 12

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	EBU	APPLIED RATE	MAX TAX RATE	ASSESSMENT
8431-028-111	401 N CITRUS AVE	12	5.53	\$96.07	\$96.07	\$531.25

Total: \$531.25

Parcel Count: 1

Note: Totals may not foot due to rounding.

Zone 13

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	EBU	APPLIED RATE	MAX TAX RATE	ASSESSMENT
8434-018-045	1042 SPLIT CT	13	1.00	\$58.08	\$58.08	\$58.08
8434-018-046	1046 SPLIT CT	13	1.00	58.08	58.08	58.08
8434-018-047	1050 SPLIT CT	13	1.00	58.08	58.08	58.08
8434-018-048	1054 SPLIT CT	13	1.00	58.08	58.08	58.08
8434-018-049	1058 SPLIT CT	13	1.00	58.08	58.08	58.08
8434-018-050	1062 SPLIT CT	13	1.00	58.08	58.08	58.08
8434-018-051	1066 SPLIT CT	13	1.00	58.08	58.08	58.08
8434-018-052	202 PIN LN	13	1.00	58.08	58.08	58.08
8434-018-053	206 PIN LN	13	1.00	58.08	58.08	58.08
8434-018-054	210 PIN LN	13	1.00	58.08	58.08	58.08
8434-018-055	214 PIN LN	13	1.00	58.08	58.08	58.08
8434-018-056	218 PIN LN	13	1.00	58.08	58.08	58.08
8434-018-057	222 PIN LN	13	1.00	58.08	58.08	58.08
8434-018-058	226 PIN LN	13	1.00	58.08	58.08	58.08
8434-018-059	230 PIN LN	13	1.00	58.08	58.08	58.08
8434-018-060	234 PIN LN	13	1.00	58.08	58.08	58.08
8434-018-061	243 PIN LN	13	1.00	58.08	58.08	58.08
8434-018-062	239 PIN LN	13	1.00	58.08	58.08	58.08
8434-018-063	235 PIN LN	13	1.00	58.08	58.08	58.08
8434-018-064	231 PIN LN	13	1.00	58.08	58.08	58.08
8434-018-065	227 PIN LN	13	1.00	58.08	58.08	58.08
8434-018-066	223 PIN LN	13	1.00	58.08	58.08	58.08

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	EBU	APPLIED RATE	MAX TAX RATE	ASSESSMENT
8434-018-067	219 PIN LN	13	1.00	58.08	58.08	58.08
8434-018-068	215 PIN LN	13	1.00	58.08	58.08	58.08
8434-018-069	211 PIN LN	13	1.00	58.08	58.08	58.08
8434-018-070	207 PIN LN	13	1.00	58.08	58.08	58.08
8434-018-071	203 PIN LN	13	1.00	58.08	58.08	58.08
8434-018-072	240 STRIKE DR	13	1.00	58.08	58.08	58.08
8434-018-073	236 STRIKE DR	13	1.00	58.08	58.08	58.08
8434-018-074	232 STRIKE DR	13	1.00	58.08	58.08	58.08
8434-018-075	228 STRIKE DR	13	1.00	58.08	58.08	58.08
8434-018-076	224 STRIKE DR	13	1.00	58.08	58.08	58.08
8434-018-077	220 STRIKE DR	13	1.00	58.08	58.08	58.08
8434-018-078	216 STRIKE DR	13	1.00	58.08	58.08	58.08
8434-018-079	217 STRIKE DR	13	1.00	58.08	58.08	58.08
8434-018-080	221 STRIKE DR	13	1.00	58.08	58.08	58.08
8434-018-081	225 STRIKE DR	13	1.00	58.08	58.08	58.08
8434-018-082	229 STRIKE DR	13	1.00	58.08	58.08	58.08
8434-018-083	233 STRIKE DR	13	1.00	58.08	58.08	58.08
8434-018-084	237 STRIKE DR	13	1.00	58.08	58.08	58.08
8434-018-085	241 STRIKE DR	13	1.00	58.08	58.08	58.08
8434-018-086	251 PIN LN	13	1.00	58.08	58.08	58.08
8434-018-087	255 PIN LN	13	1.00	58.08	58.08	58.08
8434-018-088	259 PIN LN	13	1.00	58.08	58.08	58.08
8434-018-089	263 PIN LN	13	1.00	58.08	58.08	58.08
8434-018-090	267 PIN LN	13	1.00	58.08	58.08	58.08
8434-018-091	271 PIN LN	13	1.00	58.08	58.08	58.08
8434-018-092	275 PIN LN	13	1.00	58.08	58.08	58.08
8434-018-093	270 PIN LN	13	1.00	58.08	58.08	58.08
8434-018-094	266 PIN LN	13	1.00	58.08	58.08	58.08
8434-018-095	262 PIN LN	13	1.00	58.08	58.08	58.08
8434-018-096	258 PIN LN	13	1.00	58.08	58.08	58.08
8434-018-097	254 PIN LN	13	1.00	58.08	58.08	58.08
8434-018-098	250 PIN LN	13	1.00	58.08	58.08	58.08
8434-018-099	SITUS NOT AVAILABLE	13	1.00	58.08	58.08	58.08
8434-018-100	SITUS NOT AVAILABLE	13	1.00	58.08	58.08	58.08
8434-018-101	SITUS NOT AVAILABLE	13	1.00	58.08	58.08	58.08
8434-018-102	SITUS NOT AVAILABLE	13	1.00	58.08	58.08	58.08
8434-018-103	SITUS NOT AVAILABLE	13	1.00	58.08	58.08	58.08
8434-018-104	SITUS NOT AVAILABLE	13	1.00	58.08	58.08	58.08
8434-018-105	SITUS NOT AVAILABLE	13	1.00	58.08	58.08	58.08
8434-018-106	SITUS NOT AVAILABLE	13	1.00	58.08	58.08	58.08
8434-018-107	SITUS NOT AVAILABLE	13	1.00	58.08	58.08	58.08
8434-018-108	SITUS NOT AVAILABLE	13	1.00	58.08	58.08	58.08
8434-018-109	SITUS NOT AVAILABLE	13	1.00	58.08	58.08	58.08
8434-018-110	SITUS NOT AVAILABLE	13	1.00	58.08	58.08	58.08
8434-018-111	SITUS NOT AVAILABLE	13	1.00	58.08	58.08	58.08
8434-018-113	SITUS NOT AVAILABLE	13	1.00	58.08	58.08	58.08
8434-018-114	238 SCRATCH RD	13	1.00	58.08	58.08	58.08
8434-018-115	243 SCRATCH RD	13	1.00	58.08	58.08	58.08
8434-018-116	230 SCRATCH RD	13	1.00	58.08	58.08	58.08
8434-018-117	226 SCRATCH RD	13	1.00	58.08	58.08	58.08

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	EBU	APPLIED RATE	MAX TAX RATE	ASSESSMENT
8434-018-118	SITUS NOT AVAILABLE	13	1.00	58.08	58.08	58.08
8434-018-119	218 SCRATCH RD	13	1.00	58.08	58.08	58.08
8434-018-120	217 SCRATCH RD	13	1.00	58.08	58.08	58.08
8434-018-121	221 SCRATCH RD	13	1.00	58.08	58.08	58.08
8434-018-122	225 SCRATCH RD	13	1.00	58.08	58.08	58.08
8434-018-123	SITUS NOT AVAILABLE	13	1.00	58.08	58.08	58.08
8434-018-124	SITUS NOT AVAILABLE	13	1.00	58.08	58.08	58.08
8434-018-125	SITUS NOT AVAILABLE	13	1.00	58.08	58.08	58.08
8434-018-126	SITUS NOT AVAILABLE	13	1.00	58.08	58.08	58.08
8434-018-127	SITUS NOT AVAILABLE	13	1.00	58.08	58.08	58.08
8434-018-128	SITUS NOT AVAILABLE	13	1.00	58.08	58.08	58.08
8434-018-129	SITUS NOT AVAILABLE	13	1.00	58.08	58.08	58.08
8434-018-130	SITUS NOT AVAILABLE	13	1.00	58.08	58.08	58.08
8434-018-131	SITUS NOT AVAILABLE	13	1.00	58.08	58.08	58.08
8434-018-132	SITUS NOT AVAILABLE	13	1.00	58.08	58.08	58.08
8434-018-133	SITUS NOT AVAILABLE	13	1.00	58.08	58.08	58.08
8434-018-135	SITUS NOT AVAILABLE	13	1.00	58.08	58.08	58.08
8434-018-137	SITUS NOT AVAILABLE	13	1.00	58.08	58.08	58.08
Total:						\$5,227.20
Parcel Count:						90

Note: Totals may not foot due to rounding.

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ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	EBU	APPLIED RATE	MAX TAX RATE	ASSESSMENT
8430-015-023	654 POMELO CT	14	1.00	\$13.74	\$13.74	\$13.74
8430-015-024	658 POMELO CT	14	1.00	13.74	13.74	13.74
8430-015-025	662 POMELO CT	14	1.00	13.74	13.74	13.74
8430-015-026	668 POMELO CT	14	1.00	13.74	13.74	13.74
8430-015-027	667 LIMA LN	14	1.00	13.74	13.74	13.74
8430-015-028	663 LIMA LN	14	1.00	13.74	13.74	13.74
8430-015-029	659 LIMA LN	14	1.00	13.74	13.74	13.74
8430-015-030	655 LIMA LN	14	1.00	13.74	13.74	13.74
8430-015-031	651 LIMA LN	14	1.00	13.74	13.74	13.74
8430-015-032	652 LIMA LN	14	1.00	13.74	13.74	13.74
8430-015-033	654 LIMA LN	14	1.00	13.74	13.74	13.74
8430-015-034	656 LIMA LN	14	1.00	13.74	13.74	13.74
8430-015-035	658 LIMA LN	14	1.00	13.74	13.74	13.74
8430-015-036	660 LIMA LN	14	1.00	13.74	13.74	13.74
8430-015-037	662 LIMA LN	14	1.00	13.74	13.74	13.74
8430-015-038	664 LIMA LN	14	1.00	13.74	13.74	13.74
8430-015-039	669 SUNRISE ST	14	1.00	13.74	13.74	13.74
8430-015-040	665 SUNRISE ST	14	1.00	13.74	13.74	13.74
8430-015-041	661 SUNRISE ST	14	1.00	13.74	13.74	13.74
8430-015-042	657 SUNRISE ST	14	1.00	13.74	13.74	13.74
8430-015-043	653 SUNRISE ST	14	1.00	13.74	13.74	13.74
8430-015-044	652 SUNRISE ST	14	1.00	13.74	13.74	13.74
8430-015-045	654 SUNRISE ST	14	1.00	13.74	13.74	13.74
8430-015-046	656 SUNRISE ST	14	1.00	13.74	13.74	13.74
8430-015-047	658 SUNRISE ST	14	1.00	13.74	13.74	13.74
8430-015-048	660 SUNRISE ST	14	1.00	13.74	13.74	13.74
8430-015-049	662 SUNRISE ST	14	1.00	13.74	13.74	13.74

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	EBU	APPLIED RATE	MAX TAX RATE	ASSESSMENT
8430-015-050	664 SUNRISE ST	14	1.00	13.74	13.74	13.74
8430-015-051	667 LEMON LN	14	1.00	13.74	13.74	13.74
8430-015-052	663 LEMON LN	14	1.00	13.74	13.74	13.74
8430-015-053	659 LEMON LN	14	1.00	13.74	13.74	13.74
8430-015-054	655 LEMON LN	14	1.00	13.74	13.74	13.74
8430-015-055	651 LEMON LN	14	1.00	13.74	13.74	13.74
8430-015-056	652 LEMON LN	14	1.00	13.74	13.74	13.74
8430-015-057	654 LEMON LN	14	1.00	13.74	13.74	13.74
8430-015-058	656 LEMON LN	14	1.00	13.74	13.74	13.74
8430-015-059	658 LEMON LN	14	1.00	13.74	13.74	13.74
8430-015-060	660 LEMON LN	14	1.00	13.74	13.74	13.74
8430-015-061	662 LEMON LN	14	1.00	13.74	13.74	13.74
8430-015-062	664 LEMON LN	14	1.00	13.74	13.74	13.74
8430-015-063	669 CALAMANSI DR	14	1.00	13.74	13.74	13.74
8430-015-064	665 CALAMANSI DR	14	1.00	13.74	13.74	13.74
8430-015-065	661 CALAMANSI DR	14	1.00	13.74	13.74	13.74
8430-015-066	657 CALAMANSI DR	14	1.00	13.74	13.74	13.74
8430-015-067	653 CALAMANSI DR	14	1.00	13.74	13.74	13.74
8430-015-068	652 CALAMANSI DR	14	1.00	13.74	13.74	13.74
8430-015-069	654 CALAMANSI DR	14	1.00	13.74	13.74	13.74
8430-015-070	656 CALAMANSI DR	14	1.00	13.74	13.74	13.74
8430-015-071	658 CALAMANSI DR	14	1.00	13.74	13.74	13.74
8430-015-072	660 CALAMANSI DR	14	1.00	13.74	13.74	13.74
8430-015-073	662 CALAMANSI DR	14	1.00	13.74	13.74	13.74
8430-015-074	664 CALAMANSI DR	14	1.00	13.74	13.74	13.74
8430-015-076	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-077	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-078	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-079	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-080	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-081	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-082	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-083	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-084	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-085	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-086	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-087	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-088	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-089	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-090	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-091	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-092	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-093	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-094	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-095	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-096	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-097	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-098	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-099	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-100	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	EBU	APPLIED RATE	MAX TAX RATE	ASSESSMENT
8430-015-101	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-102	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-103	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-104	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-105	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-106	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-107	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-108	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-109	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-110	713 CARA CARA LN	14	1.00	13.74	13.74	13.74
8430-015-111	711 CARA CARA LN	14	1.00	13.74	13.74	13.74
8430-015-112	709 CARA CARA LN	14	1.00	13.74	13.74	13.74
8430-015-113	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-114	705 CARA CARA LN	14	1.00	13.74	13.74	13.74
8430-015-115	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-116	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-117	693 CARA CARA LN	14	1.00	13.74	13.74	13.74
8430-015-118	691 CARA CARA LN	14	1.00	13.74	13.74	13.74
8430-015-119	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-120	687 CARA CARA LN	14	1.00	13.74	13.74	13.74
8430-015-121	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-122	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-123	716 CARA CARA LN	14	1.00	13.74	13.74	13.74
8430-015-124	714 CARA CARA LN	14	1.00	13.74	13.74	13.74
8430-015-125	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-126	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-127	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-128	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-129	704 CARA CARA LN	14	1.00	13.74	13.74	13.74
8430-015-130	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-131	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-132	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-133	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-134	688 CARA CARA LN	14	1.00	13.74	13.74	13.74
8430-015-135	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-136	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-138	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-139	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-140	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-141	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-142	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-143	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-144	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-145	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-146	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-147	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-148	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-149	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-150	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-151	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	EBU	APPLIED RATE	MAX TAX RATE	ASSESSMENT
8430-015-152	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-153	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-154	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-155	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-156	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-157	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-158	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-159	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-160	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-161	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-162	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-163	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-164	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-165	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-166	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-167	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-168	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-169	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-170	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-171	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-172	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-173	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-174	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
8430-015-175	SITUS NOT AVAILABLE	14	1.00	13.74	13.74	13.74
Total:						\$2,074.74
Parcel Count:						151

Note: Totals may not foot due to rounding.

Zone 15

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	EBU	APPLIED RATE	MAX TAX RATE	ASSESSMENT
8430-018-019	321 E FRONT ST	15	29.30	\$92.32	\$92.32	\$2,704.50
Total:						\$2,704.50
Parcel Count:						1

Note: Totals may not foot due to rounding.

Zone 16

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	EBU	APPLIED RATE	MAX TAX RATE	ASSESSMENT
8446-009-020	667 E PUENTE ST	16	1.00	\$140.72	\$140.72	\$140.72
8446-009-021	667 E PUENTE ST	16	1.00	140.72	140.72	140.72
Total:						\$281.44
Parcel Count:						2

Note: Totals may not foot due to rounding.

Zone 17

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	EBU	APPLIED RATE	MAX TAX RATE	ASSESSMENT
8406-019-102	SITUS NOT AVAILABLE	17	1.00	\$97.22	\$97.22	\$97.22
8406-019-103	SITUS NOT AVAILABLE	17	1.00	97.22	97.22	97.22
8406-019-104	SITUS NOT AVAILABLE	17	1.00	97.22	97.22	97.22
8406-019-105	SITUS NOT AVAILABLE	17	1.00	97.22	97.22	97.22
8406-019-106	SITUS NOT AVAILABLE	17	1.00	97.22	97.22	97.22
8406-019-107	SITUS NOT AVAILABLE	17	1.00	97.22	97.22	97.22
8406-019-108	SITUS NOT AVAILABLE	17	1.00	97.22	97.22	97.22

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	EBU	APPLIED RATE	MAX TAX RATE	ASSESSMENT
8406-019-109	SITUS NOT AVAILABLE	17	1.00	97.22	97.22	97.22
8406-019-111	SITUS NOT AVAILABLE	17	1.00	97.22	97.22	97.22
8406-019-112	SITUS NOT AVAILABLE	17	1.00	97.22	97.22	97.22
8406-019-113	SITUS NOT AVAILABLE	17	1.00	97.22	97.22	97.22
8406-019-114	SITUS NOT AVAILABLE	17	1.00	97.22	97.22	97.22
8406-019-115	SITUS NOT AVAILABLE	17	1.00	97.22	97.22	97.22
8406-019-116	SITUS NOT AVAILABLE	17	1.00	97.22	97.22	97.22
8406-019-117	SITUS NOT AVAILABLE	17	1.00	97.22	97.22	97.22
8406-019-118	SITUS NOT AVAILABLE	17	1.00	97.22	97.22	97.22
8406-019-119	SITUS NOT AVAILABLE	17	1.00	97.22	97.22	97.22
8406-019-120	SITUS NOT AVAILABLE	17	1.00	97.22	97.22	97.22
8406-019-121	SITUS NOT AVAILABLE	17	1.00	97.22	97.22	97.22
8406-019-122	SITUS NOT AVAILABLE	17	1.00	97.22	97.22	97.22
8406-019-123	SITUS NOT AVAILABLE	17	1.00	97.22	97.22	97.22
8406-019-124	SITUS NOT AVAILABLE	17	1.00	97.22	97.22	97.22
8406-019-125	SITUS NOT AVAILABLE	17	1.00	97.22	97.22	97.22
8406-019-126	SITUS NOT AVAILABLE	17	1.00	97.22	97.22	97.22
8406-019-127	SITUS NOT AVAILABLE	17	1.00	97.22	97.22	97.22
8406-019-128	SITUS NOT AVAILABLE	17	1.00	97.22	97.22	97.22
8406-019-129	SITUS NOT AVAILABLE	17	1.00	97.22	97.22	97.22
8406-019-130	SITUS NOT AVAILABLE	17	1.00	97.22	97.22	97.22
8406-019-131	SITUS NOT AVAILABLE	17	1.00	97.22	97.22	97.22
8406-019-132	SITUS NOT AVAILABLE	17	1.00	97.22	97.22	97.22
8406-019-133	SITUS NOT AVAILABLE	17	1.00	97.22	97.22	97.22
8406-019-134	SITUS NOT AVAILABLE	17	1.00	97.22	97.22	97.22
8406-019-135	SITUS NOT AVAILABLE	17	1.00	97.22	97.22	97.22
8406-019-136	SITUS NOT AVAILABLE	17	1.00	97.22	97.22	97.22
8406-019-137	SITUS NOT AVAILABLE	17	1.00	97.22	97.22	97.22
8406-019-138	SITUS NOT AVAILABLE	17	1.00	97.22	97.22	97.22
8406-019-139	SITUS NOT AVAILABLE	17	1.00	97.22	97.22	97.22
8406-019-140	SITUS NOT AVAILABLE	17	1.00	97.22	97.22	97.22

Total:							\$3,694.36
Parcel Count:							38

Note: Totals may not foot due to rounding.

Zone 18

ASSESSOR'S PARCEL NUMBER	SITUS ADDRESS	ZONE	EBU	APPLIED RATE	MAX TAX RATE	ASSESSMENT
8444-010-032	342 S 4TH AVENUE	18	10.00	\$291.50	\$291.50	\$2,915.03

Total:							\$2,915.03
Parcel Count:							1

Note: Totals may not foot due to rounding.

RESOLUTION CC 2025-54

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA ORDERING THE CITY'S LICENSED ENGINEER TO PREPARE AND FILE A REPORT FOR LEVYING ASSESSMENTS WITHIN THE "COVINA LANDSCAPING DISTRICT NO. 1" FOR FISCAL YEAR 2025/2026

WHEREAS, the City of Covina, California has a landscaping assessment district known as "Covina Landscaping District No. 1"; and

WHEREAS, the City Council of the City of Covina, California proposes to levy and collect assessments for Fiscal Year 2025/2026 within said Covina Landscaping District No. 1, pursuant to "Landscaping and Lighting Act of 1972," being Division 15, Part 2 of the Streets and Highways Code of the State of California.

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

SECTION 1. That the City's licensed engineer is hereby ordered to prepare and file a report in writing in accordance with Chapter 3, Part 2, "Landscaping and Lighting Act of 1972," being Division 15, Part 2, Streets and Highways Code of the State of California, for levying assessments within the Covina Landscaping District No. 1 for Fiscal Year 2025/2026, all as set forth in this resolution.

SECTION 2. That a certified copy of this resolution be presented to the City's licensed engineer for his/her information and guidance.

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

APPROVED and PASSED this 3rd day of June, 2025.

City of Covina, California

BY: _____
VICTOR LINARES, Mayor

ATTEST:

FABIAN VELEZ, Chief Deputy City Clerk

ATTACHMENT B

CERTIFICATION

I, Fabian Velez, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution CC 2025-54 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 3rd day of June, 2025, by the following vote:

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

Dated:

FABIAN VELEZ, Chief Deputy City Clerk

RESOLUTION CC 2025-55

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, DECLARING ITS INTENTION TO LEVY AND COLLECT ASSESSMENTS ON “THE COVINA LANDSCAPING DISTRICT NO. 1” FOR FISCAL YEAR 2025/2026 AND APPOINTING A TIME AND PLACE FOR HEARING PROTESTS IN RELATION THERETO

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

SECTION 1. That the public interest and convenience require, and it is the intention of the City Council of the City of Covina, California, to levy assessments on the Covina Landscaping District No. 1 for maintaining the landscaping of those certain areas of the city shown on the maps consisting of 70 sheets, which are on file in the office of the City Clerk and made a part hereof, for Fiscal Year 2025/2026.

The boundaries of the assessment district and any zones therein, and the proposed assessments upon assessable lots and parcels of land within the district, shall be in accordance with the report of the Engineer dated June 3, 2025, on file in the office of the City Clerk and which is hereby incorporated herein and made a part hereof (the “Engineer’s Report”). Reference is made to the Engineer’s Report for a full and detailed description of the improvements, services, the boundaries of said Covina Landscaping District No. 1 and any zones therein, and the proposed assessments upon assessable lots and parcels of land within said Covina Landscaping District No. 1.

SECTION 2. That said assessment district is all of that portion of the City of Covina shown on maps consisting of 70 sheets on file in the office of the City Clerk, on which said maps the extent of said assessment district is indicated, excepting from said district any portion of any public street or alley which may be included therein. Reference is hereby made to said maps for a complete and detailed description of said Covina Landscaping District No. 1. The said maps so on file shall govern for all details as to the extent of said assessment district.

SECTION 3. Any lots or parcels of land known as public property, as the same is defined in Section 22663, Part 2, Division 15, Streets and Highways Code, (“Landscaping and Lighting Act of 1972”), hereinafter referred to, which are included in said assessment district, shall be omitted and exempt from the assessment to be made to cover the costs and expenses of said district.

SECTION 4. The assessments contemplated by this Resolution of Intention shall be done under the provisions of the “Landscaping and Lighting Act of 1972,” (Part 2 of Division 15, Section 22500 et seq., of the Streets and Highway Code of the State of California).

SECTION 5. The existing improvements and services are briefly described as follows: the installation or planting of landscaping; the installation, repair, or construction of any facilities which are appurtenant to any of the foregoing or which are necessary or convenient for the maintenance or servicing thereof; including but not limited to, grading, removal of debris, the installation or construction of curbs, gutters, retaining walls, sidewalks, stitch piers, paving, water,

ATTACHMENT C

irrigation, drainage, or electrical facilities; the maintenance or servicing, or both, of any of the foregoing including the furnishing of services and materials for the ordinary and usual maintenance, operation, and servicing of any improvement, including, but not limited to: a) repair, removal, or replacement of all or any part of any improvements; b) grading, clearing, removal of debris, the installation, repair, or construction of curbs, gutters, walls, sidewalks, paving, water, irrigation, drainage, or electrical facilities; c) providing for the life, growth, health, and beauty of landscaping, including cultivation, irrigation, trimming, spraying, fertilizing, or treating for disease or injury; d) the removal of trimmings, rubbish, debris, and other solid waste; e) the cleaning, sandblasting, and painting of walls and other improvements to remove or cover graffiti; and f) water for the irrigation of any landscaping, the operation of any fountains, or the maintenance of any other improvements.

SECTION 6. That the proposed assessment rates are as follows: Zone No. 1, the assessment rate is \$56.55 with a maximum assessment rate of \$56.55; Zone No. 2, the assessment rate is \$17.00 with a maximum assessment rate of \$17.00; Zone No. 3, the assessment rate is \$0.00 with a maximum assessment rate of \$0.00; Zone No. 4, the assessment rate is \$21.90 with a maximum assessment rate of \$21.90; Zone No. 5, the assessment rate is \$10.00 with a maximum assessment rate of \$10.00; Zone 6, the assessment rate is \$139.78 with a maximum assessment rate of \$371.78; Zone 7, the assessment rate is \$103.66 with a maximum assessment rate of \$103.66; Zone 8, the assessment rate is \$62.37 with a maximum assessment rate of \$62.37; Zone 9, the assessment rate is \$0.00 with a maximum assessment rate of \$50.15; Zone 10, the assessment rate is \$38.87 with a maximum assessment rate of \$38.87; Zone 11, the assessment rate is \$37.20 with a maximum assessment rate of \$37.20; Zone 12, the assessment rate is \$96.07 with a maximum assessment rate of \$96.07; Zone 13, the assessment rate is \$58.08 with a maximum assessment rate of \$58.08; Zone 14, the assessment rate is \$13.74 with a maximum assessment rate of \$13.74; Zone 15, the assessment rate is \$92.32 with a maximum assessment rate of \$92.32; Zone 16, the assessment rate is \$140.72 with a maximum assessment rate of \$140.72; Zone 17, the assessment rate is \$97.22 with a maximum assessment rate of \$97.22; Zone 18, the assessment rate is \$291.50 with a maximum assessment rate of \$291.50. The assessments proposed to be levied and collected against the assessable lots and parcels of property within the district for Fiscal Year 2025/2026 are not proposed to increase from the assessments levied and collected for Fiscal Year 2024/2025; except for Zone 6 through Zone 18 where an annual inflator is applicable.

SECTION 7. That Tuesday, July 1, 2025, at the hour of 7:30 P.M. of said day be, and the same is hereby appointed as to time, and the Council Chamber, 125 East College Street, in the City of Covina, California, is hereby appointed as the place for hearing protests as to the question of levying and collecting assessments on the Covina Landscaping District No. 1 for the Fiscal Year 2025/2026, in reference to said assessments.

SECTION 8. That the City Clerk is hereby authorized, designated, and directed to give notice of said hearing in time, form, and manner as required by law.

SECTION 9. That the "*San Gabriel Valley Examiner*," a weekly newspaper of general circulation, adjudicated, and circulated within the said City of Covina, California, is hereby designated as the newspaper in which such notice shall be published.

SECTION 10. 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 3rd day of June, 2025.

City of Covina, California

BY: _____
VICTOR LINARES, Mayor

ATTEST:

FABIAN VELEZ, Chief Deputy City Clerk

CERTIFICATION

I, Fabian Velez, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution CC 2025-55 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 3rd day of June, 2025, by the following vote:

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

Dated:

FABIAN VELEZ, Chief Deputy City Clerk



CC Regular Meeting

AGENDA ITEM REPORT

Meeting: June 3, 2025
Title: Covina Park Aquatic Center Pool Filter Replacement – Final Acceptance and Filing Notice of Completion
Presented by: Rafael M. Fajardo, Director of Public Works/City Engineer
Recommendation: 1. Accept the work performed by Waterline Technologies, Inc; and
2. Authorize the City Clerk to file a Notice of Completion for Covina Park Aquatic Center Pool Filter Replacement.

EXECUTIVE SUMMARY/BACKGROUND:

On October 15, 2024 the City Council approved a contract with Waterline Technologies, Inc for an amount not-to-exceed \$32,285.06 with a project scope that included replacement of the 30-year old pool filter in order to preserve the integrity of the pool filtration system and ensure the water is filtered properly year-round.

The filter replacement project has been completed and City staff recommends acceptance of the work performed by Waterline Technologies, Inc. and authorize the City Clerk to file a Notice of Completion (Attachment A) for the Covina Park Aquatic Center Pool Filter Replacement.

DISCUSSION:

During replacement, the need for additional work not included in the original scope was identified by the City. Thus, on January 21, 2025, City Council approved Amendment No. 1 to the Minor Construction and Maintenance Agreement in order to amend the scope of work to include the replacement of the controller and booster systems and increase compensation in the amount of \$12,894.75. As a result, the final cost to complete all essential work totaled \$45,179.81.

FISCAL IMPACT:

Total project costs were funded by the Building Maintenance Fund (Account No. 70206100-52400) as part of the City's approved Fiscal Year 2024-2025 operating budget. It is of note that, as a result of the recent tax rate increase from 10.25% to 10.50% effective April 1, 2025, the total expenditures for the materials required in Amendment No. 1 increased by \$21.30, increasing the total cost of Amendment No. 1 to \$12,916.05. Nonetheless, City staff was able to offset the additional tax obligation within the approved project budget. Total project costs are outlined below:

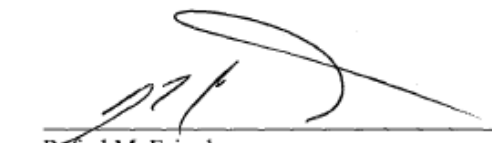
Item	Amount
Total Project Budget	\$45,179.81
Minor Construction & Maintenance Agreement – Waterline Technologies, Inc.	\$31,711.09
Amendment No. 1	\$12,916.05
Total Project Expenses	\$44,627.14
Total Project Balance	\$552.67

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

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

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

SPACE ABOVE THIS LINE FOR RECORDER'S USE

NOTICE OF COMPLETION

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

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

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

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

NAMES

ADDRESSES

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

NAMES

ADDRESSES

7. A work of improvement on the property hereinafter described was completed on: May 10, 2025 . The work done was:
Covina Park Aquatic Center Pool Filter Replacement

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

Waterline Technologies, Inc.

October 15, 2024

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

(Date of Contract)

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

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

Covina Park Aquatic Center Pool Filter Replacement

10. The street address of said property is 301 N 4th Avenue, Covina, CA 91723

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

Dated June 3, 2025

Fabian Velez, Deputy City Clerk, City of Covina

VERIFICATION

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

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

Executed on June 3 , 2025 at Covina , California .

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



CC Regular Meeting

AGENDA ITEM REPORT

Meeting: June 3, 2025

Title: Fuel Station Painting and Building Painting at the Public Works Yard – Final Acceptance and Filing Notice of Completion

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

Recommendation: 1. Accept the work performed by Sky JTC Corporation (dba Sky Painting); and
2. Authorize the City Clerk to file a Notice of Completion for the Fuel Station Painting and Building Painting at the Public Works Yard.

EXECUTIVE SUMMARY:

Accept the work performed by Sky JTC Corporation (dba Sky Painting) and authorize the City Clerk to file a Notice of Completion (Attachment A) for the Fuel Station Painting and Building Painting at the Public Works Yard.

BACKGROUND/DISCUSSION:

On January 21, 2025 the City Council approved a contract with Sky Painting in an amount not-to-exceed \$76,590.00 with a project scope that included painting the aboveground fuel tanks and metal roofing, along with and Building A (Administration), Building B (Streets, Sewer, Water Divisions), and various storage bays located within the City's Public Works Yard.

This project has been completed and City staff recommends acceptance of the work performed by Sky Painting and authorize the City Clerk to file a Notice of Completion (Attachment A).

FISCAL IMPACT:


The total project cost was funded by the Building Maintenance Fund (Account No. 70206100-52400) as part of the City's approved Fiscal Year 2024-2025 operating budget:

Item	Amount
Approved Budget - Minor Construction & Maintenance Agreement (Sky Painting)	\$76,590.00
Total Project Expenses	(\$76,590.00)
Final Project Balance	\$0.00

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

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

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

SPACE ABOVE THIS LINE FOR RECORDER'S USE

NOTICE OF COMPLETION

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

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

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

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

NAMES

ADDRESSES

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

NAMES

ADDRESSES

7. A work of improvement on the property hereinafter described was completed on: April 30, 2025 . The work done was:
Fuel Station Painting and Building Painting at the Public Works Yard

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

Sky JTC Corporation dba Sky Painting

January 21, 2025

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

(Date of Contract)

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

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

Fuel Station Painting and Building Painting at the Public Works Yard

10. The street address of said property is 534 N Barranca Avenue, Covina, CA 91723

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

Dated June 3, 2025

Fabian Velez, Deputy City Clerk, City of Covina

VERIFICATION

I, the undersigned, say: I am the

City Engineer

The declarant of the foregoing Notice of Completion;

(President of, Manager of, Partner of, Owner of)

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

Executed on June 3 , 2025 at Covina , California .

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



CC Regular Meeting

AGENDA ITEM REPORT

Meeting: June 3, 2025
Title: Review of City Council Policies/Protocols
Presented by: City Council Ad-Hoc Committee
Recommendation: That the City Council approve the recommendations made by the Ad-Hoc Committee to update various policy and procedure guidelines.

EXECUTIVE SUMMARY/BACKGROUND:

At its April 15, 2025, regular meetings, the City Council approved the formation of an Ad-Hoc Committee (“Committee”) to review the Council’s procedural guidelines and policies. The Council also appointed Councilmember Allen and Councilmember King to serve on the Committee. Since its formation, the Committee has met and outlined recommendations for the Council to consider in updating related policies and procedures.

DISCUSSION:

Procedural guidelines for the City Council were last reviewed on August 16, 2022, and included such topics as Fraud Detection, Investment Policies, Board, Committee, and Commission Protocols, Code of Conduct, Procedural Guidelines for the Conduct at Council Meetings, and related policies that are at the discretion of the City Council. The Committee reviewed these documents and proposed several revisions for Council’s consideration. These changes included the memorialization of current practices, updates to include compliance with Government Codes, updates to increase efficiency in meetings and procedures, as well as minor clerical and otherwise clarifying language changes. The below revisions include a summary of substantive changes for consideration, but is not all encompassing.

- Code of Conduct
 - Introducing a formalized procedure for the requesting of Proclamations and Certificates.
 - Clarification of attendance policy for full attendance.
 - Aligning remote participation policies with Brown Act regulations.
- Procedural Guidelines for the Conduct of Council Meetings
 - Newly added section concerning the of prohibition items meant to impede the conduct of business.
 - Clarification of Enforcement of Decorum policy.
 - “Manner of Addressing Council – Time Limit” has been revised to a time limit of three (3) minutes and included language for mayoral discretion of items with higher volume of requests to speak.
 - Removal of Section 13 – Silence Constitutes Affirmative Vote.
- Appointment to Boards, Commissions, and Committee Policy
 - Removal of the “under review” status regarding the Youth Accountability Board.
 - Revisions of attendance policy in Section 5(B)(3).
 - Allowing reports on Boards and Commissions to be at the request of the City Council.
- Fraud Detection Policy
 - Proposing that the Chief Deputy City Clerk be charged with managing the fraud detection process.
 - Include whistleblower protection in compliance with California Labor Code Section 1102.5.

It is additionally proposed to combine the Code of Conduct, Procedural Guidelines for the Conduct of Council Meetings, and the Appointment to Boards, Commissions, and Committee Policy into a single document known as the Elected Officials & Board and Commission Member Standards to allow for more cohesive and efficient updates in the future, Exhibit A to Attachment E.

FISCAL IMPACT:

None.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Not applicable.

PROCEDURAL GUIDELINES FOR THE CONDUCT OF COUNCIL MEETINGS

SECTION 1. MEETINGS

The City Council (**Council**) shall hold regular meetings on the first and third Tuesday of each calendar month at 7:30 p.m. in the Council Chamber of the City Hall unless circumstances determine that a particular meeting shall be held at some other location in the City, all as set forth in Section 2.04.010 of the Covina Municipal Code. Special meetings of the City Council may be called at any time in the manner prescribed by State law.

SECTION 2. CONDUCT BY PERSONS IN ATTENDANCE

Any person making personal, impertinent, or slanderous remarks or who shall become boisterous while addressing the Council so as to disrupt the Council meeting shall be forthwith, by the Mayor, barred from further audience before Council, unless permission to continue is granted by a majority vote of the Council.

Members of the audience have the right to express their views about items on the Agenda or issues within the jurisdiction of the City. Members of the audience, however, shall not engage in disorderly or boisterous conduct, including the utterance of loud, threatening, or abusive language; clapping; whistling; stamping; sign waving or other acts that disturb, disrupt, impede, or otherwise render the orderly conduct of the City Council meeting unfeasible. Actions expressing the views of members of the public, such as clapping, are permitted as free speech so long as the actions do not disturb, disrupt, or otherwise impede the orderly conduct of the meeting.

SECTION 3. PROHIBITED ITEMS

The following items are prohibited from being used in the Council Chambers during public meetings to enable members of the public and meeting participants to observe and participate in public meetings without disruption:

- a) Items that impede the visibility of others at public meetings;
- b) Items that amplify sounds, including but not limited to microphones and loudspeakers;
- c) Signs larger than 11 x 17 inches; or
- d) Any other items which are disruptive to the conduct of business.

SECTION 4. ENFORCEMENT OF DECORUM

a) The Police Chief, or such other official as the Mayor may designate, shall be Sergeant-at-Arms of the Council meetings. ~~He, she, or~~ They, shall carry out all orders and instructions given by the ~~Mayor~~ **Presiding Officer** for the purpose of maintaining order and decorum at the Council meeting. Upon instructions of the Presiding Officer, it shall be the duty of the Sergeant-at-Arms, or any of them present, to remove any person who violates the order and decorum of the meeting and otherwise willfully disturbs the public meeting pursuant to Penal Code Section 403 or disrupts the public meeting pursuant to Covina Municipal Code Section 2.04.040.

b) **Clearing the Room.** Pursuant to Government Code Section 54957.9, in the event that any meeting is willfully interrupted by a person or groups of persons so as to disrupt, disturb, or otherwise impede the orderly conduct of such meeting and order cannot be restored by the removal

of the individuals who are willfully interrupting the meeting, the City Council may order that the meeting room may be ordered cleared and the meeting shall continue in session. The motion to clear the room shall be by a majority vote of the City Councilmembers present at the meeting. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to Government Code Section 54957.9.

c) Violation of the California Penal Code. A person or persons who substantially impairs the conduct of a City Council meeting by knowingly and intentionally violating these rules of decorum may be prosecuted under Penal Code Section 403 for disturbing a public meeting. Every person who violates Penal Code Section 403 is guilty of a misdemeanor.

SECTION 5. AGENDA

Upon approval by the City Manager, the Chief Deputy City Clerk shall arrange an agenda of such matters according to the order of business and furnish each member of the Council, City Clerk, and City Attorney with a copy of the same prior to the Council meeting and as far in advance of the meeting as time for preparation will permit. ~~At least one copy of the agenda packet shall be placed in the City Library for use by the public, and~~ One copy of the agenda packet shall be placed in the City Clerk's Office for ~~local newspapers~~ public examination.

SECTION 6. AMENDMENTS TO THE AGENDA

Matters of an urgent or emergency nature may be submitted to the City Council by the City Manager and/or the City Attorney as an amendment to the agenda in accordance with the Brown Act.

SECTION 7. THE PRESIDING OFFICER

The Mayor of the Council shall be the Mayor, or in the absence of the Mayor, the Mayor Pro Tem. The Mayor shall preserve strict order and decorum at all regular and special meetings of the Council. ~~He/she~~ They shall state every question coming before the Council, announce the decision of the Council on all subjects, and decide all questions of order, subject to an appeal to the Council, in which event a majority vote of the Council shall govern and conclusively determine such question of order. ~~He/she~~ They shall sign all ordinances, resolutions, and contracts adopted or approved by the Council during ~~his/her~~ they presence.

SECTION 8. CITY COUNCIL PROCEEDINGS

The City Council meetings shall be conducted in the procedural order set forth below:

- a. **Call to Order.** The Mayor shall take the Chair at the appointed hour for the meeting, and shall immediately call the Council to order. In the absence of the Mayor and Mayor Pro Tem, the City Clerk, Chief Deputy City Clerk, or Deputy City Clerk, shall call the Council to order, whereupon a temporary ~~chairman~~ Chair shall be elected by the members of the Council present. Upon the arrival of the Mayor or Mayor Pro Tem, the temporary ~~chairman~~ Chair shall immediately relinquish the Chair upon the conclusion of the business presently before the Council. In the absence of the City Clerk, Chief Deputy City Clerk, or Deputy City Clerk, the

Mayor shall appoint a Council Member to serve as City Clerk Pro Tem, in accordance with State law.

- b. Roll Call. Before proceeding with the business of the Council, the City Clerk, Chief Deputy City Clerk, or Deputy City Clerk shall call the roll of the members, and the names of those present shall be entered in the minutes.
- c. Quorum. A majority of all the members elected to the Council shall constitute a quorum at any regular or special meeting of the Council. In the absence of a quorum, the City Clerk shall call the meeting adjourned.
- d. Order of Business. All meetings of the Council shall be open to the public. Promptly at the hour set by law on the day of each regular meeting, the Council Members, City Clerk, City Attorney, and City Manager shall take their regular stations in the Council Chambers, and the business of the Council shall be taken up for consideration and disposition in the following order, unless the Mayor, without objection from the Council Members, agree to consider an item out of order:

Call to Order

Roll Call

Pledge of Allegiance

Invocation

Approval of Agenda

Presentations

Oral Communications Public Comments

Council/Agency/Authority Comments

City Manager Comments

Consent Calendar

Continued Public Hearings

Joint Public Hearings

Public Hearings

Continued Business

New Business

Adjournment

SECTION 9. RULES OF DEBATE

- a. Mayor. The Mayor may debate and vote on each item before the Council. The Mayor, or such other member of the Council as may be presiding may move, second, and debate from the Chair Presiding Officer, subject only to such limitations of debate as are by these rules imposed on all members and shall not be deprived of any of the rights and privileges of a Council Member by reason of his/her them acting as the Presiding Officer.
- b. Getting the Floor. Every member desiring to speak shall address the Chair Presiding Officer, and upon recognition by the Mayor, shall confine himself/herself themselves to the question under debate, avoiding all personalities and indecorous language and matters outside of the Agency's subject matter jurisdiction.

- c. Interruptions. A member, once recognized, shall not be interrupted when speaking unless it is to call him/her to order, or as herein otherwise provided. If a member, while speaking, be called to order, ~~he/she~~ they shall cease speaking until the question of order is determined, and, if in order, ~~he/she~~ they shall be permitted to proceed.
- d. Privilege of Closing Debate. The Council Member moving the adoption of an ordinance, resolution, or other matter shall have the privilege of closing the debate after a full discussion has been had on said item as determined by the Mayor.
- e. Move to Reconsider. A motion to reconsider any action taken by the Council may be made prior to the close of such meeting wherein such action was taken. Such motion must be made by a member of the prevailing side, but may be seconded by any member, and may be made at any time and have precedence over all other motions while a member has the floor. It shall be debatable. Nothing herein shall be construed to prevent any member of the Council from making or remaking the same or any other motion at a subsequent meeting of the Council.
- f. Reference to Roberts' Rules of Order. Where not addressed in the body of this resolution, all questions as to procedure and debate shall be resolved by the City Attorney's interpretation of Roberts' Rules of Order, Newly Revised Edition.

SECTION 10. ADDRESSING THE COUNCIL

Any person desiring to address the Council on matters not listed on the agenda shall first secure the permission of the Mayor during the period allowed for Oral Communications. On matters listed on the agenda, persons may request the permission of the Mayor to speak on a matter at the time it is being considered by the City Council.

- a. Written Communications. Interested parties or their authorized representatives may address the Council by written communications with regard to matters under discussion. ~~Written communications submitted prior to the start of the meeting will be provided to the Council prior to the discussion. All written communications on items appearing before the Council received prior to or after consideration will not be read aloud or entered into the official record unless otherwise provided by approval of the Mayor.~~
- b. Oral Communications. Individuals, or their authorized representatives, may address the Council by oral communications on any matter concerning the City's business, or any matter over which the Council has control or jurisdiction.
- c. Audio and Visual Aids. ~~The use of City equipment for audio and/or visual aids is prohibited except as approved by the Mayor, City Manager, City Clerk, Chief Deputy City Clerk, or Deputy City Clerk.~~

- d. Council Response to Oral Communications. Matters brought before the Council under Oral Communications shall be referred to staff for additional information and/or report if deemed appropriate by two (2) members of the Council ~~Members~~. No formal action shall be taken.

SECTION 11. ADDRESSING THE COUNCIL AFTER MOTION IS MADE

After a motion is made by the Council, no person shall address the Council without first securing the permission of the Mayor to do so.

SECTION 12. MANNER OF ADDRESSING COUNCIL—TIME LIMIT ~~AND MAYORAL DISCRETION~~

Each person addressing the Council shall step up to the microphone ~~in front~~ located on the podium, give ~~his or her~~ their name or otherwise identify themselves and address in an audible tone of voice for the record, and ~~unless further time is granted by the Mayor,~~ shall limit ~~his or her~~ their address to ~~five (5) minutes, unless reasonably revised by the Mayor due to special circumstances. If five (5) or more requests to speak on an item are received, the time limit will be reduced to three (3) minutes, unless revised by the Mayor~~ three (3) minutes unless reasonably revised by the Mayor due to special circumstances, such as ten (10) or more speakers wishing to speak during the Oral Communication portion of the meeting or on a single Public Hearing item. Speakers may not transfer any portion of their time to others or be allowed an extension of time to speak on behalf of others unless authorization is provided by the Mayor. All remarks shall be addressed to the Council as a body and not to any individual member thereof. No person, other than the Council and the person having the floor shall be permitted to enter into any discussion, either directly or through a member of the Council, without the permission of the Mayor. No question shall be asked to a Council Member, City Attorney, or City Manager except through the Mayor. When called upon by the Mayor, the City Manager may, when deemed appropriate, refer the question to a staff member.

On agenda items that receive ten (10) or more requests to speak, the Mayor may: 1) move placement of the item on the agenda to facilitate the flow of all agenda business; 2) may limit the time allotted to speakers on an item; 3) may limit the total time allots for public comment on an individual item.

~~SECTION 13. SILENCE CONSTITUTES AFFIRMATIVE VOTE~~

~~Unless a member of the Council states that he/she is not voting, his/her silence shall be recorded as an affirmative vote.~~

SECTION 13. ABSTENTION FROM VOTING

A Council Member may abstain from voting on any ordinance, resolution, or other motion.

SECTION 14. CITY ATTORNEY OPINIONS

Requests for formal opinions from the City Attorney must be approved by two (2) of the Council Members.

SECTION 15. ORDINANCES, RESOLUTIONS, MOTIONS & CONTRACTS

- a. Presentation of Ordinances. No ordinance shall be prepared for presentation to the Council unless ordered by two (2) members of the Council, or requested by the City Manager, or prepared by the City Attorney on his/her own initiative.
- b. Prior Approval by Administrative Staff. All ordinances, resolutions, and contract documents shall, before presentation to the Council, have been approved as to form and legality by the City Attorney or ~~his~~ [their](#) authorized representative, and shall have been examined and approved for administration by the City Manager or ~~his/her~~ [their](#) authorized representative.

SECTION 16. REPORTS, RESOLUTIONS, & ORDINANCES TO BE FILED WITH CLERK

All reports, resolutions, and ordinances shall be filed with the [Office of the City Clerk](#) and entered in the minutes.

SECTION 17. ADJOURNMENT

A motion to adjourn shall always be in order and decided without debate.

SECTION 18. CERTIFICATION

The City Clerk has certified to the passage and adoption of the resolution, and the same has thereupon taken effect and is in force.

CITY OF COVINA
CITY COUNCIL & ELECTED OFFICIALS CODE OF CONDUCT

ALL ELECTED OFFICIALS

All members of the City Council, including those serving as Mayor and Mayor Pro Tem, have equal votes. No Council Member has more power than any other Council Member, and all should be treated with equal respect.

All Council Members and Elected Officials should:

- Demonstrate honesty and integrity in every action and statement
- Serve as a model of leadership and civility to the community
- Inspire public confidence in Covina government
- Work for the common good, not personal interest
- Prepare in advance of Council meetings and be familiar with issues on the agenda
- **Attend and** fully participate in City Council meetings and other public forums while demonstrating respect, kindness, consideration, and courtesy to others
- Participate in scheduled **events and** activities to increase Council effectiveness
- Review Council procedures, such as these Council Protocols, at least annually
- Represent the City at ceremonial functions at the request of the Mayor
- Be responsible for the highest standards of respect, civility, and honesty in ensuring the effective maintenance of inter-governmental relations
- Respect the proper roles of Elected Officials and City staff in ensuring open and effective government
- Provide contact information to the City Manager in case of an emergency or urgent situation arises while the Council Member **or Elected Official** is out of town

COUNCIL & ELECTED OFFICIALS CONDUCT WITH ONE ANOTHER

~~Councils~~ The City Council and Elected Officials are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to improve the quality of life in the community. In all cases, this common goal should be acknowledged even as ~~Council~~ Elected Officials may "agree to disagree" on contentious issues.

In Public Meetings

- Use formal titles.

The Council and Elected Officials should refer to one another formally during Council meetings as Mayor, Mayor Pro Tem, ~~or~~ Council Member, City Clerk, or City Treasurer followed by the individual's last name.

- Practice civility and decorum in discussions and debate.

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. Be respectful of diverse opinions.

- Honor the role of the presiding officer in maintaining order and equity.

Respect the Mayor's efforts to focus discussion on current agenda items. Objections to the Mayor's actions should be voiced politely and with reason, following parliamentary procedures.

- Demonstrate effective problem-solving approaches.

Council Members have a public ~~stage~~ platform to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole. Council Members and Elected Officials are role models for residents and other stakeholders involved in public debate.

- Be respectful of other people's time.

Stay focused and act efficiently during public meetings.

In Private Encounters

- Treat others as you would like to be treated.

Ask yourself how you would like to be treated in similar circumstances, and then treat the other person that way.

COUNCIL & ELECTED OFFICIALS CONDUCT WITH CITY STAFF

Governance of a City relies on the cooperative efforts of elected officials, who set policy, and City staff, ~~which~~ **who** analyze problems and issues, make recommendations, and implement and administer the **Council's** policies **adopted by the City Council**. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

- Treat all staff as professionals.

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. As with ~~your~~ Council **and elected** colleagues, practice civility and decorum in all interactions with City staff.

- Channel requests of staff through the City Manager or ~~his/her~~ **their** designee.

Requests of City staff should be directed only to the City Manager or ~~his/her~~ **their** designee. Council Members **and Elected Officials** should not set up meetings with department staff directly, but work through the City Manager.

- All Council Members should have the same information with which to make decisions.

Information requested by an individual Council Member or Elected Official will be made available to all Council members. All information requests should respect the “one hour” rule (See below).

- Never publicly criticize an individual employee, including Council-Appointed Officers. Criticism is differentiated from questioning facts or the opinion of staff.

All critical comments about staff performance should **remain confidential and** only be made to the City Manager through private correspondence or conversation.

- City Manager is administrative head of the City.

Any concerns a Council Member or Elected Official may have regarding day-to-day operations of the City should be directed to the City Manager. Avoid any staff interactions that may be construed as trying to direct or shape staff recommendations. Council Members and Elected Officials shall refrain from coercing staff in making recommendations to the Council as a whole.

- Be cautious in representing City positions on issues.

Before sending correspondence related to a legislative position, check with City staff to see if a position has already been determined. When corresponding with representatives of other governments or constituents, remember to indicate, if appropriate, that the views you state are your own and may not represent those of the ~~full Council~~ **City**.

- Do not attend staff meetings unless requested by City Manager.

Even if the Council Member or Elected Official does not say anything, their presence may imply support, show partiality, intimidate staff, or hamper staff's ability to do its job objectively.

- Respect the “one hour” rule for staff work.

Requests for staff support should be made to the City Manager, according to the protocol for channeling communications. Any request, which would require more than one hour of staff time to research a problem or prepare a response, will need to be approved by the full Council to ensure that staff resources are allocated in accordance with overall [Council City](#) priorities. Once notified that a request for information or staff support would require more than one hour, the Council Member [or Elected Official](#) may request that the City Manager place the request on an upcoming Council [meeting](#) agenda.

- Depend upon the staff to respond to citizen concerns and complaints.

It is the role of Council Members [and Elected Officials](#) to pass on concerns and complaints [within their designated roles and responsibilities](#) on behalf of their constituents. It is not, however, appropriate to pressure staff to solve a problem in a particular way. Refer citizen complaints to the appropriate Department [Head Director](#). The senior staff member should respond and is responsible for making sure the Council Member [or Elected Official](#) knows how the complaint was resolved.

COUNCIL AND ELECTED OFFICIAL CONDUCT WITH BOARDS AND COMMISSIONS

The City has established several Boards and Commissions as a means of gathering more community input. Citizens who serve on Boards and Commissions become more involved in government and serve as advisors to the City Council. They are a valuable resource to the City's leadership and should be treated with appreciation and respect. Council Members serve as liaisons to Boards and Commissions, according to appointments made by the Mayor, and in this role are expected to represent the full Council in providing guidance to the Board or Commission. [The City Treasurer also serves on the Finance Advisory Commission in a non-voting capacity.](#) In other instances, Council Members or Elected Officials may attend Board or Commission meetings as individuals, and should follow these protocols:

- If attending a Board or Commission meeting [as an individual](#), identify your comments as personal views or opinions [and not that of the entire City.](#)

Elected Officials may attend any Board or Commission meeting, which are always open to any member of the public. Any public comments [made](#) by an Elected Official at a Board or Commission meeting, when that Elected Official is not the liaison to [or a member of](#) the Board or Commission, should be clearly made as individual opinion and not a representation of the feelings of the entire City [Council.](#)

- Limit contact with Board and Commission members to questions of clarification.

It is inappropriate for a Council Member or Elected Official to contact a Board or Commission member to lobby on behalf of an individual, business, or developer, or to advocate a particular policy perspective. ~~It is acceptable for Council Members or Elected Officials to~~ [but may](#) contact Board or Commission members in order to clarify a position taken by the Board or Commission.

- Remember that Boards and Commissions are advisory to the Council as a whole, not individual Council Members.

The City Council appoints individuals to serve on Boards and Commissions, and it is the responsibility of Boards and Commissions to follow policy established by the Council. Council Members and Elected Officials ~~should not feel they do not~~ have the power or ~~right~~ [authority](#) to threaten Board and Commission members in any way if they disagree about an issue. A Board or Commission appointment should not be used as a political "reward."

- Concerns about an individual Board or Commission member should be pursued with tact.

If a Council Member [or Elected Official](#) has a concern with the effectiveness of a particular Board or Commission member ~~and is comfortable in talking with that individual privately, the Council Member should do so. Alternatively, or if the problem is not resolved, the Council Member~~ [they](#) should consult with the Mayor, who can bring the issue to the Council as appropriate.

- Be respectful of diverse opinions.

A primary role of Boards and Commissions is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns

and perspectives. Council Members and Elected Officials may have a closer working relationship with some individuals serving on Boards and Commissions, but must be fair to and respectful of all citizens serving on Boards and Commissions.

- Keep political support away from public forums.

Board and Commission members may offer political support to a Council Member or an Elected Official, but not in a public forum while conducting official duties. Conversely, Council Members and Elected Officials may support Board and Commission members who are running for office, but not in an official forum in their capacity as a Council Member or Elected Official.

- Maintain an active liaison relationship.

Appointed Council liaisons are encouraged to attend all regularly scheduled meetings of their assigned Board or Commission, or to arrange for an alternate to attend in their absence.

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STAFF CONDUCT WITH ELECTED OFFICIALS

- Respond to Council & Elected Official questions as fully and as expeditiously as is practical.

The protocol for staff time devoted to research and response is in application here. If an Elected Official forwards a complaint or service request to a Department Director head ~~there will be follow through with~~ the Department will provide a response to the complainant and notify the Elected Official as to the outcome.

- Respect the role of Council Members as policy makers for the City.

Staff is expected to provide its best professional recommendations on issues. Staff should not try to determine Council support for particular positions or recommendations in order to craft recommendations. The Council must be able to depend upon the City staff to make independent recommendations. Staff should provide information about alternatives to staff recommendations as appropriate, as well as pros and cons for staff recommendations and alternatives.

- Demonstrate professionalism and non-partisanship in all interactions with the community and in public meetings.
- It is important for the staff to demonstrate respect for the Council and Elected Officials at all times. All Council Members and Elected Officials should be treated equally.

OTHER PROCEDURAL ISSUES

- Commit to periodic review of important procedural issues.

Annually, or as required by law, the Council will review the ~~Council~~ Elected Officials protocols, adopted procedures for meetings, the Ralph M. Brown Act, conflict of interest, and other important procedural issues.

Use of City Letterhead

- Authorized use of City letterhead ~~may be used~~ by Council Members.

Council members may use letterhead only for approved communication with constituents or stating City adopted positions.

- Unauthorized use of City letterhead ~~may not be used~~ by Council Members and Elected Officials.

City letterhead may not be used for personal business or to present an opposing view once an official position has been taken by the Council. All official City Council positions will be stated over the signature of the Mayor only or as directed. Elected Officials not currently serving on the City Council are not authorized to use City letterhead but may channel requests for communications through the Mayor or City Manager.

Certificates and Proclamations

Certificate and Proclamation requests may be made from any member of the public, Elected Officials, or City staff. Requests from members of the public shall be submitted in writing and addressed to the Mayor and/or the City Manager for approval.

- Certificates

Certificates are less formal than proclamations and are typically prepared in order to recognize an achievement, milestone, event, or celebration. Certificates may be presented outside of City Council meetings or may appear on the agenda.

- Proclamations

Proclamations contain more information and are designed to bring attention to a particular subject by proclaiming something on a certain day, week, or month. Proclamations typically appear on the City Council meeting agenda but may also be presented outside of City Council meetings.

Examples of recognition through certificates and proclamations include, but are not limited to: Community events, athletic/academic accomplishments, acts of heroism, annual commemorative events, regional events, months and/or weeks honoring or raising awareness for causes, or commemorative months and/or weeks.

- Objections

Any Council Member may notify the Mayor of objections to any certificate or proclamation. At which time, the item may be agendaized for consideration by the entire City Council.

Council Meetings

- The Mayor should work with the City Manager to plan the Council meetings.

There are three (3) purposes to the pre-Council planning meeting: 1) to plan how the meeting will be conducted; 2) to identify any issues or questions that may need greater staff preparation for the meeting; and 3) to discuss future meetings. The purpose of the meeting is not to work on policy issues. Normally, only the Mayor is expected to attend the pre-Council meetings with the City Manager and other staff, as required.

- Attendance of Council Meetings

In order to help facilitate the conduct of business, Council Members and Elected Officials are expected to attend all regularly scheduled Council meetings and special meetings unless the absence is excused. Excused absences for the entirety or a portion of a meeting must be granted by the Mayor, or the Mayor Pro Tem in their absence, prior to the start of the meeting.

- Remote Participation

Council Members and Elected Officials shall make good effort to attend meetings in-person but will be allowed to participate remotely, as necessary, according to procedures set forth in the California Government Code.

- Council Member placement of items on the Agenda.

At the request of two (2) Council members, the City Manager will place an item on the agenda.

- Don't politicize procedural issues (e.g. minutes approval or agenda order) for strategic purposes.

- Submit questions on Council agenda items ahead of the meeting.

In order to focus the Council meetings on consideration of policy issues and to maintain an open forum for public discussion, questions which focus on the policy aspects of agenda items should be discussed at the Council meeting rather than in one-on-one communications with staff prior to the meetings. Any clarifications or technical questions that can be readily answered can be handled before the meeting. Council Members are encouraged to submit their questions on agenda items to the City Attorney, City Manager, or Assistant City Manager as far in advance of the meeting as possible so that staff can be prepared to respond at the Council meeting.

- ~~Mayoral discretion on controversial items.~~

~~On highly controversial items, the Mayor may: 1) move placement of the item on the agenda to facilitate the flow of all agenda business; 2) may limit the time allotted to individual speakers on an item; 3) may limit the total time allotted for public comment on an individual item.~~

- Confidentiality of Closed Session.

Confidentiality applies to any non-public discussion items. Council Members will not speak to affected/opposing parties, the [press media](#), or any individual not present about items discussed in closed session. Any written reports or materials presented during closed session will be turned in at the end of closed session.

- [Adjourning in Memory](#)

The City Council and Elected Officials may, at their discretion, adjourn a meeting in memory of recently deceased members of the community. Requests to adjourn in memory may be made by any member of the City Council or Elected Official and subject to the sole approval of the Presiding Officer.

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ENFORCEMENT

Failure of an Elected Official to observe and conduct ~~himself/herself~~ themselves in accordance with these adopted Protocols may result in, but not be limited to, the following actions:

- 1) Private counseling of the Elected Official;
- 2) Letter of warning/reprimand from the City Council;
- 3) Restrictions upon City-authorized travel;
- 4) Removal from serving as City representative/liaison to internal Boards and Commissions and to inter-governmental organizations;
- 5) Reductions in personal expense budget;
- 6) Exclusion from closed session discussions;
- 7) ~~Restricting~~ Restriction of the Elected Official's communications with City staff;
- 8) Censure by the City Council; and
- 9) In the most serious cases, referral of the matter to the Fair Political Practices Commission, District Attorney, or grand jury for ethics investigation and/or criminal prosecution.

CITY OF COVINA

~~Appointment to~~ Boards, Commissions, and Committees Policy

PURPOSE:

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 City 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 boards, commissions, and committees to advise the City Council and provide ongoing citizen input into policies and issues affecting the Covina community.

The purpose of this Policy is to outline those Council policies pertaining to the City's Boards and Commissions and set forth a structure that encourages meaningful involvement by the community in decision-making. Boards and Commissions are created by the City Council for the following general purposes:

- Gather facts and focus attention on specific matters within their area of responsibility, advise the City Council on policy issues, and recommend actions and alternatives for City Council consideration and approval.
- Provide a forum and opportunity for broad community participation in the identification and prioritization of issues.
- Facilitate unbiased reconciliation of contradictory viewpoints among interested parties.
- Assist in balancing community desires with municipal needs, responsibility, and resources.
- Recommend to the City Council specific policy-related issues for possible Council study review and action.

Additionally, each board and commission has specific assignments or areas of responsibility as established by this Policy.

Committees may be created by resolution of the City Council, as needed, to study specific issues or matters that are limited in scope. The length of the assignment would be shorter in duration than the standing, or ongoing, commissions and boards. Ad hoc committees may be established to facilitate the study of Council-directed or staff-requested initiatives. These committees would be project-specific and would function only for the duration of the project.

Boards and commissions are not responsible for administrative/operational matters of the City nor the adoption or implementation of Council policy, except as requested by the City Manager or his/her designated staff.

SECTION 1. ~~COMMISSIONS AND~~ BOARDS AND COMMISSIONS.

The City Council hereby establishes ~~five~~ six Council-appointed ~~commissions and~~ boards and commissions:

ATTACHMENT C

(A) **Finance Advisory Commission** – Advises the City Council on finance-related policies and issues, including the City’s annual operating and capital improvement program, and reviews, evaluates, and monitors Community Development Block Grant (CDBG) programs.

(B) **Library Board of Trustees** – Solicits the views of the community and advises the Library Services Director about the policies and operations that promote the efficiency of the Library. The Board may make and enforce all rules, regulations, and bylaws necessary for the administration, government, and protection of the Library under its management, and all property belonging thereto.

(C) **Parks and Recreation Commission** – Advises the City Council on matters pertaining to the community service needs of the citizens of Covina relating to cultural and historical activities/programs and special events, facilities, and park maintenance, public recreational services, senior services, and youth services. The Commission will be expected to be visionaries, be open minded to meet the ever-changing interests of the diverse, multicultural community, ~~be actively open to~~ receive input from individuals and community organizations, and participate in the development of facilities, programs, and services that accommodate the needs of the community.

(D) **Planning Commission** – Conducts hearings related to variances, conditional use permits, and zoning regulations; reviews the General Plan; and conducts other studies as required or authorized.

(E) **Transportation & Mobility Advisory Commission** – Serves as an advisor and makes recommendations to the City Council in matters pertaining to the operation and management of the City’s transportation and parking systems and provides a public forum for citizen input on ~~the City’s transportation system related matters.~~ ~~Board~~ The Commission may discuss, analyze, evaluate, and make recommendations to the City Council on short and long-range measures to enhance the City’s transportation and parking systems.

~~In addition, the City Council acknowledges the following existing board which is currently under review:~~

(F) **Youth Accountability Board** – Enriches the community through intervention into the behavior and activities of first-time juvenile offenders who have committed a minor offense.

SECTION 2. ELIGIBILITY AND MEMBERSHIP.

(A) **Compensation** – ~~Commission or~~ board, commission, and committee members serve without compensation, unless provided for by resolution of the City Council.

(B) **City Employment Prohibited** – ~~Commission or~~ board, commission, and committee members shall not hold any paid office or employment in the City Government, except as provided herein.

Approved by City Council: 02/07/2023	Page 2 of 12
Reference: Resolution CC 2023-06	
Prepared by: Fabian Velez, Chief Deputy City Clerk	

(C) **Spouses, Household Members, and Relatives** – Individuals shall not be eligible to serve on a ~~commission or~~ board ~~or commission~~, if the individual has a spouse, household member living under the same roof, or has a parent, step-parent, grandparent, child, sister, brother, niece, nephew, uncle, or aunt of the individual or of the individual's spouse that is currently serving as a member of the City Council, or employed as the city manager, assistant city manager, assistant to the city manager, city attorney, department director, assistant director, or the equivalent thereof, for the City of Covina.

(D) **Concurrent Service** – Members of ~~commissions or~~ boards ~~or commissions~~ listed herein may serve on more than one commission or board at the same time, except in the case where a conflict arises.

(E) **Specific Membership Requirements**

1. Finance Advisory Commission – This up to ~~ten~~ 10 member commission ~~acts serves~~ in an advisory capacity to the City Council in matters pertaining to the City's finances, reviews and makes recommendations on finance-related policies and issues, including the annual operating and capital improvement program, and reviews, evaluates, and monitors Community Development Block Grant (CDBG) programs. Membership in this Commission is open to local business people and property owners in the City, and the city treasurer. The city treasurer shall serve as a non-voting member of the Commission.

2. Library Board of Trustees – Formed pursuant to Chapter 2.44 of the Covina ~~City~~ ~~Municipal~~ Code ~~Section~~. This five-member board acts in an advisory capacity to the City Council on library-related issues. Each member shall be a resident of the City and have been a resident for at least one year prior to appointment.

3. Parks and Recreation Commission – This five-member commission acts in an advisory capacity to the City Council in matters and services pertaining to parks, open space, playgrounds, entertainment, other cultural and recreational activities. Each member shall be a resident of the City.

4. Planning Commission – Formed pursuant to Chapter 2.28 of the Covina ~~City~~ ~~Municipal~~ Code, this five-member commission acts in an advisory capacity to the City Council and has some decision-making authority on land use and development of the City. Each member shall be a resident of the City.

5. Transportation & Mobility Advisory Commission – This five-member commission acts in an advisory capacity to the City Council concerning policies affecting the City's transportation ~~and parking~~ systems. Membership in this Commission is open to residents in the City of Covina and business owners within the boundaries of Vehicle Parking District No. 1.

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6. Youth Accountability Board – Consists of up to ~~ten~~ 10 members who must be dedicated to enriching the community through intervention into the behavior and activities of first-time juvenile offenders who have committed a minor offense. Highly desirable applicants will either reside or work in Covina and be graduates of the Covina Police Department Citizens' Academy. Board members are subject to a thorough background investigation and will be required to sign a confidentiality notice pertaining to all juvenile matters heard by the Board.

SECTION 3. RECRUITMENT, APPOINTMENT, AND SELECTION.

(A) Appointment

1. The City Council shall have the authority to appoint individuals to a board or commission. Appointed members of boards and commissions serve at the pleasure of the City Council, pursuant to Government Code Section §36506. Appointment to a ~~commission or~~ board or commission is ~~an honor~~ a privilege and a responsibility. It signifies the City Council's confidence in the member's wisdom and judgment and places upon the member the duty to prepare for and attend meetings and consistently work toward and vote in a manner that promotes the public interest. Members are not selected to represent a business, area of the community, school, or organization. Each member, and the ~~commission or~~ board or commission, as a whole, is concerned with the general public good. Where personal interest conflicts with the general welfare of the public, the latter must prevail.

2. When a vacancy exists, applications will be received by the City Clerk's Office and provided to the City Council for consideration of appointment. If a vacancy ~~shall~~ occurs, other than by expiration of the term, such vacancies shall be filled by appointment for the unexpired portion of the term. The City Councilmember who nominated the vacating board or commission member shall nominate a replacement.

3. Prior to appointment, prospective members may be interviewed by the entire city Council at a study session meeting pursuant to the Ralph M. Brown Act which requires that all discussions and deliberations by the City Council regarding appointments or confirmation of appointments are to take place in public at regular or special meetings of the body.

4. City Councilmembers will make appointments at a regular or special meeting. All appointments whether initial, due to vacancy, or reappointment shall be subject to ratification of a majority of the City Council.

5. Members shall be appointed for a term of four years expiring on June 30; except for members of the Library Board of Trustees whose terms shall be for three (3) years pursuant to California Education Code Section § 18911.

(B) Oath of Office

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Each board and commission member, before entering upon the discharge of the duties of his/her office, shall receive the City's Code of Conduct, Resolution No. 09-6748, and take, subscribe to, and file with the [Office of the City Clerk or his/her designee](#) the following oath or affirmation:

"I do solemnly swear (or affirm, as the case may be) that I will support the Constitution of the United States and the Constitution of the State of California, and that I will faithfully discharge the duties of the office of (here inserting the name of office) according to the best of my ability."

Each board and commission member shall have the opportunity to receive a ceremonial Oath of Office at a regularly-scheduled City Council meeting.

(C) Vacancies and Recruitment

Through the [Offices](#) of the City Manager and City Clerk, efforts will be made to fill board or commission vacancies as soon as practical. Upon notification of a vacancy, whether [planned or unplanned scheduled or unscheduled](#), staff shall inform Council of the status of recruitment efforts to fill the vacancy.

(D) Training, Conferences, and Disclosure Obligations

1. Training shall be provided to all board and commission members by the City, including an orientation session for new members. Training shall be delivered as deemed necessary by the Council and/or City Manager and may include topics germane to a specific board or commission and/or training generic to all boards and commissions (e.g. ethics training or "how to run a meeting" for board and commission chairs).

2. Conferences are conducted periodically by outside [groups agencies](#) to assist [board and commission](#) members ~~of commissions and boards~~ in meeting their respective responsibilities more effectively. The City's interests are often served by participation in the educational and training programs offered at the conferences. Each member of City boards and commissions may attend related training and/or conferences, provided that the conference subject matter pertains directly to the function of the board and commission and that funds for this purpose have been budgeted. Members are also responsible for attending training required pursuant to State law.

3. Designated boards and commissions are subject to conflict of interest provisions of the Political Reform Act and must file Statements of Economic Interests. Statements must be filed within 30 days of taking office and thereafter annually, as well as [upon within 30 days of](#) leaving office.

SECTION 4. OFFICERS.

(A) Selection of Chair and Vice-Chair

Each board and commission shall, at the first regular meeting in July of each year, or during the next regularly-scheduled meeting if a July meeting is not otherwise [necessary held](#), elect one of its

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members to serve as presiding officer, also known as the chair. ~~to~~ The Chair will serve commencing after the end of the meeting. The selection of chair and vice-chair shall be the last item on the agenda at the regularly-scheduled meeting.

(B) Chair and Vice-Chair – Roles and Responsibilities

1. Chair – ~~Presides at~~ Also known as the Presiding Officer, oversees the meetings of the ~~commission or~~ board or commission, and follows the Ralph M. Brown Act (Brown Act) requirements for conducting meetings, and coordinates the scheduling of special meetings or cancellation of a meeting with the staff liaison.

2. Vice-Chair – Serves as the Presiding Officer in the absence of the Chair.

SECTION 5. MEETINGS, ATTENDANCE AND QUORUMS.

(A) Meetings

1. Each ~~commission and~~ board and commission shall be scheduled to meet regularly on a day and time determined by the ~~commission or~~ board or commission and approved by the City Council.

2. As a matter of policy, it serves the public interest to have the greatest possible public access to commission meetings. Meeting locations shall be selected according to the following guidelines:

- Meeting rooms should be of a size adequate to allow for public participation.
- Commissions should meet in a location permitting recurring usage of that location to the greatest extent possible.
- Boards and commissions should preferably meet in the Council Chamber or another facility with adequate parking, interior space, lighting, and accessibility to promote ~~involvement~~ public participation.

3. All board and commission meetings, including special meetings, shall be open to the public and held in a manner provided for in the ~~Ralph M.~~ Brown Act, California Government Code Section 54590, as it may from time-to-time be amended.

4. All board and commission meetings shall operate under Parliamentary Procedure. Should this Policy and Parliamentary Procedure conflict, this Policy shall take precedence.

5. A majority of the ~~appointed~~ members of the board or commission shall constitute a quorum for the transaction of business.

(B) Attendance

1. Regular attendance at the board or commission meeting is critical. A quorum, or majority, of the members is required to conduct business, and unexcused or repeated absence from meetings adversely affects the work of the ~~group~~ advisory body and inconveniences the

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other members. The boards and commissions need the benefit of every member’s expertise and judgment in formulating [quality](#) recommendations to the Council.

2. Each member of a City board and commission is expected to attend all regularly-scheduled meetings, and as many special meetings as possible. When a board or commission member knows in advance that he/she will be absent from a meeting, the member shall give advance notice to the Chair and/or staff liaison.

3. The board/commission chair shall, in consultation with the staff liaison, propose that each absence be “excused” or “unexcused”. ~~Each board or commission shall then determine by general consent (or, failing to achieve general consent, by majority vote) their members’ absences from regularly scheduled meetings as excused or unexcused and shall include that record in official meeting minutes.~~ Absences from special meetings shall be recorded but shall not be classified as “excused” or “unexcused”.

- a. Excused Absences – excused absences include work-related conflicts, illness or other medical reasons, and personal conflicts including scheduled vacations when notice is provided in advance. Generally, failure to inform the chair or staff liaison prior to the meeting shall result in an unexcused absence unless extenuating circumstances prevent advance notice.
- b. Unexcused Absences – ~~unexcused absences from three consecutive regularly scheduled meetings, or~~ from more than 25% of all regularly scheduled meetings over any ~~twelve~~ 12 consecutive month period, shall result in further review by the City Council. The City Council, in its sole discretion, may declare that a member’s seat is vacant based on attendance records.

4. Board and Commission members are responsible for monitoring their own attendance records. The staff liaison shall record the attendance of board and commission members in a uniform manner in the meeting minutes and, [upon request from the City Council](#), prepare ~~for the City Council annual~~ reports of all the City’s boards and commissions showing the attendance of each member at both regular and special meetings during the past 12 months. The percent of regularly-scheduled meetings attended shall only be shown for board and commission members having been in office at least ~~twelve~~ 12 months.

5. Council shall take into consideration board and commission member attendance records, including tardiness, when evaluating the overall performance of board and commission members.

(C) Quorum

Boards and commissions have a quorum present when a majority of their total membership is present. “Total membership” means the number of members indicated in Section 3 of this [Resolution Policy](#).

(D) Majority and Abstentions

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~~Commissions and/or~~ Board ~~and/or Commission~~ motions shall be approved by a majority of legal votes cast. Members who fail to vote are presumed to have waived the exercise of their right and to have consented to allow the will of the organization to be expressed by those voting. The tabulation of a vote is based on the number of members present and voting. Abstentions ~~must be recorded in the minutes but~~ are not counted, since a member who abstains voluntarily relinquishes his or her vote, and is not counted in the results.

SECTION 6. GENERAL AND SPECIFIC DUTIES.

Aside from obligations related to attendance and training noted elsewhere in this Policy, the general and specific duties for all ~~commission and~~ board ~~and commission~~ members are:

(A) General Duties

1. Gather facts and focus attention on specific matters within their area of responsibility.
2. Advise the City Council on policy issues, make recommendations, and propose alternatives for City Council consideration.
3. Provide a forum and opportunity for broad community participation in the public process.
4. Facilitate reconciliation of contradictory viewpoints among interested parties.
5. Assist in balancing community desires with municipal responsibility and available resources.
6. Recommend to the City Council specific policy-related issues for possible Council study and action.

(B) Specific Duties

1. Finance Advisory Commission
 - a. Reviews and ~~analyses~~ ~~analyzes~~ financial and investment information including the annual operating and capital improvement program.
 - b. Advises the City Council on finance-related policies and ~~issues~~ ~~matters~~.
 - c. Reviews, evaluates, and monitors Community Development Block Grant (CDBG) programs, and makes recommendations to the City Council on the allocation of funding.
2. Library Board of Trustees

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- a. Reviews and make recommendations on the Library Sub-Element of the General Plan.
- b. Assesses community conditions which directly affect Library goals and policies and encourage efficiency in operations.
- c. Reviews and make recommendations regarding library-related grant applications and funding allocations.

3. Parks and Recreation Commission

- a. Advises the City Council on matters pertaining to recreation services, cultural activities and special events, senior services, youth services, human relations, and historical preservation.
- b. Fosters, enhances, and recognizes volunteer opportunities for people of all ages within the community.
- c. Provides input to the Planning Commission and City Council on matters pertaining to the design and features of parks, community centers, and senior centers that affect the provision of recreation and related services.
- d. Reviews, analyzes, and recommends programs and activities directed toward enhancing the recreation, social, and senior service opportunities available to all persons in our community.
- e. Reviews, analyzes, and recommends programs and activities that enhance communication and relationships between residents, private and public agencies, local institutions, and businesses in our community.

4. Planning Commission

- a. Prepares, adopts, and recommends to the City Council a comprehensive, long-term plan for the physical development of the City, which shall be known as the City of Covina General Plan.
- b. Prepares, adopts, and recommends to the City Council plans based on the General Plan and drafts of such regulations, programs and legislation as may, in its judgment, be required for the systematic execution of the General Plan (General Plan).
- c. Acts on the advisory agency of the City Council in connection with the administration of the State Map Act.
- d. Hears and ~~decide~~ makes determinations on applications for variances, unclassified use permits, tentative tract and parcel maps, as well as precise plans of design in accordance with adopted rules and procedures.

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- e. Investigates, hears, and recommends to the City Council plans for the improvement and beautification of the City, including such matters relating to changes of zoning regulation and district.
- f. Administers the Historic Preservation duties outlined in Chapter 17.81 of the Covina Municipal Code.
- g. Performs all other duties as may be imposed by law or the City Council.

5. Transportation & Mobility Advisory Commission

- a. Studies data and statistics, makes reports, holds hearings, and makes recommendations to the City Council on matters relating to traffic safety and parking management programs in the City.
- b. Reviews and makes recommendations on Federal, State and regional policy proposals related to bicycles, pedestrians, traffic safety, parking and mobility.
- c. Reviews and makes recommendations on the applicable sections of the General Plan.

6. Youth Accountability Board

- a. Attends bi-monthly meetings during evening hours at the Covina Police Department to review cases referred to the Youth Accountability Board Program.
- b. Meets with juvenile offenders and their parents.
- c. Drafts and presents “accountability contracts” designed to address the juvenile’s behavior and any other issues to parent(s) and juvenile for agreement.
- d. Reviews accountability contracts to monitor progress and ensure compliance of participants.

(C) Additional Duties

Additional duties may be conferred upon specific boards and/or commissions by the City Council. These shall be memorialized via the City Charter or by revision to this Policy.

SECTION 7. ADMINISTRATION.

(A) Staff Liaison – The City Manager shall appoint a staff liaison to provide support to each board and commission. The staff liaison to each board and commission shall serve as the recording secretary for the commission and is responsible for maintaining the record of resolutions, findings, determinations, and minutes as required.

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(B) Communications – In addition to their role as advisors to the Council, boards and commissions function as a communication link between the community and the City, explaining City programs and recommendations, advocating established City policy and services, as well as providing a channel for citizen expression.

(C) ~~Annual~~ Board and Commission Reports – In order for the City Council to oversee the progress, accomplishments and challenges, each board and commission shall submit ~~annually~~, ~~upon request~~, to the City Council a report that includes, at a minimum, the board/commission's meeting dates, attendance sheets, a summary of the board/commission's accomplishments in the past 12 months and goals for the next 12 months. ~~Annually~~ Upon request, the City Council will conduct a joint meeting to discuss the ~~annual~~ report and the board/commission's progress and challenges in meeting its goals and objectives.

(D) Joint Meetings – The City Council shall consider joint study sessions with boards and commissions as warranted.

(E) Recognition – An annual event to recognize the service of all board and commission members, as well as citizens serving on special Council ad-hoc committees, shall be coordinated through the Office of the City Manager. Outgoing board and commission members who have served their full term shall receive a certificate of appreciation and a small memento of appreciation.

(F) Resignation/Completion of Term – When a board or commission member resigns from his or her seat, the member shall notify the City Council in writing (email, fax, or letter), with copies to the staff liaison, City Clerk and City Manager, indicating the effective date ~~and the reason(s)~~ for resignation.

(G) Removal

A person appointed by the City Council to any board or commission shall continue to serve as a member thereof except when:

1. The person's term of office expires and a different person has been appointed.
2. The person voluntarily resigns.
3. The City Council vacates a position after reviewing a person's attendance record.
4. The person has been removed from office by the City Council.

A majority vote of the City Council may remove any member of a board or commission for any reason including, but not limited to, conduct unbecoming a public official, violating the City's conflict of interest ordinance, or failing to comply with statutory requirements such as the filing requirements under the Political Reform Act. Conduct unbecoming a public official includes the kind of conduct that any reasonable board/commission member would know is incompatible or inimical to public service, would indicate a lack of fitness to perform the functions of a Commissioner, or would discredit or cause embarrassment to the City.

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Any member of the City Council may initiate a person's removal from a board or commission by requesting at a regular City Council meeting that consideration of the person's removal be placed on the Council's agenda at a regular or special meeting for discussion and potential action. The City Clerk shall notify the person affected of the time and place of the meeting. When the item is on the City Council agenda, the City Council may, by majority vote, remove the person from a board or commission.

SECTION 9 8. BYLAWS.

Boards and commissions may craft additional bylaw provisions specific to the group, including establishing regular meeting dates, times and locations, as long as the bylaws do not conflict with Sections 1 through 8 7 above. Any bylaw provisions and revisions thereto must be approved by the City Council.

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Policy Name: Fraud Prevention and Detection
Fraud Hotline: 626-384-5404

Effective Date: June __, 2025

PURPOSE

The City of Covina (City) is committed to protecting taxpayer dollars and assets from fraud and recovering losses as a result of fraudulent activities. The Fraud Prevention and Detection Policy is established to facilitate the development of controls which will aid in the prevention and detection of fraud against the City. The Policy intends to empower the Chief Deputy City Clerk to ~~conduct~~ initiate investigations and report findings to the City Manager. The City website contains a link to a Fraud and Abuse Reporting page, which includes a 24-hour Fraud Hotline (Hotline). This page contains information for the reader on how to report a potential fraud and how the report will be handled. Fraud awareness and reporting posters have been distributed to City facilities for posting on bulletin boards. Brochures informing the public of this reporting tool will be placed at all public counters.

30.10 POLICY

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

30.20 PROCEDURES

30.21 City Management Responsibilities

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

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

30.22 Process for Handling Suspected Acts of Fraud

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

further investigation, the City Manager and/or ~~Personnel~~ Human Resources and/or Finance Director will conduct the investigation. If the fraud requires further investigation of apparently discernable criminal conduct, the City Manager will turn the matter over to the Police Department.

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

If an employee suspects and reports a suspected act of fraud, the first notification should be made to the employee's immediate supervisor. If the employee suspects that the Immediate supervisor is involved, the employee should report their findings directly to the Department head Director. If the employee suspects that the Department head Director is involved, the employee should report their findings directly to the Hotline. If the employee is not comfortable bringing this to the attention of the chain of command, the employee has the option of directly reporting their findings to the Hotline. After a suspected act of fraud is reported the Chief Deputy City Clerk will begin the investigation and determine if the suspected action warrants a further investigation. If the information received via the Hotline lacks sufficient data to determine if an investigation is warranted, the Chief Deputy City Clerk may contact the employee (if the contact information has been provided) for additional data. If the suspected action does not warrant a further investigation, no further action shall be taken. If the suspected act of fraud warrants further investigation, the Chief Deputy City Clerk will follow the process outlined above.

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

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

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

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

D. Whistleblower Protections for City Employees

When a City employee has reason to believe that their employer is violating a state or federal statute, or violating or not complying with a local, state, or federal rule or regulation, they may utilize the Fraud Prevention and Detection Policy to disclose this information to appropriate authorities as set forth in this Policy. Pursuant to California Labor Code Section 1102.5, employees are protected when they provide information to or testify before a public body conducting an investigation, hearing or inquiry, when the employee has reasonable cause to believe that the information discloses:

1. A violation of a state or federal statute;
2. A violation or noncompliance with a local, state, or federal rule or regulation; or
3. With reference to employee safety or health, unsafe working conditions, or work practices in the employee's employment or place of employment.

A whistleblower can also be an employee who refuses to participate in an activity that would result in a violation of a state or federal statute, or a violation of or noncompliance with a local, state, or federal rule or regulation. Even if an employee does not engage in such protected activity, but their employer believes they did or will engage in protected activity in the future, they are perceived to be a whistleblower and are protected. An employer may not retaliate against an employee who is a whistleblower or is perceived to be a whistleblower.

30.23 Suspected Data Breach

In the event of a data breach of employee and/or customer information, per California Senate Bill (SB 46) (2013), the City will comply with the notification requirement providing the security breach notification in electronic form and direct the person whose information has been breached to promptly change user name or security question as applicable, or take other appropriate steps. SB 46 further specifies that in the case of a breach of specified personal information involving log-in credentials of an e-mail account, the responsible person or agency should not send the security breach notification to an e-mail address, but may instead comply with the notification requirement in another method that provides clear and conspicuous notice.

30.24 Reporting Requirements

Once an individual has reported alleged fraud, the following three (3) processes will be followed:

1. Level 1 - After a suspected act of fraud has been reported to the appropriate level of City staff, and/or then to the Hotline, the **Chief Deputy** City Clerk will determine whether further action is necessary. If the **Chief Deputy** City Clerk determines the accusation has no merit, no further action will be taken. At this level, employee confidentiality is maintained.
2. Level 2 - After a suspected act of fraud has been reported to the appropriate level of City staff, and then to the Hotline, and if the suspected act of fraud has been determined to have merit, an appropriate investigation begins. At this level, only the investigating departments, the City Manager, and **Personnel-Human Resources** are contacted.
3. Level 3 - An investigation has determined that fraud has taken place. All appropriate criminal and/or administrative actions are underway. The Finance Department shall notify the City's external auditors of known acts of fraud that have reached the Level 3 status.

DEFINITIONS

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

- Falsifying job-related expenses.
- Forgery or unauthorized alteration of documents such as checks, promissory notes, time sheets, agreements, purchase orders, etc.

- Misrepresenting facts in order to obtain City equipment including cash, notes, equipment, furniture, etc.
- Knowingly authorizing payments for goods not delivered or receiving payments for services not rendered.
- Knowingly falsifying records of cash or money transactions.
- Misrepresenting accounting/budget numbers/financial statements to conceal employee theft.
- Misrepresenting the cost of a project so that funds may be used otherwise.
- Misrepresenting the cost of uniforms.
- Misrepresenting contractor qualifications to secure an agreement so that the employee receives remuneration from the contractor.

City - City of Covina

Policy - Fraud Prevention and Detection Policy

Chief Deputy City Clerk - City of Covina Chief Deputy City Clerk

Hotline - Fraud and Abuse Reporting page/phone line

Elected Official – City of Covina Council members, City Clerk, and City Treasurer

Government Code 53087.6.

(a) (1) A city, county, or city and county auditor or controller who is elected to office may maintain a whistleblower hotline to receive calls from persons who have information regarding fraud, waste, or abuse by local government employees.

(2) A city, county, or city and county auditor or controller who is appointed by, or is an employee of, a legislative body or the government agency that is governed by the city, county, or city and county, shall obtain approval of that legislative body or the government agency, as the case may be, prior to establishing the whistleblower hotline.

(b) The auditor or controller may refer calls received on the whistleblower hotline to the appropriate government authority for review and possible investigation.

(c) During the initial review of a call received pursuant to subdivision (a), the auditor or controller, or other appropriate governmental agency, shall hold in confidence information disclosed through the whistleblower hotline, including the identity of the caller disclosing the information and the parties identified by the caller.

(d) A call made to the whistleblower hotline pursuant to subdivision (a), or its referral to an appropriate agency under subdivision (b), may not be the sole basis for a time period under a statute of limitation to commence. This section does not change existing law relating to statutes of limitation.

(e)(1) Upon receiving specific information that an employee or local government has engaged in an improper government activity, as defined by paragraph (2) of subdivision (f), a city or county auditor or controller may conduct an investigative audit of the matter. The identity of the person providing the information that initiated the investigative audit shall not be disclosed without the written permission of that person, unless the disclosure is to a law enforcement agency that is conducting a criminal investigation. If the specific information is in regard to improper government activity that occurred under the jurisdiction of another city, county, or city and county, the information shall be forwarded to the appropriate auditor or controller for that city, county, or city and county.

(2) Any investigative audit conducted pursuant to this subdivision shall be kept confidential, except to issue any report of an investigation that has been substantiated, or to release any findings resulting from a completed investigation that are deemed necessary to serve the interests of the public. In any event, the identity of the individual or individuals reporting the improper government activity, and the subject employee or employees shall be kept confidential.

(3) Notwithstanding paragraph (2), the auditor or controller may provide a copy of a substantiated audit report that includes the identities of the subject employee or employees and other pertinent information concerning the investigation to the appropriate appointing authority for disciplinary purposes. The substantiated audit report, any subsequent investigatory materials or information, and the disposition of any resulting disciplinary proceedings are

subject to the confidentiality provisions of applicable local, state, and federal statutes, rules, and regulations.

(f)(1) For purposes of this section, “employee” means any individual employed by any county, city, or city and county, including any charter city or county, and any school district, community college district, municipal or public corporation, or political subdivision that falls under the auditor’s or controller’s jurisdiction.

(2) For purposes of this section, “fraud, waste, or abuse” means any activity by a local agency or employee that is undertaken in the performance of the employee’s official duties, including activities deemed to be outside the scope of his or her employment, that is in violation of any local, state, or federal law or regulation relating to corruption, malfeasance, bribery, theft of government property, fraudulent claims, fraud, coercion, conversion, malicious prosecution, misuse of government property, or willful omission to perform duty, is economically wasteful, or involves gross misconduct.

(Amended by Stats. 2010, Ch. 80, Sec. 1. (AB 1666) Effective January 1, 2011.)

RESOLUTION CC 2025-60

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, RESCINDING PREVIOUS POLICIES RELATED TO THE CODE OF CONDUCT FOR CITY COUNCIL, PROCEDURAL GUIDELINES FOR THE CONDUCT OF CITY COUNCIL MEETINGS, AND THE CITY'S ADVISORY BOARDS AND COMMISSIONS AND ESTABLISHING THE ELECTED OFFICIALS & BOARD AND COMMISSION MEMBER STANDARDS

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, Resolution No. 09-6748 established codes of conduct for the City Council; and

WHEREAS, Resolution No. 09-6749 established updated procedural guidelines for the conduct of City Council meetings; and

WHEREAS, Resolution CC 2023-06 amended policies related to the City's advisory boards and commissions; and

WHEREAS, these policies have been partially updated by City Council action on August 16, 2022; and

WHEREAS, the City Council now desires to consolidate these policies into one single cohesive document.

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

SECTION 1. Approve and adopt the attached Elected Officials & Board and Commission Member Standards.

SECTION 2. This Resolution shall rescind, supersede, and take the place of all provisions of all previous existing Resolutions, orders, and policies of the City pertaining to the subject matter to the extent that they conflict with this Resolution.

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

APPROVED and **PASSED** this 3rd day of June, 2025.

City of Covina, California

BY: _____
VICTOR LINARES, Mayor

ATTACHMENT E

ATTEST:

FABIAN VELEZ, Chief Deputy City Clerk

CERTIFICATION

I, Fabian Velez, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution CC 2025-60 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 3rd day of June, 2025, by the following vote:

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

Dated:

FABIAN VELEZ, Chief Deputy City Clerk



Elected Officials & Board and Commission Member Standards

Adopted _____, 2025

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CITY COUNCIL & ELECTED OFFICIALS CODE OF CONDUCT

SECTION 1. ALL ELECTED OFFICIALS

All members of the City Council, including those serving as Mayor and Mayor Pro Tem, have equal votes. No Council Member has more power than any other Council Member, and all should be treated with equal respect.

All Council Members and Elected Officials should:

- Demonstrate honesty and integrity in every action and statement
- Serve as a model of leadership and civility to the community
- Inspire public confidence in Covina government
- Work for the common good, not personal interest
- Prepare in advance of Council meetings and be familiar with issues on the agenda
- Attend and fully participate in City Council meetings and other public forums while demonstrating respect, kindness, consideration, and courtesy to others
- Participate in scheduled events and activities to increase Council effectiveness
- Review Council procedures, such as these Council Protocols, at least annually
- Represent the City at ceremonial functions at the request of the Mayor
- Be responsible for the highest standards of respect, civility, and honesty in ensuring the effective maintenance of inter-governmental relations
- Respect the proper roles of Elected Officials and City staff in ensuring open and effective government
- Provide contact information to the City Manager in case of an emergency or urgent situation arises while the Council Member or Elected Official is out of town

SECTION 2. COUNCIL & ELECTED OFFICIALS CONDUCT WITH ONE ANOTHER

The City Council and Elected Officials are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to improve the quality of life in the community. In all cases, this common goal should be acknowledged even as Elected Officials may "agree to disagree" on contentious issues.

A. In Public Meetings

- Use formal titles.
The Council and Elected Officials should refer to one another formally during Council meetings as Mayor, Mayor Pro Tem, Council Member, City Clerk, or City Treasurer followed by the individual's last name.

- Practice civility and decorum in discussions and debate.
Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. Be respectful of diverse opinions.
- Honor the role of the presiding officer in maintaining order and equity.
Respect the Mayor's efforts to focus discussion on current agenda items. Objections to the Mayor's actions should be voiced politely and with reason, following parliamentary procedures.
- Demonstrate effective problem-solving approaches.
Council Members have a public platform to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole. Council Members and Elected Officials are role models for residents and other stakeholders involved in public debate.
- Be respectful of other people's time.
Stay focused and act efficiently during public meetings.

B. In Private Encounters

- Treat others as you would like to be treated.
Ask yourself how you would like to be treated in similar circumstances, and then treat the other person that way.

SECTION 3. COUNCIL & ELECTED OFFICIALS CONDUCT WITH CITY STAFF

Governance of a City relies on the cooperative efforts of elected officials, who set policy, and City staff, who analyze problems and issues, make recommendations, and implement and administer the policies adopted by the City Council. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

- Treat all staff as professionals.
Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. As with Council and elected colleagues, practice civility and decorum in all interactions with City staff.
- Channel requests of staff through the City Manager or their designee.
Requests of City staff should be directed only to the City Manager or their designee. Council Members and Elected Officials should not set up meetings with department staff directly, but work through the City Manager.

- All Council Members should have the same information with which to make decisions.
Information requested by an individual Council Member or Elected Official will be made available to all Council members. All information requests should respect the “one hour” rule (See below).
- Never publicly criticize an individual employee, including Council-Appointed Officers.
Criticism is differentiated from questioning facts or the opinion of staff.
All critical comments about staff performance should remain confidential and only be made to the City Manager through private correspondence or conversation.
- City Manager is administrative head of the City.
Any concerns a Council Member or Elected Official may have regarding day-to-day operations of the City should be directed to the City Manager. Avoid any staff interactions that may be construed as trying to direct or shape staff recommendations. Council Members and Elected Officials shall refrain from coercing staff in making recommendations to the Council as a whole.
- Be cautious in representing City positions on issues.
Before sending correspondence related to a legislative position, check with City staff to see if a position has already been determined. When corresponding with representatives of other governments or constituents, remember to indicate, if appropriate, that the views you state are your own and may not represent those of the City.
- Do not attend staff meetings unless requested by City Manager.
Even if the Council Member or Elected Official does not say anything, their presence may imply support, show partiality, intimidate staff, or hamper staff’s ability to do its job objectively.
- Respect the “one hour” rule for staff work.
Requests for staff support should be made to the City Manager, according to the protocol for channeling communications. Any request, which would require more than one hour of staff time to research a problem or prepare a response, will need to be approved by the full Council to ensure that staff resources are allocated in accordance with overall City priorities. Once notified that a request for information or staff support would require more than one hour, the Council Member or Elected Official may request that the City Manager place the request on an upcoming Council meeting agenda.
- Depend upon the staff to respond to citizen concerns and complaints.
It is the role of Council Members and Elected Officials to pass on concerns and complaints within their designated roles and responsibilities on behalf of their constituents. It is not, however, appropriate to pressure staff to solve a problem in a particular way. Refer citizen complaints to the appropriate Department Director. The senior staff member should respond and is responsible for making sure the Council Member or Elected Official knows how the complaint was resolved.

SECTION 4. COUNCIL AND ELECTED OFFICIAL CONDUCT WITH BOARDS AND COMMISSIONS

The City has established several Boards and Commissions as a means of gathering more community input. Citizens who serve on Boards and Commissions become more involved in government and serve as advisors to the City Council. They are a valuable resource to the City's leadership and should be treated with appreciation and respect. Council Members serve as liaisons to Boards and Commissions, according to appointments made by the Mayor, and in this role are expected to represent the full Council in providing guidance to the Board or Commission. The City Treasurer also serves on the Finance Advisory Commission in a non-voting capacity. In other instances, Council Members or Elected Officials may attend Board or Commission meetings as individuals, and should follow these protocols:

- If attending a Board or Commission meeting as an individual, identify your comments as personal views or opinions and not that of the entire City.
Elected Officials may attend any Board or Commission meeting, which are always open to any member of the public. Any public comments made by an Elected Official at a Board or Commission meeting, when that Elected Official is not the liaison to or a member of the Board or Commission, should be clearly made as individual opinion and not a representation of the feelings of the entire City.
- Limit contact with Board and Commission members to questions of clarification.
It is inappropriate for a Council Member or Elected Official to contact a Board or Commission member to lobby on behalf of an individual, business, or developer, or to advocate a particular policy perspective; but they may contact Board or Commission members in order to clarify a position taken by the Board or Commission.
- Remember that Boards and Commissions are advisory to the Council as a whole, not individual Council Members.
The City Council appoints individuals to serve on Boards and Commissions, and it is the responsibility of Boards and Commissions to follow policy established by the Council. Council Members and Elected Officials do not have the power or authority to threaten Board and Commission members in any way if they disagree about an issue. A Board or Commission appointment should not be used as a political "reward."
- Concerns about an individual Board or Commission member should be pursued with tact.
If a Council Member or Elected Official has a concern with the effectiveness of a particular Board or Commission member they should consult with the Mayor, who can bring the issue to the Council as appropriate.
- Be respectful of diverse opinions.
A primary role of Boards and Commissions is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Council Members and Elected Officials may have a closer working relationship with some individuals serving on Boards and Commissions, but must be fair to and respectful of all citizens serving on Boards and Commissions.

- Keep political support away from public forums.
Board and Commission members may offer political support to a Council Member or an Elected Official, but not in a public forum while conducting official duties. Conversely, Council Members and Elected Officials may support Board and Commission members who are running for office, but not in an official forum in their capacity as a Council Member or Elected Official.
- Maintain an active liaison relationship.
Appointed Council liaisons are encouraged to attend all regularly scheduled meetings of their assigned Board or Commission, or to arrange for an alternate to attend in their absence.

SECTION 5. STAFF CONDUCT WITH ELECTED OFFICIALS

- Respond to Council & Elected Official questions as fully and as expeditiously as is practical.
The protocol for staff time devoted to research and response is in application here. If an Elected Official forwards a complaint or service request to a Department Director, the Department will provide a response to the complainant and notify the Elected Official as to the outcome.
- Respect the role of Council Members as policy makers for the City.
Staff is expected to provide its best professional recommendations on issues. Staff should not try to determine Council support for particular positions or recommendations in order to craft recommendations. The Council must be able to depend upon City staff to make independent recommendations. Staff should provide information about alternatives to staff recommendations as appropriate, as well as pros and cons for staff recommendations and alternatives.
- Demonstrate professionalism and non-partisanship in all interactions with the community and in public meetings.
- It is important for the staff to demonstrate respect for the Council and Elected Officials at all times. All Council Members and Elected Officials should be treated equally.

SECTION 6. OTHER PROCEDURAL ISSUES

- Commit to periodic review of important procedural issues.
Annually, or as required by law, the Council will review the Elected Officials protocols, adopted procedures for meetings, the Ralph M. Brown Act, conflict of interest, and other important procedural issues.

A. Use of City Letterhead

- Authorized use of City letterhead by Council Members.
Council members may use letterhead only for approved communication with constituents or stating City adopted positions.
- Unauthorized use of City letterhead by Council Members and Elected Officials.
City letterhead may not be used for personal business or to present an opposing view once an official position has been taken by the Council. All official City Council positions will be stated over the signature of the Mayor only or as directed. Elected Officials not currently serving on the City Council are not authorized to use City letterhead but may channel requests for communications through the Mayor or City Manager.

B. Certificates and Proclamations

Certificate and Proclamation requests may be made from any member of the public, Elected Officials, or City staff. Requests from members of the public shall be submitted in writing and addressed to the Mayor and/or the City Manager for approval.

- Certificates
Certificates are less formal than proclamations and are typically prepared in order to recognize an achievement, milestone, event, or celebration. Certificates may be presented outside of City Council meetings or may appear on the agenda.
- Proclamations
Proclamations contain more information and are designed to bring attention to a particular subject by proclaiming something on a certain day, week, or month. Proclamations typically appear on the City Council meeting agenda but may also be presented outside of City Council meetings.

Examples of recognition through certificates and proclamations include, but are not limited to: Community events, athletic/academic accomplishments, acts of heroism, annual commemorative events, regional events, months and/or weeks honoring or raising awareness for causes, or commemorative months and/or weeks.

- Objections
Any Council Member may notify the Mayor of objections to any certificate or proclamation. At which time, the item may be agendaized for consideration by the entire City Council.

C. Council Meetings

- The Mayor should work with the City Manager to plan the Council meetings.
There are three (3) purposes to the pre-Council planning meeting: 1) plan how the meeting will be conducted; 2) identify any issues or questions that may need greater

staff preparation for the meeting; and 3) discuss future meetings. The purpose of the meeting is not to work on policy issues. Normally, only the Mayor is expected to attend the pre-Council meetings with the City Manager and other staff, as required.

- Attendance of Council Meetings

In order to help facilitate the conduct of business, Council Members and Elected Officials are expected to attend all regularly scheduled Council meetings and special meetings unless the absence is excused. Excused absences for the entirety or a portion of a meeting must be granted by the Mayor, or the Mayor Pro Tem in their absence, prior to the start of the meeting.

- Remote Participation

Council Members and Elected Officials shall make good effort to attend meetings in-person but will be allowed to participate remotely, as necessary, according to procedures set forth in the California Government Code.

- Council Member placement of items on the Agenda.

At the request of two (2) Council members, the City Manager will place an item on the agenda.

- Don't politicize procedural issues (e.g. minutes approval or agenda order) for strategic purposes.

- Submit questions on Council agenda items ahead of the meeting.

In order to focus the Council meetings on consideration of policy issues and to maintain an open forum for public discussion, questions which focus on the policy aspects of agenda items should be discussed at the Council meeting rather than in one-on-one communications with staff prior to the meetings. Any clarifications or technical questions that can be readily answered can be handled before the meeting. Council Members are encouraged to submit their questions on agenda items to the City Attorney, City Manager, or Assistant City Manager as far in advance of the meeting as possible so that staff can be prepared to respond at the Council meeting.

- Confidentiality of Closed Session.

Confidentiality applies to any non-public discussion items. Council Members will not speak to affected/opposing parties, the media, or any individual not present about items discussed in closed session. Any written reports or materials presented during closed session will be turned in at the end of closed session.

- Adjourning in Memory

The City Council and Elected Officials may, at their discretion, adjourn a meeting in memory of recently deceased members of the community. Requests to adjourn in memory may be made by any member of the City Council or Elected Official and subject to the sole approval of the Presiding Officer.

SECTION 7. ENFORCEMENT

Failure of an Elected Official to observe and conduct themselves in accordance with these adopted Protocols may result in, but not be limited to, the following actions:

- 1) Private counseling of the Elected Official;
- 2) Letter of warning/reprimand from the City Council;
- 3) Restriction upon City-authorized travel;
- 4) Removal from serving as City representative/liaison to internal Boards and Commissions and to inter-governmental organizations;
- 5) Reduction in personal expense budget;
- 6) Exclusion from closed session discussions;
- 7) Restriction of the Elected Official's communications with City staff;
- 8) Censure by the City Council; and
- 9) In the most serious cases, referral of the matter to the Fair Political Practices Commission, District Attorney, or grand jury for ethics investigation and/or criminal prosecution.

PROCEDURAL GUIDELINES FOR THE CONDUCT OF COUNCIL MEETINGS

SECTION 8. MEETINGS

The City Council (Council) shall hold regular meetings on the first and third Tuesday of each calendar month at 7:30 p.m. in the Council Chamber of the City Hall unless circumstances determine that a particular meeting shall be held at some other location in the City, all as set forth in Section 2.04.010 of the Covina Municipal Code. Special meetings of the City Council may be called at any time in the manner prescribed by State law.

SECTION 9. CONDUCT BY PERSONS IN ATTENDANCE

Any person making personal, impertinent, or slanderous remarks or who shall be become boisterous while addressing the Council so as to disrupt the Council meeting shall be forthwith, by the Mayor, barred from further audience before Council, unless permission to continue is granted by a majority vote of the Council.

Members of the audience have the right to express their views about items on the Agenda or issues within the jurisdiction of the City. Members of the audience, however, shall not engage in disorderly or boisterous conduct, including the utterance of loud, threatening, or abusive language; clapping; whistling; stamping; sign waving or other acts that disturb, disrupt, impede, or otherwise render the orderly conduct of the City Council meeting unfeasible. Actions expressing the views of members of the public, such as clapping, are permitted as free speech so long as the actions do not disturb, disrupt, or otherwise impede the orderly conduct of the meeting.

SECTION 10. PROHIBITED ITEMS

The following items are prohibited from being used in the Council Chambers during public meetings to enable members of the public and meeting participants to observe and participate in public meetings without disruption:

- Items that impede the visibility of others at public meetings;
- Items that amplify sounds, including but not limited microphones and loudspeakers;
- Signs larger than 11 x 17 inches; or
- Any other items which are disruptive to the conduct of business.

SECTION 11. ENFORCEMENT OF DECORUM

- The Police Chief, or such other official as the Mayor may designate, shall be Sergeant-at-Arms of the Council meetings. They, shall carry out all orders and instructions given by the Presiding Officer for the purpose of maintaining order and decorum at the Council meeting. Upon instructions of the Presiding Officer, it shall be the duty of the

Sergeant-at-Arms, or any of them present, to remove any person who violates the order and decorum of the meeting and otherwise willfully disturbs the public meeting pursuant to Penal Code Section 403 or disrupts the public meeting pursuant to Covina Municipal Code Section 2.04.040.

- Clearing the Room. Pursuant to Government Code Section 54957.9, in the event that any meeting is willfully interrupted by a person or groups of persons so as to disrupt, disturb, or otherwise impede the orderly conduct of such meeting and order cannot be restored by the removal of the individuals who are willfully interrupting the meeting, the City Council may order that the meeting room may be ordered cleared and the meeting shall continue in session. The motion to clear the room shall be by a majority vote of the City Councilmembers present at the meeting. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to Government Code Section 54957.9.
- Violation of the California Penal Code. A person or persons who substantially impairs the conduct of a City Council meeting by knowingly and intentionally violating these rules of decorum may be prosecuted under Penal Code Section 403 for disturbing a public meeting. Every person who violates Penal Code Section 403 is guilty of a misdemeanor.

SECTION 12. AGENDA

Upon approval by the City Manager, the Chief Deputy City Clerk shall arrange an agenda of such matters according to the order of business and furnish each member of the Council, City Clerk, and City Attorney with a copy of the same prior to the Council meeting and as far in advance of the meeting as time for preparation will permit. One copy of the agenda packet shall be placed in the City Clerk's Office for public examination.

SECTION 13. AMENDMENTS TO THE AGENDA

Matters of an urgent or emergency nature may be submitted to the City Council by the City Manager and/or the City Attorney as an amendment to the agenda in accordance with the Brown Act.

SECTION 14. THE PRESIDING OFFICER

The Mayor of the Council shall be the Mayor, or in the absence of the Mayor, the Mayor Pro Tem. The Mayor shall preserve strict order and decorum at all regular and special meetings of the Council. They shall state every question coming before the Council, announce the decision of the Council on all subjects, and decide all questions of order, subject to an appeal to the Council, in which event a majority vote of the Council shall govern and conclusively determine such question of order. They shall sign all ordinances, resolutions, and contracts adopted or approved by the Council during they presence.

SECTION 15. CITY COUNCIL PROCEEDINGS

The City Council meetings shall be conducted in the procedural order set forth below:

- A. Call to Order. The Mayor shall take the Chair at the appointed hour for the meeting, and shall immediately call the Council to order. In the absence of the Mayor and Mayor Pro Tem, the City Clerk, Chief Deputy City Clerk, or Deputy City Clerk, shall call the Council to order, whereupon a temporary Chair shall be elected by the members of the Council present. Upon the arrival of the Mayor or Mayor Pro Tem, the temporary Chair shall immediately relinquish the Chair upon the conclusion of the business presently before the Council. In the absence of the City Clerk, Chief Deputy City Clerk, or Deputy City Clerk, the Mayor shall appoint a Council Member to serve as City Clerk Pro Tem, in accordance with State law.
- B. Roll Call. Before proceeding with the business of the Council, the City Clerk, Chief Deputy City Clerk, or Deputy City Clerk shall call the roll of the members, and the names of those present shall be entered in the minutes.
- C. Quorum. A majority of all the members elected to the Council shall constitute a quorum at any regular or special meeting of the Council. In the absence of a quorum, the City Clerk shall call the meeting adjourned.
- D. Order of Business. All meetings of the Council shall be open to the public. Promptly at the hour set by law on the day of each regular meeting, the Council Members, City Clerk, City Attorney, and City Manager shall take their regular stations in the Council Chambers, and the business of the Council shall be taken up for consideration and disposition in the following order, unless the Mayor, without objection from the Council Members, agree to consider an item out of order:

Call to Order
Roll Call
Pledge of Allegiance
Invocation
Approval of Agenda
Presentations
Public Comments
Council/Agency/Authority Comments
City Manager Comments
Consent Calendar
Continued Public Hearings
Joint Public Hearings
Public Hearings
Continued Business
New Business
Adjournment

SECTION 16. RULES OF DEBATE

- A. Mayor. The Mayor may debate and vote on each item before the Council. The Mayor, or such other member of the Council as may be presiding may move, second, and debate from the Presiding Officer, subject only to such limitations of debate as are by these rules imposed on all members and shall not be deprived of any of the rights and privileges of a Council Member by reason of them acting as the Presiding Officer.
- B. Getting the Floor. Every member desiring to speak shall address the Presiding Officer, and upon recognition by the Mayor, shall confine themselves to the question under debate, avoiding all personalities and indecorous language and matters outside of the Agency's subject matter jurisdiction.
- C. Interruptions. A member, once recognized, shall not be interrupted when speaking unless it is to call him/her to order, or as herein otherwise provided. If a member, while speaking, be called to order, they shall cease speaking until the question of order is determined, and, if in order, they shall be permitted to proceed.
- D. Privilege of Closing Debate. The Council Member moving the adoption of an ordinance, resolution, or other matter shall have the privilege of closing the debate after a full discussion has been had on said item as determined by the Mayor.
- E. Move to Reconsider. A motion to reconsider any action taken by the Council may be made prior to the close of such meeting wherein such action was taken. Such motion must be made by a member of the prevailing side, but may be seconded by any member, and may be made at any time and have precedence over all other motions while a member has the floor. It shall be debatable. Nothing herein shall be construed to prevent any member of the Council from making or remaking the same or any other motion at a subsequent meeting of the Council.
- F. Reference to Roberts' Rules of Order. Where not addressed in the body of this resolution, all questions as to procedure and debate shall be resolved by the City Attorney's interpretation of Roberts' Rules of Order, Newly Revised Edition.

SECTION 17. ADDRESSING THE COUNCIL

Any person desiring to address the Council on matters not listed on the agenda shall first secure the permission of the Mayor during the period allowed for Oral Communications. On matters listed on the agenda, persons may request the permission of the Mayor to speak on a matter at the time it is being considered by the City Council.

- A. Written Communications. Interested parties or their authorized representatives may address the Council by written communications with regard to matters under discussion. Written communications submitted prior to the start of the meeting will be provided to the Council prior to the discussion. All written communications on items appearing before the

Council received prior to or after consideration will not be read aloud or entered into the official record unless otherwise provided by approval of the Mayor.

- B. Oral Communications.** Individuals, or their authorized representatives, may address the Council by oral communications on any matter concerning the City's business, or any matter over which the Council has control or jurisdiction.
- C. Audio and Visual Aids.** The use of City equipment for audio and/or visual aids is prohibited except as approved by the Mayor, City Manager, City Clerk, Chief Deputy City Clerk, or Deputy City Clerk.
- D. Council Response to Oral Communications.** Matters brought before the Council under Oral Communications shall be referred to staff for additional information and/or report if deemed appropriate by two (2) members of the Council. No formal action shall be taken.

SECTION 18. ADDRESSING THE COUNCIL AFTER MOTION IS MADE

After a motion is made by the Council, no person shall address the Council without first securing the permission of the Mayor to do so.

SECTION 19. MANNER OF ADDRESSING COUNCIL—TIME LIMIT AND MAYORAL DISCRETION

Each person addressing the Council shall step up to the microphone located on the podium, give their name or otherwise identify themselves in an audible tone of voice for the record, and shall limit their address to three (3) minutes unless reasonably revised by the Mayor due to special circumstances, such as ten (10) or more speakers wishing to speak during the Oral Communication portion of the meeting or on a single Public Hearing item. Speakers may not transfer any portion of their time to others or be allowed an extension of time to speak on behalf of others unless authorization is provided by the Mayor. All remarks shall be addressed to the Council as a body and not to any individual member thereof. No person, other than the Council and the person having the floor shall be permitted to enter into any discussion, either directly or through a member of the Council, without the permission of the Mayor. No question shall be asked to a Council Member, City Attorney, or City Manager except through the Mayor. When called upon by the Mayor, the City Manager may, when deemed appropriate, refer the question to a staff member.

On agenda items that receive ten (10) or more requests to speak, the Mayor may: 1) move placement of the item on the agenda to facilitate the flow of all agenda business; 2) may limit the time allotted to speakers on an item; 3) may limit the total time allots for public comment on an individual item.

SECTION 20. ABSTENTION FROM VOTING

A Council Member may abstain from voting on any ordinance, resolution, or other motion.

SECTION 21. CITY ATTORNEY OPINIONS

Requests for formal opinions from the City Attorney must be approved by two (2) of the Council Members.

SECTION 22. ORDINANCES, RESOLUTIONS, MOTIONS & CONTRACTS

- A. Presentation of Ordinances. No ordinance shall be prepared for presentation to the Council unless ordered by two (2) members of the Council, or requested by the City Manager, or prepared by the City Attorney on his/her own initiative.
- B. Prior Approval by Administrative Staff. All ordinances, resolutions, and contract documents shall, before presentation to the Council, have been approved as to form and legality by the City Attorney or their authorized representative, and shall have been examined and approved for administration by the City Manager or their authorized representative.

SECTION 23. REPORTS, RESOLUTIONS, & ORDINANCES TO BE FILED WITH CLERK

All reports, resolutions, and ordinances shall be filed with the Office of the City Clerk and entered in the minutes.

SECTION 24. ADJOURNMENT

A motion to adjourn shall always be in order and decided without debate.

SECTION 25. CERTIFICATION

The City Clerk has certified to the passage and adoption of the resolution, and the same has thereupon taken effect and is in force.

BOARDS, COMMISSIONS, AND COMMITTEES POLICY

PURPOSE:

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 City 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 boards, commissions, and committees to advise the City Council and provide ongoing citizen input into policies and issues affecting the Covina community.

The purpose of this Policy is to outline those Council policies pertaining to the City's Boards and Commissions and set forth a structure that encourages meaningful involvement by the community in decision-making. Boards and Commissions are created by the City Council for the following general purposes:

- Gather facts and focus attention on specific matters within their area of responsibility, advise the City Council on policy issues, and recommend actions and alternatives for City Council consideration and approval.
- Provide a forum and opportunity for broad community participation in the identification and prioritization of issues.
- Facilitate unbiased reconciliation of contradictory viewpoints among interested parties.
- Assist in balancing community desires with municipal needs, responsibility, and resources.
- Recommend to the City Council specific policy-related issues for possible Council review and action.

Additionally, each board and commission has specific assignments or areas of responsibility as established by this Policy.

Committees may be created by resolution of the City Council, as needed, to study specific issues or matters that are limited in scope. The length of the assignment would be shorter in duration than the standing, or ongoing, commissions and boards. Ad hoc committees may be established to facilitate the study of Council-directed or staff-requested initiatives. These committees would be project-specific and would function only for the duration of the project.

Boards and commissions are not responsible for administrative/operational matters of the City nor the adoption or implementation of Council policy, except as requested by the City Manager or his/her designated staff.

SECTION 26. BOARDS AND COMMISSIONS

The City Council hereby establishes six Council-appointed boards and commissions:

- **Finance Advisory Commission** – Advises the City Council on finance-related policies and issues, including the City’s annual operating and capital improvement program, and reviews, evaluates, and monitors Community Development Block Grant (CDBG) programs.
- **Library Board of Trustees** – Solicits the views of the community and advises the Library Services Director about the policies and operations that promote the efficiency of the Library. The Board may make and enforce all rules, regulations, and bylaws necessary for the administration, government, and protection of the Library under its management, and all property belonging thereto.
- **Parks and Recreation Commission** – Advises the City Council on matters pertaining to the community service needs of the citizens of Covina relating to cultural and historical activities/programs and special events, facilities, and park maintenance, public recreational services, senior services, and youth services. The Commission will be expected to be visionaries, be open minded to meet the ever-changing interests of the diverse, multicultural community, receive input from individuals and community organizations, and participate in the development of facilities, programs, and services that accommodate the needs of the community.
- **Planning Commission** – Conducts hearings related to variances, conditional use permits, and zoning regulations; reviews the General Plan; and conducts other studies as required or authorized.
- **Transportation & Mobility Advisory Commission** – Serves as an advisor and makes recommendations to the City Council in matters pertaining to the operation and management of the City’s transportation and parking systems and provides a public forum for citizen input on related matters. The Commission may discuss, analyze, evaluate, and make recommendations to the City Council on short and long-range measures to enhance the City’s transportation and parking systems.
- **Youth Accountability Board** – Enriches the community through intervention into the behavior and activities of first-time juvenile offenders who have committed a minor offense.

SECTION 27. ELIGIBILITY AND MEMBERSHIP

- A. Compensation** – Board, commission, and committee members serve without compensation, unless provided for by resolution of the City Council.
- B. City Employment Prohibited** – Board, commission, and committee members shall not hold any paid office or employment in the City Government, except as provided herein.

C. Spouses, Household Members, and Relatives – Individuals shall not be eligible to serve on a board or commission, if the individual has a spouse, household member living under the same roof, or has a parent, step-parent, grandparent, child, sister, brother, niece, nephew, uncle, or aunt of the individual or of the individual's spouse that is currently serving as a member of the City Council, or employed as the city manager, assistant city manager, assistant to the city manager, city attorney, department director, assistant director, or the equivalent thereof, for the City of Covina.

D. Concurrent Service – Members of boards or commissions listed herein may serve on more than one commission or board at the same time, except in the case where a conflict arises.

E. Specific Membership Requirements

1. Finance Advisory Commission – This up to 10 member commission serves in an advisory capacity to the City Council in matters pertaining to the City's finances, reviews and makes recommendations on finance-related policies and issues, including the annual operating and capital improvement program, and reviews, evaluates, and monitors Community Development Block Grant (CDBG) programs. Membership in this Commission is open to local business people and property owners in the City, and the city treasurer. The city treasurer shall serve as a non-voting member of the Commission.

2. Library Board of Trustees – Formed pursuant to Chapter 2.44 of the Covina Municipal Code. This five-member board acts in an advisory capacity to the City Council on library-related issues. Each member shall be a resident of the City and have been a resident for at least one year prior to appointment.

3. Parks and Recreation Commission – This five-member commission acts in an advisory capacity to the City Council in matters and services pertaining to parks, open space, playgrounds, entertainment, other cultural and recreational activities. Each member shall be a resident of the City.

4. Planning Commission – Formed pursuant to Chapter 2.28 of the Covina Municipal Code, this five-member commission acts in an advisory capacity to the City Council and has some decision-making authority on land use and development of the City. Each member shall be a resident of the City.

5. Transportation & Mobility Advisory Commission – This five-member commission acts in an advisory capacity to the City Council concerning policies affecting the City's transportation and parking systems. Membership in this Commission is open to residents in the City of Covina and business owners within the boundaries of Vehicle Parking District No. 1.

6. Youth Accountability Board – Consists of up to 10 members who must be dedicated to enriching the community through intervention into the behavior and activities of first-time juvenile offenders who have committed a minor offense. Highly desirable applicants will either reside or work in Covina and be graduates of the Covina Police Department Citizens'

Academy. Board members are subject to a thorough background investigation and will be required to sign a confidentiality notice pertaining to all juvenile matters heard by the Board.

SECTION 28. RECRUITMENT, APPOINTMENT, AND SELECTION

A. Appointment

1. The City Council shall have the authority to appoint individuals to a board or commission. Appointed members of boards and commissions serve at the pleasure of the City Council, pursuant to Government Code Section 36506. Appointment to a board or commission is a privilege and a responsibility. It signifies the City Council's confidence in the member's wisdom and judgment and places upon the member the duty to prepare for and attend meetings and consistently work toward and vote in a manner that promotes the public interest. Members are not selected to represent a business, area of the community, school, or organization. Each member, and the board or commission, as a whole, is concerned with the general public good. Where personal interest conflicts with the general welfare of the public, the latter must prevail.

2. When a vacancy exists, applications will be received by the City Clerk's Office and provided to the City Council for consideration of appointment. If a vacancy occurs, other than by expiration of the term, such vacancies shall be filled by appointment for the unexpired portion of the term. The City Councilmember who nominated the vacating board or commission member shall nominate a replacement.

3. Prior to appointment, prospective members may be interviewed by the entire city Council at a study session meeting pursuant to the Ralph M. Brown Act which requires that all discussions and deliberations by the City Council regarding appointments or confirmation of appointments are to take place in public at regular or special meetings of the body.

4. City Councilmembers will make appointments at a regular or special meeting. All appointments whether initial, due to vacancy, or reappointment shall be subject to ratification of a majority of the City Council.

5. Members shall be appointed for a term of four years expiring on June 30; except for members of the Library Board of Trustees whose terms shall be for three (3) years pursuant to California Education Code Section 18911.

B. Oath of Office

Each board and commission member, before entering upon the discharge of the duties of his/her office, shall receive the City's Code of Conduct, Resolution No. 09-6748, and take, subscribe to, and file with the Office of the City Clerk or his/her designee the following oath or affirmation:

"I do solemnly swear (or affirm, as the case may be) that I will support the Constitution of the United States and the Constitution of the State of California, and that I will faithfully discharge

the duties of the office of (here inserting the name of office) according to the best of my ability.”

Each board and commission member shall have the opportunity to receive a ceremonial Oath of Office at a regularly-scheduled City Council meeting.

C. Vacancies and Recruitment

Through the Offices of the City Manager and City Clerk, efforts will be made to fill board or commission vacancies as soon as practical. Upon notification of a vacancy, whether scheduled or unscheduled, staff shall inform Council of the status of recruitment efforts to fill the vacancy.

D. Training, Conferences, and Disclosure Obligations

1. Training shall be provided to all board and commission members by the City, including an orientation session for new members. Training shall be delivered as deemed necessary by the Council and/or City Manager and may include topics germane to a specific board or commission and/or training generic to all boards and commissions (e.g. ethics training or “how to run a meeting” for board and commission chairs).

2. Conferences are conducted periodically by outside agencies to assist board and commission members in meeting their respective responsibilities more effectively. The City’s interests are often served by participation in the educational and training programs offered at the conferences. Each member of City boards and commissions may attend related training and/or conferences, provided that the conference subject matter pertains directly to the function of the board and commission and that funds for this purpose have been budgeted. Members are also responsible for attending training required pursuant to State law.

3. Designated boards and commissions are subject to conflict of interest provisions of the Political Reform Act and must file Statements of Economic Interests. Statements must be filed within 30 days of taking office and thereafter annually, as well as within 30 days of leaving office.

SECTION 29. OFFICERS

A. Selection of Chair and Vice-Chair

Each board and commission shall, at the first regular meeting in July of each year, or during the next regularly-scheduled meeting if a July meeting is not otherwise held, elect one of its members to serve as presiding officer, also known as the chair. The Chair will serve commencing after the end of the meeting. The selection of chair and vice-chair shall be the last item on the agenda at the regularly-scheduled meeting.

B. Chair and Vice-Chair – Roles and Responsibilities

1. Chair – Also known as the Presiding Officer, oversees the meetings of the board or commission, and follows the Ralph M. Brown Act (Brown Act) requirements for conducting meetings, and coordinates the scheduling of special meetings or cancellation of a meeting with the staff liaison.
2. Vice-Chair – Serves as the Presiding Officer in the absence of the Chair.

SECTION 30. MEETINGS, ATTENDANCE AND QUORUMS

A. Meetings

1. Each board and commission shall be scheduled to meet regularly on a day and time determined by the board or commission and approved by the City Council.
2. As a matter of policy, it serves the public interest to have the greatest possible public access to commission meetings. Meeting locations shall be selected according to the following guidelines:
 - Meeting rooms should be of a size adequate to allow for public participation.
 - Commissions should meet in a location permitting recurring usage of that location to the greatest extent possible.
 - Boards and commissions should preferably meet in the Council Chamber or another facility with adequate parking, interior space, lighting, and accessibility to promote public participation.
3. All board and commission meetings, including special meetings, shall be open to the public and held in a manner provided for in the Brown Act, California Government Code Section 54590, as it may from time-to-time be amended.
4. All board and commission meetings shall operate under Parliamentary Procedure. Should this Policy and Parliamentary Procedure conflict, this Policy shall take precedence.
5. A majority of the appointed members of the board or commission shall constitute a quorum for the transaction of business.

B. Attendance

1. Regular attendance at the board or commission meeting is critical. A quorum, or majority, of the members is required to conduct business, and unexcused or repeated absence from meetings adversely affects the work of the advisory body and inconveniences the other members. The boards and commissions need the benefit of every member's expertise and judgment in formulating quality recommendations to the Council.

2. Each member of a City board and commission is expected to attend all regularly-scheduled meetings, and as many special meetings as possible. When a board or commission member knows in advance that he/she will be absent from a meeting, the member shall give advance notice to the Chair and/or staff liaison.

3. The board/commission chair shall, in consultation with the staff liaison, propose that each absence be “excused” or “unexcused”. Absences from special meetings shall be recorded but shall not be classified as “excused” or “unexcused”.

- a. Excused Absences – excused absences include work-related conflicts, illness or other medical reasons, and personal conflicts including scheduled vacations when notice is provided in advance. Generally, failure to inform the chair or staff liaison prior to the meeting shall result in an unexcused absence unless extenuating circumstances prevent advance notice.
- b. Unexcused Absences – unexcused absences from more than 25% of all regularly scheduled meetings over any 12 consecutive month period, shall result in further review by the City Council. The City Council, in its sole discretion, may declare that a member’s seat is vacant based on attendance records.

4. Board and Commission members are responsible for monitoring their own attendance records. The staff liaison shall record the attendance of board and commission members in a uniform manner in the meeting minutes and, upon request from the City Council, prepare the reports of all the City’s boards and commissions showing the attendance of each member at both regular and special meetings during the past 12 months. The percent of regularly-scheduled meetings attended shall only be shown for board and commission members having been in office at least 12 months.

5. Council shall take into consideration board and commission member attendance records, including tardiness, when evaluating the overall performance of board and commission members.

C. Quorum

Boards and commissions have a quorum present when a majority of their total membership is present. “Total membership” means the number of members indicated in Section 3 of this Policy.

D. Majority and Abstentions

Board and/or Commission motions shall be approved by a majority of legal votes cast. Members who fail to vote are presumed to have waived the exercise of their right and to have consented to allow the will of the organization to be expressed by those voting. The tabulation of a vote is based on the number of members present and voting. Abstentions must be recorded

in the minutes but are not counted, since a member who abstains voluntarily relinquishes his or her vote, and is not counted in the results.

SECTION 31. GENERAL AND SPECIFIC DUTIES

Aside from obligations related to attendance and training noted elsewhere in this Policy, the general and specific duties for all board and commission members are:

A. General Duties

1. Gather facts and focus attention on specific matters within their area of responsibility.
2. Advise the City Council on policy issues, make recommendations, and propose alternatives for City Council consideration.
3. Provide a forum and opportunity for broad community participation in the public process.
4. Facilitate reconciliation of contradictory viewpoints among interested parties.
5. Assist in balancing community desires with municipal responsibility and available resources.
6. Recommend to the City Council specific policy-related issues for possible Council study and action.

B. Specific Duties

1. Finance Advisory Commission
 - a. Reviews and analyzes financial and investment information including the annual operating and capital improvement program.
 - b. Advises the City Council on finance-related policies and matters.
 - c. Reviews, evaluates, and monitors Community Development Block Grant (CDBG) programs, and makes recommendations to the City Council on the allocation of funding.
2. Library Board of Trustees
 - a. Reviews and make recommendations on the Library Sub-Element of the General Plan.

- b. Assesses community conditions which directly affect Library goals and policies and encourage efficiency in operations.
- c. Reviews and make recommendations regarding library-related grant applications and funding allocations.

3. Parks and Recreation Commission

- a. Advises the City Council on matters pertaining to recreation services, cultural activities and special events, senior services, youth services, human relations, and historical preservation.
- b. Fosters, enhances, and recognizes volunteer opportunities for people of all ages within the community.
- c. Provides input to the Planning Commission and City Council on matters pertaining to the design and features of parks, community centers, and senior centers that affect the provision of recreation and related services.
- d. Reviews, analyzes, and recommends programs and activities directed toward enhancing the recreation, social, and senior service opportunities available to all persons in our community.
- e. Reviews, analyzes, and recommends programs and activities that enhance communication and relationships between residents, private and public agencies, local institutions, and businesses in our community.

4. Planning Commission

- a. Prepares, adopts, and recommends to the City Council a comprehensive, long-term plan for the physical development of the City, which shall be known as the City of Covina General Plan.
- b. Prepares, adopts, and recommends to the City Council plans based on the General Plan and drafts of such regulations, programs and legislation as may, in its judgment, be required for the systematic execution of the General Plan (General Plan).
- c. Acts on the advisory agency of the City Council in connection with the administration of the State Map Act.
- d. Hears and makes determinations on applications for variances, unclassified use permits, tentative tract and parcel maps, as well as precise plans of design in accordance with adopted rules and procedures.

- e. Investigates, hears, and recommends to the City Council plans for the improvement and beautification of the City, including such matters relating to changes of zoning regulation and district.
- f. Administers the Historic Preservation duties outlined in Chapter 17.81 of the Covina Municipal Code.
- g. Performs all other duties as may be imposed by law or the City Council.

5. Transportation & Mobility Advisory Commission

- a. Studies data and statistics, makes reports, holds hearings, and makes recommendations to the City Council on matters relating to traffic safety and parking management programs in the City.
- b. Reviews and makes recommendations on Federal, State and regional policy proposals related to bicycles, pedestrians, traffic safety, parking and mobility.
- c. Reviews and makes recommendations on the applicable sections of the General Plan.

6. Youth Accountability Board

- a. Attends bi-monthly meetings during evening hours at the Covina Police Department to review cases referred to the Youth Accountability Board Program.
- b. Meets with juvenile offenders and their parents.
- c. Drafts and presents “accountability contracts” designed to address the juvenile’s behavior and any other issues to parent(s) and juvenile for agreement.
- d. Reviews accountability contracts to monitor progress and ensure compliance of participants.

C. Additional Duties

Additional duties may be conferred upon specific boards and/or commissions by the City Council. These shall be memorialized via the City Charter or by revision to this Policy.

SECTION 32. ADMINISTRATION

- A. Staff Liaison – The City Manager shall appoint a staff liaison to provide support to each board and commission. The staff liaison to each board and commission shall serve as the recording secretary for the commission and is responsible for maintaining the record of resolutions, findings, determinations, and minutes as required.

- B. Communications** – In addition to their role as advisors to the Council, boards and commissions function as a communication link between the community and the City, explaining City programs and recommendations, advocating established City policy and services, as well as providing a channel for citizen expression.
- C. Board and Commission Reports** – In order for the City Council to oversee the progress, accomplishments and challenges, each board and commission shall submit, upon request, to the City Council a report that includes, at a minimum, the board/commission's meeting dates, attendance sheets, a summary of the board/commission's accomplishments in the past 12 months and goals for the next 12 months. Upon request, the City Council will conduct a joint meeting to discuss the report and the board/commission's progress and challenges in meeting its goals and objectives.
- D. Joint Meetings** – The City Council shall consider joint study sessions with boards and commissions as warranted.
- E. Recognition** – An annual event to recognize the service of all board and commission members, as well as citizens serving on special Council ad-hoc committees, shall be coordinated through the Office of the City Manager. Outgoing board and commission members who have served their full term shall receive a certificate of appreciation and a small memento of appreciation.
- F. Resignation/Completion of Term** – When a board or commission member resigns from his or her seat, the member shall notify the City Council in writing (email, fax, or letter), with copies to the staff liaison, City Clerk and City Manager, indicating the effective date for resignation.
- G. Removal**

A person appointed by the City Council to any board or commission shall continue to serve as a member thereof except when:

1. The person's term of office expires and a different person has been appointed.
2. The person voluntarily resigns.
3. The City Council vacates a position after reviewing a person's attendance record.
4. The person has been removed from office by the City Council.

A majority vote of the City Council may remove any member of a board or commission for any reason including, but not limited to, conduct unbecoming a public official, violating the City's conflict of interest ordinance, or failing to comply with statutory requirements such as the filing requirements under the Political Reform Act. Conduct unbecoming a public official includes the kind of conduct that any reasonable board/commission member would know is incompatible or inimical to public service, would indicate a lack of fitness to perform the functions of a Commissioner, or would discredit or cause embarrassment to the City.

Any member of the City Council may initiate a person's removal from a board or commission by requesting at a regular City Council meeting that consideration of the person's removal be placed on the Council's agenda at a regular or special meeting for discussion and potential action. The City Clerk shall notify the person affected of the time and place of the meeting. When the item is on the City Council agenda, the City Council may, by majority vote, remove the person from a board or commission.

SECTION 33. BYLAWS

Boards and commissions may craft additional bylaw provisions specific to the group, including establishing regular meeting dates, times and locations, as long as the bylaws do not conflict with Sections 1 through 7 above. Any bylaw provisions and revisions thereto must be approved by the City Council.

RESOLUTION CC 2025-61

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA,
CALIFORNIA, UPDATING THE CITY'S FRAUD DETECTION POLICY**

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

WHEREAS, on November 18, 2014, the City established a fraud detection policy via Resolution No. 14-7306; and

WHEREAS, on August 16, 2022, the City Council updated the Fraud Detection Policy to designate the elected City Clerk to receive complaints of fraud; and

WHEREAS, the City Council desires to delegate the Fraud Detection Policy to the Chief Deputy City Clerk and include updated whistleblower protection.

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

SECTION 1. Approve and adopt the attached Fraud Detection Policy.

SECTION 2. This Resolution shall rescind, supersede, and take the place of all provisions of all previous existing Resolutions, orders, and policies of the City pertaining to the subject matter to the extent that they conflict with this Resolution.

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

APPROVED and PASSED this 3rd day of June, 2025.

City of Covina, California

BY: _____
VICTOR LINARES, Mayor

ATTEST:

FABIAN VELEZ, Chief Deputy City Clerk

ATTACHMENT F

CERTIFICATION

I, Fabian Velez, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution CC 2025-61 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 3rd day of June, 2025, by the following vote:

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

Dated:

FABIAN VELEZ, Chief Deputy City Clerk

Policy Name: Fraud Prevention and Detection

Effective Date: _____, 2025

Fraud Hotline: 626-384-5404

PURPOSE

The City of Covina (City) is committed to protecting taxpayer dollars and assets from fraud and recovering losses as a result of fraudulent activities. The Fraud Prevention and Detection Policy is established to facilitate the development of controls which will aid in the prevention and detection of fraud against the City. The Policy intends to empower the Chief Deputy City Clerk to initiate investigations and report findings to the City Manager. The City website contains a link to a Fraud and Abuse Reporting page, which includes a 24-hour Fraud Hotline (Hotline). This page contains information for the reader on how to report a potential fraud and how the report will be handled. Fraud awareness and reporting posters have been distributed to City facilities for posting on bulletin boards. Brochures informing the public of this reporting tool will be placed at all public counters.

30.10 POLICY

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

30.20 PROCEDURES

30.21 City Management Responsibilities

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

The City Attorney is responsible for recovering losses from fraudulent activities. Individual departments are responsible for reporting suspected acts of fraud to the supervisor, Department Director, City Manager, Chief Deputy City Clerk, or the Hotline.

30.22 Process for Handling Suspected Acts of Fraud

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

investigation, the City Manager and/or Human Resources and/or Finance Director will conduct the investigation. If the fraud requires further investigation of apparently discernable criminal conduct, the City Manager will turn the matter over to the Police Department.

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

If an employee suspects and reports a suspected act of fraud, the first notification should be made to the employee's immediate supervisor. If the employee suspects that the Immediate supervisor is involved, the employee should report their findings directly to the Department Director. If the employee suspects that the Department Director is involved, the employee should report their findings directly to the Hotline. If the employee is not comfortable bringing this to the attention of the chain of command, the employee has the option of directly reporting their findings to the Hotline. After a suspected act of fraud is reported the Chief Deputy City Clerk will begin the investigation and determine if the suspected action warrants a further investigation. If the information received via the Hotline lacks sufficient data to determine if an investigation is warranted, the Chief Deputy City Clerk may contact the employee (if the contact information has been provided) for additional data. If the suspected action does not warrant a further investigation, no further action shall be taken. If the suspected act of fraud warrants further investigation, the Chief Deputy City Clerk will follow the process outlined above.

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

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

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

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

D. Whistleblower Protections for City Employees

When a City employee has reason to believe that their employer is violating a state or federal statute, or violating or not complying with a local, state, or federal rule or regulation, they may utilize the Fraud Prevention and Detection Policy to disclose this information to appropriate authorities as set forth in this Policy. Pursuant to California Labor Code Section 1102.5, employees are protected when they provide information to or testify before a public body conducting an investigation, hearing or inquiry, when the employee has reasonable cause to believe that the information discloses:

1. A violation of a state or federal statute;
2. A violation or noncompliance with a local, state, or federal rule or regulation; or
3. With reference to employee safety or health, unsafe working conditions, or work practices in the employee's employment or place of employment.

A whistleblower can also be an employee who refuses to participate in an activity that would result in a violation of a state or federal statute, or a violation of or noncompliance with a local, state, or federal rule or regulation. Even if an employee does not engage in such protected activity, but their employer believes they did or will engage in protected activity in the future, they are perceived to be a whistleblower and are protected. An employer may not retaliate against an employee who is a whistleblower or is perceived to be a whistleblower.

30.23 Suspected Data Breach

In the event of a data breach of employee and/or customer information, per California Senate Bill (SB 46) (2013), the City will comply with the notification requirement providing the security breach notification in electronic form and direct the person whose information has been breached to promptly change user name or security question as applicable, or take other appropriate steps. SB 46 further specifies that in the case of a breach of specified personal information involving log-in credentials of an e-mail account, the responsible person or agency should not send the security breach notification to an e-mail address, but may instead comply with the notification requirement in another method that provides clear and conspicuous notice.

30.24 Reporting Requirements

Once an individual has reported alleged fraud, the following three (3) processes will be followed:

1. Level 1 - After a suspected act of fraud has been reported to the appropriate level of City staff, and/or then to the Hotline, the Chief Deputy City Clerk will determine whether further action is necessary. If the Chief Deputy City Clerk determines the accusation has no merit, no further action will be taken. At this level, employee confidentiality is maintained.
2. Level 2 - After a suspected act of fraud has been reported to the appropriate level of City staff, and then to the Hotline, and if the suspected act of fraud has been determined to have merit, an appropriate investigation begins. At this level, only the investigating departments, the City Manager, and Human Resources are contacted.
3. Level 3 - An investigation has determined that fraud has taken place. All appropriate criminal and/or administrative actions are underway. The Finance Department shall notify the City's external auditors of known acts of fraud that have reached the Level 3 status.

DEFINITIONS

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

- Falsifying job-related expenses.
- Forgery or unauthorized alteration of documents such as checks, promissory notes, time sheets, agreements, purchase orders, etc.

- Misrepresenting facts in order to obtain City equipment including cash, notes, equipment, furniture, etc.
- Knowingly authorizing payments for goods not delivered or receiving payments for services not rendered.
- Knowingly falsifying records of cash or money transactions.
- Misrepresenting accounting/budget numbers/financial statements to conceal employee theft.
- Misrepresenting the cost of a project so that funds may be used otherwise.
- Misrepresenting the cost of uniforms.
- Misrepresenting contractor qualifications to secure an agreement so that the employee receives remuneration from the contractor.

City - City of Covina

Policy - Fraud Prevention and Detection Policy

Chief Deputy City Clerk - City of Covina Chief Deputy City Clerk

Hotline - Fraud and Abuse Reporting page/phone line

Elected Official – City of Covina Council members, City Clerk, and City Treasurer

Government Code 53087.6.

(a) (1) A city, county, or city and county auditor or controller who is elected to office may maintain a whistleblower hotline to receive calls from persons who have information regarding fraud, waste, or abuse by local government employees.

(2) A city, county, or city and county auditor or controller who is appointed by, or is an employee of, a legislative body or the government agency that is governed by the city, county, or city and county, shall obtain approval of that legislative body or the government agency, as the case may be, prior to establishing the whistleblower hotline.

(b) The auditor or controller may refer calls received on the whistleblower hotline to the appropriate government authority for review and possible investigation.

(c) During the initial review of a call received pursuant to subdivision (a), the auditor or controller, or other appropriate governmental agency, shall hold in confidence information disclosed through the whistleblower hotline, including the identity of the caller disclosing the information and the parties identified by the caller.

(d) A call made to the whistleblower hotline pursuant to subdivision (a), or its referral to an appropriate agency under subdivision (b), may not be the sole basis for a time period under a statute of limitation to commence. This section does not change existing law relating to statutes of limitation.

(e)(1) Upon receiving specific information that an employee or local government has engaged in an improper government activity, as defined by paragraph (2) of subdivision (f), a city or county auditor or controller may conduct an investigative audit of the matter. The identity of the person providing the information that initiated the investigative audit shall not be disclosed without the written permission of that person, unless the disclosure is to a law enforcement agency that is conducting a criminal investigation. If the specific information is in regard to improper government activity that occurred under the jurisdiction of another city, county, or city and county, the information shall be forwarded to the appropriate auditor or controller for that city, county, or city and county.

(2) Any investigative audit conducted pursuant to this subdivision shall be kept confidential, except to issue any report of an investigation that has been substantiated, or to release any findings resulting from a completed investigation that are deemed necessary to serve the interests of the public. In any event, the identity of the individual or individuals reporting the improper government activity, and the subject employee or employees shall be kept confidential.

(3) Notwithstanding paragraph (2), the auditor or controller may provide a copy of a substantiated audit report that includes the identities of the subject employee or employees and other pertinent information concerning the investigation to the appropriate appointing authority for disciplinary purposes. The substantiated audit report, any subsequent investigatory materials or information, and the disposition of any resulting disciplinary proceedings are

subject to the confidentiality provisions of applicable local, state, and federal statutes, rules, and regulations.

(f)(1) For purposes of this section, “employee” means any individual employed by any county, city, or city and county, including any charter city or county, and any school district, community college district, municipal or public corporation, or political subdivision that falls under the auditor’s or controller’s jurisdiction.

(2) For purposes of this section, “fraud, waste, or abuse” means any activity by a local agency or employee that is undertaken in the performance of the employee’s official duties, including activities deemed to be outside the scope of his or her employment, that is in violation of any local, state, or federal law or regulation relating to corruption, malfeasance, bribery, theft of government property, fraudulent claims, fraud, coercion, conversion, malicious prosecution, misuse of government property, or willful omission to perform duty, is economically wasteful, or involves gross misconduct.

(Amended by Stats. 2010, Ch. 80, Sec. 1. (AB 1666) Effective January 1, 2011.)



CC Regular Meeting

AGENDA ITEM REPORT

Meeting: June 3, 2025

Title: Approval of Professional Services Agreement with ClientFirst Technology Consulting for Technology Master Planning, Land Management Software Assessment, and Utility Billing Software Selection Services

Presented by: Angel Carrillo, Deputy City Manager
Theresa Franke, Interim Finance Director

Recommendation: Authorize the City Manager to execute the attached Professional Services Agreement with ClientFirst Technology Consulting Group, LLC, for a one-year period from June 3, 2025, to June 2, 2026, in an amount not to exceed \$178,380.

EXECUTIVE SUMMARY:

To support critical City technology initiatives, staff recommends entering into agreements with ClientFirst Technology Consulting to provide professional consulting services in three areas: land management software evaluation, a citywide technology master plan, and utility billing system selection. These services will help modernize internal operations, improve service delivery to the community, and align the City's information systems with best practices and future needs.

DISCUSSION:

In the ongoing efforts to maintain a robust and secure information technology system, staff has identified ClientFirst as a vendor to provide necessary assessments. The City has identified three key areas for technology modernization and process improvement:

- The need for a comprehensive assessment and evaluation of the City's current land management software;
- The development of a Technology Master Plan (TMP) to guide strategic IT investments over the next five years;
- The evaluation and selection of a new utility billing system to better meet operational needs and resident expectations.

ClientFirst has extensive experience working with California municipalities and offers independent, vendor-neutral services. The firm has previously delivered successful outcomes for numerous public agencies in areas including process reviews, system selection, project management, and IT strategic planning.

1. Land Management Software Assessment & Vendor Evaluation

Scope includes reviewing existing permitting, inspections, code enforcement, and GIS systems. Deliverables include process reviews, system requirements documentation, and preparation of Requests for Qualifications and Information.

2. Technology Master Planning

Scope includes assessment of IT infrastructure, department applications, cybersecurity, staffing, and development of a prioritized implementation roadmap. It includes department-level workshops and plan presentation.

3. Utility Billing Software Selection Consulting

Scope includes business process review, requirements documentation, vendor RFP preparation, proposal evaluations, and support during contract negotiation. Project methodology includes four phases and is tailored to municipal utility operations.

ClientFirst is a highly qualified firm with decades of local government expertise, no software reselling interests, and a collaborative, hands-on approach to implementation planning.

FISCAL IMPACT:

Funding for each engagement is available in the Information Technology and Water Utility Funds' 2025-26 fiscal year budgets as approved by City Council May 6, 2025. The cost breakdown, based on estimated hours and rates, is as follows:

- Land Management Software Assessment: \$38,650 (7200-6200-51005)
- Technology Master Planning: \$94,905 (7200-6200-51005)
- Utility Billing Software Selection: \$44,825 (account #6010-0500-51005)

Total Combined Cost: \$178,380

These are fixed-fee engagements, and any additional services outside of scope will require prior written approval.

Additionally, to ensure competitiveness with current market pricing for information technology services, staff reviewed five (5) recently awarded contracts between other cities and ClientFirst. These contracts confirmed that the proposed pricing is aligned within current market rates. These cities include Glendora, Seal Beach, Camarillo, Seal Beach, South Gate and Vacaville.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Not applicable.

Respectfully submitted,



Angel Carrillo
Deputy City Manager

Theresa Franke
Interim Director of Finance

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (“Agreement”) is dated June 3, 2025 (“Effective Date”) and is between the City of Covina, a California municipal corporation (“City”) and ClientFirst Technology Consulting, a ClientFirst Consulting Group, LLC, dba ClientFirst Technology Consulting (“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 evaluate and assist in the selection of a Utility Billing System, assess the Land Management Software currently in the implementation stage, and develop a Technology Master Plan for the City’s computer system.

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

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

The parties therefore agree as follows:

1. Term of Agreement. The term of this Agreement shall be from the Effective Date through June 30, 2026, unless sooner terminated as provided in Section 14 of this Agreement. The City may, upon mutual agreement, extend the contract for one (1) additional one year term. In no event shall the contract be extended beyond June 30, 2027.

2. Compensation.

A. Compensation. As full compensation for Consultant’s services provided under this Agreement, City shall pay Consultant a sum not to exceed One hundred seventy eight thousand three hundred eighty dollars (\$178,380) (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 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.

B. 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 David Krout, Managing Partner (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 in conformance with the project timeline as reflected in Scope of Services, attached hereto as **Exhibit B**.

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.

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 [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.

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 ten (10) 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: Angel Carrillo
City of Covina
125 E. College Street
Covina, California 9123

If to Consultant:
Attn: David Krout
ClientFirst Technology Consulting
1250 Corona Pointe Ct., Suite 209
Corona, CA 92879

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 and 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 awarded reasonable attorneys' fees together with any costs and expenses, to resolve the dispute and to enforce the final judgment.

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

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

[SIGNATURE PAGE FOLLOWS]

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

City:

City of Covina,
a California municipal corporation

By: _____

Name: Chris Marcarello

Title: City Manager

ATTEST:

Consultant:

ClientFirst Technology Consulting, a
California Limited Liability Company

By: _____

Name: David Krout _____

Title: Managing Partner _____

By: _____

Name: Tom Jakobsen _____

Title: Senior Partner _____

*(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.)

By: _____

Name: Fabian Velez

Title: Chief Deputy City Clerk

APPROVED AS TO FORM:

By: _____

Name: Candice K. Lee

Title: City Attorney

EXHIBIT A
APPROVED FEE SCHEDULE

Land Management Software Assessment and Vendor Evaluation Services						
	T. Meser/D. Kraut	C. Hoxie/M. Truncale	Total			
Hours	108	70				
Rates	\$ 225	\$ 205				
	\$ 24,300	\$ 14,350	\$ 38,650			
Technology Master Planning						
	D. Kraut	J. Federico	T. Jakobsen	J. Smith	T. Soto	Total
Hours	87	161	70	83	23	
Rates	\$ 240	\$ 205	\$ 240	\$ 235	\$ 205	
	\$ 20,880	\$ 33,005	\$ 16,800	\$ 19,505	\$ 4,715	\$ 94,905
Utility Billing Software Selection Consulting Services						
	D. Kraut/Jamie T. Shell	J. Federico	Total			
Hours	119.5	87.5				
Rates	\$ 225	\$ 205				
	\$ 26,888	\$ 17,938	\$ 44,825			
Total Cost All Projects		\$ 178,380				

EXHIBIT B
SCOPE OF SERVICES

As described in attached proposals for:

- Land Management Software Assessment and Vendor Evaluation Services (Attachment B-1)
- Technology Master Planning Services (Attachment B-2)
- Utility Billing Software Selection Consulting Services (Attachment B-3)

Proposal for

Land Management Software Assessment and Vendor Evaluation Services

May 16, 2025



Client Locations

Coast-to-Coast

Practice Locations

California

Illinois

Texas

North Carolina

800.806.3080

www.clientfirstcg.com

May 16, 2025

Angel Carrillo
Deputy City Manager
City of Covina
125 E. College Street
Covina, CA 91723

RE: Proposal for Land Management Software Assessment and Vendor Evaluation Services

Dear Mr. Carrillo:

ClientFirst appreciates the opportunity to present the City of Covina with our proposal. Our consultants have decades of experience providing Land Management system needs assessments, process reviews, selection services, and implementation project management oversight to municipalities throughout the United States. Key qualifications include:

Local Government ONLY Focus—ClientFirst Technology Consulting specializes in helping local government agencies evaluate the solutions that best fit their specific business process requirements, foster buy-in and consensus across the organization, and provide the best value proposition.

True Independence—ClientFirst is completely independent and unbiased in its analysis and recommendations. We do not resell software or employ third-party implementers, trainers, or programmers for software solutions.

Land Management Experience – ClientFirst has worked with dozens of cities on Land Management projects throughout the US. Our California project team has extensive hands-on implementation experience in software consulting and former careers with Land Management software companies.

Our clients say we excel in these areas:

- Following best practices
- Customizing the business process review and new system feature/function requirements for each specific agency
- Building consensus throughout the organization
- Educating staff and transferring knowledge
- Effectively supporting change management and buy-in at all levels
- Improving implementation readiness and reducing risk
- Helping gain management and support of elected officials through education and business-case development

If you have any questions, please get in touch with me at 951.739.7989 or via email at dkrout@clientfirstcg.com for additional information. We appreciate the opportunity to serve the City of Covina.

Sincerely,



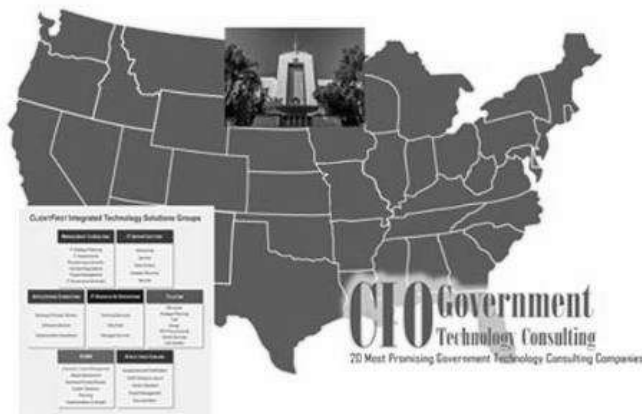
David W. Krout, CPA (*inactive*)
Partner
Management Consulting Practice Leader



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Our consultants have assisted local governments with innovative technology solutions for 20 years. Our risk-averse technology planning and the quality of service we provide our clients have resulted in numerous long-term business relationships. Our subject-matter experts offer various technology services our clients often leverage to resolve specific issues. We are confident that no other consulting firm focusing on local governments offers the wide range of IT services that we do.



ClientFirst was extremely knowledgeable, and I felt I have learned more from my work with ClientFirst than anyone else I've worked with in that capacity. I haven't met anyone else who's even close to ClientFirst in their level of expertise.

—Director of Administrative Services
CA Municipality



Land Management Systems Specific Experience

The project team assigned to this engagement has combined experience with over 150 Land Management application projects. Our Land Management experience includes:

- Process Reviews and Workflow Improvements
- Process Definition
- Functionality Requirements Definition
- Contract Negotiations
- Hands-on Implementation
- User Training
- Data Conversion Assistance
- Project Management
- Systems Maintenance
- System Updates and Modifications
- Integrations Assistance
- Database Updates
- User Documentation Creation

Our specific experience includes, but is not limited to:

- Online Applications
- Online Payment Integrations
- Mobiles
- GIS Integration
- Electronic Plan Review Process and Integrations
- The Counter Credit Card Integrations
- Interactive Voice Response
- Document Management System Integrations

Primary Tasks Experience

Business Process Analysis

The ClientFirst team has decades of collective experience with business process reviews, assessment, and analysis, as well as the documentation of configuration requirements.

Improvements

The assessment of existing configurations, processes, integrations, contracts, and other components of implementations and software, as well as improvement recommendations, is a service that ClientFirst SMEs have offered for over 20 years.

Integrations

ClientFirst has assisted many agencies with integrations of custom and standard land management software solutions. Requirements gathering, review, and specification process are key in implementing integrations, specifically for custom integrations.

Data Conversion

The ClientFirst team data conversion experience includes writing data conversion script(s), data mapping and analysis, data testing/validation, and data conversion testing training sessions with the project team. ClientFirst can also assist the project team in identifying and documenting any data conversion issues to ensure the resolution of the data conversion problems. The ClientFirst team has completed data conversion and data imports from different types of sources (Access, SQL, CSV, Excel, AS400) into various formats for conversions or interfaces.



Reports and Forms

ClientFirst has assisted many agencies with reviewing and classifying forms, correspondences, notices, letters, and permits/business certificates to determine if a merge document or custom SSRS/Crystal Report form or report is the best solution. ClientFirst also has extensive experience creating specifications for custom forms/reports and scripting SSRS forms/reports for clients.

The ClientFirst team has experience creating and modifying many report styles, ranging from simple data lists to managerial data summary reports to visual data representation via graphs and charts. We have provided the following types of report services:

- Meetings with stakeholders
- Discussions regarding the stakeholders' reporting need
- Advising and guiding stakeholders through data and reporting capabilities
- Document report specifications and layouts
- Report scripting and follow-up communications
- Report delivery and review/training with stakeholders
- Any additional report modifications based on stakeholders' feedback

Testing

The ClientFirst team has assisted with and tested multiple land management software products and integrations to those software products. The team also has extensive experience in test planning and oversight. Hands-on assistance with testing can also be provided if needed by the City.

Training

The ClientFirst team members have participated in and led power user and end-user training for over 80 agencies across all land management modules. Training for data conversion and integration testing is also an area of expertise.

Schedule

Project success and timely execution depend on a well-structured project schedule. The ClientFirst team has reviewed project schedules for many different software implementations and guided our clients to ensure enough time was allowed for proper testing and validation of the system, data conversion, and integrations. ClientFirst will represent the City and its goal to complete the land management implementation with a successful Go-Live.

Ability to Work with Multiple Groups

The ClientFirst approach to reviewing ongoing implementations and project assessments is all-encompassing for the departments that are stakeholders of the software being implemented. Working with all stakeholders across all departments is the key to a successful project and go live.



Why ClientFirst is the Best Choice

Experience with Cities—Our Team's experience working with cities in California and across the country has given our staff the subject-matter expertise to quickly understand operation demands and opportunities and equate them to beneficial IT recommendations and improvements.

Locally Based—Our California-based operations can react quickly to on-site project demands without traveling from remote areas. We have staff working nearby nearly every day.

Independence—We do not resell hardware or software and always have our client's best interests in mind. We recommend products that are cost-effective, easy to support, and in use every day across our client base. We recommend products that work.

Stable, Strong, and Growing—We are a financially stable and profitable firm that has been serving local governments for over 20 years. We continue growing by adding personnel and expanding new office locations.

Quality of Experience of Our Consultants—Our management team for this Project consists of four consultants with a collective experience of over 100 years in IT consulting. Our company's leaders and founders have IT consulting and management experience at a Top-Five national accounting and consulting firm.

IT Assessment and Master Plan Experience—Our consultants have experience delivering IT Assessments and IT Master Plans focused on local governments, including cities, counties, utilities, and local/regional districts.

Use of Best Practices—ClientFirst utilizes PMI, ITIL, COBIT, and EAP concepts, along with our own experience and best practices, as building blocks for completing IT assessments and delivering services. Governance is essential to ensuring that IT strategies and recommendations align with business objectives on an ongoing, repeatable basis.

- PMI (Project Management Institute)
- ITIL (Information Technology Infrastructure Library)
- COBIT (Control Objectives for Information and Related Technology)
- EAP (Enterprise Architecture Planning)

You and all at ClientFirst made an awesome difference in our City. Your light and professional touch kept us and Council on the rails! Look forward to more progress and will hopefully see you again soon.

—City Administrator
CA Municipality



Enterprise Applications Consulting Practice Profile

ClientFirst's enterprise applications consulting team has conducted these specific assessments, process reviews, procurements, and implementation assistance for over 20 years.

ClientFirst leverages this experience to the client's advantage through a unique approach to software selection. This approach considers the vendor's perspective while working with clients to navigate the complexities of software assessment, selection, contract negotiation, and implementation.

We identify an organization's strategy, organizational, application, and functional requirements—specific to the client's business processes—to determine which solutions best fit the customer and vendor. Our clients appreciate the honesty and diligence with which we conduct our projects, and many clients continue relying on our services after their first Project with us.

The level of risk and the probability of achieving a successful implementation are directly related to the amount of proper due diligence employed. At ClientFirst, we take every possible step to decrease this risk level through best practices.

Because of the level of due diligence that we require, software vendors welcome the opportunity to respond to our RFP documents. This allows your organization to find the best functionality fit by evaluating an adequate number of qualified vendor responses.



Applications Experience	
General Ledger	CIS & Utility Billing
Budgeting	Tax Billing
Project Accounting	Backflow
Grant Accounting	Service Orders
Accounts Receivable	Work Orders/Preventative
Cash Receipts	Maintenance
Purchasing & Receiving	Inventory Management
Bids Management	Fleet Management
Contract Management	Planning
Accounts Payable	Permitting
Fixed Assets	Inspection
Loans	Code Enforcement
Special Assessments	Land/Parcel/Address
Financial Reporting	Management
Ad Hoc Reporting	Computer-Aided Dispatch
Business Licensing	(CAD)
Applicant Tracking	Records Management
Human Resources	Mobile Computing
Employee Self-Service	Citizen Request Management
Benefits Tracking	GIS
Time & Attendance	Adjudication
Payroll	Citation Management



Community Development Consulting

From the beginning, I was impressed with how inclusive the process has been. I've never been associated with such a collaborative, cooperative, and engaged project. Outstanding process.

—City Manager
Software Selection



Government Technology



Focusing on local governments means that we understand the unique needs, processes, protocols, and political nuances involved in the industry. This **understanding and experience** ensures that our strategies and recommendations are practical. Our management team's career experience includes over 3,500 projects for more than 500 local government agencies.

Local Presence and Practice Locations

We have a local presence with extensive experience in California. ClientFirst is a national firm with practices located in California, Illinois, Texas, and North Carolina.



Corona, CA



Schaumburg, IL



San Antonio, TX



Charlotte, NC

Business Management Approach

Not all government executives know the latest technology issues and opportunities. Therefore, our approach and deliverables provide a business-management perspective that **allows the layperson to understand the technology issues, strategies, and potential solutions required to make more informed business decisions.**

Practical Recommendations

We believe in using technology to meet the agency's business objectives; we do not apply technology just for technology's sake. We are serious in our quest to provide clients with practical solutions that meet their requirements. Sometimes, the proper solution includes cutting-edge technology. However, a cost-effective and practical solution using proven technology is often the most beneficial.



True Independence

ClientFirst believes in practicing **true independence**. We do not resell products or maintain relationships that would result in add-on profit margins or referral fees. Our interest is in **putting the client first** by finding optimum solutions (i.e., the greatest value at the lowest competitive cost) to meet their needs.



National Recognition

Many of the industry's leading vendors recognize our consultants' work nationally. They appreciate the fairness and objectivity we demonstrate when dealing with their organizations.



Industry Recognition

CIO Review

ClientFirst has been featured in *CIO Review* as one of the "20 Most Promising Government Technology Solution Providers".



National Speakers

ClientFirst personnel have conducted educational sessions at national and local conferences, such as CSMFO, MISAC, and GFOA.



ClientFirst has such a broad and well-rounded experience with cities that they already have a good idea of what will or won't work. Other vendors we have worked with don't have this depth of experience and suggest solutions that are unrealistic in a city government environment.

— IT Director
CA Municipality



Diversified Experience

We have extensive experience with various organizations, technologies, and processing environments. In addition, we have significant market knowledge regarding software and hardware providers and are well-informed about vendor and industry developments.

Integrated Technology Solutions Groups

Whatever the agency's technology needs are, we offer a unique combination of experts in their given disciplines who can guide technology decisions, planning, implementation, and management, chosen according to the specific needs of each Project, working as an integrated team to **provide end-to-end consulting and support services.**

ClientFirst Integrated Technology Solutions Groups





Integrated Technology Services

Applications Consulting

Business Process Review

- Business Case Analysis
- Assessment and Recommendations
- Process Analysis and Improvement

Software Selection

- Feature / Function Requirements
- Implementation Risk Assessment
- Change Management
- RFP Development
- Vendor Analysis and Evaluation
- Demonstration Facilitation
- Contract Review and Negotiation
- Implementation Project Management
- Ad Hoc Report-Writing Assistance

IT Infrastructure

Networking and Servers

- Assessment, Design, and Installation
- Replication and Redundancy Strategies
- Virtualization
- Cloud Computing
- Wireless
- Data Center Design

Disaster Recovery

- Risk Assessment and Business Impact Analysis
- Disaster Recovery Planning
- Hot-Site and Recovery Services Evaluation
- Storage Area Networking
- Backup Strategies and Design

Cybersecurity

- Assessment and Planning
- Applications and Hardware Security
- Cybersecurity Review
- Security Policy and Control Development
- Intrusion Testing
- Workshops and Training
- Compliance: NIST, NCCoE, PCI, CJIS, NEA/FERC

Structured Cabling System Design

- Assessment and Certification
- CADD Design and Layout
- RFP / Vendor Selection
- Project Management
- Documentation
- Fiber-Optic Network Design

Management Consulting

- Technology Strategic/Master Planning
- IT Assessment
- IT Staffing Assessment
- Process Improvement
- Procurement Assistance
- Contract Negotiation
- Project Management
- IT Governance Seminars

ECMS

- Needs Assessment
- Business Process Review
- System Selection
- Planning
- Implementation Oversight

GIS

- Assessment and Planning
- Design
- Data Management
- Development
- Mapping

Community Development

- Public Portals
- System Administration
- Gap Analysis
- Software Selection
- Implementation Project Management

IT Staffing/Augmentation

- IT Staffing Needs Assessment and Operational Reviews
- Interim IT Management
- Supplemental IT Management Staffing

Telecommunications Consulting

- VoIP Readiness Review
- Systems Evaluation, Design, Specifications, and RFP Development
- Bill Audits (Cost Analysis and Negotiation)
- Telecom Expense Management (TEM)
- Credit / Refund Requests
- Strategic Planning
- Project Management
- Carrier Services Cost Analysis
- Operational and Workflow Reviews
- System Selection and Contract Negotiations



Consultants' Collective Experience

We understand that the experience of the individual consultants is a significant factor in hiring a firm to conduct the Project on your behalf. Our consultants have extensive public-sector experience in their respective careers, including projects with the following agencies:

California City of Albany City of Azusa City of Benicia City of Big Bear Lake City of Brentwood City of Brisbane City of Burbank City of Calabasas City of Camarillo City of Carlsbad City of Cathedral City City of Cerritos City of Chico City of Chino City of Clovis City of Colton City of Corona City of Coronado City of Dana Point City of Downey City of Dublin City of Emeryville City of Fairfield City of Foster City City of Fountain Valley City of Glendale City of Glendora City of Healdsburg City of Hemet City of La Habra City of La Mesa City of La Puente City of Laguna Niguel City of Larkspur City of Lathrop City of Lomita City of Menlo Park City of Mission Viejo City of Montclair City of Moreno Valley City of Mountain View City of Murrieta City of Newark City of Norco City of Novato City of Pacific Grove City of Pacifica City of Palm Desert City of Palmdale City of Patterson City of Petaluma City of Piedmont City of Pinole City of Pismo Beach City of Port Hueneme City of Rancho Cucamonga City of Rancho Mirage City of Redlands City of Rialto City of Rohnert Park City of Sacramento City of Salinas City of San Bernardino City of San Clemente City of San Gabriel City of San Jacinto City of San Leandro City of San Pablo City of San Rafael City of Seal Beach City of Sierra Madre City of Simi Valley City of South Gate	City of South Pasadena City of South San Francisco City of St. Helena City of Sunnyvale City of Temecula City of Tracy City of Tulare City of Tustin City of Upland City of Vacaville City of West Covina City of West Sacramento City of Whittier Town of Danville Town of Hillsborough Town of Truckee Town of Yucca Valley County of Butte County of Mariposa County of Mendocino County of Riverside County of San Bernardino County of Tuolumne County of Yolo CA-NV American Water Works Association Castaic Lake Water Agency Castro Valley Sanitary District Cucamonga Valley Water District Glendale Water and Power Hayward Area Recreation and Park District Irvine Unified School District Jurupa Community Services District Livermore Area Recreation and Park District Midpeninsula Regional Open Space District Newhall County Water District Piedmont Police and Fire Ramona Municipal Water District Rincon del Diablo Municipal Water District Rosamond Community Services District San Bernardino Municipal Water San Mateo Fire District San Marino Unified School District Southern California Coastal Water Research Sweetwater Authority Walnut Valley Water District West County Wastewater District Western Municipal Water District Colton Joint Unified School District Irvine Unified School District Lake Elsinore Unified School District Menifee Unified School District Mesa Water District Mountain View School District Romoland School District West Covina Unified School District Ohlone Community College	San Jose Community College University of California Berkeley University of California San Francisco UCSF Medical Center Stanislaus Council of Governments Mechoopda Indian Tribe Alabama City of Pelham Arizona County of Maricopa Connecticut City of Bristol City of New Haven Groton Police and Communications Dispatch Town of Groton Florida City of Cape Coral City of Deerfield Beach City of Dunedin City of Fort Lauderdale City of Pompano Beach City of Port St. Lucie City of Riviera Beach Idaho City of Sandpoint Illinois City of Bloomington City of Champaign City of Countryside City of Crystal Lake City of Highland Park City of Joliet City of Lake Forest City of Moline City of Morton Grove City of Naperville City of Oakbrook Terrace City of Orland Park City of Prospect Heights City of Rockford City of Rock Island City of St. Charles City of Waukegan City of Wood Dale County of DuPage County County of Peoria County County of Sangamon County County of Winnebago County Village of Arlington Heights Village of Cary Village of Glencoe Village of Kenilworth Village of Lake Barrington Village of Libertyville Village of Lincolnwood Village of Matteson Village of Norridge Village of Northbrook Village of Northfield Village of Oak Brook Village of Oak Park Village of Oswego Village of Palos Park Village of River Forest Village of Riverside Village of Westmont Village of Wheeling DuPage County Health Dept. Batavia Public School District	Central Community Unit School District 301 Champaign County Forest Preserve District Civitas Schools Community High School District 99 Community Unit High School District 205 Community Unit School District 300 Community Unit School District 308 Consolidated High School District 230 Consolidated School District Gower School District Hampton School District 29 Harlem School District 122 Harrison School District 36 Harvard Community Unit School District Harvey School District 152 Oswego School District 308 Pace Suburban Bus Division Park Ridge Schools Port Byron Central School District Posen-Robbins SD 143.5 Prospect Heights School District Riverside Public School District 96 Rockford Public Library Rock River Water Reclamation District Sherrard Community Schools St. Charles School District Sunset Ridge School District Lincolnwood Public Library Oak Park Library Oswego Library District Park District of Highland Park Indiana The University of Notre Dame Indianapolis Public Library Indianapolis Public Schools Iowa City of Ankeny City of Bettendorf City of Burlington City of Cedar Rapids City of New Hampton City of West Des Moines County of Johnson County of Linn State of Iowa Burlington Community School District Cedar Rapids Community School District Davenport School District Diocese of Davenport Catholic Schools Knoxville Community School District Mason City School District North Scott School District Des Moines Area Community College Cedar Falls Utilities Kansas City of Shawnee	Michigan University of Michigan Lake Superior State University Minnesota County of Anoka Nevada Town of Pahrump County of Nye New York City of Batavia Village of Ossining North Carolina City of Burlington City of Gastonia City of High Point City of Kinston City of Mount Airy City of Salisbury Arc of Stanley County County of Buncombe County of Cabarrus County of Davie County of Orange St. Augustine College Wake Forest University Eastern Band of Cherokee Indians Salisbury Rowan Utilities Ohio County of Cuyahoga County of Montgomery South Dakota Rapid City Area Schools Texas City of Dallas City of Pflugerville City of University Park County of Denton Corpus Christi Fire Highland Park Police and Fire International Bank of Commerce River Oaks Country Club State Bank of Texas University of Texas Health Science Center Westwood Country Club Utah Washington County School District Virginia Commonwealth of Virginia City of Manassas Park Wisconsin City of Appleton City of Brookfield City of Eau Claire City of Wauwatosa City of West Allis County of Brown County of Kenosha County of Milwaukee County of Waukesha HIDTA Milwaukee Diocese of Madison Catholic Schools Madison School District Shorewood School District Whitnall School District West Allis School District
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A collage of images representing business and finance. It includes a clock face with hands pointing to approximately 10:10, a black calculator with a pen resting on it, and several overlapping spreadsheets and documents. One document is titled 'City of Rolling Meadows ERP System Selection - Phases 1-3 Work Plan' and contains a table with columns for 'Project Coordinates', 'Estimated Timeline (Weeks)', 'Total Billable Hours', 'Senior David', 'Principal Jan', and 'Partner'. Another spreadsheet shows a grid with numerical data, and a third document lists 'Needs Analysis' items such as 'Financial Management', 'General Ledger (Includes Reconciliation)', 'Budgeting', 'Project and Grant Accounting', 'Subsiding and Requisitions', 'Accounts Payable', and 'Accounts Receivable'.



Work Plan and Fees

The following work plan outlines the project steps, the hours to be devoted by project team members, and an estimated timeline. The timeline starts on the date of the Kick-Off Meeting.

Step	Land Management Software Assessment and Vendor Evaluation Services	Estimated Timeline Week(s)	Total Billable Hours	Tatjana/ David	Cyndi/ Michael
Phase 1 - Project Management					
1	Project Management and Planning - Work with the City Project Manager to finalize the project work plan and timelines and arrange communications, logistics, and support. Schedule various meetings with personnel from each functional area to review and discuss existing and information system needs. Provide ongoing project coordination and status updates.	1-8	40	24	16
2	Project Initiation - Work with the City Project Manager to finalize the makeup of the Project Team and document the required roles and responsibilities. This will include the following steps: Project Team organization includes setting up a PMO office, per Project Management Institute best practices, and module stakeholder teams. Assist in educating Project Team members and stakeholders on defined roles and responsibilities. This will be facilitated through completing forms for use in workshops, including background concepts, instructions, and finalization.	1-4	10	6	4
Phase 2 - Assessment and Process Reviews					
3	Assessment Questionnaires/Information Requests - Review information requests related to existing and future information systems must be used with staff during the discovery process.	1-4	6	4	2
4	Background and Analysis - Obtain and analyze background information, including internal questionnaires and surveys.	1-4	10	8	2
5	Business Process Analysis and System Requirements Workshops - Meet with module teams to understand current implementation challenges. Review existing manual and automated systems and operations, including custom-developed work-around systems or processes. Change Management and best practices for vendor selection and implementation preparation will be addressed throughout all workshops. Workshops will also identify deficiencies in current processes and establish expectations for improved design and efficiencies in a modern Land Management solution.	4-6			



Step	Land Management Software Assessment and Vendor Evaluation Services	Estimated Timeline Week(s)	Total Billable Hours	Tatjana/ David	Cyndi/ Michael
	Land Management Applications				
	Planning		5	2.5	2.5
	Building		6	3	3
	Code Enforcement		4	2	2
	Engineering		4	2	2
	Public Works		4	2	2
	Cashiering/Finance and Accounting		3	1.5	1.5
	GIS Integration		2	1	1
	Other Integrations/Interfaces and Conversion Requirements		4	2	2
	Vendor communications		10	6	4
6	System Requirements Documentation - Review information gathered during the process reviews and develop system requirement specifications.		20	8	12
	Phase 3 - Contract and Implementation Plan Review	1-4			
7	Contract Review - Review the existing contract (in a non-legal capacity) to understand the current vendor system and implementation services obligations to the City.	1-4	4	4	
8	Implementation Plan (SOW) Review - Review existing Statement of Work, Implementation Schedule/Plan, Project Management Office, resource requirements, and timelines.	1-4	12	8	4
	Phase 4 - Needs Assessment Report	6-8			
9	Findings and Recommendations Report Memorandum - We will review the information gathered during the business process reviews and develop a Findings and Recommendations Report. This document will include, but not necessarily limited to:	6-8	24	16	8
	Key Findings and Observations				
	Key Recommendations				
	Product and Implementation Challenges				
	Existing Contract Observations				
	Statement of Work Recommendations				



Step	Land Management Software Assessment and Vendor Evaluation Services	Estimated Timeline Week(s)	Total Billable Hours	Tatjana/ David	Cyndi/ Michael
	Estimated Cost Option Considerations				
	Estimated Reimplementation Project Plan/Timeframes				
	Strategy and Direction Options				
10	Present and Finalize Report and Determine Next Steps - Prepare a presentation and present the report to City management and Project Team. The objective will be for the City to determine its go-forward strategy and next steps (e.g., improve the existing system or procure a replacement vendor.	7-8	10	8	2
		Hours	178	108	70
		Rates		\$225	\$205
		Average Hourly Rate	\$217		
		Fees	\$38,650		
		Travel and Related Expenses (not to exceed 10%)	N/A		
		Total Project Costs	\$38,650		



Estimated Project Timeline

The timeline below illustrates ClientFirst's estimated schedule for each project phase.

Timeline	Aggregate Schedule in Weeks							
	1	2	3	4	5	6	7	8
Phase 1 - Project Management								
Phase 2 - Assessment and Process Reviews								
Phase 3 - Contract and Implementation Plan Review								
Phase 4 - Needs Assessment Report								

Note: Timelines depend upon City staff's ability to schedule promptly and review requested information and documentation. Delays to any steps by City staff or vendors can impact the project timeline.

Project Start

We can begin the initial activities related to this project, such as project coordination and scheduling, within 1-2 weeks of finalizing an agreement regarding this proposal.

Scope Changes and Management

Alternative scope changes and fee adjustments are possible and depend on specific project needs, staff resources, and capabilities. Minor changes to the scope and methodology stated above will not result in a change in our fees.

If the nature or scope of our work should change significantly during the project, we will discuss such matters and their effect on our fees and obtain written approval before proceeding.

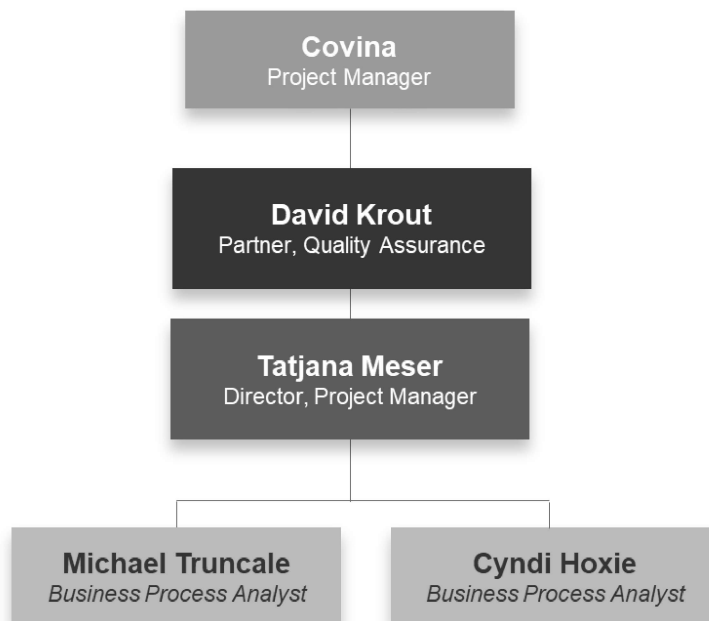
Payment Terms

We invoice monthly as work proceeds. ClientFirst will provide a detailed accounting of all consulting time and expenses on the invoice. Payments are due within 30 days of receipt via check or ACH.

Additional Services/Purchases by Other Seeking Public Agencies

ClientFirst acknowledges that other public agencies may seek to "piggyback" under the same terms and conditions of a resulting similar services and/or purchases being offered in this contract or proposal. ClientFirst can agree or disagree to allow contract piggybacks on a case-by-case basis. ClientFirst agrees to extend the same pricing, terms, and conditions as stated in this contract or proposal to every political entity, special district, and related non-profit. It is understood that other entities shall make purchases in their name, make payments, and be liable directly to ClientFirst. The agency shall not be involved or responsible to ClientFirst for other entities' purchases.

The personnel selected for this engagement are experts in their respective disciplines, chosen according to the specific needs of this Project. They will work as an integrated team to provide end-to-end consulting and support services. This section provides detailed profiles for each Project Team member.





Key Personnel

All assigned personnel have sufficient availability to complete this Project on time and within budget.

David Krout - Partner, Enterprise Applications Consulting

Project Role: Quality Assurance

David Krout, CPA (*inactive*), has been working with municipalities nationwide on these application selection projects for over twenty years. David has interviewed thousands of users from all municipal departments in business process workshops.

Tatjana Meser – Director, Enterprise Applications Consulting

Project Role: Project Manager, Business Process Analyst

Tatjana Meser has over 14 years of public agency experience. Tatjana formerly worked in the Land Management software industry and has hands-on implementation project experience with over 30 development services departments. Tatjana will serve as the Project Management and business process analyst.

Cyndi Hoxie - Applications Consultant

Project Role: Business Process Analyst

Cyndi Hoxie has over 30 years of Public Sector experience, including 15 years with municipal governments in Building and Code Enforcement. Cyndi has spent over 16 years assisting agencies with land management enterprise application systems, including project management, conversion, interfaces, workflow analysis, and systems configuration.

Michael Truncale – Applications Consultant

Project Role: Business Process Analyst

Michael Truncale has over 18 years of public agency experience. Michael formerly worked in the Land Management software industry and has hands-on implementation project experience with over 40 development services departments. Michael will serve as a business process analyst and senior management consultant and assist with project coordination.



David W. Krout, CPA *(Inactive)*

Partner – Enterprise Applications Consulting Practice Leader

David Krout has 27 years of experience assisting local governments with a broad scope of information technology needs. He specializes in working with organizations to identify their strategic, organizational, application, and functional requirements to determine which system and/or specific applications are a proper fit for both the agency and the vendor.

David's unique and diversified background in business management, accounting, and management consulting has allowed him to collaborate with C-level executives and department staff from a practical, business-management perspective to maximize their technology utilization.

Having also worked for a leading local government enterprise software provider, David brings a unique understanding of consulting, client representation, and vendor relationships to the collaboration between the agency and software vendors.

Highlights

- Served on the National Committee for Information Technology for the Institute of Management Accountants
- Former President, Institute of Management Accountants, Inland Empire Chapter
- Former Government IT Consulting Manager for RSM McGladrey, the nation's fifth-largest CPA and consulting firm
- Featured speaker for the California Society of Municipal Finance Officers (CSMFO), Municipal Information Systems Association of California (MISAC), and Texas Association of Government Information Technology Managers
- Project lead with over 100 public-sector agencies throughout the United States

Agency Experience

City of Albany
City of Batavia
City of Bloomington
City of Brentwood
City of Brisbane
City of Burbank
City of Burlington
City of Camarillo
City of Carlsbad
City of Cathedral City
City of Cedar Hill
City of Chico
City of Chino
City of Clovis
City of Colton
City of Corona
City of Coronado
City of Dana Point
City of Dublin
City of Emporia
City of Farmers Branch
City of Foster City
City of Gastonia
City of Healdsburg
City of Hemet
City of High Point
City of Highland Park
City of Hutto
City of Indio
City of La Habra
City of La Puente
City of Laguna Niguel
City of Lake Forest
City of Larkspur
City of Lomita
City of Manassas Park

City of Menlo Park
City of Mission Viejo
City of Mountain View
City of Murrieta
City of Newark
City of Novato
City of Pacifica
City of Palm Desert
City of Palmdale
City of Pelham
City of Petaluma
City of Piedmont
City of Rancho Mirage
City of Redlands
City of Rialto
City of Riviera Beach
City of Rosemead
City of St. Helena
City of Salisbury
City of San Bernardino
City of San Gabriel
City of San Jacinto
City of San Leandro
City of Sandpoint
City of Shawnee
City of Sierra Madre
City of Simi Valley
City of South Gate
City of Tracy
City of Tustin
City of West Covina
City of West Des Moines
City of West Sacramento
City of Whittier
City of Wilton Manors
City of Windsor

County of Buncombe
County of Butte
County of Denton
County of Douglas
County of Lassen
County of Mendocino
County of Orange
County of Plumas
County of Riverside
County of San Bernardino
Town of Danville
Town of Groton
Town of Hillsborough
Town of Truckee
Town of Windsor
Town of Woodside
Village of Northfield
Village of Oswego
Village of Park Forest
Village of River Forest
Coachella Valley MVD
East Bay Regional Park District
El Toro Water District
Four Rivers Sanitation Authority
Jurupa Community Services District
Las Angeles Community Development Authority
Las Virgenes Municipal Water District
Mesa Water District
Midpeninsula Regional Open Space District

Ramona Municipal Water District
Rincon del Diablo Water District
Riverside County Sheriff's Office
San Bernardino Municipal Water
Walnut Valley Water District
West County Wastewater District
Western Municipal Water District
Castaic Lake Water Agency
Castro Valley Sanitary District
Cucamonga Valley Water District
Gastonia Water & Power
Glendale Water and Power



CREDENTIALS, DEGREES, AND AFFILIATIONS

- Certified Public Accountant (CPA) (Inactive)
- Bachelor of Science in Business Administration and Accounting – CSU San Bernardino

SPECIALTIES

- Business Process Reviews
- Applications Requirements Definition
- Enterprise Applications Architecture
- Current System Needs Analysis and Improvement
- New Software Selection Assistance
- Technology Master Planning
- Project Management and Oversight
- Conversion Assistance and Planning
- Contract Reviews and Negotiations



Certified Public Accountant
(Inactive)

It has been absolutely key to this project that ClientFirst, especially Dave, knows the governmental environment, its limitations and its opportunities.

—Director of Administrative Services
CA Municipality



Tatjana Meser

Director, Enterprise Applications Consulting

Tatjana Meser has over 14 years of experience with local government agency software implementations. Her in-depth experience with software configuration, business analysis, and user needs assessment allows Tatjana to oversee project implementations of standard and customized software successfully.

Skilled in all facets of the project life cycle for application software, she has experience with functional and technical requirements development, gap analysis, system analysis, design, specifications, unit and system testing, implementation planning, execution, lessons learned, and system documentation.

These business improvement and process consistency efforts have created significant cost savings through move-efficient business processes and have reduced overall implementation costs.

Having worked with numerous government agencies as a vendor, Tatjana also brings an understanding, perspective, and ability to manage all the parties necessary for delivering lasting operational success.

Highlights

- Project oversight and management services for multiple community development implementations with custom integration to financial, tax, and business licensing systems
- Industry experience includes work with City and County agencies

Agency Experience

City of Batavia
City of Beaumont
City of Carlsbad
City of Cedar Hill
City of Chico
City of Corona
City of Coronado
City of Dana Point
City of Escondido
City of Fairfield
City of Farmers Branch
City of Fontana
City of Glendora
City of Greenville
City of Hesperia
City of Idaho Falls
City of Keller
City of Key West
City of Lakeland
City of Larkspur

City of Mill Valley
City of Mission Viejo
City of Monrovia
City of Newark
City of Novato
City of Oceanside
City of Palm Desert
City of Palmdale
City of Petaluma
City of Piedmont
City of Pinole
City of Pismo Beach
City of Rancho Palos Verdes
City of Rocklin
City of Salinas
City of San Bernardino
City of San Clemente
City of South Gate
City of St. Cloud
City of St. Helena

City of St. Paul
City of Vacaville
City of Vallejo
City of West Covina
City of West Sacramento
City of Wood Dale
Town of Windsor
Town of Woodside
Village of Lincolnwood
Village of Oswego
Village of River Forest
Village of Westmont
County of Butte
County of Calaveras
County
County of Mendocino
County of Shasta
County of Yuba
County of Hanover



CREDENTIALS, DEGREES, AND AFFILIATIONS

- Bachelor of Arts in International Studies – UC San Diego
- Project Management Institute Member – Inland Empire Chapter

SPECIALTIES

- Project Management
- Conversion, Interface Planning, and Implementation Support
- Understanding of public sector departmental operations and application systems
- Workflow analysis and mapping
- Business Process Redesign
- System Configuration and Training
- Test and Go Live Plan Creation



I just wanted to say that I thought the training sessions were very informative and clear, and I learned a lot from it. I appreciate your time spent to train us. Thank you so much!

—Account Clerk
CA Municipality



Cyndi Hoxie

Enterprise Applications Senior Management Consultant

Cyndi Hoxie has over 30 years of Public Sector experience, including 15 years in municipal government Building and Code Enforcement. She has spent over 19 years assisting agencies with land management enterprise application systems, with her last position as a product owner of a mid-tier land management software representing the software needs of government agencies nationwide.

Cyndi's applications experience ranges from being a frontline, daily land management software user to extensive applications support and software implementor and project manager of software implementations. Her diverse experiences allowed her to represent clients' needs and drive the development of land management software with the end user in mind. Cyndi now utilizes her vast land management systems knowledge to provide agencies with hands-on application support, maintenance, data management, reporting writing, training, and consulting advisory.

Highlights

- Experience with planning, permitting, inspections, code enforcement, and tax and licensing processes
- Project oversight and management services for multiple community development implementations
- Experience with custom integrations specifically for financial, tax, and business licensing systems
- Business process gap analysis and workflow documentation
- Extensive knowledge of business and technical processes of enterprise applications

Agency Experience

City of Aurora
City of Aventura
City of Bakersfield
City of Boynton Beach
City of Brentwood
City of Broken Arrow
City of Carlsbad
City of Cary
City of Champaign
City of College Station
City of Coral Springs
City of Crestview
City of Delray Beach
City of Folsom
City of Fresno
City of Grand Prairie
City of Greenville
City of Gresham
City of Las Vegas
City of Los Altos
City of Manchester
City of Marietta
City of Miami Springs
City of Mission Viejo

City of Newberg
City of Norfolk
City of North Port
City of Novato
City of Oswego
City of Pearland
City of Piedmont
City of Pinole
City of Plano
City of Pompano Beach
City of Rio Rancho
City of St. Cloud
City of St. Helena
City of St. Petersburg
City of Salinas
City of San Bernardino
City of San Clemente
City of Solana Beach
City of Tamarac
City of West Palm Beach
City of Winter Haven

Town of Davie
Town of Lady Lake
Town of Los Altos Hills
Town of Normal
Town of Windsor
Village of Lincolnwood
County of Butte
County of Hanover
County of Mendocino



CREDENTIALS

- Certified Scrum Product Owner

SPECIALTIES

- Project Management
- Conversion, Interface Planning, and Implementation Support
- Understanding of public sector departmental operations and application systems
- Workflow analysis and mapping
- System Configuration and Training
- Test and Go Live Plan Creation



Cyndi, Thank you so much for accomplishing this huge task in a short period of time! We would not have been able to do this without you.

—City Manager
CA Municipality



Michael Truncale

Enterprise Applications Senior Management Consultant

Michael Truncale has over 18 years of experience working directly with municipalities and government agencies with software implementations. His experience includes business process assessments, project planning, software implementation, application configuration, custom integrations, scoping customization needs, managing multiple teams across disciplines, process documentation, and project management related to enterprise applications.

Having worked for a leading local government enterprise software provider, Michael brings a strong understanding of software implementation, consulting, process knowledge, functional knowledge, and customer needs and concerns throughout and post-implementation.

Michael's in-depth knowledge of agency processes, technical and functional background, and passion for helping people enable him to identify gaps and quickly provide quantifiable solutions.

Highlights

- Business process gap analysis
- Multi-phased agency-wide software implementations
- Extensive knowledge of business and technical processes of enterprise applications
- Facilitator between C-level and functional roles

Agency Experience

City of Ann Arbor
City of Bellingham
City of Brentwood
City of Bryan
City of Canton
City of Carlsbad
City of Chico
City of College Station
City of Colleyville
City of East Palo Alto
City of Edmond
City of Emeryville
City of Elk Grove
City of Escondido
City of Gladstone
City of Glendora
City of Golden
City of Greeley
City of Greer
City of Helena
City of Larkspur
City of Medford
City of Norwalk
City of Novato
City of Pearland
City of Pflugerville
City of Piedmont
City of Pinole
City of Poway
City of Prescott

City of Round Rock
City of Sammamish
City of San Bernardino
City of San Clemente
City of San Marcos
City of Tracy
City of Tukwila
City of Vacaville
City of Walla Walla
City of West Covina
City of Westminster
City of Wildwood
Butte County
Glenn County
Hanover County
Lewis and Clark County
Lincoln County
Manatee County
Mendocino County
Nassau County
Spotsylvania County
Summit County
Yuma County
Town of Castle Rock
Town of Flower Mound
Town of Parker
Town of Windsor
Town of Woodside



CREDENTIALS, DEGREES, AND AFFILIATIONS

- Bachelor of Arts in Business Administration – California State University of San Marcos
- Project Management Institute Member – San Diego Chapter

SPECIALTIES

- Project Management
- Implementation Project Management
- Business Process Reviews
- Current System Needs Analysis and Improvement
- Project Management Oversight
- Conversion, Interface Planning, and Implementation Support
- Understanding of public sector departmental operations and application systems
- Workflow analysis and mapping
- Business Process Redesign
- System Configuration and Training
- Test and Go-Live Plan Creation



First of all, great work. You are an elite communicator. It's honestly your best skill and to be clear you are top notch in everything else.

—Senior Information Systems Analyst
CA Municipality

Michael...the speed of this delivery is amazing and the deliverable is just so clean. Well done. I'm looking forward to working more with you.

—Senior Information Systems Analyst
CA Municipality



References

We believe our clients are our best salespeople. The references listed here are examples of clients with similar needs. Each of these clients has retained our services many times. We pride ourselves on client satisfaction and strive to maintain long-term relationships with our clients as partners.



City of Mission Viejo

200 Civic Center, Mission Viejo, CA 92691

David Meyer, Director of Information Technology

949.470.8447

dmeyer@cityofmissionviejo.org



City of San Clemente

100 Avenida Presidio, San Clemente, CA 92672

Brian Brower, Information Technology Manager

949.283.3721

BrowerB@san-clemente.org



City of Dana Point

33282 Golden Lantern Street, Dana Point, CA 92629

Sea Shelton, Admin Services Director

949.248.3501

sshelton@danapoint.org



City of Carlsbad

1635 Faraday Ave., Carlsbad, CA 92008

Maria Callandar, IT Director

760.602.2454

maria.callander@carlsbadca.gov



Town of Windsor

9291 Old Redwood Highway, Windsor, CA 95492

Julé Taylor, Senior Management Analyst

707.838.5365

jtaylor@townofwindsor.com



Appendix: City of Rancho Mirage Published Digital Transformation Article

ClientFirst has assisted the City of Rancho Mirage with various Technology Projects, starting with a citywide Technology Master Plan and Roadmap to transform the City and its operations digitally. The following article was published to showcase these digital transformation improvements. We also jointly presented these transformation efforts at the annual California Society of Municipal Finance Officers (CSMFO) conference.

Proposal for

Technology Master Planning

May 16, 2025



Client Locations
Coast-to-Coast

Practice Locations
California
Texas
Illinois
North Carolina

800.806.3080
www.clientfirstcg.com

Optimal Technology Guidance

CLIENTFIRST
TECHNOLOGY CONSULTING

May 16, 2025

Dr. Shawn Granger
IT Manager
City of Covina
125 E. College St.
Covina, CA 91723

RE: Proposal for Technology Master Planning

Dear Dr. Granger:

ClientFirst appreciates the opportunity to present the City of Covina with our proposal, which includes developing and articulating a vision for the effective use of technology to support the City.

At ClientFirst, we have a proven track record of educating and building consensus among staff members, departmental leadership, senior management, and elected officials. Our expertise lies in assessing the current environment, reviewing alternatives, and providing the City with specific recommendations and supporting documentation regarding strategy and tactical implementation.

Methodology and Approach – ClientFirst customizes industry best practices for Technology Assessment and Master Planning in a practical way to meet the unique needs of each agency. We provide:

- Assessments for business department applications, technology utilization, and operational needs
- IT infrastructure, cybersecurity, operations, service delivery, and staffing assessments
- Development of strategies, goals, objectives, and recommendations
- Comprehensive technology initiative recommendations with budgets, timelines, and resource requirements
- Master planning workshops with operational departments, IT management, IT Planning Committee, and executive management
- Master Plan reports and supporting documentation
- Tracking and measurement of plan objectives and initiatives

Truly Independent – ClientFirst is a truly independent technical services and consulting firm. We are certified in multiple technologies, but we DO NOT resell hardware and software, nor represent those that do. Therefore, there is no risk of our analysis being biased toward a particular solution.

Local Government and Municipal Focus – Our management team's career experience includes over 3,500 projects for more than 500 local government agencies.

If you have any questions, feel free to contact us at the contact information listed below for additional information. We look forward to the opportunity to serve the City of Covina.

Sincerely,



David W. Krout, CPA *(inactive)*
Partner
Management Consulting Practice Leader



Tom Jakobsen
Partner
IT Infrastructure and Operations Consulting Practice Leader



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ClientFirst is well-equipped to assist the City in this endeavor. The following pages outline key differentiators that set our services apart from other IT consulting firms and an overview of the project.





Technology Master Plan Objective

The objective of the Assessment and Planning process includes developing and articulating a vision for the effective use of technology to support the work of the City, assuring the proper technical resources and organization structure to manage the information technology (IT) function effectively. The plan also identifies strategies for developing and implementing technology initiatives in support of the organization's department operational needs and Master Plan. We also focus on planning and recommending improvements in the City's business applications to make those applications more effective in supporting the departments and the organization's goals.

We create a well-documented plan to guide the IT team and the City's operational departments over the next five years in planning, procuring, implementing, and managing current and future technology investments, as well as resources related to operational technology and information technology service delivery. The plan is the result of a thorough analysis of the following:

- Interviews and workshops involving all levels of the City's operational staff, including the management team, end-users, and other stakeholders
- Existing network infrastructure, cybersecurity, risk management, policies, staffing, funding, applications, business systems, projects, processes, telecommunications, training, and other investments and resources currently in use by the City
- Identification and prioritization of projects to undertake over the next five years
- Identification of needs to accommodate current and future technology requirements, such as IT operations and management, legal requirements, cybersecurity requirements, service delivery, training, cloud computing, smart city technologies, and more

Experience with Government Agencies – We have experience working with government agencies nationwide. Our staff has subject-matter expertise, enabling us to quickly understand operational demands and opportunities and equate them to beneficial technology improvements and recommendations.

Frankly, IT is a hard topic to handle, and they're not boring or too technical. It was invaluable to have them on site meeting with people, because their communication style is much better than others I've seen.

—Director of Administrative Services
CA Municipality

Approach to Technology Assessment and Master Planning

Technology Assessment and Master Planning are processes by which information technology supports an organization's goals and objectives. This process *aligns technology strategies and objectives with key business processes and drivers*.

More than a Strategic Plan – The industry standard in IT planning for the past decade has been a high-level strategic analysis to develop a *strategic plan*. Though helpful, such a plan lacks the depth and practical guidance necessary to successfully (1) implement the plan, (2) meet business goals through technology initiatives, and (3) maintain the plan into the future.



Technology Master Plan

ClientFirst takes the strategic plan to a new level with our Technology Assessment and Master Plan, which provides several key features:

- Collaborative Needs Assessment
- Education and Prioritization Workshops
- Step-by-Step Roadmap
- Resource Assignments
- Project Budgets
- Project Timelines

Tactical – Our emphasis is on providing the City with a technology plan that is both strategic and tactical. We aim to create a plan that fully documents each initiative and can be used without our continued help.

Business Perspective – We approach Technology Assessment and Master Planning from a business perspective and create deliverables everyone in the organization understands, from the IT technicians to upper-level management and elected officials.

Collaborative and More Comprehensive – Our process is intended to create an interactive, collaborative environment conducive to sharing ideas while building a single vision for the future of the City's information technology function, decision-making, and ongoing support. This collaborative effort results in a detailed and comprehensive action plan that should be viewed as a fluid, "living" set of documents. We train agency staff on the adopted technology initiatives and projects and how to implement the plan over the next five years.



Practical and Sustainable – Because of our **focus on budget realities and sustainable solutions**, the solutions we recommend will be **practical and cost-effective**. Receiving a plan that is too costly to implement and sustain does not help the City in the long run.



Use of Best Practices – ClientFirst utilizes PMI, COBIT, ITIL, and EAP concepts as building blocks, drawing on our experience and best practices to guide our Technology Assessments and System Selections. Governance is essential to ensuring technology strategies and recommendations align with business objectives in an ongoing, repeatable process.

- PMI (Project Management Institute)
- ITIL (Information Technology Infrastructure Library)
- National Institute of Standards and Technology (NIST)
- Criminal Justice Information Services (CJIS)
- Payment Card Industry Data Security Standards (PCI-DSS)
- COBIT (Control Objectives for Information and Related Technology)
- EAP (Enterprise Architecture Planning)

Firm Resources and Commitment

We consider technology planning projects to be our firm's premier service offering. We are a diversified firm with a wide range of subject-matter experts committed to promptly completing this project. We have included the steps necessary to attend meetings, advise staff on matters specific to the scope of services, prepare and present reports to City Management and members of the City's Council (if desired), and assist with due diligence and disclosure processes relevant to the scope of services.

Project Team Resources

We will assign this project to a comprehensive multi-discipline team. This team is assembled from practice leaders in our firm's Management Consulting, Enterprise Applications and Business Processing, and IT Infrastructure practices.

All project team members are **ClientFirst employees** and are **not hired as third-party subcontractors**. This ensures **consistency, continuity, and quality** in our deliverables.

Experience that Enhances the Master Planning Process

One of the unique qualities of ClientFirst is our breadth of service practice areas, summarized below. As a firm, our recommendations are based on **real-life experience resulting from performing and delivering these services daily**. Our continued engagement with our clients provides significant opportunities to stay current **with industry trends and emerging technologies while preserving our independence** by not reselling vendor products.

IT Staffing and Leadership Experience

- **Interim IT Management**—Our firm's senior talent has held CIO, CTO, and IT Director positions in local government and led national, government-solution-based software companies. We have placed these resources at various government organizations to fill IT leadership vacancies and assist in hiring and transitioning to replacement IT leadership.
- **Staffing Assessment and Organization** – Our IT leadership experience helps our government clients update IT staffing structures and develops their IT teams to be more productive and efficient and deliver a higher level of service.

IT Infrastructure

- **IT Infrastructure Resources** – Our firm has government-agency-experienced network engineers and senior system administrative talent. We utilize these experts in our Technology Assessment and Planning engagements for their real-world experience in making meaningful recommendations.



- **Cybersecurity and Disaster Recovery** – Our firm has extensive cybersecurity incident response, disaster recovery, and business continuity assessment and planning experience.
- **Data Center, Telecommunications, and Infrastructure Cabling** – A key resource in our firm is our data center, telecommunications, and structured cabling talent. They have designed, selected, and implemented state-of-the-art telephone and telecommunications systems for hundreds of local government agencies. Our team's experience includes data center design, inside/outside cable-plant expertise, fiber-optic, and wireless specialization.
- **IT Support Experience** – We provide IT support and act as the IT department or management for several agencies in Illinois. These teams have real-life experience managing government agencies' IT operations and can impart their knowledge when assisting with Technology Assessment and Planning recommendations and initiatives.

Local Government Application and Process Improvement Expertise

- **Application Knowledge** – We have experienced enterprise application consultants who have assessed, reviewed, and assisted in the selection of all local government application suites, including Financial and Accounting, People Management, CIS/Utility Billing, Land Management, Work Orders and Asset Management, Public Safety, Parks and Recreation, Community Services, and more. They have worked with thousands of end-users in all agency departments. This experience helps us make effective departmental application and operational technology recommendations.
- **Application Implementation** – We have experienced Implementation Project Management staff. This is helpful to the Technology Assessment and Planning process because we know what it takes to implement these solutions according to Best Practices.
- **Process Improvement** – A key aspect of applications and operational technology is using these tools to eliminate manual and duplicate processes, reduce shadow systems, and improve processes to achieve higher productivity and service to departments and citizens.

Experience in Multilevel Communication and Advising Clients

For a plan to be successful, it must be communicated and understood at all levels, from top to bottom. We provide deliverables and present materials to facilitate the communication of the plan across the organization to readers of multiple audiences. We also have experience effectively presenting to executive management and elected officials to gain buy-in and support for the necessary strategies and resources to implement a long-term Technology Master Plan.

From the beginning, I was impressed with how inclusive the process has been. I've never been associated with such a collaborative, cooperative, and engaged project. Outstanding process.

—City Manager
IL Municipality



Similar Engagements

The list below includes the list of clients for whom we have completed Technology Master/Strategic Planning projects.

City of Albany	City of West Des Moines	Missouri Basin Municipal Power
City of Azusa	City of West Sacramento	San Bernardino Municipal Water
City of Big Bear Lake	City of Wilton Manors	Southern California Coastal Water Research
City of Brentwood	Town of Danville	Sweetwater Authority
City of Brisbane	Town of Groton	Western Municipal Water District
City of Burbank	Town of Groton Police	Civitas Schools
City of Camarillo	Town of Windsor	Consolidated High School District 230
City of Colton	Town of Woodside	Dubuque Community School District
City of Corona	Town of Yucca Valley	East Aurora CUSD 129
City of Countryside	Village of Cary	Elgin School District U-46
City of Dublin	Village of Glencoe	Harrison School District 36
City of Escondido	Village of Kenilworth	Illinois Action for Children
City of Gastonia	Village of Lake Barrington	Illinois Municipal Retirement Fund
City of Glendora	Village of Libertyville	Indian Prairie Community Unit School District 204
City of Healdsburg	Village of Lincolnwood	J. Sterling Morton School District 201
City of Hemet	Village of Lincolnwood	Lincolnwood Public Library
City of Highland Park	Village of Lincolnwood Police	Morton High School District
City of Hutto	Village of Matteson	Naperville Community Unit School District 203
City of La Habra	Village of Morton Grove	Naperville Park District
City of Lake Forest	Village of Norridge	Norridge Park District
City of Larkspur	Village of Northbrook	North Scott School District
City of Manassas Park	Village of Northfield	Northbrook Public Library
City of Menlo Park	Village of Oak Brook	Northern Illinois University
City of Mission Viejo	Village of Oak Park	Oswego Library District
City of Mount Airy	Village of Ossining	Oswego School District 308
City of Murrieta	Village of Palos Park	Park District of Highland Park
City of Naperville	Village of River Forest	Park Ridge Schools
City of Newark	Village of Riverside	Ramona Water
City of Norco	County of Atascosa	Riverside County Sheriff's Department
City of Oakbrook Terrace	County of Davie	Riverside Public School District 96
City of Pacific Grove	County of Denton	Rosamond Community Services District
City of Palm Desert	County of Mariposa	San Jose Community College
City of Petaluma	County of Mendocino	Stanislaus Council of Governments
City of Pflugerville	CA-NV American Water Works Association	West Covina Unified School District
City of Piedmont	Castaic Lake Water Agency	
City of Pismo Beach	Castro Valley Sanitary District	
City of Rancho Mirage	Cucamonga Valley Water District	
City of Rialto	East Bay Regional Park District	
City of Riviera Beach	Four Rivers Sanitation	
City of Salinas	Hayward Area Recreation & Park District	
City of Salisbury	Jurupa Community Services District	
City of San Gabriel	Los Angeles County Development Authority	
City of San Leandro	Midpeninsula Regional Open Space District	
City of San Pablo		
City of Sandpoint		
City of Seal Beach		
City of Sierra Madre		
City of South Gate		
City of South San Francisco		
City of St. Charles		
City of Tustin		
City of Vacaville		
City of West Covina		

Our consultants have assisted local governments with innovative technology solutions for over 20 years. Our risk-averse technology planning and the quality of service we provide our clients have resulted in numerous long-term business relationships. Our subject-matter experts offer various technology services our clients often leverage to resolve specific issues. We are confident that no other consulting firm focusing on local governments offers the wide range of IT services that we do.



ClientFirst was extremely knowledgeable, and I felt I have learned more from my work with ClientFirst than anyone else I've worked with in that capacity. I haven't met anyone else who's even close to ClientFirst in their level of expertise.

—Director of Administrative Services
CA Municipality



Government Technology



Focusing on local governments means that we understand the unique needs, processes, protocols, and political nuances involved in the industry. This **understanding and experience** ensures that our strategies and recommendations are practical. Our management team's career experience includes over 3,500 projects for more than 500 local government agencies.

Local Presence and Practice Locations

We have a local presence with extensive experience in California. ClientFirst is a national firm with practices located in California, Illinois, Texas, and North Carolina.



Corona, CA



Schaumburg, IL



San Antonio, TX



Charlotte, NC

Business Management Approach

We understand that not all government executives know the latest technology issues and opportunities. Therefore, our approach and deliverables provide a business-management perspective that **allows the layperson the ability to understand the technology issues, strategies, and potential solutions required to make more informed business decisions.**

Practical Recommendations

We believe in using technology as a tool to meet the agency's business objectives; we do not apply technology just for technology's sake. We are serious in our quest to provide clients with practical solutions that meet their requirements. Sometimes, the proper solution includes cutting-edge technology. However, a cost-effective and practical solution using proven technology is often the most beneficial.



True Independence

ClientFirst believes in practicing **true independence**. We do not resell products or maintain relationships that would result in add-on profit margins or referral fees. Our interest is in **putting the client first** by finding optimum solutions (i.e., the greatest value at the lowest competitive cost) to meet their needs.



National Recognition

Many of the industry's leading vendors recognize our consultants nationally for their work. They appreciate the fairness and objectivity we demonstrate when dealing with their organizations.

Industry Recognition

CIO Review

ClientFirst has been featured in CIO Review as one of the "20 Most Promising Government Technology Solution Providers".



National Speakers

ClientFirst personnel have conducted educational sessions at national and local conferences such as CSMFO, MISAC, and GFOA, among others.





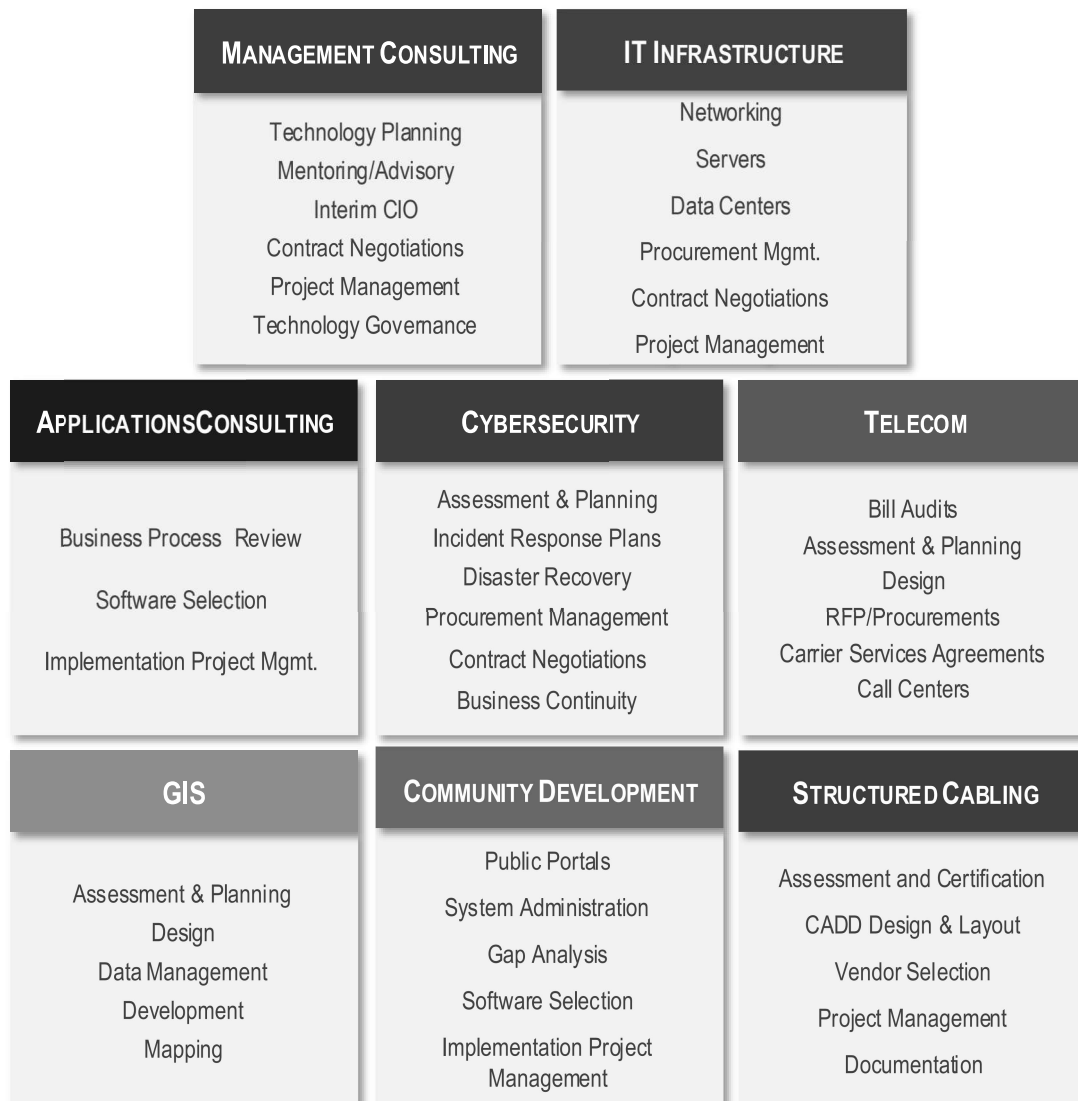
Diversified Experience

We have **extensive experience with a wide variety of organizations and technology and processing environments**. In addition, we have significant market knowledge regarding software and hardware providers and are well-informed with respect to vendor and industry developments.

Integrated Technology Solutions Groups

Whatever the agency's technology needs are, we offer a unique combination of experts in their given disciplines who can guide technology decisions, planning, implementation, and management, chosen according to the specific needs of each project, working as an integrated team to **provide end-to-end consulting and support services**.

ClientFirst Integrated Technology Solutions Groups





Integrated Technology Services

Management Consulting

- Technology Strategic/Master Planning
- IT Assessment
- IT Staffing Assessment
- Process Improvement
- Procurement Assistance
- Contract Negotiation
- Project Management
- IT Governance Seminars

Applications Consulting

Business Process Review

- Business Case Analysis
- Assessment and Recommendations
- Process Analysis and Improvement

Software Selection

- Feature / Function Requirements Definition
- Implementation Risk Assessment
- Change Management
- RFP Development
- Vendor Analysis and Evaluation
- Demonstration Facilitation
- Contract Review and Negotiation
- Implementation Project Management
- Ad Hoc Report-Writing Assistance

Community Development

- Public Portals
- System Administration
- Gap Analysis
- Software Selection
- Implementation Project Management

Telecommunications Consulting

- VoIP Readiness Review
- Systems Evaluation, Design, Specification, and RFP Development
- Bill Audits (Cost Analysis and Negotiation)
- Telecom Expense Management (TEM)
- Credit / Refund Requests
- Strategic Planning
- Project Management
- Carrier Services Cost Analysis
- Operational and Workflow Review
- System Selection and Contract Negotiation

GIS

- Assessment and Planning
- Design
- Data Management
- Development
- Mapping

IT Infrastructure

Networking and Servers

- Assessment, Design, and Installation
- Replication and Redundancy Strategy
- Virtualization
- Cloud Computing
- Wireless
- Data Center Design

Disaster Recovery

- Risk Assessment and Business Impact Analysis
- Disaster Recovery Planning
- Hot-site and Recovery Service Evaluation
- Storage Area Networking
- Backup Strategies and Design

Cybersecurity

- Assessment and Planning
- Applications and Hardware Security
- Cybersecurity Review
- Security Policy and Control Development
- Intrusion Testing
- Workshops and Training
- Compliance: NIST, NCCoE, PCI, CJIS, NEA/FERC

Structured Cabling System Design

- Assessment and Certification
- CADD Design and Layout
- RFP / Vendor Selection
- Project Management
- Documentation
- Fiber-Optic Network Design

IT Staffing/Augmentation

- IT Staffing Assessment and Operational Review
- Interim IT Management
- Virtual CIO Service
- Supplemental IT Management Staffing

IT Services and Operations

IT Technical and Managed Services

- On-Site or Remote Support
- Inventory and Licensing Management
- Network, Server, Selection, Implementation, Configuration, and Management
- Security Systems Support
- Remote Systems Monitoring



Areas of Expertise

The consultants assigned to this engagement have direct experience in a broad range of products and services.

ClientFirst has such a broad and well-rounded experience with cities that they already have a good idea of what will or won't work. Other vendors we have worked with don't have this depth of experience and suggest solutions that are unrealistic in a city government environment.

— IT Director
CA Municipality

IT INFRASTRUCTURE & OPERATIONS EXPERIENCE

- Data Center Management
- Cable Infrastructure
- Wireless Systems
- Routers and Switches
- Server Installation, Configuration and Troubleshooting
- Network Troubleshooting and Configuration
- Security Systems Support
- Network Management
- Event Monitoring
- Patch Management
- Inventory Management
- Licensing Management
- Software Distribution
- Remote Network and Desktop Monitoring

Desktop Monitoring
• Remote Network and

TELECOM EXPERIENCE

- Systems Evaluation and Assessments
- Telecommunications System Management
- Voice and Data Cable Infrastructure Design and Engineering
- LAN/WAN Assessments, Design, Procurement, and Implementation
- VoIP (Voice-over-Internet Protocol) Readiness Reviews and Assessments
- Telecom Billing Audits and Cost Reviews
- Strategic IT and Telecommunications Planning
- Systems Design and Alternative Analysis
- Business Continuation Planning and Disaster Recovery Planning
- Call Center Planning and Operational Design
- Competitive System and Vendor Selection
- Project Management and Implementation

Implementation
• Project Management and

DEPARTMENT AREA EXPERIENCE

- Council
- Administration
- Building and Safety
- City Clerk
- Finance
- Fire
- Library
- Utility Billing
- Customer Service/Call Centers
- Payroll
- Human Resources
- Planning
- Police
- Purchasing
- Public Works
- Parks and Recreation
- Engineering
- Geographic Information System (GIS)
- Water
- Wastewater
- Sanitation
- Field Operations
- Laboratories
- Environmental Services
- Facilities
- Treatment Plants
- Fleet Management
- Engineering
- Warehousing
- SCADA
- Information Systems

Information Systems
• SCADA

APPLICATION AREA EXPERIENCE

- General Ledger
- Budgeting
- Project Accounting
- Grant Accounting
- Cash Receipts
- Purchasing and Receiving
- Bids Management
- Contract Management
- Accounts Payable
- Fixed Assets
- Loans
- Special Assessments
- Financial Reporting
- Business Licensing
- Applicant Tracking
- Human Resources
- Employee Self-Service
- Benefits Tracking
- Time and Attendance
- Payroll
- CIS and Utility Billing
- Customer Service / Call Centers
- Backflow
- Service Orders
- Work Orders / Preventative Maintenance
- Inventory and Fleet Management
- Planning, Permitting, Inspection and Code Enforcement
- Land/Parcel/Address Management
- Computer-Aided Dispatch (CAD)
- Records Management
- Mobile Computing
- Citizen Request Management (CRM)
- Geographic Information System (GIS)
- Adjudication
- Citation Management
- Database Management

Database Management
• Database Management

Technical Certifications

ClientFirst consultants collectively possess an extensive portfolio of certifications, revealing their commitment to ongoing professional training and ensuring our clients can access the latest information in the field.





Consultants' Collective Experience

We understand that the experience of the individual consultants is a significant factor in hiring a firm to conduct the project on your behalf. Our consultants have extensive public-sector experience in their respective careers, including projects with the following agencies:

California	City of Simi Valley	Western Municipal Water District	Village of Barrington Hills	Lake Superior State University
City of Albany	City of South Gate	Colton Joint Unified School District	Village of Cary	Nevada
City of Azusa	City of South Pasadena	Fontana Unified School District	Village of Glencoe	County of Nye
City of Benicia	City of South San Francisco	Irvine Unified School District	Village of Itasca	Town of Pahrump
City of Big Bear Lake	City of St. Helena	Lake Elsinore Unified School District	Village of Kenilworth	County of Douglas
City of Brentwood	City of Sunnyvale	Menifee Unified School District	Village of Lake Barrington	New York
City of Brisbane	City of Temecula	Mountain View School District	Village of Libertyville	City of Batavia
City of Burbank	City of Tracy	Ohlone Community College	Village of Lincolnwood	Village of Ossining
City of Calabasas	City of Tulare	Palm Springs School District	Village of Lisle	North Carolina
City of Camarillo	City of Tustin	Romoland School District	Village of Matteson	City of Burlington
City of Carlsbad	City of Upland	San Jose Community College	Village of Morton Grove	City of Gastonia
City of Cathedral City	City of Vacaville	San Marino Unified School District	Village of Norridge	City of High Point
City of Cerritos	City of West Covina	University of California Berkeley	Village of Northbrook	City of Kinston
City of Chico	City of West Sacramento	University of California San Francisco	Village of Northfield	City of Mount Airy
City of Chino	City of Whittier	West Covina Unified School District	Village of Oak Brook	City of Salisbury
City of Clovis	Town of Danville	Mechoopda Indian Tribe	Village of Oak Park	Town of Wake Forest
City of Colton	Town of Hillsborough	Piedmont Police and Fire	Village of Orland Park	County of Buncombe
City of Corona	Town of San Anselmo	Stanislaus Council of Governments	Village of Oswego	County of Cabarrus
City of Coronado	Town of Truckee	UCSF Medical Center	Village of Palos Park	County of Davie
City of Dana Point	Town of Windsor	Alabama	Village of Park Forest	County of Orange
City of Downey	Town of Woodside	City of Pelham	Village of River Forest	Arc of Stanley County
City of Dublin	Town of Yucca Valley	Arizona	Village of Riverside	St. Augustine College
City of Emeryville	County of Butte	County of Maricopa	Village of Westmont	Wake Forest University
City of Escondido	County of Lassen	Connecticut	Village of Wheeling	Eastern Band of Cherokee Indians
City of Fairfield	County of Mariposa	City of Bristol	County of DuPage	Salisbury Rowan Utilities
City of Foster City	County of Mendocino	City of New Haven	County of Peoria	Ohio
City of Fountain Valley	County of Plumas	Groton Police	County of Sangamon	County of Cuyahoga
City of Glendale	County of Riverside	Town of Groton	County of Winnebago	County of Montgomery
City of Glendora	County of San Bernardino	Florida	Addison School District	South Dakota
City of Healdsburg	County of Tuolumne	City of Cape Coral	Batavia Public Library	Rapid City Area Schools
City of Hemet	County of Yolo	City of Deerfield Beach	Batavia Public School District	Texas
City of La Habra	CA-NV American Water Works Association	City of Dunedin	Bloomington School District	City of Cedar Hill
City of La Mesa	Castaic Lake Water Agency	City of Fort Lauderdale	Bunker Hill School District	City of Dallas
City of La Puente	Castro Valley Sanitary District	City of Oakland Park	Champaign County Forest Preserve District	City of Farmers Branch
City of Laguna Niguel	Coachella Valley Mosquito Vector Control District	City of Pompano Beach	Four Rivers Sanitation District	City of Hutto
City of Larkspur	Cucamonga Valley Water District	City of Port St. Lucie	Norridge Park District	City of Pflugerville
City of Lathrop	East Bay Regional Park District	City of Riviera Beach	Park District of Highland Park	City of University Park
City of Lomita	El Toro Water District	City of Wilton Manors	Central Community Unit	Corpus Christi Fire
City of Menlo Park	Fresno Irrigation District	Collier County Board of County Commissioners	Indiana	County of Atascosa
City of Mission Viejo	Glendale Water and Power	Idaho	The University of Notre Dame	County of Denton
City of Montclair	Hayward Area Recreation and Park District	City of Sandpoint	Indianapolis Public Library	Highland Park Police and Fire
City of Moreno Valley	Jurupa Community Services District	Illinois	Indianapolis Public Schools	North Texas Emergency Communications Center
City of Mountain View	Las Virgenes Water District	City of Bloomington	Iowa	University of Texas
City of Murrieta	Livermore Area Recreation and Park District	City of Champaign	City of Ankeny	Utah
City of Newark	Mesa Water District	City of Countryside	City of Bettendorf	Washington County School District
City of Norco	Midpeninsula Regional Open Space District	City of Crystal Lake	City of Burlington	Virginia
City of Novato	Newhall County Water District	City of Highland Park	City of Cedar Rapids	Commonwealth of Virginia
City of Pacific Grove	Novato Sanitary District	City of Joliet	City of Des Moines	City of Manassas Park
City of Pacifica	Palmdale Water District	City of Lake Forest	City of New Hampton	Wisconsin
City of Palm Desert	Ramona Municipal Water District	City of Moline	City of West Des Moines	City of Appleton
City of Palmdale	Rincon del Diablo Municipal Water District	City of Morton Grove	County of Johnson	City of Brookfield
City of Patterson	Rosamond Community Services District	City of Naperville	County of Linn	City of Eau Claire
City of Petaluma	San Bernardino Municipal Water	City of Oakbrook Terrace	State of Iowa	City of Wauwatosa
City of Piedmont	San Mateo Consolidated Fire District	City of Orland Park	Burlington Community School District	City of West Allis
City of Pinole	Southern California Coastal Water Research	City of Prospect Heights	Cedar Rapids Community School District	County of Brown
City of Pismo Beach	Sweetwater Authority	City of Rock Island	Davenport School District	County of Kenosha
City of Port Hueneme	Union Sanitary District	City of Rockford	Dubuque Community School District	County of Milwaukee
City of Rancho Cucamonga	Walnut Valley Water District	City of St. Charles	Knoxville Community School District	County of Waukesha
City of Rancho Mirage	West County Wastewater District	City of Waukegan	Mason City School District	Village of Hales Corner
City of Redlands		City of Wood Dale	North Scott School District	HDTA Milwaukee
City of Rialto		Village of Arlington Heights	Des Moines Area Community College	Diocese of Madison Catholic Schools
City of Rohnert Park			Kansas	Madison School District
City of Rosemead			City of Emporia	Shorewood School District
City of Sacramento			City of Shawnee	Whitnall School District
City of Salinas			Michigan	West Allis School District
City of San Bernardino			University of Michigan	
City of San Clemente				
City of San Gabriel				
City of San Jacinto				
City of San Leandro				
City of San Pablo				
City of San Rafael				
City of Seal Beach				
City of Sierra Madre				

The fees, work plan, and schedule are detailed in the following section, showing the steps, associated hours per consultant, and estimated weeks in a concise, easy-to-use format that our clients say they appreciate. We structure our fees to be affordable and tie them directly to the work plan so the hours and deliverables are clearly understood.



Work Plan and Fees

The following work plan outlines the project steps, the hours to be devoted by project team members, and an estimated timeline. The timeline starts on the date of the Kick-Off Meeting.

Step	Technology Master Planning	Estimated Timeline Week(s)	Total Billable Hours	David	Janet	Tom	James	Toby
Project Coordination								
1	Overall Project Coordination	1-26	36	6	24	6		
Phase 1: Project Initiation								
2	Project Organization and Kick-Off Meeting with City Project Manager and Key Personnel	1-4	11	3	6	1	1	
	Project Team organization to include PMO office per Project Management Institute best practices							
	Assist in educating Project Team members and stakeholders on defined roles and responsibilities. This will be accomplished by providing forms to complete for use in workshops, including background concepts, instructions, and information requests							
	Conduct formal Kick-Off Meeting to officially start the project and provide an overview of the project to Project Team members, key stakeholders, and other engagement participants							
3	Develop Questionnaires/Information Requests	1-4	3		2	1		
4	Obtain and Review Background Information and Preparation	1-4	13	8	2	1	1	1
Phase 2: Needs Assessment								
5	General Data Collection/Gathering, Distribution of Questionnaires, and Collection of Completed Questionnaires/Surveys	1-4	12	2	8	2		
6	Management and Functional Department Interview Workshops	5-7						
	City Manager		4	1	1	1	1	
	Administration/ Economic Development/ Public Information		4	2	2			
	Finance / Business License		4	2	2			
	Human Resources		3	1.5	1.5			
	City Clerk		3	1.5	1.5			
	Community Development: Planning		3	1.5	1.5			
	Community Development: Building		3	1.5	1.5			



Step	Technology Master Planning	Estimated Timeline Week(s)	Total Billable Hours	David	Janet	Tom	James	Toby
	Community Development: Code Enforcement		3	1.5	1.5			
	Parks and Recreation		4	2	2			
	Covina Theater		3	1.5	1.5			
	Public Works: Engineering		3	1.5	1.5			
	Public Works: Environmental Services		3	1.5	1.5			
	Public Works: Transportation		3	1.5	1.5			
	Public Works: Water Division		4	2	2			
	Library		3	1.5	1.5			
	Police		4	2	2			
7	IT Infrastructure, Operations, and Staffing Reviews	4-6						
	IT Function Interviews							
	IT Management		8			4	4	
	IT Managed Service Provider		4			2	2	
	GIS		8			4		4
	IT Information Gathering Activities, including: Tour IT Facilities		10			4	4	2
	Assessment and Information Gathering, including: IT Staffing and Support Needs (current and future)							
	Cybersecurity Framework (Recent Security Audit)		18			2	16	
	Disaster Recovery, Business Continuity, and Risk Management							
	Storage and Backups							
	IT Network and Infrastructure							
	Servers, Server Applications, and Management							
	Telecommunications							
	Services, Lines, and Equipment							
	Operations, including Support/Service Agreements							
	Emergency Operations and Emergency Response Plans							
	Email, Message Archiving, Records Retention							
	IT Policies and Procedures							
	Metrics Review							
	IT Projects, PMO, and Budgets							



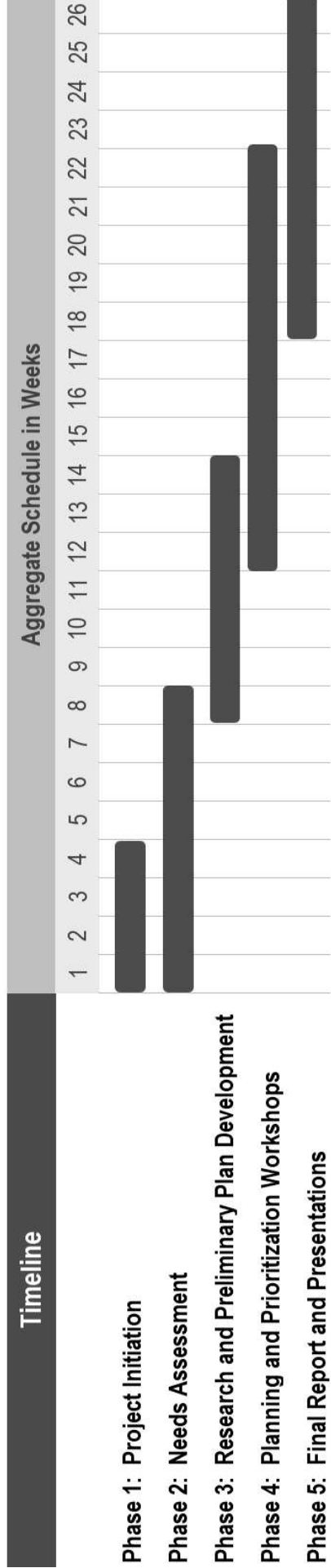
Step	Technology Master Planning	Estimated Timeline Week(s)	Total Billable Hours	David	Janet	Tom	James	Toby
	Website and Social Media Review							
	Audiovisual Systems							
	Data Management							
	IT Governance							
8	Documentation	6-8						
	Summarize Findings and Observations, Gap Analysis		50	4	22	4	16	4
	Phase 3: Research and Preliminary Plan Development	8-14						
9	Develop Key Strategies, Goals and Objectives	8-9	6	2	2	2		
10	Develop Preliminary Initiatives, Findings, Alternatives, and Recommendations	8-12	58	4	24	4	22	4
	Current IT Environment Summary and Condition		Included					
	All Applications/Systems, including ERP, Enterprise Content Management, GIS, all departmental-based solutions, etc.		Included					
	Reporting and Business Intelligence		Included					
	Application Architecture and Integration		Included					
	Management and Operational Reporting		Included					
	User Training Needs		Included					
	Data Management		Included					
	Site Security (Video and Physical)		Included					
	IT and Telecommunications Infrastructure		Included					
	Network		Included					
	Servers, Storage, and Backups		Included					
	Desktop, Handhelds, Mobiles		Included					
	IT Operations		Included					
	Software Licensing and License Management		Included					
	Service Desk and Metrics		Included					
	Email and Message Archiving		Included					
	Management and Productivity Tools		Included					
	IT Staffing and Support Needs (current and future)		Included					
	IT Policies and Procedures		Included					
	Technology Governance		Included					
	Cybersecurity Framework		Included					



Step	Technology Master Planning	Estimated Timeline Week(s)	Total Billable Hours	David	Janet	Tom	James	Toby
	Business Continuity/Disaster Recovery/Emergency Operations		Included					
	Cloud Strategies: Computing/Cloud Storage		Included					
	GIS and GIS Integration		Included					
	SCADA Support Requirements		Included					
	Technology Master Plan Implementation Methodology		Included					
	Emerging and Innovative Technologies		Included					
11	Preliminary Budgets	12-14	14	4	4	2	4	
12	Develop Preliminary Assessment Report	12-14	20	2	8	2	4	4
13	Preliminary Prioritizations	12-14	5	2	1	2		
Phase 4: Planning and Prioritization Workshops								
14	Develop Workshop Materials	12-14	14	2	4	2	4	2
15	Workshops - Departments and Project Team	15-16	8	4	4			
16	Workshops - IT Management (IT Staffing, Budgets, Strategies, and GIS)	12-16	10			4	4	2
17	Prioritization Workshops - Project Committee	18-20	6	2	2	2		
18	Workshops - Executive Management	20-22	12	4	4	4		
19	Revisions	16-22	12	2	8	2		
Phase 5: Final Report and Presentations								
20	Develop Final Report and Supporting Documentation	18-20	18	4	8	6		
21	Develop Presentation Materials	18-20	6	2	2	2		
22	Final Report Presentation - City Management	25-26	8	4		4		
Hours by Consultant			424	87	161	70	83	23
Rate				\$240	\$205	\$240	\$235	\$205
Fees			\$94,905					
Travel and Related (Mileage)			N/A					
Total Cost (Not-to-Exceed)			\$94,905					

Estimated Project Timeline

The timeline below illustrates ClientFirst's estimated schedule for each project phase.



Note: Timelines are dependent upon the City staff's ability to schedule workshops and review requested information and documentation in a timely manner. Delays to any steps by City staff can impact on the overall project timeline.



Project Start

We can begin the initial activities related to this project, such as project coordination and scheduling, within 1-2 weeks of finalizing an agreement regarding this proposal.

Scope Changes and Management

Alternative scope changes and fee adjustments are possible and depend on specific project needs, staff resources, and capabilities. Minor changes to the scope and methodology stated above will not result in a change in our fees.

If the nature or scope of our work should change significantly during the project, we will discuss such matters and their effect on our fees and obtain written approval before proceeding.

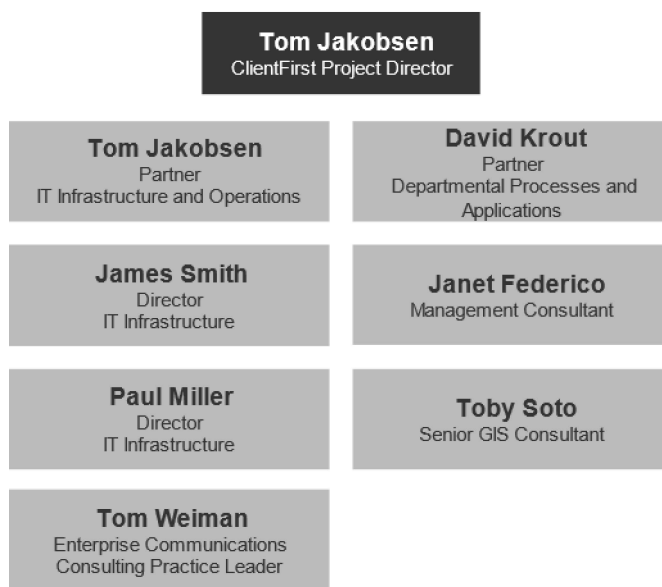
Payment Terms

We invoice monthly as work proceeds. ClientFirst will provide a detailed accounting of all consulting time and expenses on the invoice. Payments are due within 30 days of receipt via check or ACH.

Additional Services/Purchases by Other Seeking Public Agencies

ClientFirst acknowledges that other public agencies may seek to "piggyback" under the same terms and conditions of a resulting similar services and/or purchases being offered in this contract or proposal. ClientFirst can agree or disagree to allow contract piggybacks on a case-by-case basis. ClientFirst agrees to extend the same pricing, terms, and conditions as stated in this contract or proposal to every political entity, special district, and related non-profit. It is understood that other entities shall make purchases in their name, make payments, and be liable directly to ClientFirst. The agency shall not be involved or responsible to ClientFirst for other entities' purchases.

The personnel selected for this engagement are experts in their given disciplines, chosen according to the specific needs of this project. They work as an integrated team to provide end-to-end consulting and support services. This section provides detailed profiles for each Project Team member.





Tom Jakobsen

Partner – IT Infrastructure and Operations Consulting Practice Leader

Tom Jakobsen has over 40 years of experience in the information technology arena. His interdisciplinary experience has given him a unique understanding of the interrelationship between IT infrastructure, operations, and business applications. Tom focuses on IT Strategic Planning, Governance, mentoring, Virtual CIO, and other IT management projects. Tom has over 20 years of experience in local government infrastructure, operations, staffing, and project management.



Highlights

- Former National IT Infrastructure Consulting Practice Leader for RSM McGladrey, the nation's fifth-largest CPA and consulting firm
- Virtual CIO for multiple agencies
- Mentor for newly appointed IT Directors and CIOs
- IT Strategic advisor for cities, counties, and not-for-profits
- Two-time Interim CIO at Illinois Action for Children
- Managed hundreds of IT consulting projects with dozens of municipalities and local governments

Agency Experience

City of Albany	City of Rohnert Park	Castaic Lake Water Agency	Chicago International
City of Azusa	City of Salinas	Castro Valley Sanitary District	Charter Schools
City of Big Bear Lake	City of San Bernardino	Four Rivers Sanitation Authority	CUSD 300
City of Bloomington	City of San Leandro	Ramona Municipal Water District	DeKalb CUSD 428
City of Brentwood	City of San Pablo	San Bernardino Municipal Water	Durand CUSD 322
City of Brisbane	City of Sandpoint	Sweetwater Authority	East Aurora SD 131
City of Burbank	City of Seal Beach	Western Municipal Water District	Elmhurst SD 205
City of Calabasas	City of Sierra Madre	Forest Preserve District of Will County	Geneva CUSD 304
City of Carlsbad	City of Simi Valley	Naperville Park District	Glenview SD 34
City of Cedar Hills	City of South Gate	Norridge Park District	Harlem SD 122
City of Chino	City of South San Francisco	Park District of Highland Park	Harvard SD 50
City of Corona	City of St. Charles	Illinois Action for Children	Indian Prairie CUSD 204
City of Downey	City of University Park	Jurupa Community Service District	Morton HSD 201
City of Dublin	City of Vacaville	Los Angeles County Development Authority	Mount Prospect SD 57
City of Emeryville	City of West Covina	Midpeninsula Regional Open Space District	Naperville CUSD 203
City of Farmers Branch	City of West Des Moines	Steppenwolf Theatre	Niles Township HSD 219
City of Foster City	City of West Sacramento	Indianapolis Public Library	Orland Park D230
City of Glendora	City of Wilton Manors	Oak Park Library	Oswego CUSD 308
City of Hayward	County of Atascosa	Oswego Public Library District	Park Ridge-Niles SD
City of Healdsburg	County of Denton	Rockford Library	Salt Creek SD 48
City of Hemet	County of Davie	Stanislaus Council of Governments	San Marino USD
City of Highland Park	County of Mariposa	Moraga-Orinda Fire District	St. Charles CUSD 303
City of Hutto	County of Mendocino	Riverside County Sheriff's Department	Township HSD 214
City of Joliet	County of Tuolumne	Arie Crown Hebrew Day School	West Covina USD
City of La Habra	Town of Danville	Batavia UCSD 101	Wheaton SD 200
City of La Puente	Town of Groton	Carpentersville UCSD 300	
City of Laguna Niguel	Town of Woodside	Central Burlington SD 301	
City of Lake Forest	Town of Yucca Valley	Orland Park CHSD 230	
City of Larkspur	Town of Windsor		
City of Manassas Park	Village of Arlington Heights		
City of Menlo Park	Village of Barrington Hills		
City of Mission Viejo	Village of Bloomingdale		
City of Murrieta	Village of Cary		
City of Norco	Village of Glencoe		
City of Newark	Village of Homewood		
City of Oakbrook Terrace	Village of Lake Barrington		
City of Pacific Grove	Village of Libertyville		
City of Palm Desert	Village of Lincolnwood		
City of Palmdale	Village of Northbrook		
City of Piedmont	Village of Northfield		
City of Pismo Beach	Village of Oak Brook		
City of Pflugerville	Village of Oak Park		
City of Port Hueneme	Village of Ossining		
City of Rancho Cucamonga	Village of Palos Park		
City of Rancho Mirage	Village of Park Forest		
City of Redlands	Village of River Forest		
City of Rialto	Village of Riverside		
City of Riviera Beach	Village of South Barrington		
City of Rockford	Village of Wheeling		

CREDENTIALS, DEGREES, AND AFFILIATIONS

- Bachelor of Science in Mathematics and Economics – University of Iowa
- Member, Project Management Institute, Midwest Chapter
- Member, University of Iowa Graduate College, External Advisory Board

SPECIALTIES

- Network Design, Procurement, Implementation, and Oversight
- Cybersecurity
- Disaster Recovery
- IT Operations Management
- Virtual CIO/IT Management
- IT Management Mentoring
- IT Governance
- Policies Development
- Project Management
- Assessments, Strategy, and Planning



Tom, I've been meaning to thank you for your expertise and guidance... assisting us in moving forward on all fronts.

—City Manager
IL Municipality

Know that I am extremely satisfied with the team we have assembled. It is comforting to have steady hands guiding us into the 21st century!

—City Administrator
CA Municipality



David W. Krout, CPA *(Inactive)*

Partner – Enterprise Applications Consulting Practice Leader

David Krout has 25 years of experience assisting local governments with a broad scope of information technology needs. He specializes in working with organizations to identify their strategic, organizational, application, and functional requirements to determine which system and/or specific applications are a proper fit for both the agency and the vendor.

David's unique and diversified background in business management, accounting, and management consulting has allowed him to collaborate with C-level executives and department staff from a practical, business-management perspective to maximize their technology utilization.

Having also worked for a leading local government enterprise software provider, David brings a unique understanding of consulting, client representation, and vendor relationships to the collaboration between the agency and software vendors.

Highlights

- Served on the National Committee for Information Technology for the Institute of Management Accountants
- Former President, Institute of Management Accountants, Inland Empire Chapter
- Former Government IT Consulting Manager for RSM McGladrey, the nation's fifth-largest CPA and consulting firm
- Featured speaker for the California Society of Municipal Finance Officers (CSMFO), Municipal Information Systems Association of California (MISAC), and Texas Association of Government Information Technology Managers
- Project lead with over 140 public-sector agencies throughout the United States

Agency Experience

City of Batavia
City of Bloomington
City of Brentwood
City of Brisbane
City of Burbank
City of Burlington
City of Carlsbad
City of Camarillo
City of Chino
City of Clovis
City of Colton
City of Corona
City of Coronado
City of Dublin
City of Foster City
City of Gastonia
City of Healdsburg
City of Hemet
City of Highland Park
City of Indio
City of La Habra
City of La Puente
City of Laguna Niguel
City of Lake Forest
City of Larkspur
City of Lomita
City of Manassas Park
City of Menlo Park
City of Mission Viejo
City of Murrieta
City of Pacifica
City of Palm Desert
City of Palmdale

City of Pelham
City of Piedmont
City of Rancho Mirage
City of Redlands
City of Rialto
City of Riviera Beach
City of Rosemead
City of Salisbury
City of Sandpoint
City of San Gabriel
City of San Jacinto
City of Shawnee
City of Sierra Madre
City of Simi Valley
City of South Gate
City of Tustin
City of West Covina
City of West Des Moines
County of Butte
County of Buncombe
County of Denton
County of Mendocino
County of Orange
County of Riverside
County of San Bernardino
Town of Danville
Town of Groton
Town of Hillsborough
Town of Truckee
Village of Glencoe
Village of Lincolnwood
Village of Northfield

Village of Oswego
Village of River Forest
CA-NV American Water Works Association
Castaic Lake Water Agency
Castro Valley Sanitary District
Colton Joint Unified School District
Cucamonga Valley Water District
Gastonia Water & Power
Glendale Water and Power
HIP Housing
Lake Elsinore Unified School District
Menifee Unified School District
Mesa Water District
Midpeninsula Regional Open Space District
Ramona Municipal Water District
Rincon del Diablo Municipal Water District
Rock River Reclamation District

Rosamond Community Services District
Salisbury-Rowan Utilities
San Bernardino Municipal Water Southern California Coastal Water Research (SCCWRP)
Walnut Valley Water District
West County Wastewater District
Western Municipal Water District
Mechoopda Indian Tribe
Eastern Band of Cherokee Indian



CREDENTIALS, DEGREES, AND AFFILIATIONS

- Certified Public Accountant (CPA) (Inactive)
- Bachelor of Science in Business Administration and Accounting – CSU San Bernardino

SPECIALTIES

- Business Process Reviews
- Applications Requirements Definition
- Enterprise Applications Architecture
- Current System Needs Analysis and Improvement
- New Software Selection Assistance
- Technology Master Planning
- Project Management and Oversight
- Conversion Assistance and Planning
- Contract Reviews and Negotiations



Certified Public Accountant
(Inactive)

It has been absolutely key to this project that ClientFirst, especially Dave, knows the governmental environment, its limitations, and its opportunities.

—Director of Administrative Services
CA Municipality



James Smith

Senior Director, IT Infrastructure Consulting

James Smith is a seasoned technology executive with a remarkable career spanning over 25 years. A diverse array of high-level roles in the Information Technology sector characterizes his career. James has solidified his reputation as an accomplished leader, adept manager, and visionary technology strategist.

Throughout his professional journey, James has demonstrated a penchant for driving success in various capacities. His expertise encompasses a spectrum of specialties, including sales and services engagement processes, systems design consulting, sales management, and managed services. He possesses a unique knack for formulating and executing IT strategies, developing technology plans, and offering expert insights in cloud services consulting, business continuity, disaster recovery, and deep storage solutions.



SPECIALTIES

- Engagement Management
- Systems design consulting
- IT Support Services
- Contract Negotiations
- Staff Augmentation
- IT strategy and technology plan development
- Cloud services
- IT Cost Optimization
- Business continuity and disaster recovery
- Deep data management expertise
- Distributed end-user technologies
- End-to-end systems architecture

Highlights

- Leveraged over 25 years of proven experience in high-level positions within the Information Technology field
- Demonstrated leadership as an accomplished leader, manager, and technology strategist with a track record of success in developing, designing, and selling IT solutions
- Proficient in communicating and implementing IT strategies, managing high-visibility initiatives, and providing technology consulting at the Director, Vice President, and CxO levels nationwide
- Specialties encompass a wide range of areas, including sales and services engagement processes, systems design consulting, sales management, and managed services
- Expertise in IT strategy and technology plan development, cloud services consulting, business continuity, disaster recovery, master data management, distributed end-user technologies, and end-to-end systems architecture

Agency Experience

City of Azusa
City of Calabasas
City of Cedar Hill
City of Farmers Branch
City of Mountain View
City of Oakland Park
City of Petaluma
City of Sandpoint
City of South Gate
City of Whittier
Town of Windsor
Village of Lincolnwood
Village of River Forest
County of Kings
County of Travis

El Toro Water District
Bloomington School District
Byron School District
DeKalb School District
Des Plaines School District
Elmhurst School District
Hoover Schrum District
Jurupa School District
Oak Lawn School District
Salt Creek School District
Sycamore School District
Township High School District
DuPage County Sheriff
ESQ Region 20

Harris County Toll Authority
Placer County Sheriff
Riverside County Sheriff's Department
Aurora Public Library
Alamo Community College
DeVry University
Kishwaukee College
Moraine Valley Community College
Oakton Community College
Rock Valley College
Roosevelt University



Paul Miller

Director, IT Infrastructure Consulting

Paul Miller is a seasoned IT professional known for his pragmatic and solution-oriented approach to management. With a wealth of experience leading teams and overseeing intricate projects, he has consistently demonstrated his ability to navigate complexity and deliver results. His leadership style cultivates an environment of excellence, emphasizing quality, service, and profitability.

Paul is deeply dedicated to facilitating the success of individuals, leaders, and teams, consistently surpassing goals and expectations. A strong sense of urgency, ownership, and personal accountability underscores his proficiency in strategic planning, adept decision-making, and innovative problem-solving. Committed to continuous personal and professional development, Paul Miller remains a driving force in the IT industry.

Highlights

- Leading Digital Transformation and Information Security teams
- Translating internal audit requirements into actionable plans
- Expertise in technology architecture, networking, applications, and information security
- Delivering complex technical solutions and cross-functional collaboration
- Leading a team in assessing and designing IT solutions across various services
- Developing pursuit strategies for complex engagements and RFPs
- Creating customer-facing documents and technical presentations
- Growing and maintaining key vendor technical knowledge and certifications

Agency Experience

City of Albany
 City of Corona
 City of Country Club Hills
 City of Glendale
 City of Mountain View
 City of Petaluma
 City of South Gate
 City of Whittier
 Town of Windsor
 Village of Itasca
 Village of Lincolnwood
 Village of Northfield
 Windstream Enterprise
 Coachella Valley Mosquito Vector Control District
 Las Virgenes Municipal Water District
 Riverside County Sheriff's Department
 Jurupa School District
 Salt Creek School District
 Arthur Andersen & Co

Bank of America
 CenturyLink (Lumen)
 Community and Economic Development (CEDA)
 Hewlett Packard
 IBM Global Services
 Rich Township District 227
 University of Illinois



CREDENTIALS, DEGREES, AND AFFILIATIONS

- Bachelor of Science in Software Engineering – DePaul University
- ITILv2 Foundation

SPECIALTIES

- Digital Transformation Leader
- Information Security Expert
- Complex Technical Solutions Delivery
- Networking and Applications Proficiency
- Internal Audit Translation to Actionable Plans
- Network Infrastructure and Security
- Strategic Engagement Pursuits
- Customer Liaison and Relationship Management
- Vendor Technical Knowledge and Certifications Management
- Technical Training and Team Guidance
- Business Development and Renewals





Janet Federico, MBA

Management Consultant

Janet Federico has over 14 years of experience with local and federal government agency software implementations. Her in-depth experience with software configuration, business analysis, and user needs assessment allows her to successfully oversee project implementations of standard and customized software.

Skilled in all facets of the project life cycle for application software, she has experience with functional and technical requirements development, gap analysis, system analysis, design, specifications, unit and system testing, implementation planning, execution, lessons learned, and system documentation.

Janet also has over six years of experience working with organizations to identify their strategic, organizational, application, and functional requirements to determine which system and/or specific applications are a proper fit for the agency and vendor.

Additionally, having worked for a leading local government enterprise software provider, Janet brings a strong understanding of software implementation, consulting, process knowledge, and functional knowledge, along with customer needs and concerns throughout and post-implementation.

Highlights

- Multi-phased agency-wide software implementations
- Extensive knowledge of business and technical processes about enterprise applications

Agency Experience

City of Bartlesville	City of Norco	Town of Woodside	Jurupa Community
City of Batavia	City of Pacifica	Village of Hinsdale	School District
City of Bentonville	City of Patterson	Village of Orland Park	Los Angeles County
City of Carlsbad	City of Piedmont	County of Champaign	Development
City of Cathedral City	City of Salinas	County of Collin	Authority
City of Cedar Hill	City of San Bernardino	County of Denton	Las Virgenes Water
City of Clovis	City of Simi Valley	County of Douglas	District
City of Coronado	City of South Gate	County of Lassen	County of Lassen
City of Corvallis	City of Tracy	County of Mendocino	County of
City of Decatur	City of Tulare	County of Minnehaha	Mendocino
City of Emporia	City of Tulsa	County of St. Joseph	Riverside Co
City of Farmers	City of West	Coachella Valley	Sheriff's Dept
Branch	Sacramento	Mosquito Vector	State of Texas
City of Fort Smith	City of Whittier	Control District	(DFPS)
City of Glendora	City of Wichita	East Bay Regional	
City of High Point	City of Wilton Manors	Park	
City of Highland Park	City of Windsor	District	
City of Hutchinson	City of Wisconsin	El Toro	
City of Hutto	Springs	Water	
City of Menlo Park	City of Wood Dale	District	
City of Mountain View	Town of Whittier		
City of Newark	Town of Windsor		



CREDENTIALS, DEGREES, AND AFFILIATIONS

- Master of Business Administration – Ellis College
- Bachelor of Science in Applied Management – Kaplan University

SPECIALTIES

- Project Management
- Conversion, Interface Planning, and Implementation Support
- Understanding of public sector departmental operations and application systems
- Workflow analysis and mapping
- Business Process Redesign
- System Configuration and Training
- Test and Go Live Plan Creation



I just wanted to say that I thought the training sessions were very informative and clear, and I learned a lot from it. I appreciate your time spent to train us. Thank you so much!

—Account Clerk
CA Municipality



Tom Weiman

Practice Leader, Enterprise Communications Consulting

Tom Weiman has provided IT and telecommunications consulting for over 30 years. He has experience consulting in telecommunications, data networks (LAN/WAN), and cable infrastructure.

Tom's unique combination of voice, data, and infrastructure experience provides our clients with years of design, selection, and implementation experience with all facets of IT and telecommunications. Tom has direct experience in the detailed design of contact centers, IVR operations, and the integration of voice and data services for multi-location clients.

Highlights

- Lead Project Manager, State of Wisconsin, saving the state over \$90 million in telecommunications service costs
- Former Partner and National Telecom Consulting Project Leader for RSM McGladrey, the nation's fifth-largest CPA and consulting firm
- Call Center Campus Instructor at Purdue University, Center for Customer-Driven Quality
- Provided telecommunications consulting services to nearly 300 public agencies throughout the United States, including government agencies, non-profit organizations, healthcare and financial institutions, and educational institutions at the K-12 and higher education levels

Agency Experience

City of Bettendorf
City of Bloomington
City of Brentwood
City of Burbank
City of Calabasas
City of Camarillo
City of Cape Coral
City of Chino
City of Corona
City of Countryside
City of Deerfield Beach
City of Downey
City of Dunedin
City of Eau Claire
City of Escondido
City of Fort Lauderdale
City of Foster City
City of Kinston
City of La Habra
City of La Puente
City of Laguna Niguel
City of Lake Forest
City of Mason City
City of Matteson
City of Miami Springs
City of Moline
City of Mount Airy
City of Mount Dora
City of Murrieta
City of Naperville
City of New Hampton
City of New Haven
City of Oakbrook Terrace
City of Orland Park
City of Palm Desert
City of Palmdale
City of Piedmont
City of Pompano Beach
City of Port St. Lucie
City of Prospect Heights
City of Rancho Cucamonga
City of Rancho Mirage
City of Redlands
City of Rock Island
City of Rockford
City of Sacramento
City of Salisbury
City of San Clemente
City of San Gabriel
City of San Rafael
City of Sierra Madre

City of Sioux Falls
City of South Pasadena
City of South San Francisco
City of St. Charles
City of Upland
City of Waukegan
City of Wauwatosa
City of West Allis
City of West Covina
City of West Des Moines
City of West St. Paul
County of Buncombe
County of Cabarrus
County of DuPage
County of Milwaukee
County of Montgomery
County of Orange
County of Peoria
County of San Bernardino
County of Sangamon
County of Tazewell
County of Tuolumne
County of Will
County of Winnebago
County of Yolo
Town of Danville
Town of Truckee
Village of Arlington Heights
Village of Cary
Village of Lincolnwood
Village of Northfield
Village of Oak Brook
Village of Oak Park
Village of Palos Park
Village of River Forest
Village of Riverside
Civitas Schools
Consolidated SD 158
Algonquin CUSD 300
Arlington Heights Township
HSD 214
Assumption Catholic High
School, Davenport
Batavia SD 101
Burlington Central CUSD 301
Castaic Lake Water Agency
Cedar Rapids Community
School District
Davenport Community Schools
Davenport School District
DeKalb CUSD 428

Diocese of Davenport Catholic
Schools
Diocese of Madison Catholic
Schools
Dubuque Community School
District
Eastern IL University
Elgin School District
Forest Preserve District of Will
County
Geneva Community Unit SD
304
Glenview Schools
Gower School District 62
Hampton SD 29
Harlem SD 122
Harrison SD 36
Harvard CUSD 50
IL Action for Children
Illinois State University
Indian Prairie CUSD 204
Irvine School District
Knoxville Community School
District
Livermore Area RFD
Madison School District
Mason City School District
Mount Prospect SD 57
Naperville CUSD 203
Newhall County Water District
Norridge Park District
North Scott School District
Oak Park Public Library
Ohlone Community College
Omaha Public Power District
(OPPD)
Orland Park CHSD
230
Oswego CUSD 308
Oswego Public
Library District
PACE Suburban Bus
Division RTA
Park District of
Highland Park
Park Ridge-Niles
CCSD 64
Port Byron Central
School District
Rapid City Area
Schools

Riverdale CUSD 100
Riverside SD 96
Rockford Public Library
Salisbury-Rowan Utilities
(SRU)
San Bernardino Municipal
Water Department
San Jose/Evergreen
Community College
Schaumburg Township District
Library
Sherrard Community Schools
Shorewood School District
South Florida Water
Management
St. Ambrose University
St. Charles CUSD 303
Sunset Ridge SD 29
University of Chicago
University of Michigan
University of Notre Dame
Wahlert Catholic High School
Washington County School
District
West Allis School District
West Aurora SD 129
Wheaton-Warrenville SD 200
Whitnall School District
Cedar Falls Utilities
Central Illinois Power
Church of Our Savior



CREDENTIALS, DEGREES, AND AFFILIATIONS

- Bachelor of Arts in Communications — St. Ambrose University
- Ongoing training from Avaya/Cisco/ShoreTel/Nortel/Mitel/NEC, and others
- Past President and current member of the Iowa Telecommunications Users Group (ITUG)
- Member, All Major Vendor Consultant Programs
- Member, Association of Communications Technology Professionals in Higher Education (ACUTA)
- Member, Building Industry Consulting Services, International (BICSI)
- Member, Healthcare Information and Management Systems Society (HIMSS)
- Member, Society of Telecommunications Consultants (STC)
- Member, Institute of Electrical and Electronics Engineers (IEEE)

SPECIALTIES

- Billing Audits and Cost Reviews
- Carrier Services Cost Analysis
- Competitive Hardware and Services RFP Development and Evaluations
- Implementation Project Management
- Operational Assessment and Workflow
- Strategic Telecommunications Planning
- VoIP Readiness Assessments and Review



I would like to thank both of you, especially Tom, for all the hard work you did for us. We could not have done this RFP process successfully without your help.

—IS Manager
CA Municipality



Toby Soto

Senior GIS Consultant

Toby Soto has 26 years of GIS experience in the local government sector. Toby's previous GIS positions in local government provide clients with tremendous GIS implementation and integration experience. He understands the link between Business Unit GIS needs, technical requirements, and a practical, cost-effective GIS strategy. Toby is an industry expert in GIS Leadership and Management and regularly publishes GIS-related articles and resources. He hosts monthly webinars addressing GIS managers' pain points and best practices.



EDUCATION

- CSU Fullerton

SPECIALTIES

- GIS Strategic Planning
- GIS Implementation
- GIS Integration
- GIS Web Development
- GIS Mobile Applications
- Open Data/ Philanthropy

Highlights

- Esri SAG Award with the City of Anaheim GIS
- 2011 Implemented Project ViewFinder Application, saving the City of Anaheim \$100,000 per year in repaving cost
- Extensive GIS presentations at Esri's User Conferences, Meetups, User Groups, Podcasts, and Webinars
- Former Orange County GIS Users Group Coordinator
- Multiple Local Government GIS Implementations and Implementations
- Former IT Manager, City of Lake Elsinore
- Former Chief of Technical Information, Western Riverside County Regional Conservation Authority

Project Experience

- Process Streamlining and Redefinition
- Process Workflow Creation
- Software Configuration and Troubleshooting
- Project Management
- GIS Strategy and Organization Development
- GIS Policy Development
- Open Data Strategy Development
- Business Process Analysis
- Web/Cloud-Based Technology and Workflow Optimization
- GIS ROI Analysis
- GIS Web App Development
- Citizen Access GIS Web Maps Development
- GIS Migration and Workflow Development
- ETL Conversions
- Cognos and Crystal Reports
- GIS Enterprise Application Integrations
- Implementation and Maintenance of Online GIS Services
- Database Administration
- GIS Budget Development
- GIS Leadership Coaching and Mentoring
- Server Management
- Network Analysis and Maintenance
- CIP Project Tracking

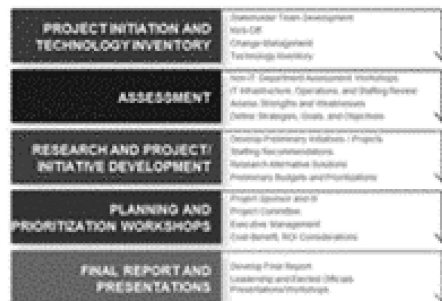
Agency Experience

City of Anaheim	City of Riverside	Four Rivers Sanitation Authority
City of Azusa	City of Salinas	Jurupa Community Services District
City of Brisbane	City of San Clemente	Las Virgenes Water District
City of Carlsbad	City of Sandpoint	Riverside County Sheriff's Department
City of Cathedral City	City of Simi Valley	West County Wastewater
City of Cedar Hill	City of Tracy	Western Riverside County Regional Conservation Authority
City of Dana Point	City of Vacaville	Disneyland (GIS Programmer/Analyst – Water/Electric utilities)
City of Diamond Bar	City of West Sacramento	
City of Larkspur	City of Whittier	
City of Lake Elsinore	City of Windsor	
City of Mountain View	City of Wood Dale	
City of Newark	Town of Windsor	
City of Pflugerville	Village of Oswego	
City of Piedmont	Riverside County	
City of Pinole	Mendocino County	
City of Rancho Cucamonga	East Bay Regional Park District	
City of Rancho Mirage	El Toro Water District	

ClientFirst works with organizations to transform their approach to and decisions regarding information technology by educating and building consensus among staff, departmental leadership, management, and elected officials. Our approach assesses the current environment, reviews alternatives, and makes specific recommendations with supporting documentation regarding strategy and tactical implementation.



IT Management		
Communications Management		
User Support	Infrastructure	Business Applications
Desktop Management	Network Management	Applications Analysis / Ad Hoc Reporting
Office Productivity Solutions (e.g., Office Email, Internet)	Network Management	Database Administration
Peripherals		Programming
Help Desk / Webmaster		
Security Management		
License / Inventory / Asset Management		
Special Projects	Special Projects	Special Projects



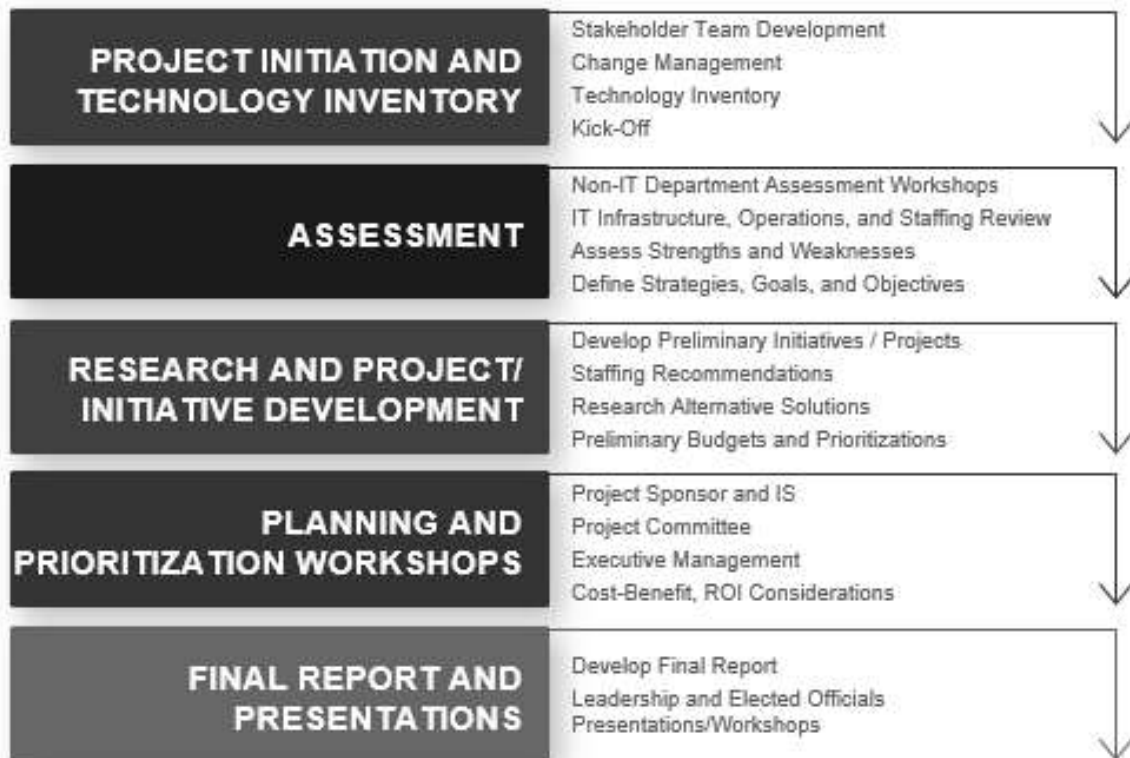
I was extremely pleased with the product ClientFirst delivered and the process used in their consulting. The City didn't have any leadership for the IT department, and I was looking for a company that could develop a roadmap for the City. I felt ClientFirst kept everyone engaged and informed.

—Director of Finance and Administrative Services
Technology Master Planning



Technology Planning Process Methodology

We have developed a five-phase methodology on which we base our Technology Assessment and Planning projects. This serves as the cornerstone of the project, allowing the collaborative process to shape and develop our recommendations and approach, enabling us to tailor each step to fit each client's unique specifications. We work in partnership with our clients to improve their information technology environments so they can better meet the needs of staff and constituents.



ClientFirst is very sensitive to how well they're communicating at all levels, able to communicate across a variety of skill sets, and be effective communicating with the IT side, as well as the user side of a project. This quality is very helpful.

—City Manager
CA Municipality



Project Initiation and Information Gathering

Project Kick-Off and Initiation

The project kick-off is a time to review the City's available documentation and background information and set expectations for the project. We provide information requests and questionnaires for the operational departments and other stakeholder groups to complete.

After obtaining and reviewing the background information, we meet with the Project Manager and Technology Planning Committee to review the work plan, establish overall responsibilities and communications, schedule meetings, and finalize the project plan details.

Assessment

Operational Department Reviews

Operational department reviews focus on understanding technology's current and future use to support the organization's business operations. The best source of information regarding gaps and issues with technology is the individuals who work with it daily. We conduct workshops with representatives from each department at all levels. This allows users to voice concerns, share gaps in IT services, and identify strengths and weaknesses of current technology and business processes.



Workshop discussion topics include:

- Enterprise and Departmental Application Needs
- Business Processes
- Improvements and Automation
- Application Interfaces and Data Sharing
- GIS
- Reporting Issues
- User IT Support Needs
- User Training Recommendations
- Departmental Application Analyst Needs
- Enterprise Communications
- Remote Access and Mobile Computing
- Emerging and Smart Technologies
- Regulatory Compliance Issues
- Technology Governance
- Smart Technologies and AI
- ROI or Cost-Benefit Considerations

IT Infrastructure and IT Operations Review

ClientFirst conducts infrastructure reviews with highly qualified subject-matter experts, performing infrastructure and operations reviews with systems engineers who continually design, implement, and maintain IT infrastructure.

We propose to assess the City's technology by pillar based on technology issues, business issues, risks by application, and infrastructure elements (data centers, servers, network equipment, data clusters).

Our infrastructure and operations workshops focus on assessing the City's network infrastructure, cybersecurity readiness, and IT service delivery. We plan to meet with IT management to discuss the current budget and existing and planned IT-related projects. We will also interview IT staff to understand better areas that function smoothly and areas that require attention.

Our IT operations subject-matter experts design, procure, support, and manage infrastructure and operations daily for numerous local government agencies. We address potential areas for



improvement, such as artificial intelligence, staff productivity, collaboration alternatives, policies and procedures, security, disaster recovery, business continuity, and many more.

ClientFirst provides specific recommendations, including projects, approaches, and best practices. We do not resell hardware or software, so our recommendations and examples are vendor-agnostic. The options we suggest are tailored to accommodate agency skill sets, knowledge, current environment, strategic direction, and budget realities.

We provide unique service options beyond traditional Technology Assessment and Plans because of the depth of our team's IT Infrastructure and IT Operations practices. Our clients benefit from these in-depth technical services because of the long-term value they add to the assessment and planning.

Cybersecurity Risk Assessment and Framework

Cybersecurity reviews are based on NIST, CIS Controls V8.2, and CJIS V5.9.4. All IT infrastructure, operations, and services assessment activities will consider these cybersecurity standards. Cybersecurity recommendations will be provided separately in a confidential format and will include findings, recommendations, and budget. We expect assessment results to include related findings, recommendations, and initiatives.

- IT Network and Infrastructure
- Cybersecurity Readiness
- IT Operational Readiness
- Incident Response Capabilities
- Resiliency
- Policies, Procedures, and Effective Cybersecurity Processes
- Cybersecurity Budgetary Requirements

IT and Cybersecurity Policies

Technology Policy reviews aim to establish guidelines for the appropriate controls to protect the technology life cycle with a roadmap for improving technology practices, enhancing the overall security posture, and ensuring compliance with relevant standards and regulations.

Existing technology policies will be benchmarked against the National Institute of Standards and Technology (NIST) and Criminal Justice Information Services (CJIS) industry standards. We propose to provide policy improvement comments and recommendations that help define the minimum security requirements associated with creating, modifying, transmitting, disseminating, storing, or destroying data and other required standards.

Incident Response and Disaster Recovery Planning

Incident Response and Disaster Recovery Planning are essential for preparing for, responding to, and recovering from incidents or natural disasters. It provides a structured approach to handling data breaches, malware infections, ransomware attacks, denial of service (DoS) attacks, and other threats.

Incident Response Plans outline Detection, Containment, Eradication, Recovery, and Close-out guidelines for security incidents. Key Incident Response and Disaster Recovery Planning components include defining a response team, a classification and prioritization methodology, describing tools for detection, remediation, reporting, response procedures, and Communication Plans.



IT Business Continuity Planning (BCP)

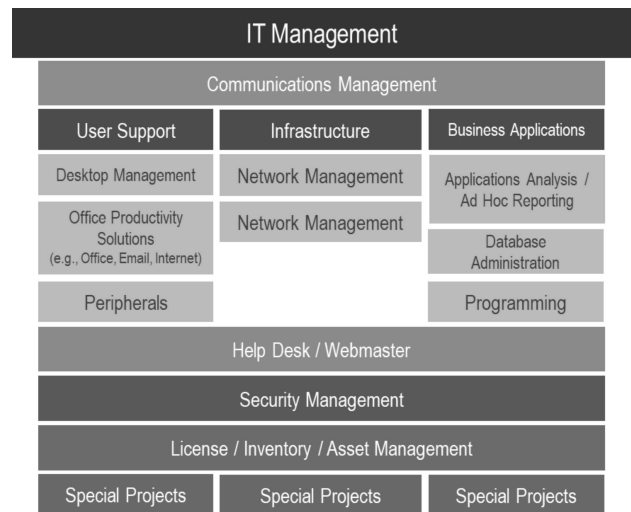
BCP involves assessing the risks to processes and creating policies, plans, and procedures to minimize the impact those risks might have on the City if they were to occur. BCP is used to maintain the continuous operation of the City in the event of an emergency. The goal is to implement a combination of policies, procedures, and processes such that a potentially disruptive event has as little impact on the City as possible.

We propose to provide sample plans, recommendations, and key next steps related to incident response preparedness and establishment of the above plans.

IT Staffing Assessment

ClientFirst's project team includes an IT Operations Practice Leader who manages daily IT support operations for multiple agencies and ongoing contract IT Management and CIO services. This daily, hands-on experience results in real-world, relevant recommendations regarding support for current and emerging technologies.

ClientFirst will perform an IT staffing Needs Assessment and review existing IT outsourcing contracts and arrangements. We will examine the City's current and future resource requirements, service-delivery model, IT support structure, staff capabilities, and skill sets. After identifying strengths and weaknesses, we will discuss potential structures, skill sets, and training options. Staffing recommendations and other metrics will be based on benchmark surveys of similar organizations and our experience in managing similar IT environments.



Their current and relevant experience with government agencies was a real value. They could provide valid examples, and in many cases provide apples-to-apples comparisons, so it made the process easier. ClientFirst had direct experience about what other cities had done and how well it worked for them, so their recommendations were supported by meaningful examples and experiences, making the process feel very personalized.

— Administrative Services Director
CA Municipality



Technology Initiative Determination

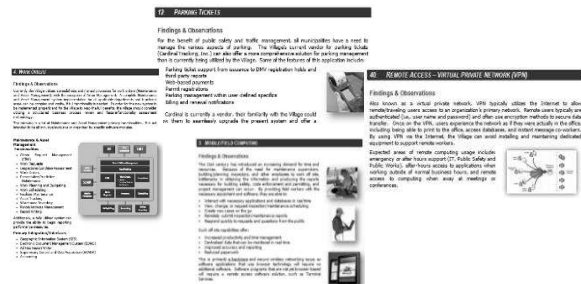
We assess overall technology strengths and weaknesses. From there, we determine key strategies, goals, and objectives to address identified issues, which are provided in a preliminary report summarizing our findings, observations, and corresponding technology initiatives. Initiative categories include:

- Best Practices
- Technology Governance
- Departmental Applications and Systems
- Smart Technologies
- GIS
- IT Infrastructure
- IT Operations
- Cybersecurity
- Telecommunications
- IT Staffing

Technology Initiative Development

After categorizing the technology initiatives, we research implementation and support costs and prioritize them based on their importance to daily business operations. We then consolidate them into a Current State Technology Assessment and Recommendations Report, which is used for our workshops. This report contains descriptions of our findings and observations, recommendations, next steps, preliminary budgets, implementation timelines, and any dependencies identified in the process. As noted earlier, PMI, COBIT, and ITIL are applied to adopt and incorporate best practices into the City's operations. We expect to identify approximately 60-100 technology projects or initiatives in the following categories:

- Application Enhancements
- Business Process Improvements and Training Needs
- GIS Improvements
- Network Infrastructure
- Telecommunications Infrastructure
- Business Continuity
- Cybersecurity
- Help Desk and Metrics
- Policies and Procedures
- Emerging and Smart Technologies
- Cloud Computing
- Information Technology Staffing and Training
- SCADA Network Infrastructure
- Technology Governance



Additionally, we include planning for ongoing operations, maintenance and support budgets, and developing project durations for each major initiative.

I received a lot of feedback from the departments about how they can see the positive changes that are ahead and have a much-improved opinion of the City's IT department. It has had a very positive impact on the IT team members. A woman in the department wanted to retire this year but has decided to delay her retirement for five years because she is so excited about the new purpose. Staff members are excited about coming to work because they have a new plan and manager, with new training and education, and a new purpose for their efforts.

— Director of Finance and Administrative Services
FL Municipality



Planning and Prioritization Workshops

With our Current State Technology Assessment and Recommendations Report, we conduct planning and prioritization workshops and discuss our findings and recommendations with the Project Manager, Department of Information Technology, Technology Planning Committee, and executive management.

These workshops aim for the consulting team and City staff to develop a consensus on the recommendations and objectives. The workshop format is conducive to a free-flowing discussion of ideas while allowing City staff to question our assumptions, budgetary cost models, recommended priorities, and solutions.

Departments and Project Team Workshops

The Departments and Project Team Workshop focuses mainly on operational needs, such as business processes, user productivity, software improvements, and customer service.

We strive to understand the City's budgetary constraints and develop creative solutions within those constraints. We will work with the City to prioritize projects via cost-benefit analysis and other ROI considerations.



IT Infrastructure and Operations Workshops

This workshop focuses primarily on findings and recommendations related to the City's IT infrastructure, day-to-day operations, metrics, policies, and staffing. We have included IT Management and Staff workshops to improve our recommendations and begin the process of transitioning the Technology Master Plan to IT.

Cybersecurity, IT Business Continuity, and Disaster Recovery Workshops

Workshops would address incident response, disaster recovery, and business continuity gaps and recommend the next steps. The goal is to ensure that plans will be robust, actionable, and well-understood by all relevant stakeholders in the future.

Prioritization Workshops

Once the entire project team is educated on the technology initiatives for the five-year planning period, we conduct a two-part prioritization workshop. The initial prioritization will be conducted without the Project Committee seeing the project cost estimates. Priorities are then adjusted after considering budget and resource realities.

The workshop methodology prepares team members for the ongoing task of Technology Governance by helping them understand resource limitations and their effect on technology priorities. This workshop broadens each team member's horizons to include a better understanding of colleagues' needs in other departments.

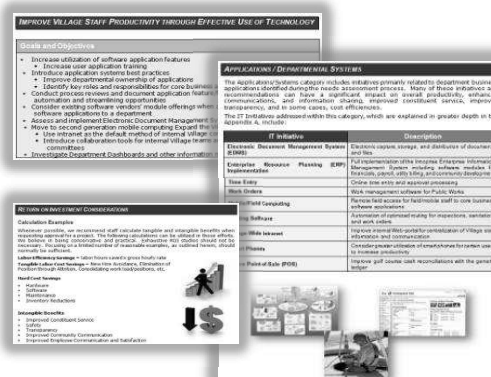
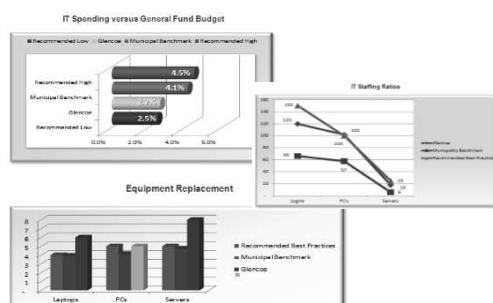
ClientFirst keeps an eye on the costs. I feel David Krout's accounting background was evident in the way CF evaluated expenses. They were always looking for the "low-hanging fruit", the "big win", and the most cost-effective way for the agency to achieve its goals. Their approach was very real-world. With other consultants, it seemed like the suggested solutions were pretty canned or the latest-and-greatest in the industry, instead of solutions that were specific to the agency's situation.

— IT Director
CA Municipality

We conduct an Executive Committee Workshop to educate and gain feedback from the City Executive Team. City leadership needs to understand the prioritization and importance that the Information Technology Department and other departments have placed on the various initiatives. The Executive Team will be able to consider these prioritizations and then make final priority and budget adjustments from the leadership's point of view.

[illegible]

We finalize our findings, recommendations, budgets, and implementation timelines to create the City's Technology Assessment and Master Plan Report, complete with supporting documentation. We will present the final report to City Executive Management and the City Council.



We believe our clients are our best salespeople. The references listed here are examples of clients with similar needs. Each of these clients has retained our services many times. We pride ourselves on client satisfaction and strive to maintain long-term relationships with our clients as partners.



I would absolutely recommend ClientFirst to other entities, and continue to hire them for our projects.

—City Manager
CA Municipality



Client References



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San Leandro, CA

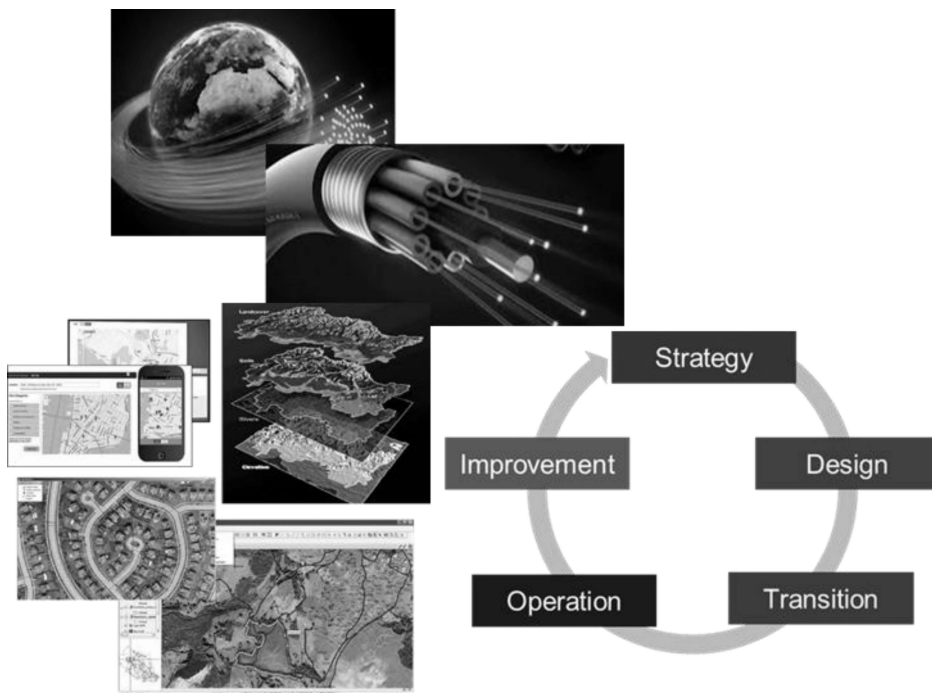
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Janelle Cameron, Assistant City Manager

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jcameron@sanleandro.org

The following section includes additional information to properly evaluate ClientFirst's response to this Request for Proposal. ClientFirst is uniquely positioned for this critical master planning project due to our diversified technology consulting disciplines and the hands-on project types we routinely provide to our many government client agencies.



IT Infrastructure Consulting

A core competency of ClientFirst is the design and implementation of digital infrastructure. We have ongoing projects that include pre-construction planning, structured connectivity system design, outside plant fiber design, network design, resiliency upgrades, implementation, support, and maintenance. This includes the design and implementation of the following elements:

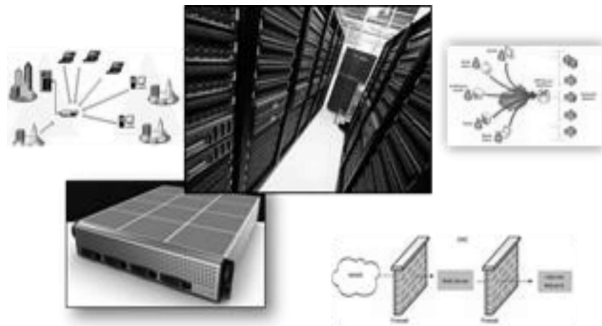
- Networks
- Hyperconverged and Virtual Environments
- Cloud Computing
- Video Surveillance Systems
- Door Access Control Systems
- Structured Connectivity Systems
- Outside Plant Fiber Optic Design
- Disaster Recovery and Redundant Systems
- Secure Networks for Public Safety Applications
- Cybersecurity
- Public Safety Communications
- Unified Messaging Design, Selection, and Implementation
- IoT Networks



IT Infrastructure Consulting

At ClientFirst, we believe in a collaborative approach. We work closely with each client, understanding their unique requirements, and then design, procure, and implement the most suitable solution. Our extensive experience with Public Works bid projects and traditional RFP and vendor selection methodologies ensures we can cater to a wide range of client needs.

We provide ongoing contract administration expertise for Public Works bid projects with the Public Works Department. We utilize a traditional American Institute of Architects (AIA) methodology for these projects, including cut sheet review and approval, weekly project meetings, multiple site visits (as needed), punch lists, and documentation close-out.



Often, our clients ask us to provide implementation project management for complex multi-vendor infrastructure upgrades. We utilize traditional project management methodologies to develop, track, and, if necessary, expedite these projects. We work with our clients to establish realistic completion dates and then work to resolve any issues encountered during the project in a time-sensitive way. The projects we manage are completed on budget and within the timeframes provided by the client.

From the beginning, I was impressed with how inclusive the process has been. I've never been associated with such a collaborative, cooperative, and engaged project. Outstanding process.

— City Manager
Software Selection



Project Management Services

ClientFirst stands out in the IT infrastructure consulting industry by offering highly skilled technicians and providing clients with seasoned Project Managers. These professionals, who spend over 75% of their time working with public agencies, bring industry best practices. This unique blend of knowledge and experience has led to numerous success stories from IT departments nationwide.

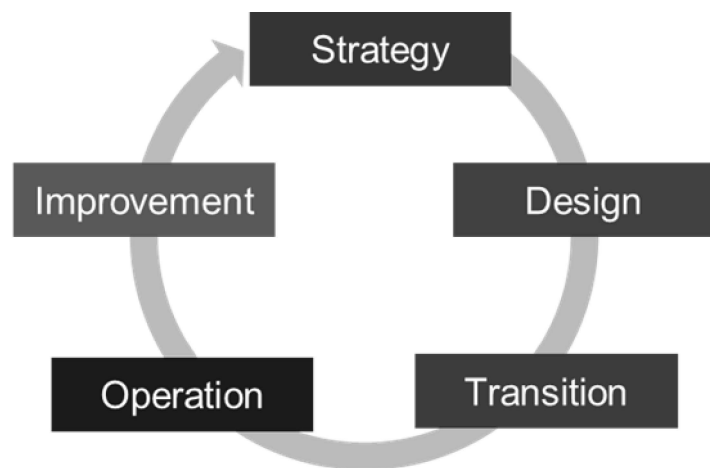
Our IT Management practice area works with clients to improve the quality of their IT management and service delivery. We apply our knowledge to each client's situation and customize our management style to fit their needs.

We provide our clients with a complete project management methodology that improves communication and service delivery and lays the groundwork for high-quality, low-cost solutions that meet the City's needs.

Because we are a full-service, independent consulting firm, we can provide non-biased expertise in all areas of information technology.

Our methodology includes:

- **Strategic Planning** – Maintaining a Five-Year Strategic Plan and Capital Replacement Plan
- **Project Planning** – Planning and executing individual projects on time and within budget
- **Budgeting** – Working with our client to maintain their IT budget and meet budgetary goals
- **Regular Communications** – Communicating upcoming goals, objectives, and IT support status through monthly or quarterly IT committee meetings
- **Rapid Escalation** – Rapidly escalating critical problems within ClientFirst so the right subject-matter expert can be engaged to resolve the problem quickly and efficiently
- **Attention to Detail** – Working to maintain accurate documentation and track maintenance and vendor contracts and software licenses to ensure that there are no surprises in these often-overlooked areas
- **Regular Measurement** – Measuring our accomplishments monthly and working to improve our performance
- **Productivity Improvement** – Continually assessing areas for improved business processes rather than simply maintaining existing systems



Cybersecurity

In an era where cyber threats are increasingly sophisticated and pervasive, safeguarding your organization's digital assets is paramount. ClientFirst Technology Consulting stands at the forefront of cybersecurity, offering comprehensive, organization-wide methodologies to fortify your defenses against cybercrime and security breaches. Our approach encompasses every facet of the digital enterprise, ensuring that potential weaknesses are identified and remediated before they can be exploited.



Cybersecurity Consulting

At ClientFirst, we adhere to the highest standards of cybersecurity practices, utilizing the National Institute of Standards and Technology (NIST) framework and collaborating with the National Cybersecurity Center of Excellence. These rigorous frameworks guide our processes, ensuring that our clients receive the most up-to-date and effective strategies for protecting their digital infrastructure.

Our end-to-end cyber consulting services cover all critical areas, from initial assessment to ongoing support. We thoroughly evaluate your current cybersecurity posture, identifying vulnerabilities and potential risks. Based on this assessment, we develop a tailored strategy and plan to enhance your security measures. Our services include detailed specifications and procurement support, ensuring you acquire the best technologies and solutions to meet your needs. Furthermore, we provide continuous training and program development, equipping your team with the knowledge and skills necessary to maintain a robust cybersecurity environment.

With ClientFirst Technology Consulting, you gain a trusted partner dedicated to securing your digital enterprise. We are committed to delivering proactive, innovative solutions that protect your organization against the ever-evolving landscape of cyber threats.



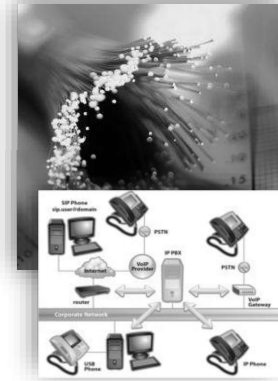
Telecommunications and Unified Communications Consulting

ClientFirst's unified communications consulting practice provides multi-channel communications solutions design and procurement assistance for clients ready to move beyond traditional telephony services.

Our staff is unique in the telecommunications consulting industry, providing agencies with digital communications platforms that can be used to support multi-channel call center solutions. We provide our clients with a focused, experienced, and innovative team of professionals.

We provide a wide breadth of professional services that include:

- Systems evaluation and assessments
- Unified Communications system management projects
- VoIP (Voice-over-Internet Protocol) readiness reviews and assessments
- Telecom billing audits and cost reviews
- Strategic digital communications planning
- Systems design and alternative analysis
- Business continuation planning and disaster recovery planning
- Call center planning and design
- Competitive system and vendor selection
- Project management and implementation projects



ClientFirst is recognized nationally by many of the industry's leading vendors because they appreciate the fairness and objectivity we demonstrate when dealing with their organizations. This high visibility results in the best competitive proposals in response to ClientFirst's RFP documents. It provides our clients the information to make informed decisions and realize the best value for their purchasing dollars.

I have never seen such professionalism and thoroughness in managing an RFP as I have with ClientFirst. Whether or not we win this contract, I would be happy to provide a reference if you ever need it.

— Vendor
Vendor Selection Assistance



Telecom Consulting



Geographic Information System (GIS) Master Planning

ClientFirst assists in helping to develop improvements in Geographic Information Systems (GIS). With the ever-evolving use of technology in agency decision-making, the importance of GIS systems cannot be understated. Choosing sites, maintaining assets, planning distribution networks, drawing boundaries, capturing data, and other activities involve questions of geography and special imagery.

GIS Master Planning sets forth procedures and methods used to determine where an agency envisions going with GIS in the future, which can include:

- Improvements to the GIS Enterprise
- Evaluating potential data sources and data needs
- Evaluating hardware and software solutions
- Updating and standardizing GIS databases
- Developing additional GIS applications
- Creating or improving interfaces to enterprise application systems
- Improved GIS data accuracy or granularity
- Staffing requirements
- Prioritized resource requirements
- Planning for the long-term maintenance of the GIS system and the data
- Development of a GIS-specific budget tied to the various elements or initiatives within the GIS Master Plan



GIS has become a basic building block for many enterprise applications and is incorporated into all ClientFirst Technology Planning engagements.

Fiber-Optic Cabling

ClientFirst understands the need for a reliable fiber-optic cable infrastructure, especially as remote work requires more reliable communications connections.

Fiber optic planning can guide the design, construction, implementation, maintenance, regulation, and funding of an agency's fiber optics assets and related technologies. We work to help each client review their existing fiber-optic cable plant and its use. We are then able to create a guide regarding the development and utilization of this important infrastructure resource using the following approach:

- Site Visits and Existing Conditions Review
- Interview Stakeholder Departments
- Contract and Installation Q & A
- Research Alternatives and Potential Opportunities
- Identify Potential Business Opportunities
- Develop Broadband Installation Standards
- Resiliency Recommendations
- Identify Ongoing Maintenance Recommendations
- Identify Potential Funding/Joint Partnership Ideas
- Develop a Report and Budget Plan
- Workshop Discussion



In addition to evaluating an organization's fiber-optic needs and developing strategies to address those needs, we design and administer inside-plant and outside-plant fiber-optic cabling installations for our clients.



Enterprise Applications Consulting

ClientFirst has a unique approach to Enterprise Applications consulting. Our Enterprise Application Consulting practice has expanded over the years and is now comprised of, but not limited to, the following elements:

- Process Review/Improvement, Assessment, and Business Case Justification
- Selection Services, including RFP development, proposal analysis, demonstration management, due diligence, and contract negotiation
- Implementation Project Management, including all phases of implementation. This process includes ensuring all manual processes are improved, paper is eliminated, and internal and external customers receive services electronically and have access to information.
- Post-implementation review to ensure objectives/goals and utilization levels were met, including a plan to close any identified post-implementation gaps.
- Implementation Rescue Projects – We have the history and ability to assess enterprise application implementations that have become challenged or gone off the rails. Through analysis, we determine the problem(s) so implementation management best practices can be applied and the project can succeed. This may often include intermediary services to address problem issues with the existing vendor.
- Application Gap Analysis and Utilization Improvement for existing enterprise applications that are viable but require reconfiguration and setup, training, or other needs
- Integration – between applications, with tools (ECMS, GIS, Field-Based mobiles), desktop/office applications, external entities (payment processors, banks, PERS, etc.), and much more.
- Review the Technology Department's application support resources, including staff inventory, availability, skill sets, etc.

Applications Consulting Services

PROCESS REVIEWS

Business Case Analysis
Assessment and Recommendations
Process Analysis and Improvement

SOFTWARE SELECTION

Feature/Function Requirements
Implementation Risk Assessment
Change Management
Vendor Analysis and Evaluation
Contract Review and Negotiation

PROJECT OVERSIGHT

Implementation Project Management
Conversion Assistance
Integration / Interface Assistance

APPLICATIONS IMPROVEMENT

Assessment of Current Needs & Gaps
Assessment of Features, Training, Support, & Reporting Issues
Vendor Proposal Review & Demonstration Management
Change Management
Risk Assessments



Enterprise Applications Consulting

In years past, it was typical to see the largest line item in an organization's IT budget was related to hardware infrastructure and the staff to support this hardware (servers, desktops, printers, servers, network equipment, etc.) Cities have often seen their Software Application budget line items grow. Technology Departments often need to adjust to address this change. They are adding more Application Software Business Analysts to their organizations to support the user community's expanding software needs and demands.



This growth in software results from an organization's need to eliminate manual and paper-based processes to use software to gain efficiencies and increase productivity. Still, it is also to improve public access and to provide electronic services to the public. This also includes access and electronic services to internal customers (employees) and access to information and services for management, leadership, and elected officials to improve effective decision-making.

Our specialization in local government and cities provides an in-depth knowledge of all the related local government operations and applications and the vendors that provide them.

Applications Experience

General Ledger	CIS & Utility Billing
Budgeting	Tax Billing
Project Accounting	Backflow
Grant Accounting	Service Orders
Accounts Receivable	Work Orders/Preventative
Cash Receipts	Maintenance
Purchasing & Receiving	Inventory Management
Bids Management	Fleet Management
Contract Management	Planning
Accounts Payable	Permitting
Fixed Assets	Inspection
Loans	Code Enforcement
Special Assessments	Land/Parcel/Address
Financial Reporting	Management
Ad Hoc Reporting	Computer-Aided Dispatch
Business Licensing	(CAD)
Applicant Tracking	Records Management
Human Resources	Mobile Computing
Employee Self-Service	Citizen Request Management
Benefits Tracking	GIS
Time & Attendance	Adjudication
Payroll	Citation Management

The level of detail ClientFirst explored in our software project was extremely valuable. We had attempted to do the same effort a few years ago, and there was no comparison. Through a needs assessment process, ClientFirst collected a tremendous amount of valuable details.

—IT Coordinator
Software Selection

Departmental / Functional Area Experience

Council/Board	Parks & Recreation
Administration	Engineering
Building & Safety	GIS
City Clerk	Water & Waste Water
Finance	Sanitation
Fire	Field Operations
Library	Laboratories
Utility Billing	Environmental
Customer Service/Call	Sciences
Centers	Facilities
Payroll	Treatment Plants
Human Resources	Fleet Management
Planning	Engineering
Police	Warehousing
Purchasing	SCADA
Public Works	Information Systems

From the beginning of our software selection process, I was impressed with how inclusive the process has been. I've never been associated with such a collaborative, cooperative, and engaged project. Outstanding process.

—City Manager
Software Selection



Community Development Consulting



Appendix 1: Case Studies

The following case studies are California agencies that ClientFirst has worked with to transform their technology environments digitally. These case studies began with Technology Master Planning. The cities' technology governance and commitment at all levels, including city councils, has since resulted in significant digital transformation that has improved internal business department processes, management decision-making, transparency, citizen services, and citizen engagement. Also separately is a sample Information Technology Plan recently completed for another California municipality.



City of Rancho Mirage

Project Background

ClientFirst started with a citywide Technology Master Plan. We also jointly presented these transformation efforts at the annual California Society of Municipal Finance Officers (CSMFO) conference. Also, see the attached published article on the City's digital transformation efforts, *City of Rancho Mirage Published Digital Transformation Article*.

Other following projects have included:

- Technology Master Planning
- IT Organization Improvement Assistance
- Enterprise Software Needs Assessment
- ERP Selection and Contract Negotiations
- Audio Visual System Design, RFP, and Implementation Oversight
- Contract Management Process Review and Improvements
- Disaster Recovery Planning Services
- Cybersecurity Assessment and Risk Mitigation
- EDMS Needs Assessment Services
- Electronic Mail Implementation Consulting Services
- IT Management Mentoring and Advisory Services
- Wireless Network Design – Amphitheater, Library, Park Spaces
- Network Improvement Vendor Procurement
- Work Order/Asset Management Preliminary Assessment

Description of Services Performed and Outcomes

ClientFirst developed a Technology Master Plan to address the City's desire to integrate and automate business applications securely. This project included working with an ongoing City Council sub-committee. ClientFirst presented the Plan to the Council, and the Council approved funding of the plan. ClientFirst worked with City staff to upgrade technology infrastructure, resident connectedness, and application improvement and integration. The Master Plan also included a comprehensive analysis of the IT human resources to ensure the City had the resources to maintain existing technology, implement new technology projects, and maintain the environment that would be put in place as part of the implementation of the Technology Master Plan. A significant piece of the future IT organizational structure included increased business analyst talent to help implement and support critical enterprise applications.



ClientFirst assisted with the ERP system selection, which was concluded on time and within budget. Departmental assistance was also provided for selecting a new Contract Administration system.

Technical assistance was provided for the development of a Disaster Recovery Plan. ClientFirst worked with Departments to develop a prioritized recovery plan that met the needs of the City.



City of Piedmont

Project Background

ClientFirst started with a citywide Technology Master Plan and has continued to assist the City in transforming the City and City operations digitally. Projects have included:

- Technology Plan development and successful funding
- Technology Plan management, annual plan updates, and Council updates on the status of the plan
- Fiber optic system upgrades
- Ongoing Technology Governance Committee participation as their senior IT advisor
- CAD/RMS vendor strategy and roadmap upgrade
- Wide area network improvements
- Initial IoT wireless network deployment
- ERP software selection and business process improvement analysis
- ERP software implementation project management
- Land Management Assessment & Improvement Plan
- Ongoing Land Management process improvements
- Cloud computing strategy analysis
- Public Safety Verizon Private Cloud analysis, implementation, and resiliency
- Public Safety Scheduling and Time and Attendance Procurement Management
- Cybersecurity Incident Response
- Telecommunications System Design and Procurement Management
- Website constituent survey, redesign, and social media rollout
- Coordination of 5G cellular tower, including Council briefings
- Cybersecurity improvement and roadmap and Cybersecurity Council briefings
- Hyperconverged system selection and project oversight
- Ongoing IT Strategic Advisory services

Description of Services Performed and Outcomes

Digital transformation has been a key strategy of the City of Piedmont's Council. This was initiated with the selection of ClientFirst to develop a Technology Strategic Plan in conjunction with a Citizen Advisory Committee. Unsurprisingly, as a Bay Area community, the Citizen Advisory Committee has strong technologists, including the first US employee of Skype (now an "angel investor"). ClientFirst worked collaboratively with the Citizen Advisory Committee to develop and prioritize the Plan and then jointly presented the Plan and budget to the Council. ClientFirst continues to oversee the plan's implementation as the City's technology advisor, presenting ongoing updates to the Council.

ClientFirst is also the primary technology consultant for the City, assisting with implementing recommended initiatives, including best practices, departmental applications, smart



technologies, civic engagement, IT infrastructure, day-to-day IT staffing and operations, cybersecurity, and communications.

Prior to the plan, the City's overall systems were largely siloed, legacy, and end-of-life. Some previously implemented systems were implemented in a manner that provided little opportunity to take advantage of the improved technology. Automation was limited, and resident services were mostly manual, with limited use of technology to automate business processes. Overuse of shadow systems and manual processes was still the norm.



Mendocino County

Project Background

ClientFirst started with a County-wide Technology Master Plan and Roadmap to digitally transform the County and its operations. Other following projects have included:

- Technology Plan development and funding
- Technology Plan management and semi-annual plan updates in conjunction with mid-year and annual Board of Supervisors budget workshops
- Initial risk mitigation projects to increase the resiliency of critical systems
- Emergency Operations Center redesign and refresh of EOC technology and equipment (Phase 1 & 2)
- Public Safety Cabling and Fiber Optic Improvements
- Public Safety and Radio Data Center Space Planning
- Detailed public safety County-wide radio assessment, cost analysis, and successful funding request
- Fiber Optic Systems Upgrades
- Procurement Business Process Review and Improvements
- Cannabis Permit and Licensing Process Improvements Efficiency Study
- Budgeting Process Improvements
- Point Arena Radio & Microwave Project Management (Improved Public Safety Radio Resiliency)
- County-Wide Radio and Broadband Upgrade Project Management
- Property Tax System Assessment and Project Restart
- Property Tax System Implementation Oversight
- Cannabis Permits & License Business Process Review and Improvements
- Cannabis E-Permitting
- Cybersecurity Roadmap and Board Presentation
- Network Upgrade RFP & Project Management Assistance
- IT Strategic Advisory Services
- IT staffing and staff roadmap to support digital transformation and Board goal of increased efficiency



Description of Services Performed and Outcomes

ClientFirst was initially engaged to develop a multi-year Technology Master Plan and Roadmap. The initial five-year plan is budgeted at over \$20 million. The initial assessment also uncovered several high-risk areas. County management placed the project on hold but immediately allocated \$605K to mitigate many high-risk items. ClientFirst provided oversight and project management services to implement these risk mitigation measures. The Board appropriated \$1MM for Phase 1 projects and has subsequently appropriated over \$1MM every six months for additional project work. ClientFirst provides oversight for approximately twenty-five Technology Master Plan projects. ClientFirst also manages the Master Plan budget and project portfolio, with project additions and subtractions based on Board and Executive Office priorities.

In addition to managing the Technology Master Plan, ClientFirst provides detailed project management and vendor selection assistance for various projects. Implementation assistance augments staff for critical or high-profile projects such as E-Permitting (now implemented for about 65% of permit types), Cannabis business process improvements, public safety and emergency operations projects, preparations and replacement of a fragile end-of-life tax system, and others.

Also, ClientFirst and Mendocino County jointly presented at the California Society of Municipal Finance Officers (CSMFO) on process improvements resulting from these digital transforming projects.



Appendix 2: City of Rancho Mirage Published Digital Transformation Article

ClientFirst has assisted the City of Rancho Mirage with various Technology Projects, starting with a citywide Technology Master Plan and Roadmap to transform the City and its operations digitally. The following article was published to showcase these digital transformation improvements. We also jointly presented these transformation efforts at the annual California Society of Municipal Finance Officers (CSMFO) conference.

R M INSIDER

Fall 2018 / Official publication of the City of RANCHO MIRAGE, California

Staying Connected

Rancho Mirage Moves Forward With Master IT Plan

by June Allan Corrigan



Technology — what would we do without it? Now deeply ingrained in our culture, it enables us to access information with a mere swipe or tap. It streamlines an infinite number of once onerous tasks. Still, in spite of the obvious advantages, many people would counter there's a definite yin-yang element to proceedings. As our dependency on technology only continues to increase, so does the specter of irretrievable data loss, not to mention the very real dangers of cybercrime. Never one to be left behind, the City of Rancho Mirage is committed to staying up-to-date with current technological advances. Yet it does so with mindful intent — the same way the City approaches every endeavor it undertakes. You can rest assured that with every technological step forward the City safeguards the preservation of the personal approach to customer service, never losing sight of the value of in-person communication.

Careful Planning



In 2015, the City of Rancho Mirage retained the services of a leading technology consulting group that specializes in government. A team of professionals came in and analyzed the state of technology in the City as a whole. Their focus included examining existing hardware and network infrastructure, applications, and business systems — all in a bid to improve information technology (IT) environments so they can better serve the needs of the City. The consultants identified, prioritized, and recommended projects the City should embark upon, and they consolidated all of their findings in a five-year IT Master Plan.

One phase of the five-year IT Master Plan destined to positively impact both City staff and residents is a new Enterprise Resource Planning (ERP) system. An ERP system aids the flow of internal business processes and allows for communication between City departments and its internal functions and data. The City of Rancho Mirage's current ERP system is 20 years old, and implementation of its new form is currently underway. The upgraded ERP system is ushering in upgrades like paperless invoicing guaranteed to significantly reduce processing time. Electronic timesheets will simplify matters for employees and the payroll department alike. Meanwhile, the City's permitting process will soon be streamlined. And citizens will be able to check a permit's status remotely and pay online.

Safe & Secure

While it is exciting to get on board with the latest technological advances, one of the City's primary concerns is keeping data secure. A significant portion of the five-year IT Master Plan centers around security systems and practices, including a disaster recovery plan designed to protect City systems and data. "We've implemented systems and multiple layers of security to protect ourselves as well as residents who share their data with us," says Jason Jaurigue, the City's Senior IT Manager. "We perform routine backup procedures so in the event something does happen, we always have a backup of our data that is secure. Additionally, everyone who works for the City has to be trained on security so it's a team effort to identify potential threats."

Government 2.0

These days it isn't enough to simply inform residents that City information is available to them. Some may be aware of the fact, others not, but the goal should always be to harness new technologies and share information in a creative way so the public can access it in whatever manner they choose. This is yet another tenet of the five-year IT Master Plan recommended for Rancho Mirage — one that will soon manifest itself in a freshly designed City website as well as the launch of a new City app! "A City app is another platform for us to communicate with our residents and visitors," City Manager Isaiah Hagerman says. "Some people may be signed up for our e-blasts, others may read the *R/M Insider* cover to cover. Some people may come to City Council meetings, others may watch RMTV. One of my goals moving forward is to always make sure we're communicating with our residents as effectively as possible."

The new City app aims to make information readily accessible to Rancho

Mirage residents. "We want an app that engages the citizen so they'll know what is going on in the community," Jaurigue says. "If there's an accident or construction ahead, we want to be able to alert the community. If they want to reach out to City Councilmembers, the app will provide contact information." The app will also share highlights of City Council meetings including links to charts and graphs to better illustrate Council decisions. Of course, the app will be a perfect vehicle to get the word out about events happening around the City — whether it's Art Affaire kicking off the season in November, upcoming concerts at the outdoor amphitheater, or the wide variety of programming available at the Rancho Mirage Library & Observatory. The new, user-friendly City app will keep everyone in the loop!



Delving Deeper

The five-year IT Master Plan includes an initiative to augment the City's Geographic Information System (GIS), or mapping software. A 2016 update to the City's General Plan included the development of a Public Web App which allows residents and staff to access parcel, property, and zoning information on a GIS-based tool. Its development was the first part of a long-term strategy to make GIS technology more accessible to the public. The GIS-based tool is housed on the City's website under the Planning department. "Residents can type in their property address, zoom down to their parcel, and examine a series of layers, such as zoning and flood plain information," explains Jeremy Gleim, the City's Development Services Director.

Ongoing GIS software enhancements will benefit both City staff and residents. The City will be able to consolidate several software programs into the GIS-based format, which will enhance productivity and efficiency. "Eventually we will have a fully integrated city-wide GIS program where people can apply for building permits and other kinds of permits online. They will even be able to submit project plans online. That is the direction we're headed. These technological improvements will create a more sustainable and streamlined workflow plus increased accessibility for residents," says Gleim.

Moving forward, the City will continue to expand GIS mapping capabilities and will add layers to the map as projects allow. For example, the new and broader GIS system will be able to indicate existing as well as proposed telecommunication fiber networks around the City. "We're investing in our infrastructure. We want to be able to show our citizens and businesses coming in — this is the current fiber network in Rancho Mirage, and these are the areas where we are planning on improving coverage," says Jaurigue. "It's all about customer service and streamlining the business process by providing whatever information is needed."

A Pledge

As the City strives to implement initiatives recommended in the five-year IT Master Plan, security systems and practices will always factor prominently in proceedings. The paper trail that was emblematic of old ways of doing business is giving way to a

cloud-based system. The City of Rancho Mirage is on board, considering it essential to embrace technological advances to support the work of the City and the needs of its citizens. Rest assured that as the City moves forward, it remains ever mindful of its responsibility to keep all data safe and secure.

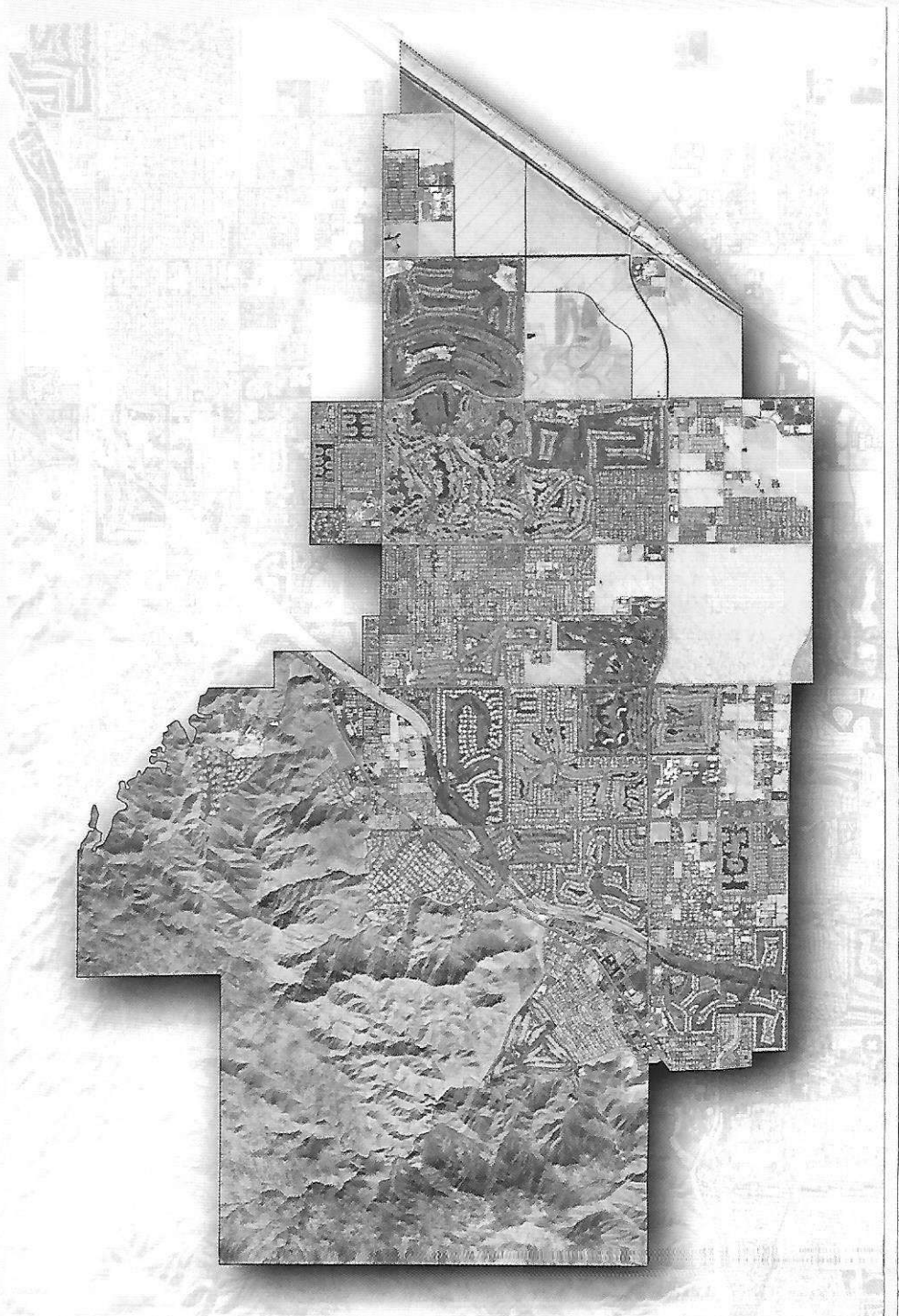


Image shows Rancho Mirage Land Use & Zoning Map, which is available on the City's new GIS-based web application.

Proposal for

Utility Billing Software Selection Consulting Services

May 16, 2025



Client Locations
Coast-to-Coast

Practice Locations
**California
Illinois
North Carolina
Texas**

800.806.3080
www.clientfirstcg.com

Optimal Technology Guidance

CLIENTFIRST
TECHNOLOGY CONSULTING

May 16, 2025

Shawn Granger
IT Manager
City of Covina
125 E. College Street
Covina, CA 91723

RE: Proposal for Utility Billing Software Selection Consulting Services

Dear Mr. Granger:

ClientFirst appreciates the opportunity to present the City of Covina with our proposal to evaluate and assist in selecting a Utility Billing System. Our consultants have decades of experience providing Utility Billing system assessments, process reviews, selection services, and implementation project management oversight to municipalities throughout the United States. Key qualifications include:

Local Government ONLY Focus – ClientFirst Technology Consulting specializes in helping local government agencies evaluate the Utility Billing solutions that best fit their agency's specific business process requirements, foster buy-in and consensus across the organization, and provide the best value proposition.

Local Presence – Although ClientFirst works throughout the United States, we are based in California.

True Independence – ClientFirst is completely independent and unbiased in its analysis and recommendations. We do NOT resell software or employ third-party implementers, trainers, or programmers for software solutions.

Expertise and Experience – ClientFirst has worked with hundreds of cities and counties. The proposed project team has a track record of successful local government software assessments, evaluations, and implementations throughout the United States.

Our clients say we excel in these areas:

- Following best practices
- Customizing the business process review and new system feature/function requirements for each specific agency
- Building consensus throughout the organization
- Educating staff and transferring knowledge
- Effectively supporting change management and buy-in at all levels
- Improving implementation readiness and reducing risk
- Helping gain management and support of elected officials through education and business-case development

Why ClientFirst is the Best Choice

- We pride ourselves on our ability to listen and communicate, affecting positive change at all personnel levels, including elected officials.
- We truly put our client's needs first. You are not just another project to us.
- Our partners are hands-on and do not just provide high-level oversight or project management assistance.
- We customize our deliverables to meet the unique requirements of each client. No cookie-cutter or boilerplate processes or deliverables.



- We not only follow best practices but also educate staff at all levels on best practices in a manner that helps them understand the relevance to their organization and their role within the project.
- We seek to partner with our clients as integrated subject-matter experts and advisors.
- We work to help digitally transform your organization, transfer knowledge, manage change, and ingrain best practices into your processes and implementation.

For any questions, contact me at 951.739.7989 or via email at dkrout@clientfirstcg.com for additional information. We look forward to the opportunity of serving the City of Covina as one of our many satisfied clients.

Sincerely,

A handwritten signature in black ink, appearing to read 'DKrout', with a long horizontal flourish extending to the right.

David W. Krout, CPA *(inactive)*
Partner
Management Consulting Practice Leader



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Project Team

Team Member Roles

Project Director/Manager – Jamie Shell

The Project Director oversees the ClientFirst project activities and the quality assurance of the deliverables. This person also helps direct the ClientFirst project team consultants assigned to the project.

Application Consultants – Janet Federico

ClientFirst assigns two or more Application Consultants to every project for continuity and backup. These consultants perform the business analysis and necessary tasks to provide the deliverables defined in the project scope.

Key Personnel

All assigned personnel have sufficient availability to complete this project on time and within budget.

David Krout – Partner, Enterprise Applications Consulting

Project Role: Quality Assurance Director, Business Process Analyst, and Solutions Architecture

David Krout, CPA (inactive), has been continually working with local governments nationwide on application improvement and selection projects for 25 years. David has worked with over 140 agencies and has interviewed thousands of users in business process reviews for all city and county departments. David created the Firm's tools and approach for identifying opportunities, improving processes, and incorporating these improvements into existing or new software and technology solutions.

Jamie Shell – Director, Enterprise Applications Consulting

Project Role: Project Manager, Lead Business Process Analyst

Jamie Shell (**former municipal Finance Director**) has over 27 years of public sector experience, including ten years in local government finance. He has successfully managed and implemented projects for **over 50 public-sector agencies** throughout the United States. He will serve as the Selection Project Manager and Business Process Analyst.

Janet Federico – Applications Consultant

Project Role: Business Process Analyst

Janet Federico has over 25 years of IT experience and over 14 years of experience with government agency software implementations. She has experience with functional and technical requirements development, gap analysis, system analysis, design, specifications, unit and system testing, implementation planning, execution, lessons learned, and system documentation. Janet's enterprise application-specific experience includes over 25 projects.



David W. Krout, CPA *(Inactive)*

Partner – Enterprise Applications Consulting Practice Leader

David Krout has 25 years of experience assisting local governments with a broad scope of information technology needs. He specializes in working with organizations to identify their strategic, organizational, application, and functional requirements to determine which system and/or specific applications are a proper fit for both the agency and the vendor.

David's unique and diversified background in business management, accounting, and management consulting has allowed him to collaborate with C-level executives and department staff from a practical, business-management perspective to maximize their technology utilization.

Having also worked for a leading local government enterprise software provider, David brings a unique understanding of consulting, client representation, and vendor relationships to the collaboration between the agency and software vendors.

Highlights

- Served on the National Committee for Information Technology for the Institute of Management Accountants
- Former President, Institute of Management Accountants, Inland Empire Chapter
- Former Government IT Consulting Manager for RSM McGladrey, the nation's fifth-largest CPA and consulting firm
- Featured speaker for the California Society of Municipal Finance Officers (CSMFO), Municipal Information Systems Association of California (MISAC), and Texas Association of Government Information Technology Managers
- Project lead with over 100 public-sector agencies throughout the United States

Agency Experience

City of Albany
City of Batavia
City of Bloomington
City of Brentwood
City of Brisbane
City of Burbank
City of Burlington
City of Camarillo
City of Carlsbad
City of Cathedral City
City of Cedar Hill
City of Chico
City of Chino
City of Clovis
City of Colton
City of Corona
City of Coronado
City of Dana Point
City of Dublin
City of Emporia
City of Farmers Branch
City of Foster City
City of Gastonia
City of Healdsburg
City of Hemet
City of High Point
City of Highland Park
City of Hutto
City of Indio
City of La Habra
City of La Puente
City of Laguna Niguel
City of Lake Forest
City of Larkspur
City of Lomita
City of Manassas Park
City of Menlo Park
City of Mission Viejo

City of Mountain View
City of Murrieta
City of Newark
City of Novato
City of Pacifica
City of Palm Desert
City of Palmdale
City of Pelham
City of Petaluma
City of Piedmont
City of Rancho Mirage
City of Redlands
City of Rialto
City of Riviera Beach
City of Rosemead
City of St. Helena
City of Salisbury
City of San Bernardino
City of San Gabriel
City of San Jacinto
City of San Leandro
City of Sandpoint
City of Shawnee
City of Sierra Madre
City of Simi Valley
City of South Gate
City of Tracy
City of Tustin
City of West Covina
City of West Des Moines
City of West Sacramento
City of Whittier
City of Wilton Manors
City of Windsor
County of Buncombe
County of Butte
County of Denton
County of Douglas

County of Lassen
County of Mendocino
County of Orange
County of Plumas
County of Riverside
County of San Bernardino
Town of Danville
Town of Groton
Town of Hillsborough
Town of Truckee
Town of Windsor
Town of Woodside
Village of Northfield
Village of Oswego
Village of Park Forest
Village of River Forest
Coachella Valley MIVCD
East Bay Regional Park District
El Toro Water District
Four Rivers Sanitation Authority
Jurupa Community Services District
Las Angeles Community Development Authority
Las Virgenes Municipal Water District
Mesa Water District
Midpeninsula Regional Open Space District
Ramona Municipal Water District
Rincon del Diablo Water District
Riverside County Sherriff's Office

San Bernardino Municipal Water
Walnut Valley Water District
West County Wastewater District
Western Municipal Water District
Castaic Lake Water Agency
Castro Valley Sanitary District
Cucamonga Valley Water District
Gastonia Water & Power
Glendale Water and Power



CREDENTIALS, DEGREES, AND AFFILIATIONS

- Certified Public Accountant (CPA) (Inactive)
- Bachelor of Science in Business Administration and Accounting – CSU San Bernardino

SPECIALTIES

- Business Process Reviews
- Applications Requirements Definition
- Enterprise Applications Architecture
- Current System Needs Analysis and Improvement
- New Software Selection Assistance
- Technology Master Planning
- Project Management and Oversight
- Conversion Assistance and Planning
- Contract Reviews and Negotiations



Certified Public Accountant
(Inactive)

It has been absolutely key to this project that ClientFirst, especially Dave, knows the governmental environment, its limitations and its opportunities.

—Director of Administrative Services
CA Municipality



Jamie T. Shell, PMP

Director, Enterprise Applications Consulting

Jamie Shell has over 25 years of public sector experience, including ten years working in local government finance (Finance Director) and over 15 years assisting local governments with various information technology needs. He specializes in working with organizations to identify their strategic, organizational, application, and functional requirements to determine which system and/or specific applications are a proper fit for both the agency and the vendor.

Jamie's background in local government finance, project management, and software implementation has allowed him to work jointly with C-level executives, agency/department heads, and staff to maximize their technology utilization.

Having worked in government and as an enterprise software provider, Jamie brings a unique understanding of the perspectives of both the agency and software vendors.

Highlights

- Former municipal Finance Director
- Served as President of the Eastern Kansas Government Finance Officers Association (2005)
- Former manager of Client Services with one of the largest government ERP vendors
- Former manager of Professional Services with another major government ERP vendors
- Successfully managed onsite and remote projects for over 50 public-sector agencies throughout the United States

Agency Experience

City of Alpharetta
City of Atlanta
City of Barrie
City of Batavia
City of Battle Ground
City of Bentonville
City of Branson
City of Carlsbad
City of Cathedral City
City of Cedar Hill
City of Chattanooga
City of Clovis
City of Coronado
City of Dubuque
City of East Point
City of Edmont
City of Elgin
City of Elmhurst
City of Emporia
City of Evanston
City of Farmers Branch
City of Flagstaff
City of Fort Collins
City of Gallup
City of Glendora
City of Grand Rapids
City of Henderson
City of High Point
City of Hoover
City of Hutto
City of Indianapolis/ Marion County
City of Kansas City
City of Medford

City of Memphis
City of Mesa
City of Miami
City of Minden
City of Naperville
City of New Port Richey
City of Newark
City of Norco
City of Novato
City of Oviedo
City of Pacifica
City of Palm Desert
City of Pearlman
City of Petaluma
City of Piedmont
City of Pismo Beach
City of Port Angeles
City of Poulso
City of Prescott
City of Richmond
City of Salinas
City of San Bernardino
City of Simi Valley
City of St. Petersburg
City of South Gate
City of Stockton
City of Tracy
City of Tulare
City of Tyler
City of Vacaville
City of West Covina
City of West Hollywood
City of West Lafayette
City of West Sacramento

City of Wilmington
City of Wilton Manors
City of Woodside
County of Clermont
County of Cook
County of Denton
County of Douglas
County of Kauai
County of Lassen
County of Mendocino
County of Nassau
County of New Castle
County of Plumas
County of Ramsey
County of San Juan
County of San Mateo
Town of Cary
Town of New Canaan
Town of Isle of Palms
Town of Prescott Valley
Town of Vail
Town of Windsor
Village of Lincolnwood
State of New Jersey
State of New Mexico
California State Auditor's Office
California State Controller's Office
California Office of Emergency Services
Ewing Marion Kauffman Foundation
Province of Nova Scotia

State of Hawaii Campaign Spending Commission
State of Massachusetts Comptroller's Office
State of Maine Treasurer's Office
State of Michigan Administrative Office of Courts
State of Rhode Island Treasurer's Office
State of Virginia Dept of Rail & Public Transportation
Ewing Marion Kauffman Foundation
Castaic Lake Water Agency
Coachella Valley MVCD
Coachella Valley Water District
Commodities Futures Trading Commission
Cucamonga Valley Water District
East Bay Regional Park District
Four Rivers Sanitation Authority
Los Angeles Community Development Authority
Las Virgenes Water District
Riverside County Sheriff's Department
TrueNorth Educational Cooperative
West County Wastewater District
Jurupa CSD



CREDENTIALS, DEGREES, AND AFFILIATIONS

- Project Management Professional (PMP)
- Bachelor of Science in Business Administration and Accounting – Missouri Western State University

SPECIALTIES

- Certified Prosci Change Management Practitioner
- Business Process Reviews
- Applications Requirements Definition
- Enterprise Applications Architecture
- Current System Needs Analysis and Improvement
- New Software Selection Assistance
- Technology Master Planning
- Project Management and Oversight
- Conversion Assistance and Planning
- Contract Reviews and Negotiations





Janet Federico, MBA

Management Consultant

Janet Federico has over 14 years of experience with local and federal government agency software implementations. Her in-depth experience with software configuration, business analysis, and user needs assessment allows her to successfully oversee project implementations of standard and customized software.

Skilled in all facets of the project life cycle for application software, she has experience with functional and technical requirements development, gap analysis, system analysis, design, specifications, unit and system testing, implementation planning, execution, lessons learned, and system documentation.

Janet also has over six years of experience working with organizations to identify their strategic, organizational, application, and functional requirements to determine which system and/or specific applications are a proper fit for the agency and vendor.

Additionally, having worked for a leading local government enterprise software provider, Janet brings a strong understanding of software implementation, consulting, process knowledge, functional knowledge, and the customers' needs and concerns throughout and post-implementation.

Highlights

- Multi-phased agency-wide software implementations
- Extensive knowledge of business and technical processes about enterprise applications

Agency Experience

City of Bartlesville	City of Tulsa
City of Batavia	City of West Sacramento
City of Bentonville	City of Wichita
City of Carlsbad	City of Wilton Manors
City of Cathedral City	City of Windsor
City of Cedar Hill	City of Wisconsin Springs
City of Clovis	City of Wood Dale
City of Coronado	City of Wood Dale
City of Corvallis	Town of Whittier
City of Decatur	Town of Woodside
City of Emporia	Village of Hinsdale
City of Farmers Branch	Village of Orland Park
City of Fort Smith	County of Champaign
City of Glendora	County of Collin
City of High Point	County of Denton
City of Highland Park	County of Douglas
City of Hutchinson	County of Minnehaha
City of Hutto	County of St. Joseph
City of Mountain View	Coachella Valley Mosquito
City of Newark	Vector Control District
City of Norco	East Bay Regional Park
City of Pacifica	District
City of Piedmont	El Toro Water District
City of Salinas	Jurupa Community School
City of San Bernardino	District
City of Simi Valley	Los Angeles County
City of South Gate	Development Authority
City of Tracy	Las Virgenes Water District
City of Tulare	County of Lassen

County of Mendocino
Riverside Co Sheriff's Dept
State of Texas (DFPS)



CREDENTIALS, DEGREES, AND AFFILIATIONS

- Master of Business Administration – Ellis College
- Bachelor of Science in Applied Management – Kaplan University

SPECIALTIES

- Project Management
- Conversion, Interface Planning, and Implementation Support
- Understanding of public sector departmental operations and application systems
- Workflow analysis and mapping
- Business Process Redesign
- System Configuration and Training
- Test and Go Live Plan Creation



I just wanted to say that I thought the training sessions were very informative and clear, and I learned a lot from it. I appreciate your time spent to train us. Thank you so much!

—Account Clerk
CA Municipality



Firm Qualifications

Enterprise Applications Consulting Practice Profile

ClientFirst's enterprise applications consulting team has conducted these specific assessments, process reviews, procurements, and implementation assistance for over 20 years.

ClientFirst leverages this experience to the client's advantage through a unique approach to software selection. This approach considers the vendor's perspective while working with clients to navigate the complexities of software assessment, selection, contract negotiation, and implementation.

We identify an organization's strategy, organizational, application, and functional requirements—specific to the client's business processes—to determine which solutions best fit the customer and vendor. Our clients appreciate the honesty and diligence with which we conduct our projects, and many clients continue relying on our services after their first project with us.

The level of risk and the probability of achieving a successful implementation are directly related to the amount of proper due diligence employed. At ClientFirst, we take every possible step to decrease this risk level through best practices.

Because of the level of due diligence that we require, software vendors welcome the opportunity to respond to our RFP documents. This allows your organization to find the best functionality fit by evaluating an adequate number of qualified vendor responses.

Applications Consulting Services

PROCESS REVIEWS
 Business Case Analysis
 Assessment and Recommendations
 Process Analysis and Improvement

SOFTWARE SELECTION
 Feature/Function Requirements
 Implementation Risk Assessment
 Change Management
 Vendor Analysis and Evaluation
 Contract Review and Negotiation

PROJECT OVERSIGHT
 Implementation Project Management
 Conversion Assistance
 Integration / Interface Assistance

APPLICATIONS IMPROVEMENT
 Assessment of Current Needs & Gaps
 Assessment of Features, Training, Support, & Reporting Issues
 Vendor Proposal Review & Demonstration Management
 Change Management
 Risk Assessments

Applications Experience	
General Ledger	CIS & Utility Billing
Budgeting	Tax Billing
Project Accounting	Backflow
Grant Accounting	Service Orders
Accounts Receivable	Work Orders/Preventative
Cash Receipts	Maintenance
Purchasing & Receiving	Inventory Management
Bids Management	Fleet Management
Contract Management	Planning
Accounts Payable	Permitting
Fixed Assets	Inspection
Loans	Code Enforcement
Special Assessments	Land/Parcel/Address
Financial Reporting	Management
Ad Hoc Reporting	Computer-Aided Dispatch
Business Licensing	(CAD)
Applicant Tracking	Records Management
Human Resources	Mobile Computing
Employee Self-Service	Citizen Request Management
Benefits Tracking	GIS
Time & Attendance	Adjudication
Payroll	Citation Management



Enterprise Application Consulting Services



Government Technology



Focusing on local governments means that we understand the unique needs, processes, protocols, and political nuances involved in the industry. This **understanding and experience** ensures that our strategies and recommendations are practical. Our management team's career experience includes over 3,500 projects for more than 500 local government agencies.

Local Presence and Practice Locations

We have a local presence with extensive experience in California. ClientFirst is a national firm with practices located in California, Illinois, Texas, and North Carolina.



Corona, CA



Schaumburg, IL



San Antonio, TX



Charlotte, NC

Business Management Approach

Not all government executives know the latest technology issues and opportunities. Therefore, our approach and deliverables provide a business-management perspective that **allows the layperson to understand the technology issues, strategies, and potential solutions required to make more informed business decisions.**

Practical Recommendations

We believe in using technology to meet the agency's business objectives; we do not apply technology just for technology's sake. We are serious in our quest to provide clients with practical solutions that meet their requirements. Sometimes, the proper solution includes cutting-edge technology. However, a cost-effective and practical solution using proven technology is often the most beneficial.



True Independence

ClientFirst believes in practicing **true independence**. We do not resell products or maintain relationships that would result in add-on profit margins or referral fees. Our interest is in **putting the client first** by finding optimum solutions (i.e., the greatest value at the lowest competitive cost) to meet their needs.



National Recognition

Many of the industry's leading vendors recognize our consultants' work nationally. They appreciate the fairness and objectivity we demonstrate when dealing with their organizations.



Industry Recognition

CIO Review

ClientFirst has been featured in *CIO Review* as one of the "20 Most Promising Government Technology Solution Providers".



National Speakers

ClientFirst personnel have conducted educational sessions at national and local conferences, such as CSMFO, MISAC, and GFOA.



ClientFirst has such a broad and well-rounded experience with cities that they already have a good idea of what will or won't work. Other vendors we have worked with don't have this depth of experience and suggest solutions that are unrealistic in a city government environment.

— IT Director
CA Municipality



Diversified Experience

We have **extensive experience with various organizations, technologies, and processing environments. In addition, we have significant market knowledge regarding software and hardware providers and are well-informed about vendor and industry developments.**

Integrated Technology Solutions Groups

Whatever the agency's technology needs are, we offer a unique combination of experts in their given disciplines who can guide technology decisions, planning, implementation, and management, chosen according to the specific needs of each project, working as an integrated team to **provide end-to-end consulting and support services.**

ClientFirst Integrated Technology Solutions Groups





Integrated Technology Services

Applications Consulting

Business Process Review

- Business Case Analysis
- Assessment and Recommendations
- Process Analysis and Improvement

Software Selection

- Feature / Function Requirements
- Implementation Risk Assessment
- Change Management
- RFP Development
- Vendor Analysis and Evaluation
- Demonstration Facilitation
- Contract Review and Negotiation
- Implementation Project Management
- Ad Hoc Report-Writing Assistance

IT Infrastructure

Networking and Servers

- Assessment, Design, and Installation
- Replication and Redundancy Strategies
- Virtualization
- Cloud Computing
- Wireless
- Data Center Design

Disaster Recovery

- Risk Assessment and Business Impact Analysis
- Disaster Recovery Planning
- Hot-Site and Recovery Services Evaluation
- Storage Area Networking
- Backup Strategies and Design

Cybersecurity

- Assessment and Planning
- Applications and Hardware Security
- Cybersecurity Review
- Security Policy and Control Development
- Intrusion Testing
- Workshops and Training
- Compliance: NIST, NCCoE, PCI, CJIS, NEA/FERC

Structured Cabling System Design

- Assessment and Certification
- CADD Design and Layout
- RFP / Vendor Selection
- Project Management
- Documentation
- Fiber-Optic Network Design

Management Consulting

- Technology Strategic/Master Planning
- IT Assessment
- IT Staffing Assessment
- Process Improvement
- Procurement Assistance
- Contract Negotiation
- Project Management
- IT Governance Seminars

ECMS

- Needs Assessment
- Business Process Review
- System Selection
- Planning
- Implementation Oversight

GIS

- Assessment and Planning
- Design
- Data Management
- Development
- Mapping

Community Development

- Public Portals
- System Administration
- Gap Analysis
- Software Selection
- Implementation Project Management

IT Staffing/Augmentation

- IT Staffing Needs Assessment and Operational Reviews
- Interim IT Management
- Supplemental IT Management Staffing

Telecommunications Consulting

- VoIP Readiness Review
- Systems Evaluation, Design, Specifications, and RFP Development
- Bill Audits (Cost Analysis and Negotiation)
- Telecom Expense Management (TEM)
- Credit / Refund Requests
- Strategic Planning
- Project Management
- Carrier Services Cost Analysis
- Operational and Workflow Reviews
- System Selection and Contract Negotiations



Consultants' Collective Experience

We understand that the experience of the individual consultants is a significant factor in hiring a firm to conduct the project on your behalf. Our consultants have extensive public-sector experience in their respective careers, including projects with the following agencies:

California	City of Simi Valley	Western Municipal Water District	Village of Barrington Hills	Lake Superior State University
City of Albany	City of South Gate	Colton Joint Unified School District	Village of Cary	Nevada
City of Azusa	City of South Pasadena	Fontana Unified School District	Village of Glencoe	County of Nye
City of Benicia	City of South San Francisco	Irvine Unified School District	Village of Itasca	Town of Pahrump
City of Big Bear Lake	City of St. Helena	Lake Elsinore Unified School District	Village of Kenilworth	County of Douglas
City of Brentwood	City of Sunnyvale	Menifee Unified School District	Village of Lake Barrington	New York
City of Brisbane	City of Temecula	Mountain View School District	Village of Libertyville	City of Batavia
City of Burbank	City of Tracy	Ohlone Community College	Village of Lincolnwood	Village of Ossining
City of Calabasas	City of Tulare	Palm Springs School District	Village of Lisle	North Carolina
City of Camarillo	City of Tustin	Romoland School District	Village of Matteson	City of Burlington
City of Carlsbad	City of Upland	San Jose Community College	Village of Morton Grove	City of Gastonia
City of Cathedral City	City of Vacaville	San Marino Unified School District	Village of Norridge	City of High Point
City of Cerritos	City of West Covina	University of California Berkeley	Village of Northbrook	City of Kinston
City of Chico	City of West Sacramento	University of California San Francisco	Village of Northfield	City of Mount Airy
City of Chino	City of Whittier	West Covina Unified School District	Village of Oak Brook	City of Salisbury
City of Clovis	Town of Danville	Mechoopda Indian Tribe	Village of Oak Park	Town of Wake Forest
City of Colton	Town of Hillsborough	Piedmont Police and Fire	Village of Orland Park	County of Buncombe
City of Corona	Town of San Anselmo	Stanislaus Council of Governments	Village of Oswego	County of Cabarrus
City of Coronado	Town of Truckee	UCSF Medical Center	Village of Palos Park	County of Davie
City of Dana Point	Town of Windsor	Alabama	Village of Park Forest	County of Orange
City of Downey	Town of Woodside	City of Pelham	Village of River Forest	Arc of Stanley County
City of Dublin	Town of Yucca Valley	Arizona	Village of Riverside	St. Augustine College
City of Emeryville	County of Butte	County of Maricopa	Village of Westmont	Wake Forest University
City of Escondido	County of Lassen	Connecticut	Village of Wheeling	Eastern Band of Cherokee Indians
City of Fairfield	County of Mariposa	City of Bristol	County of DuPage	Salisbury Rowan Utilities
City of Foster City	County of Mendocino	City of New Haven	County of Peoria	Ohio
City of Fountain Valley	County of Plumas	Groton Police	County of Sangamon	County of Cuyahoga
City of Glendale	County of Riverside	Town of Groton	County of Winnebago	County of Montgomery
City of Glendora	County of San Bernardino	Florida	Addison School District	South Dakota
City of Healdsburg	County of Tuolumne	City of Cape Coral	Batavia Public Library	Rapid City Area Schools
City of Hemet	County of Yolo	City of Deerfield Beach	Batavia Public School District	Texas
City of La Habra	CA-NV American Water Works Association	City of Dunedin	Bloomington School District	City of Cedar Hill
City of La Mesa	Castaic Lake Water Agency	City of Fort Lauderdale	Bunker Hill School District	City of Dallas
City of La Puente	Castro Valley Sanitary District	City of Oakland Park	Champaign County Forest Preserve District	City of Farmers Branch
City of Laguna Niguel	Coachella Valley Mosquito Vector Control District	City of Pompano Beach	Central Community Unit	City of Hutto
City of Larkspur	Cucamonga Valley Water District	City of Port St. Lucie	Indiana	City of Pflugerville
City of Lathrop	East Bay Regional Park District	City of Riviera Beach	The University of Notre Dame	City of University Park
City of Lomita	El Toro Water District	City of Wilton Manors	Indianapolis Public Library	Corpus Christi Fire
City of Menlo Park	Fresno Irrigation District	Collier County Board of County Commissioners	Indianapolis Public Schools	County of Atascosa
City of Mission Viejo	Glendale Water and Power	Idaho	Iowa	County of Denton
City of Montclair	Hayward Area Recreation and Park District	City of Sandpoint	City of Ankeny	Highland Park Police and Fire
City of Moreno Valley	Jurupa Community Services District	Illinois	City of Bettendorf	North Texas Emergency Communications Center
City of Mountain View	Las Virgenes Water District	City of Bloomington	City of Burlington	University of Texas
City of Murrieta	Livermore Area Recreation and Park District	City of Champaign	City of Cedar Rapids	Utah
City of Newark	Mesa Water District	City of Countryside	City of Des Moines	Washington County School District
City of Norco	Midpeninsula Regional Open Space District	City of Crystal Lake	City of New Hampton	Virginia
City of Novato	Newhall County Water District	City of Highland Park	City of West Des Moines	Commonwealth of Virginia
City of Pacific Grove	Novato Sanitary District	City of Joliet	County of Johnson	City of Manassas Park
City of Pacifica	Palmdale Water District	City of Lake Forest	County of Linn	Wisconsin
City of Palm Desert	Ramona Municipal Water District	City of Moline	State of Iowa	City of Appleton
City of Palmdale	Rincon del Diablo Municipal Water District	City of Morton Grove	Burlington Community School District	City of Brookfield
City of Patterson	Rosamond Community Services District	City of Naperville	Cedar Rapids Community School District	City of Eau Claire
City of Petaluma	San Bernardino Municipal Water	City of Oakbrook Terrace	Davenport School District	City of Wauwatosa
City of Piedmont	San Mateo Consolidated Fire District	City of Orland Park	Dubuque Community School District	City of West Allis
City of Pinole	Southern California Coastal Water Research	City of Prospect Heights	Knoxville Community School District	County of Brown
City of Pismo Beach	Sweetwater Authority	City of Rock Island	Mason City School District	County of Kenosha
City of Port Hueneme	Union Sanitary District	City of Rockford	North Scott School District	County of Milwaukee
City of Rancho Cucamonga	Walnut Valley Water District	City of St. Charles	Des Moines Area Community College	County of Waukesha
City of Rancho Mirage	West County Wastewater District	City of Waukegan	Kansas	Village of Hales Corner
City of Redlands		City of Wood Dale	City of Emporia	HDTA Milwaukee
City of Rialto		Village of Arlington Heights	City of Shawnee	Diocese of Madison Catholic Schools
City of Rohnert Park			Michigan	Madison School District
City of Rosemead			University of Michigan	Shorewood School District
City of Sacramento				Whitnall School District
City of Salinas				West Allis School District
City of San Bernardino				
City of San Clemente				
City of San Gabriel				
City of San Jacinto				
City of San Leandro				
City of San Pablo				
City of San Rafael				
City of Seal Beach				
City of Sierra Madre				



Project Description and Scope of Services

Project Background and Understanding

The City of Covina seeks consultant software selection and advisory services to prepare for a new Utility Billing system. The City is seeking a consulting project team to lead the development of a plan to implement a Utility Billing system utilizing best practices, automated workflows, flexible reporting capabilities, project management tools, and other applications suitable for the organization to select software that meets the City's needs now and into the future.

Project Objectives

1. Perform analysis of the existing software solutions and determine requirements for the future "off-the-shelf" system(s)
2. Improve and streamline operational/business processes, including the reduction of manual paper processes and redundant shadow systems
3. Adopt the use of industry best business practices
4. Complete a successful implementation of the system on time and within budget

Utility Billing System Scope (Modules)

CIS/Utility Billing Applications

- Customer Information/Service
- Billing
- Cash Handling
- Service/Work Order Management
- Meter Reading

Integrations/Interfaces and Conversion Requirements

Our experience and practice will allow us to deliver these tasks with added value and benefit. It is important to understand that the process steps and best practices are critical in building a base of understanding to prepare the City for a successful implementation. Throughout our workshops, change management, knowledge transfer, best practices, and realistic expectation-setting are constant themes.



Methodology

Implementing modern enterprise application systems is essential to any Digital Transformation Strategy. Application system improvements start with business process analysis to streamline and eliminate manual and paper-intensive processes, as well as the ability to take advantage of mobility, improved data analytics and reporting, and implementing citizen interaction technologies wherever possible.

Our collaborative approach to software needs assessment, process review, and selection projects shapes. It develops our recommendations and approach, enabling us to tailor each step to fit our client's needs and specifications. We view this as a partnership with the City to improve the enterprise application environment.





Project Coordination and Management

Project Coordination and Management

We will work with the City Project Manager to finalize the project work plan and timelines and arrange communications, logistics, and support. We also provide ongoing project coordination and status updates.

Project Kick-Off and Project Team Development

We conduct a formal Kick-Off Meeting and then work with the Project Manager from the organization to finalize the Project Charter, Communications Plan, and the makeup of the Project Team (Project Management Office or PMO). PMO is a Project Management Institute best practice.

Stakeholder Groups Development

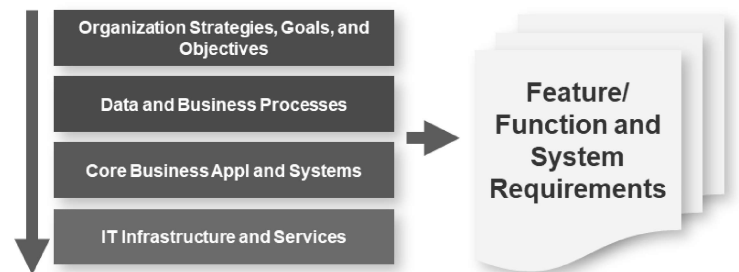
We also assist in developing stakeholder teams, by module, according to enterprise application management and support best practices. These module teams identify process owners, power users, users with analyst and ad hoc report-writer skills, module leads, and other cross-functional project team members. This is critical to defining roles and responsibilities and engaging departments to take an active ownership role in their business processes and the new system that will become the backbone of those processes.

Task 1 Deliverables

- ♦ Project Management Office Setup
- ♦ Project Plan
- ♦ Communications Plan
- ♦ Timelines
- ♦ Kick-Off Meeting
- ♦ Stakeholder Teams Development
- ♦ Executive/Project Status Reports

Phase 1: Assessment and Business Process Reviews

We utilize a collaborative approach to perform the assessment and determine the needs and requirements of the City. In this process, engaging end-users, support staff, management, and elected officials (if requested) ensures everyone has an active role in identifying the unique requirements of the City. This results in enhancing user and management buy-in, which is critical to the success of an implementation project.



Information Requests and Background Analysis

We obtain and analyze the following background information, as available:

- Organization charts
- Documented processes
- Key reports
- Forms and correspondence
- All utilized software and systems
- All utilized software and systems interfacing with other functions
- Other applicable information

Task 2 Deliverables

- ♦ Questionnaire and Information Requests
- ♦ Process Review Workshops
- ♦ New System Requirements Documentation
- ♦ Process Review and Workflow Documentation
- ♦ Assessment and Recommendations Report



Business Process Review and Requirements Interview Workshops

We meet with the Module Stakeholder Teams to review existing manual and automated systems and operations, including any custom-developed, work-around systems and processes to identify and uncover current and future needs. Our scope includes process reviews of As-Is and To-Be functionality, with deliverables focusing on feature/function requirements of the replacement system for inclusion in an RFP process.

System Requirements Documentation

We review information gathered during the interview process and develop specifications for all functional and data system requirements (features/functions). Most deliverables will be provided in MS Word, Excel, and PowerPoint. We will ask the Core Project Team to review and suggest modifications to all our deliverables throughout the project. All final deliverables will be a collaboration between ClientFirst and the Core Project Team through workshop reviews, prioritizations, document edit suggestions, and final decisions on recommendations.

Phase 2: Develop Request for Proposals (RFP)

Preliminary Vendor Research

We will prepare a list of pre-screened information system vendors and their contact information. Our objective will be to identify vendors specializing in government agencies with applications for future system needs already being used in live production.

Review and Assist in Development of Request for Proposals (RFP) with Electronic Response Forms

We create criteria, business objectives, and instructions documentation for developing RFP documents with Electronic Vendor Response Forms that thoroughly compare all qualified vendors. We generate the following document materials, as applicable:

- Application Software: Processing and Reporting Requirements
 - ♦ Average Processing Volumes
 - ♦ Conversion Requirements
 - ♦ Interface Requirements
 - ♦ Other Application Considerations
- Systems Software
 - ♦ Operating System
 - ♦ Languages
 - ♦ Productivity Tools
 - ♦ Database
 - ♦ Other Systems Software
- Hardware
 - ♦ Platform Architecture Preferences
 - ♦ Service and Support Requirements
 - ♦ Other Technical Requirements
- Documentation
- Technical and User Training
- Other Required Proposal Elements
 - ♦ Vendor Instructions
 - ♦ Pre-Formatted Total-Cost-of-Ownership Forms:



- Acquisition Costs
- Maintenance Costs
- Other Relevant Cost Considerations
- ♦ Vendor-Related Information:
 - Number, Type, and Size of Users
 - Financial Condition
 - Support SLAs
 - Implementation Approach
 - Other Vendor Considerations

Issue RFP and Facilitate Vendor Response Activities

We assist in communicating with vendors according to appropriate procurement requirements while preparing their proposals. Written questions and answers are utilized to answer and respond to information requests.



Phase 3: Vendor Proposal Evaluation and Finalist Vendor Selection

Vendor Proposal Evaluations

We obtain any additional information necessary to analyze and evaluate proposal responses. This ensures that vendors can provide the desired services. We will provide a Summary Vendor Proposal Analysis. We also work with the module/functional area teams to review the software vendors' noncompliant feature/function responses and the negative impact they will have on actual business operations. Prioritizing the vendor's weaknesses at this level differentiates the vendor's ability to be a close fit for the agency's desired process improvements.

Analysis Results Workshop

ClientFirst conducts a workshop, including analyzing vendor responses with the Core Project Team and Module Stakeholder Team leads. The analysis will include vendor side-by-side comparisons of functionality, customer base, references, technology, and pricing.

Develop Demonstration Documents

We prepare agendas with guides ("scripts") for vendor demonstrations to be sent to the vendor for their preparation. We will assist the City in preparing additional examples and scripts where necessary.

Task 4 Deliverables

- ♦ Preliminary Vendor Proposal Analysis Report
- ♦ Detailed Vendor Comparison Analysis Matrix
- ♦ Vendor Short-List Workshop
- ♦ Demonstration Agenda and User Evaluation Forms
- ♦ Reference Checking / Site-Visit Evaluation Forms
- ♦ Post Demonstration Due Diligence Follow-up Matrix

Reference and Site-Visit Forms Preparation

We prepare forms to be used by Project Team members to conduct finalist reference checks and prepare a Site-Visit Form for City personnel to use during site visit(s).

Facilitate Vendor Demonstrations

The software demonstrations should address all key and pertinent requirements the organization defines.

The organization's personnel will evaluate the vendor demonstrations using Demonstration Evaluation Forms. These forms use a rating system to assist with the comparison of vendors. These forms also assist in identifying the specific strengths and weaknesses of each vendor from the agency's staff perspective.

Post-Demonstration Reference Checks, Site Visits, and Due Diligence/Follow-Up

We assist with due diligence of the vendor finalist, including the management of post-demonstration follow-up issues, as needed. Follow-up issues may include, but are not limited to:

- Memoranda regarding follow-up requirements
- Vendor communications
- Conversion and potential modification issues
- Facilitation of additional demonstrations
- Reviewing hardware requirements
- Site-visit preparation assistance and site-visit checklists



Facilitate Final Vendor Selection

ClientFirst meets with the City's Project Team to facilitate discussion and finalize the vendor selection. The Vendor Demonstration Evaluations, additional analysis, and potential risk issues will facilitate finalist selection.

Phase 4: Implementation Plan Review and Contract Negotiations

Implementation Plan (SOW) Review

We work with the agency and vendor to review the statement of work (SOW), which includes the implementation plan, project management team, resource requirements, vendor-versus-agency staff responsibilities, and timelines.

Contract Review and Negotiation Assistance

ClientFirst assists with contract review and negotiation assistance (in a non-legal capacity). We assume contract review and negotiations with a single primary vendor. Additional required and/or requested hours will be billed on a pre-approved, time-and-materials basis.

ClientFirst approached projects with a good strategy and delivered real-world insights and suggestions for solutions.

—Assistant IT Director
Software Selection

When ClientFirst sees a unique situation, they don't try to dictate a response based on previous experiences. ClientFirst is open to listen and find creative solutions.

—IS Director
Software Selection



Step	Utility Billing Software Selection Assistance	Estimated Timeline Week(s)	Total Billable Hours	Jamie/ David	Janet
5	Business Process Review and Requirements Workshops - Meet with module teams to review existing manual and automated systems and operations, including any custom-developed workaround systems or processes. Change management and best practices for vendor selection and implementation preparation will be addressed throughout all workshops. Workshops will also identify deficiencies in current process and establish expectations or improved design and efficiencies in a modern Utility Billing solution.	5-6			
	CIS/Utility Billing Applications				
	Customer Information/Service		3	1.5	1.5
	Billing		2	1	1
	Cash Handling		2	1	1
	Service/Work Order Management		2	1	1
	Meter Reading		1	0.5	0.5
	Integrations/Interfaces and Conversion Requirements		1	0.5	0.5
6	System Requirements Documentation - Review information gathered during the process reviews and develop system requirement specifications.	6-7	20	12	8
7	System Requirements and Documentation Revisions - Incorporate and revise the process review and requirements specification documents by incorporating feedback from the organization, following the organization's review of materials.	7-8	6	4	2
Phase 3 - Develop Request for Proposals (RFP)		6-10			
8	Preliminary Vendor Communication/Research - In the preliminary vendor communication/research, we will prepare a list of pre-screened information system vendors and their contact information based on the assessment process and new system requirements. Our objective will be to identify vendors specializing in government agencies that have applications for future needs that are already in use in the industry.	6-7	4	4	
9	Develop Request for Proposals (RFP) Documents - We will prepare draft Request for Proposal (RFP) documents with Electronic Response Forms. Assumes a single RFP and process for all software modules. Agency responsible for RFP finalization and distribution. Additional RFPs will require a change order. RFP will include, but will not be limited to, the following: Formatted to receive proposals for SaaS/cloud and on-premise proposal options, including required infrastructure of each option (new system hardware, network, system software, and workstation requirements) Detailed implementation service requirements Migration or conversion from existing to new system (cost and timeline)	7-8	18	12	6
				Included	Included
				Included	Included
				Included	Included



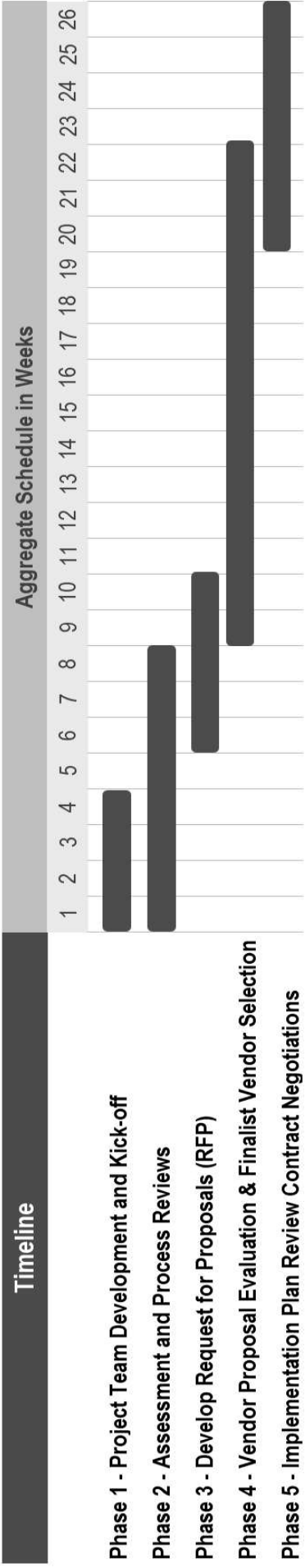
Step	Utility Billing Software Selection Assistance	Estimated Timeline Week(s)	Total Billable Hours	Jamie/ David	Janet
	Review of system and technical specifications			Included	Included
	Training cost and schedule			Included	Included
	Implementation estimated costs and timelines			Included	Included
10	RFP Issuance and Facilitate Vendor Response Activities - Assist the Agency in issuing the RFP, and facilitate pre-proposal vendor response activities, including: Manage vendor questions and answers during established proposal response timelines. If necessary, assist with required RFP addenda.	9-10	4	2	2
Phase 4 - Vendor Proposal Evaluation and Finalist Vendor Selection					
11	Vendor Proposal Evaluations - Analyze and evaluate proposal responses. Provide an initial Summary Vendor Comparison Worksheet and Vendor Executive Summary Analysis Memorandum.	14-15	16	4	12
12	Vendor Analysis Workshop to Determine Vendor Finalists (Shortlist) - Conduct an analysis results workshop that includes the review of the Vendor Comparison Worksheet and Vendor Executive Summary Analysis. We will use a Finalist Decision Guide to conduct this workshop and determine a vendor shortlist.	16	4	2	2
13	Develop Demonstration Documents, Agenda, and Coordination - Develop demonstration documents, including preparing an agenda and demonstration scripts or guides for vendor demonstrations. These will be sent to vendor finalists for their advance preparation. Also, prepare Vendor Demonstration Evaluation Forms for use by all participating Agency staff during demonstration sessions. We will also prepare a form to be used by Project Team members to conduct finalist reference checks and/or calls and prepare a Site-Visit Form for Agency personnel to use during site visit(s).	9-10	8	4	4
14	Facilitate Vendor Demonstrations - Assist the Agency in scheduling demonstration dates and facilitate initial vendor demonstrations to ensure pertinent requirements are addressed. Agency personnel will evaluate vendor demonstrations using Demonstration Evaluation Forms. These forms use a rating system to assist with the comparison of vendors. Hours estimate based on three vendors at one day each. Additional vendor demonstration assistance will require a change order and will be billed on a pre-approved time-and-materials basis.	17-20	30	6	24
15	Post Demonstration/Visit/Reference Check Due Diligence and Follow-Up - Assist with additional finalist vendor(s) follow-up issues and due diligence. This may include additional demonstrations, Q&A facilitation, reference checking, site-visit assistance, etc. Additional required and/or requested hours will be billed on a pre-approved time-and-materials basis.	18-22	16	12	4
16	Facilitate Final Vendor Selection - Conduct a meeting with the Agency's Project Team to facilitate discussion and finalize the vendor selection. The Vendor Demonstration Evaluations, in combination with additional due diligence analysis, will be used to facilitate the selection of a finalist.	18-22	4	2	2



Step	Utility Billing Software Selection Assistance	Estimated Timeline Week(s)	Total Billable Hours	Jamie/ David	Janet
Phase 5 - Implementation Plan Review Contract Negotiations					
17	Implementation Plan (SOW) Review - Work with the Agency and the selected vendor to review and finalize Statement of Work, Implementation Schedule/Plan, Project Management Office, resource requirements, and timelines.	20-26	8	6	2
18	Contract Review and Negotiation Assistance - Assist with contract review and negotiation assistance (in a non-legal capacity). Assumes contract review and negotiations with a single primary vendor. Additional required and/or requested hours will be billed on a pre-approved time-and-materials basis.	20-26	18	18	
		Hours	207	119.5	87.5
		Rates		\$ 225	\$ 205
		Average Hourly Rate	\$ 217		
		Fees	\$ 44,825		
		Travel and Related Expenses (not to exceed 14%)	N/A		
		Total Project Costs	\$ 44,825		

Estimated Project Timeline

The timeline below illustrates ClientFirst's estimated schedule for each project phase.



Note: Timelines depend upon City staff's ability to schedule promptly and review requested information and documentation. Delays to any steps by City staff or vendors can impact the project timeline.



Project Start

We can begin the initial activities related to this project, such as project coordination and scheduling, within 1-2 weeks of finalizing an agreement regarding this proposal.

Scope Changes and Management

Alternative scope changes and fee adjustments are possible and depend on specific project needs, staff resources, and capabilities. Minor changes to the scope and methodology stated above will not result in a change in our fees.

If the nature or scope of our work should change significantly during the project, we will discuss such matters and their effect on our fees and obtain written approval before proceeding.

Payment Terms

We invoice monthly as work proceeds. ClientFirst will provide a detailed accounting of all consulting time and expenses on the invoice. Payments are due within 30 days of receipt via check or ACH.

Additional Services/Purchases by Other Seeking Public Agencies

ClientFirst acknowledges that other public agencies may seek to "piggyback" under the same terms and conditions of a resulting similar services contract and/or purchases being offered in this contract or proposal. ClientFirst can agree or disagree to allow contract piggybacks on a case-by-case basis. ClientFirst agrees to extend the same pricing, terms, and conditions as stated in this contract or proposal to every political entity, special district, and related non-profit. It is understood that other entities shall make purchases in their name, make payments, and be liable directly to ClientFirst. The agency shall not be involved or responsible to ClientFirst for other entities' purchases.



References



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Appendix 1 – Case Studies

The following case studies are California agencies that ClientFirst has worked with to transform their technology environments digitally. These case studies began with Technology Master Planning. The cities' technology governance and commitment at all levels, including city councils, has since resulted in significant digital transformation that has improved internal business department processes, management decision-making, transparency, citizen services, and citizen engagement. Also separately is a sample Information Technology Plan recently completed for another California municipality.



City of Rancho Mirage

Project Background

ClientFirst started with a citywide Technology Master Plan. We also jointly presented these transformation efforts at the annual California Society of Municipal Finance Officers (CSMFO) conference. Also, see the attached published article on the City's digital transformation efforts, *City of Rancho Mirage Published Digital Transformation Article*.

Other following projects have included:

- Enterprise Software Needs Assessment
- ERP Selection and Contract Negotiations
- EDMS Needs Assessment Services
- Technology Master Planning
- IT Organization Improvement Assistance
- Audio Visual System Design, RFP, and Implementation Oversight
- Contract Management Process Review and Improvements
- Disaster Recovery Planning Services
- Cybersecurity Assessment and Risk Mitigation
- Electronic Mail Implementation Consulting Services
- IT Management Mentoring and Advisory Services
- Wireless Network Design – Amphitheater, Library, Park Spaces
- Network Improvement Vendor Procurement
- Work Order/Asset Management Preliminary Assessment

Description of Services Performed and Outcomes

ClientFirst developed a Technology Master Plan to address City's desire to securely integrate and automate business applications. This project included working with ongoing City Council sub-committee. ClientFirst presented the Plan to Council, and Council approved funding of the plan. ClientFirst worked with City staff to upgrade technology infrastructure, resident connectedness, and applications improvement and integration. The Master Plan also included a comprehensive analysis of the IT human resources to ensure the City had the resources to maintain existing technology, implement new technology projects, and maintain the environment that would be put in place as part of the implementation of the Technology Master Plan. A significant piece of the future IT organizational structure included increased business analyst talent to help implement and support critical enterprise applications.

ClientFirst assisted with the ERP system selection, which was concluded on time and within budget. Departmental assistance was also provided for selecting a new Contract Administration system.



Technical assistance was provided for the development of a Disaster Recovery Plan. ClientFirst worked with Departments to develop a prioritized recovery plan that met the needs of the City.



City of Piedmont

Project Background

ClientFirst started with a citywide Technology Master Plan and has continued to assist the City in transforming the City and City operations digitally. Projects have included:

- ERP software selection and business process improvement analysis
- ERP software implementation project management
- Land Management Assessment & Improvement Plan
- Ongoing Land Management process improvements and systems maintenance
- Public Safety Scheduling and Time and Attendance Selection and Implementation Project Management
- Technology Plan development and successful funding
- Technology Plan management, annual plan updates, and Council updates on the status of the plan
- Fiber optic systems upgrades
- Ongoing Technology Governance Committee participation as their senior IT advisor
- CAD/RMS vendor strategy and roadmap upgrade
- Wide area network improvements
- Initial IoT wireless network deployment
- Cloud computing strategy analysis
- Public Safety Verizon Private Cloud analysis, implementation, and resiliency
- Cybersecurity Incident Response
- Telecommunications System Design and Procurement Management
- Website constituent survey, redesign, and social media rollout
- Coordination of 5G cellular tower, including Council briefings
- Cybersecurity improvement and roadmap and Cybersecurity Council briefings
- Hyperconverged system selection and project oversight

Description of Services Performed and Outcomes

Digital transformation has been a key strategy of the City of Piedmont's Council. This was initiated with the selection of ClientFirst to develop a Technology Strategic Plan in conjunction with a Citizen Advisory Committee. Unsurprisingly, as a Bay Area community, the Citizen Advisory Committee has strong technologists, including the first US employee of Skype (now an "angel investor"). ClientFirst collaborated with the Citizen Advisory Committee to develop and prioritize the Plan and then jointly presented the Plan and budget to the Council. ClientFirst continues to oversee the plan's implementation as the City's technology advisor, presenting ongoing updates to the Council.

ClientFirst is also the primary technology consultant for the City, assisting with implementing recommended initiatives, including best practices, departmental applications, smart technologies, civic engagement, IT infrastructure, day-to-day IT staffing and operations, cybersecurity, and communications.

Before the plan, the City's overall systems were largely siloed, legacy, and end-of-life. Some previously implemented systems were implemented in a manner that provided little opportunity to take advantage of the improved technology. Automation was limited, and resident services



were mostly manual, with limited use of technology to automate business processes. Overuse of shadow systems and manual processes was still the norm.



Mendocino County

Project Background

ClientFirst started with a County-wide Technology Master Plan and Roadmap to digitally transform the County and its operations. Other following projects have included:

- ERP Business Process Review and Improvements
- Tax Billing and Assessment Implementation Project Management
- Justice Software Implementation Management
- Software vendor contract negotiations – multiple systems
- Procurement Business Process Review and Improvements
- Budgeting Process Improvements
- Cannabis Permit and Licensing Process Improvements Efficiency Study
- Technology Plan development and funding
- Technology Plan management and semi-annual plan updates in conjunction with mid-year and annual Board of Supervisors budget workshops
- Initial risk mitigation projects to increase the resiliency of critical systems
- Emergency Operations Center redesign and refresh of EOC technology and equipment (Phase 1 & 2)
- Public Safety Cabling and Fiber Optic Improvements
- Public Safety and Radio Data Center Space Planning
- Detailed public safety County-wide radio assessment, cost analysis, and successful funding request
- Fiber Optic Systems Upgrades
- Point Arena Radio & Microwave Project Management (Improved Public Safety Radio Resiliency)
- County-Wide Radio and Broadband Upgrade Project Management
- Property Tax System Assessment and Project Restart
- Property Tax System Implementation Oversight
- Cannabis Permits & License Business Process Review and Improvements
- Cannabis E-Permitting
- Cybersecurity Roadmap and Board Presentation
- Network Upgrade RFP & Project Management Assistance
- IT Strategic Advisory Services
- IT staffing and staff roadmap to support digital transformation and Board goal of increased efficiency



Description of Services Performed and Outcomes

ClientFirst was initially engaged to develop a multi-year Technology Master Plan and Roadmap. The initial five-year plan is budgeted at over \$20 million. The initial assessment also uncovered several high-risk areas. County management placed the project on hold but immediately allocated \$605K to mitigate many high-risk items. ClientFirst provided oversight and project management services to implement these risk mitigation measures. The Board appropriated \$1MM for Phase 1 projects and has subsequently appropriated over \$1MM every six months for additional project work. ClientFirst provides oversight for approximately twenty-five Technology Master Plan projects. ClientFirst also manages the Master Plan budget and project portfolio, with project additions and subtractions based on Board and Executive Office priorities.

In addition to managing the Technology Master Plan, ClientFirst provides detailed project management and vendor selection assistance for various projects. Implementation assistance is provided to augment staff for critical or high-profile projects such as E-Permitting (now implemented for about 65% of permit types), Cannabis business process improvements, public safety and emergency operations projects, preparations and replacement of a fragile end-of-life tax system, and others.

Also, ClientFirst and Mendocino County jointly presented at the California Society of Municipal Finance Officers (CSMFO) on process improvements resulting from these digital transforming projects.



Appendix 2 – City of Rancho Mirage Published Digital Transformation Article

ClientFirst has assisted the City of Rancho Mirage with various Technology Projects, starting with a citywide Technology Master Plan and Roadmap to transform the City and its operations digitally. The City published the following article to showcase these digital transformation improvements. ClientFirst also jointly presented these transformation efforts at the annual California Society of Municipal Finance Officers (CSMFO) conference.

RMINSIDER

Fall 2018 / Official publication of the City of RANCHO MIRAGE, California

Staying Connected

Rancho Mirage Moves Forward With Master IT Plan

by June Allan Corrigan



Technology — what would we do without it? Now deeply ingrained in our culture, it enables us to access information with a mere swipe or tap. It streamlines an infinite number of once onerous tasks. Still, in spite of the obvious advantages, many people would counter there's a definite yin-yang element to proceedings. As our dependency on technology only continues to increase, so does the specter of irretrievable data loss, not to mention the very real dangers of cybercrime. Never one to be left behind, the City of Rancho Mirage is committed to staying up-to-date with current technological advances. Yet it does so with mindful intent — the same way the City approaches every endeavor it undertakes. You can rest assured that with every technological step forward the City safeguards the preservation of the personal approach to customer service, never losing sight of the value of in-person communication.

Careful Planning



In 2015, the City of Rancho Mirage retained the services of a leading technology consulting group that specializes in government. A team of professionals came in and analyzed the state of technology in the City as a whole. Their focus included examining existing hardware and network infrastructure, applications, and business systems — all in a bid to improve information technology (IT) environments so they can better serve the needs of the City. The consultants identified, prioritized, and recommended projects the City should embark upon, and they consolidated all of their findings in a five-year IT Master Plan.

One phase of the five-year IT Master Plan destined to positively impact both City staff and residents is a new Enterprise Resource Planning (ERP) system. An ERP system aids the flow of internal business processes and allows for communication between City departments and its internal functions and data. The City of Rancho Mirage's current ERP system is 20 years old, and implementation of its new form is currently underway. The upgraded ERP system is ushering in upgrades like paperless invoicing guaranteed to significantly reduce processing time. Electronic timesheets will simplify matters for employees and the payroll department alike. Meanwhile, the City's permitting process will soon be streamlined. And citizens will be able to check a permit's status remotely and pay online.

Safe & Secure

While it is exciting to get on board with the latest technological advances, one of the City's primary concerns is keeping data secure. A significant portion of the five-year IT Master Plan centers around security systems and practices, including a disaster recovery plan designed to protect City systems and data. "We've implemented systems and multiple layers of security to protect ourselves as well as residents who share their data with us," says Jason Jaurigue, the City's Senior IT Manager. "We perform routine backup procedures so in the event something does happen, we always have a backup of our data that is secure. Additionally, everyone who works for the City has to be trained on security so it's a team effort to identify potential threats."

Government 2.0

These days it isn't enough to simply inform residents that City information is available to them. Some may be aware of the fact, others not, but the goal should always be to harness new technologies and share information in a creative way so the public can access it in whatever manner they choose. This is yet another tenet of the five-year IT Master Plan recommended for Rancho Mirage — one that will soon manifest itself in a freshly designed City website as well as the launch of a new City app! "A City app is another platform for us to communicate with our residents and visitors," City Manager Isaiah Hagerman says. "Some people may be signed up for our e-blasts, others may read the *R/M Insider* cover to cover. Some people may come to City Council meetings, others may watch RMTV. One of my goals moving forward is to always make sure we're communicating with our residents as effectively as possible."

The new City app aims to make information readily accessible to Rancho

Mirage residents. "We want an app that engages the citizen so they'll know what is going on in the community," Jaurigue says. "If there's an accident or construction ahead, we want to be able to alert the community. If they want to reach out to City Councilmembers, the app will provide contact information." The app will also share highlights of City Council meetings including links to charts and graphs to better illustrate Council decisions. Of course, the app will be a perfect vehicle to get the word out about events happening around the City — whether it's Art Affaire kicking off the season in November, upcoming concerts at the outdoor amphitheater, or the wide variety of programming available at the Rancho Mirage Library & Observatory. The new, user-friendly City app will keep everyone in the loop!



Delving Deeper

The five-year IT Master Plan includes an initiative to augment the City's Geographic Information System (GIS), or mapping software. A 2016 update to the City's General Plan included the development of a Public Web App which allows residents and staff to access parcel, property, and zoning information on a GIS-based tool. Its development was the first part of a long-term strategy to make GIS technology more accessible to the public. The GIS-based tool is housed on the City's website under the Planning department. "Residents can type in their property address, zoom down to their parcel, and examine a series of layers, such as zoning and flood plain information," explains Jeremy Gleim, the City's Development Services Director.

Ongoing GIS software enhancements will benefit both City staff and residents. The City will be able to consolidate several software programs into the GIS-based format, which will enhance productivity and efficiency. "Eventually we will have a fully integrated city-wide GIS program where people can apply for building permits and other kinds of permits online. They will even be able to submit project plans online. That is the direction we're headed. These technological improvements will create a more sustainable and streamlined workflow plus increased accessibility for residents," says Gleim.

Moving forward, the City will continue to expand GIS mapping capabilities and will add layers to the map as projects allow. For example, the new and broader GIS system will be able to indicate existing as well as proposed telecommunication fiber networks around the City. "We're investing in our infrastructure. We want to be able to show our citizens and businesses coming in — this is the current fiber network in Rancho Mirage, and these are the areas where we are planning on improving coverage," says Jaurigue. "It's all about customer service and streamlining the business process by providing whatever information is needed."

A Pledge

As the City strives to implement initiatives recommended in the five-year IT Master Plan, security systems and practices will always factor prominently in proceedings. The paper trail that was emblematic of old ways of doing business is giving way to a

cloud-based system. The City of Rancho Mirage is on board, considering it essential to embrace technological advances to support the work of the City and the needs of its citizens. Rest assured that as the City moves forward, it remains ever mindful of its responsibility to keep all data safe and secure.

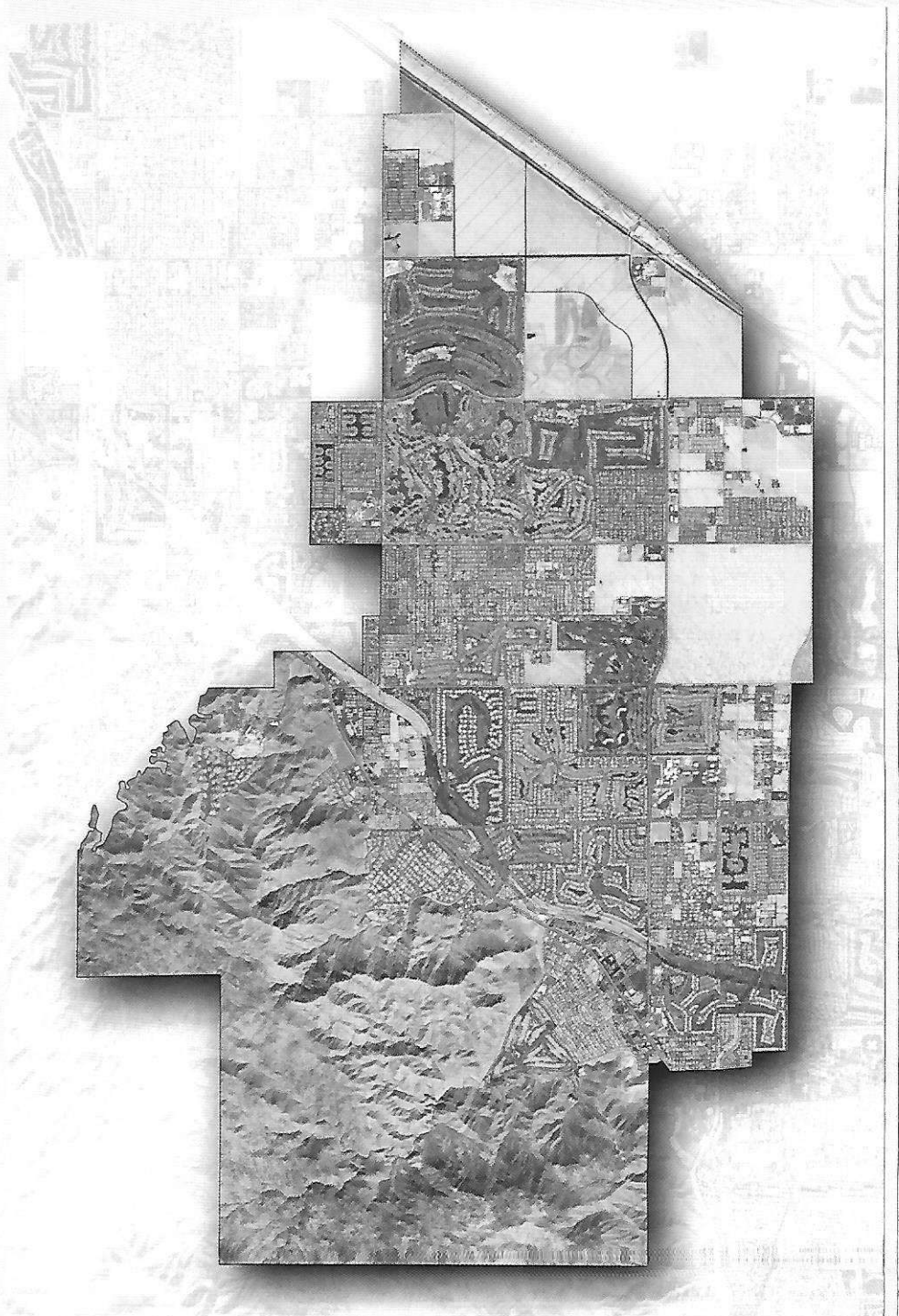


Image shows Rancho Mirage Land Use & Zoning Map, which is available on the City's new GIS-based web application.



CC Regular Meeting

AGENDA ITEM REPORT

Meeting: June 3, 2025

Title: Establishment of Post-Employment Health Savings Plan (PEHP) through Nationwide Retirement Solutions for Police Management Group (PMG) Effective June 3, 2025; and Side Letter Agreement between the City/PMG

Presented by: Christopher Marcarello, City Manager
Joanna Espinosa, Human Resources Manager

Recommendation: 1. Adopt Resolution CC 2025-63, to establish a Post-Employment Health Savings Plan (PEHP) through Nationwide Retirement Solutions for the Police Management Group (PMG) as set forth in City/PMG Memorandum of Understanding (MOU) dated July 1, 2024 – June 30, 2028.; and
2. Authorizing the City Manager to execute a Side Letter Agreement between the City of Covina and the Police Management Group (PMG), revising Article 14.4.D.

EXECUTIVE SUMMARY:

The Resolution authorizes the City Manager to establish a Post-Employment Health Savings Plan (PEHP) with Nationwide Retirement Solutions to comply with the current Memorandum of Understanding (MOU) between the City and Police Management Group (PMG). The PEHP enables qualified PMG employees to transfer ninety percent (90%) of their accrued sick leave at retirement to a retiree health savings account (within applicable IRS regulations and limitations), at the current base hourly rate, to be used for qualifying medical expenses during retirement. The terms and provisions of the PEHP program were negotiated in the current MOU between the City and PMG. In recent months, with the pending retirement of existing PMG members, staff worked with Nationwide Retirement Solutions, who is the City's current provider for 457(b) and 401(a) plans, to set up the new plan.

BACKGROUND:

On June 18, 2024, the City Council approved a new four (4) year Memorandum of Understanding between the City and Police Management Group (PMG). The PMG is a small bargaining group, representing sworn Police employees in the classifications of Captain and Lieutenant. As a means of encouraging sworn officers to preserve sick leave-related banks, the City and PMG negotiated a new provision for the cash out of unused accrued sick leave at retirement. By establishing a retiree health savings plan, PMG members now have the ability to transfer ninety percent (90%) of their accrued sick leave at retirement to a retiree health savings account at their current hourly base rate of pay (Section 14.3-D).

These accounts, also known as Post-Employment Health Savings Plans (PEHPs), enable retired employees to set aside money, on a tax-free basis, for future qualifying medical expenses during retirement. These expenses include medical insurance premiums and out-of-pocket medical costs, including prescription drugs, co-pays, eyeglasses and other medical expenses. PEHP is a tax-exempt voluntary employees' beneficiary association (VEBA) trust, which provides employee benefits authorized by IRS Code Section 501 (c)(9).

In recent months, the City contacted Nationwide Retirement Solutions, the current provider for the City's 457(b) and 401(a) plans, to set up the new PEHP plan. Nationwide has an existing program to address the City's needs and comply with the provisions of the City/PMG MOU, as well as IRS regulations.

Furthermore, the City and PMG have met and conferred and agree to revise the language set forth in the PMG MOU (Article 14.4 D) to ensure compliance with IRS regulations and limitations.

DISCUSSION:

Staff recommends adoption of the Resolution to establish and implement the PEHP plan for the PMG group; and approve Side Letter.

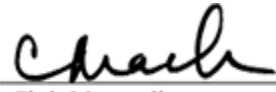
FISCAL IMPACT:

None.

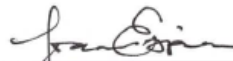
CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Not applicable.

Respectfully submitted,



Chris Marcarello
City Manager



Joanna Espinosa
Human Resources Manager

RESOLUTION CC 2025-63

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA,
CALIFORNIA, ESTABLISHING A POST-EMPLOYMENT HEALTH
SAVINGS PLAN FOR POLICE MANAGEMENT GROUP EMPLOYEES**

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 of Covina negotiates and formally adopts Memoranda of Understanding with its various employee bargaining units, and has currently in effect a Memorandum of Understanding between the City and Police Management group with a term of July 1, 2024 through June 30, 2028;

WHEREAS, the terms of said Memorandum of Understanding between the City and Police Management Group require the establishment of a Post-Employment Health Savings Plan for unit employees who wish to designate a portion of their unused accrued sick leave to said plans at the time of retirement (Section 14.3-D);

WHEREAS, the City Council of Covina appointed the City Manager, and any City staff he/she may designate to assist him/her in that role, as the administrator of all benefit plans, including 457(b) and 401(a) defined contribution plans and post-employment health plans for the benefit of the City’s eligible employees, with responsibility for the administration, assets and investments of the Plans; and

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

SECTION 1. The City Council does hereby authorize the City Manager to establish a Post-Employment Health Savings Plan (PEHP) through Nationwide Retirement Solutions for the Police Management Group (PMG) as set forth in City/PMG Memorandum of Understanding (MOU) dated July 1, 2024 – June 30, 2028 effective June 1, 2025.

SECTION 2. The City Clerk shall certify to the passage and adoption of this resolution and the same shall thereupon take effect and is in force.

APPROVED and PASSED this 3rd day of June 2025.

City of Covina, California

BY: _____
VICTOR LINARES, Mayor

ATTACHMENT A

ATTEST:

FABIAN VELEZ, Chief Deputy City Clerk

CERTIFICATION

I, Fabian Velez, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution CC 2025-63 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 3rd day of June 3, 2025, by the following vote:

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

Dated:

FABIAN VELEZ, Chief Deputy City Clerk

SIDE LETTER OF AGREEMENT
BETWEEN
THE CITY OF COVINA
AND
THE POLICE MANAGEMENT GROUP

This Side Letter of Agreement (“Agreement”) between the City of Covina (“City”) and the Police Management Group (“PMG”) (collectively “Parties”) is entered into with respect to the following:

WHEREAS, on June 18, 2024, the City Council approved a Memorandum of Understanding (MOU) between the City of Covina and the Police Management Group which took effect July 1, 2024; and

WHEREAS, Article 14.4 D (Payout of Accrued Sick Leave Upon Separation or Retirement) of the PMG MOU establishes options for payout of accrued sick leave upon separation or retirement; and

WHEREAS, effective July 1, 2024, per the terms of the approved Memorandum of Understanding, the Parties agreed to allow employees who retired from the City to contribute up to 90% of 800 hours of accrued sick leave into a retiree health savings account; and

WHEREAS, the Parties met and conferred to modify the existing language to ensure that the established retiree health savings account provisions are in compliance with applicable IRS regulations and limitations; and

WHEREAS, the Parties met and conferred and agree to revise the language set forth in the Parties’ Agreement; and

THEREFORE, the Parties hereby agree to the following:

Article 14.4 D of the PMG MOU shall be revised as follows:

D. For Employees Retiring from the City Only (New)

Effective July 1, 2024, employees retiring from the City will have ninety percent (90%) of accrued sick leave transferred into a Retiree Health Savings/Reimbursement Account (within applicable IRS regulations and limitations) at his/her then current base hourly rate. The maximum accrued sick leave that can be utilized is one thousand (1,000) hours. For example, an employee with 1,000 hours accrued would receive 90% of his/her accruals, or 900 hours. Any remaining balance will be transferred into the city’s 457(b) plan up to

the annual IRS limit, if available. Any remaining balance may be cashed out or utilized for PERS Service Credit at the employee’s discretion.

This benefit shall be forfeited in any individual case of disciplinary termination.

Parties agree to meet and confer to discuss amendments to the portion of accrued sick leave that is converted into a retiree health savings account.

All other terms of the PMG MOU remain in effect for the term of the MOU.

This side letter shall become effective June 1, 2025, retroactive to July 1, 2024, and only upon City Council approval.

FOR THE CITY OF COVINA

Chris Marcarello
City Manager

Date

FOR THE POLICE MANAGEMENT GROUP

Ryan Davis
Police Captain

Date

Antonio Zavala
Police Lieutenant

Date



CC Regular Meeting

AGENDA ITEM REPORT

Meeting:	June 3, 2025
Title:	Consideration of Resolutions Authorizing Annexation of Territory to City of Covina Community Facilities District No. 2007-1 (Public Services) (Annexation No. 37), and to Call and Hold a Special Election (270 West Dexter Street, Covina)
Presented by:	Brian K. Lee, AICP, Deputy City Manager/Director of Community Development
Recommendation:	<ol style="list-style-type: none">1. City Council to open the public hearing and consider public testimony and close the public hearing; and2. Adopt Resolution CC 2025-46, authorizing the annexation of territory to Community Facilities District No. 2007-1 (Annexation No. 37) and authorizing the levy of a special tax and submitting the levy of tax to the qualified electors; and3. Adopt Resolution CC 2025-47, calling a special election and submitting to the voters of Annexation No. 37 of City of Covina Community Facilities District No. 2007-1 (Public Services), propositions regarding the annual levy of special taxes within Annexation No. 37 to finance public services, and the establishment of an appropriations limit; and4. Adopt Resolution CC 2025-48 making certain findings, certifying the results of an election and adding property to Community Facilities District No. 2007-1 (Public Services), Annexation No. 37.

EXECUTIVE SUMMARY:

At the April 15, 2025, City Council meeting, the Council adopted the boundary map showing territory proposed to be annexed as Annexation No. 37, and declared its intention to authorize the annexation of that territory to Community Facilities District (CFD) No. 2007-1 (Public Services).

The purpose of the CFD is to finance the public safety and park services that are provided to the territory within the District beyond that provided by the City generally. In Fiscal Year 2024-2025, it has been determined that the cost of these services, for each additional multi-family residential unit, will be \$645.38 per year. This program has been conceived with the intention that all future residential development, which results in a net increase of non-exempted residential units, would be required to annex to the CFD. The project at 270 West Dexter Street, Covina will have a new multi-family residential duplex. The special tax will be applicable to the new multi-family residential duplex in Annexation No. 37.

DISCUSSION:

The purpose of the public hearing is to 1) authorize the annexation of territory to the CFD (Annexation No. 37); 2) call and hold an election of property owners within the CFD, and 3) authorize the levy of a special tax within Annexation No. 37 to the CFD. The related resolutions are hereby presented to the City Council, pursuant to the Conditions of Approval for the new multi-family residential duplex to be built at 270 West Dexter Street, Covina, California.

Pursuant to the Conditions of Approval for development of a multi-family development at 270 West Dexter Street, Covina, the applicant 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 opted to annex into the CFD. Under the proposed CFD, in Fiscal Year 2024-2025, any newly constructed, non-exempted multi-family residential unit is charged \$645.38 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 unit. The Special Tax authorized by the CFD shall be levied on all units for which building permits were issued on or before May 1 of the preceding fiscal year.

FISCAL IMPACT:

The “Special Tax” authorized by the proposed Community Facilities District (CFD) will generate \$1,290.76 annually, based on the new multi-family residential duplex at the FY 2024-2025 tax rate of \$645.38 per multi-family unit and will be deposited to Account No. 2740-4800-45800. The Special Tax shall be used to pay for the following additional services in the District: 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):

Staff has determined that the annexation of the does not constitute a “project” under the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines Section 15378(b)(4) because such annexation involves the creation of a government funding mechanism which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'B.K. Lee', is written over a horizontal line.

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

ANNEXATION MAP NO. 37
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. 37 TO
COMMUNITY FACILITIES DISTRICT NO. 2007-1 (PUBLIC
SERVICES), CITY OF COVINA, COUNTY OF LOS ANGELES,
STATE OF CALIFORNIA, WAS APPROVED BY THE CITY
COUNCIL OF THE CITY OF COVINA AT A REGULAR
MEETING THEREOF, HELD ON THE _____ DAY OF
_____, 202__, BY ITS RESOLUTION NO.
_____.

FABIAN VELEZ, CHIEF DEPUTY CITY CLERK
CITY OF COVINA

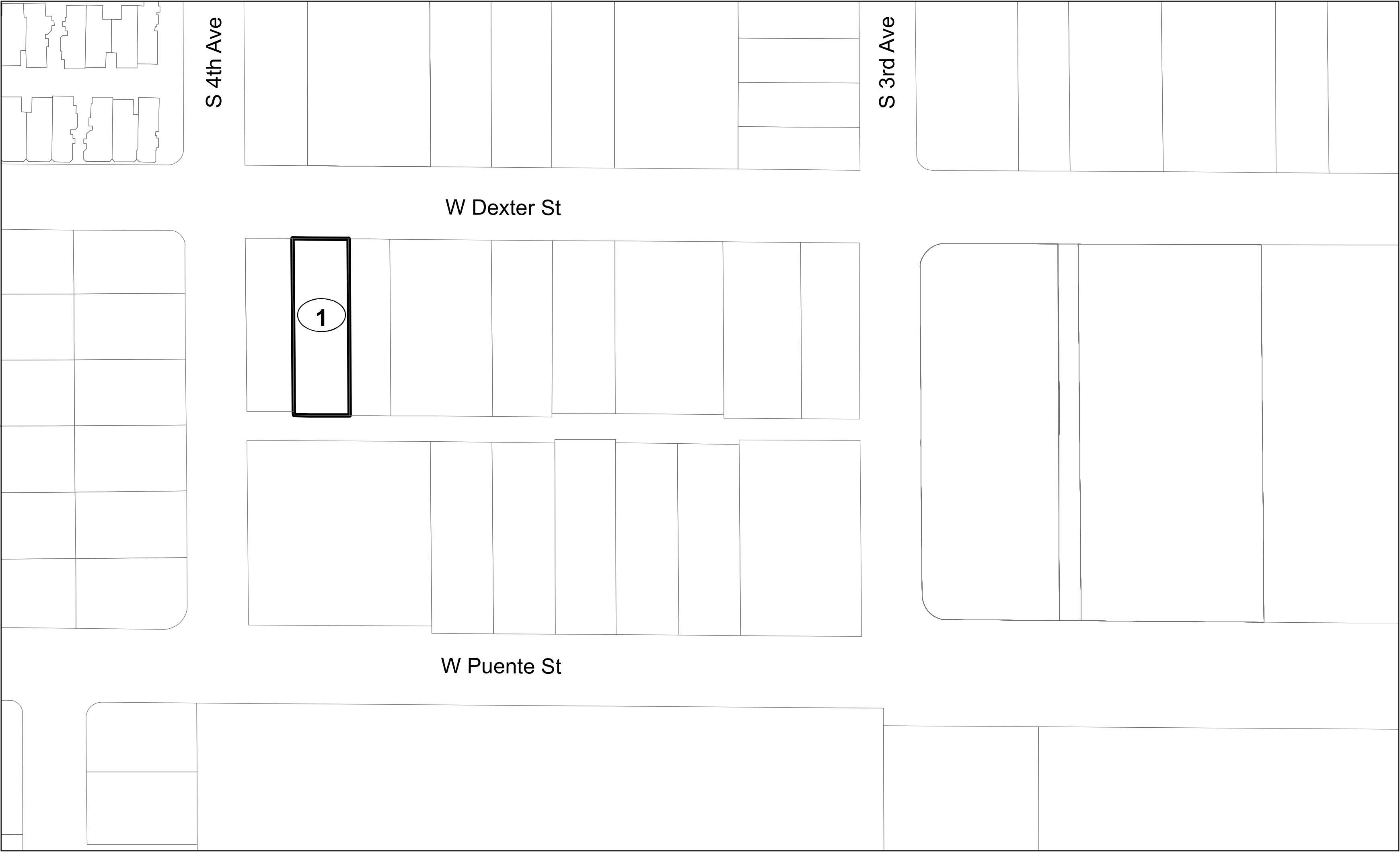
FILED THIS _____ DAY OF _____, 202__, AT THE
HOUR OF _____ O'CLOCK __.M. IN THE BOOK _____
OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES
DISTRICTS, PAGE(S) _____ AND AS INSTRUMENT NO. _____
IN THE OFFICE OF THE COUNTY
RECORDER IN THE COUNTY OF LOS ANGELES, STATE OF
CALIFORNIA.

BY DEPUTY
COUNTY RECORDER
COUNTY OF LOS ANGELES
STATE OF CALIFORNIA



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

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

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



LEGEND

-  ANNEXATION BOUNDARY
-  MAP REFERENCE NUMBER

MAP REFERENCE NUMBER	ASSESSORS PARCEL NUMBER
1	8444-010-010



RESOLUTION CC 2025-46

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, AUTHORIZING THE ANNEXATION OF TERRITORY TO COMMUNITY FACILITIES DISTRICT NO. 2007-1 (ANNEXATION NO. 37) AND AUTHORIZING THE LEVY OF A SPECIAL TAX AND SUBMITTING THE LEVY OF TAX TO THE QUALIFIED ELECTORS

WHEREAS, this Council, on April 15, 2025, adopted Resolution CC 2025-28 (hereafter referred to as the “Resolution of Intention”) stating its intention to annex territory to City of Covina Community Facilities District No. 2007-1 (Public Services) (“CFD No. 2007-1”), pursuant to the Mello-Roos Community Facilities Act of 1982, as amended (the “Act”); and

WHEREAS, a copy of the Resolution of Intention, which states the authorized services to be provided and financed by CFD No. 2007-1, and a description and map of the proposed boundaries of the territory to be annexed to CFD No. 2007-1 (“Annexation No. 37”), is on file with the City Clerk and the provisions thereof are fully incorporated herein by this reference as if fully set forth herein; and

WHEREAS, on the 3rd of June, 2025, this Council held a noticed public hearing as required by the Act and the Resolution of Intention relative to the proposed annexation of territory to CFD No. 2007-1; and

WHEREAS, at said hearing all interested persons desiring to be heard on all matters pertaining to the annexation of territory to CFD No. 2007-1 and the levy of said special taxes within the area proposed to be annexed were heard and a full and fair hearing was held; and

WHEREAS, prior to the time fixed for said hearing, written protests had not been filed against the proposed annexation of territory to CFD No. 2007-1 by (i) 50% or more of the registered voters, or six registered voters, whichever is more, residing in CFD No. 2007-1, or (ii) 50% or more of the registered voters, or six registered voters, whichever is more, residing in the territory proposed to be annexed to CFD No. 2007-1, or (iii) owners of one-half or more of the area of land in the territory within CFD 2007-1 and not exempt from special tax, or (iv), owners of one-half or more of the area of land in the territory proposed to be annexed to CFD No. 2007-1 and not exempt from the special tax; and

WHEREAS, a boundary map for Annexation No. 37 to CFD No. 2007-1 has been filed with the County Recorder of the County of Los Angeles, which map shows the territory to be annexed in these proceedings, and a copy thereof is on file with the City Clerk.

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. All prior proceedings taken by this Council with respect to CFD No. 2007-1 and the proposed annexation of territory thereto have been duly considered and

ATTACHMENT B

are hereby determined to be valid and in conformity with the Act.

SECTION 3. Boundaries. The description and map of the boundaries of the territory to be annexed to CFD No. 2007-1, on file with the City Clerk, are hereby finally approved, are incorporated herein by reference, and shall be included within the boundaries of CFD No. 2007-1, and said territory is hereby annexed to CFD No. 2007-1, subject to voter approval of the levy of the special taxes therein as hereinafter provided.

SECTION 4. Services. The services which CFD No. 2007-1 is authorized to finance are in addition to those provided in or required for the territory within CFD No. 2007-1 and the territory to be annexed to CFD No. 2007-1 and will not be replacing services already available. A general description of the services to be financed 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. The Special Tax provides only partial funding for Public Services.

SECTION 5. Special Taxes. It is the intention of this City Council that, except where funds are otherwise available, a special tax sufficient to pay for said services to be provided in CFD No. 2007-1 and the territory proposed to be annexed as part of Annexation No. 37, secured by recordation of a continuing lien against all non-exempt real property in Annexation No. 37, will be levied annually within the boundaries of Annexation No. 37 from and after the annexation of such property to CFD No. 2007-1. The special taxes shall be those as originally authorized through the formation of CFD No. 2007-1 and adopted by Ordinance of this legislative body, and no changes or modifications are proposed in the special taxes from those as originally set forth and made applicable to CFD No. 2007-1.

For particulars as to the rate and method of apportionment of the proposed special tax (the "RMA"), reference is made to the attached and incorporated Exhibit "A," which sets forth in sufficient detail the method of apportionment to allow each landowner or resident within Annexation No. 37 to clearly estimate the maximum annual amount that said person will have to pay on said special tax.

SECTION 6. Election. The provisions of the Resolution of Intention of the City, each as heretofore adopted by this Council, are by this reference incorporated herein as if fully set forth herein.

- (a) Pursuant to the provisions of the Act, the proposition of the levy of the special tax within Annexation No. 37 shall be submitted to the voters within Annexation No. 37 at an election called therefore as

hereinafter provided. This Council hereby finds that twelve (12) or more persons have not been registered to vote within Annexation No. 37 for each of the 90 days preceding the close of the hearing heretofore conducted and concluded by this Council for the purposes of these annexation proceedings. Accordingly, and pursuant to Section 53326 of the Act, this Council finds that for purposes of these proceedings the qualified electors are the landowners within Annexation No. 37 and that the vote shall be by said landowners, each having one vote for each acre or portion thereof such landowner owns in Annexation No. 37.

- (b) Pursuant to Section 53326 of the Act, the election shall be conducted by mail ballot under applicable sections of the California Elections Code, commencing with Section 4000 of said code with respect to elections conducted by mail. The Council called a special election to consider the measures described and incorporated in the ballot, attached as Exhibit “B,” which election was held on June 3rd, 2025, (hereafter referred to as “Election Day”). The City Clerk was the election official to conduct the election and provided each landowner in the territory to be annexed to CFD No. 2007-1, a ballot in the form of Exhibit “B”, which form is hereby approved. The City Clerk has accepted the ballots of the qualified electors received prior to 7:30 p.m. on Election Day, whether received by mail or by personal delivery.
- (c) This Council hereby further finds that the provision of Section 53326 of the Act requiring a minimum of 90 days to elapse before said election is for the protection of voters, has been waived by the voters and the date for the election hereinabove specified is established accordingly.

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

APPROVED and PASSED this 3rd day of June, 2025.

City of Covina, California

BY: _____
VICTOR LINARES, Mayor

ATTEST:

FABIAN VELEZ, Chief Deputy City Clerk

CERTIFICATION

I, Fabian Velez, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution CC 2025-46 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 3rd day of June, 2025, by the following vote:

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

Dated:

FABIAN VELEZ, Chief Deputy City Clerk

EXHIBIT A
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.

EXHIBIT B
SAMPLE BALLOT



OFFICIAL BALLOT
SPECIAL ELECTION

City of Covina
Community Facilities District No. 2007-1
(Public Services)
Annexation No. 37

This ballot is for a special landowner election. You must return this ballot in the enclosed postage paid envelope to the Office of the City Clerk of the City of Covina no later than 7:30 p.m. on June 3, 2025, either by mail or in person. Ballots received after the special election with a postmark of the special election date, or earlier date, shall not be considered. The City Clerk's office is located at 125 East College Street, Covina, California, 91723.

To vote, mark a cross (X) or a check mark in the voting square after the word "YES" or after the word "NO". All distinguishing marks otherwise made are forbidden and make the ballot void.

If you wrongly mark, tear, or deface this ballot, return it to the City Clerk of the City of Covina and obtain another.

PROPOSITION A: Shall special taxes be levied annually on taxable property within the territory to be annexed into the City of Covina Community Facilities District No. 2007-1 (Public Services), County of Los Angeles, State of California ("Annexation No. 37") and collected so long as the special taxes are needed to pay for police services, fire protection and suppression services, paramedic services, and park maintenance at the special tax rates and pursuant to and as described in the rate and method of apportionment ("RMA") attached hereto as Exhibit A and incorporated herein and as also set forth in the to the Resolution of Intention, Resolution No. 07-6578, adopted by the City Council of the City of Covina on May 1, 2007, and as amended by Resolution No. 09-6743?	<input type="checkbox"/> Yes <input type="checkbox"/> No
PROPOSITION B: Shall an appropriations limit, as defined by subdivision (h) of Section 8 of Article XIII B of the California Constitution, be established for Annexation No. 37 to the City of Covina Community Facilities District No. 2007-1 (Public Services), County of Los Angeles, State of California, in the amount of \$100,000 per annum?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Number of votes: 1 Property Owner: Longcong Ke & Meiqin Ke

By: _____
Longcong Ke

By: _____
Meiqin Ke

RESOLUTION CC 2025-47

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, CALLING A SPECIAL ELECTION AND SUBMITTING TO THE VOTERS OF ANNEXATION NO. 37 OF CITY OF COVINA COMMUNITY FACILITIES DISTRICT NO. 2007-1 (PUBLIC SERVICES) PROPOSITIONS REGARDING THE ANNUAL LEVY OF SPECIAL TAXES WITHIN ANNEXATION NO. 37 TO FINANCE PUBLIC SERVICES, AND THE ESTABLISHMENT OF AN APPROPRIATIONS LIMIT

WHEREAS, pursuant to Section 53339.7 of the California Government Code the City Council (hereafter referred to as the “City Council”) of the City of Covina (the “City”) has adopted the resolution authorizing the annexation of territory to City of Covina Community Facilities District No. 2007-1 (Public Services), County of Los Angeles, State of California (“CFD No. 2007-1”); and

WHEREAS, by that resolution, the City Council called a special election on the propositions to be submitted to the voters of the territory proposed to be annexed to CFD No. 2007-1 (“Annexation No. 37”) with respect to the levy of special taxes therein for the financing of public services within CFD No. 2007-1; and

WHEREAS, pursuant to Section 53326 of the California Government Code, it is necessary that the City Council submit to the voters of Annexation No. 37 the annual levy of special taxes on taxable property within Annexation No. 37; and

WHEREAS, pursuant to Section 53325.7 of the California Government Code and the provisions of said Code, the City Council may also submit to the voters of Annexation No. 37 a proposition for the establishment of an appropriations limit for Annexation No. 37; and

WHEREAS, twelve (12) or more registered voters have not resided within the territory of Annexation No. 37 for each of the ninety (90) days preceding June 3, 2025.

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

SECTION 1. Findings. The City Council finds that: (i) the foregoing recitals are true and correct; (ii) 12 persons have not been registered to vote within the territory to be annexed to CFD No. 2007-1 for each of the 90 days preceding the close of the public hearing on June 3, 2025; (iii) pursuant to Section 53326 of the California Government Code, as a result of the findings set forth in clause (ii) above, the vote in the special election called by this resolution shall be by the landowners of the territory to be annexed to CFD No. 2007-1, whose property would be subject to the special taxes if they were levied at the time of the election, and each landowner shall have one vote for each acre, or portion thereof, which he or she owns within Annexation No. 37 which would be subject to the proposed special taxes if they were levied at the time of the election; (iv) the owners of all of the land in Annexation No. 37 by written consent (a) waived the time limits set forth in Section 53326 of the California Government Code

ATTACHMENT C

for holding the election called by this resolution and the election on the propositions (b) consented to the holding of the election on June 3, 2025, (c) waived notice and mailed notice of the time and date of the election, (d) waived an impartial analysis by the City Attorney of the ballot propositions pursuant to Section 9280 of the California Elections Code and arguments and rebuttals pursuant to Sections 9281 to 9287, inclusive, and 9295 of that Code, and mailing of a statement pursuant to Section 9401 of that Code, and (e) waived a synopsis of the measures to be included in the official ballot for said elections pursuant to Section 12111 of that Code; and (v) the City Clerk (hereafter referred to as the “City Clerk”) has consented to the holding of the election on June 3, 2025.

SECTION 2. Call of Election. The City Council hereby calls and schedules an election for June 3, 2025, on the proposition of the annual levy of special taxes on taxable property within Annexation No. 37 to CFD No. 2007-1 to finance public services within the CFD No. 2007-1, and on the proposition of the establishment of an appropriations limit for Annexation No. 37 to CFD No. 2007-1.

SECTION 3. Propositions. The propositions to be submitted to the voters of Annexation No. 37 at such special election shall be as follows:

Proposition A: Shall special taxes be levied annually on taxable property within the territory to be annexed into the City of Covina Community Facilities District No. 2007-1 (Public Services), County of Los Angeles, State of California (“Annexation No. 37”); and collected so long as the special taxes are needed to pay for police services, fire protection and suppression services, paramedic services, and park maintenance at the special tax rates and pursuant to the method of apportioning the special taxes set forth in Exhibit “B” to the Resolution of Intention, Resolution No. 07-6578, adopted by the City Council of the City of Covina on May 1, 2007, and as amended by Resolution No. 09-6743?

Proposition B: Shall an appropriations limit, as defined by subdivision (h) of Section 8 of Article XIII B of the California Constitution, be established for Annexation No. 37 to the City of Covina Community Facilities District No. 2007-1 (Public Services), County of Los Angeles, State of California, in the amount of \$100,000 per annum?

The First Amended Rate and Method of Apportionment is attached as Exhibit A.

SECTION 4. Conduct of Election. Except as otherwise provided in Section 5 hereof, the special election shall be conducted by the City Clerk in accordance with the provisions of the California Elections Code governing mail ballot elections of cities, and in particular the provisions of Division 4 (commencing with Section 4000), of that Code, insofar as they may be applicable.

SECTION 5. Election Procedures. The procedures to be followed in conducting the special election on (i) the proposition with respect to the levy of special taxes on taxable property within Annexation No. 37 to CFD No. 2007-1 to pay for public services, and (ii) the proposition with respect to the establishment of an appropriations limit for Annexation No. 37 to CFD No. 2007-1 in the amount of \$100,000 per annum shall be as follows:

(a) Pursuant to Section 53326 of the California Government Code, ballots for the special election shall be distributed to the qualified electors by the City Clerk by mail or by personal service.

(b) Pursuant to applicable sections of the California Elections Code governing the conduct of mail ballot elections of cities, and in particular Division 4 (commencing with Section 4000) of that Code with respect to election conducted by mail, the City Clerk, or designated official, shall mail or deliver to each qualified elector an official ballot in the appropriate form, and shall also mail or deliver to all such qualified electors a ballot pamphlet, instructions to voter, and a return identification envelope addressed to the City Clerk for the return of voted official ballots.

(c) The official ballot to be mailed or delivered by the City Clerk to each landowner-voter shall have printed or typed thereon the name of the landowner-voter and the number of votes to be voted by the landowner-voter.

(d) The return identification envelope mailed or delivered by the City Clerk to each landowner-voter shall have printed or typed thereon the following: (i) the name of the landowner, (ii) the address of the landowner, (iii) a declaration under penalty of perjury stating that the voter is the landowner or the authorized representative of the landowner entitled to vote the enclosed ballot and is the person whose name appears on the identification envelope, (iv) the printed name and signature of the voter, (v) the address of the voter, (vi) the date of signing and place of execution of the declaration, and (vii) a notice that the envelope contains an official ballot and is to be opened only by the City Clerk.

(e) The information to voter form to be delivered by the City Clerk to the landowner-voter shall inform them that the official ballot shall be returned to the City Clerk properly voted as provided thereon and with the certification appended thereto properly completed and signed in the sealed return identification envelope with the certification thereon completed and signed and all other information to be inserted thereon properly inserted by 7:30 p.m. on the 3rd day of June, 2025; provided that if all qualified electors have voted, the election shall be closed with the concurrence of the City Clerk.

(f) Upon receipt of the return identification envelope, which are returned prior to the voting deadline on the date of the election, the City Clerk shall canvass the votes cast in the election, and shall file a statement with the City Council as to the results of such canvass and the election on each proposition set forth in the official ballot.

SECTION 6. 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 3rd day of June, 2025.

City of Covina, California

BY: _____
VICTOR LINARES, Mayor

ATTEST:

FABIAN VELEZ, Chief Deputy City Clerk

CERTIFICATION

I, Fabian Velez, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution CC 2025-47 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 3rd day of June, 2025, by the following vote:

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

Dated:

FABIAN VELEZ, Chief Deputy City Clerk

EXHIBIT A
FIRST AMENDED RATE AND METHOD OF APPORTIONMENT

(Please see Exhibit A to Resolution CC 2025-46, Attachment B, in this same packet)

RESOLUTION CC 2025-48

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, MAKING CERTAIN FINDINGS, CERTIFYING THE RESULTS OF AN ELECTION AND ADDING PROPERTY TO COMMUNITY FACILITIES DISTRICT NO. 2007-1 (PUBLIC SERVICES), ANNEXATION NO. 37

WHEREAS, the City Council of the City of Covina (the “City Council”), has previously formed a Community Facilities District pursuant to the 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, said Article 3.5 thereof. The existing Community Facilities District being designated as Community Facilities District No. 2007-1 (Public Services) (hereafter referred to as CFD No. 2007-1); and

WHEREAS, the City Council initiated proceedings to annex certain territory to Community Facilities District No. 2007-1 (Public Services), Annexation No. 37 (hereafter referred to as “Annexation No. 37”); and

WHEREAS, at this time the unanimous consent to the annexation of Annexation No. 37 has been received from the property owner or owners of such territory; and

WHEREAS, twelve (12) or more registered voters have not resided within the territory of Annexation No. 37 for each of the ninety (90) days preceding June 3, 2025, therefore, pursuant to the Act the qualified electors of Annexation No. 37 shall be the “landowners” of Annexation No. 37 as such term is defined in Government Code Section 53317(f) and each such landowner who is the owner of record, or the authorized representative thereof, shall have one vote for each acre or portion of an acre of land that she or he owns within; and

WHEREAS, the time limit specified by the Act for conducting an election to submit the levy of the special taxes on the property within Annexation No. 37 to the qualified electors of Annexation No. 37 and the requirements for impartial analysis and ballot arguments have been waived with the unanimous consent of the qualified electors of Annexation No. 37; and

WHEREAS, the City Council adopted on June 3, 2025, a resolution entitled “Resolution of the City Council of the City of Covina, California, Calling a Special Election and Submitting to the Voters of Annexation No. 37 of City of Covina Community Facilities District No. 2007-1 (Public Services) Propositions Regarding the Annual Levy of Special Taxes within Annexation No. 37 to Finance Public Services, and the Establishment of an Appropriations Limit” (the “Resolution Calling Election”), calling for a special election (the “Special Election”) of the qualified electors within Annexation No. 37; and

WHEREAS, pursuant to the terms of said resolution, which are by this reference incorporated herein, the Special Election was held on June 3, 2025, and the City Clerk has on file a Certificate of Election Official and Statement of Votes Cast (the “Certificate”), a copy of which is attached hereto as Exhibit A and by this reference incorporated herein; and

WHEREAS, the measures voted upon did receive the favorable 2/3's vote of the qualified electors, and the City Council desires to declare the results of the Special Election; and

WHEREAS, a map showing the territory to be annexed and designated as Annexation No. 37 (hereafter referred to as the "Annexation Map"), a copy of which is attached as Exhibit B hereto and incorporated herein by this reference, and a list of Properties to be annexed and landowners, a copy of which is attached as Exhibit C hereto and incorporated herein by this reference, has been submitted to the City Council.

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. Findings. This City Council does hereby determine as follows:

(a) The unanimous consent to the annexation of Annexation No. 37 to CFD No. 2007-1 has been given by all of the owners within Annexation No. 37 and such consent shall be kept on file in the Office of the City Clerk.

(b) Twelve (12) or more registered voters have not resided within the territory of Annexation No. 37 for each of the ninety (90) days preceding June 3, 2025, therefore, pursuant to the Act the qualified electors of Annexation No. 24 shall be the "landowners" of such Annexation No. 37 as such term is defined in Government Code Section 53317(f).

(c) Pursuant to the Certificate, the qualified electors of Annexation No. 37 have unanimously voted in favor of the levy of special taxes within Annexation No. 37 upon its annexation to CFD No. 2007-1 and the establishment of an appropriations limit for Annexation No. 37.

SECTION 3. Annexed Area. The boundaries and parcels of territory within Annexation No. 37 and on which special taxes will be levied in order to pay for the costs and expenses of authorized public services are shown on the Annexation Map as submitted to and hereby approved by this City Council.

SECTION 4. Declaration of Annexation. The City Council does hereby determine and declare that Annexation No. 37 is now added to and becomes a part of CFD No. 2007-1. The City Council, acting as the legislative body of CFD No. 2007-1, is hereby empowered to levy the authorized special tax within Annexation No. 37.

SECTION 5. Notice. Immediately upon adoption of this Resolution, notice shall be given as follows:

An Amendment to the Notice of Special Tax Lien (Notice of Annexation) shall be recorded in the Office of the County Recorder no later than fifteen (15) days after the date of adoption of this Resolution.

SECTION 6. 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 3rd day of June, 2025.

City of Covina, California

BY:

VICTOR LINARES, Mayor

ATTEST:

FABIAN VELEZ, Chief Deputy City Clerk

CERTIFICATION

I, Fabian Velez, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution CC 2025-48 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 3rd day of June 2025, by the following vote:

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

Dated:

FABIAN VELEZ, Chief Deputy City Clerk

EXHIBIT A
CERTIFICATE OF ELECTION OFFICIAL AND STATEMENT OF VOTES CAST

EXHIBIT B
ANNEXATION MAP

SHEET 1 OF 1

ANNEXATION MAP NO. 37
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. 37 TO COMMUNITY FACILITIES DISTRICT NO. 2007-1 (PUBLIC SERVICES), CITY OF COVINA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, WAS APPROVED BY THE CITY COUNCIL OF THE CITY OF COVINA AT A REGULAR MEETING THEREOF HELD ON THE _____ DAY OF _____, 202__, BY ITS RESOLUTION NO. _____.

FABIAN VELEZ, CHIEF DEPUTY CITY CLERK
CITY OF COVINA

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


BY DEPUTY
COUNTY RECORDER
COUNTY OF LOS ANGELES
STATE OF CALIFORNIA


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

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


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

LEGEND

 ANNEXATION BOUNDARY

 MAP REFERENCE NUMBER

MAP REFERENCE NUMBER	ASSESSORS PARCEL NUMBER
1	8444-010-010




S 4th Ave

S 3rd Ave

W Dexter St

W Puente St



WILLDAN

EXHIBIT C
LIST OF PROPERTIES TO BE ANNEXED

LIST OF PROPERTIES TO BE ANNEXED

ANNEXATION NO. 37

ASSESSOR PARCEL NO(S) 8444-010-010

Vesting Tract No.

N/A

Address

**270 W. Dexter Street
Covina, Ca 91723**

Landowner

**Longcong Ke & Meiqin Ke
270 W. Dexter Street
Covina, Ca 91723**



CC Regular Meeting

AGENDA ITEM REPORT

Meeting: June 3, 2025
Title: Introduction of Ordinance 25-03
Presented by: Brian K. Lee, AICP, Deputy City Manager/Director of Community Development
Recommendation: Waive full reading and introduce Ordinance 25-03 entitled, "An Ordinance of the City Council of the City Of Covina, California, approving Zone Change (ZCH) 25-2 and amending the City's official Zoning Map for 340 parcels from the existing RD Residential Zone (Multifamily, RD 1250 and RD 1500) to High Density Residential (HDR) Zone and the list of Assessors' Parcel Numbers are attached hereto as Exhibit A, and making a finding of Exemption Pursuant to CEQA Guidelines Section 15061(b)(3)".

EXECUTIVE SUMMARY/BACKGROUND:

The City Council will consider a proposed zone change and amendments to the City's official zoning map to align with the City's General Plan. Pursuant to Government Code Section 65860, cities – including Covina – are mandated to ensure that zoning districts are consistent with their General Plan land use designations. Currently, the City's "RD" Multifamily zoning districts do not align with the "Medium Density Residential" and "High Density Residential" land use designations that are listed in the General Plan. These proposed actions will not otherwise impact the current uses of properties within specified zones and is not related to a specific development project. As proposed, this is the first of a two-phase approach to update zoning districts within the City. As planned, a subsequent phase would be considered in fall 2025.

Following a public study session, direct outreach to properties within the specified zoning districts and posting of an informational Frequently Asked Questions flyer on the City's website, the Planning Commission conducted a public hearing on April 22, 2025 to consider the proposed Phase 1 Zone Change 25-2. There were no participants nor public comments at the hearing. The Planning Commission concluded the hearing on April 22, 2025, and adopted Resolution No. 2025-003 PC by a vote of 4-0 (one absent), recommending to the City Council the approval of the Zone Change (ZCH) 25-2.

DISCUSSION:

The proposed rezoning intends to simplify the 12 RD zoning districts by renaming RD 5000 through RD 3400 as Medium Density Residential (MDR) zone and RD 3000 through RD 1250 as High Density Residential (HDR) zone. The current General Plan land use designations already govern any site's allowed use and intensity, supplemented by the RD Multifamily development regulations established under Covina Municipal Code (CMC) Chapter 17.28. Therefore, the proposed rezoning is an administrative clean-up needed due to the requirement for zoning ordinances and districts to be consistent with the General Plan. The project will take part in two phases based on the current zoning districts. Phase 1 applies to properties with the RD 1500 and RD 1250 zones, and there are a total of 340 properties affected by the rezoning. Phase 2 applies to properties within the RD 2000 through RD 5000 zones, and there are a total of 2244 properties affected by the rezoning. Staff anticipates Phase 2 proposed rezoning will be around the fall of 2025.

PUBLIC PARTICIPATION:

Public participation is a crucial and integral aspect of the planning process for rezoning properties. Staff prepared an overview and a Frequently Asked Question (FAQ) informational flyer about the proposed rezoning and posted it on the City's website on November 25, 2024. In addition to the FAQ, staff posted the Phase 1 and 2 timelines

for study sessions and future public hearings, including the Phase 1 RD rezoning map showing the locations of the affected properties. Staff mailed the Planning Commission study session notice and the public hearing notice to all the legal property owners of the affected properties. The Planning Commission conducted a study session on February 25, 2025 and a public hearing on April 22, 2025. There were no public comments received from the study session or the public hearing. All property owners affected by the proposed rezoning were mailed notices of the City Council public hearing at least twenty (20) days before the hearing, as required by law. In addition, the public hearing notice was published in the San Gabriel Valley Examiner newspaper on May 8, 2025, with a one-eighth page. The following link is the City's website for the proposed rezoning and general plan alignment project.

<https://covinaca.gov/city-departments/rezoning-general-plan-alignment-project/>

FISCAL IMPACT:

There is no fiscal impact.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Zone Change (ZCH) 25-2 is exempt from CEQA because it can be seen with certainty that there is no possibility that the proposed Zone Change from the existing RD Residential Zone (Multifamily - RD1250 and RD 1500) to High Density Residential (HDR) Zone for 340 parcels throughout the City will have a significant adverse effect on the environment. Adopting the Zone Change would not approve any development project or other physical change to the environment, nor would it increase development potential beyond already applicable General Plan limits. Furthermore, the proposed zone change does not change allowable land uses or development intensities as authorized under the existing General Plan as it implements Government Code Section 65860 to align the zoning with their applicable General Plan land use designation. Therefore, the adoption of this Zone Change is exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the CEQA Guidelines.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "B. K. Lee", is written over a horizontal line.

Brian K. Lee, AICP

Deputy City Manager/Director of Community Development

RESOLUTION NO. 2025-003

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF COVINA, CALIFORNIA, RECOMMENDING APPROVAL TO THE CITY COUNCIL OF ZONE CHANGE (ZCH) 25-02, TO AMEND THE CITY'S OFFICIAL ZONING MAP FOR 340 PARCELS FROM THE EXISTING RD RESIDENTIAL ZONE (MULTIFAMILY RD 1250 AND RD 1500) TO HIGH DENSITY RESIDENTIAL ZONE (HDR), AND THE LIST OF ASSESSORS PARCEL NUMBERS ARE ATTACHED HERETO AS EXHIBIT A, AND RECOMMENDING TO MAKE A FINDING OF EXEMPTION PURSUANT TO CEQA

WHEREAS, the City is responsible for adopting and implementing land use regulations within its boundaries; and

WHEREAS, Government Code Section 65860 mandates all cities, including Covina, ensure zoning districts are consistent with their land use designations; and

WHEREAS, the City has identified properties within the RD-1500 and RD-1250 zoning designations that have zoning densities inconsistent with range of the applicable General Plan High Residential land use designation; and

WHEREAS, the City therefore must amend the zoning designations to so it is consistent with the General Plan; and

WHEREAS, the proposed Zone Change is consistent with the General Plan and Housing Element. None of the RD zoned parcels are identified in the housing element as necessary to fulfill the City's RHNA allocation. Thus, the sites identified in the housing element remain adequate to accommodate the City's share of RHNA; and

WHEREAS, the Zone Change will not otherwise affect the current use of the affected properties, and no specific development project is connected with the proposed Zone Change; and

WHEREAS, CMC Chapter 17.80 provides the procedures and proceedings for any amendment to the text of Title 17 (Zoning) of the CMC and the Zone Change to the Official Zoning Map of City of Covina; and

WHEREAS, Government Code Section 65854 provides that the Planning Commission hold a hearing on proposed zone change and Section 65855 requires that at the hearing, the Planning Commission render its decision in the form of a written recommendation to the City Council, and transmit the recommendation in such form and manner as specified by the City Council; and

WHEREAS, CMC Section 17.80.050 further provides that any recommendation by the Planning Commission for an amendment shall require an affirmative vote of not less than two-thirds of the total voting members after at least one public hearing and must be filed with the City

Council, together with a report of findings, hearings, and other supporting data, within thirty (30) days after the conclusion of the public hearing; and

WHEREAS, on April 22, 2025, the Planning Commission conducted a duly noticed public hearing and considered the proposed Zone Change (ZCH) 25-02. After receiving oral and written evidence, and public input, the Planning Commission concluded said hearing, and by a 4-0-1 vote, adopted Resolution No. 2025-003 PC recommending to the City Council the approval of the Zone Change (ZCH) 25-02; and

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

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

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

SECTION 2. California Environmental Quality Act Findings. The Planning Commission determines that the proposed Zone Change (ZCH) is exempt from CEQA because it can be seen with certainty that there is no possibility that the proposed Zone Change from the existing RD Residential Zone (Multifamily - RD1250 and RD 1500) to High Density Residential (HDR) Zone for 340 parcels throughout the City will have a significant adverse effect on the environment. The Planning commission further determines that the Zone Change implements Government Code Section 65860 to align the zoning with their applicable General Plan land use designation, that it would not approve any development project or cause other physical change to the environment, that it would not increase the development potential beyond already applicable General Plan limits, nor change the allowable land uses or development intensities as authorized under the existing General Plan. Therefore, the Planning Commission determines that the adoption of this Zone Change is exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the CEQA Guidelines.

SECTION 3. Findings for ZCH 25-02. Based on the evidence in the record, Planning Commission hereby finds that the proposed Zone Change (ZCH) 25-02 is consistent with the Land Use Plan and the Programs and Implementation Measures of the Covina General Plan Land Use Element, and is in compliance with State Law because the amended zoning designation now conforms with the density ranges or regulations in the applicable General Plan land use designation for the properties. .

SECTION 4. Planning Commission Recommendation. After giving full consideration to all evidence presented at the public hearing and in consideration of the findings stated in the attached City Council Ordinance, the Planning Commission does hereby recommend that the City Council of the City of Covina adopt the Ordinance substantially similar to that attached hereto and titled as follows:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINA,
CALIFORNIA, APPROVING ZONING CHANGE (ZCH) 25-02, AND
AMENDING THE CITY'S OFFICIAL ZONING MAP FOR 340 PARCELS

FROM THE EXISTING RD RESIDENTIAL ZONE (MULTIFAMILY RD 1250 AND RD 1500) TO HIGH DENSITY RESIDENTIAL ZONE (HDR), AND THE LIST OF ASSESSORS PARCEL NUMBERS ARE ATTACHED HERETO AS EXHIBIT A, AND MAKE A FINDING OF EXEMPTION PURSUANT TO CEQA

SECTION 5. The documents and materials that constitute the record of proceedings on which these findings and this Resolution are based are located at the City Clerk's Office or the Community Development Department, Planning Division, located at 125 E. College Street, Covina, CA 91723 or at www.covinaca.gov. The custodian of these records is the City Clerk.

SECTION 6. The Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED by the members of the Planning Commission of Covina this 22nd day of April, 2025.



ROSIE RICHARDSON, CHAIRWOMAN
CITY OF COVINA PLANNING COMMISSION

I hereby certify that the foregoing is a true copy of a Resolution adopted by the Planning Commission of the City of Covina at a regular meeting thereof held on the by the following vote of the Planning Commission:

AYES: MCMEEKIN, CONNORS, RODRIGUEZ, RICHARDSON
NOES: NONE
ABSENT: FLORES
ABSTAIN: NONE



COVINA PLANNING COMMISSION SECRETARY

Frequently Asked Questions

City of Covina Rezoning, and General Plan Alignment Project

What is the General Plan?

The General Plan is a comprehensive, long-term plan for the development of the City. The general plan is at the top of the hierarchy of local land use regulations; zoning and other land use decisions must conform to the general plan. See Covina's General Plan. <https://covinaca.gov/city-departments/community-development/planning/resources/>

What is the difference between a zoning district and land use designation?

Individual properties are given a land use designation in the land use element of the General Plan. These designation govern the allowed uses and intensity of development on a property. See Covina's General Plan Land Use Designations. <https://covinaca.gov/city-departments/community-development/planning/resources/>

A zoning district sets out rules for what can and cannot be developed on a property. These rules apply to key types of land uses: residential, commercial, industrial, and other uses of land in the City. Zoning Districts also provide controls on the form and placement of buildings on individual parcels, such as height, setbacks, and parking requirements. See Covina's Zoning Districts.

<https://www.codepublishing.com/CA/Covina/>

Why is the City rezoning my property?

Government Code Section 65860 requires that all cities, including Covina, align zoning districts so that they are consistent with their respective land use designations. The City identified several Zoning Districts that are inconsistent with applicable General Plan land use designations. These Zoning Districts include RD-1250, RD-1500, RD-2000, RD-2500, RD-2900, RD-2950, RD-3000, RD-3400, RD-3500, RD-3900, RD-4000, and RD-5000.

Is my property rezoning happening because of a new development proposal?

No, nothing in this rezoning process includes or is driven by any new development proposal. The rezoning is required by state law so the zoning is consistent with the General Plan land use designation.

Will the rezoning impact the use of my property?

No, the rezoning brings the zoning designation for a property to match the applicable General Plan designation. Because the General Plan prevails over Zoning, the General Plan designations already govern the allowed use and intensity of any site. This rezoning is an administrative clean-up triggered by the requirement that zoning ordinances inconsistent with the General Plan must be amended to be made consistent with the general plan.

What uses are allowed once my property is rezoned?

Your property will remain subject to the same General Plan land use designation. Click the link, <https://www.codepublishing.com/CA/Covina/>, to see Covina Municipal Code Title 17, Chapter 17.28 for the RD zoning regulations, and the allowed uses in the RD zoning districts.

How will I benefit from the rezoning?

This rezoning of your property brings several benefits. It helps to clarify what you can do with your property. Further, aligning zoning districts and land use designations reduces confusion. Property owners have a clearer understanding of how their property can be used for future projects, which will save them time and costs when developing their property.

If the rezoning of my property creates a legal non-conforming use on my property, how will this impact me?

A legal non-conforming use is a lawful use of land or structure which ceases to conform to the provisions of the applicable regulations. A legal non-conforming use may continue indefinitely. However, if such use is discontinued or abandoned for six months or more, it must conform to the provisions of the zoning district.

end

ORDINANCE 25-03

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, APPROVING ZONE CHANGE (ZCH) 25-2, AND AMENDING THE CITY'S OFFICIAL ZONING MAP FOR 340 PARCELS FROM THE EXISTING RD RESIDENTIAL ZONE (MULTIFAMILY RD 1250 AND RD 1500) TO HIGH DENSITY RESIDENTIAL ZONE (HDR), AND THE LIST OF ASSESSORS PARCEL NUMBERS ARE ATTACHED HERETO AS EXHIBIT A, AND MAKING A FINDING OF EXEMPTION PURSUANT TO CEQA GUIDELINES SECTION 15061(b)(3)

WHEREAS, the City is responsible for adopting and implementing land use regulations within its boundaries; and

WHEREAS, Government Code Section 65860 mandates all cities, including Covina, ensure that zoning districts are consistent with their land use designations; and

WHEREAS, the City has identified properties within the RD-1500 and RD-1250 zoning designations that have zoning densities inconsistent with range of the applicable General Plan High Residential land use designation; and

WHEREAS, the City therefore must amend the zoning designations to so it is consistent with the General Plan; and

WHEREAS, the proposed Zone Change is consistent with the General Plan and Housing Element. None of the zoning amendments result in a reduction of residential density for any parcel are identified in the housing element as necessary to fulfill the City's RHNA allocation. Thus, the sites identified in the housing element remain adequate to accommodate the City's share of RHNA; and

WHEREAS, the Zone Change will not otherwise affect the current use of the affected properties, and no specific development project is connected with the proposed Zone Change; and

WHEREAS, CMC Chapter 17.80 provides the procedures and proceedings for any amendment to the text of Title 17 (Zoning) of the CMC and the Zone Change to the Official Zoning Map of City of Covina; and

WHEREAS, Government Code Section 65854 provides that the Planning Commission hold a hearing on proposed zone change and Section 65855 requires that at the hearing, the Planning Commission render its decision in the form of a written recommendation to the City Council, and transmit the recommendation in such form and manner as specified by the City Council; and

WHEREAS, CMC Section 17.80.050 further provides that any recommendation by the Planning Commission for an amendment shall require an affirmative vote of not less than two-thirds of the total voting members after at least one public hearing and must be filed with the City

Council, together with a report of findings, hearings, and other supporting data, within thirty (30) days after the conclusion of the public hearing; and

WHEREAS, on April 22, 2025, the Planning Commission conducted a duly noticed public hearing and considered the proposed Zone Change (ZCH) 25-2. After receiving oral and written evidence, and public input, the Planning Commission concluded said hearing, and by a 4-0 (one absent) vote, adopted Resolution No. 2025-003 PC recommending to the City Council the approval of the Zone Change (ZCH) 25-2; and

WHEREAS, on June 3, 2025, the City Council of the City of Covina held a duly noticed public hearing as prescribed by law to consider the proposed Zone Change (ZCH) 25-2 and any comments received prior to or at the public hearing, at which time staff presented its report, and interested persons had an opportunity to and did testify either in support or in opposition to proposed Zone Change (ZCH) 25-2. Following consideration of the entire record of information received at the public hearing and due consideration of the proposed Zone Change (ZCH) 25-2, the City Council closed the public hearing on that same date; and

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

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

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

SECTION 2. California Environmental Quality Act Findings. The City Council hereby finds that the proposed Zone Change (ZCH) is exempt from CEQA because it can be seen with certainty that there is no possibility that the proposed Zone Change from the existing RD Residential Zone (Multifamily - RD1250 and RD 1500) to High Density Residential (HDR) Zone for 340 parcels throughout the City will have a significant adverse effect on the environment. The City Council further finds that the Zone Change implements Government Code Section 65860 to align the zoning with their applicable General Plan land use designation, that it would not approve any development project or cause other physical change to the environment, that it would not increase the development potential beyond already applicable General Plan limits, nor change the allowable land uses or development intensities as authorized under the existing General Plan. Therefore, the City Council determines that the adoption of this Zone Change is exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the CEQA Guidelines. The City Council has reviewed the administrative record concerning the proposed ZCH 25-2 and the proposed CEQA determination, and based on its own independent judgement, approve the CEQA exemption.

SECTION 3. Findings for ZCH 25-2. Based on the evidence in the record, reviewing the recommendation of the Planning Commission, and after fully informed, the City Council hereby finds that the proposed Zone Change (ZCH) 25-2 is consistent with the Land Use Plan and the Programs and Implementation Measures of the Covina General Plan Land Use Element, and is in compliance with State Law because the amended zoning designation now conforms with the density ranges or regulations of the applicable General Plan land use designation for the properties.

SECTION 4. Approval. In consideration of the findings stated above, the City Council of the City of Covina does hereby approve Zone Change (ZCH) 25-2, amending the City's Official Zoning Map for 340 parcels throughout the City from the existing RD Residential Zone (Multifamily – RD 1250 and RD 1500) to High Density Residential (HDR) Zone, and the list of Assessor's Parcel Numbers, as set forth in Exhibit "A"; and, incorporated herein by this reference as though set forth in full. Further, the City Council hereby directs the Director of Community Development to cause the amendment of the Official Zoning Map of the City of Covina to reflect Zone Change (ZCH) 25-2.

SECTION 5. Severability. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held to be invalid or unenforceable by a court of competent jurisdiction, the remaining portions of this Ordinance shall nonetheless remain in full force and effect. The City Council hereby declares that it would have adopted each section, subsection, sentence, clause, phrase, or portion of this Ordinance, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions of this Ordinance be declared invalid or unenforceable.

SECTION 6. Savings Clause. Neither the adoption of this Ordinance nor the repeal or amendment by this Ordinance of any ordinance or part or portion of any ordinance previously in effect in the City or within the territory comprising the City, shall in any manner affect the prosecution for the violation of any ordinance, which violation was committed prior to the effective date of this Ordinance, nor be construed as a waiver of any license, fee or penalty or the penal provisions applicable to any violation of such ordinances.

SECTION 7. Effective Date. This Ordinance shall become effective within thirty (30) days after its adoption.

SECTION 8. Certification. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause this Ordinance to be published within 15 days after its passage, in accordance with Section 36933 of the Government Code.

PASSED, APPROVED, and ADOPTED this __ day of ____, 2025.

City of Covina, California

BY: _____
VICTOR LINARES, Mayor

ATTEST:

FABIAN VELEZ, Chief Deputy City Clerk

APPROVED AS TO FORM:

CANDICE K. LEE, City Attorney

CERTIFICATION

I, Fabian Velez, Chief Deputy City Clerk of the City of Covina, do hereby certify that Ordinance 25-02 was introduced for first reading at a regular meeting on the __ day of ____, 2025. Thereafter, said Ordinance was duly approved and adopted at a regular meeting of said City Council on the __ day of ____, 2025, by the following vote:

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

Dated:

FABIAN VELEZ, Chief Deputy City Clerk

EXHIBIT A
ZONE CHANGE (ZCH) 25-2
FROM RD RESIDENTIAL ZONE (MULTIFAMILY RD 1250 AND RD 1500) TO HIGH
DENSITY RESIDENTIAL (HDR)
LIST OF ASSESSORS PARCEL MAP NUMBERS

	Assessor Parcel Map numbers		Assessor Parcel Map numbers	Assessor Parcel Map numbers	Assessor Parcel Map numbers
1	8445026018		8451003029	8430030022	8444010014
2	8445026019		8451003030	8430031026	8444010017
3	8445026017		8451003028	8430030001	8444010002
4	8445025021		8451003025	8430030029	8444010018
5	8445026021		8451003027	8430030005	8444008026
6	8445026025		8451007020	8430030004	8444010001
7	8445026002		8451007019	8430030008	8444010006
8	8445026005		8451007021	8430031028	8444008030
9	8445026020		8451007037	8430031027	8444010025
10	8445027015		8451007039	8432006013	8444010009
11	8445026023		8451007041	8432006014	8444010020
12	8445027014		8451007022	8432006021	8444010019
13	8445027016		8451007040	8434016013	8444010021
14	8445027025		8451007036	8434016012	8444008029
15	8445027005		8451007038	8434016029	8444010024
16	8445027007		8451007043	8434016028	8445012013
17	8445027008		8451019086	8434016036	8445012015
18	8445027020		8451019088	8434016038	8445012014
19	8445027017		8451019084	8434016016	8445012018
20	8445027019		8451019087	8434016020	8445012020
21	8445028004		8451019085	8434016027	8445014024
22	8445027026		8428016018	8434017010	8445012017
23	8445028005		8428016021	8434017014	8445014021
24	8445028001		8429020022	8434016041	8445014004
25	8445028002		8429027012	8434017024	8445014006
26	8445030017		8429027009	8434016039	8445014005
27	8445028003		8429027013	8434016030	8445014015
28	8445030001		8429030001	8434017023	8445014023
29	8445028019		8429027015	8434016017	8445014016
30	8445028021		8429029006	8434016019	8445014020
31	8445028018		8429027016	8434017021	8445014022
32	8445028022		8429029005	8434017022	8445014001
33	8445030008		8429030002	8434017081	8445014003
34	8445028023		8429027008	8444004016	8445012019
35	8445030020		8429027014	8444004013	8445014002
36	8445030021		8429030012	8444004015	8445014017
37	8445030002		8429030014	8444004017	8445017014
38	8445030004		8429030027	8444004014	8445017015
39	8445030014		8429029007	8444004022	8445017032
40	8445030016		8429029009	8444004028	8445017012
41	8445030018		8429030003	8444004023	8445017018
42	8445030022		8429030044	8444004024	8445017024
43	8445030023		8429030043	8444004031	8445017031

44	8445031006		8429030041		8444007013		8445018011
45	8445031009		8429030042		8444007016		8445018013
46	8445031008		8429029008		8444007022		8445018009
47	8445031005		8429030045		8444007023		8445018016
48	8445031007		8429030046		8444007017		8445018008
49	8445031010		8429030048		8444007024		8445018010
50	8445031011		8429030047		8444007025		8445018004
51	8445031013						
52	8422002076		8429030049		8444007021		8445018006
53	8451003026		8429030050		8444007040		
	Assessor Parcel Map numbers		Assessor Parcel Map numbers		Assessor Parcel Map numbers		Assessor Parcel Map numbers
1	8445018021		8445022039		8445017034		8434017076
2	8445018012		8445022041		8445017036		8434017078
3	8445018014		8445022042		8445017038		8434017039
4	8445017013		8444010026		8445017035		8434017040
5	8445017016		8408021002		8444007032		8434017057
6	8445018002		8408021011		8444007034		8434017058
7	8445018027		8408021903		8444007028		8434017071
8	8445018029		8408021022		8444007033		8434017072
9	8445018015		8451007045		8444007035		8434017051
10	8445018017		8429012019		8444007030		8434017053
11	8445018031		8429033025		8444007029		8434017060
12	8445018030		8445018039		8444007031		8434017062
13	8445018007		8445018020		8434017028		8434017038
14	8445018032		8445018033		8434017029		8434017041
15	8445022012		8444004032		8434017027		8434017055
16	8445022014		8444010010		8434017030		8434017056
17	8445022021		8432016025		8434017032		8434017073
18	8445022035		8432016026		8434017031		8434017074
19	8445022017		8444004033		8434017033		8434017034
20	8445022018		8444004029		8434017036		8434017045
21	8445022034		8422002042		8434017043		8434017052
22	8445022037		8451007058		8434017050		8434017059
23	8445022040		8451007057		8434017054		8434017070
24	8445022009		8451007059		8434017061		8434017077
25	8445022032		8444010029		8434017068		8434017047
26	8445022011		8444010030		8434017075		8434017049
27	8445022013		8444010031		8434017079		8434017064
28	8445022020		8445018036		8434017035		8434017066
29	8445022010		8445018038		8434017037		8434017046
30	8445022031		8445018035		8434017042		8434017048
31	8445022015		8445018037		8434017044		8434017063
31	8445022016		8445017033		8434017067		8434017065
33	8445022019		8445017037		8434017069		8434017080



CC Regular Meeting

AGENDA ITEM REPORT

Meeting: June 3, 2025

Title: Ordering the Annexation of Territory to Covina Landscape Maintenance District No. 1, Confirming a Diagram and Assessment, Ordering the Improvements, and the Levy and Collection of Assessments within such Territory for FY 2025/2026

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

Recommendation: 1. Conduct a public hearing and consider all testimony that may be forthcoming; and
2. Adopt Resolution CC 2025-44 Ordering the Annexation of Territory to Covina Landscape Maintenance District No. 1, Confirming a Diagram and Assessment, Ordering the Improvements, and the Levy and Collection of Assessments within such Territory for FY 2025/2026.

EXECUTIVE SUMMARY/BACKGROUND:

On April 1, 2025, the City Council adopted Resolution CC 2025-23 initiating proceedings to annex Zone 19 into Covina Landscape Maintenance District No. 1 and to levy and collect annual assessments. The Council also adopted Resolution CC 2025-24 declaring its intention to annex territory into the District and begin levying assessments for this annexation starting in FY 2025/2026. Additionally, the Council called for a property owner protest proceeding and initially scheduled a public hearing for Tuesday, May 20, 2025, at 7:30 p.m. in the Council Chambers, located at 125 East College Street, Covina, California. This hearing has since been rescheduled to June 3, 2025 to receive public input regarding the proposed assessments for FY 2025/2026.

The Covina Landscape Maintenance District No. 1 (hereafter referred to as “District”) was formed April 6, 1981 pursuant to the provisions of the *California Streets and Highways Code, Division 15, Part 2, Landscaping and Lighting Act of 1972* (hereafter referred to as “1972 Act”), in order to provide and maintain public landscape improvements in specified areas within the City of Covina.

Each fiscal year, prior to making and collecting assessments within the District, the City Council must adopt resolutions directing the City’s Licensed Engineer to prepare and file a report regarding the proposed assessment for each Zone, approving the Engineer’s Report (Attachment B), and declaring the City Council’s intention to levy and collect assessments for the upcoming fiscal year. Additionally, before any assessments may be made, the City Council must also adopt a resolution establishing a noticed public hearing to hear any protests against the assessment and for the approval of the Engineer’s Report and adoption of a resolution ordering the levy of assessments for FY 2025/2026.

In accordance with the 1972 Act, the District utilizes benefit zones to address variations in the nature, location, and extent of the improvements that provide special benefits to parcels in the District. Within the boundaries of the District, parcels are assigned to a zone, each of which is associated with specific improvements that provide special benefit to properties within the zone.

DISCUSSION:

As a condition of the City’s Subdivision Ordinance and a requirement for issuance of a permit for the construction of commercial, residential, and planned unit developments, developers are required to install median and parkway landscaping and appurtenant facilities along the public streets fronting the proposed development. These improvements generally include, but are not limited to, various landscape materials such as trees, turf, shrubs, vines, groundcover, and irrigation.

After installation, it is City policy that the servicing, operation, maintenance, repair, and replacement of landscaping and appurtenant facilities become the responsibility of the properties that specifically benefit from the facilities. The attached Engineer’s Report has been prepared in connection with the annexation of the parcels into the District and the resulting new assessment for the parcels within Zone 19 established in the Report in connection with the annexation territory for FY 2025/2026, pursuant to a resolution of the City Council. The Report consists of five parts: Part I: Plans and Specifications, Part II: Method of Apportionment, Part III: Estimate of Costs, Part IV: Boundary Diagrams, and Part V: Assessment Roll.

Zone 19

Tract No. 84311, generally located north of Limoncello Lane, east of Ruby Red Drive and west of Barranca Avenue, will develop out to seventy-five (75) condominiums and is currently identified by the Los Angeles County Assessor’s Office as parcel 8430-015-021. Improvements within this area will consist of eight (8) trees and 1,008 square feet of irrigated landscaping.

The City recommends that the rate of \$20.20 per EBU be imposed for Zone 19 for FY 2025/2026, which will generate sufficient revenue to cover projected expenses with an inflator. The annexation territory budget is on page 15 of the FY 2025/2026 Annexation Engineer’s Report.

In order to assure that the improvement funding is sufficient in the future to address the ongoing maintenance and replacement cost increases that naturally occur over time due to inflation, the special benefit assessments being presented to the property owners in the ballot proceeding conducted in connection with the Engineer’s Report includes an annual inflationary adjustment (assessment range formula). This inflationary adjustment formula provides for the FY 2025/2026 maximum assessment (initial maximum assessment rate) for the Annexation Territory to increase by an amount equal to the lesser of: (1) three percent (3.0%) or (2) the annual percentage increase of the Local Consumer Price Index (CPI) for “All Urban Consumers” for the Los Angeles-Long Beach-Anaheim Area (February of the given year from the previous February or similar time frame) in FY 2025/2026.

Table 1: Covina Landscape District No. 1, Zone 19 – FY 2025/2026 Summary

Budget Item	Zone 19
Proposed Assessments	\$1,514
General Benefit Subsidy	0
Total Projected Revenue	\$1,514
Landscape Maintenance Expenses	\$1,037
Administration	164
Total Projected Expenses	\$1,201
Estimated Ending Fund Balance (Reserves)	\$313

There is no general benefit contribution from the City for Zone 19 at present. The general benefit represents what the City would pay for minimum service if the Zone did not exist, but the improvements were in place and need to be maintained at a minimum level of service.

Ballot Proceedings

As part of these proceedings, the City shall conduct a property owner protest ballot proceeding (“Ballot Proceeding”) for the proposed levy of a new assessment pursuant to the provisions of the California Constitution, Article XIID Section 4, and in accordance with the provisions of Government Code, Section 53753. In conjunction with this Ballot Proceeding, the City Council will conduct a noticed public hearing to consider public testimonies, comments, and written protests regarding the annexation, the resulting new Zone boundaries, and the new assessments described herein. Upon conclusion of the public hearing, property owner protest ballots received

will be opened and tabulated to determine whether majority protest exists as defined in Article XIID of the California Constitution.

As specified by the California Constitution, Article XIID Section 4(e):

“A majority protest exists if, upon the conclusion of the hearing, ballots submitted in opposition to the assessment exceed the ballots submitted in favor of the assessment. In tabulating the ballots, the ballots shall be weighted according to the proportional financial obligation of the affected property.”

After completion of the ballot tabulation, the City Council will confirm the results of the balloting. If majority protest exists for the proposed Zone 19 assessments, further proceedings to annex the parcels within the District and implementation of the new Zone and new assessments shall be abandoned at this time.

If tabulation of the ballots indicate that majority protest does not exist for the proposed new assessments and the assessment range formula presented and described herein, the City Council, by resolution, may adopt this Report (as submitted or amended); approve the assessment diagram (Zone Boundary Diagram) contained herein; order the annexation of the parcels within the District and the improvements to be made; and confirm the new assessments as outlined in this Report.


FISCAL IMPACT:

The proposed Zone 19 assessments are sufficient to cover operating expenses. Accordingly, the proposed action has no impact on the General Fund.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Not applicable.

Respectfully submitted,



Rafael M. Fajardo
Director of Public Works/City Engineer

RESOLUTION CC 2025-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA
ORDERING THE ANNEXATION OF TERRITORY TO COVINA
LANDSCAPE MAINTENANCE DISTRICT NO. 1, CONFIRMING A
DIAGRAM AND ASSESSMENT, ORDERING THE IMPROVEMENTS,
AND THE LEVY AND COLLECTION OF ASSESSMENTS WITHIN SUCH
TERRITORY FOR FISCAL YEAR 2025/2026 PURSUANT TO THE
PROVISIONS OF PART 2 OF DIVISION 15 OF THE CALIFORNIA
STREETS AND HIGHWAYS CODE AND ARTICLE XIID OF THE
CALIFORNIA CONSTITUTION**

WHEREAS, the City Council has, by previous Resolutions, initiated proceedings and declared its intention for the annexation of territory identified as Tract No. 84311 (hereinafter referred to as the “Annexation Territory”), into the Landscape Maintenance District No. 1 (hereinafter referred to as the “District”) and the levy and collection of assessments within the Annexation Territory for the 2025/2026 fiscal year, pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the California Streets and Highways Code (hereinafter referred to as the “Act”), to pay the costs and expenses for the ongoing maintenance, operation, and servicing of the landscape improvements and appurtenant facilities related thereto; and

WHEREAS, the initial Public Hearing was scheduled for May 20, 2025, and rescheduled to June 3, 2025; and

WHEREAS, the City Council caused to be prepared a written report (the “Engineer’s Report”) in accordance with the Act and Article XIID of the California Constitution; and

WHEREAS, it is estimated that the improvements to be installed and constructed within the Annexation Territory will be accepted and maintained by the City as part of the District for the 2025/2026 fiscal year; and

WHEREAS, the City Council desires to levy and collect assessments against parcels of land within the Annexation Territory for the fiscal year commencing July 1, 2025, ending June 30, 2026 (fiscal year 2025/2026), to pay the costs and expenses of the ongoing operation, maintenance, and servicing of improvements determined to be of special benefit to the properties and the development of properties within the Annexation Territory, and all appurtenant facilities related thereto.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COVINA DOES
HEREBY RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:**

SECTION 1. Protest Determination: Following notice duly given in accordance with law, the City Council has held a full and fair public hearing regarding the Engineer's Report, the annexation of territory to the District, and the levy and collection of the proposed assessment within such territory for fiscal year 2025/2026. All interested persons were afforded the opportunity to hear and be heard. The City Council considered all oral and written statements, protests and communications made or filed by interested persons, and tabulated all ballots. The City Council hereby finds that a majority protest does not exist as defined in Section 4(e) of Article XIII D of the California Constitution. All protests and objections to the annexation of territory to the District and the levy and collection of the proposed assessment against lots or parcels of property within the annexed territory for fiscal year 2025/2026 are hereby overruled by the City Council.

SECTION 2. Findings: Based upon its review of the facts presented, the City Council hereby finds and determines that:

- a) The land within the Annexation Territory will receive special benefit from the operation, maintenance, and servicing of landscape improvements to be provided by the City as part of the District.
- b) The Annexation Territory includes all of the lands receiving such special benefit.
- c) The net amount to be assessed upon the lands within the Annexation Territory has been apportioned by a formula and method which fairly distributes the net amount among all eligible parcels in proportion to the special benefit to be received by each parcel from the improvements and services to be provided commencing with fiscal year 2025/2026.
- d) Only special benefits are assessed and no assessment is imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel.

SECTION 3. Improvements: The City Council hereby orders the proposed improvements to be made. Said improvements include, but are not limited to, the maintenance, operation, and incidental expenses related to the landscaped areas within the public right-of-ways or easements associated with the parcels of land within the Annexation Territory that may include, but are not limited to: street trees; turf; ground cover and shrubs; irrigation and electrical systems; monuments; hardscape improvements; and all necessary appurtenances and services connected with the public right-of-ways, public easements, and facilities designated, and to be maintained by the City in connection with the special benefit received by parcels of land within the Annexation Territory. The cost of providing such

improvements generally include, but are not limited to, all materials, equipment, utilities, labor, and incidental expenses including administrative expenses for the regular annual maintenance as authorized by the Act. Detailed maps and descriptions of the location and extent of the specific improvements to be maintained for the Annexation Territory are on file in the Department of Public Works of the City of Covina and by reference these plans, and specifications are made part of this Resolution and the Engineer's Report prepared in connection with these proceedings.

SECTION 4. Annexation Approval: The City Council hereby orders the annexation of territory to be known as "Tract No. 84311" to the District. The District will continue to be designated as City of Covina Landscape Maintenance District No. 1, the boundaries of which shall be contained in the assessment diagram for the District, the establishment of the maximum assessment rate and assessment range formula connected therewith; and the assessments for the fiscal year commencing July 1, 2025, ending June 30, 2026.

SECTION 5. Confirmation of Diagram and Assessment: The City Council hereby confirms the diagram and assessment, with respect to the annexed parcel, as originally proposed in the Engineer's Report. The assessment is in compliance with the provisions of the Act and Article XIID of the California Constitution. The assessment is levied without regard to property valuation. The assessment is levied for the purpose of paying the costs and expenses of the improvements described in Section 3 above for the fiscal year commencing on July 1, 2025, ending June 30, 2026.

SECTION 6. Levy of Assessment: The adoption of this Resolution constitutes the levy of an assessment for the fiscal year commencing July 1, 2025, ending June 30, 2026.

SECTION 7. Collection of Assessments: The County Auditor of Los Angeles County shall enter on the County Assessment Roll opposite each parcel of land the amount of levy so described in the Engineer's Report for the Annexation Territory as Zone 19 of the District, and such levies shall be submitted to the County Auditor along with the other assessments for the District and collected at the same time and in the same manner as the County taxes are collected. After collection by the County, the net amount of the levy shall be paid to the City Treasurer.

SECTION 8. Deposit of Funds: The City Treasurer shall deposit all money representing assessments collected by the County for the Annexation Territory to the credit of a fund for Zone 19 of the District, and such money shall be expended only for the maintenance, operation, and servicing of the improvements as described in the Engineer's Report and generally described in Section 3 of this Resolution.

SECTION 9. The City Clerk shall certify to the passage and adoption of this Resolution, and the minutes of this meeting shall so reflect the City Council's approval of the annexation of the parcels within Zone 19 to the District, the adoption and confirmation of the Annexation Territory Assessment Diagram, and the establishment of the maximum assessment rates, assessment range formula, and the assessments for fiscal year 2025/2026 as contained in the Engineer's Report.

APPROVED and **PASSED** this 3rd day of June 2025.

City of Covina, California

BY: _____
VICTOR LINARES, Mayor

ATTEST:

FABIEN VELEZ, Chief Deputy City Clerk

APPROVED AS TO FORM:

CANDICE K. LEE, City Attorney

CERTIFICATION

I, Fabien Velez, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution CC 2025-**XX** was duly adopted by the City Council of the City of Covina at a regular meeting held on the 3rd day of June 2025, by the following vote:

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

Dated:

FABIEN VELEZ
Chief Deputy City Clerk



City of Covina

Landscape Maintenance

District No. 1

Engineer's Report

**Annexation of Territory and Establishment of
Zone 19**

(Tract No. 84311)

Commencing Fiscal Year 2025/2026

Intent Meeting: April 1, 2025

Public Hearing: June 3, 2025

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ENGINEER'S ANNEXATION REPORT AFFIDAVIT

City of Covina

Landscape Maintenance District No. 1

Annexation of Territory and Improvements; and

Establishment of Zone 19

Commencing in Fiscal Year 2025/2026

City of Covina, County of Los Angeles, State of California

As part of the Resolution of Intention packet presented for the consideration of the Covina City Council, this Report and the enclosed budget, diagrams, and description outline specific proposed changes to the Landscape Maintenance District No. 1 (LMD No. 1) for Fiscal Year 2025/2026, including the annexation of territory to LMD No. 1, the expansion of the improvements to be maintained within LMD No. 1, and the proposed annual assessments for all parcels within the Annexation Territory commencing in Fiscal Year 2025/2026. Reference is hereby made to the Los Angeles County Assessor's Parcel Maps for a detailed description of the lines and dimensions of parcels within LMD No. 1, Zone 19 and annexation territory known as Tract No. 84311 that will be subject to the proposed annual assessment.

The undersigned respectfully submits the enclosed Report as directed by the City Council.

Dated this 4th day of June, 2025.

Willdan Financial Services
Assessment Engineer
On Behalf of the City of Covina

By: Stacey Reynolds

Stacey Reynolds
Principal Consultant

By: Tyrone Peter

Tyrone Peter
R. C. E. # C81888



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Introduction

The City of Covina ("City"), under the provisions of the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the California Streets and Highways Code ("1972 Act") established the assessment district designated as:

LANDSCAPE MAINTENANCE DISTRICT NO. 1

(hereinafter referred to as "LMD" or "District"). Pursuant to the provisions of the 1972 Act and in compliance with the substantive and procedural requirements of Article XIID of the California State Constitution (the "California Constitution"), the City Council of the City of Covina, proposes to annex territory established as Zone 19 to expand the improvements to be provided and maintained within the LMD, and to conduct a property owner protest ballot proceeding for special benefit assessments to be levied and collected annually on the parcels within the Annexation Territory in order to fund in whole or in part the maintenance and operation of certain public improvements that may include, but is not limited to landscaping, parks and appurtenant facilities that provide special benefits to those properties commencing in Fiscal Year 2025/2026.

As required pursuant to Chapter 1, Article 4 of the 1972 Act, this Report shall serve as the detailed Engineer's Report for the annexation of territory to Landscape Maintenance District No. 1 for Zone 19 (hereafter referred to as the, "Annexation Territory") and the establishment of annual assessments to be levied and collected upon properties within the proposed Annexation Territory in connection with the special benefits each property receives from the maintenance and servicing of the improvements to be provided by the City through the District. The assessments described herein will provide an annual funding source to adequately support the ongoing maintenance, servicing, operation, and incidental expenses associated with the landscape improvements, and appurtenant facilities and amenities that benefit the identified properties within the Annexation Territory. The Annexation Territory as shown in the diagram contained in Part IV of this Report, encompasses all lots and parcels of land within a defined area of the City that will receive special benefits from the improvements to be funded by the assessments. Parcels within the Annexation Territory will be assessed for their proportionate special benefit of the shared landscape improvements and appurtenant facilities.

The City Council of the City of Covina adopted its General Plan with various elements to provide guidelines for orderly development of property within the City. The City Council further adopted ordinances and regulations governing the development of land providing for the installation and construction of certain landscaping and appurtenant facilities to enhance the quality of life and to benefit the value of property.

The requirement for the installation of landscaping, streets and appurtenant facilities is a condition of development provided for in the City's Subdivision Ordinance and is a requirement for issuance of a permit for construction of commercial, residential, and planned unit development. These improvements generally include but are not limited to street lights and related equipment and fixtures; various landscape materials such as trees, turf, shrubs, vines, and ground cover; irrigation and drainage systems; structural amenities such as monuments, block walls, retaining walls, or other fencing; hardscapes including mulch, trail and path surfaces, stamped concrete and pavers; recreational amenities such as benches, picnic facilities and play structures; signage; and related appurtenances.

The installation of landscaping and appurtenant facilities is the responsibility of the sub-divider or other development/applicant, triggered by the approval of a tentative subdivision map or other development application. After installation, it is City policy that the servicing, operation, maintenance, repair and replacement of landscaping and appurtenant facilities in turn become the financial responsibility of the properties that specially benefit from the facilities.

In accordance with the 1972 Act, the District utilizes benefit zones ("Zones") to address variations in the nature, location, and extent of the improvements that provide special benefits to parcels in the District. Within the boundaries of the District, parcels are assigned to a Zone, each of which is associated with specific improvements that provide special benefit to properties within that Zone.

ANNEXATION TERRITORY

The Annexation Territory consists of all lots and parcels of land within the planned areas identified as Tract No. 84311. Tract No. 84311 will develop out to seventy-five (75) condominiums designated as Zone 19. This annexation area will pay the special benefit costs associated with the ongoing annual maintenance of the improvements within the Zone.

This Report has been prepared pursuant to the provisions of the California Constitution and the 1972 Act and shall serve as the detailed Engineer's Report regarding the annexation of the designated Annexation Territory into the Covina Landscape Maintenance District No. 1 and the proposed assessments to be levied on the properties therein commencing in Fiscal Year 2025/2026 for the proportional special benefits the properties will receive from the ongoing maintenance and servicing of the improvements associated with and/or resulting from the development of properties within the Annexation Territory.

The City Council proposes to annex the Annexation Territory into the District as Zone 19 (Proposed Zone), and to levy and collect annual special benefit assessments on the County tax rolls to provide ongoing funding for the direct expenditures, incidental expenses, and fund balances that are necessary to service and maintain the landscaping improvements associated with and resulting from the development of property within the Annexation Territory. The improvements described in this Report for the Annexation Territory are based on the initial improvement and development plans for Assessor Parcel Number 8430-015-021 and by reference those plans and specifications are made part of this Report.

The estimated budget provided herein is based on the City's estimate of the expenses for local improvements and services within the Annexation Territory. The resulting annual assessments are calculated utilizing the method of apportionment established under Part II of this report and are made pursuant to the 1972 Act and the substantive and procedural provisions of the California Constitution.

The word "parcel," for the purposes of this Report, refers to an individual property assigned its own Assessor's Parcel Number (APN) by the Los Angeles County Assessor's Office. The Los Angeles County Auditor/Controller uses APNs and specific Fund Numbers to identify properties to be assessed on the tax roll for the special benefit assessments.

PROCEEDINGS AND REPORT CONTENT

This Report specifically addresses the proposed annexation of territory, establishment of the Zone, the resulting Zone boundary, the various improvements within the Zone, and the proposed assessment to be levied in connection with the special benefits the properties will receive from the maintenance and servicing of the improvements based on the estimated operating and maintenance expenses. The proposed annual assessments to be levied on properties within the Annexation Territory will provide a source of funding for the continued operation, maintenance and servicing of the landscaping and appurtenant facilities (collectively referred to as improvements) to be provided by the District for the special benefit of properties within the Zone.

The District assessments as described herein are based on the City's estimate of the costs to maintain, operate and service the improvements. The costs of the improvements and the proposed annual assessments budgeted and assessed against properties within the Annexation Territory may include, but are not limited to the estimated expenditures for regular annual maintenance and repairs; incidental expenditures related to the operation and administration of the District; deficits or surpluses from prior years; revenues from other sources; and the collection of funds for operational reserves and/or periodic repairs, replacements and rehabilitation projects as authorized by the 1972 Act. The net annual cost to provide the improvements for each Zone are allocated to the benefiting properties within that Zone using a weighted method of apportionment (refer to Assessment Methodology in Part II, Method of Apportionment) that calculates the proportional special benefit and assessment for each parcel as compared to other properties that benefit from the District improvements and services. Thus, each parcel is assessed proportionately for only those improvements, services and expenses for which the parcel will receive special benefit.

Ballot Proceedings

As part of these proceedings, the City shall conduct a property owner protest ballot proceeding ("Ballot Proceeding") for the proposed levy of an assessment pursuant to the provisions of the California Constitution, Article XIIID Section 4, and in accordance with the provisions of Government Code, Section 53753. In conjunction with this Ballot Proceeding, the City Council will conduct a noticed public hearing to consider public testimonies, comments and written protests regarding the annexation, the resulting Zone boundaries and the assessments described herein. Upon conclusion of the public hearing, property owner protest ballots received will be opened and tabulated to determine whether majority protest exists as defined in Article XIIID of the California Constitution.

As specified by the California Constitution, Article XIIID Section 4e:

"A majority protest exists if, upon the conclusion of the hearing, ballots submitted in opposition to the assessment exceed the ballots submitted in favor of the assessment. In tabulating the ballots, the ballots shall be weighted according to the proportional financial obligation of the affected property."

After completion of the ballot tabulation, the City Council will confirm the results of the balloting. If majority protest exists for the Proposed Zone assessments, further proceedings to annex the parcels within the Proposed Zone into the District shall be abandoned.

If tabulation of the ballots indicate that majority protest does not exist for the Proposed Zone assessments and the assessment range formula presented and described herein, the City Council by resolution may adopt this Report (as submitted or amended); approve the assessment diagrams (Zone Boundary Diagram) contained herein; order the annexation of the parcels to the LMD and the improvements to be made; and confirm the assessments as outlined in this Report.

The assessments as approved, may be levied and collected on the County tax rolls commencing in Fiscal Year 2025/2026 together with the assessments for other properties in the District. For Fiscal Year 2025/2026 and each subsequent fiscal year, an engineer's annual levy report for the District shall be prepared and presented to the City Council to address any proposed changes to the District, including Zone 19, as well as any proposed changes to the improvements, budgets and assessments for that fiscal year. The City Council shall hold a noticed public hearing regarding these matters prior to approving and ordering the levy of annual assessments for the District.

If in any fiscal year, the proposed annual assessments for parcels with the District exceed the maximum assessments described herein, such an assessment would be considered an increased assessment and must be confirmed through a mailed property owner protest ballot proceeding for the affected parcels before that or increased assessment may be imposed.

Report Content

This Report has been prepared in connection with the annexation of a parcel into the LMD and the resulting assessments for the parcels at build-out within Zone 19 established herein in connection with the annexation of territory for Fiscal Year 2025/2026, pursuant to a resolution of the City Council and consists of the following five (5) parts.

Part I — Plans and Specifications

Contains a general description of the District and zones of benefit ("Zones") and specifically addresses the improvements and services that provide special benefits to the parcels within the Annexation Territory which include, but is not limited to local landscaping, and related amenities including operational expenses and fund balances authorized by the 1972 Act. The plans and specifications contained in this Report generally describe the nature and extent of the improvements. In conjunction with these general descriptions of the improvements a visual depiction of the improvements is provided in the Zone Boundary Diagram contained in Part IV of this Report. The detailed plans and specifications for the improvements in the Annexation Territory are on file in the Public Works Department of the City of Covina and by reference are made part of this Report.

Part II — Method of Apportionment

Outlines the special and general benefits associated with the improvements to be provided within the Annexation Territory, and the basis upon which the estimated costs to provide such improvements has been apportioned to each parcel of land therein in proportion to the special benefits to be received.

Part III — Estimate of Costs

Identifies the estimated annual funding costs (budget) required for the maintenance and operation of the improvements including, but not limited to, annual maintenance and service expenses, utility costs, related incidental expenses, and fund balances authorized by the 1972 Act and deemed appropriate to fully support the improvements. Those improvements and/or costs determined to be of general benefit shall be funded by a City contribution. This budget establishes the maximum assessments to be approved by the property owner(s) of record within the Annexation Territory as part of the Ballot Proceeding.

This section also identifies and outlines an Assessment Range Formula (inflationary adjustment) that provides for an annual adjustment to the maximum assessment rate that establishes limits on future assessments but also provides for reasonable cost adjustments due to inflation.

Part IV — Boundary Diagrams

Diagrams showing the existing District and Annexation Territory. The lines and dimensions of each lot, parcel, and subdivision of land contained in this diagram are inclusive of all parcels listed in “Part V — Assessment Roll” of this Report and the corresponding County Assessor’s Parcel Maps for said parcels as they existed at the time this Report was prepared and shall include all subsequent subdivisions, lot-line adjustments, or parcel changes therein. Reference is hereby made to the Los Angeles County Assessor’s maps for a detailed description of the lines and dimensions of each lot and parcel of land within the Annexation Territory.

Part V — Assessment Roll

A listing of the proposed assessment amounts for each parcel within the Annexation Territory. The “Balloted Maximum Assessment” amount for each parcel represents that parcel’s proposed maximum assessment amount for each parcel within the Proposed Zone commencing in Fiscal Year 2025/2026 and is based on the parcel’s calculated proportional special benefit as outlined in “Part II — Method of Apportionment,” and calculated assessment rate established by the budget in “Part III — Estimate of Costs.” The assessment amount identified as the “FY 2025/2026 Estimated Assessment” represents the anticipated assessment amounts to be levied and collected on the County Tax Rolls for Fiscal Year 2025/2026. The actual assessment amounts to be levied and collected for Fiscal Year 2025/2026 shall be finalized, approved and adopted by the City Council together with the assessments for other properties in the District as part of the annual assessment process for Fiscal Year 2025/2026.

If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Report is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of the Report and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions might subsequently be declared invalid or unconstitutional.

Part I — Plans and Specifications

DESCRIPTION OF THE DISTRICT

The purpose of this District and specifically the Annexation Territory is to provide in part through annual assessments, funding for the ongoing operation, maintenance, and servicing of local landscaping, and related appurtenant facilities and services in specified areas of the City. The territory within the District consists of those lots or parcels of land within the City of Covina for which the City, through the District, maintains these local improvements and related amenities installed in connection with the development of those properties and for the benefit of those lots or parcels.

As authorized by the 1972 Act, the improvements provided by the District and associated with the Zone incorporate various local and related amenities installed in connection with the development of the property (properties) and are maintained and serviced for the benefit of real property within Zone 19. The maintenance of the improvements may also include various appurtenances including, but not limited to block walls, retaining walls or other fencing, trail and path surfaces, stamped concrete, pavers, mulch or other hardscapes, irrigation and related electrical equipment and drainage systems, benches, play structures, picnic or other recreational facilities, monuments, signage, ornamental lighting, street lighting, and related equipment. The work to be performed within the Zone may include but is not limited to (as applicable), the personnel, materials, equipment, electricity, water, contract services, repair and rehabilitation of the improvements and incidental expenses required to operate the District and provide the improvements and services.

Improvements provided within the District may include but are not limited to:

- Landscaping and related facilities and amenities located within designated street medians, parkway and streetscape side-panels, and entryways within the public right of ways or easements adjacent to public right of ways; and within public places including greenbelt areas, open spaces, and neighborhood parks within Zone 19. These improvements may include, but are not limited to:
 - Various landscape materials such as trees, turf, shrubs, vines, ground cover, annual or perineal plantings;
 - Irrigation and drainage systems;
 - Structural amenities such as monuments, block walls, retaining walls, or other fencing; and
 - Hardscapes including mulch, trail and path surfaces, stamped concrete and pavers.

The maintenance of these improvements may include, but is not limited to the regularly scheduled mowing, trimming, pruning, fertilization, pest control, weed and graffiti abatement, installation, replacement and rehabilitation of the landscaping, repair or replacement of irrigation or drainage systems, and repair or replacement of hardscape improvements and recreational amenities. The City Public Works Department shall authorize and schedule such maintenance and servicing as needed and based on available Zone funding.

EXISTING DISTRICT ZONES AND IMPROVEMENTS

In accordance with the 1972 Act, the District utilizes Zones and/or Sub-Zones (collectively referred to as Zones) to address variations in the nature, location, and extent of the improvements that provide special benefits to parcels in the District. Each Zone is associated with specific improvements and/or types of improvements that provide special benefit to properties within that Zone. The boundaries of each Zone are based on the improvements to be maintained and the relationship and proximity of the developments and properties that derive special benefits from those specific improvements.

As of Fiscal Year 2024/2025, the District is comprised of the following Zones and developments.

Zone 1

Generally located in the southeast region of the City, south of Covina Hills Road, north of Holt Avenue and the San Bernardino Freeway, and east of Grand Avenue. The Zone was established in April 1981 and the annual assessments provide for the maintenance of landscaping in Parque Xalapa, Forest Hills Drive and Covina Hills Road Slope and Oak Tree Park.

Zone 2

Generally located in the north-central region of the City, south of Arrow Highway, north of Cienega and west of Grand Avenue. The Zone was established in April 1981 and the annual assessments provide for the maintenance of landscaping at the entrances to Arrow Grand Circle off Arrow Highway and the north side of Cienega Street between Grand Avenue and Barranca Avenue that is adjacent to the properties within the Zone.

Zone 4

Comprised of four (4) residential developments (single-family and condominiums) generally located south of Arrow Highway, north of Puente Street along the Azusa Avenue corridor. These four residential developments are inclusive of Tract 15506, Tract 14394, Tract 18642, Tract 33882 and Tract 34224. The annual assessments for Zone 4 provide for the maintenance of street landscaping (including street tree maintenance) associated with the properties as well as a portion of the maintenance costs of Azusa Avenue landscaping (15% of the costs).

Zone 5

Comprised of the commercial/industrial properties generally located south of Arrow Highway, north of Badillo Street along the Azusa Avenue corridor. The annual assessments for Zone 5 provide for the maintenance of street landscaping (including street tree maintenance) specifically associated with these properties including 85% of the maintenance costs of Azusa Avenue landscaping.

Zone 6

Annexed into the District in Fiscal Year 2017/2018. Tract No. 73455 is comprised of sixty-three (63) single-family residential properties, generally located south of E. Cypress Street, west of N. Kidder Avenue and east of N. Banna Avenue. Improvements within this area consist of approximately 6,143 square feet of parkway landscaping and twenty-eight (28) local street trees.

Zone 7

Known as Citrus Promenade was annexed into the District in Fiscal Year 2018/2019. Tract No. 74512-1, generally located east of Citrus Avenue and west of Fairvale Avenue is comprised of one hundred seventeen (117) townhomes. Improvements within this area consist of median and parkway landscaping along Citrus Avenue.

Zone 8

Annexed into the District in Fiscal Year 2018/2019. Parcel Map No. 72690 generally located south of Dexter Street and east of 4th Avenue has been developed into three (3) townhomes and is identified by the Los Angeles County Assessor's Office as parcel 8444-010-031. Improvements within this area consist of four (4) street trees.

Zone 9

Annexed into the District in Fiscal Year 2018/2019. Parcel Map No. 73595 generally located south of E. Ruddock Street, west of Reeder Avenue and north of E. Badillo Street was planned to be subdivided into a four (4) lot residential subdivision and is identified by the Los Angeles County Assessor's Office as parcel 8427-022-045. Improvements within this area were planned for four (4) street trees. However, development has not occurred and Zone 9 has not been levied commencing Fiscal Year 2023/2024.

Zone 10

Known as Atwood, annexed into the District in Fiscal Year 2019/2020. Tract No. 72116 generally located south of W. San Bernardino Road, west of N. Citrus Avenue and north of W. Orange Street contains sixty-eight (68) townhomes, four (4) live/work lofts and one (1) parcel containing three (3) office/retail units. Improvements within this area consist of thirty-one (31) street trees.

Zone 11

Annexed into the District in Fiscal Year 2021/2022. Tract No. 73660 generally located west of N. Citrus Avenue and north of W. Orange Street developed into eight (8) condominium units and is identified by the Los Angeles County Assessor's Office as parcel 8431-028-113. Improvements within this area consist of two (2) street trees.

Zone 12

Annexed into the District in Fiscal Year 2021/2022. Tract No. 1224 Lot 6, generally located west of N. Citrus Avenue and north of W. Orange Street developed into two (2) commercial buildings and is identified by the Los Angeles County Assessor's Office as parcel 8431-028-111. Improvements within this area will consist of six (6) street trees.

Zone 13

Known as Covina Bowl was annexed into the District in Fiscal Year 2022/2023. Tract No. 82874 generally located south of W. San Bernardino Road, north of W. Badillo Street and west of N. Rimsdale Avenue developed out to a restaurant and one hundred thirty-two (132) condominiums originally identified by the Los Angeles County Assessor's Office as parcels 8434-017-008, 8434-017-009, and 8434-018-020. Improvements within this area will consist of twenty-five (25) street trees and 7,757 square feet of irrigated landscaping.

Zone 14

Known as Zest was annexed into the District in Fiscal Year 2022/2023. Tract No. 83178 generally located south of Kelby Park and west of Barranca Avenue developed into one hundred fifty-one (151) townhomes and was identified by the Los Angeles County Assessor's Office as parcel 8430-015-018. Improvements within this area consist of four (4) street trees and 662 square feet of irrigated landscaping.

Zone 15

Known as Campsite Brewery was annexed into the District in Fiscal Year 2023/2024. Tract No. 45569 (Campsite Brewery) generally located north of Front Street and west of Curtis Avenue is one (1) business with two (2) buildings and identified by the Los Angeles County Assessor's Office as parcel 8430-018-019. Improvements within this area consist of twelve (12) street trees and 2,307 square feet of irrigated landscaping.

Zone 16

Annexed into the District in Fiscal Year 2023/2024. Parcel Map No. 82493 generally located north of East Puente Street and west of Monte Vista Avenue with two (2) residential parcels currently identified by the Los Angeles County Assessor's Office as parcel 8446-009-020 and 021. Improvements within this area consist of three (3) street trees.

Zone 17

Annexed into the District in Fiscal Year 2023/2024. Tract No. 83343 is generally located north of Covina Boulevard, west of Fairvale Avenue and east of Citrus Avenue developed into thirty-eight (38) residential townhomes and was identified by the Los Angeles County Assessor's Office as parcel 8406-019-098. Improvements within this area consist of eighteen (18) street trees and 3,275 square feet of irrigated landscaping.

Zone 18

Annexed into the District in Fiscal Year 2023/2024. Tract No. 83203 is generally located north of W. Puente Street, east of S. 4th Avenue and west of S. 3rd Avenue and is planned for ten (10) residential townhomes currently identified by the Los Angeles County Assessor's Office as parcel 8444-010-028. Improvements within this area consist of fourteen (14) street trees and 2,750 square feet of irrigated landscaping.

ZONES AND IMPROVEMENTS ANNEXATION TERRITORY FISCAL YEAR 2025/2026

Zone 19

Tract No. 84311, generally located north of Limoncello Lane, east of Ruby Red Drive and west of Barranca Avenue, will develop out to seventy-five (75) condominiums and is currently identified by the Los Angeles County Assessor's Office as parcel 8430-015-021. Improvements within this area will consist of eight (8) trees and 1,008 square feet of irrigated landscaping.

Part II — Method of Apportionment

LEGISLATIVE REQUIREMENTS FOR ASSESSMENTS

The costs of the proposed improvements have been identified and allocated to properties within the Annexation Territory based on proportional special benefit, consistent with the provisions of the 1972 Act and the assessment provisions of Proposition 218 (being contained in Article XIID of the California Constitution). The improvements provided by this District and for which properties within the Annexation Territory are assessed, are identified as local landscaping and related amenities that were either installed in direct connection with the development of properties to be included within the designated Proposed Zone or were installed for the benefit of those properties as a result of property development or potential development of those properties and were considered necessary elements for the development of such properties to their full and best use. The formulas used for calculating assessments and the designation of Zones herein reflect the composition of parcels within the Annexation Territory, and the improvements and activities to be provided, and have been designed to fairly apportion the cost of providing those improvements based on a determination of the proportional special benefits to each parcel.

In addition to the provisions of the 1972 Act, Article XIID of the California Constitution outlines specific requirements regarding assessments including the following:

Article XIID Section 2d defines District as follows:

“District means an area determined by an agency to contain all parcels which will receive a special benefit from a proposed public improvement or property-related service.”

Article XIID Section 2i defines Special Benefit as follows:

“Special benefit means a particular and distinct benefit over and above general benefits conferred on real property located in the district or to the public at large. General enhancement of property value does not constitute “special benefit.”

Article XIID Section 4a defines proportional special benefit assessments as follows:

“An agency which proposes to levy an assessment shall identify all parcels which will have a special benefit conferred upon them and upon which an assessment will be imposed. The proportionate special benefit derived by each identified parcel shall be determined in relationship to the entirety of the capital cost of a public improvement, the maintenance and operation expenses of a public improvement, or the cost of the property related service being provided. No assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel.”

BENEFIT ANALYSIS

Landscaping Special Benefit

The ongoing maintenance of landscaped areas within the District (specifically Zone 19 as addressed in this Report), provide aesthetic benefits to the properties and a more pleasant environment to walk, drive, live, and/or work. The primary function of these landscape improvements and related amenities is to serve as an aesthetically pleasing enhancement and green space for the benefit of the immediately surrounding properties and developments for which the improvements were constructed and installed and/or were facilitated by the development or potential development of properties within Zone 19. These landscape

improvements are an integral part of the physical environment associated with the parcels in the Zone and while some of the improvements may in part be visible to properties outside the Zone, collectively if these improvements are not properly maintained, it is the parcels within the Zone (as may be applicable) that would be aesthetically burdened. Additionally, the street landscaping in Zone 19 serve as a pleasant aesthetic amenity that enhances the approach to the parcels. In some District zones, the landscaped areas may include green space areas (neighborhood parks, greenbelts, open space and/or trails) that may provide a physical buffer between properties, overall open space within a development, and/or recreational areas that serve as an extension of the physical attributes of the parcels assessed, such as their front or rear yards. As a result, the maintenance of these landscape improvements and the related amenities provide particular and distinct benefits to the properties and developments associated with those improvements within each Zone.

Landscaping General Benefit

Based on the parameters of special benefit as outlined by the California Constitution, general benefit may be described as an overall and similar benefit to the public in general resulting from the improvements, activity or services to be provided for which an assessment is levied. Although the Proposed Zone improvements are located on public streets that are visible to the general public, it is clear that the ongoing maintenance of these improvements are only necessary for the appearance, safety and advantage of the properties within the Zone and are not required nor necessarily desired by any properties outside the Zone. Inasmuch as the improvements and the services to be provided are specific to the development and properties within the Zone and these improvements and services do not extend beyond the Zone's boundaries, any access or proximity to these improvements by other nearby properties or developments would be considered incidental and the potential general benefits to the public at large are considered intangible.

ASSESSMENT METHODOLOGY

To assess benefits equitably it is necessary to calculate each property's relative share of the special benefits conferred by the funded improvements and service. The Equivalent Benefit Unit (EBU) method of assessment apportionment is utilized for this District and establishes a basic unit (base value) of benefit and then calculates the benefit derived by each assessed parcel as a multiple (or a fraction) of that basic unit. The EBU method of apportioning special benefits is typically seen as the most appropriate and equitable assessment methodology for assessment districts, as the benefit to each parcel from the improvements are apportioned as a function of comparable property characteristics which may include but is not limited to land use and property size.

For the purposes of this Engineer's Report, an EBU is the quantum of benefit derived from the various Zone improvements by a single-family residential parcel. The single-family residential parcel has been selected as the basic unit for calculation of assessments. Thus, the "benchmark" property (the single-family residential parcel) derives one EBU of benefit and is assigned 1.00 Equivalent Benefit Unit. Pursuant to the 1972 Act, the costs of the District may be apportioned by any formula or method that fairly distributes the net amount to be assessed, among all assessable parcels in proportion to the estimated benefits to be received by each parcel from the improvements. The benefit formula used for the District should reflect the composition of the parcels, and the improvements and services provided, to fairly apportion the costs based on special benefit to each parcel.

The existing District's Method of Apportionment utilizes commonly accepted assessment engineering practices, established pursuant to the 1972 Act and the provisions of the California Constitution. The method outlined for Zone 19 is based on the premise that each assessed parcel receives benefit from the improvements maintained and financed by the District's assessments. The desirability of properties within the Zone is enhanced by the presence of well-maintained landscaping in close proximity to those properties. The costs associated with the improvements within Zone 19 are equitably spread among the benefiting parcels within the Zone and the funds collected shall be dispersed and used for only the improvements and services provided by the District.

Identifiers for each Zone designation are identified below:

Zones 1, 2, 5 and 12

*Balance to Levy / Total Number of 1,000 sq. ft. (Lot Size) = Levy per 1,000 sq. ft.
Converted to Equivalent Benefit Units ("EBU")
Balance to Levy / Total Number of EBUs = Assessment Rate per EBU*

Zones 4, 6, 7, 8, 9, 11, 14, 16, 17 and 18

*Balance to Levy / Total Number of Units = Levy per Unit
Converted to EBU
Balance to Levy / Total EBU = Assessment Rate per EBU*

Zone 10

Residential

*Balance to Levy / Total Number of Units = Levy per Unit
Converted to EBU
Balance to Levy / Total EBU = Assessment Rate per EBU*

Commercial

*Balance to Levy / Total Number of 1,000 sq. ft. (Lot Size) = Levy per 1,000 sq. ft.
Converted to EBU
Balance to Levy / Total Number of EBUs = Assessment Rate per EBU*

Live/Work

Each residential unit is assessed one (1) Equivalent Benefit Unit (EBU), and each commercial parcel is assessed at a rate per square foot. The four (4) live-work units are assessed 1 EBU per residential unit plus 1,000 square feet per levy for non-residential use. It is anticipated that the typical live-work unit will be 5,453.50 SF (square feet) with 70% of the area assigned to non-residential use, which equals 3,809.75 SF.

*Balance to Levy / Total Number of Units (Levy Units) plus Levy per Acre
Converted to EBU
Balance to Levy / Total EBU = Assessment Rate per EBU*

Zone 13

Residential

Balance to Levy / Total Number of Units = Levy per Unit

Converted to EBU

Balance to Levy / Total EBU = Assessment Rate per EBU

Commercial

Balance to Levy / Total Number of 1,000 sq. ft. (Lot Size) = Levy per 1,000 sq. ft.

Converted to EBU

Balance to Levy / Total Number of EBUs = Assessment Rate per EBU

The levy amount for each parcel is then calculated by multiplying the Zone Assessment Rate by assigned EBU on each parcel:

Assessment Rate x Parcel's EBU = Parcel Levy Amount

Zone 15

Commercial

Balance to Levy / Total Number of 1,000 sq. ft. (Lot Size) = Levy per 1,000 sq. ft.

Converted to EBU

Balance to Levy / Total Number of EBUs = Assessment Rate per EBU

New Annexation Territory

Zone 19

Residential

Balance to Levy / Total Number of Units = Levy per Unit

Converted to EBU

Balance to Levy / Total EBU = Assessment Rate per EBU

Part III — Estimate of Costs

The 1972 Act provides that the estimated costs of the improvements shall include the total cost of the improvements, including incidental expenses.

The 1972 Act also provides that the amount of any surplus, deficit, or contribution be included in the estimated cost of improvements. The net amount to be assessed on the lots or parcels within the Annexation Territory is the total cost of maintenance and servicing with adjustments either positive or negative for reserves, surpluses, deficits, and/or contributions.

PROPOSED BUDGET AND ASSESSMENT

The budget and assessments outlined on the following page for the Annexation Territory for the designated Zone 19 are based on the national standards and related funding necessary for the operation, maintenance and servicing of the District improvements identified in Part I of this Report.

This budget represents an estimate of the special benefit expenses anticipated to be collected for Fiscal Year 2025/2026 at the time this Report was prepared and establishes the maximum assessment rates to be balloted and approved by the property owner(s) of record within the Annexation Territory as part of the Ballot Proceeding.

Annexation Territory Budget Fiscal Year 2025/2026

BUDGET ITEM	Zone 19 Budget
ANNUAL MAINTENANCE (DIRECT COSTS)	
Direct Landscape Maintenance Expenses	
Landscape Maintenance and Appurtenant Facilities	\$483
Tree Trimming	143
Landscape Utilities (Water/Electricity)	170
Maintenance & Street Infrastructure	69
Rehabilitation & Replacement	172
Total Annual Landscape Maintenance Expenses	\$1,037
INDIRECT COSTS	
Administration	
Administration Overhead	\$45
County Administration Fee	21
Professional Services	73
Legal Notices	25
Total Administration	\$164
Total Costs & Expenses	\$1,201
LEVY ADJUSTMENTS	
Operational Reserves	\$313
General Benefit (contribution)	0
General Fund (Contribution)	0
Total Levy Adjustments	\$313
BALANCE TO LEVY	\$1,514
DISTRICT STATISTICS	
Current Parcel Count	1
Total Parcels at Built -Out	75
Parcels Levied at Built Out	75
Total EBUs	75.0000
Proposed Maximum Assessment per EBU	\$20.20
Proposed Assessment for FY 2025/2026	\$20.20

Note: The budget has been rounded to the nearest dollar.

Annual Inflationary Adjustment (Assessment Range Formula)

It is recognized that the cost of providing for the improvements described in Part I, Plans and Specifications, of this Report will inevitably increase over time as a result of inflation and that any "new or increased assessments" require certain noticing and balloting requirements pursuant to Article XIID of the California Constitution (Proposition 218). However, Government Code Section 54954.6(a) provides that a "new or increased assessment" does not include "an assessment that does not exceed an assessment formula or range of assessments...previously adopted by the agency or approved by the voters in the area where the assessment is imposed." This definition of a new or increased assessment is reaffirmed in the Proposition 218 Omnibus Implementation Act, Government Code Section 53753.5.

To assure that the improvement funding is sufficient in the future to address the ongoing maintenance and replacement cost increases that naturally occur over time due to inflation, the special benefit assessments being presented to the property owners during the Ballot Proceeding conducted in connection with this Report includes an annual inflationary adjustment (assessment range formula). This inflationary adjustment formula provides for the Fiscal Year 2025/2026 maximum assessments (initial maximum assessment rate) established herein for the Annexation Territory to increase by an amount equal to the lesser of: (1) three percent (3.0%), or (2) the annual percentage increase of the Local Consumer Price Index (CPI) for "All Urban Consumers" for the Los Angeles-Long Beach-Anaheim Areas (February of the given year from the previous February or similar time frame).

The adoption of the maximum assessment rates and the Assessment Range Formula described herein does not mean that the annual assessments will necessarily increase each fiscal year, nor does it absolutely restrict the assessments to the annually adjusted maximum assessment rates. Although the maximum assessment rates that may be levied shall be increased each fiscal year, the actual amount to be assessed will be based on the Balance to Levy for that fiscal year. If the calculated assessment is less than the adjusted maximum assessment, then the calculated assessment may be approved by the City Council for collection. If the calculated assessment (based on the proposed budget) is greater than the adjusted maximum assessment for that fiscal year, then the assessment would be considered an increased assessment and would require property owner approval through another property owner protest ballot proceeding before imposing such an increase. Otherwise, it would be necessary to reduce the budget or provide a contribution from the City to reduce the Balance to Levy (amount to be assessed) to an amount that can be supported by an assessment rate less than or equal to the adjusted maximum assessment rate authorized for that fiscal year.

The Assessment Range Formula shall be applied to the maximum assessment rates for Zone 19 in the Annexation Territory commencing in Fiscal Year 2025/2026 and shall be applied in each subsequent fiscal year unless the City Council formally suspends its application.

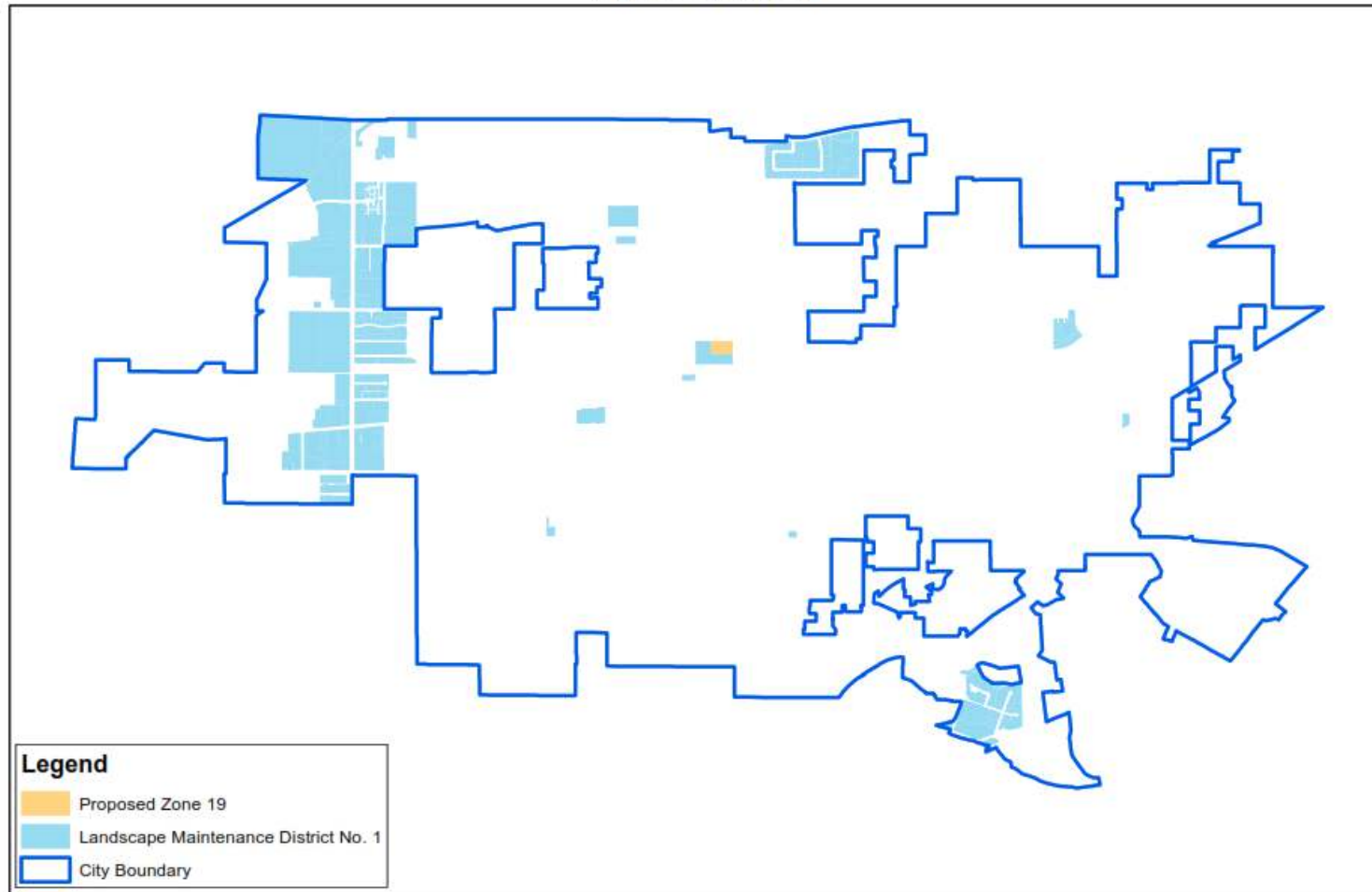
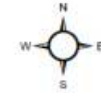
Part IV — Boundary Diagrams

The Fiscal Year 2025/2026 District Diagrams on the following pages show the boundaries of the Covina Landscape Maintenance District No. 1 including Zone 19 (Sheet 1) and a separate diagram for Zone 19 (Sheet 2).

LANDSCAPE MAINTENANCE DISTRICT NO. 1

CITY OF COVINA
COUNTY OF LOS ANGELES
STATE OF CALIFORNIA
ANNEXATION

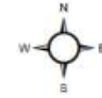
SHEET 1 OF 2



LANDSCAPE MAINTENANCE DISTRICT NO. 1

CITY OF COVINA
COUNTY OF LOS ANGELES
STATE OF CALIFORNIA
ANNEXATION

SHEET 2 OF 2



Part V — Assessment Roll

Parcel identification for each lot or parcel within the Annexation Territory shall be the APN as shown on the Los Angeles County Secured Roll for the year in which this Report is prepared and reflective of the Assessor's Parcel Maps.

The following is the lot and parcel of land (parcel) within the Annexation Territory and the corresponding maximum assessments being set for Fiscal Year 2025/2026.

APN	Zone	Owner	Area	Acres	EBU	Maximum Rate Per Assessment Unit FY 2025/2026	Maximum Assessment FY 2025/2026
8430-015-021	19	TH BARRANCA II LLC	Tract 84311	2.780	75.000	\$20.20	\$1,515.00



CC Regular Meeting

AGENDA ITEM REPORT

Meeting: June 5, 2025

Title: Adopt Resolution Ordering the Annexation of Territory to Covina Lighting District No. 1978-79, Confirming a Diagram and Assessment, Ordering the Improvements, and the Levy and Collection of Assessments within Such Territory for FY 2025/2026

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

Recommendation: 1. Conduct a public hearing and consider all testimony that may be forthcoming; and
2. Adopt Resolution CC 2025-45 Ordering the Annexation of Territory to Covina Lighting District No. 1978-79, Confirming a Diagram and Assessment, Ordering the Improvements, and the Levy and Collection of Assessments within such Territory for FY 2025/2026.

EXECUTIVE SUMMARY/BACKGROUND:

Tract No. 84311 into Covina Lighting District No. 1978-79 and to levy and collect annual assessments. The Council also adopted Resolution CC 2025-24 declaring its intention to annex territory into the District and begin levying assessments for this annexation starting in FY 2025/2026. Additionally, the Council called for a property owner protest proceeding and initially scheduled a public hearing for Tuesday, May 20, 2025, at 7:30 p.m. in the Council Chambers, located at 125 East College Street, Covina, California. This hearing has since been rescheduled to June 3, 2025 to receive public input regarding the proposed assessments for FY 2025/2026.

The Covina Lighting District No. 1978-79 was formed on November 20, 1978, pursuant to the *California Streets and Highways Code, Part 2, Division 15, Landscaping and Lighting Act of 1972* (hereinafter referred to as the “1972 Act”), to finance the energy and maintenance costs of new streetlights installed by several commercial and residential developers. The District was formed through a public hearing process, and the properties within the District were designated Zone A for single-family residential and condominium units and Zone B for commercial, industrial, and apartment properties.

The City expanded the District in 1980 to include all developments that may or may not be required to install new streetlights but were required to construct public improvements adjacent to the property being developed, except when the development did not increase the existing floor area by fifty percent (50%) pursuant to the regulations of Chapter 11 of the Covina Municipal Code. Although a citywide District was not implemented, it was the City’s intent to work toward incrementally expanding the District to cover the entire City.

In December 1988, the District was expanded by annexing (through public hearing proceedings) parcels east and west of Azusa Avenue from Arrow Highway to 600 feet south of Badillo Street. A number of parcels were annexed to the District when streetlights were installed in conjunction with utility undergrounding projects. Parcels were also annexed to the District in connection with City sponsored street projects. These annexations were in areas where the property owners requested that streetlights be installed in their blocks with the owners paying for the installation of the streetlights. Subsequent annexations to the District included similar projects and developments but also included various individual residential and commercial properties that were annexed to the District as a condition of property improvements (building permits). This process of annexation resulted in the existing District representing approximately thirty-five percent (35%) of the parcels within the City.

Each fiscal year, prior to making and collecting assessments within the Covina Lighting District No. 1978-79, the City Council must adopt resolutions directing the City’s Licensed Engineer to prepare and file a report regarding the proposed assessment for each Zone, approving the Engineer’s Report (Attachment B), and declaring

the City Council's intention to levy and collect assessments for the upcoming fiscal year. Additionally, before any assessments may be levied, the City Council must also adopt a resolution establishing a noticed public hearing to hear any protests against the assessment and for the approval of the Engineer's Report and adoption of a resolution ordering the levy of assessments for FY 2025/2026.

DISCUSSION:

Pursuant to the provisions of the 1972 Act, being Part 2, Division 15, of the California Streets and Highways Code, commencing with Section 22500, the attached Engineer's Report is prepared in compliance with the requirements of Article 4, Chapter 1, of the 1972 Act regarding the annexation of territory into the City's existing Covina Lighting District No. 1978-79.

The City Council of the City of Covina, being the legislative body for the District, may, pursuant to the 1972 Act, annex territory and levy annual assessments for the operation and administration of the District. In Section 22608 of the 1972 Act, it states "*right of majority protest shall be limited to the territory proposed to be annexed.*"

In addition, the 1972 Act provides for the levy of annual assessments after annexation into or formation of an assessment district for the continued maintenance and servicing of the improvements. The 1972 Act further allows various areas to be annexed into an existing district when the territory in the annexation receives substantially the same proportional special benefits from the improvements. The costs associated with the installation, maintenance, and servicing of the improvements may be assessed to properties which benefit from the installation, maintenance, and servicing of such improvements.

In accordance with the 1972 Act, the District utilizes benefit zones to address variations in the nature, location, and extent of the improvements that provide special benefits to parcels in the District. There are two Zones in the Covina Lighting District No. 1978-79 designated as Zones A and B. Zone A is comprised of single-family residences and condominium units. Zone B is comprised of commercial, industrial, apartment, and similar multi-family residential properties. The proposed assessments are for the costs of providing street lighting in these two zones.

The attached Engineer's Report specifically addresses the annexation of approximately 2.78 acres of territory consisting of one parcel (Tract No. 84311) in connection with the annexation territory for FY 2025/2026, pursuant to a resolution of the City Council. The Report consists of five parts: Part I: Plans and Specifications, Part II: Method of Apportionment, Part III: Estimate of Costs, Part IV: Boundary Diagram, and Part V: Assessment Roll.

This territory is more specifically identified as:

APN 8430-015-01 (Tract No. 84311)

Generally located north of Limoncello Lane, east of Ruby Red Drive and west of Barranca Avenue, will develop out to seventy-five (75) condominiums. This development will benefit from existing streetlights.

This annexation territory is proposed to be annexed into the District and levied assessments commencing in FY 2025/2026 and shall be known and referred to as:

Annexation No. 83 for the Covina Lighting District No. 1978-79

This annexation area will pay the special benefit costs associated with the on-going annual maintenance of the improvements including the servicing, operation, maintenance, repair, and replacement of the improvements.

The FY 2025/2026 proposed assessment rates are \$20.80 per Benefit Unit (BU) for Zone A and \$2.70 per BU for Zone B. Benefit Units are calculated per 1,000 square feet of land area for Zone B. The rates of \$20.80 per unit

for Zone A and \$2.70 per 1,000 square feet of land area for Zone B have been in effect since FY 1996 and are the maximum assessment rates for each Zone.

Table 1: Annexation No. 83 Assessment Rates and Revenue

Zone A	Units/BU	Proposed Rate	Assessment Revenue
Tract No. 84311	75 units	\$20.80/unit	\$1,560.00

There are no Commercial properties being annexed into this District for FY 2025/2026.

The Annexation Engineer’s Report proposes a \$1,508 General Fund contribution for Zone A to finance the shortfall portion of the FY 2025/2026 expenses. These General Fund contribution costs are already included in the budget identified on the next page in Table 2 and require no additional appropriations.

Table 2: Annexation No. 83 – FY 2025/2026 Summary

Zone A Budget Item	Total Amount
Proposed Assessments	\$1,560
General Fund Contribution	\$1,508
Total Projected Revenue	\$3,068
Energy and Maintenance	\$2,717
Administration	\$ 351
Total Projected Expenditures	\$3,068
Estimated Ending Fund Balance	(\$0)

Ballot Proceedings

As part of these proceedings, the City shall conduct a property owner protest ballot proceeding (“Ballot Proceeding”) for the proposed levy of a new assessment pursuant to the provisions of the California Constitution, Article XIID, Section 4, and in accordance with the provisions of Government Code, Section 53753. In conjunction with this Ballot Proceeding, the City Council will conduct a noticed public hearing to consider public testimonies, comments and written protests regarding the annexation, the resulting new annexation territory, and the new assessments described herein. Upon conclusion of the public hearing, property owner protest ballots received will be opened and tabulated to determine whether majority protest exists as defined in Article XIID of the California Constitution.

As specified by the California Constitution, Article XIID Section 4(e):

“A majority protest exists if, upon the conclusion of the hearing, ballots submitted in opposition to the assessment exceed the ballots submitted in favor of the assessment. In tabulating the ballots, the ballots shall be weighted according to the proportional financial obligation of the affected property.”

After completion of the ballot tabulation, the City Council will confirm the results of the balloting. If majority protest exists for the proposed Annexation No. 83 assessment, further proceedings to annex the parcels within the District and implementation of the new Zone and new assessments shall be abandoned at this time.

If tabulation of the ballots indicate that majority protest does not exist for the proposed new assessments described herein, the City Council, by resolution, may adopt this Report (as submitted or amended); approve the assessment

diagram (Zone Boundary Diagram) contained herein; order the annexation of the parcels within the District and the improvements to be made; and confirm the new assessments as outlined in this Report.

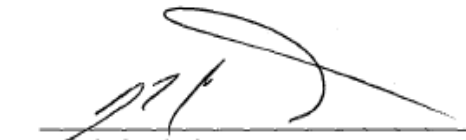
FISCAL IMPACT:

The assessment of properties within Annexation No. 83, under the proposed assessment rates, raises the funds necessary to pay the special benefit portion of the costs associated with Annexation No. 83. The General Fund portion of the costs associated with Annexation No. 83 requires a General Fund contribution of \$1,508.00 in FY 2025/2026.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Not applicable.

Respectfully submitted,



Rafael M. Fajardo
Director of Public Works/City Engineer

Report Approval Details

Document Title:	PH - Annexation of Territory to Covina Lighting District No. 1978-79.docx
Attachments:	- Attachment A - Resolution CC 2025-45.docx - Attachment B - Annex 83 Engineers Report.pdf
Final Approval Date:	May 29, 2025

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

Raphael Guillen

Rafael Fajardo

Theresa Franke

Fabian Velez

Chris Marcarello

RESOLUTION CC 2025-45

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, ORDERING THE ANNEXATION OF TERRITORY TO COVINA LIGHTING DISTRICT NO. 1978-79, CONFIRMING A DIAGRAM AND ASSESSMENT, ORDERING THE IMPROVEMENTS, AND THE LEVY AND COLLECTION OF ASSESSMENTS WITHIN SUCH TERRITORY FOR FISCAL YEAR 2025/2026 PURSUANT TO THE PROVISIONS OF PART 2 OF DIVISION 15 OF THE CALIFORNIA STREETS AND HIGHWAYS CODE AND ARTICLE XIID OF THE CALIFORNIA CONSTITUTION

WHEREAS, the City Council has, by previous Resolutions, initiated proceedings and declared its intention for the annexation of territory identified as Tract No. 84311, Annexation No. 83 (hereinafter referred to as the “Annexation Territory”), into the Lighting District No. 1978-79 (hereinafter referred to as the “District”) and the levy and collection of assessments within the Annexation Territory for the 2025/2026 fiscal year, pursuant to the provisions of the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the California Streets and Highways Code (hereinafter referred to as the “Act”), to pay the costs and expenses for the ongoing maintenance, operation, and servicing of the lighting improvements and appurtenant facilities related thereto; and

WHEREAS, the initial Public Hearing was scheduled for May 20, 2025, and rescheduled to June 3, 2025; and

WHEREAS, the City Council caused to be prepared a written report (the “Engineer’s Report”) in accordance with the Act and Article XIID of the California Constitution; and

WHEREAS, it is estimated that the improvements to be installed and constructed within the Annexation Territory will be accepted and maintained by the City as part of the District for the 2025/2026 fiscal year; and

WHEREAS, the City Council desires to levy and collect assessments against parcels of land within the Annexation Territory for the fiscal year commencing July 1, 2025 and ending June 30, 2026 (fiscal year 2025/2026), to pay the costs and expenses of the ongoing operation, maintenance, and servicing of improvements determined to be of special benefit to the properties and the development of properties within the Annexation Territory, and all appurtenant facilities related thereto.

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

SECTION 1. Protest Determination: Following notice duly given in accordance with law, the City Council has held a full and fair public hearing regarding the Engineer’s Report, the

ATTACHMENT A

annexation of territory to the District, and the levy and collection of the proposed assessment within such territory for fiscal year 2025/2026. All interested persons were afforded the opportunity to hear and be heard. The City Council considered all oral and written statements, protests, and communications made or filed by interested persons, and tabulated all ballots. The City Council hereby finds that a majority protest does not exist as defined in Section 4(e) of Article XIII D of the California Constitution. All protests and objections to the annexation of territory to the District and the levy and collection of the proposed assessment against lots or parcels of property within the annexed territory for fiscal year 2025/2026 are hereby overruled by the City Council.

SECTION 2. Findings: Based upon its review of the facts presented, the City Council hereby finds and determines that:

- a) The land within the Annexation Territory will receive special benefit from the operation, maintenance, and servicing of lighting improvements to be provided by the City as part of the District.
- b) The Annexation Territory includes all of the lands receiving such special benefit.
- c) The net amount to be assessed upon the lands within the Annexation Territory has been apportioned by a formula and method which fairly distributes the net amount among all eligible parcels in proportion to the special benefit to be received by each parcel from the improvements and services to be provided commencing with fiscal year 2025/2026.
- d) Only special benefits are assessed and no assessment is imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel.

SECTION 3. Improvements: The City Council hereby orders the proposed improvements to be made. Said improvements include, but are not limited to, the maintenance, operation, and incidental expenses related to the lighting improvements and any facilities which are appurtenant to such improvements within the public right-of-ways or easements associated with the parcels of land within the Annexation Territory and all necessary appurtenances and services connected with such improvements. The cost of providing such improvements generally include, but are not limited to, all materials, equipment, utilities, labor, and incidental expenses including administrative expenses for the regular annual maintenance as authorized by the Act. Detailed maps and descriptions of the location and extent of the specific improvements to be maintained for the Annexation Territory are on file in the Department of Public Works of the City of Covina and by reference these plans and specifications are made part of this Resolution and the Engineer's Report prepared in connection with these proceedings.

SECTION 4. Annexation Approval: The City Council hereby orders the annexation of territory to be known as "Annexation No. 83" and described as Tract No. 84311 to the District. The District will continue to be designated as City of Covina Lighting District No. 1978-79, the Resolution CC 2025-45

boundaries of which shall be contained in the assessment diagram for the District, the establishment of the maximum assessment rate connected therewith, and the assessments for the fiscal year commencing July 1, 2025 and ending June 30, 2026.

SECTION 5. Confirmation of Diagram and Assessment: The City Council hereby confirms the diagram and assessment, with respect to the annexed parcels, as originally proposed in the Engineer's Report. The assessment is in compliance with the provisions of the Act and Article XIID of the California Constitution. The assessment is levied without regard to property valuation. The assessment is levied for the purpose of paying the costs and expenses of the improvements described in Section 3 above for the fiscal year commencing on July 1, 2025 and ending June 30, 2026.

SECTION 6. Levy of Assessment: The adoption of this Resolution constitutes the levy of an assessment for the fiscal year commencing July 1, 2025 and ending June 30, 2026.

SECTION 7. Collection of Assessments: The County Auditor of Los Angeles County shall enter on the County Assessment Roll opposite each parcel of land the amount of levy so described in the Engineer's Report for the Annexation Territory of the District, and such levies shall be submitted to the County Auditor along with the other assessments for the District and collected at the same time and in the same manner as the County taxes are collected. After collection by the County, the net amount of the levy shall be paid to the City Treasurer.

SECTION 8. Deposit of Funds: The City Treasurer shall deposit all money representing assessments collected by the County for the Annexation Territory (Annexation No. 83 of the District) to the credit of a fund for Annexation No. 83 of the District, and such money shall be expended only for the maintenance, operation, and servicing of the improvements as described in the Engineer's Report and generally described in Section 3 of this Resolution.

SECTION 9. The City Clerk shall certify to the passage and adoption of this Resolution, and the minutes of this meeting shall so reflect the City Council's approval of the annexation of the parcels within Annexation No. 83 to Lighting District No. 1978-79, the adoption and confirmation of the Annexation Territory Assessment Diagram, and the establishment of the maximum assessment rates, assessment range formula, and the assessments for Fiscal Year 2025/2026 as contained in the Engineer's Report.

APPROVED and **PASSED** this 3rd day of June, 2025.

City of Covina, California

BY: _____

VICTOR LINARES, Mayor

ATTEST:

FABIAN VELEZ, Chief Deputy City Clerk

CERTIFICATION

I, Fabien Velez, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution CC 2025-45 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 3rd day of June 2025, 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

Lighting District No. 1978-79

Engineer's Report

Annexation No. 83

Commencing Fiscal Year 2025/2026

Intent Meeting: April 1, 2025

Public Hearing: June 3, 2025

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Temecula, CA 92590
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ENGINEER'S ANNEXATION REPORT AFFIDAVIT

City of Covina
Covina Lighting District No. 1978-79
Annexation No. 83
Commencing in Fiscal Year 2025/2026

**City of Covina,
Los Angeles County, State of California**

As part of the Resolution of Intention packet presented for the consideration of the Covina City Council, this Report and the enclosed budget, diagrams, and description outline specific proposed changes to the Covina Lighting District No. 1978-79 for Fiscal Year 2025/2026, including the annexation of territory to the District; and the proposed new annual assessments for all parcels within Annexation No. 83 commencing in Fiscal Year 2025/2026. Reference is hereby made to the Los Angeles County Assessor's Parcel Maps for a detailed description of the lines and dimensions of parcels within Annexation No. 83 known as Assessor Parcel Number 8430-015-021 (Tract No. 84311) that will be subject to the proposed annual assessments.

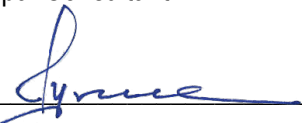
The undersigned respectfully submits the enclosed Report as directed by the City Council.

Dated this 4th day of April, 2025.

Willdan Financial Services
Assessment Engineer
On Behalf of the City of Covina

By: 

Stacey Reynolds
Principal Consultant

By: 

Tyrone Peter
R. C. E. # C81888



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Introduction

Pursuant to the provisions of the Landscaping and Lighting Act of 1972, being Part 2, Division 15, of the California Streets and Highways Code, commencing with Section 22500 (hereafter referred to as the "1972 Act"), this report is prepared in compliance with the requirements of Article 4, Chapter 1, of the 1972 Act regarding the annexation of territory into the City's existing Covina Lighting District No. 1978-79 (hereafter referred to as "District").

The City Council of the City of Covina, being the legislative body for the District, may, pursuant to the 1972 Act, annex territory and levy annual assessments for the operation and administration of the District. In Section 22608 of the 1972 Act, it states "*right of majority protest shall be limited to the territory proposed to be annexed.*"

In addition, the 1972 Act provides for the levy of annual assessments after annexation into or formation of an assessment district for the continued maintenance and servicing of the improvements. The 1972 Act further allows various areas to be annexed into an existing district when the territory in the annexation receives substantially the same proportional special benefits from the improvements. The costs associated with the installation, maintenance, and servicing of the improvements may be assessed to properties benefiting from the installation, maintenance, and servicing of such improvements.

This report specifically addresses the annexation of approximately 2.78 acres of territory consisting of one parcel (Tract No. 84311).

In accordance with the 1972 Act, the District utilizes benefit zones ("Zones") to address variations in the nature, and extent of the improvements that provide special benefits to parcels in the District. Within the boundaries of the District, parcels are assigned to either Residential Zone A or Commercial Zone B.

This territory is more specifically identified as:

- **APN 8430-015-01** located north of Limoncello Lane, east of Ruby Red Drive and west of Barranca Avenue, will develop out to seventy-five (75) condominiums. This development will benefit from existing streetlights.

This annexation territory is proposed to be annexed into the District and levied assessments commencing in Fiscal Year 2025/2026, and shall be known and referred to as:

Annexation No. 83 for the Covina Lighting District No. 1978-79

(hereafter referred to "Annexation No. 83"). The properties associated with and identified herein as Annexation No. 83 are shown on the Assessment Diagrams incorporated herein as Part IV of this Report.

This Report has been prepared in connection with the annexation of parcels into the District for Fiscal Year 2025/2026, designated as Annexation No. 83, pursuant to a resolution of the City Council and consists of the following five (5) parts.

Part I – Plans and Specifications

Contains a description of the improvements to be maintained or serviced throughout the District.

Part II – Method of Apportionment

Describes the basis on which the costs have been apportioned to each parcel of land within the District, in proportion to the estimated benefits to be received.

Part III – Estimate of Costs

Identifies the estimated cost of the services or maintenance to be provided throughout the District, including incidental costs and expenses in connection therewith.

Part IV – Assessment Diagram

Contains a diagram showing the existing exterior boundaries of the District, and the location and parcels that receive special benefits from the streetlight improvements to be provided and maintained as part of Annexation No. 83. The lines and dimensions of each lot, parcel, and subdivision of land within Annexation No. 83 are inclusive of all parcels listed in Part V, Assessment Roll, of this Report and the corresponding Los Angeles County Assessor's Parcel Maps for said parcels as they existed at the time this Report was prepared and shall include all subsequent subdivisions, lot-line adjustments, or parcel changes therein. Reference is hereby made to the Los Angeles County Assessor's maps for a detailed description of the lines and dimensions of each lot and parcel of land within Annexation No. 83.

Part V – Assessment Roll

Identifies the maximum assessment to be levied on each benefited lot or parcel of land within Annexation No. 83.

If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Report is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of the Report and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions might subsequently be declared invalid or unconstitutional.

Part I — Plans and Specifications

IMPROVEMENTS AUTHORIZED BY THE 1972 ACT

As applicable or may be applicable to the District, the 1972 Act defines improvements to mean one or any combination of the following:

- The installation or construction of public lighting facilities.
- The maintenance and/or servicing of any public lighting facilities.
- The acquisition of any existing lighting improvement otherwise authorized pursuant to this section.

The 1972 Act defines “incidental expenses” to include all of the following:

- The costs of preparation of the report, including plans, specifications, estimates, diagram, and assessment.
- The costs of printing, advertising, and the giving of published, posted, and mailed notices.
- Compensation payable to the county for collection of assessments.
- Compensation of any engineer or attorney employed to render services in the proceeding pursuant to this part.
- Any other expenses incidental to the construction, installation, or maintenance and servicing of the improvements.
- Any expenses incidental to the issuance of bonds or notes pursuant to Section 22662.5.
- Costs associated with any elections held for the approval of a new or increased assessment.

The 1972 Act defines “maintain” or “maintenance” to mean furnishing of services and materials for the ordinary and usual maintenance, operation, and servicing of any improvement, including the repair, removal, or replacement of all or any part of any improvement.

DESCRIPTION OF IMPROVEMENTS TO BE MAINTAINED AND SERVICED

The District was established to collect funds to cover the expenses for energy and maintenance of streetlights in the City. These costs are billed by the Southern California Edison Company for all District streetlights currently owned and maintained by Edison (approximately 1,247 streetlights) and all District streetlights owned by the City (approximately 215 streetlights).

The following tables show the wattage and lumens of the City's streetlights, distinguishing between those owned by Edison and those owned by the City, along with the number of units in each zone.

Edison-Owned	Zone A	Zone B
Delivery and Maintenance	Units	Units
20.01 - 25W	5	2
25.1 - 30W	1	0
30.01 - 35W	448	138
35.01 - 40W	2	0
40.01 - 45W	32	135
70.01 - 75W	0	1
70.01 - 75W	0	1
80.01 - 85W	0	3
85.01 - 90W	62	289
85.01 - 90W	0	94
120.1 - 125W	0	3
135.01 - 140W	0	0
160.01 - 165W	3	20
5800 Lumens	1	0
9500 Lumens	1	0
16000 Lumens	0	4
22000 Lumens	0	1
27500 Lumens	0	1
Total	555	692

City-Owned	Zone A	Zone B
Delivery and Maintenance	Units	Units
30.1 - 35W	0	3
35.01 - 40W	0	92
45.01 - 50W	6	1
60.01 - 65W	8	6
80.01 - 85W	8	9
100.1 - 105W	20	56
165.01 - 170W	0	2
27500 Lumens	3	1
Total	45	170

The existing improvements for the District include, but are not limited to, and may be generally described as follows:

- The installation of streetlighting, traffic signals, and other appurtenant facilities that are necessary for the daily operation of said lighting located within City road rights-of-way. Installation covers all work necessary for the installation or replacement of said lighting and all appurtenant work necessary to complete said installation or replacement.
- The operation, maintenance, and servicing of all existing streetlighting, traffic signals, and other appurtenant facilities necessary for the daily operation of said lighting located within City road rights-of-way. Operation, maintenance, and servicing means all work necessary to maintain said lights in proper operation including providing energy to operate the lights.

Locations of all streetlights for the District are included in a database held at the City. The annexation diagram is on page 9 of this report, as Annexation No. 83. The Los Angeles County Assessor's Maps, copies of which are in the City of Covina Engineering Division's office, are made a part hereof.

Part II — Method of Apportionment

LEGISLATIVE REQUIREMENTS FOR ASSESSMENTS

The costs of the proposed improvements have been identified and allocated to properties within Annexation No. 83 based on proportional special benefit with the Assessor Parcel Numbers currently in the District, consistent with the provisions of the 1972 Act and the assessment provisions of Proposition 218 (being contained in Article XIID of the California Constitution). The improvements provided by this District and for which properties within the annexation areas are assessed are identified as streetlights that were installed prior to this annexation. The formulas used for calculating assessments and the designation of Zones herein reflect the composition of parcels within Annexation No. 83, and the streetlight improvements are fairly apportioned among the parcels in the District.

In addition to the provisions of the 1972 Act, Article XIID of the California Constitution outlines specific requirements regarding assessments including the following:

Article XIID Section 2d defines District as follows:

"District means an area determined by an agency to contain all parcels which will receive a special benefit from a proposed public improvement or property-related service."

Article XIID Section 2i defines Special Benefit as follows:

"Special benefit means a particular and distinct benefit over and above general benefits conferred on real property located in the district or to the public at large. General enhancement of property value does not constitute "special benefit."

Article XIII D Section 4a defines proportional special benefit assessments as follows:

"An agency which proposes to levy an assessment shall identify all parcels which will have a special benefit conferred upon them and upon which an assessment will be imposed. The proportionate special benefit derived by each identified parcel shall be determined in relationship to the entirety of the capital cost of a public improvement, the maintenance and operation expenses of a public improvement, or the cost of the property related service being provided. No assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel."

SPECIAL BENEFITS

Street lighting in the District is primarily useful for illuminating the streets that provide access to the properties in the District as well as the sidewalks and parking lanes associated with those properties. While it is recognized that both streetlights and traffic signals serve in part to enhance traffic safety, installation and construction of these improvements were clearly required by the development of properties within the District and these improvements provide three main special benefits to those properties: (i) property security benefit, (ii) pedestrian safety benefit, and (iii) parkway/roadway egress benefit. Furthermore, because traffic circulation in the City is largely the result of local traffic to and from these properties by the property owners and guests, it is reasonable to assume that these properties derive a particular and distinct benefit from the streetlights and traffic signals that support the safe access to the properties and essentially all pedestrians and parking vehicles in the lit areas will, after dark, be directly associated with the assessed properties. As a result, the maintenance of these lighting improvements is a particular and distinct benefit to the properties in Zone A.

GENERAL BENEFIT

In regard to street lighting on the arterial streets, similar to local streetlights located on the collector streets and development perimeters, it is certainly reasonable to recognize that arterial streetlights provide a measure of general benefit to the public and to properties in general resulting from nighttime traffic safety and circulation on these primary streets. Based on a report completed by Meyer, Mohaddes Associates, in March 2006, regarding the City's Transportation Impact Fee Program, it is estimated that the average number of vehicular trips generated by properties within the City account for approximately sixty-six percent (66%) of the total daily trips on the City's arterial streets, with thirty-four percent (34%) being either pass-through trips from outside the City or additional trips above the average from properties within the City. Utilizing this information as part of the analysis for separating general benefits from special benefits, it is reasonable to conclude that thirty-four percent (34%) of the street light improvements and associated costs of the City's arterial streetlights can be identified as general benefit to the public at large and to the properties that are assessed. Therefore, thirty-four percent (34%) of the District's maintenance costs are for general traffic-related improvements along the City's arterial streets, which together improve the overall safety of the community at large, and the properties therein and therefore, are considered to be a general benefit.

ASSESSMENT METHODOLOGY

To assess benefits equitably it is necessary to calculate each property's relative share of the special benefits conferred by the funded improvements and service. The Benefit Unit (BU) method of assessment apportionment is utilized for this District and establishes a basic unit (base value) of benefit and then calculates the benefit derived by each assessed parcel as a multiple (or a fraction) of that basic unit. The BU method of apportioning special benefits is typically seen as the most appropriate and equitable assessment methodology for assessment districts, as the benefit to each parcel from the improvements are apportioned as a function of comparable property characteristics which may include, but are not limited to, land use and property size.

For the purposes of this Engineer's Report, BU is the quantum of benefit derived from the various Zone improvements by a single-family residential parcel. The single-family residential parcel has been selected as the basic unit for calculation of assessments. Thus, the "benchmark" property (the single-family residential parcel) derives one BU of benefit and is assigned 1.00 Equivalent Benefit Unit. Pursuant to the 1972 Act, the costs of the District may be apportioned by any formula or method that fairly distributes the net amount to be assessed, among all assessable parcels in proportion to the estimated benefits to be received by each parcel from the improvements. The benefit formula used for the District should reflect the composition of the parcels, and the improvements and services provided, to fairly apportion the costs based on special benefit to each parcel.

The existing District's Method of Apportionment utilizes commonly accepted assessment-engineering practices and were established pursuant to the 1972 Act and the provisions of the California Constitution. The method outlined for each Zone is based on the premise that each assessed parcel receives benefit from the improvements maintained and financed by the District's assessments.

APPORTIONMENT

Assessments proposed for individual lots within the District are for special benefit received and are determined based upon two benefit zones, Zone A and Zone B, which are identified in the chart below:

Benefit Zones	FY 2025/2026
	Maximum Assessment per Benefit Unit
(1) Residential - Zone A	\$20.80
(2) Non-Residential - Zone B	\$2.70

Zone A residential parcels are assigned one (1) unit per dwelling unit and BUs for commercial parcels in Zone B are calculated per thousand square feet of land area.

This same method of apportionment is applicable to parcels within Annexation No. 83.

The benefit to properties for traffic signals, intersection lighting and local safety lighting on City streets are a benefit to the parcels within the City. The parcels within the District share equally the cost of the signal and safety lights. Thus, the total benefit to each parcel within the District is a combination of the traffic signal and safety lighting.

Part III — Estimate of Costs

The 1972 Act provides that the estimated costs of the improvements shall include the total cost of the improvements, including incidental expenses.

The 1972 Act also provides that the amount of any surplus, deficit, or contribution be included in the estimated cost of improvements. The net amount to be assessed on the lots or parcels within Annexation No. 83 is the total cost of maintenance and servicing with adjustments either positive or negative for reserves, surpluses, deficits, and/or contributions.

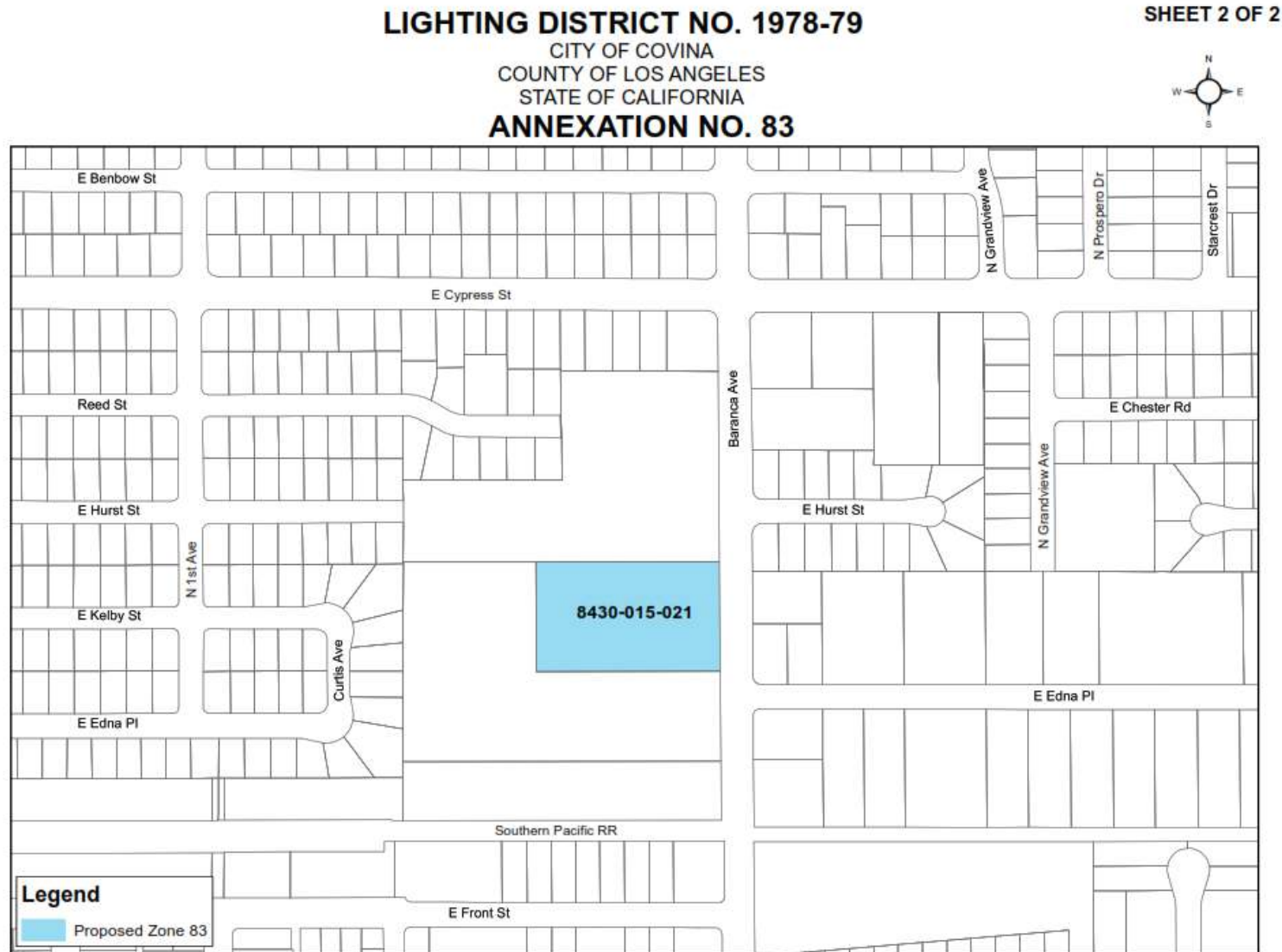
The estimated annual improvement costs for Annexation No. 83 are identified below.

BUDGET ESTIMATES

Note: A full breakdown of Revenue and Expenses will be provided in the Annual Engineers Reports for Fiscal Year 2025/2026 for Lighting District No. 1978-79.

Annexation to Zone A Tract 84311	
Proposed Expenses	
Delivery and Maintenance	\$2,717
Engineering Services	68
Administrative Overhead	271
Legal Notices	1
Property Tax Administrative Fees	10
Contingency ⁽¹⁾	0
Expense Total	\$3,068
Estimated Revenues	
Proposed Assessment Revenue	\$1,560
General Fund Contribution	1,508
Revenue Total	\$3,068
Benefit Units (BUs) at Build Out	75.00
Proposed Assessment Rate Per Unit	\$20.80

Part IV — ASSESSMENT DIAGRAM



Part V — ASSESSMENT ROLL

Parcel identification for each lot or parcel within Annexation No. 83 shall be the parcels as shown on the Los Angeles County Secured Roll for the year in which this Report is prepared and reflective of the Assessor's Parcel Maps.

The following is a list of the parcels of land (parcels) within the District and the corresponding maximum assessments being set for Fiscal Year 2025/2026, as determined by the assessment rate and method of apportionment described herein.

APN	Zone	Owner	Area	EBU	Maximum Rate Per Assessment Unit FY 2025/2026	Maximum Assessment FY 2025/2026
8430-015-021	83	TH BARRANCA II LLC	Tract 84311	75.0000	\$20.80	\$1,560.00



CC Regular Meeting

AGENDA ITEM REPORT

Meeting: June 3, 2025

Title: Introduction of Ordinance 25-05 Amending Chapter 2.54 (Public Projects) of Title 2 (Administration and Personnel)

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

Recommendation: Waive full reading and introduce Ordinance 25-02, entitled “Amending Chapter 2.54 (Public Projects) of Title 2 (Administration and Personnel) of the Covina Municipal Code, Revising Procedures and Requirements for Bidding of Public Works Projects, and Finding this Ordinance to be Exempt Under the California Environmental Quality Act (CEQA)”.

EXECUTIVE SUMMARY/BACKGROUND:

On September 29, 2024, Governor Gavin Newsom approved Assembly Bill (“AB”) 2192 (Carillo), which amends portions of California’s Uniform Public Construction Cost Accounting Act (“CUPCCAA” or “Act”) (Pub. Contract Code § 22000 et seq.). The amendments, effective January 1, 2025, increase the bidding thresholds in Public Contract Code Section 22032, expand the statutory definition of “public projects,” and broaden the oversight authority of the California Uniform Construction Cost Accounting Commission (“Commission”).

DISCUSSION:

Assembly Bill 2192 (“AB 2192”), which took effect January 1, 2025, increases the bidding thresholds for public agencies that have opted into the California Uniform Public Construction Cost Accounting Act (“Act”) on Public Projects as defined in the Act.

Currently, the Act allows for a public works project in the amount of \$45,000 or less to be performed by the public agency’s force account, by negotiated contract, or by purchase order. Projects in the amount of \$175,000 or less can use informal bidding procedures as set forth in the Act. Projects that exceed \$175,000 must be put out to bid under formal bidding procedures as set forth in the Act. AB 2192, and increases the limits for each level as follows:

	Previous Threshold	AB 2192 Threshold
City Employee (Force Account)	\$45,000 or less	\$75,000 or less
Informal Bidding Process	\$175,000 or less	\$220,000 or less
Formal Bidding Process	Over \$200,000	Over \$220,000

The City previously adopted Ordinance No. 15-2043, thereby opting to be governed by the alternate bidding procedures in the Act. However, in so doing, the City adopted the informal and formal bidding amounts as they existed in 2015. Since then, those limits have been regularly increased while the City’s bidding limits have remained fixed at the 2015 levels.

It is the intent of the City Council in adopting this Ordinance to revise the City’s bidding limits for informally bid and formally bid public works contracts, to the current levels set forth in the Act, while providing that such levels will adjust automatically as those levels are revised by the State Legislature. The City Council’s further intent in adopting this Ordinance is to revise the City’s public works procurement procedures to more fully reflect the requirements of the Act, and other requirements of the California Public Contract Code, Labor Code and Civil Code applicable to public works contracts.


FISCAL IMPACT:

None.

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

Finding this ordinance to be categorically exempt under the California Environmental Quality Act (CEQA).

Respectfully submitted,



Rafael M. Fajardo
Director of Public Works/City Engineer

Report Approval Details

Document Title:	First Reading of Ordinance No. 2025-XX Amending Chapter 2.54 Public Projects - AB 2192.docx
Attachments:	- Attachment A - Ordinance 25-02.DOCX
Final Approval Date:	May 29, 2025

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

Raphael Guillen

Rafael Fajardo

Theresa Franke

Fabian Velez

Chris Marcarello

ORDINANCE 25-02

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, AMENDING CHAPTER 2.54 (PUBLIC PROJECTS) OF TITLE 2 (ADMINISTRATION AND PERSONNEL) OF THE COVINA MUNICIPAL CODE, REVISING PROCEDURES AND REQUIREMENTS FOR BIDDING OF PUBLIC WORKS PROJECTS, AND FINDING THIS ORDINANCE TO BE EXEMPT UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

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

SECTION 1. The City Council makes the following findings in connection with the adoption of this Ordinance:

- A. Prior to the enactment of the Uniform Public Construction Cost Accounting Act, California Public Contract Code Sections 22000-22045, (“the Act”), local agencies in California, including the City of Covina, were required to competitively bid all public works projects, as defined, in excess of \$5,000 in accordance with the requirements of California Public Contract Code Section 20160, et seq. Further, prior to the Act, a uniform cost accounting standard was unavailable for construction work performed or contracted by or for local public agencies.
- B. Pursuant to the Act, the Uniform Construction Cost Accounting Commission, in conjunction with the State Controller, has established uniform public construction cost accounting procedures for implementation by local public agencies electing to be governed by the provisions of the Act in performing or contracting for construction of public works projects. These include procedures based on whether the project is subject to informal or formal bidding, pursuant to bidding threshold dollar amounts established by the Act, and revised from time to time.
- C. The City has heretofore adopted its Ordinance No. 15-2043, thereby opting to be governed by the alternate bidding procedures in the Act. However, in so doing, the City adopted the informal and formal bidding amounts as they existed in 2015. Since then, those limits have been regularly increased, while the City’s bidding limits have remained fixed at the 2015 levels.
- D. It is the intent of the City Council in adopting this Ordinance, to revise the City’s bidding limits for informally bid and formally bid public works contracts, to the current levels set forth in the Act, while providing that such levels will adjust automatically as those levels are revised by the State Legislature. The City Council’s further intent in adopting this Ordinance is to further revise the City’s public works procurement procedures to more fully reflect the requirements of the Act, and other requirements of the California Public Contract Code, Labor Code and Civil Code applicable to public works contracts.

SECTION 2. Chapter 2.54 (Public Projects) of Title 2 (Administration and Personnel) of

ATTACHMENT A

the Covina Municipal Code is hereby repealed. A new Chapter 2.54 (Public Projects) is hereby added to Title 2 (Administration and Personnel) of the Covina Municipal Code to read as follows:

“Chapter 2.54. PUBLIC PROJECTS

2.54.010. Informal and formal bidding limits and procedures.

The informal and formal bidding limits for “public projects”, as defined in the Uniform Public Construction Cost Accounting Act, California Public Contract Code Sections 22000-22045, shall be as set forth in Public Contract Code Section 22032, as those limits may be amended from time to time. In accordance with the foregoing bidding limits, public works projects may be: (i) performed by City employees by force account, by negotiated contract, or by purchase order; (ii) let to contract by informal bidding procedures set forth in this Chapter; or (iii) let to contract by formal bidding procedures set forth in this Chapter.

2.54.020. Contractors list for informal bidding.

A list of contractors shall be developed and maintained in accordance with the provisions of Public Contract Code Section 22034 and criteria promulgated from time to time by the California Uniform Construction Cost Accounting Commission.

2.54.030. Notice inviting informal bids.

- (a) All contractors on the list, developed in accordance with Section 2.54.020 of this Chapter, for the category of work being bid, and all construction trade journals, as referenced in Public Contract Code Section 22036, shall be mailed a notice inviting informal bids.
- (b) Additional contractors and/or construction trade journals may be notified at the discretion of the department soliciting bids.
- (c) If there is no list of qualified contractors maintained by the City for the particular category of work to be performed, the notice inviting bids shall be sent only to the construction trade journals specified in Public Contract Code Section 22036.
- (d) If the product or service is proprietary in nature such that it can be obtained only from a certain source or contractor(s), City procedures governing sole source procurements shall be followed, to the extent permitted by law.
- (e) All mailing of notices to contractors and construction trade journals pursuant to this Section shall be completed not less than ten (10) calendar days before bids are due.
- (f) The notice inviting informal bids shall describe the project in general terms and how to obtain more detailed information about the project, and state the time and place for submission of bids.
- (g) If, following informal bidding, all bids received are in excess of the informal bid limit amounts specified in Section 2.54.010 of this Chapter, the City Council may, by adoption of a resolution by a four-fifths vote, award the contract, up to the higher amount set forth

in Public Contract Code Section 22034(d), as the same may be amended from time to time, to the lowest responsible bidder, if it determines the City's cost estimate was reasonable.

2.54.040. Notice inviting formal bids.

The notice inviting formal bids shall state the time and place for the receiving and opening of sealed bids and distinctly describe the project. The notice shall be published at least fourteen (14) calendar days before the date of opening the bids in a newspaper of general circulation, printed and published in the City; or, if there is no newspaper printed and published in the City, then in a newspaper of general circulation which is circulated within the City. If there is no such newspaper circulated in the City, then publication shall be by posting the notice in at least three places within the City as have been designated the posting of its notices. The notice inviting formal bids shall also be sent electronically, if available, by either facsimile or email and mailed to all construction trade journals specified in Public Contract Code Section 22036. The notice shall be sent at least fifteen (15) calendar days before the date of opening the bids. In addition to notice required by this Section, the City may give such other notice as it deems proper.

2.54.050. Award of contracts.

(a) In its discretion, the City may reject any bids presented, if the City, prior to rejecting all bids and declaring that the project can be more economically performed by employees of the agency, furnishes a written notice to an apparent low bidder. The notice shall inform the bidder of the City's intention to reject the bid and shall be mailed at least two business days prior to the hearing at which the City intends to reject the bid. If, after the first notice inviting bids, all bids are rejected, after reevaluating its cost estimates of the project, the City shall have the option of either of the following:

(1) Abandoning the project or readvertising for bids in the manner described by this Chapter.

(2) By passage of a resolution by a four-fifths vote of the City Council declaring that the project can be performed more economically by the employees of the City, may have the project done by force account without further complying with this Chapter.

(b) If a contract is awarded, it shall be awarded to the lowest responsible bidder. If two or more bids are the same and the lowest, the City may accept the one it chooses.

(c) If no bids are received through the formal or informal bidding procedure, the project may be performed by the employees of the City by force account, or negotiated contract without further complying with this Chapter.

(d) Notwithstanding the foregoing, the City Manager is authorized to award informally bid contracts pursuant to this Section.

2.54.060. Other requirements applicable to contracts for public works projects.

(a) Pursuant to Civil Code Section 9550, et seq., a payment bond is required for all contracts

for public works projects over \$25,000.

- (b) All public works projects over \$1,000 require payment of prevailing wages and compliance with Labor Code Sections 1720 through 1861.
- (c) All contracts for public works projects require compliance with applicable provisions of the Public Contract Code whether or not informal or formal bidding, or no bidding, is required.”

SECTION 3. CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA). Pursuant to Section 15060(c)(2) of the California CEQA Guidelines, the City Council finds that this Ordinance will not result in a direct or reasonably foreseeable indirect physical change in the environment and therefore is not subject to CEQA. Additionally, pursuant to Section 15060(c)(3) the activity is not a “project” as defined in Section 15378 because it has no potential for resulting in physical change to the environment, directly or indirectly.

SECTION 4. SEVERABILITY. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance, is for any reason held to be invalid or unconstitutional by the decision of any court or competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance, and each section, subsection, subdivision, sentence, clause, phrases, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof, be declared invalid or unconstitutional.

SECTION 5. CITY CLERK CERTIFICATION. The City Clerk shall certify to the adoption of this Ordinance and cause the same to be posted at the duly designated posting places within the City and published once within fifteen (15) days after passage and adoption as required by law; or, in the alternative, the City Clerk may cause to be published a summary of this Ordinance and post a certified copy of the text of this Ordinance in the Office of the City Clerk five (5) days prior to the date of adoption of this Ordinance, and, within fifteen (15) days after adoption, the City Clerk shall cause to be published the aforementioned summary and shall post a certified copy of this Ordinance, together with the vote for and against the same, in the Office of the City Clerk.

PASSED, APPROVED, and ADOPTED this __ day of ____, 2025.

City of Covina, California

BY: _____
VICTOR LINARES, Mayor

ATTEST:

FABIAN VELEZ, Chief Deputy City Clerk

APPROVED AS TO FORM:

CANDICE K. LEE, City Attorney

CERTIFICATION

I, Fabian Velez, Chief Deputy City Clerk of the City of Covina, do hereby certify that Ordinance 25-02 was introduced for first reading at a regular meeting on the __ day of ____, 2025. Thereafter, said Ordinance was duly approved and adopted at a regular meeting of said City Council on the __ day of ____, 2025, by the following vote:

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

Dated:

FABIAN VELEZ, Chief Deputy City Clerk