

**CITY OF WEST COVINA****CITY COUNCIL/SUCCESSOR AGENCY/COMMUNITY DEVELOPMENT  
COMMISSION**

DECEMBER 18, 2018, 7:00 PM  
REGULAR MEETING

CITY HALL COUNCIL CHAMBERS  
1444 W. GARVEY AVENUE SOUTH  
WEST COVINA, CALIFORNIA 91790

**Mayor Lloyd Johnson**  
**Mayor Pro Tem Tony Wu**  
**Councilman Dario Castellanos**  
**Councilwoman Letty Lopez-Viado**

*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 DECEMBER 18, 2018, 7:00 PM  
REGULAR MEETING**

#### **INVOCATION**

Led by Pastor Dane Johnson, WCPD Chaplain

#### **PLEDGE OF ALLEGIANCE**

Led by Mayor Lloyd Johnson

#### **ROLL CALL**

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

#### **PRESENTATIONS**

Recognition of Retirement of Police Department Records Specialist Sylvia Luna

#### **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.*

#### **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 (receive & file)**

#### **CLAIMS AGAINST THE CITY**

##### **1) GOVERNMENT TORT CLAIM DENIALS**

It is recommended that the City Council deny the following Government Tort Claims and the claimants be notified:

- Rutilio Cordova vs. The City of West Covina
- Mike Stella vs. The City of West Covina
- Rocio Rivera vs. The City of West Covina
- Janie Moreno vs. The City of West Covina

**INVESTMENT REPORT (receive & file)****2) CITY INVESTMENT REPORT FOR THE MONTH ENDED OCTOBER 31, 2018**

It is recommended that the City Council receive and file the Investment Report for the month ended October 31, 2018.

**3) SUCCESSOR AGENCY INVESTMENT REPORT FOR THE MONTH ENDED OCTOBER 31, 2018**

It is recommended that the Chair and Board Members of the Successor Agency to the former West Covina Redevelopment Agency, receive and file the Investment Report for the month ended October 31, 2018.

**ORDINANCES FOR ADOPTION****4) AMENDMENT TO THE WEST COVINA MUNICIPAL CODE, CHAPTER 22, ARTICLE V FOR THE REGULATION OF SIDEWALK VENDORS WCMC SEC. 22-183.2 SIDEWALK VENDORS**

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

**ORDINANCE NO. 2451 – AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING SECTION 22-183.2 (“VENDING AUTOMOBILES, WAGONS OR STANDS”) OF ARTICLE V OF CHAPTER 22 OF THE MUNICIPAL CODE TO REGULATIONS FOR SIDEWALK VENDORS**

**5) CODE AMENDMENT NO. 18-02  
ACCESSORY DWELLING UNITS  
GENERAL AND STATUTORY EXEMPTION**

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

**ORDINANCE NO. 2449 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING DIVISION 11 OF ARTICLE XII OF CHAPTER 26 OF THE MUNICIPAL CODE TO AMEND SETBACK AND LOCATION RELATED ZONING REGULATIONS APPLICABLE TO ACCESSORY DWELLING UNITS**

**6) AMENDMENT TO THE WEST COVINA MUNICIPAL CODE ARTICLE XVI, WASTE REDUCTION, REUSE AND RECYCLING OF CONSTRUCTION AND DEMOLITION DEBRIS ORDINANCE**

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

**ORDINANCE NO. 2447 – AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF**

**WEST COVINA, CALIFORNIA, AMENDING THE WEST COVINA MUNICIPAL CODE ARTICLE XVI, WASTE REDUCTION, REUSE AND RECYCLING OF CONSTRUCTION AND DEMOLITION DEBRIS, OF CHAPTER 7, BUILDINGS AND BUILDING REGULATIONS, TO BE CONSISTENT WITH THE REQUIREMENTS OF CALIFORNIA GREEN BUILDING STANDARDS CODE, CORRECT NECESSARY LANGUAGE TO REFLECT THE CITY DEPARTMENTS ORGANIZATION, AND REMOVING RE-ROOFING PROJECTS FROM PROJECTS REQUIRED TO MEET THE DIVERSION REQUIREMENTS**

**7) CODE AMENDMENT NO. 18-03  
DOWNTOWN PLAN AND CODE PARKING STANDARDS  
GENERAL EXEMPTION**

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

**ORDINANCE NO. 2450 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA CALIFORNIA AMENDING ARTICLE XV OF CHAPTER 26 OF THE MUNICIPAL CODE, THE DOWNTOWN PLAN AND CODE PARKING STANDARDS**

**CITY CLERK'S OFFICE**

**8) BIENNIAL REVIEW OF THE CITY OF WEST COVINA'S CONFLICT OF INTEREST CODES**

It is recommended that the City Council adopt the following resolutions amending the Conflict of Interest Codes for the City of West Covina, the West Covina Community Development Commission and the Successor Agency to the West Covina Redevelopment Agency:

**RESOLUTION NO. 2018-136 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING THE CONFLICT OF INTEREST CODE FOR THE CITY OF WEST COVINA**

**RESOLUTION NO. 2018-137 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING THE CONFLICT OF INTEREST CODE FOR THE WEST COVINA COMMUNITY DEVELOPMENT COMMISSION**

**RESOLUTION NO. 2018-138 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING THE CONFLICT OF INTEREST CODE FOR THE SUCCESSOR AGENCY TO THE WEST COVINA REDEVELOPMENT AGENCY**

**CITY MANAGER'S OFFICE**

**9) ANNOUNCEMENT OF CITY COUNCIL'S INTENT TO FILL VACANT CITY COUNCIL POSITION**

It is recommended that the City Council receive applications to fill the vacant City Council seat by

appointment before the February 2, 2019 deadline.

## **COMMUNITY DEVELOPMENT**

### **10) RELEASE OF FAITHFUL PERFORMANCE GUARANTEE FOR 2937 E. CORTEZ STREET (DESIGN REVIEW NO.15-42)**

It is recommended that the City Council accept all on-site and off-site improvements for 2937 E. Cortez Street (Design Review 15-42) and authorize release of the Performance Security cash deposit in the amount of \$10,686.

### **11) ACCEPTANCE OF PUBLIC IMPROVEMENTS FOR THE RESIDENTIAL STREETS REHABILITATION IN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ELIGIBLE AREAS (PROJECT NO. SP-18038)**

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

1. Accept the public improvements constructed for Project No. SP-18038;
2. Authorize recordation of Notice of Completion with the Los Angeles County Recorder; and
3. Authorize release of retention funds 35 days after recordation of the Notice of Completion.

### **12) PLAZA WEST COVINA DISPOSITION AND DEVELOPMENT AGREEMENT - ENVIRONMENTAL INITIAL STUDY AND SECTION 15183 EXEMPTION PREPARATION**

It is recommended that the City Council authorize the City Manager to execute an agreement with Rincon Consultants, Inc. for a cost not to exceed \$86,706 for preparation of an Initial Study and Section 15183 Exemption for the proposed redevelopment of the Plaza West Covina Mall.

## **POLICE DEPARTMENT**

### **13) EXTENSION OF FORECLOSURE PROPERTIES ORDINANCE**

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

1. Extend the Foreclosure Ordinance for an additional three years, to December 2021;
2. Introduce, waive further reading, and give first reading to the following ordinance:

**ORDINANCE NO. 2452 – AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, EXTENDING THE TERMS AND PROVISIONS OF ORDINANCE NO. 2238 FOR AN ADDITIONAL PERIOD OF THREE YEARS, AMENDING CHAPTER 15 OF THE MUNICIPAL CODE TO REQUIRE REGISTRATION, MAINTENANCE AND SECURITY OF PROPERTIES IN FORECLOSURE**

## **PUBLIC SERVICES**

### **14) AWARD OF BID – LANDSCAPE MAINTENANCE OF LANDSCAPE MAINTENANCE**

**DISTRICTS 1, 2, 4 AND OF THE BIG LEAGUE DREAMS PERIMETER AREAS**

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

1. Authorize the City Manager to execute a contract with Merchants Landscape Services, Inc. (Merchants) in the total amount of Two Million One Hundred Ninety Thousand Dollars (\$2,190,000) for a three-year contract with two optional one-year extensions to provide landscape maintenance services to Landscape Maintenance Districts 1, 2, 4 and the Big League Dreams (BLD) perimeter areas; and
2. Appropriate \$46,158.36 from the available fund balance to Service Contracts as outlined in the report.

**15) ACCEPTANCE OF DROUGHT TOLERANT LANDSCAPING IMPROVEMENTS IN LANDSCAPE MAINTENANCE DISTRICT NO. 7 (PHASE 2) - PROJECT NO. 18024**

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

1. Accept the Drought Tolerant Landscaping Improvements in Landscape Maintenance District 7 (Phase 2) for Project No. 18024;
2. Authorize recordation of Notice of Completion with the Los Angeles County Recorder; and
3. Authorize the release of retention funds 35 days after recordation of the Notice of Completion.

**16) AWARD OF BID FOR CITY PARKS RESTROOM MAINTENANCE**

It is recommended that the City Council authorize the City Manager to execute a contract with Azteca Landscape in the total amount of \$238,015.08 for a one-year contract to provide parks restroom maintenance services for all City Parks.

**17) AWARD OF CONTRACT FOR THE INSTALLATION OF WROUGHT IRON FENCE AND GATE AT ORANGEWOOD SOCCER COMPLEX (PROJECT NO. 19010)**

It is recommended that the City Council accept the bid from Ace Fence Company, of La Puente, California in the amount of \$36,500, and authorize the City Manager to execute a contract with Ace Fence Company for Capital Improvement Project No. 19010.

**END OF CONSENT CALENDAR****HEARINGS****PUBLIC HEARINGS****DEPARTMENTAL REGULAR MATTERS****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/Community Development Commission agenda as items of business and must be approved by a majority of the City Council/Successor Agency Board.)*

- 18) REQUEST FROM MAYOR PRO TEM TONY WU REQUESTING THE CITY COUNCIL'S CONSIDERATION TO EXPLORE THE CITY'S FINANCIAL ABILITY TO REINSTATE ENGINE NO. 4**

It is recommended that the City Council direct staff accordingly.

- 19) REQUEST FROM MAYOR PRO TEM TONY WU REQUESTING THE CITY COUNCIL'S APPROVAL TO INSTRUCT CITY STAFF TO PROVIDE A REPORT ON THE COSTS TO DO TREE TRIMMING AND WEED ABATEMENT IN THE CITY'S MAINTENANCE DISTRICTS AND REDUCE THE CITYWIDE TREE TRIMMING CYCLE FROM SEVEN TO FIVE YEARS**

It is recommended that the City Council direct staff accordingly.

- 20) REQUEST FROM MAYOR PRO TEM TONY WU REQUESTING THE CITY COUNCIL'S CONSIDERATION TO EXPLORE THE CITY'S FINANCIAL ABILITY TO REINSTATE THE POLICE DEPARTMENT OVERLAP SHIFT**

It is recommended that the City Council direct staff accordingly.

- 21) REQUEST FROM COUNCILMAN DARIO CASTELLANOS REQUESTING THE CITY COUNCIL'S CONSIDERATION TO HAVE ALL DEPARTMENT HEADS SUBJECT TO EMPLOYMENT CONTRACTS SELECTED BY THE CITY MANAGER AND APPROVED BY THE CITY COUNCIL**

It is recommended that the City Council direct staff accordingly.

- 22) REQUEST FROM COUNCILMAN DARIO CASTELLANOS REQUESTING THE CITY COUNCIL'S CONSIDERATION TO INSTRUCT STAFF TO PROVIDE A REPORT TO THE CITY COUNCIL ON THE PURCHASING POLICY OF THE CITY AND SELECTION OF VENDORS**

It is recommended that the City Council direct staff accordingly.

- 23) REQUEST FROM COUNCILMAN DARIO CASTELLANOS REQUESTING THE CITY COUNCIL'S CONSIDERATION TO INSTRUCT STAFF TO DEVELOP A RELATIONSHIP WITH A HOMELESS SERVICES PROVIDER TO ADDRESS HOMELESSNESS IN WEST COVINA**

It is recommended that the City Council direct staff accordingly.

**24) REQUEST FROM COUNCILWOMAN LETTY LOPEZ-VIADO REQUESTING THE CITY COUNCIL'S CONSIDERATION TO PROMOTE VOLUNTEERISM IN THE POLICE DEPARTMENT TO HELP ADDRESS CODE ENFORCEMENT AND OTHER COMMUNITY ISSUES**

It is recommended that the City Council direct staff accordingly.

**25) REQUEST FROM COUNCILWOMAN LETTY LOPEZ-VIADO REQUESTING THE CITY COUNCIL'S CONSIDERATION TO INSTRUCT STAFF TO PREPARE A STAFF REPORT WITH OPTIONS TO DEVELOP A PARTNERSHIP WITH RING VIDEO DOORBELL AND SECURITY CAMERAS**

It is recommended that the City Council provide staff direction.

**26) REQUEST FROM COUNCILWOMAN LETTY LOPEZ-VIADO REQUESTING THE CITY COUNCIL TO INSTRUCT STAFF TO PREPARE A PROGRAM THAT ALLOWS DONATIONS AND PARTNERSHIPS FROM RESIDENTS, BUSINESSES, AND CIVIC GROUPS TO SPONSOR COMMUNITY EVENTS**

It is recommended that the City Council direct staff accordingly.

**CITY COUNCIL COMMENTS**

**ADJOURNMENT**

**Next Tentative City Council Meeting**

Regular Meeting

1/15/2019

7:00 PM

**RULES OF DECORUM**

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

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

- a. Each person addressing the council shall step up to the rostrum, shall give his or her name and city of residence in an audible tone of voice for the record and unless further time is granted by the council, shall limit his or her address to five (5) minutes.
- b. The city council may establish a limit on the duration of oral communications.
- c. All remarks shall be addressed to the council as a body and not to any member thereof. No person, other than the council and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the council, without the permission of the presiding officer. No question shall be asked of a councilmember except through the presiding officer.
- d. The presiding officer may require any person to be sworn as a witness before addressing the council on any subject. Any such person who, having taken an oath that he or she will testify truthfully, willfully and contrary to such oath states as true any material matter which he knows to be false may be held to answer criminally and subject to the penalty prescribed for perjury by the provisions of the Penal Code of the state.

Sec. 2-50. Decorum--Required.

- a. While the council is in session, the members shall preserve order and decorum, and a member shall neither, by conversation or otherwise, delay or disrupt the proceedings or the peace of the council nor interrupt any member while speaking or refuse to obey the orders of the council or its presiding officer, except as otherwise herein provided.
- b. Members of the public shall not willfully disrupt the meeting or act in a manner that actually impairs the orderly conduct of the meeting. For the purposes of this code, "willfully disrupt" includes, but is not limited to, continuing to do any of the following after being warned by the Mayor that continuing to do so will be a violation of the law:
  - a. Addressing the Mayor and City Council without first being recognized.



- b. Persisting in addressing a subject or subjects, other than that before the Mayor and City Council.
- c. Repetitiously addressing the same subject.
- d. Failing to relinquish the podium when directed to do so.
- e. From the audience, interrupting or attempting to interrupt, a speaker, the Mayor, a council member, or a staff member or shouting or attempting to shout over a speaker, the Mayor, a council member or a staff member.
- f. As a speaker, interrupting or attempting to interrupt the Mayor, a council member, or a staff member, or shouting over or attempting to shout over the Mayor, a council member, or a staff member. Nothing in this section or any rules of the council shall be construed to prohibit public criticism of the policies, procedures, programs, or services of the City or of the acts or omissions of the City Council. It shall be unlawful to violate the provisions of this Section.

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

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

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

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

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

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



# AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

**DATE:** 12/18/2018

**TO:** Mayor and City Council

**FROM:** Chris Freeland  
City Manager

**SUBJECT:** {SUBJECT}

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## RECOMMENDATION:

It is recommended that the City Council deny the following Government Tort Claims and the claimants be notified:

- Rutilio Cordova vs. The City of West Covina
- Mike Stella vs. The City of West Covina
- Rocio Rivera vs. The City of West Covina
- Janie Moreno vs. The City of West Covina

## DISCUSSION:

As you are aware, since all claims should be considered potential lawsuits, it is requested that all Councilmembers refrain from making specific public comments so as not to prejudice any claim. Specific questions should be referred to the City Attorney.

**Prepared by:** Nick Ledesma

**Additional Approval:** Eva Sahagun

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## Fiscal Impact

### FISCAL IMPACT:

None.

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# AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

**DATE:** 12/18/2018

**TO:** Mayor and City Council

**FROM:** Chris Freeland  
City Manager

**SUBJECT:** {SUBJECT}

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## RECOMMENDATION:

It is recommended that the City Council receive and file the Investment Report for the month ended October 31, 2018.

## DISCUSSION:

The Investment Report (Attachment No. 1) presents the City's cash and investments for the month ended October 31, 2018. This report is in compliance with California Government Code Section 53646 regarding the reporting of detailed information on all securities, investments, and monies of the City, as well as, reporting of the market value of the investments held. All of the investments contained within the portfolio are in full compliance with Government Code Section 53601 and the City's Investment Policy as to the types of investments allowed. The City's Investment Policy was last revised and adopted by City Council on June 5, 2018. As stated in the attached report, there are sufficient funds to meet the budgeted expenditures over the next six months.

The City's Investment Policy has set primary goals of the portfolio management of safety, liquidity and yield. The City's surplus funds are with the Los Angeles County Investment Pool (LACIP) and Chandler Asset Management. At October 31, 2018, the City's investment portfolio had a market value of \$33,696,155.

Bond reserves are held and invested by a Trustee. The investment of these funds is governed by an investment policy approved by the City Council as a part of the governing documents for each specific bond issue. At October 31, 2018, the City's bond reserves had a market value of \$1,656,372.

**Prepared by:** Todd H. Owens, Accounting Manager  
**Additional Approval:** Marcie Medina, Finance Director

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## Fiscal Impact

**FISCAL IMPACT:**  
No Fiscal Impact.

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**Attachments**

October 2018 City Investment Report  
Chandler Report

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# AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

**DATE:** 12/18/2018

**TO:** Mayor and City Council

**FROM:** Chris Freeland  
City Manager

**SUBJECT:** {SUBJECT}

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## RECOMMENDATION:

It is recommended that the Chair and Board Members of the Successor Agency to the former West Covina Redevelopment Agency, receive and file the Investment Report for the month ended October 31, 2018.

## DISCUSSION:

The Investment Report (Attachment No. 1) presents the Successor Agency's cash and investments for the month ended October 31, 2018. This report is in compliance with California Government Code Section 53646 regarding the reporting of detailed information on all securities, investments, and monies of the Successor Agency, as well as, reporting of the market value of the investments held. The Investment Policy of the City of West Covina also applies to the Successor Agency to the former West Covina Redevelopment Agency. All of the investments contained within the portfolio are in full compliance with Government Code Section 53601 and the City's Investment Policy as to the types of investments allowed. The Investment Policy was last revised and adopted by City Council on June 5, 2018. As stated in the attached report, there are sufficient funds to meet the budgeted expenditures over the next six months.

The Investment Policy has set primary goals of the portfolio management of safety, liquidity and yield. The Successor Agency's surplus funds are in the Los Angeles County Investment Pool (LACIP) which is completely liquid, as the Successor Agency can withdraw them at any time. At October 31, 2018, the Successor Agency's investment portfolio had a market value of \$8,283,423.

Bond reserves are held and invested by a Trustee. The investment of these funds is governed by an investment policy approved by the City Council as a part of the governing documents for each specific bond issue. At October 31, 2018, the Successor Agency's bond reserves had a market value of \$5,583,707.

**Prepared by:** Todd H. Owens, Accounting Manager  
**Additional Approval:** Marcie Medina, Finance Director

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## Fiscal Impact

### FISCAL IMPACT:

No Fiscal Impact.

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**Attachments**

October 2018 Successor Agency Report

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# AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

**DATE:** 12/18/2018

**TO:** Mayor and City Council

**FROM:** Chris Freeland  
City Manager

**SUBJECT:** {SUBJECT}

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## RECOMMENDATION:

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

**ORDINANCE NO. 2451 – AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING SECTION 22-183.2 (“VENDING AUTOMOBILES, WAGONS OR STANDS”) OF ARTICLE V OF CHAPTER 22 OF THE MUNICIPAL CODE TO REGULATIONS FOR SIDEWALK VENDORS**

## DISCUSSION:

This ordinance was first introduced at the November 20, 2019 City Council Meeting. The purpose of proposed Ordinance No. 2443 is to amend Section 22-183.2 (“Vending Automobiles, Wagons or Stands”) of Article V of Chapter 22 of the West Covina Municipal Code to regulate Sidewalk Vendors. On September 17, 2018, Governor Brown signed Senate Bill 946, which amended the California Government Code sections 51036 through 51039 pertaining to local regulation of sidewalk vendors. The new law will be effective January 1, 2019. The proposed ordinance establishes requirements for sidewalk vendors in the City of West Covina. The requirements were amended based on City Council direction to require that the business license and any Los Angeles County Department of Public Health license be visible at all times.

An urgency ordinance (Ordinance No. 2453) was adopted on November 20, 2018 and took effect immediately.

The ordinance will take effect 30 days after its adoption on January 17, 2019.

**Prepared by:** Jeff Anderson

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## Fiscal Impact

### FISCAL IMPACT:

### FISCAL IMPACT:

The proposed code amendment would not have any direct fiscal impact to the General Fund.

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**Attachments**

Ordinance No. 2451  
Staff Report No. 16

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# AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

**DATE:** 12/18/2018

**TO:** Mayor and City Council

**FROM:** Chris Freeland  
City Manager

**SUBJECT:** {SUBJECT}

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## RECOMMENDATION:

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

**ORDINANCE NO. 2449 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING DIVISION 11 OF ARTICLE XII OF CHAPTER 26 OF THE MUNICIPAL CODE TO AMEND SETBACK AND LOCATION RELATED ZONING REGULATIONS APPLICABLE TO ACCESSORY DWELLING UNITS**

## DISCUSSION:

This ordinance was introduced at the November 20, 2018 City Council Meeting. The purpose of proposed Ordinance No. 2449 is to amend the Municipal Code in regards to Accessory Dwelling Unit standards. The Code amendment would include the following;

- Retaining the minimum lot size of 12,000 square feet
- Retaining the rear yard setback of 25 feet
- Separating rear yard setback and site location standards to clarify where detached ADUs and attached ADUs may be located.

The ordinance will take effect 30 days after its adoption on January 17, 2018.

**Prepared by:** Jeff Anderson, Community Development Director

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## Fiscal Impact

**Fiscal Year:** 2018-2019

**Budgeted Y/N:** N

## FISCAL IMPACT:

The proposed code amendment would not have any direct fiscal impact to the General Fund

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## Attachments

Ordinance  
Staff Report No. 14

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# AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

**DATE:** 12/18/2018

**TO:** Mayor and City Council

**FROM:** Chris Freeland  
City Manager

**SUBJECT:** {SUBJECT}

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## RECOMMENDATION:

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

**ORDINANCE NO. 2447 – AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING THE WEST COVINA MUNICIPAL CODE ARTICLE XVI, WASTE REDUCTION, REUSE AND RECYCLING OF CONSTRUCTION AND DEMOLITION DEBRIS, OF CHAPTER 7, BUILDINGS AND BUILDING REGULATIONS, TO BE CONSISTENT WITH THE REQUIREMENTS OF CALIFORNIA GREEN BUILDING STANDARDS CODE, CORRECT NECESSARY LANGUAGE TO REFLECT THE CITY DEPARTMENTS ORGANIZATION, AND REMOVING RE-ROOFING PROJECTS FROM PROJECTS REQUIRED TO MEET THE DIVERSION REQUIREMENTS**

## DISCUSSION:

This ordinance was first introduced at the November 20, 2018 City Council Meeting. The adopted 2016 California Green Building Standards Code (CGBSC) requires a reuse or recycling rate of 65% of construction and demolition debris. This is in contradiction with the diversion rate set forth in the current Municipal Code of 50%. The proposed amendment removes the 50% diversion requirement and references the CGBSC for the diversion rate. As such, the Municipal Code will be consistent with future editions of the CGBSC.

The ordinance will take effect 30 days after its adoption on January 17, 2018.

**Prepared by:** Jeff Anderson, Community Development Director

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## Fiscal Impact

**Fiscal Year:** 2018-2019

**Budgeted Y/N:** N

## FISCAL IMPACT:

The proposed code amendment would not have any direct fiscal impact to the General Fund.

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**Attachments**

Ordinance  
Staff Report

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# AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

**DATE:** 12/18/2018

**TO:** Mayor and City Council

**FROM:** Chris Freeland  
City Manager

**SUBJECT:** {SUBJECT}

---

## RECOMMENDATION:

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

**ORDINANCE NO. 2450 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA CALIFORNIA AMENDING ARTICLE XV OF CHAPTER 26 OF THE MUNICIPAL CODE, THE DOWNTOWN PLAN AND CODE PARKING STANDARDS**

## DISCUSSION:

This ordinance was first introduced at the November 20, 2018 City Council Meeting. The purpose of the proposed Ordinance No. 2450 is to amend the Municipal Code to clarify the parking requirements for the Downtown Code. The Downtown Code includes a parking requirement of 0.65 of the cumulative parking standards from the Municipal Code for non-residential uses. The Code amendment would modify the Code to allow the 0.65 parking requirement only for new development that complies with the Downtown Code standards.

The ordinance will take effect 30 days after its adoption on January 17, 2019.

**Prepared by:** Jeff Anderson, Community Development Director

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## Fiscal Impact

**Fiscal Year:** 2018-2019

**Budgeted Y/N:** N

## FISCAL IMPACT:

The proposed code amendment would not have any direct fiscal impact to the General Fund.

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## Attachments

Ordinance No. 2450

Staff Report No. 15





# AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

**DATE:** 12/18/2018

**TO:** Mayor and City Council

**FROM:** Chris Freeland  
City Manager

**SUBJECT:** {SUBJECT}

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## RECOMMENDATION:

It is recommended that the City Council adopt the following resolutions amending the Conflict of Interest Codes for the City of West Covina, the West Covina Community Development Commission and the Successor Agency to the West Covina Redevelopment Agency:

**RESOLUTION NO. 2018-136 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING THE CONFLICT OF INTEREST CODE FOR THE CITY OF WEST COVINA**

**RESOLUTION NO. 2018-137 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING THE CONFLICT OF INTEREST CODE FOR THE WEST COVINA COMMUNITY DEVELOPMENT COMMISSION**

**RESOLUTION NO. 2018-138 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING THE CONFLICT OF INTEREST CODE FOR THE SUCCESSOR AGENCY TO THE WEST COVINA REDEVELOPMENT AGENCY**

## BACKGROUND:

Under the Political Reform Act, all public agencies are required to adopt a Conflict-of-Interest Code. Besides the terms of the Code, a Conflict-of-Interest Code designates positions required to file Statements of Economic Interests (Form 700), and assigns disclosure categories specifying the types of interests to be reported. The Form 700 is a public document intended to alert public officials and members of the public to the types of financial interests that may create conflicts of interests.

The Political Reform Act requires every local government agency to review its Conflict-of-Interest Code biennially to determine if it is accurate and up-to-date and/or if it needs to be amended. The Code reviewing body for city agencies is the City Council; therefore, the City Council shall approve the Conflict-of-Interest

Code and any amendments for the City, Community Development Commission, Successor Agency to the West Covina Redevelopment Agency and the Public Financing Authority.

The City Council, City Manager, City Attorney, City Treasurer, and Planning Commissioners are NOT included as “designated positions” as the disclosure obligations for these positions are set forth by Government Code § 87200, et seq.

**DISCUSSION:**

Government Code § 87306.5 requires that the City’s Conflict of Interest Codes be reviewed every two years to determine its accuracy, or alternatively, whether the Codes need to be revised or amended. The codes were last reviewed in 2016. During this year’s review, it was determined that amendments were necessary to “Appendix A – Designated Positions” of the City, Community Development Commission and Successor Agency’s Conflict-of-Interest Codes.

Attached as Exhibit No. 1, are the proposed lists of designated positions for each of the City, Community Development Commission and the Successor Agency Conflict-of-Interest Codes. Additions are identified as underscored and italicized. With the recent reorganization of Departments, there are several proposed changes. In addition, positions that are unfunded and not filled will remain as designated positions since they remain as approved job classifications in the City. The proposed changes have been incorporated into the resolution attachments.

The City of West Covina incorporates the Fair Political Practices Commission’s (FPPC) standardized Conflict of Interest Code as terms of their Code. The FPPC amends the regulation to include legislative and regulatory changes, therefore insuring the terms of the body of the Conflict of Interest Codes are in compliance with the Political Reform Act and up to date.

The Public Financing Authority Conflict of Interest Code requires no change and with the adoption of the regional Los Angeles County Oversight Board, the local Oversight Boards have been dissolved and are no longer subject to the Conflict of Interest Code biennial review.

**OPTIONS:**

Biennial review of the Conflict of Interest Codes is required by law. The City Council may add or delete positions or amend disclosure categories.

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**Attachments**

Resolution 2018-136  
Resolution 2018-137  
Resolution 2018-138

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# AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

**DATE:** 12/18/2018

**TO:** Mayor and City Council

**FROM:** Chris Freeland  
City Manager

**SUBJECT:** {SUBJECT}

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## RECOMMENDATION:

It is recommended that the City Council receive applications to fill the vacant City Council seat by appointment before the February 2, 2019 deadline.

## DISCUSSION:

On December 4, 2018, the West Covina City Council accepted the certified election results of the November 6, 2018 Municipal Election conducted by the County of Los Angeles. With the election of Mayor Pro Tem Tony Wu to serve as the Councilmember representing District No. 5, a vacancy now exists for the At-Large City Council seat previously held by Mayor Pro Tem Wu. The vacant At-Large City Council seat is to serve through December 2020.

Per California Government Code 36512(b), the City has 60 days from the commencement of the City Council vacancy (December 4, 2018), to either "fill the vacancy by appointment or call a special election to fill the vacancy." Therefore, the City Council has until February 2, 2019 to fill the position by appointment or to call a special election to fill the position.

In the past, the City has chosen to fill a vacancy on the City Council by appointment. To assist the City Council in this process, staff solicited applications from the public to serve on the City Council, from November 26, 2018 through December 17, 2018. At this time, staff has agendized the appointment for the January 15, 2019 City Council Meeting.

The City Council also has the option to conduct a Special Election to fill the vacancy. Per Government Code 36512 (b)(1): "If the council calls a special election, the special election shall be held on the next regularly established election date not less than 114 days from the call of the special election." Therefore, if the City Council decides to call a special election at its January 15, 2019 City Council Meeting, the earliest the special election could be held is in May 2019. The estimated cost of a special election is between \$300,000 and \$400,000, depending if there are any other elections being held in Los Angeles County or if the City has a stand alone election.

## OPTIONS:

The City Council has the following options:

1. Approve staff's recommendation; or
2. Instruct staff to prepare a staff report to call for a special election.

**Prepared by:** Chris Freeland, City Manager

**Additional Approval:** Scott Porter

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# AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

**DATE:** 12/18/2018

**TO:** Mayor and City Council

**FROM:** Chris Freeland  
City Manager

**SUBJECT:** {SUBJECT}

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## RECOMMENDATION:

It is recommended that the City Council accept all on-site and off-site improvements for 2937 E. Cortez Street (Design Review 15-42) and authorize release of the Performance Security cash deposit in the amount of \$10,686.

## BACKGROUND:

The owner, Wen Ping Chiu, applied for the construction of a 3,002 square-foot addition to the existing single family residence located at 2937 E. Cortez Street.

## DISCUSSION:

On June 5, 2017, Wen Ping Chiu entered into an improvement agreement with the City for the required on-site and off-site improvements in accordance with the conditions of approval. A form of security was required to be posted to guarantee the construction of the required improvements. The owner posted a cash deposit in the amount of \$10,686 to guarantee the completion of the required improvements.

All improvements including the finish grading, on-site drainage system, drive approach, and concrete paving have been completed in accordance with the improvement agreement and to the satisfaction of the City Engineer.

## OPTIONS:

The City Council has the following options:

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

**Prepared by:** Miguel Hernandez, Public Works Project Supervisor

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## Fiscal Impact

**Fiscal Year:** 2018-2019  
**Budgeted Y/N:** N

**Amount Requested:** 0

**Account(s):** N/A

**FISCAL IMPACT:**

None

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# AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

**DATE:** 12/18/2018

**TO:** Mayor and City Council

**FROM:** Chris Freeland  
City Manager

**SUBJECT:** {SUBJECT}

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## RECOMMENDATION:

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

1. Accept the public improvements constructed for Project No. SP-18038;
2. Authorize recordation of Notice of Completion with the Los Angeles County Recorder; and
3. Authorize release of retention funds 35 days after recordation of the Notice of Completion.

## BACKGROUND:

On June 5, 2018, the City Council awarded a contract for the construction of Project No. SP-18038, Residential Streets Rehabilitation in Community Development Block Grant (CDBG) eligible areas to All American Asphalt of Corona, California in the amount of \$427,770.00. Project No. SP-18038 rehabilitated 22 street segments within the CDBG eligible areas (Attachment No. 1). The project consisted of grinding down two inches of existing asphalt concrete pavement and installing two inches of asphalt concrete pavement; installing cape seal and slurry seal pavement; repairing damaged sidewalks; constructing Americans with Disabilities Act (ADA) compliant curb access ramps; adjusting manhole covers; installing new pavement legends and striping; and appurtenant work. The street segments were selected based on condition of the existing pavement as recommended by the City's Pavement Management System and field inspections. The total length of the project was approximately two and half miles.

## DISCUSSION:

All required improvements were constructed in conformance with the approved plans and specifications. The project was completed on August 31, 2018, within the contract time and within budget. One change order was issued for additional work within the project area in the amount of \$3,541.46 for a total project cost of \$431,311.46. The change order increased the original contract amount by one and a half percent.

With the City Council's acceptance of the improvements, All American Asphalt is required to provide a one-year warranty. Throughout the duration of construction, the City retained 5% of each payment to the contractor

as retention to ensure payment to subcontractors and material suppliers before final payment to the contractor. The retention funds being held will be released 35 days after the Notice of Completion has been filed with the Los Angeles County Recorder. The City Council's acceptance of the project during the public meeting and recordation of Notice of Completion puts all subcontractors and material suppliers on notice that retention will be released after 35 days. This provides sufficient time for the subcontractors or material suppliers to file a claim for payment if they have not been paid by the general contractor.

## OPTIONS:

The City Council has the following options:

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

## ENVIRONMENTAL IMPACT:

Pursuant to the California Environmental Quality Act Guidelines Section 15302-Class 2, the proposed improvements were of a minor nature and, therefore, the project was determined to be categorically exempt.

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## Fiscal Impact

### FISCAL IMPACT:

The total project cost is as follows:

No.	Item	Project Budget	Project Cost
1.	Construction Contract	\$427,770	\$427,770
2.	Contingency	22,230	3,541
3.	Project Management		9,993
<b>Total</b>		<b>\$450,000</b>	<b>\$441,304</b>

This project was funded using CDBG funds in the amount \$450,000. There is no impact to the General Fund. With the acceptance of the improvements, the City will become responsible for the maintenance of the improvements.

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## Attachments

Attachment # 1

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# AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

**DATE:** 12/18/2018

**TO:** Mayor and City Council

**FROM:** Chris Freeland  
City Manager

**SUBJECT:** {SUBJECT}

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## RECOMMENDATION:

It is recommended that the City Council authorize the City Manager to execute an agreement with Rincon Consultants, Inc. for a cost not to exceed \$86,706 for preparation of an Initial Study and Section 15183 Exemption for the proposed redevelopment of the Plaza West Covina Mall.

## BACKGROUND:

On March 6, 2018, the City of West Covina received a letter (Attachment No. 2) from Starwood, owner of a majority of the Plaza West Covina Mall (Mall), to enter into an Exclusive Negotiating Agreement (ENA) to negotiate a Disposition and Development Agreement (DDA) for the development/purchase of City owned parcels within the Mall site. Starwood is seeking to develop a Master Plan to redevelop the Mall, addressing the downsizing of Sears, the decline of retail stores, the trend away from enclosed malls, and to expand on the entertainment uses and experiential amenities that are attracting patrons. The project site is located at 112 Plaza Drive. The project consists of the sale of City parcels for a comprehensive redevelopment of the Plaza West Covina Mall by Starwood.

The project site has a current General Plan land use designation of Commercial. The site is currently located within the Downtown Plan & Code zoned as Urban Center and General Urban.

The Plaza West Covina Mall currently includes an enclosed mall of approximately 1.22 million square feet of retail/restaurant space on a seventy-one (71) acre site. The Mall is anchored by Macy's, JC Penney, and Sears, with approximately 208 stores. The Mall includes various out parcels buildings including a United States Post Office, office building, car repair shops, restaurants and retail. The applicant is anticipating demolishing approximately 300,000 square feet of existing retail space and developing 300,000 square feet of new commercial uses. The redesigned mall would feature new uses such as residential, hotel, conference/banquet facilities, and transit center. As part of the redevelopment of the Mall, the applicant is anticipating acquiring City-owned properties to allow for a more comprehensive design.

As Starwood is looking to acquire City property for the redevelopment of the Mall, prior to the City selling any parcels, the City must comply with the California Environmental Quality Act (CEQA) and conduct an environmental review. On November 27, 2018, Starwood submitted the project narrative required to commence the environmental review.

The City has not authorized the sale of any City assets at this time. This will be addressed at a later date by the City Council with feedback from the community.

**DISCUSSION:**

On November 27, 2018, staff requested a proposal from Rincon Consultants, Inc. (Rincon) to provide services to conduct the environmental review for the proposed Mall redevelopment project. As Starwood is planning to develop within the Downtown Plan & Code, it intends to utilize the development figures that were previously approved by the City Council that were incorporated in the Environmental Impact Report (EIR) prepared for the General Plan and Downtown Plan adopted in 2016. Starwood intends that CEQA Guidelines 15183 would apply. That section indicates that if a project is consistent with a general plan for which an EIR was prepared, additional environmental review is not required except to the extent that there are project-specific environmental impacts that are peculiar to the project or the site. That is, the project would need to be consistent with the adopted Downtown Plan & Code and the EIR.

Rincon's proposal includes an Initial Study and Section 15183 analysis for \$45,806. Rincon is also proposing to hire Ganddini to conduct the Traffic Impact Report that will cost \$40,900. The complete proposal totals \$86,706. Rincon states it will take four months to complete the environmental analysis. Starwood is responsible for all incurred costs associated with this analysis. In addition, the City Council had previously instructed staff and Starwood to utilize Rincon, as Rincon prepared the EIR for the City's Downtown Plan and was on the City's preapproved list of environmental consultants.

Approval of the contract with Rincon is critical, as it is part of the ENA between the City and Starwood. The Schedule of Performance requires the City to retain the California Environmental Quality Act (CEQA) consultant within ten (10) days of receiving the conceptual site plan and project narrative. Due to the timing of the submittal by Starwood and the proposal from Rincon being over Planning's approval threshold of \$75,000, the City has informed, and Starwood has agreed to provide the City the additional time to retain the CEQA consultant at the December 18, 2018 City Council Meeting.

Rincon was the consultant that prepared the Environmental Impact Report for the City's General Plan and Downtown Plan and Code. Therefore, staff is recommending selecting Rincon to prepare the environmental review for the Mall redevelopment project. Staff will work with Rincon to prepare a comprehensive and professional environmental review in the most efficient time frame possible to meet the six (6)-month timeframe agreed to in the ENA's Schedule of Performance.

No discretionary project may be approved until all required environmental analysis is completed. Once the draft environmental documentation is completed, the public will have the opportunity to comment on the environmental analysis. The public will also have the opportunity to comment upon the project itself prior to the City taking action on the project for or against and the environmental review of the project will assist in that endeavor.

**LEGAL REVIEW:**

The City Attorney's Office has reviewed and approved the Professional Services Agreement as to form.

**OPTIONS:**

The City Council has the following options:

1. Approve staff's recommendation;
2. Have staff conduct a Request for Proposals; or
3. Provide alternative direction.

**Prepared by:** Paulina Morales, Economic Development and Housing Manager



**Additional Approval:** Jeff Anderson, Community Development Director

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### **Fiscal Impact**

**Fiscal Year:** 2018-2019

**Budgeted Y/N:** N

**Amount Requested:** 0

**Account(s):** 550.22223

**FISCAL IMPACT:**

There would be no fiscal impact to the City. The City would contract with the consultant for the project. Starwood will deposit a check with the City in the amount of the proposal of the selected consultant to provide the consulting services. The consultant would be paid from the amount deposited into the City's Environmental Review Deposit Trust (Account No. 550.22223).

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### **Attachments**

Rincon Professional Services Agreement

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**CITY COUNCIL GOALS & OBJECTIVES:** Build Financial Health & Economic Stability  
Work with Plaza and Foothill Transit on a Transit Center



# AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

**DATE:** 12/18/2018

**TO:** Mayor and City Council

**FROM:** Chris Freeland  
City Manager

**SUBJECT:** {SUBJECT}

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## RECOMMENDATION:

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

1. Extend the Foreclosure Ordinance for an additional three years, to December 2021;
2. Introduce, waive further reading, and give first reading to the following ordinance:

**ORDINANCE NO. 2452 – AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, EXTENDING THE TERMS AND PROVISIONS OF ORDINANCE NO. 2238 FOR AN ADDITIONAL PERIOD OF THREE YEARS, AMENDING CHAPTER 15 OF THE MUNICIPAL CODE TO REQUIRE REGISTRATION, MAINTENANCE AND SECURITY OF PROPERTIES IN FORECLOSURE**

## DISCUSSION:

On October 16, 2012, the Public Works Department presented the City Council with a proposed Ordinance amending Chapter 15 of the Municipal Code concerning foreclosed properties and related fees and fines. The overall goal of this Ordinance was to ensure that foreclosure properties were given the proper attention by lenders that own them, thus reducing blight in West Covina. This Ordinance was adopted by the City Council and became effective in December 2012, for an initial three-year term, as Ordinance No. 2238 (see Attachment No. 1), requiring the registration and monitoring of residential properties that go into foreclosure. After three years, this Ordinance was extended for an additional three-year term by the City Council on November 17, 2015 (agenda item # 22).

The foreclosure registration and penalty fee amounts under this program are included in the City's Fee and Charge schedule. The Foreclosed Properties Registration fee is \$375 per property registration, and the Administrative Citation fees are \$100 for the first citation, \$200 for the second (within one year), \$500 for the third (within one year), with a 10% late fee. After the conclusion of a competitive bid process, the City Council awarded the bid to implement this program to Nationwide Cost Recovery Services, through the life of the Foreclosure Ordinance. Per the existing contract, the City retains 60% of the registration and penalty revenue, and pays 40% of the revenue to Nationwide Cost Recovery Services.

Last fiscal year (July 2017 to June 2018), West Covina had 281 foreclosure registrations under this Ordinance. Fees collected by the City during that fiscal year totaled \$127,450 (\$106,500 for registrations and \$20,950 for penalties). This revenue, which goes to the City's General Fund, pays for anti-blight efforts including Code Enforcement. During the first quarter of the current fiscal year (July to September 2018), there were 24 registrations. During that same time, there were 23 newly filed notices of default, so there will be more foreclosure activity in the months ahead.

Additionally, real estate data indicate that the median sales price of West Covina homes is at an all-time high, and approaching affordability constraints for the median income of households in the City. With mortgage interest rates increasing, and with U.S. macroeconomic trends indicating that the overall economy and real estate markets are overdue for a correction, another wave of foreclosures could occur in the years ahead.

Because of the current and anticipated foreclosure activity described above, Staff recommends that the Foreclosure Ordinance be extended by the City Council, for an additional three years—see Attachment No. 2. It is important to note that this program is automatically scalable. If foreclosures in the City of West Covina fall to zero in the next three years, then neither the City nor Nationwide Cost Recovery Services will receive any registration or penalty revenue.

#### **OPTIONS:**

Alternatively, the City Council may choose to take no action and allow the Foreclosure Ordinance to expire on December 20, 2018. This could result in the following:

- A reduction in General Fund revenues, leaving the City with less funding for anti-blight efforts including Code Enforcement;
- Lenders would no longer be compelled to take immediate responsibility for foreclosure properties, or be held accountable for giving proper attention and maintenance to those properties;
- Vacancies and blight could increase in West Covina, as properties could be neglected by lenders.

**Prepared by:** Alex B. Houston, Police Administrative Services Manager

**Additional Approval:** Marc Taylor, Chief of Police

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#### **Fiscal Impact**

**Fiscal Year:** 2019

**Budgeted Y/N:** Y

#### **FISCAL IMPACT:**

The foreclosure registration and penalty fee amounts are included in the City's Fee and Charge schedule, and may be changed by the City Council by action or resolution. Currently, the Foreclosed Properties Registration fee is \$375 per property registration, and the Administrative Citation fees are \$100 for the first citation, \$200 for the second (within one year), \$500 for the third (within one year), with a 10% late fee. Last fiscal year, the gross revenue amount totaled \$127,450, with the City retaining \$76,470 (60%). Extending the Foreclosure Ordinance will ensure that the City continues to receive revenue to contribute to anti-blight efforts including Code Enforcement.

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#### **Attachments**

Ordinance 2238

Ordinance 2452

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# AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

**DATE:** 12/18/2018

**TO:** Mayor and City Council

**FROM:** Chris Freeland  
City Manager

**SUBJECT:** {SUBJECT}

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## RECOMMENDATION:

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

1. Authorize the City Manager to execute a contract with Merchants Landscape Services, Inc. (Merchants) in the total amount of Two Million One Hundred Ninety Thousand Dollars (\$2,190,000) for a three-year contract with two optional one-year extensions to provide landscape maintenance services to Landscape Maintenance Districts 1, 2, 4 and the Big League Dreams (BLD) perimeter areas; and
2. Appropriate \$46,158.36 from the available fund balance to Service Contracts as outlined in the report.

## BACKGROUND:

There are several Landscape Maintenance Districts (LMDs) in West Covina. LMDs for parts of the community were established pursuant to the Landscape and Lighting Act of 1972 at the request of the owner of the developments in lieu of forming Homeowners' Associations. Funds collected by the districts are used to maintain landscaping, irrigation and hardscape (i.e. sidewalks, walls, graffiti abatement, clean-up of site, etc.) in public open space areas within its boundaries.

## DISCUSSION:

Azteca Landscape (Azteca) has provided landscape maintenance services for Landscape Maintenance Districts (LMD) 1, 2 and 4 since September 16, 1997. LMD No. 1 consists of approximately 30 acres of turf and 27 acres of maintained slope, natural areas and rights-of-way. LMD No. 2 consists of approximately 3.5 acres; one tenth acre turf and 3.4 acres of maintained slope and rights-of-way. LMD No. 4 consists of approximately 151 acres; 15 acres of turf, 135 acres of maintained slope and rights-of-way. On April 7, 2009, the City Council approved amending the contract to include maintenance for the Coastal Sage and Scrub Community Facility District (CSS) that consists of the gnatcatcher habitat restoration program, parkway maintenance and street lighting in the Big League Dreams Sportsplex area.

Azteca performs landscape maintenance, including but not limited to brush clearing, fertilizing, pruning, hedging, mowing and edging, plant removal and replacement. It also provides irrigation services such as sprinkler repair and replacement, maintains walkways with weed abatement, watering and trash pickup. Tree trimming is done in the LMDs, however that is done by a different contract with West Coast Arborists. The current contract expires December 31, 2018.

On November 5, 2018, in line with the City's effort to competitively bid all contract services and select the most qualified firms, staff issued a Request for Proposals (RFP) for landscape maintenance services to LMD 1, 2, 4 and the Big League Dreams (BLD) perimeter areas. The RFP was posted on Planet Bids, which is an online bid platform that enables the City to receive bids and connect with contractors more efficiently and cost effectively. On November 29, 2018, three proposals were received from the following firms:

Company	Location
Azteca Landscape	Corona, CA
Mariposa Landscapes, Inc.	Irwindale, CA
Merchants Landscape Services, Inc.	Santa Ana, CA

On December 3, 2018, Public Services staff reviewed and evaluated the proposals based on the following criteria:

Completeness of proposal	20%
Personnel and equipment	25%
References	25%
Pricing/ongoing support	30%
Total	100%

The results of the evaluations were as follows:

Company	Average Score	Total Bid Amount
Merchants Landscape Services, Inc.	84	\$438,000/yr
Azteca Landscape	77	\$542,599/yr
Mariposa Landscapes, Inc.	67	\$847,884/yr

Based on the evaluation and interview process, Merchants was ranked number one. The company submitted the most comprehensive proposal with relevant experience and a cost-effective price to meet the City's standards and required level of service. Merchants currently services Cities of Chino, Moreno Valley, Ontario, Irvine, Buena Park and West Covina. The Azteca proposal ranked second out of all proposers, however it was not as cost-effective.

#### OPTIONS:

1. Approve staff's recommendation;
2. Award to Azteca Landscape for continuity of service at a cost of \$104,599 above the Merchants bid; or
3. Provide alternative direction.

**Prepared by:** Mike Cresap, Public Services Superintendent

**Additional Approval:** Nikole Bresciani, Assistant City Manager/Public Services Director

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#### Fiscal Impact

**Fiscal Year:** 2018-19

**Budgeted Y/N:** N

**Amount Requested:** \$46,158.36

**FISCAL IMPACT:**

The contract is anticipated to commence on January 1, 2019, and the contract amount for the remainder of Fiscal Year 2018-19 is \$219,000. That is an increase of \$46,158.36 for Fiscal Year 2018-19. The additional funds will need to be appropriated from available fund balances remaining in Landscape Maintenance Districts 1, 2, 4 and Coastal Sage and Scrub. In Fiscal Year 2017-18, the agreement with Azteca was for \$385,283. There is no impact to the General Fund.

Account Number	Description	6-Month Cost	Annual Cost	5-yr Cost
181.41.4145.6130	LMD1	\$38,800	\$87,600	\$438,000
181.41.4189.6130	LMD1 NPDES	\$5,000		
182.41.4145.6130	LMD2	\$3,380	\$8,760	\$43,800
182.41.4189.6130	MD2 NPDES	\$1,000		
184.41.4145.6130	MD4	\$111,420	\$297,840	\$1,489,200
184.41.4189.6130	MD4 NPDES	\$37,500		
183.41.4145.6130	Big League Dreams/CSS	\$17,900	\$43,800	\$219,000
183.41.4189.6130	Big League Dream/CSS NPDES	\$4,000		
Totals		\$36,500	\$438,000	\$2,190,000

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### Attachments

Merchants Landscape Maintenance Agreement  
 Resolution 2018-139  
 Exhibit 1  
 LMD Map  
 Coastal Sage Map

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# AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

**DATE:** 12/18/2018

**TO:** Mayor and City Council

**FROM:** Chris Freeland  
City Manager

**SUBJECT:** {SUBJECT}

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## RECOMMENDATION:

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

1. Accept the Drought Tolerant Landscaping Improvements in Landscape Maintenance District 7 (Phase 2) for Project No. 18024;
2. Authorize recordation of Notice of Completion with the Los Angeles County Recorder; and
3. Authorize the release of retention funds 35 days after recordation of the Notice of Completion.

## BACKGROUND:

The City of West Covina's Public Services Department is responsible for the maintenance of all landscaping and irrigation improvements in City parks, facilities, medians, paseos, and landscape maintenance districts, including the open space areas and slopes in LMD 7. On June 20, 2017, the City Council adopted the Guidelines and Standards for Drought Tolerant Landscaping and Water-Wise Irrigation in the Public Right-of-Way, City Parks and Facilities. The primary purpose of the guidelines is to provide design, installation and maintenance standards and include criteria to be used in prioritizing the implementation of improvements – public health and safety, aesthetics and mitigating blight, potential for water cost savings and lower maintenance costs, integration of National Pollutant Discharge Elimination System (NPDES) requirements, availability and type of funding, proximity or availability of recycled water, and watering restrictions of local water suppliers.

On April 3, 2018, the City Council approved a contract for the installation of drought tolerant landscaping and water-wise irrigation improvements (Phase 2) in Landscape Maintenance District 7 (LMD 7) with Mariposa Landscapes, Inc. in the amount not-to-exceed \$45,320.

## DISCUSSION:

As part of the Fiscal Year (FY) 2017-18 Capital Improvement Program (CIP) budget, Project No. 18024 (Phase 2), was to replace two original Rain Master Evolution controllers located at Citrus and Hillside Drive and at 3009 Hillside Drive. These two irrigation controllers have been in use for over twenty years and were replaced with the CS 3000, the newest and most technologically advanced flow management and water saving automation irrigation controller from Calsense. The parkway located between 3040 East Hillside and 3056 East Hillside Drive had the existing plants and ground cover removed and replaced with new water-wise plant



species. The irrigation system was further upgraded with a new master valve and an efficient drip irrigation system for the new plantings. After the plantings were completed, the immediate areas around the new plants were top dressed with mulch to retain moisture and reduce invasive weeds.

All required improvements were performed in conformance with the approved plans and specifications. The project was substantially completed on June 13, 2018.

**Prepared by:** Mike Cresap, Public Services Superintendent

**Additional Approval:** Nikole Bresciani, Assistant City Manager/Public Services Director

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### **Fiscal Impact**

**Fiscal Year:** 2019

**Budgeted Y/N:** Y

**FISCAL IMPACT:**

The following table shows the total budget approved and actual costs for this project:

Item	Budget Approved	Actual Cost
Drought tolerant landscaping improvements in Landscape Maintenance District No. 7 (Phase 2)	\$45,320	\$45,320
Total	\$45,320	\$45,320

This project was an approved contract for phase 2, funded by Maintenance District Tax (Account No. 187.80.7004.7000) in the amount of \$45,320 on the April 3, 2018, Award of Contract City Council Staff Report.

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# AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

**DATE:** 12/18/2018

**TO:** Mayor and City Council

**FROM:** Chris Freeland  
City Manager

**SUBJECT:** {SUBJECT}

## RECOMMENDATION:

It is recommended that the City Council authorize the City Manager to execute a contract with Azteca Landscape in the total amount of \$238,015.08 for a one-year contract to provide parks restroom maintenance services for all City Parks.

## DISCUSSION:

The City of West Covina currently utilizes Merchants Landscape Services, Inc., (Merchants) to provide landscape maintenance services for 16 parks and the Civic Center. These services include mowing and edging of all turf areas, and general clean-up on a weekly basis; while trimming and pruning of plants and shrubs, repair and maintenance of irrigation sprinkler and control systems are performed as needed. Merchants has been providing landscape maintenance services to the City of West Covina since 1996. As of September 8, 2018, the Merchants contract services were amended to include parks restroom maintenance services due to changes in Maintenance Division staffing through the City reorganization. Merchants is providing services on a month-to-month schedule in the amount of \$27,691 per month, for six months or less, by written notice.

The current City parks and Civic Center landscape maintenance contract will expire on December 31, 2019. At that time, staff will issue an RFP for that service and it will include park restroom maintenance in the scope of services.

On October 17, 2018, in line with the City's effort to competitively bid all contract services and select the most qualified firms, staff issued a Request for Proposal (RFP) for City Parks Restroom Maintenance Services RFP #51-002. The RFP was posted on Planet Bids. On November 15, 2018, four proposals were received from the following firms:

Company	Location
Azteca Landscape	Corona, CA
Golden Touch Cleaning	Santa Ana, CA
Mariposa Landscapes Inc.	Irwindale, CA
Merchants Landscape Services, Inc.	Rancho Cucamonga, CA

On November 19, 2018, Public Services staff reviewed and evaluated the proposals based on the following

criteria:

Completeness of proposal	40%
Personnel and equipment	20%
References	30%
Pricing/on-going support	10%
Total	100%

The results of the evaluations were as follows:

Company	Average Score
Merchants Landscape Services, Inc.	87
Azteca Landscape	74
Mariposa Landscapes Inc.	68
Golden Touch Cleaning	38

Since Merchants assumed responsibility for park restroom maintenance services, staff saw significant improvement with cleanliness and responsiveness and has received positive feedback from City residents. Merchants submitted the most comprehensive proposal with relevant experience to meet the City's standards and required level of service. Based on that and the evaluation process, Merchants Landscape Services, Inc. was ranked number one in all aspects except cost efficiency.

Company	Bid Amount
Golden Touch Cleaning	\$197,880
Azteca Landscape	\$238,015
Merchants Landscape Services, Inc.	\$287,976
Mariposa Landscapes Inc.	\$376,272

Golden Touch Cleaning's proposal, while the most cost effective, was ranked the lowest due to lack of experience with park facilities and operational challenges with this company from its janitorial services provided in 2016. The janitorial contract was canceled due to performance issues. Azteca Landscape's proposal provides a cost savings of almost \$50,000, therefore, staff is recommending that the City Council award a one-year contract to Azteca Landscape Services, Inc. in the total amount of \$238,015.08 (\$19,834.59/month) to provide City parks restroom maintenance services. These services include: opening/closing restrooms; cleaning and restocking; reporting facility issues; tot lot area maintenance, including equipment safety; trash containers maintenance; table and bench inspections; graffiti removal; and trash and debris clean-up.

## OPTIONS:

1. Approve staff's recommendation;
2. Accept the Merchants Landscape Services Inc. proposal for continuity of services;
3. Reject proposals received and send out a new RFP. This alternative may not reduce cost any further, nor provide expertise not already possessed by the recommended firm. This alternative will also cause a delay of about four months in getting a new contract established for these services; or
4. Provide alternative direction.

**Prepared by:** Mike Cresap, Public Services Superintendent

**Additional Approval:** Nikole Bresciani, Assistant City Manager/Public Services Director

**Fiscal Impact****Fiscal Year:** 2018-19**Budgeted Y/N:** Y**FISCAL IMPACT:**

The contract is anticipated to commence on January 1, 2019, and the contract amount for the remainder of Fiscal Year 2018-19 is \$119,008. This is budgeted in Account No. 110.41.4142.6130.

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**Attachments**Attachment No. 1

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# AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

**DATE:** 12/18/2018

**TO:** Mayor and City Council

**FROM:** Chris Freeland  
City Manager

**SUBJECT:** {SUBJECT}

## RECOMMENDATION:

It is recommended that the City Council accept the bid from Ace Fence Company, of La Puente, California in the amount of \$36,500, and authorize the City Manager to execute a contract with Ace Fence Company for Capital Improvement Project No. 19010.

## BACKGROUND:

After the completion of the Orangewood Soccer Complex in October 2017, it was found that due to heavy usage, the facility would need to be closed for extended periods of time for field renovation and rest. During maintenance periods, it was not possible to prevent usage because there was not a way to close the facility. The new wrought iron fencing and gate would close off the soccer complex but leave access to the existing restrooms behind the hockey rink for the public using the amenities at the front of the park. The gate will be located at the entrance to the Soccer Complex near the hockey facility and the fencing will match the rod iron around the perimeter of the hockey facility.

## DISCUSSION:

Included in the Fiscal Year (FY) 2018-19 Capital Improvement Program (CIP) budget is the installation of Security Fencing and Gate at Orangewood Soccer Complex.

In accordance with Section 22032 of the California Uniform Public Construction Cost Accounting Act, projects below \$45,000 may be completed by the City's workforce, by a negotiated contract, or via a purchase order. In an effort to get competitive pricing, staff obtained quotes for the installation of the gate and fencing by contacting the following contractors:

Contractor	Location	Bid Amount
Ace Fence Company	La Puente, CA	\$ 36,500
*United Fence Services	Pomona, CA	No Bid
*Mercury Fencing Company	Baldwin Park, CA	No Bid

\*Both contractors were called and given additional opportunities to provide bids but did not do so because they were unavailable to do the project.

Ace Fence Company supplied the only bid at \$36,500. In addition to being the only bidder, it is the only

contractor able to complete the work during the facility's maintenance period which begins December 18, 2018. The project would be completed before West Covina Youth Soccer begins its Spring Season in February 2019.

### OPTIONS:

The City Council has the following options:

1. Approve staff's recommendation;
2. Direct staff to advertise for bids. Since a favorable quote was received and within budget, it is unlikely that seeking new bids would reduce costs any further; or
3. Provide alternative direction.

**Prepared by:** Mike Cresap, Public Services Superintendent

**Additional Approval:** Nikole Bresciani, Assistant City Manager/Public Services Director

### Fiscal Impact

**Fiscal Year:** 2018-19

**Budgeted Y/N:** 2018-19

**Amount Requested:** 40,150

### FISCAL IMPACT:

The total estimated project costs are broken down as follows:

No.	Item	Amount
1.	Construction Contract	\$36,500
2.	Contingency (10%)	\$3,650
Total		\$40,150

The total approved budget for installation of Security Fencing and Gate at Orangewood Soccer Complex as part of the FY 2018-19 CIP budget is \$75,000 with funding coming from Park Dedication Fees. The funds available for this project are as follows:

Project No.	Funds	Account No.	Project Account No.	Amount
19010	PDF "C"	172.80.7004.7700	19010.172.7700	\$40,150
Total				\$40,150

There is no impact to the General Fund. Remaining PDF "C" Funds will be returned to the fund balance and be made available for future park projects.

### Attachments

Orangewood Park Fencing Agreement Ace Fencing



# AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

**DATE:** 12/18/2018

**TO:** Mayor and City Council

**FROM:** Chris Freeland  
City Manager

**SUBJECT:** {SUBJECT}

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## RECOMMENDATION:

It is recommended that the City Council direct staff accordingly.

## DISCUSSION:

Per the City Council Standing Rules, Mayor Pro Tem Tony Wu is seeking the City Council's consideration to explore the City's financial ability to reinstate Engine No. 4.

In August 2018, the City Council approved to take Engine No. 4 out of service, in order to generate approximately \$1.3 million in savings to the City's General Fund.

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# AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

**DATE:** 12/18/2018

**TO:** Mayor and City Council

**FROM:** Chris Freeland  
City Manager

**SUBJECT:** {SUBJECT}

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## RECOMMENDATION:

It is recommended that the City Council direct staff accordingly.

## DISCUSSION:

Per the City Council Standing Rules, Mayor Pro Tem Tony Wu is seeking the City Council's approval to have City staff prepare a report on the costs to do tree trimming and weed abatement in the various Maintenance Districts and to reduce the City's Citywide tree trimming cycle from seven to five years.

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# AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

**DATE:** 12/18/2018

**TO:** Mayor and City Council

**FROM:** Chris Freeland  
City Manager

**SUBJECT:** {SUBJECT}

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## RECOMMENDATION:

It is recommended that the City Council direct staff accordingly.

## DISCUSSION:

Per the City Council Standing Rules, Mayor Pro Tem Tony Wu is seeking the City Council's consideration to explore the City's financial ability to reinstate the Police Department Overlap Shift. In August 2018, the City Council approved the City's Fiscal Year 2018-19 Budget, which included a reduction in funding for the Police Department. In order to meet the necessary budget savings, the Police Department eliminated the overlap shift.

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# AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

**DATE:** 12/18/2018

**TO:** Mayor and City Council

**FROM:** Chris Freeland  
City Manager

**SUBJECT:** {SUBJECT}

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## RECOMMENDATION:

It is recommended that the City Council direct staff accordingly.

## DISCUSSION:

Per the City Council Standing Rules, Councilman Dario Castellanos is requesting the City Council's consideration to have all Department Heads subject to employment contracts selected by the City Manager and approved by the City Council.

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# AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

**DATE:** 12/18/2018

**TO:** Mayor and City Council

**FROM:** Chris Freeland  
City Manager

**SUBJECT:** {SUBJECT}

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## RECOMMENDATION:

It is recommended that the City Council direct staff accordingly.

## DISCUSSION:

Per the City Council Standing Rules, Councilman Dario Castellanos is requesting the City Council's consideration to instruct staff to prepare a report to the City Council on the Purchasing Policy of the City and selection of vendors.

Councilman Castellanos wishes to review the policy to see if there are opportunities to generate savings for the City of West Covina.

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**CITY COUNCIL GOALS & OBJECTIVES:** Build Financial Health & Economic Stability



# AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

**DATE:** 12/18/2018

**TO:** Mayor and City Council

**FROM:** Chris Freeland  
City Manager

**SUBJECT:** {SUBJECT}

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## RECOMMENDATION:

It is recommended that the City Council direct staff accordingly.

## DISCUSSION:

Per the City Council Standing Rules, Councilman Dario Castellanos is seeking the City Council's consideration to develop a relationship with a homeless services provider to address homelessness in West Covina.

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**CITY COUNCIL GOALS & OBJECTIVES:** Identify Resources & Programs for Homeless Solutions



# AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

**DATE:** 12/18/2018

**TO:** Mayor and City Council

**FROM:** Chris Freeland  
City Manager

**SUBJECT:** {SUBJECT}

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## RECOMMENDATION:

It is recommended that the City Council direct staff accordingly.

## DISCUSSION:

Per the City Council Standing Rules, Councilwoman Letty Lopez-Viado is seeking the City Council's consideration to instruct staff to promote volunteerism in the Police Department to help address Code Enforcement and other community issues.

The City of West Covina, including the West Covina Police Department, offer opportunities for residents to volunteer in their community. At this time, an effort is being made in the Police Department to encourage volunteers to assist the Police Department's Code Enforcement Division be more proactive in addressing code violations in the community. The Police Department has also been seeking interns and cadets to assist this program.

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# AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

**DATE:** 12/18/2018

**TO:** Mayor and City Council

**FROM:** Chris Freeland  
City Manager

**SUBJECT:** {SUBJECT}

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## RECOMMENDATION:

It is recommended that the City Council provide staff direction.

## DISCUSSION:

Per the City Council Standing Rules, Councilwoman Letty Lopez-Viado is seeking the City Council's consideration to instruct staff to prepare a report on the options to develop a partnership with Ring video doorbells and security cameras. Other cities in the region have partnered with Ring to provide a nominal rebate to encourage residents to install the Ring system as a deterrent to crime.

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# AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

**DATE:** 12/18/2018

**TO:** Mayor and City Council

**FROM:** Chris Freeland  
City Manager

**SUBJECT:** {SUBJECT}

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## RECOMMENDATION:

It is recommended that the City Council direct staff accordingly.

## DISCUSSION:

Per the City Council Standing Rules, Councilwoman Letty Lopez-Viado is seeking the City Council's consideration to instruct staff to prepare a program that allows donations and partnerships from residents, businesses, and civic groups to sponsor community events.

As part of the City's Fiscal Year 2018-19 Budget, many community events were canceled due to funding. Some programs have been restored due to donations in the City's Community Services Foundation budget. Councilwoman Lopez-Viado is seeking additional sponsorships/partnerships with groups to reinstate any programs that have been eliminated.

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