



CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

**APRIL 5, 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**

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 APRIL 5, 2022, 7:00 PM
REGULAR MEETING**

INVOCATION

Led by Pastor Samuel Martinez from Amazing Love Ministries.

PLEDGE OF ALLEGIANCE

Led by Councilman Wu

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.

APPROVAL OF MEETING MINUTES

- 1) CONSIDERATION OF APPROVAL OF THE MARCH 15, 2022, CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING MINUTES AND THE MARCH 15, 2022, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES.**

It is recommended that the City Council approve the March 15, 2022, Closed Session Meeting Minutes and the March 15, 2022 Regular Session Meeting Minutes.

COMMISSION SUMMARY OF ACTIONS

**2) MINUTES OF COMMUNITY AND SENIOR SERVICES COMMISSION
REGULAR MEETING HELD ON NOVEMBER 9, 2021, JANUARY 11, 2022, AND THE
SPECIAL MEETING ON FEBRUARY 22, 2022.**

It is recommended that the City Council receive and file the minutes of the regular meetings of the Community and Senior Services Commission held on November 9, 2021 and January 11, 2022, and the Special Meeting held on February 22, 2022.

ORDINANCES FOR ADOPTION - Procedural Waiver. *Waive full reading of each ordinance on the agenda and authorize the approval of each ordinance by title only.*

**3) CONSIDERATION OF ADOPTION OF ORDINANCE NO. 2495 - ADOPTING A NEW
OFFICIAL COUNCIL DISTRICT MAP FOR THE CITY OF WEST COVINA BASED ON THE
RESULTS OF THE 2020 U.S. CENSUS**

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

**ORDINANCE NO. 2495 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
WEST COVINA, CALIFORNIA, ADJUSTING THE BOUNDARIES OF CITY COUNCIL
DISTRICTS AND ADOPTING A NEW OFFICIAL COUNCIL DISTRICT MAP FOR THE
CITY OF WEST COVINA BASED ON THE RESULTS OF THE 2020 U.S. CENSUS**

CITY MANAGER'S OFFICE

**4) CONSIDERATION OF RESOLUTION NO. 2022-29 DETERMINING THERE IS A NEED TO
CONTINUE THE LOCAL EMERGENCY**

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

**RESOLUTION NO. 2022-29 - 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, JANUARY 4, 2022, FEBRUARY 1, 2022 AND MARCH 1, 2022**

**5) CONSIDERATION OF RESOLUTION NO. 2022-31 DETERMINING THERE IS A NEED TO
CONTINUE THE LOCAL EMERGENCY PROCLAIMED ON JANUARY 26, 2022 DUE TO
DAMAGES CAUSED BY HIGH WINDS**

Staff recommends that the City Council adopt the following resolution:

**RESOLUTION NO. 2022-31 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF WEST COVINA, CALIFORNIA, DETERMINING THE NEED TO FURTHER
CONTINUE THE LOCAL EMERGENCY PROCLAIMED ON JANUARY 26, 2022 AND
PREVIOUSLY CONTINUED ON MARCH 1, 2022, DUE TO DAMAGES CAUSED BY
HIGH WINDS**

COMMUNITY DEVELOPMENT

6) CONSIDERATION OF AGREEMENT FOR SEWER MAIN REPLACEMENT - PORTION OF AZUSA AVENUE & CITRUS STREET - PROJECT NO. 21011 & 21012

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

1. Award the construction agreement for the Sewer Main Replacement - Portion of Azusa Avenue & Citrus Street Project (Projects Nos. 21011 & 21012) to GRBCON, Inc. as the lowest responsible bidder;
2. Authorize the City Manager to execute the agreement with GRBCON, Inc. for \$358,911.00;
3. Authorize 10% of the awarded contract amount as contingency allowance to be used, if necessary, with the City Manager's approval, for unforeseen conditions; and
4. Authorize the City Manager to negotiate and execute any amendments to the agreement.

7) CONSIDERATION OF AGREEMENT WITH KIMLEY-HORN AND ASSOCIATES, INC. FOR PREPARATION OF A LOCAL ROAD SAFETY PLAN (LRSP)

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

1. Approve a Professional Services Agreement with Kimley-Horn and Associates, Inc. in the amount of \$79,933., to prepare a Local Road Safety Plan; and
2. Authorize the City Manager to negotiate and execute the agreement and any future amendments to the agreement; and
3. Adopt the following resolution:

RESOLUTION NO. 2022-023 - 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 (LOCAL ROAD SAFETY PLAN GRANT)

8) CONSIDERATION OF THE GENERAL PLAN ANNUAL REPORT FOR 2021

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

9) CONSIDERATION OF AGREEMENT FOR CITY HALL 1ST FLOOR RESTROOM IMPROVEMENTS - PROJECT NO. 22023

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

1. Waive the minor irregularities in the bid submitted by Fino Builders Inc. and award the construction agreement for the City Hall 1st Floor Restroom Improvements (Project No. 22023) to Fino Builders Inc. as the lowest responsible bidder;
2. Authorize the City Manager to execute the agreement with Fino Builders Inc. for \$95,000.00;
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 to establish a project budget:

RESOLUTION NO. 2022-27 - 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 (CITY HALL FIRST FLOOR RESTROOM IMPROVEMENTS)

10) CONSIDERATION OF CONTRACT AGREEMENT FOR CAMERON PARK RESTROOM IMPROVEMENTS - PROJECT NO. 22024

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

1. Award the construction agreement for the Cameron Park Restroom Improvements Project (Project No. 22024) to ACE Construction, Inc. as the lowest responsible bidder;
2. Authorize the City Manager to execute the agreement with ACE Construction, Inc. for \$183,116.79;
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 to establish a project budget:

RESOLUTION NO. 2022-28 - 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 (CAMERON PARK RESTROOM IMPROVEMENTS)

FINANCE DEPARTMENT

11) CONSIDERATION OF LONG-RANGE FINANCIAL FORECAST FOR FISCAL YEARS ENDING 2023-2027

It is recommended that City Council receive and file the Long-Range Financial Forecast for fiscal years ending 2023-2027.

12) CONSIDERATION OF RESOLUTION NO. 2022-26 - AUTHORIZING EXAMINATION OF SALES AND USE TAX RECORDS

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

RESOLUTION NO. 2022-26 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AUTHORIZING EXAMINATION OF SALES AND USE TAX RECORD

HUMAN RESOURCES/RISK MANAGEMENT

13) CONSIDERATION OF RESOLUTION NO. 2022-24 REPEALING AND REPLACING THE SALARY SCHEDULE FOR FULL TIME CLASSIFICATIONS

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

RESOLUTION NO. 2022-24- A RESOLUTION OF THE CITY COUNCIL OF THE CITY

**OF WEST COVINA, CALIFORNIA, REPEALING AND REPLACING THE SALARY
SCHEDULE FOR FULL-TIME CLASSIFICATIONS OF THE CITY OF WEST COVINA**

END OF CONSENT CALENDAR

HEARINGS

PUBLIC HEARINGS

- 14) **Consideration of Resolution of Intent and first reading of Ordinance Amending the Contract Between the California Public Employees' Retirement System and the City of West Covina to Implement Cost-Sharing in Accordance with Section 20516 of the California Government Code and the Memorandum of Understanding Between the City of West Covina and West Covina Police Officers' Association**

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

1. Adopt the following resolution:

RESOLUTION NO. 2022-25 - A RESOLUTION OF INTENTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, TO APPROVE AN AMENDMENT TO THE CONTRACT BETWEEN THE CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM AND THE CITY OF WEST COVINA

2. Introduce for first reading, by title only, further reading waived, the following ordinance:
ORDINANCE NO. 2496 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AUTHORIZING AN AMENDMENT TO THE CONTRACT BETWEEN THE CITY OF WEST COVINA AND THE BOARD OF ADMINISTRATION OF THE CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

3. Authorize the City Clerk to execute all certifications required by CalPERS related to the contract amendment.

DEPARTMENTAL REGULAR MATTERS

PUBLIC SERVICES

- 15) **CONSIDERATION OF AN AGREEMENT WITH LOS ANGELES CENTERS FOR ALCOHOL AND DRUG ABUSE (LA CADA) TO PROVIDE HOMELESS SERVICES**

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

1. Provide direction regarding an agreement with the Los Angeles Centers for Alcohol and Drug Abuse (LA CADA);
2. Authorize the City Manager to negotiate and execute all necessary documents, in such final form as approved by the City Attorney, to carry out the City Council's direction; and
3. Adopt the following Resolution:

RESOLUTION NO. 2022-32 - 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 (LA CADA)**

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

April 19, 2022

7:00 PM

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| 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: 04/05/2022

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF APPROVAL OF THE MARCH 15, 2022, CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING MINUTES AND THE MARCH 15, 2022, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES.

RECOMMENDATION:

It is recommended that the City Council approve the March 15, 2022, Closed Session Meeting Minutes and the March 15, 2022 Regular Session Meeting Minutes.

DISCUSSION:

That the City Council adopt the attached minutes.

Prepared by: Lisa Sherrick; Assistant City Clerk

Attachments

Attachment No. 1 - 3/15/2022 Closed Session Minutes Draft

Attachment No. 2 - 3/15/2022 Regular Session Minutes Draft

CITY COUNCIL GOALS & OBJECTIVES: Enhance City Image and Effectiveness



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 04/05/2022

TO: Mayor and City Council

FROM: David Carmany
City Manager

**SUBJECT: MINUTES OF COMMUNITY AND SENIOR SERVICES COMMISSION
REGULAR MEETING HELD ON NOVEMBER 9, 2021, JANUARY 11, 2022, AND THE
SPECIAL MEETING ON FEBRUARY 22, 2022.**

RECOMMENDATION:

It is recommended that the City Council receive and file the minutes of the regular meetings of the Community and Senior Services Commission held on November 9, 2021 and January 11, 2022, and the Special Meeting held on February 22, 2022.

BACKGROUND:

The attached meeting minutes are for the regular Community and Senior Services Commission meetings held on November 9, 2021 and January 11, 2022, and the Special Meeting held on February 22, 2022.

Prepared by: Deborah Johnston, Administrative Assistant II

Attachments

Attachment No. 1 - November 9, 2021, Community & Senior Services Commission Regular Meeting Minutes.

Attachment No. 2 - January 11, 2022, Community & Senior Services Commission Regular Meeting Minutes.

Attachment No. 3 - February 22, 2022, Community & Senior Services Commission Special Meeting Minutes.

CITY COUNCIL GOALS & OBJECTIVES: Enhance City Image and Effectiveness
A Creative and Active Community



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 04/05/2022

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF ADOPTION OF ORDINANCE NO. 2495 - ADOPTING A NEW OFFICIAL COUNCIL DISTRICT MAP FOR THE CITY OF WEST COVINA BASED ON THE RESULTS OF THE 2020 U.S. CENSUS

RECOMMENDATION:

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

ORDINANCE NO. 2495 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADJUSTING THE BOUNDARIES OF CITY COUNCIL DISTRICTS AND ADOPTING A NEW OFFICIAL COUNCIL DISTRICT MAP FOR THE CITY OF WEST COVINA BASED ON THE RESULTS OF THE 2020 U.S. CENSUS

BACKGROUND:

California law requires that City Council districts be updated to reflect data from the 2020 Census. These districts will be used for future elections of the West Covina City Council, including for the filling any vacancy in the office of a member of the City Council. Districts must comply with the United States Constitution, the Voting Rights Act, and the California Elections Code.

The districts are to contain substantially equal population. In adopting boundaries, cities are required to use the following criteria: (1) districts should be geographically contiguous, (2) districts should respect the geographic integrity of any local neighborhood or local community of interest, including racial, ethnic, and language minorities, in a manner that minimizes division, (3) district boundaries should be easily identifiable and understandable by residents, (4) districts should be drawn to encourage geographic compactness, and (5) districts should not be drawn for the purpose of favoring or discriminating against an incumbent, political candidate, or political party.

On January 17, 2017, the City Council adopted Ordinance No. 2310 to change from an at-large election system to by-district elections with five districts. At the December 5, 2017 Council meeting, the City Council adopted Ordinance No. 2328, designating the boundaries for the five single-member districts and the sequence of district elections. The current Council District Map is included as Attachment No. 2.

Every ten years, cities with by-district election systems must use new census data to review and, if needed, redraw district lines to reflect how local populations have changed. This process, called redistricting, ensures all districts have nearly equal population. The redistricting process for the City

of West Covina must be completed by April 17, 2022.

On May 3, 2021, the City released an RFP for redistricting services. On May 24, 2021, the City received three proposals and at the September 21, 2021 Council meeting a contract was awarded to National Demographics Corporation (NDC).

The redistricting process requires four public hearings to receive public input regarding the composition of district boundaries. The City held public hearings and workshops on November 18, 2021, and January 18, March 1 and March 15, 2022. On March 15, 2022, the West Covina City Council, by a 4-0 vote (Councilwoman Lopez-Viado was absent), introduced for first reading Ordinance No. 2495, which will adjust the boundaries of City Council Districts and adopt a new Official Council District Map for the City of West Covina.

DISCUSSION:

The City has complied with all the statutory procedural requirements during this process, including the creation and maintenance of a redistricting page on the City's website. NDC drew boundary maps for the City Council's consideration that are based upon the 2020 Census data and criteria set forth by law.

At the March 1, 2022 City Council meeting, the City Council was presented with several maps that were population balanced. In accordance with state and federal law, the City Council considered the following criteria and interests in evaluating the maps: geographically contiguous boundaries, respecting geographic integrity of local neighborhoods and communities of interest in order to minimize division, easily identifiable boundaries, encouraging geographically compact districts and non-discrimination relating to political parties. After the City Council's review of the maps presented, the City Council gave direction to move forward with Map 105 as its preferred map.

The proposed ordinance (Attachment No. 1), which will adopt Map 105 as the Official Council District Map, is provided for second reading and adoption. Map 105 is included as Exhibit A to Attachment No. 1. The demographic data supporting the map based on the 2020 U.S. Census is included as Exhibit B to Attachment No. 1.

Staff recommends that the City Council conduct the second reading and adopt Ordinance No. 2495. The Ordinance will take effect on the 31st day following adoption, which is on or about May 6, 2022.

LEGAL REVIEW:

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

OPTIONS:

The City Council has the following options:

1. Conduct the second reading and adopt Ordinance No. 2495

Prepared by: Lisa Sherrick; Assistant City Clerk

Attachments

Attachment No. 1 - Ordinance No. 2495 Adopting Revised District Boundaries
Attachment No. 2 - Current Council District Map

CITY COUNCIL GOALS & OBJECTIVES: A Well-Planned Community



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 04/05/2022

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF RESOLUTION NO. 2022-29 DETERMINING THERE IS A NEED TO CONTINUE THE LOCAL EMERGENCY

RECOMMENDATION:

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

RESOLUTION NO. 2022-29 - 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, JANUARY 4, 2022, FEBRUARY 1, 2022 AND MARCH 1, 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, January 4, 2022, February 1, 2022 and March 1, 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.

Health authorities have reported the following totals since the start of the pandemic:

- 480,170,572 confirmed cases globally (as of March 28, 2022)
- 8,483,568 confirmed cases in California (as of March 27, 2022)
- 2,831,103 confirmed cases in Los Angeles County (as of March 27, 2022)
- 29,105 confirmed cases in West Covina (as of March 27, 2022)

As of March 4, 2022 in Los Angeles County, masks are no longer required in most indoor settings, but continue to be strongly recommended by Los Angeles County Department of Health. The Los Angeles County Department of Health continues to require masks for all persons, regardless of vaccination status, in higher transmission risk settings, including public transit, transportation hubs, healthcare settings, correctional facilities and detention centers, homeless shelters, emergency shelters and cooling centers, long-term care settings and adult and senior care centers.

On March 23, 2022, the LA County Health Department reported that Centers for Disease Control and Prevention (CDC) indicators and thresholds measuring community transmission of COVID-19 within Los Angeles County continue to be at a Substantial level.

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. 2022-29

CITY COUNCIL GOALS & OBJECTIVES: Protect Public Safety
Maintain Good Intergovernmental Relations
Achieve Fiscal Sustainability and Financial Stability



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 04/05/2022

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF RESOLUTION NO. 2022-31 DETERMINING THERE IS A NEED TO CONTINUE THE LOCAL EMERGENCY PROCLAIMED ON JANUARY 26, 2022 DUE TO DAMAGES CAUSED BY HIGH WINDS

RECOMMENDATION:

Staff recommends that the City Council adopt the following resolution:

RESOLUTION NO. 2022-31 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DETERMINING THE NEED TO FURTHER CONTINUE THE LOCAL EMERGENCY PROCLAIMED ON JANUARY 26, 2022 AND PREVIOUSLY CONTINUED ON MARCH 1, 2022, DUE TO DAMAGES CAUSED BY HIGH WINDS

BACKGROUND:

Southern California suffers from high wind conditions known as Santa Ana winds. As a result of 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.

On January 26, 2022, the City Manager, acting in his capacity as the City's Director of Emergency Services, proclaimed a local emergency as authorized by Government Code section 8630 and West Covina Municipal Code section 8-7(a)(1), due to the damage caused by the high winds on January 21, 2022 through January 23, 2022.

The City Council ratified the local emergency proclamation on February 1, 2022.

Section 8-7(a)(2) of the West Covina Municipal Code empowers the City Manager, as the Director of Emergency Services, to request that the City Council review and reevaluate the need for continuing the local emergency at least once every thirty (30) days until the City Council terminates the local emergency. The City Council determined there was a need to continue the local emergency on March 1, 2022.

DISCUSSION:

West Covina is seeking reimbursement for wind damage related expenses through the Governor's Office of Emergency Services (Cal OES). The City has submitted its Proclamation of Local Emergency and request for assistance as a result of the extreme wind storm that occurred the

weekend of January 21, 2022 to Cal OES.

Staff most recently met with Cal OES on February 24, 2022 and discussed the damage assessment, which is still being evaluated by Cal OES. Cal OES has recommended that the City keep the local emergency in effect until the reimbursement process is complete. Therefore, staff is requesting that the City Council determine there is a need to continue this local emergency.

LEGAL REVIEW:

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

OPTIONS:

The City Council has the following options:

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

Prepared by: David Carmany, City Manager

Attachments

Attachment No. 1 - Resolution No. 2022-31

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: 04/05/2022

TO: Mayor and City Council

FROM: David Carmany
City Manager

**SUBJECT: CONSIDERATION OF AGREEMENT FOR SEWER MAIN REPLACEMENT -
PORTION OF AZUSA AVENUE & CITRUS STREET - PROJECT NO. 21011 & 21012**

RECOMMENDATION:

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

1. Award the construction agreement for the Sewer Main Replacement - Portion of Azusa Avenue & Citrus Street Project (Projects Nos. 21011 & 21012) to GRBCON, Inc. as the lowest responsible bidder;
2. Authorize the City Manager to execute the agreement with GRBCON, Inc. for \$358,911.00;
3. Authorize 10% of the awarded contract amount as contingency allowance to be used, if necessary, with the City Manager's approval, for unforeseen conditions; and
4. Authorize the City Manager to negotiate and execute any amendments to the agreement.

BACKGROUND:

As required by the State Water Resources Control Board, every owner and operator of publicly owned sewer systems is required to develop and implement a system specific Sewer System Management Plan (SSMP). This plan sets forth goals and actions to be followed, and guidelines for various activities involved in managing, operating, maintaining, repairing, replacing and expanding the sewer system. In 2016, the City of West Covina prepared a Sewer System Management Plan (SSMP).

The City's SSMP recommends capital improvement projects for necessary sewer system rehabilitation and maintenance. The SSMP identified portions of Azusa Avenue and Citrus Street sewer mainline for replacement. The selected sewer segments as part of this project are based on the recommendations identified within City's SSMP document.

The proposed work includes replacement of existing sewer main by pipebursting method on North Azusa Avenue between 630' south of West Badillo Street and East Puente Avenue; and replacement of existing sewer main on South Citrus Avenue between Cortez Street and East Vanderhoof Drive. These proposed sewer main segments will be further reviewed with sewer video inspection before the work starts to finalize the actual limits of work and rehabilitation. Approximately 1,160 linear feet of existing sewer main will be rehabilitated as part of this project.

DISCUSSION:

On January 6, 2022, staff advertised the construction bid package. The following five (5) bids were received by the City at the Bid Opening held on January 26, 2022, at 1 pm.

| Contractor Name | Total Bid Amount |
|--|-------------------------|
| GRBCON, Inc. | \$358,911.00 |
| Christensen Brothers General Engineering, Inc. | \$573,780.00 |
| Ramona, Inc. | \$585,300.00 |
| Mike Prlich and Sons, Inc. | \$587,520.00 |
| Valverde Construction, Inc. | \$653,813.00 |

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, GRBCON, Inc.

Lowest Responsive Bid

The lowest responsive bid was submitted by GRBCON, Inc. in the amount of \$358,911.00. Following Council's approval, the City will enter into an agreement with GRBCON, Inc. (Attachment No. 1).

Budget

The following is the breakdown of the project budget:

| | |
|--|---------------------|
| Construction Costs | \$358,911.00 |
| 10% Contingency Budget Allowance | \$35,891.10 |
| Total Construction Cost | \$394,802.10 |
| Project Management and Administration (Preparation of Bid Documents) | \$40,000.00 |
| Construction Management and Inspection | \$40,000.00 |
| Newspaper Advertisement, Misc. Expenses | \$5,000.00 |
| Total Project Cost | \$479,802.10 |

If approved tonight and once the agreement is fully executed, it will take approximately three months to complete the project, with anticipated completion by August 2022.

LEGAL REVIEW:

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

OPTIONS:

The City Council has the following options:

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

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

Fiscal Impact

FISCAL IMPACT:

The funds available for this project are as follows:

| Project No. | Project Name | Fund | Account No. | FY2021-22 CIP Budget | Project Cost |
|--------------------|--|-------------|--------------------|-----------------------------|---------------------|
| 21011 | Sewer Main Replacement - Portion of Azusa Ave. | 189 Sewer | 189.80.7007.7300 | \$295,000.00 | \$249,802.10 |
| 21012 | Sewer Main Replacement - Portion of Citrus St. | 189 Sewer | 189.80.7007.7300 | \$230,000.00 | \$230,000.00 |
| Total | | | | \$525,000.00 | \$479,802.10 |

Attachments

Attachment No. 1 - Construction Services Agreement with GRBCON, Inc.

CITY COUNCIL GOALS & OBJECTIVES: Protect Public Safety
Enhance City Image and Effectiveness
A Well-Planned Community



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 04/05/2022

TO: Mayor and City Council

FROM: David Carmany
City Manager

**SUBJECT: CONSIDERATION OF AGREEMENT WITH KIMLEY-HORN AND ASSOCIATES, INC.
FOR PREPARATION OF A LOCAL ROAD SAFETY PLAN (LRSP)**

RECOMMENDATION:

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

1. Approve a Professional Services Agreement with Kimley-Horn and Associates, Inc. in the amount of \$79,933., to prepare a Local Road Safety Plan; and
2. Authorize the City Manager to negotiate and execute the agreement and any future amendments to the agreement; and
3. Adopt the following resolution:

RESOLUTION NO. 2022-023 - 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 (LOCAL ROAD SAFETY PLAN GRANT)

BACKGROUND:

On December 22, 2020, the City submitted the Local Road Safety Plan (LRSP) grant funding request to the State. On December 7, 2021, the City received the approved allocation letter from Caltrans, approving a grant of State funds in the amount of \$84,000 for the project and authorizing the City to proceed with the project effective December 7, 2021. The State grant requires a local match of 10%.

The LRSP will identify and analyze roadway safety concerns, resulting in recommendations for potential roadway safety improvements to reduce or eliminate safety issues identified by the plan. Furthermore, the LRSP enables the City to apply for grant funding through the Highway State Safety Improvement Program, which has become a requirement of the grant this year. The LRSP will be prepared in conformance with Federal and State standards.

DISCUSSION:

On January 17, 2022, the City issued a Request for Proposal (RFP) to Provide Planning & Engineering Services for the Preparation of Local Roadway Safety Plan (LRSP) with a proposal due date of February 1, 2022. Four (4) firms submitted proposals: Kimley-Horn and Associates, Inc.; KOA Corporation; Linscott - Law & Greenspan Engineers; and Minagar & Associates, Inc. The proposals were evaluated based on criteria identified on the RFP including qualifications, experience, quality

and completeness of proposal, qualifications and experience of key personnel and staff, demonstrated understanding of the scope of services requested, and references.

Staff reviewed the proposals and determined that the proposal from Kimley-Horn and Associates, Inc. is the most comprehensive and demonstrates the best understanding of the project. Kimley-Horn and Associates, Inc. showed on its proposal project experience in preparation of LRSP for approximately 46 counties and cities in Southern California. Some of these agencies include City of Anaheim, Artesia, Palm Desert and Perris. The proposed project manager and proposed team also demonstrated required qualifications and experience providing similar services to the referenced agencies. Kimley-Horn is the second-lowest proposal (approximately \$1,500 more than the lowest bid); however, they have extensively more experience in preparing LRSP's compared to the lowest bidder. The lowest bidder's proposal referenced experience in preparing two LRSPs.

Staff recommends that the City Council approve a professional services agreement with Kimley-Horn and Associates, Inc. for the preparation of the LRSP for a total negotiated amount of \$79,933.79 and authorize the City Manager to execute the agreement and future amendments to the agreement. Staff is also recommending that the Council adopt the proposed resolution approving a budget amendment in the amount of the grant received from the State, \$84,000. If approved tonight, the LRSP will take approximately 4 months to complete, with an anticipated completion date in August 2022.

LEGAL REVIEW:

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

OPTIONS:

The City Council has the following options:

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

Prepared by: Okan Demirci, CIP Manager

Fiscal Impact

FISCAL IMPACT:

The following is the breakdown of the project budget:

| | |
|--|--------------------|
| Local Road Safety Plan (LRSP) Contract | \$79,933.79 |
| Project Management Cost (10%) | \$7,993.38 |
| Total Project Budget | \$87,927.17 |

The total cost for preparation of the LRSP, including project management, will be covered by the State Grant Funds in the amount of \$84,000 with a 10% local match required. The funds available for this project are as follows:

| Project No. | Funds | Account No. | Amount |
|-------------|-------------------------|------------------------------------|-------------|
| 22025 | Caltrans LRSP | 232.80.7005.7200 22025.232.7200 | \$79,134.45 |
| 22025 | Measure R (Local Match) | 224.80.7005.7200 22025.224.7200 | \$8,792.72 |
| Total | | | \$87,927.17 |

Attachments

- Attachment No. 1 - Agreement with Kimley-Horn and Associates
Attachment No. 2 - Resolution No. 2022-023 (Budget Amendment)
-

CITY COUNCIL GOALS & OBJECTIVES: Protect Public Safety
A Well-Planned Community



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 04/05/2022

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF THE GENERAL PLAN ANNUAL REPORT FOR 2021

RECOMMENDATION:

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

BACKGROUND:

Each California city is required to have an adopted General Plan. Pursuant to California law, a General Plan must have seven required elements, including Land Use, Circulation, Housing, Conservation, Open Space, Noise, and Safety. The Housing Element is the only element that has a statutory requirement to be updated periodically. While the General Plan Update is typically managed by the Planning Division, the required elements also include policies for other Divisions/Departments including Engineering (Circulation), Community Services (Open Space), Community and Economic Development (Housing), Fire, Police and Public Services (Safety).

On December 20, 2016, the City Council adopted an updated General Plan and certified the Environmental Impact Report (EIR). Included with its adoption was an implementation program (policies and actions) to guide future decision-making on development, resource management, public safety, public services, and general community well-being.

California Government Code section 65400 requires an annual report be given to the legislative body on the status of implementing the goals of the General Plan to be presented to the City Council each year. This report also covers the efforts made during the last year in implementing the programs of the Housing Element as well as actual building permit activity. The General Plan annual report must also be submitted to the California Department of Housing and Community Development (HCD) and Office of Planning and Research (OPR) prior to April 1st.

The last Annual Report was reviewed by the City Council on March 16, 2021, reviewing the policies and actions taken in 2020. The current Annual Report provides information on policies and actions for 2021. This report will allow the City Council and community to evaluate General Plan policies and actions, as well as provide information on the Housing Element during the last year of the 2014-2021 period (5th cycle). The City is currently updating the Housing Element for the 2021-2029 planning period (6th cycle).

DISCUSSION: ESTIMATED POTENTIAL DEVELOPMENT

In the "Our Well Planned Community" chapter of the General Plan, estimates are provided for the amount of development in the City over the 20-year horizon of the General Plan. Projected growth is divided geographically with the majority being in the Downtown district. In addition to the Downtown, the General Plan also identifies other areas in the City where growth can be accommodated. These areas are divided into three categories; districts, corridors, and neighborhood centers. Downtown is included in the Districts category. The Development Chart is included as Attachment No. 1. The chart also includes the forecasted development identified in the General Plan and the cumulative number of units and/or square footage constructed in 2021. Units and square footage constructed are reported based on the issuance of building permits, rather than certificates of occupancy to be consistent with the Housing Element reporting. This allows staff to reliably and regularly track actual development against the amount of development that was studied in the Program Environmental Impact Report (EIR) and in the General Plan.

During 2021, no building permits were finalized for new commercial buildings in the specified areas (Eastland Center, Auto Plaza, BKK Districts, and the following corridors: North Azusa, South Glendora, and Sunset). Building permits were issued for the following locations, but the construction is not yet complete:

| Specified Areas | Square Footage | Project | Address |
|------------------------|-----------------------|--------------------------------|-------------------------|
| Eastland Center | 2,925 | Jollibee drive-thru Restaurant | 147 N. Barranca Street |
| South Glendora | 4,275 | New Auto Repair Shop | 928 S. Glendora Avenue |
| South Glendora | 1,850 | New Commercial Building | 1030 S. Glendora Avenue |
| Sunset Avenue | 905 | New Carwash Building | 901 N. Sunset Avenue |

In addition, the City has issued building permits for the following locations outside of the specified areas:

- 2539 E. Garvey Avenue North - New shopping center with new 34,860 square foot grocery store building and 7,595 square foot retail building

GENERAL PLAN POLICIES AND STATUS

Through this reporting process, the Planning Division provides annual updates on the progress of the City in meeting the goals, policies, and actions identified in the General Plan (including the Housing Element). Staff updated the chart (Attachment No. 2) listing the goals, policies, and actions of the General Plan, as well as their current status. Items marked "Ongoing" are actions with no definitive end date. Items marked "In Progress" have been initiated but not yet completed. Items marked "Completed" have been implemented. Items marked "Not Initiated" have not been started. The General Plan and Housing Element include a menu of goals and objectives allowing the City to evaluate and select actions to focus on in the near future. To allow the General Plan to stay a valuable tool for staff and the community, goals and objectives should be modified from time to time so that the menu continues to be relevant.

HOUSING ELEMENT

The Housing Element is one of the seven required elements of a General Plan. It is unique in that it is the only element that is required to be updated at regular intervals and is required to be certified by the California Department of Housing and Community Development (HCD). The Housing Element was modified as part of the General Plan update process and was adopted by the City Council in 2016. HCD certified the revised Housing Element on April 5, 2017. The City is currently working updating the Housing Element for the 6th cycle.

One of the most important aspects of the Housing Element is the requirement to plan for growth for the number and type of housing units required by the Regional Housing Needs Assessment (RHNA). The State determines the number of housing units needed in the State, then divides that total number up among regions. The Southern California region is addressed through the Southern California Association of Governments (SCAG). The number of units assigned to West Covina for the 5th cycle was 831 housing units across all income categories (very low income = 217, low income = 129, moderate income = 138 and above moderate income = 347). The requirement of the City is to provide information that the zoning in the City allows for at least that many housing units be constructed. This information is provided in the Housing Element and is part of the evaluation of HCD prior to certifying a Housing Element. Note that the Annual Progress Report Numbers are based on the calendar year, but RHNA cycles are not. The HCD Annual Progress Report form assigns all of 2021 to the 5th cycle.

The units assigned to West Covina for the 6th cycle is 5,334 total housing units across all income categories (very low income = 1,649, low income = 848, moderate income = 863 and above moderate income = 1,974). The housing units constructed this year (2022) will be counted towards this planning cycle and will be reported next year.

Staff has completed the required HCD forms to report on the new housing construction activity and the progress on the programs included in the Housing Element. This Housing Element term is from 2014 to 2021. This information is provided in Attachment No. 3. In 2021, building permits were issued for 50 new housing units (2 new single-family house and 48 accessory dwelling units). This increases the number of units issued permits in this term to 790 units. During this review period (2014 to 2021), there have been several housing developments constructed in the City, the largest of which is the 450-unit Colony development on Glendora Avenue. All the units have been market rate units (i.e., above moderate income), with no affordable units being constructed in that time frame. The housing units approved for the West Cameron II, Vincent Place Specific Plan, and Walnut Grove Specific Plan projects will count towards the 6th cycle RHNA.

CONCLUSION

This report covers the implementation of the goals of the General Plan for 2021, as well as development progress made within the adopted EIR and Housing Element.

LEGAL REVIEW:

The City Attorney's Office has reviewed this report.

Prepared by: Jo-Anne Burns, Planning Manager

Fiscal Impact

FISCAL IMPACT:

There is not a fiscal impact associated with this item.

Attachments

Attachment No. 1 - Development Chart

Attachment No. 2 - Policy Chart

Attachment No. 3 - Housing Element Annual Progress Report

CITY COUNCIL GOALS & OBJECTIVES: Enhance City Image and Effectiveness
Maintain Good Intergovernmental Relations
A Well-Planned Community



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 04/05/2022

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF AGREEMENT FOR CITY HALL 1ST FLOOR RESTROOM IMPROVEMENTS - PROJECT NO. 22023

RECOMMENDATION:

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

1. Waive the minor irregularities in the bid submitted by Fino Builders Inc. and award the construction agreement for the City Hall 1st Floor Restroom Improvements (Project No. 22023) to Fino Builders Inc. as the lowest responsible bidder;
2. Authorize the City Manager to execute the agreement with Fino Builders Inc. for \$95,000.00;
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 to establish a project budget:

RESOLUTION NO. 2022-27 - 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 (CITY HALL FIRST FLOOR RESTROOM IMPROVEMENTS)

BACKGROUND:

Pursuant to the City Council's goals to enhance the City's image, bring facilities to standard, and update public restrooms to provide access to clean and working facilities, the City is pursuing improvements to our facilities. The City Hall restrooms have had maintenance deferred and are in need of improvements. The City Hall 1st Floor Restroom Project includes upgrades/improvements, installation of restroom accessories including water closet, urinal, hand dryer, tissue dispenser, and other related fixtures.

DISCUSSION:

On February 21, 2022, staff advertised construction bid package. The following five (5) bids were received by the City at the Bid Opening held on March 10, 2022, at 1 pm.

| Contractor Name | Total Bid Amount |
|-----------------|------------------|
| | |

| Contractor Name | Total Bid Amount |
|---|-------------------------|
| Fino Builders, Inc. | \$95,000.00 |
| RS Construction & Development, Inc. | \$124,000.00 |
| Corral Construction & Development, Inc. | \$144,022.00 |
| ACE Construction, Inc. | \$155,000.00 |
| Acro Constructors | \$179,760.00 |

Lowest Responsible Bidder

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, Fino Builders Inc. The proposal submitted by Fino Builders Inc. had a few minor irregularities relating to the references it submitted for prior similar it had work performed for other public agencies. Staff reviewed the irregularities and found them to be minor as they do not change the unit prices bid, quantity, quality, or performance obligations, and did not provide an unfair advantage over the other bidders. As such, staff is recommending that the City Council waive these minor irregularities in the bid documents and award the contract to Fino Builders Inc. Following Council's approval, the City will enter into an agreement with Fino Builders Inc. (Attachment No. 1).

Estimated Cost

The following is the breakdown of the total estimated project cost:

| | |
|--|---------------------|
| Base Construction Contract | \$95,000.00 |
| Contingency allowance (15%) | \$14,250.00 |
| Total Construction Estimate | \$109,250.00 |
| Project Management and Administration (Preparation of Bid Documents) | \$10,000.00 |
| Construction Management and Inspection | \$11,000.00 |
| Total Estimated Project Cost | \$130,250.00 |

Project Timeline

Once notice to proceed is issued, it will take approximately 40 days to complete the restroom improvements.

LEGAL REVIEW:

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

OPTIONS:

The City Council has the following options:

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

ENVIRONMENTAL REVIEW:

The proposed 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, CIP Manager

Fiscal Impact

FISCAL IMPACT:

Funding for this project is available in the Capital Improvement Fund (Fund 160). The attached budget amendment allocates the funding for this project as follows:

| Project No. | Funds | Account No. | Amount |
|-------------|-------------------------------------|------------------|---------------------|
| 22023 | Capital Improvement Fund (Fund 160) | 160.80.7001.7500 | \$130,250.00 |
| Total | | | \$130,250.00 |

Attachments

- Attachment No. 1 - Construction Services Agreement with Fino Builders Inc.
Attachment No. 2 - Resolution No. 2 2022-27 (Budget Amendment)

CITY COUNCIL GOALS & OBJECTIVES: Protect Public Safety
Enhance City Image and Effectiveness
A Well-Planned Community



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 04/05/2022

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF CONTRACT AGREEMENT FOR CAMERON PARK RESTROOM IMPROVEMENTS - PROJECT NO. 22024

RECOMMENDATION:

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

1. Award the construction agreement for the Cameron Park Restroom Improvements Project (Project No. 22024) to ACE Construction, Inc. as the lowest responsible bidder;
2. Authorize the City Manager to execute the agreement with ACE Construction, Inc. for \$183,116.79;
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 to establish a project budget:

RESOLUTION NO. 2022-28 - 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 (CAMERON PARK RESTROOM IMPROVEMENTS)

BACKGROUND:

Pursuant to the City Council's goals to enhance the City's image, bring facilities to standard, and update public restrooms to provide access to clean and working facilities, the City is improving its facilities. The Cameron Park bathrooms maintenance has been deferred and are in need of major improvements. The components of the Cameron Park Restroom Improvements Project include upgrades, electrical and plumbing improvements, installation of restroom accessories including water closet, urinal, hand dryer, tissue dispenser, and other related fixtures.

DISCUSSION:

On February 21, 2022, staff advertised the construction bid package. The following two (2) bids were received by the City at the Bid Opening held on March 14, 2022, at 1 pm.

| Contractor Name | Total Bid Amount |
|-----------------|------------------|
| | |

| Contractor Name | Total Bid Amount |
|-------------------------------------|-------------------------|
| ACE Construction, Inc. | \$183,116.79 |
| RS Construction & Development, Inc. | \$248,300.00 |

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, ACE Construction, Inc.

Lowest Responsive Bid

The lowest responsive bid was submitted by ACE Construction, Inc. in the amount of \$183,116.79. Following Council's approval, the City will enter into an agreement with ACE Construction, Inc. (Attachment No. 1).

Estimated Cost

The following is the breakdown of the project budget:

| | |
|--|---------------------|
| Base Construction Contract | \$183,116.79 |
| Contingency allowance authorization to staff to utilize for unforeseen conditions as necessary (15%) | \$27,467.52 |
| Total Construction Estimate | \$210,584.31 |
| Project Management and Administration (Preparation of Bid Documents) | \$10,000.00 |
| Construction Management and Inspection | \$21,000.00 |
| Total Estimated Project Cost | \$241,584.31 |

Project Timeline

Once the notice to proceed is issued, construction will take approximately 40 working days to complete.

LEGAL REVIEW:

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

OPTIONS:

The City Council has the following options:

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

ENVIRONMENTAL REVIEW:

The proposed 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, CIP Manager

FISCAL IMPACT:

Funding for this project is available in the Capital Improvement Fund (Fund 160). The attached budget amendment allocates the funding for this project as follows:

| Project No. | Funds | Account No. | Amount |
|-------------|-------------------------------------|------------------|-----------|
| 22024 | Capital Improvement Fund (Fund 160) | 160.80.7004.7700 | \$241,600 |
| Total | | | \$241,600 |

Attachments

Attachment No. 1 - Construction Services Agreement with ACE Construction

Attachment No. 2 - Resolution No. 2022-28 (Budget Amendment)

CITY COUNCIL GOALS & OBJECTIVES: Protect Public Safety
Enhance City Image and Effectiveness
A Well-Planned Community



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 04/05/2022

TO: Mayor and City Council

FROM: David Carmany
City Manager

**SUBJECT: CONSIDERATION OF LONG-RANGE FINANCIAL FORECAST FOR FISCAL YEARS
ENDING 2023-2027**

RECOMMENDATION:

It is recommended that City Council receive and file the Long-Range Financial Forecast for fiscal years ending 2023-2027.

BACKGROUND:

The State audit recommended the City prepare financial analyses that evaluate both the short-term and long-term financial implications of significant spending decisions. The City's action in regard to this finding was to use a multi-year forecast to quantify the impact of decisions on the City's financial condition. The City originally developed a multi-year forecast in 2020, which was used to issue the lease revenue bonds. Per the City's Financial Recovery Plan, staff must prepare and annually update the forecast to include all projected revenue and expenditures, adding information on new assumptions, unanticipated costs, and cost-saving actions.

The purpose of the forecast is to provide long-term context for annual decisions that will be made with the FY 2022-2023 Budget and FY 2023-2027 Capital Improvement Plan. This forecast was developed to create a forward-looking, conservative baseline budgetary outlook for the City's General Fund under a given set of revenue and expenditure growth assumptions.

DISCUSSION:

The Long-Range Financial Forecast is part of the annual budget process. Also included as part of the budget process is a Budget Survey that was made available online in March for residents and community members to provide input.

Budget Calendar

| Date | Event |
|-----------------------|-------------------------------|
| Tuesday, April 19th | Proposed Budget Presentation* |
| Wednesday, April 20th | Community Workshop |
| Wednesday, May 4th | Community Workshop |
| Tuesday, May 17th | Budget Status Update* |

| | |
|-------------------|-----------------------------------|
| Tuesday, June 7th | Consideration of Budget Adoption* |
| Friday, July 1st | Start of New Fiscal Year |

*Council Meeting

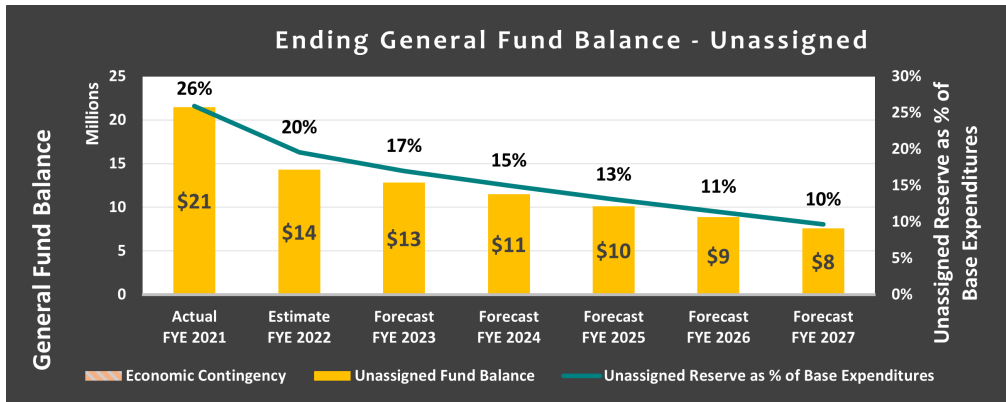
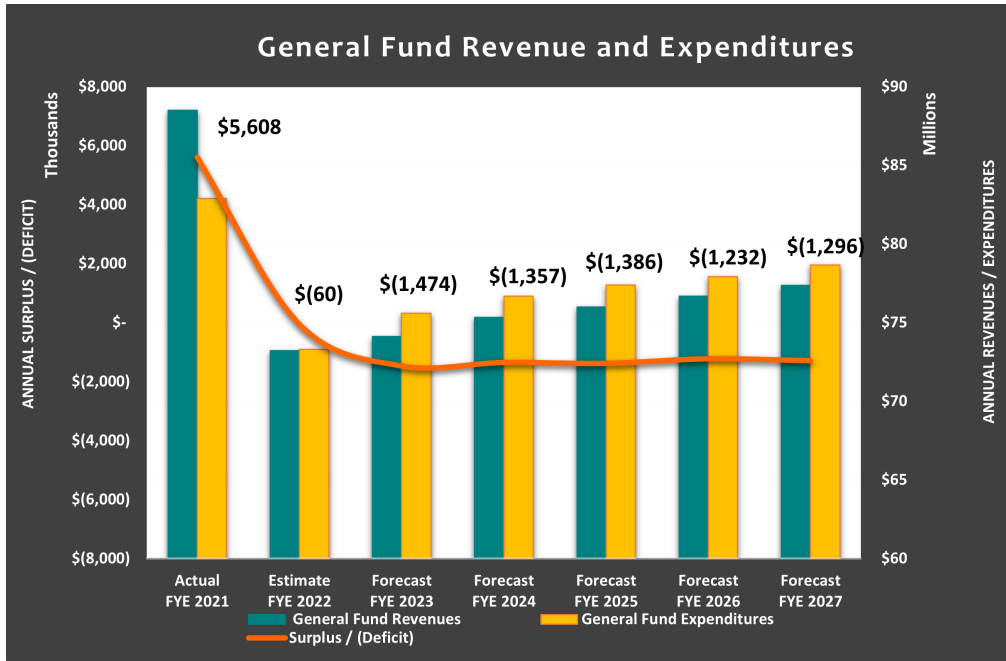
Prepared by: Stephanie Sikkema, Finance Director

Fiscal Impact

FISCAL IMPACT:

While the City has experienced recent one-time revenue influxes due to the sale of the lease revenue bonds and COVID relief funds, the operating expenses are projected to exceed recurring revenue. The Long-Range Financial Forecast projects budget deficits for each year in the forecast. Additionally, reserves are anticipated to be depleted to 10% or \$8 million by fiscal year ending 2027. Structural changes are necessary to increase revenues and/or decrease expenditures in future years.

A reduction in General Fund services levels and/or structural changes to personnel costs are possible ways to address the deficit. Additionally, increasing or resuming revenue programs such as increasing business license discovery, false alarms, and foreclosures may help offset the expenses.



Attachments

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



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 04/05/2022

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF RESOLUTION NO. 2022-26 - AUTHORIZING EXAMINATION OF SALES AND USE TAX RECORDS

RECOMMENDATION:

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

RESOLUTION NO. 2022-26 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AUTHORIZING EXAMINATION OF SALES AND USE TAX RECORD

BACKGROUND:

The City has contracted with Hinderliter de Llamas & Associates (HdL) since 1986 to provide ongoing sales tax data analysis and staff expertise to support fiscal planning and economic development. HdL has identified and recovered sales and use tax allocation errors and reported deficiencies and prepared necessary case submittals to the California Department of Tax and Fee Administration.

Using confidential taxpayer records as authorized by Revenue and Taxation Code Section 7056, HdL identifies and corrects errors that result in underpayments of tax to the City of West Covina. The firm employs a series of analyses, comparisons with other data sources and physical field canvassing to find, document and submit for correction all taxpayer errors that result in lost City revenue or could result in lost revenue in the future.

In March 2022, the City authorized an agreement with HdL Companies to provide Sales and Use Tax Audit Services.

DISCUSSION:

The City's current resolution authorizing the examination of Sales and Use Tax records is from 2003. The California Department of Tax and Fee Administration has since updated its template for such resolutions and HdL recommends the City update its resolution to ensure compliance with the Department. The appointed representatives are proposed to remain the same and include the City Manager, Finance Director, City Controller, or other officer or employee of the City designated in writing to the California Department of Tax and Fee Administration by the City Manager. Additionally, staff proposes expanding the use of this information to include Budget Planning and Economic Development.

LEGAL REVIEW:

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

Prepared by: Stephanie Sikkema, Finance Director

Fiscal Impact**FISCAL IMPACT:**

There is not a direct fiscal impact associated with this administrative item. However, this resolution enables the City to continue auditing its sales and use tax to ensure compliance and maintain revenue.

Attachments

Attachment No. 1 - Resolution No. 2022-026

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



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 04/05/2022

TO: Mayor and City Council

FROM: David Carmany
City Manager

**SUBJECT: CONSIDERATION OF RESOLUTION NO. 2022-24 REPEALING AND REPLACING
THE SALARY SCHEDULE FOR FULL TIME CLASSIFICATIONS**

RECOMMENDATION:

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

**RESOLUTION NO. 2022-24- A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WEST COVINA, CALIFORNIA, REPEALING AND REPLACING THE SALARY SCHEDULE
FOR FULL-TIME CLASSIFICATIONS OF THE CITY OF WEST COVINA**

BACKGROUND:

The City of West Covina and West Covina Police Officers' Association (WCPOA), West Covina Police Management Association (WCPMA), and the West Covina Fire Management Association (WCFMA), have met and conferred in accordance with the Meyers-Milias-Brown Act and Government Code § 3500. The meet and confer process resulted in Memorandums of Understanding (MOUs) between the associations and the City regarding terms and conditions of employment, approved by the City Council on January 18, 2022 and February 15, 2022. The MOUs have three-year terms, from July 1, 2021 through June 30, 2024. Additionally, the City has established the following new positions: Police Records Manager, Payroll Specialist, Senior Forensic Specialist, Forensic Specialist Supervisor, Senior Human Resources Technician, Senior Human Resources Analyst, Public Services Director, and Deputy Director Public Services. The new positions need to be added to the City's salary schedule for full-time classifications.

Public agencies are required to report pay rates to the California Public Employees' Retirement System ("CalPERS"). Government Code sections 20636, 20636.1, 7522.34 (a) and corresponding sections of Title 2 of section 570.5 of the California Code of Regulations (CCR) require that all CalPERS employers maintain their compensation levels in a publicly available document, approved and adopted by the governing body.

DISCUSSION:

The updated full-time salary schedule (Attachment No. 2), includes the approved salaries reflecting cost-of-living adjustments (COLA) as per the successor Memorandums of Understanding for the West Covina Police Officers' Association (WCPOA), West Covina Police Management Association (WCPMA) and the West Covina Fire Management Association (WCFMA) and is updated to include the newly established classifications of Police Records Manager, Payroll Specialist, Senior Forensic Specialist, Forensic Specialist Supervisor, Senior Human Resources Technician, Senior Human Resources Analyst, Public Services Director, and Deputy Director Public Services.

LEGAL REVIEW:

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

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

Fiscal Impact**FISCAL IMPACT:**

This resolution is solely an administrative item that reflects changes previously approved by Council and does not change the total number of budgeted positions. Therefore, there is not a direct fiscal impact associated with this item.

Attachments

Attachment No. 1 - Resolution No. 2022-24

Attachment No. 2 - Exhibit A

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



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 04/05/2022

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: Consideration of Resolution of Intent and first reading of Ordinance Amending the Contract Between the California Public Employees' Retirement System and the City of West Covina to Implement Cost-Sharing in Accordance with Section 20516 of the California Government Code and the Memorandum of Understanding Between the City of West Covina and West Covina Police Officers' Association

RECOMMENDATION:

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

1. Adopt the following resolution:

RESOLUTION NO. 2022-25 - A RESOLUTION OF INTENTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, TO APPROVE AN AMENDMENT TO THE CONTRACT BETWEEN THE CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM AND THE CITY OF WEST COVINA

2. Introduce for first reading, by title only, further reading waived, the following ordinance:

ORDINANCE NO. 2496 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AUTHORIZING AN AMENDMENT TO THE CONTRACT BETWEEN THE CITY OF WEST COVINA AND THE BOARD OF ADMINISTRATION OF THE CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

3. Authorize the City Clerk to execute all certifications required by CalPERS related to the contract amendment.

BACKGROUND:

The City of West Covina (City) and the West Covina Police Officer's Association (POA) ratified their 2021 to 2024 Memorandum of Understanding (MOU) on January 18, 2022. Under the terms of this MOU, the City and the POA seek to amend their CalPERS contract and establish cost-sharing by a contract amendment under Government Code 20516(a).

The City and POA agreed to amend their MOU to reflect the following:

- That cost-sharing will be done by contract amendment under Government Code section 20516(a). Further, until the City does effectuate the cost-sharing by amendment under

Government Code section 20516(a), the cost-sharing will continue to be by an agreement under Government Code section 20516(f).

- That this cost-sharing provision will be applicable to the “West Covina Police Officer’s Association” bargaining unit consisting of the following Safety members: Police Officers, Police Corporals, and Police Sergeants.
- That this amended contract is applicable to Classic Members. Under the amended contract, cost-sharing will operate as follows:

Classic Members: 3%

Classic Members shall pay an additional three percent (3%) of compensation earnable towards the employer contribution as cost-sharing in accordance with Government Code section 20516(a).

In January 2022, the City submitted its request to CalPERS to initiate this contract amendment. In March 2022, CalPERS sent the City the necessary amendment packet to proceed with the process. The City Council’s adoption of the Resolution of Intention and first reading of the Ordinance attached to this staff report will formally initiate the CalPERS contract amendment process to reflect the cost-sharing arrangement summarized above.

DISCUSSION:

The City has been working with CalPERS to initiate the contract amendment process to implement employee cost-sharing as described above. CalPERS has provided the City with a draft of the contract amendment (attached as an exhibit to both the Resolution and the Ordinance).

In order to proceed with amending the City’s CalPERS contract, the City Council must first adopt a Resolution of Intention to amend the City’s CalPERS contract and conduct a first reading of the Ordinance. Following the adoption of the Resolution of Intention, POA employees must hold a secret ballot election and vote to approve the adoption. Then, under Government Code section 20471, the City Council must adopt the Ordinance no earlier than 20 days after the adoption of the Resolution of Intention.

Below is the anticipated schedule of actions:

- April 5, 2022 – Adoption of Resolution of Intent, First Reading of Ordinance
- April 6, 2022 – Vote by POA
- May 3, 2022 – Second Reading and Adoption of Ordinance
- June 3, 2022 – Earliest effective date of the amended CalPERS contract
- June 11, 2022 – Beginning of the first pay period following the effective date of the Ordinance

LEGAL REVIEW:

The City Attorney’s Office has reviewed the resolution and ordinance and approved them as to form.

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

Fiscal Impact

FISCAL IMPACT:

The contract amendment provides that the City employees in the membership described above will pay an additional 3% of the employer’s share of the CalPERS employer contribution. This cost sharing arrangement is expected to save the City approximately \$290,000 per fiscal year.

Attachments

Attachment No. 1 - Resolution No. 2022-25

Attachment No. 2 - Ordinance No. 2496

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



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 04/05/2022

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF AN AGREEMENT WITH LOS ANGELES CENTERS FOR ALCOHOL AND DRUG ABUSE (LA CADA) TO PROVIDE HOMELESS SERVICES

RECOMMENDATION:

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

1. Provide direction regarding an agreement with the Los Angeles Centers for Alcohol and Drug Abuse (LA CADA);
2. Authorize the City Manager to negotiate and execute all necessary documents, in such final form as approved by the City Attorney, to carry out the City Council's direction; and
3. Adopt the following Resolution:

RESOLUTION NO. 2022-32 - 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 (LA CADA)

BACKGROUND:

On December 17, 2019, the City Council approved an agreement with Union Station Homeless Services (USHS) to provide homeless services through Housing Navigation largely funded through a grant of Measure H funds from the County of Los Angeles. The grant term ended on December 31, 2021. On December 7, 2021, representatives from USHS were asked by the City Council to return with a proposal for additional services. On February 9, USHS sent a listing of "Opportunities in Homeless Services", which listed a menu of services they could provide.

While USHS indicated the cost of a full-time housing navigator - the service provided to the City under the Measure H grant - is \$64,000, additional services were not costed out. Staff conducted a phone meeting with USHS on February 24, 2021 to discuss, refine, request cost estimate of proposed services. As of the writing of this report, staff has not received a cost estimate.

DISCUSSION:

LA CADA was established in 1971 and has prior experience with homeless crisis housing, street outreach and case management through services they provide in various communities throughout Los Angeles County. The City of Alhambra conducted a Request for Proposals for Homeless Crisis Housing, Street Outreach, and Case Management Services in May 2020 and awarded the contract to LA CADA, after determining, "amongst all the proposals received, LA CADA's proposal offered the most well-rounded approach to address the needs of homeless individuals in Alhambra, and work towards accomplishing the City's long-term objective to provide homeless individuals with the assistance they need, including a path toward permanent housing."

On February 24, 2022, staff met with representatives from LA CADA. LA CADA was joined by the City Manager of Alhambra, who spoke highly of the organization and the City's experience since contracting them to provide homeless services. The City of Alhambra stated they were able to provide required beds, outside their agreement with LA CADA, which has allowed them to enforce the "no public camping" law in their city.

Since the meeting, LA CADA submitted a well-balanced and comprehensive proposal that presented a new approach to addressing the issue of homelessness, which includes:

- **Outreach Team:** Outreach Coordination/Navigation and Street Outreach dedicated to homeless outreach and housing navigation for West Covina
- **Dedicated Beds:** Recovery Bridge Housing with 4 beds at a local facility in Pasadena and 4 beds in East Los Angeles for individuals with behavioral health disorders. (Not sufficient to enforce City's "no public camping" ordinance)
- **Case Management:** A case management process encompassing the entire spectrum of support services with follow-up protocols, including medical and mental health services. Additional wrap around services such as education and job training, counseling, anger/stress management, and parenting skills training are also provided.
- **Additional Resources:** Other leveraged outside resources to provide for rapid rehousing and prevention services for those on the verge of becoming homeless.

West Covina's HOPE Team will be working closely with LA CADA. Currently, our HOPE Team continues to work with Los Angeles Homeless Services Authority (LAHSA), of which West Covina is allocated three (3) outreach hours weekly on Tuesday mornings (the staffing varies). LAHSA also does not guarantee dedicated beds for West Covina; they partner with a shelter in downtown Los Angeles to provide West Covina beds. If the City enters into an agreement with LA CADA, they would provide daily homeless outreach and navigation services in our community by a dedicated team that will be able to foster relationships/trust with homeless community. In addition, LA CADA focuses on substance abuse and mental health; their navigation services include case management for individuals to ensure they receive necessary treatment and help ensure they continue treatment. LA CADA has also informed staff they provide performance reports on a weekly basis (encounters, status of cases, etc.).

West Covina staff is seeking to contract with LA CADA based on the City of Alhambra's competitive bid process. The Agreement and Request For Proposals is attached (Attachment No. 2). The West Covina Municipal Code allows the City to waive formal contract procedures and piggyback on an existing agency's award, "when the successful bidder for a contract with another county, city special district or other local agency makes the same written bid to the City, and the purchasing officer finds that the other local agency originally obtained the bid pursuant to formal contract procedures as at least as rigorous as those of the City" (Section 2- 333, Formal Contract Procedures, Waivers). Purchasing staff has verified that the City of Alhambra's formal contract procedures are at least as rigorous as those outlined in the West Covina Municipal Code and that those procedures were followed.

The cost of the agreement would be \$250,000 annually. The City has approximately \$138,000 in

unexpended homeless funds awarded from the San Gabriel Valley Council of Governments (SGV COG). The City has to expend the balance of \$138,000 by May 31, 2022. On March 28, 2022, staff met with representatives from the SGV COG to discuss re-programming the funds to cover the costs of a contract with LA CADA. Staff proposed two alternatives.

- **Alternative 1 -**

- City is allowed to utilize all \$138,000 for the pre-payment of an annual agreement with LA CADA

- **Alternative 2 -**

- City would utilize approximately \$42,000 of the \$138,000 towards the payment of services through May 2022

In both alternatives, the balance of the agreement cost would be covered by the City, likely including a mix of ARPA, Housing, and CDBG funds. This funding would be included in the FY 2022-2023 Proposed Budget.

SGV COG also advised that in managing the next round of Measure H funds for the region, it has conducted a Request for Proposals for a program to address "Hard to Reach" homeless population that it intends to launch soon. The services in our proposal are similar to the intent of SGV COG RFP. As such, SGV COG sees duplication in the City's proposal with LA CADA. If the City enters into an agreement with LA CADA, it was suggested that the City could opt out of the SGV COG program and in lieu of participating, receive an allocation of \$50,000 that could be used to offset the cost of the LA CADA agreement. That \$50,000 represents the City's share of the SGV COG Program.

The SGV COG staff said they would consult with their management regarding the proposed alternatives and advise the City of the decision.

Staff is requesting City Council direction regarding entering into an agreement with LA CADA.

LEGAL REVIEW:

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

OPTIONS:

The City has the following options:

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

Prepared by: Kelly McDonald, Public Services Manager

Additional Approval: Paulina Morales, Assistant City Manager

Fiscal Impact

FISCAL IMPACT:

The total contract amount will be \$250,000 per year. The City has approximately \$138,000 in homeless funding through the SGV COG. These monies need to be expended by May 31, 2022, if West Covina loses the funding. As mentioned earlier, the City is verifying with the SGV COG, if the City will be able to use the entire \$138,000 (Alternative 1) to pay for a portion of the proposed contract or if the SGV COG will only allow the City to pay for services through May 2022 (Alternative 1). The City is proposing to use American Rescue Plan Act (ARPA) to cover the balance of the contract. It is important to note that SGV COG has stated if West Covina is under contract with LA CADA, it will provide the City directly with \$50,000 of Measure H funds in FY 22-23. Dependent on

SGV COG determination the City fiscal impact will be the following:

| Alternative 1 | | | | | |
|----------------------------------|--------------------|------------------------------|----------------------|------------------|-----------------|
| Funding | Account No. | FY2021-22 Budget* | Fiscal Impact | | |
| | | | Current FY | FY 22-23 | FY 23-24 |
| Homeless Funding (SGV COG) | 240.61.2255.6120 | \$138,000 | \$138,000 | | |
| Measure H | 240.61.2255.6120 | | | \$50,000 | |
| ARPA | 179.61.2255.6120 | | | \$200,000 | |
| TOTAL | | \$138,000 | \$138,000 | \$250,000 | |
| <i>*Pending budget amendment</i> | | | | | |

| Alternative 2 | | | | | |
|----------------------------------|--------------------|------------------------------|----------------------|------------------|-----------------|
| Funding | Account No. | FY2021-22 Budget* | Fiscal Impact | | |
| | | | Current FY | FY 22-23 | FY 23-24 |
| Homeless Funding (SGV COG) | 240.61.2255.6120 | \$42,000 | \$42,000 | | |
| Measure H | 240.61.2255.6120 | | | \$50,000 | |
| ARPA | 179.61.2255.6120 | \$21,000 | \$21,000 | \$200,000 | |
| TOTAL | | \$63,000 | \$63,000 | \$250,000 | \$0 |
| <i>*Pending budget amendment</i> | | | | | |

The attached budget amendment appropriates the potential available balance of \$138,000 in homeless funds from the SGV COG, as well as the potential total of \$21,000 in ARPA Funds to cover costs for June 2022. The balance of the contract will be incorporated into the FY 22-23 budget. To use ARPA funds for the contract with LA CADA, a reduction by the same amount will need to be made to Project # 22010.179.7900 and #179.80.7003.7900 (Fire Station Repairs). That project's current budget is \$4,823,747.

Attachments

Attachment No. 1 - Resolution No. 2022-32 (Budget Amendment)

Attachment No. 2 - Alhambra RFP + Agreement

CITY COUNCIL GOALS & OBJECTIVES: Protect Public Safety
 Address Homeless Issues
 Enhance City Image and Effectiveness