



## **CITY OF WEST COVINA**

### **CITY COUNCIL/SUCCESSOR AGENCY**

**SEPTEMBER 6, 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](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 SEPTEMBER 6, 2022, 7:00 PM  
REGULAR MEETING**

#### **INVOCATION**

Led by Pastor Samuel Martinez from Amazing Love Ministries

#### **PLEDGE OF ALLEGIANCE**

Led by Mayor Castellanos

#### **ROLL CALL**

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

#### **PRESENTATIONS**

- Proclamation celebrating National Hispanic Heritage Month
- Presentation from La Cada

#### **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 AUGUST 16, 2022, CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING MINUTES AND THE AUGUST 16, 2022, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES.**

It is recommended that the City Council approve the August 16, 2022, Closed Session Meeting Minutes and the August 16, 2022 Regular Session Meeting Minutes.

## **COMMISSION SUMMARY OF ACTIONS**

### **2) MINUTES OF COMMUNITY AND SENIOR SERVICES COMMISSION REGULAR MEETING HELD ON MARCH 8, 2022 AND THE SPECIAL MEETING ON MAY 10, 2022**

It is recommended that the City Council receive and file the minutes of the regular meeting of the Community and Senior Services Commission held on March 8, 2022 and the Special Meeting held on May 10, 2022.

## **COMMUNITY DEVELOPMENT**

### **3) CONSIDERATION OF CITY OF WEST COVINA LOCAL ROADWAY SAFETY PLAN (LRSP)**

It is recommended that the City Council adopt the following resolution to approve and adopt a Local Roadway Safety Plan (LRSP), which is a requirement for public agencies to be eligible to apply for future Highway Safety Improvement Program (HSIP) funding:

**RESOLUTION NO. 2022-91 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING AND ADOPTING THE LOCAL ROADWAY SAFETY PLAN (LRSP)**

## **FINANCE DEPARTMENT**

### **4) CONSIDERATION OF PURCHASE OF GROUNDS MAINTENANCE EQUIPMENT**

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

1. Authorize the City Manager to negotiate and execute a purchase order with Turf Star Western for the purchase of the grounds maintenance equipment detailed in Attachment No. 1.
2. Adopt the following resolution:

**RESOLUTION NO. 2022-95 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2022 AND ENDING JUNE 30, 2023 (GROUNDS MAINTENANCE EQUIPMENT)**

## **HUMAN RESOURCES/RISK MANAGEMENT**

### **5) CONSIDERATION OF JOB DESCRIPTIONS AND SALARY GRADES FOR THE INFORMATION TECHNOLOGY (IT) SERIES**

Staff and the Human Resources Commission recommend that the City Council adopt the following resolution:

**RESOLUTION NO. 2022-90 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING CHANGES TO THE INFORMATION TECHNOLOGY (IT) SERIES**

### **6) CONSIDERATION OF JOB DESCRIPTION FOR CODE ENFORCEMENT OFFICER**

Staff and the Human Resources Commission recommend that the City Council approve the repeal and replacement of the Code Enforcement Officer job description, by adopting the following resolution:

**RESOLUTION NO. 2022-89 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE REPEAL AND REPLACEMENT OF THE CODE ENFORCEMENT OFFICER CLASSIFICATION SPECIFICATIONS**

**7) CONSIDERATION OF JOB DESCRIPTION AND SALARY GRADE FOR POLICE BACKGROUND INVESTIGATOR**

Staff and the Human Resources Commission recommend that the City Council adopt the following resolution:

**RESOLUTION NO. 2022-88 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE ESTABLISHMENT OF THE POLICE BACKGROUND INVESTIGATOR CLASSIFICATION**

**8) CONSIDERATION OF SUMMARY OF ACTIONS FOR DECEMBER 15, 2021 HUMAN RESOURCES COMMISSION SPECIAL MEETING**

Staff and the Human Resources Commission recommend that the City Council approve the Summary of Actions for the Special Meeting on December 15, 2021.

**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

September 20, 2022

7:00 PM

**RULES OF DECORUM**

*The following are excerpts from the West Covina Municipal Code:*

Sec. 2-48. Manner of addressing council; time limit; persons addressing may be sworn.

- a. Each person addressing the council shall step up to the rostrum, shall give his or her name and city of residence in an audible tone of voice for the record and unless further time is granted by the council, shall limit his or her address to five (5) minutes.
- b. The city council may establish a limit on the duration of oral communications.

- c. All remarks shall be addressed to the council as a body and not to any member thereof. No person, other than the council and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the council, without the permission of the presiding officer. No question shall be asked of a councilmember except through the presiding officer.
- d. The presiding officer may require any person to be sworn as a witness before addressing the council on any subject. Any such person who, having taken an oath that he or she will testify truthfully, willfully and contrary to such oath states as true any material matter which he knows to be false may be held to answer criminally and subject to the penalty prescribed for perjury by the provisions of the Penal Code of the state.

Sec. 2-50. Decorum--Required.

- a. While the council is in session, the members shall preserve order and decorum, and a member shall neither, by conversation or otherwise, delay or disrupt the proceedings or the peace of the council nor interrupt any member while speaking or refuse to obey the orders of the council or its presiding officer, except as otherwise herein provided.
- b. Members of the public shall not willfully disrupt the meeting or act in a manner that actually impairs the orderly conduct of the meeting. For the purposes of this code, "willfully disrupt" includes, but is not limited to, continuing to do any of the following after being warned by the Mayor that continuing to do so will be a violation of the law:
  - a. Addressing the Mayor and City Council without first being recognized.
  - b. Persisting in addressing a subject or subjects, other than that before the Mayor and City Council.
  - c. Repetitiously addressing the same subject.
  - d. Failing to relinquish the podium when directed to do so.
  - e. From the audience, interrupting or attempting to interrupt, a speaker, the Mayor, a council member, or a staff member or shouting or attempting to shout over a speaker, the Mayor, a council member or a staff member.
  - f. As a speaker, interrupting or attempting to interrupt the Mayor, a council member, or a staff member, or shouting over or attempting to shout over the Mayor, a council member, or a staff member. Nothing in this section or any rules of the council shall be construed to prohibit public criticism of the policies, procedures, programs, or services of the City or of the acts or omissions of the City Council. It shall be unlawful to violate the provisions of this Section.

If any subsection, sentence, clause, or phrase or word of this Section 2-50 is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Section. The City Council hereby declares that it would have passed this section and each subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more subsections, sentences, clauses, phrases or words had been declared invalid or unconstitutional.

**Sec. 2-52. Persons authorized to be within council area.**

No person, except city officials, their representatives and members of the news media shall be permitted within the rail in front of the council chamber without the express consent of the council.

***The following are excerpts from the Penal Code***

148(a) (1) Every Person who willfully resists, delays, or obstructs any public officer, peace officer, or an emergency medical technician, as defined in Division 2.5 (commencing with Section 1797) of the Health and Safety code, in the discharge or attempt to discharge any duty of his or her office or employment, when no other punishment is prescribed, shall be punished by a fine not exceeding one thousand dollars (\$1,000), or by imprisonment in a county jail not to exceed one year, or by both that fine and imprisonment.

403 Every person who, without authority of law, willfully disturbs or breaks up any assembly or meeting that is not unlawful in its character, other than an assembly or meeting referred to in Section 303 of the Penal Code or Section 18340 of the Elections Code, is guilty of a misdemeanor.



# AGENDA STAFF REPORT

---

City of West Covina | Office of the City Manager

**DATE:** 09/06/2022

**TO:** Mayor and City Council

**FROM:** David Carmany  
City Manager

**SUBJECT: CONSIDERATION OF APPROVAL OF THE AUGUST 16, 2022, CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING MINUTES AND THE AUGUST 16, 2022, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES.**

---

**RECOMMENDATION:**

It is recommended that the City Council approve the August 16, 2022, Closed Session Meeting Minutes and the August 16, 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 - 8/16/2022 Closed Session Minutes Draft

Attachment No. 2 - 8/16/2022 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:** 09/06/2022

**TO:** Mayor and City Council

**FROM:** David Carmany  
City Manager

**SUBJECT: MINUTES OF COMMUNITY AND SENIOR SERVICES COMMISSION REGULAR MEETING HELD ON MARCH 8, 2022 AND THE SPECIAL MEETING ON MAY 10, 2022**

---

## RECOMMENDATION:

It is recommended that the City Council receive and file the minutes of the regular meeting of the Community and Senior Services Commission held on March 8, 2022 and the Special Meeting held on May 10, 2022.

## BACKGROUND:

The attached meeting minutes are for the regular Community and Senior Services Commission meeting held on March 8, 2022 and the Special Meeting held on May 10, 2022.

**Prepared by:** Deborah Johnston, Administrative Assistant II

---

## Attachments

Attachment No. 1 - March 8, 2022,, Community & Senior Services Commission Regular Meeting Minutes.

Attachment No. 2 - May 10, 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:** 09/06/2022

**TO:** Mayor and City Council

**FROM:** David Carmany  
City Manager

**SUBJECT: CONSIDERATION OF CITY OF WEST COVINA LOCAL ROADWAY SAFETY PLAN (LRSP)**

---

## RECOMMENDATION:

It is recommended that the City Council adopt the following resolution to approve and adopt a Local Roadway Safety Plan (LRSP), which is a requirement for public agencies to be eligible to apply for future Highway Safety Improvement Program (HSIP) funding:

**RESOLUTION NO. 2022-91 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING AND ADOPTING THE LOCAL ROADWAY SAFETY PLAN (LRSP)**

## BACKGROUND:

A Local Road Safety Plan ("LRSP") is a road safety planning document that provides a holistic analysis of vehicle, pedestrian and bicycle crash data, and provides a roadmap for implementation of safety improvements. Beginning in 2022, it is required that all state, county, and local agencies adopt an LRSP to be eligible to receive Highway Safety Improvement Program (HSIP) grant funds. These funds are used for planning documents, preliminary engineering documents, and construction improvements to mitigate safety-related issues at intersections and roadways. The cost of preparation of the LRSP was paid for through state grant funding from Caltrans with matching funds from the City.

## DISCUSSION:

The LRSP provides a framework for identification, analysis, and prioritization of roadway safety improvements on local roads. The LRSP was developed using the process outlined by Caltrans to provide a systematic approach to providing safety improvements. The plan is data driven, using a comprehensive analysis of five years of collision data. The collision analysis provides various citywide collision statistics, such as collisions per year; collisions involved with vehicles, pedestrians, bicycles, or property; types of injury collisions; and collision causes. The process results in a list of improvements and actions that address the areas of highest need, as supported by the data.

The LRSP identifies emphasis areas to inform and guide further safety evaluation of the City's transportation network. The LRSP will guide the City to look at ways to set goals and measures that encourage a safe, well-connected transportation network for people using all modes of transportation and prioritizes safe travel of people over expeditious travel of motor vehicles and aims to achieve



significant declines in roadway fatalities and serious injuries by the year 2050.

In order to apply for the local HSIP funds, an agency must have completed their LRSP or an equivalent of the LRSP, such as Systemic Safety Analysis Report (SSAR) or Vision Zero Action Plan. Caltrans recommends that the LRSP (or its equivalent) and its update be approved by the agency's Board or Council.

**LEGAL REVIEW:**

The City Attorney's Office has reviewed the 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:** Jana Robbins, PTP, RSP, Project Manager

---

**Fiscal Impact**

**FISCAL IMPACT:**

The LRSP enables the City to apply for grant funding through the Highway Safety Improvement Program (HSIP).

---

**Attachments**

Attachment No. 1 - Resolution No. 2022-91

Attachment No. 2 - Local Roadway Safety Plan

---

**CITY COUNCIL GOALS & OBJECTIVES:** Protect Public Safety  
Enhance City Image and Effectiveness  
A Creative and Active Community



# AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

**DATE:** 09/06/2022

**TO:** Mayor and City Council

**FROM:** David Carmany  
City Manager

**SUBJECT: CONSIDERATION OF PURCHASE OF GROUNDS MAINTENANCE EQUIPMENT**

---

## RECOMMENDATION:

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

1. Authorize the City Manager to negotiate and execute a purchase order with Turf Star Western for the purchase of the grounds maintenance equipment detailed in Attachment No. 1.
2. Adopt the following resolution:

**RESOLUTION NO. 2022-95 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2022 AND ENDING JUNE 30, 2023 (GROUNDS MAINTENANCE EQUIPMENT)**

## BACKGROUND:

The Public Services Department is in need of new equipment for grounds maintenance at parks, the Sportsplex, and along right-of-ways. The Deputy Director of Public Services has evaluated various options and determined that the chosen equipment will best serve the City. This equipment will ensure grounds at City parks and along right-of-ways are in top condition.

## DISCUSSION:

A quote from Turf Star Western (TSW) (Attachment No. 1) was received under the Omnia (formerly National IPA) contract number 2017025 (Attachment No. 2). TSW is the West Coast Toro distributor since 1922, covering Washington, Oregon, California, Baja Mexico, Northern Idaho, Northern Nevada and Alaska. The purchase is exempt from competitive bidding requirements pursuant to Section 2-335(f) of the City's Municipal Code. The Omnia contract is currently valid through March 2023.

## LEGAL REVIEW:

The City Attorney's Office has reviewed the 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:** Stephanie Sikkema, Finance Director  
**Additional Approval:** Roxanne Lerma, Assistant City Manager

---

### **Fiscal Impact**

#### **FISCAL IMPACT:**

The total for all equipment and taxes is \$646,167. Funding for this purchase has been identified across several special revenue funds including the Vehicle Replacement Fund, Maintenance Districts and Capital Improvement Fund. The proposed budget amendment to allocate funding for this purchase is included as Attachment No. 3.

<b>Fund</b>	<b>Current Budget</b>	<b>Proposed Amendment</b>	<b>Amended Budget</b>
Vehicle Replacement Fund (367)	375,000	131,181	506,181
Capital Projects Fund (No. 160)	3,859,999	9,836	3,869,835
Maintenance District #1 Fund (No. 181)	343,080	274,130	617,210
Maintenance District #2 Fund (No. 182)	159,891	71,092	230,983
Maintenance District #4 Fund (No. 184)	1,160,285	85,053	1,245,338
Maintenance District #6 Fund (No. 186)	179,271	7,098	186,369
Maintenance District #7 Fund (No. 187)	178,596	16,370	194,966
Maintenance District #8 Fund (No. 188)	2,188,227	51,407	2,239,634
<b>Total</b>	<b>\$8,444,349</b>	<b>\$646,167</b>	<b>\$9,090,516</b>

---

### **Attachments**

Attachment No. 1 - Turf Star Western Quote  
Attachment No. 2 - Cooperative Contract  
Attachment No. 3 - Resolution No. 2022-95

---

**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:** 09/06/2022

**TO:** Mayor and City Council

**FROM:** David Carmany  
City Manager

**SUBJECT: CONSIDERATION OF JOB DESCRIPTIONS AND SALARY GRADES FOR THE  
INFORMATION TECHNOLOGY (IT) SERIES**

---

## **RECOMMENDATION:**

Staff and the Human Resources Commission recommend that the City Council adopt the following resolution:

**RESOLUTION NO. 2022-90 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY  
OF WEST COVINA, CALIFORNIA, APPROVING CHANGES TO THE INFORMATION  
TECHNOLOGY (IT) SERIES**

## **BACKGROUND:**

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

## **DISCUSSION:**

Geographic Information System (GIS) is a framework for gathering, managing, and analyzing data. Rooted in the science of geography, GIS integrates many types of data. It analyzes spatial location and organizes layers of information into visualizations using maps and 3D scenes. With this unique capability, GIS reveals deeper insights into data, such as patterns, relationships, and situations—helping users make smarter decisions.

The City had one paid, part-time, intern position that was assigned to the GIS function citywide. This position experienced high employee turnover and was constantly open for recruitment. When a GIS Intern vacates their position, all their valuable job specific training and knowledge is taken from the City. GIS projects are left incomplete and on several occasions, the Police and Fire Departments have had to hire GIS Analyst contractors to complete special GIS related projects: (GIS) services, solutions, and customer service.

The part-time Intern position was upgraded to a full-time position dedicated to GIS in the FY2022-

2023 Budget with a placeholder title of Computer Services Technician. Since the adoption of the budget, staff has been able to develop the proposed job description for the new GIS Analyst position.

This position will be primarily focused on GIS data and mapping utilizing standard GIS tools and utilities to create and maintain geodatabase layers including City and district map production. The GIS Analyst will also be required to research a variety of source documents to verify data accuracy and completeness, including the use of GIS applications to geo-reference maps and generate standard GIS products, i.e. multi-layer data integration and analysis, demographic analysis, and other analytical reports requested by staff. Work assigned involves proficiency in the use of standard GIS applications, tools, and utilities to carry out assignments. Other duties include communication with other divisions, outside vendors or staff to obtain research and project information.

Information Technology and Finance staff have prepared a new job classification specification for the GIS Analyst position. The job description meets current industry standards regarding minimum qualifications, job duties, responsibilities, and expectations.

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

To provide proper management and oversight of the IT Division, increase efficiency, provide consistency in supervision and create a path for professional growth, it is proposed that the GIS Analyst be established and the requirements and duties of the existing IT series be amended as proposed.

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

The proposed changes were provided to the City of West Covina General, Confidential, and Mid-Management Employees' Associations and approved.

	CURRENT	PROPOSED	ACTION
1		Classification Title: GIS Analyst  Bargaining Unit: Confidential  Pay Range: CExxx \$66,960 - \$81,396  FLSA: Non-Exempt	Establish a new GIS Analyst job description and salary grade.
2	Classification Title: Computer Services Technician	Classification Title: Computer Services Technician	- Due to the nature of the job with daily confidential information this job requires, the appropriate group would be Confidential. This is consistent with industry standards with similar classifications.

	<p>Bargaining Unit: General</p> <p>Pay Range: GN200 \$54,528 - \$66,276</p> <p>FLSA: Non-exempt</p>	<p>Bargaining Unit: Confidential</p> <p>Pay Range: CExxx \$54,528 - \$66,276</p> <p>FLSA: Non-exempt</p>	<p>- Update job spec (no new duties)</p> <p>- No change to salary grade or FLSA exemption status</p>
3	<p>Classification Title: Information Technology (IT) Analyst I &amp; II</p> <p>Bargaining Unit: Mid-Management</p> <p>Pay Range: MM492 / \$69,996 - \$93,744</p> <p>MM493 / \$93,744 - \$103,104</p> <p>FLSA: Exempt</p>	<p>Classification Title: IT Analyst I/II</p> <p>Bargaining Unit: Confidential</p> <p>Pay Range: CExxx / \$69,996 - \$93,744</p> <p>CExxx / \$93,744 - \$103,104</p> <p>FLSA: Exempt</p>	<p>- Due to the nature of the job with daily confidential information this job requires, the appropriate group would be Confidential. This is consistent with industry standards with similar classifications.</p> <p>- Update job spec (no new duties)</p> <p>- No change to salary grade or FLSA exemption status</p>
4	<p>Classification Title: Information Technology (IT) Manager</p> <p>Bargaining Unit: Mid-Management</p> <p>Pay Range: MM491 \$102,516 - \$129,552</p> <p>FLSA: Exempt</p>	N/A	<p>- Update job spec (no new duties)</p> <p>- No change to salary grade or FLSA exemption status</p>

On August 10, 2022, the Human Resources Commission approved changes to the IT series.

#### LEGAL REVIEW:

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

**Prepared by:** Helen Tran, Director of HR & Risk Management

---

#### Fiscal Impact

**FISCAL IMPACT:**

The total annual cost estimate for a GIS Analyst position ranges from \$66,960 to \$81,396. A placeholder for this position was included in the FY2022-23 Budget as a Computer Services Technician. The vacancy savings from this and other positions will cover the cost of any overage for the new salary range. Therefore, there is no impact to the General Fund.

Below is the proposed salary grade based on the survey of comparison from the following cities: Azusa, Burbank, Downey, El Monte, Monterey Park, Ontario, Pasadena, Pomona, and Whittier.

GIS Analyst	Step 1	Step 2	Step 3	Step 4	Step 5
Bargaining Unit: Confidential / CExxx FLSA status: Non-exempt	\$5,580	\$5,859	\$6,152	\$6,460	\$6,783

---

**Attachments**

- Attachment No. 1 - Resolution 2022-90 (IT Series)
- Exhibit A - GIS Analyst Job Spec
- Exhibit B - Proposed Computer Services Technician Job Description
- Exhibit C - Proposed IT Analyst I and II Job Description
- Exhibit D - Proposed IT Manager Job Description

---

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



# AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

**DATE:** 09/06/2022

**TO:** Mayor and City Council

**FROM:** David Carmany  
City Manager

**SUBJECT: CONSIDERATION OF JOB DESCRIPTION FOR CODE ENFORCEMENT OFFICER**

---

## **RECOMMENDATION:**

Staff and the Human Resources Commission recommend that the City Council approve the repeal and replacement of the Code Enforcement Officer job description, by adopting the following resolution:

**RESOLUTION NO. 2022-89 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE REPEAL AND REPLACEMENT OF THE CODE ENFORCEMENT OFFICER CLASSIFICATION SPECIFICATIONS**

## **BACKGROUND:**

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

## **DISCUSSION:**

Staff has prepared an updated job description for the Code Enforcement Officer. The updated job description meets the current industry standards regarding minimum qualifications, duties, responsibilities, and expectations.

This item was provided to the West Covina General Employees' Association unit representatives.

On August 10, 2022, the Human Resources Commission approved repealing and replacing the Code Enforcement Officer classification specifications.

## **LEGAL REVIEW:**

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

**Prepared by:** Helen Tran, Director of HR & Risk Management

---



## **Fiscal Impact**

### **FISCAL IMPACT:**

The salary range for this position is proposed to stay the same, therefore; there is no fiscal impact associated with this action.

---

## **Attachments**

Attachment No. 1 - Resolution No. 2022-89

Exhibit A - Proposed Code Enforcement Officer Job Description

---

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



# AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

**DATE:** 09/06/2022

**TO:** Mayor and City Council

**FROM:** David Carmany  
City Manager

**SUBJECT: CONSIDERATION OF JOB DESCRIPTION AND SALARY GRADE FOR POLICE  
BACKGROUND INVESTIGATOR**

---

## **RECOMMENDATION:**

Staff and the Human Resources Commission recommend that the City Council adopt the following resolution:

**RESOLUTION NO. 2022-88 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
WEST COVINA, CALIFORNIA, APPROVING THE ESTABLISHMENT OF THE POLICE  
BACKGROUND INVESTIGATOR CLASSIFICATION**

## **BACKGROUND:**

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

Staff surveyed comparable similar classifications in the Los Angeles area. As a result of this evaluation, staff is recommending establishing a part-time classification of Police Background Investigator which will better position the City to meet current and future needs.

## **DISCUSSION:**

The Police Department does not have a full-time background investigator position. The Department utilizes three (3) retired Police Officers, on a part-time basis, to conduct background investigations for prospective candidates. The current background investigators are classified as Administrative Aides, with an hourly pay range of \$21.31 and \$28.75.

The benefits of hiring retired police officers to conduct background investigations include their knowledge and experience of the policing profession as well as the Police Department's culture and values. Finding not only qualified candidates, but also those who exhibit personal values consistent with the values of the organization, enhances the candidate's ability to successfully acclimate to the Department's and the City's values, and accomplishes the mission of the Police Department of providing the highest levels of service and protection to the community.

The Department typically processes between 80 and 100 backgrounds (sworn and civilian) per year. For the fiscal year 2020/2021, the part-time background investigators logged a total of 2,112 hours for background investigations and processed approximately 100 backgrounds.

The current competitive hourly rate for Background Investigators in Los Angeles County is between \$33.00 and \$55.00 per hour. Additionally, contracting background services out to private entities has a current market cost of \$1,500 to \$2,200 per background (sworn and civilian). Utilizing the 20-hour average per background as established above, the hourly cost per background utilizing an outside background company would be compensated at an hourly rate between \$75.00 and \$110.00. Regardless of the hours spent on each background sent out to a private firm, the cost of the background remains the same.

The disparity in compensation from current industry standards has made it difficult for the City to retain and attract qualified investigators. In order to continue to provide the highest quality of background services, and to enhance our ability to retain and attract qualified investigators, the establishment of a Police Background Investigator position is recommended.

The proposed salary grade for the new position is as follows:

Position Title	Step 1	Step 2	Step 3
Police Background Investigator (Part-time/Limited Services)	\$40.00	\$45.00	\$50.00

On August 10, 2022, the Human Resources Commission approved the new job description and salary grade for the Police Background Investigator position.

**LEGAL REVIEW:**

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

**Prepared by:** Helen Tran, Director of HR & Risk Management

---

**Fiscal Impact**

**FISCAL IMPACT:**

The actual estimated number of hours is less than the budgeted. Therefore, even with the increase in rates, there is no impact on the FY22-23 Budget.

FY 2022-23 Budget	FY 2022-23 Estimated Cost with New Rates	Estimated Balance
\$80,000	\$75,900	\$4,100

---

**Attachments**

Attachment No. 1 - Resolution 2022-88 (Police Background Investigator)  
Exhibit A - Proposed Police Background Investigator

---

**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:** 09/06/2022

**TO:** Mayor and City Council

**FROM:** David Carmany  
City Manager

**SUBJECT: CONSIDERATION OF SUMMARY OF ACTIONS FOR DECEMBER 15, 2021 HUMAN RESOURCES COMMISSION SPECIAL MEETING**

---

**RECOMMENDATION:**

Staff and the Human Resources Commission recommend that the City Council approve the Summary of Actions for the Special Meeting on December 15, 2021.

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

---

**Attachments**

Attachment No. 1 - HRCM 12-15-21

---