



CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

**DECEMBER 7, 2021, 7:00 PM
REGULAR MEETING**

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

**Mayor Dario Castellanos
Mayor Pro Tem Rosario Diaz
Councilwoman Letty Lopez-Viado
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 requires 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 12/07/2021". 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 DECEMBER 7, 2021, 7:00 PM
REGULAR MEETING**

INVOCATION

Led by Pastor Samuel Martinez from Amazing Love Ministries

PLEDGE OF ALLEGIANCE

Led by Mayor Castellanos

ROLL CALL

REPORTING OUT FROM CLOSED SESSION

PRESENTATIONS

- Certificate of Recognition presented to the West Covina Bruins Jr. PeeWee-Blue Division.

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) CONSIDERATION OF APPROVAL OF THE OCTOBER 05, 2021, CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING MINUTES AND THE OCTOBER 19, 2021, CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING MINUTES.**

It is recommended that the City Council approve the October 05, 2021, Closed Session Meeting Minutes and the October 19, 2021, Closed Session Meeting Minutes.

CITY MANAGER'S OFFICE

- 2) CONSIDERATION OF RESOLUTION NO. 2021-116 DETERMINING THERE IS A NEED TO CONTINUE THE LOCAL EMERGENCY**

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

RESOLUTION NO. 2021-116 - 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, JUNE 1, 2021, JUNE 15, 2021, JULY 6, 2021, JULY 20, 2021, AUGUST 17, 2021, SEPTEMBER 7, 2021, OCTOBER 5, 2021 AND NOVEMBER 2, 2021

COMMUNITY DEVELOPMENT

- 3) CONSIDERATION OF BUDGET AMENDMENT FOR THE 2021-2022 FISCAL YEAR TO REFLECT THE LOCAL EARLY ACTION PLANNING (LEAP) GRANT RECEIVED FROM THE CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (HCD)**

It is recommended that the City Council adopt the attached resolution authorizing the necessary budget amendment:

RESOLUTION NO. 21-115 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE 2021-2022 FISCAL YEAR (LOCAL EARLY ACTION PLANNING GRANT)

- 4) CONSIDERATION OF EXTENSION TO THE PROFESSIONAL SERVICES AGREEMENT**

WITH NV5, INC. FOR AZUSA SEWER LIFT STATION UPGRADE PROJECT

It is recommended that the City Council authorize the City Manager to negotiate and execute the Second Amendment to the Professional Services Agreement with NV5, Inc. to extend the term of the agreement through September 18, 2022.

FINANCE DEPARTMENT

5) CONSIDERATION OF AWARD OF A REQUEST FOR PROPOSALS FOR ASSESSMENT ENGINEERING SERVICES

It is recommended that City Council:

1. Award contract for Request for Proposals ("RFP") No. 11-013 for Assessment Engineering Services to Willdan Financial Services;
2. Authorize the City Manager to negotiate and execute a Professional Services Agreement with Willdan Financial Services for \$145,669;
3. Authorize 15% of the awarded contract amount as contingency allowance to be used, with the City Manager's approval, for additional services, if necessary; and
4. Adopt the following Resolution to amend the FY2021-22 Budget:

RESOLUTION NO. 2021-114 - 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 (ASSESSMENT ENGINEERING SERVICES)

FIRE DEPARTMENT

6) CONSIDERATION OF AGREEMENT FOR FIRE APPARATUS MAINTENANCE, SERVICE AND REPAIR

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

1. Authorize the City Manager to negotiate and execute an agreement with Performance Truck Repair, Inc. (PTR) for fire apparatus service and repairs, with a maximum annual compensation of \$100,000. The proposed agreement has an initial term through June 30, 2024 with the option of two, one-year extensions.
2. Authorize the City Manager to negotiate and execute any amendment(s) to the agreement.

POLICE DEPARTMENT

7) CONSIDERATION OF EXPENDITURES OF FISCAL YEAR 2021-22 SUPPLEMENTAL LAW ENFORCEMENT SERVICES ACCOUNT FUNDS

It is recommended that the City Council:

1. Adopt the attached resolution authorizing the necessary budget amendment:

RESOLUTION NO. 2021-107 - 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 (2021-22 SUPPLEMENTAL LAW ENFORCEMENT SERVICES ACCOUNT FUNDS)

2. Authorize the City Manager to negotiate and execute agreements and purchase orders for the purchases of supplies and equipment, in the amounts set forth in this report, utilizing the Supplemental Law Enforcement Services Account funds allocated to the City.

PUBLIC SERVICES

8) CONSIDERATION OF PROPOSED UNDERGROUND UTILITY DISTRICT - MERCED AVENUE (RULE 20A)

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

1. Approve initiating the process to designate an Underground Utility District on W. Merced Avenue (from 230' east of S. Orange Avenue to 140' west of Trojan Way); and
2. Direct the City Engineer to prepare a report in accordance with Section 23-288 of the West Covina Municipal Code.

END OF CONSENT CALENDAR

HEARINGS

PUBLIC HEARINGS

9) CONSIDERATION OF AN URGENCY ORDINANCE ADOPTING CHANGES TO CHAPTER 20 (SUBDIVISION REGULATIONS) AND CHAPTER 26 (ZONING) RELATING TO THE IMPLEMENTATION OF SENATE BILL 9

It is recommended that the City Council, introduce, by title only, further reading waived, and adopt, by four-fifths (4/5) vote, the following urgency ordinance:

URGENCY ORDINANCE NO. 2493 - AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING CHANGES TO CHAPTER 20 (SUBDIVISION REGULATIONS) AND CHAPTER 26 (ZONING) OF THE WEST COVINA MUNICIPAL CODE RELATING TO THE IMPLEMENTATION OF SENATE BILL 9 FOR THE CREATION OF URBAN LOT SPLITS AND TWO (2) RESIDENTIAL UNITS PER LOT

DEPARTMENTAL REGULAR MATTERS

PUBLIC SERVICES

10) TRANSIT SERVICE EVALUATION UPDATE

It is recommended that the City Council receive and file this report.

11) CONSIDERATION OF AMENDMENTS TO MEMORANDUM OF UNDERSTANDING WITH CITIES OF AZUSA, COVINA, DUARTE, AND GLENDORA AND AGREEMENT WITH UNION STATION HOMELESS SERVICES FOR FIVE-CITIES HOMELESSNESS PLANS IMPLEMENTATION GRANT PROJECT

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

1. Authorize the City Manager to execute Amendment No. 2 to the Memorandum of Understanding with the member cities of the East San Gabriel Valley Cohort (Cities of Azusa, Covina, Duarte, Glendora and West Covina), in substantially the form as attached and in such final form as approved by the City Attorney;
2. Authorize the City Manager to execute the Second Amendment to the agreement with Union Station Homeless Services, in substantially the form as attached and in such final form as approved by the City Attorney; and
3. Adopt the following Resolution:

RESOLUTION NO. 2021-98 - 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 (UNION STATION HOMELESS SERVICES – CASH MATCH)

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

12/21/2021

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: 12/07/2021

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF APPROVAL OF THE OCTOBER 05, 2021, CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING MINUTES AND THE OCTOBER 19, 2021, CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING MINUTES.

RECOMMENDATION:

It is recommended that the City Council approve the October 05, 2021, Closed Session Meeting Minutes and the October 19, 2021, Closed Session Meeting Minutes.

DISCUSSION:

That the City Council adopt the attached minutes.

Prepared by: Lisa Sherrick; Assistant City Clerk

Attachments

Attachment No. 1 - 10/05/2021 Closed Session Minutes Draft

Attachment No. 2 - 10/19/2021 Closed Session Minutes Draft

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



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 12/07/2021

TO: Mayor and City Council

FROM: David Carmany
City Manager

**SUBJECT: CONSIDERATION OF RESOLUTION NO. 2021-116 DETERMINING THERE IS A
NEED TO CONTINUE THE LOCAL EMERGENCY**

RECOMMENDATION:

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

RESOLUTION NO. 2021-116 - 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, JUNE 1, 2021, JUNE 15, 2021, JULY 6, 2021, JULY 20, 2021, AUGUST 17, 2021, SEPTEMBER 7, 2021, OCTOBER 5, 2021 AND NOVEMBER 2, 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, June 15, 2021, July 6, 2021, July 20, 2021, August 17, 2021, September 7, 2021, October 5, 2021 and November 2, 2021.

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. Los Angeles County's local emergency also remains in effect.

As of November 30, 2021, there were 261,435,768 confirmed cases of COVID-19 globally. On December 1, 2021, California reported that, as of November 30, 2021, there were 4,810,164 confirmed cases in California. As of November 29, 2021, there were 1,527,132 confirmed cases in Los Angeles County, including 15,722 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 November 30, 2021, the State reported that LA County had administered 15,111,149 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 November 26, 2021, the World Health Organization designated a new variant of concern, Omicron. It is not yet known whether the new variant is more transmissible compared to other variants, or whether infection with the Omicron variant causes more severe disease compared to infections with other variants.

The Los Angeles County Department of Health has reported that community transmission of COVID-19 in Los Angeles County remains high, and is currently requiring that all persons wear face masks on public transit, in transportation hubs, indoors in K-12 schools, childcare and other youth settings, health care settings, correctional facilities and detention centers, homeless shelters, emergency shelters and cooling centers, indoor public and business settings, and outdoor mega events, regardless of vaccination status. Commencing in October 2021, the Los Angeles County Department of Health began requiring proof of vaccination status for entry into specified venues, including indoor and outdoor mega events, certain bars, breweries, wineries and distilleries, and nightclubs and lounges.

It is essential that the City continue to provide basic services and provide for continuity of services over the long-term. Staff is requesting that the City Council determine there is a need to continue the local emergency.

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; or
2. Terminate the local emergency; or
3. Provide alternative direction.

Prepared by: David Carmany, City Manager

Attachments

Attachment No. 1 - Resolution No. 2021-116

CITY COUNCIL GOALS & OBJECTIVES: Maintain and Enhance City Facilities and Infrastructure
Protect Public Safety
Respond to the Global COVID-19 Pandemic



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 12/07/2021

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF BUDGET AMENDMENT FOR THE 2021-2022 FISCAL YEAR TO REFLECT THE LOCAL EARLY ACTION PLANNING (LEAP) GRANT RECEIVED FROM THE CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (HCD)

RECOMMENDATION:

It is recommended that the City Council adopt the attached resolution authorizing the necessary budget amendment:

RESOLUTION NO. 21-115 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE 2021-2022 FISCAL YEAR (LOCAL EARLY ACTION PLANNING GRANT)

DISCUSSION:

At the June 2, 2020 City Council meeting, the City Council authorized the City Manager to apply for and receive the Local Early Action Planning (LEAP) Grant from the California Department of Housing and Community Development, and enter into an agreement with the State for a grant of \$500,000 (Attachment No. 2). LEAP is a one-time grant funding to cities and counties to update their planning documents and implement process improvements that will facilitate the acceleration of housing production and help local governments prepare for the 6th Cycle Regional Housing Needs Assessment. The City will utilize the LEAP Grant to complete a comprehensive re-write of the City's Zoning Code. The City Council approved an agreement with KTGy Group, Inc. on March 16, 2021 to prepare such update. The City will commence the process through extensive community outreach and by holding several community meetings throughout the City.

Staff submitted the application on June 2020 and was notified of the \$500,000 LEAP Grant award (based on the City's population) on August 20, 2021. The budget amendment is necessary to utilize and account for the funds.

LEGAL REVIEW:

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

OPTIONS:

The City Council has the following options:

1. Adopt a budget amendment for the 2021-2022 Fiscal Year; or
2. Take no action.

Prepared by: Jo-Anne Burns, Planning Manager

Additional Approval: Robbeyn Byrd, Finance Director

Fiscal Impact

FISCAL IMPACT:

The City of West Covina will receive \$500,000 in the Local Early Action Planning grant funds. As detailed in the proposed budget amendment, staff is recommending an expenditure appropriation of this amount and a corresponding revenue appropriation in Fund 232.

Attachments

Attachment No. 1 - Resolution No. 21-115 and Budget Adjustment

Attachment No. 2 - LEAP Grant Agreement

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: 12/07/2021

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF EXTENSION TO THE PROFESSIONAL SERVICES AGREEMENT WITH NV5, INC. FOR AZUSA SEWER LIFT STATION UPGRADE PROJECT

RECOMMENDATION:

It is recommended that the City Council authorize the City Manager to negotiate and execute the Second Amendment to the Professional Services Agreement with NV5, Inc. to extend the term of the agreement through September 18, 2022.

BACKGROUND:

Sewage is almost universally collected by means of a gravity flow system. This project is an upgrade to a municipal sewage lift station located on Azusa Avenue. On March 19, 2021, the City and NV5, Inc. (NV5) entered into a Professional Services Agreement with NV5, a civil engineering firm, to provide construction management and inspection services for the Azusa Sewer Lift Station Upgrade Phase II Site Improvement Project. The initial term of the agreement was through September 18, 2021. On April 20, 2021, the City Council authorized the First Amendment to the agreement, increasing the total compensation to \$90,000.

DISCUSSION:

Due to unforeseen delays caused by the COVID-19 pandemic, construction of the Azusa Sewer Lift Station Upgrade Phase II Site Improvement Project is not yet complete. It is anticipated that the field construction will be completed in Spring 2022.

Staff is recommending extending the agreement with NV5 for an additional 12 months, for NV5 to continue providing construction management and inspection services for the project. Pursuant to the City's Contract Term Policy (Eff. 4-4-17), if an agreement is not amended prior to the initial term expiration date, any attempt to extend the agreement beyond the expiration date requires City Council approval. Because the agreement was not amended prior to September 18, 2021, staff is requesting that the City Council authorize the City Manager to execute the proposed amendment, to extend the term through September 18, 2022.

LEGAL REVIEW:

The City Attorney's Office has reviewed the amendment 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: Gerardo Rojas, Economic Development Project Coordinator

Attachments

Attachment No. 1 - Second Amendment to Agreement with NV5, Inc.

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



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 12/07/2021

TO: Mayor and City Council

FROM: David Carmany
City Manager

**SUBJECT: CONSIDERATION OF AWARD OF A REQUEST FOR PROPOSALS FOR
ASSESSMENT ENGINEERING SERVICES**

RECOMMENDATION:

It is recommended that City Council:

1. Award contract for Request for Proposals ("RFP") No. 11-013 for Assessment Engineering Services to Willdan Financial Services;
2. Authorize the City Manager to negotiate and execute a Professional Services Agreement with Willdan Financial Services for \$145,669;
3. Authorize 15% of the awarded contract amount as contingency allowance to be used, with the City Manager's approval, for additional services, if necessary; and
4. Adopt the following Resolution to amend the FY2021-22 Budget:

RESOLUTION NO. 2021-114 - 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 (ASSESSMENT ENGINEERING SERVICES)

BACKGROUND:

The City of West Covina established maintenance districts to fund a variety of essential public services such as the maintenance of street trees, streetlights, open spaces, and sewers. These districts were established using various methodology. Four of the districts in West Covina were established to maintain landscaping and irrigation in open space areas, streetlights, and street trees in accordance with the Landscaping and Lighting Act of 1972 (1972 Act). The Citywide sewer district was established pursuant to Section 38902 of the Government Code.

For the funding of ongoing maintenance costs under the 1972 Act, each maintenance district establishes a benefit formula and each parcel is assessed according to the benefit it receives from the services and improvements. The benefit formula is developed with an Engineer's Report, which provides the methodology in establishing the relation between the special benefit received and the assessment levied. It also includes the details of the improvements that are maintained and estimated budgets for each district.

A full study is needed to ascertain what a proper level of maintenance would cost and explore how to properly set the assessment rates accordingly.

DISCUSSION:

A full evaluation of the assessment districts is critical to address the maintenance needs and assessment rates of the seven districts. It has been as far back as 2009 since a comprehensive evaluation has been conducted for some districts. With costs going up and some district assessment rates remaining stagnant, proper maintenance has suffered. While a few districts' assessment rates have increased by CPI, an evaluation is still warranted to ensure district needs are properly being addressed. In order to properly address the ongoing maintenance needs of the districts including capital improvements, a comprehensive review of the scope of services and the corresponding costs should be conducted.

Most of the districts (LMD1, LMD4, LMD6, and LMD7) have not increased assessment rates in the last twelve (12) years, which has led to reduced services and increased concerns by residents. LMD2 assessment rates have not increased in the last five (5) years. Maintenance districts are supposed to be self-funded and not rely on a general fund contribution. A full study is needed to ascertain what a proper level of maintenance would cost and explore how to properly set the assessment rate accordingly. If rates are to be increased, the City will be required to comply with the requirements of Proposition 218. In order to complete this process in time to implement increases by next fiscal year, it is critical that the evaluation assessment begin as soon as possible.

On September 27, 2021, the City issued a Request for Proposals (RFP) for Assessment District Engineering Services. The purpose of the RFP is to contract with a consultant to provide Assessment Engineering Services to evaluate and provide recommendation regarding the assessment rates and tax rolls for the City's existing Citywide Sewer Service Charges, established pursuant to Section 38902 of the Government Code, and the City's four existing Special Assessment Districts: Landscape Maintenance District Nos. 4, 6, 7, and Citywide Lighting and Maintenance District, established pursuant Lighting and Landscaping Act of 1972 and Proposition 218.

On October 21, 2021, staff received proposals from two consulting firms: Willdan Financial Services and Webb Municipal Finance, LLC.

District/Service	Webb Municipal Finance	Willdan
Evaluation of Assessment	29,500	25,130
Proposition 218 Ballot Process	180,000	18,920
SUBTOTAL ONE-TIME COSTS	209,500	44,050
Year 1 Administration	47,000	33,873
SUBTOTAL YEAR 1	256,500	77,923
Year 2 Administration	39,000	33,873
Year 3 Administration	39,000	33,873
TOTAL CONTRACT	\$334,500	\$145,669

The proposals were reviewed by staff for completeness, relevant experience, scope of services provided, qualifications of proposed project team, proposed schedule and cost-effectiveness. The proposal from Willdan Financial Services (Willdan) is the most cost-effective proposal.

Willdan has extensive experience working with public agencies located within the County of Los Angeles, as well as the Los Angeles County Auditor/Controller's Office, the Assessor's Office and Tax Collector. Willdan has more than 30 years of experience working with these offices and is very familiar with their procedures and

practices. Additionally, Willdan levies to the Los Angeles County Auditor/Controller's Office on behalf of 36 different agencies. Willdan was also the previous consultant providing Assessment Engineering Services to the City of West Covina and thus is familiar with the City's procedures and practices.

It is important to note that the City currently is contracted with Willdan to prepare the annual reports for the districts. However, current services do not include an extensive evaluation of the districts needs with the corresponding rate increases. Therefore, staff released the RFP for the evaluation services. In response to the RFP, Willdan has proposed a separate team to conduct the evaluation of assessment rates. Additionally, Willdan is prepared to commence work immediately following award in order to meet the City's timeline.

OPTIONS:

The City Council has the following options:

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

Prepared by: Stephanie Sikkema, Assistant Finance Director

Fiscal Impact

FISCAL IMPACT:

Staff recommends that City Council authorize the City Manager to negotiate a professional services agreement with Willdan for Comprehensive Assessment District Engineering Services. The initial proposal totals \$145,668 which includes three years of annual maintenance (\$33,873 annually), a one-time cost for an assessment evaluation (\$25,130), and a potential one-time cost for Proposition 218 Balloting (\$18,920). However, the initial proposal did not include an assessment evaluation for Maintenance Districts No. 1 and 2. These items will need to be reconsidered and negotiated prior to final execution.

There are sufficient funds available across the district funds to cover the total contract amount of \$145,669, however; a budget amendment is necessary to allocate funds for FY2021-22.

District/Service	Fund	FY2021-22 Amount	Estimated Available Fund Balance
Maintenance District No. 1	181	3,188	3,241,120
Maintenance District No. 2	182	2,543	791,738
Maintenance District No. 4	184	15,648	2,184,727
Maintenance District No. 6	186	10,115	261,019
Maintenance District No. 7	187	10,140	406,166
Citywide Lighting & Maintenance District	188	20,983	1,518,702
Citywide Sewer Service Charge	189	10,178	5,704,777
Coastal Sage and Scrub CFD	183	5,130	446,297
TOTAL FY2021-22		\$77,923	

Attachments

Attachment No. 1 - Resolution No. 2021-114

CITY COUNCIL GOALS & OBJECTIVES: Achieve Fiscal Sustainability and Financial Stability
Maintain and Enhance City Facilities and Infrastructure
Enhance the City Image and Effectiveness
Financial Recovery Plan/Corrective Action



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 12/07/2021

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF AGREEMENT FOR FIRE APPARATUS MAINTENANCE, SERVICE AND REPAIR

RECOMMENDATION:

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

1. Authorize the City Manager to negotiate and execute an agreement with Performance Truck Repair, Inc. (PTR) for fire apparatus service and repairs, with a maximum annual compensation of \$100,000. The proposed agreement has an initial term through June 30, 2024 with the option of two, one-year extensions.
2. Authorize the City Manager to negotiate and execute any amendment(s) to the agreement.

BACKGROUND:

A rigorous inspection and preventive maintenance program is an essential element of equipment management. Preventive maintenance reduces operating and maintenance costs, minimizes time out of service, and increases vehicle life. Only certified fire apparatus mechanics are allowed to repair or work on fire apparatus. The West Covina Fire Department has eight fire pumper engines, 2 fire ladder trucks, six ambulances and two support vehicles. Due to the age and condition of the Fire Department fleet, the apparatus require preventative maintenance services including routine inspections, servicing, repairs, and replacement of equipment components on a regular basis to facilitate operations with minimal downtime.

The West Covina Fire Department serves the community by responding from five strategically located fire stations. Emergency operations are the core of the Department's fire and life safety protection services responding to incidents such as medical emergencies, public assistance, hazardous conditions, mutual aid calls, and structure fires. Emergency operations are 24 hours a day, 365 days a year provided by five paramedic assessment fire engine companies, one paramedic assessment truck, three paramedic ambulances, and one Assistant Fire Chief vehicle. Emergency personnel respond quickly and are able to mitigate and solve the problem efficiently regardless of the nature of the emergency.

DISCUSSION:

Performance Truck Repair, Inc. is a well-established and reputable emergency vehicle maintenance company that has provided quality service to the West Covina Fire Department in the past. Additionally, they have

performed vehicle maintenance and repair services for multiple governmental agencies including U.S. Forest Service, Cal Fire, US Marine Corps, and several Los Angeles area jurisdictions such as the Cities of Alhambra, Arcadia, Azusa, Bellflower, Beverly Hills, Carson, Duarte, Los Angeles.

On February 18, 2020, City Council approved the award of bids for fire and heavy equipment maintenance and repairs issued by Public Works, Fleet Services. Awarded for fire fleet was Southern California Fleet Services and South Coast Fire Equipment. These two vendors were unable to make and schedule repair needs resulting in having to send apparatus to another vendor further delaying the apparatus being returned to service. On July 26, 2021, an emergency purchase order for Performance Truck Repair, Inc. was issued. Performance Truck Repair, Inc. is a local vendor and has mobile mechanics capabilities resulting in little to no delay in apparatus being out of service.

In accordance with West Covina Municipal Code Chapter 2, Article VII, Division 2, Section 2-333(i)(2), and the findings of the West Covina Finance Department/Purchasing Officer, the City is “piggybacking” on a contract awarded by the City of Alhambra. Essentially, piggybacking is a form of intergovernmental cooperative purchasing in which a public agency uses an existing public contract to procure similar items or services under the same pricing and terms of the contract. This method allows savings in staff time, resources, and cost by leveraging another agency’s successful competitive bidding process with the benefits of volume or bulk pricing.

On June 14, 2021, the Alhambra City Council awarded a three-year contract with two, one-year extension periods to Performance Truck Repair, Inc. for Alhambra's emergency fire apparatus maintenance and service. The bidding process and the contract with Performance Truck Repair, Inc. have been reviewed by the Finance Department and were determined that they had met the requirements set forth in Section 2-333(i)(2) of the West Covina Municipal Code, in that Alhambra's bidding procedures were at least as vigorous as those of the City. The vendor also has extensive 30-year experience and knowledge in servicing similar apparatus used by the West Covina Fire Department, convenient access to their repair shop, and sufficient response times by their mechanics. As such, it is prudent to piggyback with the City of Alhambra’s contract with Performance Truck Repair, Inc. A copy of the agreement between the City of Alhambra and Performance Truck Repair, Inc. is included as Attachment No. 2. An acknowledgement letter from Performance Truck Repair, Inc. confirming the City of West Covina’s ability to piggyback on this agreement is included as Attachment No. 3.

The proposed agreement provides for an initial term through June 30, 2024, with the option to extend the term for two additional one- year periods, mirroring Alhambra's agreement. PTR's maximum annual compensation under the agreement is \$100,000.

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. Adopt Staff’s recommendation; or
2. Provide Alternative Direction

Prepared by: Sherri Yuasa, Sr. Administrative Assistant

Additional Approval: Robbeyn Bird, Finance Director

Fiscal Impact

FISCAL IMPACT:

There is no new fiscal year budget impact. The funds are budgeted as part of the Fiscal Year 2021-22 budget.

General repairs are annually funded under account 110.32.3210.8104, fiscal year 2021-2022 in the amount of \$253,900.

Attachments

Attachment No. 1 - Agreement with Performance Truck Repair

Attachment No. 2 - City of Alhambra Award of Contract

Attachment No. 3 - Performance Truck Repair Inc. Letter

CITY COUNCIL GOALS & OBJECTIVES: Protect Public Safety



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 12/07/2021

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF EXPENDITURES OF FISCAL YEAR 2021-22 SUPPLEMENTAL LAW ENFORCEMENT SERVICES ACCOUNT FUNDS

RECOMMENDATION:

It is recommended that the City Council:

1. Adopt the attached resolution authorizing the necessary budget amendment:

RESOLUTION NO. 2021-107 - 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 (2021-22 SUPPLEMENTAL LAW ENFORCEMENT SERVICES ACCOUNT FUNDS)

2. Authorize the City Manager to negotiate and execute agreements and purchase orders for the purchases of supplies and equipment, in the amounts set forth in this report, utilizing the Supplemental Law Enforcement Services Account funds allocated to the City.

DISCUSSION:

The Supplemental Law Enforcement Services Account (SLESA) is a State allocation which, according to California Government Code Section 30061 and 30062, must be used “exclusively to fund frontline municipal police services, in accordance with written requests submitted by the [C]hief of [P]olice.” These funds cannot be used to replace or “supplant other funding for Public Safety Services,” but must instead supplement local funds. In its entirety, West Covina’s FY 2021-22 SLESA allocation totals an estimated \$161,764. Anticipating the receipt of these funds, which is distributed monthly, the Police Department prioritized a list of unbudgeted needs, as follows:

- Bulletproof Vests: Within the next year, a small number of the standard bulletproof vests, worn by Patrol Officers each day, will need to be purchased for newly hired Officers, or will reach their manufacturer’s warranty end date, and will need to be replaced for veteran Officers. New vests over the next year will total an estimated \$17,500.

- Other Equipment Items: Equipment items including replacement weapons components, new simulator training equipment, and traffic enforcement items are needed, totaling an estimated \$68,500.
- Supplies and Services: A range of items, totaling an estimated \$74,764, are needed for front line law enforcement operations, as follows:
 - GPS based surveillance services used by the Special Enforcement Team to track narcotics suspects;
 - Specialized ammunition, weapons accessories, and tactical supplies for the SWAT Team;
 - Batteries and accessories for SWAT robots and drones;
 - Emergency response gear and police supplies supporting front line law enforcement.

In addition to the annual SLESA allocation amount, in recent years, the State has contributed more SLESA funds to West Covina, under its “SLESA Activities Growth Account.” These additional funds were distributed many months after the annual SLESA allocation amounts, after the State determined that its SLESA Activities Growth Account contained sufficient funds, and are available in the fund balance of fund 155. The City can use these unappropriated SLESA Activities Growth Account funds to pay for three of the additional sworn Police Officer positions recently added by the City Council, for approximately two years—this will total an estimated \$240,000 for the remainder of this fiscal year, leaving some funds available for FY 2022-23. Once all of the unappropriated SLESA Activities Growth Account funds have been fully spent, the new Police Officer positions/employees will be moved to the General Fund.

LEGAL REVIEW:

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

Prepared by: Alex B. Houston, Police Administrative Services Manager

Additional Approval: Richard Bell, Chief of Police

Additional Approval: Robbeyn Bird, Finance Director

Fiscal Impact

FISCAL IMPACT:

Using the State SLESA funds for the frontline law enforcement items described above is in keeping with the legislatively dictated requirements associated with this funding source. Estimated SLESA expenditure and revenue amounts were previously budgeted in Fund 155. As detailed in the proposed FY 2021-22 budget amendment, staff is recommending expenditure appropriations that will replace these estimates with actual amounts, incorporating this latest \$161,764 allocation, and the \$240,000 amount for sworn Officers.

Attachments

Attachment No. 1 - Resolution No. 2021-107

Exhibit A - Budget Amendment

CITY COUNCIL GOALS & OBJECTIVES: Protect Public Safety



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 12/07/2021

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF PROPOSED UNDERGROUND UTILITY DISTRICT - MERCED AVENUE (RULE 20A)

RECOMMENDATION:

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

1. Approve initiating the process to designate an Underground Utility District on W. Merced Avenue (from 230' east of S. Orange Avenue to 140' west of Trojan Way); and
2. Direct the City Engineer to prepare a report in accordance with Section 23-288 of the West Covina Municipal Code.

BACKGROUND:

Rule 20A was developed to carry out a California Public Utility Commission (CPUC) decision to encourage local governments to underground overhead electric facilities. The program requires public utility companies to set aside funds on a regular basis for undergrounding of existing overhead facilities. To qualify a project for Rule 20A funding, a city is required to determine that undergrounding of the subject overhead facilities will be in the general public's interest.

The City of West Covina has an approximate current cumulative balance of \$1.2 million on deposit with Southern California Edison (SCE). A proposed location for the underground utility district has been identified along W. Merced Avenue (from 230' east of S. Orange Avenue to 140' west of Trojan Way). The proposed underground utility district is depicted in Attachment No. 1. The proposed location is adjacent to public places such as West Covina Unified School District building, Edgewood Sport Complex and Orangewood Skate Park. It is expected that the undergrounding project will provide both safety and aesthetic benefits to Merced Avenue and adjacent areas. The proposed location is also within close proximity to the previously declared Underground Utility District (District No. 4) on Merced Avenue east of Sunset Avenue.

DISCUSSION:

Rule 20A is a set of policies and procedures established by the CPUC to regulate and fund the conversion of overhead electric equipment to underground facilities, a process called "undergrounding". Under Rule 20A, undergrounding projects are financed by certain monies set-aside for communities by utility companies. Funding is based upon a CPUC formula. If needed, communities can supplement Rule 20A funds with other funding sources.

Generally, SCE owns and maintains most of the power poles in the City. SCE operates two different types of overhead facilities, transmission and distribution lines. The transmission line system provides high voltage service to a large regional area. The distribution line system receives power from the transmission system and makes electricity available at a usable voltage to smaller regional areas. Telecommunication service lines and cable service providers are also found on SCE distribution poles, and service the same parcels as SCE.

The process of placing the overhead utilities underground is the responsibility of the respective utility companies involved. SCE, as lead agency, contracts for the excavation of the necessary trenches within the public right-of-way, and installs the conduit and lines for the transmission and distribution of electrical power to consumers. Telecommunications and other service providers using the same poles follow suit by placing their respective facilities in the same trench if it is practical to do so. The cost for trench repair is paid for by the respective utility companies as a part of the underground district costs. Existing overhead connections to adjacent parcels must be done by providing a service lateral which is included in the underground district costs.

Connecting to a new service lateral also requires converting the customer's/property owner's service meter panel or service entrance to the underground service. The customer/property owner can be responsible to pay for the conversion per Rule 20A guidelines, although it is allowed and recommended that the conversion cost be incorporated into the underground district cost to expedite the efficiency and completion of the project. Once all underground facilities are activated, the respective utility providers remove the overhead lines and the power poles are then pulled from the ground.

To qualify for funding, projects must produce a benefit to the general public, not just customers in the affected area, by satisfying one or more of the following criteria:

- The location has an unusually heavy concentration of overhead facilities.
- The location is extensively used by the general public and carries a heavy volume of pedestrian or vehicular traffic.
- The location qualifies as an arterial or collector road in a local government General Plan.
- The overhead equipment must be located within or pass through a civic, recreational or scenic area.

The above criteria provides for considerable latitude in identifying potential projects to be funded by Rule 20A. SCE allocates funding to communities based on previous allocations, the ratio of customers served by overhead facilities relative to all customers within the community, and the ratio of customers in the community in comparison to all customers serviced by the SCE. Due to limitations of funds, local municipalities usually wait and accumulate their allocations for years before starting an undergrounding project.

Selection of Proposed Underground Utility District:

Staff met with SCE representatives regarding Rule 20A and requested an initiation of a study for the formation of an underground utility district. The study targeted W. Merced Avenue (from 230' east of S. Orange Avenue to 140' west of Trojan Way) due to the following reasons:

- Undergrounding will enhance safety and have a positive aesthetic impact in the area.
- The estimated project timing does not conflict with any planned street rehabilitation work or other capital improvement projects (CIP) in the area.
- The proposed location is adjacent to public places such as West Covina Unified School District building, Edgewood Sport Complex and Orangewood Skate Park.

Staff requested that SCE prepare a rough order of magnitude (ROM) cost estimate for this project. The ROM cost estimate is \$1.3 million, based on 2023 prices. The cost of the project is escalated to the year 2023, which is the earliest anticipated year that construction would be scheduled. SCE estimates that the City's Rule 20A balance will be approximately \$1.3 million in 2023.

Staff held an informal meeting with an SCE Rule 20A representative to discuss the proposed project and requested Rough Order of Magnitude Cost Estimate for the project. If approved by the City Council, staff will initiate the process to proceed with the establishment of the underground district. It is estimated that construction will take place in 2023 and take approximately 12 months.

OPTIONS:

The City Council has the following options:

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

Prepared by: Okan Demirci, PE, QSD/P

Fiscal Impact

FISCAL IMPACT:

The estimated cost for the project is approximately \$1.3 million. The funds will be provided from Southern California Edison (SCE) through Rule 20A Program.

Attachments

Attachment No, 1 - Rule 20A Proposed Project Map

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



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 12/07/2021

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF AN URGENCY ORDINANCE ADOPTING CHANGES TO CHAPTER 20 (SUBDIVISION REGULATIONS) AND CHAPTER 26 (ZONING) RELATING TO THE IMPLEMENTATION OF SENATE BILL 9

RECOMMENDATION:

It is recommended that the City Council, introduce, by title only, further reading waived, and adopt, by four-fifths (4/5) vote, the following urgency ordinance:

URGENCY ORDINANCE NO. 2493 - AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING CHANGES TO CHAPTER 20 (SUBDIVISION REGULATIONS) AND CHAPTER 26 (ZONING) OF THE WEST COVINA MUNICIPAL CODE RELATING TO THE IMPLEMENTATION OF SENATE BILL 9 FOR THE CREATION OF URBAN LOT SPLITS AND TWO (2) RESIDENTIAL UNITS PER LOT

BACKGROUND:

Housing is an issue of statewide concern and regulation.

As required by the California State Department of Housing and Community Development (HCD) every jurisdiction in California must adopt a General Plan, including a Housing Element. As part of the West Covina General Plan, the Housing Element ensures that the City establishes policies, procedures and incentives in its land use planning and redevelopment activities that result in the maintenance and expansion of the housing supply to adequately accommodate households currently living and expected to live in West Covina. While jurisdictions must review and revise elements of their General Plan regularly, State law is much more specific to the Housing Element, requiring an update at least every eight years. The Housing Element institutes policies that will guide City decision-making and establishes an action program to implement housing goals. West Covina's current adopted Housing Element is for the 2014-2021 planning period. The City is in the process of working on updating the Housing Element for the 2021-2029 (6th Cycle) planning period. One of the most important aspects of the Housing Element is the requirement to plan for growth for the number and type of housing units required by the Regional Housing Needs Assessment (RHNA). The State determines the number of housing units needed in the State, then divides that total number among regions. The Southern California region is addressed through the Southern California Association of Governments (SCAG). The number of units assigned to West Covina for the 2021-2029 period is 5,334 total housing units across all income categories (very low income = 1,649, low income = 848, moderate income = 863 and above moderate income = 1,974). The City's draft Housing Element was submitted to the California Department of Housing and Community Development (HCD) for review on November 16, 2021.

State law has changed.

On September 16, 2021, Governor Gavin Newsom signed bipartisan legislation intended to expand housing production in California, streamline the process for cities to zone for multifamily housing, and increase residential density, all in an effort to help ease California's housing shortage. The suite of housing bills includes California Senate Bills ("SB") 8 (Skinner), SB 9 (Atkins), and SB 10 (Weiner). Each of the bills will take effect on January 1, 2022. Some have characterized the bills as "the end of single family zoning." In practice the results may be more nuanced, but the net effect will be to allow significantly more development of housing units "by right."

Senate Bill 8 (SB 8) extends the Housing Crisis Act of 2019 until 2030. The Housing Crisis Act of 2019 aims to boost home building by expediting the approval process for housing development removing some discretionary land use controls.

Senate Bill 9 (SB 9, Chapter 162) relates to the creation of two residential units per lot and requires local agencies to ministerially approve housing development containing no more than two residential units per lot and ministerially approve an urban lot split. SB 9 will allow property owners to split a single-family lot into two lots, add a second home to their lot or place duplexes on each lot. This is a shift from current policies that allow only two large units; a stand-alone home and an accessory dwelling unit on single-family lots.

Senate Bill 10 (SB 10) creates a voluntary process for local governments to access a streamlined zoning process for multi-unit housing (up to 10 units per parcel) near transit or urban infill areas. It also allows cities to bypass lengthy review requirements under the California Environmental Quality Act, in efforts to reduce costs and time it takes for projects to be approved.

The new housing legislation takes effect January 1, 2022. Cities that do not adopt an ordinance in compliance with State Law are mandated to allow urban lot splits/subdivisions and two unit development pursuant only to the State law standards described in the Government Code.

DISCUSSION:

SB 9 mandates cities to allow the following development on Single-Family Residential (R-1) zoned lots:

- Subdivision of R-1 lots to create two separate lots; the subdivision may be as small as 1,200 square feet per lot with each lot being approximately equal in size and each parcel not being smaller than 40-percent of the area of the original lot (Urban Lot Split).
- Cities must allow the development of at least an 800-square foot unit on each lot with 4-foot minimum side and rear setbacks (no setback is required if the structure is existing and being converted into a unit).
- Cities must allow the construction of at least two units per R-1 lot (including accessory dwelling units and junior accessory dwelling units).
- Cities must require applicants for an urban lot split to sign an affidavit requiring the applicant to reside on the site within one of the units for at least three years following the approval of the Urban Lot Split.
- Cities may adopt objective design standards.

The intent of the proposed Urgency Ordinance is to retain as much local control as possible when approving urban lot splits/subdivisions and/or two-unit development within the R-1 zone through the creation of objective development and design standards. The following objective design standards are included in the Urgency Ordinance:

- **Maximum/Minimum Unit Size** - 500 square feet minimum unit size; 800 square feet maximum unit size.
- **Height** - Urban dwelling units may not be more than one-story and shall not exceed 16 feet in height; may be exempt from one-story height limitation and may be constructed up to 25 feet in height if an 800 square-foot unit cannot be physically built on the lot without the height exemption.

- **Front Yard Landscaping** - At least 50-percent of the front yard area is required to be maintained with landscaping (live organic plant materials) and one 24" box sized tree is required to be planted on the front yard.
- **Front Yard Paving** - The maximum pavement/driveway width is the width of the garage or 12 feet if there is no garage.
- **Front Elevation Design** - The primary entrance with a roofed porch (minimum 6 feet deep by 6 feet wide) are required to be located along the front elevation.
- **Building Material and Color** - All structures are required to utilize at least two building wall materials (e.g. stucco, brick, wood, stone) and painted at least two colors throughout all exterior elevations.
- **Roof Design** - Roof design is limited to gable, dutch-gable, or hipped. Flat-roofs and/or shed roofs are not allowed.
- **Windows and Balconies** - Window treatment is required on all windows. Balconies and second floor side windows are prohibited (this is designed to address any potential privacy concerns).
- **Street Parking Permits** - Residents of urban dwelling units are not eligible for any type of street parking permit.
- **Street Frontage** - All lots are required to have a minimum 12 feet of street frontage for vehicular access. 12 feet is the minimum driveway width in the R-1 zone.

LEGAL REVIEW:

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

OPTIONS:

The City Council has the following options:

1. Approve and Adopt Urgency Ordinance No. 2493; or
2. Provide alternative direction

ENVIRONMENTAL REVIEW:

The proposed ordinance is exempt from the California Environmental Quality Act (CEQA). The provisions relating to the implementation of SB 9 are not a project pursuant to the terms of SB 9. The addition of a Second Unit Review Process is also exempt from CEQA under the common sense exception to CEQA Guidelines 15061(b)(3) as it can be seen with certainty that adding a processing procedure will not have any environmental impact.

Prepared by: Jo-Anne Burns, Planning Manager

Attachments

Attachment No. 1 - Urgency Ordinance No. 2493

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



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 12/07/2021

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: TRANSIT SERVICE EVALUATION UPDATE

RECOMMENDATION:

It is recommended that the City Council receive and file this report.

BACKGROUND:

The City provides a fixed route shuttle and a demand response Dial-a-Ride service. Both services are experiencing a decline in overall ridership and, for that reason, the City is exploring opportunities to improve overall transit services. Transportation services are provided through a contractor, currently 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 is in the process of evaluating the City's ridership trends and transit 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. IBI Group was contracted by the City to conduct the evaluation.

DISCUSSION:

IBI Group has been meeting with staff and collecting information relative to existing conditions. As part of the evaluation of transit services, the consultant, IBI Group, has developed a community survey to assess the current transit systems and ridership/usage. The survey is available online at <https://linktr.ee/WCTSE>. The survey will be marketed through the City's website and social media handles; post cards (with the link and QR Code) will be distributed on transit vehicles (GoWest Shuttle and dial-a-ride) and City facilities including front counters at City Hall. The consultant will conduct in-person surveying at locations with high foot-traffic, including Plaza West Covina, the Farmer's Market, and Emanate Health - Queen of the Valley Hospital. In addition, the consultant will be conducting in-person surveying and upcoming City events (Tree lighting Ceremony and Christmas Parade). The survey went live November 17, 2021 will be available until December 15, 2021. The results will be incorporated into the final evaluation report which is anticipated to be completed by the end of January 2022. At tonight's meeting, IBI Group will be providing an update on the status of the evaluation and is seeking input from the City Council and residents.

Prepared by: Kelly McDonald, Public Services Manager

Fiscal Impact

FISCAL IMPACT:

There is no fiscal impact resulting from this report.

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: 12/07/2021

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF AMENDMENTS TO MEMORANDUM OF UNDERSTANDING WITH CITIES OF AZUSA, COVINA, DUARTE, AND GLENDORA AND AGREEMENT WITH UNION STATION HOMELESS SERVICES FOR FIVE-CITIES HOMELESSNESS PLANS IMPLEMENTATION GRANT PROJECT

RECOMMENDATION:

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

1. Authorize the City Manager to execute Amendment No. 2 to the Memorandum of Understanding with the member cities of the East San Gabriel Valley Cohort (Cities of Azusa, Covina, Duarte, Glendora and West Covina), in substantially the form as attached and in such final form as approved by the City Attorney;
2. Authorize the City Manager to execute the Second Amendment to the agreement with Union Station Homeless Services, in substantially the form as attached and in such final form as approved by the City Attorney; and
3. Adopt the following Resolution:

RESOLUTION NO. 2021-98 - 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 (UNION STATION HOMELESS SERVICES – CASH MATCH)

BACKGROUND:

This item is continued from the October 5, 2021 meeting.

On August 17, 2015, in response to the growing crisis of homelessness, the Los Angeles County Board of Supervisors launched a Homeless Initiative to prevent and combat homelessness which continues to pervade our communities. An unprecedented collaborative planning process resulted in a comprehensive plan consisting of 47 strategies. Recognizing the need to sustain the strategies of the Homeless Initiative, the Board of Supervisors approved the Measure H ordinance that identifies 21 of 51 strategies as eligible for funding through Measure H. On March 7, 2017, the voters approved Measure H.

Since the inception of the Homeless Initiative in 2015, collaboration and engagement with the 88 cities in the County has been a major priority for the County. Cities play a critical role in ensuring that the impact of these strategies is maximized. Cities have jurisdiction over housing and land use for about one third of the land in the

County and 90% of the countywide population, and thus play a vital role, along with the County of Los Angeles, in developing affordable housing and interim housing.

In 2017, the Board of Supervisors approved funding to cities to develop their own homelessness plans. In 2018, participating cities submitted their homelessness plans. In September 2018, the Board of Supervisors approved \$9 million in Measure H funding for the Homeless Initiative and United Way Home for Good Funders Collaborative to issue a Request for Proposals (RFP) for the cities to implement their homelessness plans, either as individual cities or multi-jurisdictional partners.

In 2018, the Cities of Azusa, Covina, Duarte, Glendora, and West Covina received funding from the County of Los Angeles to develop city homelessness plans. The cities collaborated during the development of these plans, working collectively to address homelessness in the East San Gabriel Valley. In addition, four of the cities, Azusa, Glendora, West Covina, and Covina, continue to collaborate on the Homeless Assistance Liaison Officer (HALO) and the Law Enforcement Homeless Outreach Services Team (HOST) programs. The County Mental Evaluation Team (MET) works in all five cities.

On September 14, 2018, the County released an RFP to fund the implementation of components of the homelessness plans. Working with a grant writer funded by the SGVCOG, Azusa, Covina, Duarte, Glendora, and West Covina (collectively called the ESGV Cohort) submitted a collaborative proposal to strengthen services and Coordinated Entry System (CES) coordination by sharing a new five-member case management team that will offer a visible entry point into services in each of the cities and will mobilize for projects such as outreach fairs and riverbed engagement. The goal is to decrease homelessness in the five cities by engaging those experiencing homelessness in essential supportive services to remove barriers and move them into permanent housing.

The collaborative proposal was funded at the requested amount of \$343,250. To meet the matching requirement of the grant, \$291,280, each city committed to a match of \$33,000. The balance of the match (\$25,256 per city) was met through in-kind contributions each city makes in the way of space, parking, utilities, etc., at each location. The original grant term was through February 2021.

The City of West Covina serves as the Lead Agency for the ESGV Cohort and is the point-of-contact for the County for financial transactions and performance reporting. On August 20, 2019, the West Covina City Council approved an agreement with the County, relative to the grant.

The ESGV Cohort selected Union Station Homeless Services, a County-approved and vetted homeless service provider, to provide the 5-person case management team. As the Lead Agency, the City of West Covina contracted with Union Station Homeless Services on behalf of the ESGV Cohort.

DISCUSSION:

On December 17, 2019, the City Council approved a Memorandum of Understanding (MOU) with the ESGV Cohort (Attachment No. 3) and Agreement with Union Station Homeless Services (Attachment No. 5) for homeless services. The full grant amount of \$343,250 for the five cities, as well as West Covina's required cash match of \$33,000 were appropriated. As the Lead Agency for the ESGV Cohort, West Covina has been invoiced by Union Station Homeless Services and reimbursed by the County. Through July 2021, \$333,323.45 has been expended leaving a balance of \$9,926.55.

The grant term was originally through February 2021. The agreement with Union Station Homeless Services included compensation based on the full grant amount. This is because the cash match was intended for non-personnel costs such as transportation, documents, arrears, utility deposits, move-in expenses, and supplies, according to the grant proposal.

Due to COVID-19 and the delayed start of programs, however, the County offered no-cost extensions of the grant term. Currently, the term of the County agreement extends through December 31, 2021. The City entered into amendments to the MOU with the ESGV Cohort and agreement with Union Station Homeless Services to

extend their terms to align with the term of the County agreement. With the expectation that grant funds would be fully expended before the end of the extended term, the County advised the ESGV Cohort to use the unspent cash match to bridge the gap in funding.

The ESGV Cohort agreed that West Covina will continue as the Lead Agency until grant funds are exhausted. On behalf of the ESGV Cohort, West Covina will continue to receive and pay invoices from Union Station Homeless Services through December 31, 2021. Invoices are itemized and costs are identifiable on a by-city basis. With the exception of Glendora, which will pay Union Station Homeless Services directly for related costs, West Covina will be reimbursed by the other cities for related costs of the program, not to exceed \$33,000 per city. The proposed amendment to the MOU with the ESGV Cohort details these changes (Attachment No. 2).

The proposed amendment to the agreement with Union Station Homeless Services (Attachment No. 4) increases compensation by an amount not to exceed \$165,000. This amount represents the cash match committed by each member of the ESGV Cohort, including Glendora's, which will be paid directly by Glendora once West Covina provides Glendora with an invoice.

The table below shows performance from inception of the Project through October 2021. The Measures and Targets are included in Exhibit A - Scope of Services of the 5 Cities Agreement with Union Station (Attachment No. 5). Targets and Actuals are combined numbers for the 5 Cities. Actuals are broken out by City in Attachment No. 6.

Project Performance: Inception through October 2021

Scope of Services Reference	Measure	Target	Actual	Note
1	Initiated Contact	275	382	
3	Engaged (Accepted Services)	200	204	
4	Assessed	85%	68%	(139 of 204)
5	Referred/Linked to Services	50%	63%	(239 of 382)
6	Housing Plans Completed	100	65	
7	Linked to Permanent Housing Resource	30	18	
8	Placed into Permanent Housing	15	19	
9	Persons Retained Permanent Housing 6mo/12mo	86%	84%	(16 of 19)

LEGAL REVIEW:

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

OPTIONS:

The City Council may

1. Approve the recommendation; or
2. Provide alternative direction.

Prepared by: Kelly McDonald, Public Services Manager

Fiscal Impact

FISCAL IMPACT:

Relative to the required cash match for Housing Navigation grant, staff is requesting an appropriation of \$132,000, which includes West Covina's share. West Covina's cash match was appropriated in FY 2020-2021, but was not carried forward to FY 2021-2022. \$99,000 of this amount will be reimbursed by the other three members of the ESGV Cohort. Glendora will pay the contractor directly for their costs.

Attachments

Attachment No. 1 - Budget Amendment Resolution No. 2021-98

Attachment No. 2 - Amendment 2 to ESGV Cohort MOU

Attachment No. 3 - ESGV Cohort MOU

Attachment No. 4 - Amendment 2 to USHS Agreement

Attachment No. 5 - Agreement with USHS - 5 Cities Housing Navigators

Attachment No. 6 - USHS 5 Cities - October 2021 Report

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