CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY/
WEST COVINA COMMUNITY SERVICES FOUNDATION

JANUARY 15, 2019, 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. 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/
WEST COVINA COMMUNITY SERVICES FOUNDATION

TUESDAY JANUARY 15, 2019, 7:00 PM
REGULAR MEETING

INVOCATION

Led by Pastor Samuel Martinez from Amazing Love Ministries

PLEDGE OF ALLEGIANCE

Led by Mayor Pro Tem Tony Wu

ROLL CALL

REPORTING OUT FROM CLOSED SESSION

PRESENTATIONS

1) Introduction/Swearing In of the New Assistant City Clerk, Carrie Gallagher
2) Resolution of Commendation for Planning Commissioner Jose Jimenez
3) Check Presentation by West Covina Kiwanis for the Pumpkin Run/Walk 5K
4) Recognition of West Covina Pop Warner Cheer Program
5) Presentation by Union Station Homeless Services
6) Presentation by Department of Toxic Substances Control Regarding BKK Landfill

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

1) SEPTEMBER 4, 2018 REGULAR CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING
SEPTEMBER 4, 2018 REGULAR CITY COUNCIL/SUCCESSOR AGENCY MEETING
SEPTEMBER 18, 2018 REGULAR CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING
SEPTEMBER 18, 2018 REGULAR CITY COUNCIL/SUCCESSOR AGENCY MEETING

2) TRAFFIC COMMITTEE MINUTES FROM NOVEMBER 13, 2018

It is recommended that the City Council approve the attached minutes of the Traffic Committee Meeting held on November 13, 2018.

CLAIMS AGAINST THE CITY

3) GOVERNMENT TORT CLAIM DENIALS

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

- Richard & Yvonne Franco vs. The City of West Covina
- Marta Guevara vs. The City of West Covina

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

4) ADOPTION OF ORDINANCE NO. 2452 AUTHORIZING THE EXTENSION OF THE TERMS AND PROVISIONS OF ORDINANCE NO. 2238 REGARDING FORECLOSURES

It is recommended that the City Council adopt 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

FINANCE DEPARTMENT

5) FIRST QUARTER FINANCIAL REPORT FOR FISCAL YEAR 2018-19

It is recommended that the City Council approve the First Quarter Financial Report for Fiscal Year 2018-19.

6) APPROVAL AND TRANSMITTAL OF AN ADMINISTRATIVE BUDGET AND A RECOGNIZED OBLIGATION PAYMENT SCHEDULE "ROPS" PURSUANT TO HEALTH AND SAFETY CODE SECTION 34179.7(O)(1), FOR THE PERIOD OF JULY 1, 2019 THROUGH JUNE 30, 2020 FOR THE SUCCESSOR AGENCY TO THE FORMER WEST COVINA REDEVELOPMENT AGENCY

It is recommended that the City Council, acting as the Successor Agency to the former West Covina Redevelopment Agency, adopt the following resolution:

RESOLUTION NO. 2019-04 – A RESOLUTION OF THE SUCCESSOR AGENCY TO THE FORMER WEST COVINA REDEVELOPMENT AGENCY APPROVING AND AUTHORIZING THE TRANSMITTAL OF AN ADMINISTRATIVE BUDGET AND A RECOGNIZED OBLIGATION PAYMENT SCHEDULE "ROPS" FOR THE PERIOD OF JULY 1, 2019 THROUGH JUNE 30, 2020

7) APPROVAL OF ASSIGNMENT AGREEMENT AND RELATED CUSTODIAL AGREEMENT ENTERED INTO IN CONNECTION WITH THE ISSUANCE OF REDEVELOPMENT AGENCY OF WEST COVINA COMMUNITY FACILITIES DISTRICT NO. 1989-1 (FASHION PLAZA) 1996 SPECIAL TAX REFUNDING BONDS

It is recommended that the City Council, acting as the Successor Agency to the former West Covina Redevelopment Agency, adopt the following resolution:

RESOLUTION NO. 2019-03 – A RESOLUTION OF THE SUCCESSOR AGENCY OF THE FORMER WEST COVINA REDEVELOPMENT AGENCY APPROVING AN ASSIGNMENT AGREEMENT RELATING TO THE ASSIGNMENT OF THE

COLLATERALIZED INVESTMENT AGREEMENT AND RELATED CUSTODIAL AGREEMENT ENTERED INTO IN CONNECTION WITH THE ISSUANCE OF THE REDEVELOPMENT AGENCY OF THE CITY OF WEST COVINA COMMUNITY FACILITIES DISTRICT NO. 1989-1 (FASHION PLAZA) 1996 SPECIAL TAX REFUNDING BONDS AND THE TAKING OF CERTAIN ACTIONS IN CONNECTION THEREWITH

HUMAN RESOURCES

8) STATE MINIMUM WAGE SALARY ADJUSTMENTS

It is recommended that the City Council:

1. Approve wage adjustments to eight limited service positions to bring them into compliance with the State's minimum wage requirement as of January 1, 2019;
2. Approve a wage adjustment to the Lifeguard Instructor position to address adverse pay compaction created by the State's minimum wage increase as of January 1, 2019;
3. Approve the deletion of Reprographics Assistant from the Limited Services Pay Schedule due to the position being operationally obsolete; and
4. Adopt the following resolution:

RESOLUTION NO. 2019-01 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADJUSTING THE HOURLY PAY RATES OF CLASSIFICATIONS WITHIN THE LIMITED SERVICES PAY SCHEDULE AND AMENDING RESOLUTION NO. 2018-10.

POLICE DEPARTMENT

9) AGREEMENT WITH WEST COVINA UNIFIED SCHOOL DISTRICT FOR SCHOOL RESOURCE OFFICERS AND CROSSING GUARD SERVICES

It is recommended that the City Council approve the cost sharing three-year agreement with West Covina Unified School District for School Resource Officers and Crossing Guard services.

PUBLIC SERVICES

10) AUTHORIZATION TO SUBMIT APPLICATIONS TO THE DEPARTMENT OF RESOURCES AND RECYCLING AND RECOVERY (CALRECYCLE)

It is recommended that the City Council approve the following resolutions:

RESOLUTION 2019-06 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA APPROVING SUBMITTAL OF APPLICATIONS TO THE DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY (CALRECYCLE) FOR THE USED OIL PAYMENT PROGRAM (OPP) UNDER THE CALIFORNIA PUBLIC RESOURCES CODE SECTIONS 48690 ET SEQ. COMMENCING WITH THE FISCAL YEAR 2018-2019 TO AND INCLUDING THE FISCAL YEAR 2023-2024

RESOLUTION 2019-07 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA AUTHORIZING SUBMITTAL OF APPLICATION FOR PAYMENT PROGRAMS AND RELATED AUTHORIZATIONS TO THE DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY (CALRECYCLE)

END OF CONSENT CALENDAR

DEPARTMENTAL REGULAR MATTERS

CITY MANAGER'S OFFICE

11) APPOINTMENT OF VACANT AT-LARGE CITY COUNCIL POSITION

It is recommended that the City Council discuss and make an appointment of an individual to serve the vacant At-Large City Councilmember position through December 2020.

PUBLIC SERVICES

12) WEST COVINA COMMUNITY SERVICES FOUNDATION POTENTIAL FUNDING FOR COMMUNITY EVENTS

It is recommended that the City Council acting as the West Covina Community Services Foundation Board of Directors provide staff direction regarding use of current fund balances in the West Covina Community Services Foundation for community events.

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/West Covina Community Services Foundation agenda as items of business and must be approved by a majority of the City Council/Successor Agency/West Covina Community Services Foundation Board.)

13) REQUEST FROM MAYOR LLOYD JOHNSON REQUESTING THE CITY COUNCIL'S CONSENSUS TO RE-EXAMINE THE CITY'S TEMPORARY SIGN ORDINANCE TO STRENGTHEN MEASURES TO ADDRESS VIOLATIONS OF ORDINANCE

It is recommended that the City Council direct staff accordingly.

CITY COUNCIL COMMENTS

ADJOURNMENT

Next Regular City Council Meeting

Regular Meeting	2/5/19	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 ITEM NO. 1

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: January 15, 2019

TO: Mayor and City Council

FROM: Chris Freeland
City Manager

SUBJECT: **SEPTEMBER 4, 2018 REGULAR CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING**
SEPTEMBER 4, 2018 REGULAR CITY COUNCIL/SUCCESSOR AGENCY MEETING
SEPTEMBER 18, 2018 REGULAR CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING
SEPTEMBER 18, 2018 REGULAR CITY COUNCIL/SUCCESSOR AGENCY MEETING

RECOMMENDATION:

DISCUSSION:

Attachments

September 4, 2018 City Council/Successor Agency Closed Session Meeting Minutes
September 4, 2018 City Council/Successor Agency Meeting Minutes
September 18, 2018 City Council/Successor Agency Closed Session Meeting Minutes
September 18, 2018 City Council/Successor Agency Meeting Minutes

CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

TUESDAY SEPTEMBER 04, 2018, 6:00 PM
REGULAR MEETING – CLOSED SESSION

CITY MANAGER'S CONFERENCE ROOM
1444 W. GARVEY AVENUE SOUTH
WEST COVINA, CALIFORNIA 91790

MINUTES

Mayor Lloyd Johnson called to order the Closed Session Meeting of the West Covina City Council at 6:02 p.m. in the City Manager's Conference Room at City Hall, 1444 W. Garvey Avenue, West Covina, California.

ROLL CALL

Present: Councilman Mike Spence (arrived at 6:06 p.m.), Councilmember James Toma, Councilmember Corey Warshaw, Mayor Pro Tem Tony Wu (arrived at 6:04 p.m.), Mayor Lloyd Johnson

Other Present: City Manager Chris Freeland, Assistant City Manager/ Community Services Director Nikole Bresciani, Police Chief Marc Taylor, City Attorney Kimberly Hall Barlow, Attorney J. Touchstone

PUBLIC COMMENTS ON ITEMS ON THE AGENDA

None

CLOSED SESSION

CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Pursuant to Government Code § 54956.8
Property: 617 North Lark Ellen, West Covina
Agency Negotiator: Freeland, Bresciani, Hall Barlow
Negotiating Parties: King Trust
Under Negotiation: Price and Terms of Payment

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Pursuant to Government Code § 54956.9(d)(1):
Miranda-Caraballo v. City of West Covina
(U.S. District Court Case No. 2:18-cv-01890-CAS (MRWx))

CONFERENCE WITH LABOR NEGOTIATORS
Pursuant to Government Code § 54957.6
City Negotiators: Freeland, Macias, Bresciani, Hall Barlow
Employee Organizations
- Confidential Employees
- General Employees
- Maintenance & Crafts Employees
- Mid-Management Employees
- Non-Sworn
- W.C. Police Management Association
- W.C. Police Officers' Association
- W.C. Firefighters' Management Assoc.
- W.C. Firefighters' Association, I.A.F.F., Local 3226

Unrepresented Employee Group
- Department Heads

REPORTING OUT

A motion was made by Councilmember Warshaw and seconded by Mayor Johnson to sign the settlement agreement regarding the Brian Miranda-Carabello v. City of West Covina case. Motion was carried by a vote of 5-0.

AYES: Spence, Toma, Warshaw, Wu, Johnson
NOES: None
ABSENT: None

ADJOURNMENT

Mayor Johnson adjourned the meeting at 7:05 p.m.

Tuesday September 04, 2018

Submitted by:

_____
Deputy City Clerk

_____
Lloyd Johnson
Mayor

CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

TUESDAY SEPTEMBER 04, 2018, 7:00 PM
REGULAR MEETING

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

MINUTES

CALL TO ORDER – Mayor Lloyd Johnson called the meeting to order at 7:11 p.m.

INVOCATION – Led by Pastor Samuel Martinez from Amazing Love Ministries

PLEDGE OF ALLEGIANCE – Led by Councilmember Corey Warshaw

ROLL CALL

Present: Councilman Mike Spence, Councilmember James Toma, Councilmember Corey Warshaw, Mayor Pro Tem Tony Wu, Mayor Lloyd Johnson

Staff Present: City Manager Chris Freeland, Assistant City Manager/Community Services Director Nikole Bresciani, City Attorney Kimberly Hall Barlow, Assistant City Clerk Rosalia Butler, Police Chief Marc Taylor, Finance Director Maricela Medina

REPORTING OUT FROM CLOSED SESSION

City Attorney Hall Barlow indicated that while direction was given on all items in Closed Session, no reportable action was taken.

CHANGES TO THE AGENDA

City Manager Freeland indicated that there were no changes to the agenda.

PRESENTATIONS

Presentation of new Finance Director Maricela Medina

ORAL COMMUNICATIONS - Five (5) minutes per speaker

Phil Kaufman expressed his approval regarding Item No. 2, under the stipulation that certain conditions are met. These conditions include: maximum term limits for mayors to ensure that their complete term is fulfilled should an issue arise where one would need to step down from office, and a percentage of votes is utilized to tally votes in a district election rather than a total number of votes.

Valerie Munoz provided Council with a brief overview regarding the duties and recent updates of the Water Quality Authority. She also announced that there would be a ground-breaking ceremony for the Puente Valley Operable Unit on Thursday, September 20, 2018.

Angie Gillingham spoke on behalf of the West Covina Improvement Association and announced that the District No. 2 candidate forums will take place in the Council Chambers on September 12, 2018 at 7:00 p.m. She also indicated that these forums will be broadcasted on television as well as on the City's YouTube channel.

Forrest Wilkins expressed concerns regarding the settlement amount the City paid to a specific police officer, and suggested that an independent investigation should be conducted on the matter.

Tim Valadez shared his concerns regarding the Code Enforcement Department.

Ana Montane-Munoz expressed concerns regarding the increase of crime, the declining state of parks and buildings, and the issue of homelessness within the City.

Dave Stewart spoke on the disbandment of the Oversight Board and thanked Mayor Johnson for appointing him to the aforementioned board. He also spoke on the center median located on Azusa Avenue between the 10 Freeway and Francisquito Avenue and stated that it should be improved to be more aesthetically pleasing.

Fredrick Sykes expressed concerns regarding the financial decline of the City and suggested that both long- and short-term solutions should be produced to rectify this issue.

City Manager Freeland, Police Chief Taylor, Assistant City Manager/ Community Services Director Bresciani, and City Attorney Hall Barlow gave responses to speaker inquiries.

CONSENT CALENDAR

APPROVAL OF MEETING MINUTES (receive & file)

1) **-July 26, 2018 Special City Council/Successor Agency/Housing Authority/Public Finance Authority Meeting Minutes**
-August 2, 2018 Special City Council/Successor Agency Closed Session Meeting Minutes
-August 2, 2018 Special City Council/Successor Agency/Housing Authority/Public Finance Authority Meeting Minutes
-August 9, 2018 Special City Council/Successor Agency Closed Session Meeting Minutes
-August 9, 2018 Special City Council/Successor Agency Meeting Minutes

A motion was made by Councilman Toma and seconded by Councilmember Warshaw to approve the aforementioned meeting minutes. Motion was carried by a vote of 5-0.

AYES: Spence, Toma, Warshaw, Wu, Johnson
NOES: None
ABSENT: None

ORDINANCES FOR ADOPTION

2) **Mayor Selection Ordinance Update**

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

ORDINANCE NO. 2444 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING SECTION 2-21 OF ARTICLE II OF CHAPTER 2 OF THE WEST COVINA MUNICIPAL CODE RELATED TO THE MAYOR SELECTION PROCESS

Councilmember Toma pulled Item No. 2 for further Council discussion.

Councilmember Toma asked City Attorney Hall Barlow what the protocol would be in the event a newly appointed mayor cannot perform the required duties early on in his or her term. Mr. Toma also shared his concerns that the next Councilmember in the mayoral rotation would have a significantly longer term than the others and asked what the legal

procedures would be under the proposed Ordinance.

City Attorney Hall Barlow indicated that regardless of the length of the Councilmember's shortened term, the next one in rotation would fill the term in lieu of the original Councilmember as well as their entire term of 12 months. She also stated that an alternative option was offered in which the Councilmember could select a certain number of months that would be remaining in the term they are filling. She stated that an example of this would be that if the current Mayor served for 1 month, the replacement Mayor would serve the remaining 11 months, which would almost be a full 12-month term.

Councilmember Toma expressed concerns regarding the alternative option and stated that this option would shorten the term of the incoming Mayor.

Councilman Spence stated that the rotation schedule should be agreed upon before the upcoming election and expressed his disapproval regarding the proposed Ordinance.

Mayor Pro Tem Wu expressed his approval regarding the proposed Ordinance.

A motion was made by Councilmember Toma and seconded by Councilmember Wu to adopt Ordinance No. 2444. Motion was carried by a vote of 3-2, with Councilman Spence and Councilmember Warshaw in opposition.

AYES: Toma, Wu, Johnson
NOES: Spence, Warshaw
ABSENT: None

CITY MANAGER'S OFFICE

3) List of Consultants Providing Services to the City

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

Mayor Pro Tem Wu pulled Item No.3 for further discussion.

Mayor Pro Tem Wu expressed concerns regarding the number of consultants the City employs by utilizing General Fund monies.

City Manager Freeland stated that the list of consultants was provided so that the City Council can review all the current consultants the City employs for the Fiscal Year 2018-2019. He also indicated that certain services are paid through either the General Fund or a Special Fund, and that some consultants have off-setting revenue that is generated from their services, rendering it beneficial for the City. In addition, Mr. Freeland also discussed that some consultants provide temporary services and certain contractors are reimbursable to the City.

A motion was made by Mayor Pro Tem Wu and seconded by Mayor Johnson to receive and file the informational report. Motion was carried by a vote of 5-0.

AYES: Spence, Toma, Warshaw, Wu, Johnson
NOES: None
ABSENT: None

4) Cancelation of November 6, 2018, City Council Meeting

It is recommended that the City Council cancel the November 6, 2018, City Council meeting for Election Night.

A motion was made by Councilmember Toma and seconded by Councilmember Warshaw to cancel the meeting for Election Night. Motion was carried by a vote of 4-1, with Councilman Spence in opposition.

AYES: Toma, Warshaw, Wu, Johnson
NOES: Spence
ABSENT: None

5) Information Technology Master Plan Contract Amendment

It is recommended that the City Council authorize the City Manager to amend the Professional Services Agreement (PSA) with ClientFirst to complete the ongoing IT Master Plan initiatives as outlined in the staff report and for an amount not to exceed $59,400.

A motion was made by Councilmember Toma and seconded by Councilmember Warshaw to authorize the amendment to agreement. Motion was carried by a vote of 5-0.

AYES: Spence, Toma, Warshaw, Wu, Johnson
NOES: None
ABSENT: None

COMMUNITY & ECONOMIC DEVELOPMENT

6) Penske Audi Soundwall

It is recommended that the City Council authorize the City Manager to execute a 90-day extension to the Agreement for Construction and Maintenance of a Soundwall between the City of West Covina and P.T. Enterprises LLC.

A motion was made by Councilmember Toma and seconded by Councilmember Warshaw to authorize the City Manager to execute a 90-day extension to the Agreement for Construction and Maintenance of a Soundwall between the City of West Covina and P.T.

Enterprises LLC. Motion was carried by a vote of 5-0.

AYES: Spence, Toma, Warshaw, Wu, Johnson
NOES: None
ABSENT: None

FIRE DEPARTMENT

7) Approval of Agreement between City and Hurst Ranch for Static Display of Decommissioned West Covina Fire Engine

It is recommended that the City Council authorize the City Manager to execute an agreement with the Hurst Ranch Historical Foundation for the static display of a decommissioned West Covina fire engine, until terminated by either party.

A motion was made by Councilmember Toma and seconded by Councilmember Warshaw to authorize the City Manager to execute an agreement with the Hurst Ranch Historical Foundation for the static display of a decommissioned West Covina fire engine, until terminated by either party. Motion was carried by a vote of 5-0.

AYES: Spence, Toma, Warshaw, Wu, Johnson
NOES: None
ABSENT: None

FINANCE DEPARTMENT

8) Investment Advisory Services - Chandler Asset Management, Inc.

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

1) Terminate the investment advisory services with Chandler Asset Management, Inc. (Chandler); and
2) Invest all funds from Chandler to Los Angeles County Investment Pool.

A motion was made by Councilmember Toma and seconded by Councilmember Warshaw to take the aforementioned actions. Motion was carried by a vote of 5-0.

AYES: Spence, Toma, Warshaw, Wu, Johnson
NOES: None
ABSENT: None

PUBLIC WORKS

9) Approve Annual Purchase Order to Waxie Sanitary Supply for FY 2018-19

It is recommended that the City Council approve an annual purchase order for Fiscal Year

(FY) 2018-19 to WAXIE Sanitary Supply in the total amount of $60,000.

A motion was made by Councilmember Toma and seconded by Councilmember Warshaw to approve an annual purchase order for Fiscal Year (FY) 2018-19 to WAXIE Sanitary Supply in the total amount of $60,000. Motion was carried by a vote of 5-0.

AYES: Spence, Toma, Warshaw, Wu, Johnson
NOES: None
ABSENT: None

END OF CONSENT CALENDAR

DEPARTMENTAL REGULAR MATTERS

FINANCE DEPARTMENT

10) Ordinance Authorizing the Mayor and Finance Director to be the Authorized Signatures on All City Warrants, Invoices, and Checks

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

ORDINANCE NO. 2445 - AN ORDINANCE OF THE CITY OF WEST COVINA, CALIFORNIA, AUTHORIZING THE MAYOR AND FINANCE DIRECTOR TO BE THE AUTHORIZED SIGNATURES ON ALL CITY WARRANTS, INVOICES, AND CHECKS

City Manager Freeland gave a brief report on Item No. 10.

A motion was made by Mayor Johnson and seconded by Councilmember Warshaw to introduce Ordinance No. 2445. Motion was carried by a vote of 4-1, with Councilman Spence in opposition.

AYES: Toma, Warshaw, Wu, Johnson
NOES: Spence
ABSENT: None

Tuesday September 04, 2018

AB1234 Conference and Meeting Report *(verbal, if any)*

None

CITY COUNCIL COMMENTS

Councilman Spence spoke on the West Nile Virus outbreak in the City of Arcadia, and requested to agendize staff to draft a letter to Governor Jerry Brown approving the death penalty for all inmates on death row instead of reducing their sentences.

ADJOURNMENT

Mayor Johnson adjourned the meeting at 8:31 p.m.

Submitted by:

_____

Deputy City Clerk

_____

Lloyd Johnson
Mayor

CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

TUESDAY SEPTEMBER 18, 2018, 6:00 PM
REGULAR MEETING – CLOSED SESSION

CITY MANAGER'S CONFERENCE ROOM
1444 W. GARVEY AVENUE SOUTH
WEST COVINA, CALIFORNIA 91790

MINUTES

Mayor Lloyd Johnson called to order the Closed Session Meeting of the West Covina City Council at 6:05 p.m. in the City Manager's Conference Room at City Hall, 1444 W. Garvey Avenue, West Covina, California.

ROLL CALL

Present: Councilman Mike Spence, Councilmember James Toma, Councilmember Corey Warshaw, Mayor Pro Tem Tony Wu, Mayor Lloyd Johnson

Other Present: City Manager Chris Freeland, Assistant City Manager/ Community Services Director Nikole Bresciani, Police Chief Marc Taylor, City Attorney Kimberly Hall Barlow, Human Resources Director Edward Macias

PUBLIC COMMENTS ON ITEMS ON THE AGENDA

None

CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATORS
Pursuant to Government Code § 54957.6
City Negotiators: Freeland, Macias, Bresciani, Hall Barlow

Employee Organizations

- Confidential Employees
- General Employees
- Maintenance & Crafts Employees
- Mid-Management Employees
- Non-Sworn
- W.C. Police Management Association
- W.C. Police Officers' Association
- W.C. Firefighters' Management Assoc.
- W.C. Firefighters' Association, I.A.F.F., Local 3226

Unrepresented Employee Group

- Department Heads

ADJOURNMENT

Mayor Johnson adjourned the meeting at 6:48 p.m.

Submitted by:

_____
Deputy City Clerk

_____
Lloyd Johnson
Mayor

CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

TUESDAY SEPTEMBER 18, 2018, 7:00 PM
REGULAR MEETING

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

MINUTES

CALL TO ORDER – Mayor Lloyd Johnson called the meeting to order at 7:03 p.m.

INVOCATION – Led by Pastor Mason Okubo from Immanuel First Lutheran Church

PLEDGE OF ALLEGIANCE – Led by Mayor Pro Tem Tony Wu

ROLL CALL

Present: Councilman Mike Spence, Councilmember James Toma, Councilmember Corey Warshaw, Mayor Pro Tem Tony Wu, Mayor Lloyd Johnson

Staff Present: City Manager Chris Freeland, Assistant City Manager/Community Services Director Nikole Bresciani, City Attorney Kimberly Hall Barlow, Planning Director Jeff Anderson, Human Resources Director Edward Macias, Police Chief Marc Taylor, Assistant City Clerk Rosalia Butler, Public Works Superintendent Micah Martin, Finance Director Maricela Medina, Fire Chief Larry Whithorn

REPORTING OUT FROM CLOSED SESSION

City Attorney Hall Barlow indicated that no reportable action was taken.

CHANGES TO THE AGENDA

City Manager Freeland indicated that Item No. 9 will be removed from the Consent Calendar.

PRESENTATIONS

Recognition of Retiring Public Safety Dispatcher Gino Escobar

ORAL COMMUNICATIONS - Five (5) minutes per speaker

Angie Gillingham spoke on behalf of the West Covina Improvement Association (WCIA) and announced that the District No. 4 public candidate forum will take place on Wednesday, September 26, 2018 in the Council Chambers.

Elsie Messman expressed concerns regarding the limited number of of restaurants, bakeries, and cafes within City limits. She also expressed her disapproval regarding police and fire alarm fees and suggested that gardener fees should be implemented instead.

Ray Edmonson shared his approval on Item No. 21 and suggested for the Council to decide the mayoral rotation based on random selection. He also expressed his disapproval regarding Item No. 20 pertaining to death row inmates.

Bill Elliott expressed his disapproval regarding the moderation of the District No. 2 candidate forums. In addition, Mr. Elliott also discussed the homelessness issue within the city and indicated that a solution must be implemented to rectify this matter.

Jerri Potras shared her approval regarding the addition of parks in the City, and department heads for not taking raises, to help the City budget

Gary Chow, trustee for Mount San Antonio College (Mt. Sac), spoke on Measure GO, the bond measure on the upcoming ballot, and asked the City Council and West Covina residents to support the aforementioned measure in order to benefit the students of the college.

Gustavo Herrera, Mt. Sac foundation board member, spoke on the proposed Measure GO bond measure and stated that a yes vote would allow for the expansion of the college assistance program at Mt. Sac.

Forest Wilkins expressed concerns regarding the amount of a prior settlement paid to a City employee, and suggested that an independent investigation should be conducted on the matter.
Lara Santos gave a brief overview on the programs and services offered at Mt. Sac and expressed her approval regarding the proposed ballot measure GO.

Chris Miller spoke on Item No. 8 and suggested that the demolished house and materials should

be donated to "Habitat for Humanity." He also expressed concerns regarding Item No. 12 and stated that the report should be ranked by lowest bid or best value for the City.

City Manager Freeland, City Attorney Hall Barlow, and Police Chief Taylor gave responses to speaker inquiries.

CONSENT CALENDAR

ORDINANCES FOR ADOPTION

1) Ordinance Authorizing the Mayor and Finance Director to be the Authorized Signatures on All City Warrants, Invoices, and Checks

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

ORDINANCE NO. 2445 – AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AUTHORIZING THE MAYOR AND FINANCE DIRECTOR TO BE THE AUTHORIZED SIGNATURES ON ALL CITY WARRANTS, INVOICES, AND CHECKS

A motion was made by Councilmember Toma and seconded by Councilmember Warshaw to adopt Ordinance No. 2445. Motion was carried by a vote of 4-1, with Councilman Spence in opposition.

AYES: Toma, Warshaw, Wu, Johnson
NOES: Spence
ABSENT: None

CITY CLERK'S OFFICE

2) Conflict of Interest Code Biennial Notice Required by the Political Reform Act Elections

It is recommended that the City Council approve and file the 2018 Local Agency Biennial Notice.

A motion was made by Councilmember Toma and seconded by Councilmember Warshaw to approve and file the 2018 Local Agency Biennial Notice. Motion was carried by a vote of 5-0.

AYES: Spence, Toma, Warshaw, Wu, Johnson
NOES: None
ABSENT: None

CLAIMS AGAINST THE CITY

3) Government Tort Claim Denials

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

- Gabriela Cabrera vs. The City of West Covina
- Carol and David Zaslow dba Ruffle Properties vs. The City of West Covina

A motion was made by Councilmember Toma and seconded by Councilmember Warshaw to deny the following aforementioned claims. Motion was carried by a vote of 5-0.

AYES: Spence, Toma, Warshaw, Wu, Johnson
NOES: None
ABSENT: None

INVESTMENT REPORT (receive & file)

4) City Investment Report for the Month Ended July 31, 2018

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

A motion was made by Councilmember Toma and seconded by Councilmember Warshaw to receive and file the City Investment Report for the month ended July 31, 2018. Motion was carried by a vote of 5-0.

AYES: Spence, Toma, Warshaw, Wu, Johnson
NOES: None
ABSENT: None

5) Successor Agency Investment Report for the Month Ended July 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 July 31, 2018.

A motion was made by Councilmember Toma and seconded by Councilmember Warshaw to receive and file the Successor Agency Investment Report for the month ended July 31, 2018. Motion was carried by a vote of 5-0.

AYES: Spence, Toma, Warshaw, Wu, Johnson
NOES: None

ABSENT: None

CITY MANAGER'S OFFICE

6) City Council Chambers Video Upgrades

It is recommended that the City Council authorize the City Manager, or his designee, to execute an agreement with Swagit Productions, LLC (Swagit) to purchase new video equipment and one year of professional services for the City Council Chambers at an amount not to exceed $79,448.00.

A motion was made by Councilmember Toma and seconded by Councilmember Warshaw to authorize the City Manager, or his designee, to execute an agreement with Swagit Productions, LLC (Swagit) to purchase new video equipment and one year of professional services for the City Council Chambers at an amount not to exceed $79, 448.00. Motion was carried by a vote of 4-1, with Councilman Spence in opposition.

AYES: Toma, Warshaw, Wu, Johnson
NOES: Spence
ABSENT: None

7) Reorganization of Community Services, Planning, Public Works, and Economic Development into New City Departments

It is recommended that the City Council direct staff to begin the reorganization of the various City Departments as outlined in the staff report.

Item No. 7 was pulled by Mayor Johnson for further discussion.

City Manager Freeland gave a brief overview on Item No. 7 and indicated that Community Services, Planning, Public Works, and Economic Development will now be one department referred to as the Community Development Department. In addition, Mr. Freeland stated that this reorganization will accomplish the following changes including: an increased level of efficiency and customer service for residents, a more manageable workload for the Planning Director, contracting out the City Engineer position, eliminating the Public Works Director position, and assigning the maintenance of all City vehicles and the City Yard to the Community Services Department. He also stated that by consolidating departments and dissolving staff positions, it is estimated to save the City $200,000 or more a year of General Fund monies and will allow the City to allocate the funds to other services.

Mayor Pro Tem Wu expressed his approval regarding the proposed change and asked for clarification regarding which department would be responsible for the maintenance of the City.
City Manager Freeland clarified that the Community Services Department will be responsible for overseeing the maintenance of the City. He also indicated that the

reorganization will create the following positions:

- Director of Community Development
- Public Services Director
- Public Services Superintendent
- Public Works Supervisor
- Planning Assistant

Councilmember Toma expressed his approval regarding the proposed reorganization model.

A motion was made by Mayor Johnson and seconded by Councilmember Warshaw to direct staff to begin the reorganization of the various City Departments as outlined in the staff report. Motion was carried by a vote of 5-0.

AYES: Spence, Toma, Warshaw, Wu, Johnson
NOES: None
ABSENT: None

COMMUNITY SERVICES DEPARTMENT

8) Authorization to Purchase Property to Expand Palmview Park

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

1) Authorize the City Manager to execute the documents necessary for the property purchase of 617 North Lark Ellen Avenue, West Covina, for the expansion of Palmview Park, at a cost not to exceed $600,000; and
2) Make the necessary appropriations and fund transfers outlined in the Fiscal Impact Section of this staff report, to facilitate the purchase; and
3) Authorize staff to seek bids for the demolition of the property.

A motion was made by Councilmember Toma and seconded by Councilmember Warshaw to approve and take the aforementioned actions. Motion was carried by a vote of 5-0.

AYES: Spence, Toma, Warshaw, Wu, Johnson
NOES: None
ABSENT: None

FINANCE DEPARTMENT

9) Authorization to Issue Lease Revenue Refunding Bonds, Series 2018

It is recommended that the City Council/ West Covina Public Financing Authority authorize the undertaking of the refunding of various variable rate bonds and authorize the appropriate staff to take various actions necessary to complete the refunding, by adopting

the following resolutions:

RESOLUTION NO. 2018-117 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE ISSUANCE OF LEASE REVENUE REFUNDING BONDS SERIES 2018A AND LEASE REVENUE REFUNDING BONDS SERIES 2018B (TAXABLE) TO BE ISSUED BY THE WEST COVINA/ PUBLIC FINANCING AUTHORITY, AUTHORIZING AND APPROVING A SITE AND FACILITY LEASE, A LEASE AGREEMENT, A PRELIMINARY OFFICIAL STATEMENT, A CONTINUING DISCLOSURE CERTIFICATE AND A BOND PURCHASE AGREEMENT; AND AUTHORIZING CERTAIN OTHER ACTIONS IN CONNECTION THEREWITH

PUBLIC FINANCING AUTHORITY RESOLUTION NO. 29 – A RESOLUTION OF THE WEST COVINA PUBLIC FINANCING AUTHORITY, APPROVING THE REFUNDING OF ITS VARIABLE RATE LEASE REVENUE REFUNDING BONDS, 2002 SERIES B (PUBLIC FACILITIES PROJECT), Variable Rate Lease Revenue Bonds, 2004 Series A (Golf Course Project) AND VARIABLE RATE LEASE REVENUE REFUNDING BONDS, SERIES 2013A (COMMUNITY CENTER PROJECT), AND THE ISSUANCE OF LEASE REVENUE REFUNDING BONDS, SERIES 2018A AND LEASE REVENUE REFUNDING BONDS, SERIES 2018B (TAXABLE) TO BE ISSUED BY THE AUTHORITY; APPROVING A SITE AND FACILITY LEASE, A LEASE AGREEMENT, AN ASSIGNMENT AGREEMENT, AND INDENTURE, A PRELIMINARY OFFICIAL STATEMENT and A BOND PURCHASE AGREEMENT; AND AUTHORIZING CERTAIN OTHER ACTIONS IN CONNECTION THEREWITH

City Manager Freeland removed Item No. 9 from the Consent Calendar for further Council discussion.

City Manager Freeland indicated that this item will alleviate some of City's fiscal challenges by refinancing the City's variable rate debt. He also stated that the following people have agreed to assist West Covina with the bond issuance and they include: Julia Kim, representative for Wells Fargo Bank, Don Hunt, representative for the law firm Norton Rose Fullbright, and Suzanne Harrell, Municipal Financial Advisor for the City.

Ms. Harrell indicated that short-term interest rates have been fairly low and can be refinanced. She also stated that switching a variable rate to a fixed rate will mitigate the interest rate risk and save the City a substantial amount of money.

Mayor Pro Tem Wu asked for clarification regarding the number of bonds the City has and asked what the fixed rate percentage would amount to.

Ms. Harrell clarified that the City has three bonds issues and indicated that the fixed rate percentage would be approximately 3.8% for 26 years. She also defined the London Inter-bank Offered Rate (LIBOR) as an index that the financial markets use to determine the interest rates of short- term loans and shared the average life of the loan would be

approximately 20 years.

Councilmember Toma expressed his approval regarding the proposed resolutions.

Councilman Spence inquired whether or not the debt could be paid off early to save the City on capital.

City Manager Freeland indicated that staff is not recommending early payoff because if the loan life is adjusted on any of the bonds, the cost of the bond will increase significantly.

Ms. Harrell stated that while there is a prepayment option available at the end of 10 years, it will result in investors requesting for a higher interest rate, and will therefore, require additional funds from the City.

Mayor Pro Tem Wu inquired about the total amount of the closing costs and if these costs would be paid through the bonds or if it would impact the City's general fund.

Ms. Harrell indicated that the amount of closing costs would total $680,000 in fixed cost issuance costs which includes a $250,000 consulting fee, a $95,000 underwriting fee, and a $335,000 bond insurance fee. In addition, she stated that these fees will be paid out of the bond proceeds and would not impact the General Fund.

A motion was made by Mayor Johnson and seconded by Councilmember Toma to adopt Resolution No. 2018-117 and Public Financing Authority Resolution No. 29. Motion was carried by a vote of 5-0.

AYES: Spence, Toma, Warshaw, Wu, Johnson
NOES: None
ABSENT: None

FIRE DEPARTMENT

10) Fiscal Year 2018-19 Purchase Order to Allstar Fire Equipment, Inc., for Personal Protective Equipment and Other Equipment on as As-Needed Basis ($30,000)

It is recommended that the City Council, in accordance with Municipal Code Chapter 2, Article VII, Division 2, Sec. 2-330(b), which states that bidding may be dispensed with when the commodity can be obtained from only one vendor, approve a purchase order for Fiscal Year (FY) 2018-19 to Allstar Fire Equipment, Inc., for Personal Protective Equipment and other equipment on an as-needed basis in the amount of $30,000.

A motion was made by Councilmember Toma and seconded by Councilmember Warshaw to approve a purchase order for Fiscal Year (FY) 2018-19 to Allstar Fire Equipment, Inc., for Personal Protective Equipment and other equipment on as-needed basis in the amount of $30,000. Motion was carried by a vote of 5-0.

AYES: Spence, Toma, Warshaw, Wu, Johnson
NOES: None
ABSENT: None

HUMAN RESOURCES

11) Approving the Salary and Benefit Schedule for Non-Represented Department Heads

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

RESOLUTION NO. 2018-116 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE SALARY AND BENEFIT SCHEDULE FOR NON-REPRESENTED DEPARTMENT HEADS FOR THE PERIOD OF JULY 1, 2017 THROUGH JUNE 30, 2018

Mayor Pro Tem Wu pulled Item No. 11 for further discussion.

City Manager Freeland gave a brief overview on Item No. 11 and indicated that the Memorandum of Understanding (MOU) for the department heads salary and benefit schedule expired on June 30, 2017. However, due to the City's financial situation, staff decided to forego any increases for the period of July 2017 through June 30, 2018.

Mayor Pro Tem Wu asked for clarification regarding the City's operating hours on Veterans Day.

City Manager Freeland clarified that City Hall will be closed to observe the Veterans Day holiday on Monday, November 12, 2018.

A motion was made by Councilmember Warshaw and seconded by Mayor Johnson to adopt Resolution No. 2018-116. Motion was carried by a vote of 5-0.

AYES: Spence, Toma, Warshaw, Wu, Johnson
NOES: None
ABSENT: None

PLANNING DEPARTMENT

12) Award Contract Agreement for the Preparation of Historic Resources Inventory Update

It is recommended that the City Council authorize the City Manager to execute an agreement with Galvin Preservation Associates, Inc. in the amount not to exceed $74,905, to prepare a historic resources inventory update.

Councilmember Warshaw pulled Item No. 12 for further discussion and asked why

Galvin Preservation Associates (GPA) was chosen to complete the historic resources survey.

Planning Director Anderson explained that GPA was chosen due to their prior experience and expertise in performing historic resources updates for 7 other cities in nearby areas.

Mayor Pro Tem Wu expressed concerns in performing the recommended update and inquired on how this project will benefit West Covina.

City Attorney Hall Barlow indicated that the historical designation is determined based on the high quality of architecture or any historical events that may have occurred in the building deeming the building a historical landmark.

Mayor Pro Tem Wu expressed concerns regarding the process in which buildings are deemed historical.

City Attorney Hall Barlow indicated that the California Environmental Quality Act (CEQA) requires analysis of any building 50 years or older, with the exception of religious properties who can claim exemption, in order to determine whether or not their status can be deemed historical.

Councilman Spence asked if the CEQA analysis was performed when the Lark Ellen Project was completed and inquired about the actions taken once the properties are deemed historical buildings.

Planning Director Anderson indicated that the CEQA analysis was completed for the Lark Ellen Project. He also added that the findings of the survey will be evaluated and any further action will be determined by the Council.

City Attorney Hall Barlow indicated that a historic tract can be determined based on the architecture, craftsman style, year it was built, uniqueness, or historical events that may have occurred in the property in question.

Councilman Spence asked if the proposed analysis must be completed this year or if there is a possibility to delay the timeline of completion.

City Manager Freeland indicated that delaying this project may result in legal challenges for not complying with CEQA.

Mayor Pro Tem Wu expressed concerns regarding the number of old homes in West Covina and shared his disapproval on the proposed survey. Mr. Wu also stated that the survey would prevent homeowners and business owners from remodeling their properties in a timely manner.

Planning Director Anderson stated that out of the 300 properties surveyed in 2006, only 33 were selected, resulting in only 10% of properties possessing a historical significance.

Councilmember Warshaw indicated that the age of the building does not automatically deem the property as a historical landmark and there must be some significance to deem it as such. He also stated that the proposed survey should be completed by the City instead of property owners because it creates a financial hardship for these individuals.

Councilmember Toma added that the craftsmanship of a possible historic property differs greatly from those that do not qualify as historic landmarks or properties with any historical significance.

A motion was made by Councilmember Warshaw and seconded by Councilmember Toma to authorize the City Manager to execute an agreement with Galvin Preservation Associates, Inc. in the amount not to exceed $74,905, to prepare a historic resources inventory update. Motion was carried by a vote of 3-2, with Councilman Spence and Mayor Pro Tem Wu in opposition.

AYES: Toma, Warshaw, Johnson
NOES: Spence, Wu
ABSENT: None

POLICE DEPARTMENT

13) Crossing Guard Services

It is recommended that the City Council authorize the City Manager to execute an agreement amendment with All City Management Services (ACMS), extending crossing guard services for an additional three years.

A motion was made by Councilmember Toma and seconded by Councilmember Warshaw to execute an agreement amendment with All City Management Services (ACMS), extending crossing guard services for an additional three years. Motion was carried by a vote of 5-0.

AYES: Spence, Toma, Warshaw, Wu, Johnson
NOES: None
ABSENT: None

14) Asset Forfeiture for Police Firearms Range

It is recommended that the City Council adopt the following resolution authorizing the necessary budget amendment:

RESOLUTION NO. 2018-115 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2018, AND ENDING JUNE 30, 2019(ASSET FORFEITURE FOR POLICE FIREARMS RANGE)

A motion was made by Councilmember Toma and seconded by Councilmember Warshaw to adopt Resolution No. 2018- 115. Motion was carried by a vote 5-0.

AYES: Spence, Toma, Warshaw, Wu, Johnson
NOES: None
ABSENT: None

15) Award of Bid for IP Microwave Backhaul

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

1) Find that Microwave Networks, Inc., of Stafford, Texas is the lowest responsible bidder to RFP 31-003; and
2) Authorize the City Manager to execute a Professional Services Agreement with Microwave Networks, Inc., for the procurement and installation of up to 11 IP microwave backhaul links for the ComNet regional public safety communications system, totaling $674,897 from account 218.31.3110.7160

A motion was made by Councilmember Toma and seconded by Councilmember Warshaw to approve and take the aforementioned actions. Motion was carried by a vote of 5-0.

AYES: Spence, Toma, Warshaw, Wu, Johnson
NOES: None
ABSENT: None

PUBLIC WORKS

16) Acceptance of Public Improvements for Fire Station No. 3 Roofing and Flooring (Project No. BP- 17051).

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

1) Accept the Fire Station No. 3 roofing and flooring improvements for Project No. BP-17051; and
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.

A motion was made by Councilmember Toma and seconded by Councilmember Warshaw to approve and take the aforementioned actions. Motion was carried by a vote of 5-0.

AYES: Spence, Toma, Warshaw, Wu, Johnson

NOES: None
ABSENT: None

17) Approve a Six-Month Purchase Order to Ace Pelizon Plumbing for Fiscal Year 2018-19

It is recommended that the City Council approve a six-month purchase order for Fiscal Year (FY) 2018-19 for Ace Pelizon Plumbing in an amount not to exceed $21,000.

A motion was made by Councilmember Toma and seconded by Councilmember Warshaw to approve a six-month purchase order for Fiscal Year (FY) 2018-2019 for Ace Pelizon Plumbing in an amount not to exceed $21,000. Motion was carried by a vote of 5-0.

AYES: Spence, Toma, Warshaw, Wu, Johnson
NOES: None
ABSENT: None

END OF CONSENT CALENDAR

HEARINGS

PUBLIC HEARINGS

18) Establishment of New Fees and Changes to Existing Fees and Fines

a) Verification
b) Open hearing
c) Staff report
d) Open testimony
e) Council discussion
f) Recommendation: It is recommended that the City Council take the following actions:

1) Hold a Public Hearing regarding the establishment of new fees and changes to existing fees and fines; and

2) Adopt the following resolution:

RESOLUTION NO. 2018- 114 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A NEW FEE SCHEDULE THAT ESTABLISHES NEW FEES AND CHANGES TO EXISTING FEES AND FINES

Mayor Johnson opened the public hearing.

Finance Director Medina provided a brief overview regarding the proposed Fiscal Year 2018-2019 fee schedule and indicated that staff recommends 13 new fees for implementation and they include the following:

- Technology Fee pertaining to building permits
- Electric vehicle charging station fee
- 11 recommended Fire Department fees
- 8 for Emergency Incident fees
- 2 for fire and life safety inspection fees
- Voluntary ambulance subscription fee for businesses

Mayor Johnson asked for clarification on the recommended Emergency Incident fees.

Fire Chief Whithorn clarified on the recommended Fire Department fees and gave a brief overview regarding Emergency incidents and their fees.

Mayor Pro Tem Wu asked for more information regarding the proposed fire inspection fees and shared his concerns pertaining to the number of recommended City fees.

Fire Chief Whithorn stated that multiple cities also charge the fire inspection fee and the amount is typically around $100 in Los Angeles County. He also explained that there are different types of fees which include: businesses, state mandated, mercantile and they are all considered as cost recovery fees.

Mayor Pro Tem Wu expressed his disapproval regarding the proposed inspection fees.

Finance Director Medina explained that this fee is for cost recovery and if this fee is not charged, then the taxpayers will have to bear the cost.

Mayor Johnson asked how often the fire inspections are completed for businesses within the City.

Fire Chief Whithorn stated that the inspections are completed annually and the initial inspection is a minimum of $100 and re-inspection is included in the initial fee.

Councilmember Warshaw expressed his approval regarding the proposed inspection fees.

Mayor Johnson opened the public testimony portion of the public hearing.

The following speakers were in opposition of the proposed item:

Phil Moreno

Jerri Potras

After seeing no one else from the public wishing to speak, Mayor Johnson closed the public testimony portion of the public hearing and asked Council if they had any additional comments.

A motion was made by Mayor Johnson and seconded by Mayor Pro Tem Wu to hold over Item No. 18 to a future meeting for further Council discussion. Motion was carried by a vote of 4-1, with Councilmember Warshaw in opposition.

AYES: Spence, Toma, Wu, Johnson
NOES: Warshaw
ABSENT: None

DEPARTMENTAL REGULAR MATTERS

FIRE DEPARTMENT

19) Agreement with Fire Recovery USA, LLC for Emergency Incident Billing and Inspection Billing Services

It is recommended that the City Council, in accordance with Municipal Code Chapter 2, Article VII, Division 2, Sec. 2-330(b), which states that bidding may be dispensed with when the commodity can be obtained from only one vendor, authorize the City Manager to execute the agreement with Fire Recovery USA, LLC, for emergency incident billing and inspection billing services for an initial term of three years with the option to renew for two additional one-year periods for a maximum of five years.

Item No. 19 was held over to a future meeting for further Council discussion.

MAYOR/ COUNCILMEMBERS REPORTS

COUNCILMAN MIKE SPENCE

20) Letter of Opposition to Governor Brown Pardoning Criminals and Commuting Sentences of Death Row Inmates

It is recommended that the City Council direct staff accordingly.

Councilman Spence gave a brief overview on Item No. 20 and stated that death row inmates should retain their sentence.

Councilmember Toma stated that he would like to amend the proposed item to only include the three members on death row who have committed terrible crimes in West Covina.

A motion was made by Councilmember Toma and seconded by Councilmember Warshaw to amend the original motion and draft a letter to Governor Brown opposing the pardoning and commuting of death row sentences for Michael Jackson, Paul Watkins, and Cimarron Bell, who murdered residents of West Covina. Motion failed to be approved with a vote of 3-2, with Councilman Spence, Mayor Pro Tem Wu and Mayor Johnson in opposition.

AYES: Toma, Warshaw
NOES: Spence, Wu, Johnson
ABSENT: None

A motion was made by Councilman Spence and seconded by Mayor Pro Tem Wu to draft a letter to Governor Brown opposing the pardoning of criminals and commuting sentences of death row inmates. Motion was carried by a vote of 3-1-1, with Councilmember Warshaw in opposition, and Councilmember Toma abstaining.

AYES: Spence, Wu, Johnson
NOES: Warshaw
ABSENT: None
ABSTAIN: Toma

CITY COUNCIL REQUESTS FOR REPORTS, STUDIES OR INVESTIGATION

MAYOR LLOYD JOHNSON

21) Request from Mayor Lloyd Johnson Requesting the City Council's Consensus to Revisit the Structure of the Mayoral Rotation

It is recommended that the City Council direct staff accordingly.

Mayor Johnson stated that the structure of the mayoral rotation must be determined before the upcoming election.

Mayor Pro Tem Wu indicated that the new Council should determine the mayoral rotation in case they wish to implement any new changes.

A motion was made by Mayor Johnson and seconded by Councilman Spence to reconsider the structure of the mayoral rotation. Motion was carried by a vote of 3-2, with Councilmember Toma and Mayor Pro Tem Wu in opposition.

AYES: Spence, Warshaw, Johnson
NOES: Toma, Wu
ABSENT: None

City Attorney Hall Barlow indicated that a City Ordinance must be brought back to a future Council meeting, but that staff needs Council direction in order to formulate said ordinance.

Councilmember Warshaw stated that after Mayor Johnson's term is up, the mayoral order should be as follows: District 5, District 4, District 2, District 3, and District 1.

Mayor Johnson explained if Mayor Pro Tem Wu wins District 5 in the upcoming election, a councilman must be appointed to replace his spot.

Councilmember Warshaw indicated that they would not be the case if the mayoral order he suggested is implemented in the year 2020, the year Mayor Pro Tem Wu will be sworn in as Mayor per his rotation schedule.

City Attorney Hall Barlow explained that the person appointed to replace Mayor Pro Tem Wu's position on the Council, should he win the election, will be an at-large Councilmember.

COUNCILMEMBER JAMES TOMA

22) Request from Councilmember James Toma Requesting the City Council's Consensus to Direct Staff to Put Together a Business/ Commercial Property Owner Homeless Education Program

It is recommended that the City Council direct staff accordingly.

Councilmember Toma gave a brief overview on Item No. 22 and requested for staff to compile a business/commercial property owner homeless education plan.

Councilman Spence expressed concerns regarding loitering on the sidewalks in front of businesses located on Glendora Avenue and inquired about giving businesses control over these areas.

AB1234 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.)

None

CITY COUNCIL COMMENTS

Councilmember Warshaw attended a Police Volunteers meeting and indicated that the West Covina Police Department does live scan fingerprinting on Thursday evenings for $20 cash (DOJ and FBI checks price TBD) from 5:00 p.m. to 9:00 p.m.

Councilman Spence requested to agendize the following issues including the: disclosure of City settlements, Proposition 10, which pertains to affordable housing, and SCA 20, which pertains to the local sales tax.

City Attorney Hall Barlow indicated that she will be stepping down as City Attorney due to medical reasons and appointed Scott Porter and a second City Attorney Carmen Vasquez to relieve her of her duties.

ADJOURNMENT

A motion was made by Mayor Johnson to adjourn the meeting at 10:03 p.m.

Submitted by:

_____

Deputy City Clerk

_____

Lloyd Johnson
Mayor

AGENDA ITEM NO. 2

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: January 15, 2019

TO: Mayor and City Council

FROM: Chris Freeland
City Manager

SUBJECT: **TRAFFIC COMMITTEE MINUTES FROM NOVEMBER 13, 2018**

RECOMMENDATION:

It is recommended that the City Council approve the attached minutes of the Traffic Committee Meeting held on November 13, 2018.

DISCUSSION:

None

Prepared by: Miguel Hernandez, Public Works Project Supervisor

Fiscal Impact

FISCAL IMPACT:

None

Attachments

Nov TC Attachment

Nov TC Exhibit

ATTACHMENT NO. 1

MEETING MINUTES
OF THE TRAFFIC COMMITTEE
CITY OF WEST COVINA

DATE: Tuesday November 13, 2018

TIME: 3:00 PM

LOCATION: City Hall, Room 314 Management Resource Center

ATTENDEES: Manoochehr Adhami, Monica Heredia, Eddie Gomez, Miguel Hernandez, Juan Hernandez, Alfred Naranjo, and Doug Stewart

1. Call to Order – Meeting was called to order at 3:00 PM

2. Matters From The Audience – None.

3. Old Business –

   Grovecenter Elementary School crosswalk relocation: Agreement between the City of West Covina and City of Covina is being reviewed by respective City Attorneys.

   Gemini Street and Shadow Oak Drive –installation of crosswalks: Design of the crosswalk has been completed. Staff will obtain quotes for the proposed work.

   Willow Avenue between Farlington Street and Rockway Drive – preferential parking: Work order for sign installation has been submitted and parking permits have been issued to residents.

4. New Business –

   A. Approve Permit Parking Request for East Shamwood Street from Toland Avenue to Mardina Street.

   Miguel Hernandez reported that a majority response (56%) in favor from the affected residents were received. The residents in attendance were informed that the Traffic Committee's recommendation will be placed on the City Council's agenda for December 18, 2018 for their consideration. See attached Item 4-A.

   Based on the receipt of a majority response in favor of the permit parking, the Committee approved the request.

5. Committee Member Comments –

   None

6. Adjourn - Meeting adjourned at 3:15 PM. Next meeting date is December 11, 2018.

A. **REQUEST:**

Lulin Ignacio, West Covina Resident

THAT PARKING ON E. SHAMWOOD STREET FROM N. TOLAND AVENUE TO N. MARDINA STREET BE RESTRICTED TO PERMIT ONLY PARKING EVERY DAY, SUNDAY THROUGH SATURDAY.

FINDINGS:

Due to complaints regarding increased parking problems caused by the adjacent apartment complex, the City has been requested to prohibit parking on Shamwood Street from Toland Avenue to Mardina Street except by permit (see Exhibit A). Residents from the apartment complex park their vehicles on Shamwood Street adjacent to the homes, interrupting street sweeping, making it difficult for the homeowners to find parking adjacent to their home, as well as leaving trash and debris behind.

In response to a request to restrict parking to permit only on Shamwood Street, a postcard survey of the 34 affected properties was conducted. Based on the survey, 19 properties (56%) responded in favor of permit parking Sunday through Saturday, every day, and 15 of the properties did not reply to the survey. The City's policy requires that more than 50% of the affected properties be in favor of the parking prohibition.

At present, Section 22-174 of the West Covina Municipal Code does allow for the installation of signs prohibiting or restricting parking of vehicles on certain streets or portions thereof. The requirements of this section includes the issuance of four (4) free permits per dwelling unit. The permits must be displayed in plain view on the dash or hanging from the rear view mirror. Since the permits are registered to a particular address and not a particular vehicle, it may be used for visitor's vehicles as well.

STAFF RECOMMENDATION:

THAT PARKING ON E. SHAMWOOD STREET FROM N. TOLAND AVENUE TO N. MARDINA STREET BE RESTRICTED TO PERMIT ONLY PARKING EVERY DAY, SUNDAY THROUGH SATURDAY.

City of West Covina Parcels/Assessor Viewer
Find address or place
REQUESTED PERMIT PARKING
Shamwood
Street
REQUESTED PERMIT PARKING
Toland
Avenue
Mardina
Street
E Idaho St
E Shamwood St
E Mardina St
E Garvey Ave N
San Bernardino Fwy
E Garvey Ave S
200ft
App State
Click to restore the map extent and layers visibility where you left off.

EXHIBIT A

AGENDA ITEM NO. 3

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: January 15, 2019

TO: Mayor and City Council

FROM: Chris Freeland
City Manager

SUBJECT: **GOVERNMENT TORT CLAIM DENIALS**

RECOMMENDATION:

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

- Richard & Yvonne Franco vs. The City of West Covina
- Marta Guevara vs. The City of West Covina

DISCUSSION:

All claims should be considered potential lawsuits. As such, 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, Administrative Aide

Fiscal Impact

FISCAL IMPACT:

None.

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: January 15, 2019

TO: Mayor and City Council

FROM: Chris Freeland
City Manager

SUBJECT: ADOPTION OF ORDINANCE NO. 2452 AUTHORIZING THE EXTENSION OF THE TERMS AND PROVISIONS OF ORDINANCE NO. 2238 REGARDING FORECLOSURES

RECOMMENDATION:

It is recommended that the City Council adopt 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:

Ordinance No. 2452 was first introduced at the December 18, 2018 City Council Meeting. The purpose of the Ordinance is to ensure that foreclosure properties are given the proper attention by lenders that own them, thus reducing blight in West Covina. The Ordinance requires the registration and monitoring of residential properties that go into foreclosure.

The Ordinance will take effect 30 days after its adoption on February 14, 2019.

Prepared by: Nikole Bresciani, Assistant City Manager/Public Services Director

Attachments

Ordinance No. 2452

Staff Report No. 13 December 18, 2018 City Council Meeting

ATTACHMENT NO. 1

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

THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:

SECTION NO. 1: The City Council finds that on November, 20, 2012, it adopted Ordinance No. 2238 entitled "An Ordinance of the City Council of the City of West Covina Amending Chapter 15 Of The Municipal Code To Require Registration, Maintenance And Security Of Properties In Foreclosure."

SECTION NO. 2: The City Council finds that on November 17, 2015, it extended the term of Ordinance No. 2238 for an additional term of three years, terminating on December 20, 2018.

SECTION NO. 3: The City Council therefore ordains that Ordinance No. 2238 be extended for an additional term of three years, terminating on December 20, 2021, subject to all the terms and provisions contained in Ordinance No. 2238.

APPROVED, AND ADOPTED on this ___ day of ____ 2019.

_____
Mayor

ATTEST:

_____
CITY CLERK

I, _____, CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Ordinance was regularly introduced and placed upon its first reading at a regular meeting of the City Council on the __ day of _____, 2019. That thereafter said Ordinance was duly adopted and passed at a regular meeting of the City Council on the ___ day of _____, 20__, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Assistant City Clerk

APPROVED AS TO FORM:

_____
City Attorney

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: December 18, 2018

TO: Mayor and City Council

FROM: Chris Freeland
City Manager

SUBJECT: **EXTENSION OF FORECLOSURE PROPERTIES ORDINANCE**

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

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.

Attachments

Ordinance 2238

Ordinance 2452

AGENDA ITEM NO. 5

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: January 15, 2019

TO: Mayor and City Council

FROM: Chris Freeland
City Manager

SUBJECT: **FIRST QUARTER FINANCIAL REPORT FOR FISCAL YEAR 2018-19**

RECOMMENDATION:
It is recommended that the City Council approve the First Quarter Financial Report for Fiscal Year 2018-19.

DISCUSSION:
The City of West Covina has completed the first quarter of Fiscal Year 2018-19. The attached Quarterly Financial Report summarizes the City's overall financial position for the period of July 1, 2018 through September 30, 2018, but it is not meant to be inclusive of all finance and accounting transactions. While the focus of the report is the General Fund, summary financial information is also provided for the Enterprise Fund (West Covina Service Group) and Special Revenue Funds (i.e. Measure R, Proposition A, etc.).

With only 9% of the City's General Fund Revenues received by September 30, 2018, the General Fund Revenues are below budget at this time. This is expected, as the City's two largest General Fund revenues (sales and property taxes) do not come in on a regular basis. In fact, most property tax revenues are received in December and April. Therefore, more scrutiny on the City's General Fund Revenues will be examined as part of the Second Quarter Report in the coming weeks.

With 25% of the year completed, a review of the City's General Fund Expenditures by Department, shows that departments are on target with budget projections with the exception of the Fire Department. The Fire Department expenditures for the first quarter are trending higher than 25%, due to over budgeted use of overtime. The over budgeted use of overtime is from the delay in implementing the staffing model changes in the department, vacancies that are still being filled in the department, and participation in strike teams for mutual aid wildfires. The State of California will be reimbursing the City for the overtime costs related to the mutual aid for the wildfires. Therefore, with the reimbursement and salary savings from the vacant positions, the Fire Department is expected to come within budget at the end of the fiscal year. A review of the Police Department budget shows that the department is managing its overtime costs, even with a number of vacant positions.

The overtime budgets for the Police and Fire Departments are being reviewed monthly by City staff, with results being shared with the City Council. Staff will be sure to provide another update on the overtime for both departments in the Second Quarter Report.

Lastly, the City prepaid its unfunded pension liability to CalPers at the beginning of the fiscal year at a General Fund cost of $9,051,268. Doing so, saved the City approximately $364,000 in General Fund pension costs for the

fiscal year, but also represents the largest cost to the City's General Fund for the First Quarter.

Staff has prepared a new format for the attached First Quarter Report, with additional illustrations and charts, meant to make it easier for readers to comprehend the status of the City's finances and compare to future reports. The City will also make these reports available on the City's website for future review.

Prepared by: Marcie Medina, Finance Director

Attachments

1st Qtr Financial Report FY1819

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

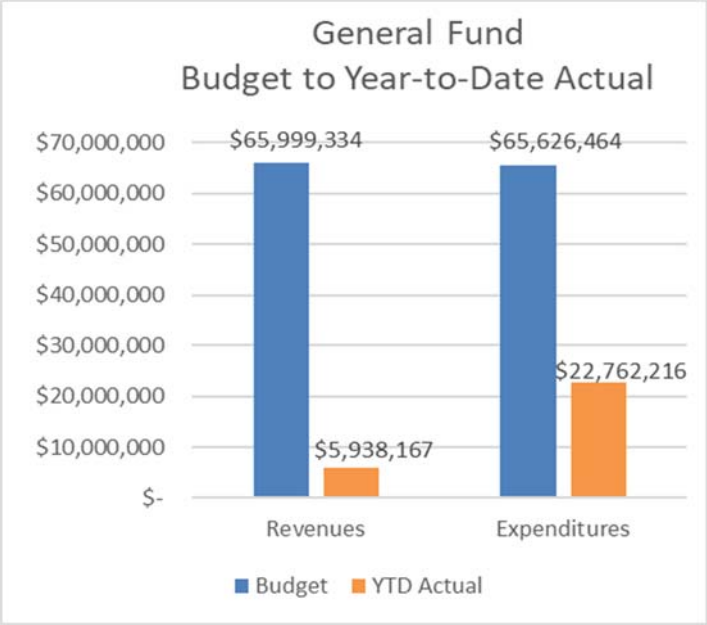
CITY OF
WEST COVINA

FIRST QUARTER FINANCIAL REPORT

Fiscal Year 2018-19

The City has completed the first quarter of Fiscal Year 2018-19. This report summarizes the overall financial performance of the City for the period of July 1, 2018 through September 30, 2018, but it is not meant to be inclusive of all finance and accounting transactions. While the focus of the report is the General Fund, summary financial information is also provided for the Enterprise Fund and Special Revenue Funds. The information presented is unaudited. This report is intended only to provide the City Council and the public with an overview of the City's general fiscal condition.

The revenue projections and expenditure budgets include adjustments for carryovers and any appropriations made by the City Council as of September 30, 2018. The information presented reports revenues as they are received and expenditures when paid. Revenues and expenditures are only accrued at year end to account for such activity in the correct fiscal year.



GENERAL FUND

The General Fund is the general operating fund for the City. It provides the resources to sustain the day-to-day activities and services to the community. All nine departments receive support, either directly or indirectly, from the General Fund.

The General Fund budget for FY 2018-19 is $65,999,334 for revenues and $65,626,464 for expenditures. With 25% of the year complete, General Fund revenues are at 9.0% of budget and expenditures are at 24.1% excluding the prepayment of the PERS Unfunded Accrued Liability (UAL). Revenues for the first quarter are at a higher percent of budget as compared to the first quarter of the prior year. Expenditures for the first quarter are lower than the same period of the prior year.

GENERAL FUND REVENUES	BUDGET	YTD ACTUAL	%
Property Tax	$ 25,056,583	$ -	0.0%
Sales Tax	16,525,000	1,193,616	7.2%
Other Taxes	9,341,850	468,144	5.0%
Licenses & Permits	1,498,413	217,843	14.5%
Fines & Forfeitures	710,000	253,249	35.7%
Interest & Rents	915,284	338,454	37.0%
Revenue from other Other Agencies	2,302,000	1,712,479	74.4%
Charges for Services	7,184,166	1,605,610	22.3%
Other Revenues	291,852	8,772	3.0%
Transfers In	2,174,186	140,000	6.4%
TOTAL	$ 65,999,334	$ 5,938,167	9.0%

The City's two major General Fund revenue sources are Property Tax and Sales Tax which make up over 63% of the General Fund Revenues.

- **Property Tax:** The first major apportionment distribution to the City for FY 2018-19 will occur in December 2018. Also, the revenues received in July and August are for prior year and accrued as such. Included in this line item are Property Taxes in-Lieu of Vehicle License Fees (VLF) and residual payments from the dissolution of the former redevelopment agency.

- **Sales Tax:** The City received the first monthly allocation for sales tax in September 2018. This allocation represents approximately 30% of the total sales tax allocation for the first quarter. The City will continue to receive sales tax allocations with the final quarter allocation distributed by the California State Department of Taxes and Fees Administration, CDTFA, in November 2019. Sales Tax growth is projected to remain flat for the fiscal year.

- **Other Taxes:** Includes Franchise Fees, Business License Tax, Transient Occupancy Tax, and Property Transfer Tax. Revenues are about 5% of budget in the first quarter, about the same as prior year.

- **License & Permits:** Revenues include building and engineering permits. For the first quarter, revenue is slightly lower than prior year at 14.5% of budget received compared to 17.4% in the prior year.

- **Revenues from other Agencies:** Includes Vehicle in-Lieu, State Mandated reimbursement revenue, and the exchange of Prop A funds, which are the largest revenue source in this category. The Prop A exchange was received during the first quarter.

- **Charges for Services:** Revenues include plan check and zoning related fees, recreation fees, interfund charges, and police and fire fees. Included in the budget were new fire fees. Fire fees represent the largest component of this category at 44%. These fees were recommended for approval as part of the FY18-19 Fee Schedule. Fire Inspection Fees were not approved and resulted in a reduction of projected revenues of $161,000. The approval of the Fee Schedule was delayed and approved late October. This resulted in an additional projected reduction in revenues of approximately $324,600 due to the late implementation of other fire fees.

GENERAL FUND EXPENDITURES	BUDGET	YTD ACTUAL	%
Administration	$ 1,407,638	$ 343,906	24.4%
City Clerk	487,615	55,316	11.3%
Finance	3,056,195	721,363	23.6%
Human Resources	670,006	127,012	19.0%
Planning	521,530	126,195	24.2%
Police	26,387,200	5,865,698	22.2%
Fire	16,138,156	4,280,575	26.5%
Public Works	3,746,952	890,910	23.8%
Community Services	2,521,314	495,497	19.7%
Transfers Out/Debt Service	1,997,968	804,476	40.3%
TOTAL (Excluding PERS UAL)	$ 56,934,574	$ 13,710,948	24.1%
PERS (UAL)	8,691,890	9,051,268	104.1%
TOTAL	$ 65,626,464	$ 22,762,216	34.7%

As of September 30, 2018, with 25% of the year complete, $22.8 million or 34.7% of the General Fund budget has been expensed. The expenditures are higher than 25% due to the July prepayment of CalPERS Unfunded Accrued Liability which is approximately 14% of the total annual General Fund Budget. Excluding the PERS UAL prepayment, General Fund expenditures are at 24.1% of budget for the first quarter.

Overtime expenditures should be 23% of budget based on the number of payrolls for the 1st Quarter of the year. The Police Department is trending to be within its overtime budget at slightly below 23%. The Fire Department overtime expenditures are at 55.6 % of budget. This is due to the filling of vacancies with overtime, mainly for Fire Engine 4. The delay in closing Fire Engine 4 caused the Fire Department to

incur more overtime in the first quarter. Also, overtime incurred for Strike Team in response to mutual aid increased Fire Department overtime expenditures. Such expenditures are reimbursed by the State and result in an increase of expenditures as well as off-setting revenues. Although the Fire Department overtime expenditure is expected to exceed budget for the fiscal year, total department personnel costs are not projected to exceed the personnel budget. This is mainly because of salary savings from vacant positions.

At the end of the first quarter, eight of the General Fund departments expenditures are at or below 25% of budget, excluding the PERS UAL prepayment. The Fire Department expense is at 26.5% of budget (excluding PERS UAL), mainly due to the delayed restructuring of the Fire Department. The General Fund budget for FY 2018-19 is $65,999,334 for revenues and $65,626,464 for expenditures. This reflects a budget with a surplus. However, after adjusting revenues for the loss of Fire Fees, projected revenues are $65,513,734, which will result in a shortfall of $112,730.

ENTERPRISE FUND

The following table summarizes the revenues and expenditures for the City's Enterprise Fund.

ENTERPRISE FUND REVENUES	BUDGET	YTD ACTUAL	%
Police Computer Service Fund	$ 1,296,400	$ 1,127,366	87.0%

ENTERPRISE FUND EXPENDITURES	BUDGET	YTD ACTUAL	%
Police Computer Service Fund	$ 1,816,757	$ 432,045	23.8%

The Police Department's Computer Service Group revenues and expenditures are trending to be within budget. Originally the West Covina Service Group was budgeted at a deficit for FY 2018-19, the Police Department is taking actions to balance their budget saving approximately $500,000.

OTHER FUNDS

Special Revenue Funds are restricted in their use for specified purposes. Budget versus actual comparisons for both revenue and expenditures for Special Revenue Funds are presented below.

SPECIAL REVENUE FUNDS REVENUES	BUDGET	YTD ACTUAL	%
Assessment Districts	$ 3,912,692	$ 29,826	0.8%
Sewer Maintenance	3,595,003	8,919	0.2%
Gas Tax	2,329,700	510,289	21.9%
Prop A	2,213,862	562,630	25.4%
Prop C	1,750,353	470,748	26.9%
Measure R	1,312,792	356,838	27.2%
Measure M	1,487,800	402,809	27.1%
Housing Authority	-	22,904	0.0%
CDBG	846,361	27,405	3.2%
Grants	3,490,898	86,353	2.5%
Other Special Revenues	2,399,417	107,899	4.5%
TOTAL	$ 23,338,878	$ 2,586,620	11.1%

SPECIAL REVENUE FUNDS EXPENDITURES	BUDGET	YTD ACTUAL	%
Assessment Districts	$ 4,592,819	$ 883,836	19.2%
Sewer Maintenance	5,182,807	646,790	12.5%
Gas Tax	2,168,331	541,679	25.0%
Prop A	2,234,723	2,234,173	100.0%
Prop C	2,826,951	341,395	12.1%
Measure R	3,258,116	141,428	4.3%
Measure M	2,736,275	9,671	0.4%
Housing Authority	1,036,114	170,119	16.4%
CDBG	1,481,899	65,321	4.4%
Grants	2,101,226	172,445	8.2%
Other Special Revenues	2,360,782	397,414	16.8%
TOTAL	$ 29,980,043	$ 5,604,271	18.7%

FOR MORE INFORMATION

This summary report is derived from detailed financial information generated by the City's Finance Department. Additional financial information is available online at www.westcovina.org.

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: January 15, 2019

TO: Mayor and City Council

FROM: Chris Freeland
City Manager

SUBJECT: APPROVAL AND TRANSMITTAL OF AN ADMINISTRATIVE BUDGET AND A RECOGNIZED OBLIGATION PAYMENT SCHEDULE "ROPS" PURSUANT TO HEALTH AND SAFETY CODE SECTION 34179.7(O)(1), FOR THE PERIOD OF JULY 1, 2019 THROUGH JUNE 30, 2020 FOR THE SUCCESSOR AGENCY TO THE FORMER WEST COVINA REDEVELOPMENT AGENCY

RECOMMENDATION:

It is recommended that the City Council, acting as the Successor Agency to the former West Covina Redevelopment Agency, adopt the following resolution:

> **RESOLUTION NO. 2019-04 – A RESOLUTION OF THE SUCCESSOR AGENCY TO THE FORMER WEST COVINA REDEVELOPMENT AGENCY APPROVING AND AUTHORIZING THE TRANSMITTAL OF AN ADMINISTRATIVE BUDGET AND A RECOGNIZED OBLIGATION PAYMENT SCHEDULE "ROPS" FOR THE PERIOD OF JULY 1, 2019 THROUGH JUNE 30, 2020**

BACKGROUND:

In 2011, the State of California began the process to eliminate redevelopment agencies (RDA) that served as the economic development arm of cities. Effective February 1, 2012, some 400 redevelopment agencies in California were eliminated and replaced with Successor Agencies that were tasked to wind-down the operations of the former RDAs.

In accordance with Health and Safety Code Section 34179.7(O)(1), the Successor Agency is required to file a Recognized Obligation Payment Schedule "ROPS" annually in order to receive a distribution of property tax increment dollars with which to fund the obligations of the former Redevelopment Agency. These obligations include bond debt service payments, amounts due under existing agreements with commercial property owners, repayment of amounts borrowed from the Housing Fund to fund property tax shifts mandated by the State, cost of litigation to protect assets of the former Redevelopment Agency, repayment of loans to the City, and administrative costs of the Successor Agency to wind-down the affairs of the former Redevelopment Agency. While many of these listed items are not necessarily debt, they are considered obligations for purposes of this mandated report and must be listed on the ROPS if they are to be funded by distributions of future tax increment dollars. These items are not debt obligations of the City of West Covina.

DISCUSSION:

The ROPS schedule (Attachment No. 1 – Exhibit A) lists all amounts that will be paid for the period of July 1, 2019 through June 30, 2020. Once the ROPS is approved by the Successor Agency and Oversight Board, it then must be forwarded to the State Department of Finance (DOF) by February 1, 2019. DOF holds final approval authority of the items listed on the ROPS and directs the Los Angeles County Auditor-Controller to distribute tax increment funds to the Successor Agency. Many of the obligations listed on the ROPS are estimates, i.e. variable rate debt service payments, litigation, etc.

The Successor Agency is also required to adopt an administrative budget for each annual period. Attachment No. 1 – Exhibit B to this report is the administrative budget for the Successor Agency for the period of July 1, 2019 through June 30, 2020. This budget is to be funded by the administrative allowance, which is 3% of the enforceable obligations, after loan payments, or $250,000 annually; whichever is greater. The City will absorb any administrative costs above this administrative allowance. These administrative costs can also be found in the ROPS (Attachment No. 1 – Exhibit A) line item numbers 12, 19, 21, 54 and 91.

The total amount of funding requested for enforceable obligations from the Redevelopment Property Tax Trust Fund (RPTTF) on ROPS 19-20 is $21,138,015 and includes many of the same items that have been previously approved by DOF.

LEGAL REVIEW:

The Successor Agency Counsel has reviewed and approved this staff report, resolution and the Recognized Obligation Payment Schedule.

Prepared by: Marcie Medina, Finance Director

Additional Approval: Paulina Morales, Economic Development & Housing Manager

---

Fiscal Impact

FISCAL IMPACT:

The Successor Agency cannot receive or spend any funds unless the amounts are listed on a Recognized Obligation Payment Schedule. This schedule identifies all outstanding obligations that must be satisfied before the Agency can be dissolved. The obligations listed on this schedule will receive property tax allocations distributed by the County of Los Angeles as their funding source.

If the Successor Agency's administrative costs exceed the administrative allowance, the excess expenditures will be absorbed by the City.

Attachments

Attachment No. 1 Resolution No. 2019-04

Exhibit A - WC ROPS 19-20

Exhibit B - Administrative Budget ROPS 19-20

ATTACHMENT NO. 1

RESOLUTION NO. 2019-04

A RESOLUTION OF THE SUCCESSOR AGENCY TO THE FORMER WEST COVINA REDEVELOPMENT AGENCY APPROVING AND AUTHORIZING THE TRANSMITTAL OF AN ADMINISTRATIVE BUDGET AND A RECOGNIZED OBLIGATION PAYMENT SCHEDULE "ROPS" FOR THE PERIOD OF JULY 1, 2019 THROUGH JUNE 30, 2020

WHEREAS, pursuant to Abx 1 26, enacted on June 28, 2011, and as subsequently amended by AB 1484, SB 341, and SB 107 ("Dissolution Act"), the Redevelopment Agency to the City of West Covina was dissolved as of February 1, 2012, and the City of West Covina elected to serve as the Successor Agency to the former Redevelopment Agency to the City of West Covina; and

WHEREAS, pursuant to Health and Safety Code Section 34179(q), commencing on and after July 1, 2018, the County of Los Angeles, where more than 40 oversight boards were created by the Dissolution Act, shall have five consolidated oversight boards each encompassing the five supervisorial districts;

WHEREAS, pursuant to Health and Safety Code Section 34179.7 (o) (1), requires that the ROPS for the period from July 1, 2019 to June 30, 2020, shall be submitted after oversight board approval to the State of California Department of Finance and the Los Angeles County Auditor-Controller by February 1, 2019; and

WHEREAS, the West Covina City Council, acting as Successor Agency to the former West Covina Redevelopment Agency, reserves the right to appeal any determination of the State of California Department of Finance or other entity regarding the propriety of this resolution as well as any future determinations; and

WHEREAS, the West Covina City Council, acting as Successor Agency to the former West Covina Redevelopment Agency, intends to comply with the state-mandated obligations established hereunder; and

WHEREAS, all other legal prerequisites to the adoption of this resolution have occurred.

NOW, THEREFORE, BE IT RESOLVED by the West Covina City Council, acting as Successor Agency to the former West Covina Redevelopment Agency, as follows:

SECTION 1. The foregoing recitals are incorporated into this Resolution by this reference, and constitute a material part of this Resolution.

SECTION 2. The Recognized Obligation Payment Schedule "ROPS" attached hereto as Exhibit "A" is approved and the Executive Director is authorized to submit the ROPS to the Oversight Board for approval and transmit the same to the Los Angeles County Auditor-Controller, the California State Controller and the State of California Department of Finance in accordance with Health and Safety Code Section 34177 subject to all reservations of rights and contingencies set forth above.

SECTION 3. The Administrative Budget for the Successor Agency for the annual period of July 1, 2019 – June 30, 2020, attached hereto as Exhibit "B" is approved and the Executive Director is authorized to transmit the same to the Los Angeles County Auditor-Controller, the California State Controller and the State of California Department of Finance in accordance with Health and Safety Code Section 34177 subject to all reservations of rights and contingencies set forth above.

SECTION 4. The Executive Director or designee is authorized to take all actions necessary to implement this Resolution, including without limitation, the posting of this Resolution and the Recognized Obligation Payment Schedule on the City's website, and any other reasonable acts in furtherance of approval of the Recognized Obligation Payment Schedule and Administrative Budgets.

SECTION 5. The Secretary shall certify as to the passage and adoption of this Resolution, and it shall thereupon take effect and be in full force.

APPROVED AND ADOPTED at a regularly scheduled meeting held on this 15th day of January, 2019.

_____
Lloyd Johnson
Chairman

APPROVED AS TO FORM:

_____
Scott E. Porter
City Attorney

ATTEST:

_____
Nickolas S. Lewis
Secretary

Recognized Obligation Payment Schedule (ROPS 19-20) - Summary
Filed for the July 1, 2019 through June 30, 2020 Period

Successor Agency: **West Covina**
County: Los Angeles

	Current Period Requested Funding for Enforceable Obligations (ROPS Detail)	19-20A Total (July - December)	19-20B Total (January - June)	ROPS 19-20 Total
A	**Enforceable Obligations Funded as Follows (B+C+D):**	**$ 6,980,700**	**$ 380,850**	**$ 7,361,550**
B	Bond Proceeds	-	-	-
C	Reserve Balance	-	-	-
D	Other Funds	6,980,700	380,850	7,361,550
E	**Redevelopment Property Tax Trust Fund (RPTTF) (F+G):**	**$ 17,417,891**	**$ 3,720,124**	**$ 21,138,015**
F	RPTTF	17,245,391	3,552,624	20,798,015
G	Administrative RPTTF	172,500	167,500	340,000
H	**Current Period Enforceable Obligations (A+E):**	**$ 24,398,591**	**$ 4,100,974**	**$ 28,499,565**

Certification of Oversight Board Chairman:
Pursuant to Section 34177 (o) of the Health and Safety code, I hereby certify that the above is a true and accurate Recognized Obligation Payment Schedule for the above named successor agency.

Name Title

/s/

Signature Date

West Covina Recognized Obligation Payment Schedule (ROPS 19-20) - ROPS Detail

July 1, 2019 through June 30, 2020

(Report Amounts in Whole Dollars)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
											19-20A (July - December)						19-20B (January - June)					
											Fund Sources						Fund Sources					
Item #	Project Name/Debt Obligation	Obligation Type	Contract/Agreement Execution Date	Contract/Agreement Termination Date	Payee	Description/Project Scope	Project Area	Total Outstanding Debt or Obligation	Retired	**ROPS 19-20 Total**	Bond Proc	Reserv	Other Funds	RPTTF	Admin RPTTF	**19-20A Total**	Bond	Reserve	Other Funds	RPTTF	Admin RPTTF	**19-20B Total**
								$ 82,942,275		$ 28,499,565	$ 0	$ 0	$ 6,980,700	$ 17,245,391	$ 172,500	$ 24,398,591	$ 0	$ 0	$ 380,850	$ 3,552,624	$ 167,500	$ 4,100,974
3	2006 Lease Revenues Bonds	Bond Reimbursement	9/19/2006	6/1/2036	City of West	Reimburse City for BLD Debt Service	Me	1,324,278	N	$ 1,324,278				427,389		$ 427,389				896,889		$ 896,889
6	SERAF 2010 Housing Loan	SERAF/ERAF	2/16/2010	8/1/2022	Housing Successor Agency	Repay SERAF to the housing fund	Merged	1,649,270	N	$ 505,814				252,907		$ 252,907				252,907		$ 252,907
7	SERAF 2011 Housing Loan	SERAF/ERAF	1/18/2011	8/1/2022	Housing Successor Agency	Repay SERAF to the housing fund	Merged	381,671	N	$ 119,068				59,684		$ 59,684				59,384		$ 59,384
8	DDA - The Lakes	OPA/DDA/Construction	6/26/1987	6/30/2038	Stillwater Investment Group	Maintenance for parking structure	Merged	345,000	N	$ 345,000				70,000		$ 70,000				275,000		$ 275,000
9	CFD Tax Increment Pledge	OPA/DDA/Construction	6/26/1989	9/1/2022	Fashion Plaza CFD	Tax Increment pledged to CFD	Merged	1,800,000	N	$ 1,800,000						$ -				1,800,000		$ 1,800,000
10	CSS - CFD	Remediation	10/19/2004	10/19/2054	Coastal Sage Scurb CFD	CFD Assessment	Merged	80,000	N	$ 80,000				40,000		$ 40,000				40,000		$ 40,000
11	Repay County Loan	Third-Party Loans	6/19/1990	8/20/2021	County of Los Angeles	Repay Loan of Deferred Tax Increment	Merged	1,202,573	N	$ 1,202,573				1,202,573		$ 1,202,573						$ -
12	SA Administrative Budget	Admin Costs	1/1/2014	6/30/2018	SA staff, Various	Administration for both project areas	Merged	262,910	N	$ 262,910					131,455	$ 131,455					131,455	$ 131,455
13	City Cooperative Agreement	City/County Loan (Prior 06/28/11), Other	2/15/2011	6/30/2018	City of West Covina	Reimbursement of advanced SA expenses	Merged		Y	$ -						$ -						$ -
19	AB 1484 Auditing Fees	Dissolution Audits	9/10/2012	6/30/2018	Rogers, Anderson, Malody & Scott, LLP	AB 1484 Auditing Fees	Merged	2,090	N	$ 2,090					1,045	$ 1,045					1,045	$ 1,045
20	Oversight Board Legal Services	Legal	10/4/2012	6/30/2018	Harper & Burns	Oversight Board Legal Services	Merged		Y	$ -						$ -						$ -
21	Successor Agency Legal Services	Legal	6/30/2016	6/30/2018	Jones & Mayer	Successor Agency Legal Services	Merged	40,000	N	$ 40,000					20,000	$ 20,000					20,000	$ 20,000
23	City Note - Administration	City/County Loan (Prior 06/28/11), Other	8/9/1971	6/30/2025	City of West Covina	Repay City for admin & construction	Merged	7,281,414	N	$ 728,142				728,142		$ 728,142						$ -
24	City Note - CIP	City/County Loan (Prior 06/28/11), Other	2/28/1972	6/30/2025	City of West Covina	Repay City for capital projects	Merged	7,281,414	N	$ 728,142				728,142		$ 728,142						$ -
25	City Note Revolving	City/County Loan (Prior 06/28/11), Other	12/16/1985	6/30/2025	City of West Covina	Repay City for revolving credit	Merged	7,281,414	N	$ 728,142				728,142		$ 728,142						$ -
26	Sales Tax Reimbursement	Bond Reimbursement Agreements	7/25/2005	6/30/2025	City of West Covina	Reimburse City for CFD Sales Tax	Merged	7,050,992	N	$ 611,890				611,890		$ 611,890						$ -
28	1996 CFD Refunding Bonds	Bonds Issued On or Before 12/31/10	7/1/1996	9/1/2022	US Bank	Fund Fashion Plaza Improvements	Merged	18,269,300	N	$ 7,361,550			6,980,700			$ 6,980,700			380,850			$ 380,850
30	OPA - CFD	OPA/DDA/Construction	6/26/1989	9/1/2022	Starwood	CFD admin and developer repayment	Merged	500,000	N	$ 500,000				500,000		$ 500,000						$ -
45	1998 - 2006 Bonds	Fees	4/1/1998	9/1/2030	US Bank/BNY	Bond Fiscal Agent & Liquity Prov Fees	Me	28,200	N	$ 28,200				20,200		$ 20,200				8,000		$ 8,000
50	Unfunded Pension Liabilities	Unfunded Liabilities	7/1/1966	6/30/2026	CalPERS	Payment for unfunded pension obligations	Merged	1,073,575	N	$ 1,073,575				1,073,575		$ 1,073,575						$ -
51	Retirement Benefits	Unfunded Liabilities	9/19/2001	6/30/2034	Former employees	Payment for retirement obligations - OPEB	Merged	1,117,731	N	$ 1,117,731				1,117,731		$ 1,117,731						$ -

West Covina Recognized Obligation Payment Schedule (ROPS 19-20) - ROPS Detail

July 1, 2019 through June 30, 2020

(Report Amounts in Whole Dollars)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
											19-20A (July - December)						19-20B (January - June)					
											Fund Sources						Fund Sources					
Item #	Project Name/Debt Obligation	Obligation Type	Contract/Agreement Execution Date	Contract/Agreement Termination Date	Payee	Description/Project Scope	Project Area	Total Outstanding Debt or Obligation	Retired	**ROPS 19-20 Total**	Bond Proc	Reserv	Other Funds	RPTTF	Admin RPTTF	**19-20A Total**	Bond	Reserve	Other Funds	RPTTF	Admin RPTTF	**19-20B Total**
54	Contractual Services ROPS	Professional Services	3/6/2013	6/30/2018	Gonsalves and Sons	Consultant for ROPS and property management plan	Merged	30,000	N	$ 30,000					15,000	$ 15,000					15,000	$ 15,000
55	BKK Landfill Closure Agreements	Remediation	4/17/2001	6/30/2018	Various	Landfill closure mitigation to approved recreation use	Merged		N	$ -						$ -						$ -
57	Public Notices	Property Dispositions	7/1/2016	6/30/2018	SGV Newspaper	Notices of Proposed Property Transfer	Merged		N	$ -						$ -						$ -
60	Special Assessments on RDA-owned parcels	Project Management Costs	1/1/2014	6/30/2018	City of West Covina	Citywide Lighting & Landscape Maint District #2	Merged	12,000	N	$ 12,000				6,000		$ 6,000				6,000		$ 6,000
67	Project Administrative Costs	Project Management Costs	9/27/2011	6/30/2018	Various	Project specific related costs for environmental land use consulting for BKK Landfill	Merged	30,000	N	$ 30,000				15,000		$ 15,000				15,000		$ 15,000
73	Loan Agreement	Unfunded Liabilities	9/16/2014	6/30/2018	City of West Covina	Reimbursement of advanced SA expenses	Merged		Y	$ -						$ -						$ -
74	Cooperative Agreement	Unfunded Liabilities	9/16/2014	6/30/2018	City of West Covina	Reimbursement of advanced SA expenses	Merged		N	$ -						$ -						$ -
76	Loan Agreement	Unfunded Liabilities	9/16/2014	6/30/2018	City of West Covina	Reimbursement of advanced SA expenses (legal expenses)	Merged	1,226,433	N	$ 1,226,433				1,226,433		$ 1,226,433						$ -
77	Housing Successor Admin	Housing Entity Admin Cost	7/1/2015	6/30/2018	Housing Successor Agency	AB 471 - Housing Admin	Merged		N	$ -						$ -						$ -
89	Project Administrative Costs	Project Management Costs	1/1/2016	6/30/2018	City of West Covina	Project management costs related to the dispostion of BKK Properties	Merged	48,000	N	$ 48,000				24,000		$ 24,000				24,000		$ 24,000
91	ROPS Preparation	Admin Costs	1/1/2016	6/30/2018	Various	Preparation of ROPS for SA	Merged	5,000	N	$ 5,000					5,000	$ 5,000						$ -
101	Loan Agreement	Unfunded Liabilities	2/1/2012	6/30/2018	City of West Covina	Loan Agreement for the repayment of ROPS approved items that exceeded budgeted amounts	Merged		Y	$ -						$ -						$ -
106	Financing Agreement	City/County Loan (Prior 06/28/11), Cash exchange	5/2/2000	12/31/2021	City of West Covina	line of credit in the amount of $5.6 million . The purpose was to bridge shortfalls in RDA revenues.		5,579,111	N	$ 2,747,714				2,747,714		$ 2,747,714						$ -
117	Bond Disclosure	Fees	7/1/2015	6/30/2018	Various	Bond Disclosure costs		4,900	N	$ 4,900						$ -				4,900		$ 4,900
119	Interim Arbitrage Report	Fees	7/1/2015	6/30/2018	Various	Interim Arbitrage Report		3,000	N	$ 3,000						$ -				3,000		$ 3,000
134	BKK License Agreement	Property Maintenance	1/1/2017	6/30/2018	Various	Retention Basin Emergency Repairs			N	$ -						$ -						$ -
135	LRPMP Disposition Costs	Property Dispositions	7/1/2017	6/30/2018	Various	BKK Property			N	$ -						$ -						$ -
136	1999 Tax Allocation Bonds	Reserves	11/1/1999	11/1/2029	US Bank	Fund capital projects in Merged Area			N	$ -						$ -						$ -
140	2017 Tax Allocation Refunding Bonds	Refunding Bonds Issued After 6/27/12	2/7/2017	9/1/2030	US Bank	Refund items # 1, 2, 4 & 5		15,379,999	N	$ 2,181,413				2,013,869		$ 2,013,869				167,544		$ 167,544
141	2017 Tax Allocation Refunding Bonds	Fees	2/7/2017	9/1/2030	US Bank	Trustee Fees		2,000	N	$ 2,000				2,000		$ 2,000						$ -
142	Repay County Loan	Third-Party Loans	6/19/1990	8/20/2021	County of Los Angeles	Repay Loan of Deferred Tax Increment- was classified as Other Funds instead of RPTTF on FY18-19ROPS		1,850,000	N	$ 1,850,000				1,850,000		$ 1,850,000						$ -
143	Repay County Loan	Third-Party Loans	6/19/1990	8/20/2021	County of Los Angeles	Repay Loan of Deferred Tax Increment- was classified as Other Funds instead of RPTTF on FY17-18ROPS		1,800,000	N	$ 1,800,000				1,800,000		$ 1,800,000						$ -
144									N	$ -						$ -						$ -
145									N	$ -						$ -						$ -
146									N	$ -						$ -						$ -
147									N	$ -						$ -						$ -
148									N	$ -						$ -						$ -
149									N	$ -						$ -						$ -

West Covina Recognized Obligation Payment Schedule (ROPS 19-20) - ROPS Detail

July 1, 2019 through June 30, 2020

(Report Amounts in Whole Dollars)

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
											19-20A (July - December)						19-20B (January - June)					
											Fund Sources						Fund Sources					
Item #	Project Name/Debt Obligation	Obligation Type	Contract/Agreement Execution Date	Contract/Agreement Termination Date	Payee	Description/Project Scope	Project Area	Total Outstanding Debt or Obligation	Retired	**ROPS 19-20 Total**	Bond Proc	Reserv	Other Funds	RPTTF	Admin RPTTF	**19-20A Total**	Bond	Reserve	Other Funds	RPTTF	Admin RPTTF	**19-20B Total**
150									N	$ -						$ -						$ -
151									N	$ -						$ -						$ -
152									N	$ -						$ -						$ -
153									N	$ -						$ -						$ -
154									N	$ -						$ -						$ -
155									N	$ -						$ -						$ -
156									N	$ -						$ -						$ -
157									N	$ -						$ -						$ -
158									N	$ -						$ -						$ -
159									N	$ -						$ -						$ -
160									N	$ -						$ -						$ -
161									N	$ -						$ -						$ -
162									N	$ -						$ -						$ -
163									N	$ -						$ -						$ -
164									N	$ -						$ -						$ -
165									N	$ -						$ -						$ -
166									N	$ -						$ -						$ -
167									N	$ -						$ -						$ -
168									N	$ -						$ -						$ -
169									N	$ -						$ -						$ -
170									N	$ -						$ -						$ -
171									N	$ -						$ -						$ -
172									N	$ -						$ -						$ -
173									N	$ -						$ -						$ -
174									N	$ -						$ -						$ -
175									N	$ -						$ -						$ -
176									N	$ -						$ -						$ -
177									N	$ -						$ -						$ -
178									N	$ -						$ -						$ -
179									N	$ -						$ -						$ -
180									N	$ -						$ -						$ -
181									N	$ -						$ -						$ -

West Covina Recognized Obligation Payment Schedule (ROPS 19-20) - Report of Cash Balances
July 1, 2016 through June 30, 2017
(Report Amounts in Whole Dollars)

source is available or when payment from property tax revenues is required by an enforceable obligation. For tips on how to complete the Report of Cash Balances Form, see Cash Balance Tips Sheet.

A	B	C	D	E	F	G	H
		Fund Sources					
		Bond Proceeds		Reserve Balance	Other Funds	RPTTF	
	ROPS 16-17 Cash Balances (07/01/16 - 06/30/17)	Bonds issued on or before 12/31/10	Bonds issued on or after 01/01/11	Prior ROPS RPTTF and Reserve Balances retained for future period(s)	Rent, Grants, Interest, etc.	Non-Admin and Admin	**Comments**
1	**Beginning Available Cash Balance (Actual 07/01/16)** RPTTF amount should exclude "A" period distribution amount					0	
2	**Revenue/Income (Actual 06/30/17)** RPTTF amount should tie to the ROPS 16-17 total distribution from the County Auditor-Controller					12,637,553	
3	**Expenditures for ROPS 16-17 Enforceable Obligations (Actual 06/30/17)**					12,161,847	
4	**Retention of Available Cash Balance (Actual 06/30/17)** RPTTF amount retained should only include the amounts distributed as reserve for future period(s)						
5	**ROPS 16-17 RPTTF Prior Period Adjustment** RPTTF amount should tie to the Agency's ROPS 16-17 PPA form submitted to the CAC	No entry required				501,886	
6	**Ending Actual Available Cash Balance (06/30/17)** **C to F = (1 + 2 - 3 - 4), G = (1 + 2 - 3 - 4 - 5)**	$ 0	$ 0	$ 0	$ 0	$ (26,180)	

West Covina Recognized Obligation Payment Schedule (ROPS 19-20) - Notes July 1, 2019 through June 30, 2020

Item #	Notes/Comments

West Covina Recognized Obligation Payment Schedule (ROPS 19-20) - Notes July 1, 2019 through June 30, 2020

Item #	Notes/Comments

EXHIBIT B

SUCCESSOR AGENCY TO THE FORMER WEST COVINA REDEVELOPMENT AGENCY
ADMINISTRATIVE BUDGET
July 1, 2019 to June 30, 2020

	Annual Amount	July - Dec 2019	Jan - June 2020
Salaries & Benefits	$ 190,000	$ 95,000	$ 95,000
Maintenance & Operations			
Consultants	37,100	21,050	16,050
Legal Fees	40,000	20,000	20,000
Phone	2,000	1,000	1,000
Cell Phone	1,000	500	500
Supplies	7,300	3,650	3,650
Meetings	5,000	2,500	2,500
Overhead	52,600	26,300	26,300
Liability Insurance	5,000	2,500	2,500
Subtotal	150,000	77,500	72,500
Total Budget	$ 340,000	$ 172,500	$ 167,500

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: January 15, 2019

TO: Mayor and City Council

FROM: Chris Freeland
City Manager

SUBJECT: APPROVAL OF ASSIGNMENT AGREEMENT AND RELATED CUSTODIAL AGREEMENT ENTERED INTO IN CONNECTION WITH THE ISSUANCE OF REDEVELOPMENT AGENCY OF WEST COVINA COMMUNITY FACILITIES DISTRICT NO. 1989-1 (FASHION PLAZA) 1996 SPECIAL TAX REFUNDING BONDS

RECOMMENDATION:

It is recommended that the City Council, acting as the Successor Agency to the former West Covina Redevelopment Agency, adopt the following resolution:

> **RESOLUTION NO. 2019-03 – A RESOLUTION OF THE SUCCESSOR AGENCY OF THE FORMER WEST COVINA REDEVELOPMENT AGENCY APPROVING AN ASSIGNMENT AGREEMENT RELATING TO THE ASSIGNMENT OF THE COLLATERALIZED INVESTMENT AGREEMENT AND RELATED CUSTODIAL AGREEMENT ENTERED INTO IN CONNECTION WITH THE ISSUANCE OF THE REDEVELOPMENT AGENCY OF THE CITY OF WEST COVINA COMMUNITY FACILITIES DISTRICT NO. 1989-1 (FASHION PLAZA) 1996 SPECIAL TAX REFUNDING BONDS AND THE TAKING OF CERTAIN ACTIONS IN CONNECTION THEREWITH**

BACKGROUND:

In August 1996, the Redevelopment Agency of the City of West Covina Community Facilities District No. 1989-1 (CFD) issued $51,220,000 aggregate principal amount of 1996 Special Tax Refunding Bonds (the "1996 Bonds"). These bonds were a refunding of bonds previously issued by the CFD to make public improvements at the Fashion Plaza. The bonds are funded through a special tax levy on the Plaza, as well as sales tax and property tax increment revenues generated by the Plaza improvements over the years.

A requirement of the bond issuance was the development of a reserve account, which was to be maintained for the life of the bonds and be invested to pay down the bonds at the end of the term. In connection with the issuance of the 1996 Bonds, the Redevelopment Agency of the City of West Covina acknowledged and agreed to the execution of a Collateralized Investment Agreement, (the "Investment Agreement"), by and among the U.S. Bank National Association ("U.S. Bank"), as fiscal agent, Wells Fargo Bank, National Association ("Wells Fargo"), as custodian and Portigon AG ("Portigon"), as the seller of certain securities, for the purposes of funding and maintaining a reserve for the 1996 Bonds. In connection with the Investment Agreement, the parties also entered into a Custodial Agreement. The bonds are scheduled to mature in September 2022. The reserve account has a current balance of $5,002,670, which is expected to pay the final year's debt service on the bonds.

With the elimination of redevelopment agencies in 2012, the Successor Agency of the West Covina (Successor Agency) is still a party to the agreements and serves as the administrative arm of the City/former redevelopment agency in this transaction.

DISCUSSION:

The Successor Agency has been notified by Portigon that they are no longer able to serve as a party to the original Investment Agreement on the bonds and another investment bank should be selected. Based on the Investment Agreement, Portigon, Wels Fargo, and U.S. Bank has the authority and responsibility to find a replacement investment bank. They have selected Bank of America, N.A. as the replacement party, and have instructed the Successor Agency to make the necessary changes. In addition, the investment institutions (U. S. Bank and Portigon) have all agreed to remove Wells Fargo as custodian and appoint U.S. Bank as custodian of the investment accounts. In this matter, the financial institutions have the authority to make these changes, and the Successor Agency is tasked to approve the attached assignment agreement. Once approved by the Successor Agency, the Oversight Board will need to approve as well.

Making changes to these agreements will have no impact on the CFD or the scheduled maturity of the bonds.

LEGAL REVIEW:

The Successor Agency Counsel has reviewed and approved this staff report and resolution.

Prepared by: Marcie Medina, Finance Director
Additional Approval: Paulina Morales, Economic Development & Housing Manager

---

Fiscal Impact

FISCAL IMPACT:

There is no fiscal impact from this action.

Attachments

Attachment No. 1 Resolution No. 2019-03
Exhibit A - BANA West LB Assignment Agreement

ATTACHMENT NO. 1

RESOLUTION NO. 2019-03

A RESOLUTION OF THE SUCCESSOR AGENCY OF THE WEST COVINA REDEVELOPMENT AGENCY APPROVING AN ASSIGNMENT AGREEMENT RELATING TO THE ASSIGNMENT OF THE COLLATERALIZED INVESTMENT AGREEMENT AND RELATED CUSTODIAL AGREEMENT ENTERED INTO IN CONNECTION WITH THE ISSUANCE OF THE REDEVELOPMENT AGENCY OF THE CITY OF WEST COVINA COMMUNITY FACILITIES DISTRICT NO. 1989-1 (FASHION PLAZA) 1996 SPECIAL TAX REFUNDING BONDS AND THE TAKING OF CERTAIN ACTIONS IN CONNECTION THEREWITH

WHEREAS, there has previously been issued the $51,220,000 aggregate principal amount of Redevelopment Agency of the City of West Covina Community Facilities District No. 1989-1 (Fashion Plaza) 1996 Special Tax Refunding Bonds (the "1996 Bonds") and in connection with the issuance of the 1996 Bonds, the Redevelopment Agency of the City of West Covina (the "Predecessor Agency") acknowledged and agreed to the execution of a Collateralized Investment Agreement, dated as of August 7, 1996, as previously amended (the "Investment Agreement"), by and among the U.S. Bank National Association ("U.S. Bank"), as successor to U.S. Bank Trust National Association, originally named First Trust of California, National Association, as fiscal agent, Wells Fargo Bank, National Association ("Wells Fargo"), as successor to Norwest Bank Minnesota, National Association, as custodian and Portigon AG ("Portigon") (f/k/a West LB AG, itself being the legal successor of Westdeutsche Landesbank Girozentrale), as the seller of certain securities described therein, for purposes of funding and maintaining a reserve for the 1996 Bonds;

WHEREAS, in connection with the Investment Agreement, the parties thereto entered into a Custodial Agreement (the "Custody Agreement" and, collectively with the Investment Agreement, the "Prior Agreements");

WHEREAS, on June 28, 2011, the California Legislature adopted ABx1 26, *inter alia*, dissolving existing redevelopment agencies, including the Predecessor Agency;

WHEREAS, the California Supreme Court substantially upheld the provisions of ABx1 26 on December 29, 2011, resulting in the dissolution of the Predecessor Agency on February 1, 2012;

WHEREAS, the remaining powers, assets and obligations of the Successor Agency to the Redevelopment Agency of the City of West Covina (the "Successor Agency") (the "Successor Agency") were transferred to the Successor Agency pursuant to ABx1 26 on February 1, 2012;

WHEREAS, the Successor Agency, U.S. Bank and Portigon now desire to remove Wells Fargo as custodian and wish to appoint U.S. Bank to serve as successor custodian;

WHEREAS, each of the Successor Agency, U.S. Bank and Portigon intends to take all necessary steps to replace Wells Fargo with U.S. Bank as custodian;

WHEREAS, the Successor Agency has been notified by Portigon that the Successor Agency is required to find a replacement party to replace Portigon as a party to the Investment Agreement;

WHEREAS, Bank of America, N.A. ("BANA"), has been identified as a potential replacement party for Portigon; and in order to replace Portion with BANA, the Successor Agency intends to consent to and accept an Assignment Agreement (the "Assignment Agreement") among Portigon, BANA and U.S. Bank, pursuant to which Portigon will transfer all of its rights and obligations under the Prior Agreements to BANA and BANA will replace Portigon as a party to the Prior Agreements;

WHEREAS, the Successor Agency has reviewed the Assignment Agreement which is on file with the secretary of the Successor Agency;

NOW, THEREFORE, it is hereby determined and ordered:

Section 1. Approval of Recitals. All of the recitals herein contained are true and correct and the Successor Agency so finds.

Section 2. Approval of the Assignment Agreement. The Assignment Agreement, in substantially the form submitted to this meeting and made a part hereof as though set forth in full herein, is hereby approved. The Executive Director of the Successor Agency, and any designee of the Executive Director (each an "Authorized Officer") are, and each of them is, hereby authorized and directed, for and in the name of the Successor Agency, to consent to and accept the Assignment Agreement in substantially the form presented to this meeting, with such changes, insertions and omissions as the Authorized Officer executing the same may require or approve, such requirement or approval to be conclusively evidenced by the consent and acceptance of the Assignment Agreement by such Authorized Officer.

Section 3. Further Authorization. The Authorized Officers are, and each of them hereby is, authorized and directed to execute and deliver any and all documents, certifications and other instruments and to do and cause to be done any and all acts and things necessary or proper for carrying out the execution and delivery the Assignment Agreement and the transactions contemplated therein and by this Resolution, including the execution of any necessary documentation to appoint U.S. Bank National Association, as successor custodian to Wells Fargo Bank, National Association pursuant to the Investment Agreement.

[Remainder of page intentionally left blank]

Section 4. Effective Date. This Resolution shall take effect immediately upon its adoption.

Section 5. Certification. The Secretary of the Successor Agency shall certify the adoption of this Resolution.

APPROVED AND ADOPTED at a regular meeting held on January 15, 2019.

_____
Lloyd Johnson
Chairman

ATTEST:

_____
Nickolas S. Lewis
Secretary

APPROVED AS TO FORM:

_____
Scott E. Porter
City Attorney

STATE OF CALIFORNIA)
) ss
COUNTY OF LOS ANGELES)

I, Nick Lewis, SECRETARY of the Successor Agency of the Redevelopment Agency of the City of West Covina, do hereby certify that the foregoing Resolution No. 2019-03 was passed and adopted at a regular meeting of said Successor Agency on the 15th day of January 2019, by the following vote, to wit:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

_____
Nickolas S. Lewis
Secretary

APPROVED AS TO FORM:

_____
Scott E. Porter
City Attorney

EXHIBIT A

ASSIGNMENT AGREEMENT

dated as of _____, 2019 among:
U.S. Bank National Association, as successor to U.S. Bank Trust National Association, originally named First Trust of California, National Association, as fiscal agent (the "Remaining Party"),

Portigon AG (a/k/a West LB AG, successor to Westdeutsche Landesbank Girozentrale, New York Branch) (the "Transferor")
and
Bank of America, N.A. (the "Transferee")

WITNESSETH:

WHEREAS, the Transferor, the Remaining Party and U.S. Bank National Association, as successor custodian to Norwest Bank Minnesota, National Association (the "Custodian"), have entered into a Collateralized Investment Agreement dated as of August 7, 1996 and the related Custodial Agreement dated as of _____, 20___, by and among the Transferor, the Remaining Party and the Custodian, evidenced by the agreements and amendments attached hereto as Annexes 1 and 2 (respectively, the "Investment Agreement" and the "Custody Agreement" and, collectively, the "Old Agreement");

WHEREAS, with effect from and including the date of this Assignment Agreement (the "Assignment Date"), the Transferor wishes to transfer by transfer to the Transferee, and the Transferee wishes to accept the transfer of, all the rights, liabilities, duties and obligations of the Transferor under and in respect of the Old Agreement, with the effect that the Remaining Party, the Custodian and the Transferee by virtue of entering into this Assignment Agreement will be deemed to have entered into a new investment agreement and a new custody agreement (collectively, the "New Agreement") between them having terms identical to those of the Old Agreement, subject to any amendments stipulated herein and as more particularly described below;

WHEREAS, as of the Assignment Date, the Custodian is holding Purchased Securities (as defined in the Old Agreement) in the amount of $_____;

WHEREAS, the Remaining Party wishes to accept the Transferee as its sole counterparty with respect to the New Agreement;

WHEREAS, the Transferor and the Remaining Party wish to have released and discharged, as a result and to the extent of the transfer described above, their respective obligations under and in respect of the Old Agreement; and

WHEREAS, the Custodian has consented to the execution of this Assignment Agreement and the transfer described herein and such consent is attached hereto as Exhibit A;

NOW THEREFORE, in consideration of the foregoing and of the mutual covenants herein set forth, the parties agree as follows:

1. Definitions. Terms defined in the Old Agreement are used herein as so defined, unless otherwise provided herein.

2. Transfer, Release, Discharge and Undertakings. With effect from and including the Assignment Date and in consideration of the mutual representations, warranties and covenants contained in this Assignment Agreement and other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged by each of the parties):

(a) The Transferor hereby transfers and assigns to the Transferee, and the Transferee hereby accepts the transfer and assignment of, all the rights, liabilities, duties and obligations of the Transferor under and in respect of the Old Agreement;

(b) the Remaining Party, the Custodian and the Transferor are each released and discharged from further obligations to each other with respect to the Old Agreement and their respective rights against each other thereunder are cancelled, provided that such release and discharge shall not affect any rights, liabilities or obligations of the Remaining Party, the Custodian or the Transferor with respect to payments or other obligations due and payable or due to be performed on or prior to the Assignment Date, and all such prior payments and obligations shall be paid or performed by the Remaining Party or the Transferor in accordance with the terms of the Old Agreement; and

(c) in respect of the New Agreement, the Remaining Party, the Custodian and the Transferee each undertake liabilities and obligations towards the other and acquire rights against each other identical in their terms to the corresponding Old Agreement (and, for the avoidance of doubt, as if the Transferee were the Transferor and with the Remaining Party remaining the Remaining Party and the Custodian remaining the Custodian, save for any rights, liabilities or obligations of the Remaining Party, the Custodian or the Transferor with respect to payments or other obligations due and payable or due to be performed on or prior to the Assignment Date), and subject to any amendments stipulated herein and more particularly described below.

3. Old Agreement Amendments. The Old Agreement will be amended as follows such that the New Agreement will take effect as among the Remaining Party, the Custodian and the Transferee with such amendments from and after the Assignment Date:

(a) All references to "Seller" in the Investment Agreement shall be replaced with "Bank of America, N.A."

(b) The "Seller's Wire Transfer and Delivery Instructions" as set forth in Exhibit A to the Investment Agreement are hereby deleted in their entirety and replaced with the following:

SELLER:

Bank of America, N.A.
Bank of America Tower
One Bryant Park
12th Floor, NY1-100-12-01
New York, NY 10036
Attention: Municipal Products
Facsimile No.: (646) 855-1642

With a copy to the following address:
Email: chi-munimiddleoffice@baml.com

BANK OF AMERICA, N.A. WIRE TRANSFER AND DELIVERY INSTRUCTIONS:

For United States Currency and Securities:

Name:	Bank of America, N.A.
City:	New York
Account Name:	Rate Derivative Settlements
Account #:	6550419304
FedWire/ABA#:	026009593
SWIFT Address:	BOFAUS3DCRD

(c) All references to "Bank" in the Custody Agreement shall be replaced with "Bank of America, N.A."

4. Representations and Warranties.

(a) On the Assignment Date:

(i) Each of the parties hereby represents for itself that (i) it is duly organized, validly existing and in good standing under the laws of the jurisdiction of its organization, formation or incorporation, as applicable, (ii) it has the power to execute and deliver this Assignment Agreement and to perform its obligations under this Assignment Agreement and, with respect to the Remaining Party and the Transferee, the New Agreement, and has taken all necessary action to authorize such execution and delivery and performance of such obligations, (iii) its execution and delivery of this Assignment Agreement does not violate or conflict with any law, rule or regulation applicable to it, any provision of its charter or by-laws (or comparable constituent documents), any order or judgment of any court or other agency of government applicable to it or any of its assets, (iv) all authorizations of and exemptions, actions or approvals by, and all notices to or filings with any governmental or other authority that are required to have been obtained or made and are in full force and effect and all conditions of any such authorizations, exemptions, actions or approvals have been complied with, and (v) this Assignment Agreement constitutes the party's legal, valid and

binding obligation, enforceable against the respective party in accordance with its terms (subject to applicable bankruptcy, reorganization, insolvency, moratorium or similar laws affecting creditors' rights generally and subject, as to enforceability, to equitable principles of general application, (regardless of whether enforcement is sought in a proceeding in equity or at law)).

(ii) Each of the Transferor and the Remaining Party represents and warrants to each other and to the Transferee that:

(A) no event or condition has occurred that constitutes (or would with the giving of notice or the passage of time or both constitute) a default (as such term is described in Article VII of the Old Agreement), with respect to such party, and no such event would occur as a result of such party's entering into or performing its obligation under this Assignment Agreement, provided that the Transferor no longer has the rating required under the Old Agreement. The Issuer, the Transferee and the Remaining Party hereby waive any right it may have under the Old Agreement with respect to the Transferor not meeting the rating required under the Old Agreement;

(B) it has made no prior transfer (whether by way of security or otherwise) of the Old Agreement or any interest or obligation in or under the Old Agreement); and

(C) as of the Assignment Date, all obligations of the Transferor and the Remaining Party under the Old Agreement required to be performed on or before the Assignment Date have been fulfilled, other than any such obligations that would not have a materially, adverse effect upon the consummation of the transactions contemplated under the Old Agreement.

(iii) The Transferor makes no representation or warranty and does not assume any responsibility with respect to the legality, validity, effectiveness, adequacy or enforceability of any New Agreement or any documents relating thereto and does not assume any responsibility with respect to and assumes no responsibility for the condition, financial or otherwise, of the Remaining Party, the Transferee or any other person or for the performance and observance by the Remaining Party, the Transferee or any other person (other than the Transferor) of any of its obligations under the Old Agreement or any document relating thereto and any and all such conditions and warranties, whether express or implied by law or otherwise, are hereby excluded.

5. Counterparts. This Assignment Agreement (and each amendment, modification and waiver in respect of it) may be executed and delivered in counterparts (including by facsimile transmission), each of which will be deemed an original.

6. Costs and Expenses. The parties will each pay their own costs and expenses (including legal fees) incurred in connection with this Assignment Agreement and as a result of the negotiation, preparation and execution of this Assignment Agreement, provided the Remaining Party shall be entitled to the provisions of the Fiscal Agent Agreement in connection with payment of the Remaining Party's compensation, costs and expenses (including legal fees).

7. Amendments. No amendment, modification or waiver in respect of this Assignment Agreement will be effective unless in writing (including a writing evidenced by a facsimile transmission) and executed by each of the parties or confirmed by an exchange of electronic messages on an electronic messaging system.

8. (a) Governing Law. This Assignment Agreement will be governed by and construed in accordance with the law of the State of New York (without giving effect to any provision of New York law that would cause another jurisdiction's laws to be applied).

(b) Jurisdiction. With respect to any suit, action or proceedings relating to this Assignment Agreement ("Proceedings"), each party irrevocably:

(i) submits to the jurisdiction of the exclusive jurisdiction of the courts of the State of New York and the United States District Court located in the borough of Manhattan in New York City, if this Agreement is expressed to be governed by the laws of the State of New York; and

(ii) waives any objection which it may have at any time to the laying of venue of any Proceedings brought in any such court, waives any claim that such Proceedings have been brought in an inconvenient forum and further waives the right to object, with respect to such Proceedings, that such court does not have any jurisdiction over such party.

9. Sufficiency of Consideration. Each party acknowledges and agrees that the undertakings made by the other parties pursuant to this Assignment Agreement constitute sufficient consideration for its own undertakings herein. No payments are due from the Remaining Party to the other parties in respect of the assignment effected hereby or to the Remaining Party from the other parties in respect of the assignment effected hereby.

10. Documents to be Delivered. On the Assignment Date, the Remaining Party will provide to the Transferee:

(i) a certificate evidencing the authority, incumbency, and specimen signature of each person executing any documents on the Remaining Party's behalf in connection with this Assignment Agreement; and

(iii) a copy of the Fiscal Agent Agreement.

11. Delivery of Substitute Securities. On the Assignment Date, the Transferee shall

deliver Substitute Securities to the Custodian pursuant to Section 5.4 of the New Agreement and the Custodian shall deliver the Purchased Securities being substituted for to the Transferor.

12. Waiver of Jury Trial. To the extent permitted by applicable laws, each party hereto waives its right to a jury trial of any claim or cause of action based upon or arising out of this Assignment Agreement or any of the transactions contemplated hereby or thereby, including contract claims, tort claims, breach of duty claims, and all other common law or statutory claims.

13. Additional Agreement of the Transferor and the Remaining Party. In connection with this Assignment Agreement, the Transferor and the Remaining Party each agrees that (i) the Transferee is acting and has acted solely as a principal, in the Transferee's own best interests, and not as an agent, advisor or fiduciary of Transferor or the Remaining Party, (ii) the Transferee has not assumed a fiduciary responsibility in favor of the Transferor or the Remaining Party with respect to this Assignment Agreement and (iii) nothing in this Assignment Agreement or in any prior relationship between the Transferee and the Transferor or the Remaining Party will be deemed to create an advisory, fiduciary or agency relationship between the Transferee and the Transferor or the Remaining Party in respect of this Assignment Agreement (whether or not the Transferee, or any affiliate of the Transferee, has provided or is currently providing other services to the Transferor or the Remaining Party on related or other matters). In addition, the Transferor and the Remaining Party each acknowledges that it has (i) determined, without reliance upon the Transferee or any of its affiliates, the financial and economic risks and merits, as well as the legal, tax and accounting characterizations and consequences, of this Assignment Agreement and it is capable of assuming such risks and (ii) consulted with its own legal, tax, accounting and financial advisors to determine whether this Assignment Agreement is in its best interest and made an independent analysis and decision to enter into this Assignment Agreement based on such advice.

14. Direction to Remaining Party. The Successor Agency to the Redevelopment Agency of the City of West Covina, by its signature below, authorizes and directs the Remaining Party to execute and deliver this Assignment Agreement.

IN WITNESS WHEREOF the parties have executed this Assignment Agreement on the respective dates specified below with effect from and including the Assignment Date.

PORTIGON AG

By:_____
Name:_____
Title:_____
Date:_____

By:_____
Name:_____
Title:_____
Date:_____

BANK OF AMERICA, N.A.

By:_____
Name:_____
Title:_____
Date:_____

U.S. BANK NATIONAL ASSOCIATION, as fiscal agent

By:_____
Name:_____
Title:_____
Date:_____

Consented to, Acknowledged and Accepted by:

SUCCESSOR AGENCY TO THE REDEVELOPMENT AGENCY OF THE CITY OF WEST COVINA

By:_____
Name:_____
Title:_____
Date:_____

ANNEX 1

[Collateralized Investment Agreement]

ANNEX 2

[Custody Agreement]

EXHIBIT A

CONSENT AND ACKNOWLEDGMENT OF CUSTODIAN

The undersigned, as a party to the Collateralized Investment Agreement dated as of August 7, 1996 (the "Investment Agreement") and as Custodian under the related Custody Agreement dated as of August 7, 1996 (the "Custody Agreement"), acknowledges and consents to the above and foregoing Assignment Agreement (the "Assignment Agreement") and further acknowledges, agrees and represents as follows:

(a) The Custodian currently holds Purchased Securities delivered by the Transferor (as defined in the Assignment Agreement to which this Consent and Acknowledgment is attached) under the terms of the Investment Agreement and the Custody Agreement. Pursuant to Section 5.4 of the Investment Agreement, the Custodian shall return such Purchased Securities to the Transferor upon receipt of Substitute Securities delivered by the Transferee (as defined in the Assignment Agreement) and written direction from the Transferor regarding return of such Purchased Securities to the Transferor. Such return shall settle on the date the Custodian receives such Purchased Securities from the Transferee, provided that the Custodian has received written direction from the Transferor in accordance with Section 5.4 of the Investment Agreement;

(b) Such Purchased Securities received from the Transferor will be held in the Custody Account and are registered in the name of the Remaining Party; and

(c) The "Investment Agreement" as referred to in the Custody Agreement and the "Custody Agreement" referred to in the Investment Agreement means and refers to the New Agreement as defined and modified in the Assignment Agreement and the undersigned agrees to serve as Custodian thereunder in accordance therewith; and

(d) The Custodian consents to the execution and delivery of the Assignment Agreement and agrees to be bound by Sections 2(b) and 2(c) of the Assignment Agreement.

DATED this _____ day of _____, 2019.

U.S. BANK NATIONAL ASSOCIATION, as Custodian

By:_____
Name:_____
Title:_____

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: January 15, 2019

TO: Mayor and City Council

FROM: Chris Freeland
City Manager

SUBJECT: **STATE MINIMUM WAGE SALARY ADJUSTMENTS**

RECOMMENDATION:

It is recommended that the City Council:

1. Approve wage adjustments to eight limited service positions to bring them into compliance with the State's minimum wage requirement as of January 1, 2019;
2. Approve a wage adjustment to the Lifeguard Instructor position to address adverse pay compaction created by the State's minimum wage increase as of January 1, 2019;
3. Approve the deletion of Reprographics Assistant from the Limited Services Pay Schedule due to the position being operationally obsolete; and
4. Adopt the following resolution:

RESOLUTION NO. 2019-01 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADJUSTING THE HOURLY PAY RATES OF CLASSIFICATIONS WITHIN THE LIMITED SERVICES PAY SCHEDULE AND AMENDING RESOLUTION NO. 2018-10.

DISCUSSION:

On April 4, 2016, Governor Jerry Brown signed SB 3 (Leno, Chapter 4) which gradually raises the State minimum wage to $15.00 per hour by January 1, 2022. Starting in 2023, the state minimum wage will be increased annually for inflation based on the national consumer price index (CPI). The annual inflationary increases scheduled to start in 2023 will be capped at 3.5% regardless of the CPI in any given year. The schedule for minimum wage increases is as follows:

- Effective January 1, 2019....$12.00 per hour
- Effective January 1, 2020....$13.00 per hour
- Effective January 1, 2021....$14.00 per hour
- Effective January 1, 2022....$15.00 per hour

Effective January 1, 2019, the State minimum wage increased from $11.00 per hour to $12.00 per hour. Due to this increase, the first pay step for eight positions within the City's Limited Services Pay Schedule (i.e., part-time position schedule) now fall below the State's $12.00 minimum wage requirement and must be adjusted accordingly. The mandated wage increase also results in compaction (i.e. inadequate pay separation) with two

closely related part-time positions (Lifeguard and Lifeguard Instructor), necessitating one additional pay adjustment within the schedule. Although the City does not currently provide lifeguard services, staff finds it prudent to retain the Lifeguard and Lifeguard Instructor positions contingent upon the need to provide these services in the future. Staff further finds that it is administratively prudent to delete Reprographics Assistant from the Limited Services Pay Schedule at this time due to the position being operationally obsolete.

Resolution No. 2019-01 (Attachment No. 1) addresses the impacts made by the State's minimum wage increase and amends the City's Limited Services Pay Schedule accordingly. Resolution 2019-01 amends the pay ranges of the nine limited service positions impacted by the State's minimum wage increase and deletes the Reprographics Assistant position from the pay schedule due to its operational obsolescence. Table 1 below shows the current pay range and the recommended adjusted pay range for the nine limited service positions impacted by the State's minimum wage increase.

TABLE 1		
POSITION TITLE	CURRENT RANGE	ADJUSTED RANGE
Crossing Guard	$11.00 - $12.10	$12.00 - $13.20
Food Services Worker	$11.00 - $12.10	$12.00 - $13.20
Intern	$11.00 - $36.67	$12.00 - $40.00
Lifeguard	$11.03 - $13.50	$12.00 - $14.64
Lifeguard Instructor	$13.50 - $14.85	$14.64 - $16.10
Maintenance Assistant	$11.00 - $12.10	$12.00 - $13.20
Office Aide I	$11.00 - $12.10	$12.00 - $13.20
Police Cadet	$11.19 - $12.33	$12.00 - $13.20
Recreation Leader	$11.03 - $12.16	$12.00 - $13.20

OPTIONS:

The following options are available to the Council:

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

Prepared by: Edward M. Macias, Human Resources Director

Fiscal Impact

FISCAL IMPACT:

The Fiscal Year 2018-2019 budget took into consideration the mid-year minimum wage adjustment and is sufficiently funded to cover the additional limited services staffing costs that will be incurred due to the wage increase. It is important to also note that the State minimum wage is scheduled to gradually increase to $15.00 per hour by January 1, 2022. These annual increases will impact the City's limited services staffing costs in future budgets.

Attachments

Attachment No. 1 - Resolution No. 2019-01

ATTACHMENT NO. 1

RESOLUTION NO. 2019-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADJUSTING THE HOURLY PAY RATES OF CLASSIFICATONS WITHIN THE LIMITED SERVICES PAY SCHEDULE AND AMENDING RESOLUTION NO. 2018-10

WHEREAS, the State minimum wage has been increased to $12.00 per hour effective January 1, 2019; and

WHEREAS, the City of West Covina is required to comply with such law by ensuring City employees are paid at the level established; and

WHEREAS, the State minimum wage impacts the current starting hourly wage for the classifications of Crossing Guard, Food Services Worker, Intern, Lifeguard, Lifeguard Instructor, Maintenance Assistant, Office Aide I, Police Cadet, and Recreation Leader.

NOW, THEREFORE, the City Council of the City of West Covina does resolve as follows:

SECTION 1. That Resolution Number 2018-10 is hereby amended by this Resolution.

SECTION 2. That the hourly pay range for the Limited Services Position Classifications is hereby established as listed on Appendix A.

SECTION 3. The effective date of this limited service hourly rate adjustment is January 1, 2019.

SECTION 4. The City Clerk shall certify to the adoption of this Resolution.

APPROVED and ADOPTED on this 15th day of January 2019.

_____
Lloyd Johnson
Mayor

ATTEST:

_____
Nickolas S. Lewis
City Clerk

I, NICKOLAS S. LEWIS, CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing resolution was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 15th day of January 2019, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Nickolas S. Lewis
City Clerk

APPROVED AS TO FORM:

_____
Scott E. Porter
City Attorney

CITY OF WEST COVINA

LIMITED SERVICE COMPENSATION SCHEDULE

Effective January 1, 2019

CLASSIFICATION	PAY RANGE	STEP 1	STEP 2	STEP 3
Assistant Cook	PT 064	$15.94	$16.73	$17.57
Assistant Pool Manager	PT 195	$12.16	$12.77	$13.41
Cable TV Production Assistant	PT 166	$12.00	$12.28	$13.22
Crossing Guard	PT 135	$12.00	N/A	$13.20
Day Care Director	PT 167	$15.68	$16.47	$17.29
Day Care Teacher	PT 178	$12.16	$12.77	$13.41
Engineering Aide	PT 122	$19.62	$20.60	$21.63
Engineering Trainee	PT 100	$12.12	$12.73	$13.37
Fire Protection Engineering Intern	PT 330	$15.77	$16.56	$17.39
Food Services Worker	PT 185	$12.00	N/A	$13.20
Information Systems Intern	PT 117	$12.12	$12.73	$13.37
Intern	PT 110	$12.00	N/A	$40.00
Lifeguard	PT 201	$12.00	N/A	$14.64
Lifeguard Instructor	PT 200	$14.64	N/A	$16.10
Maintenance Assistant	PT 130	$12.00	N/A	$13.20
Office Aide I	PT 155	$12.00	N/A	$13.20
Office Aide II	PT 140	$13.53	N/A	$14.88
Office Aide III	PT 165	$15.26	N/A	$16.78
Police Cadet	PT 022	$12.00	$12.60	$13.20
Pool Manager	PT 190	$15.21	$15.97	$16.77
Recreation Leader	PT 175	$12.00	$12.60	$13.20
Recreation Site Coordinator	PT 170	$13.07	$13.72	$14.41
Recycling Specialist	PT 124	$16.19	$17.00	$17.85
Social Services Specialist	PT 101	$16.19	$17.00	$17.85

*Approved at the January 15, 2019 City Council Meeting via Resolution No.2019-01 (replacing 2018-10).

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: January 15, 2019

TO: Mayor and City Council

FROM: Chris Freeland
City Manager

SUBJECT: AGREEMENT WITH WEST COVINA UNIFIED SCHOOL DISTRICT FOR SCHOOL RESOURCE OFFICERS AND CROSSING GUARD SERVICES

RECOMMENDATION:

It is recommended that the City Council approve the cost sharing three-year agreement with West Covina Unified School District for School Resource Officers and Crossing Guard services.

DISCUSSION:

During the Fiscal Year (FY) 2018-19 budget process, City staff explored many cost saving and cost sharing opportunities. These included efforts to share the costs of School Resource Officers (SROs) and Crossing Guard services with local school districts. Staff recently finalized a new three-year agreement with West Covina Unified School District (WCUSD) to share costs for these items—see Attachment No. 1. Under this agreement, WCUSD will continue to pay up to $200,000 for the two SROs assigned to West Covina High School and Edgewood High School ($180,000 for salaries/benefits, and up to $20,000 per school year for any necessary overtime), and will also now pay for half of the costs of providing Crossing Guard services at WCUSD schools.

The City's crossing guard services vendor, All City Management Services, provides crossing guards at 20 locations citywide, 11 of which are at WCUSD schools. The FY 2018-19 cost for these crossing guard services totals $204,356.25—WCUSD's portion of that is $112,395.94. WCUSD will pay the City half of that amount—$56,197.97—this school year.

Prepared by: Alex Houston, Police Admin. Services Manager
Additional Approval: Marc Taylor, Chief of Police

Fiscal Impact

Fiscal Year: 2019
Budgeted Y/N: Y
FISCAL IMPACT:

Specific revenues for these items are included in the current City budget (Account No. 110.31.4575 for School Resource Officers, and Account No. 110.31.4571 for crossing guards), and will continue to be incorporated into future budgets. Crossing guard costs will increase in future years, due to upcoming minimum wage increases mandated by the State of California. During the term of this agreement, WCUSD will continue to pay for half of the costs of providing crossing guards at WCUSD schools, each school year.

Attachments

MOU WCUSD SRO Crossing Guards

CITY COUNCIL GOALS & OBJECTIVES: Identify Resources to Provide Better Public Safety

MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF WEST COVINA AND WEST COVINA UNIFIED SCHOOL DISTRICT FOR A SCHOOL RESOURCE OFFICER AT WEST COVINA AND EDGEWOOD HIGH SCHOOLS

This Memorandum of Understanding ("MOU") entered into by the City of West Covina ("City") and West Covina Unified School District ("District") is for the purpose of providing two (2) School Resource Officers ("SRO"); one assigned to West Covina High School ("WCHS") and one assigned Edgewood High School ("EHS"), for a term of August 16, 2018 through June 30, 2021.

The City will provide two (2) sworn law enforcement officers (West Covina Police Officers) to act as SROs. The officers will be selected by the Chief of Police and approved by the District Superintendent or his designee. The SROs will remain employees of the City (West Covina Police Department). During the school year, the District will fund $90,000.00 toward each SRO's salary and benefits ($180,000.00 total), and an additional $10,000.00 each for any overtime needed ($20,000.00 total). The City will fund the remaining salary, benefits, overtime costs, and all equipment costs. The District will be billed quarterly for the two SROs for an amount not to exceed $200,000.00 for each school year. During periods when schools are on break, the SROs will be deployed back into police patrol operations for the City, and will be eligible to use leave time. As sworn employees of the City, West Covina Police Department, the SROs are eligible to take leave time throughout the year, pursuant to the City's leave policy. If one SRO is on leave, the other SRO will be available to cover their counterpart's campus if necessary; these positions will not be backfilled by other West Covina Police Officers.

The SROs will work on the two school campuses on a daily basis in order to reduce and prevent criminal activity, counsel and advise school staff on important safety issues, help teach students about safety, and provide students' counseling and mediation specific to issues involving the law. The SROs will work four (4) days a week, ten (10) hours a day. One SRO will work Monday through Thursday and the other will work Tuesday through Friday; on weekly off days (Mondays for one and Fridays for the other), the working SRO will be on call to cover their counterpart's campus if necessary. The SROs will coordinate activities with the Principals and concerned staff members, and will seek permission, guidance, and advice prior to enacting any program within the schools. The SROs will seek District and school input before any activity other than individualized police action is enabled, such as the usage of police dogs and the implementation of facility/property searches.

Provided one SRO is placed at each WCHS and EHS, WCUSD shall pay to the City fifty percent (50%) of the City's costs for providing crossing guard services at WCUSD schools.

GOALS AND OBJECTIVE

- The goals of the School Resource Officer Program are to assist the District at WCHS and EHS in providing a safe learning environment and to improve relationships between law enforcement officers and today's students. The program should also attempt to promote a better understanding of the law enforcement officer's role in society while educating

students, parents, and school personnel which will build a better community while also providing a role model in the educational system.

- The first objective of the SROs is the protection of students and staff from negative influences and to assist in the maintenance of safety in the school.

- The second objective is to act as an advisor to the school staff in safety matters, violence reduction strategies, and legal aspects of the activity of students.

- The third objective is to facilitate learning in citizenship and related law education. Specialized lecture will be prepared and presented on topics discussed by school staff. Students will be provided with information about their rights and responsibilities in the school and community.

- The fourth objective is to assist students through counseling and mediation in law related problems and to assist them by mediating disputes. Attempts will be made to proactively identify problems with students and guidance will be provided to them in addressing their problems in a non-violent manner.

DUTIES AND RESPONSIBILITIES OF THE SRO

1. Act as an effective liaison between school and District personnel, the City (West Covina Police Department), and elements of the juvenile justice system.

2. Maintain a highly visible presence in order to deter crime and allow easy availability for students who wish to make contact.

3. Act as counselor and advisor to students in need of guidance.

4. Teach short courses for students in areas such as explanation of the law, police procedures, drug abuse, and family violence.

5. Conduct workshops for teachers in areas such as gang awareness, drug usage, and juvenile law.

6. Address school assemblies and be involved in programs of an educational nature.

7. Take action to apprehend persons responsible for any criminal activity on campus.

8. Assist in and attend meetings of the School Attendance Review Board (SARB).

9. Provide innovative programs to enhance support and cooperation with the school in a mutual effort to create a better school environment.

10. The SROs will develop expertise in presenting various subjects such as understanding laws, police officers, and the mission of the police.

11. The SROs will encourage individual and small group discussions about law enforcement related matters with students, faculty and parents.

12. The SROs will, whenever possible, attend meetings of the school, parent and faculty groups to solicit their support and understanding of the SRO program, and promote awareness of law enforcement functions.

13. The SROs will, whenever possible, be available for conference with students, parents and faculty members to assist them with problems of a law enforcement or crime prevention nature.

14. The SROs will be familiar with the community agencies which offer assistance to students and their families, such as mental health clinics, drug treatment centers, etc.

15. The SROs may act as an instructor for specialized short-term programs when invited to do so by the superintendent or a person designated by him.

16. The SROs shall coordinate all his/her activities with the administrative staff and will seek permission, advice, and guidance prior to enacting any program within the school.

17. The SROs will assist the superintendent/principal in developing plans and strategies to prevent and/or minimize dangerous situations which may result from student unrest.

18. Should it become necessary to conduct formal police interviews with the students, the SROs shall adhere to school board policy and legal requirements with regard to such interviews.

19. The SROs shall take law enforcement action as required. As soon as practical, and when legally permissible, the SRO shall make the superintendent/principal of the school aware of such action. At the superintendent's/principal's request, the SROs may take appropriate law enforcement action against intruders and unwanted visitors who may appear at school related functions, to the extent the SROs may do so under the authority of the law.

20. The SROs shall give assistance to other police officers in matters regarding his/her school assignment whenever necessary.

21. The SROs shall maintain a detailed and accurate record of the operation of the School Resource Officer Program.

22. The SROs will be expected to participate in school functions such as athletic events, dances, PTA programs, and other school sponsored events when the staff and the SROs agree their attendance is advantageous.

PROGRAM EVALUATION

The District and City shall annually and collaboratively evaluate the performance, success, and effectiveness of the program. This evaluation may be utilized to determine further continuation of the program.

If the City enters into a MOU or similar agreement during the term of this MOU with another school district located within the City that contains provisions for payment to the City for a greater or lesser net amount for the same or similar SRO services, the City and the District agree to meet and confer in good faith to determine whether or not to amend this MOU to adjust payment hereunder. Either the City or the District may initiate this meet and confer process and shall do so by delivering written notification of such request to the other party's representative.

CONTINUATION

The DISTRICT and CITY may continue and renew this program by mutual written agreement.

TERMINATION

The DISTRICT or CITY may terminate this AGREEMENT without cause anytime after the Effective Date, by giving a forty-five (45) day written notice to the other party. In the event of termination, DISTRICT shall compensate CITY for services performed to the date of termination. CITY shall continue to provide services after notice to terminate and during the forty-five (45) day notice period unless DISTRICT, in the notice, requests CITY not perform services. The notice shall be deemed given when personally delivered to the DISTRICT or CITY representative.

INDEMNIFICATION

District's Obligations:

DISTRICT agrees to defend, indemnify and hold CITY, its elected and appointed officials, officers, and employees harmless against and from any and all losses, claims, actions, damages, expenses or liabilities, including reasonable attorney's fees, arising out of or in any way connected with the District's negligent performance of this Agreement. DISTRICT assumes Workers' Compensation liability for injury or death of its officers, agents, employees and volunteers, and assumes no Workers' Compensation responsibility for the elected and appointed officials, officers, and employees of the CITY.

City's Obligations:

CITY agrees to defend, indemnify and hold DISTRICT, its officers, agents, employees and volunteers harmless against and from any and all losses, claims, actions, damages, expenses or liabilities, including reasonable attorney's fees, arising out of or in any way connected with City's negligent performance of this Agreement. CITY assumes Workers' Compensation liability for injury or death of its elected and appointed officials, officers, and employees, and assumes no Workers' Compensation responsibility for the officers, agents, employees and volunteers of the DISTRICT.

ASSIGNMENT

This AGREEMENT may not be assigned or transferred by either Party without the express written consent of the other Party.

NO THIRD PARTY BENEFICIARY

This AGREEMENT, including, but not limited to the indemnification provisions, is for the benefit of the Parties only and does not create, nor is it intended to create, any benefit or liability to third parties.

IN WITNESS THEREOF, the Parties have caused this Memorandum of Understanding to be executed:

City of West Covina:

Christopher Freeland, City Manager

12-11-18
Date

Marc Taylor, Chief of Police

12-13-18
Date

West Covina Unified School District:

Charles D. Hinman, Ed.D., Superintendent

11/15/2018
Date

AGENDA ITEM NO. 10

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: January 15, 2019

TO: Mayor and City Council

FROM: Chris Freeland
City Manager

SUBJECT: AUTHORIZATION TO SUBMIT APPLICATIONS TO THE DEPARTMENT OF RESOURCES AND RECYCLING AND RECOVERY (CALRECYCLE)

RECOMMENDATION:
It is recommended that the City Council approve the following resolutions:

RESOLUTION 2019-06 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA APPROVING SUBMITTAL OF APPLICATIONS TO THE DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY (CALRECYCLE) FOR THE USED OIL PAYMENT PROGRAM (OPP) UNDER THE CALIFORNIA PUBLIC RESOURCES CODE SECTIONS 48690 ET SEQ. COMMENCING WITH THE FISCAL YEAR 2018-2019 TO AND INCLUDING THE FISCAL YEAR 2023-2024

RESOLUTION 2019-07 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA AUTHORIZING SUBMITTAL OF APPLICATION FOR PAYMENT PROGRAMS AND RELATED AUTHORIZATIONS TO THE DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY (CALRECYCLE)

DISCUSSION:
The Department of Resources, Recycling and Recovery (CalRecycle) administers various programs in the State's efforts to reduce, recycle and reuse solid waste to preserve landfill capacity and protect public health and safety and the environment. CalRecycle grant application procedures require an applicant to authorize by resolution the submittal of applications and the designation by job title of an individual authorized to execute all grant documents on behalf of the City, in this case the Assistant City Manager/Public Services Director.

West Covina currently receives approximately $55,000 of funding for two (non-competitive) payment program grants – the Used Oil Payment Program and the Beverage Container City/County Payment Program (CRV). The Used Oil Payment Program provides assistance to local governments to develop and maintain used oil and used oil filter collection and recycling programs. With these funds, Public Services staff develops, purchases, and distributes educational and promotional materials informing the public about used oil and used oil filter collection and recycling. CRV funds are used for educating and promoting beverage container recycling and litter abatement programs. These funds are utilized by providing recycling containers in City facilities and schools. In addition, these funds are used to purchase tables, benches and trash receptacles made from recycled materials and placed in parks and other City facilities. The payment program resolution establishes the administration of payments to

qualifying jurisdictions and is not limited to the CRV grant allowing the City to apply for other CalRecycle grants.

OPTIONS:

The City Council has the following options:

1. Approve staff's recommendation; or
2. Decline authorization of program submittals, thus diverting any funds previously allocated to the City of West Covina by CalRecycle to other jurisdictions resulting in a loss of approximately $55,000 annually.

Prepared by: Nikole Bresciani, Assistant City Manager/Public Services Director

---

Fiscal Impact

Fiscal Year: 2018-19

Budgeted Y/N: Y

FISCAL IMPACT:

There is no impact to the City's General Fund. All CalRecycle program funding will be utilized for implementation of eligible projects as specified in the program guidelines. The City receives approximately $28,000 per year for the Used Oil Payment Program and $27,000 per year for the CRV program.

Attachments

Resolution 2019-06

Resolution 2019-07

RESOLUTION NO. 2019-06

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA APPROVING SUBMITTAL OF APPLICATIONS TO THE DEPARTMENT OF RESOURCES, RECYCLING AND RECOVERY (CALRECYCLE) FORMALLY KNOWN AS CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD, FOR THE USED OIL PAYMENT PROGRAM (OPP) UNDER THE CALIFORNIA PUBLIC RESOURCES CODE SECTIONS 48690 ET SEQ. COMMENCING WITH THE FISCAL YEAR 2018-2019 TO AND INCLUDING THE FISCAL YEAR 2023-2024

WHEREAS; pursuant to Public Resources Code § 48690, the Department of Resources, Recycling and Recovery (CalRecycle), formerly known as the California Integrated Waste Management Board, has established the Used Oil Payment Program (OPP) to make payments to qualifying jurisdictions for implementation of their used oil programs; and

WHEREAS; in furtherance of this authority, CalRecycle is required to establish procedures governing the administration of the Used Oil Payment Program; and

WHEREAS; CalRecycle's procedures for administering the Used Oil Payment Program require, among other things, an applicant's governing body to declare by resolution certain authorizations related to the administration of the Used Oil Payment Program.

NOW, THEREFORE, the City Council of the City of West Covina, California, does hereby resolve, determine, and find as follows:

SECTION 1. Authorize the submittal of application(s) to CalRecylce for the Used Oil Payment Program for which the City of West Covina is eligible.

SECTION 2. That this authorization is effective for the period commencing with the Fiscal Year 2019--2020 to and including the Fiscal Year 2023-2024; time period not to exceed five (5) years from the date of adoption.

SECTION 3. That the Public Services Director, or his/her designee, is hereby authorized and empowered to execute in the name of the City of West Covina all program documents, including but not limited to, applications, agreements, annual reports including expenditure reports and amendments necessary to secure said payments to support our Used Oil Collection Program.

PASSED, APPROVED AND ADOPTED on this 15th day of January, 2019.

_____
Lloyd Johnson
Mayor

APPROVED AS TO FORM:

_____
Kimberly Hall Barlow
City Attorney

ATTEST:

_____
Nickolas S. Lewis
City Clerk

I, HEREBY CERTIFY that the foregoing resolution was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof on the 15th day of January, 2019, by the following vote of City Council:

AYES:
NOES: None
ABSENT: None
ABSTAIN: None

_____

Nickolas S. Lewis
City Clerk

RESOLUTION NO. 2019-07

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA AUTHORIZING SUBMITTAL OF APPLICATION FOR PAYMENT PROGRAMS AND RELATED AUTHORIZATIONS TO THE DEPARTMENT OF RESOURCES, RECYCLING AND RECOVERY (CALRECYCLE)

WHEREAS; pursuant to Public Resources Code § 48000 ET SEQ., the Department of Resources Recycling and Recovery (CalRecycle), has established various payment programs to make payments to qualifying jurisdictions; and

WHEREAS; in furtherance of this authority, CalRecycle is required to establish procedures governing the administration of the payment programs; and

WHEREAS; CalRecycle's procedures for administering payment programs require, among other things, an applicant's governing body to declare by resolution certain authorizations related to the administration of the payment programs; and

NOW, THEREFORE BE IT RESOLVED, the City Council of the City of West Covina, California, is authorized to submit either an individual or a regional application. Regional applications must attach a list of designated participating agencies; and

BE IT FURTHER RESOLVED; that the Public Services Director, or his/her designee, is hereby authorized as Signature Authority to execute all documents necessary to implement and secure payment; and

BE IT FURTHER RESOLVED; (for multi-year resolutions) that the Signature Authority is hereby authorized to revise the list of participating agencies as necessary with each yearly application; and

BE IT FURTHER RESOLVED; that this Resolution is effective until rescinded by the Signature Authority and/or this governing body.

PASSED, APPROVED AND ADOPTED on this 15th day of January, 2019.

_____
Lloyd Johnson
Mayor

APPROVED AS TO FORM:

_____
City Attorney

ATTEST:

_____
Nickolas S. Lewis
City Clerk

I, HEREBY CERTIFY that the foregoing resolution was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof on the 15th day of January, 2019, by the following vote of City Council:

AYES:
NOES: None
ABSENT: None
ABSTAIN: None

_____
Nickolas S. Lewis
City Clerk

AGENDA ITEM NO. 11

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: January 15, 2019

TO: Mayor and City Council

FROM: Chris Freeland
City Manager

SUBJECT: **APPOINTMENT OF VACANT AT-LARGE CITY COUNCIL POSITION**

RECOMMENDATION:

It is recommended that the City Council discuss and make an appointment of an individual to serve the vacant At-Large City Councilmember position through December 2020.

BACKGROUND:

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.

DISCUSSION:

At the December 18, 2018, City Council Meeting, the City Council announced its intention to fill the 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. A copy of the applications are attached for the City Council's consideration. The following eleven (11) individuals submitted applications for consideration.

- Karin Armbrust
- Steve Bennett
- Matthew Brazas
- Alan Carrico
- Edward Golda
- Abraham Martinez
- Jessica Shewmaker
- Marsha Solorio
- Dave Stewart
- Ben Wong

- Karim Zaklama

Per Government Code 36502(a) and Elections Code 321, to be appointed, the person must be an "elector" of the city. With minor exception, this means the person must be at least 18 years of age, a resident of West Covina, and be registered to vote. Each person who submitted an application has affirmed that they meet these requirements. The City Council has the authority to appoint from any of those that submitted an application or any other individual in the community that qualify. Because this is an at-large seat, there is no legal requirement that the person reside in any particular district within the City.

At the January 15, 2018 City Council Meeting, applicants will have the opportunity to address the City Council on their qualifications and respond to questions from the City Council.

OPTIONS:

The City Council has the following options:

1. Appoint an individual to fill the At-Large City Council seat, which will expire in December 2020;
2. Instruct staff to prepare a staff report to call for a special election; or
3. Provide alternative direction.

Prepared by: Chris Freeland, City Manager

Additional Approval: Scott Porter

Attachments

City Council Applications

EMPLOYMENT APPLICATION

CITY OF WEST COVINA
1444 W. Garvey Avenue South
West Covina, California 91790
http://westcovina.org

Armbrust, Karin Allyson
2018-00181 CITY COUNCIL MEMBER

Received: 12/17/18 11:32 AM
For Official Use Only:
QUAL:_____
DNQ:_____
☐ Experience
☐ Training
☐ Other:_____

PERSONAL INFORMATION

POSITION TITLE: CITY COUNCIL MEMBER	**EXAM ID#:** 2018-00181
NAME: (Last, First, Middle) Armbrust, Karin Allyson	**SOCIAL SECURITY NUMBER:** N/A
ADDRESS: (Street, City, State, Zip Code) [redacted], West Covina, California 91791	**EMAIL ADDRESS:** [redacted]
HOME PHONE: [redacted]	**NOTIFICATION PREFERENCE:** Email
DRIVER'S LICENSE: ■ Yes ☐ No	**DRIVER'S LICENSE:** **State:** CA **Number:** [redacted]
	LEGAL RIGHT TO WORK IN THE UNITED STATES? ■ Yes ☐ No

PREFERENCES

MINIMUM COMPENSATION:	**ARE YOU WILLING TO RELOCATE?** ☐Yes ☐No ☐Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR?	
TYPES OF WORK YOU WILL ACCEPT:	
SHIFTS YOU WILL ACCEPT:	
OBJECTIVE:	

EDUCATION

Nothing Entered For This Section

WORK EXPERIENCE

Nothing Entered For This Section

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

Nothing Entered For This Section

Dear Mayor and City Council Members,

I am reaching out to show my interest in the appointed position for city council.

I have been involved in the city since 2002. I was a Community Service Commissioner for 8 years, then served on city council 2010 - 2011. While on council I was instrumental in the redevelopment of the community and supportive the McIntyre Square, City Grove Center and the expansion of the Eastland Shopping and Westfield Shopping Centers to bring in new retail and restaurants, businesses to West Covina. Including Lazy Dog, Nordstrom Rack, Fairfield Marriot, Jersey Mike's, Gold's Gym, PetSmart, Pacific Grill, Dollar Tree and many others. I have supported a variety of other projects and programs in West Covina including Energy Efficiency and Conservation, Strong Public Safety, immediate Graffiti Abatement, investment in the City infrastructure and assisted my colleagues in making West Covina the most Business Friendly City in Los Angeles County in 2011.

Born and raised in the city of West Covina. I have always been supportive of my city and their events. My parents and my brother along with his young family are also active and live in West Covina. I have raised my children in this community playing baseball and soccer. I have either been coach or team mom. I have been involved in the school district as PTA President. Currently, I am a caregiver for an elderly lady with Parkinson's and I am a leader of Leadership USA which encourages 15-17 year old children to make a difference and become strong leaders in their communities.

Thank you for giving me the opportunity. I look forward to arrange a time where we can discuss my current qualifications and promptness to learn to meet the needs of our city.

You can contact me by email: [redacted]. Or,
Cell: [redacted].

Sincerely,

Karin Armbrust

Karin Armbrust
[redacted]
West Covina, CA 91791
[redacted]

Highlight of Qualifications

*Enthusiatic,Friendly,Outgoing,Hard worker
*Reputation for dependability and creditability
*Willing and eager to learn new skills
* Works well as a cooperative team player or independently
*Self-motivated with positive supportive attitude

Work Experience

Caregiver for Judy Nichols	Oct.2017-present
Leader with Leadership USA	Sept.2018-present
City Councilmember	Nov.2010-Dec.2011
Community Services Commissioner	2002- 2010
PTA President	2009-2010
Homeschooled my two sons	2010-2014
Married raising two sons	1996-present
Metropolitan Financial	1996-1998
Marshall Industries	1995-1996
City of Hope	1994-1995
Golden State Foods	1989-1992

Student: Mt.SAC	1986-1988
Graduated from West Covina High	1986

Agency-Wide Questions

1. **Where did you first hear about this opportunity?**

   City of West Covina's Website

2. **If you answered "yes" to the above question, please provide date(s) applied and position title(s). If this is not applicable, please type "NA" in the box below.**

   NA

3. **Do you have any relatives working here?**

   No

Job Specific Supplemental Questions

1. **The supplemental assessment you are about to complete is considered part of the examination and will be reviewed thoroughly. All responses to these questions will be subject to verification.**

   I understand that this supplemental assessment is part of the examination process and will be used to determine which candidates are selected to move forward in the recruitment process.

2. **Are you at least eighteen (18) years of age or will be 18 by the time of appointment?**

   Yes

3. **Are you a resident and registered voter of the City of West Covina?**

   Yes

4. **Briefly state why you are interested in serving on the City of West Covina's City Council and how you can contribute to the City as a Council Member.**

   I would be honored to serve the two terms on city council. I have the love for my city and community and would like to be apart of the decision making on moving this great city forward.

5. **What do you understand to be the objectives and/or goals of being a Councilmember and how would you help achieve these objectives/goals?**

   The goals are to balance the budget. Support the city departments. Keep West Covina safe and clean. Support our residents needs.

EMPLOYMENT APPLICATION

CITY OF WEST COVINA
1444 W. Garvey Avenue South
West Covina, California 91790
http://westcovina.org

Bennett, Steven E
2018-00181 CITY COUNCIL MEMBER

Received: 12/17/18 3:33 PM
For Official Use Only:
QUAL:_____
DNQ:_____
☐Experience
☐Training
☐Other:_____

PERSONAL INFORMATION

POSITION TITLE: CITY COUNCIL MEMBER		**EXAM ID#:** 2018-00181
NAME: (Last, First, Middle) Bennett, Steven E		**SOCIAL SECURITY NUMBER:** N/A
ADDRESS: (Street, City, State, Zip Code) [redacted] West Covina, California 91790		**EMAIL ADDRESS:** [redacted]
HOME PHONE: [redacted]	**ALTERNATE PHONE:**	**NOTIFICATION PREFERENCE:** Paper
DRIVER'S LICENSE: ■ Yes ☐ No	**DRIVER'S LICENSE:** **State:** CA **Number:** [redacted]	**LEGAL RIGHT TO WORK IN THE UNITED STATES?** ■ Yes ☐ No

PREFERENCES

MINIMUM COMPENSATION:	**ARE YOU WILLING TO RELOCATE?** ☐Yes ■No ☐Maybe

WHAT TYPE OF JOB ARE YOU LOOKING FOR?
Regular,Temporary,Seasonal

TYPES OF WORK YOU WILL ACCEPT:
Part Time

SHIFTS YOU WILL ACCEPT:
Day,Evening,Weekends,On Call (as needed)

OBJECTIVE:
To assist in the decisions of the City Council and provide leadership to the City. To listen to the community and guide the direction of the city in the best possible financial direction.

EDUCATION

Nothing Entered For This Section

WORK EXPERIENCE

Nothing Entered For This Section

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

Nothing Entered For This Section

Agency-Wide Questions

1. **Where did you first hear about this opportunity?**

   City of West Covina's Website

2. **If you answered "yes" to the above question, please provide date(s) applied and position title(s). If this is not applicable, please type "NA" in the box below.**

   Previous Commissioner and Candidate but have not applied.

3. **Do you have any relatives working here?**

   No

Job Specific Supplemental Questions

1. **The supplemental assessment you are about to complete is considered part of the examination and will be reviewed thoroughly. All responses to these questions will be subject to verification.**

   I understand that this supplemental assessment is part of the examination process and will be used to determine which candidates are selected to move forward in the recruitment process.

2. **Are you at least eighteen (18) years of age or will be 18 by the time of appointment?**

   Yes

3. **Are you a resident and registered voter of the City of West Covina?**

   Yes

4. **Briefly state why you are interested in serving on the City of West Covina's City Council and how you can contribute to the City as a Council Member.**

   I believe I can help guide the city in these very difficult times. I have experience in the city and have lived here all of my life. I look forward to hearing from anyone that may want to hear more details.

5. **What do you understand to be the objectives and/or goals of being a Councilmember and how would you help achieve these objectives/goals?**

   Provide careful and thoughtful decisions to very important issues governing the city. Currently the most important are budget related and I believe that we need new and creative ways to address these issues. However, we have so much more to do. We need to be perceived as a more "Pro-Business" city and increase our business and economic income to help provide the services that residents want and need. I oppose moving to county services and believe that we can provide a way to increase officers and fire fighters on the street over the next few years.

December 14, 2018

Honorable Mayor and Members of the City Council of West Covina
1444 Garvey Avenue
West Covina, CA 91790

RE: Vacant At-Large Council Member Appointment

Mr. Mayor and Council Members,

I want to take this time to add my name to the list of people who are interested in the appointed At-Large Council Member on the City Council. Below I will do my best to outline why and how I believe I can help contribute to the city and helping to guide the future in these most important times.

I am lifelong resident of the City of West Covina and love this community. After being married my wife and I stayed here in West Covina and raised our son here. He is a recent graduate of Covina High School and currently attending college. I have seen many changes over the years, some I agree with and some I don't. I hope to bring my knowledge of the community to the City Council.

I have been involved in the community for many years with various forms of service. I was a Little League President for three years at Pacific Coast Little League where, with the help of some wonderful volunteers, we turned around a league that was suffering from serious financial problems. Those problems included some poor budget decisions and over spending to simple theft of money. After the three years the league was not only strongly in the black financially, with no outstanding debts but we were able to perform many upgrades and renovations to the facilities which helped offset city maintenance and other costs.

In 2010 I was asked to join the Community Services Commission which later was merged with the Senior Services Commission. I served on that commission(s) from January 2011 until November 2017. This was a great position as I was able to continue to be a part of the community and being back information and knowledge from the residents while attending many community events. During my time on the commission I was able to serve as Vice Chairperson and Chairperson as well.

I continued my community service in youth sports by serving as a board member on the Covina High School Baseball Boosters from 2014-2018. In the final two years of my services I arranged that the Covina High School Baseball program (players) would come to Senior Center for the Thanksgiving luncheon where the players did their part to help around the center and serve the attendees their lunch. This was a great event and many players commented on how they have learned about community service thanks to the event.

I have a strong background in city involvement and look forward to getting in and getting started with turning around some of the directions of this city. We have some very serious problems and need some very serious solutions. I do not believe that I have all of the answers, but I am ready, willing and able to roll up my sleeves and dig in with all of you.

I am honored to have been a candidate for the City Clerk of West Covina in November 2018. Even though I did not prevail, I was able to obtain over 10,000 votes for the position and lost by just a few hundred votes.

I believe we need a strong "Pro-Business" approach to help drive our economic position. We should be bringing in new and strong businesses that will be long time community members to help with this goal. I think we all know that it will take time to see an increase in revenues based on incoming businesses, but either was we have to start now to have a successful future.

I support responsible development in that we should be spending money to develop unless we are responsible in the process. Not all developments are right for the community or the city. As such, we should be proactive to ensure that developments fit the culture and neighborhoods they are going to be a part of. While I am not in favor of the new trend of Multi-Use Developments, I am in favor of variations and in some cases that that I oppose if the situation and area warrant it.

I support our Police and Fire Departments and do not want to see them replaced by any county services. However, we should be working with the collective bargaining agreements to find solutions to the problems we have currently. I want more officers and fire fighters on the street and feel that we can get to that result with some very courageous solutions and ideas. The future of our city depends on this and I hope to help in this area.

I am pleased to have gotten to know many of you at various times and city related functions and I look forward to hearing back from any of you with questions or comments as to this letter.

Sincerely,

Steve Bennett
[redacted]

STEVEN BENNETT
[redacted]
WEST COVINA, CA 91790
[redacted]

OBJECTIVE:

WORK HISTORY:

AMERICAN PROMOTIONAL EVENTS-WEST, INC. OCTOBER 2010 – PRESENT
Fullerton, CA
Area Manager
Work with non-profit organizations in the facilitation of their fundraising event related operating a Safe and Sane Fireworks Stand in approved and legal municipalities. Provide assistance and guidance in the preparation of permits and all related and required paperwork to meet requirements and safety guidelines.

CITY OF WEST COVINA JANUARY 2011 – NOVEMBER 2017
West Covina, CA
Commissioner
Represent the city at various functions and interact with residents to learn the issues they may have and bring that information back to the city staff and city council as needed. Attended many city events, grand openings, and sports league openings. Served as Chairman and Vice Chairmen during that time as well as being a commissioner.

PACIFIC COAST LITTLE LEAGUE OCTOBER 2008 – SEPTEMBER 2011
West Covina, CA
President
Over saw the day-to-day operations of the league. Worked with a board of directors to turn around a league full of financially poor decisions and serious debt. We saw growth in the league population from just over 200 players to more than 250 players in three years. Finalists in the 2011 District Level All-Star Championship. Left the league with more than $15,000 in the bank and no debts.

EMBROIDME.COM MAY 2001 – DECEMBER 2008
West Palm Beach, FL
Field Representative
As one of the first 6 employees, I served to setup more than 100 retail franchises worldwide. Responsible for the support and development of the territories to which I worked. Provided both technical and sales support. Trained franchisees on the operations and management of a small business. Areas of specific interest were, budgets, human resources, sales, operations, training, and general business knowledge. Increased the West market by over 50 stores in seven years.

EMPLOYMENT APPLICATION

CITY OF WEST COVINA
1444 W. Garvey Avenue South
West Covina, California 91790
http://westcovina.org

Brazas, Matthew Ryan
2018-00181 CITY COUNCIL MEMBER

Received: 12/3/18 9:43 PM
For Official Use Only:
QUAL:_____
DNQ:_____
☐Experience
☐Training
☐Other:_____

PERSONAL INFORMATION

POSITION TITLE: CITY COUNCIL MEMBER		**EXAM ID#:** 2018-00181
NAME: (Last, First, Middle) Brazas, Matthew Ryan		**SOCIAL SECURITY NUMBER:** N/A
ADDRESS: (Street, City, State, Zip Code) [redacted] West Covina, California 91791		**EMAIL ADDRESS:** [redacted]
HOME PHONE: [redacted]	**ALTERNATE PHONE:**	**NOTIFICATION PREFERENCE:** Email
DRIVER'S LICENSE: ■ Yes ☐ No	**DRIVER'S LICENSE:** **State:** CA **Number:**	**LEGAL RIGHT TO WORK IN THE UNITED STATES?** ■ Yes ☐ No

PREFERENCES

MINIMUM COMPENSATION: $25.00 per hour	**ARE YOU WILLING TO RELOCATE?** ■Yes ☐No ☐Maybe

WHAT TYPE OF JOB ARE YOU LOOKING FOR?
Regular

TYPES OF WORK YOU WILL ACCEPT:
Full Time

SHIFTS YOU WILL ACCEPT:
Day,Evening,Night

OBJECTIVE:
To take first steps into a career in public service.

EDUCATION

Nothing Entered For This Section

WORK EXPERIENCE

Nothing Entered For This Section

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

Nothing Entered For This Section

Agency-Wide Questions

1. **Where did you first hear about this opportunity?**

   GovernmentJobs.com

2. **If you answered "yes" to the above question, please provide date(s) applied and position title(s). If this is not applicable, please type "NA" in the box below.**

   NA

3. **Do you have any relatives working here?**

   No

Job Specific Supplemental Questions

1. **The supplemental assessment you are about to complete is considered part of the examination and will be reviewed thoroughly. All responses to these questions will be subject to verification.**

   I understand that this supplemental assessment is part of the examination process and will be used to determine which candidates are selected to move forward in the recruitment process.

2. **Are you at least eighteen (18) years of age or will be 18 by the time of appointment?**

   Yes

3. **Are you a resident and registered voter of the City of West Covina?**

   Yes

4. **Briefly state why you are interested in serving on the City of West Covina's City Council and how you can contribute to the City as a Council Member.**

   I have been interested in public service since I was young. I studied political science

5. **What do you understand to be the objectives and/or goals of being a Councilmember and how would you help achieve these objectives/goals?**

   The purpose of a Councilmember is to represent and serve the City of West Covina and its residents with sound policy making, fiscal decisions and appointments of talented people to improve the community.

Matthew-Ryan Brazas
[redacted]

To whom it may concern,

I have sent this application for the position of City Council Member to serve my community. My goal is to become a dedicated public servant. I am a graduate from California State University, Fullerton. This position would be allow me to directly serve my community and better my hometown.

I have always had my heart and mind on public service. Interning for the House Committee on Foreign Affairs cemented this interest into an objective. I have learned that a good speech or motive is not enough, we need solutions from advisors who have spent their time considering the implications of our nation's actions. As I have interned in several offices and campaigns, I learned how important it is to communicate and multitask in stressful environments and work with others to for a common goal. Working on campaigns helped me understand that not everyone will agree with you and not everyone can be persuaded. Nevertheless, one must always be civil and respectful, as any action will reflect on others around and above the post. I have worked in Congressional Committee offices and campaign offices where answering communications and handling visitors was the primary responsibility of the position. Working with messages and attending hearings was also an important duty that taught me to prioritize. Campaigns require good communication along with patience and helped me understand the process better. Working as a graduate assistant, I had to help the professor handle nearly four hundred students in introduction to political science, which included grading, advising, test preparation and material management.

As a Master's student, I studied politics in theory, policy and practice. This gave me the ability to look at issues from a foundational and political perspective. I can handle a long schedule and workload. As an intern, I have previously handled phone calls, visitors, volunteers, and messaging. While canvassing, I learned to communicate the message clearly and concisely while also knowing the details behind an issue. I can grasp complex issues and help communicate them. As a graduate advisor, I had to work with hundreds of students who took the professor's class. Serving as a Research Associate for the NESA Center, I conducted research for the faculty to assist them in their work to educate the National Defense University. As Security Specialist, Associate, I ensure that Qualcomm engineers are maintaining security with sensitive information and technology.

I would use these skills and experiences to compliment my colleagues' efforts in the City of West Covina. Working for the City would make me an asset for a career I am passionate about. I seek to attain and analyze information in the best way for those I work for. I will use my knowledge and skills to work for the benefit of this program. I look forward to speaking with you. Thank you for your time and consideration.

Sincerely,
Matthew-Ryan Brazas

Matthew-Ryan Brazas [redacted] [redacted]

EXPERIENCE:

Manpower at *Qualcomm* Oct. 2017 – Present
Security Specialist, Associate, San Diego, CA
- Serves as a contractor in Customer Engineering Security for Qualcomm
- Maintain inventory of equipment and engineers' access to customer materials
- Audit engineers' inventory and improve brand protection policy

Richard M. Nixon Foundation Aug. 2017 – Sep. 2017
Research Assistant, Yorba Linda, CA
- Responsible for researching data in the presidential library archives to make it available for access online
- Research the issues of Vietnam after the Paris Peace Accords and the issues the President dealt with
- Write short reports on issues the President had with Vietnam after Paris Peace Accords and current events

Near East South Asia Center for Strategic Studies June 2017 – Aug. 2017
Research Associate, Washington, D.C.
- Involved in program support, staffing events NESA Center hosts
- Supporting professors in research on issues in the Middle East and South Asia
- Supporting researchers in issues in the Gulf states and the Middle East from a National Security perspective

Richard M. Nixon Foundation Jan. 2017 – May 2017
Research Intern, Yorba Linda, CA
- Responsible for researching data in the presidential library archives to make it available for access online
- Researched the Middle East peace process under President Nixon to provide an online exhibit article

California State University, Fullerton Jan. 2017 – May 2017
Graduate Assistant, Fullerton, CA
- Assisted the professor's classes with grading, attendance and study sessions for students in Excel spreadsheet
- Took part in the professor's Town Hall Meeting projects and assisted students outside of class time

Assemblywoman Young Kim Feb. 2015 – June 2015
Intern, Fullerton, CA
- Worked at front desk, filing surveys and certificates for the office along with any other staff directed duties
- Staffed events that the Assemblywoman supported such as STEM programs at high schools

House Committee on Foreign Affairs May 2013 – Aug. 2013
Intern, Washington, D.C.
- Responsible for managing the committee office, delegating and managing communication channels for staff
- Oversaw hearings and ensured that members received the proper information

EDUCATION:

California State University, Fullerton
Master of Arts, Political Science Aug. 2015 – Aug. 2017
Bachelor of Arts, Political Science Sep. 2010 – May 2014

SKILLS:

Computer: Proficient in Microsoft Word, PowerPoint, Excel, Outlook, and Adobe Acrobat

AFFILIATIONS:

Cal State DC Scholars, California State University-Fullerton, Alumni, Student May 2013 – Present
Soaring Graduate Student Association, California State University-Fullerton
H&SS ICC Representative, Council Executive Sep. 2016 – May 2017
Humanities & Social Sciences Inter-Club Council, California State University-Fullerton
H&SS ICC Representative Sep. 2015 – May 2017
National Political Honor Society, Pi Sigma Alpha - Epsilon Eta Chapter
Alumni, Member Oct. 2016 – Present

EMPLOYMENT APPLICATION

CITY OF WEST COVINA
1444 W. Garvey Avenue South
West Covina, California 91790
http://westcovina.org

Carrico, Alan Anthony
2018-00181 CITY COUNCIL MEMBER

Received: 12/15/18 9:50 AM
For Official Use Only:
QUAL:_____
DNQ:_____
☐Experience
☐Training
☐Other:_____

PERSONAL INFORMATION

POSITION TITLE: CITY COUNCIL MEMBER	**EXAM ID#:** 2018-00181
NAME: (Last, First, Middle) Carrico, Alan Anthony	**SOCIAL SECURITY NUMBER:** N/A
ADDRESS: (Street, City, State, Zip Code) [redacted] West Covina, California 91791	**EMAIL ADDRESS:** [redacted]
HOME PHONE: [redacted] / **ALTERNATE PHONE:**	**NOTIFICATION PREFERENCE:** Email
DRIVER'S LICENSE: ■ Yes ☐ No / **DRIVER'S LICENSE: State:** CA **Number:** [redacted]	**LEGAL RIGHT TO WORK IN THE UNITED STATES?** ■ Yes ☐ No

PREFERENCES

MINIMUM COMPENSATION:

ARE YOU WILLING TO RELOCATE? ☐Yes ☐No ☐Maybe

WHAT TYPE OF JOB ARE YOU LOOKING FOR?
Regular

TYPES OF WORK YOU WILL ACCEPT:
Full Time

SHIFTS YOU WILL ACCEPT:
Night

OBJECTIVE:
City Council Member

EDUCATION

Nothing Entered For This Section

WORK EXPERIENCE

Nothing Entered For This Section

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

Nothing Entered For This Section

Agency-Wide Questions

1. **Where did you first hear about this opportunity?**

   Other

2. **If you answered "yes" to the above question, please provide date(s) applied and position title(s). If this is not applicable, please type "NA" in the box below.**

   N/A

3. **Do you have any relatives working here?**

   No

Job Specific Supplemental Questions

1. **The supplemental assessment you are about to complete is considered part of the examination and will be reviewed thoroughly. All responses to these questions will be subject to verification.**

   I understand that this supplemental assessment is part of the examination process and will be used to determine which candidates are selected to move forward in the recruitment process.

2. **Are you at least eighteen (18) years of age or will be 18 by the time of appointment?**

   Yes

3. **Are you a resident and registered voter of the City of West Covina?**

   Yes

4. **Briefly state why you are interested in serving on the City of West Covina's City Council and how you can contribute to the City as a Council Member.**

   I want to help our City Council make the best decisions to obtain the best quality of life for our citizens and promote a business friendly environment for the businesses in our city. My 10+ years serving on Community Services and Planning Commission gives me the experience and knowledge to address these issues and make well-reasoned decisions in dealing with all issues before the City Council.

5. **What do you understand to be the objectives and/or goals of being a Councilmember and how would you help achieve these objectives/goals?**

   The objectives and goals of being a Councilmember are to make decisions which are in the best interests of our citizens and businesses. I would help achieve those goals by carefully studying and analyzing the issues/agenda items before the City Council and determine which course of action serves the best interests of our citizens and businesses.

ALAN A. CARRICO

[redacted]

WEST COVINA, CA 91791

[redacted]

December 15, 2018

To: West Covina City Council Members:

Please accept this as my letter of interest in being appointed to the open West Covina City Council Member position. Many of you know me from my past years of service to the City of West Covina as a Community Services Commissioner and Planning Commissioner. I served on both commissions for approximately 10 years, as my last year of service as a Planning Commissioner ended in 2012. My years of service on both commissions gave me substantial experience in handling the various issues which confront our city. My years of service also gave me substantial experience in preparing for commission hearings, attending and participating in commission hearings. I have attended numerous City Council hearings/meetings over the last 20 years as a West Covina resident, and I have excellent experience in "parliamentary procedures" which are used for Council hearings/meetings.

My years of service to the City of West Covina also provided me with substantial experience in dealing and interacting with the city staff, and I understand how important it is to review and analyze the staff reports and recommendations for the various agenda items which are brought before the City Council for discussion and action. I am aware of the various challenges which our city faces, including, but not limited to budget deficits, public safety staffing, and other matters. My experience as a Community Services and Planning Commissioner will allow me to "hit the ground running" should I be appointed to the open City Council Member position.

Lastly, a review of my attached resume reveals my substantial educational background and professional career as a licensed California Attorney. I have served on State Bar Standing Commission for the Administration of Justice, which required me to attend various hearings and vote on agenda/action items, similar to what is required of a City Council Member.

In summary, I want to thank the City Council Members for taking the time to review and consider my application for appointment to the open West Covina City Council Member position. I look forward to meeting with you to discuss our mutual objectives.

Sincerely,

ALAN A. CARRICO

ALAN A. CARRICO
ATTORNEY AT LAW
[redacted]
WEST COVINA, CA 91791
[redacted]

Education

Associate of Arts Degree, Criminal Justice, Mt. San Antonio College, 1976

Bachelor of Arts Degree, Social Ecology, University of California, Irvine, 1978

Juris Doctor, Southwestern University School of Law, 1982

Bar Memberships

Admitted to California State Bar, December, 1982
Admitted to United States Courts:

- Central District of California
- Southern District of California
- 9th Circuit Court of Appeal

Employment

Current:

Of Counsel to Law Offices of Belgum, Fry & Van Allen
Glendora, CA

Civil litigation representing victims of personal injuries and/or property damage in all tort causes of action (auto, premises liability, products liability)

1999 to 2017

Senior Trial Attorney, Law Office of Eric Anderson/Law Office of Linda Libertucci, Staff Counsel Office of CNA, Brea, CA

Insurance defense civil litigation and commercial litigation. Extensive trial and litigation experience in all types of insurance defense, including personal injury defense of all tort causes of action (auto, premises liability, products liability, construction site

accidents, government tory defense, inverse condemnation defense), Civil Restraining Order litigation.

Construction defect litigation. Representing all types of entities in construction defect litigation, including general contractors, and all types of sub-contractors, tradesmen, and material suppliers. All types of construction projects litigated, including single-family homes, condominiums developments, industrial/commercial buildings/concrete tilt-ups, government owned buildings, including schools.

Substantial trial, discovery, arbitration and mediation experience in all types of contractor entities and construction projects, including 3week jury trial to verdict in construction defect/contractual indemnity case in Riverside County.

1990 to 1999

Senior Trial Attorney, Cigna Corporation, Legal & Public Affairs
Gorelick, Harpst & Lether, Orange CA

1989 to 1990

General Counsel and Vice-President, Specialty Restaurants Corporation, Anaheim, CA

Oversaw and supervised all outside litigation throughout the United States; Managed and administered entire in-house legal department and staff of attorneys, paralegals, support staff; Personal handling as attorney of record for all California litigation; Personal handling of all corporation legal matters.

1988 to 1989

Litigation Department Supervisor, Martin & Moran, Newport Beach, CA

Attorney of record for all Southern California litigation clients.

1987 to 1988

Associate General Counsel, Litigation, Specialty Restaurants Corporation, Anaheim, CA

Attorney of record for all California litigation.

1985 to 1987

Litigation Associate, Smith & Smith, Costa Mesa, CA

Commercial/Banking/Business litigation; Bankruptcy litigation.

1983 to 1985

Litigation Associate, Neben & Starrett, Newport Beach, CA

Bankruptcy Reorganizations; Business/Commercial/Construction litigation.

1981

Judicial Clerk to Honorable L. Thaxton Hanson, Associate Justice, California Court of Appeal, Second District

Experience

Litigation – Extensive experience including jury trials, court/bench trials, arbitrations in Superior and Municipal Courts; Bankruptcy court. Handling appeals in Appellate Department of Superior Court, Court of appeals, California Supreme Court;

Types of Cases Litigated

All types of personal injury/wrongful death cases involving auto/trucking cases; products liability cases; premises liability cases; food liability (food poisoning and foreign objects in food) cases; construction site accidents; government tory defense; inverse condemnation.

Civil Restraining Orders (temporary restraining orders and permanent injunctions).

All types of construction defect cases, including single-family tract homes; custom single-family homes; condominiums; industrial/commercial building; government, university & school district buildings.

Various and detailed business litigation matters including Breach of contract, complex real estate transaction cases; banking litigation (including FDIC & FSLIC cases); suretyship/guarantor litigation; landlord-tenant litigation; anti-trust/unfair competition litigation; Aircraft ownership/quiet title litigation; construction/mechanics' lien litigation; architect/professional liability litigation; fraudulent conveyance/bulk transfer litigation.

Department of Fair Employment and Housing administrative litigation.

Law Accomplishments

State Bar of California Committee Member on Standing Committee for the Administration of Justice, 2 year appointment beginning 2011, ending 2013.

Duties include reviewing proposed legislation which potentially impacted the administration of justice in all California Courts; Prepare comments and recommendations to Administrative Office of Courts regarding such proposed legislation.

Judge Pro Tem Los Angeles County Superior Court Temporary Judge Program, appointed 2004.

Completed numerous training seminars to qualify for appointment as a Judge Pro Tem, including Judicial Ethics, Bench Demeanor Training, Civil Non-Jury and Small Claims Court Training; Traffic Court Training (2004 to 2007).

Received two (2) Awards of Appreciation from Los Angeles County Superior Court for providing volunteer Judge Pro Tem service above and required amounts (2005 to 2006)

Arbitrator – Court Appointed Arbitrator, Orange County Superior court, Appointed 1996.

Arbitration/Mediation instructor for specialized claims department handling binding arbitrations nationwide class action litigation for Cigna.

Successfully completed rigorous 10-day National Institute of Trial Advocacy training program (1993).

Successfully completed intensive 3-day National Institute of Trial Advocacy training program on development of case theory, opening statement, direct examination, cross-examination and closing arguments (2005).

Obtained highest possible ranking of "1" on multiple occasions for yearly Performance Evaluation – Law Office of Linda Libertucci

Civic Leadership Accomplishments

Commissioner, Community Services Commission, City of West Covina, 3/2001 to April, 2008;

Chairperson, Community Services Commission, City of West Covina, (4/2002 to 4/2003;

Commissioner, Planning Commission, City of West Covina, April 2008 to April, 2012;

Chairperson, Planning Commission, City of West Covina, (4/2010 to 4/2011;

President, Ridge Riders Equestrian Club, West Covina, 2/2000 to 2/2004;

Board of Director Member, Ridge Riders Equestrian Club, West Covina, 1988 to 2004;

Citizens' Budge Committee, City of West Covina; and

Board of Director Member, West Covina Rose Float Foundation

Teaching Accomplishments

University of Phoenix, Adjunct Professor, 2008

Personal Information

Date of Birth: April 19, 1956
Marital Status: Married, 1 daughter, son-in-law and 2 grandchildren

EMPLOYMENT APPLICATION

CITY OF WEST COVINA
1444 W. Garvey Avenue South
West Covina, California 91790
http://westcovina.org

Golda, Edward Andy
2018-00181 CITY COUNCIL MEMBER

Received: 11/28/18 10:29 PM
For Official Use Only:
QUAL:_____
DNQ:_____
☐Experience
☐Training
☐Other:_____

PERSONAL INFORMATION

POSITION TITLE: CITY COUNCIL MEMBER	**EXAM ID#:** 2018-00181
NAME: (Last, First, Middle) Golda, Edward Andy	**SOCIAL SECURITY NUMBER:** N/A
ADDRESS: (Street, City, State, Zip Code) [redacted], West Covina, California 91792	**EMAIL ADDRESS:** [redacted]
HOME PHONE: [redacted] / **ALTERNATE PHONE:**	**NOTIFICATION PREFERENCE:** Email
DRIVER'S LICENSE: ■ Yes ☐ No / **DRIVER'S LICENSE:** **State:** CA **Number:** [redacted]	**LEGAL RIGHT TO WORK IN THE UNITED STATES?** ■ Yes ☐ No

PREFERENCES

MINIMUM COMPENSATION:

ARE YOU WILLING TO RELOCATE? ■Yes ☐No ☐Maybe

WHAT TYPE OF JOB ARE YOU LOOKING FOR?
Regular

TYPES OF WORK YOU WILL ACCEPT:
Full Time

SHIFTS YOU WILL ACCEPT:
Day,Evening,Night,Rotating,Weekends,On Call (as needed)

OBJECTIVE:
To provide internal and external citizens with excellent customer service, by holding myself accountable to get the job done.

EDUCATION

Nothing Entered For This Section

WORK EXPERIENCE

Nothing Entered For This Section

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

Nothing Entered For This Section

Agency-Wide Questions

1. **Where did you first hear about this opportunity?**

   City of West Covina's Website

2. **If you answered "yes" to the above question, please provide date(s) applied and position title(s). If this is not applicable, please type "NA" in the box below.**

   Maintenance and it was in the past 2 months.

3. **Do you have any relatives working here?**

   No

Job Specific Supplemental Questions

1. **The supplemental assessment you are about to complete is considered part of the examination and will be reviewed thoroughly. All responses to these questions will be subject to verification.**

   I understand that this supplemental assessment is part of the examination process and will be used to determine which candidates are selected to move forward in the recruitment process.

2. **Are you at least eighteen (18) years of age or will be 18 by the time of appointment?**

   Yes

3. **Are you a resident and registered voter of the City of West Covina?**

   Yes

4. **Briefly state why you are interested in serving on the City of West Covina's City Council and how you can contribute to the City as a Council Member.**

   I would like to assist the City by getting out of debt, making better finical decisions, and to assist our police department and fire department with their overtime issue. Also, I would like to assist the maintenance of the department on better management of land scaping issue throughtout the city.

5. **What do you understand to be the objectives and/or goals of being a Councilmember and how would you help achieve these objectives/goals?**

   I believe it is the city councils job to be fiscally responsible for the budgets for all parts of the city government. Everything from Parks and Recreation, to project management to Fire Life Safety and to assist the people in the city when there is a crisis. I also Beleive that the city council should be held accountable for projects that run too long and over budget or even when a city official abuses his or her power.

Edward "Andy" Golda
[redacted]
West Covina Ca. 91792
[redacted]

Dear Human Resources:

I am writing in response to your posting on your website. After reading your job description, I am confident that my skills and my passion for technology and customer service, both internal & external, are a perfect match for this position.

I would bring to your company a broad range of skills, including:

- HVAC / Refrigeration
- Plumbing
- Electrical / Mechanical
- Painting
- Contract Services
- Fire Life Safety
- Great Customer Service

I would welcome the opportunity to further discuss this position with you. If you have questions or would like to schedule an interview, please contact me by phone at [redacted] or by email at [redacted]. I have enclosed my resume for your review, and I look forward to hearing from you.

Sincerely,

Edward "Andy" Golda

Edward Andy Golda
[redacted] West Covina Ca 91792
[redacted]

Dedicated team player looking to streamline the business of a well-kept building.

Assistant Facility Manager – Jones Lang LaSalle U.S. Postal Service Account
August 2017- October 2018
As AFM to the USPS I have assisted with contracted services on behalf of my client the U.S. Postal Service at a P&DC Location (process and distribution center) Current property cover 75 acres, 3 buildings comprised of processing work room, admin office space, Wearhouse and a vehicle-maintained building totaling 1.5 million square footage. Contract service include the following: HVAC, Cooling Tower cleaning, water treatment, commercial kitchen service and repair, UPS, emergency generator, crane and hoist, pest control, back flow devices, FLS (fire life safety). Communicate back to government contacts on status of R&A. I update budgets and drafts reports and make written recommendations for my client. Also provide cost saving reports and oversee building projects.

Chief Engineer – Marriott International
January 2016 – May2017

I have been the Chief Engineer at 3 properties. Over saw 2 properties in Manhattan Beach and currently in Pasadena Ca. Supervise and coordinate activities of workers engaged in maintaining and repairing physical structures of buildings and grounds. In addition, coordinate activities of workers engaged in setting up, installing, repairing, and maintaining facility boiler systems, pumps, HVAC systems, plumbing, water and sewage systems, Energy Management Systems (EMS), security systems and life safety systems. Ensure that appropriate service manuals, technical manuals and blueprints are available current and utilized during preventive maintenance, repair, and/or replacement procedures. I am overall responsibility for supervising shifts and department operation. I provide guidance and direction to subordinates. Provide information to managers, peers, subordinates and other departments. Functions as a technical department resource and provides training to incumbents and new hires. Follow all company and safety and security policies and procedures; report maintenance problems, safety hazards, accidents, or injuries; and complete safety training and certifications. Ensure uniform and personal appearance are clean and professional, maintain confidentiality of proprietary information, and protect company assets. Welcome and acknowledge all guests according to company standards, anticipate and address guests' service needs, and assist individuals with disabilities. Speak with others using clear and professional language. Develop and maintain positive working relationships with others, and listen and respond appropriately to the concerns of other employees. Perform other reasonable job duties as requested by Supervisors.

Engineering Supervisor – Hyatt Regency Indian Wells Resort & Spa
September 2011 - January 2016

As an Engineering Supervisor I am responsible for shift coverage and possess strong trouble-shooting skills in all areas of maintenance in guest rooms, meeting space, and front of the house areas, as well as back of house areas including kitchen, electrical, mechanical and HVAC systems, using a Windows based

computer system. Am able to read blue prints and schematics as required. I have 20-years in building maintenance, 14 years with hotel experience. I have strong working knowledge of all major building systems, including life-safety systems. I have good communication skills. Additionally, I have strong leadership skills, and am willing to work different shifts as the demands of business dictates.

Building Engineer – Hyatt Regency Huntington Beach Resort & Spa
January 2003- September 2011

General Maintenance Engineer 2 I was responsible for general maintenance and repairs in guest rooms, meeting space, and front/back of house areas. Guest room and public area preventative maintenance, able to repair drywall, paint and understand the difference in paint and stain finishes throughout the property. Performed repairs and troubleshooting on mechanical, electrical, plumbing, HVAC, refrigeration, and laundry equipment, that required skills and experience in these areas. Also I had good communication skills.

Management - The Arrington Apartments
August 1997- May 2005
At the age of 17 my father gave me the keys to our family owned multifamily apartment complex. I have worked with different agencies, from the Health Department to the Police department in order to maintain a building and its safety of it occupants. I am familiar with the laws and different city ordinance where I would need to be compliant. I have worked with very different budgets and have been very successful.

Certifications:
- EPA Type 2&3
- CPO
- SafLok / Kaba
- AED & First Aid
- Currently working on Real Estate licenses.

Education:
- Brownson Technical -
  - HVAC & Refrigeration Certificate
- Mt. San Antonio College
  - General Studies no degree
- Nogales High School
  - Diploma

New Building / Renovation Experience

Jones Lang LaSalle (JLL) U.S. Postal Service Los Angeles Processing & Distribution Center

Cooling Towers, Air Handlers, EMS (BMS) Upgraded after 31 years in service 2018

South Los Angeles Ca.

Home Page: www.usps.com

Chief Engineer at the Marriott Residence Inn, Pasadena/Old Town.

New Construction 2016 (Opening Team Member)

Pasadena Ca.

Home Page: https://www.marriott.com/hotels/travel/laxro-residence-inn-los-angeles-pasadena-old-town/?scid=bb1a189a-fec3-4d19-a255-54ba596febe2

Hyatt Regency Indian Wells

Guest Room Renovation Started in 2015

Cooling Tower Replacement 2012

Indian Wells Ca.

Home Page: https://www.hyatt.com/en-US/hotel/california/hyatt-regency-indian-wells-resort-and-spa/champ

Hyatt Regency Huntington Beach

New Construction 2003 (Opening Team Member)

1st Renovation 2007

Employee Café Renovation 2009

Huntington Beach Ca.

Home Page: https://www.hyatt.com/en-US/hotel/california/hyatt-regency-huntington-beach-resort-and-spa/hunrh

EMPLOYMENT APPLICATION

CITY OF WEST COVINA
1444 W. Garvey Avenue South
West Covina, California 91790
http://westcovina.org

Martinez, Abraham Frank
2018-00181 CITY COUNCIL MEMBER

Received: 12/4/18 10:36 PM
For Official Use Only:
QUAL:_____
DNQ:_____
☐Experience
☐Training
☐Other:_____

PERSONAL INFORMATION

POSITION TITLE: CITY COUNCIL MEMBER		**EXAM ID#:** 2018-00181
NAME: (Last, First, Middle) Martinez, Abraham Frank		**SOCIAL SECURITY NUMBER:** N/A
ADDRESS: (Street, City, State, Zip Code) [redacted], West Covina, California 91791		**EMAIL ADDRESS:** [redacted]
HOME PHONE: [redacted]	**ALTERNATE PHONE:**	**NOTIFICATION PREFERENCE:** Email
DRIVER'S LICENSE: ☐ Yes ■ No	**DRIVER'S LICENSE:** **State: Number:**	**LEGAL RIGHT TO WORK IN THE UNITED STATES?** ■ Yes ☐ No

PREFERENCES

MINIMUM COMPENSATION:	**ARE YOU WILLING TO RELOCATE?** ■Yes ☐No ☐Maybe

WHAT TYPE OF JOB ARE YOU LOOKING FOR?
Regular,Temporary,Seasonal

TYPES OF WORK YOU WILL ACCEPT:
Full Time,Part Time,Per Diem

SHIFTS YOU WILL ACCEPT:
Day,Evening,Night,Weekends

OBJECTIVE:
To serve the people in my City & work with my fellow neighbors in West Covina to help reduce the budget when we can and have the services necessary to run the city.

EDUCATION

Nothing Entered For This Section

WORK EXPERIENCE

Nothing Entered For This Section

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

Nothing Entered For This Section

Agency-Wide Questions

1. **Where did you first hear about this opportunity?**

   Other

2. **If you answered "yes" to the above question, please provide date(s) applied and position title(s). If this is not applicable, please type "NA" in the box below.**

   NA

3. **Do you have any relatives working here?**

   No

Job Specific Supplemental Questions

1. **The supplemental assessment you are about to complete is considered part of the examination and will be reviewed thoroughly. All responses to these questions will be subject to verification.**

   I understand that this supplemental assessment is part of the examination process and will be used to determine which candidates are selected to move forward in the recruitment process.

2. **Are you at least eighteen (18) years of age or will be 18 by the time of appointment?**

   Yes

3. **Are you a resident and registered voter of the City of West Covina?**

   Yes

4. **Briefly state why you are interested in serving on the City of West Covina's City Council and how you can contribute to the City as a Council Member.**

   I want to help city council and my fellow neighbors with the budget, public safety, and bring new businesses to West Covina, I have lived in West Covina most of my life 26 years, i go to city council meetings when i can or watch them on YouTube, i have seen the situation we are in with the budget, police & fire and CalPERS. I want to listen to city council & staff and help by making the tough decisions that need to be made to avoid bankruptcy and make West Covina work by only spending what we bring in, cutting where we can but not eliminating vital city services.

5. **What do you understand to be the objectives and/or goals of being a Councilmember and how would you help achieve these objectives/goals?**

   To help make the tough decisions to keep West Covina running smoothly, by making tough cuts in the city budget where we can, supporting our police & fire, and attract new business to movie in and stay in West Covina. City Council needs to listen to the people & residents of West Covina, but also needs to make the tough decisions regardless if some don't like some of the outcomes.

Abraham Martinez
[redacted]Pkwy.
West Covina, CA 91791
Phone: [redacted]

Hi I'm Abraham, I'm a 26 year long resident of beautiful West Covina. I have lived in West Covina most of my life, went to school in the WCUSD, and have many friends and family here. I care so much about this city and the choices city council & city hall make that affects me, my family, and fellow neighbors. Going to city council meetings and watching them on YouTube I have been concerned enough to talk to many of my fellow residents in person and online, many that have deferent political views than me, but we all talk and listen to each other when discussing West Covina, the Budget, the homeless problem, drugs & crime & so much more. I am an Independent voice, I want to work with Mayor Lloyd Johnson, Mayor Pro Tem Tony Wu, and newly elected city council members Letty Lopez & Dario Castellanos on the budget, watching our expenditures, only spending what we bring in, looking at what can be cut but not by cutting important services to residents. I want to help bring in new businesses to West Covina, we have what most cites don't, a major freeway that has 7 exit/on ramps, we need to be business friendly well also support our small local businesses. I also want to help or police & fire and make sure they know they have are support, public safety is so important to West Covina, and with the homeless problem, drugs, and crime they need our support. I want to help anyway I can, I think that the best next step is for me to be appointed to city council and help my fellow city council members run the city, making West Covina financially stable, safe, fun, and attract more shops & restaurants to move in to West Covina, thank you for your consideration.

Abraham Frank Martinez
[redacted]
West Covina, CA 91791
[redacted]

Education:

- **Baldwin Park Adult & Community Education (BPACE)**: (2008 – 2010)
  - Medical Assistant Diploma, Administrative & Clinical, covering the following;
    - *Admin*: Bookkeeping, scheduling appt., insurance and billing and collections
    - *Clinical*: Phlebotomy, blood testing, urinalysis, EKG, assisting, with minor procedures, and vital signs.
  - EKG Technician Certification: 2009
- **Mt. San Antonio College**: (2007-2013) Some College.
- **Coronado High School** (2007)
  - Basic Computer Skills course completed - 2007
  - Advanced Computer course completed – 2007
    - High School Diploma Obtained - 2007
- **Del Norte ROP/TC**: (2007)
  - CPR/AED First Aid Card Certification – 2007
- **Sunflower Campus ROP/TC**: (2007)
  - Heath Careers ROP course competed
- **West Covina High School**: (2006)
  - Geographic Information Systems (GIS) course competed - 2006
  - Computer Aided Drafting & Designed (CADD) course completed – 2006

Work Experience / Volunteer Work:

- **DJ**: (2007 – Present) Responsible for equipment, dj mixing, advertising.
- **Heath Careers**: (2006 – 2008) Clerical - Volunteer/Student, at Foothill Presbyterian Hospital (ER Dept.). Clerical work, responsible for; customer service at ER Dept. data entry in computers, clean up & restock, asst. nurses, transport patients in w/c, answer phones 85 - 95 calls a day, filing in Central Service Dept. Training at ESGV ROP/TC Sunflower campus in Glendora and On-site at **Foothill Presbyterian Hospital**.
- **(98 Cent +) R.A.Y.O Market**: (2013 – 2015) Retail – retail/casher, human resources, administrative support services, (Store Closed in 2015) **Greg Keeran (store owner) 626-786-4801**

Skills:

- **Computer Skills**
  - Windows 10
  - Office 2016; Word 2016, Excel 2016, Power Point 2016
  - Typing 35wpm

EMPLOYMENT APPLICATION

CITY OF WEST COVINA
1444 W. Garvey Avenue South
West Covina, California 91790
http://westcovina.org

Shewmaker, Jessica C
2018-00181 CITY COUNCIL MEMBER

Received: 12/13/18 3:27 PM
For Official Use Only:
QUAL:_____
DNQ:_____
☐Experience
☐Training
☐Other:_____

PERSONAL INFORMATION

POSITION TITLE: CITY COUNCIL MEMBER		**EXAM ID#:** 2018-00181
NAME: (Last, First, Middle) Shewmaker, Jessica C		**SOCIAL SECURITY NUMBER:** N/A
ADDRESS: (Street, City, State, Zip Code) [redacted] West Covina, California 91791-4098		**EMAIL ADDRESS:** [redacted]
HOME PHONE: [redacted]	**ALTERNATE PHONE:**	**NOTIFICATION PREFERENCE:** Email
DRIVER'S LICENSE: ■ Yes ☐ No	**DRIVER'S LICENSE:** **State: Number:**	**LEGAL RIGHT TO WORK IN THE UNITED STATES?** ■ Yes ☐ No

PREFERENCES

MINIMUM COMPENSATION:	**ARE YOU WILLING TO RELOCATE?** ☐Yes ☐No ☐Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR?	
TYPES OF WORK YOU WILL ACCEPT:	
SHIFTS YOU WILL ACCEPT:	
OBJECTIVE:	

EDUCATION

Nothing Entered For This Section

WORK EXPERIENCE

Nothing Entered For This Section

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

Nothing Entered For This Section

Agency-Wide Questions

1. **Where did you first hear about this opportunity?**

   Friend

2. **If you answered "yes" to the above question, please provide date(s) applied and position title(s). If this is not applicable, please type "NA" in the box below.**

   N/A

3. **Do you have any relatives working here?**

   No

Job Specific Supplemental Questions

1. **The supplemental assessment you are about to complete is considered part of the examination and will be reviewed thoroughly. All responses to these questions will be subject to verification.**

   I understand that this supplemental assessment is part of the examination process and will be used to determine which candidates are selected to move forward in the recruitment process.

2. **Are you at least eighteen (18) years of age or will be 18 by the time of appointment?**

   Yes

3. **Are you a resident and registered voter of the City of West Covina?**

   Yes

4. **Briefly state why you are interested in serving on the City of West Covina's City Council and how you can contribute to the City as a Council Member.**

   I am interested in serving on the council because I believe the city is at a crucial point in time. I also believe in public service, especially on the local level where the benefits are felt more strongly.
   I can contribute by bringing my temperament, knowledge, philosophy, and skills, shown as the elected representative of about 50% of the people of West Covina for the last 13 years. I also bring my understanding of the City of West Covina and its history, understanding of government processes, such as, the budgeting process, working with public employees and their representatives, public safety, governmental meetings, working with the public, and general representation of the City to the community and other agencies.

5. **What do you understand to be the objectives and/or goals of being a Councilmember and how would you help achieve these objectives/goals?**

   A council member, as part of the council, sets policy and hires competent and knowledgeable staff to implement those policies for the benefit of the public. I would implement the objective/goal of making decisions based on the benefit to the community by working with my fellow council members, community and staff and always remembering what goal I am trying to achieve.

JESSICA C. SHEWMAKER
[redacted]
West Covina, California 91791-4098
[redacted]

December 4, 2018

City Council
City of West Covina
1444 West Garvey Avenue
West Covina, California 91790

To City Council:

Please accept this letter as reflective of my interest in the appointment for the open seat for Council Member, City of West Covina. The following outlines my background and qualifications to become a member of the City Council.

During past appointments the council showed interest in applicant's involvement in the community, running for or holding elective office, understanding of the City of West Covina and its history, understanding of government processes, such as, the budgeting process, working with public employees and their representatives, public safety, governmental meetings, working with the public, and general representation of the City to the community and other agencies.

I represented approximately 50% of the City of West Covina as Governing Board Member, West Covina Unified School District from December 2005 until December 2018. The West Covina Unified School District has 4 high schools, 3 middle schools, two charter schools and 8 elementary schools serving over 10,000 students from West Covina and surrounding communities.

West Covina Unified has over 900 employees and an operating budget of over $100 million. During my time in office, despite a declining economy, our school district increased reserves by more than $20,000,000. While other school districts were closing schools, cutting staff and programs, we opened new high schools, a new middle school, improved facilities, and increased offering and services to our students.

The past 13 years has seen good relations among our employees, teachers, staff, parents, and the public. We have worked hard together to increase services to our students while other governmental organizations have seen declines in services to its' residents.

I have held various leadership roles on the West Covina Unified School Board, serving as Board President, Board Vice President, and Board Clerk. In addition to serving as an elected representative of the people of West Covina, I served seven years on the East San Gabriel Valley Regional Opportunity Program's Governing Board and was the WCUSD representative on the City/School Advisory Committee for over 6 years. I also served on the City of West Covina's Redevelopment Successor Agency Oversight Board as the representative from the Los Angeles County Office of Education.

Website: www.Shewmaker.US Email: [redacted]

All stakeholders of West Covina know they have access to me and will receive an open/fair hearing of concerns/issues when presented to me. I fully understand that the governing body of any public agency sets policy and hires competent and knowledgeable staff to implement those policies for the benefit of the public.

My knowledge of public agencies, in addition to the knowledge derived from my years of public service, is boosted by my career. As a paralegal/policy analyst for a law firm which specializes in public agencies, I work daily with issues that directly impact cities, including laws, personnel, budgeting and day-to-day operations.

During my time in office, I had to make difficult decisions affecting our community members and their children. The very same decisions needed at the city level. The temperament, knowledge, philosophy, and skills shown as the elected representative of the people of West Covina for the last 13 years will serve the entire City of West Covina well.

Thank You,

Jessica C. Shewmaker

Website: www.Shewmaker.US Email: [redacted]

Jessica C. Shewmaker

[redacted]West Covina, California 91791-4098[redacted]

Objective

To use my unique background and skill set for the benefit of the community of West Covina.

Background/Experience

I have been a resident of West Covina for more than 28 years. I attended Edgewood Middle School and graduated from West Covina High School. After graduation, I studied International Relations, Business, and Paralegal Studies.

In college, I represented students while working with the California State Assembly and Senate on education issues. During this time, I continued to keep in touch with the community, developing an even deeper appreciation and understanding of the many sides of the issues affecting the community.

I have served our community as:

1. A Trustee for the Board of Education for the West Covina Unified School District.
2. A member of the Board of Management for the East San Gabriel Valley Regional Occupational Program. This board is responsible for public education services, which provide practical, hands-on career preparation and career guidance to residents in seven local school districts.
3. A member of the district/city advisory committee.
4. A member, appointed by the Los Angeles County Office of Education, of the City of West Covina's Successor Agency Oversight Committee.

For 15 years, I have worked as a paralegal and legislative analyst. I currently work at a law firm which specializes in representing school districts, cities and water districts. Prior to my current position, I worked for a local law firm as a paralegal handling construction, real estate, family law, and business issues.

Education

San Francisco State University
Mt. San Antonio Community College
West Covina High School

EMPLOYMENT APPLICATION

CITY OF WEST COVINA
1444 W. Garvey Avenue South
West Covina, California 91790
http://westcovina.org

Solorio, Marsha
2018-00181 CITY COUNCIL MEMBER

Received: 12/17/18 9:09 AM
For Official Use Only:
QUAL:_____
DNQ:_____
☐Experience
☐Training
☐Other:_____

PERSONAL INFORMATION

POSITION TITLE: CITY COUNCIL MEMBER	**EXAM ID#:** 2018-00181
NAME: (Last, First, Middle) Solorio, Marsha	**SOCIAL SECURITY NUMBER:** N/A
ADDRESS: (Street, City, State, Zip Code) [redacted] West Covina, California 91790	**EMAIL ADDRESS:** [redacted]
HOME PHONE: [redacted] / **ALTERNATE PHONE:**	**NOTIFICATION PREFERENCE:** Email
DRIVER'S LICENSE: ■ Yes ☐ No / **DRIVER'S LICENSE:** **State:** CA **Number:**	**LEGAL RIGHT TO WORK IN THE UNITED STATES?** ■ Yes ☐ No

PREFERENCES

MINIMUM COMPENSATION:	**ARE YOU WILLING TO RELOCATE?** ☐Yes ☐No ☐Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR?	
TYPES OF WORK YOU WILL ACCEPT:	
SHIFTS YOU WILL ACCEPT:	
OBJECTIVE:	

EDUCATION

Nothing Entered For This Section

WORK EXPERIENCE

Nothing Entered For This Section

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

Nothing Entered For This Section

Agency-Wide Questions

1. **Where did you first hear about this opportunity?**

   City of West Covina's Website

2. **If you answered "yes" to the above question, please provide date(s) applied and position title(s). If this is not applicable, please type "NA" in the box below.**

   NA

3. **Do you have any relatives working here?**

   No

Job Specific Supplemental Questions

1. **The supplemental assessment you are about to complete is considered part of the examination and will be reviewed thoroughly. All responses to these questions will be subject to verification.**

   I understand that this supplemental assessment is part of the examination process and will be used to determine which candidates are selected to move forward in the recruitment process.

2. **Are you at least eighteen (18) years of age or will be 18 by the time of appointment?**

   Yes

3. **Are you a resident and registered voter of the City of West Covina?**

   Yes

4. **Briefly state why you are interested in serving on the City of West Covina's City Council and how you can contribute to the City as a Council Member.**

   As a 20-year resident and homeowner in West Covina, a trained auditor and accountant, as well as co-chair of the West Covina Audit Committee, I am compelled to offer my expertise to assist our council in this critical time for our city. My knowledge, experience and skills in finance, audit, procurement, federal compliance, fixed asset management and procurement can help guide our city to develop sound financial processes. Our city is in desperate need of a revision to the budget development process and oversight over expenditures. I am confident that my background is what the city needs at this time. As a resident, I believe time is of the essence and must work hard to see our beautiful city succeed.

5. **What do you understand to be the objectives and/or goals of being a Councilmember and how would you help achieve these objectives/goals?**

   I understand the objectives of being a Councilmember are to represent its residents, as well as create and set city policies through ordinances and resolutions. In addition, the Council must appoint residents to serve on commissions, as well as oversee city functions. In order to achieve these objectives, the Council must be interactive with residents, city staff, as well as vote on city policies during the bi-monthly city council meetings.

December 14, 2018

City of West Covina
City Council Members
1444 W Garvey Ave.
West Covina, CA 91790

Dear City Council:

I am applying for the At-Large City Council vacancy chair. Based on the requirements listed in the application, I know that my skills and experience are a perfect match for this position.

As a 20-year resident and homeowner in West Covina, a trained auditor and accountant, as well as co-chair of the West Covina Audit Committee, I am compelled to offer my expertise to assist our council in this critical time for our city.

With over nine years of experience in audit of local governments and not-for-profit agencies, my experience and skills in finance, procurement, federal compliance, fixed asset management, internal audits, and general accounting tasks can help guide our city to develop sound financial practices. Our city is in desperate need of a budget revision to determine how to control expenditures and find the best way to allocate revenues. I am confident that my background is what our city needs.

Because I am passionate about our city, I actively attend city council meetings as well as meetings for our audit committee in order to better understand the depth and resolutions for city issues.

I am confident that I will be a great asset as your fellow City Council Member and will be able to assist in the general oversight of the city's functions, balancing the budget, and creating new policies for the betterment of our city.

I have enclosed my resume for your review. I look forward to further discussing this opportunity. If there are any questions or would like to schedule an interview, please call me at [redacted]

Sincerely,

Marsha Solorio

Marsha Solorio

[redacted]
West Covina, Ca. 91790
[redacted]

OBJECTIVE
Position as an At-Large City Council Member where excellent technical, communication, analytical, and organizational skills will be utilized by providing objective review of the City's internal control processes and ensuring compliance with relevant laws and statutes.

EDUCATION
California Polytechnic State University, Pomona, CA
Bachelor of Science-Cum Laude June 2008
School of Business Administration
Concentration: Accounting
Cumulative GPA 3.61

Memberships	**Honors**
Phi Theta Kappa International Honor Society	Deans List
Beta Alpha Psi	President's Honor List

Experience
JWCH Institute, Inc. July 2017 – Present
Audit/Accounting Supervisor
- Analyzing and updating Agency's policies, processes and procedures
- Analyzes financial status by collecting, monitoring, and studying data; recommending actions
- Conducting special studies/analysis under direction of CFO
- Fixed Asset management
- Oversee procurement and purchasing

Simpson and Simpson CPAs April 2017 – June 2017
Audit Supervisor
- Oversee audit planning, field work, and audit reporting; prepares reports, and communicate findings and recommendations to line and senior management
- Review audit work papers prepared by the audit staff to ensure compliance with applicable auditing standards.
- Responsible for the daily supervision of audit staff and responsible for the development of audit staff and the completion of performance evaluations.

Simpson and Simpson CPAs August 2011 – March 2017
Senior Auditor
- Plan, direct, and performance of audit engagements.
- Work independently with minimum supervision & also as part of a team based on size and complexity of client.
- Specialize in audits for local government & not-for profit agencies – Financial Statement audits and Single Audits in accordance to OMB A-133 and Uniform Guidance.

Simpson and Simpson CPAs October 2008 – August 2011
Staff Auditor
- Perform audit procedures under minimum supervision
- Develop analytical, technical and communication skills
- Specialize in audits for local government & not-for profit agencies – Financial Statement audits and Single Audits in accordance to OMB A-133.

City of Azusa February 2008 – October 2008
Volunteer Finance Intern
- Working directly with Finance Department staff.
- Research account transaction details using Bi-tech system.
- Responsible for special assignments in collaboration with Budget Analyst & Sr. Accountants.
- Demonstrate skills in using Excel to compile data and generate statistical reports.
- Perform various assignments in AP and Cash Receipts as needed.

Computer Skills

Word	Excel	Access	PowerPoint	ProSystem fx Engagement

Skills

- Excellent Team Player
- Ability to multi-task
- Ability to adapt quickly
- Ability to build client relationships

Letters of Recommendation available upon request

EMPLOYMENT APPLICATION

CITY OF WEST COVINA
1444 W. Garvey Avenue South
West Covina, California 91790
http://westcovina.org

Stewart, David Lee
2018-00181 CITY COUNCIL MEMBER

Received: 12/17/18 2:08 PM
For Official Use Only:
QUAL:_____
DNQ:_____
☐ Experience
☐ Training
☐ Other:_____

PERSONAL INFORMATION

POSITION TITLE: CITY COUNCIL MEMBER		**EXAM ID#:** 2018-00181
NAME: (Last, First, Middle) Stewart, David Lee		**SOCIAL SECURITY NUMBER:** N/A
ADDRESS: (Street, City, State, Zip Code) [redacted] West Covina, California 91791		**EMAIL ADDRESS:** [redacted]
HOME PHONE: [redacted]	**ALTERNATE PHONE:**	**NOTIFICATION PREFERENCE:** Email
DRIVER'S LICENSE: ■ Yes ☐ No	**DRIVER'S LICENSE:** **State:** CA **Number:** DO219615	**LEGAL RIGHT TO WORK IN THE UNITED STATES?** ■ Yes ☐ No

PREFERENCES

MINIMUM COMPENSATION:	**ARE YOU WILLING TO RELOCATE?** ☐Yes ☐No ☐Maybe
WHAT TYPE OF JOB ARE YOU LOOKING FOR?	
TYPES OF WORK YOU WILL ACCEPT:	
SHIFTS YOU WILL ACCEPT:	
OBJECTIVE:	

EDUCATION

Nothing Entered For This Section

WORK EXPERIENCE

Nothing Entered For This Section

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

Nothing Entered For This Section

Agency-Wide Questions

1. **Where did you first hear about this opportunity?**

   City of West Covina's Website

2. **If you answered "yes" to the above question, please provide date(s) applied and position title(s). If this is not applicable, please type "NA" in the box below.**

   NA

3. **Do you have any relatives working here?**

   No

Job Specific Supplemental Questions

1. **The supplemental assessment you are about to complete is considered part of the examination and will be reviewed thoroughly. All responses to these questions will be subject to verification.**

   I understand that this supplemental assessment is part of the examination process and will be used to determine which candidates are selected to move forward in the recruitment process.

2. **Are you at least eighteen (18) years of age or will be 18 by the time of appointment?**

   Yes

3. **Are you a resident and registered voter of the City of West Covina?**

   Yes

4. **Briefly state why you are interested in serving on the City of West Covina's City Council and how you can contribute to the City as a Council Member.**

   61 year resident. Retired Contractor. I have a total of 5 children and grandchildren that all graduated at West Covina High School. I have local knowledge as a long time resident with desire for all families to enjoy family life in West Covina.

5. **What do you understand to be the objectives and/or goals of being a Councilmember and how would you help achieve these objectives/goals?**

   Work with council members to assure public safety, safe parks, street maintenance, safe schools, address homeless problems, promote new business, and work together to balance budgets.

David L. Stewart..... [redacted]

West Covina, Ca.91791

[redacted]

West Covina City Council
1444 West Garvey Avenue So.
West Covina, Ca. 91790

Dear Council Members,

Please use this letter as my request for consideration for appointment to fill the one year time period of the council seat recently vacated.

I have been a 61 year resident of West Covina and have seen the city more than double in population and expand to its present size. Running a 50 yr. business in the area as a C-15 Contractor has also afforded me close ties with the community.

During this time I managed a West Covina Bobby Sox Softball team for 5 years in the '70's and Little League Majors & umpired in the 1960's & 70's. I am a major 5 year sponsor of the Queen of the Valley Neo-natal program and Charity Golf Tournament.

I have served one year on the Community Service Commission and Sports Council and 6 years on the Planning Commission, two as Chairman. During this time I have expended a great deal of time, expertise, and energy to work for the residents of our city.

As a current planning commissioner I have researched all requests and visited all sites under consideration for additions, new construction and other business requests.

In addition, I have made it a point to attend <u>every</u> City Council meeting, just to further my knowledge of the concerns and needs of the residents as well as those of the governing bodies.

I feel that, considering my experience and credentials, I am ultimately qualified to handle the responsibility of being on the council with dignity and integrity.

Looking forward to our interview meeting.

Sincerely,

David L. Stewart

DLS/hs
cc: file

City of West Covina

Application for Appointment to Commission

The City of West Covina welcomes your interest to serve on a City Commission. All commissioners must be residents of the City of West Covina and commissioners serving on the Senior Citizens Commission must be at least fifty (50) years old. It is preferable for members of the Public Arts Commission to possess a background, training, education, and/or other professional experience in the arts. Each member of a commission shall be paid a stipend that is set by resolution of the City Council.

Commission to which appointment is sought:

(X) Community Services Commission
( ) Human Resources Commission
(X) Planning Commission
( ) Public Arts Commission
( ) Senior Citizens Commission

PERSONAL INFORMATION *Please print the following information*

Name: DAVID LEE STEWART

Address: [redacted] West Covina, Ca. 91791

Years in West Covina: 52

Home phone: [redacted]

E-mail address: [redacted]

Cell phone: [redacted]

Employer: Self Employed - Retired

Work phone:

Occupation: Flooring Contractor #482136

EDUCATION/TRAINING

High School: Mark Keppel - Alhambra, Ca. (Name/Location) — Graduated 1953 (Highest grade completed)

Colleges/Universities

Name/Location	Major	Degree
Mt. San Antonio	Various Classes	

1. Please list any certifications, professional licenses, personal experiences or interests which you feel qualifies you to serve on a commission.

   50 years in building trades as C-15 Contractor. Am presently the the Chairman of the Planning Commission. Served one year on Community Services.

2. Please list any civic activities, clubs, associations, etc. that you are involved in. (current and past)

   Covina Chamber of Commerce. 5 Year Sponsor Queen of the Valley Neo-natal program & Charity Golf Tournament. 5 year Mgr. W.Covina Bobbie-Sox softball coach in the 70's. Manager Little League Majors and umpire in 1960-70's.

3. Briefly state why you are interested in serving on a City of West Covina Commission and how you can contribute to the City as a commissioner.

As a 52 year resident of West Covina I have seen the city more than double in population and expand to its present size. Knowledge of the city over all these years has given me proper credentials to be a planning commissioner. As a current commissioner, I have researched all requests and visited all sites under consideration for additions, new construction as well as new business requests. Being retired affords me the opportunity to help the city make good decisions for our residents as well as giving something back to West Covina for all the enjoyment my family has and will continue to enjoy.

4. What do you see as the objectives and/or goals of city commissions and how would you help achieve these objectives/goals?

City commissioners must realize the importance of the job they accept, be it youth activities, senior ciitizens, employee relations or planning commission, that all decisions they make are important to the residents of West Covina. Helping staff members realize these goals is or should be the responsibility of all commissioners.

IMPORTANT

Appointees to city commissions may be required to complete a Statement of Economic Interest Form as required by California Government Code §87200 et seq. and the City of West Covina Conflict of Interest Code.

This application is considered a public record pursuant to The California Public Records Act (Government Code 6520 et seq.) and may be made available to any member of the public upon request.

The filing of an application is not a requirement to serve on a City Commission. The application will be used to assist the City Council in their selection of appointments. Applications will be kept on file in the City Clerk's Office for one year from the date of submittal.

Signature of Applicant: _____ Date: _____

RETURN COMPLETED APPLICATION TO:
Office of the City Clerk
1444 W. Garvey Avenue
West Covina, California 91790
626-939-8433

EMPLOYMENT APPLICATION

CITY OF WEST COVINA
1444 W. Garvey Avenue South
West Covina, California 91790
http://westcovina.org

Wong, Benjamin S.
2018-00181 CITY COUNCIL MEMBER

Received: 12/17/18 4:58 PM
For Official Use Only:
QUAL:_____
DNQ:_____
☐Experience
☐Training
☐Other:_____

PERSONAL INFORMATION

POSITION TITLE: CITY COUNCIL MEMBER	**EXAM ID#:** 2018-00181
NAME: (Last, First, Middle) Wong, Benjamin S.	**SOCIAL SECURITY NUMBER:** N/A
ADDRESS: (Street, City, State, Zip Code) [redacted] West Covina, California 91791	**EMAIL ADDRESS:** [redacted]
HOME PHONE: [redacted] / **ALTERNATE PHONE:**	**NOTIFICATION PREFERENCE:** Email
DRIVER'S LICENSE: ■ Yes ☐ No / **DRIVER'S LICENSE:** **State:** CA **Number:** [redacted]	**LEGAL RIGHT TO WORK IN THE UNITED STATES?** ■ Yes ☐ No

PREFERENCES

MINIMUM COMPENSATION:

ARE YOU WILLING TO RELOCATE? ☐Yes ■No ☐Maybe

WHAT TYPE OF JOB ARE YOU LOOKING FOR?
Regular,Temporary

TYPES OF WORK YOU WILL ACCEPT:
Full Time,Part Time

SHIFTS YOU WILL ACCEPT:

OBJECTIVE:
To provide leadership and service to the community I call "home."

EDUCATION

Nothing Entered For This Section

WORK EXPERIENCE

Nothing Entered For This Section

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

Nothing Entered For This Section

Agency-Wide Questions

1. **Where did you first hear about this opportunity?**

   City of West Covina's Website

2. **If you answered "yes" to the above question, please provide date(s) applied and position title(s). If this is not applicable, please type "NA" in the box below.**

   NA

3. **Do you have any relatives working here?**

   No

Job Specific Supplemental Questions

1. **The supplemental assessment you are about to complete is considered part of the examination and will be reviewed thoroughly. All responses to these questions will be subject to verification.**

   I understand that this supplemental assessment is part of the examination process and will be used to determine which candidates are selected to move forward in the recruitment process.

2. **Are you at least eighteen (18) years of age or will be 18 by the time of appointment?**

   Yes

3. **Are you a resident and registered voter of the City of West Covina?**

   Yes

4. **Briefly state why you are interested in serving on the City of West Covina's City Council and how you can contribute to the City as a Council Member.**

   I care deeply about West Covina, as demonstrated by 30 plus years of community involvement and public service. I have served on the boards of directors for numerous community and nonprofit organizations, including the Institute for Local Government, Foothill Transit, San Gabriel Valley Economic Partnership, Citrus Valley Medical Center Foundation, Mt. San Antonio College Foundation, West Covina Chamber of Commerce, West Covina Lions Club, and CAUSE (Center for Asian Americans United for Self-Empowerment) to name a few.
   My various work experiences will also serve me in representing the best interests of our community. I have recently retired from full-time employment, most recently as Executive Director of the Industry Manufacturers Council, although I continue to serve as a consultant to a South Coast Air Quality Management District Governing Boardmember. Before that I served as a Southern California Edison Local Public Affairs Region Manager, and as Executive Director for the League of California Cities' Los Angeles County Division, coordinating the League Division's local programs for city officials within the County. Prior to my four years working for the League, I was the Assistant to California Board of Equalization Member John Chiang (2001-2006) and for more than 20 years before that, I managed The Great Wall Restaurant, founded by my parents in West Covina in 1955.

5. **What do you understand to be the objectives and/or goals of being a Councilmember and how would you help achieve these objectives/goals?**

   To serve the resident of the community with sound decision making that protect the quality of life for all residents. I believe my 14-plus years of experience speaks to my qualifications as enumerated on my resume/

BENJAMIN S. WONG

December 17, 2018

Mayor Lloyd Johnson
Mayor Pro Tem Tony Wu
Councilmember Dario Castellanos
Councilmember Letty Lopez-Viado
City of West Covina
1444 W. Garvey Avenue South
West Covina, CA 91790

RE: Letter of interest for appointment to the City Council vacancy

Dear Mayor and Members of the City Council:

Per the requirements to apply for appointment to the vacancy on the City Council, I respectfully submit this letter of interest.

I have previously served on the City Council for three full terms from 1992 to 2005. It was a privilege to have served the community and an honor to have been elected three times, twice as the top vote-getter.

In 2015, I was appointed to a seven-month term the last time there was a vacancy on the City Council. During those deliberations, there was Council concern that an appointee would gain a political advantage for the open seat when it is next up for election. I believe my appointment would relieve those concerns, as I do not live in the district that would be up for election in 2020. Additionally, will commit to the City Council that I will not be moving into that district, nor do I plan to run for City Council in ANY district in the future.

Taking all that into consideration, I believe I am uniquely qualified and hope to earn your support. Because of my extensive experience and background in local government, specifically with the City of West Covina, I am no stranger to city budgets and have a strong understanding of land use, zoning, and other governmental processes. I will be able "hit the ground running" without the steep learning curve that less experienced applicants would have.

My various work experiences will also serve me in representing the best interests of our community. I have recently retired from full-time employment, most recently as Executive Director of the Industry Manufacturers Council, although I continue to serve as a consultant to a South Coast Air Quality Management District Governing Boardmember. Before that I served as a Southern California Edison Local Public Affairs Region Manager, and as Executive Director

for the League of California Cities' Los Angeles County Division, coordinating the League Division's local programs for city officials within the County. Prior to my four years working for the League, I was the Assistant to California Board of Equalization Member John Chiang (2001-2006) and for more than 20 years before that, I managed The Great Wall Restaurant, founded by my parents in West Covina in 1955.

I care deeply about West Covina, as demonstrated by 30 plus years of community involvement and public service. I have served on the boards of directors for numerous community and nonprofit organizations, including the Institute for Local Government, Foothill Transit, San Gabriel Valley Economic Partnership, Citrus Valley Medical Center Foundation, Mt. San Antonio College Foundation, West Covina Chamber of Commerce, West Covina Lions Club, and CAUSE (Center for Asian Americans United for Self-Empowerment) to name a few.

Thank you in advance for your consideration.

Sincerely,

Ben Wong

Ben Wong

Benjamin S. Wong
West Covina, California 91791 [redacted]

SUMMARY

Highly respected, self-motivated public affairs professional with nearly three decades of experience in business, community, political, inter-governmental, and public utility fields. A proven track record of strategic outreach and engagement to build enduring trust-based relationships with key stakeholders in community-based organizations, and with local, regional, state and federal government officials. A results-oriented, analytical problem solver who works collaboratively in fast-paced team environments to provide exemplary customer-focused service and resolution of highly escalated operational issues.

- Proven leadership skills.
- Media-trained spokesperson with excellent spoken and written communication skills.
- Inquisitive, disciplined, intelligent, proactive, confident and flexible.

PROFESSIONAL EXPERIENCE

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT, Diamond Bar, CA **2016–present**
– Board Consultant to SCAQMD Governing Board Member Michael Cacciotti
Provide advice and recommendations on matters subject to the Governing Board Member's decision-making authority and serve as public/government liaison on behalf of the Governing Board Member, representing the 34-city Los Angeles County Eastern Region. Additional functions include planning, organizing, developing, and evaluating a variety of programs, as well as assisting stakeholders with SCAQMD grant/permit processes.

INDUSTRY MANUFACTURERS COUNCIL, City of Industry, CA **2016–2018**
– Executive Director
Revitalized programming and advocacy in support of 3,000 businesses in the East San Gabriel Valley. Successfully implemented new signature restaurant-showcase event, increased paid attendance at monthly luncheon events, increased sponsorship and other non-dues revenues, while lessening reliance on City government funding subsidy. Upgraded graphic design and provided greater focus on local business issues in monthly newsletter, while streamlining production process. Implemented new dues structure to provide better alignment of business members' investment with benefit levels.

SOUTHERN CALIFORNIA EDISON (SCE), Rosemead, CA **2010–2015**
– Local Public Affairs Region Manager, 2013–2015
– Local Public Affairs Manager, 2010–2013
Represented a Fortune 500 utility with important business, civic, educational, philanthropic and environmental organizations in communities that SCE serves. Leveraged internal and external relations to resolve escalated issues, facilitate core business operations, support company initiatives, and influence or educate stakeholders on energy policy issues.

- Educated and enlisted community and business leaders to advocate for company legislative and regulatory proposals through support letters and public hearing testimony.
- Facilitated conflict resolution between company processes and government regulations to expedite urgent customer service requests.
- Identified business organizations, community and nonprofit groups for corporate support.

LEAGUE OF CALIFORNIA CITIES, Sacramento, CA **2006–2010**
– Executive Director – Los Angeles County Division, 2007–2010
– Regional Public Affairs Manager – Orange County Division, 2006–2007
Provided advocacy support to officials, both elected and professional staff, of member cities within the Orange County and Los Angeles County Divisions, the largest of the League's 16 regional divisions. Developed regional informational programs and implemented grassroots activities to support specific legislative, regulatory, and ballot measure goals through strategic outreach to the public, policymakers and opinion leaders from business, labor, environmental, ethnic and other community organizations.

- Redesigned monthly Division newsletter to reduce production cost and implement broader electronic distribution.

ADDITIONAL RELEVANT EXPERIENCE

CITY OF WEST COVINA, West Covina, CA
– Member of the City Council, 2015–2015
– Member of the City Council, 1992–2005
Provided experienced leadership, fiscal restraint and reasoned decision-making to the setting of budget priorities, land use/development direction, and determination of public policy in governing a full-service city of 106,000 residents (2010 census). Strongly advocated for economic development and support of business community/chamber of commerce.

- Represented the city with regional and statewide organizations, e.g. San Gabriel Valley Economic Partnership Board of Directors (8 years), Foothill Transit Executive Board (8 years), and League of California Cities Board of Directors (3 years).

CALIFORNIA STATE BOARD OF EQUALIZATION, Los Angeles, CA
– External Affairs Deputy to the Boardmember
Managed and implemented community outreach and education programs for the Honorable John Chiang, elected Member of the Board of Equalization, 4th District, covering the City of Los Angeles and 72 other cities in Los Angeles County. Provided inter-governmental relations with Federal, State, County, and City elected officials.

THE GREAT WALL RESTAURANT, West Covina, CA
– General Manager
Managed operations of West Covina's oldest Chinese restaurant. Oversaw personnel, payroll, finance, kitchen and bar operations, customer service, marketing and community relations.

- Named "Best Chinese Restaurant" by San Gabriel Valley Tribune readers five year in a row.
- 1996 "Small Business Person of the Year" Award – Chamber of Commerce of West Covina.

EDUCATION

Post-Doctoral Fellowship – Jules Stein Eye Institute	**University of California, Los Angeles**
Ph.D. – Cellular & Molecular Biology	**University of Southern California**
B.S. – Biological Sciences	**University of Southern California**

HONORS

2015 Service Award – USC Asian Pacific Alumni Association
2007 President's Award – USC Alumni Association
1999 Citizen of the Year – CAUSE (Center for Asian Americans United for Self Empowerment)
1996 Small Business Person of the Year – Chamber of Commerce of West Covina

SELECTED COMMUNITY & VOLUNTEER ACTIVITIES

San Gabriel Valley Public Affairs Network (SGVPAN) – Board of Directors	2015–present
Center for Asian Americans United for Self Empowerment (CAUSE) – Board	2000–present
LA County Business Federation – Board of Directors, Trade Committee Co-Chair	2018–2018
Los Angeles MTA – Metro Service Council for San Gabriel Valley	2015–2016
San Dimas Chamber of Commerce – Board of Directors	2015–2015
University of La Verne – Advisory Board, College of Business & Public Management	2014–2015
Central City Association of Los Angeles – Board of Directors	2010–2013
Valley Industry and Commerce Association (VICA) – Board of Directors	2010–2013
USC Asian Pacific Alumni Association – Board of Directors	2005–2011
Institute for Local Government – Board of Directors	2004–2009
Automobile Club of Southern California – Advisory Board Member	2000–2006
San Gabriel Valley Economic Partnership – Board of Directors	8 years between: 1992–2005
First Federal Savings & Loan/SGV Bancorp – Board of Directors	(Chair: 1996–1998) 1991–2000

EMPLOYMENT APPLICATION

CITY OF WEST COVINA
1444 W. Garvey Avenue South
West Covina, California 91790
http://westcovina.org

Zaklama, Karim Magid
2018-00181 CITY COUNCIL MEMBER

Received: 12/2/18 9:33 PM
For Official Use Only:
QUAL:_____
DNQ:_____
☐Experience
☐Training
☐Other:_____

PERSONAL INFORMATION

POSITION TITLE: CITY COUNCIL MEMBER	**EXAM ID#:** 2018-00181
NAME: (Last, First, Middle) Zaklama, Karim Magid	**SOCIAL SECURITY NUMBER:** N/A
ADDRESS: (Street, City, State, Zip Code) [redacted], West Covina, California 91791	**EMAIL ADDRESS:** [redacted]
HOME PHONE: [redacted] / **ALTERNATE PHONE:**	**NOTIFICATION PREFERENCE:** Email
DRIVER'S LICENSE: ■ Yes ☐ No / **DRIVER'S LICENSE:** **State:** CA **Number:** [redacted]	**LEGAL RIGHT TO WORK IN THE UNITED STATES?** ■ Yes ☐ No

PREFERENCES

MINIMUM COMPENSATION:
$0.00 per hour; $0.00 per year

ARE YOU WILLING TO RELOCATE?
☐Yes ☐No ☐Maybe

WHAT TYPE OF JOB ARE YOU LOOKING FOR?
Regular

TYPES OF WORK YOU WILL ACCEPT:
Full Time

SHIFTS YOU WILL ACCEPT:
Day,Evening,Night,Rotating,Weekends,On Call (as needed)

OBJECTIVE:
I want to give back to the city that I grew up in.

EDUCATION

Nothing Entered For This Section

WORK EXPERIENCE

Nothing Entered For This Section

CERTIFICATES AND LICENSES

Nothing Entered For This Section

Skills

Nothing Entered For This Section

ADDITIONAL INFORMATION

Nothing Entered For This Section

REFERENCES

Nothing Entered For This Section

Agency-Wide Questions

1. **Where did you first hear about this opportunity?**

   Friend

2. **If you answered "yes" to the above question, please provide date(s) applied and position title(s). If this is not applicable, please type "NA" in the box below.**

   NA

3. **Do you have any relatives working here?**

   No

Job Specific Supplemental Questions

1. **The supplemental assessment you are about to complete is considered part of the examination and will be reviewed thoroughly. All responses to these questions will be subject to verification.**

   I understand that this supplemental assessment is part of the examination process and will be used to determine which candidates are selected to move forward in the recruitment process.

2. **Are you at least eighteen (18) years of age or will be 18 by the time of appointment?**

   Yes

3. **Are you a resident and registered voter of the City of West Covina?**

   Yes

4. **Briefly state why you are interested in serving on the City of West Covina's City Council and how you can contribute to the City as a Council Member.**

   I would like to give back to the city that I grew up in by supporting the service persons of the city, supplying the students and teachers of this city with the tools that they need to succeed and to support an environment that brings in better jobs.

5. **What do you understand to be the objectives and/or goals of being a Councilmember and how would you help achieve these objectives/goals?**

   The objective of the Council member is to serve the people of this city. Each council member has the responsibility to diligently learn all aspects of every matter impacting the people of the city and make humble, but courageous decisions to keep residents safe and prosperous. I can use my experience as a life-long resident of the city, as a board member of the business association, and as a local business owner to help keep the residents safe, the schools equipped, and bring in more and better jobs.

Dr. Karim Zaklama

[redacted]

West Covina, CA, 91791

[redacted]

www.westcovinadentalgroup.com

December 1, 2018

West Covina City

Dear **West Covina City Council:**

I am seeking your appointment to help you serve as a city council member in West Covina until 2020. I grew up in West Covina and would like to give back to the people of this city.

- West Covina gave me the childhood house that my sister and I grew up in. The modest 3-bed room, 1 bathroom house near the mall in West Covina was always kept safe by the hard work of the service persons of the city.
- West Covina gave me education. I went to elementary school, junior high and high school in this city. Then I tested out of high school and started college at age 15. Education was the gift that empowered me to serve others.
- West Covina gave me my job. Three years ago, I started a small business, dental office in the Eastland Shopping Center. The city council members, the city staff, and the local community welcomed my team and I with great hospitality. Now I am able to provide more than 30 others with good jobs.

Therefore, I would like to serve the people of this great city with the sole agenda of giving back.

- I would like to give back to West Covina by making sure that the service persons and first responders of the city have all the tools that they need to keep the residents safe. My office team and I have already supported the service persons of the city through the private sector with donations and services.
- I would like to give back to West Covina by supporting all of the students and teachers of the schools. This year, I started a program to give Christmas gifts to over 100 homeless and foster students in the city. I started free dental screenings at schools to help raise oral-health awareness. I speak at many yearly career days and school health assemblies.
- I would like to give back to West Covina by supporting better jobs in the city. I sit on the board of the Greater West Covina Business Association to help small and medium businesses have the tools that they need to succeed and provide better jobs.

I love this city. I grew up here. I work here. I want to give back here. I have a passion to serve others because I have been blessed by the people around me. I have a unique skill set that has allowed me to do that in the private sector and now I would like to help you do that on the city council.

Thank you for taking the time to review my resume. I look forward to talking with you.

Sincerely,

Dr. Karim Zaklama aka Dr. Zak

[redacted] West Covina

[redacted]
www.westcovinadentalgroup.com

1. OBJECTIVE

I would like to give back to the city that I grew up in by serving on the council.EducationUniversity of Pacific, School of Dentistry2011 - Doctor of Dental SurgeryUniversity of California, Irvine2006 - Bachelor of Science, Biological SciencesexperienceOwner Dentist | West Covina Dental Group & Orthodontics2016 - CurrentSupport payroll for over 30 jobs West Covina and employ 12 health care providers.Owner Dentist | San Dimas Dental Office & Orthodontics2018 - CurrentRecently purchased and operating a dental office with 15 years of good will after a colleague has chosen to retire. Board Member of Greater West Covina Business Association 2016 - CurrentServe as a board member of the West Covina business community's association. Christian Youth Minister 2011 - 2017Mentored local high school, college and graduate youth in various aspects of life.Various JobsBefore becoming a dentist, I worked in many jobs such as Raging Waters lifeguard, Wells Fargo Banking, shoe warehouse, swap meet show salesperson and tutoring. Passions and agendaI have a passion for serving others. I have provided free dental care to Wes

AGENDA ITEM NO. 12

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: January 15, 2019

TO: Mayor and City Council

FROM: Chris Freeland
City Manager

SUBJECT: WEST COVINA COMMUNITY SERVICES FOUNDATION POTENTIAL FUNDING FOR COMMUNITY EVENTS

RECOMMENDATION:

It is recommended that the City Council acting as the West Covina Community Services Foundation Board of Directors provide staff direction regarding use of current fund balances in the West Covina Community Services Foundation for community events.

BACKGROUND:

On February 1, 2005, the City of West Covina authorized the formation of the West Covina Community Services Foundation (Foundation), a California Public Benefit Corporation. According to the by-laws (Attachment No. 1), the Foundation was organized for charitable purposes to "provide services beneficial to the public interest by seeking to offer, improve, or expand services that enhance the quality of life for residents."

The Foundation does this by receiving gifts of funds from donors for specific purposes (i.e. 4th of July Celebration, Summer Concerts, etc.). In addition, funds are raised to provide new recreational opportunities, increase public safety services, preservation of City equipment and facilities, and the pursuit of other benefits of public interest. The formation of the Foundation also allows the City to be more competitive when seeking grant funding to help provide such services.

The Foundation's Board of Directors (Board) consists of the West Covina City Council, with the Mayor as the Chairperson of the Board and the Mayor Pro Tem as the Vice Chairperson of the Board. At the September 13, 2016 Community & Senior Services Commission Meeting, the Commission unanimously voted to recommend Commissioner Kaufman to be on the Foundation Board to serve for then Mayor James Toma who had a conflict of interest. The City Manager serves as the Corporation's President, City Clerk as the Secretary, and Finance Director as the Chief Financial Officer.

The Foundation received its Internal Revenue Service tax deductible 501(c)3 status on June 16, 2006 (Tax ID # 43-2085596). The Foundation is current with its tax filings and its non-profit status with the California State Attorney General's Office.

The Community Services Foundation is to meet annually to adopt the annual report and reorganize the Board of Directors as necessary. To remain compliant with the by-laws, City staff presented this report at the October 16, 2018 City Council/West Covina Community Services Foundation Board Meeting and asked the Board to return in

January 2019, with updated balances in each fund to potentially allocate for special events.

DISCUSSION:

For Fiscal Year 2018-19, the City Council adopted a budget that does not include General Fund funding for City sponsored community events. Even with the reduction in funding from the City's General Fund, the City has partnered with civic groups to host various events in the community (i.e. Pumpkin Run, Christmas Parade Along Glendora Avenue, Martin Luther King, Jr. Birthday Celebration, and others), where there is no out of pocket cost to the City.

Annually, the Foundation receives donations or funds to support various activities of the City of West Covina. Some of the funds received go towards specific projects or programs based on the request of the donor (i.e Veterans' Memorial, Senior Center, Galster Park, Police and Fire Explorers, etc.) and other funds are to be programmed based on the community priorities identified by the Board. As of January 9, 2019, the Foundation has a balance of $60,037 available for programming.

To assist the Board in making its determination of potential community events to fund this year, the Public Services Department has provided a summary of specific events and the associated costs to conduct the events (Attachment No. 1). The funds available for programming by the Board are outlined below:

Foundation Line Items	**Amount**
Special Events	$25,519
Miscellaneous Expenses	$34,518
Total Available for Programming	**$60,037**

Based on funding decisions of the Board, staff will continue to seek partnerships with local civic groups and businesses that are interested in assisting the City to offset the costs of those events being recommended to be funded. Residents, businesses, and civic groups interested in donating towards community events may do so through the City's website, www.westcovina.org or by contacting the Public Services Department at 626-939-8430.

OPTIONS:

The City Council has the following options:

1. Allocate available funding for community events;
2. Leave funding in the West Covina Community Services Foundation for future programming discussions; or
3. Provide alternative direction.

Prepared by: Nikole Bresciani, Assistant City Manager/Public Services Director

---

Fiscal Impact

FISCAL IMPACT:

The Board has $60,037 in Foundation funds/donations to program for community events. Any additional appropriations would impact the City's General Fund Reserves.

Attachments

Special Events With Costing

October 16 2018 WCCS Foundation Staff Report

2018-19 Special Events

*Indicates Co-Sponsored

Past Events

Cherry Blossom*	$ 0
Easter Egg Hunt	$10,000
Community Service Day*	$10,000
Movies in the Park*	$ 700
Independence Day Celebration*	$75,000
Ghoster Park	$12,000
Dog Spooktacular	$ 1,000
Plaza Trick or Treating*	$ 1,000
Breakfast with Santa	$ 5,000

Current Events

MLK Jr Event*	$ 120
Arbor Day/Earth Day*	$ 500
Memorial Day	$ 1,075
Parents Place Community Event*	$ 0
Relay for Life	$ 0
Summer Concert Series	$19,000
Pumpkin Run/Walk 5K*	$ 2,500
Red Ribbon Rally*	$ 4,700
Veterans Day Ceremony	$ 825
Holiday Drop Off	$ 0
Children's Christmas Parade*	$ 0
TOTAL COST OF ALL EVENTS	**$143,420**

AGENDA ITEM NO. 16

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: October 16, 2018

TO: Mayor and City Council

FROM: Chris Freeland
City Manager

SUBJECT: WEST COVINA COMMUNITY SERVICES FOUNDATION FISCAL YEAR 2017-18 ANNUAL REPORT

RECOMMENDATION:

It is recommended that the City Council acting as the West Covina Community Services Foundation Board of Directors provide staff direction regarding use of current fund balances in the West Covina Community Services Foundation.

BACKGROUND:

On February 1, 2005, the City of West Covina authorized the formation of the West Covina Community Services Foundation (Foundation), a California Public Benefit Corporation. According to the by-laws (Attachment No. 1), the Foundation was organized for charitable purposes to "provide services beneficial to the public interest by seeking to offer, improve, or expand services that enhance the quality of life for residents."

The Foundation does this by receiving gifts of funds from donors for specific purposes (i.e. 4th of July Celebration, Summer Concerts, etc.). In addition, funds are raised to provide new recreational opportunities, increase public safety services, preservation of City equipment and facilities, and the pursuit of other benefits of public interest. The formation of the Foundation also allows the City to be more competitive when seeking grant funding to help provide such services.

The Foundation's Board of Directors consists of the West Covina City Council, with the Mayor as the Chairperson of the Board and the Mayor Pro Tem as the Vice Chairperson of the Board. Due to a conflict of interest, Councilmember James Toma was replaced on the Foundation Board by Community & Senior Services Commissioner Phil Kaufman. At the September 13, 2016 Community & Senior Services Commission Meeting, the Commission unanimously voted to recommend Commissioner Kaufman to be on the Foundation Board to serve for then Mayor James Toma. The City Manager serves as the Corporation's President, City Clerk as the Secretary, and Finance Director as the Chief Financial Officer.

The Foundation received its Internal Revenue Service tax deductible 501(c)3 status on June 16, 2006 (Tax ID # 43-2085596). The Foundation is current with its tax filings and its non-profit status with the California State Attorney General's Office.

DISCUSSION:

The Community Services Foundation is to meet annually to adopt the annual report and reorganize the Board of Directors as necessary. To remain compliant with the by-laws, City staff is presenting this report to adopt the annual report at this time with no changes to the organization.

Annual Report

The Finance Department is responsible for monitoring and preparing the Foundation's Annual Report. While the funds are listed in the City's Adopted Budget each year, the Foundation by-laws still require a report to the Board of Directors on an annual basis, within one hundred and twenty (120) days from the end of the Fiscal Year (June 30).

Attached to this report is a Balance Sheet and Statement of Revenues, Expenditures and Changes in Fund Balance for the Foundation for Fiscal Year 2017-18. (Attachment No. 2). The report shows that a cumulative total of $69,546 in revenues were collected and $59,728 in funds were expended. As of June 30, 2018, the Foundation has a fund balance of $139,646.

Revenues have been collected in a variety of ways. In the past, Athens Services was contractually required to provide funding to offset the costs for City events and the Police Department's SWAT Team, however these funds now go into the General Fund as part of the adoption of the Fiscal Year (FY) 2017-18 budget. Additional funds come from businesses and residents wanting to donate for a special cause or program (i.e. Veterans Memorial, Police Wall of Honor, Fire Explorer Program, Youth Council, Galster Park Nature Center, Senior Services, National Night Out at Shadow Oak, etc.). Funds raised at community events are also set aside in the Foundation to offset the costs to offer those individual programs (i.e. sponsorships at Summer Concerts, Movies in the Park, Pumpkin Run, etc.). Donated funds are utilized for the projects and programs identified prior to any City General Fund dollars being utilized. Without these donations, many of these programs and events may not have happened, because of the impact to the City's General Fund.

For FY 2018-19, the City Council adopted a budget that does not include funding City special events, so any events moving forward for the current fiscal year would have to be supported by fund balance or a reallocation of funds within the Foundation. City staff is recommending that the City Council leave funds in the following accounts to be used by Departments based on donations being submitted for specific purposes. This includes:

- Fire Explorer Program
- WC PD Memorial
- "Wall of Honor" inside the Police Department
- Youth Council
- Walk of Fame (Big League Dreams)
- W.C. Memorial Wall (Veterans Memorial)
- National Night Out (Shadow Oak community sponsored event)

- Summer Concert
- Galster Park Nature Center
- Cameron Community Center
- Shadow Oak Community Center
- Senior Center

City staff recommends funds from the Community Services Miscellaneous Supplies be utilized for Veterans Day and Memorial Day ceremonies in FY 2018-19 at a cost of approximately $1,000. In addition, staff also recommends the use of $4,000 to fund overtime for police personnel to represent the West Covina Police Department at the Red Ribbon Rally at West Covina High School on October 24th. Members of SWAT and the K-9 team will be at the event to provide demonstrations. There is approximately $2,500 in that miscellaneous account for sports council from past fines that are used for capital improvements for youth sports facilities. Staff estimates that there is $2,400 available for reprogramming at the direction of the City Council. Attached is also a list of special events and associated costs if the City Council chooses to use funds for FY 2018-19 (Attachment No. 3).

In addition, a new program of "Naming City Streets" is being recommended to be added to the Foundation as a line item for developers who wish to contribute. Future developers would be asked if they want to donate a newly developed City street for a charitable auction, and proceeds would go to support community events.

FISCAL IMPACT:

Use of Foundation funds save the General Fund for certain recreational operations and programs offered by the City. Use of some funds can be used to pay for programs and projects not budgeted for in FY 2018-19.

Prepared by:

Nikole Bresciani
Assistant City Manager/
Community Services Director

Reviewed and Approved by:

Marcie Medina
Finance Director

ATTACHMENTS:

Attachment No. 1 – West Covina Community Services Foundation Bylaws
Attachment No. 2 – West Covina Community Services Foundation Balance Sheet, Statement of Revenues, Expenditures and Changes in Fund Balance
Attachment No. 3 – List of Special Events and Associated Costs

BYLAWS
OF
West Covina Community Services Foundation, Incorporated
A CALIFORNIA PUBLIC BENEFIT CORPORATION

ARTICLE 1
NAME

The name of this corporation is "West Covina Community Services Foundation, Incorporated."

ARTICLE 2
OFFICES

SECTION 1. PRINCIPAL OFFICE

The principal office of the Corporation for the transaction of its business is West Covina City Hall, 1441 West Garvey Avenue, West Covina, 91790 located in Los Angeles County, California.

SECTION 2. OTHER OFFICES

The Corporation may also have subordinate offices at such other places, within the city of West Covina, where it is qualified to do business, as its business may require and as the board of directors may, from time to time, designate.

ARTICLE 3
PURPOSES

SECTION 1. OBJECTIVES AND PURPOSES

This Corporation is organized and operated exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. The primary objectives and purposes of this Corporation shall be:

(1) To provide services beneficial to the public interest by seeking to offer, improve, or expand services that enhance the quality of life for residents including, but not limited to:

a. Recreational opportunities for residents, i.e., hiking, walking, and equestrian trails, aquatics, sports, parks and open space, classes, etc.;

b. Public safety services, i.e., police and fire services to residents;

c. Social services, i.e., nutritious meals for seniors and youth, case management, counseling, etc., for residents; and

d. Building and improving City facilities and infrastructure.

(2) Preservation of buildings, structures, documents, etc., of historical significance to the community.

(3) To qualify and be more competitive when seeking to acquire grant funding to help provide such services to residents and in this way mitigate the financial impact to the City government.

(4) To receive gifts of funds for specific purposes.

(5) To pursue any other opportunities available that would benefit the public interest.

ARTICLE 4
DIRECTORS

SECTION 1. NUMBER

The Corporation shall have five (5) directors and collectively they shall be known as the Board of Directors. The Board of Directors shall consist of the members of the West Covina City Council. The number and requirement that the Directors be City Councilmembers may be changed by amendment of this Bylaw, or by repeal of this Bylaw and adoption of a new Bylaw, as provided in these Bylaws.

SECTION 2. POWERS

Subject to the provisions of the California Nonprofit Public Benefit Corporation law and any limitations in the Articles of Incorporation and Bylaws relating to action required or permitted to be taken or approved by the members, if any, of this Corporation, the activities and affairs of this Corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the Board of Directors. Unless otherwise provided pursuant to amendment of these bylaws, voting rights in this Corporation shall remain vested solely in the Board of Directors.

SECTION 3. DUTIES

It shall be the duty of the Directors to:

(1) Perform any and all duties imposed on them collectively or individually by law, by the Articles of Incorporation of this Corporation, or by these Bylaws;

(2) Appoint and remove, employ and discharge, and, except as otherwise provided in these Bylaws, prescribe the duties, of all officers, agents and employees of the Corporation;

(3) Supervise all officers, agents and employees of the Corporation to assure that their duties are performed properly;

(4) Meet at such times and places as required by these Bylaws;

(5) Register their addresses with the Secretary of the Corporation and notices of meetings mailed or telegraphed to them at such addresses shall be valid notices thereof.

SECTION 4. DESIGNATION OF CHAIRPERSON AND VICE CHAIRPERSON.

The Mayor shall serve as the Chairperson of the Board during his or her term as Mayor, or until he or she resigns or is otherwise disqualified to serve, whichever occurs first. However, should the Mayor wish that another Board Member replace him or her the as Chairperson, then the Board shall elect another Board Member as the Chairperson. The Mayor Pro-Tem shall serve as the Vice Chairperson of the Board during his or her term as Mayor Pro-Tem, or until he or she resigns or is otherwise disqualified to serve, whichever occurs first. However, should the Mayor Pro-Tem wish that another Board Member replace him or her the as Vice Chairperson, then the Board shall elect another Board Member as Vice Chairperson. At no time shall the same person serve concurrently as Chairperson and the Vice Chairperson of the Board.

SECTION 5. DUTIES OF CHAIRPERSON OF THE BOARD

The Chairperson shall supervise and manage/direct the affairs of the Corporation. He or she shall perform all duties incident to his or her position as Chairperson and such other duties as may be required by law, by the Articles of Incorporation or the Bylaws, or which may be prescribed from time to time by the Board of Directors. The Chairperson shall preside at all meetings of the Board. Except as otherwise expressly provided by law, by the Articles of Incorporation, or by these Bylaws, he or she shall, in the name of the Corporation, execute such

deeds, mortgages, bonds, contracts, checks or other instruments which may from time to time be authorized by the Board of Directors.

SECTION 6. DUTIES OF VICE CHAIRPERSON OF THE BOARD

In the absence of the Chairperson, or in the event of his or her inability to or refusal to act, the Vice Chairperson shall perform all the duties of the Chairperson and when so acting shall have all the powers of, and be subject to all the restrictions of the Chairperson. The Vice Chairperson shall have other powers and perform such other duties as may be prescribed by law, by the Articles of Incorporation, or by these bylaws, or as may be prescribed by the Board of Directors.

SECTION 7. TERMS OF OFFICE

The term of office for each Director shall run concurrently with his or her term of office on the City Council.

SECTION 8. PLACE OF MEETINGS

Meetings shall be held at the principal office of the Corporation unless otherwise provided in these Bylaws or at such place within the City of West Covina, which has been designated from time to time by resolution of the Board of Directors.

SECTION 9. REGULAR AND ANNUAL MEETINGS

Regular meetings of the Board of Directors shall be held, as needed, on the first and/or third Tuesday of each month at 7:00 PM, to coincide with City Council Meetings. The annual meeting of the Board of Directors shall coincide with the annual meeting at which the City Council adopts the fiscal year budget.

SECTION 10. SPECIAL MEETINGS

Special meetings of the Board of Directors may be called by the Chairperson of the Board of Directors, or by any two Directors, and such meetings shall be held at the place, within the City of West Covina, designated by the person or persons calling the meeting, and in the absence of such designation, at the principal office of the Corporation.

SECTION 11. NOTICE OF MEETINGS

Noticing of all meetings shall be done in compliance with Govt. Codes 54954.2 and 54956 (Brown Act). Regular meetings shall be noticed at least seventy-two

(72) hours in advance of the meeting. Special meetings shall be noticed at least twenty-four (24) hours in advance of the meeting.

Notice shall be given of any adjourned regular or special meeting to Directors absent from the original meeting if the adjourned meeting is held more than twenty-four (24) hours from the time of the original meeting.

SECTION 12. QUORUM FOR MEETINGS

A quorum shall consist of three (3) Directors.

Except as otherwise provided in these Bylaws or in the Articles of Incorporation of this Corporation, or by law, no business shall be considered by the Board of Directors at any meeting at which a quorum, as defined above, is not present, and the only motion which the Chair shall entertain at such meeting is a motion to adjourn. However, a majority of the Directors present at such meeting may adjourn from time to time until the time fixed for the next regular meeting of the Board of Directors.

The Directors present at a duly called and held meeting at which a quorum is initially present may continue to do business notwithstanding the loss of a quorum at the meeting due to a withdrawal of Directors from the meeting, provided that any action thereafter taken must be approved by at least a majority of the required quorum for such meeting or such greater percentage as may be required by law, or the Articles of Incorporation or Bylaws of this Corporation.

SECTION 13. MAJORITY ACTION AS BOARD ACTION

Every act or decision done or made by a majority of the Directors present at a meeting duly held at which a quorum is present is the act of the Board of Directors, unless the Articles of Incorporation or Bylaws of this Corporation, or provisions of the California Nonprofit Public Benefit Corporation Law, particularly those provisions relating to appointment of committees (Section 5212), approval of contracts or transactions in which a director has a material financial interest (Section 5233) and indemnification of directors (Section 5238e), require a greater percentage or different voting rules for approval of a matter by the board.

SECTION 14. CONDUCT OF MEETINGS

Meetings of the Board of Directors shall be presided over by the Chairperson of the Board, or, if no such person has been so designated or, in his or her absence, the Vice Chairperson or, in his or her absence, by the Director chosen a majority of the Directors present at the meeting. The Secretary of the Corporation shall act as Secretary of all meetings of the Board of Directors,

provided that, in his or her absence, the presiding officer shall appoint another person to act as Secretary of the Meeting.

The provisions of the Brown Act (Gov. Code §54950 et seq.) shall apply to the conduct of meetings of the Corporation. Meetings shall be governed by Roberts's Rules of Order, as such rules may be revised from time to time, insofar as such rules are not inconsistent with or in conflict with these Bylaws, with the Articles of Incorporation of this Corporation, or with provisions of law.

SECTION 15. NON-LIABILITY OF DIRECTORS

The Directors shall not be personally liable for the debts, liabilities, or other obligations of the Corporation.

SECTION 16. INSURANCE FOR CORPORATE AGENTS

Members of the Board of Directors and Officers of the Corporation are insured under the City's umbrella insurance policy for liability caused or incurred while acting within the scope of their duties as Members of the Board of Directors and/or Officers of the Corporation.

SECTION 17. PREMATURE VACANCIES ON BOARD

Whenever there is a vacancy in the office of one of the at-large directors whether by reason of death, resignation, removal, disqualification or otherwise, the vacancy shall be temporarily filled by the Community Services Director until the vacancy is filled by majority vote of the remaining board members.

ARTICLE 5
OFFICERS

SECTION 1. NUMBER OF OFFICERS

The officers of the Corporation shall be a President, Secretary and Chief Financial Officer. The City Manager shall serve as President, the City Clerk shall serve as the Secretary and the Finance Director shall serve as the Chief Financial Officer. Any number of offices may be held by the same person, except that neither the Secretary nor the Chief Financial Officer may serve concurrently as the President, Chairperson or Vice Chairperson of the Board.

SECTION 2. QUALIFICATION AND TERM OF OFFICE

The City Manager, City Clerk and Finance Director shall serve as President, Secretary and Chief Financial Officer, respectively, until he or she resigns or is removed by a majority vote of the Board of Directors, or is otherwise disqualified to serve, whichever occurs first.

SECTION 3. SUBORDINATE OFFICERS

The Board of Directors may appoint such other officers or agents as it may deem desirable, and such officers shall serve such terms, have such authority, and perform such duties as may be prescribed from time to time by the Board of Directors.

SECTION 4. VACANCIES

Any vacancy caused by the death, resignation, removal, disqualification, or otherwise, of any officer shall be filled by the Board of Directors in accordance with these Bylaws and applicable law.

SECTION 5. DUTIES OF PRESIDENT

The President shall be the administrative head of the Corporation and its affairs and he/she shall operate under the direction and control of the Board of Directors except as otherwise provided by law, by the Articles of Incorporation, or by these Bylaws. He/she shall be responsible for the efficient administration of all the affairs of the Corporation which are under his/her control. He/she shall prescribe such administrative rules and procedures as he may deem proper or necessary for the general conduct and operation of the Corporation's affairs under his control. He/she shall perform any and all duties imposed on him/her by law, by the Articles of Incorporation, by these Bylaws or by the Board. Upon the request and authorization of the Board, the President may enter into any contract, or execute and deliver any instrument, in the name of and on behalf of, the Corporation. The President shall supervise all agents of the Corporation to assure that their duties are performed properly. He/she shall meet at such times and places as required by these bylaws. It shall be the duty of the President to recommend to the Board the adoption of measures he/she deems necessary for the efficient operation of the Corporation. Unless provided for in

SECTION 6. DUTIES OF SECRETARY

The Secretary shall:

(1) Certify and keep at the principal office of the Corporation the original, or a copy of these Bylaws as amended or otherwise altered to date.

(2) Keep at the principal office of the Corporation or at such other place as the board may determine, a book of minutes of all meetings of the directors, and, if applicable, meetings of committees of directors and of members, recording therein the time and place of holding, whether regular or special, how called, how notice thereof was given, the names of those present or represented at the meeting, and the proceedings thereof.

(3) See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law.

(4) Be custodian of the records and of the seal of the Corporation and see that the seal is affixed to all duly executed documents, the execution of which on behalf of the Corporation under its seal is authorized by law or these Bylaws.

(5) Keep at the principal office of the Corporation a membership book containing the name and address of each and any members, and, in the case where any membership has been terminated, he or she shall record such fact in the membership book together with the date on which such membership ceased.

(6) Exhibit at all reasonable times to any director of the Corporation, or to his or her agent or attorney, on request therefore, the Bylaws, the membership book, and the minutes of the proceedings of the directors of the Corporation.

(7) In general, perform all duties incident to the office of Secretary and such other duties as may be required by law, by the Articles of Incorporation of this Corporation, or by these Bylaws, or which may be assigned to him or her from time to time by the Board of Directors

SECTION 7. DUTIES OF CHIEF FINANCIAL OFFICER

Subject to the provisions of these Bylaws relating to the "Execution of Instruments, Deposits and Funds," the Chief Financial Officer shall:

(1) Have charge and custody of, and be responsible for, all funds and securities of the Corporation, and deposit all such funds in the name of the Corporation in such banks, trust companies, or other depositories as shall be selected by the Board of Directors.

(2) Receive, and give receipt for, monies due and payable to the Corporation from any source whatsoever.

(3) Disburse, or cause to be disbursed, the funds of the Corporation as may be directed by the Board of Directors, taking proper vouchers for such disbursements.

(4) Keep and maintain adequate and correct accounts of the Corporation's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.

(5) Exhibit at all reasonable times the books of account and financial records to any director of the Corporation, or to his or her agent or attorney, upon request

(6) Render to the Board of Directors, whenever requested, an account of any or all of his or her transactions as Chief Financial Officer and of the financial condition of the Corporation.

(7) Prepare, or cause to be prepared, and certify, or cause to be certified, the financial statements to be included in any required reports.

(8) In general, perform all duties incident to the office of Chief Financial Officer and such other duties as may be required by law, by the Articles of Incorporation of the Corporation, or by these Bylaws, or which may be assigned to him or her from time to time by the Board of Directors.

ARTICLE 6
EXECUTION OF INSTRUMENTS, DEPOSITS AND FUNDS

SECTION 1. EXECUTION OF INSTRUMENTS

The Board of Directors, except as otherwise provided in these Bylaws, may by resolution authorize any officer or agent of the Corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent, or employee shall have any power or authority to bind the Corporation by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount.

SECTION 2. CHECKS AND NOTES

Except as otherwise specifically determined by resolution of the Board of Directors, or as otherwise required by law, checks, drafts, promissory notes,

orders for the payment of money, and other evidence of indebtedness of the Corporation shall be signed by the Chief Financial Officer and countersigned by the Chairperson of the Board of Directors.

SECTION 3. DEPOSITS

All funds of the Corporation shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depositories as the Board of Directors may select.

SECTION 4. GIFTS

The Board of Directors may accept on behalf of the Corporation any contribution, gift, bequest, or devise for the charitable or public purposes of this corporation. Limitations on gifts to individual Directors shall comply with the Political Reform Act and the Fair Political Practices Commission.

ARTICLE 7
CORPORATE RECORDS, REPORTS AND SEAL

SECTION 1. MAINTENANCE OF CORPORATE RECORDS

The Corporation shall keep at its principal office in the State of California:

(1) Minutes of all meetings of directors, committees of the board and , indicating the time and place of holding such meetings, whether regular or special, how called, the notice given, and the names of those present and the proceedings thereof;

(2) Adequate and correct books and records of account, including accounts of its properties and business transactions and accounts of its assets, liabilities, receipts, disbursements, gains and losses;

(3) A copy of the corporation's Articles of Incorporation and Bylaws as amended to date, which shall be open to inspection by the members, if any, of the Corporation at all reasonable times during office hours.

SECTION 2. CORPORATE SEAL

The Board of Directors may adopt, use, and at will alter, a corporate seal. Such seal shall be kept at the principal office of the Corporation. Failure to affix the seal to corporate instruments, however, shall not affect the validity of any such instrument.

SECTION 3. DIRECTORS' INSPECTION RIGHTS

Every director shall have the absolute right at any reasonable time to inspect and copy all books, records and documents of every kind and to inspect the physical properties of the Corporation.

SECTION 4. RIGHT TO COPY AND MAKE EXTRACTS

Any inspection under the provisions of this Article may be made in person or by agent or attorney and the right to inspection includes the right to copy and make extracts.

SECTION 5. ANNUAL REPORT

The Board shall cause an annual report to be furnished not later than one hundred and twenty (120) days after the close of the Corporation's fiscal year to all directors of the Corporation and, if this Corporation has members, to any member who requests it in writing, said report shall contain the following information in appropriate detail:

(1) The assets and liabilities, including the trust funds, of the Corporation as of the end of the fiscal year;

(2) The principal changes in assets and liabilities, including trust funds, during the fiscal year;

(3) The revenue or receipts of the Corporation, both unrestricted and restricted to particular purposes, for the fiscal year;

(4) The expenses or disbursements of the Corporation, for both general and restricted purposes, during the fiscal year;

The annual report shall be accompanied by any report thereon of independent accountants, or, if there is no such report, the certificate of an authorized officer of the Corporation that such statements were prepared without audit from the books and records of the corporation.

ARTICLE 8
FISCAL YEAR

SECTION 1. FISCAL YEAR OF THE CORPORATION

The fiscal year of the Corporation shall begin on July 1 and end on the June 30 in each year.

ARTICLE 9
AMENDMENT OF BYLAWS

SECTION 1. AMENDMENT

Subject to any provision of law applicable to the amendment of Bylaws of public benefit nonprofit corporations, these Bylaws, or any of them, may be altered, amended, or repealed and new Bylaws adopted as follows:

(1) Subject to the power of members, if any, to change or repeal these Bylaws under Section 5150 of the Corporations Code, by approval of the Board of Directors unless the Bylaw amendment would materially and adversely affect the rights of members, if any, as to voting or transfer, provided, however, if this Corporation has admitted any members, then a Bylaw specifying or changing the fixed number of directors of the Corporation, the maximum or minimum number of directors, or changing from a fixed to variable board or vice versa, may not be adopted, amended, or repealed except as provided in subparagraph (2) of this Section; or

(2) By approval of the members, if any, of this Corporation.

ARTICLE 10
AMENDMENT OF ARTICLES

SECTION 1. AMENDMENT OF ARTICLES BEFORE ADMISSION OF MEMBERS

Before any members have been admitted to the Corporation, any amendment of the Articles of Incorporation may be adopted by approval of the Board of Directors.

SECTION 2. AMENDMENT OF ARTICLES AFTER ADMISSION OF MEMBERS

After members, if any, have been admitted to the Corporation, amendment of the Articles of Incorporation may be adopted by the approval of the Board of Directors and by the approval of the members of this Corporation.

SECTION 3. CERTAIN AMENDMENTS

Notwithstanding the above sections of this Article, this Corporation shall not amend its Articles of Incorporation to alter any statement which appears in the original Articles of Incorporation of the names and addresses of the first directors of this Corporation, nor the name and address of its initial agent, except to

correct an error in such statement or to delete such statement after the corporation has filed a "Statement by a Domestic Non-Profit Corporation" pursuant to Section 6210 of the California Nonprofit Corporation Law.

ARTICLE 11
MEMBERS

SECTION 1. DETERMINATION OF MEMBERS

If this Corporation makes no provision for members, then, pursuant to Section 5310(b) of the Nonprofit Public Benefit Corporation Law of the State of California, any action which would otherwise, under law or the provisions of the Articles of Incorporation or Bylaws of this Corporation, require approval by a majority of all members or approval by the members, shall only require the approval of the Board of Directors.

WRITTEN CONSENT OF DIRECTORS ADOPTING BYLAWS

We, the undersigned, are all of the persons named as the initial Directors in the Articles of Incorporation of the West Covina Community Services Foundation, Incorporated, a California Nonprofit Public Benefit Corporation, and, pursuant to the authority granted to the Directors by these Bylaws to take action by unanimous written consent without a meeting, consent to, and hereby do, adopt the foregoing Bylaws, consisting of fourteen (14) pages, as the Bylaws of this Corporation.

Dated: 4/19/16

James Toma, Director

Corey Warshaw, Director

Mike Spence, Director

Tony Wu, Director

Lloyd Johnson, Director

CERTIFICATE

This is to certify that the foregoing is a true and correct copy of the Bylaws of the corporation named in the title thereto and that such Bylaws were duly adopted by the Board of Directors of said Corporation on the date set forth below.

Dated: 4/19/16

Rosalia Conde, Secretary

ATTACHMENT NO. 2

West Covina Community Services Foundation, Inc.
Balance Sheet
June 30, 2018

Cash	$ 122,357
Accounts Receivable	22,675
Interest Receivable	37
Total Assets	$ 145,069

Accounts Payable	$ 5,423
Fund Balance	139,646
Total Liabilities and Fund Balance	$ 145,069

West Covina Community Services Foundation, Inc.
Statement of Revenues, Expenditures and Changes in Fund Balance
For the year ended June 30, 2018

Revenues	
Interest	$ 1,043
Charges for Services	27,807
Other Revenues	40,696
Total Revenues	**69,546**
Expenditures	
FN - Taxes filings	75
FR - Explorer Program	3,115
PD - Red Ribbon Rally	3,325
PD - Misc, WC PD Memorial	550
PD - Wall of Honor	68
CS - Youth Council	988
CS - Misc supplies, plaques, etc.	15,823
CS - Walk of Fame	2,129
CS - National Night Out	1,310
CS - Summer Concerts	5,170
CS - July 4th Celebration	2,024
CS - Galster Park Nature Center	7,685
CS - Cameron Community Ctr - Supplies, etc.	6,241
CS - Senior Center - Supplies, etc.	11,225
Total Expenditures	**59,728**
Net Change in Fund Balance	**9,818**
Fund Balance - Beginning of Year	**129,828**
Fund Balance - End of Year	**$ 139,646**

Special Event Expenditures and Revenue **ATTACHMENT NO. 3**

Special Events

MLK Jr Day

Staff Cost	#	Hours	Days	Total Hours		Rate	Total
Site Coordinator	2	4	1	**8**	x	**$15.00**	$120.00
						Personnel Total:	$120.00
Supply Cost							
						Total:	**$120.00**

Memorial Day

Staff Cost	#	Hours	Days	Total Hours		Rate	Total
Rec. Leader	5	5	1	**25**	x	**$13.00**	$325.00
						Personnel Total:	$325.00
Supply Cost							$750.00
Printing, Pins and Memorial Wreath & Refreshments							
						Total:	**$1,075.00**

Movies in the Park

Staff Cost	#	Hours	Weeks	Total Hours		Rate	Total
Site Coordinator	1	4	4	**24**	x	**$15.00**	$360.00
Rec. Leader	1	4	4	**24**	x	**$13.00**	$312.00
						Personnel Total:	$672.00
Supply Cost							$0.00
Licensing (Plaza is sponsoring licensing costs)							
						Total:	**$672.00**

Summer Concerts

Staff Cost	#	Hours	Days	Total Hours		Rate	Total
Site Coordinator	1	4	6	**24**	x	**$15.00**	$360.00
Rec. Leader	2	4	6	**48**	x	**$13.00**	$624.00
						Personnel Total:	$984.00
Supply Cost							$19,000.00
Cost of bands, sound, etc.							
Revenue from Vendors							($876.00)
Revenue from LA County Arts Grant							($1,500.00)
						Total:	**$16,624.00**

Pumpkin Run/Health Fitness Expo

Staff Cost	#	Hours	Days	Total Hours		Rate	Total
Site Coordinator	3	8	1	**24**	x	**$15.00**	$360.00
Rec. Leader	6	8	1	**48**	x	**$13.00**	$624.00
						Personnel Total:	$984.00
Supply Cost							$1,500.00
Bounce House, DJ, etc.							
						Total:	**$2,484.00**

Red Ribbon Rally							
Staff Cost	**#**	**Hours**	**Days**	**Total Hours**		**Rate**	**Total**
Site Coordinator	1	6	1	**6**	**x**	**$15.00**	$90.00
Rec. Leader	4	6	1	**24**	**x**	**$13.00**	$312.00
Police Personnel	8						$4,253.63
						Personnel Total:	$4,655.63
Supply Cost							
						Total:	**$4,655.63**

Veterans Day							
Staff Cost	**#**	**Hours**	**Days**	**Total Hours**		**Rate**	**Total**
Rec. Leader	5	5	1	**25**	**x**	**$13.00**	$325.00
						Personnel Total:	$325.00
Supply Cost							$500.00
Pins & Refreshments							
						Total:	**$825.00**
				Special Events Total			**$26,455.63**

AGENDA ITEM NO. 13

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: January 15, 2019

TO: Mayor and City Council

FROM: Chris Freeland
City Manager

SUBJECT:

REQUEST FROM MAYOR LLOYD JOHNSON REQUESTING THE CITY COUNCIL'S CONSENSUS TO RE-EXAMINE THE CITY'S TEMPORARY SIGN ORDINANCE TO STRENGTHEN MEASURES TO ADDRESS VIOLATIONS OF ORDINANCE

RECOMMENDATION:

It is recommended that the City Council direct staff accordingly.

DISCUSSION:

Per the City Council's Standing Rules, Mayor Lloyd Johnson is requesting the City Council's consensus to review the City's temporary sign ordinance to strengthen measures that City staff can take to address violations. During the 2018 Campaign Season, some candidates for election in various races did not comply with the City's new temporary sign ordinance, designed to reduce the number of campaign signs posted on public property. As such, Mayor Johnson wishes to re-examine the temporary sign ordinance and see what additional measures the City can institute for future elections.

Prepared by: Chris Freeland, City Manager