



**CITY OF WEST COVINA**

**CITY COUNCIL/SUCCESSOR AGENCY**

**FEBRUARY 1, 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: [www.westcovina.org/agendas-meetings](http://www.westcovina.org/agendas-meetings) under the "Watch Live" tab or through the West Covina City YouTube channel at [www.westcovina.org/LIVE](http://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](mailto:City_Clerk@westcovina.org). The subject line should specify "Oral Communications 2/1/2022". 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 need special assistance at Council meetings, please call (626) 939-8433 (voice) or (626) 960-4422 (TTY) from 8 to 5 Monday through Thursday. Do call at least one day prior to the meeting date to

inform us of your particular needs and to determine if accommodation is possible. For sign language interpreter services at Council meetings, please request no less than four working days prior to the meeting.

### **AGENDA MATERIAL**

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

### **NOTICE**

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

### **PUBLIC COMMENTS** **ADDRESSING THE CITY COUNCIL** ***(Per WCMC 2-48, Ordinance No. 2150)***

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

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

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

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

### **RULES OF DECORUM**

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

## **AGENDA**

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

**TUESDAY FEBRUARY 1, 2022, 7:00 PM**  
**REGULAR MEETING**

### **INVOCATION**

Led by Pastor John Le from Xaris Church

### **PLEDGE OF ALLEGIANCE**

Led by Councilmember Tabatabai

### **ROLL CALL**

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

### **PRESENTATIONS**

- **Police Department Annual Report**

### **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 JANUARY 18, 2022, CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING MINUTES AND THE JANUARY 18, 2022, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES.**

It is recommended that the City Council approve the January 18, 2022, Closed Session Meeting Minutes and the January 18, 2022 Regular Session Meeting Minutes.

## **CITY MANAGER'S OFFICE**

- 2) **CONSIDERATION OF RESOLUTION NO. 2022-14 DETERMINING THERE IS A NEED TO CONTINUE THE LOCAL EMERGENCY**

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

**RESOLUTION NO. 2022-14 - 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, DECEMBER 7, 2021 AND JANUARY 4, 2022**

- 3) **CONSIDERATION OF RESOLUTION NO. 2022-16 RATIFYING THE EXISTENCE OF A LOCAL EMERGENCY DUE TO DAMAGES CAUSED BY HIGH WINDS**

Staff recommends that the City Council adopt the following resolution:

**RESOLUTION NO. 2022-16 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, RATIFYING PROCLAMATION NO. 2022-01 PROCLAIMING THE EXISTENCE OF A LOCAL EMERGENCY DUE TO DAMAGES CAUSED BY HIGH WINDS**

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

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

## **FIRE DEPARTMENT**

### **5) CONSIDERATION OF PURCHASE OF ELECTROCARDIOGRAM HEART MONITORS**

It is recommended that City Council take the following actions:

1. Approve dispensing with bidding requirements for the purchase of ZOLL heart rate monitors in accordance with Chapter 2, Article VII, Division 2, Section 2-330(b) of the West Covina Municipal Code, which states that bidding may be dispensed with when the commodity can be obtained from only one (1) vendor; and
2. Authorize the City Manager to negotiate and execute a purchase order with ZOLL Medical Corporation for five (5) X-Series Advanced Manual Monitor/Defibrillators and related equipment and maintenance plan, in an amount not to exceed \$265,000.

## **POLICE DEPARTMENT**

### **6) CONSIDERATION OF 2021 BUREAU OF JUSTICE ASSISTANCE (BJA) BODY-WORN CAMERA GRANT**

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

1. Authorize the acceptance of the 2021 BJA Body-Worn Camera Grant;
2. Authorize the City Manager or his designee to execute all grant related documents, including any grant agreements; and
3. Adopt the attached resolution authorizing the necessary budget amendment:

**RESOLUTION NO. 2022-08 - 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 BJA BODY-WORN CAMERA GRANT)**

## **PUBLIC SERVICES**

### **7) CONSIDERATION OF CONTRACT AGREEMENT FOR PROJECT NO. 21005, INSTALLATION OF RUBBERIZED PLAYGROUND SURFACING AT PALMVIEW, AROMA & WALMERADO PARKS**

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

1. Award the construction agreement for the Palmview, Aroma & Walmerado Parks - Rubberized Safety Surfacing poured-in-place Installation (Project No. 21005) to R.E. Schultz Construction, Inc. as the lowest responsible bidder;
2. Authorize the City Manager to negotiate and execute an agreement with R.E. Schultz Construction, Inc. for \$431,424.50, in substantially the form as attached and in such final form as approved by the City Attorney;
3. Authorize 15% of the awarded contract amount as contingency allowance to be used, if necessary, with the City Manager's approval, for unforeseen conditions;
4. Authorize the City Manager to negotiate and execute any amendments to the agreement; and
5. Adopt the following Resolution:

**RESOLUTION NO. 2022-10 – 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 (PROJECT NO. 21005 - RUBBERIZED PLAYGROUND SURFACING)**

**8) CONSIDERATION OF CONTRACT AGREEMENT FOR SIDEWALK INSPECTION AND MAINTENANCE SERVICES**

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

1. Authorize the City Manager to negotiate and execute an agreement with Safe Sidewalks Incorporated dba Precision Concrete Cutting for \$240,000 annually, for a three-year term, with the option to extend for two (2) additional one-year period, in substantially the form as attached and in such final form as approved by the City Attorney;
2. Authorize the City Manager to negotiate and execute any amendments to the agreement.

**END OF CONSENT CALENDAR**

**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

February 15, 2022

7:00 PM

<b>RULES OF DECORUM</b>
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*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:** 02/01/2022

**TO:** Mayor and City Council

**FROM:** David Carmany  
City Manager

**SUBJECT: CONSIDERATION OF APPROVAL OF THE JANUARY 18, 2022, CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING MINUTES AND THE JANUARY 18, 2022, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES.**

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**RECOMMENDATION:**

It is recommended that the City Council approve the January 18, 2022, Closed Session Meeting Minutes and the January 18, 2022 Regular Session Meeting Minutes.

**DISCUSSION:**

That the City Council adopt the attached minutes.

**Prepared by:** Lisa Sherrick; Assistant City Clerk

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**Attachments**

Attachment No. 1 - 1/18/2022 Closed Session Minutes Draft

Attachment No. 2 - 1/18/2022 Regular Session Minutes Draft

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



# AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

**DATE:** 02/01/2022

**TO:** Mayor and City Council

**FROM:** David Carmany  
City Manager

**SUBJECT: CONSIDERATION OF RESOLUTION NO. 2022-14 DETERMINING THERE IS A NEED TO CONTINUE THE LOCAL EMERGENCY**

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## RECOMMENDATION:

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

**RESOLUTION NO. 2022-14 - 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, DECEMBER 7, 2021 AND JANUARY 4, 2022**

## 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 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, December 7, 2021 and January 4, 2022.



**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 January 24, 2022, there were a total of 349,641,119 confirmed cases of COVID-19 globally. On January 24, 2022, California reported that, as of January 23, 2022, there were a total of 7,419,643 confirmed cases in California. As of January 22, 2022, there were a total of 2,494,097 confirmed cases in Los Angeles County, including 25,785 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 January 23, 2022, the State reported that LA County had administered 17,706,542 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 and Omicron variants. On December 13, 2021, the California Department of Public Health (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. On January 5, 2022, CDPH reported that over the prior two weeks, the statewide seven-day average case rate had increased by more than sixfold and hospitalizations had doubled. On the same date, CDPH extended the requirement for masks to be worn in all indoor public settings, irrespective of vaccination status, through February 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.

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

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**Attachments**

Attachment No. 1 - Resolution No. 2022-14

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**CITY COUNCIL GOALS & OBJECTIVES:** Protect Public Safety



# AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

**DATE:** 02/01/2022

**TO:** Mayor and City Council

**FROM:** David Carmany  
City Manager

**SUBJECT: CONSIDERATION OF RESOLUTION NO. 2022-16 RATIFYING THE EXISTENCE OF A LOCAL EMERGENCY DUE TO DAMAGES CAUSED BY HIGH WINDS**

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## RECOMMENDATION:

Staff recommends that the City Council adopt the following resolution:

**RESOLUTION NO. 2022-16 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, RATIFYING PROCLAMATION NO. 2022-01 PROCLAIMING THE EXISTENCE OF A LOCAL EMERGENCY DUE TO DAMAGES CAUSED BY HIGH WINDS**

## BACKGROUND:

Southern California suffers from high wind conditions known as Santa Ana winds. On January 20, 2022, the National Weather Service issued a high wind warning, forecasting gusts between 50 and 70 mph for January 21, 2022 through January 22, 2022.

As a result of the heavy winds over the period of January 21, 2022 through January 23, 2022, there were downed power lines, resulting in power outages, and severe damage to trees throughout the City, causing damages to homes, vehicles, roadways, fences, and other structures.

The City's ability to mobilize local resources, coordinate response and seek future reimbursement by the State and Federal governments will be critical to successfully responding to damage caused by the high winds.

## DISCUSSION:

Government Code section 8558 defines a local emergency as “the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by conditions such as air pollution, fire, flood, storm, epidemic, riot, drought, ... which are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat.”

Pursuant to Government Code section 8630, the City Council, or an official designated by ordinance of the City Council, can proclaim the existence of a local emergency. Under West Covina Municipal Code (WCMC) section 8-7(a)(1), the City Manager, as the Director of Emergency Services, can proclaim the existence of a local emergency. Once the existence of a local emergency is proclaimed, neighboring jurisdictions and the State have the power to provide mutual aid to address the emergency conditions. Pursuant to Government Code

section 8630, if proclaimed by an official designated by ordinance, the local emergency cannot remain in effect for more than seven (7) days unless it is ratified by the City Council. Further, Government Code section 8630 requires the City Council to review the need for continuing the local emergency at least every 60 days until the local emergency is terminated, and requires the City Council to proclaim the termination of the local emergency at the earliest possible date that conditions warrant. Pursuant to WCMC section 8-7(a)(2), the City Manager may request that the City Council review the need for continuing the local emergency at least once every thirty (30) days until the City Council terminates the local emergency.

As authorized by Government Code section 8630 and WCMC section 8-7(a)(2), the City Manager, as the City's Director of Emergency Services, proclaimed a local emergency due to the damages caused by the high winds between January 21, 2022 and January 22, 2022. The City Manager is requesting that the City Council ratify the proclamation of the local emergency.

**LEGAL REVIEW:**

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

**OPTIONS:**

The City Council has the following options:

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

**Prepared by:** David Carmany, City Manager

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**Attachments**

Attachment No. 1 - Resolution No. 2022-16

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**CITY COUNCIL GOALS & OBJECTIVES:** Protect Public Safety



# AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

**DATE:** 02/01/2022

**TO:** Mayor and City Council

**FROM:** David Carmany  
City Manager

**SUBJECT: CONSIDERATION OF MAYORAL ANNUAL APPOINTMENT OF CITY COUNCIL  
MEMBER REPRESENTATIVES TO EXTERNAL ADVISORY BOARDS**

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## RECOMMENDATION:

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

## BACKGROUND:

The City of West Covina is a member of various organizations dedicated to serving the interests of local government in the region, in the State of California, and in the nation. West Covina is also a member of a number of joint powers agencies and other entities, which require an appointment of a member to their governing bodies. Annually the Mayor appoints members to the advisory bodies and boards as necessary.

## DISCUSSION:

The advisory boards are as follows:

- Audit Committee
- City/School Cooperative Committee
- Community Services Group
- Foothill Transit Board
- Hurst Ranch
- Los Angeles County/City Selection Committee
- San Gabriel Valley Council of Governments
- Sanitation District Board
- Southern California Association of Governments
- San Gabriel Valley Mosquito and Vector Control District

Participation in these activities is significantly important to the City, in that the policies and decisions of these bodies may directly affect the interest of the City. Stipends, meeting times, and meeting locations are subject to change by the individual agencies. A brief description of the advisory boards is contained in Attachment No. 2.

According to Section 5-b of the City Council Standing Rules, appointments of City Council Members to these organizations are based upon selection by the Mayor, whose selections are subject to confirmation by the City Council as a whole.

“It shall be the prerogative of the Mayor, taking into consideration relative length of Council service, individual Councilmember preference and equivalency, to assign individual Council Members to various committees.”

Mayor Castellanos has announced his appointments to the various external advisory boards, for confirmation by the City Council. Exhibit A of Resolution 2021-08 contains the list of appointees and alternates.

**OPTIONS:**

The City Council has the following options:

1. Confirm the Mayor's appointments to the various organizations described in the staff report; or
2. Provide alternative direction.

**Prepared by:** Lisa Sherrick; Assistant City Clerk

**Additional Approval:** David Carmany, City Manager

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**Attachments**

Attachment No. 1 - Resolution No. 2022-18

Attachment No. 2 - Exhibit A Council Liaison Appointments 2022

Attachment No. 3 - Council Liaison Committee Descriptions

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**CITY COUNCIL GOALS & OBJECTIVES:** Enhance City Image and Effectiveness  
Maintain Good Intergovernmental Relations  
Achieve Fiscal Sustainability and Financial Stability



# AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

**DATE:** 02/01/2022

**TO:** Mayor and City Council

**FROM:** David Carmany  
City Manager

**SUBJECT: CONSIDERATION OF PURCHASE OF ELECTROCARDIOGRAM HEART MONITORS**

---

## RECOMMENDATION:

It is recommended that City Council take the following actions:

1. Approve dispensing with bidding requirements for the purchase of ZOLL heart rate monitors in accordance with Chapter 2, Article VII, Division 2, Section 2-330(b) of the West Covina Municipal Code, which states that bidding may be dispensed with when the commodity can be obtained from only one (1) vendor; and
2. Authorize the City Manager to negotiate and execute a purchase order with ZOLL Medical Corporation for five (5) X-Series Advanced Manual Monitor/Defibrillators and related equipment and maintenance plan, in an amount not to exceed \$265,000.

## BACKGROUND:

Cardiac arrest is universally lethal unless timely and appropriate interventions occur within five to ten minutes of the arrest. In 2007, the Los Angeles County Emergency Medical Services Agency (EMSA) instituted a new countywide cardiac survival program. The new program recognized that heart attacks remain the leading cause of death in adults in the United States. Early recognition in the field is best accomplished by the use of a cardiac monitor that has the ability to look at the heart from multiple directions (12-lead ECG) and enables the paramedic to identify potential cardiac problems. The use of cardiac monitors is also critical for emergency medical response in regard to COVID-19.

## DISCUSSION:

The West Covina Fire Department operates three (3) advance life support (ALS) ambulances. Each ambulance has a cardiac monitor, as required for patient care. The Fire Department currently utilizes six (6) ZOLL Series E heart monitors in the field and none in reserve. Five (5) heart monitors are now 13 years old and have exceeded their expected life span, are very expensive to repair and maintain, and do not have many of the technological advances included in the newer heart monitors. The replacement of five (5) heart monitors is currently the Fire Department's priority and critical for COVID-19 response. The ZOLL X Series® monitor is "state of the art" in heart monitoring technology.

To limit the blockage time, a patient must be correctly diagnosed in the field by paramedics. The ZOLL X Series® monitor can interpret when a patient may need to have a life-saving procedure to unblock their arteries and then can send a copy of the ECG report via integrated Wi-Fi to the hospital. The hospital staff can confirm

the need to activate the specialty team which increases the chance for a positive patient outcome and eliminates false specialty team activations. Limiting the time the coronary arteries are blocked is extremely critical to the patient's immediate outcome and future quality of life.

ZOLL is the sole manufacturer and source of the X Series® and X Series Advanced Defibrillators for the EMS Market. In accordance with Chapter 2, Article VII, Division 2, Sec. 2-330(b) of the West Covina Municipal Code, which states that bidding may be dispensed with when the commodity can be obtained from only one (1) vendor, staff recommends that the City Council authorize the purchase of five (5) X Series® Advanced Manual Monitor/Defibrillators, directly from ZOLL Medical Corporation. Additionally, this method of procurement is consistent with the compliance standards outlined in the Uniform Guidance for use of Coronavirus State and Local Fiscal Recovery Funds which allows for non-competitive procurement when the item is only available from a single source.

**LEGAL REVIEW:**

The City Attorney's Office will review and approve any agreements as to form prior to execution.

**OPTIONS:**

The City Council has the following options:

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

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**Fiscal Impact**

**FISCAL IMPACT:**

There is no General Fund impact as funds for Electrocardiograms (EKG) Heart Monitors were included in the FY 2021-22 Budget utilizing the Coronavirus State and Local Fiscal Recovery Funds. This project is eligible under COVID-19 response as this purchase directly relates to emergency medical response related to COVID-19.

The funds budgeted for this project are as follows:

<b>Project No.</b>	<b>Project Name</b>	<b>Account No.</b>	<b>Amount</b>
22008	Electrocardiograms (EKG) Heart Monitors	179.80.7003.7900	\$265,000

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**Attachments**

Attachment No. 1 - ZOLL Sole Source Letter  
Attachment No. 2 - ZOLL Quote  
Attachment No. 3 - ZOLL Service Brochure  
Attachment No. 4 - ZOLL Service Plan Outline

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# AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

**DATE:** 02/01/2022

**TO:** Mayor and City Council

**FROM:** David Carmany  
City Manager

**SUBJECT: CONSIDERATION OF 2021 BUREAU OF JUSTICE ASSISTANCE (BJA) BODY-WORN CAMERA GRANT**

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## RECOMMENDATION:

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

1. Authorize the acceptance of the 2021 BJA Body-Worn Camera Grant;
2. Authorize the City Manager or his designee to execute all grant related documents, including any grant agreements; and
3. Adopt the attached resolution authorizing the necessary budget amendment:

**RESOLUTION NO. 2022-08 - 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 BJA BODY-WORN CAMERA GRANT)**

## DISCUSSION:

The Police Department recently obtained a new competitive grant from the Bureau of Justice Assistance (BJA), within the U.S. Department of Justice, for body-worn cameras with a video storage and retrieval system. West Covina was one of only several cities in California to successfully obtain this federal grant, through a nationally competitive application process. This grant—the 2021 BJA Body-Worn Camera Grant—contributes \$100,000 in federal funds toward a system with 100 cameras. Additionally, this grant requires a local “1-to-1” cash match of \$100,000—this match will be met by using State Supplemental Law Enforcement Services Allocation (SLESA) funds, left available in the fund balance of Fund 155 for this purpose.

This grant will enable the Police Department to maximize the benefits of this proven technology, with the goals of increasing transparency and building trust within our community. With the City Council’s approval, staff can complete the online grant award process, and move forward with a Request for Proposal (RFP) process. The final features and specifications of the new body-worn camera system will be detailed in that competitive bid process. After the conclusion of the competitive bid process, staff will return to the City Council to award the bid.

## 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:** Stephanie Sikkema, Finance Director

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### **Fiscal Impact**

#### **FISCAL IMPACT:**

Based on which system is selected, there may be some impact to the City's General Fund for this initial purchase. As detailed in the proposed budget amendment, the City will receive \$100,000 in federal grant reimbursement funds during the grant period, and will contribute an additional \$100,000 in available SLESA funds as the required local cash match. After the competitive bid process, if the final purchase price of the body-worn camera system exceeds \$200,000, the Police Department will use other special funds already budgeted. Ongoing maintenance and personnel costs will only be known after the conclusion of the competitive bid process—funding recommendations for those significant costs will be explored, considered, and budgeted in subsequent fiscal years.

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### **Attachments**

Attachment No. 1 - Resolution No. 2022-08

Exhibit A - Budget Amendment

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



# AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

**DATE:** 02/01/2022

**TO:** Mayor and City Council

**FROM:** David Carmany  
City Manager

**SUBJECT: CONSIDERATION OF CONTRACT AGREEMENT FOR PROJECT NO. 21005,  
INSTALLATION OF RUBBERIZED PLAYGROUND SURFACING AT PALMVIEW,  
AROMA & WALMERADO PARKS**

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## RECOMMENDATION:

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

1. Award the construction agreement for the Palmview, Aroma & Walmerado Parks - Rubberized Safety Surfacing poured-in-place Installation (Project No. 21005) to R.E. Schultz Construction, Inc. as the lowest responsible bidder;
2. Authorize the City Manager to negotiate and execute an agreement with R.E. Schultz Construction, Inc. for \$431,424.50, in substantially the form as attached and in such final form as approved by the City Attorney;
3. Authorize 15% of the awarded contract amount as contingency allowance to be used, if necessary, with the City Manager's approval, for unforeseen conditions;
4. Authorize the City Manager to negotiate and execute any amendments to the agreement; and
5. Adopt the following Resolution:

**RESOLUTION NO. 2022-10 – 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 (PROJECT NO. 21005 - RUBBERIZED PLAYGROUND SURFACING)**

## BACKGROUND:

Playgrounds at Palmview, Aroma, and Walmerado were improved using Proposition A Park Bond Funding "Prop A" granted by the County of Los Angeles. Prop A Funds were derived from the tax revenue generated by Neighborhood Parks Acts of 1992 and 1996 (the "Acts"). In addition to funding construction, the Acts included funding for the maintenance and servicing of grant-funded projects. After working closely with representatives of the County Regional Park and Open Space District, which administers Prop A funds, the City has received approval to use these funds, on a reimbursement basis, for the proposed replacement of surfacing for these three playgrounds.

Major work components include removal and disposal of existing playground surfacing including poured-in-place rubberized material, woodchips, and sand, protect existing playground equipment and footings in place and all related work at Palmview Park, Aroma Park and Walmerado Park. Field construction will be 30

working days.

#### **DISCUSSION:**

On November 19, 2021, staff advertised the construction bid package. The following four (4) bids were received by the City at the Bid Opening held on December 16, 2021, at 11 am.

<b>Contractor Name</b>	<b>Total Bid Amount</b>
R.E. Schultz Construction, Inc.	\$431,424.50
Western State Builders	\$573,225.00
Ravand Construction Company	\$580,648.60
CWS Systems	\$645,600.00

Staff conducted a bid analysis including checking references, California Contractor Licensing, Department of Industrial Relations registration, State and Federal debarment list review for the apparent low bidder, R.E. Schultz Construction, Inc.

#### Lowest Responsive Bid

The lowest responsive bid was submitted by R.E. Schultz Construction, Inc. in the amount of \$431,424.50. Following Council's approval, the City will enter into an agreement with R.E. Schultz Construction, Inc. in substantially the form as attached in Attachment No. 1 and in such final form as approved by the City Attorney.

#### Budget

The following is the breakdown of the project budget:

Construction Cost	\$431,424.50
Contingency Budget - (15%) Allowance authorization to staff to utilize for unforeseen conditions as necessary	\$64,713.70
<b>Total Construction Budget</b>	<b>\$496,138.20</b>
<b>Project Management and Administration (Preparation of Bid Documents)</b>	\$21,000.00
<b>Construction Management and Inspection</b>	\$49,614.00
<b>Newspaper Advertisement, Misc. Expenses</b>	\$3,000.00
<b>Total Project Budget</b>	<b>\$569,752.20</b>

#### **LEGAL REVIEW:**

The City Attorney's Office has reviewed the resolution and approved it as to form and will approve the final form of the construction agreement.

#### **OPTIONS:**

The City Council has the following options:

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

#### **ENVIRONMENTAL REVIEW:**

The proposed Project is a project subject to CEQA. Staff has reviewed the proposed project and has determined that it is categorically exempt from CEQA pursuant to CEQA Guidelines Section(s) 15302: Replacement or reconstruction; (c) Replacement or reconstruction of existing utility and/or facilities involving negligible or no expansion of capacity.

**Prepared by:** Okan Demirci, PE, QSD/P

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#### **Fiscal Impact**

##### **FISCAL IMPACT:**

The funds available for this project are shown in the table below. \$500,000 is included in the approved budget. The attached budget amendment appropriates the additional funding necessary to cover the costs of the project. The full cost of the project will be reimbursed by the County.

<b>Project No.</b>	<b>Funds</b>	<b>Account No.</b>	<b>Amount</b>
21005	143 LA Co Pk/Prop A	143.80.7004.7700	\$569,752.20
<b>Total</b>			<b>\$569,752.20</b>

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#### **Attachments**

Attachment No. 1 - Resolution No. 2022-10 (Budget Amendment)

Attachment No. 2 - Agreement with R.E. Schultz

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**CITY COUNCIL GOALS & OBJECTIVES:** Protect Public Safety  
Enhance City Image and Effectiveness  
Achieve Fiscal Sustainability and Financial Stability  
A Creative and Active Community



# AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

**DATE:** 02/01/2022

**TO:** Mayor and City Council

**FROM:** David Carmany  
City Manager

**SUBJECT: CONSIDERATION OF CONTRACT AGREEMENT FOR SIDEWALK INSPECTION  
AND MAINTENANCE SERVICES**

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## RECOMMENDATION:

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

1. Authorize the City Manager to negotiate and execute an agreement with Safe Sidewalks Incorporated dba Precision Concrete Cutting for \$240,000 annually, for a three-year term, with the option to extend for two (2) additional one-year period, in substantially the form as attached and in such final form as approved by the City Attorney;
2. Authorize the City Manager to negotiate and execute any amendments to the agreement.

## BACKGROUND:

In July 2019 the California Joint Powers Insurance Authority (California JPIA) completed an Initial Risk Management Evaluation (IRME) of the City of West Covina (Attachment 1). The IRME was conducted to assist the City in addressing areas in which risk exposure or loss data support the need for change in operations or activity. The IRME outlines the various areas of concern identified during evaluation by examining key areas of city operations. IRME Action item 2019-039 requires that the City develop and implement formal inspection and repair standards to guide the inspection and maintenance of sidewalks and related infrastructure features. This is considered a best management practice.

The City of West Covina has over 235 miles of public streets, with the majority including concrete sidewalks. In addition, the City has paved walkways and paths at City buildings, parks, and paseos. Over time, sidewalks, walkways, and paths can become damaged or displaced, which can result in a barrier to accessibility and may result in damage or injury to users.

Common damage to concrete walking surfaces is uplift caused by the growth of adjacent trees and settlement caused by failure of the underlying soil. In such cases, the result may be a complete walkway with multiple cracks in the concrete. In such cases, removal and replacement of the walkway is required.

To better understand, quantify, and address the poor condition of the City's sidewalks, walkways and curb ramps, the Public Services Department would like to utilize the California JPIA's Master Services Agreement (Attachment No. 3) with Safe Sidewalks Inc. <https://safesidewalks.com/> dba Precision Concrete Cutting.

**DISCUSSION:**

The City is a California JPIA member and is allowed to directly enter into a contract with Precision Concrete Cutting through the Master Services Agreement (Attachment 3). The Master Services Agreements allows members to take advantage of favorable pricing related to sidewalk inspection and maintenance on an as-needed basis. These services provided by Precision will mitigate dangerous conditions when sidewalk deviations occur.

**LEGAL REVIEW:**

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

**OPTIONS:**

The City Council has the following options:

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

**Prepared by:** Renee M. G. Chavez

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**Fiscal Impact****FISCAL IMPACT:**

The funds available for this project in FY 2021-2022 are as follows:

Project No.	Funds	Account No.	Amount
21031	Sidewalk Assessment & Repair	124.80.7005.7200	\$240,000.00
<b>Total</b>			<b>\$240,000.00</b>

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**Attachments**

Attachment No. 1 - California JPIA Initial Risk Management Evaluation

Attachment No. 2 - Agreement with Safe Sidewalks dba Precision Concrete Cutting

Attachment No. 3 - Master Service Agreement

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**CITY COUNCIL GOALS & OBJECTIVES:** Protect Public Safety  
Enhance City Image and Effectiveness  
Achieve Fiscal Sustainability and Financial Stability