CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

MAY 20, 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 MAY 20, 2025, 7:00 PM
REGULAR MEETING

INVOCATION
Moment of Silent Prayer/Meditation

PLEDGE OF ALLEGIANCE
Led by Mayor Wu

ROLL CALL

REPORTING OUT FROM CLOSED SESSION

PRESENTATIONS

- Proclamation Honoring National Telecommunicators/Dispatchers Week
- Proclamation Honoring National Police Week
- Proclamation Honoring National Jailer Week
- Donation Presented to the West Covina Police Explorers by the Chinese American Association of West Covina
- Fire Department Explorers & Eagle Scout Award Presentation
- Proclamation Honoring National Public Works Week

CITY MANAGER'S REPORT
City Manager's report on current City projects.

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.

CONSENT CALENDAR

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

APPROVAL OF MEETING MINUTES

1) CONSIDERATION OF APPROVAL OF THE MAY 6, 2025 CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES AND THE MAY 6, 2025 CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING MINUTES.

That the Council approve the May 6, 2025, City Council/Successor Agency Regular Session Meeting Minutes and the May 6, 2025, City Council/Successor Agency Closed Session Meeting Minutes.

CITY MANAGER'S OFFICE

2) CONSIDERATION OF COMMISSIONER APPOINTMENT

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

COMMUNITY DEVELOPMENT

3) CONSIDERATION OF AN ORDINANCE AMENDING THE COMPOSITION AND DUTIES OF THE TRAFFIC COMMITTEE

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

ORDINANCE NO. 2531 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING PROVISIONS OF CHAPTER 22 OF THE WEST COVINA MUNICIPAL CODE TO MAKE CHANGES TO THE TRAFFIC COMMITTEE AND ITS DUTIES

FINANCE DEPARTMENT

4) CONSIDERATION OF LONG-RANGE FINANCIAL FORECAST FOR FISCAL YEARS ENDING 2026-2030

It is recommended that City Council receive and file the Long-Range Financial Forecast for fiscal years ending 2026-2030.

5) CONSIDERATION OF A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY AND THE CITY OF WEST COVINA CONFIDENTIAL EMPLOYEES' ASSOCIATION (WCCEA)

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

RESOLUTION NO. 2025-22 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY AND THE CITY OF WEST COVINA CONFIDENTIAL EMPLOYEES' ASSOCIATION FOR THE PERIOD OF JULY 1, 2024

THROUGH JUNE 30, 2028 AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE MOU

6) CONSIDERATION OF PROPOSITION A EXCHANGE WITH FOOTHILL TRANSIT

It is recommended that the City Council approve the following:

1. Exchange of $2,000,000 in Proposition A Local Return funds for $1,500,000 in general funds with Foothill Transit; and
2. Authorize the City Manager to execute the Assignment Agreement with Foothill Transit, in such final form as approved by the City Attorney.

7) CONSIDERATION OF SINGLE AUDIT REPORT FOR THE YEAR ENDED JUNE 30, 2024

It is recommended that City Council receive and file the Single Audit Report on Federal Award Programs for the year ended June 30, 2024.

END OF CONSENT CALENDAR

HEARINGS

PUBLIC HEARINGS

8) CONSIDERATION OF PRIORITIES FOR THE DEVELOPMENT OF A DRAFT PROGRAM YEAR (PY) 2025-2029 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CONSOLIDATED PLAN

It is recommended that the City Council direct staff to develop a draft Program Year (PY) 2025-2029 Consolidated Plan based on the needs and priorities identified in Table 1 of this report.

DEPARTMENTAL REGULAR MATTERS

CITY MANAGER'S OFFICE

9) UPDATE ON GO WEST COVINA - MICROTRANSIT PILOT PROJECT

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

MAYOR/COUNCILMEMBERS REPORTS
AB 1234 Conference and Meeting Report (verbal, if any)
(In accordance with AB 1234, Councilmembers shall make a brief report or file a written report on any meeting/event/conference attended at City expense.)

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

CITY COUNCIL COMMENTS

ADJOURNMENT

Next Tentative City Council Meeting

Regular Meeting June 3, 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: 05/20/2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: **CONSIDERATION OF APPROVAL OF THE MAY 6, 2025 CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES AND THE MAY 6, 2025 CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING MINUTES.**

RECOMMENDATION:
That the Council approve the May 6, 2025, City Council/Successor Agency Regular Session Meeting Minutes and the May 6, 2025, City Council/Successor Agency Closed Session Meeting Minutes.

BACKGROUND:
That the City Council adopt the attached minutes.

Prepared by: Lisa Sherrick, Assistant City Clerk

Attachments

Attachment No. 1 - 5/6/2025 Closed Session Minutes Draft
Attachment No. 2 - 5/6/2025 Regular Session Minutes Draft

CITY COUNCIL GOALS & OBJECTIVES: Enhance City Image and Effectiveness

AGENDA ITEM NO. 2

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 05/20/2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: **CONSIDERATION OF COMMISSIONER APPOINTMENT**

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

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

DISCUSSION:
Pursuant to Section 2-67(a) of Article III of Chapter 2 of the WCMC, each Councilmember has the power to appoint one (1) commissioner to each the Human Resources Commission and the Planning Commission, and two (2) commissioners to the Community and Senior Services Commission.

Pursuant to Section 2-68 of Article III of Chapter 2 of the WCMC, the terms of office of commissioners run concurrently with that of the appointed Councilmember.

There is currently one (1) vacancy on the Human Resources Commission, to be appointed by Councilmember Gutierrez.

The City has advertised the vacancies and accepted applications in the manner required by law.

Councilmember Gutierrez is announcing the following appointment:

- Eddie Gomez- Human Resources Commissioner

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

Prepared by: Lisa Sherrick, Assistant City Clerk
Additional Approval: Roxanne E. Lerma, Assistant City Manager

CITY COUNCIL GOALS & OBJECTIVES: A Creative and Active Community
A Well-Planned Community

AGENDA ITEM NO. 3

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 05/20/2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: **CONSIDERATION OF AN ORDINANCE AMENDING THE COMPOSITION AND DUTIES OF THE TRAFFIC COMMITTEE**

RECOMMENDATION:

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

ORDINANCE NO. 2531 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING PROVISIONS OF CHAPTER 22 OF THE WEST COVINA MUNICIPAL CODE TO MAKE CHANGES TO THE TRAFFIC COMMITTEE AND ITS DUTIES

BACKGROUND:

On December 17, 2024, the City Council requested that staff review and update the composition of the Traffic Committee as well as the Traffic Committee's rules and bylaws. The Traffic Committee was established on July 10, 1972, when the City Council adopted Ordinance No. 1199. This ordinance is codified in Division 4 (Traffic Committee) of Article 2 (Administration) of Chapter 22 (Traffic Regulations) of the West Covina Municipal Code (WCMC). Pursuant to Division 4, the Traffic Committee was created to serve in an advisory capacity to the City Council. Pursuant to Section 22-46 of Division 4, the committee consists of the City Traffic Engineer, the Chief of Police (or, at their discretion, the Chief of the Traffic Division as a representative), and the City Engineer.

Current Operations

The Traffic Committee meets on the second Tuesday of each month at 3 PM. During these meetings, Traffic Engineering staff present traffic studies and recommendations in response to resident requests. Items approved by the Traffic Committee are subsequently forwarded to the City Council for final review and approval before implementation.

DISCUSSION:

Traffic Committee Composition (WCMC Section 22-46)

In order to eliminate the appearance of potential conflicts of interest, the Traffic Engineer and City Engineer positions are proposed to be removed as voting members because both positions are held by a third-party consultant and are responsible for the preparation of all reports and presentations for the Traffic Committee's consideration, while the Police Chief (or Police Department representative) is proposed to be removed because the Police Department is responsible for enforcing traffic laws. It is recommended that the traffic committee voting members be changed to City employees holding the following positions:

- Community Development Director or designee
- Capital Improvement Program (CIP) Project Manager
- Finance Director or designee
- Public Works Director or designee
- A representative from the Maintenance Division as designated by the Public Works Director

Traffic Committee Duties (WCMC 22-47)
Currently, there is no WCMC provision that expressly outlines the duties of the Traffic Committee. A new Section 22-27 is proposed, outlining the duties of the Traffic Committee as follows:

- Receive requests from residents for improving traffic conditions in the city.
- Provide recommendations to the city council regarding ways and means for improving traffic conditions in the city.
- Provide recommendations regarding the installation of traffic signs, signals and devices.
- Perform such other duties as may be set forth in this chapter or directed by the city council.

Time, Location and Conduct of Meetings (WCMC 22-48)
Currently, the time, location, and procedural requirements for Traffic Committee meetings are not codified in the WCMC. A new Section 22-48 is proposed, which provides that:

- The Traffic Committee shall meet at the time and location established by resolution of the City Council.
- The Traffic Committee shall conduct its meetings in accordance with rules and procedures established by resolution of the City Council.

The resolution establishing the time, location, and rules and procedures for Traffic Committee meetings will be presented to the City Council during the second reading and adoption of the attached proposed ordinance.

Additional Revisions to Chapter 22

Additional changes are proposed throughout Chapter 22 to clarify who is responsible for specified actions, that are currently delegated to the Traffic Committee.

Items Reviewed by the Traffic Committee
Business items that the traffic committee reviews are based on written citizen concerns filed with the Engineering Division. The written concerns are reviewed by Engineering staff to determine if the concerns are related to maintenance issues (faded delineations of street, replacement of existing signs needed, faded red paint on curb, et cetera), if there is a traffic safety concern that could be addressed through increased enforcement, or if further studies are necessary to determine what (if any) is needed to address the concern. If the concerns are maintenance issues, the Maintenance Division of Public Works will be notified. If the concerns are related to the need for increased enforcement, the Police Department will be notified. If further studies are necessary, traffic analysis and studies will be conducted by the traffic engineering staff and the traffic engineering recommendations will be presented to the Traffic Committee for consideration. The Traffic Committee votes on the recommendations and prepares a report to the City Council for final approval of the recommended traffic improvements. All approved improvements that are budgeted for are completed, while other improvements will be planned for in the following year's Capital Improvement Program budget.

A draft ordinance (Attachment No. 1) was prepared to reflect the recommended WCMC amendments described within this staff report. Staff recommends that the City Council introduce Ordinance No. 2531.

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. Introduce Ordinance No. 2531; or
2. Provide alternative direction.

ENVIRONMENTAL REVIEW:
There is no possibility the adoption and implementation of this Ordinance will have a significant effect on the environment. The Ordinance is therefore exempt from the environmental review requirements of the California Environmental Quality Act pursuant to Section 15061(b)(3) (General Rule) of Title 14 of the California Code of Regulations.

Prepared by: Jo-Anne Burns- Deputy Director CDD

Fiscal Impact

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

Attachments

Attachment No. 1 - draft Ordinance No. 2531
Attachment No. 2 - Redline of Revisions to Chapter 22

CITY COUNCIL GOALS & OBJECTIVES: Enhance City Image and Effectiveness

AGENDA ITEM NO. 4

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 05/20/2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: **CONSIDERATION OF LONG-RANGE FINANCIAL FORECAST FOR FISCAL YEARS ENDING 2026-2030**

RECOMMENDATION:

It is recommended that City Council receive and file the Long-Range Financial Forecast for fiscal years ending 2026-2030.

BACKGROUND:

Local government financial condition analysis consists of defining and measuring financial condition, identifying any warning trends, conducting data analysis, and writing a report of analysis. Beyond the annual budget cycle and multi-year capital plan, governments need to identify long-term financial trends. Long-term financial planning involves projecting revenues, expenses, and key factors that have a financial impact on the organization. Understanding long-term trends and potential risk factors that may impact overall financial sustainability allows staff to proactively address these issues. A long-term financial planning process allows Council to focus on long-term objectives, encourages strategic thinking, and promotes overall awareness for financial literacy in an organization.

Additionally, the State audit recommended the City prepare financial analyses that evaluate both the short-term and long-term financial implications of significant spending decisions. The City's action in regard to this finding was to use a multi-year forecast to quantify the impact of decisions on the City's financial condition. The City originally developed a multi-year forecast in 2020.

As was contemplated in the City's Financial Recovery Plan, annually staff prepares and updates the forecast to include all projected revenue and expenditures, adding information on new assumptions, unanticipated costs, and cost-saving actions.

DISCUSSION:

The purpose of the forecast update is to provide long-term context for annual decisions that will be made with the FY 2025-2026 Budget and FY 2026-2030 Capital Improvement Plan. This forecast was developed to create a forward-looking, conservative baseline budgetary outlook for the City's General Fund under a given set of revenue and expenditure growth assumptions.

The Long-Range Financial Forecast (Attachment No. 1) is part of the annual budget process.

OPTIONS:

The City Council has the following options:

1. Approve staffs recommendation; or
2. Provide alternative direction.

Prepared by: Maria-Luisa Olea, Assistant Finance Director

Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

FISCAL IMPACT:
Based on the revenue and expenditure assumptions, the General Fund is anticipated to have a deficit in Fiscal Year 2025-26 and continues with increased deficits through Fiscal Year 2029.

Fund balance reserves are anticipated to decrease over the upcoming years from 19% in FYE 2024 to 10% in FYE 2029.

Attachments

Attachment No. 1 - Long Range Financial Forcast

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

AGENDA ITEM NO. 5

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 05/20/2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: **CONSIDERATION OF A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY AND THE CITY OF WEST COVINA CONFIDENTIAL EMPLOYEES' ASSOCIATION (WCCEA)**

RECOMMENDATION:

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

RESOLUTION NO. 2025-22 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY AND THE CITY OF WEST COVINA CONFIDENTIAL EMPLOYEES' ASSOCIATION FOR THE PERIOD OF JULY 1, 2024 THROUGH JUNE 30, 2028 AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE MOU

BACKGROUND:

Under California law, the Meyers-Milias-Brown Act (MMBA) of 1968 established collective bargaining for California municipalities. Collective bargaining is the process by which workers, through their associations, and employers negotiate contracts to determine terms of employment, including pay, benefits, hours, leave, and job health & safety policies. MMBA is a formalized union-management consultation and bargaining procedure.

The Memorandum of Understanding between the City and the City of West Covina Confidential Employees' Association (WCCEA) expired on June 30, 2024. City Management and representatives for the WCCEA have met and conferred in accordance with the MMBA regarding terms and conditions of employment, including wages, benefits and hours, and have reached an agreement on a comprehensive Memorandum of Understanding.

DISCUSSION:

The comprehensive Memorandum of Understanding (MOU) is attached to this report as Exhibit A to Attachment No. 1 it is a four year term from July 1, 2024 through June 30, 2028.

The City and WCCEA have agreed upon the following changes to the existing labor agreement to be incorporated into the successor agreement, which would become effective upon approval of the MOU by the City Council. All other provisions of the existing agreement are proposed to remain in the agreement without changes.

1. Term: Four years (Beginning July 1, 2024, and ending June 30, 2028).
2. Salary One-Time Non-PERsable Pay: Within 30 days after City Council approval of the MOU, employees shall receive a one-time non-PERSable pay of $550.00 pro-rata, based upon date-of-hire effective July 1, 2024.
3. Salary Increase: Effective the first full pay period following July 1, 2025, the base salary will increase by 2% and a new 3% Step 6 added; effective the first full pay period following July 1, 2026, the base salary will increase by 2% and a new 3% Step 7 added; and effective the first full pay period following July 1, 2027, the base salary will increase by 2% and a new 3% Step 8 added.
4. Overtime Policy: Vacation, sick leave, holidays, bereavement leave, and compensatory time off should not be considered hours worked. Jury duty shall count towards time worked.
5. Compensatory Time: Accrued compensatory time will be paid out as of June 30, 2025. References to compensatory time will be removed. Overtime will be paid upon earning and compensatory time will no longer be an option to accrue.
6. Sick Leave Annual Payoff Program: The annual payoff program is only made available to employees hired before July 1, 2025.
7. Sick Leave Payoff Upon Retirement: Sick leave is only paid upon retirement to those hired prior to July 1, 2018. This supersedes Section 10.5.E in the Personnel Rules or its equivalent/successor language.

Staff recommends that the City Council adopt the proposed resolution, approving the MOU and authorizing the City Manager to execute the agreement.

LEGAL REVIEW:
The City's labor counsel has reviewed and approved the MOU.

OPTIONS:
The City Council has the following options:

1. Approve staffs recommendation; or
2. Provide alternative direction.

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

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Fiscal Impact

FISCAL IMPACT:
The overall estimated fiscal impact is approximately $320,000 over four years. There is a projected cost associated with a one-time payment to all current employees in the bargaining group of $12,000; however, this is offset with projected savings due to stipulations realized with no longer paying sick time upon termination for employees hired after 2018. Thus, the City can absorb the increase for the current fiscal year.

Fiscal Impact of City Proposal	Year 1	Year 2	Year 3	Year 4	Total Estimate
Fiscal Impact 3%	$0	$47,000	$106,000	$167,000	$320,000

*The fiscal impact does not include the impact on the City's unfunded accrued liability (UAL). CalPERS assumes a 2.8% growth in payroll. While this contract includes a 2% increase and 3% Step increases in Years 2-4, employees that are not at the top step may receive up to a 7% increase. However, due to the lag in actuarial reporting, the impact of these increases will not be realized in the current or next fiscal year.

Additionally, the annual payout of sick will be reduced as years go by and new employees enter the bargaining group.

Attachments

Attachment No. 1 - Resolution No. 2025-22
Exhibit A - Confidential Employees' Association MOU

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

AGENDA ITEM NO. 6

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 05/20/2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: CONSIDERATION OF PROPOSITION A EXCHANGE WITH FOOTHILL TRANSIT

RECOMMENDATION:

It is recommended that the City Council approve the following:

1. Exchange of $2,000,000 in Proposition A Local Return funds for $1,500,000 in general funds with Foothill Transit; and
2. Authorize the City Manager to execute the Assignment Agreement with Foothill Transit, in such final form as approved by the City Attorney.

BACKGROUND:

Approved by voters in November 1980, Proposition (Prop) A is a half-cent sales tax dedicated to transportation funding. Under Prop A, the City receives a portion of the ½ cent sales tax levied in Los Angeles County to develop and improve local public transit, paratransit and related transportation infrastructure. At this time, the City does not have any projects to utilize these funds. The City is in the practice of selling these restricted transportation Prop A dollars to other cities or special districts in exchange for non-restricted General Fund dollars to assist with balancing the budget.

These exchanges are allowed under the guidelines for this revenue source and provide benefits for both parties. The buyer gets discounted transportation dollars and West Covina receives additional General Fund dollars. The exchange rate is a matter of supply and demand. According to the Los Angeles County Metropolitan Transportation Authority, the exchange rate has been at 70 to 75 cents on the dollar for the last 20 years. The City has exchanged its Prop A funds with Foothill Transit the past few years at an exchange rate of 75 cents on the dollar.

The City utilizes the funding exchanged to offset general fund expenditures. Proposition A Local Return Funds are just one of the five Metro revenue sources available for transportation projects. In fiscal year 2023-24, the other four funds (Proposition C, Measure R, Measure M, and Transportation Development Act) had a combined revenue of over $6.5 million.

DISCUSSION:
The City has $2 million in Prop A funds available to sell. Foothill Transit has agreed to purchase the $2 million at 75 cents on the dollar, or $1,500,000 in general funds. Staff recommends City Council authorize the exchange with Foothill Transit at 75 cents on the dollar and authorize the City Manager to execute the Assignment Agreement with Foothill Transit, in such final form as approved by the City Attorney. Over the past five years, the exchange rate has consistently held at 75 cents on the dollar. The City has been able to generate a consistent revenue stream for the General Fund based on the revenue received for Proposition A. Below are the last five years' Prop A exchange revenue realized in the General Fund.

	2019-20	2020-21	2021-22	2022-23	2023-24
General Fund Revenue Exchange	$1,650,000	$1,800,000	$2,800,000	$2,500,000	$3,000,000

There is fluctuation in exchange depending on when the Proposition A funds are received and then in turn, agreed to be exchanged with Foothill Transit. In Fiscal Year 2025-26, the City will expect more funds to exchange; with a proposed budget of $3.5M Prop A funds in exchange for $2.625 million in General Fund monies.

LEGAL REVIEW:
The City Attorney's Office has reviewed and approved the agreement as to form and will approve the final form of the agreement prior to execution.

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

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Fiscal Impact

FISCAL IMPACT:
The Assignment Agreement for the Prop A exchange with Foothill Transit will generate $1,500,000 in General Fund revenue which is under the FY2024-25 Budget of $2,275,000.

Table 1. Revenue and Expenditure Summary

Account No.	Account Name	FY2024-25 Budget	Amount Requested	Under/ -Over Budget
Revenue				
110.409.00.00.00.00.45.45800.	PROP A EXCHANGE	2,275,000	1,500,000	775,000
Expenditures				
121.504.61.10.00.00.65.65200.	PROP A EXCHANGE	2,275,000	2,000,000	-275,000

Attachments

Attachment No. 1 - Prop A Agreement

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

AGENDA ITEM NO. 7

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 05/20/2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: **CONSIDERATION OF SINGLE AUDIT REPORT FOR THE YEAR ENDED JUNE 30, 2024**

RECOMMENDATION:
It is recommended that City Council receive and file the Single Audit Report on Federal Award Programs for the year ended June 30, 2024.

BACKGROUND:
The City's Single Audit, previously known as the OMB Circular A-133 audit, is an organization-wide financial statement and federal awards' audit which is required when the City expends $750,000 or more in federal funds in one year. It is intended to provide assurance to the Federal Government that the City has adequate internal controls in place, and is generally in compliance with program requirements.

The purpose of the report is solely to describe the scope of audit testing of internal control and compliance and the results of that testing. The report does not provide an auditor's opinion on the effectiveness of the City's internal control or on compliance. The report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the City's internal control and compliance. Accordingly, the report is not suitable for any other purpose.

DISCUSSION:
Single Audit Report on Federal Awards

As a recipient of Federal grant funds in excess of $750,000, the City's Single Audit Report on Federal Awards is required to be submitted in compliance with the financial reporting requirement in accordance with Title 2, Code of Federal Regulations (CFR), Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). The Single Audit Report (Attachment No. 1) includes the following:

1. Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards;
2. Independent Auditor's Report on Compliance for Each Major Program; Report on Internal Control Over Compliance; and Report on the Schedule of Expenditures of Federal Awards Required by Uniform Guidance;
3. Schedule of Expenditures of Federal Awards;

4. Notes to the Schedule of Expenditures of Federal Awards;
5. Schedule of Findings and Questioned Costs; and
6. Summary Schedule of Prior Audit Findings.

Internal Control Over Financial Reporting

As part of the Single Audit, the City's auditors considered the City's internal control over financial reporting to determine audit procedures that are appropriate in the circumstances for the purpose of expressing their opinions on the City's financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

There are no reported deficiencies in internal control over financial reporting that the auditors considered to be a material weakness nor significant deficiency for the year ended June 30, 2024. There were no auditor findings to be reported in accordance with Uniform Guidance.

The Single Audit Report was reviewed by the Audit Committee on April 30, 2025.

OPTIONS:
The City Council has the following options:

1. Approve staff's recommendation; or
2. Provide alterative options.

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

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Fiscal Impact

FISCAL IMPACT:
This agenda item is to receive and file, therefore; there is no fiscal impact associated with this action.

Attachments

Attachment No. 1 - West Covina Final Single Audit Report FY 2024

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

AGENDA ITEM NO. 8

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 05/20/2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: **CONSIDERATION OF PRIORITIES FOR THE DEVELOPMENT OF A DRAFT PROGRAM YEAR (PY) 2025-2029 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CONSOLIDATED PLAN**

RECOMMENDATION:

It is recommended that the City Council direct staff to develop a draft Program Year (PY) 2025-2029 Consolidated Plan based on the needs and priorities identified in Table 1 of this report.

BACKGROUND:

The Community Development Block Grant (CDBG) program is a flexible program of the U.S. Department of Housing and Urban Development (HUD) that provides communities with resources to address a wide range of unique community development needs. Beginning in 1974, the CDBG program is one of the longest continuously run programs at HUD. The CDBG program provides annual grants on a formula basis to 1,209 general units of local government and States.

The CDBG program works to ensure decent affordable housing, to provide services to the most vulnerable in our communities, and to create jobs through the expansion and retention of businesses. CDBG is an important tool for helping local governments tackle serious challenges facing their communities. The CDBG program has made a difference in the lives of millions of people and their communities across the Nation.

The annual CDBG appropriation is allocated between States and local jurisdictions called "non-entitlement" and "entitlement" communities respectively. Entitlement communities are comprised of central cities of Metropolitan Statistical Areas (MSAs); metropolitan cities with populations of at least 50,000; and qualified urban counties with a population of 200,000 or more (excluding the populations of entitlement cities). States distribute CDBG funds to non-entitlement localities not qualified as entitlement communities.

HUD determines the amount of the city’s grant by using a formula that considers several measures of community need, including the extent of poverty, population, housing overcrowding, age of housing, and population growth lag compared to other metropolitan areas. West Covina is a direct entitlement community and uses these federal funds to create a transformative impact, and to improve the lives of residents, especially those with low- and moderate-income levels.

In recent years, the City of West Covina has utilized these funds for the Domestic Violence Victim Advocate (Police Department), Senior Meals program, the Business Assistance Loan Program, the

Housing Preservation Program, Public Infrastructure Projects, and to fund various public service providers (i.e., food banks, homeless advocates, meals on wheels, etc.).

As a recipient of CDBG funds, the City is required to develop and submit a Consolidated Plan as a condition of receiving the funds. The Consolidated Plan is intended to serve as a visioning and strategic planning document, which will guide the use of HUD funds over a five-year period. The Plan meets the application, planning, and submission requirements for CDBG, which is a federal program with an overall objective of developing viable urban communities by providing decent housing and a suitable living environment, and expanding economic opportunities principally for low- and moderate-income persons.

In May 2000, the City Council adopted the City's first Consolidated Plan to guide the use of CDBG Funds. HUD requires that the Consolidated Plan be updated every five years. An approved update to cover the PY 2025-2029 is needed.

DISCUSSION:

The Consolidated Plan development process requires two public hearings. The first is referred to as the Pre-Development hearing and occurs prior to the publication of the draft Consolidated Plan. The purpose of this hearing is to get citizen input relative to the identification and prioritization of needs in the community to be addressed with CDBG funds over the next five-year cycle.

A section of the Consolidated Plan, referred to as the Strategic Plan, represents the course of action to be taken in order to respond to the needs in the community. HUD requires the City to make a relative prioritization regarding its planned use of CDBG funding into eight categories of need as a basis for the CDBG Consolidated Plan for the five-year period. The categories are: (1) Infrastructure Improvements, (2) Public Facilities, (3) Homelessness (4) Public Services, (5) Non-Homeless Special Needs (6) Economic Development, (7) Owner Occupied Housing, and (8) Rental Housing. Attachment No. 1 describes each category.

Four levels of priority: High, Medium, Low, and No Such Need, may be used to facilitate prioritization and to evaluate the categories High Priority means that activities in that category *will* be funded by CDBG funds. A Medium Priority means activities in that category *may* be funded by CDBG funds. A Low Priority means CDBG funds *will not* be used to fund activities in a particular category.

Table 1 shows the staff recommendation, which represents a continuance of the City's prioritization approved by the City Council on February 6, 2024, as part of the CDBG Action Plan development process. It is based on: past CDBG funding allocations, the assumption that City will continue to fund public services at the 15% cap, the public consultation process, and input from City Departments (Public Services, Police and Community Development). The recommendation is also informed by the decrease in available funding, which is detailed later in this report.

The categories shown as 'Medium' and 'Low' do not indicate that these are not priorities of the City of West Covina, but with limited CDBG funds, the City Council determined these as the priorities for CDBG funding.

Table 1
PY 2025-2029 Consolidated Plan Priorities

Categories of Need	Priority Level
Economic Development	High
Homelessness	High
Infrastructure Improvements	High
Owner-Occupied Housing	High
Public Facilities	High
Rental Housing	High
Public Services	Medium
Non-Homeless Special Needs	Medium

Attachment No. 2 includes City maps depicting CDBG-eligible Block Groups, Median Household Income, and Park Districts. Infrastructure and public facility improvements are typically qualified on an area-basis. That is, a service area is delineated and evaluated based on income data available through the Census. In the instance of parks, Park Districts have been the service areas. At present, Park Districts A and H, which include Del Norte and Friendship Parks, respectively, are CDBG-eligible.

The President signed a continuing resolution on March 15, 2025, funding the federal government through the end of the fiscal year. However, CDBG allocations for PY 2025 have yet to be announced. Relative to program funding, Table 2 shows the amount of CDBG grant funds received by the City in the current cycle.

Table 2
CDBG Grant Funds Received by City in Current Cycle
By Fiscal Year

Fiscal Year	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Grant Amount	$805,301	$827,867	$788,055	$799,182	$807,958

Program income is another source of funding for eligible activities. In prior years, the City used CDBG funds to make loans to eligible applicants through the City's Housing Preservation Program. Repayments of the CDBG-funded home improvement loans are considered Program Income and impact the overall availability of CDBG resources, as the funds can be re-programmed for eligible activities. Table 3 shows the amount of Program Income received during the current cycle. The asterisked (*) FY 24-25 amount is through April 1, 2025.

Table 3
CDBG Program Income Received by City in Current Cycle
By Fiscal Year

Fiscal Year	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25*
Program Income	$129,060	$95,096	$35,490	$80,914	$9,554

This public hearing is also the opportunity for the City Council to consider changing the prioritization

of community needs for PY 2025-2029 Consolidated Plan. With resources anticipated to be flat, the staff recommendation essentially represents a continuance of the City's prioritization, which was approved by the City Council on February 6, 2024, as part of the PY 2024 CDBG Action Plan development process.

In an effort to encourage and broaden public participation, the City developed an online survey accessible through the home page of the City's website. As of the writing of this report, there have been 60 responses to the survey which has been open since December 2024. The results of the survey are included as Attachment No. 3. The responses generally support the assignment of priorities shown in Table 1. Survey responses indicated strong support for the following eligible activities: Streets and Road Improvements; Tree Planting; Bicycle and Walking Paths; Sidewalk Improvements; Owner-Occupied Housing Rehabilitation; ADA Improvements; Parks and Recreational Facilities; Community Centers; and Neighborhood Crime Prevention Programs. Results will be incorporated into the final draft.

Once priorities are approved, staff will develop a draft Consolidated Plan. The draft will be available for a 30-day public review. Then it will be presented to the City Council for consideration in a second public hearing.

The City Council still retains the ability to fund all priorities as part of the City's annual budget process. Moreover, the City Council has the ability to modify/change the priorities of the Categories of Need at this time or, with proper notice, at any point during the 5-year cycle.

LEGAL REVIEW:
The City Attorney's Office did not review this report.

OPTIONS:
The City Council has the following options:

1. Direct staff to develop a draft PY 2025-2029 CDBG Consolidated Plan, which incorporates the priorities detailed in Table 1 of this report.
2. Provide alternate direction.

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

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Fiscal Impact

FISCAL IMPACT:
There is no fiscal impact resulting from this report.

Attachments

Attachment No. 1 - Descriptions of Categories of Need in Table 1
Attachment No. 2 - Maps
Attachment No. 3 - CDBG Survey Results
Attachment No. 4 - Slide Deck - PY 2025-29 CDBG Con Plan Pre-Dev - rot

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CITY COUNCIL GOALS & OBJECTIVES: Achieve Fiscal Sustainability and Financial Stability
A Well-Planned Community

Maintain Good Intergovernmental Relations
Expand Economic Development Opportunities

AGENDA ITEM NO. 9

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 05/20/2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: **UPDATE ON GO WEST COVINA - MICROTRANSIT PILOT PROJECT**

RECOMMENDATION:

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

BACKGROUND:

Grant Opportunity

In 2016, Los Angeles County voters approved Measure M, a no-sunset half-cent sales tax measure to partially fund Metro projects, as well as make funding available to local jurisdictions through various Metro programs. Measure M allocates $20 million over 40 years to the Visionary Seed Fund (VSF), and the Measure M Final Guidelines give Metro authority to make funds available for VSF every three years. The VSF is a competitive grant process to support projects that “help spark and develop innovative mobility concepts in Los Angeles County.”

On March 8, 2023, Metro announced the availability of up to $3 million to fund up to six (6) innovative pilot projects that test and assess strategies that return ridership to pre-COVID levels and beyond. Metro, municipal transit operators, and local transit operators were eligible to apply for funds, but applicants were allowed to team with private, public, and nonprofit partners to deliver the proposed pilot project. Applicants were advised that their proposals should include at least one research partner and identify one or more research questions the proposal seeks to answer.

Successful proposals would receive funding to cover 60% of the proposed project cost with the remaining 40% matched by the applicant.

Microtransit

The term “microtransit” is relatively new term that describes what can be thought of more generally as “flexible transit.” Conceptually, microtransit fits somewhere between individual private transportation (e.g., Uber, Lyft, taxicabs) and public transit. Microtransit allows agencies to offer passengers an on-demand option that is more flexible than fixed shuttle routes and appointment-like paratransit and is powered by innovative technology that uses algorithms to route and schedule trips in real-time. The routing software uses live, on-the-ground information to add people traveling in the same direction into the same vehicle, allowing passengers to be picked up and dropped off in a continuous stream that translates into a ride system that is highly efficient and environmentally friendly.

With microtransit, passengers can book a trip using a smartphone application or by calling the program's call center. Riders can request trips on-demand for travel within minutes of needing a ride. Passengers who use a smartphone to book a ride can track their vehicle in real-time, similar to what individuals experience when using a rideshare service like Uber or Lyft.

Go West Covina

In researching microtransit programs, staff connected with Via Transportation (Via), is a provider of TransitTech including microtransit, ADA-paratransit, senior transportation, and Non-Emergency Medical Transportation. Via has launched and operated successful microtransit programs in many jurisdictions and with many types of partners throughout the world, including cities, transit authorities, universities, health care providers, school districts, and corporations.

In collaboration with Via, the City developed a proposal to the VSF program for an On-Demand Microtransit Service (Go West Covina). The City submitted the proposal to Metro on May 18, 2023 and was notified of its award Metro in October 2023.

The City contracted with Nomad Transit LLC, a wholly owned subsidiary of Via Transportation, Inc., based on the competitive bid process conducted by King County in Washington. The total not-to-exceed cost of the contract is $1,098,484. Of this amount, 60% or $659,090 would be reimbursed by the VSF grant. The balance of $439,394 is the match required by the City. Metro considered and approved the City's request to use its allocation of Measure M Local Return funds as the funding source for the match. Therefore, the pilot program has no impact on the general fund. The contract includes the following to implement a turnkey service with the parameters shown in the table below:

- Routing software
- Dedicated mobile phone app to request rides (for both iOS and Android)
- Call-in Center (with representatives available during program operating hours)
- Vehicles (Hybrid and Conventional Toyota Siennas)
- Drivers
- Branding of vehicles and mobile apps.
- Marketing material

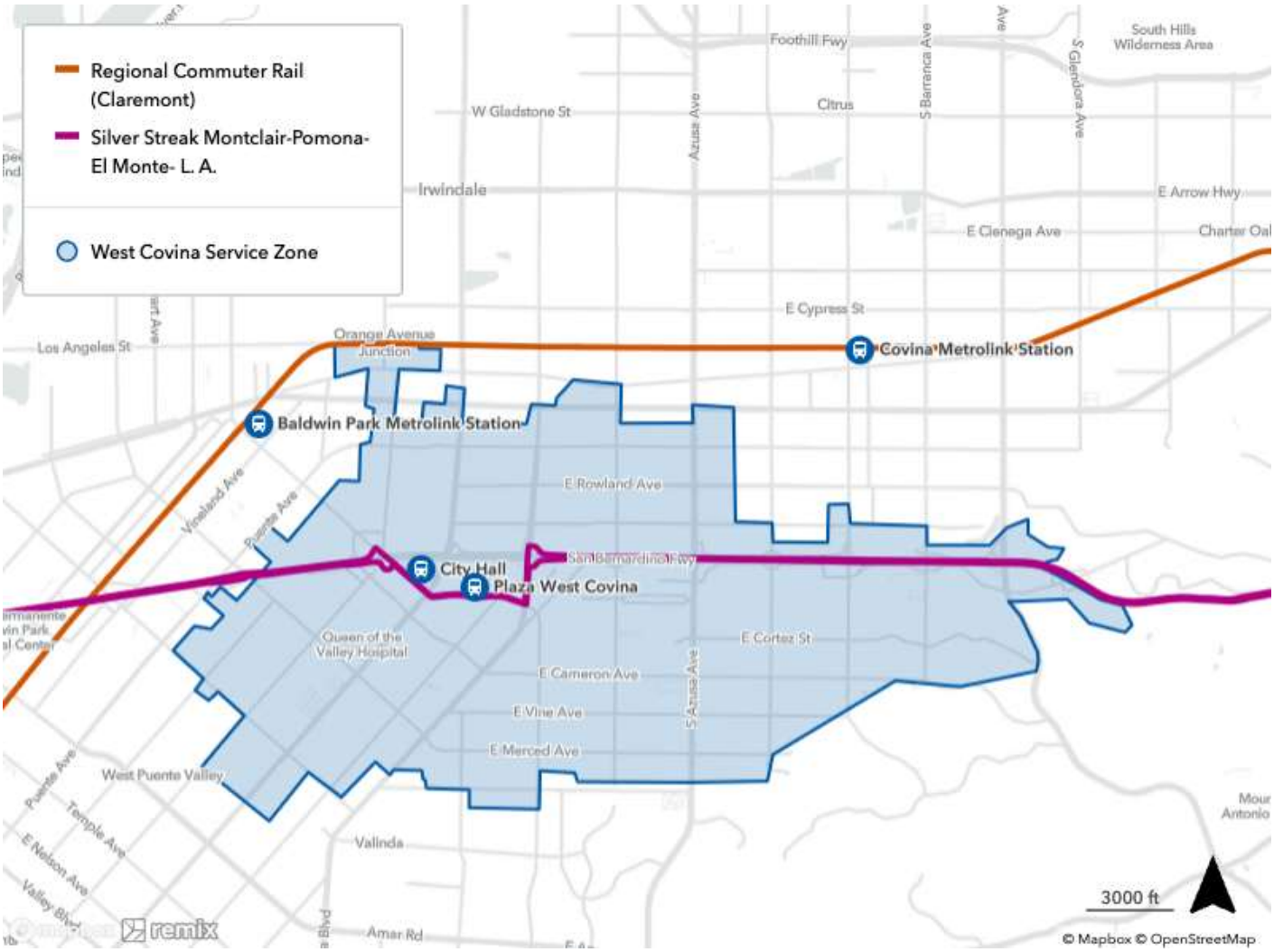
Duration (Months)	12
Operating Days per Week	5 (Mon - Fri)
Avg. Service Hours per Day	12 (7am - 7PM)
Total Active Vehicles in Fleet	5
- Non-Wheelchair Accessible Vehicles	4
- Wheelchair Accessible Vehicles	1
Additional Spare Vehicles in Fleet	1

Fare

To promote the service, there is no fare for the duration of the pilot program. If, at some point in the term, program evaluation suggests implementing a fare, staff will present the matter for City Council consideration. For reference, fares for the City's transit services are shown below.

Fare	Service
$1 per boarding	Go West Shuttle - Green Line and Dial-A-Ride
$0.50 per boarding	Go West Shuttle - Green Line and Dial-A-Ride (Seniors)
$3 per ride	Move WC (Uber rides; seniors and disabled)

Service Area
Based on an analysis of socio-economic data, a service area that would best serve underrepresented populations was established for the grant proposal. Shown below, the Service Area is bordered by City limits on the north, east and west, and extends down to as far south as Merced Avenue and Cameron Avenue. In addition, the Project allows travel from points within the Service Area to and from Metrolink stations in Baldwin Park and Covina, connecting riders to the local rails.



DISCUSSION:
The service launched on November 18, 2024. The program has been marketed through:

- City's Discover Newsletter,
- City web page,
- City social media channels
- Readerboards at Plaza West Covina and Auto Dealerships,
- Various bus shelters with advertising panels.
- Posters, fliers, and postcards at City facilities
- Tabling events conducted by Via at Let it Snow event, Merrill Gardens and the Senior Center

The table below shows performance measures of the Go West Covina service through April 2025.

Total	Measure
7,060	Rides Completed
1,387	Accounts Created
789	Users (Have taken at least one (1) ride)
449	Active Users (Have taken more than one (1) ride)

OPTIONS:
The City Council has the following options:

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

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

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Fiscal Impact

FISCAL IMPACT:
There is no fiscal impact resulting from this report.

Attachments

Attachment No. 1 - Via Presentation Slide Deck

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