

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

APRIL 21, 2020, 7:00 PM
REGULAR MEETING

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

Mayor Tony Wu
Mayor Pro Tem Letty Lopez-Viado
Councilman Dario Castellanos
Councilman Lloyd Johnson
Councilmember Jessica C. Shewmaker

Governor Newsom issued Executive Orders (N-25-20 and N-29-20), which temporarily suspend certain requirements of the Brown Act. Pursuant to the Executive Orders, Council Members may attend City Council meetings telephonically and the City Council is not required to make available a physical location from which members of the public may observe the meeting and offer public comment.

On March 19, 2020, the Governor issued Executive Order N-33-20, directing that all individuals living in the State of California stay at home or their place of residence except as needed to maintain the continuity of operations of designated federal critical infrastructure sectors.

Consistent with the Governor's Executive Orders, please be advised that the City Council Chambers are closed to the public and that some, or all, of the West Covina City Council Members may attend this meeting telephonically.

Due to the essential nature of City Council meetings in conducting official City business, the April 21, 2020 City Council meeting will take place as scheduled, with the following changes and additional opportunities to participate:

- 1. CHAMBERS CLOSED TO THE PUBLIC.** The City Council Chambers will be closed to the public.
- 2. E-MAILED PUBLIC COMMENT.** Members of the public that wish to address the Council during public comment or a public hearing may submit public comments via e-mail to the City Clerk at City_Clerk@westcovina.org. The subject line should specify either "Public Comment – 4/21/20" or "Public Hearing – Item No. [] – 4/21/20". Please include your full name and address in your e-mail. The

City Clerk will read emails received by 6:30PM the day of the Council meeting out loud into the public record.

All email comments must be received by 6:30PM the day of the meeting.

3. **TELEPHONIC ACCESSIBILITY.** If you wish to address the Council by telephone during public comment or a public hearing, you may contact the City Clerk by email or by telephone to advise the City Clerk that you would like to address the Council during public comment or a public hearing.

If emailing such request, please send an email by 6:30PM on the day of the Council meeting to City_Clerk@westcovina.org that includes your name, contact number, and item you wish to comment on, and you will be called during public comment. The subject line of your email should specify either "Public Comment – 4/21/20" or "Public Hearing – Item No. [] – 4/21/20".

If you would like to make such request by phone, please contact the City Clerk at (626) 939-8433 by no later than 6:30PM on the day of the Council meeting to make the request and provide your name, contact number, and the item you wish to speak on.

You must submit your phone number by 6:30PM the day of the meeting, if you wish to speak.

4. **LIVE STREAM/RECORDING OF CITY COUNCIL MEETINGS.** Members of the public may watch City Council meetings live through the West Covina City YouTube channel at www.westcovina.org/LIVE. Council meeting videos are also posted to the City's YouTube channel after each meeting.

The City of West Covina thanks you in advance for taking all precautions to prevent spreading the COVID-19 virus.

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 APRIL 21, 2020, 7:00 PM
REGULAR MEETING**

INVOCATION

Led by Assistant City Clerk Lisa Sherrick

PLEDGE OF ALLEGIANCE

Led by Assistant City Manager Mark Persico

ROLL CALL

REPORTING OUT FROM CLOSED SESSION

PRESENTATIONS

- Due to COVID-19 we do not have any presentations.

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) **APRIL 7, 2020 CITY COUNCIL/SUCCESSOR AGENCY REGULAR MEETING MINUTES
APRIL 7, 2020 CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING
MINUTES**

It is recommended that the City Council approve the April 7, 2020 Regular Meeting Minutes and the April 7, 2020 Closed Session Meeting Minutes.

COMMUNITY DEVELOPMENT

2) CONSIDERATION OF APPROVAL OF MEETING MINUTES AND TRAFFIC COMMITTEE RECOMMENDATIONS OF VARIOUS IMPROVEMENTS FROM THE MARCH 10, 2020 TRAFFIC COMMITTEE MEETING

It is recommended that the City Council approve the Traffic Committee recommendations from the March 10, 2020 Traffic Committee Meeting for the following items:

1. New Traffic Committee Items Presented at the March 10, 2020 Traffic Committee Meeting:

- i. **Community Workshop Announcement:** No action required, at the March 10, 2020 TC Meeting, an announcement was given about the City's Community Workshop the City planned to host on Monday, March 16, 2020 at 6:30 p.m. at Cortez Park Senior Center (2501 E Cortez St, West Covina, CA 91791) to discuss the intersection of Citrus Street and Cameron Avenue. Residents living within the area were mailed flyers. ***Please note that this workshop has been postponed to a future to be determined date per CDC and California guidance due to COVID-19.***
- ii. **Traffic Review for Red Curb in front of the Foothill Transit Bus Stop Near Valinda Avenue South of Glendora Avenue**
 - a. **Request:** The West Covina Police Department requested a traffic review of existing parking conditions along Valinda Avenue at Glendora Avenue/West Covina Parkway due to the narrow width of the street.
 - b. **Review Standard:** Recommended improvements and all traffic control devices on public streets are guided by the California Manual on Uniform Traffic Control Devices (CAMUTCD), the California Vehicle Code (CVC) and engineering judgement.
 - c. **Recommendation:** It was unanimously recommended to implement the following improvements: (1) Repaint approximately 100-feet of existing red curb on Valinda Avenue. (2) Paint an additional 120-feet of red curb to extend the existing red curb on Valinda Avenue for a total of approximately 220-feet of red curb.
- iii. **Traffic Review Along Curve at Baymar Avenue and Idahome Street**
 - a. **Request:** A resident submitted a request to conduct a traffic review to evaluate existing conditions at the curve where Baymar Avenue and Idahome Street intersect due speeding concerns along the curve.
 - b. **Review Standard:** Recommended improvements for signage, striping and all traffic control devices on public streets are guided by the California Manual on Uniform Traffic Control Devices (CAMUTCD), the California Vehicle Code (CVC) and engineering judgement.
 - c. **Recommendation:** It was unanimously recommended to implement the following improvements: (1) Install approximately 50-foot long center line consisting of a solid double yellow line along the center of the curve at the intersection of Baymar Avenue and Idahome Street. (2) Install Chevron Alignment signs (W1-8) along the curve to provide additional emphasis and guidance for a change in horizontal alignment. The Chevron Alignment sign shall be a vertical rectangle, without a border. Chevron Alignment signs shall be installed on the outside of a turn or curve, in line with and approximately a right angle to approaching traffic. Per CAMUTCD Section 2C.09, Figure 2C-2. and Table 2C-6. (3) Install Alignment Warning Signs (W1-1) and 15MPH Advisory Speed Plaque (W13-1P). Per CAMUTCD Section 2C.10 and Figure 2C-2. For sign sizes refer to CAMUTCD Table 2C-2. (4) Install approximately 60 feet of red curb at the curve.

iv. Line of Sight Review at Phillips Avenue East of Workman Avenue

- a. **Request:** A resident submitted a request to review the existing line of sight at the intersection of Phillips Avenue and Workman Avenue due to restricted view of approaching vehicles from parked vehicles when trying to exit from Phillips Avenue onto Workman Avenue as well as restricted view of pedestrians crossing northbound in the uncontrolled crosswalk at the east leg of the intersection.
- b. **Review Standard:** Per AASHTO Guidelines for Stopping Sight Distance for a design speed of 25 mph, it recommended to have a clear sight distance of 155 feet. Per line of sight triangle appropriate red curb based on this standard is recommended. Recommended signage and crosswalk improvements and all traffic control devices on public streets are guided by the California Manual on Uniform Traffic Control Devices (CAMUTCD), the California Vehicle Code (CVC) and engineering judgement.
- c. **Recommendation:** It was unanimously recommended to implement the following improvements at this intersection: (1) Repaint approximately 10-feet of existing red curb and paint an additional 25-feet of red curb, for a total of 35-feet of red curb, to prohibit parking too close to the marked crosswalk. (2) Install “Yield Here to Pedestrian” (R1-5) signs with advanced marked yield lines in white paint approaching the east leg uncontrolled crosswalk for both approaches approximately 20-feet to 60-feet from the crosswalk. (3) Install School Warning Assembly (SW24-1) sign approaching the east leg uncontrolled crosswalk for the eastbound approach approximately 100-feet to 200-feet from the crosswalk. (4) Repaint existing School Crosswalk located in the south leg with a Yellow ladder pattern to match the crosswalk in the east leg of the intersection at all times.

3) CONSIDERATION OF MEMORANDUM OF UNDERSTANDING BETWEEN THE CITIES OF WEST COVINA AND COVINA FOR THE CONSTRUCTION AND MAINTENANCE OF UPDATED PEDESTRIAN SIGNAGE AND STRIPING, AND CROSSWALK REMOVAL AND RELOCATION AT THE INTERSECTION OF LARK ELLEN AVENUE AND GROVECENTER STREET

It is recommended that the City Council:

1. Authorize the City Manager to negotiate and execute a Memorandum of Understanding (MOU) with the City of Covina for the construction and maintenance of pedestrian/school crossing facilities on Lark Ellen Avenue and Grovecenter Street, with costs shared equally between the two cities;
2. Authorize the installation of a street light as part of the project, the cost of which will be borne solely by West Covina; and
3. Authorize the City Manager to execute any amendments to the MOU, provided that any increase in the City's contribution for the improvements is consistent with any construction agreement approved by the City Council for such improvements.

4) Consideration of Contract Award for Loan Servicing for Housing Loan Program

It is recommended that the Community Development Commission award the housing loan servicing agreement to AmeriNational Community Services, LLC dba AmeriNat for loan servicing for the housing loan programs, and authorize the Executive Director to execute the agreement.

5) CONSIDERATION OF APPROVAL OF PROFESSIONAL SERVICES AGREEMENT FOR NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM PERMIT COMPLIANCE SERVICES (SPEC. NO. 71-006)

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

1. Authorize the City Manager to negotiate and execute a Professional Services Agreement with John L. Hunter & Associates, Inc., effective July 1, 2020, in an annual amount not to exceed \$90,000 for National Pollutant Discharge Elimination System (NPDES) Permit Compliance Services; and
2. Authorize the City Manager to negotiate and execute an extension of the current Professional Services Agreement term with John L. Hunter & Associates, Inc. through June 30, 2020.

6) Consideration of San Gabriel Valley Regional Housing Trust Joint Exercise of Powers Agreement

It is recommended that the City Council:

Authorize the City Manager to negotiate and execute the San Gabriel Valley Regional Housing Trust Joint Exercise of Powers Agreement and any other documents necessary to join the San Gabriel Valley Regional Housing Trust Fund.

It is recommended that the Community Development Commission:

Authorize the payment of the administrative fee required by the San Gabriel Valley Regional Housing Trust Joint Exercise of Powers Agreement.

FINANCE DEPARTMENT

7) SECOND QUARTER FINANCIAL REPORT FOR FISCAL YEAR 2019-20

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

1. Receive and file the Second Quarter Financial Report for Fiscal Year 2019-20; and
2. Adopt the following resolution:

RESOLUTION NO. 2020-20 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2019, AND ENDING JUNE 30, 2020 (Second Quarter Financial Report)

HUMAN RESOURCES/RISK MANAGEMENT

8) CONSIDERATION OF GOVERNMENT TORT CLAIMS

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

1. Ileana Mendez vs. City of West Covina
2. Allstate Insurance ASO Ileana Mendez vs. City of West Covina
3. Laureen Frausto vs. City of West Covina

POLICE DEPARTMENT**9) CONSIDERATION OF PURCHASE OF CELL-PHONE BASED CITATION SYSTEM**

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

Authorize the purchase of an IOS Citation System directly from Crossroads Software of Brea, CA, for a total of \$37,100, using previously appropriated federal asset forfeiture funds.

PUBLIC SERVICES**10) CONSIDERATION OF PURCHASE ORDER WITH BIO CLEAN FOR INSTALLATION OF ADDITIONAL CATCH BASIN FULL TRASH CAPTURE DEVICES**

It is recommended that the City Council authorize staff to issue a purchase order to Bio Clean, a Forterra Company, in the amount of \$56,439.30 for the purchase and installation of additional catch basin inserts at various locations in the City.

END OF CONSENT CALENDAR**HEARINGS****PUBLIC HEARINGS****11) PUBLIC HEARING TO CONSIDER CODE AMENDMENT NO. 20-01 FOR FILM PERMIT STANDARDS**

That Planning Commission recommends that the City Council consider a Zoning Code Amendment as follows:

ORDINANCE NO. 2471 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA APPROVING CODE AMENDMENT NO. 20-01, RELATED TO FILM PERMIT STANDARDS

12) CONSIDERATION OF PROPOSED AMENDMENTS TO THE COMMUNITY DEVELOPMENT BLOCK GRANT FY 2015-2020 CONSOLIDATED PLAN, FY 2019-2020 ACTION PLAN, AND CITIZEN PARTICIPATION PLAN AND APPROVAL OF AGREEMENT WITH ALTAMED FOR COVID-19 TESTING

That the City Council take the following actions:

1. Approve the proposed amendments to the CDBG FY 2015-2020 Consolidated Plan, FY 2019-2020 Action Plan, and Citizen Participation Plan;
2. Ratify the agreement with AltaMed Health Services Corporation for a grant of up to \$187,500 for COVID-19 testing operations; and
3. Approve the following Resolution:

RESOLUTION NO. 2020-25 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2019 AND ENDING JUNE 30, 2020 (CDBG-CV)

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

May 5, 2020

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: 04/21/2020

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: APRIL 7, 2020 CITY COUNCIL/SUCCESSOR AGENCY REGULAR MEETING MINUTES
APRIL 7, 2020 CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING MINUTES

RECOMMENDATION:

It is recommended that the City Council approve the April 7, 2020 Regular Meeting Minutes and the April 7, 2020 Closed Session Meeting Minutes.

DISCUSSION:

That the City Council adopt the attached minutes.

Prepared by: Lisa Sherrick, Assistant City Clerk

Attachments

Attachment No. 1 - 4-7-2020 Regular Session Meeting Minutes Draft

Attachment No. 2 - 4-7-2020 Closed Session Meeting Minutes Draft



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 04/21/2020

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF APPROVAL OF MEETING MINUTES AND TRAFFIC COMMITTEE RECOMMENDATIONS OF VARIOUS IMPROVEMENTS FROM THE MARCH 10, 2020 TRAFFIC COMMITTEE MEETING

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iv. Line of Sight Review at Phillips Avenue East of Workman Avenue

- a. **Request:** A resident submitted a request to review the existing line of sight at the intersection of Phillips Avenue and Workman Avenue due to restricted view of approaching vehicles from parked vehicles when trying to exit from Phillips Avenue onto Workman Avenue as well as restricted view of pedestrians crossing northbound in the uncontrolled crosswalk at the east leg of the intersection.
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DISCUSSION:

Please refer to the attached detailed meeting minutes for more information (Attachment No. 1).

Prepared by: Jana Robbins, Project Manager

Fiscal Impact

FISCAL IMPACT:

The recommended items will be installed and scheduled based on budget appropriations by the Community Development Department. Curb markings and signage will be coordinated with the Public Services Department for scheduling and installation.

Attachments

Attachment No. 1 - Traffic Committee Minutes - Meeting of March 10, 2020

CITY COUNCIL GOALS & OBJECTIVES: Enhance Public Safety

Enhance City Programs and Activities



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 04/21/2020

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF MEMORANDUM OF UNDERSTANDING BETWEEN THE CITIES OF WEST COVINA AND COVINA FOR THE CONSTRUCTION AND MAINTENANCE OF UPDATED PEDESTRIAN SIGNAGE AND STRIPING, AND CROSSWALK REMOVAL AND RELOCATION AT THE INTERSECTION OF LARK ELLEN AVENUE AND GROVECENTER STREET

RECOMMENDATION:

It is recommended that the City Council:

1. Authorize the City Manager to negotiate and execute a Memorandum of Understanding (MOU) with the City of Covina for the construction and maintenance of pedestrian/school crossing facilities on Lark Ellen Avenue and Grovecenter Street, with costs shared equally between the two cities;
2. Authorize the installation of a street light as part of the project, the cost of which will be borne solely by West Covina; and
3. Authorize the City Manager to execute any amendments to the MOU, provided that any increase in the City's contribution for the improvements is consistent with any construction agreement approved by the City Council for such improvements.

BACKGROUND:

At the March 21, 2018 Traffic Committee meeting, a traffic study was presented analyzing the existing south leg crosswalk at the intersection of Lark Ellen Avenue and Grovecenter Street. The subject intersection is adjacent to the Grovecenter Elementary School driveway. Currently, the crosswalk is located at the south leg of the intersection and south of the school driveway with exiting parent vehicles and crossing pedestrians in conflict with pedestrians crossing at the same time as exiting vehicles. Due to the angled position of the crosswalk, there is also a decreased line of sight for oncoming vehicles seeing crossing pedestrians. The Traffic Committee recommended the removal of the existing crosswalk and relocate the crosswalk to the north leg to improve the overall operation and safety of the intersection for both motorists and pedestrians. Per the California Manual on Uniform Traffic Control (CAMUTCD) and the California Vehicle Code (CVC), crosswalk removal notices must be posted at the crosswalk for 30 days prior to removal.

DISCUSSION:

The crosswalk improvements are in front of Grovecenter Elementary School on Lark Ellen Avenue at Grovecenter Street. Grovecenter Elementary School is attended by students from the Cities of West Covina and Covina, and the subject intersection is at the border between the two cities. Both West Covina and Covina have been involved in the preparation of the attached Memorandum of Understanding (MOU), which has been reviewed by attorneys representing both cities. The City of West Covina will take the lead in designing and updating pedestrian signs and markings as well as the crosswalk removal and relocation.

The pedestrian and school crossing facility improvements include the following, which are specified in the MOU:

- (a) removal of the existing school crosswalk in south leg of the intersection;
- (b) installation of a new ladder-striped yellow school crosswalk on the north leg of the intersection across Lark Ellen Avenue located in both cities;
- (c) installation of pavement markings and “shark’s teeth” yield lines approaching the intersection in both cities;
- (d) installation of bi-directional solar powered Rectangular Rapid Flashing Beacons with Pedestrian actuated push buttons on both sides of the north leg crosswalk located in both cities;
- (e) installation of one Americans with Disabilities Act (ADA) ramp on the west side of Lark Ellen Avenue in West Covina;
- (f) installation of two ADA ramps, one at the northeast corner and one at the southeast corner of the intersection, in Covina;
- (g) installation of ladder-striped yellow crosswalk in the east leg crossing of Grovecenter Street in Covina; and
- (h) installation of new pavement markers and striping in both cities.

The design of the improvements is depicted in detail in Exhibit A to Attachment No. 1. In addition to the improvements set forth in the MOU, West Covina intends to install a street light at the intersection as part of the project.

The City of West Covina will have the responsibility and express authority/permission to construct all pedestrian improvements related to the crosswalk as listed above. With the exception of the street light that West Covina intends to install, the cost of the improvements will be divided equally between the two cities, including the actual costs of construction and the cost to administer the construction contract, as set forth in the MOU. Both cities will divide the ongoing maintenance responsibilities and costs related to the improvements as set forth in the MOU.

LEGAL REVIEW:

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

OPTIONS:

The City Council has the following options:

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

ENVIRONMENTAL REVIEW:

The proposed Project is a project subject to the California Environmental Quality Act (CEQA). Staff has reviewed the proposed project and has determined that it is categorically exempt from CEQA pursuant to CEQA Guidelines Section 15302: Replacement or reconstruction (c) as the project involves revisions to an existing roadway intersection.

Fiscal Impact

FISCAL IMPACT:

The funding source for this project will be from the approved Pedestrian Safety Improvements Project No. 19027, Measure M Funds (Fund 235). No additional budget amendments or approvals will be required at this time.

The shared costs for this work including inspection and administrative costs is estimated to be \$77,232.15. Since each city is contributing 50% of such costs, West Covina's estimated contribution is \$38,616.08. This does not include street light construction, which is an additional cost of \$14,000, not shared, and will be paid for by the City of West Covina. The total cost for the City of West Covina is estimated to be \$52,616.08.

The breakdown is as follows:

Grand Total Shared Cost of Improvements	\$77,323.15
City of West Covina Share of Cost as 50% of Total Cost	\$38,616.08
City of Covina Share of Cost at 50% of Total Cost	\$38,616.08

Additional Cost:

Construction of one street light will be done by Southern California Edison will be paid for by the City of West Covina as part of the West Covina Lighting District Fund	\$14,000.00
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Attachments

Attachment No. 1 - MOU City of West Covina and Covina

CITY COUNCIL GOALS & OBJECTIVES: Enhance Public Safety
Enhance City Programs and Activities



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 04/21/2020

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: Consideration of Contract Award for Loan Servicing for Housing Loan Program

RECOMMENDATION:

It is recommended that the Community Development Commission award the housing loan servicing agreement to AmeriNational Community Services, LLC dba AmeriNat for loan servicing for the housing loan programs, and authorize the Executive Director to execute the agreement.

BACKGROUND:

The City of West Covina Community Development Commission (CDC) (formerly the Redevelopment Agency (RDA)) established the Housing Preservation Loan Program (HPP), the Housing Improvement Loan Program (HILP), and a West Covina First Time Home Buyer Program (FTHB). The loan programs were designed to assist households of very-low, low and moderate income to provide financial assistance and to improve and preserve the housing stock. The FTHB program provided low and moderate income households assistance in purchasing residential property in the City of West Covina. These programs were implemented starting 1993 and, with the dissolution of Redevelopment in 2012, the last loans were issued in 2011. CDC staff administers these loan programs with AmeriNational Community Services, LLC, which does business as AmeriNat and services the HPP and FTHB loans.

On March 1, 2011, the CDC entered into a Service Agreement with AmeriNat to provide administration services, including loan collection, title reconveyances, and any necessary loss mitigation services such as forbearance or foreclosure proceedings for the HPP and FTHB programs. Currently, AmeriNat is managing thirty-seven (37) loans, including eighteen (18) HPP loans, which have monthly payments, and nineteen (19) FTHB loans, which have deferred payments as well as equity sharing provisions.

Pursuant to amendments to the Service Agreement, AmeriNat's current agreement with the City has been extended through August 30, 2020 (unless terminated before). The most recent extension granted loan servicing of the home loans while staff conducted a Request for Proposals (RFP) for a new agreement.

DISCUSSION:

On February 3, 2020, CDC staff released a Request for Proposal (RFP) for Loan Servicing of the Housing Loan Programs. The RFP was posted on the City's website through Planet Bids on February 3, 2020. Bidding closed on February 27, 2020. The City received only one (1) proposal, which was from AmeriNat (Exhibit A to Attachment No. 1). Below, please find a brief summary of the proposal:

Features and Fees	AmeriNational Community Services, LLC D.B.A. AmeriNat
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Scope of Specialization	Loan servicer for affordable housing
Local Office	Downey, California
New Loan Set-Up Fee	\$45
Monthly Fee for Amortized Loans	\$15.50
Foreclosure Services Fees	\$430.00 – for document preparation
References Provided	<ol style="list-style-type: none"> 1. City of Los Angeles Housing & Community Investment Department 2. City of Visalia 3. Sacramento Housing and Redevelopment Agency

Staff recommends awarding the bid to AmeriNat, as they are currently our loan servicing provider and the only company that submitted a proposal. AmeriNat's proposal includes the same fee schedule currently under their extended agreement. AmeriNat will continue to provide the same level of services they currently provide, which includes; current month reconciliation, portfolio status and delinquent aging reports. Their services will include follow-up notifications and calls on delinquent accounts and IRS Form 1098 reporting. Both the City and the borrowers will have access to their account information via internet and toll-free customer support. AmeriNat has the expertise in handling bankruptcy cases, delinquencies, and foreclosure in accordance with local, state, and federal statutes.

The proposed Professional Service Agreement (PSA) provides for a three (3) year agreement with AmeriNat, with the option to extend the term for two (2) successive one-year periods thereafter. A projection of the cost for their service are provided on the chart below.

Contract Year	Fiscal Year	First Time Homebuyer (FTHB)		Home Preservation Program (HPP)	
		Loan Set Up Fee	Monthly Service Fee	Loan Set Up Fee	Monthly Service Fee
One	FY 2020-21	N/A	\$3,534.00	\$90.00	\$3,348.00
Two	FY 2021-22	\$0.00	\$3,534.00	\$0.00	\$3,348.00
Three	FY 2022-23	\$0.00	\$3,534.00	\$0.00	\$3,348.00
Four	FY 2023-24	\$0.00	\$3,534.00	\$0.00	\$3,348.00
Five	FY 2024-25	\$0.00	\$3,534.00	\$90.00	\$3,348.00
Total Over 5 Years		\$0.00	\$17,670.00	\$90.00	\$16,740
Total					*\$34,500

N/A: AmeriNat is currently servicing our housing loans.

**These projections do not include any loss mitigation services that the City may request. Early loan payoffs will save the City on the set-up and monthly service fees. Fee is also subject to change if fee changes are increased during renewal of agreement.*

The contract cost is approximately \$34,500 over the course of the five (5) year term. To enable the City to utilize additional services as they are required, the PSA provides for a maximum compensation amount of \$44,500. The City anticipates an additional two (2) loans transferred to AmeriNat this calendar year (2020), which will include a fee of \$90 (\$45/loan) for the loan set-up. Please note that as the loans are paid off, the monthly fees will be reduced.

Staff recommends that CDC approve the PSA with AmeriNat to enable the City to continue to utilize the services provided by AmeriNat.

LEGAL REVIEW:

The City Attorney's Office has reviewed and approved the proposed agreement as to form.

OPTIONS:

The Community Development Commission has the following options:

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

Prepared by: Karen Ko, Economic Development Specialist

Additional Approval: Paulina Morales, Economic Development & Housing Manager

Fiscal Impact**FISCAL IMPACT:**

Funding for the agreement with AmeriNat will be paid out of low/mod housing funds budget (Account Number 820.22.2240.6110 and 820.22.2241.6110) as the loan programs were for low-moderate income households. The annual agreement costs approximately \$6,882 with an anticipated \$34,500 for the three (3)-year term as well as the possible two (2), one (1) year extensions. The agreement provides for a maximum compensation amount of \$44,500 to enable to utilize additional services from AmeriNat if they are required. There is adequate funding in the City's low/mod housing fund to cover the contract amount.

Attachments

Attachment No. 1 - Professional Services Agreement

CITY COUNCIL GOALS & OBJECTIVES: Enhance City Programs and Activities
Engage in Proactive Economic Development



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 04/21/2020

TO: Mayor and City Council

FROM: David Carmany
City Manager

**SUBJECT: CONSIDERATION OF APPROVAL OF PROFESSIONAL SERVICES AGREEMENT
FOR NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM PERMIT
COMPLIANCE SERVICES (SPEC. NO. 71-006)**

RECOMMENDATION:

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

1. Authorize the City Manager to negotiate and execute a Professional Services Agreement with John L. Hunter & Associates, Inc., effective July 1, 2020, in an annual amount not to exceed \$90,000 for National Pollutant Discharge Elimination System (NPDES) Permit Compliance Services; and
2. Authorize the City Manager to negotiate and execute an extension of the current Professional Services Agreement term with John L. Hunter & Associates, Inc. through June 30, 2020.

BACKGROUND:

The Water Quality Act of 1987 added Section 402(p) to the federal Clean Water Act. This section requires the United States Environmental Protection Agency (EPA) to regulate the discharge of storm water and urban runoff to the waters of the United States, thus setting forth the National Pollutant Discharge Elimination System (NPDES) Program.

The City of West Covina is currently covered by the following NPDES Permits:

- Order R4-2012-0175 – NPDES Permit No. CAS004001, Municipal Separate Storm Sewer Systems (MS4) Permit
- Order 2014-0057-DWQ – NPDES General Permit No. CAS000001, Discharges of Storm Water Associated with Industrial Activities for City Yard

Over the last five years, since August 2015, John L. Hunter & Associates, Inc., has been providing NPDES Permit Compliance Services to the City of West Covina. Although John L. Hunter & Associates, Inc. contract had expired on January 18, 2020, they have continued to provide the required NPDES services on a month-to-month basis.

The services required include, but are not be limited to:

1. Assist the City in its ongoing implementation of the primary programs identified in the MS4 Permit, namely: Program Management, Public Information and Participation, Development Planning, Development Construction, Public Agency Activities, Illicit Connection and Illicit Discharges Elimination, and Monitoring and Reporting.
2. Assist the City in its ongoing implementation of the Watershed Management Program and its implementation requirements, including, performing a feasibility and implementation study for joining an established collaborate effort for an Enhanced WMP.
3. Assume a leading role in addressing special technical issues that may include Metals TMDL for San Gabriel River, draft NPDES MS4 Permit, San Gabriel River Monitoring Sites and Special Studies, and monitor NPDES permit litigation issues.
4. Review, develop, update and implement Low Impact Development (LID) requirements and provide technical assistance in the selection of efficient structural post-construction BMPs for new development and redevelopment projects in the City.
5. Provide LID plan checking services and periodic inspection of LID facilities.
6. Assist the City in the development of an electronic tracking system for post-construction BMPs and implementation of an inspection program to verify proper operation and maintenance of structural BMPs.
7. Assist the City in updating and implementing the Storm Water Pollution Prevention Plan (SWPPP) for the City Yard.
8. Assist the City in development and implementation of a comprehensive monitoring and reporting program for planned discharges of the City's groundwater well systems.
9. Assist the City in compiling and preparing annual reports as may be required by the above NPDES Permits.
10. Represent the City in the San Gabriel River Watershed Management Committee, Executive Advisory Committee and Los Angeles Storm Water Quality Partnership meetings.

DISCUSSION:

On March 3, 2020, staff issued Request for Proposals for National Pollutant Discharge Elimination System Permit Compliance Services. On March 26, 2019, staff received proposals from two consulting firms:

Consultant	Location
CWE	Fullerton, CA
John L. Hunter & Associates, Inc.	Buena Park, CA

The proposals were reviewed by staff for completeness, relevant experience, scope of services provided, qualifications of proposed project team, detailed work plan and cost effectiveness. After review, staff determined that the proposal from John L. Hunter & Associates, Inc. (JLHA) was the most comprehensive and demonstrated the best understanding of the information and recommendations to be included in the NPDES Permit Compliance Services. JLHA provides similar services to more than 40 municipalities in the Los Angeles, Orange and San Bernardino Counties.

Staff is recommending that the City Council approve a professional services agreement with John L. Hunter & Associates, Inc. for an annual not to exceed amount of \$90,000 for NPDES Permit Compliance Services. The agreement will be for one (1) year, commencing July 1, 2020, with an option to extend under the same terms and conditions, including an annual not to exceed amount of \$90,000, for a maximum of three (3) one (1) year periods.

LEGAL REVIEW:

The City Attorney's Office has reviewed and approved the proposed agreement as to form.

OPTIONS:

The City Council has the following options:

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

Prepared by: Okan Demirci, PE, CIP Manager

Fiscal Impact

FISCAL IMPACT:

There are sufficient funds in the existing budget, Sewer Maintenance Fund (Fund 189 - Account No. 189.61.4189.6130), to pay for the required services through the end of the Fiscal Year 2019-20. The new contract will be budgeted under Measure W (County Stormwater parcel tax) funds and NPDES fees collected by the City.

Attachments

Attachment No. 1 - PSA with John L. Hunter & Associates, Inc.

CITY COUNCIL GOALS & OBJECTIVES: Enhance the City Image and Effectiveness
Enhance Public Safety
Enhance City Programs and Activities



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 04/21/2020

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: Consideration of San Gabriel Valley Regional Housing Trust Joint Exercise of Powers Agreement

RECOMMENDATION:

It is recommended that the City Council:

Authorize the City Manager to negotiate and execute the San Gabriel Valley Regional Housing Trust Joint Exercise of Powers Agreement and any other documents necessary to join the San Gabriel Valley Regional Housing Trust Fund.

It is recommended that the Community Development Commission:

Authorize the payment of the administrative fee required by the San Gabriel Valley Regional Housing Trust Joint Exercise of Powers Agreement.

BACKGROUND:

In October 2019, Governor Gavin Newsom signed SB 751 (Rubio), which allows the County of Los Angeles and cities in the San Gabriel Valley to form the San Gabriel Valley Regional Housing Trust (SGVRHT) joint powers authority (JPA). The SGVRHT is intended to provide a stronger opportunity for San Gabriel Valley cities to attract and secure funding for supportive housing and affordable housing projects.

In order to join the SGVRHT, the City needs to execute the joint powers agreement, which sets forth the powers of the SGVRHT that the member parties would share. Any city within the San Gabriel Valley is eligible – though not required – to join by executing the agreement. Joining the SGVRHT would provide additional potential funding resources for the planning and construction of affordable housing and homeless housing projects in the City.

DISCUSSION:

The SGVRHT is being created to increase the availability of funding for the planning and construction of housing projects for the homeless and extremely low, very low, and low-income populations within the San Gabriel Valley. It will be able to receive public and private financing and will also be able to authorize and issue bonds. The SGVRHT will be governed by a Board of Directors consisting of elected officials from the San Gabriel Valley and experts in homeless or housing policy, so they will be able to direct funding to those projects and programs that are most important to the region.

As indicated above, the SGVRHT is a joint powers authority (JPA) that any city within the San Gabriel Valley

and the County of Los Angeles can join by executing the Joint Powers Agreement (Agreement). The Agreement was developed by a working group of city staff from approximately seventeen cities in the San Gabriel Valley. Staff from every city was invited to bi-weekly meetings. Before finalization, the Agreement was also circulated to city managers and city attorneys for additional comment and review.

The Agreement sets forth the powers authorized to the SGVRHT in support of its purpose of funding and financing the planning and construction of affordable housing and housing for the homeless. The Agreement also establishes the limitations on the powers of the SGVRHT. Specifically, the SGVRHT cannot do the following:

- Regulate land use within the jurisdiction of any of the parties;
- Levy, advocate for, incentivize the levying of an impact fee, charge, or other land use exaction as a condition of approval for the funding for a development project;
- Require inclusionary zoning requirements;
- Fund or otherwise approve an agreement for a housing project that is not supported by the party; or
- Require the parties to the Agreement to accept or provide any specific number of housing units as a prerequisite to joining or remaining a party to the Agreement.

The SGVRHT will be responsible for preparing an annual audit and annual financial report to describe the funds received by the SGVRHT, the use of said funds, and how they have furthered the purpose of the SGVRHT.

The City could decide to leave the SGVRHT at the end of any fiscal year, with at least six months notice to the SGVRHT Board of Directors. If the City decided to leave the SGVRHT and a project was currently being funded in its jurisdiction, it would be responsible for an exit fee associated with the cost of the SGVRHT's completion of the project. If the City were to leave and return to the SGVRHT, it would be responsible for additional administrative fees upon its re-entry into the SGVRHT.

SGVRHT Board of Directors

The Agreement establishes that the SGVRHT shall be governed by a Board of Directors of nine Directors composed of the following members:

- Seven members from jurisdictions that are parties to the Agreement (i.e. any city or the County of Los Angeles); and
- Two members that are experts in housing or homeless policy.

The SGVRHT Board of Directors will be named by the Governing Board of the San Gabriel Valley Council of Governments (SGVCOG) for two-year terms. The criteria for the SGVRHT Board of Directors were established in the authorizing legislation.

The SGVCOG Governing Board will use a district-based approach to appoint the seven jurisdictional members. The following districts will be used:

- Northeast District: Azusa, Claremont, Glendora, La Verne, San Dimas
- Southeast District: Covina, Diamond Bar, Industry, La Puente, Pomona, Walnut
- Central District: Baldwin Park, El Monte, Rosemead, South El Monte, Irwindale, West Covina
- Northwest District: Arcadia, Bradbury, Duarte, La Canada Flintridge, Monrovia, San Marino, Sierra Madre
- Southwest District: Alhambra, Montebello, Monterey Park, San Gabriel, South Pasadena, Temple City
- Two at-large members from any city that is a Party to the Agreement, or the County if it is a Party to the Agreement.

If only one city from a district were to join the SGVRHT, that jurisdictional seat will also become an at-large election amongst any jurisdiction that is a party to the Agreement (including any city and the County of Los Angeles). This ensures that there is regional representation amongst the parties, while also ensuring that there is

adequate opportunity for every city to have representation on the Board, regardless of their district.

At its February meeting, the SGVCOG Governing Board approved an application and election process by which to appoint members of the SGVRHT Board of Directors. Following that meeting, the application to serve as a member of the SGVRHT was distributed to all city managers and SGVCOG Governing Board delegates and alternates. The application period closed on March 20, 2020. Only one city had joined the Southwest District by the close of the application period, so that District seat became an at-large seat.

The applications were reviewed by the SGVCOG's Executive Committee, and, upon review, the Committee recommended the following slate of candidates:

- Jurisdictional Representatives:
 - Northeast District: Gary Boyer, City of Glendora
 - Southeast District: Patricia Cortez, City of Covina
 - Central District: No Applicants
 - Northwest District: Becky Shevlin, City of Monrovia
 - At-large (3): Adele Andrade-Stadler, City of Monrovia; Margaret Finley, City of Duarte; One vacancy
- Housing/Homeless Experts:
 - Jed Leano, Councilmember, City of Claremont (Delegate); Carol Averell, City of Baldwin Park Housing Manager (Alternate)
 - Benita DeFrank, City of Pomona Neighborhood Services Director (Delegate); Alma Martinez, City of El Monte City Manager (Alternate)

This slate of candidates was scheduled to be considered for appointment by the SGVCOG Governing Board at its April 16, 2020 meeting. The SGVCOG Governing Board will also consider re-opening the application period to fill the remaining jurisdictional seats. The SGVCOG Board's decision was not available as of the date of this report.

Annual Administrative Fees

The Agreement establishes an annual administrative fee for Parties to the Agreement. This fee is based on population size.

Population	Administrative Fee
Up to 30,000	\$10,000
30,001 – 60,000	\$15,000
60,001 – 100,000	\$20,000
100,001 – 175,000	\$25,000
County (per district)	\$25,000

As the City of West Covina's population is approximately 106,311 (based on the United States Census), the City's administrative fee would be \$25,000. The SGVRHT will actively pursue public and other grant funding and private donations. However, there are some activities that the SGVRHT will likely undertake – i.e. fundraising, advocacy efforts – that may not be eligible for these funding sources. The annual administrative fees will provide the SGVRHT with a funding source for these important activities and will also allow for consistent operations even during periods when the SGVRHT receives less outside funding.

SGVRHT Staffing

The SGVRHT will not have its own staff but will instead contract with another public entity for its core staff. The SGVRHT will also procure and hire consultants to provide additional technical support and expertise for more specialized topics. At this time, the participating cities have indicated that they intend to contract with the SGVCOG for core staffing support. The contract between the SGVRHT and the SGVCOG for core staffing would be considered and executed by the SGVRHT Board of Directors upon its seating.

Next Steps

At this time, twenty-one cities in the San Gabriel Valley have indicated intent to consider joining the SGVRHT. The following cities have joined the SGVRHT:

- Alhambra
- Arcadia
- Baldwin Park
- Claremont
- Covina
- Diamond Bar
- Duarte
- Glendora
- La Verne
- Monrovia
- Pomona
- South El Monte

The cities of Azusa, Irwindale, El Monte (currently agendized for 4/21), La Canada Flintridge, Montebello, San Gabriel (currently agendized for 4/21), South Pasadena (currently agendized for 4/15), and Temple City have also indicated that they plan to join the SGVRHT.

Currently, \$1.35 million in funding has been allocated to the SGVRHT. This seed money will be awarded to projects for the region's extremely low, very low, and low-income residents and homeless residents in cities that join the SGVRHT. In addition, it is anticipated that the SGVRHT will apply for funding from the State's Local Housing Trust Fund Grant Program. The SGVRHT would be eligible to apply for between \$500,000 - \$5,000,000 in funding through this Program. The State has indicated that the notice of funding availability (NOFA) for this program is anticipated to be released in spring 2020.

Following appointment by the SGVCOG Governing Board, the SGVRHT Board of Directors is anticipated to have its first meeting in May 2020. The SGVRHT Board of Directors will immediately implement a staffing approach, develop and adopt a first-year workplan and budget, and consider a process for awarding the \$1.35 million in funding available to the SGVRHT. Over the first year of its operation, the SGVRHT will also undertake a number of foundational efforts, including development of a housing pipeline, development of priorities and a strategic plan, and development of a long-term funding strategy.

LEGAL REVIEW:

The City Attorney's Office has reviewed and approved the proposed agreement as to form.

OPTIONS:

The Community Development Commission has the following options:

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

Prepared by: Paulina Morales, Economic Development and Housing Manager

Fiscal Impact**FISCAL IMPACT:**

The City of West Covina will utilize low/mod housing funds for the \$25,000 administrative fee. If approved, a budget amendment will be processed for the \$25,000 administrative fee.

Attachments

Attachment No. 1 - SGVRHTF Joint Powers Agreement

CITY COUNCIL GOALS & OBJECTIVES: Enhance City Programs and Activities



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 04/21/2020

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: SECOND QUARTER FINANCIAL REPORT FOR FISCAL YEAR 2019-20

RECOMMENDATION:

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

1. Receive and file the Second Quarter Financial Report for Fiscal Year 2019-20; and
2. Adopt the following resolution:

RESOLUTION NO. 2020-20 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2019, AND ENDING JUNE 30, 2020 (Second Quarter Financial Report)

BACKGROUND:

A quarterly report is a financial report that covers three months of the year, which is meant to highlight a government's revenues and expenditures for one quarter of the July 1 – June 30 fiscal year. The second quarter report emphasizes balances and transactions related to the first six months of the operating budget.

DISCUSSION:

The City of West Covina has completed the second quarter of Fiscal Year 2019-20. The attached Quarterly Financial Report summarizes the City's overall financial position for the period of July 1, 2019 through December 31, 2019, 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 33.9% of the City's General Fund Revenues received by December 31, 2019, 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) are not received on a consistent basis. In fact, most property tax revenues are received in December and April. As part of the second quarter review, staff reviewed General Fund revenue trends and current available information to provide revised General Fund revenue projections. The revised revenue projections reflect increases and decreases of various estimated revenues with a net total increase of \$2,049,900. The largest increase in estimated revenues was for Other Revenues at \$1,971,200. This category reflected the sale of a parcel of land owned by the City.

With 50% of the year completed, a review of the City's General Fund Expenditures by department shows that six of the nine departments are on target with budget projections. The Police Department is just slightly higher than 50% and is expected to be within the budgeted amount by June 30, 2020. The Community Development Department was over due to certain salaries not being budgeted for in the Building Services Division. The transition from in house personnel to contract personnel was expected to take effect July 1, 2019, at the time the budget was prepared. In reality, the contract for building services did not commence until September 2019. The Fire Department expenditures for the second quarter are trending at 52.5% of budget. This was largely due to vacancies in the department. The Fire Department is now fully staffed; however, overtime is expected to be approximately \$2,433,480 which is \$306,480 over the budgeted amount of \$2,127,000. The overtime in excess of the budgeted amount is from the delay in filling the vacancies and training the new personnel. The use of overtime is being closely monitored and evaluated by the City Manager and the Finance Director and necessary corrections and alternative solutions are being evaluated. Attached is a copy of the Agreed Upon Procedures report regarding personnel expenditures and overtime in the Fire Department (Attachment 3).

The overtime budgets for the Police and Fire Departments are being reviewed biweekly by City staff. Staff will also provide another update on the overtime for both departments in the Third Quarter Financial Report.

This financial report encompasses the first six months of the fiscal year and does not take into effect the financial impact of the COVID-19 pandemic. Since the preparation of this report, the pandemic has spread world-wide and the City of West Covina will experience substantial financial loss in the coming months. Sales Tax projections for the next several months could range between \$2 million and \$4 million less than the projections in the 2019-20 budget depending on how soon the restrictions on businesses are lifted and life returns to some sort of normalcy. The largest financial impact is the sales tax; however, other revenues such as business license and transient occupancy tax are affected as well. On April 10, 2020, the California Department of Finance issued a COVID-19 Interim Fiscal Update projecting the statewide impacts created by the pandemic (Attachment 4).

Assuming that the sales tax decrease is at the minimum of \$2 million, the City's unassigned reserves will decrease to \$7,602,434. In addition to that, anticipated settlements of lawsuits totaling approximately \$1,500,000 would further reduce the City's unassigned fund balance to \$6,102,434 or 8.9%.

Lastly, the City prepaid its unfunded pension liability to CalPERS at the beginning of the fiscal year at a General Fund cost of \$10,752,317. Doing so, saved the City approximately \$382,685 in General Fund pension costs for the fiscal year.

The City will also make these reports available on the City's website for future review.

Prepared by: Robbeyn Bird, Finance Director

Fiscal Impact

FISCAL IMPACT:

The proposed budget amendment will increase General Fund estimated revenues by \$2,049,900 and increase General Fund expenditures by \$2,332,379 which will result in a decrease in the fund balance of the General Fund by \$282,479 for Fiscal Year ending June 30, 2020. Based on the cumulative effect of previously approved amendments coupled with this budget amendment, the estimated unassigned fund balance at June 30, 2020 will be \$9,602,434 (14.1%); the result of which is \$1,969,787 less than what is needed to meet the City's Fund Balance Reserve Policy of 17%.

Proposed General Fund (Fund 110) changes are summarized as follows:

- Increase and decrease to various Revenues based on revised projections with a net increase of \$2,049,900,

- Increase Administration Department budget by \$66,200 for cost of salaries of Senior Administrative Assistant and membership in the San Gabriel Valley Economic Partnership,
- Increase City Clerks Department Election costs budget by \$280,000 for the sales tax initiative that was on the ballot in March 2020,
- Increase Human Resources Risk Management Department budget by \$162,000 for BICEP Insurance Premium,
- Increase Police Department Salaries & Benefits budget by \$652,800,
- Increase Fire Department budget by \$261,300; \$241,300 for Ground Emergency Medical Transportation overpayment and \$20,000 for training,
- Increase Community Development Department Salaries & Benefits by \$182,879 for Building Division salaries prior to privatization, and
- Increase Transfers Out by \$567,200 for the Maintenance of Effort required by the SB1 monies.

It should be noted that the majority of the increases in expenditures are covered by the increases in the revenues.

Attachments

Attachment No. 1 - Second Quarter Financial Report for Fiscal Year 2019-20

Attachment No. 2 - Resolution No. 2020-20 with Exhibit 1

Attachment No. 3 - Agreed Upon Procedures Fire Department

Attachment No. 4 - Department of Finance Interim Fiscal Update

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



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 04/21/2020

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF GOVERNMENT TORT CLAIMS

RECOMMENDATION:

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

1. Ileana Mendez vs. City of West Covina
2. Allstate Insurance ASO Ileana Mendez vs. City of West Covina
3. Lauren Frausto vs. City of West Covina

BACKGROUND:

The Tort Claims Act governs the filing of claims against a government entity. The Tort Claims Act is found in Division 3.6 of the California Government Code, Govt. Code §§ 810 et seq. Typically, one must first give written notice within six (6) months of the injury or discovery of the injury before filing an actual lawsuit in a California superior court, giving the governmental agency time to settle the claim.

DISCUSSION:

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

Prepared by: Helen Tran, Director of HR/Risk Management

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



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 04/21/2020

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF PURCHASE OF CELL-PHONE BASED CITATION SYSTEM

RECOMMENDATION:

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

Authorize the purchase of an IOS Citation System directly from Crossroads Software of Brea, CA, for a total of \$37,100, using previously appropriated federal asset forfeiture funds.

BACKGROUND:

The West Covina Municipal Code Chapter 2, Article VII, Division 2, Sec. 2-333 (b) states that bidding may be dispensed with when the commodity can be obtained from only one (1) vendor. The Police Department believes in this case, based upon research and current technology, that there is only one vendor capable of meeting the City's public safety needs.

DISCUSSION:

On August 12, 2019 (agenda item #9), the City Council appropriated federal asset forfeiture funds for a range of items, including a new cell-phone based reporting and citation system. Police Department staff researched products available on the market, and determined that the unique e-Citation system offered by Crossroads Software best meets the City's needs. This new e-Citation system will allow Officers to utilize a familiar software program to write traffic collision reports, impound reports, and issue citations from handheld devices while in the field. Code Enforcement Officers will be able to use the system to write parking tickets. The e-Citation system is also capable of interfacing with the department's new CAD/ RMS system, which is on track to "go-live" in West Covina in 2020, which will streamline the approval process and records keeping.

Crossroads Software is an industry leader, supplying their Report Writer and e-Citation system to many law enforcement agencies in California. Crossroads Software submitted a price quote and sole source letter for their e-Citation system—see Attachment No. 1—meeting the needs of the City of West Covina. Staff recommends that the City Council authorize the purchase of this e-Citation system directly from Crossroads Software, for a total of \$37,100 (for initial purchase and setup). Plus an ongoing annual maintenance fee of \$2,900.00.

Prepared by: Ken Plunkett, Lieutenant

Additional Approval: Richard Bell, Chief of Police

Additional Approval: Robbeyn Bird, Finance Director

Fiscal Impact

FISCAL IMPACT:

The purchase cost of this e-Citation system will constitute no cost to the General Fund. Federal asset forfeiture funding was previously appropriated for this by the City Council on August 12, 2019 (agenda item #9), in account #117.31.3110.7160.

Attachments

Quote and Sole Source Letter

CITY COUNCIL GOALS & OBJECTIVES: Enhance Public Safety



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 04/21/2020

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF PURCHASE ORDER WITH BIO CLEAN FOR INSTALLATION OF
ADDITIONAL CATCH BASIN FULL TRASH CAPTURE DEVICES

RECOMMENDATION:

It is recommended that the City Council authorize staff to issue a purchase order to Bio Clean, a Forterra Company, in the amount of \$56,439.30 for the purchase and installation of additional catch basin inserts at various locations in the City.

BACKGROUND:

The City of West Covina is mandated by the Los Angeles Regional Water Quality Control Board to implement best management practices (BMPs) as required by the City's National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit. The purpose of the BMPs is to minimize or prevent pollution discharges from entering the City's storm water system and eventually make its way to the ocean. Storm water runoff goes directly to the ocean and is not like sewage that is collected and channeled through sewer lines to water reclamation plants, treated and then released to the ocean. Thus, it is important to collect as much debris (leaves, trash, etc.) as possible prior to entry into the storm drains, which is the purpose of catch basin inserts.

DISCUSSION:

There are several companies that make catch basin inserts, but there are differences in the way the debris is collected and retrieved out of these capture devices. Staff has met with manufacturers of catch basin inserts and researched various other collection devices available to determine the best alternative for collecting debris before they enter our storm drain system.

The City presently has catch basin inserts installed at various locations in the City. The catch basin inserts were manufactured by two different companies, Trash Guard (18 units) and Bio Clean (six units). The Trash Guard inserts were the first to be installed and required maintenance staff to enter the catch basins for cleaning and necessitated confined space entry and additional staffing. Staff experienced that the Trash Guard inserts were continually being blocked or plugged by debris preventing proper water flow and allowing the debris to bypass the system and enter the storm drains. The Trash Guard catch basin inserts were removed after several years due to high maintenance costs resulting from additional staffing and time required for confined space entry and because they were ineffective at preventing debris from entering the storm drains.

The Bio Clean catch basin inserts were installed starting in 2011 and maintenance staff have experienced great results with these devices, as they effectively capture the debris, allow continual water flow, and provide easy access for cleaning. Staff has determined that when compared to the other catch basin manufacturers, Bio Clean catch basin inserts are the most efficient at filtering and collecting debris while minimizing the maintenance burden on staff. There are several key areas that the Bio Clean catch basin inserts differ from others:

- The Bio Clean catch basin inserts have a unique design that includes both a filtration basket and a “shelf system”. This “shelf system” positions the filtration basket directly under the manhole for easy access. As a result, the Bio Clean catch basin filter is the only available insert that can be cleaned without entering the catch basin. This reduces the staff time required to maintain the filter by up to 75 percent. It also eliminates the need for confined space entry, thus minimizes any related safety issues and additional staff.
- The “shelf system” is patented by Bio Clean and is the sole source provider of this style of catch basin insert.
- Bio Clean offers an eight-year unlimited warranty on its product. Other manufacturers only offer warranties between one and five years.
- The Bio Clean filter is designed to capture high levels of trash and litter, grass and foliage, sediments, hydrocarbons, grease and oil. In addition to the multi-stage filtration device, the unit reduces pollutant loads and has been approved by the Regional Board as a “full trash capture” device due to its removal of 100% of trash and debris 5 mm and greater.

In accordance with Chapter 2, Section 2.05 of the Uniform Public Construction Cost Accounting Act, public works projects of \$60,000 or less may be performed by employees of the public agency by force account, by negotiated contract or by purchase order. Staff is recommending that the City Council approve the purchase order to Bio Clean, A Forterra Company in the amount of \$56,439.30 for the installation of 18 catch basin inserts at the following locations:

	Locations	Length
1	North bound Sunset Ave, at Fairgrove on the north east corner	21' long
2	North Bound Sunset Ave, at Francisquito Ae, on the north east corner	21' long
3	North bound Sunset Ave, approx. 330 feet south of Randall Way east side of Sunset Ave.	14" long
4	North bound, Sunset Ave, at Randall Way north east corner.	14' long
5	North bound Sunset Ave, midblock at Farlington St east side of Sunset.	14' long
6	North bound Sunset Ave, at Yarnell St on the south east corner.	14' long
7	North bound Sunset Ave, at Rexwood St. on the south east corner.,	14' long
8	North bound Sunset Ave, south of Durness St. on the south east corner.	8' long
9	North bound Sunset Ave, at Durness St. on the north east corner.	21' long
10	North bound Sunset Ave, at Merced Ave, on the north east corner. This location has (3) catch basins.	14'3", /7'. long
11	North bound Sunset Ave, at Roseway on the north east corner.	14' long
12	North bound Sunset Ave, at Cameron Ave, on the north east corner	14' long
13	North bound Sunset Ave, approx. 350 ft north of West Covina Pkwy. East side of the street	6' long
14	North bound Sunset Ave, at Workman Ave north east corner. This location has (4) catch basins.	28', /28' / 21' / 22' long.
15	North bound Sunset Ave, at 408 Sunset.	10' long
16	North bound Sunset Ave, approx. 25 feet north of Rowland Ave.	10' long
17	North bound Sunset Ave, north of Carlton	11' long
18	North bound Sunset Ave, north of Eckerman	10' long

Staff is recommending that the Bio Clean catch basin inserts continue to be the future standard for storm water

capture devices, due to a patented “filter shelf collection” system, low maintenance costs and standardization of parts and materials for future repairs.

OPTIONS:

The City Council has the following options:

1. Adopt staff’s recommendation;
2. Direct staff to bid the project competitively; or
3. Provide alternate direction.

Fiscal Impact

FISCAL IMPACT:

The total estimated project costs are broken down as follows:

Item	Amount
Catch Basin Inserts	\$ 37,398.00
Filter Installation	\$ 10,395.00
Sales Tax	\$ 3,646.30
Contingencies	\$ 5,000.00
Total	\$ 56,439.30

Funding will come from the following source:

Fund	Account Number	Amount
Used Oil Grant	149.61.4180.6120	\$10,000.00
CIP Utilities Misc.	189.80.7007.7400	\$46,439.30

There are sufficient funds available in the Used Oil Grant account and CIP Project #20035 to complete this project and there will be no impact to the General Fund.

Attachments

Attachment No. 1 - Quote from Bio Clean, A Forterra Company

CITY COUNCIL GOALS & OBJECTIVES: Enhance City Facilities and Infrastructure
Enhance Public Safety



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 04/21/2020

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: PUBLIC HEARING TO CONSIDER CODE AMENDMENT NO. 20-01 FOR FILM PERMIT STANDARDS

RECOMMENDATION:

That Planning Commission recommends that the City Council consider a Zoning Code Amendment as follows:

ORDINANCE NO. 2471 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA APPROVING CODE AMENDMENT NO. 20-01, RELATED TO FILM PERMIT STANDARDS

BACKGROUND:

On January 21, 2020, the City Council adopted Resolution No. 2020-05 to initiate a Code Amendment to Section 26-281 of the West Covina Municipal Code (WCMC) pertaining to film permit standards.

On February 11, 2020, the Planning Commission held a study session to discuss the film permit code standards and directed staff to modify the number of days filming is allowed in residential and non-residential zones, and to modify the filming activity timeframe for non-residential zones. The ordinance was prepared based on the comments received from the Planning Commission during the study session.

On March 10, 2020, the Planning Commission held a public hearing to consider Code Amendment No. 20-01. During the hearing Mr. Lucas Purcell pointed out that the draft Code Amendment does not limit the amount of filming days allowed in non-residential zones. The Planning Commission voted 5-0 to approve Resolution No. 20-6030 recommending the City Council adopt Code Amendment No. 20-01 as presented.

DISCUSSION:

The proposed changes to the zoning code need to balance all the City's economic development priorities. Allowing for additional filming on commercial properties in some cases could be a disincentive to reuse of the property. For example, if the revenue from film permits is substantial, a property owner has little incentive to reuse the property for a better/higher use. This is particularly important in the Auto Plaza BID area, where the City is encouraging new vehicle sales as the primary land use. The City does not generate significant revenue from film permits. Film permit costs need to be competitive with other cities in the region if the City wishes to attract more filming. Additionally, having reasonable fees supports filming is an ancillary use of the property. A potential problem occurs when filming is the primary use of the property because the City loses sales tax revenues and receives only minimal revenue from the film permit.

The proposed ordinance provides the following changes to Section 26-281 of Division 6 of Article VI of Chapter 26 of the WCMC:

- The number of filming days for residential zones will be increased from 3 days to 5 days.
- The number of filming days for non-residential zones will be increased from 5 days to 20 times per production with a minimum of 7 days in between each time period.
- The hours for filming in non-residential zones will be revised from 7:00 am to 9:00 pm to 6:00 am to 11:00 pm.

LEGAL REVIEW:

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

OPTIONS:

The City Council has the following options:

1. Approve the Planning Commission's recommendation; or
2. Provide alternative direction

ENVIRONMENTAL REVIEW:

The proposal is not subject to the California Environmental Quality Act (CEQA) per Section 15061(b)(3) of the CEQA Guidelines, which provides that CEQA only applies to activity that results in direct or reasonably foreseeable indirect physical change in the environment and for activity considered to be a project, respectively. The amendment to the West Covina Municipal Code would not result in a physical change in the environment because it would simply revise existing film permit standards.

Prepared by: Jo-Anne Burns, Planning Manager

Fiscal Impact**FISCAL IMPACT:**

The proposed code amendment will have no fiscal impact. Applicants will be required to pay fees to cover any staff costs as well as hard costs required to process applications.

Attachments

Attachment No. 1 - Ordinance No. 2471

Attachment No. 2 - Planning Commission Resolution No. 20-6030

Attachment No. 3 - Mar. 10, 2020 Planning Commission Minutes

Attachment No. 4 - March 10, 2020, Planning Commission Staff Report

CITY COUNCIL GOALS & OBJECTIVES: Enhance the City Image and Effectiveness



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 04/21/2020

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF PROPOSED AMENDMENTS TO THE COMMUNITY DEVELOPMENT BLOCK GRANT FY 2015-2020 CONSOLIDATED PLAN, FY 2019-2020 ACTION PLAN, AND CITIZEN PARTICIPATION PLAN AND APPROVAL OF AGREEMENT WITH ALTAMED FOR COVID-19 TESTING

RECOMMENDATION:

That the City Council take the following actions:

1. Approve the proposed amendments to the CDBG FY 2015-2020 Consolidated Plan, FY 2019-2020 Action Plan, and Citizen Participation Plan;
2. Ratify the agreement with AltaMed Health Services Corporation for a grant of up to \$187,500 for COVID-19 testing operations; and
3. Approve the following Resolution:

RESOLUTION NO. 2020-25 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2019 AND ENDING JUNE 30, 2020 (CDBG-CV)

BACKGROUND:

The City receives Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD). The overall objective of the federal program is to develop viable urban communities by providing decent housing and a suitable living environment, and expand economic opportunities principally for low and moderate income persons.

On June 4, 2019, the City Council approved the City's FY 2019-2020 Action Plan, which describes how funds will be used to achieve community development goals. According to HUD regulations, these plans can be amended at any time, with proper notice and considered in a public hearing.

On March 27, 2020, the President signed into law the Coronavirus Aid, Relief, and Economic Security Act, also referred to as the CARES Act, a \$2 trillion emergency package intended to support individuals and businesses affected by the COVID-19 pandemic and economic downturn. The CARES Act provides \$5 billion in federal Community Development Block Grant Coronavirus (CDBG-CV) funding to prevent, prepare for, and respond to COVID-19. West Covina was allocated \$473,804 in CDBG-CV funding (Attachment No. 1). The funding will be administered under CDBG regulations, with specific waivers and flexibilities from HUD.

On April 6, 2020, HUD issued a Quick reference Guide to CDBG Eligible Activities related to Coronavirus (Attachment 2). One of the listed eligible activities is providing testing, diagnosis or other services at a fixed or mobile location.

DISCUSSION:

AltaMed Health Services Corporation is a non-profit health care provider that has established outdoor assessment centers, including one in West Covina, where members of the community, both patients and non-patients, can be evaluated for COVID-19 rapidly. AltaMed has requested financial assistance to help fund COVID-19 evaluation operations. The City has worked with HUD and received a determination that the activity is eligible under the program (Attachment No. 3). However, HUD has not granted final approval of the testing program because the final program guidelines have not been promulgated. But time is of the essence given the local, State and National emergency created by the COVID-19 pandemic, therefore the City Manager, acting pursuant to his authority as the City's Director of Emergency Services, executed the Agreement with AltaMed on behalf of the City. Under Chapter 8 of the West Covina Municipal Code the City Council must ratify the agreement. The COVID-19 testing program meets the HUD national objectives as outlined in the Agreement and AltaMed is required to collect data on clients served and meet HUD reporting requirements. A copy of the executed Agreement is included (Attachment No. 4).

Consistent with guidance received from HUD on April 13, 2020 (Attachment No. 5), the City is proposing to amend its FY 2015-2020 Consolidated Plan and FY 2019-2020 Action Plan to include CDBG-CV funding and CDBG-CV funded activities. Pre-award costs for such activities may be incurred, consistent with HUD regulations (24 CFR 270.200(h).)

Proposed amendments consist of including \$473,804 in CDBG-CV funding for public service activities in the FY 2015-2020 Consolidated Plan and FY 2019-2020 Action Plan, including:

- \$187,500 for AltaMed for COVID-19 Testing
- \$150,000 for Food Banks
- \$136,304 for Meals and Delivery for Seniors and Homebound

The City is also proposing to amend its Citizen Participation Plan (CPP), which sets forth policies and procedures for participation relative to the Consolidated Plan, Strategic Plan, and Action Plan. Currently, the public comment period on an amendment that is considered substantial is 30 days and requires approval in a public hearing.

Consistent with HUD guidance to establish expedited procedures, for the duration of the COVID-19 pandemic, the City is proposing to amend its CPP in accordance with guidance from HUD as follows:

- All amendments will be considered “non-substantial.”
- The public comment period will be noticed and shall be for at least a 5-day period that can run concurrently for comments on the Action Plan amendments and amended Citizen Participation Plan.
- In-person public hearings are not required. While health authorities recommend social distancing and limiting public gatherings for public health reasons, public hearings will be conducted virtually with reasonable notification and access for citizens, timely responses to citizen questions, and public access to all questions and responses.

These changes require the City to amend its FY 2015-2020 Consolidated Plan, FY 2019-2020 Action Plan, and Citizen Participation Plan. The CARES Act requires a 5-day public review period. The public review period began on April 16, 2020. No comments have been received as of the writing of this report.

The proposed amendments to the Consolidated Plan require HUD approval.

LEGAL REVIEW:

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

OPTIONS:

The City Council has the following options:

1. Approve the staff recommendation; or
2. Provide alternative direction.

Prepared by: Kelly McDonald, Public Services Manager

Fiscal Impact**FISCAL IMPACT:**

Based on the allocation of \$473,804 in CDBG-CV fund through the CARES Act, there will be sufficient funding available to carry out the proposed amendments. Approval of the attached budget amendment is necessary to appropriate funding (Attachment No. 6). There will be no impact to the General Fund resulting from the amendments. If the program is not approved by HUD, another source of funding would need to be identified to cover the cost of the COVID-19 testing project.

Attachments

Attachment No. 1 - CDBG-CV Allocation Letter
Attachment No. 2 - CDBG Quick Reference Guide
Attachment No. 3 - HUD Letter re Eligibility of Test Center
Attachment No. 4 - Executed Agreement AltaMed
Attachment No. 5 - CARES Flexibilities
Attachment No. 6 - Resolution 2020-25 (CDBG Budget Amendment)

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