CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

APRIL 21, 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 APRIL 21, 2026, 7:00 PM
REGULAR MEETING

INVOCATION
Led by Pastor Alex Hong from Christian Fellowship Bible Church of West Covina

PLEDGE OF ALLEGIANCE
Led by Roman Rivera from Sierra Vista Middle School

ROLL CALL

REPORTING OUT FROM CLOSED SESSION

PRESENTATIONS

- Certificate Honoring the 40th Anniversary of Christian Fellowship Bible Church
- Certificates Honoring Sierra Vista Middle School Students who Participated in the Lone Hill Math Competition
- Taste of West Covina Presentation Recognizing BJ's Restaurant
- Certificate Recognizing National Public Safety Telecommunicators Week 2026
- Certificate Recognizing Assistant Fire Chief Mike Browne
- Proclamation and Presentation Recognizing April as Donate Life Month
- Presentation by San Gabriel Valley Mosquito and Vector Control District

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 APRIL 7, 2026, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES.

That the Council approve the April 7, 2026, City Council/Successor Agency Regular Session Meeting Minutes.

FINANCE DEPARTMENT

2) CONSIDERATION OF A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY AND THE WEST COVINA FIRE MANAGEMENT ASSOCIATION (WCFMA)

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

RESOLUTION NO. 2026-05 - 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 THE WEST COVINA FIRE MANAGEMENT ASSOCIATION FOR THE PERIOD OF JULY 1, 2024 THROUGH JUNE 30, 2028

RESOLUTION NO. 2026-19 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2025 AND ENDING JUNE 30, 2026 (FMA MOU)

3) CONSIDERATION OF THE SECOND QUARTER FINANCIAL REPORT FOR FISCAL YEAR 2025-26

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

1. Receive and file the Second Quarter Financial Report for Fiscal Year 2025-26.

FIRE DEPARTMENT

4) REVIEW OF THE DRAFT REQUEST FOR PROPOSALS (RFP) FOR FIRE FLEET MAINTENANCE AND REPAIR SERVICES

Staff recommends that the City Council authorize the Fire Department to issue a Request for Proposals (RFP) to obtain competitive proposals for fleet maintenance and repair services for

fire apparatuses.

POLICE DEPARTMENT

5) CONSIDERATION OF APPLICATION FOR FEDERAL FISCAL YEAR 2025 JUSTICE ASSISTANCE GRANT (JAG) FROM U.S. DEPARTMENT OF JUSTICE

It is recommended that the City Council:

1. Review the proposed federal fiscal year 2025 Edward Byrne Memorial Justice Assistance Grant (JAG) Program application items;
2. Authorize staff to submit the application and accept the award totaling $23,940;
3. Authorize the Mayor to execute the Certifications and Assurances by the Chief Executive of the Applicant Government 30 days after this Council meeting in accordance with JAG requirements;
4. Designate the Mayor, Acting City Manager, and Acting City Manager's designee to certify and execute all grant related documents.

PUBLIC WORKS

6) CONSIDERATION OF BUDGET AMENDMENT TO PROCURE AND INSTALL SPORTSPLEX PLAYGROUND RUBBERIZED SAFETY SURFACING (PIP) REMOVAL & REPLACEMENT - PROJECT NO. C26023

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

RESOLUTION NO. 2026-29 – A RESOLUTION OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2025 AND ENDING JUNE 30, 2026 (SPORTSPLEX PLAYGROUND RUBBERTIZED SAFETY SURFACING)

7) CONSIDERATION OF NEED TO CONTINUE EMERGENCY REPAIRS AT FIRE STATION 3

It is recommended that the City Council review the emergency action for the emergency conditions at Fire Station 3 and adopt the following resolution:

RESOLUTION NO. 2026-34 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DETERMINING, BY A FOUR-FIFTHS VOTE OF THE CITY COUNCIL, THAT THERE IS A NEED TO CONTINUE THE EMERGENCY ACTION AT FIRE STATION 3

END OF CONSENT CALENDAR

DEPARTMENTAL REGULAR MATTERS

CITY MANAGER'S OFFICE

8) CONSIDERATION OF INTRODUCTION OF ORDINANCE NO. 2539 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING BY REFERENCE PORTIONS OF TITLE 10 (ANIMALS) OF THE LOS ANGELES COUNTY CODE OF ORDINANCES RELATING TO SPAY AND NEUTER AND MICROCHIPPING

REQUIREMENTS AND AMENDING CHAPTER 6 (ANIMALS AND FOWL) OF THE WEST COVINA MUNICIPAL CODE

It is recommended that the City Council introduce for first reading, by title only, the following ordinance, and schedule a public hearing for May 19, 2026 regarding the adoption thereof:

ORDINANCE NO. 2539 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING BY REFERENCE PORTIONS OF TITLE 10 (ANIMALS) OF THE LOS ANGELES COUNTY CODE OF ORDINANCES RELATING TO SPAY AND NEUTER AND MICROCHIPPING REQUIREMENTS AND AMENDING CHAPTER 6 (ANIMALS AND FOWL) OF THE WEST COVINA MUNICIPAL CODE

MAYOR/COUNCILMEMBERS REPORTS

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

CITY COUNCIL REQUESTS FOR REPORTS, STUDIES OR INVESTIGATION

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

CITY COUNCIL COMMENTS

ADJOURNMENT

Next Tentative City Council Meeting

Regular Meeting	May 5, 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: 04/21/2026

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF APPROVAL OF THE APRIL 7, 2026, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES.**

RECOMMENDATION:
That the Council approve the April 7, 2026, City Council/Successor Agency Regular Session Meeting Minutes.

DISCUSSION:
That the City Council adopt the attached minutes, the April 7, 2026, Closed Session Meeting was canceled.

Prepared by: Lisa Sherrick, Assistant City Clerk

Attachments

Attachment No. 1 - 4/7/2026 Regular Session Minutes Draft

CITY COUNCIL GOALS & OBJECTIVES: Enhance City Image and Effectiveness

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 04/21/2026

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 FIRE MANAGEMENT ASSOCIATION (WCFMA)**

RECOMMENDATION:

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

RESOLUTION NO. 2026-05 - 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 THE WEST COVINA FIRE MANAGEMENT ASSOCIATION FOR THE PERIOD OF JULY 1, 2024 THROUGH JUNE 30, 2028

RESOLUTION NO. 2026-19 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2025 AND ENDING JUNE 30, 2026 (FMA 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 West Covina Fire Management Association (WCFMA) expired on June 30, 2024. City Management and representatives for the WCFMA 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 as Exhibit A to Attachment No. 1 and covers the period of July 1, 2024 through June 30, 2028. The City and WCFMA 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.

4-Year Term (July 1, 2024-June 30, 2028)

- Salary Schedule
  - 0% July 1, 2024
  - 0% July 1, 2025 * (Top Step 5 — Salary Adjustment)
  - 3 % July 1, 2026
  - 3 % July 1, 2027
- Effective the first full pay period July 1, 2025, the salary base step 5 shall increase to $15,750.
- Deferred Compensation - $150
- FLSA Credit
- Cafeteria Plan - Increase Vision Insurance to $45.42 consistent with other bargaining group in the City.
- Retiree Health Savings Plan - City will continue $50/month
- Educational Pay -Eliminate section VI and replace with below:
  - Associate Degree plus Fire Certification II:
    - Fire Assistant Chief $425
  - Bachelor's Degree plus Fire Certification II
    - Fire Assistant Chief $525
  - Master's Degree plus Fire Certification II
    - Fire Assistant Chief $625

- Tuition Reimbursement — Increase to $2,736

- Special Pay
  - Fire Investigator or Fire Inspector Pay — Level I $100 and Level II $250.
- Mutual Aid Deployment - 5%.
- Fire Officer Pay — These items were negotiated under two separate contracts and currently show the higher certification holding a higher value.
  - Change Fire Officer to $250/month
  - Change Chief Fire Officer from $600/month

Minimum Staffing — but with a minimum of one sworn member daily

- Add Promotional List Section
- Add Educational Leave Section
- Add Compensatory Time Section

LEGAL REVIEW:
The City Attorney's Office has reviewed the resolutions and approved them as to form. The City's labor counsel has reviewed and approved the MOU.

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

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 impact for FY 2025-26 is $170,660; FY 2026-27 $114,900; and FY 2027-28 $107,500 for a total of $393,060.

Attachments

Attachment No. 1 - Resolution 2026-05
Attachment No.2- Resolution 2026-19

CITY COUNCIL GOALS & OBJECTIVES: Achieve Fiscal Sustainability and Financial Stability
Maintain Good Intergovernmental Relations
Expand Economic Development Opportunities

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 04/21/2026

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF THE SECOND QUARTER FINANCIAL REPORT FOR FISCAL YEAR 2025-26**

RECOMMENDATION:

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

1. Receive and file the Second Quarter Financial Report for Fiscal Year 2025-26.

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 second quarter of Fiscal Year 2025-26. The Quarterly Report (Attachment No. 1) summarizes the overall financial performance of the City for the period of July 1, 2025 through December 31, 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.

LEGAL REVIEW:

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

Prepared by: Karen Ogawa, Finance Director

Fiscal Impact

FISCAL IMPACT:

Receive and file the Second Quarter Financial Report for Fiscal Year 2025-26.

Attachments

Attachment No. 1 - Second Quarter Financial Report

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

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 04/21/2026

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **REVIEW OF THE DRAFT REQUEST FOR PROPOSALS (RFP) FOR FIRE FLEET MAINTENANCE AND REPAIR SERVICES**

RECOMMENDATION:

Staff recommends that the City Council authorize the Fire Department to issue a Request for Proposals (RFP) to obtain competitive proposals for fleet maintenance and repair services for fire apparatuses.

BACKGROUND:

The West Covina Fire Department serves the community by responding from five strategically located fire stations. Emergency operations are the core of the Department's fire and life safety protection services, responding to incidents such as medical emergencies, public assistance, hazardous conditions, mutual aid calls, and structure fires. Emergency operations are 24 hours a day, 365 days a year. Emergency personnel respond quickly and are able to mitigate and solve problems efficiently regardless of the nature of the emergency.

A rigorous inspection and preventative maintenance program is an essential element of equipment management. Preventative maintenance reduces operating and maintenance costs, minimizes time out of service, and increases vehicle life. Only certified fire apparatus mechanics are allowed to repair or work on fire apparatus. The West Covina Fire Department has eight Type I engines, one Type III engine, two tillered quints, eight ambulances, and two support vehicles. The Fire Department fleet apparatuses require preventative maintenance services including routine inspections, servicing, repairs, and replacement of equipment components on a regular basis to facilitate operations with minimal downtime.

DISCUSSION:

Fire Department staff propose issuing an RFP to solicit proposals from qualified companies. The RFP process will evaluate vendors based on experience, qualifications, service approach, cost, and compliance with City standards. This process promotes transparency, competition, and fiscal responsibility. If approved, the Request for Proposals will follow the schedule outlined below:

- RFP release: April 23, 2026
- Questions due: May 7, 2026 (Questions must be posted on the City's Planet Bids portal)
- Responses to questions posted: May 14, 2026 (Responses will be posted on the City's Planet Bids portal)

- Proposals due: May 21, 2026 at 1:00 p.m.
- Potential interviews: Week of May 25, 2026 (Staff will contact proposers with date and time.)
- Selector of proposer (tentative date): June 1, 2026 (For contracts awarded by the City Council, City Council agendas are posted on www.westcovina.gov on the Wednesday prior to the first and third Tuesdays each month.)

The draft RFP specifies proposals will be evaluated to determine the business or person best suited to provide services based on qualifications, experience and pricing:

- Qualifications and experience as provided in a resume or statement of qualifications
- Ability to communicate effectively
- Cost of services
- Reference checks

Additionally, all proposers will be asked to identify or affirm each of the following requirements:

- Have a minimum of three (3) similar projects within the last three (3) years providing the same or similar services requested in the RFP.
- Have no outstanding or pending complaints as determined though the Better Business Bureau or State of California Department of Consumer Affairs.
- Have the administrative and fiscal capability to provide and manage the proposed services.

Proposals will be ranked according to the following criteria:

Criteria	Maximum Points
Completeness of Proposal	15
Relevant Experience and Qualifications of Proposer	30
Capacity to Perform	30
Proposed Cost	25
Total	100

The RFP also provides that, at the City's discretion, in-person interviews may be conducted in accordance with Section 9, Oral Presentations of the RFP. If interviews are conducted, they would be conducted with the three highest-scoring proposers based on the evaluation rubric. All interviewed proposers will be asked the same questions, with equal point values assigned to each question. If interviews are conducted, the recommendation for contract award will be based on the highest combined interview score.

LEGAL REVIEW:
The City Attorney's Office reviewed the staff report and the draft RFP.

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

Prepared by: Mike Browne, Assistant Fire Chief

Fiscal Impact

FISCAL IMPACT:
There is no immediate fiscal impact associated with issuing the Request for Proposal (RFP). Any Maintenance Services Agreement award resulting from this process will be presented to City Council

for review and approval.

Attachments

Attachment No. 1 - Draft RFP

CITY COUNCIL GOALS & OBJECTIVES: Protect Public Safety

AGENDA ITEM NO. 5

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 04/21/2026

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF APPLICATION FOR FEDERAL FISCAL YEAR 2025 JUSTICE ASSISTANCE GRANT (JAG) FROM U.S. DEPARTMENT OF JUSTICE**

RECOMMENDATION:

It is recommended that the City Council:

1. Review the proposed federal fiscal year 2025 Edward Byrne Memorial Justice Assistance Grant (JAG) Program application items;
2. Authorize staff to submit the application and accept the award totaling $23,940;
3. Authorize the Mayor to execute the Certifications and Assurances by the Chief Executive of the Applicant Government 30 days after this Council meeting in accordance with JAG requirements;
4. Designate the Mayor, Acting City Manager, and Acting City Manager's designee to certify and execute all grant related documents.

BACKGROUND:

In 2005, the federal Bureau of Justice Assistance (BJA), within the U.S. Department of Justice (USDOJ), combined several grant programs and created the Justice Assistance Grant (JAG). According to federal requirements, this grant must be used to meet local law enforcement needs, and cannot be used to supplant existing funds or ongoing activities budgeted elsewhere. USDOJ requires that the City Council consider and approve the grant application items at an open meeting where the public can comment, and then submit the two-part application online before the due dates in April.

DISCUSSION:

The West Covina Police Department identified and prioritized unmet law enforcement supply needs in alignment with the Justice Assistance Grant (JAG) Program purpose areas and restrictions. The total cost of these items is $23,940, which matches the full grant amount available to the City. The proposed purchases include:

- $5,100 for approximately 17 cartridges/battery sets for non-lethal weapons
- $9,500 for a digital data recovery tool used in police investigations
- $9,340 for approximately three computers and related storage drives for police operations

Funding these items through the 2025 Justice Assistance Grant complies with federal purpose areas and meets all Bureau of Justice Assistance (BJA) requirements.

With City Council approval, staff will proceed with securing the $23,940 grant. The application process requires submission of a "Certifications and Assurances by the Chief Executive of the Applicant Government," which must be signed by the Mayor (Attachment No. 1). To meet BJA requirements, this form will be submitted to the U.S. Department of Justice (USDOJ) at least 30 days after the Council meeting and after the application is made public.

Although the application must be submitted online beforehand, USDOJ typically holds it until the signed certification form is received. The grant term is two years and operates on a reimbursement basis. No purchases will be made until the application and award documents are fully approved by USDOJ.

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

Prepared by: Alex B. Houston, Police Executive Administrator
Additional Approval: Tony Cortina, Chief of Police
Additional Approval: Karen Ogawa, Finance Director

Fiscal Impact

FISCAL IMPACT:
The City of West Covina will receive an estimated $23,940 in 2025 BJA Justice Assistance Grant funds to meet unfunded law enforcement supply needs. There is no local match requirement, and no cost to the City General Fund. This is a reimbursable grant, which means that the City Council must first appropriate funds before staff can complete the purchases and submit for reimbursement. The application and approval process often takes months at the federal level. Thus, revenues and expenditures for this grant are being included in the FY 2026-27 Proposed Budget under the Justice Assistance Grant Fund (No. 130).

Attachments

Attachment No. 1 - 2025 JAG Certifications

CITY COUNCIL GOALS & OBJECTIVES: Protect Public Safety

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 04/21/2026

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF BUDGET AMENDMENT TO PROCURE AND INSTALL SPORTSPLEX PLAYGROUND RUBBERIZED SAFETY SURFACING (PIP) REMOVAL & REPLACEMENT - PROJECT NO. C26023**

RECOMMENDATION:

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

RESOLUTION NO. 2026-29 – A RESOLUTION OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2025 AND ENDING JUNE 30, 2026 (SPORTSPLEX PLAYGROUND RUBBERTIZED SAFETY SURFACING)

BACKGROUND:

The City of West Covina is committed to providing high-quality recreational opportunities and safe public spaces for residents and visitors. As part of this commitment, the City operates and maintains a network of parks, open spaces, and recreational facilities that serve residents of all ages and abilities. These facilities play an essential role in promoting community wellness, encouraging active lifestyles, and supporting social and recreational engagement.

The City's parks include several playgrounds equipped with safety surfacing designed to reduce the risk of injury and ensure compliance with current safety standards established by the U.S. Consumer Product Safety Commission (CPSC) and the Americans with Disabilities Act (ADA). Routine inspection and maintenance of these facilities are part of the City's ongoing efforts to maintain a safe and welcoming environment for park users.

The City's Sportsplex is a major community recreation hub, offering a variety of amenities including baseball fields, an indoor soccer complex, batting cages, and two playgrounds. The rubberized safety surfacing at both playgrounds was originally installed to provide a durable and accessible play surface. However, over time the surfacing has experienced wear and deterioration due to age and heavy use. The damaged areas now require resurfacing to restore safety conditions, maintain accessibility compliance, and extend the lifespan of the playground facilities.

Resurfacing the playground areas will enhance the overall appearance and functionality of the Sportsplex and ensure the City continues to meet its commitment to providing safe, high-quality recreational spaces for the community.

DISCUSSION:
Playground safety surfacing plays a critical role in providing a safe and accessible environment for children and families. Several types of playground surfacing are available, including engineered wood fiber, sand, and pour-in-place rubberized surfacing. While loose-fill materials such as wood chips or sand have a lower initial cost, they require frequent replenishment and maintenance due to displacement from use or weather conditions. In contrast, pour-in-place rubberized surfacing provides a durable, long-lasting solution that offers consistent safety performance and significantly reduces ongoing maintenance needs.

In addition to its durability, pour-in-place rubberized surfacing complies with the accessibility requirements of the Americans with Disabilities Act (ADA), ensuring that all playground users, including those with mobility challenges, can enjoy the facilities safely and comfortably. The installation of this surfacing aligns with the City's commitment to maintaining inclusive and well-maintained recreational spaces.

Funding for the proposed improvements is available through Fund 236 Measure A. On October 15, 2025, the City received a Notice to Proceed from the Los Angeles County Regional Park and Open Space District (Attachment No. 1) to utilize up to $392,100 from these funds for the replacement of the deteriorated rubberized surfacing at the two playgrounds located within the West Covina Sportsplex. The project costs will be reimbursed as part of this approval so long as the project is completed by the June 30, 2026 end date outlined in the Notice to Proceed.

Currently, the adopted Capital Improvement Program (CIP) budget does not have funds allocated for this project. Due to this, staff recommends that the City Council approve a budget amendment to allocate funds for the installation of new pour-in-place rubberized surfacing utilizing approved Fund 236 Measure A. This budget amendment will allow staff to proceed with utilizing the Measure A funds secured for this project.

Project Timeline
If approved, staff will advertise a Notice Inviting Bids to solicit contractors to submit proposals for completion of the work. Based on the final project cost, staff will proceed in accordance with the City's adopted procurement procedures to award a contract to the lowest responsive and responsible bidder.

Pending City Council approval, installation of the new pour-in-place rubberized surfacing is anticipated to occur prior to June 30, 2026. The project will be scheduled and coordinated to minimize disruption to park users and to ensure timely completion outside of peak usage hours.

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 recommendation; or
2. Provide alternative direction.

Prepared by: Robert Ortega, CIP Project Manager

Fiscal Impact

FISCAL IMPACT:
The City has received a Notice to Proceed from the Los Angeles County Regional Park and Open Space District in the amount of $392,100 in reimbursable grant funds for the replacement of worn rubberized surfacing at two playgrounds located at the West Covina Sportsplex.

As part of this project, staff also intend to utilize the specialized contractor's services to complete improvements to additional rubberized play surfaces at other City parks. Any unused funds allocated to this project will be returned to their respective funding sources upon project completion.

The proposed budget amendment will require the following funding:

Project	Funding Source	Amount
Sportsplex Playground Rubberized Safety Surfacing (PIP) Removal & Replacement (C26023)	Fund 236 Measure A	$392,100
	Total	$392,100

Attachments

Attachment No.1 - RPOSD Notice to Proceed
Attachment No.2 - Resolution 2026-29

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

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 04/21/2026

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF NEED TO CONTINUE EMERGENCY REPAIRS AT FIRE STATION 3**

RECOMMENDATION:

It is recommended that the City Council review the emergency action for the emergency conditions at Fire Station 3 and adopt the following resolution:

> **RESOLUTION NO. 2026-34 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DETERMINING, BY A FOUR-FIFTHS VOTE OF THE CITY COUNCIL, THAT THERE IS A NEED TO CONTINUE THE EMERGENCY ACTION AT FIRE STATION 3**

BACKGROUND:

On April 7, 2026, the City Council adopted Resolution No. 2026-32 determining that an emergency exists at Fire Station 3 due to a rodent infestation, that the emergency will not permit the competitive solicitation for bids, and directing and authorizing the Acting City Manager to cause emergency repairs to be performed and to take any directly related and immediate action required by the emergency. Pursuant to Public Contract Code Section 22050(c), the City Council is required to review the emergency action at every regularly scheduled meeting until the action is terminated, to determine, by a four-fifths vote, that there is a need to continue that action. The City Council is also required to terminate the action at the earliest possible date that conditions warrant.

DISCUSSION:

The Acting City Manager has authorized staff to proceed with all necessary work under the emergency action to ensure the immediate wellbeing of the staff at Fire Station 3. As outlined in the April 7, 2026 staff report, the rodent infestation poses immediate health and sanitation risks and firefighters are being exposed to hazardous living and working conditions.

The City is finalizing the Construction Services Agreement with Sunshine Pacific Group America, Inc. and actively working to perform the necessary emergency repairs. Since the emergency conditions have not yet been mitigated, continued action is required to restore the facility to safe and habitable conditions.

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 recommendation; or
2. Provide alternative direction.

Prepared by: Mike Cresap, Public Works Superintendent
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. 2026-34

CITY COUNCIL GOALS & OBJECTIVES: Protect Public Safety
Enhance City Image and Effectiveness

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 04/21/2026

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF INTRODUCTION OF ORDINANCE NO. 2539 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING BY REFERENCE PORTIONS OF TITLE 10 (ANIMALS) OF THE LOS ANGELES COUNTY CODE OF ORDINANCES RELATING TO SPAY AND NEUTER AND MICROCHIPPING REQUIREMENTS AND AMENDING CHAPTER 6 (ANIMALS AND FOWL) OF THE WEST COVINA MUNICIPAL CODE**

RECOMMENDATION:

It is recommended that the City Council introduce for first reading, by title only, the following ordinance, and schedule a public hearing for May 19, 2026 regarding the adoption thereof:

ORDINANCE NO. 2539 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING BY REFERENCE PORTIONS OF TITLE 10 (ANIMALS) OF THE LOS ANGELES COUNTY CODE OF ORDINANCES RELATING TO SPAY AND NEUTER AND MICROCHIPPING REQUIREMENTS AND AMENDING CHAPTER 6 (ANIMALS AND FOWL) OF THE WEST COVINA MUNICIPAL CODE

BACKGROUND:

At the City Council Meeting of April 1, 2025, Mayor Pro Tem Cantos requested that City staff explore the options/cost of requiring spaying and neutering and/or the microchipping of pets.

At its meeting of February 17, 2026, the City Council received a staff report titled "Direction for Spaying, Neutering, and/or Microchipping of Pets" and provided direction to staff to return with a proposed ordinance requiring the spaying, neutering, and microchipping of pets. The City Council further directed staff to research similar regulations adopted by other jurisdictions, identify available low-cost veterinary service providers, outline public education and outreach strategies, and develop enforcement mechanisms to ensure compliance with pet licensing requirements.

DISCUSSION:

The City of West Covina contracts with the County of Los Angeles Department of Animal Care and Control to provide comprehensive animal control services, including animal sheltering, field services, inspections, and pet licensing. As required by the agreement with the County, the City has adopted Title 10 (Animals) of the Los Angeles County Code of Ordinances by reference as its Animal Control Ordinance into Chapter 6 of the West Covina Municipal Code, with certain amendments set forth in

Chapter 6. Section 6-5 of Chapter 6 sets forth the City's amendments to Title 10, including Section 6-5(b), which expressly excludes from the City's adoption of Title 10 Part 4 (Mandatory Spay and Neuter Program for Dogs and Cats), and Section 6-5(e), which expressly excludes from the City's adoption of Title 10 Section 10.20.185 (Microchipping). Consistent with these provisions, the mandatory spay and neuter and microchipping requirements of Title 10 have historically not been enforced in West Covina.

The proposed ordinance would amend the City's existing adoption of Title 10 to expressly include provisions that were previously excluded, specifically those related to mandatory spaying, neutering, and microchipping of animals. In conjunction with these regulatory changes, the City would implement a comprehensive public education and outreach strategy to inform residents of the new requirements, the benefits of responsible pet ownership, and available resources. Outreach efforts may include informational campaigns through the City's website and social media platforms, utility bill inserts, community workshops, partnerships with local veterinarians and animal welfare organizations, and multilingual materials to ensure accessibility across the community.

Under Title 10 of the Los Angeles County Code, all dogs and cats over four months of age are required to be spayed or neutered, and all dogs and cats must be microchipped pursuant to Sections 10.20.350 and 10.20.185. These regulations are intended to reduce pet overpopulation and the associated costs of sheltering, adoption, and euthanasia, and are enforced by the County of Los Angeles Department of Animal Care and Control. To support effective implementation within West Covina, the City would coordinate with the County to establish clear enforcement mechanisms, which may include administrative citations, graduated penalties for non-compliance, and integration of compliance checks into existing animal control services such as licensing and field inspections.

Staff recommends that the ordinance become effective on July 1, 2026, to align with the City's Fiscal Year 2026–2027 contract year with the County of Los Angeles Department of Animal Care and Control, ensuring consistency in service delivery, enforcement, and administrative coordination.

To facilitate compliance, the City may assist residents by promoting low-cost spay/neuter and microchipping services, coordinating periodic vaccination and licensing clinics, and exploring partnerships or subsidy programs for qualifying households. The City may also enhance pet licensing compliance by improving access to licensing services, offering online registration options, and conducting targeted outreach and reminders to pet owners regarding licensing requirements and deadlines.

A number of neighboring cities have adopted mandatory spay and neuter ordinances, including the City of Walnut, the City of Industry, the City of Azusa, the City of El Monte, and the City of Baldwin Park.

In addition to amending Chapter 6 of the West Covina Municipal Code to expressly adopt the spay and neuter and microchipping provisions of Title 10 of the Los Angeles County Code, the proposed ordinance also revises Section 6-7 regarding penalty provisions and adds a new Section 6-9 regarding administrative citations. These revisions mirror provisions contained in Title 10.

The California Government Code (Section 50022.1 et seq.) sets forth the requirements for adopting another ordinance or code by reference. Pursuant to such requirements, after first reading of the title of the adopting ordinance, the City Council is required to schedule a public hearing. Because the proposed ordinance would adopt portions of Title 10 that were not previously adopted, staff recommends following the requirements set forth in the California Government Code. Therefore, if the Council introduces Ordinance No. 2539, staff recommends that the City Council schedule the public hearing for May 19, 2026.

LEGAL REVIEW:

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

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

Prepared by: Roxanne E. Lerma, Assistant City Manager

Attachments

Attachment No. 1 - Ordinance No. 2539

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