



CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

**JANUARY 4, 2022, 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 1/4/2022". 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 JANUARY 4, 2022, 7:00 PM
REGULAR MEETING**

INVOCATION

Led by Pastor John Le from Xaris Church

PLEDGE OF ALLEGIANCE

Led by Mayor Castellanos

ROLL CALL

REPORTING OUT FROM CLOSED SESSION

PRESENTATIONS

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.

CITY MANAGER'S OFFICE

1) CONSIDERATION OF RESOLUTION NO. 2022-07 DETERMINING THERE IS A NEED TO CONTINUE THE LOCAL EMERGENCY

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

RESOLUTION NO. 2022-07 - 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, NOVEMBER 2, 2021 AND DECEMBER 7, 2021

HUMAN RESOURCES/RISK MANAGEMENT

2) CONSIDERATION OF JOB DESCRIPTIONS AND SALARY GRADES FOR FORENSIC SPECIALIST SERIES

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

RESOLUTION NO. 2022-04 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE FORENSIC SPECIALIST SERIES

3) CONSIDERATION OF JOB DESCRIPTIONS AND SALARY GRADES FOR HUMAN RESOURCES SERIES

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

RESOLUTION NO. 2022-05 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE HUMAN RESOURCES SERIES

4) CONSIDERATION OF JOB DESCRIPTION AND SALARY RANGE FOR PAYROLL SPECIALIST

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

RESOLUTION NO. 2022-03 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING AND ESTABLISHING THE PAYROLL SPECIALIST CLASSIFICATION

5) CONSIDERATION OF JOB DESCRIPTIONS AND SALARY GRADES FOR POLICE RECORDS SUPERVISOR AND POLICE RECORDS MANAGER

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

RESOLUTION NO. 2022-01 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE UPDATE OF THE POLICE RECORDS SUPERVISOR SPECIFICATION AND ESTABLISHING THE POLICE RECORDS MANAGER CLASSIFICATION

6) CONSIDERATION OF JOB DESCRIPTIONS AND SALARY GRADES FOR PUBLIC SERVICES DIRECTOR AND DEPUTY DIRECTOR OF PUBLIC SERVICES

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

RESOLUTION NO. 2022-02 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE PUBLIC SERVICES DIRECTOR AND DEPUTY DIRECTOR OF PUBLIC SERVICES CLASS SPECIFICATIONS AND THE PAY GRADES FOR SAID CLASSIFICATIONS

END OF CONSENT CALENDAR

DEPARTMENTAL REGULAR MATTERS

CITY MANAGER'S OFFICE

7) CONSIDERATION OF 2022 CITY COUNCIL GOALS

It is recommended that the City Council review and approve the 2022 City Council Goals.

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 18, 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: 01/04/2022

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF RESOLUTION NO. 2022-07 DETERMINING THERE IS A NEED TO CONTINUE THE LOCAL EMERGENCY

RECOMMENDATION:

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

RESOLUTION NO. 2022-07 - 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, NOVEMBER 2, 2021 AND DECEMBER 7, 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, November 2, 2021 and December 7, 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 December 22, 2021, there were a total of 275,233,892 confirmed cases of COVID-19 globally. On December 22, 2021, California reported that, as of December 21, 2021, there were a total of 4,954,130 confirmed cases in California. As of December 20, 2021, there were a total of 1,570,230 confirmed cases in Los Angeles County, including 16,103 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 December 21, 2021, the State reported that LA County had administered 16,297,642 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. On December 13, 2021, the California Department of Public Health (CDPH) reported that since Thanksgiving, the statewide seven-day average case rate has increased by 47% and hospitalizations have increased by 14%. On the same date, CDPH issued new mask guidance, requiring masks to be worn in all indoor public settings, irrespective of vaccination status, from December 15, 2021-January 15, 2022.

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. 2022-07

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: 01/04/2022

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF JOB DESCRIPTIONS AND SALARY GRADES FOR FORENSIC SPECIALIST SERIES

RECOMMENDATION:

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

RESOLUTION NO. 2022-04 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE FORENSIC SPECIALIST SERIES

BACKGROUND:

As part of the City's ongoing process of maintaining its position classification plan, the Human Resources Department, as needed, reviews class specifications to ensure that our position specifications are in alignment with current standards, requirements, and qualifications. This review further ensures that required skills, knowledge and abilities, and essential functions of each classification are in alignment with current demands and comparable with similar classifications within the public sector labor market.

Staff surveyed the following cities: Azusa, Burbank, Downey, El Monte, Monterey Park, Ontario, Pasadena, Pomona, and Whittier. As a result of this evaluation, staff is recommending certain changes to the current Forensics series, which will better position the City to meet current and future needs.

DISCUSSION:

Traditionally, the West Covina Police Department has staffed its Forensic Specialist position with a Sworn Officer. Although there are investigative benefits to this approach, the turn-over rate due to promotions, retirements, and career changes, in addition to staffing shortages of sworn personnel, has led the Department to the creation of a civilian Forensic Specialist Supervisor position. Civilianizing this position will create long-term stability for the Department's forensic investigative efforts and allow the Department to allocate sworn personnel to handle the front-line needs of the community.

With an ever-increasing scope of forensic services needed, the creation of the Forensic Specialist Supervisor position will allow the Department to properly manage and keep up with the growing and changing demands of forensic investigations. Forensic investigations include but are not limited to fingerprint identification, crime scene photography and evidence collection, DNA collection, and computer forensic analysis. These tasks enhance the Department's ability to investigate and solve crimes, bringing closure to victims and providing a higher quality of police services to our community. Aside from having the knowledge and skills to perform these tasks, the Forensic Specialist Supervisor will be tasked with training and supervising the civilian

positions within the organization who are responsible for performing investigative forensic functions. The Forensic Specialist Supervisor will also be tasked with ensuring the Department is progressing into the future and staying current with trends and available technology pertaining to forensics; to include preparing for laboratory upgrades and State forensic investigation accreditation.

Additionally, to assist with meeting the ever-increasing scope of work related to forensic services and to create a pathway for professional growth, the Department is proposing the addition of the Senior Forensics Specialist position. The purpose of the Senior Forensics Specialist position will be to train and mentor the Forensic Specialist, act as the lead forensic investigator, be responsible for crime scene management, and serve in an acting supervisory capacity in the absence of the Forensic Specialist Supervisor.

The proposed salary grades for the new positions are as follows:

Position Title	Bargaining Unit	Salary Grade	Step 1	Step 2	Step 3	Step 4	Step 5
Forensic Specialist	Non-Sworn Safety Support	NSxxx	\$5,329	\$5,609	\$5,904	\$6,215	\$6,542
Senior Forensic Specialist	Non-Sworn Safety Support	NSxxx	\$6,427	\$6,765	\$7,121	\$7,496	\$7,890
Forensic Specialist Supervisor	Mid-Management	MMxxx	\$7,995	\$8,395	\$8,815	\$9,256	\$9,719

These items were approved by the West Covina Non-Sworn Safety Support Employees' union and the West Covina Middle Management Employees' Association.

On December 15, 2021, the Human Resources Commission approved the Forensic Specialist series.

LEGAL REVIEW:

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

Prepared by: Helen Tran, Dir of HR & Risk Management

Attachments

Attachment No. 1 - Resolution No. 2022-04 - Forensic Series

Attachment No. 2 Exhibit A Proposed Forensic Specialist

Attachment No. 3 Exhibit B Proposed Senior Forensic Specialist

Attachment No. 4 Exhibit C Proposed Forensic Specialist Supervisor

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



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 01/04/2022

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF JOB DESCRIPTIONS AND SALARY GRADES FOR HUMAN RESOURCES SERIES

RECOMMENDATION:

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

RESOLUTION NO. 2022-05 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE HUMAN RESOURCES SERIES

BACKGROUND:

As part of the City's ongoing process of maintaining its position classification plan, the Human Resources Department, as needed, evaluates and reviews both organizational structures as well as class specifications to ensure the City is in alignment with current standards, requirements, and qualifications to ensure the City is providing efficient and effective services to its customers. This review further ensures that required skills, knowledge and abilities, and essential functions of each classification are in alignment with current demands and comparable with similar classifications within the public sector labor market.

Staff surveyed the following cities: Alhambra, Burbank, Downey, Fullerton, Montebello, Monterey Park, Ontario, and Pasadena. As a result of this evaluation, staff is recommending certain changes to the current organizational structure which will take advantage of upcoming vacant positions and will better position the City to meet current and future needs.

DISCUSSION:

Staff has prepared updated job descriptions for the entire human resources series. Upon approval of these new job descriptions, the City has the option of potentially hiring City employees to fill any of these positions. The proposed changes affect the Human Resources Department and are summarized below:

CURRENT	PROPOSED	ACTION
Classification Title: Human Resources Technician		Repeal and replace an updated job description. No change to the salary range.
Bargaining Unit: Confidential		

Pay Range: CE415 / \$45,024 - \$60,756		
	Classification Title: Senior Human Resources Technician Bargaining Unit: Confidential Pay Range: CEXXX / \$57,000 - \$69,288	Establish a new job description and salary range.
Classification Title: Human Resources Analyst I & II Bargaining Unit: Mid-Management Pay Range: MM304 / \$59,472 - \$80,328 MM305 / \$65,028 - \$87,792	Classification Title: Human Resources Analyst Bargaining Unit: Confidential Pay Range: CEXXX / \$69,660 - \$85,500	Repeal both Human Resources Analyst I & II and establish a new Human Resources Analyst job description and salary range.
	Classification Title: Senior Human Resources Analyst Bargaining Unit: Confidential Pay Range: CEXXX / \$79,200 - \$96,276	Establish new Senior Human Resources Analyst job description and salary range.
Classification Title: Human Resources Manager Bargaining Unit: Mid-Management Pay Range: MM306 / \$90,540 - \$122,628	Classification Title: Human Resources Manager Bargaining Unit: Mid-Management Pay Range: MM306 / \$99,888 - \$122,628	Repeal and replace with an updated job description. Adjust the starting salary grade to ensure 5% in between the 5 steps. No change to the top of the salary grade.
Classification Title: Human Resources/Risk Management Director Bargaining Unit: Department Head Pay Range: DH070 / \$109,920 - \$148,392		Update job description to be aligned with current industry standards. No change to the salary grade.

These items were approved by the City of West Covina Confidential Employees' Association and West Covina Middle Management Unit Representatives.

On December 15, 2021, the Human Resources Commission approved the proposed Human Resources series.

LEGAL REVIEW:

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

Prepared by: Helen Tran, HR/Risk Management Director

Attachment No. 1 Resolution 2022_05 Human Resources Series

Attachment No.2 Exhibit A Proposed Human Resources Technician Job Description

Attachment No. 3 Exhibit B Proposed Senior Human Resources Job Description

Attachment No. 4 Exhibit C Proposed Human Resources Analyst Job Description

Attachment No. 5 Exhibit D Proposed Senior Human Resources Analyst Job Description

Attachment 6 Exhibit E Proposed Human Resources Manager Job Description

Attachment No. 7 Exhibit F Proposed HR Risk Management Director Job Description

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



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 01/04/2022

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF JOB DESCRIPTION AND SALARY RANGE FOR PAYROLL SPECIALIST

RECOMMENDATION:

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

RESOLUTION NO. 2022-03 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING AND ESTABLISHING THE PAYROLL SPECIALIST CLASSIFICATION

BACKGROUND:

As part of the City's ongoing process of maintaining its position classification plan, the Human Resources Department, as needed, evaluates and reviews both organizational structures as well as class specifications to ensure the City is in alignment with current standards, requirements, and qualifications to ensure the City is providing efficient and effective services to its customers. This review further ensures that required skills, knowledge and abilities, and essential functions of each classification are in alignment with current demands and comparable with similar classifications within the public sector labor market.

DISCUSSION:

The Finance Department has not been able to recruit an employee to administer payroll. Both the Accounting Technician and Accountant positions were advertised over the past six months. However, after several rounds of interviews and two failed hires it has become apparent that neither position's job description emphasizes payroll as the primary function. Therefore, staff recommends creating a new title and job description in order to appeal to candidates seeking a payroll position.

Staff surveyed the following cities: Azusa, Burbank, Downey, El Monte, Monterey Park, Ontario, Pasadena, Pomona, and Whittier.

Upon approval of the Payroll Specialist position, the Finance Department would be able to recruit competitively for the best-qualified candidate.

The job description item was provided to the City of West Covina Confidential Employees' Association.

On December 15, 2021, the Human Resources Commission approved the new job description and salary grade for the Payroll Specialist position.

LEGAL REVIEW:

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

Prepared by: Helen Tran, HR/Risk Management Director

Attachments

Attachment No. 1 Resolution No. 2022_03 Payroll Specialist

Attachment No. 2 Exhibit A Proposed Payroll Specialist

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



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 01/04/2022

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF JOB DESCRIPTIONS AND SALARY GRADES FOR POLICE RECORDS SUPERVISOR AND POLICE RECORDS MANAGER

RECOMMENDATION:

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

RESOLUTION NO. 2022-01 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE UPDATE OF THE POLICE RECORDS SUPERVISOR SPECIFICATION AND ESTABLISHING THE POLICE RECORDS MANAGER CLASSIFICATION

BACKGROUND:

As part of the City's ongoing process of maintaining its position classification plan, the Human Resources Department, as needed, reviews class specifications to ensure that our position specifications are in alignment with current standards, requirements, and qualifications. This review further ensures that required skills, knowledge and abilities, and essential functions of each classification are in alignment with current demands and comparable with similar classifications within the public sector labor market.

DISCUSSION:

Historically, the West Covina Police Department's Records Bureau has been staffed with Records Specialists, supervised by a Records Supervisor (current position), with management oversight of the bureau through the Support Services Captain. In the fiscal year 2010/11, in the aftermath of a global recession, the Police Department reduced its management staffing to include a Captain position, which was designated to oversee the Support Services Division (includes Records/ Dispatch). With the loss of this position, the assigned Records Supervisor was tasked with the additional management duties and oversight of the Records Bureau, thus transitioning the Records Supervisor position into a "defacto" Records Manager assignment. Besides incremental raises through labor negotiations, the compensation for the West Covina Police Department's Records Supervisor was never adjusted to compensate for the additional duties assigned, falling short of industry-standard compensation for a Records Manager position.

As such, in December 2020, the Department's Records Supervisor left for a Records Manager position with another local police department, leaving a void in the supervision and oversight of our records division. As a temporary solution, a Police Lieutenant was assigned to manage the Department's Records Bureau while a

more permanent solution could be established. Due to recent personnel movement, the Lieutenant assigned to oversee the Records Bureau was needed to be reassigned to the Patrol Division to assume Watch Commander duties, thus creating a crucial void in the oversight and management of the Records Bureau. Due to this current situation, the Police Department is requesting the creation of the Records Manager position in an attempt to become current with industry standards, and provide proper management and oversight to our Records Bureau.

Additionally, the Department's property and evidence section are currently being collaterally supervised by a Detective Sergeant, under the overall supervision of the Detective Lieutenant. Both the Detective Sergeant and Lieutenant positions are rotational assignments, leaving property and evidence personnel with inconsistent management and oversight.

Industry Standard

Through an analysis of selected survey cities, Records Bureau management is generally performed by a Civilian Records Manager position or by a Police Lieutenant. In cities where a civilian Records Manager position exists, the Records Manager is assigned to oversee Records, Property, and Evidence, and/ or Communications (Dispatch). In cities where a Police Lieutenant is assigned, that Lieutenant generally oversees all Support Services (Communications, Records, Property/ Evidence, Community Outreach/ Neighborhood Watch, IT, etc.) within the organization. In these instances, there are supervisors assigned to those areas of oversight to handle the day-to-day supervision of those units. Currently, the West Covina Police Department does not have the staffing at the Lieutenant level to take on the supervision of the Records Bureau.

Proposal

To provide proper management and oversight of the Police Department's Records Bureau, increase efficiency, provide consistency in supervision, and create a path for professional growth, it is proposed that a Records Manager position be established; and the requirements and duties of the existing Records Supervisor position be amended as proposed. These proposed changes will also provide proper management and oversight, consistency in supervision, and increase efficiency for the Department's Property and Evidence section.

The proposed salary grades are as follows:

Position Title	Bargaining Unit	Salary Grade	Step 1	Step 2	Step 3	Step 4	Step 5
Police Records Supervisor	Mid-Management	MMxxx	\$5,881	\$6,190	\$6,516	\$6,859	\$7,220
Police Records Manager	Mid-Management	MMxxx	\$7,995	\$8,395	\$8,815	\$9,256	\$9,719

These items were approved by the West Covina Middle Management Bargaining Unit Association.

On December 15, 2021, the Human Resources Commission approved the Police Records Supervisor and Police Records Manager positions.

LEGAL REVIEW:

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

Prepared by: Helen Tran, HR/Risk Management Director

Attachments

Attachment No. 1 Resolution No. 2022_01 Police Records Manager and Supervisor

Attachment No. 2 Exhibit A Proposed Police Records Supervisor

Attachment No. 3 Exhibit B Proposed Police Records Manager

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



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 01/04/2022

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF JOB DESCRIPTIONS AND SALARY GRADES FOR PUBLIC SERVICES DIRECTOR AND DEPUTY DIRECTOR OF PUBLIC SERVICES

RECOMMENDATION:

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

RESOLUTION NO. 2022-02 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE PUBLIC SERVICES DIRECTOR AND DEPUTY DIRECTOR OF PUBLIC SERVICES CLASS SPECIFICATIONS AND THE PAY GRADES FOR SAID CLASSIFICATIONS

BACKGROUND:

As part of the City's ongoing process of maintaining its position classification plan, the Human Resources Department, as needed, reviews class specifications to ensure that our position specifications are in alignment with current standards, requirements, and qualifications. This review further ensures that required skills, knowledge and abilities, and essential functions of each classification are in alignment with current demands and comparable with similar classifications within the public sector labor market.

DISCUSSION:

City staff has updated the Public Services Director job description to reflect and memorialize the current and future responsibilities of the position. These updates include responsibilities in the areas of community services, streets, parks, and grant administration. Additionally, language regarding policy recommendation, report writing, along with administrative and staffing oversight, are included in the updated description.

City staff is also recommending the establishment of the Deputy Director of Public Services position in order to keep up with current demands and enhance the delivery of services in the areas of facility maintenance, parks, and streets. With aging infrastructure coupled with the increased use of City facilities, the need to address both deferred maintenance and ongoing maintenance is necessary to ensure cleanliness, safety, and to limit the City's exposure to liability. The position will oversee the maintenance of parks, streets, city facilities and provide technical and administrative support to the Public Services Director.

Classification	Bargaining Unit	Salary Grade	Step 1	Step 2	Step 3	Step 4	Step 5
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Classification	Bargaining Unit	Salary Grade	Step 1	Step 2	Step 3	Step 4	Step 5
Public Services Director	Department Head	DH060	\$12,116	\$12,754	\$13,425	\$14,131	\$14,875
Deputy Director of Public Services	Mid-Management	MMxxx	\$9,775	\$10,289	\$10,830	\$11,400	\$12,000

The Deputy Director of Public Services specification was provided to the West Covina Middle Management Bargaining Unit representatives.

On December 15, 2021, the Human Resources Commission approved the job descriptions and salary grades for the Public Services Director and Deputy Director of Public Services positions.

LEGAL REVIEW:

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

Prepared by: Helen Tran, HR/Risk Management Director

Attachments

Attachment No. 1 - Resolution No. 2022-02 - Public Services

Attachment No. 2 Exhibit A Proposed Public Services Director Job Description

Attachment No. 3 Exhibit B Proposed Deputy Director of Public Services Job Description

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



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 01/04/2022

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF 2022 CITY COUNCIL GOALS

RECOMMENDATION:

It is recommended that the City Council review and approve the 2022 City Council Goals.

BACKGROUND:

Goal setting helps an organization determine where it is going over the next year and beyond, how the organization is going to get there, and provides a path to get there, allowing for measurable achievements that confirm if we reached our goal or not. This is the City's "Game Plan" for the future of the City. The focus of this report is to have the City Council outline its goals for the community and municipal organization for the coming year. Goal setting helps the City manage public dollars and resources prudently by anticipating community needs, problems and concerns. Goals-based planning starts with focus on the organization's vision and values, then the selection of projects and programs to meet and achieve the goals.

DISCUSSION:

The COVID-19 (COVID) pandemic has affected every level of City operations and will remain a central focus of much of what the City does for the foreseeable future, so the community is well-prepared for pandemic recovery. This report is intended to identify municipal goals for the coming fiscal year. The following goals are provided for consideration and approval.

CITY COUNCIL GOALS FOR 2022

I. Protect Public Safety:

- Respond to the global COVID-19 pandemic.
 - Execute cooperative agreements for COVID-19 testing.
 - Execute agreements for supplemental ambulance transport services
- Seek provisional approval from the California Department of Public Health (CDPH) for municipal health department. Required services are identified in Attachment A and include: communicable disease prevention, emergency preparedness, environmental health, and 3 others (vital statistics, education, and public health nurse) as identified by the City's Community Health Assessment.
 - Submit a letter of intent to CDPH describing rationale and need for forming a new Local Health Department, and proof that baseline requirements are met.
 - Prepare a Community Health Needs Assessment, a Community Health Improvement Plan (CHIP), a Feasibility Study and possibly similar studies as may be required by the Public Health Accreditation Board (PHAB).

- Prepare timeline, budget, and staffing information for service provision (including credential/job description for required staff and Local Health Officer (LHO)).
- Prepare memorandum of understanding or contract with county/other organization for services or staff that will be contracted out.
- Contract for health department laboratory services.
- Acquire and implement the use of body-worn cameras in order to record interactions between community members (e.g., the public, suspects, and victims) and law enforcement officers.
- Annual Police Department Review intended to increase accountability and transparency.
- Save lives and protect property by purchasing needed Fire Department emergency vehicles: two (2) rescue ambulances, three (3) fire pumper engines, and one (1) fire ladder truck.
- Develop an Emergency Management Program (Community Emergency Response Team, Emergency Operations Center, and Disaster Preparedness and Hazard Mitigation plans).
- Conduct the bi-annual canvass for pet licenses.
-

II. Address Homeless Issues:

In March 2017, voters in Los Angeles County approved Measure H, a ¼ percent increase to the sales tax rate to provide an ongoing revenue stream – an estimated \$355 million per year for ten years — to fund services, rental subsidies, and housing.

- Secure external funding, including San Gabriel Valley Housing Trust funds.
- Partner with area cities on a regional response to inadequacies of existing Measure H program.
-

III. Enhance City Image and Effectiveness:

- Bring all City facilities to standard.
 - Implement a SCE Rule 20A project to convert overhead electricity equipment to underground facilities.
 - Address deferred maintenance at the Sportsplex:
 - Softball and soccer field repairs
 - Stadium facades
 - Spectator seating
 - Roofs - buildings and soccer field
 - HVAC, WiFi, phones, and cameras
 - Methane monitoring, and fire protection systems
 - Additional restrooms
 - Playground equipment
 - Paint buildings inside and out
 - Parking lot/lighting repairs
 - Update public restrooms guaranteeing residents and employees have access to clean and working facilities.
 - Improve the aesthetics of medians (with landscaping, irrigation & electricity) along major corridors.
 - Install City entry signs.
 - Update and maintain playgrounds.
 - Install lighting on Glendora Avenue, contributing to the area's unique sense of place.
 - Identify potential projects for inclusion in the Capital Improvement Plan.
 - Verify structural integrity of city hall and civic center parking structure
- Improve recreational and park opportunities in the community:
 - Dog park
 - Picnic areas

- Resurface tennis courts,
 - Skate park, lighting and seating
 - Galster Park trail project.
- Work closely with residents, businesses, and partners to promptly distribution of information and resources.
 - Update and maintain the city website.
 - Publish quarterly "Discover" newsletter and prepare the annual "State of the City" report.
- Implement energy efficiency measures.
 - Identify funding for further energy efficiency projects and upgrades, including electric vehicle charging stations.
- Implement the City's Active Transportation Plan.
 - Pursue alternative traffic management systems.
 - Install Council-approved traffic measures.
 - Implement the annual street paving program.
- Make the community more verdant by implementing the master plan of street trees - paying particular attention to areas near schools and bus stops.
- Assess and upgrade City's sewer collection system, as necessary.
-

IV. Maintain good Intergovernmental Relations

- Keep regulatory compliance with changing State and Federal regulations and laws (e.g., SB 1383, SB 9, CalRecycle, Department of Toxic Substances Control, State Housing and Community Development).
- Pursue external partnerships and grants.
 - Reinforce the Library's role in the community as a civic and cultural center, a hub for public information and services, and an institution of literacy, innovation, and lifelong learning.
 - Actively participate in the San Gabriel Valley Council of Governments, which serves as a unified voice to maximize resources and advocate for regional interests to improve the quality of life in the San Gabriel Valley.
 - Partner with local school districts to provide a safe environment affording all students access to a high-quality, well-rounded curriculum rich in meaning and rigor that inspires lifelong learning and career participation, critical thinking and problem-solving, informational literacy, and positive contributions to society.
-

V. Achieve Fiscal Sustainability and Financial Stability

- Maintain and monitor the City's fiscal health:
 - Implement State Auditor's fiscal recovery and fiscal recovery plans.
 - Nurture local businesses and attract non-retail jobs.
 - Implement appropriate funding for landscape maintenance districts.
 - Review & update contracts for waste hauling, towing and facility use.
 - Adopt new purchasing policies.
 - Update fee schedule.
 - Install new financial management system.
- Adopt MOUs with all employee labor associations.
- Update City Personnel Rules
- Review and update City policies, including Community Services facility use policies, to evaluate operations, improve safety and quality of customer experience, administrative efficiency, and secure regulatory compliance.
- Employ known principles of risk management to address action items identified in the City Risk Management Evaluation.

- Make changes in ways the City conducts its business ensuring the needs of the City are met.
-

VI. A Well-Planned Community:

- Continue work on a comprehensive revision of the City's Zoning Ordinance. (In May 2021, the City Council retained KTG Y Group to reflect efficient development regulations and processes and State law - the update is scheduled to be completed in 2023).
- Update permit software.
-

VII. Expand Economic Development Opportunities:

- Continue marketing efforts to expand and retain the business base.
- Work with property owners to promote development in the community.
- Focus efforts of the City's Community & Economic Development Division on economic recovery and tourism through continued relationship building, research, and advocacy of development.
- Examine the feasibility of an enhanced infrastructure financing district (EIFD), which is designed to leverage tax increment financing from the City, and potentially the County of Los Angeles.
- Reinforce West Covina's brand as a great place to live, work and play in the San Gabriel Valley.
-

VIII. A Creative and Active Community:

- Expand the lineup of community events.
- Re-evaluate opportunities to weave the arts and local heritage into everyday life.
- Host and co-host events with community partners.
- Develop a master calendar of community and city-sponsored events.
- Review recreational opportunities at the equestrian center.
-

Prepared by: David Carmany, City Manager

Attachments

Attachment No. 1 Attachment A - New Health Department Application and Regulations

CITY COUNCIL GOALS & OBJECTIVES: Achieve Fiscal Sustainability and Financial Stability
 Maintain and Enhance City Facilities and Infrastructure
 Enhance the City Image and Effectiveness
 Protect Public Safety
 Respond to the Global COVID-19 Pandemic
 Engage in Proactive Economic Development
 Financial Recovery Plan/Corrective Action