CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

APRIL 1, 2025, 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 Ollie Cantos
Councilwoman Rosario Diaz
Councilmember Brian Gutierrez

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 a Council meeting, please call (626) 939-8433 (voice) or (626) 960-4422 (TTY) from 8am to 5pm Monday through Thursday. Please 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

Any person wishing to address the City Council on any matter listed on the agenda, excluding any matter set for a public hearing, or on any other matter within their jurisdiction must complete a speaker card that is provided at the entrance to the Council Chambers and submit the card to the City Clerk prior to the commencement of Oral Communications. No speaker cards will be accepted after the commencement of Oral Communications, except at the discretion of the Presiding Officer.

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. Comments are limited to three (3) minutes per speaker, unless modified by the Presiding Officer or the City Council.

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

While members of the public are free to level criticism of City policies and the action(s) or proposed action(s) of the City Council or its members, members of the public may not engage in behavior that is disruptive to the orderly conduct of the meeting, including, but not limited to, speaking off topic, speaking beyond the speaker's allotted time limit, making slanderous or profane remarks or using loud, threatening, or abusive language which disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting. Members of the public may not threaten any person with physical harm or act in a manner that may reasonably be interpreted as an imminent threat of physical harm. The City of West Covina will not tolerate harassment based upon a person's race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, gender, sexual orientation, or age.

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 1, 2025, 7:00 PM
REGULAR MEETING

INVOCATION
Led by Rev. Felicia R. Bagneris of Murph Chapel-St. Paul AME Church

PLEDGE OF ALLEGIANCE
Led by Councilman Cantos

ROLL CALL

REPORTING OUT FROM CLOSED SESSION

PRESENTATIONS

- Proclamation and Presentation Recognizing April as Donate Life Month
- Proclamation and Tile Presentation Recognizing April as National Autism Month
- Presentation by Suburban Water Regarding Fire Hydrants

ORAL COMMUNICATIONS - Three (3) 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.

CITY MANAGER'S OFFICE

1) CONSIDERATION OF ADDITIONAL AUTHORIZATION TO CONTINUE THE MOVE WC PROGRAM

It is recommended that the City Council authorize the City Manager to continue to negotiate and execute amendments extending the terms of the Central and Voucher agreements with Uber Technologies for the Move WC program, provided that the total cost of the program does not exceed $250,000.

2) CONSIDERATION OF INTRODUCTION OF ORDINANCE AMENDING SECTION 2-67 OF THE WEST COVINA MUNICIPAL CODE RELATING TO REMOVAL OF COMMISSIONERS

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

ORDINANCE NO. 2529 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING SECTION 2-67 (APPOINTMENT, VACANCIES, AND REMOVAL) OF ARTICLE III (ADVISORY COMMISSIONS) OF CHAPTER 2 (ADMINISTRATION) OF THE WEST COVINA MUNICIPAL CODE RELATING TO REMOVAL OF COMMISSIONERS AND MAKING A DETERMINATION THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO CEQA GUIDELINES SECTION 15061(B)(3) (COMMON SENSE EXEMPTION)

COMMUNITY DEVELOPMENT

3) CONSIDERATION OF ACCEPTANCE OF WORK AND AUTHORIZATION TO FILE THE NOTICE OF COMPLETION FOR THE CORTEZ PARK SENIOR & COMMUNITY CENTER ROOF AND HVAC IMPROVEMENTS PROJECT - PROJECT NO. 24009

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

1. Accept the work performed by AC Pros, Inc. for the Cortez Park Senior & Community Center Roof and HVAC Improvements Project (Project No. 24009) with a final cost of $1,474,242.76; and
2. Authorize the City Manager and Assistant City Clerk to execute the Notice of Completion and file the Notice of Completion with the County of Los Angeles Registrar-Recorder; and
3. Authorize the City Manager to release the retention once appropriate.

4) CONSIDERATION OF ACCEPTANCE OF WORK AND AUTHORIZATION TO FILE THE NOTICE OF COMPLETION FOR THE CITYWIDE SIDEWALK, CURB AND GUTTER REPAIRS PROJECT (PROJECTS 21014 & 21015)

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

1. Accept the work performed by CJ Construction, Inc. for the Citywide Sidewalk, Curb & Gutter Repairs Project (Project No. 21014 & 21015) with a final cost of $283,682.38;
2. Authorize the City Manager and Assistant City Clerk to execute the Notice of Completion and file the Notice of Completion with the County of Los Angeles Registrar-Recorder; and
3. Authorize the City Manager to release the retention once appropriate.

FINANCE DEPARTMENT

5) CONSIDERATION OF APPOINTMENTS TO THE CALIFORNIA JOINT POWERS AUTHORITY BOARD OF DIRECTORS

It is recommended that the City Council appoint Mayor Tony Wu as Director, and Councilmember Brian Gutierrez and Assistant Finance Director Maria-Luisa Olea as alternates to represent the City on the California Joint Powers Insurance Authority (CJPIA) Board of Directors and direct staff to submit the Certification of Director and Alternate(s) to CJPIA.

PUBLIC WORKS

6) CONSIDERATION OF INCREASING ANNUAL COMPENSATION FOR AGREEMENT WITH WEST COAST ARBORISTS, INC. FOR CITYWIDE TREE MAINTENANCE SERVICES FOR FISCAL YEAR 2024-2025

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

1. Authorize increasing the annual compensation to $869,819 for the Maintenance Services Agreement with West Coast Arborists, Inc. for Fiscal Year 2024-2025.
2. Adopt the following resolution:

RESOLUTION NO. 2025-30 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2024 AND ENDING JUNE 30, 2025 (TREE MAINTENANCE SERVICES)

END OF CONSENT CALENDAR

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.)

7) STREET SWEEPING SIGNAGE INSTALLATION UPDATE

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

8) LOCAL HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP) OVERVIEW

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

9) WHATS NEW IN TRAFFIC – TRAFFIC CONTROL DEVICES AND GUIDELINES

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

CITY COUNCIL COMMENTS

ADJOURNMENT

Next Tentative City Council Meeting

Regular Meeting April 15, 2025 7:00 PM

RULES OF DECORUM

The following are excerpts from the West Covina Municipal Code:

Section 2-47. - Addressing the council.

Pursuant to the California Government Code, any person wishing to address the city council on any matter on the agenda or on any other matter within their jurisdiction, excluding any matter set for a public hearing, may do so upon first securing the recognition of the presiding officer during the time designated as “Oral Communications” on the agenda. The city council may not act on any item unless it is listed on the agenda.

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

(a) Each person wishing to address the city council shall submit a speaker card to the city clerk prior to the commencement of the time designated for oral communications. No speaker cards will be accepted after the commencement of oral communications, except at the discretion of the presiding officer.
(b) When called forward by the presiding officer or the city clerk, each person addressing the city council shall step up to the podium and give his or her name and city of residence in an audible tone of voice for the record.
(c) Each person addressing the city council during oral communications shall limit his or her comments to three (3) minutes, unless the time limit is modified by the presiding officer or the city council. In order to provide all speakers the opportunity to participate in oral communications, the presiding officer or the city council may reduce the time limit to allow reasonable time for all speakers to address the city council.
(d) All remarks shall be addressed to the city council as a body and not to any member thereof. No person, other than the city council and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the city council, without the permission of the presiding officer. No question shall be asked of a council member except through the presiding officer.
(e) The presiding officer may require any person to be sworn as a witness before addressing the city 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 California Penal Code.

Section 2-50. - Decorum—Required.

(a) While the city council is in session, council members shall preserve order and decorum, and a council member shall neither, by conversation or otherwise, delay or disrupt the proceedings or the peace of the council nor interrupt any council 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 disrupts, disturbs, impedes, impairs, or renders infeasible 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 presiding officer that the behavior is disrupting the meeting and failure to cease the behavior may result in removal from the meeting:
(1) Addressing the mayor or city council without first being recognized.
(2) Persisting in addressing a subject or subjects, other than that before the mayor and city council.
(3) Repetitiously addressing the same subject.
(4) Failing to relinquish the podium when directed to do so.
(5) From the audience, interrupting or attempting to interrupt, a speaker, the presiding officer, a council member, or a staff member, or shouting or attempting to shout over a speaker, the presiding officer, a council member or a staff member.
(6) From the audience, engaging in disorderly, disruptive, or boisterous conduct, including, but not limited to, handclapping, stomping of feet, whistling, making noise, use of abusive, threatening or profane language or obscene gestures, yelling, obstructing the view of other audience members, or similar conduct which disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting.
(7) As a speaker, making slanderous or profane remarks or using loud, threatening, or abusive language which disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting; interrupting or attempting to interrupt the presiding officer, a council member, or a staff member; shouting over or attempting to shout over the presiding officer, a council member, or a staff member; or engaging in any other disorderly conduct which disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting. Nothing in this section or any rules of the city 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.
(8) Engaging in behavior that constitutes use of force or a true threat of force.
(c) It shall be unlawful to violate the provisions of this section. A person violating this section may be removed and

barred from further participation at the meeting at which the violation occurs.

(d) 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.

Section 2-51. - Enforcement of decorum.

The chief of police or any member or members of the police department or other members of the city staff may be designated by the council to be sergeant-at-arms when, in the opinion of the presiding officer, the services of a sergeant-at-arms is necessary, and the sergeant-at-arms shall carry out all orders and instructions given by the presiding officer for the purpose of maintaining order and decorum in accordance with section 2-50 at the council meeting, including, but not limited to, removing and barring from further participation at the meeting any person who is willfully disrupting the orderly conduct of the meeting.

Section 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:

Section 148. Resisting public or peace officers or emergency medical technicians in discharge of their duties; Removal of weapon from person or presence of public or peace officer.

(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.

Section 403. Disturbance of assembly or meeting other than religious or political.

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 302 of the Penal Code or Section 18340 of the Elections Code, is guilty of a misdemeanor.

AGENDA ITEM NO. 1

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 04/01/2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: **CONSIDERATION OF ADDITIONAL AUTHORIZATION TO CONTINUE THE MOVE WC PROGRAM**

RECOMMENDATION:

It is recommended that the City Council authorize the City Manager to continue to negotiate and execute amendments extending the terms of the Central and Voucher agreements with Uber Technologies for the Move WC program, provided that the total cost of the program does not exceed $250,000.

BACKGROUND:

On September 20, 2022, the City Council approved Central and Voucher agreements with Uber to implement an "On-Demand Ride Hailing" Pilot Program for a six-month period. The Program, called Move WC, supplements the existing Dial-A-Ride service and meets the needs of those challenged with ride availability by providing an on-demand alternative. The City initially appropriated $50,000 for the Program.

The Central and Voucher agreements were executed on October 10, 2022. The first ride was taken on December 5, 2022.

On May 16, 2023, the City Council approved the First Amendments to the Central and Voucher Agreements with Uber and authorized the City Manager to negotiate and execute future amendments provided the total cost of the program did not exceed $100,000.

The current program parameters are:

- Eligibility for participation: all residents 55-years and over or with a physician-certified disability.
- Cost to participant per trip (one way): First $3, plus any amount in excess of City subsidy; tips; late/cancelation fees
- Maximum City subsidy per trip (one way): $20. Costs in excess of subsidy are paid by participant.
- Service area: Within the City limits. Up to three miles outside the City limits for medical reasons. Connections to Metrolink Stations in Baldwin Park and Covina, as well as Metro A Line Stations in Irwindale and Azusa.

DISCUSSION:
The Central and Voucher agreements, signed in October 2022, both had an initial term of six (6) months. Both agreements provide the option to extend the terms in one (1) year periods. In May 2023, the City Council approved the First Amendment to both agreements and authorized the City Manager to execute the amendments and to negotiate and execute future amendments extending the terms of the agreements until total program expenditures reach $100,000.

As of March 25, 2025, since the launch of Move WC, 235 participants have registered and 8,347 trips have been taken. Attachment No. 1 shows additional metrics for the program. The performance indicators shown in the attachment demonstrate sustained and significant growth, as the number of trips grew from just 2 in Nov 2022 to 542 in Feb 2025, which represents a 270x increase over the course of 27 months, showing remarkable adoption and consistent expansion. While the maximum City subsidy per trip was set at $20, the average cost to the City per trip remained under $11 for 24 out of 28 months, making the program a cost-effective transportation alternative with the benefit of providing on-demand service.

The Year-Over-Year Trip Growth of the program is summarized below.

- **Feb 2023:** 29 trips
- **Feb 2024:** 274 trips
- **Feb 2025:** 542 trips

These trends demonstrate that Move WC has grown from a pilot-sized initiative into a core transportation service for the community by meeting a genuine mobility need, especially for residents who may lack access to traditional transportation. Further, program usage has maintained positive momentum, with no major drop-offs even after periods of high demand.

As of March 25, 2025, the total cost of the program was $77,843. The current amendments extend through April 9, 2025. Because the program cost will exceed $100,000 during the next one-year extension period, an increase in authorization is needed to continue the program.

Staff is requesting that the Council authorize the City Manager to continue to negotiate and execute amendments extending the terms of the agreements with Uber, provided the total cost of the program does not exceed $250,000.

LEGAL REVIEW:
The City Attorney's Office has reviewed the staff report and will review and approve future amendments as to form prior to execution.

OPTIONS:
The City Council has the following options:

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

Prepared by: Kelly McDonald, Assistant to the City Manager
Additional Approval: Roxanne E. Lerma, Assistant City Manager

Fiscal Impact

FISCAL IMPACT:
The Move WC program is funded through Measure R Local Returns received from LA Metro.

The FY 2024-2025 Budget included $100,000 for Move WC in Measure R Account No. 224.504.61.53.60.00.61.61200. No additional appropriation is anticipated in the current fiscal year.

Account No.	Account Name	FY2024-25 Budget	Amount Expended *	Balance
224.504.61.53.60.00.61.61200.	Other Contractual Services	$100,000	$34,580	$65,420
	Total	**$100,000**	**$34,580**	**$65,420**

*Expenditures for January and February 2025, which total $10,269, have not been posted to the City's Finance system as of the writing of this report.

The report requests the approved authorization to extend the agreements based on the total program cost of $100,000 to be increased to $250,000. Using program cost data since launch, two forecast methods estimate a total cost of approximately $380,000 at the end of the five years.

Attachments

Attachment No. 1 - Move WC - Metrics

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

AGENDA ITEM NO. 2

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 04/01/2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: **CONSIDERATION OF INTRODUCTION OF ORDINANCE AMENDING SECTION 2-67 OF THE WEST COVINA MUNICIPAL CODE RELATING TO REMOVAL OF COMMISSIONERS**

RECOMMENDATION:

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

ORDINANCE NO. 2529 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING SECTION 2-67 (APPOINTMENT, VACANCIES, AND REMOVAL) OF ARTICLE III (ADVISORY COMMISSIONS) OF CHAPTER 2 (ADMINISTRATION) OF THE WEST COVINA MUNICIPAL CODE RELATING TO REMOVAL OF COMMISSIONERS AND MAKING A DETERMINATION THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO CEQA GUIDELINES SECTION 15061(B)(3) (COMMON SENSE EXEMPTION)

BACKGROUND:

At the February 18, 2025 City Council meeting, Councilmember Gutierrez requested to amend the West Covina Municipal Code to allow four (4) Council Members to remove a Commissioner with or without cause.

DISCUSSION:

Currently, Subsection (d) – (Removal) under Section 2-67 (Appointment, Vacancies, and Removal) of Article III (Advisory Commissions) in Chapter 2 (Administration) of the West Covina Municipal Code, provides that a Commissioner may be removed either by their appointing Council Member or by an affirmative vote of four (4) Members of the City Council for “good cause,” as defined.

The proposed ordinance would amend Subsection (d) to allow a Commissioner to be removed:

- At any time by their appointing Council Member, or
- By a minimum of four (4) affirmative votes of the City Council, without a requirement to establish “good cause.”

The proposed amendment would eliminate the “good cause” standard currently required for Council-initiated removals, granting broader discretion to the City Council in matters of Commissioner removal.

The proposed changes to Subsection (d) of Section 2-67 are provided in redline format in Attachment No. 2.

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

OPTIONS:
The City Council has the following options:
1. Approve staff's recommendation; or
2. Provide alternative direction.

Prepared by: Paulina Morales, City Manager

Attachments

Attachment No. 1 - Ordinance No. 2529
Attachment No. 2 - Redline of Section 2-67(d)

CITY COUNCIL GOALS & OBJECTIVES: Enhance City Image and Effectiveness

AGENDA ITEM NO. 3

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 04/01/2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: **CONSIDERATION OF ACCEPTANCE OF WORK AND AUTHORIZATION TO FILE THE NOTICE OF COMPLETION FOR THE CORTEZ PARK SENIOR & COMMUNITY CENTER ROOF AND HVAC IMPROVEMENTS PROJECT - PROJECT NO. 24009**

RECOMMENDATION:

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

1. Accept the work performed by AC Pros, Inc. for the Cortez Park Senior & Community Center Roof and HVAC Improvements Project (Project No. 24009) with a final cost of $1,474,242.76; and
2. Authorize the City Manager and Assistant City Clerk to execute the Notice of Completion and file the Notice of Completion with the County of Los Angeles Registrar-Recorder; and
3. Authorize the City Manager to release the retention once appropriate.

BACKGROUND:

On May 7, 2024, the City Council awarded a construction services agreement totaling $1,395,000 to AC Pros, Inc., for the Cortez Park Senior & Community Center Roof and HVAC Improvements Project (Project No. 24009). The project construction budget also included a contingency budget of $139,500 (10% of awarded amount) for any unforeseen conditions as necessary. The total established construction budget was $1,534,500.

The project included the removal of an existing roofing system and the installation of a new roofing system per specification on the southern building of the Cortez Park Senior & Community Center and a retrofit to the existing newer roof on the northern building. Additionally, the project included removing and replacing thirteen (13) HVAC (heating, ventilation, air conditioning) units located on both buildings.

DISCUSSION:

All required improvements were constructed in conformance with the approved plans and specifications. The work was performed within the contractually specified duration and to the City Engineer’s satisfaction. Construction costs totaled $1,474,242.76, which was within the approved construction budget. The final inspection was done by the CIP Project Manager and a Senior Inspector from Engineering.

The City retains five percent (5%) of each payment to the contractor as retention to ensure payment to subcontractors and material suppliers before final payment to the contractor. The City Council’s acceptance of the project and the City's recordation of the Notice of Completion trigger timeframes

within which subcontractors or material suppliers must file claims for payment if they have not been paid by the contractor. If no claims are filed within 35 days of the filing of the Notice of Completion, the City will release retention and any remaining amount due to the contractor.

LEGAL REVIEW:
The City Attorney's Office has reviewed the staff report.

OPTIONS:
The City Council has the following options:
1. Approve Staff's recommendation; or
2. Provide alternative direction.

Prepared by: Robert Ortega, CIP Project Manager
Additional Approval: Roxanne E. Lerma, Assistant City Manager

---

Fiscal Impact

FISCAL IMPACT:
This contract was funded under Project No. 24009 (Account No. 131.503.80.81.00.00.75.75000. and 225.503.80.81.00.00.75.75000.). The contract was completed within the approved construction estimate.

Construction Contract	$1,395,000.00
10% Contingency	$139,500.00
Total Construction Budget	$1,534,500.00
Actual Expenditures	$1,474,242.76
Under Budget	$60,257.24

Attachments

Attachment No. 1 - Notice of Completion

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

AGENDA ITEM NO. 4

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 04/01/2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: **CONSIDERATION OF ACCEPTANCE OF WORK AND AUTHORIZATION TO FILE THE NOTICE OF COMPLETION FOR THE CITYWIDE SIDEWALK, CURB AND GUTTER REPAIRS PROJECT (PROJECTS 21014 & 21015)**

RECOMMENDATION:

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

1. Accept the work performed by CJ Construction, Inc. for the Citywide Sidewalk, Curb & Gutter Repairs Project (Project No. 21014 & 21015) with a final cost of $283,682.38;
2. Authorize the City Manager and Assistant City Clerk to execute the Notice of Completion and file the Notice of Completion with the County of Los Angeles Registrar-Recorder; and
3. Authorize the City Manager to release the retention once appropriate.

BACKGROUND:

On June 18, 2024, the City Council awarded a construction services agreement totaling $250,258 to CJ Construction, Inc., for the Citywide Curb & Gutter Repairs Project (Projects Nos. 21014 & 21015). The project construction budget included a contingency budget of $37,538.70 (15% of awarded amount) for any unforeseen conditions as necessary. The total established construction budget was $287,796.70.

The project included curb and gutter repairs at 19 locations and sidewalk restoration at 25 locations throughout the City, as well as additional locations throughout our city (see attachment number 2).

DISCUSSION:

All required improvements were constructed in conformance with the approved plans and specifications. The work was performed within the contractually specified duration and to the City Engineer’s satisfaction. Construction costs totaled $283,682.38, which was within the approved construction budget. The final inspection was done by the CIP Project Manager and a Senior Inspector from Engineering.

The City retains five percent (5%) of each payment to the contractor as retention to ensure payment to subcontractors and material suppliers before final payment to the contractor. The City Council’s acceptance of the project and the City's recordation of the Notice of Completion trigger timeframes within which subcontractors or material suppliers must file claims for payment if they have not been

paid by the contractor. If no claims are filed within 35 days of the filing of the Notice of Completion, the City will release retention and any remaining amount due to the contractor.

LEGAL REVIEW:
The City Attorney's Office has reviewed the staff report.

OPTIONS:
The City Council has the following options:

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

Prepared by: Jo-Anne Burns, Deputy Community Development Director
Additional Approval: Roxanne E. Lerma, Assistant City Manager

---

Fiscal Impact

FISCAL IMPACT:
This contract was funded under Project No. 21014 & 21015 (Funds 235 Measure M and 128 TDA). The contract was completed within the approved construction estimate.

Construction Contract	$250,258.00
15% Contingency	37,538.70
Total Construction Budget	287,796.70
Actual Expenditures	$283,682.38
Under Budget	$4,114.32

Attachments

Attachment No. 1 - Notice of Completion
Attachment No.2 - Added Changes

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

AGENDA ITEM NO. 5

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 04/01/2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: **CONSIDERATION OF APPOINTMENTS TO THE CALIFORNIA JOINT POWERS AUTHORITY BOARD OF DIRECTORS**

RECOMMENDATION:

It is recommended that the City Council appoint Mayor Tony Wu as Director, and Councilmember Brian Gutierrez and Assistant Finance Director Maria-Luisa Olea as alternates to represent the City on the California Joint Powers Insurance Authority (CJPIA) Board of Directors and direct staff to submit the Certification of Director and Alternate(s) to CJPIA.

BACKGROUND:

The City has been a member of the CJPIA risk management pool for the CJPIA's Excess Liability, Excess Workers' Compensation and Property Insurance Programs since May 2020.

In accordance with the Joint Powers Agreement, the CJPIA is governed by a Board of Directors that is composed of one representative Director from each member, who must be selected from the legislative body of that member. The Joint Powers Agreement also requires that each legislative body appoint at least one alternate who must be an officer or employee of the member. The alternate has the authority to attend, participate in, and vote at any meeting of the Board of Directors when the regular Director for whom he or she is an alternate is absent from such meeting. Having a Board of Directors composed of representatives from each member ensures that the interests and needs of all members are represented in its governance.

Each July, the entire Board of Directors attends an annual business meeting. At the annual meeting, the President and Vice President of the CJPIA and other members of the Executive Committee are elected, reports of the affairs of the CJPIA are considered, and any other business may be transacted which is within the powers of the Board of Directors.

Most recently, in April 2024, the City Council appointed Mayor Brian Calderon Tabatabai as Director and Mayor Pro Tem Tony Wu and Finance Director Stephanie Sikkema as alternates to represent the City.

DISCUSSION:

Each year, the CJPIA asks members to certify their designated CJPIA Director and Alternate(s) prior to the Annual Board of Directors meeting. Staff recommends the City's appointments be updated to reflect the current City Council organization. As outlined above, the City's appointment of a Director must be a member of the City Council; the alternate may be a City Council member or a staff member.

Staff recommends that the City Council appoint Mayor Tony Wu as Director and Councilmember Brian Gutierrez and Assistant Finance Director Maria Luisa Olea as alternates to represent the City, as outlined in the Certification of Director and Alternates(s) (Attachment No. 1).

LEGAL REVIEW:

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

OPTIONS:

The City Council has the following options:

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

Prepared by: Maria-Luisa, Assistant Finance Director
Additional Approval: Roxanne E. Lerma, Assistant City Manager

---

Fiscal Impact

FISCAL IMPACT:

This is strictly an administrative item, therefore; there is no fiscal impact associated with this action.

Attachments

Attachment No. 1 - Certification of Director and Alternate(s)

CITY COUNCIL GOALS & OBJECTIVES: Achieve Fiscal Sustainability and Financial Stability
Maintain Good Intergovernmental Relations
Enhance City Image and Effectiveness

AGENDA ITEM NO. 6

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 04/01/2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: **CONSIDERATION OF INCREASING ANNUAL COMPENSATION FOR AGREEMENT WITH WEST COAST ARBORISTS, INC. FOR CITYWIDE TREE MAINTENANCE SERVICES FOR FISCAL YEAR 2024-2025**

RECOMMENDATION:

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

1. Authorize increasing the annual compensation to $869,819 for the Maintenance Services Agreement with West Coast Arborists, Inc. for Fiscal Year 2024-2025.
2. Adopt the following resolution:

   RESOLUTION NO. 2025-30 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2024 AND ENDING JUNE 30, 2025 (TREE MAINTENANCE SERVICES)

BACKGROUND:

The Public Works Department is responsible for the maintenance of City-owned facilities and public infrastructure. One component of these maintenance responsibilities is establishing and managing an efficient and cost-effective tree maintenance program. Implementing an annual tree maintenance program is critical to ensuring the proper upkeep and maintenance of the City's urban forest. These regular maintenance services vary in scope and frequency depending on the size, species and condition of trees.

The City is currently on a five-year tree trim cycle within the Citywide Maintenance District (Fund 188). Prior to July 2024, the Landscape & Maintenance Districts (LMD's) 1, 2, 4,6 and 7 tree maintenance is done on an emergency or as-needed basis. As of July 2, 2024, the City Council approved placing the LMD's (Funds 181-187) on a 5-year tree trimming cycle.

West Coast Arborists, Inc. (WCA) has been providing tree maintenance services to the City of West Covina since 1997. In 2020, the City issued a Request for Proposals for tree trimming services. On July 7, 2020, the City Council approved the agreement with WCA for a three (3) year term with two (2) one (1) year extensions not exceeding $485,000 annually. In January 2021, the City and WCA amended the agreement to revise the scope of services and increase WCA's compensation for the 2020-2021 Fiscal Year. In August 2022, the City and WCA amended Section 2.1 of the agreement to remove the maximum compensation amount and provide that WCA would be paid in accordance with the approved fee schedule. On December 20, 2022, City Council approved the Third Amendment to

the Maintenance Services Agreement, allowing a four percent (4%) cost adjustment and increased the annual maximum compensation from $485,000 to $985,000 for Fiscal Year 2022-2023 only.

DISCUSSION:
The current agreement for tree maintenance services was originally approved at an annual compensation amount of $504,400 for Fiscal Year 2024–2025. Since that time, change orders totaling $81,200 have been processed, bringing the revised agreement amount to $585,600. These changes were executed within the City Manager's authority under the 20% contingency.

Staff is now requesting an increase of $284,218, which would bring the total contract amount to $869,818 for Fiscal Year 2024–2025. This additional funding is necessary due to:

- **High-Risk Trees -**

  A significant increase in the removal of high-risk trees was required this fiscal year due to widespread tree decline and aging throughout the City. These high-risk trees were identified through grid inspections conducted by West Coast Arborists, observations by City staff, and service requests submitted by residents that were confirmed to need removal. A total of 300 of the 1,327 high-risk trees identified have been removed this year.

- **Windstorm Emergency (January 2025) -**

  Severe weather conditions in January 2025 required an immediate response to tree-related hazards, including fallen trees/branches and compromised branches. A total of 84 trees/branches were addressed.

- **Bark Beetle Infestation -**

  The City is actively removing declining eucalyptus trees that have been severely impacted by bark beetle infestations—a statewide issue in California. Immediate removal is necessary to prevent the spread of the infestation to healthy trees. To date, 100 of the 1,556 identified eucalyptus trees have been removed as part of this ongoing mitigation effort.

Approving the requested funding increase will provide the City with the ability to:

- Enhance the overall appearance of neighborhoods and public spaces.
- Reduce liability exposure related to tree damage and falling limbs.
- Mitigate fire and property risks by removing hazardous trees.

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

OPTIONS:
The City Council has the following options:

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

Additional Approval: Roxanne E. Lerma, Assistant City Manager

---

Fiscal Impact

FISCAL IMPACT:

The annual compensation for the agreement was initially $504,400 for FY 2024-25. There were change orders processed in the amount of $81,200 that were under the 25% additional work provision for the agreement, increasing the total to $585,600. Pursuant to staff's recommendation, WCA's compensation is requested to be increased to a total of $869,819 for FY 2024-25 only. The requested increased amount will be used to address high-risk tree removals, overgrown tree trimming and deferred compromised tree trimming and/or removals needed within the City.

The fiscal impact of this request is $869,819 to West Coast Arborists. There is sufficient funding for the initial annual amount and formerly requested increase to $585,600. Additional funds of $284,219 are requested. There is sufficient funding available in the Maintenance District Funds.

Account Number	Account Description	Current Budget	Proposed Amendment	Amended Budget
110.503.61.52.63.00.61.61300.	General Fund - (for Park Maintenance)	759,074	54,145	813,219
188.503.61.52.62.00.61.61300.	Citywide Maintenance District	499,100	61,404	560,504
182.503.61.52.64.00.61.61300.	Landscape Maintenance District 2	274,420	16,029	290,449
184.503.61.52.64.00.61.61300.	Landscape Maintenance District 4	638,400	152,641	791,041
	TOTAL	**$2,170,994**	**$284,219**	**$2,455,213**

Attachments

Att 1 Resolution WCA Ex A Budget Amendment

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

AGENDA ITEM NO. 7

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 04/01/2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: **STREET SWEEPING SIGNAGE INSTALLATION UPDATE**

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

BACKGROUND:
At the March 4, 2025, City Council meeting, Mayor Wu requested an update on the status of the street sweeping signage installation project as well as background on how location and materials were selected.

DISCUSSION:
Attached please find the PowerPoint presentation

OPTIONS:
Receive and file.

Prepared by: Robert Ortega Cip Project Manager

Attachments

Attachment No. 1- PowerPoint Presentation

AGENDA ITEM NO. 8

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 04/01/2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: LOCAL HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP) OVERVIEW

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

BACKGROUND:
At the March 4, 2025, City Council meeting, Councilmember Gutierrez requested an update on the Highway Safety Improvement Program (HSIP) Cycle 12.

DISCUSSION:
Attached please find the PowerPoint presentation

OPTIONS:
Receive and file.

Prepared by: Michael Lloyd, City Engineer/Okan Demirci, PE, QSD/P

Attachments
Attachment No. 1- PowerPoint Presentation

AGENDA ITEM NO. 9

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 04/01/2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: WHATS NEW IN TRAFFIC – TRAFFIC CONTROL DEVICES AND GUIDELINES

RECOMMENDATION:
It is recommended that the City Council receive and file the report

BACKGROUND:
At the March 4, 2025, City Council meeting, Councilmember Gutierrez requested an update on new and alternative traffic control devices. As a part of the presentation, new guidelines found in the California Manual on Uniform Traffic Control Devices (CA MUTCD) and California Vehicle Code (CVC) were explored, as well as new laws that affect the traffic community and how measures can be recommended and implemented.

DISCUSSION:
Attached please find the PowerPoint presentation

OPTIONS:
Receive and file

Prepared by: Michael Lloyd, City Engineer / Jana Robbins, City Director of Traffic Engineering

Attachments
Attachment No. 1- PowerPoint Presentation