



## **CITY OF WEST COVINA**

### **CITY COUNCIL/SUCCESSOR AGENCY**

**JANUARY 19, 2021, 7:00 PM  
REGULAR MEETING**

**CITY HALL COUNCIL CHAMBERS  
1444 W. GARVEY AVENUE SOUTH  
WEST COVINA, CALIFORNIA 91790**

**Mayor Letty Lopez-Viado  
Mayor Pro Tem Dario Castellanos  
Councilwoman Rosario Diaz  
Councilmember Brian Tabatabai  
Councilman Tony Wu**

On March 4, 2020, Governor Newsom proclaimed a State of Emergency in California as a result of the threat of COVID-19. On March 17, 2020, Governor Newsom issued Executive Order N-29-20, suspending certain requirements of the Brown Act relating to the conduct of public meetings. Pursuant to the Executive

Orders, Council Members may attend City Council meetings telephonically and the City Council is not required to make available a physical location from which members of the public may observe the meeting and offer public comment.

On June 18, 2020, the California Department of Public Health issued guidance mandating that people in California wear cloth face coverings in specified circumstances, including when they are inside of, or in line to enter, any indoor public space.

Due to the ongoing COVID-19 emergency and pursuant to State and County public health directives, the City Council Chambers will have limited seating available on a first-come, first-served basis for members of the public to attend and participate in the City Council meeting in person. All persons attending the meeting are required to wear cloth face coverings and observe social distancing protocols. Members of the public may also watch City Council the meeting live on the City's website at: <https://www.westcovina.org/departments/city-clerk/agendas-and-meetings/current-meetings-and-agendas> under the "Watch Live" tab or through the West Covina City YouTube channel at [www.westcovina.org/LIVE](https://www.westcovina.org/LIVE).

If you are experiencing symptoms such as fever or chills, cough, shortness of breath or difficulty breathing,

fatigue, or sore throat, the City requests that you participate in the meeting from home by watching the meeting live via the links set forth above.

#### REMOTE PUBLIC PARTICIPATION:

In lieu of attending the meeting in person, members of the public can submit public comments via email or address the City Council by telephone using the methods described below.

#### EMAILED PUBLIC COMMENT:

Members of the public can submit public comments to the City Clerk via e-mail at [City\\_Clerk@westcovina.org](mailto:City_Clerk@westcovina.org). The subject line should specify "Oral Communications – 1/19/2021". Please include your full name and address in your e-mail. All emails received by 5:00 P.M. on the day of the Council meeting will be posted to the City's website under "Current Meetings and Agendas" and provided to the City Council prior to the meeting. No comments will be read out loud during the meeting. All comments received by the start of the meeting will be made part of the official public record of the meeting.

#### TELEPHONIC ACCESSIBILITY.

Members of the public that wish to address the Council by telephone during Oral Communications or a public hearing may contact the City Clerk by email [City\\_Clerk@westcovina.org](mailto:City_Clerk@westcovina.org) or by telephone (626) 939-8433 by 5:30 P.M. on the day of the Council meeting for instructions regarding addressing the City Council by telephone during the meeting.

*Please turn off all cell phones and other electronic devices prior to entering the Council Chambers*

#### **AMERICANS WITH DISABILITIES ACT**

The City complies with the Americans with Disabilities Act (ADA). If you will need special assistance at Council meetings, please call (626) 939-8433 (voice) or (626) 960-4422 (TTY) from 8 to 5 Monday through Thursday. Do call at least one day prior to the meeting date to inform us of your particular needs and to determine if accommodation is possible. For sign language interpreter services at Council meetings, please request no less than four working days prior to the meeting.

#### **AGENDA MATERIAL**

Agenda material is available for review at the City Clerk's Office, Room 317 in City Hall, 1444 W. Garvey Avenue South, West Covina and at [www.westcovina.org](http://www.westcovina.org). Any writings or documents regarding any item on this agenda, not exempt from public disclosure, provided to a majority of the City Council that is distributed less than 72 hours before the meeting, will be made available for public inspection in the City Clerk's Office, Room 317 of City Hall located at 1444 W. Garvey Avenue South, West Covina, during normal business hours.

#### **NOTICE**

The City Council will regularly convene on the first and third Tuesday of the month. The West Covina Community Development Commission, West Covina Public Financing Authority and the West Covina Community Services Foundation are agencies on which the City Council serves as members. Agendas may contain items for these boards, as necessary.

**PUBLIC COMMENTS**  
**ADDRESSING THE CITY COUNCIL**

*(Per WCMC 2-48, Ordinance No. 2150)*

Any person wishing to address the City Council on any matter listed on the agenda or on any other matter within their jurisdiction should complete a speaker card that is provided at the entrance to the Council Chambers and submit the card to the City Clerk.

*Please identify on the speaker card whether you are speaking on an agenda item or non-agenda. Requests to speak on agenda items will be heard prior to requests to speak on non-agenda items. All comments are limited to five (5) minutes per speaker.*

Oral Communications may be limited to thirty (30) minutes, unless speakers addressing agenda items have not concluded.

Any testimony or comments regarding a matter set for a Public Hearing will be heard during the hearing.

#### **RULES OF DECORUM**

Excerpts from the West Covina Municipal Code and Penal Code pertaining to the Rules of Decorum will be found at the end of agenda.

## **AGENDA**

### **CITY OF WEST COVINA CITY COUNCIL/SUCCESSOR AGENCY**

**TUESDAY JANUARY 19, 2021, 7:00 PM  
REGULAR MEETING**

#### **INVOCATION**

Led by Pastor Kelly Dupee from Faith Community Church

#### **PLEDGE OF ALLEGIANCE**

Led by Mayor Letty Lopez-Viado

#### **ROLL CALL**

#### **REPORTING OUT FROM CLOSED SESSION**

#### **PRESENTATIONS**

1. Presentation by California Department of Food & Agriculture's Citrus Pest & Disease Prevention Division –
  - a. Video will feature Mr. Anmol Joshi, California Department of Food & Agriculture's Citrus Pest & Disease Prevention Division
  - b. Mr. Ken Pellman, Los County Agricultural Commissioner's office
2. Presentation of the End of Year Report
  - a. Chief Richard Bell
3. Presentation by Dr. Vasantachart, Medical Advisor Consultant

#### **ORAL COMMUNICATIONS - Five (5) minutes per speaker**

*Please step forward to the podium and state your name and city of residence for the record when recognized by the Mayor.*

#### **CITY MANAGER'S REPORT**

*City Manager's report on current City projects.*

## **CONSENT CALENDAR**

*All matters listed under CONSENT CALENDAR are considered to be routine and can be acted on by one roll call vote. There will be no separate discussion of these items unless members of the City Council/Community Development Commission request specific items to be removed from the Consent Calendar for separate discussion or action.*

## **COMMISSION SUMMARY OF ACTIONS**

### **1) SUMMARY OF ACTIONS FOR THE HUMAN RESOURCES COMMISSION MEETING OF DECEMBER 02, 2020.**

It is recommended that the City Council receive and file the Summary of Actions for the December 02, 2020, Special Meeting of the Human Resources Commission.

## **INVESTMENT REPORT**

### **2) CONSIDERATION OF INVESTMENT REPORT FOR THE MONTH ENDED OCTOBER 31, 2020**

It is recommended that the City Council receive and file the Investment Report for the month ended October 31, 2020.

### **3) CONSIDERATION OF INVESTMENT REPORT FOR THE MONTH ENDED NOVEMBER 30, 2020**

It is recommended that the City Council receive and file the Investment Report for the month ended November 30, 2020.

## **CITY ATTORNEY'S OFFICE**

### **4) CONSIDERATION OF REPEAL OF SECTION 15-19 OF ARTICLE I OF CHAPTER 15 OF THE WEST COVINA MUNICIPAL CODE RELATING TO SEX OFFENDER RESIDENCY RESTRICTIONS**

Staff recommends that the City Council introduce, by title only, further reading waived, the following ordinance:

**ORDINANCE NO. 2475 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, REPEALING SECTION 15-19 (SEX OFFENDER RESIDENCY RESTRICTIONS) OF ARTICLE I (IN GENERAL) OF CHAPTER 15 (MISCELLANEOUS PROVISIONS RELATING TO PUBLIC HEALTH AND SAFETY) OF THE WEST COVINA MUNICIPAL CODE**

## **CITY MANAGER'S OFFICE**

### **5) CONSIDERATION OF GRAND JURY REPORT "A DIET FOR LANDFILLS"**

Staff recommends that the City Council receive and file the City Response to "A Diet for Landfills: Cutting Down on Food Waste."

6) **CONSIDERATION OF RESOLUTION NO. 2021-01 DETERMINING THERE IS A NEED TO CONTINUE THE LOCAL EMERGENCY**

It is recommended that the City Council adopt the following resolution:

**RESOLUTION NO. 2021-01 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DETERMINING THE NEED TO FURTHER CONTINUE THE LOCAL EMERGENCY PROCLAIMED ON MARCH 16, 2020 AND PREVIOUSLY CONTINUED ON APRIL 7, 2020, MAY 5, 2020, JUNE 2, 2020, JUNE 23, 2020, JULY 21, 2020, AUGUST 18, 2020, SEPTEMBER 15, 2020, OCTOBER 6, 2020, OCTOBER 20, 2020, NOVEMBER 17, 2020 AND DECEMBER 1, 2020**

7) **CONSIDERATION OF MAYORAL ANNUAL APPOINTMENT OF CITY COUNCIL MEMBER REPRESENTATIVES TO EXTERNAL ADVISORY BOARDS**

It is recommended that the City Council adopt Resolution 2021-08 (Attachment No. 1) confirming the Mayor's appointments to the various organizations and advisory boards.

8) **CONSIDERATION OF APPOINTMENTS TO VARIOUS CITY COMMISSIONS AND COMMITTEES**

It is recommended that the City Council approve the appointment of Commissioners and Committee Members contained herein.

**COMMUNITY DEVELOPMENT**

9) **CONSIDERATION OF PROGRAM EXTENDING PLANNING ENTITLEMENTS, BUILDING PLAN CHECKS, BUILDING PERMITS, ENGINEERING PLAN CHECKS, AND ENGINEERING PERMITS FOR A PERIOD OF SIX MONTHS**

It is recommended that the City Council adopt the following resolution:

**RESOLUTION NO. 2021-07 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA PROVIDING AN AUTOMATIC EXTENSION OF THE EXPIRATION DATE OF ALL PLANNING ENTITLEMENTS, ALL BUILDING DIVISION PLAN CHECK, ALL BUILDING DIVISION PERMITS, ENGINEERING DIVISION PLAN CHECKS, AND CERTAIN ENGINEERING DIVISION PERMITS VALID AS OF JANUARY 1, 2021 FOR A PERIOD OF SIX-MONTHS**

10) **CONSIDERATION OF RELEASE OF FAITHFUL PERFORMANCE AND LABOR AND MATERIAL BONDS FOR ADMINISTRATIVE USE PERMIT NO. 16-16 AND 16-54 – 524 S. BARRANCA STREET**

It is recommended that the City Council accept all on-site and off-site improvements for Administrative Use Permit Nos. 16-16 and 16-54 located at 524 S. Barranca Street and authorize the release of Faithful Performance and Labor and Material Bonds in the amount of \$10,814 and \$8,000 respectively.

**11) CONSIDERATION OF RELEASE OF PERFORMANCE AND WARRANTY SECURITY CASH DEPOSIT FOR PRECISE PLAN NO. 14-05 - 835 W. CHRISTOPHER STREET**

It is recommended that the City Council accept all on-site and off-site improvements for Precise Plan No. 14-05 located at 835 W. Christopher Street and authorize the release of the Performance and Warranty Security cash deposit in the amount of \$69,010.

**12) CONSIDERATION OF APPROVAL OF CONTRACT AGREEMENT FOR THE SHADOW OAK PARK PLAYGROUND INSTALLATION AND APPROVAL OF PURCHASE ORDER TO PROCURE PLAYGROUND EQUIPMENT - PROJECT NO. 21027**

It is recommended that the City Council take the following actions:

1. Award the construction agreement for the Shadow Oak Park Playground Installation (Project No. 21027) to Jaynes Brothers Construction, Inc. as the lowest responsible bidder;
2. Authorize the City Manager to negotiate and execute an agreement with Jaynes Brothers Construction, Inc. for \$59,112.52, for playground equipment installation, in substantially the form as attached and in such final form as approved by the City Attorney;
3. Authorize 15% of the awarded contract amount as contingency allowance to be used, if necessary, with the City Manager's approval, for unforeseen conditions;
4. Authorize the City Manager to issue a purchase order to Innovative Playgrounds, Co., for \$209,351.95, for playground equipment;
5. Authorize the City Manager to negotiate and execute any amendments to the agreement; and
6. Approve the following resolution:

**RESOLUTION NO. 2021-05 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2020 AND ENDING JUNE 30, 2021 (MEASURE A - SHADOW OAK PARK)**

**13) CONSIDERATION OF ACCEPTANCE OF PUBLIC IMPROVEMENT FOR THE RESTROOM RENOVATION AT THE WEST COVINA SENIOR CENTER - PROJECT NO. 19003**

It is recommended that the City Council take the following actions:

1. Accept project completion for the Restroom Renovation at the West Covina Senior Center (Project No: 19003) as performed by The Stone Collector, Inc. with a final contract amount of \$233,004.55; and
2. Authorize the recordation of Notice of Completion with the Los Angeles County Recorder and the release of retention funds 35 days thereafter.

**14) CONSIDERATION OF APPROVAL OF THE TRAFFIC COMMITTEE MEETING MINUTES AND TRAFFIC COMMITTEE RECOMMENDATIONS FROM THE NOVEMBER 10, 2020 TRAFFIC COMMITTEE MEETING**

It is recommended that the City Council approve the Traffic Committee Meeting Minutes and Traffic Committee recommendations from the November 10, 2020 Traffic Committee Meeting for the following item:

**a. Driveway Line of Sight Review on Lark Ellen Avenue and Walnut Creek Parkway**

- i. **Request:** The City of West Covina received a request from the Manager of an HOA to review the existing line of sight exiting from the driveway to the Citrus Collections Housings onto Lark Ellen Avenue.
- ii. **Review Standard:** After a thorough review of existing field conditions, it was determined that additional red curb should be installed along the east side of Lark Ellen Avenue, north and south from the Citrus Collections driveway to improve the line of sight for vehicles exiting from the Developments driveway.
- iii. **Recommendation:** It was unanimously recommended to install additional red curb along the east side of Lark Ellen Avenue, north and south from the Citrus Collections driveway to improve the line of sight for vehicles exiting from the Developments driveway, this will remove approximately 6 parking spaces to allow for clear sight distance. Before installation City Staff will inform the HOA and ask them to notice the residents of the installation prior to red curb being installed.

**b. Traffic Review of Curve at Nora Avenue and Workman Avenue**

- i. **Request:** The City of West Covina received a request from a resident to evaluate the existing conditions at the curve of Nora Avenue and Workman Avenue due to visibility from the curve.
- ii. **Review Standard:** After a thorough review of existing field conditions, it was determined that chevron alignment signs be installed along the far end of the curve to improve awareness of vehicles approaching the curve. It was also determined that red curb be installed at the locations where the proposed chevron alignment signs are to be installed.
- iii. **Recommendation:** It was unanimously recommended to install chevron alignment signs along the far end of the curve to improve awareness of vehicles approaching the curve. It was also determined that red curb be installed at the locations where the proposed chevron alignment signs are to be installed in order to prevent vehicles from obstructing the visibility of the proposed signage.

**c. Red Curb Review at Foothill Transit Bus Stop at West Covina Parkway and Sunset Avenue**

- i. **Request:** The City of West Covina received a request from Foothill Transit requesting an extension to the existing red curb in front of the bus stop located on the west side of Sunset Avenue, south of West Covina Parkway. According to the Transit Planner for Foothill Transit, the requested extension of the red curb will provide sufficient room to accommodate 2 buses on the concrete bus pad.
- ii. **Review Standard:** After a thorough review of existing field conditions, it was determined that an additional 75-feet of Red Curb be installed to extend the existing Red Curb located on the west side of Sunset Avenue, south of West Covina Parkway.
- iii. **Recommendation:** It was unanimously recommended to paint an additional 75-feet of red curb for a total of 175-feet red curb on the west side of Sunset Avenue south of West Covina Parkway in front of the bus station. The proposed red curb will be extended to the end of the existing concrete pad.

**d. Traffic Review of the Intersection of Homerest Avenue and Workman Avenue**

- i. **Request:** The City of West Covina received a request from a resident to review the intersection of Homerest Avenue and Workman Avenue due to speeding concerns and cars are not yielding to pedestrians at the existing crosswalk.
- ii. **Review Standard:** After a thorough review of existing field conditions, it was determined that the existing crosswalk be updated to comply with section 7B.12 of the CAMUTCD.
- iii. **Recommendation:** It was unanimously recommended to upgrade the existing

crosswalk following CAMUTCD Section 7B.12 standards which include the installation of double sided S1-1 school crossing signage with downward facing arrows; replacement of the faded pedestrian ahead signage; repainting of the existing crosswalk in ladder striping, installation of uncontrolled crossing signage which includes the R1-5 “Yield Here to Pedestrian” signage with advanced shark teeth yield lines in white paint approaching the East leg uncontrolled crosswalk for both approaches approximately per CAMUTCD Section 7B.12; installation of red curb between the crosswalk and advanced shark teeth yield lines in order to improve the line of sight of waiting pedestrians on the curb from approaching vehicles, and installation of retroreflective strip on the sign post to draw attention to the PEDESTRIAN WARNING signs during the nighttime conditions per CAMUTCD Section 2A.21.

**e. Traffic Review of Vine Avenue between Hollenbeck Street and Citrus Street**

- i. **Request:** The City of West Covina received a request from a resident to review speeding concerns along Vine Avenue between Hollenbeck Street and Citrus Street.
- ii. **Review Standard:** After a thorough review of existing field conditions, it was determined that traffic calming measure be implemented along the segment of Vine Avenue between Hollenbeck Street and Citrus Street.
- iii. **Recommendation:** It was unanimously recommended to implement traffic calming measures along the segment which include the installation of side stripes on each side of Vine Avenue between Hollenbeck Street and Citrus Street, this measure has been proven to narrow the roadway visually and slow speed of vehicles; as well as installation of 35 MPH speed limit signs midblock with “35” pavement legends, and installation of “35” pavement legends adjacent to the existing speed limits signs on each end of the segment.

**15) CONSIDERATION OF APPROVAL OF THE TRAFFIC COMMITTEE MEETING MINUTES AND TRAFFIC COMMITTEE RECOMMENDATIONS FROM THE DECEMBER 8, 2020 TRAFFIC COMMITTEE MEETING**

It is recommended that the City Council approve the Traffic Committee Meeting Minutes and Traffic Committee recommendations from the December 8, 2020 Traffic Committee Meeting for the following item:

**a. Traffic Review of Garvey Avenue east of Baymar Avenue**

- i. **Request:** The City of West Covina received a request from a resident to review traffic conditions along Garvey Avenue east of Baymar Avenue between Azusa Avenue and Hollenbeck Avenue due to speeding concerns.
- ii. **Review Standard:** After a thorough review of existing field and traffic conditions and per the California Manual on Uniform Traffic Control Devices (CAMUTCD) it was determined that the installation of additional speed limit signage would alert drivers of the speed on the roadway and reduce speeding vehicles traveling down Garvey Avenue in this area.

**Recommendation:** It was unanimously recommended to install additional speed signage (35 mph) along the corridor with adjacent speed limit pavement legends (‘35’) midblock as well as on each end the corridor for both directions on Garvey Avenue between Azusa Avenue and Hollenbeck Avenue.

**FINANCE DEPARTMENT**



**16) CONSIDERATION OF AN ADMINISTRATIVE BUDGET AND A RECOGNIZED OBLIGATION PAYMENT SCHEDULE PURSUANT TO HEALTH AND SAFETY CODE SECTION 34179.7(O)(1), FOR THE PERIOD OF JULY 1, 2021 THROUGH JUNE 30, 2022 FOR THE SUCCESSOR AGENCY TO THE FORMER WEST COVINA REDEVELOPMENT AGENCY**

It is recommended that the City Council, acting as the Successor Agency to the former West Covina Redevelopment Agency, adopt the following resolution:

**RESOLUTION NO. 2021-02 – A RESOLUTION OF THE SUCCESSOR AGENCY TO THE FORMER WEST COVINA REDEVELOPMENT AGENCY APPROVING AND AUTHORIZING THE TRANSMITTAL OF AN ADMINISTRATIVE BUDGET AND A RECOGNIZED OBLIGATION PAYMENT SCHEDULE (“ROPS”) FOR THE PERIOD OF JULY 1, 2021 THROUGH JUNE 30, 2022**

**17) CONSIDERATION OF PROFESSIONAL SERVICES AGREEMENT WITH HDL SOFTWARE, LLC FOR BUSINESS LICENSE OPERATIONS MANAGEMENT & COMPLIANCE**

Staff recommends that the City Council:

1. Approve, by a majority vote of the entire City Council, dispensing with formal bidding procedures and requirements in connection with the procurement of business license operations management and compliance services by finding that it would be impracticable to comply with such requirements and it would promote the public interest to dispense with such requirements, in accordance with the requirements of Section 2-330(b) of the West Covina Municipal Code; and
2. Authorize the City Manager to negotiate and execute an agreement with HdL Software, LLC for a term of five (5) years, with an annual maximum compensation of \$80,000, in a form approved by the City Attorney.

**FIRE DEPARTMENT**

**18) CONSIDERATION OF BUDGET AMENDMENT FOR NECESSARY CAPITAL IMPROVEMENTS AT FIRE STATIONS**

It is recommended that the City Council adopt the following resolution:

**RESOLUTION NO. 2021-06 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2020, AND ENDING JUNE 30, 2021 (FIRE STATIONS IMPROVEMENTS)**

**19) CONSIDERATION OF PROFESSIONAL SERVICES AGREEMENT BETWEEN FIRE RECOVERY USA, LLC AND THE CITY OF WEST COVINA FOR FIRE INSPECTION BILLING SERVICES**

It is recommended that the City Council take the following actions:

1. Approve dispensing with bidding requirements for fire inspection billing services in accordance with Section 2-330(b) of Division 2 of Article VII of Chapter 2 of the West Covina Municipal Code, which states that bidding may be dispensed with when the commodity can be obtained from only one vendor; and
2. Authorize the City Manager to negotiate and execute a Professional Services Agreement with Fire Recovery USA, LLC ("Fire Recovery") for a term of three (3) years, effective retroactive to July 1, 2020 and ending June 30, 2023.

**20) CONSIDERATION OF SHORT-TERM AGREEMENT FOR AMBULANCE TRANSPORTATION SERVICES**

It is recommended that the City Council take the following actions:

1. Ratify the Professional Services Agreement with FALCK Mobile Health Corp. dba CARE Ambulance Services, Inc. for ambulance transportation services, approved by the City Manager, acting in the capacity of the Director of Emergency Services, as authorized by West Covina Municipal Code section 8-7(a)(7)(f) in order to support the City's emergency organization and protect the lives of the citizens of West Covina; and
2. Adopt the attached resolution authorizing the necessary budget amendment:

RESOLUTION NO. 2021-04 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2020 AND ENDING JUNE 30, 2021  
(AMBULANCE TRANSPORTATION SERVICES)

**21) CONSIDERATION OF MEMORANDUM OF UNDERSTANDING WITH THE COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH FOR MEDICAL POINT OF DISPENSING**

It is recommended that the City Council take the following actions:

1. Approve entering into a Memorandum of Understanding (MOU) with the County of Los Angeles (County) Department of Public Health (DPH), through September 30, 2030, to provide Public Medical Point of Dispensing (MPOD) sites; and
2. Authorize the City Manager to negotiate and execute the necessary documents to provide for MPOD sites, in such final form as approved by the City Attorney.

**HUMAN RESOURCES/RISK MANAGEMENT**

**22) CONSIDERATION OF INCREASE IN HOURLY RATE LIMITED SERVICES PAY SCHEDULE TO REFLECT RECENT INCREASE IN STATE HOURLY MINIMUM WAGE EFFECTIVE JANUARY 1, 2021**

It is recommended that the City Council:

1. Approve wage adjustments to limited service positions to bring them into compliance with the State's minimum wage requirement as of January 1, 2021; and
2. Adopt Resolution 2021-03:

**RESOLUTION NO. 2021-03 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADJUSTING THE HOURLY PAY RATES OF CLASSIFICATIONS WITHIN THE LIMITED SERVICES PAY SCHEDULE AND REPEALING RESOLUTION NO. 2020-11**

**23) CONSIDERATION OF REPEAL AND REPLACEMENT OF FIRE DEPARTMENT SERIES JOB DESCRIPTIONS**

Staff and the Human Resources Commission recommend that the City Council approve to repeal and replace Fire Department series job descriptions, by adopting the following resolution:

**RESOLUTION NO. 2021-10 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE REPEAL AND REPLACEMENT OF THE CLASS SPECIFICATIONS FOR THE FIRE CAPTAIN, FIRE ENGINEER, FIREFIGHTER/PARAMEDIC, AND FIREFIGHTER CLASSIFICATIONS**

**24) CONSIDERATION OF REPEAL AND REPLACEMENT OF BUILDING AND SAFETY SERIES JOB DESCRIPTIONS**

Staff and the Human Resources Commission recommend that the City Council approve to repeal and replace the Building and Safety Series job descriptions by adopting the following resolution:

**RESOLUTION NO. 2021-11 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE REPEAL OF THE EXISTING BUILDING/ENGINEERING PERMIT TECHNICIAN, BUILDING INSPECTOR, AND BUILDING OFFICIAL CLASSIFICATIONS AND REPLACEMENT OF SUCH CLASSIFICATIONS WITH THE PERMIT TECHNICIAN, BUILDING INSPECTOR I, AND CHIEF BUILDING OFFICIAL CLASSIFICATIONS**

**25) CONSIDERATION OF REPEAL AND REPLACEMENT OF ASSISTANT FINANCE DIRECTOR JOB DESCRIPTION AND ADJUST PAY GRADE**

Staff and the Human Resources Commission recommend that the City Council approve to repeal and replace Assistant Finance Director job description and adjust the pay grade, by adopting the following resolution:

**RESOLUTION NO. 2021-09 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE REPEAL AND REPLACEMENT OF THE ASSISTANT FINANCE DIRECTOR CLASS SPECIFICATIONS AND ADJUSTING THE PAY GRADE FOR SAID CLASSIFICATION**

**POLICE DEPARTMENT**

**26) CONSIDERATION OF AWARD OF BID FOR TOYOTA VEHICLES FOR POLICE DEPARTMENT DETECTIVES**

It is recommended that the City Council take the following actions:

1. Find that Envision Motors of West Covina is the lowest responsible bidder for four (4) Toyota vehicles for Police Department Detectives; and
2. Approve a purchase order agreement with Envision Motors totaling \$155,894.10, from account #117.31.3130.7170.

**PUBLIC SERVICES**

**27) CONSIDERATION OF AGREEMENT FOR JANITORIAL SERVICES FOR CITY BUILDINGS AND FACILITIES**

It is recommended that the City Council take the following actions:

1. Authorize the City Manager to negotiate and execute a Professional Services Agreement with United Maintenance Systems Inc., with a maximum compensation amount of \$1,075,900 (\$243,600 annually) for an initial term of two years and five months, from February 1, 2021 through June 30, 2023, with the option to extend the term for two (2) one (1) year periods; and
2. Authorize the City Manager to negotiate and execute the extensions to the Agreement, if deemed appropriate.

**28) CONSIDERATION OF AMENDMENT NO. 1 TO WEST COAST ARBORISTS, INC. CONTRACT FOR CITYWIDE TREE MAINTENANCE SERVICES**

It is recommended that the City Council authorize the City Manager to negotiate and execute Amendment No. 1 with West Coast Arborists, Inc. increasing the annual compensation by \$300,000 for Fiscal Year 2020-21.

**END OF CONSENT CALENDAR**

**DEPARTMENTAL REGULAR MATTERS**

**FINANCE DEPARTMENT**

**29) CONSIDERATION OF CORRECTIVE ACTION PLAN IN RESPONSE TO THE DECEMBER 2020 STATE AUDITOR'S REPORT**

That the City Council approve the Corrective Action Plan prepared in response to the State Auditor Report Dated December 2020.

## **CITY COUNCIL REQUESTS FOR REPORTS, STUDIES OR INVESTIGATION**

*(Per City of West Covina Standing Rules 4.f - Requests for reports, studies, or investigations that are not readily available must be placed on the City Council/Successor Agency agenda as items of business and must be approved by a majority of the City Council/Successor Agency Board.)*

### **30) REQUEST FOR CONSIDERATION FROM COUNCILWOMAN DIAZ REQUESTING STAFF TO RESEARCH AND PROVIDE LIST OF ACTIVE CITY CONTRACTS**

It is recommended that the City Council provide direction to staff.

### **31) REQUEST FOR CONSIDERATION FROM COUNCILWOMAN DIAZ REQUESTING TO HAVE STAFF REVIEW ENHANCEMENTS TO IMPROVE SAFETY AT INTERSECTIONS**

It is recommended that the City Council provide direction to staff.

## **CITY COUNCIL COMMENTS**

## **ADJOURNMENT**

### Next Tentative City Council Meeting

Regular Meeting

February 5, 2021

7:00 PM

## **RULES OF DECORUM**

*The following are excerpts from the West Covina Municipal Code:*

Sec. 2-48. Manner of addressing council; time limit; persons addressing may be sworn.

- a. Each person addressing the council shall step up to the rostrum, shall give his or her name and city of residence in an audible tone of voice for the record and unless further time is granted by the council, shall limit his or her address to five (5) minutes.
- b. The city council may establish a limit on the duration of oral communications.
- c. All remarks shall be addressed to the council as a body and not to any 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 presiding officer. No question shall be asked of a councilmember except through the presiding officer.
- d. The presiding officer may require any person to be sworn as a witness before addressing the council on any subject. Any such person who, having taken an oath that he or she will testify truthfully, willfully and contrary to such oath states as true any material matter which he knows to be false may be held to answer criminally and subject to the penalty prescribed for perjury by the provisions of the Penal Code of the state.

Sec. 2-50. Decorum--Required.

- a. While the council is in session, the members shall preserve order and decorum, and a member shall neither, by conversation or otherwise, delay or disrupt the proceedings or the peace of the council nor interrupt any member while speaking or refuse to obey the orders of the council or its presiding officer, except as otherwise herein provided.
- b. Members of the public shall not willfully disrupt the meeting or act in a manner that actually impairs the orderly conduct of the meeting. For the purposes of this code, "willfully disrupt" includes, but is not limited to, continuing to do any of the following after being warned by the Mayor that continuing to do so will be a violation of the law:
  - a. Addressing the Mayor and City Council without first being recognized.
  - b. Persisting in addressing a subject or subjects, other than that before the Mayor and City Council.
  - c. Repetitiously addressing the same subject.
  - d. Failing to relinquish the podium when directed to do so.
  - e. From the audience, interrupting or attempting to interrupt, a speaker, the Mayor, a council member, or a staff member or shouting or attempting to shout over a speaker, the Mayor, a council member or a staff member.
  - f. As a speaker, interrupting or attempting to interrupt the Mayor, a council member, or a staff member, or shouting over or attempting to shout over the Mayor, a council member, or a staff member. Nothing in this section or any rules of

the council shall be construed to prohibit public criticism of the policies, procedures, programs, or services of the City or of the acts or omissions of the City Council. It shall be unlawful to violate the provisions of this Section.

If any subsection, sentence, clause, or phrase or word of this Section 2-50 is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Section. The City Council hereby declares that it would have passed this section and each subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more subsections, sentences, clauses, phrases or words had been declared invalid or unconstitutional.

**Sec. 2-52. Persons authorized to be within council area.**

No person, except city officials, their representatives and members of the news media shall be permitted within the rail in front of the council chamber without the express consent of the council.

***The following are excerpts from the Penal Code***

148(a) (1) Every Person who willfully resists, delays, or obstructs any public officer, peace officer, or an emergency medical technician, as defined in Division 2.5 (commencing with Section 1797) of the Health and Safety code, in the discharge or attempt to discharge any duty of his or her office or employment, when no other punishment is prescribed, shall be punished by a fine not exceeding one thousand dollars (\$1,000), or by imprisonment in a county jail not to exceed one year, or by both that fine and imprisonment.

403 Every person who, without authority of law, willfully disturbs or breaks up any assembly or meeting that is not unlawful in its character, other than an assembly or meeting referred to in Section 303 of the Penal Code or Section 18340 of the Elections Code, is guilty of a misdemeanor.