CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

Updated Agenda: 12.30.2025 Added Presentation by the Fire Department and Agenda Item (No. 4) Consideration of the Fourth Quarter Financial Report and Budget Amendment for Fiscal Year 2024-25

JANUARY 6, 2026, 7:00 PM
REGULAR MEETING

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

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

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 JANUARY 6, 2026, 7:00 PM
REGULAR MEETING

INVOCATION
Led by Pastor Martinez from Amazing Love Ministries

PLEDGE OF ALLEGIANCE
Led by Councilwoman Rosario Diaz

ROLL CALL

REPORTING OUT FROM CLOSED SESSION

PRESENTATIONS

- Presentation by the Fire Department Celebrating the Department's 75th Anniversary

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.

COMMUNITY DEVELOPMENT

1) CONSIDERATION OF AN ORDINANCE TO ADOPT BY REFERENCE THE 2026 LOS ANGELES COUNTY BUILDING, ELECTRICAL, PLUMBING, MECHANICAL, RESIDENTIAL, AND EXISTING BUILDING CODES, WHICH ADOPT BY REFERENCE THE 2025 CALIFORNIA BUILDING, ELECTRICAL, PLUMBING, MECHANICAL, RESIDENTIAL, AND EXISTING BUILDING CODES, WITH CERTAIN AMENDMENTS, ADDITIONS AND DELETIONS THERETO AND RESOLUTION MAKING FINDINGS REGARDING THE NEED FOR MODIFICATIONS TO THE PROVISIONS OF THE 2025 CALIFORNIA CODES

It is recommended that the City Council:

1. Adopt the following resolution:

RESOLUTION NO. 2026-03 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, MAKING FINDINGS REGARDING THE NEED FOR MODIFICATIONS TO PROVISIONS OF THE 2025 CALIFORNIA BUILDING STANDARDS CODE DUE TO LOCAL CLIMATIC, GEOLOGICAL OR TOPOGRAPHICAL CONDITIONS

2. Introduce the following ordinance:

ORDINANCE NO. 2536 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING CHAPTERS 7 AND 9 OF THE WEST COVINA MUNICIPAL CODE TO ADOPT BY REFERENCE THE 2026 LOS ANGELES COUNTY BUILDING CODE (TITLE 26), ELECTRICAL CODE (TITLE 27), PLUMBING CODE (TITLE 28), MECHANICAL CODE (TITLE 29), RESIDENTIAL CODE (TITLE 30), AND EXISTING BUILDING CODE (TITLE 33), WHICH ADOPT BY REFERENCE THE 2025 CALIFORNIA BUILDING CODE, ELECTRICAL CODE, PLUMBING CODE, MECHANICAL CODE, RESIDENTIAL CODE, AND EXISTING BUILDING CODE, WITH CERTAIN AMENDMENTS, ADDITIONS AND DELETIONS THERETO

3. Schedule a public hearing on January 20, 2026, to consider the adoption of Ordinance No. 2536.

FINANCE DEPARTMENT

2) CONSIDERATION OF A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY AND THE WEST COVINA POLICE SUPPORT SERVICES ASSOCIATION (WCPSSA)

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

RESOLUTION NO. 2026-02 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF WEST COVINA AND CITY OF WEST COVINA POLICE SUPPORT SERVICES ASSOCIATION FOR THE PERIOD OF JULY 1, 2024 THROUGH JUNE 30, 2028

3) CONSIDERATION OF AMENDING PURCHASING THRESHOLDS

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

RESOLUTION NO. 2026-01 - A RESOLUTION OF THE CITY COUINCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING PROCUREMENT THRESHOLDS AND APPROVAL REQUIREMENTS FOR THE SALE, EXCHANGE, AND DISPOSAL OF SURPLUS EQUIPMENT IN ACCORDANCE WITH SECTIONS 2-328 AND 2-336 OF DIVISION 2 OF ARTICLE VII OF CHAPTER 2 OF THE WEST COVINA MUNICIPAL CODE

4) CONSIDERATION OF THE FOURTH QUARTER FINANCIAL REPORT AND BUDGET AMENDMENT FOR FISCAL YEAR 2024-25

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

1. Receive and file the Fourth Quarter Financial Report for Fiscal Year 2024-25; and
2. Adopt the following resolution:

RESOLUTION No. 2026-04 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 (BA 2025-23)

END OF CONSENT CALENDAR

DEPARTMENTAL REGULAR MATTERS

COMMUNITY DEVELOPMENT

5) CONSIDERATION OF CITY POLICY REGARDING INSTALLATION OF PRIVATELY OWNED SURVEILLANCE CAMERAS IN PUBLIC RIGHT-OF-WAY

It is recommended that the City Council provide direction.

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 Janurary 20, 2026 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: 01/06/2026

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF AN ORDINANCE TO ADOPT BY REFERENCE THE 2026 LOS ANGELES COUNTY BUILDING, ELECTRICAL, PLUMBING, MECHANICAL, RESIDENTIAL, AND EXISTING BUILDING CODES, WHICH ADOPT BY REFERENCE THE 2025 CALIFORNIA BUILDING, ELECTRICAL, PLUMBING, MECHANICAL, RESIDENTIAL, AND EXISTING BUILDING CODES, WITH CERTAIN AMENDMENTS, ADDITIONS AND DELETIONS THERETO AND RESOLUTION MAKING FINDINGS REGARDING THE NEED FOR MODIFICATIONS TO THE PROVISIONS OF THE 2025 CALIFORNIA CODES**

RECOMMENDATION:

It is recommended that the City Council:

1. Adopt the following resolution:

   RESOLUTION NO. 2026-03 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, MAKING FINDINGS REGARDING THE NEED FOR MODIFICATIONS TO PROVISIONS OF THE 2025 CALIFORNIA BUILDING STANDARDS CODE DUE TO LOCAL CLIMATIC, GEOLOGICAL OR TOPOGRAPHICAL CONDITIONS

2. Introduce the following ordinance:

   ORDINANCE NO. 2536 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING CHAPTERS 7 AND 9 OF THE WEST COVINA MUNICIPAL CODE TO ADOPT BY REFERENCE THE 2026 LOS ANGELES COUNTY BUILDING CODE (TITLE 26), ELECTRICAL CODE (TITLE 27), PLUMBING CODE (TITLE 28), MECHANICAL CODE (TITLE 29), RESIDENTIAL CODE (TITLE 30), AND EXISTING BUILDING CODE (TITLE 33), WHICH ADOPT BY REFERENCE THE 2025 CALIFORNIA BUILDING CODE, ELECTRICAL CODE, PLUMBING CODE, MECHANICAL CODE, RESIDENTIAL CODE, AND EXISTING BUILDING CODE, WITH CERTAIN AMENDMENTS, ADDITIONS AND DELETIONS THERETO

3. Schedule a public hearing on January 20, 2026, to consider the adoption of Ordinance No. 2536.

BACKGROUND:

The State of California, through the California Building Standards Commission, updates the California Building Standards Code (Title 24, California Code of Regulations) every three years. These

standards comprise multiple parts including the Building, Residential, Electrical, Plumbing, Mechanical, and Existing Building Codes.

The 2025 California Building Standards Code was published on July 1, 2025, and became effective statewide on January 1, 2026.

Historically, the City of West Covina has adopted by reference the Los Angeles County Codes, which include amendments to the California Codes that address regional and local climatic, geological, and topographical conditions. These local amendments are consistently used throughout the County and by several neighboring cities, ensuring consistency and efficiency in enforcement, permitting, and inspection processes.

On November 25, 2025, the Los Angeles County Board of Supervisors adopted its updated Building, Residential, Electrical, Mechanical, Plumbing, and Existing Building Codes, each incorporating the 2025 California Codes with County-specific amendments supported by express findings of local conditions.

Consistent with past practice, staff is recommending that the City adopt the 2025 California Codes with 2026 Los Angeles County Codes amendments. The California Codes can be viewed at https://www.dgs.ca.gov/BSC/Codes.

DISCUSSION:
The proposed ordinance amends Chapters 7 and 9 of the West Covina Municipal Code to adopt by reference the 2026 Los Angeles County Codes (Titles 26, 27, 28, 29, 30, and 33), which implement the 2025 California Codes with amendments.

The ordinance reorganizes and updates administrative provisions to better align with current City procedures, including revisions to permit expiration terms, fees, and references to modern enforcement practices.

Key updates include:

Adoption of the 2025 California Building Standards Code, effective January 1, 2026.

Incorporation of Los Angeles County amendments to ensure uniformity and consistency.

Adoption of Appendix J (Grading) of the Los Angeles County Building Code, aligning local grading and drainage provisions with County standards.

Local administrative updates within Chapters 7 and 9, including permit processing, appeals, and inspection procedures.

The City’s accompanying Resolution No. 2026-03 identifies the local climatic, geological, and topographical findings that justify amendments under California Health and Safety Code Sections 17958.5 and 17958.7.

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

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

2. Provide alternative direction.

Prepared by: Dennis Tarango and Ayla Jefferson- Building Officials
Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

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

Attachments

Attachment No. 1 - Resolution No. 2026-03
Attachment No. 2 - Draft Ordinance No. 2536

CITY COUNCIL GOALS & OBJECTIVES: Protect Public Safety
A Well-Planned Community
Expand Economic Development Opportunities

AGENDA ITEM NO. 2

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 01/06/2026

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY AND THE WEST COVINA POLICE SUPPORT SERVICES ASSOCIATION (WCPSSA)**

RECOMMENDATION:

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

RESOLUTION NO. 2026-02 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF WEST COVINA AND CITY OF WEST COVINA POLICE SUPPORT SERVICES ASSOCIATION FOR THE PERIOD OF JULY 1, 2024 THROUGH JUNE 30, 2028

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 West Covina Police Support Services Association (WCPSSA) expired on June 30, 2024. City Management and representatives for the WCPSSA 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 and covers the period of July 1, 2024 through June 30, 2028.

The City and WCPSSA 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 from the existing agreement are proposed to remain in the agreement without changes.

1. Salary Schedule

- 4-year term (July 1, 2024-June 30, 2028)
- One-time NonPERSable Pay - Within 30 days after City Council approval of the MOU, employees shall receive a one-time non-PERSable pay of $350.00 (Three Hundred Fifty Dollars) pro-rata, based upon date-of-hire effective July 1, 2024. The employees will receive the one-time payment on a check separate from their regular paycheck.
- Effective first full pay period after July 1, 2025: 2% across the board COLA and 3% Step 6 added*
- Effective first full pay period after July 1, 2026: 2% across the board COLA and 3% Step 7 added*
- Effective first full pay period after July 1, 2027: 2% across the board COLA and 3% Step 8 added*

*Employees would be eligible for a salary increase on the anniversary date following each effective date.

2. Sick Leave Payoff Upon Retirement: Addition of the following:

In addition to current language, Sick Leave is only paid upon retirement to those hired prior to July 1, 2025.

3. Sick Leave Annual Payoff Program - will only be made available to employees hired before July 1, 2025
4. Overtime Policy-Vacation, sick leave, bereavement leave, and compensatory time off shall not be considered hours worked. Jury duty and holidays shall count towards time worked.
5. Matron Pay-Increase flat matron pay to forty dollars ($40.00) per shift that the employees perform matron duties pursuant to direction and approval of their supervisor.
6. Compensatory Time

Elimination of all Compensatory Time from the MOU with the exception of Holiday Compensation Time which will be capped at one hundred twenty (120) hours.

All accrued Compensatory Time and Holiday Compensation Time over the one hundred twenty (120) hour cap shall be paid out within thirty (30) days approval of the MOU by the City Council.

7. References to the Association - Throughout the MOU, change references of "Teamsters Local Union No. 1932" or "Union" or "steward" to "West Covina Police Support Services Association" or "Association" or "representative", respectively.

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

LEGAL REVIEW:

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

Prepared by: Carmelita Underwood, Director of Human Resources/Risk Management Department

Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

FISCAL IMPACT:

The approximate fiscal impacts are for FY 2025-26 $41,000, FY 2026-27 $82,000, and FY 2027-124,000 for a total of $247,000.

Attachments

Attachment No. 1 - Resolution No. 2026-02

CITY COUNCIL GOALS & OBJECTIVES: Protect Public Safety
Achieve Fiscal Sustainability and Financial Stability
Enhance City Image and Effectiveness

AGENDA ITEM NO. 3

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 01/06/2026

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF AMENDING PURCHASING THRESHOLDS**

RECOMMENDATION:

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

RESOLUTION NO. 2026-01 - A RESOLUTION OF THE CITY COUINCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING PROCUREMENT THRESHOLDS AND APPROVAL REQUIREMENTS FOR THE SALE, EXCHANGE, AND DISPOSAL OF SURPLUS EQUIPMENT IN ACCORDANCE WITH SECTIONS 2-328 AND 2-336 OF DIVISION 2 OF ARTICLE VII OF CHAPTER 2 OF THE WEST COVINA MUNICIPAL CODE

BACKGROUND:

On December 16, 2025, Councilmember Rosario Diaz requested amending the purchasing authority for the City Manager to $150,000 be placed on the agenda.

The previous Purchasing Policy, effective October 12, 2016, limited the City Manager's purchasing authority to $30,000.

On May 4, 2021, the City Council adopted Ordinance No. 2477 to implement the California Uniform Public Construction Cost Accounting Act. The Ordinance is codified in Division 3 (Contracting for Public Projects) of Article VII (Purchases and Sales) of Chapter 2 (Administration) of the West Covina Municipal Code (WCMC).

On June 21, 2022, the City Council adopted Ordinance No. 2498, amending the City's purchasing system, and adopted Resolution No. 2022-64, which established thresholds for small, informal, and formal procurements and increased City Manager's purchasing authority to $199,999.99.

On April 18, 2023, the City Council adopted Resolution 2023-20, which amended the procurement thresholds for consistency with the WCMC and established approval requirements for the sale, exchange, disposal, or donation of surplus equipment and supplies consistent with the procurement thresholds.

On March 4, 2025, by Resolution 2025-18, City Council amended the purchasing thresholds and reduced the City Manager's purchasing authority to $50,000.

DISCUSSION:

The current procurement thresholds are set forth in Table 1. Section 2-331 establishes a threshold of up to $5,000 for micro-procurement procedures. Section 2-328 of the Municipal Code requires that the City Council establish thresholds for small, informal, and formal procurements by resolution. Section 2-336 of the WCMC establishes the approval requirements for surplus equipment and supplies as outlined in Table 2.

Table 1 – Current Procurement Threshold Requirements

Authorized to Approve	Procurement Type	Non-Public Threshold
Purchasing Officer	Micro	Up to $5,000.00
Finance Director	Small	$5,000.01 to $30,000.00
City Manager	Informal	$30,000.01 to $50,000.00
City Council	Formal	$50,000.01 and greater

Table 2 – Current Surplus Equipment and Supplies Approval Requirements

Authorized to Approve	Threshold
Purchasing Officer	Up to $5,000.00
Finance Director	$5,000.01 to $30,000.00
City Manager	$30,000.01 to $50,000.00
City Council	$50,000.01 and greater

Increasing the City Manager's purchasing authority to $150,000 for non-public projects will provide a

more efficient process for operations and projects. For consistency, amending the City Manager's purchasing authority requires amending the approval requirements for surplus equipment and supplies. These changes will not affect the thresholds for public projects, which, pursuant to the WCMC are set by Section 22032 of the Public Contract Code.

The proposed procurement and surplus equipment and supplies approval thresholds are set forth in Table 3 and Table 4.

Table 3 – Proposed Procurement Threshold Requirements

Authorized to Approve	Procurement Type	Non-Public Threshold
Purchasing Officer	Micro	Up to $5,000.00
Finance Director	Small	$5,000.01 to $30,000.00
City Manager	Informal	$30,000.01 to $150,000.00
City Council	Formal	$150,000.01 and greater

Table 4 – Proposed Surplus Equipment and Supplies Approval Requirements

Authorize to Approve	Threshold
Purchasing Officer	Up to $5,000.00
Finance Director	$5,000.01 to $30,000.00
City Manager	$30,000.01 to $150,000.00
City Council	$150,000.01 and greater

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. Approve Staff's recommendations; or
2. Provide alternative directions.

Prepared by: Karen Ogawa, Finance Director
Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

FISCAL IMPACT:
The proposed amendments to the purchasing authority threshold for non-public projects and surplus equipment and supplies authority is strictly an administrative item; therefore, no fiscal impact associated with this action.

Attachments

Attachment No. 1 - Resolution No. 2026-01

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

AGENDA ITEM NO. 4

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 01/06/2026

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF THE FOURTH QUARTER FINANCIAL REPORT AND BUDGET AMENDMENT FOR FISCAL YEAR 2024-25**

RECOMMENDATION:

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

1. Receive and file the Fourth Quarter Financial Report for Fiscal Year 2024-25; and
2. Adopt the following resolution:

RESOLUTION No. 2026-04 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 (BA 2025-23)

BACKGROUND:

This report is intended only to provide the City Council and the public with an overview of the City's general fiscal condition. The financial information included in this report is preliminary, unaudited and subject to revision upon completion of the City's closing and audit. The City will make the Quarterly Financial Report available on the City's website for review by the City's stakeholders.

DISCUSSION:

The City has completed the fourth quarter of Fiscal Year 2024-25. The Quarterly Report (Attachment No. 1) summarizes the overall financial performance of the City for the period of July 1, 2024 through June 30, 2025, but it is not meant to be inclusive of all finance and accounting transactions. While the focus of the report is the General Fund, summary financial information is also provided for the Enterprise Fund and Special Revenue Funds.

The information presented reports revenues as they are received and expenditures when paid. Revenues and expenditures are only accrued at year-end to account for such activity in the correct fiscal year. Additionally, a budget amendment (Attachment No. 2) is proposed with the Quarterly Report to adjust revenue and expenditures based on the activity to date.

LEGAL REVIEW:

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

Prepared by: Karen Ogawa, Finance Director

Additional Approval: Roxanne E. Lerma, Assistant City Manager

Fiscal Impact

FISCAL IMPACT:
The original General Fund budget for Fiscal Year 2024-25 had a net change of $1,335. The first quarter budget amendment had a positive impact of $11,800. There were no second nor third quarter amendments. Instead, budget amendments were proposed when deemed necessary.

The proposed amendment includes the following changes in General Fund (Fund 110) appropriations:

General Fund	Original Budget	Current Budget	Requested BA	Amended Budget
Revenue				
Property Tax	36,219,000	36,219,000		36,219,000
Sales Tax	23,837,000	25,500,000		25,500,000
Other Taxes	10,740,400	10,740,400	612,000	11,352,400
Charges For Services	8,788,500	8,963,500	1,385,000	10,348,500
Licenses & Permits	3,874,200	3,874,200		3,874,200
Revenue from Other Agencies	3,443,795	4,596,150	425,060	5,021,210
Use of Money & Property	1,900,000	1,900,000		1,900,000
Interdepartmental Charges	1,196,200	1,196,200		1,196,200
Fines & Forfeitures	1,136,000	1,136,000		1,136,000
Transfers In/Out	145,687	145,687		145,687
Other Revenues	143,500	188,500		188,500
Revenue Total	91,424,282	94,459,637	2,422,060	96,881,697
Expenditures				
Administration	1,785,995	2,089,218		2,089,218
City Clerk	710,614	550,667		550,667
Code Enforcement	1,128,726	2,074,641		2,074,641
Community Development	2,754,986	2,943,497		2,943,497
Community Services	2,389,730	2,754,708		2,754,708
Finance	3,852,736	3,817,276		3,817,276
Fire	23,953,222	25,068,803		25,068,803
Police	33,984,827	33,292,218		33,292,218
Public Works	4,884,918	4,592,864		4,592,864
Transfers	15,263,586	17,110,577	1,631,369	18,741,946
Human Resources	713,607	955,860		955,860
Expenditures Total	91,422,947	95,250,328	1,631,369	96,881,697
Revenue Less Expenditures	**1,335**	**(790,691)**	**790,691**	**0**

Attachments

Attachment No. 1 - Fourth Quarter Financial Report
Attachment No. 2 - Resolution No. 2026-04

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

AGENDA ITEM NO. 5

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 01/06/2026

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF CITY POLICY REGARDING INSTALLATION OF PRIVATELY OWNED SURVEILLANCE CAMERAS IN PUBLIC RIGHT-OF-WAY**

RECOMMENDATION:

It is recommended that the City Council provide direction.

BACKGROUND:

As advancements in technology continue to expand the accessibility and affordability of surveillance equipment, the City of West Covina has received multiple inquiries and requests from private individuals, homeowner associations, and businesses seeking to install privately owned and funded security cameras within the public right-of-way. These cameras are often proposed as a means to deter crime, enhance neighborhood safety, and support law enforcement investigations.

The West Covina Municipal Code regulates activities within the public right-of-way. Chapter 19, Article III, Division 2, Section 19-81 states that “no person shall make any excavation or perform any other work in or under the surface of any street, alley, sidewalk, easement, or other public place in the city without first obtaining from the city engineer a written permit to make such excavation or perform such work.” However, the existing provisions of the Municipal Code do not currently provide guidance or standards regarding the installation of privately owned cameras or surveillance equipment within the public right-of-way.

The absence of such guidelines has created uncertainty regarding the review and approval process, placement standards, maintenance responsibilities, and the potential implications for privacy and data ownership.

The growing number of requests underscores the need for a clear policy framework to regulate the installation of privately owned surveillance devices within the public right-of-way. Establishing guidelines will help ensure that such installations are consistent with City Council policy and public safety objectives, respect individual privacy rights, and maintain the integrity of City infrastructure.

DISCUSSION:

As requests for such installations have increased, several policy considerations have arisen regarding both the regulation of physical installations and the handling of data collected by these devices.

With regard to the data collected by such devices, any footage or data captured by these cameras would remain the property of the private owner and not the City, unless voluntarily provided to the City for a specific purpose.

Staff also recognizes that the installation of such devices within the public right-of-way raises legitimate community concerns. These include the potential misuse of recorded data, privacy considerations, and the possible aesthetic impacts of widespread camera installations on public infrastructure. Establishing a clear policy framework would allow the City to address these concerns while ensuring consistency in how such requests are reviewed and managed.

To assist in the development of an appropriate policy, staff reviewed similar practices from other jurisdictions and identified the following options for City Council consideration:

- Prohibit the installation of privately owned cameras within the public right-of-way and direct staff to update the Municipal Code to reflect this policy.
- Allow the installation of privately owned cameras in the public right-of-way only for homeowner associations (HOAs) in the frontage areas of HOA communities, and direct staff to prepare a formal policy and corresponding Municipal Code update to reflect this approach.
- Allow the installation of privately owned cameras in the public right-of-way for any resident or property owner within the City of West Covina, and direct staff to prepare a comprehensive policy and update the Municipal Code accordingly.

The establishment of a defined policy will ensure that requests for camera installations within the public right-of-way are managed transparently, equitably, and in alignment with the City's goals for public safety, privacy protection, and aesthetic standards.

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

OPTIONS:
The City Council has the following options:

1. Prohibit the installation of privately owned cameras within the public right-of-way; or
2. Allow the installation of privately owned cameras in the public right-of-way only for homeowner associations (HOAs) in the frontage areas of HOA communities; or
3. Allow the installation of privately owned cameras in the public right-of-way for any resident or property owner within the City of West Covina; or
4. Provide alternative direction.

Prepared by: Michael Lloyd, City Engineer
Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

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

CITY COUNCIL GOALS & OBJECTIVES: Protect Public Safety
A Well-Planned Community

Enhance City Image and Effectiveness