



CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

**OCTOBER 3, 2023, 7:00 PM
REGULAR MEETING**

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

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

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

AMERICANS WITH DISABILITIES ACT

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

AGENDA MATERIAL

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

NOTICE

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

PUBLIC COMMENTS ADDRESSING THE CITY COUNCIL (Per WCMC 2-48, Ordinance No. 2150)

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

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

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

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

RULES OF DECORUM

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

AGENDA

CITY OF WEST COVINA CITY COUNCIL/SUCCESSOR AGENCY

**TUESDAY OCTOBER 3, 2023, 7:00 PM
REGULAR MEETING**

INVOCATION

Led by Pastor Kelly Dupee from Faith Community Church

PLEDGE OF ALLEGIANCE

Led by Mayor Pro Tem Tabatabai

ROLL CALL

REPORTING OUT FROM CLOSED SESSION

PRESENTATIONS

- Proclamation Recognizing Fire Prevention Week
- Proclamation Recognizing National Breast Cancer Awareness Day
- Proclamation Recognizing National Community Planning Month

ORAL COMMUNICATIONS - Five (5) minutes per speaker

Please step forward to the podium and state your name and city of residence for the record when recognized by the Mayor.

CITY MANAGER'S REPORT

City Manager's report on current City projects.

CONSENT CALENDAR

All matters listed under CONSENT CALENDAR are considered to be routine and can be acted on by one roll call vote. There will be no separate discussion of these items unless members of the City Council/Community Development Commission request specific items to be removed from the Consent Calendar for separate discussion or action.

APPROVAL OF MEETING MINUTES

- 1) **CONSIDERATION OF APPROVAL OF THE SEPTEMBER 19, 2023, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES AND THE SEPTEMBER 19, 2023, CITY COUNCIL/SUCCESSOR AGENCY REGULAR CLOSED SESSION MEETING MINUTES.**

Consideration of Approval of the September 19, 2023, City Council/Successor Agency Regular Session Meeting Minutes and the September 19, 2023, City Council/Successor Agency Regular Closed Session Meeting Minutes.

CITY MANAGER'S OFFICE

- 2) **CONSIDERATION OF PROPOSED APPOINTMENT OF CODE ENFORCEMENT DIRECTOR**

It is recommended that the City Council ratify the appointment of Milan Mrakich to the position of Code Enforcement Director effective July 22, 2023.

3) **CONSIDERATION OF COMMISSIONER APPOINTMENTS TO THE HUMAN RESOURCES COMMISSION AND THE COMMUNITY AND SENIOR SERVICES COMMISSION**

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

END OF CONSENT CALENDAR

DEPARTMENTAL REGULAR MATTERS

4) **BUS SHELTER IMPROVEMENT CONSIDERATION**

It is recommended that the City Council provide direction to staff relating to improvements to the existing bus shelters throughout the City.

CITY CLERK'S OFFICE

5) **CONSIDERATION OF APPOINTMENTS TO THE AUDIT COMMITTEE**

It is recommended that the City Council appoint two Committee Members to the City's Audit Committee to serve a two-year term.

CITY MANAGER'S OFFICE

6) **CONSIDERATION OF REORGANIZATION CITY DEPARTMENTS**

It is recommended that the City Council approve staff's proposed reorganization of departments.

MAYOR/COUNCILMEMBERS REPORTS

AB 1234 Conference and Meeting Report (verbal, if any)

(In accordance with AB 1234, Councilmembers shall make a brief report or file a written report on any meeting/event/conference attended at City expense.)

CITY COUNCIL REQUESTS FOR REPORTS, STUDIES OR INVESTIGATION

(Per City of West Covina Standing Rules 4.f - Requests for reports, studies, or investigations that are not readily available must be placed on the City Council/Successor Agency agenda as items of business and must be approved by a majority of the City Council/Successor Agency Board.)

CITY COUNCIL COMMENTS

ADJOURNMENT

Next Tentative City Council Meeting

Regular Meeting

October 17, 2023

7:00 PM

RULES OF DECORUM

The following are excerpts from the West Covina Municipal Code:

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

- a. Each person addressing the council shall step up to the rostrum, shall give his or her name and city of residence in an audible tone of voice for the record and unless further time is granted by the council, shall limit his or her address to five (5) minutes.
- b. The city council may establish a limit on the duration of oral communications.
- c. All remarks shall be addressed to the council as a body and not to any member thereof. No person, other than the council and the person

having the floor, shall be permitted to enter into any discussion, either directly or through a member of the council, without the permission of the presiding officer. No question shall be asked of a councilmember except through the presiding officer.

- d. The presiding officer may require any person to be sworn as a witness before addressing the council on any subject. Any such person who, having taken an oath that he or she will testify truthfully, willfully and contrary to such oath states as true any material matter which he knows to be false may be held to answer criminally and subject to the penalty prescribed for perjury by the provisions of the Penal Code of the state.

Sec. 2-50. Decorum--Required.

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

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

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

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

The following are excerpts from the Penal Code

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

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



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: October 3, 2023

TO: Mayor and City Council

FROM: Paulina Morales
Acting City Manager

SUBJECT: CONSIDERATION OF APPROVAL OF THE SEPTEMBER 19, 2023, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES AND THE SEPTEMBER 19, 2023, CITY COUNCIL/SUCCESSOR AGENCY REGULAR CLOSED SESSION MEETING MINUTES.

RECOMMENDATION:

Consideration of Approval of the September 19, 2023, City Council/Successor Agency Regular Session Meeting Minutes and the September 19, 2023, City Council/Successor Agency Regular Closed Session Meeting Minutes.

BACKGROUND:

That the City Council adopt the attached minutes.

Prepared by: Lisa Sherrick; Assistant City Clerk

Attachments

Attachment No. 1 - 9/19/2023 Closed Session Minutes Draft

Attachment No. 2 - 9/19/2023 Regular Session Minutes Draft

CITY COUNCIL GOALS & OBJECTIVES: Enhance City Image and Effectiveness



CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

SEPTEMBER 19, 2023, 6:00 PM
REGULAR MEETING - CLOSED SESSION

MANAGEMENT RESOURCE CENTER 3RD FLOOR
1444 W. GARVEY AVENUE SOUTH
WEST COVINA, CALIFORNIA 91790

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

MINUTES

CALL TO ORDER

A Regular Session Meeting was called to order by Mayor Rosario Diaz on Tuesday, September 19th, 2023, at 6:02 p.m., in the Management Resource Center Conference Room Chambers, 1444 West Garvey Avenue South, West Covina, California.

ROLL CALL

Council Members

Present: Council Members Tony Wu, Ollie Cantos, Letty Lopez Viado, Mayor Pro Tem Brian Tabatabai, Mayor Rosario Diaz

Council Members

Absent: None

City Staff: Paulina Morales, Acting City Manager, Thomas Duarte, City Attorney,

Roxanne Lerma, Assistant City Manager, Stephanie Sikkema, Finance Director and Interim Human Resources and Risk Management Director, Tony Cortina, Acting Police Chief, Derek Straatsma with Goldman Magdalin Krikes, Armineh Megrabyan with Kessel & Megrabyan, Denise L. Rocawich with Jones & Meyer, Joung H. Yim with Liebert Cassidy Whitmore.

PUBLIC COMMENTS ON ITEMS ON THE AGENDA

None

CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - Pursuant to Government Code § 54956.9(d)(1)

1. Marco Arredondo vs. City of West Covina (WCAB Van Nuys – ADJ14291526)
2. Sam Ling vs. City of West Covina (WCAB Van Nuys - ADJ17464110)
3. Christopher T. Huynh vs. City of West Covina et al. (LA Superior Court 22STCV33466)
4. Laureen Frausto vs. City of West Covina et al. (US 2:20-cv-05075-JAK-JPR)

The following three cases were added to the agenda pursuant to Government Code § 54954.2(b)

- ***ACTION: Motion by Councilman Wu, Second by Councilman Cantos 5-0 to:*** add Mansour vs. City of West Covina (WCAB Marina del Ray – ADJ 12826025)
- ***ACTION: Motion by Councilman Wu, Second by Councilman Cantos 5-0 to:*** add Mansour vs. City of West Covina (WCAB Marina del Ray – ADJ 13078567)
- ***ACTION: Motion by Councilman Wu, Second by Councilman Cantos 5-0 to:*** add Mansour vs. City of West Covina (LA Superior Court 21STCV08130)

3. CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code § 54957.6

City Negotiators: Morales, Duarte

Employee Organizations

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

- Mid-Management Employees
- W.C. Police Management Association

Unrepresented Employee Group

- Department Heads

ADJOURNMENT

A motion to adjourn the Closed Session Meeting was made by Mayor Diaz and the meeting was adjourned at 6:52 pm. The next regularly scheduled Closed Session City Council Meeting will be held on Tuesday October 3, 2023, at 6:00 p.m. in the Management Resource Center, 3rd Floor, 1444 West Garvey Avenue South, West Covina, California.

Submitted by:

Lisa Sherrick
Assistant City Clerk

Rosario Diaz
Mayor



CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

**SEPTEMBER 19, 2023, 7:00 PM
REGULAR MEETING**

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

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

MINUTES

**CITY OF WEST COVINA
CITY COUNCIL/SUCCESSOR AGENCY**

CALL TO ORDER

A Regular Session Meeting was called to order by Mayor Rosario Diaz on Tuesday, September 19th, 2023, at 7:00 p.m., in the Council Chambers, 1444 West Garvey Avenue South, West Covina, California

INVOCATION

Led by Pastor Mason Okubo from Immanuel First Lutheran Church

PLEDGE OF ALLEGIANCE

Led by Councilman Wu

ROLL CALL

ROLL CALL

Present: Council Members Tony Wu, Letty Lopez-Viado, Cantos, Mayor Pro Tem Brian Tabatabai, Mayor Rosario Diaz

REPORTING OUT FROM CLOSED SESSION

City Attorney Thomas Duarte reported that no reportable action was taken during the Closed Session Meeting.

PRESENTATIONS

- Presentation by the Water Quality Authority
- Proclamation Honoring Hispanic Heritage Month
- Proclamation Honoring Native American Day

ORAL COMMUNICATIONS - Five (5) minutes per speaker

John Shewmaker
Corliss Roenicke
Bill Elliot
Kathy Navarro
Maureen Hinds
Douglas Fore
Matthew Smith
Jorge Ortega
R. Robinson
David Schwatz
Wen Wen Zhang
Walter Kroner
Mr. G

CITY MANAGER'S REPORT

City Manager's report on current City projects.

CONSENT CALENDAR

***ACTION: Motion by Councilman Wu, Second by Councilwoman Lopez-Viado 5-0
to: Approve Consent Calendar Items 1-4***

***ACTION: Motion by Councilman Wu, Second by Councilman Cantos 4-1
(Tabatabai: No) to: Approve Consent Calendar Item 5***

APPROVAL OF MEETING MINUTES

- 1) **CONSIDERATION OF APPROVAL OF THE SEPTEMBER 5, 2023, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES AND THE SEPTEMBER 5, 2023, CITY COUNCIL/SUCCESSOR AGENCY REGULAR CLOSED SESSION MEETING MINUTES.**

Carried 5-0 to: Approval of the September 5, 2023, City Council/Successor Agency Regular Session Meeting Minutes and the September 5, 2023, City Council/Successor Agency Regular Closed Session Meeting Minutes.

COMMUNITY DEVELOPMENT

- 2) **CONSIDERATION OF AWARD OF REQUEST FOR PROPOSALS NO. 71-023 FOR PREPARATION OF AN AMERICANS WITH DISABILITIES ACT SELF-EVALUATION REPORT AND TRANSITION PLAN**

Carried 5-0 to: It is recommended that the City Council:

1. Award Request for Proposals (RFP) No. 71-023 to Bureau Veritas Technical Assessments LLC for preparation of an American with Disabilities Act (ADA) Self-Evaluation Report and Transition Plan (Project No. C22017).
2. Authorize the Acting City Manager to negotiate and execute an agreement with Bureau Veritas Technical Assessments LLC for \$442,953, in such final form as approved by the City Attorney.

FIRE DEPARTMENT

- 3) **CONSIDERATION OF A BUDGET AMENDMENT FOR FY 2022-23 FIRE EXPENDITURES**

Carried 5-0 to: It is recommended that the City Council adopt the following resolution:

RESOLUTION NO. 2023-76 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2022 AND ENDING JUNE 30, 2023 (FIRE EXPENDITURES)

- 4) **CONSIDERATION OF AN EXTENSION TO THE LEASE AGREEMENT WITH WILLIAMS SCOTSMAN, INC FOR TEMPORARY FIRE STATION NUMBER 1 FACILITIES**

Carried 5-0 to: It is recommended that the City Council take the following actions:

1. Authorize the Acting City Manager to negotiate and execute an extension or new agreement with William Scotsman, Inc. to continue temporary facilities for Fire Station Number 1, in such final form as approved by the City Attorney.
2. Authorize the City Manager to negotiate and execute any amendments to extend such an agreement until such time as a new, permanent facility is ready to be utilized.
3. Adopt the following resolution:

RESOLUTION NO. 2023-77- A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2023 AND ENDING JUNE 30, 2024 (TEMPORARY FIRE STATION FACILITIES)

POLICE DEPARTMENT

5) CONSIDERATION OF FLOCK SAFETY AUTOMATED LICENSE PLATE READER (ALPR) CAMERA SYSTEM LEASE

Carried 4-1 (No: Tabatabai) to: recommended that the City Council authorize the Acting City Manager to negotiate and execute an agreement with Flock Group, Inc. for automatic license plate detection, in an amount of \$2,500 per camera over five years, in such final form as approved by the City Attorney.

END OF CONSENT CALENDAR

DEPARTMENTAL REGULAR MATTERS

CITY MANAGER'S OFFICE

6) CONSIDERATION OF COUNCIL AND COMMISSIONER COMPENSATION AND BENEFITS

- **ACTION: Motion by Councilman Cantos, Second by Councilman Wu 5-0 to:** Increase Council Compensation to the maximum allowed per statute.
- **ACTION: Motion by Councilman Wu, Second by Mayor Pro Tem 5-0 to:** increase Council Allowance to the maximum.
- **ACTION: Motion by Mayor Diaz, Second by Councilman Cantos 5-0 to:** Increase Commissioner Compensation as follows:
 - Increase Planning Commissioner Compensation to \$100/Meeting.
 - Increase Human Resources Commissioner Compensation to \$75/Meeting.
 - Increase Community and Senior Services Commissioner Compensation to \$75/Meeting.

- Bring back the Audit Committee Compensation to \$75/Meeting excluding Elected Officials

MAYOR/COUNCILMEMBERS REPORTS

None

CITY COUNCIL REQUESTS FOR REPORTS, STUDIES OR INVESTIGATION

- Motion by Councilman Wu, Second by Councilman Cantos (no objection) to bring forth a resolution denouncing antisemitism and all forms of hate.

CITY COUNCIL COMMENTS

- Councilman Wu gave a reminder about upcoming events: Touch a Truck, State of the City, and the Moon Festival.
- Mayor Pro Tem gave a reminder regarding Tip a Firefighter at Chili's/Eastland Center raising money for St. Jude.

ADJOURNMENT

A motion to adjourn the Regular Meeting was made by Mayor Diaz, and the meeting was adjourned at 9:47 p.m. The next regularly scheduled Regular City Council Meeting will be held on Tuesday, October 3, 2023, at 7:00 p.m. in the Council Chambers, 1444 West Garvey Avenue South, West Covina, California.



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: October 3, 2023

TO: Mayor and City Council

FROM: Paulina Morales
Acting City Manager

SUBJECT: CONSIDERATION OF PROPOSED APPOINTMENT OF CODE ENFORCEMENT DIRECTOR

RECOMMENDATION:

It is recommended that the City Council ratify the appointment of Milan Mrakich to the position of Code Enforcement Director effective July 22, 2023.

BACKGROUND:

Section 2-151(g) of the West Covina Municipal Code provides that "it shall be the duty of the city manager to appoint, remove, promote and demote any and all officers and employees of the city, except the city clerk, city attorney and city treasurer, subject to the rules and regulations of any applicable civil service or other personnel system in effect. Notwithstanding the foregoing, the city manager shall not appoint or promote a person to serve as the director of a department, unless a majority of the city council first voted in favor of the city manager's proposed appointment or promotion."

DISCUSSION:

City Council approved the new Code Enforcement Director position in May. Internal recruitment for the position was advertised as a promotional opportunity in June and current Code Enforcement Manager Milan Mrakich was selected in July. The Acting City Manager is requesting that the City Council ratify this appointment, by a majority vote, for consistency with Section 2-151(g) of the Municipal Code.

LEGAL REVIEW:

The City Attorney's Office has reviewed this report.

Prepared by: Stephanie Sikkema, Acting Human Resources Director

Fiscal Impact

FISCAL IMPACT:

The new Code Enforcement Director position was included in the FY2023-24 Budget.

CITY COUNCIL GOALS & OBJECTIVES: Maintain Good Intergovernmental Relations



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: October 3, 2023

TO: Mayor and City Council

FROM: Paulina Morales
Acting City Manager

SUBJECT: CONSIDERATION OF COMMISSIONER APPOINTMENTS TO THE HUMAN RESOURCES COMMISSION AND THE COMMUNITY AND SENIOR SERVICES COMMISSION

RECOMMENDATION:

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

BACKGROUND:

Article III (Advisory Commissions) of Chapter 2 (Administration) of the West Covina Municipal Code (WCMC) establishes the City's three commissions and sets forth provisions relating to appointment, vacancies, removal, terms of office, meetings, and responsibilities of City Commissioners. Commissioners must be at least eighteen (18) years of age, and be a resident and registered voter of the City at the time of appointment and throughout their term of office.

DISCUSSION:

Pursuant to Section 2-67(a) of Article III of Chapter 2 of the WCMC, each Councilmember has the power to appoint one (1) commissioner to each the Human Resources Commission and the Planning Commission, and two (2) commissioners to the Community and Senior Services Commission. Pursuant to Section 2-68 of Article III of Chapter 2 of the WCMC, the terms of office of commissioners run concurrently with that of the appointing Councilmember.

There is currently one vacancy on the Human Resources Commission, to be filled by appointment by Mayor Diaz. The City advertised the vacancy and accepted applications in the manner required by law.

Mayor Diaz is announcing the appointment of the following to the Human Resources Commission:

- Deirdre Carlock

Additionally, there are two vacancies on the Community and Senior Services Commission, to be appointed by Councilwoman Lopez-Viado and Councilman Wu. The City has advertised the vacancies and accepted applications in the manner required by law.

Councilman Wu is announcing the appointment of the following to the Community and Senior Services Commission:

- Chatur Patel

LEGAL REVIEW:

The City Attorney's Office has reviewed this report.

Prepared by: Lisa Sherrick; Assistant City Clerk

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



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: October 3, 2023

TO: Mayor and City Council

FROM: Paulina Morales
Acting City Manager

SUBJECT: BUS SHELTER IMPROVEMENT CONSIDERATION

RECOMMENDATION:

It is recommended that the City Council provide direction to staff relating to improvements to the existing bus shelters throughout the City.

BACKGROUND:

The City of West Covina residents have access to public transportation through the City's fixed route shuttle service (Go West Shuttle), as well as a demand response Dial-A-Ride service for eligible residents. In addition, Foothill Transit runs various routes throughout the City, which provides regional connectivity for West Covina residents.

As part of providing amenities for public use at bus stops and in order to provide protection for public transportation users from inclement conditions (rain, wind and sun), the City has installed bus shelter structures throughout the City. Generally, these bus stop shelters are aged and at various stages of disrepair. In order to update the City's inventory of its bus shelters and assess the condition of each bus shelter structure, staff completed a comprehensive survey.

DISCUSSION:

On September 20, 2022, the City's consultant, IBI, presented to the City Council a report regarding the status of the City's transit program and, in light of declining ridership for both the fixed route shuttle and the Dial-A-Ride program, provided various operational models as options for replacement of the existing services. The options included partnership with a rideshare company such as Uber or Lyft or the option of City-operated or contractor-operated vehicles that provide similar curb to curb services. If the City's operational model for its fixed route transit service is converted to a curb-to-curb service, then, in essence, there will not be a need for bus stops. However, City residents will continue to utilize Foothill Transit services. For this reason, the focus of the bus shelter survey and assessment exercise was focused on the bus stops along the Foothill Transit routes operating within the City of West Covina. Once direction has been provided on the GoWest shuttle services, staff will bring back an update on the bus shelters.

Staff has identified 111 existing bus stop shelter structures. These bus stop shelters are comprised of a rectangular metal canopy with posts. Three sides of the shelters have perforated metal panels attached to the main structure. Other amenities at the bus stops with shelters include metal benches and trash

receptacles. Close inspection of the existing shelter structures indicates that out of the 111 shelters, 12 units are structurally deficient and damaged and can not be salvaged and repaired. The balance, 99 shelters, could be repaired, refurbished and re-installed.

During the assessment process of the bus shelters, staff identified signs of deferred maintenance including chipped paint, discoloration/bleaching of paint, corrosion of metal structure, broken/damaged perforated metal panels and advertisement panels, and the impact of various forms of vandalism including graffiti.

Attachment 1 shows photos of existing bus shelter structures with and without an advertisement board and in various states of disrepair.

In order to address the existing deficient bus shelter structures, there are two options available:

A. Refurbish Existing Salvageable Shelters and Replace Existing Structurally Deficient Shelters

As indicated previously, there are shelter structures which could be salvaged, repaired, refurbished and re-installed. The estimated cost would be about \$16,000 to \$19,000 per shelter. There are shelters which can not be salvaged and should be replaced with new units. The cost for a new bus shelter is estimated at \$35,000 to \$60,000 per unit depending on the type and material of the selected structure. If we were to use the average cost of \$17,500 for repair and refurbishment of each salvageable shelter and the average cost of \$47,500 for purchase and installation of a new shelter, then the total estimated cost of this option will be about \$ 2. million.

B. Replace Existing Shelters with New Bus Shelter Structures

This option entails removal and disposal of all 111 existing shelters, and purchase and installation of new bus shelter structures. The estimated cost of this option is in the range of \$35,000- \$60,000 per unit. Using the average cost of \$47,500 for purchase and installation of a new bus shelter, the total estimated cost of implementation of Option B will be about \$5.3 million.

Option A

Option A will not provide an opportunity to create a uniform appearance as related to the bus shelters throughout the City however, when compared with Option B, economically, it is a more feasible choice. Furthermore, the refurbished units will have a useful life which is considerably less than a new and well-constructed new structure and ultimately need to be replaced with a new unit. Given the fact that this option includes refurbishment of 99 existing units, there will be a considerable capital investment in the future to replace these units with new ones.

Option B

Option B will provide the flexibility to select a new and more updated bus shelter structure from many available designs and material palette. A well-designed new bus shelter structure would not only enhance the City streets' appearance but could also provide a more effective shelter for the City's residents utilizing public transportation. A new structure will have a much longer useful life than a refurbished structure. Attachment 2 shows examples of bus shelter structures installed in other municipalities.

It should be noted that in the case of implementation of either option, other components of a complete bus stop with full amenities, namely, benches and trash cans, should be provided. Of particular importance is the inclusion of trash receptacles at each bus stop, which not only assists with maintaining a clean facility but is also a requirement under the provisions of the National Pollutant Discharge Elimination System (NPDES).

If the City Council's direction is to implement either Option A or Option B, then a phased implementation program could be considered.

A reasonable phased program is to prioritize replacement of the shelters based on several factors such as their current condition, ridership data, accessibility, and proximity to major centers such as hospitals, clinics, schools, and major shopping destinations. Staff completed evaluation of each one of the 111 shelters and created a ranking system to assist with prioritizing replacement of the bus shelter structures. Therefore, a bus shelter with a high number of ridership, close to major centers such as schools, hospitals, or shopping destinations and with an overall extensive dilapidated condition has been prioritized over one which serves a lower number of public transit patrons, not very close to a major center, and not extensively deficient and dilapidated.

A table summarizing the results of this evaluation methodology is attached to this report (Attachment 3). The table organizes each bus stop shelter in order of the lowest to the highest total ranking score. The lower the score the bus stop shelter is awarded, the higher the priority it will take. This table provides a tool for selection of the appropriate number of structures earmarked for refurbishment and or replacement based on availability of budget.

LEGAL REVIEW:

The City Attorney's Office has reviewed this report.

Prepared by: Michael Ackerman P.E.

Fiscal Impact

FISCAL IMPACT:

There is \$1,000,000 budgeted in the City's Capital Improvement Program for Bus Shelter Replacement (Project#23029) utilizing Measure M funds (Fund 235).

Under Measure M, the City receives a portion of a ½ cent sales tax levied in Los Angeles County to provide transportation related projects and programs. The City uses Measure M Funds for certain capital projects or transportation projects such as street rehabilitation and reconstruction, traffic monitoring systems, and congestion management and planning.

In addition, staff is in communication with Foothill Transit regarding available funding for West Covina bus shelter improvements.

Attachments

Attachment No. 1- Photos of Existing Bus Shelter Structures with and without an Advertisement Board and in Various State of Disrepair

Attachment No. 2- Bus Shelters Installed in Other Municipalities

Attachment No. 3- Bus Shelter Matrix

CITY COUNCIL GOALS & OBJECTIVES: A Well-Planned Community

ATTACHMENT NO. 1

PHOTOS OF EXISTING BUS SHELTER STRUCTURES WITH AND WITHOUT AN ADVERTISEMENT BOARD AND IN VARIOUS STATE OF DISREPAIR



ATTACHMENT NO. 1



ATTACHMENT NO. 1



ATTACHMENT NO. 1



ATTACHMENT NO. 1



ATTACHMENT NO. 2

PHOTOS OF BUS SHELTER STRUCTURES INSTALED IN OTHER MUNICIPALITIES



ATTACHMENT NO. 2



ATTACHMENT NO. 2



WEST COVINA SHUTTLE BUS STOPS PRIORITY

NO.	LOCATION	TOTAL SCORE
1	South Side of Workman Avenue Between Azusa Avenue & Phillip Avenue	3
2	North East corner Azusa Avenue and Workman Avenue	5
3	North West corner Merced Avenue and Trojan Way	6
4	North East corner West Covina Parkway and Fashion Plaza	6
5	North East corner Vincent Avenue and Glendora Avenue	6
6	South East corner Azusa Avenue and Rowland Avenue	6
7	North West corner Barranca Avenue and North Garvey Avenue	6
8	South East corner Workman Avenue and 2nd Street	6
9	South West corner West Covina Parkway and Fashion Plaza	7
10	North East corner West Covina Parkway and California Avenue	7
11	South West corner Vincent Avenue and Plaza Drive	7
12	South West corner Azusa Avenue and South Garvey Avenue	7
13	North West corner Amar Road and Brentwood Drive	7
14	South West corner West Covina Parkway and California Avenue	8
15	North West corner Vincent Avenue and Glendora Avenue	8
16	South East corner Citrus Street and South Garvey Avenue	8
17	South East corner Azusa Avenue and The Heights	8
18	South West corner Francisquito Avenue and Tonopah Avenue	9
19	North East corner Glendora Avenue and Merced Avenue	9
20	North East corner Azusa Avenue and Aroma Drive	9
21	South East corner Sunset Avenue and Puente Avenue	10
22	South West corner Sunset Avenue and Puente Avenue	10
23	North East Corner Francisquite Avenue and Tonopah Avenue	10
24	North East corner Francisquito Avenue and Orange Avenue	10
25	South West corner Glendora Avenue and Merced Avenue	10
26	South West corner Cameron Avenue and Azusa Avenue	10
27	North East corner Azusa Avenue and Puente Avenue	10
28	North West corner Azusa Avenue and Workman Avenue	10
29	North West corner Cameron Avenue and Citrus Street	10
30	South West corner Barranca Avenue and Virginia Avenue	10
31	North West corner Citrus Avenue and Walnut Creek Parkway	10
32	North East corner Nogales Road and La Puente Road	10
33	South East corner West Covina Parkway and Toluca Avenue	11
34	North West corner West Covina Parkway and Toluca Avenue	11
35	North West corner Sunset Avenue and Merced Avenue	11
36	North East corner Azusa Avenue and Cameron Avenue	11
37	South West corner Valinda Avenue and Glendora Avenue	11
38	South West corner Azusa Avenue and Puente Avenue	11
39	North West corner Azusa Avenue and Rowland Avenue	11

40	North East corner Rowland Avenue and Azusa Avenue	11
41	South East corner Rowland Avenue and Azusa Avenue	11
42	South West corner Azusa Avenue and Francisquito Avenue	11
43	North West corner Amar Road and Lark Ellen Avenue	11
44	South East corner West Covina Parkway and Sunset Avenue	12
45	North West corner Glendora Avenue and Michelle Street	12
46	North East corner Glendora Avenue and Michelle Street	12
47	South West corner Azusa Avenue and Cameron Avenue	12
48	North East corner Cameron Avenue and Azusa Avenue	12
49	North East corner Azusa Avenue and South Garvey Avenue	12
50	South West corner Azusa Avenue and Amar Road	12
51	South East corner Amar Road and Azusa Avenue	12
52	North East corner Amar Road and Valinda Avenue	12
53	South East corner Valinda Avenue and Burtree Street	12
54	North East corner Valley Boulevard and Nogales Street	12
55	South East corner Sunset Avenue and Cameron Avenue	13
56	South West corner Sunset Avenue and Farlington Street	13
57	North East corner Francisquito Avenue and Sunset Avenue	13
58	South East corner Francisquito Avenue and Sunset Avenue	13
59	South East corner Sunset Avenue and Francisquito Avenue	13
60	North West corner Glendora Avenue and Cameron Avenue	13
61	North West Corner Cameron Avenue and Lark Ellen Avenue	13
62	North East corner Azusa Avenue and Cortez Street	13
63	North East corner Barranca Avenue and Virginia Avenue	13
64	North East corner Azusa Avenue and Francisquito Avenue	13
65	North East corner Azusa Avenue and Amar Road	13
66	North West corner Amar Road and Azusa Avenue	13
67	South East corner Valinda Avenue and Maplegrove Street	13
68	North West corner Amar Road and Walnut Vista Way/ Nogales Street	13
69	South East corner Shadow Oaks Drive and Shakespeare Drive	13
70	North West corner La Puente Road and Sentous Avenue	13
71	North East corner Sunset Avenue and Workman Avenue	14
72	South West corner Sunset Avenue and Workman Avenue	14
73	North East corner Sunset Avenue and West Covina Parkway	14
74	North East corner Sunset Avenue and Merced Avenue	14
75	South West corner Sunset Avenue and Francisquito Avenue	14
76	North East corner Glendora Avenue and Cameron Avenue	14
77	North West corner Cameron Avenue and Fernwood Street	14
78	North East corner Cameron Avenue and Hollenbeck Avenue	14
79	North West corner Cameron Avenue and Montezuma Way	14
80	North West corner Azusa Avenue and Grenoble Avenue	14
81	South East corner Azusa Avenue and Fairgrove Avenue	14
82	South West corner Azusa Avenue and Fairgrove Avenue	14
83	North West corner Amar Road and Temple Avenue	14
84	South West corner Amar Road and Temple Avenue	14

85	South West corner Sunset Avenue and Plaza Drive	15
86	South West corner Sunset Avenue and Cameron Avenue	15
87	North East corner Sunset Avenue and Vine Avenue	15
88	South West corner Sunset Avenue and Vine Avenue	15
89	North West corner Glendora Avenue and Vine Avenue	15
90	South East corner Glendora Avenue and Vine Avenue	15
91	South East corner Citrus Street and Cortez Street	15
92	North East corner Merced Avenue and Orange Avenue	16
93	South East corner Merced Avenue and Orange Avenue	16
94	South West corner Azusa Avenue and Vine Avenue	16
95	North West corner Amar Road and Westport Street	16
96	North West corner Shadow Oaks Drive and Rita Lane	16
97	South West corner Sunset Avenue and Rowland Avenue	17
98	North West corner Sunset Avenue and Durness Street	17
99	North West corner Valinda Avenue and Merced Avenue	17
100	North East corner Valinda Avenue and Cameron Avenue	17
101	North West corner Valinda Avenue and Cameron Avenue	17
102	South West corner Shadow Oaks Drive and Gemini Street	17
103	North West corner Shadow Oaks Drive and Gemini Street	17
104	South West corner Azusa Avenue and Merced Avenue	18
105	North East corner Azusa Avenue and Merced Avenue	18
106	North West corner Amar Road and Shadow Oak Drive	18
107	North West corner Shadow Oaks Drive and Nogales Street	18
108	North East corner Sunset Avenue and Durness Street	19
109	South East corner Amar Road and Shadow Oak Drive	19
110	North East corner Shadow Oaks Drive and Woodgate Drive	19
111	South West corner Shadow Oaks Drive and Nogales Street	19



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: October 3, 2023

TO: Mayor and City Council

FROM: Paulina Morales
Acting City Manager

SUBJECT: CONSIDERATION OF APPOINTMENTS TO THE AUDIT COMMITTEE

RECOMMENDATION:

It is recommended that the City Council appoint two Committee Members to the City's Audit Committee to serve a two-year term.

BACKGROUND:

On October 6, 2015, the City Council adopted Resolution No. 2015-73, which established the Audit Committee, consisting of the City Manager, the Finance Director, the City Treasurer, two City Council Members, and two members of the public, and established the procedures, rules and regulations of the Audit Committee.

On May 17, 2016, the City Council adopted Resolution No. 2016-40, removing the City Manager and Finance Director from the Audit Committee since they prepare the reports that are presented to the Committee.

On May 15, 2018, the City Council adopted Resolution No. 2018-60, adding two additional community members to the Audit Committee, such that membership increased from five members to seven members to consist of the City Treasurer, two Council Members, and four members of the public.

On May 7, 2019, the City Council adopted Resolution No. 2019-31, renaming the previously established Audit Committee as the Finance & Audit Committee and amending the duties of the Finance & Audit Committee.

On May 4, 2021, the City Council adopted Resolution 2021-33, renaming the Finance & Audit Committee as the Audit Committee, amending the duties of the Audit Committee, increasing the number of members of the public on the Committee from four to five members, and providing that the two City Council Members and City Treasurer will serve as ex-officio non-voting members of the Committee.

DISCUSSION:

There are currently a total of two (2) vacancies on the Audit Committee; two of the vacancies were created with the expiration of the terms of the seats currently held by David Lin and Miguel Garcia.

Committee Member Lin applied to be reappointed to the Committee within the last year and would like to be considered for reappointment.

No new applications have been received since the appointment of Committee Members Solorio, Grivich, and Stanley, who were appointed in April 2023. Reappointment of existing Committee Member David Lin is permitted under the Audit Committee guidelines for a two-year term. Provided below are the names of the individuals that have applied to be on the Audit Committee:

- Sam Chen
- Jonathan Elisa
- Farris Hamza
- David Paredes
- Justin Nicholas
- Edward Vasquez

OPTIONS:

The City Council has the following options:

1. Re-appoint David Lin and appoint someone from the list of applicants previously supplied to Council in April; or
2. Re-appoint David Lin and reopen the application period for an additional recruitment period.

Prepared by: Lisa Sherrick; Assistant City Clerk

CITY COUNCIL GOALS & OBJECTIVES: Enhance City Image and Effectiveness



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: October 3, 2023

TO: Mayor and City Council

FROM: Paulina Morales
Acting City Manager

SUBJECT: CONSIDERATION OF REORGANIZATION CITY DEPARTMENTS

RECOMMENDATION:

It is recommended that the City Council approve staff's proposed reorganization of departments.

BACKGROUND:

Public Services & Community Development Departments

In 2018, the City reorganized the Community Services Department, Planning Department, Public Works Department, and Community & Economic Development Division and created new departments. The reorganization resulted in consolidating three (3) departments and one (1) division into two (2) departments. The Public Services Department was created from the merging of two (2) divisions, maintenance, and community services. The Community Development Department was created with the merging of planning, building & safety, engineering, and community & economic development. The consolidation of the departments was a result of a budget deficit that was forecasted for Fiscal Year 2019-20.

In 2019, the City hired a Code Enforcement Manager, and has since grown the division to six (6) full-time positions and fourteen (14) part-time positions. This division was added to the Community Development Department.

To address the situation and maximize salary savings, at that time, staff recommended the consolidation of City departments and restructuring of City departments' operations. In addition, there had been recent resignations that created new staffing challenges that were viewed as an opportunity to make additional changes to the organization to further consolidate departments.

Finance & Human & Resources Departments

Over the years, West Covina has seen both Finance and Human & Resources and Risk Management departments as separate departments and as a consolidated one. West Covina has experienced recent vacancies for our Human Resources & Risk Management Director in the last year. Upon the completion of a recent recruitment for the position, staff recommends consolidating the departments. These two departments have a lot of crossover that allows for efficiencies in operations.

Current Director Positions

Director positions have been further consolidated with the Assistant City Manager positions. Since the former Community Development Director retired in 2020, the City has not filled the position. Instead, the department has been assigned to an Assistant City Manager to oversee. In addition, the Public Services Department, overseen by an Assistant City Manager, has operated without a deputy director for either division or even a manager until recently. A Deputy Director was hired in 2022, and a Recreation Services Supervisor was hired in October 2022. The public services department was operating with a huge management gap between staff and the director.

DISCUSSION:

In 2018, the City was reducing services and staffing due to budget constraints which was followed by a reduction in staff and services through the COVID 19 Pandemic. Today, the City is in a healthier financial position and staff is recommending reorganizing departments in order to address deferred maintenance and improve the delivery of programs, events, and services. Additionally, this reorganization will clearly define each department, allowing for better oversight. The City is dedicated to maintaining transparency in our operations and understands the importance of convenience and efficiency when accessing government services.

Staff is proposing the following organization of departments:

Current Departments	Proposed Departments
City Clerk's Office	City Clerk's Office
Community Development	Community Development
Finance	Code Enforcement
Fire	Community Services
Human Resources & Risk Management	Finance & HR/Risk
Police	Fire
Public Services	Police
	Public Works

Attachment No. 1 includes the proposed organizational chart for the departments. The proposed changes call for eight (8) departments, each with a director overseeing each department. Until a director position is budgeted for and filled, those departments without a director will be assigned to an Assistant City Manager. The proposed organizational chart includes three new classifications; Community Services Deputy Director, Community Development Deputy Director, and a Project Manager.

The proposed reorganization will require the following:

- Two job descriptions need to be changed to reflect the separation of community services and maintenance (Deputy Director of Public Services and Public Services Superintendent).
- Code Enforcement Director's job description will need to be changed to report directly to the City Manager.
- Creation of two job descriptions: Community Services Deputy Director and Community Development Deputy Director.
- All job descriptions referencing Public Services need to be updated to reflect the separation of the department into two separate departments.
- A Resolution to amend the Schedule of Positions budgeted for FY2023-24 to reflect the two added positions.

The City continuously works to improve our services to our community.

LEGAL REVIEW:

The City Attorney's Office has reviewed this report.

Fiscal Impact

FISCAL IMPACT:

The proposed organization chart reallocates two positions. The current Planning Manager position is proposed to be reallocated to the new Deputy Director of Community Development once the classification is created. The current Public Services Manager is proposed to be reallocated to an Assistant to the City Manager. The City's Personnel Rules state that if a position is reallocated to a class which has a higher salary range, then the salary of such employee who shall be placed on the step in the new higher range which is at least equal to an advancement of a full step over the step he/she held in his/her former range in the basic salary schedule. The financial impact of step increase is equal to five percent.

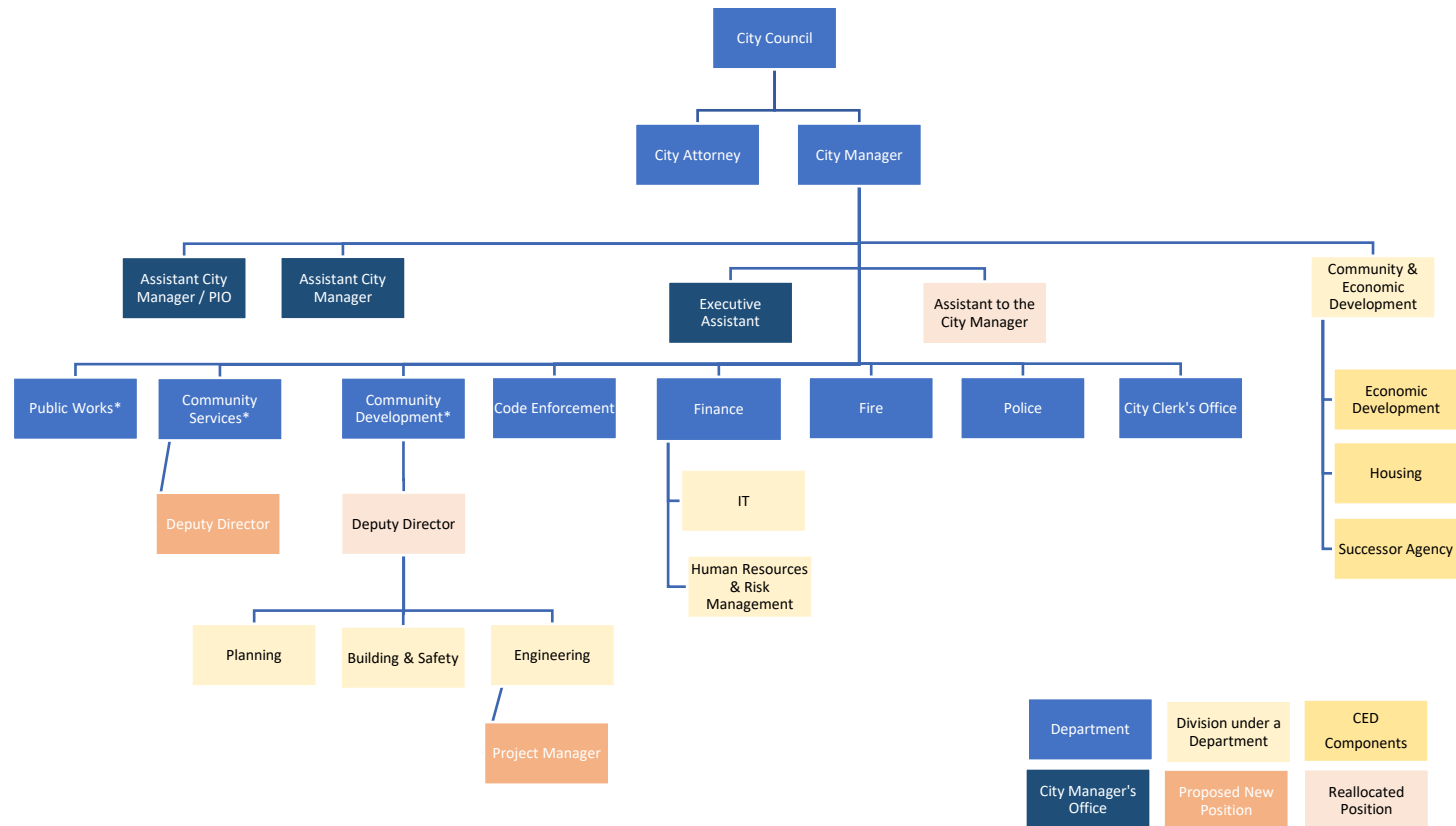
The Deputy Director of Community Services and Project Manager are two new proposed classifications and positions. The Deputy Director of Community Services is proposed to be funded by the General Fund. The Project Manager position is proposed to be funded by General Fund Engineering and capital projects. The total fiscal impact of these new classifications will be assessed once a new classification and salary range are proposed.

Attachments

Attachment No. 1 - Proposed Organizational Chart

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

Proposed City Organizational Chart



**An Assistant City Manager will serve as Director.*

Current City Organizational Chart

