



CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

**JULY 6, 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.

Due to the ongoing COVID-19 emergency and pursuant to State and County public health directives, Los Angeles County Department of Health strongly recommends that masks be worn indoors regardless of vaccination status

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.

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.

EMAILED PUBLIC COMMENT:

Members of the public can submit public comments to the City Clerk via e-mail at City_Clerk@westcovina.org. The subject line should specify "Oral Communications – 7/6/2021" or "Public Hearing Item # - 7/6/2021. 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.

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. 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 JULY 6, 2021, 7:00 PM
REGULAR MEETING**

INVOCATION

Led by Chaplain Kelly Dupee from Faith Community Church

PLEDGE OF ALLEGIANCE

Led by Councilman Wu

ROLL CALL

REPORTING OUT FROM CLOSED SESSION

PRESENTATIONS

- Proclamation for Parks and Recreation

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.

APPROVAL OF MEETING MINUTES

- 1) **JUNE 15, 2021, CITY COUNCIL/SUCCESSOR AGENCY SPECIAL CLOSED SESSION MEETING MINUTES**
JUNE 15, 2021, CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING MINUTES
JUNE 15, 2021, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES

It is recommended that the City Council approve the June 15, 2021, Closed Session Meeting Minutes, the June 15, 2021, Special Closed Session Meeting Minutes and the June 15, 2021, Regular Session Meeting Minutes.

CITY MANAGER'S OFFICE

- 2) **CONSIDERATION OF RESOLUTION NO. 2021-76 DETERMINING THERE IS A NEED TO CONTINUE THE LOCAL EMERGENCY**

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

RESOLUTION NO. 2021-65 - 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, DECEMBER 1, 2020, JANUARY 19, 2021, FEBRUARY 16, 2021, MARCH 16, 2021, APRIL 6, 2021, MAY 4, 2021, AND JUNE 1, 2021

COMMUNITY DEVELOPMENT

- 3) **CONSIDERATION OF PROFESSIONAL SERVICES AGREEMENT FOR TRANSIT SERVICE EVALUATION (SPEC. NO. 61-010)**

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 IBI Group Professional Services (USA) Inc. (IBI Group), effective July 15, 2021, in an amount not to

- exceed \$69,880, for an evaluation of transit service, and authorize the City Manager to execute any amendments to the agreement; and
2. Adopt the following Resolution:

RESOLUTION NO. 2021-75 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2021 AND ENDING JUNE 30, 2022 (TRANSIT SERVICES EVALUATION)

FIRE DEPARTMENT

4) CONSIDERATION OF A FIRE DEPARTMENT MUTUAL APPARATUS AND EQUIPMENT LEASE AGREEMENT BETWEEN THE CITY OF LA VERNE AND THE CITY OF WEST COVINA

It is recommended that the City Council:

1. Ratify the Fire Department Mutual Apparatus and Equipment Lease Agreement between West Covina and the City of La Verne, for use of La Verne's Quint fire truck while the City's Quint is out of service; and
2. Authorize the City Manager to execute future amendments to the Agreement.

5) CONSIDERATION TO PURCHASE A FIRE DEPARTMENT VEHICLE

It is recommended that the City Council, in accordance with West Covina Municipal Code Chapter 2, Article VII, Division 2, Sec. 2-333(i)(2), and the findings of the West Covina Finance Department/Purchasing Officer, find that the Sourcewell/National Joint Powers Alliance (NJPA) Master Vehicle Contract No. 120716-NAF satisfies West Covina's bidding requirements, and authorize the purchase of a 2022 Chevy Tahoe 4×4 Special Service Vehicle in the amount of \$79,841.51 (including sales tax, delivery, and options) from National Auto Fleet Group.

HUMAN RESOURCES/RISK MANAGEMENT

6) CONSIDERATION OF LEGAL SERVICES AGREEMENT WITH LIEBERT CASSIDY WHITMORE FOR LABOR RELATIONS AND EMPLOYMENT MATTERS

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

1. Authorize the City Manager to negotiate and execute an agreement with Liebert Cassidy Whitmore for labor and employment relations services; and
2. Approve, by a majority vote of the Council, waiving bidding requirements for legal services with Liebert Cassidy Whitmore due to ongoing labor negotiations, updating Personnel Rules and personnel matters that require investigations, as allowed by West Covina Municipal Code Section 2-330(b).

PUBLIC SERVICES

7) CONSIDERATION OF ACCEPTANCE OF DROUGHT TOLERANT LANDSCAPING

IMPROVEMENTS IN LANDSCAPE MAINTENANCE DISTRICT NO. 1 - PROJECT NUMBER 18014

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

1. Accept the Drought Tolerant Landscaping Improvements in Landscape Maintenance District 1 for Project No. 18014;
2. Authorize recordation of Notice of Completion with the Los Angeles County Recorder; and
3. Authorize the release of retention funds after recordation of the Notice of Completion.

8) CONSIDERATION OF USE OF STATE OF CALIFORNIA FLEET PAYMENT SYSTEM CONTRACT AWARDEE, WEX BANK, FOR CITY'S FUEL CARD PROGRAM

It is recommended that the City Council approve the use the State of California Fleet Card System Awardee, WEX Bank, for the City's fuel card program.

END OF CONSENT CALENDAR

HEARINGS

PUBLIC HEARINGS

9) PUBLIC HEARING TO CONSIDER WEST COVINA AUTO PLAZA BUSINESS IMPROVEMENT DISTRICT FISCAL YEAR 2021-2022 ANNUAL REPORT AND ASSESSMENT

It is recommended that the City Council conduct the public hearing and then adopt the following resolution:

RESOLUTION NO. 2021-61 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, CONFIRMING THE ANNUAL REPORT FILED BY THE WEST COVINA AUTO PLAZA BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD AND LEVYING AN ANNUAL ASSESSMENT FOR THE WEST COVINA AUTO PLAZA BUSINESS IMPROVEMENT DISTRICT FOR FISCAL YEAR 2021-2022

DEPARTMENTAL REGULAR MATTERS

POLICE DEPARTMENT

10) CONSIDERATION OF GRAFFITI REWARDS PROGRAM

It is recommended the City Council provide direction to staff.

MAYOR/COUNCILMEMBERS REPORTS

AB 1234 Conference and Meeting Report (verbal, if any)

(In accordance with AB 1234, Councilmembers shall make a brief report or file a written report on any meeting/event/conference attended at City expense.)

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.)

CITY COUNCIL COMMENTS

ADJOURNMENT

Next Tentative City Council Meeting

Regular Meeting

July 20, 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.



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 07/06/2021

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: JUNE 15, 2021, CITY COUNCIL/SUCCESSOR AGENCY SPECIAL CLOSED SESSION MEETING MINUTES
JUNE 15, 2021, CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING MINUTES
JUNE 15, 2021, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES

RECOMMENDATION:

It is recommended that the City Council approve the June 15, 2021, Closed Session Meeting Minutes, the June 15, 2021, Special Closed Session Meeting Minutes and the June 15, 2021, Regular Session Meeting Minutes.

DISCUSSION:

That the City Council adopt the attached minutes.

Prepared by: Lisa Sherrick; Assistant City Clerk

Attachments

Attachment No. 1 - 6/15/2021 Special Closed Session Minutes Draft

Attachment No. 2 - 6/15/2021 Closed Session Minutes Draft

Attachment No. 3 - 6/15/2021 Regular Session Minutes Draft



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 07/06/2021

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF RESOLUTION NO. 2021-76 DETERMINING THERE IS A NEED TO CONTINUE THE LOCAL EMERGENCY

RECOMMENDATION:

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

RESOLUTION NO. 2021-65 - 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, DECEMBER 1, 2020, JANUARY 19, 2021, FEBRUARY 16, 2021, MARCH 16, 2021, APRIL 6, 2021, MAY 4, 2021, AND JUNE 1, 2021

BACKGROUND:

On March 17, 2020, the City Council adopted Resolution 2020-19, ratifying Proclamation 2020-01 declaring the existence of a local emergency, which was issued by the City Manager acting in the capacity of Director of Emergency Services. The local emergency is due to the novel coronavirus (COVID-19) pandemic. Following adoption of the resolution, the City Council needs to review and reevaluate the need for continuing the local emergency at least once every thirty (30) days in accordance with Section 8-7(a)(2) of the West Covina Municipal Code (WCMC). The City Council previously continued the local emergency 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, December 1, 2020, January 19, 2021, February 16, 2021, March 16, 2021, April 6, 2021, May 4, 2021, June 1, 2021 and June 15, 2021.

During a proclaimed local emergency, the City Manager, as the Director of Emergency Services, has the powers enumerated in Section 8-7 of the WCMC. On October 20, 2020, the City Council clarified that the exercise of the City Manager's emergency powers is limited to actions directly related to responding to the COVID-19 emergency.

DISCUSSION:

On March 4, 2020, Governor Newsom declared a state of emergency in California. The emergency status allows the State (and cities) to access needed supplies, resources, and funding. For example, the City has received Coronavirus Relief monies to help offset City costs associated with the COVID-19 pandemic. In addition, West Covina is seeking reimbursement for COVID-19 related expenses through the Coronavirus Aid,

Relief, and Economic Security (CARES) Act. To remain eligible for COVID-19 reimbursement, the City would have to continue to be under a declared state of emergency. The State of California continues to be under the state's declared state of emergency.

As of June 30, 2021, there were 182,521,067 confirmed cases of COVID-19 globally. On June 30, 2021, California reported that, as of June 29, 2021, there were 3,710,454 confirmed cases in California. As of June 28, 2021, there were 1,249,935 confirmed cases in Los Angeles County, including 12,968 confirmed cases in the City of West Covina, according to the Los Angeles County Department of Public Health.

In mid-December 2020, the State began administering the COVID-19 vaccine under "Vaccinate All 58," the State's campaign for a safe, fair and equitable vaccine for all 58 counties in the State. As of June 29, 2021, the State reported that LA County had administered 10,619,634 doses of the vaccine.

Despite the distribution of the vaccine, health officials have indicated that transmission of the virus remains widespread especially with the coronavirus variants that are considered highly transmissible, such as the Delta variant. On June 28, 2021, the Los Angeles County Department of Public Health recommended that everyone, regardless of vaccination status, wear masks indoors in public places as a precautionary measure due to the increased circulation of the Delta variant. In addition, as noted above, the State of California remains in a state of emergency.

It is essential that the City continue to provide basic services and provide for continuity of services over the long-term.

LEGAL REVIEW:

The City Attorney's Office has reviewed the resolution and approved it as to form.

OPTIONS:

The options available to the City Council are as follows:

1. Adopt the resolution as submitted.
2. Determine the local emergency has ceased.
3. Provide alternative direction.

Prepared by: David Carmany, City Manager

Attachments

Attachment No. 1 - Resolution No. 2021-76

CITY COUNCIL GOALS & OBJECTIVES: Protect Public Safety
Respond to the Global COVID-19 Pandemic



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 07/06/2021

TO: Mayor and City Council

FROM: David Carmany
City Manager

**SUBJECT: CONSIDERATION OF PROFESSIONAL SERVICES AGREEMENT FOR TRANSIT
SERVICE EVALUATION (SPEC. NO. 61-010)**

RECOMMENDATION:

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 IBI Group Professional Services (USA) Inc. (IBI Group), effective July 15, 2021, in an amount not to exceed \$69,880, for an evaluation of transit service, and authorize the City Manager to execute any amendments to the agreement; and
2. Adopt the following Resolution:

RESOLUTION NO. 2021-75 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2021 AND ENDING JUNE 30, 2022 (TRANSIT SERVICES EVALUATION)

BACKGROUND:

The City provides a fixed route shuttle and a demand response Dial-a-Ride service. The City is experiencing a decline in overall ridership in both services and is exploring opportunities to improve usage. Transportation services are provided through a contractor. The contractor, MV Transportation, Inc. (MVT) has been the City's contractor since 2014. MVT is currently providing services on a month-to-month basis to allow for the evaluation of transit services.

Prior to issuing a Request for Proposals (RFP) for transit services to bring a contractor on a more permanent basis, the City wants to evaluate the City's ridership trends and demands to identify the best model of service delivery to meet the needs of the community. This information will then be used to inform the upcoming RFP for transportation services.

DISCUSSION:

On April 27, 2021, staff issued an RFP for Transit Evaluation Services to include:

- Development of a Project Management Plan and a Project Schedule.
- Development of a community and stakeholder Outreach Plan, which includes two community meetings and two presentations to the City Council.

- Development and conducting of a Transit User Survey.
- Researching all pertinent data, documents and plans available at the City, and at other entities, for the establishment of existing conditions; developing a technical analysis of the current West Covina Transit service and other regional transit services in West Covina, assessing overall service availability and gaps; and determining the needs for current and future transit services in the City.
- Development of alternative analysis for transit service delivery, considering a mix of service delivery modes, such as: fixed route, paratransit, and transportation network company services to address the needs of multiple user groups, as well as service times, levels of service, routes (fixed, modified fixed, etc.) and transit stops.
- Development of a cost analysis for each transit alternative and reviewing potential funding sources for capital and operating needs, as appropriate.
- Development of a Service Restructuring Plan that details transit service recommendations and includes an Implementation Plan.

On June 3, 2021, staff received proposals from two (2) firms:

Vendor	Location	Cost
IBI Group	Irvine, CA	\$69,880
Via Mobility	New York, NY	\$57,600

The proposals were reviewed by staff for completeness, relevant experience, scope of services provided, qualifications of proposed project team, detailed work plan and cost-effectiveness. After review, staff determined that the proposal from IBI Group was the most comprehensive and demonstrated the best understanding of the information and recommendations to be included in the transit evaluation services. IBI Group's proposal included a Managing Principal and Project Manager who both have over 20 years of experience with the firm with additional years of relevant prior experience. IBI Group has successfully completed many projects in southern California, including for San Gabriel Valley agencies: City of Arcadia, City of Duarte, City of Monrovia.

Apart from the strength of IBI Group's proposal, staff is not recommending the low bidder. This is due to concern that they are based out of state, and they requested contract exceptions to the agreement with the City which included modifications to the indemnification language and a limitation of liability. Via Mobility is a wholly-owned subsidiary of Via Transportation, Inc. headquartered in New York City. Via is registered in California as a Transportation Network Company and is focused on providing on-demand technology and subsidized support services to the public sector. The firm directly manages private operations in numerous cities in the United States.

Pursuant to the proposed agreement, IBI Group will conduct a transit service evaluation, with a total compensation not to exceed \$69,880. IBI Group's proposal indicated an anticipated completion of a final report to the City within a five-month timeframe. If they are selected and given notice to proceed in July, they should have the final report completed by December 2021.

LEGAL REVIEW:

The City Attorney's Office has reviewed the agreement and approved it as to form.

OPTIONS:

The City Council has the following options:

1. Approve Staff's recommendation; or
2. Provide alternative direction.

Prepared by: Kelly McDonald, Public Services Manager

Fiscal Impact

FISCAL IMPACT:

Total cost for the transit evaluation services is not to exceed \$69,880. The cost will be fully covered by Proposition A Incentive Funds, which cannot be exchanged. Metro has approved the use of the funds for this activity. The attached budget amendment will appropriate these funds into new account 121.61.5140.6110, as well as additional funds anticipated for the future development of a transit service request for proposals.

Attachments

Attachment No. 1 - PSA with IBI Group
Attachment No. 2 - IBI Group - Proposal
Attachment No. 3 - Via Mobility Proposal
Attachment No. 4 - RFP
Attachment No. 5 - Budget Amendment 2021-75

CITY COUNCIL GOALS & OBJECTIVES: Achieve Fiscal Sustainability and Financial Stability
Enhance the City Image and Effectiveness



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 07/06/2021

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF A FIRE DEPARTMENT MUTUAL APPARATUS AND EQUIPMENT LEASE AGREEMENT BETWEEN THE CITY OF LA VERNE AND THE CITY OF WEST COVINA

RECOMMENDATION:

It is recommended that the City Council:

1. Ratify the Fire Department Mutual Apparatus and Equipment Lease Agreement between West Covina and the City of La Verne, for use of La Verne's Quint fire truck while the City's Quint is out of service; and
2. Authorize the City Manager to execute future amendments to the Agreement.

BACKGROUND:

The West Covina Fire Department deploys apparatus to respond to emergencies. From time-to-time, apparatus must go in for service. The West Covina Fire Department, like many other municipal fire departments, does not have the ability to have a redundancy of specialized apparatus in the Department's inventory. To address limited inventories, cities partner with fire departments within the region to allow departments to share equipment when needed.

DISCUSSION:

The City of West Covina fire apparatus inventory includes:

- 1 Fire Truck (Quint 1) that can be utilized as a Fire Truck and a Fire Engine, also known as a Quint capable truck company.
- 1 Fire Truck (Truck 2) that provides ladder resource only.

The considerable difference between a Quint capable truck company and non-quint capable truck company is that a Quint has ladder resource, water and a pump, while a non-quint company only has a ladder resource.

In August 2018, the West Covina Fire Department closed the full-time truck company at Fire Station 2 (Quint 1) and moved it to Fire Station 4. Quint 1 is usually in service as the Fire Station 4 engine company resource and serves as the City's fire truck resource. Unfortunately, Quint 1 needs service and will be out of service for

an unknown amount of time. When the Quint is out of service the normal procedure is to put Truck 2 in service with a reserve Fire Engine that has a pump and water and staff it with an apparatus operator to drive it. This now becomes a two-vehicle tandem response resource. At the current time, a reserve Fire Engine is not available to place in service and Truck 2 is also out for service. The objective of the two-vehicle tandem resource is to keep a resource with water and a pump in all districts. At this time, a reserve Fire Engine is not available for service and Truck 2 has also gone out of service for repairs.

The City of La Verne has a Quint capable truck company that is not being utilized and in storage. Staff reached out to the City of La Verne Fire Department to borrow their Quint while the City's Quint is out of service. The La Verne Fire Department agreed to allow the West Covina Fire Department to use their Quint at no cost to the City. Due to the urgent need and given that the agreement is at no-cost to the City, the City Manager executed the agreement. Staff is requesting that the City Council ratify the agreement.

LEGAL REVIEW:

The City Attorney's Office reviewed the agreement and approved it as to form.

OPTIONS:

The City Council has the following options:

1. Adopt Staff's recommendation.
2. Provide alternative direction.

Prepared by: Vincent Capelle, Fire Chief

Additional Approval: Robbeyn Bird, Finance Director

Attachments

Attachment No. 1 - La Verne Agreement

CITY COUNCIL GOALS & OBJECTIVES: Protect Public Safety



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 07/06/2021

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION TO PURCHASE A FIRE DEPARTMENT VEHICLE

RECOMMENDATION:

It is recommended that the City Council, in accordance with West Covina Municipal Code Chapter 2, Article VII, Division 2, Sec. 2-333(i)(2), and the findings of the West Covina Finance Department/Purchasing Officer, find that the Sourcewell/National Joint Powers Alliance (NJPA) Master Vehicle Contract No. 120716-NAF satisfies West Covina's bidding requirements, and authorize the purchase of a 2022 Chevy Tahoe 4x4 Special Service Vehicle in the amount of \$79,841.51 (including sales tax, delivery, and options) from National Auto Fleet Group.

BACKGROUND:

The West Covina Fire Department Command Staff provides 24-hour incident command and response services for the City of West Covina. The role of the Fire Chief is to manage all emergencies that exist where extensive life and/or property are in danger. The Fire Chief is the Incident Commander during incidents (when necessary) and responds to any incidents where the on-duty Assistant Chief is not able to manage the incident. The command vehicle is an all-terrain response vehicle that houses all the necessary equipment to respond, communicate, and effectively manage an incident, and allows for the traversing of all terrain that may be encountered during an emergency response.

The City has not purchased a Fire Chief vehicle since before 1995. The current Fire Chief vehicle is a former Police Department 2005 pool vehicle.

DISCUSSION:

The City Manager is requesting authority to purchase a 2022 Chevy Tahoe and related equipment that is required to establish an incident command. Staff has received a quote through National Auto Fleet, an approved vendor through Sourcewell, to purchase the vehicle and have needed equipment installed (Attachment No. 1).

Pursuant to Section 2-333(i)(2) of the West Covina Municipal Code, when the successful bidder for a contract with another county, city, special district or other local agency makes the same written bid to the City, and the Purchasing Officer finds that the other local agency originally obtained the bid pursuant to formal contract procedures at least as rigorous as those of the City.

Staff is proposing to purchase one command vehicle and equipment including lights, sirens, and a mobile

command center module through Sourcewell, formally the National Joint Powers Alliance (NJPA) program, through Master Vehicle Contract No. 120716-NAF (Attachment No. 2). The NJPA program is a public agency, member-driven service cooperative that serves over 50,000 members. NJPA offers a multitude of contracted products, equipment, and service opportunities to local government agencies. The NJPA offers its members purchasing contracts that are competitively bid nationally to enable contracted suppliers and member agencies to work smarter and more efficiently and bring considerable value to member agencies. By utilizing the NJPA purchasing contract services, local government agencies can expedite and purchase critical equipment much quicker than using traditional acquisition methods. NJPA products and suppliers are already approved by the United States General Service Administration, so no request for proposal or bidding is required. The Purchasing Division has verified that the Sourcewell/NJPA contract with National Auto Fleet meets all requirements set forth in Section 2-333(i)(2) of the West Covina Municipal Code and therefore formal contract procedures may be waived.

LEGAL REVIEW:

OPTIONS:

The City Council has the following options:

1. Approve Staff's recommendation;
2. Provide alternative direction.

Fiscal Impact

FISCAL IMPACT:

The total cost for one new Fire Chief vehicle (including the lights, sirens, command center module) is \$79,841.51. Vehicle Replacement Fund 367 has already been appropriated with \$80,000.00 for the Fiscal Year 2021-2022.

Available Fund Balance		Amount
Vehicle Replacement Fund 367	367.32.3210.7170	\$79,841.51
Total Amount		\$79,841.51

There is no new impact to the General Fund with this purchase.

Attachments

Attachment - No. 1 National Auto Fleet quote

Attachment - No. 2 Acceptance and Award-National Auto Fleet-120716

CITY COUNCIL GOALS & OBJECTIVES: Enhance the City Image and Effectiveness
Protect Public Safety



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 07/06/2021

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF LEGAL SERVICES AGREEMENT WITH LIEBERT CASSIDY WHITMORE FOR LABOR RELATIONS AND EMPLOYMENT MATTERS

RECOMMENDATION:

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

1. Authorize the City Manager to negotiate and execute an agreement with Liebert Cassidy Whitmore for labor and employment relations services; and
2. Approve, by a majority vote of the Council, waiving bidding requirements for legal services with Liebert Cassidy Whitmore due to ongoing labor negotiations, updating Personnel Rules and personnel matters that require investigations, as allowed by West Covina Municipal Code Section 2-330(b).

BACKGROUND:

The City of West Covina has nine bargaining units, with seven Memorandums of Understanding expiring June 30, 2021. Bargaining laws require that the parties negotiate in good faith overall issues properly within the scope of bargaining. Such bargaining in good faith following known basic principles is critical to negotiating a successful contract. Collective bargaining is a continuous process in which representatives of government employers (management) meet with employee representatives (the union) to jointly establish the terms and conditions of employment for members of a bargaining unit. Decision-making authority is shared by the parties, who sign a legal and binding contract. In a "meet and confer", union and management representatives meet to discuss terms and conditions of employment, but only management has final decision-making authority. Preparation is the key to effective bargaining. Documents should be drafted carefully and thoroughly. This report concerns one important member of the management bargaining team, the labor attorney.

DISCUSSION:

The City of West Covina has utilized the professional legal services of Liebert Cassidy Whitmore continuously since May 2019 to provide legal services and representation in employment relation matters, labor negotiations, investigations, and administrative and court proceedings. Liebert Cassidy Whitmore has the experience to assist the City with all aspects of employment consulting and representation, which changes the dynamic of the negotiations and employment matters.

Section 2-330(b) of the West Covina Municipal Code provides that the City Council may, by majority vote of

its entire membership, dispense with bidding and other purchasing procedures in any individual instance upon finding that it would be impracticable, useless or uneconomical in such instance to follow such procedures and that the public welfare would be promoted by dispensing with the same. Staff believes it would be impractical to follow bidding procedures for these specialized legal services, as Liebert Cassidy Whitmore has the experience and expertise desired in connection with employment and labor relations matters, particularly the ongoing labor negotiations. Staff also believes the public welfare would be promoted by dispensing with such requirements for these services. Therefore, staff is requesting that the Council waive bidding requirements in connection with this procurement.

LEGAL REVIEW:

The City Attorney's Office has reviewed and approved the agreement as to form.

OPTIONS:

The City Council has the following options:

1. Approve staff's recommendation; or
2. Provide alternative direction.

Prepared by: Helen Tran, Director of Human Resources/Risk Management Department

Fiscal Impact

FISCAL IMPACT:

The current range of hourly rates for Attorney time is from Two Hundred Ten to Three Hundred Seventy Dollars (\$210.00 - \$370.00), Two Hundred Thirty Dollars (\$230.00) for time of Labor Relations/HR Consultant and from Eighty to One Hundred Seventy Dollars (\$80.00 - \$170.00) for time of paraprofessional and litigation support staff. Billed hours will be funded from the General Fund account number 110.14.1410.6111.

Attachments

Attachment No. 1 - Agreement with Liebert Cassidy Whitmore

CITY COUNCIL GOALS & OBJECTIVES: Achieve Fiscal Sustainability and Financial Stability



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 07/06/2021

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF ACCEPTANCE OF DROUGHT TOLERANT LANDSCAPING IMPROVEMENTS IN LANDSCAPE MAINTENANCE DISTRICT NO. 1 - PROJECT NUMBER 18014

RECOMMENDATION:

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

1. Accept the Drought Tolerant Landscaping Improvements in Landscape Maintenance District 1 for Project No. 18014;
2. Authorize recordation of Notice of Completion with the Los Angeles County Recorder; and
3. Authorize the release of retention funds after recordation of the Notice of Completion.

DISCUSSION:

The City of West Covina's Public Services Department is responsible for the ongoing maintenance of all landscaping and irrigation improvements in City parks, facilities, medians, paseos, and landscape maintenance districts, including the open space areas and slopes in Landscape Maintenance District 1 (LMD 1). On June 20, 2017, the City Council adopted the Guidelines and Standards for Drought Tolerant Landscaping and Water-Wise Irrigation in the Public Right-of-Way, City Parks and Facilities. The primary purpose of the guidelines is to provide design, installation and maintenance standards and include criteria to be used in prioritizing the implementation of improvements – public health and safety, aesthetics and mitigating blight, potential for water cost savings and lower maintenance costs, integration of National Pollutant Discharge Elimination System (NPDES) requirements, availability and type of funding, proximity or availability of recycled water, and watering restrictions of local water suppliers.

Although the majority of the open space areas in the landscape maintenance districts have been planted with native and drought tolerant plants, they had become overgrown and were in need of revitalization by utilizing new and improved drought tolerant plant species and more technologically advanced water-wise irrigation systems. As part of the Fiscal Year (FY) 2017-18 Capital Improvement Program (CIP) budget, Project No. 18014 renovated the "Ridge Slope" located on the "ridge" slope between Amar Road and Gingrich Park. This slope was renovated with water-wise plantings, more efficient irrigation components and a more open and visually appealing landscape design. Over 50 percent of the old existing landscape plants were removed or reshaped, and most trees were laced and had crown reductions performed. The new plants were planted in large groupings accentuating the plant species character and beauty. After the plantings were completed, the immediate areas around the new plants were top dressed with mulch to retain moisture, reduce invasive weeds,

and provide a clean manicured look for the residents, guest, and community.

All required improvements were performed in conformance with the approved plans and specifications by Merchants Landscape Services, Inc. The project was satisfactorily completed in November 2018.

Prepared by: Kelly McDonald, Public Services Manager

Fiscal Impact

FISCAL IMPACT:

The following table shows the total budget approved and actual costs for this project:

Item	Approved Budget	Actual Cost
Proj. 18014 - Drought Tolerant Landscaping	\$150,000	\$124,661

Funds were approved as part of the FY 2017-18 CIP budget by the City Council in Account No. 181.80.7004.7700 on June 22, 2017.

CITY COUNCIL GOALS & OBJECTIVES: Enhance City Facilities and Infrastructure
Enhance the City Image and Effectiveness



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 07/06/2021

TO: Mayor and City Council

FROM: David Carmany
City Manager

**SUBJECT: CONSIDERATION OF USE OF STATE OF CALIFORNIA FLEET PAYMENT SYSTEM
CONTRACT AWARDEE, WEX BANK, FOR CITY'S FUEL CARD PROGRAM**

RECOMMENDATION:

It is recommended that the City Council approve the use the State of California Fleet Card System Awardee, WEX Bank, for the City's fuel card program.

BACKGROUND:

In 2006, the City of West Covina opted to remove its fuel station equipment and underground storage tanks located at the City Yard. At its January 17, 2006 meeting, the City Council chose to accept the State of California's bidding requirements and "piggy-back" on the State Fleet Card (Voyager) that was administered by U.S. Bank National Association (U.S. Bank).

At the end of May 2021, a representative from the State contacted the City to notify us that the Voyager agreement with U.S. Bank fuel cards would expire June 30, 2021.

DISCUSSION:

The Department of General Services (DGS), Office of Fleet and Asset Management (OFAM), referred to as the "State" or "DGS-OFAM," issued RFP #519919 on March 26, 2020, for a provider of a Fleet Payment System (FPS) to pay, manage, reconcile and report statewide fuel purchases and fleet-related services for the State's Fleet Card Program. On February 25, 2021, the State awarded a contract to WEX Bank to provide FPS services to State Agencies and Optional Users (also referred to as "Participating Entities") participating in the State's Fleet Card Program in accordance with the terms and conditions of the Master Service Agreement ("MSA" or "Contract" or "Agreement").

These cards can be used at most private fuel stations and can be assigned to either a person or a vehicle. The system uses a PIN, vehicle mileage, and a detailed reporting system to monitor fuel usage. The system is used by the State of California and thus the City can "piggyback" on the State procurement process for LPA Contract 5-19-99-19, which began on February 21, 2021 and will expire June 30, 2025, as authorized by West Covina Municipal Code Chapter 2, Article VII, Division 2, Section 2-330(i)(2). The Purchasing Division has determined that the procurement process meets the requirements of Section 2-330(i)(2).

Staff has been working to make the transition to the new fuel cards and program seamless. Under the terms of the State contract, fuel and fleet-related expenses include but are not limited to automotive fuel, oil, fluids,

lubricants, parts, repairs and maintenance. The City of West Covina's Fuel Card Program restricts the use of the card for the purchase of fuel only and will continue that policy.

Fuel expenditures for the City have been:

FY18-19	\$594,957
FY19-20	\$559,147
As of June 15, 2021	\$445,226

OPTIONS:

The City Council has the following options:

1. Adopt staff's recommendation.
2. Provide alternative direction.

Prepared by: Renee M. G. Chavez, Accounting Technician

Fiscal Impact

FISCAL IMPACT:

The approved budget includes fuel costs in account number 365.61.4170.6485. No appropriation is required.

Attachments

Attachment No. 1 - State Contract Summary
Attachment No. 2 - State Agreement
Attachment No. 3 - DGS Contract Manager
Attachment No. 4 - State Contract Scope of Work
Attachment No. 5 - City of West Covina Fuel Card Program Policy

CITY COUNCIL GOALS & OBJECTIVES: Achieve Fiscal Sustainability and Financial Stability
Protect Public Safety



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 07/06/2021

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: PUBLIC HEARING TO CONSIDER WEST COVINA AUTO PLAZA BUSINESS IMPROVEMENT DISTRICT FISCAL YEAR 2021-2022 ANNUAL REPORT AND ASSESSMENT

RECOMMENDATION:

It is recommended that the City Council conduct the public hearing and then adopt the following resolution:

RESOLUTION NO. 2021-61 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, CONFIRMING THE ANNUAL REPORT FILED BY THE WEST COVINA AUTO PLAZA BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD AND LEVYING AN ANNUAL ASSESSMENT FOR THE WEST COVINA AUTO PLAZA BUSINESS IMPROVEMENT DISTRICT FOR FISCAL YEAR 2021-2022

BACKGROUND:

The Parking and Business Improvement Area Law of 1989 (Streets and Highways Code Section 36500 et seq.) (PBIA Law) establishes the framework for Business Improvement Districts (BID). The State wanted to make it possible for groups of businesses to band together and invest in their commercial neighborhoods for the purposes of revitalization, stability and growth. On June 1, 1993, the City Council adopted Ordinance No. 1923, which established the West Covina Auto Plaza Business Improvement District (Auto Plaza BID). The City created this BID at the request of the businesses located in the area. Each year, the City Council holds a noticed public hearing before deciding to renew the BID for another year.

The assessment revenue is collected from businesses located within the Auto Plaza BID and is used to pay for the capital costs, operation and maintenance of a LED reader board sign located in the West Covina Auto Plaza, adjacent to the I-10 freeway, and for the operation and maintenance of the Auto Plaza entry monument sign and landscaping located at the southeast corner of Azusa Avenue and Garvey Avenue South. Assessment revenue is also used for landscaping maintenance along the I-10 freeway immediately facing and parallel to the Auto Plaza dealerships.

On April 19, 1994, the City Council appointed an Advisory Board consisting of the owners (and/or their representatives) of the auto dealerships located at the Auto Plaza. The function of the Advisory Board is to make recommendations to the City Council on the expenditure of revenues derived from the levy of assessments, on the classification of businesses, and on the method and basis of levying the assessments. Pursuant to the PBIA Law, for each fiscal year that assessments will be levied, the Advisory Board is required cause a report to be prepared containing the following: (1) any proposed changes in the boundaries of

the BID or in any benefit zones within the area, (2) the improvements and activities to be provided for that fiscal year, (3) an estimate of the cost of providing the improvements and the activities for that fiscal year, (4) the method and basis of levying the assessment in sufficient detail to allow each business owner to estimate the amount of the assessment to be levied against his or her business for that fiscal year, (5) the amount of any surplus or deficit revenues to be carried over from a previous fiscal year, and (6) the amount of any contributions to be made from sources other than assessments levied.

The purpose of this item is to request that the City Council conduct the required public hearing and then adopt the resolution to confirm the Advisory Board's annual report as originally filed and levy the assessment for FY 2021-22.

DISCUSSION:

On May 26, 2021, the Auto Plaza BID Advisory Board held its annual meeting and approved the Annual Report. The Annual Report was filed with the City Clerk as required by the PBIA Law. The Annual Report is included as Attachment No. 2 to this report.

At the June 15, 2021 City Council meeting, the City Council approved the Annual Report and adopted Resolution 2021-60, declaring the intention to levy the annual assessment and setting the public hearing for July 6, 2021 at 7:00 p.m. in the City Council Chambers.

The Annual Report includes a total budget of \$124,326.39, with an assessment of \$16,524.00 per dealership site. The gross estimated annual cost for operating expenditures including programming, maintenance, electricity, and insurance for the readerboard sign, landscaping, landscape maintenance, taxes and preparation costs, is \$71,155.10. The annual loan repayment is \$53,171.29, totaling \$124,326.39 in annual expenditures. The Advisory Board voted to assess themselves \$16,524.00 (the same as last year), which would generate \$115,668.00 for FY 2021-22. Since the annual expenditures increased, the assessments will not cover the total annual expenditures, with a deficit of \$8,658.39. The Advisory Board elected to utilize a portion of the FY 2020-21 year-end fund balance of \$106,062.70 to cover the deficit and to cover the required six (6) month operating reserve (\$35,577.55). An assessment of \$16,524.00 for each of the seven (7) dealership sites in the Auto Plaza BID will be placed on the tax rolls by the County of Los Angeles Department of Auditor-Controller.

The anticipated year-end fund balance for FY 2020-21 is anticipated to be \$106,062.70, which includes the operating reserves.

At the conclusion of the hearing, the City Council may order changes in the proposed assessment, the proposed improvements to be funded, and/or the proposed boundaries of the BID. If the Council determines to levy the assessment as proposed, it may adopt the attached resolution (Attachment No. 1), which confirms the Annual Report and levies the assessment for FY 2021-22. Adoption of the resolution places direct assessments on the auto dealers of the West Covina Auto Plaza BID. The BID boundaries are included as Exhibit A to the resolution.

LEGAL REVIEW:

The City Attorney's Office has reviewed the resolution and approved it as to form.

OPTIONS:

The City Council has the following options:

1. Approve staff's recommendation; or
2. Provide alternative direction.

ENVIRONMENTAL REVIEW:

The proposed item is exempt from the provisions of the California Environmental Quality Act (CEQA)

pursuant to Section 15061(b)(3) of the CEQA Guidelines in that it consists of review of the annual report which does not have the potential for causing a significant effect on the environment.

Prepared by: Paulina Morales, Assistant City Manager

Fiscal Impact

FISCAL IMPACT:

There is no impact to City funds by adopting the attached resolution that levies the assessment for the Auto Plaza BID. All costs are covered by assessments collected from the West Covina Auto Plaza Business Improvement District dealerships. In addition, the Auto Plaza BID is charged a nominal administrative fee for City staff's time to administer the West Covina Plaza BID and monitor the annual budget.

Attachments

Attachment No. 1 - Resolution No. 2021-61 Levy Assessment in Auto Plaza BID

Attachment No. 2 - West Covina Auto Plaza Annual Report 2021-2022

CITY COUNCIL GOALS & OBJECTIVES: Achieve Fiscal Sustainability and Financial Stability
Enhance the City Image and Effectiveness



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 07/06/2021

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF GRAFFITI REWARDS PROGRAM

RECOMMENDATION:

It is recommended the City Council provide direction to staff.

DISCUSSION:

Over the past several years, the City of West Covina has seen an increase in graffiti/vandalism in the community. The table below illustrates the increase in graffiti-related calls for service submitted to the City since 2018. As some of those calls are for graffiti/vandalism on private property, Code Enforcement responds to those cases. To date, Code Enforcement has responded to 168 cases as of May 2021.

Calendar Year	Graffiti Requests	Increase From prior Calendar Year
2018	988	-
2019	2,391	242%
2020	3,077	29%
2021	2,204 (as of June 30, 2021) anticipated to be over 4,000 by end of year	TBD (30% - 43%)

At the June 1, 2021 City Council meeting, the Council directed that the graffiti fines and reward amounts be reviewed to discourage graffiti and encourage community aid in addressing the increasing graffiti/vandalism in the community. The current fine for graffiti violations in West Covina is \$1,000 per citation; violations include causing or attempting to cause graffiti, selling or loaning implement used to cause graffiti, possession of graffiti implement, removal of graffiti (private property owners that refuse to clean up graffiti on their property after written notice) (Attachment No. 1).

In regard to the Graffiti Reward Program amount, the current reward amount is \$100. The reward program was established with the adoption of Resolution No. 2007-29 (Attachment No. 2). The program was established to encourage community aid in addressing graffiti crime throughout the City. The program provides a \$100 reward to community members that provide information on graffiti/vandalism that lead to the arrest of an individual(s). The following are the guidelines for the reward program:

- Recipient does not need to be a West Covina resident

- City employees/volunteers in any capacity are not eligible
- The community member providing the information is not required to provide their name, and can remain completely anonymous
- The arrest has to be for vandalism or possession of vandalism tools
- One award issued per incident
- In the event two people call on the same incident, the first caller will be eligible for the reward
- The vandalism or possession of vandalism tools must have occurred in the City of West Covina
- The victim does not need to be City of West Covina
- The information must be contemporaneous and involve in progress, just occurred, or about to occur incidents.

Increasing community support in reporting offenders to the Police Department will help curtail the increasing graffiti/vandalism crime throughout the City. To help incentivize community members to report offenders, staff is recommending that the City increase the reward amount from \$100 to \$500.

OPTIONS:

City Council has the following options:

1. Increase the reward amount to \$500
2. Provide alternative direction.

Prepared by: Ken Plunkett

Fiscal Impact

FISCAL IMPACT:

As City of West Covina currently has the graffiti reward program, the reward amount will continue to be deducted from the administrative citation fees.

Attachments

Attachment No. 1 - West Covina Fee Schedule

Attachment no. 2 - Resolution No. 2007-29

CITY COUNCIL GOALS & OBJECTIVES: Enhance City Facilities and Infrastructure
Protect Public Safety