



CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

**DECEMBER 21, 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 12/21/2021". 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 21, 2021, 7:00 PM
REGULAR MEETING

INVOCATION

Led by Pastor Jillian Lutes from West Covina Hills Seventh-Day Adventist Church

PLEDGE OF ALLEGIANCE

Led by Councilman Wu

ROLL CALL

REPORTING OUT FROM CLOSED SESSION

PRESENTATIONS

- Certificate of Recognition presented to the American Legion Auxiliary District 18

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 NOVEMBER 2, 2021, CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING MINUTES, THE NOVEMBER 2, 2021, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES, THE NOVEMBER 16, 2021, CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING MINUTES, THE NOVEMBER 16, 2021, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES, THE DECEMBER 7, 2021, CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING MINUTES, AND THE DECEMBER 7, 2021, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES.**

It is recommended that the City Council approve the November 2, 2021, Closed Session Meeting Minutes, the November 2, 2021, Regular Session Meeting Minutes, the November 16, 2021, Closed Session Meeting Minutes, the November 16, Regular Session Meeting Minutes, the December 7, 2021, Closed Session Meeting Minutes, and the December 7, 2021, Regular Session Meeting Minutes.

FINANCE DEPARTMENT

- 2) APPROVAL AND TRANSMITTAL OF AN ADMINISTRATIVE BUDGET AND A RECOGNIZED OBLIGATION PAYMENT SCHEDULE ("ROPS") FOR THE PERIOD OF JULY 1, 2022 THROUGH JUNE 30, 2023 FOR THE SUCCESSOR AGENCY TO THE FORMER WEST COVINA REDEVELOPMENT AGENCY**

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

RESOLUTION NO. 2021-117 – A RESOLUTION OF THE SUCCESSOR AGENCY TO THE FORMER WEST COVINA REDEVELOPMENT AGENCY APPROVING AND AUTHORIZING THE TRANSMITTAL OF AN ADMINISTRATIVE BUDGET AND A RECOGNIZED OBLIGATION PAYMENT SCHEDULE ("ROPS") FOR THE PERIOD OF JULY 1, 2022 THROUGH JUNE 30, 2023

- 3) CONSIDERATION OF APPROVAL OF THE FIRST QUARTER FINANCIAL REPORT FOR FISCAL YEAR 2021-22**

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

1. Receive and file the First Quarter Financial Report for Fiscal Year 2021-22; and

2. Adopt the following resolution:

RESOLUTION NO. 2021-118 - 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 (FIRST QUARTER FINANCIAL REPORT)

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

January 4, 2022

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: 12/21/2021

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF APPROVAL OF THE NOVEMBER 2, 2021, CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING MINUTES, THE NOVEMBER 2, 2021, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES, THE NOVEMBER 16, 2021, CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING MINUTES, THE NOVEMBER 16, 2021, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES, THE DECEMBER 7, 2021, CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING MINUTES, AND THE DECEMBER 7, 2021, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES.

RECOMMENDATION:

It is recommended that the City Council approve the November 2, 2021, Closed Session Meeting Minutes, the November 2, 2021, Regular Session Meeting Minutes, the November 16, 2021, Closed Session Meeting Minutes, the November 16, Regular Session Meeting Minutes, the December 7, 2021, Closed Session Meeting Minutes, and the December 7, 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 - 11/02/2021 Closed Session Minutes Draft
Attachment No. 2 - 11/02/2021 Regular Session Minutes Draft
Attachment No. 3 - 11/16/2021 Closed Session Minutes Draft
Attachment No. 4 - 11/16/2021 Regular Session Minutes Draft
Attachment No. 5 - 12/07/2021 Closed Session Minutes Draft
Attachment No. 6 - 12/07/2021 Regular 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: 12/21/2021

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: APPROVAL AND TRANSMITTAL OF AN ADMINISTRATIVE BUDGET AND A RECOGNIZED OBLIGATION PAYMENT SCHEDULE ("ROPS") FOR THE PERIOD OF JULY 1, 2022 THROUGH JUNE 30, 2023 FOR THE SUCCESSOR AGENCY TO THE FORMER WEST COVINA REDEVELOPMENT AGENCY

RECOMMENDATION:

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

RESOLUTION NO. 2021-117 – A RESOLUTION OF THE SUCCESSOR AGENCY TO THE FORMER WEST COVINA REDEVELOPMENT AGENCY APPROVING AND AUTHORIZING THE TRANSMITTAL OF AN ADMINISTRATIVE BUDGET AND A RECOGNIZED OBLIGATION PAYMENT SCHEDULE ("ROPS") FOR THE PERIOD OF JULY 1, 2022 THROUGH JUNE 30, 2023

BACKGROUND:

In accordance with Health and Safety Code Section 34177(o)(1), the Successor Agency is required to file a Recognized Obligation Payment Schedule ("ROPS") annually in order to receive a distribution of property tax increment dollars with which to fund the obligations of the former Redevelopment Agency. These obligations include bond debt service payments, amounts due under existing agreements with commercial property owners, repayment of amounts borrowed from the Housing Fund to fund property tax shifts mandated by the State, costs of litigation to protect assets of the former Redevelopment Agency, repayment of loans to the City, and administrative costs of the Successor Agency to wind-down the affairs of the former Redevelopment Agency. While many of these listed items are not necessarily debt, they are considered obligations for purposes of this mandated report and must be listed on the ROPS if they are to be funded by distributions of future tax increment dollars. These items are not debt obligations of the City of West Covina.

DISCUSSION:

The ROPS schedule (Attachment No. 1 – Exhibit A) lists all amounts that will be paid for the period of July 1, 2022 through June 30, 2023. Once the ROPS is approved by the Successor Agency and Oversight Board, it then must be forwarded to the State Department of Finance (DOF) by February 1, 2022. DOF holds final approval authority of the items listed on the ROPS and directs the Los Angeles County Auditor-Controller to distribute tax increment funds to the Successor Agency. Many of the obligations listed on the ROPS are estimates, i.e., variable rate debt service payments, litigation, etc.

The Successor Agency is also required to adopt an administrative budget for each annual period. Attachment No. 1 – Exhibit B to this report is the administrative budget for the Successor Agency for the period of July 1, 2022 through June 30, 2023. This budget is to be funded by the administrative allowance, which is 3% of the enforceable obligations, after loan payments, or \$250,000 annually; whichever is greater. The City will absorb any administrative costs above this administrative allowance. These administrative costs can also be found in the ROPS (Attachment No. 1 – Exhibit A) line item number 12.

The total amount of funding requested for enforceable obligations from the Redevelopment Property Tax Trust Fund (RPTTF) on ROPS 22-23 is \$19,765,514 and includes many of the same items that have been previously approved by DOF.

LEGAL REVIEW:

Successor Agency Counsel has reviewed and approved the resolution as to form.

Prepared by: Robbeyn Bird, Finance Director

Additional Approval: Paulina Morales, Assistant City Manager

Fiscal Impact

FISCAL IMPACT:

The Successor Agency cannot receive or spend any funds unless the amounts are listed on a Recognized Obligation Payment Schedule. This schedule identifies all outstanding obligations that must be satisfied before the Agency can be dissolved. The obligations listed on this schedule will receive property tax allocations distributed by the County of Los Angeles as their funding source.

If the Successor Agency's administrative costs exceed the administrative allowance, the excess expenditures will be absorbed by the City.

Attachments

Attachment No. 1 - Successor Agency Resolution No. 2021-117

Exhibit A - Recognized Obligation Payment Schedule (ROPS 22-23)

Exhibit B - Successor Agency Administrative Budget for July 1, 2022 through June 30, 2023

CITY COUNCIL GOALS & OBJECTIVES: Achieve Fiscal Sustainability and Financial Stability
Maintain and Enhance City Facilities and Infrastructure



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 12/21/2021

TO: Mayor and City Council

FROM: David Carmany
City Manager

**SUBJECT: CONSIDERATION OF APPROVAL OF THE FIRST QUARTER FINANCIAL REPORT
FOR FISCAL YEAR 2021-22**

RECOMMENDATION:

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

1. Receive and file the First Quarter Financial Report for Fiscal Year 2021-22; and
2. Adopt the following resolution:

RESOLUTION NO. 2021-118 - 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 (FIRST QUARTER FINANCIAL REPORT)

DISCUSSION:

The City of West Covina has completed the first quarter of Fiscal Year 2021-21. The attached Quarterly Financial Report summarizes the City's overall financial position for the period of July 1, 2021 through September 30, 2021, but it is not meant to be inclusive of all finance and accounting transactions. While the focus of the report is the General Fund, summary financial information is also provided for the Enterprise Fund (West Covina Service Group) and Special Revenue Funds (i.e. Measure R, Proposition A, etc.).

The City will make the Quarterly Financial Report available on the City's website for review by the City's stakeholders.

LEGAL REVIEW:

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

Prepared by: Stephanie Sikkema, Assistant Finance Director

Fiscal Impact

FISCAL IMPACT:

The overall net impact of these revenue and expenditure changes is a \$1,336,476 increase to the General Fund.

The original adopted General Fund budget for FY 2021-22 was \$67,814,100 for revenues and expenditures. Council added personnel and crossing guard services increasing expenditures to \$69,859,100 and revenue to \$67,880,100. After adjusting revenues by \$2,167,000 to \$70,047,100 and expenditures by \$830,524 to \$70,689,624, the revised General Fund budget is projected to be negative \$642,524 by the end of this fiscal year.

Proposed General Fund (Fund110) changes are summarized as follows:

General Fund	Original Budget	Current Budget	Requested BA	Amended Budget
Revenue				
Charges for Services	5,336,000	5,336,000	110,000	5,446,000
Cost Recovery	330,000	330,000	460,000	790,000
Fines & Forfeitures	608,000	608,000	97,000	705,000
Interdepartmental Charges	1,423,800	1,423,800		1,423,800
Licenses & Permits	1,964,100	1,964,100		1,964,100
Other Revenues	82,800	82,800		82,800
Other Taxes	8,167,200	8,167,200		8,167,200
Property Tax	28,204,200	28,204,200		28,204,200
Revenue from Other Agencies	4,483,300	4,549,300		4,549,300
Sales Tax	15,900,000	15,900,000	1,500,000	17,400,000
Transfers In	131,100	131,100		131,100
Use of Money & Property	1,183,600	1,183,600		1,183,600
Revenue Total	67,814,100	67,880,100	2,167,000	70,047,100
Expenditures				
Administration	2,535,200	2,535,200	80,200	2,615,400
City Clerk	378,300	378,300		378,300
Community Development	1,862,900	2,252,900	114,000	2,366,900
Finance	1,996,600	1,996,600		1,996,600
Fire	16,989,200	16,989,200	460,000	17,449,200
Human Resources	666,200	666,200		666,200
Police	24,010,300	25,665,300	(377,788)	25,287,512
Public Services	5,593,200	5,593,200	140,300	5,733,500
Transfers Out	13,782,200	13,782,200	413,812	14,196,012
Expenditures Total	67,814,100	69,859,100	830,524	70,689,624
Revenue Less Expenditures	-	(1,979,000)	1,336,476	(642,524)

Prior General Fund Budget Amendments:

Resolution No. 2021-89, BA 004, New Employees	2,010,000
Resolution No. 2021-88, BA 011, Crossing Guards	(31,000)
Total GF Budget Amendments	1,979,000

Proposed changes to other funds are summarized below:

Other Funds	Original Budget	Current Budget	Requested BA	Amended Budget
Revenue				
Debt Service - City	14,579,400	14,579,400	413,812	14,993,212
Measure R	1,341,700	1,341,700		1,341,700
Prop C	1,902,600	1,902,600		1,902,600
Public Safety Augmentation	825,800	825,800		825,800
SB1 - Road Maint Rehab	2,680,300	2,680,300		2,680,300
Waste Mgt Enforcement Grant	15,700	15,700		15,700
WC Community Svcs Foundation	-	3,528		3,528
Revenue Total	21,345,500	21,349,028	413,812	21,762,840
Expenditures				
Charter Peg Fund	-	-	15,000	15,000
Debt Service - City	14,524,300	14,524,300	413,812	14,938,112
Measure R	2,123,000	2,123,000	5,100	2,128,100
Prop C	1,943,600	1,943,600	206,000	2,149,600
Public Safety Augmentation	810,000	810,000	150,000	960,000
SB1 - Road Maint Rehab	1,500,000	1,695,983	567,200	2,263,183
Waste Mgt Enforcement Grant	50,700	50,700	65,000	115,700
WC Community Svcs Foundation	-	3,528	176,380	179,908
Expenditures Total	20,951,600	21,151,111	1,598,492	22,749,603

Attachments

Attachment No. 1 – First Quarter Financial Report for Fiscal Year 2021-22

Attachment No. 2 - Resolution No. 2021-118

CITY COUNCIL GOALS & OBJECTIVES: Achieve Fiscal Sustainability and Financial Stability
Financial Recovery Plan/Corrective Action