



CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

**JUNE 6, 2023, 7:00 PM
REGULAR MEETING**

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

**Mayor Rosario Diaz
Mayor Pro Tem Brian Tabatabai
Councilman Tony Wu
Councilwoman Letty Lopez-Viado
Councilman Ollie Cantos**

Please turn off all cell phones and other electronic devices prior to entering the Council Chambers

AMERICANS WITH DISABILITIES ACT

The City complies with the Americans with Disabilities Act (ADA). If you will need special assistance at Council meetings, please call (626) 939-8433 (voice) or (626) 960-4422 (TTY) from 8 to 5 Monday through Thursday. Do call at least one day prior to the meeting date to inform us of your particular needs and to determine if accommodation is possible. For sign language interpreter services at Council meetings, please request no less than four working days prior to the meeting.

AGENDA MATERIAL

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

NOTICE

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

PUBLIC COMMENTS

ADDRESSING THE CITY COUNCIL

(Per WCMC 2-48, Ordinance No. 2150)

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

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

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

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

RULES OF DECORUM

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

AGENDA

CITY OF WEST COVINA CITY COUNCIL/SUCCESSOR AGENCY

**TUESDAY JUNE 6, 2023, 7:00 PM
REGULAR MEETING**

INVOCATION

Led by Pastor Mason Okubo from Immanuel First Lutheran Church

PLEDGE OF ALLEGIANCE

Led by Councilman Wu

ROLL CALL

REPORTING OUT FROM CLOSED SESSION

PRESENTATIONS

- Certificate of Appreciation Recognizing West Covina Police Department's Participation in Baker to Vegas 2023 Challenge Cup and Police Unity Tour

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 MAY 16TH CITY COUNCIL/ SUCCESSOR AGENCY SPECIAL CLOSED SESSION MEETING, THE MAY 16, 2023, CITY COUNCIL/SUCCESSOR AGENCY REGULAR CLOSED SESSION MEETING MINUTES, CONSIDERATION OF APPROVAL OF THE MAY 16, 2023, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES AND THE MAY 18, 2023, CITY COUNCIL/SUCCESSOR AGENCY SPECIAL CLOSED SESSION MEETING MINUTES.**

It is recommended that the City Council approve the May 16, 2023, Special Closed Session Meeting Minutes, the May 16, 2023 Closed Session Meeting Minutes, May 16, 2023, Regular Session Meeting Minutes, and the May 18th Special Closed Session Meeting Minutes.

COMMISSION SUMMARY OF ACTIONS

2) MINUTES FOR COMMUNITY & SENIOR SERVICES COMMISSION REGULAR MEETING HELD ON MARCH 14, 2023 AND SPECIAL MEETINGS HELD ON APRIL 11, 2023 AND MAY 3, 2023

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 14, 2023 and the special meetings of the Community and Senior Services Commission held on April 11, 2023 and May 3, 2023.

FINANCE DEPARTMENT

3) CONSIDERATION OF ANNUAL APPROPRIATIONS LIMIT FOR FISCAL YEAR 2023-24

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

RESOLUTION NO. 2023-50 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DETERMINING AND ADOPTING THE ANNUAL APPROPRIATIONS LIMIT FOR FISCAL YEAR 2023-2024

HUMAN RESOURCES/RISK MANAGEMENT

4) CONSIDERATION OF JOB DESCRIPTION FOR CODE ENFORCEMENT DIRECTOR

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

RESOLUTION NO. 2023-48 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE CODE ENFORCEMENT DIRECTOR CLASSIFICATION SPECIFICATIONS

POLICE DEPARTMENT

5) CONSIDERATION OF ACCEPTANCE OF OFFICER WELLNESS AND MENTAL HEALTH GRANT

It is recommended that the City Council accept the Officer Wellness and Mental Health grant, in the amount of \$65,293.69, from the California Board of State and Community Corrections.

6) CONSIDERATION OF 2021 AND 2022 STATE HOMELAND SECURITY PROGRAM GRANTS

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

RESOLUTION NO. 2023-57 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE APPLICATION FOR AND ACCEPTANCE OF 2021 AND 2022 STATE HOMELAND SECURITY GRANTS AND

AUTHORIZING THE ACTING CITY MANAGER TO EXECUTE ALL GRANT AGREEMENTS AND RELATED ASSURANCES

7) CONSIDERATION OF CONTINUED POLICE COMPUTER TECHNOLOGY SERVICES

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

1. Authorize the Acting City Manager to execute an agreement with SDI Presence LLC, in an annual amount up to \$250,000, for a term of three years (with the option of two one-year extensions), for continued specialized computer technology services for the Police Department, using available federal equitable sharing funds (in Fund 117), in substantially the form as attached and in such final form as approved by the City Attorney.
2. Authorize the City Manager to negotiate and execute future amendments exercising the extension options.

END OF CONSENT CALENDAR

DEPARTMENTAL REGULAR MATTERS

COMMUNITY DEVELOPMENT

8) FORMING A CHAMBER OF COMMERCE/BUSINESS ASSOCIATION

Staff recommends City Council provide direction regarding revamping economic development efforts and establishing a “Chamber of Commerce” or “Business Association” (Chamber).

FINANCE DEPARTMENT

9) CONSIDERATION OF THE CITY OF WEST COVINA FISCAL YEAR 2023-24 ANNUAL OPERATING AND CAPITAL IMPROVEMENT PROGRAM BUDGET

It is recommended that City Council approve the Fiscal Year 2023-24 Proposed Operating and Capital Improvement Program Budget by adopting the following resolution:

RESOLUTION NO. 2023-51 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING THE OPERATING AND CAPITAL IMPROVEMENT PROGRAM BUDGET FOR THE CITY OF WEST COVINA, WEST COVINA PUBLIC FINANCING AUTHORITY, WEST COVINA HOUSING AUTHORITY, AND THE SUCCESSOR AGENCY TO THE FORMER WEST COVINA REDEVELOPMENT AGENCY FOR FISCAL YEAR 2023-24

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

June 20, 2023

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: 06/06/2023

TO: Mayor and City Council

FROM: Paulina Morales
Acting City Manager

SUBJECT: CONSIDERATION OF APPROVAL OF THE MAY 16TH CITY COUNCIL/ SUCCESSOR AGENCY SPECIAL CLOSED SESSION MEETING, THE MAY 16, 2023, CITY COUNCIL/SUCCESSOR AGENCY REGULAR CLOSED SESSION MEETING MINUTES, CONSIDERATION OF APPROVAL OF THE MAY 16, 2023, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES AND THE MAY 18, 2023, CITY COUNCIL/SUCCESSOR AGENCY SPECIAL CLOSED SESSION MEETING MINUTES.

RECOMMENDATION:

It is recommended that the City Council approve the May 16, 2023, Special Closed Session Meeting Minutes, the May 16, 2023 Closed Session Meeting Minutes, May 16, 2023, Regular Session Meeting Minutes, and the May 18th Special Closed Session Meeting Minutes.

DISCUSSION:

That the City Council adopt the attached minutes.

Prepared by: Lisa Sherrick, Assistant City Clerk

Attachments

Attachment No.1 - 5-16-23 Draft Special Closed Session Minutes
Attachment No.2 - 5-16-23 Draft Closed Session Minutes
Attachment No.3 - 5-16-23 Draft Regular Session Minutes
Attachment No.4 - 5-18-23 Draft Special Closed Session Minutes

CITY COUNCIL GOALS & OBJECTIVES: Enhance City Image and Effectiveness



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 06/06/2023

TO: Mayor and City Council

FROM: Paulina Morales
Acting City Manager

SUBJECT: MINUTES FOR COMMUNITY & SENIOR SERVICES COMMISSION REGULAR MEETING HELD ON MARCH 14, 2023 AND SPECIAL MEETINGS HELD ON APRIL 11, 2023 AND MAY 3, 2023

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 14, 2023 and the special meetings of the Community and Senior Services Commission held on April 11, 2023 and May 3, 2023.

Prepared by: Deborah Johnston, Administrative Assistant II

Fiscal Impact

FISCAL IMPACT:

This is strictly an administrative item to receive and file; therefore, there is no associated fiscal impact.

Attachments

Attachment No. 1 - March 14, 2023, Community & Senior Services Commission Special Meeting Minutes.

Attachment No. 2 - April 11, 2023, Special Community & Senior Services Commission Special Meeting Minutes.

Attachment No. 3 - May 03, 2023, Special Community & Senior Services Commission Special Meeting Minutes.

CITY COUNCIL GOALS & OBJECTIVES: Enhance City Image and Effectiveness



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 06/06/2023

TO: Mayor and City Council

FROM: Paulina Morales
Acting City Manager

SUBJECT: CONSIDERATION OF ANNUAL APPROPRIATIONS LIMIT FOR FISCAL YEAR 2023-24

RECOMMENDATION:

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

RESOLUTION NO. 2023-50 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DETERMINING AND ADOPTING THE ANNUAL APPROPRIATIONS LIMIT FOR FISCAL YEAR 2023-2024

BACKGROUND:

Article XIII B of the California Constitution imposes an appropriations limit on units of state and local governments. In response to a perception that government spending was increasing without any controls, in 1979, the voters passed Proposition 4, "The Gann Initiative," which is now included in the California Constitution as Article XIII B. This article limits the amount of appropriations (related to tax proceeds) that state or local governments can establish each year.

The appropriations of tax proceeds excludes revenues from the following sources:

- Special Benefit Assessments
- Licenses and Permits
- Franchise Fees
- Developer Fees
- Fines, Forfeitures and Penalties
- Other Governmental Restricted Revenues
- Gas Taxes
- User Fees

The following revenue sources are subject to the appropriations limit:

- Property Taxes
- Sales and Use Taxes
- Business License Taxes
- Transient Occupancy Taxes
- Other Taxes

Appropriations for debt-financed capital outlays (e.g., the Civic Center, Cameron Community Center, Golf Course and Big League Dreams bonds) are not subject to the limit.

Pursuant to Article XIII B and its implementing legislation, the annual appropriations limit must be calculated by adjusting the prior year's appropriation limit for changes in the cost of living and population growth. Each year, the City must calculate the limit using the following formula:

Fiscal Year 2022-2023 Appropriation Limit

$$\begin{aligned} & \times \text{Cumulative Growth Factor}_{(1)} \\ & = \text{Current Year Appropriation Limit} \end{aligned}$$

(1) Inflation change factor (change in California per capita income from the preceding year or change in the local assessment roll from the preceding year due to the addition of non-residential new construction) multiplied by population change factors (change in population for either the City or the County).

Factors are calculated using the following formula

$$\frac{\text{Percentage Change} + 100}{100} = \text{Factor}$$

DISCUSSION:

The City may choose one of the following factors to use for inflationary adjustment: (a) the growth in California per capita personal income from the preceding year, or (b) the growth in the non-residential assessed property valuation due to new construction within the City. For change in population, the City may choose to use either: (a) the change in population within the City, or (b) the change in population within the County. These two adjustment factors (one for inflation and one for population) are both annual elections for the City in determining its appropriations limit for the following Fiscal Year.

For the Fiscal Year (FY) 2023-24 calculation, the City is electing to use the change in population within the City as its population change factor, and the growth in California per capita personal income as its inflation factor, as detailed in Attachment No. 1. Such selections must be reflected in the recorded vote of the City Council per the requirements of Article XIII B and California Government Code section 7901. Therefore, the resolution (Attachment No. 2) reflects such selections.

Based on the formula outlined above, staff calculated the FY 2023-24 appropriations limit for the City of West Covina to be \$246,886,703. The City's proceeds from taxes are projected at \$61,358,100, which is less than the appropriations limit.

Documentation used in the establishment of the appropriations limit is available for public inspection in the Finance Department.

LEGAL REVIEW:

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

Prepared by: Maria-Luisa Olea, Assistant Finance Director

Attachments

Attachment No. 1 - Appropriations Limit Calculation Fiscal Year 2023-24

Attachment No. 2 - Resolution No. 2023-50

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



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 06/06/2023

TO: Mayor and City Council

FROM: Paulina Morales
Acting City Manager

SUBJECT: CONSIDERATION OF JOB DESCRIPTION FOR CODE ENFORCEMENT DIRECTOR

RECOMMENDATION:

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

RESOLUTION NO. 2023-48 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE CODE ENFORCEMENT DIRECTOR CLASSIFICATION SPECIFICATIONS

BACKGROUND:

During the May 2, 2023 City Council Meeting, City Council approved a new job description for the Code Enforcement Director position (Exhibit A to Attachment No. 1). The original resolution presented included removal, repeal and replacement of the Code Enforcement Manager. City Council decided not to approve this change, so staff is bringing a modified resolution back to reflect Council's direction.

DISCUSSION:

The proposed new description meets the current industry standards regarding minimum qualifications, duties, responsibilities, and expectations. Additionally, the Human Resources Commission reviewed and approved the job descriptions at its regular meeting on April 12, 2023.

LEGAL REVIEW:

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

Prepared by: Stephanie Sikkema, Finance Director

Fiscal Impact

FISCAL IMPACT:

A salary range has already been established for this position and there are not any proposed changes, therefore; there is no fiscal impact associated with this action.

Attachments

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



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 06/06/2023

TO: Mayor and City Council

FROM: Paulina Morales
Acting City Manager

SUBJECT: CONSIDERATION OF ACCEPTANCE OF OFFICER WELLNESS AND MENTAL HEALTH GRANT

RECOMMENDATION:

It is recommended that the City Council accept the Officer Wellness and Mental Health grant, in the amount of \$65,293.69, from the California Board of State and Community Corrections.

BACKGROUND:

The State of California, as part of the Budget Act of 2022 and in accordance with Assembly Bill 178, has created a new grant program for the wellness of sworn Police Officers. This grant, the Officer Wellness and Mental Health grant, is administered by the California Board of State and Community Corrections (BSCC).

DISCUSSION:

In December 2022, BSCC distributed a grant letter showing that West Covina's grant totals \$65,293.69 (Attachment No. 1). The City received a check for this amount in early 2023.

This grant funding may be used for any of the following purposes to support peace officers as defined by Penal Code section 830.1:

- Expanding or establishing officer wellness units;
- Expanding or establishing officer peer support units;
- Services provided by a licensed mental health professional, counselor, or other professional that works with law enforcement;
- Expanding multiagency mutual aid programs focused on officer wellness and mental health;
- Other programs or services that are evidence-based or have a successful track record of enhancing officer wellness.

This grant cannot be used for non-sworn/civilian personnel, and cannot be used for other purposes or to supplant existing law enforcement funding. The grant period concludes on December 1, 2025, and all grant funds must be expended by such date. Police Department staff are planning to begin spending these grant funds in July 2023. Funding has been included in the proposed FY 2023-2024 budget.

Pursuant to the grant requirements, the Police Department is required to submit annual reports to the BSCC regarding its use of the grant funds and a final impact and expenditure report at the conclusion of the grant period.

LEGAL REVIEW:

The City Attorney's Office has reviewed this staff report.

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

Additional Approval: Richard Bell, Chief of Police

Fiscal Impact

FISCAL IMPACT:

The City recently received a check from the State of California for the full grant amount (\$65,293.69) and deposited the grant funds in the Officer Wellness & Mental Health Fund (No. 234). The expenditure of these funds have been included in the FY 2023-2024 Proposed Budget in Fund 234. There is no impact to the City's General Fund.

Attachments

Attachment No. 1 - Grant Letter from BSCC

CITY COUNCIL GOALS & OBJECTIVES: Protect Public Safety



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 06/06/2023

TO: Mayor and City Council

FROM: Paulina Morales
Acting City Manager

SUBJECT: CONSIDERATION OF 2021 AND 2022 STATE HOMELAND SECURITY PROGRAM GRANTS

RECOMMENDATION:

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

RESOLUTION NO. 2023-57 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE APPLICATION FOR AND ACCEPTANCE OF 2021 AND 2022 STATE HOMELAND SECURITY GRANTS AND AUTHORIZING THE ACTING CITY MANAGER TO EXECUTE ALL GRANT AGREEMENTS AND RELATED ASSURANCES

BACKGROUND:

The State Homeland Security Program (SHSP) grant is a homeland security grant of federal origin that passes through the State Department of Homeland Security and then through the Los Angeles County Operational Area. Grant funding is determined through regional negotiations headed by Los Angeles County.

DISCUSSION:

Through this regional process, a total of \$117,577 was approved for West Covina - \$72,000 for 2021 (Attachment No. 1) and \$45,577 for 2022 (Attachment No. 2) specifically for Police vehicle-mounted mobile data computers (MDCs). The purchase of MDCs using these SHSP funds are proposed to take place in FY 2023-24. The funds can only be used for specific items approved by the grantors, and all purchases/projects must be completed by February 2024.

The proposed resolution (Attachment No. 3) approves the application for and acceptance of the 2021 and 2022 SHSP grants, authorizes the Acting City Manager to execute any and all grant agreements, in such form as approved by the City Attorney, including the Subrecipient Agreements with the County of Los Angeles, and all assurance required in connection with such agreements. The proposed resolution also authorizes the City Manager to accept and appropriate additional funds made available to the City through the 2021 and/or 2022 SHSP grants and execute any documents required to accept and/or expend such additional funds.

LEGAL REVIEW:

The City Attorney's Office has reviewed the resolution and approved it as to form and will approve all grant agreements as to form prior to execution.

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

Additional Approval: Richard Bell, Chief of Police

Fiscal Impact

FISCAL IMPACT:

The City will receive a total of \$117,577 - \$72,000 for 2021 and \$45,577 for 2022. There is no match requirement and no impact on the General Fund. These are reimbursable grants, which means that the City Council must first appropriate funds before staff can complete the purchases and submit for reimbursement. Thus, revenues and expenditures for these grants have been included in the FY 2023-2024 Proposed Budget under the Homeland Security Grant Fund (No. 218).

Attachments

Attachment No. 1 - 2021 SHSP Grant Agreement

Attachment No. 2 - 2022 SHSP Grant Agreement

Attachment No. 3 - Resolution No. 2023-57

CITY COUNCIL GOALS & OBJECTIVES: Protect Public Safety



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 06/06/2023

TO: Mayor and City Council

FROM: Paulina Morales
Acting City Manager

SUBJECT: CONSIDERATION OF CONTINUED POLICE COMPUTER TECHNOLOGY SERVICES

RECOMMENDATION:

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

1. Authorize the Acting City Manager to execute an agreement with SDI Presence LLC, in an annual amount up to \$250,000, for a term of three years (with the option of two one-year extensions), for continued specialized computer technology services for the Police Department, using available federal equitable sharing funds (in Fund 117), in substantially the form as attached and in such final form as approved by the City Attorney.
2. Authorize the City Manager to negotiate and execute future amendments exercising the extension options.

BACKGROUND:

Information technology is a sophisticated and essential tool for municipal public safety departments. The federal government mandates heightened Criminal Justice Information Services (CJIS) computer protocols specifically for law enforcement databases and computer operations.

DISCUSSION:

The West Covina Police Department has contracted for specialized computer technology services for several years, using federal equitable sharing funds. Those professional, specialized services include computer Information Technology (IT) and infrastructure support, and administrative and technical services related to the Computer Aided Dispatch and Records Management System (CAD-RMS) products and partnerships of the West Covina Service Group (WCSG). The City Council most recently approved a two-year service agreement for these services on June 15, 2021 (Agenda Item #12), and it is now time for a new service agreement.

Previous agreements were with Scientia Consulting Group. During the term of this latest two-year agreement, Scientia Consulting Group was taken over by SDI Presence LLC. The Scientia staff, with specialized expertise specific to law enforcement computer operations, and with intimate knowledge of WCPD's computer systems, all moved seamlessly to SDI Presence. The performance of these specialized services by SDI Presence staff for WCSG and the Police Department has been outstanding. In recent years, SDI Presence staff successfully delivered a large range of information

technology services, including the following:

- Design, configuration, and installation of computer network hardware and software solutions, including updated wiring
- Implementation of improved data backup system. This system has allowed WCPD to weather ransomware and other cyber attacks
- Interfaces with vehicle-mounted mobile computers
- Maintenance of critical computer infrastructure including servers, routers, firewalls, etc.
- Managing security and encryption protocols
- Implementation of a Virtual Desktop Infrastructure (VDI) storage solution
- Improvements to security and encryption protocols as mandated by the federal Criminal Justice Information Services (CJIS) Security Policy
- Implemented cost-saving improvements including a new cellular data provider specific to the Department's vehicle-mounted mobile data computers (MDCs)
- CAD-RMS data conversion, facilitating the CAD-RMS partnership with a private company
- Implementation of new CAD-RMS products, for West Covina, and other partnering agencies/clients
- Implementation of new software for the Police Station security camera system

Additionally, SDI Presence staff are currently working on vitally important projects that will be implemented in the next year at the Police Department. These include new body-worn and in-car camera systems, and new mobile data computers.

It is vital to the ongoing computer operations of the WCSG and Police Department to continue these IT and WCSG services with SDI Presence. In the marketplace of computer consultants, only SDI Presence staff possess detailed knowledge and understanding of the West Covina Police Department's computer operations and infrastructure, and WCSG's CAD-RMS partnerships and infrastructure. SDI Presence staff are well versed in adherence to CJIS policy, and come from law enforcement professions, each having successfully passed a government background investigation.

Per Section 2-335(1) of the Municipal Code, procurement for professional services, which includes information services consultants, is exempt from competitive bidding. Additionally, in this instance, specialized expertise is required, including understanding of Criminal Justice Information Services (CJIS) computer protocols mandated by the federal government that are specific to law enforcement databases, and detailed familiarity with West Covina Service Group computer infrastructure, and its existing CAD-RMS partnerships. Selecting a different vendor would not meet the computer security needs of the Police Department, but would instead jeopardize the security and functionality of public safety computer operations.

Thus, staff recommends that the City Council authorize the City Manager to execute an agreement, and subsequent purchase order agreement(s), in an annual amount up to \$250,000, for a term of three years (with the option of two one-year extensions) with SDI Presence LLC, in a form approved by the City Attorney, for continued specialized Police computer technology services (see Attachment No. 1). Federal equitable funds for these purchase agreements have already been appropriated in the current budget in Fund 117, and will be likewise appropriated in the following fiscal years.

LEGAL REVIEW:

The City Attorney will approve the final form of the agreement prior to execution.

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

Additional Approval: Richard Bell, Chief of Police

Fiscal Impact

FISCAL IMPACT:

These Police Department specialized computer technology services will be spread across three years and come from federal equitable sharing funds in Fund 117. This will constitute no cost to the General Fund.

Project/Service/ Expense	Account No.	FY2022-23 Budget	Estimated Fiscal Impact		
			FYE 2023	FYE 2024	FYE 2025
Other Contractual Services	117.31.3119.6120	\$450,000	\$16,528	\$198,333	\$198,333

Attachments

Attachment No. 1 - Draft Agreement with SDI

Attachment No. 2 - SAM.GOV Report

CITY COUNCIL GOALS & OBJECTIVES: Protect Public Safety



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 06/06/2023

TO: Mayor and City Council

FROM: Paulina Morales
Acting City Manager

SUBJECT: FORMING A CHAMBER OF COMMERCE/BUSINESS ASSOCIATION

RECOMMENDATION:

Staff recommends City Council provide direction regarding revamping economic development efforts and establishing a “Chamber of Commerce” or “Business Association” (Chamber).

BACKGROUND:

The intent of a Chamber of Commerce (“Chamber”) is to serve and promote the business community in the City of West Covina. The Chamber has always been recognized as an entity on which the business community can rely when it comes to getting access to valuable resources, promotion, and more. Chambers benefit local businesses by providing networking opportunities, visibility, business advocacy, credibility, and economic growth.

In the past, when the West Covina Chamber was operating, their responsibilities included, but were not limited to, the following:

- Developing and maintaining a plan for marketing West Covina businesses to the residents of West Covina and beyond and marketing the City as a desirable community, in which to locate a business;
- Developing and implementing outreach programs to serve the various businesses;
- Advocating on behalf of its members and the City’s business community;
- Dealing with public and governmental policy issues impacting the business community;
- Identifying business-related organizations with whom it could partner;
- Expanding the level and frequency of direct contact between the Chamber and the business community

The West Covina Chamber of Commerce received funding from the former West Covina Redevelopment Agency (RDA), of approximately \$75,000 to \$100,000 per fiscal year. The funds covered operational costs, rent, and various programs supporting small businesses. The West Covina Chamber of Commerce stopped receiving funding from the RDA around 2009; shortly thereafter, the Greater West Covina Business Association (GWC) was formed. Similar to the West Covina Chamber, GWC was a separate entity from the City, and was ran by local community and business members.

DISCUSSION:

Currently, the Community and Economic Development Division (CED) staff is responsible for economic development efforts in the City, such as:

- Providing business and entitlement assistance;
- Managing and administering business loans;
- Connecting businesses to available resources;
- Assisting property owners in marketing available tenant spaces/properties;
- Providing site selection to prospective tenants;
- Marketing and promoting the City at industry events for business attraction;
- Conducting business outreach, such as contacting property owners/management, and conducting Retail Surveys;
- Partnering with local non-profits to host business events such as West Covina Small Business Week

The City of West Covina currently has approximately 2,365 businesses with storefronts in our city, with 1,275 more that are home-based. The City Council has requested staff consider revamping economic efforts, such as increasing business attractions and forming a Chamber. If CED were to expand on its services, the following services would be prioritized:

- Business Attraction, Retention, and Expansion:

Table 1. Estimated Cost for Economic Development Efforts

Services	Examples	Estimated Cost
Attending Industry Events	i.e. International Council of Shopping Centers and ACRE SoCal	\$18,000
Updating the City's Marketing Campaign	i.e. Print materials, branding, video and social media	\$50,000 - \$200,000* <i>*per the 2018 RFP for Marketing and Branding</i>
Business Educational & Networking Events	i.e. Workshops, networking events, luncheons, and seminars, etc.	\$10,000
Total Estimated Cost		\$78,000 - \$228,000

The Council request also included establishing a Chamber. In order to establish a Chamber, the following would need to be taken into consideration:

- Establishing a Non-Profit Entity separate from the City - (*Estimated Cost: \$5,000-\$10,000*)
 - Timeline: Up to one (1) to two (2) years dependent on state and federal processing times
- Establishing a Board of Directors and Bylaws
 - Will require the appointment of initial board members
 - A Chamber and Board of Directors created by direct action of the City Council may be subject to all regulations applicable to governmental agencies (i.e. the Brown Act, Public Record Act, Conflict-of-Interest, etc.).
- Staffing
 - Increase staffing levels, the Community and Economic Development Division currently only has two (2) staff members. Staff proposes adding a part-time position to start. (*Estimated Cost: \$42,500*)
- Membership program

- Establish membership package:
 - Surrounding chambers charge a range from \$50 to \$525 (dependent on the type of business) or \$225 to \$10,000 (dependent on the packages provided)
- Recruit West Covina businesses for membership and leadership
- Host Events/Seminars/Workshops (*Estimated Cost: \$8,000*)
- Provide more extensive marketing services (*Estimated Cost: \$42,000*) to members such as:
 - E-Newsletter
 - Social Media
 - Website
 - Membership business directory
 - Discounted Sponsorship Opportunities
- Office Supplies (*Estimated Costs: \$10,000*)
- **Total estimated initial cost: \$107,500 - \$112,500**

If a Chamber is established by the City, staff will oversee the operation and implementation of programs and policies, develop and implement membership development and retention programming that will maximize its membership, and maintain and improve the business and economic climate. Overseeing the Chamber may potentially cost \$102,000 for direct overhead costs initially, which may eventually be funded by the membership fees. In addition to this, existing staff hours would be utilized - an annual value of approximately \$81,600. An approach to establishing a Chamber can be done in the following phases:

- Phase I – Develop an internal Chamber run by City staff, including, but not limited to:
 - Establish budget and membership cost, including conducting a fee study
 - Identify roles within the division
 - Develop programming and services
 - Identify potential partnerships (e.g. other business organizations)
 - Establish goals for Chamber
- Phase II – Obtain Necessary Approvals
 - City approvals
 - Nonprofit status
- Phase III – Launch Chamber
 - Establish the internal entity and run the services for at least one (1) year
- Phase IV – Evaluate / Reassess
 - Evaluate Chamber goals and determine the best path forward

The City establishing a Chamber would be a pilot program. Staff will be evaluating how to best serve the business community with the programs and services being managed and administered. As Chambers are typically non-profit entities, allowing businesses to deduct membership any Chamber-related activities as a business expense, staff will work with the City Attorney's Office to make the Chamber a non-profit organization for tax exemption purposes.

Staff will work with the City Attorney's Office to assist in establishing a Chamber.

LEGAL REVIEW:

The City Attorney's Office has reviewed this report.

OPTIONS:

The City Council has the following options:

1. Provide Staff direction.

Fiscal Impact

FISCAL IMPACT:

The proposed Economic Development efforts and creation of a Chamber are not part of the FY 2023-2024 Proposed Budget. If City Council authorizes the expansion of economic efforts and/or the creation of a Chamber, a budget amendment impacting the General Fund would be required.

The FY2023-2024 Proposed Budget had an estimated Revenue less Expenditures of approximately \$176,000. The estimated cost to implement both programs ranges from \$185,500 to \$340,500. While a portion of this cost would be one-time and could come from available unassigned fund balance (estimated to be approximately \$5.7 million), at least \$180,500 would be recurring. However, the recurring Chamber expenses will eventually be supplemented by membership dues, reducing the overall impact on the General Fund.

Table 2. Estimated Fiscal Impact of Revamping Economic Development Efforts

Service	Estimated Cost
Attend Events	\$18,000
Update Marketing Campaign	\$50,000 -\$200,000
Coordinate Networking Events	\$10,000
Total Estimated Cost	\$78,000-228,000

Table 3. Estimated Fiscal Impact of Chamber of Commerce / Business Association

Service	Estimated Cost
Start-Up	\$5-\$10k
Recurring Costs	
Marketing	\$42,000
Events	\$8,000
Office Supplies	\$10,000
Part-Time Staff	\$42,500
Subtotal Recurring Costs	\$102,500
Total Initial Annual Costs	\$107,500-\$112,500

CITY COUNCIL GOALS & OBJECTIVES: Expand Economic Development Opportunities



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 06/06/2023

TO: Mayor and City Council

FROM: Paulina Morales
Acting City Manager

SUBJECT: CONSIDERATION OF THE CITY OF WEST COVINA FISCAL YEAR 2023-24 ANNUAL OPERATING AND CAPITAL IMPROVEMENT PROGRAM BUDGET

RECOMMENDATION:

It is recommended that City Council approve the Fiscal Year 2023-24 Proposed Operating and Capital Improvement Program Budget by adopting the following resolution:

RESOLUTION NO. 2023-51 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING THE OPERATING AND CAPITAL IMPROVEMENT PROGRAM BUDGET FOR THE CITY OF WEST COVINA, WEST COVINA PUBLIC FINANCING AUTHORITY, WEST COVINA HOUSING AUTHORITY, AND THE SUCCESSOR AGENCY TO THE FORMER WEST COVINA REDEVELOPMENT AGENCY FOR FISCAL YEAR 2023-24

BACKGROUND:

The budget sets forth a strategic resource allocation plan and serves as a policy document, financial plan, operations guide, and communication device all in one. Through the budget document, the City demonstrates its accountability to its residents, customers, and community. This year's budget process began with a budget survey that was made available to the public from December 2022 to February 2023. The Long Range Financial Forecast was then updated and filed with the City Council on April 4, 2023.

The FY 2023-2024 Proposed Budget was presented to Council on April 18, 2023. Since then, staff held two community workshops on April 26, 2023 and May 1, 2023. Additionally, staff provided City Council with feedback from the two community workshops on May 16, 2023 for consideration.

The FY 2023-2024 Proposed Budget is available online:

<https://www.westcovina.org/departments/finance/budget-finance-reports/annual-budget>

DISCUSSION:

No changes have been made to FY2023-24 proposed expenditures.

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 the resolution as proposed; or
2. Provide alternative direction regarding changes to FY 2023-24 Proposed Budget.

Prepared by: Stephanie Sikkema, Finance Director

Fiscal Impact**FISCAL IMPACT:**

The proposed resolution will appropriate funds to allow for expenditures in FY2023-2024.

Citywide Summary

West Covina's total projected operating and capital improvement expenditures for the upcoming fiscal year are over \$129 million. Revenue for all fund types combined is over \$123 million and includes Property Tax, Sales Tax, Revenue from Other Agencies, Charges for Services, Licenses & Permits, Fines & Forfeitures, and Revenue from Other Agencies.

General Fund

Total General Fund revenues are projected to be over \$81 million, a 2.5 percent increase from the FY 2022-23 Adopted Budget. General Fund expenditures for the fiscal year 2023-24 are projected to be nearly \$66.5 million. This is a \$2.6 million increase from the FY2022-23 original budget.

Attachments

Attachment No. 1 - Resolution No. 2023-51

CITY COUNCIL GOALS & OBJECTIVES: Protect Public Safety
Achieve Fiscal Sustainability and Financial Stability
A Well-Planned Community
Maintain Good Intergovernmental Relations
Enhance City Image and Effectiveness