



CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

**DECEMBER 20, 2022, 7:00 PM
REGULAR MEETING**

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

**Mayor Dario Castellanos
Mayor Pro Tem Rosario Diaz
Councilwoman Letty Lopez-Viado
Councilmember Brian Tabatabai
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 Council meetings, please call (626) 939-8433 (voice) or (626) 960-4422 (TTY) from 8 to 5 Monday through Thursday. Do call at least one day prior to the meeting date to inform us of your particular needs and to determine if accommodation is possible. For sign language interpreter services at Council meetings, please request no less than four working days prior to the meeting.

AGENDA MATERIAL

Agenda material is available for review at the City Clerk's Office, Room 317 in City Hall, 1444 W. Garvey Avenue South, West Covina and at www.westcovina.org. Any writings or documents regarding any item on this agenda, not exempt from public disclosure, provided to a majority of the City Council that is distributed less than 72 hours before the meeting, will be made available for public inspection in the City Clerk's Office, Room 317 of City Hall located at 1444 W. Garvey Avenue South, West Covina, during normal business hours.

NOTICE

The City Council will regularly convene on the first and third Tuesday of the month. The West Covina Community Development Commission, West Covina Public Financing Authority and the West Covina Community Services Foundation are agencies on which the City Council serves as members. Agendas may contain items for these boards, as necessary.

**PUBLIC COMMENTS
ADDRESSING THE CITY COUNCIL
(Per WCMC 2-48, Ordinance No. 2150)**

Any person wishing to address the City Council on any matter listed on the agenda or on any other matter within their jurisdiction should complete a speaker card that is provided at the entrance to the Council Chambers and submit the card to the City Clerk.

Please identify on the speaker card whether you are speaking on an agenda item or non-agenda. Requests to speak on agenda items will be heard prior to requests to speak on non-agenda items. All comments are limited to five (5) minutes per speaker.

Oral Communications may be limited to thirty (30) minutes, unless speakers addressing agenda items have not concluded.

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

RULES OF DECORUM

Excerpts from the West Covina Municipal Code and Penal Code pertaining to the Rules of Decorum will be found at the end of agenda.

AGENDA

CITY OF WEST COVINA CITY COUNCIL/SUCCESSOR AGENCY

**TUESDAY DECEMBER 20, 2022, 7:00 PM
REGULAR MEETING**

INVOCATION

Led by Pastor Samuel Martinez from Amazing Love Ministries

PLEDGE OF ALLEGIANCE

Led by West Covina Police Explorer Post #499

ROLL CALL

REPORTING OUT FROM CLOSED SESSION

PRESENTATIONS

ORAL COMMUNICATIONS - Five (5) minutes per speaker

Please step forward to the podium and state your name and city of residence for the record when recognized by the Mayor.

CITY MANAGER'S REPORT

City Manager's report on current City projects.

CONSENT CALENDAR

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

APPROVAL OF MEETING MINUTES

- 1) **CONSIDERATION OF APPROVAL OF THE DECEMBER 6, 2022, CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING MINUTES AND THE DECEMBER 6, 2022, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES.**

It is recommended that the City Council approve the December 6, 2022, Closed Session Meeting Minutes and the December 6, 2022 Regular Session Meeting Minutes.

CITY CLERK'S OFFICE

- 2) **CERTIFYING THE OFFICIAL ELECTION RESULTS OF THE NOVEMBER 8, 2022 GENERAL MUNICIPAL ELECTION**

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

RESOLUTION NO. 2022-120 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, RECITING THE FACT OF THE GENERAL MUNICIPAL ELECTION HELD NOVEMBER 8, 2022, DECLARING THE RESULTS AND SUCH OTHER MATTERS AS PROVIDED BY LAW

FINANCE DEPARTMENT

- 3) **CONSIDERATION OF APPROVAL AND TRANSMITTAL OF AN ADMINISTRATIVE BUDGET AND A RECOGNIZED OBLIGATION PAYMENT SCHEDULE (“ROPS”) FOR THE PERIOD OF JULY 1, 2023 THROUGH JUNE 30, 2024 FOR THE SUCCESSOR AGENCY TO THE FORMER WEST COVINA REDEVELOPMENT AGENCY**

It is recommended that the City Council, acting as the Successor Agency to the former West Covina Redevelopment Agency, adopt the following resolution:

RESOLUTION NO. 2022-129 – A RESOLUTION OF THE SUCCESSOR AGENCY TO THE FORMER WEST COVINA REDEVELOPMENT AGENCY APPROVING AND AUTHORIZING THE TRANSMITTAL OF AN ADMINISTRATIVE BUDGET AND A RECOGNIZED OBLIGATION PAYMENT SCHEDULE (“ROPS”) FOR THE PERIOD OF JULY 1, 2023 THROUGH JUNE 30, 2024

- 4) **CONSIDERATION OF INCREASE IN HOURLY RATES FOR LIMITED SERVICES PAY SCHEDULE TO REFLECT RECENT INCREASE IN STATE HOURLY MINIMUM WAGE EFFECTIVE JANUARY 1, 2023**

It is recommended that the City Council:

1. Approve wage adjustments to limited service positions to bring them into compliance with the State’s minimum wage requirement as of January 1, 2023; and
2. Adopt the following Resolution:

RESOLUTION NO. 2022-128 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADJUSTING THE HOURLY PAY RATES OF CLASSIFICATIONS WITHIN THE LIMITED SERVICES PAY SCHEDULE AND REPEALING RESOLUTION NO. 2022-09

HUMAN RESOURCES/RISK MANAGEMENT

- 5) **CONSIDERATION OF RESOLUTION NO. 2022-113 REPEALING AND REPLACING THE SALARY SCHEDULE FOR FULL TIME CLASSIFICATIONS**

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

RESOLUTION NO. 2022-113 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, REPEALING AND REPLACING THE SALARY SCHEDULE FOR FULL-TIME CLASSIFICATIONS OF THE CITY OF WEST COVINA

PUBLIC SERVICES

- 6) **CONSIDERATION OF THIRD AMENDMENT TO AGREEMENT WITH WEST COAST ARBORISTS, INC. FOR CITYWIDE TREE MAINTENANCE SERVICES**

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

1. Authorize the City Manager to execute the Third Amendment to the Maintenance Services Agreement with West Coast Arborists, Inc. allowing the four percent (4%) cost adjustment requested, in such form as approved by the City Attorney.
2. Authorize an increase the annual maximum compensation from \$485,000 to \$985,000 for Fiscal Year 2022-23 only.
3. Adopt the following resolution:

RESOLUTION NO. 2022-115 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE

**FISCAL YEAR COMMENCING JULY 1, 2022 AND ENDING JUNE 30, 2023 (TREE
MAINTENANCE SERVICES)**

END OF CONSENT CALENDAR

DEPARTMENTAL REGULAR MATTERS

CITY CLERK'S OFFICE

**7) RECOGNITION OF OUTGOING CITY COUNCIL MEMBER AND ADMINISTRATION OF OATH
OF OFFICE TO NEWLY ELECTED OFFICERS**

Take appropriate action.

8) REORGANIZATION OF MAYOR AND MAYOR PRO TEM

It is recommended that the City Council reorganize in accordance with the order of mayoral succession mandated by Section 2-21 of the West Covina Municipal Code, or modify the order of mayoral succession as permitted by Section 2-21 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

January 17, 2022

7:00 PM

RULES OF DECORUM

The following are excerpts from the West Covina Municipal Code:

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

- a. Each person addressing the council shall step up to the rostrum, shall give his or her name and city of residence in an audible tone of voice for the record and unless further time is granted by the council, shall limit his or her address to five (5) minutes.
- b. The city council may establish a limit on the duration of oral communications.
- c. All remarks shall be addressed to the council as a body and not to any member thereof. No person, other than the council and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the council, without the permission of the presiding officer. No question shall be asked of a councilmember except through the presiding officer.
- d. The presiding officer may require any person to be sworn as a witness before addressing the council on any subject. Any such person who, having taken an oath that he or she will testify truthfully, willfully and contrary to such oath states as true any material matter which he knows to be false may be held to answer criminally and subject to the penalty prescribed for perjury by the provisions of the Penal Code of the state.

Sec. 2-50. Decorum--Required.

- a. While the council is in session, the members shall preserve order and decorum, and a member shall neither, by conversation or otherwise, delay or disrupt the proceedings or the peace of the council nor interrupt any member while speaking or refuse to obey the orders of the council or its presiding officer, except as otherwise herein provided.
- b. Members of the public shall not willfully disrupt the meeting or act in a manner that actually impairs the orderly conduct of the meeting. For the purposes of this code, "willfully disrupt" includes, but is not limited to, continuing to do any of the following after being warned by the Mayor that continuing to do so will be a violation of the law:
 - a. Addressing the Mayor and City Council without first being recognized.
 - b. Persisting in addressing a subject or subjects, other than that before the Mayor and City Council.
 - c. Repetitiously addressing the same subject.
 - d. Failing to relinquish the podium when directed to do so.
 - e. From the audience, interrupting or attempting to interrupt, a speaker, the Mayor, a council member, or a staff member or shouting or attempting to shout over a speaker, the Mayor, a council member or a staff member.
 - f. As a speaker, interrupting or attempting to interrupt the Mayor, a council member, or a staff member, or shouting over or attempting to shout over the Mayor, a council member, or a staff member. Nothing in this section or any rules of the council shall be construed to prohibit public criticism of the policies, procedures, programs, or services of the City or of the acts or omissions of the City Council. It shall be unlawful to violate the provisions of this Section.

If any subsection, sentence, clause, or phrase or word of this Section 2-50 is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Section. The City Council hereby declares that it would have passed this section and each subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more subsections, sentences, clauses, phrases or words had been declared invalid or unconstitutional.

Sec. 2-52. Persons authorized to be within council area.

No person, except city officials, their representatives and members of the news media shall be permitted within the rail in front of the council chamber without the express consent of the council.

The following are excerpts from the Penal Code

148(a) (1) Every Person who willfully resists, delays, or obstructs any public officer, peace officer, or an emergency medical technician, as defined in Division 2.5 (commencing with Section 1797) of the Health and Safety code, in the discharge or attempt to discharge any duty of his or her office or employment, when no other punishment is prescribed, shall be punished by a fine not exceeding one thousand dollars (\$1,000), or by imprisonment in a county jail not to exceed one year, or by both that fine and imprisonment.

403 Every person who, without authority of law, willfully disturbs or breaks up any assembly or meeting that is not unlawful in its character, other than an assembly or meeting referred to in Section 303 of the Penal Code or Section 18340 of the Elections Code, is guilty of a misdemeanor.



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: December 20, 2022

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF APPROVAL OF THE DECEMBER 6, 2022, CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING MINUTES AND THE DECEMBER 6, 2022, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES.

RECOMMENDATION:

It is recommended that the City Council approve the December 6, 2022, Closed Session Meeting Minutes and the December 6, 2022 Regular Session Meeting Minutes.

DISCUSSION:

That the City Council adopt the attached minutes.

Prepared by: Lisa Sherrick; Assistant City Clerk

Attachments

Attachment No. 1 - 12/6/2022 Closed Session Minutes Draft

Attachment No. 2 - 12/6/2022 Regular Session Minutes Draft

CITY COUNCIL GOALS & OBJECTIVES: Enhance City Image and Effectiveness



CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

**DECEMBER 6, 2022, 6:00 PM
REGULAR MEETING-CLOSED SESSION**

**MANAGEMENT RESOURCE CENTER 3RD FLOOR
1444 W. GARVEY AVENUE SOUTH
WEST COVINA, CALIFORNIA 91790**

**Mayor Dario Castellanos
Mayor Pro Tem Rosario Diaz
Councilwoman Letty Lopez-Viado
Councilmember Brian Tabatabai
Councilman Tony Wu**

MINUTES

CALL TO ORDER

A Closed Session Meeting was called to order by Mayor Castellanos on Tuesday, December 6, 2022 at 6:00 p.m., in the Management Resource Center on the 3rd Floor, 1444 West Garvey Avenue South, West Covina, California

ROLL CALL

Council Members

Present: Council Members Tony Wu, Brian Tabatabai, Letty Lopez-Viado, Mayor Pro Tem Diaz, Mayor Castellanos

Council Members

Absent: None

City Staff: David Carmany City Manager, Thomas Duarte City Attorney, Roxanne Lerma Assistant City Manager, Paulina Morales Assistant City Manager, Helen Tran Human Resources Director, Elizabeth Arce Attorney (Liebert Cassidy Whitmore)

PUBLIC COMMENTS ON ITEMS ON THE AGENDA

Armando Herman

CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION - Pursuant to Government Code § 54956.9(d)(1)

1. Briley v. City of West Covina (LA Superior Court, Case No. BC630552)

2. CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code § 54957.6

City Negotiators: Carmany, Duarte

Employee Organizations

- Confidential Employees
- Maintenance & Crafts Employees
- Non-Sworn
- W.C. Police Officers' Association
- W.C. Firefighters' Management Assoc.
- W.C. Firefighters' Association, I.A.F.F., Local 3226
- General Employees
- Mid-Management Employees
- W.C. Police Management Association

Unrepresented Employee Group

- Department Heads

ADJOURNMENT

A motion to adjourn the Closed Session Meeting was made by Mayor Castellanos and the meeting was adjourned at 6:45 pm. The next regularly scheduled Closed Session City Council Meeting will be held on Tuesday December 20, 2022 at 6:00 p.m. in the Management Resource Center, 3rd Floor, 1444 West Garvey Avenue South, West Covina, California.

Submitted by:

Lisa Sherrick
Assistant City Clerk

Dario Castellanos
Mayor



CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

**DECEMBER 6, 2022, 7:00 PM
REGULAR MEETING**

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

**Mayor Dario Castellanos
Mayor Pro Tem Rosario Diaz
Councilwoman Letty Lopez-Viado
Councilmember Brian Tabatabai
Councilman Tony Wu**

MINUTES

CALL TO ORDER

A Regular Session Meeting was called to order by Mayor Dario Castellanos on Tuesday, December 6, 2022 at 7:00 p.m., in the Council Chambers, 1444 West Garvey Avenue South, West Covina, California

INVOCATION

Led by Pastor Antonio Rodriguez from Calvary Chapel, New Beginnings West Covina

PLEDGE OF ALLEGIANCE

Led by Councilman Wu

ROLL CALL

Present: Council Members Tony Wu, Brian Tabatabai, Letty Lopez-Viado, Mayor Pro Tem Diaz, Mayor Castellanos.

Council Members

Absent: None

City Staff: David Carmany City Manager, Paulina Morales Assistant City Manager, Tom Duarte City Attorney, Lisa Sherrick Assistant City Clerk; other City staff presented reports and responded to questions as indicated in the minutes.

CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION - Pursuant to Government Code § 54956.9(d)(1)

1. Briley v. City of West Covina (LA Superior Court, Case No. BC630552)

2. CONFERENCE WITH LABOR NEGOTIATORS

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- W.C. Firefighters' Association, I.A.F.F., Local 3226
- General Employees
- Mid-Management Employees
- W.C. Police Management Association

Unrepresented Employee Group

- Department Heads

REPORTING OUT FROM CLOSED SESSION

City Attorney Tom Duarte reported that no reportable action was taken during the Closed Session Meeting.

PRESENTATIONS

None

ORAL COMMUNICATIONS - Five (5) minutes per speaker

Matthew Smith

Armando Herman

Lupe Amador

Elsie Messman

John Shewmaker

Bill Robinson

CITY MANAGER'S REPORT

Presentation given by City Manager David Carmany.

CONSENT CALENDAR

ACTION: Motion by Mayor Castellanos, Second by Councilmember Tabatabai 5-0 to:
Approve Consent Calendar Items 1-3 and 6-16.

ACTION: Motion by Councilman Wu, Second by Mayor Castellanos 4-1 (No: Tabatabai) to:
Approve Consent Calendar Item 4. (Item 4 was pulled for discussion by Councilmember Tabatabai).

ACTION: Motion by Councilman Wu, Second by Mayor Pro Tem Diaz 5-0 to: Approve Consent Calendar Item 5. *(Item 5 was pulled for discussion by Councilman Wu).*

ACTION: Motion by Councilwoman Lopez-Viado, Second by Mayor Pro Tem Diaz 5-0 to:
Approve Consent Calendar Item 17. (Item 17 was pulled for discussion by Councilwoman Lopez-Viado).

APPROVAL OF MEETING MINUTES

- 1) **CONSIDERATION OF APPROVAL OF THE NOVEMBER 15, 2022, CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING MINUTES AND THE NOVEMBER 15, 2022, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES**

Carried 5-0 to: approve the November 15, 2022 Closed Session Meeting Minutes and the November 15, 2022 Regular Session Meeting Minutes.

CITY CLERK'S OFFICE

- 2) **CONSIDERATION OF AMENDMENTS TO THE CITY OF WEST COVINA'S CONFLICT OF INTEREST CODE**

Carried 5-0 to: adopt the following resolution:

RESOLUTION NO. 2022-120 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A REVISED CONFLICT OF INTEREST CODE FOR THE CITY OF WEST COVINA

CITY MANAGER'S OFFICE

- 3) **CONSIDERATION OF RESOLUTION NO. 2022-121 DETERMINING THERE IS A NEED TO CONTINUE THE LOCAL EMERGENCY**

Carried 5-0 to: adopt the following resolution:

RESOLUTION NO. 2022-121 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DETERMINING THE NEED TO

FURTHER CONTINUE THE LOCAL EMERGENCY PROCLAIMED ON MARCH 16, 2020, AND PREVIOUSLY CONTINUED ON APRIL 7, 2020, MAY 5, 2020, JUNE 2, 2020, JUNE 23, 2020, JULY 21, 2020, AUGUST 18, 2020, SEPTEMBER 15, 2020, OCTOBER 6, 2020, OCTOBER 20, 2020, NOVEMBER 17, 2020, DECEMBER 1, 2020, JANUARY 19, 2021, FEBRUARY 16, 2021, MARCH 16, 2021, APRIL 6, 2021, MAY 4, 2021, JUNE 1, 2021, JUNE 15, 2021, JULY 6, 2021, JULY 20, 2021, AUGUST 17, 2021, SEPTEMBER 7, 2021, OCTOBER 5, 2021, NOVEMBER 2, 2021, DECEMBER 7, 2021, JANUARY 4, 2022, FEBRUARY 1, 2022, MARCH 1, 2022, APRIL 5, 2022, MAY 3, 2022, JUNE 7, 2022, JULY 5, 2022, JULY 19, 2022, AUGUST 16, 2022, SEPTEMBER 20, 2022, OCTOBER 4, 2022 AND NOVEMBER 15, 2022

4) CONSIDERATION OF REVISIONS TO SALARY AND BENEFITS SCHEDULE FOR CITY MANAGEMENT TEAM

Carried 4-1 (No: Tabatabai) to: take the following actions:

1. Adopt the following resolution:

RESOLUTION NO. 2022-124 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE REVISED SALARY AND BENEFITS SCHEDULE FOR CITY MANAGEMENT TEAM MEMBERS

2. Approve providing the City Manager a 5% salary increase and the same one-time payment of \$5,000 being provided to Department Heads through the adoption of Resolution No. 2022-124, and direct the City Attorney to draft all necessary documents to memorialize such increase and payment.

5) CONSIDERATION OF AN ORDINANCE AMENDING ARTICLE VIII OF CHAPTER 2 OF THE WEST COVINA MUNICIPAL CODE RELATING TO CAMPAIGN FINANCE REGULATIONS

Carried 5-0 to: introduce for first reading, by title only, the following ordinance:

ORDINANCE NO. 2510 – AN ORDINANCE OF THE CITY COUNCIL OF CHAPTER 2 OF THE WEST COVINA MUNICIPAL CODE RELATING TO CAMPAIGN FINANCE REGULATIONS

COMMUNITY DEVELOPMENT

6) CONSIDERATION OF A NOTICE OF COMPLETION FOR CORTEZ PARK PLAYGROUND IMPROVEMENTS PROJECT – PROJECT NO. 22007

Carried 5-0 to: take the following actions:

1. Accept the work performed by Next Stage Engineering, LLP dba Next Stage Group for the Cortez Park Playground Improvements Project (Project No. 22007), with a final contract amount of \$108,445.00; and

2. Authorize the recordation of Notice of Completion with the Los Angeles County Recorder and the release of retention funds 35 days thereafter.

7) CONSIDERATION OF NOTICE OF COMPLETION FOR FY 2021-22 RESIDENTIAL STREETS REHABILITATION PROGRAM (CDBG) – PROJECT NO. 22005

Carried 5-0 to: take the following actions:

1. Accept the work performed by R.J. Noble Company for the FY 2021-22 Residential Streets Rehabilitation Program (Project No. 22005), with a final contract amount of \$2,114,989.07; and
2. Authorize the recordation of Notice of Completion with the Los Angeles County Recorder and the release of retention funds 35 days thereafter.

8) CONSIDERATION OF NOTICE OF COMPLETION FOR CITY HALL 1ST FLOOR RESTROOM IMPROVEMENTS – PROJECT NO. 22023

Carried 5-0 to: take the following actions:

1. Accept the work performed by Fino Builders Inc. for the City Hall 1st Floor Restroom Improvements (Project No. 22023), with a final contract amount of \$109,208.11; and
2. Authorize the recordation of Notice of Completion with the Los Angeles County Recorder and the release of retention funds 35 days thereafter.

9) CONSIDERATION OF NOTICE OF COMPLETION AND RATIFICATION OF CONTRACT CHANGE ORDER FOR THE CAMERON AVENUE & BARRANCA STREET TRAFFIC SIGNAL INSTALLATION PROJECT – PROJECT NO. 18040

Carried 5-0 to: take the following actions:

1. Ratify the construction contract change order in the amount of \$4,957.76 for the extra work completed as part of the Cameron Avenue at Barranca Street Traffic Signal Improvements Project (Project No. 18040) (The “Project”). The extra work was for installation of additional traffic signal equipment and adjustment of pedestrian crossing time on the new signal system to accommodate school drop-off/pickup rush hour waits; and
2. Approve work order to Southern California Edison (SCE) in the amount of \$16,825.21 for installation of a new streetlight pole at the southeast corner of Cameron and Barranca intersection to improve intersection safety; and
3. Accept the work performed by P.T.M. Engineering Services, Inc. for the Project, with a final contract amount of \$391,290.88; and
4. Authorize the recordation of Notice of Completion with the Los Angeles County Recorder and the release of retention funds 35 days thereafter.

10) CONSIDERATION OF NOTICE OF COMPLETION FOR THE CAMERON PARK RESTROOM IMPROVEMENTS (PROJECT No. 22024)

Carried 5-0 to: take the following actions:

1. Accept the work performed by ACE Construction, Inc. for the Cameron Park Restroom Improvements Project (Project No. 22024), with a final contract amount of \$210,583.30; and
2. Authorize the recordation of Notice of Completion with the Los Angeles County

Recorder and the release of retention funds 35 days thereafter.

11) CONSIDERATION OF NOTICE OF COMPLETION FOR THE CITYWIDE PEDESTRIAN AND VEHICLE SAFETY IMPROVEMENTS (PROJECT 22004)

Carried 5-0 to: take the following actions:

1. Accept the work performed by Superior Pavement Markings, Inc. for the Citywide Pedestrian and Vehicle Safety Improvements (Project No. 22004), with a final contract amount for \$406,479.00; and
2. Authorize the recordation of Notice of Completion with the Los Angeles County Recorder and the release of retention funds 35 days thereafter.

12) CONSIDERATION OF ADOPTION OF ORDINANCES NOS. 2507 AND 2506 CREATING THE MIXED USE OVERLAY ZONE AND RELATED STANDARDS

Carried 5-0 to: adopt the following ordinances:

ORDINANCE NO. 2507 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING ZONE CHANGE NO. 22-02 CREATING THE MIXED-USE OVERLAY ZONE

ORDINANCE NO. 2506 – AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA APPROVING CODE AMENDMENT NO. 22-03, RELATED TO THE MIXED USE OVERLAY ZONE STANDARDS

13) CONSIDERATION OF AGREEMENT WITH KIMLEY-HORN AND ASSOCIATES, INC. FOR PRELIMINARY ENGINEERING SERVICES FOR TRAFFIC SIGNAL IMPROVEMENTS AT 10 INTERSECTIONS (HSIP CYCLE 10 IMPROVEMENTS) – PROJECT NO. 23028

Carried 5-0 to: take the following actions:

1. Authorize the City Manager to negotiate and execute a Professional Services Agreement with Kimley-Horn and Associates, Inc. in the amount of \$194,123.15 to provide Preliminary Engineering Services (PE Phase) for Traffic Signal Improvements at 10 intersections (HSIP Cycle 10 Improvements), in such final form as approved by the City Attorney; and
2. Authorize the City Manager to utilize a contingency up to 10% or a final contract amount of \$213,535.47; and
3. Authorize the City Manager to negotiate and execute any future amendments to the agreement; and
4. Adopt the following resolution:

RESOLUTION NO. 2022-119 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2022 AND ENDING JUNE 30, 2023 (HSIP CYCLE 10 IMPROVEMENTS)

14) CONSIDERATION OF ADOPTION OF AN ORDINANCE AMENDING CHAPTERS 7 AND 9 OF THE WEST COVINA MUNICIPAL CODE TO ADOPT BY REFERENCE THE 2023 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 2022 CALIFORNIA BUILDING CODE, ELECTRICAL CODE, PLUMBING CODE, MECHANICAL CODE, RESIDENTIAL CODE, AND EXISTING BUILDING CODE, WITH CERTAIN AMENDMENTS, ADDITIONS AND DELETIONS THERETO

Carried 5-0 to: adopt the following ordinance:

ORDINANCE NO. 2508 - 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 2023 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 2022 CALIFORNIA BUILDING CODE, ELECTRICAL CODE, PLUMBING CODE, MECHANICAL CODE, RESIDENTIAL CODE, AND EXISTING BUILDING CODE, WITH CERTAIN AMENDMENTS, ADDITIONS AND DELETIONS THERETO

FINANCE DEPARTMENT

15) CONSIDERATION OF AWARD OF LAND MANAGEMENT SOFTWARE (LMS)

Carried 5-0 to: take the following actions:

1. Award Request for Proposals (“RFP”) No. 11-014 for Land Management Software to Silver Lining Solutions, LLC to provide implementation of the Accela Civic Platform and associated services;
2. Authorize the City Manager to negotiate and execute any and all agreements necessary for the acquisition and implementation of the new Land Management Software, including, but not limited to, a Professional Services Agreement (Attachment No. 1), a Subscription Services Agreement (Attachment No. 2), a Master Licensing Agreement (Attachment No. 3), and a Master Subscription Agreement (Attachment No.4), each with an initial term of up to five years, in such final form as approved by the City Attorney;
3. Authorize the City Manager to negotiate and execute any amendments to the agreements, in such form as approved by the City Attorney; and
4. Approve the following resolution:

RESOLUTION NO. 2022-125 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2022 AND ENDING JUNE 30, 2023 (LAND MANAGEMENT SOFTWARE)

16) FIRST QUARTER FINANCIAL REPORT FOR FISCAL YEAR 2022-23

Carried 5-0 to: take the following actions:

1. Receive and file the First Quarter Financial Report for Fiscal Year 2022-23; and
2. Adopt the following resolution:

RESOLUTION NO. 2022-117 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2022 AND ENDING JUNE 30, 2023 (FIRST QUARTER FINANCIAL REPORT)

POLICE DEPARTMENT

- 17) CONSIDERATION OF AGREEMENT FOR LANDSCAPE MAINTENANCE OF CITYWIDE MEDIANS, RIGHT-OF-WAYS, COMMERCIAL ZONES, SIDEWALKS, TREE WELLS AND OTHER AREAS.**

Carried 5-0 to: take the following actions:

1. Award Request for Proposals (RFP) No. 61-017 for Landscape Maintenance Services to Brightview Landscape Services, Inc.
2. Authorize the City Manager execute an agreement with Brightview Landscape Services, Inc. in an amount not to exceed \$2,673.869 (\$427,819 annually plus 25% for additional work as approved by the City Manager) for a three (3) year term with the option to renew for two (2) additional one-(1) year periods to provide landscape maintenance of Citywide medians, rights-of-way, commercial zones, sidewalks, tree wells and other areas, in substantially the form as attached and in such final form as approved by the City Attorney.
3. Authorize the City Manager to execute future amendments to the agreement.

END OF CONSENT CALENDAR

HEARINGS

PUBLIC HEARINGS

- 18) CONDUCT TAX EQUITY AND FISCAL RESPONSIBILITY ACT (TEFRA) HEARING AND CONSIDER ADOPTION OF A RESOLUTION CONDITIONALLY APPROVING THE ISSUANCE OF NOT-TO-EXCEED \$20,000,000 OF CALIFORNIA ENTERPRISE DEVELOPMENT AUTHORITY REVENUE BONDS FOR THE BENEFIT OF OPTIONS FOR LEARNING**

Mayor Castellanos announced the Public Hearing matter, Assistant City Clerk Lisa Sherrick verified that proper legal notice was given, and Mayor Castellanos opened the Public Hearing. Staff responded to questions from Council.

Public Comments in Favor

Paul Pulver

Dominic Alpuche

Public Comments Neither in Favor nor Opposed

Bill Robinson

Armando Herman

Public Comments in Opposition

None

---End of Public Comment---

ACTION: Motion by Mayor Castellanos, Second by Councilman Wu 4-1 (No: Tabatabai) to: take the following actions:

1. Conduct a public hearing as required by Section 147(f) of the Internal Revenue Code of 1986 to receive comments relating to the issuance by the California Enterprise Development Authority (Authority) of not-to-exceed \$20,000,000 of the Authority's Revenue Bonds (Bonds) for the Benefit of Options for Learning, a California nonprofit public benefit corporation (Borrower).
2. Adopt the attached resolution approving the issuance of the Bonds by the Authority to finance and refinance facilities for the benefit of the Borrower, contingent upon the execution of a payment in lieu of taxes agreement between the City and the Borrower:

RESOLUTION NO. 2022-126 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE ISSUANCE BY THE CALIFORNIA ENTERPRISE DEVELOPMENT AUTHORITY OF NOT TO EXCEED \$20,000,000 AGGREGATE PRINCIPAL AMOUNT OF THE CALIFORNIA ENTERPRISE DEVELOPMENT AUTHORITY'S REVENUE BONDS FOR THE PURPOSE OF FINANCING, REFINANCING AND/OR REIMBURSING THE COST OF ACQUISITION, CONSTRUCTION, INSTALLATION, EQUIPPING AND FURNISHING OF CERTAIN FACILITIES FOR THE BENEFIT OF OPTIONS FOR LEARNING, CONTINGENT UPON EXECUTION OF A PAYMENT IN LIEU OF TAXES AGREEMENT BETWEEN THE CITY OF OPTIONS FOR LEARNING, AND OTHER MATTERS RELATING THERETO HEREIN SPECIFIED

3. Authorize the City Manager to negotiate and execute a payment in lieu of taxes agreement (PILOT) with Options for Learning and any future amendments to the agreement, in such form as approved by the City Attorney.

DEPARTMENTAL REGULAR MATTERS

COMMUNITY DEVELOPMENT

19) CODE ENFORCEMENT DIVISION UPDATE

Hearing no objection, the informational report was received and filed.

MAYOR/COUNCILMEMBERS REPORTS

None

CITY COUNCIL REQUESTS FOR REPORTS, STUDIES OR INVESTIGATION

The following requests were made:

Councilman Wu has requested that the city provide a press release informing the public of the city's 50,000 dollar reward for information on the Gabriela De Haro-Perez case.

Councilman Wu has requested that staff begin the opening stages for the city's centennial year.

Councilmember Tabatabai has requested that staff put on its first pride event during the upcoming year.

Mayor Castellanos has requested that staff provide a report on the feasibility of an increase to the City Council and Commissioners' pay and benefits.

CITY COUNCIL COMMENTS

Councilman Wu thanked Assistant City Manager Roxanne Lerma and staff for their recent "Let It Snow in West Covina" event.

ADJOURNMENT

The meeting was adjourned in honor of Ms. Betty Balog. Our deepest condolences to her family. A motion to adjourn the Regular Meeting was made by Councilwoman Lopez-Viado, and the meeting was adjourned at 9:46 p.m. The next regularly scheduled Regular City Council Meeting will be held on Tuesday December 20, 2022 at 7:00 p.m. in the Council Chambers, 1444 West Garvey Avenue South, West Covina, California.

Submitted by:

Lisa Sherrick
Assistant City Clerk

Dario Castellanos
Mayor



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: December 20, 2022

TO: Mayor and City Council

FROM: David Carmany
City Manager

**SUBJECT: CERTIFYING THE OFFICIAL ELECTION RESULTS OF THE NOVEMBER 8, 2022
GENERAL MUNICIPAL ELECTION**

RECOMMENDATION:

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

RESOLUTION NO. 2022-120 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, RECITING THE FACT OF THE GENERAL MUNICIPAL ELECTION HELD NOVEMBER 8, 2022, DECLARING THE RESULTS AND SUCH OTHER MATTERS AS PROVIDED BY LAW

BACKGROUND:

Pursuant to Ordinance No. 2303, the City's general municipal election was held on November 8, 2022. The purpose of the election was to elect the following positions:

- One council member for each of the following Districts
 - Second District for the full term of four years
 - Fourth District for the full term of four years
 - Fifth District for the full term of four years
- City Clerk to represent the City for the full term of four years
- City Treasurer to represent the City for the full term of four years.

The election was consolidated with the Los Angeles County local and municipal elections.

The results of the November 8, 2022 election have been certified. The certification of the results and Statement of Votes are attached to the proposed resolution as Exhibit "A."

DISCUSSION:

The number of votes cast in the election was:

- District 2: 4,732
- District 4: 5,145
- District 5: 5,073
- City Clerk: 24,304
- City Treasurer: 24,304

The number of votes cast for each office was as follows:

Councilmember, 2nd District

Letty Lopez	3,455
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Councilmember, 4th District

Ollie Cantos	2,033
Daniel Luna	1,612
Yara Wolff	959

Councilmember, 5th District

Tony Wu	2,033
Frederick Sykes	1,816
Richard Reyes	702
Hossein R. Sotoodeh	172

City Clerk

Nickolas Lewis	17,118
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City Treasurer

Colleen B. Rozatti	9,436
Marsha Solorio	6,626
Sue Augino	3,831

The certified results indicate Letty Lopez received the most votes for District 2, Ollie Cantos received the most votes for District 4, Tony Wu received the most votes for District 5, Nickolas Lewis received the most votes for City Clerk, and Colleen B. Rozatti received the most votes for City Treasurer. The City Council is required by state law to adopt a resolution reciting the fact of the election and other matters outlined in Elections Code section 10264.

LEGAL REVIEW:

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

Prepared by: Lisa Sherrick, Assistant City Clerk

Attachments

Attachment No. 1 - Resolution No. 2022-120

Attachment No. 2 - "Exhibit A" Canvas Certificate

CITY COUNCIL GOALS & OBJECTIVES: Enhance City Image and Effectiveness

RESOLUTION NO. 2022-120

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, RECITING THE FACT OF THE GENERAL MUNICIPAL ELECTION HELD ON NOVEMBER 8, 2022, DECLARING THE RESULTS AND SUCH OTHER MATTERS AS PROVIDED BY LAW

WHEREAS, a General Municipal Election was held and conducted in the City of West Covina, California, on Tuesday, November 8, 2022, as required by law; and

WHEREAS, notice of the election was given in time, form and manner as provided by law; voting precincts were properly established; election officers were appointed; and in all respects the election was held and conducted and the votes were cast, received and canvassed and the returns made and declared in time, form and manner as required by the provisions of the California Elections Code for holding elections in general law cities; and

WHEREAS, the County Election Department, which conducted the election on behalf of the City, canvassed the returns of the election and has certified the results to this City Council. The results are received and hereto as "Exhibit A" and incorporated herein.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The whole number of ballots cast in the City of West Covina was 24,304. For the Office of Councilmember, 2nd District, the total number of votes cast was 4,732. For the Office of Councilmember, 4th District, the total number of votes cast was 5,145. For the office of Councilmember, 5th District, the total number of votes cast was 5,073. For the Office of City Clerk, the total number of votes cast was 24,304. For the Office of City Treasurer, the total number of votes cast was 24,304.

SECTION 2. The names of the persons voted for at the election are as follows:

CITY COUNCIL, 2ND DISTRICT

Letty Lopez

CITY COUNCIL, 4TH DISTRICT

Ollie Cantos
Yara Wolff
Daniel Luna

CITY COUNCIL, 5TH DISTRICT

Richard Reyes
Fredrick Sykes
Hossein R. Sotoodeh
Tony Wu

CITY CLERK

Nickolas Lewis

CITY TREASURER

Sue Augino
Colleen B. Rozatti
Marsha Solorio

SECTION 3. The number of votes given at each precinct and the number of votes given in the City to each of the persons above named for the respective offices for which the persons were candidates are set forth in “Exhibit A.”

SECTION 4. The City Council declares and determines that Letty Lopez was elected as Member of the City Council (2nd District) for the full term of four years; Ollie Cantos was elected as Member of the City Council (4th District) for the full term of four years; Tony Wu was elected as Member of the City Council (5th District) for the full term of four years; Nickolas Lewis was elected as City Clerk for the full term of four years; and Colleen Rozatti was elected as City Treasurer for the full term of four years..

SECTION 5. The City Clerk shall enter on the records of the City Council of the City a statement of the result of the election, showing: (1) the whole number of ballots cast in the City; (2) the names of the persons voted for; (3) for what office each person was voted for; (4) the number of votes given at each precinct to each person, and (5) the total number of votes given to each person.

SECTION 6. The City Clerk shall immediately make and deliver to each of the persons so elected a Certificate of Election signed by the City Clerk and authenticated. The City Clerk shall also administer to each person elected the Oath of Office prescribed in the Constitution of the State of California and shall have them subscribe to it and file it in the Office of the City Clerk. Each and all of the persons so elected shall then be inducted into the respective office to which they have been elected.

SECTION 7. The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions and it shall become effective immediately.

APPROVED AND ADOPTED this 20th day of December, 2022.

Dario Castellanos
Mayor

APPROVED AS TO FORM

ATTEST

Thomas P. Duarte
City Attorney

Lisa Sherrick
Assistant City Clerk

I, LISA SHERRICK, ASSISTANT CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2022-120 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 20th day of December, 2022, by the following vote of the City Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

Lisa Sherrick
Assistant City Clerk



**LOS ANGELES COUNTY
REGISTRAR-RECORDER/COUNTY CLERK**

DEAN C. LOGAN
Registrar-Recorder/County Clerk

December 5, 2022

Lisa Sherrick, Assistant City Clerk
City of West Covina
1444 West Garvey Avenue South
West Covina, California 91790

Dear Assistant City Clerk:

Enclosed are the Official Canvass Certificate and the Official Statement of Votes Cast by precinct for the City of West Covina General Municipal Election consolidated with the General Election held on November 8, 2022.

Please call the Election Planning Section at (562) 462-2317, if you have any questions.

Sincerely,

DEAN C. LOGAN
Registrar-Recorder/County Clerk

SONIA CORONA, Head
Election Planning Section

Enclosures
Official Canvass Certificate
Official Statement of Votes Cast

Los Angeles County
Registrar-Recorder/County Clerk

Certificate of the Canvass of the Election Returns

I, DEAN C. LOGAN, Registrar-Recorder/County Clerk of the County of Los Angeles, of the State of California, DO HEREBY CERTIFY that pursuant to the provisions of Section 15300 et seq. of the California Elections Code, I did canvass the returns of the votes cast for each elective office and/or measure(s) for

West Covina City

at the General Election, held on the 8th day of November, 2022.

I FURTHER CERTIFY that the Statement of Votes Cast, to which this certificate is attached, shows the total number of ballots cast in said jurisdiction, and that the whole number of votes cast for each candidate and/or measure(s) in said jurisdiction in each of the respective precincts therein, and the totals of the respective columns and the totals as shown for each candidate and/or measure(s) are full, true and correct.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal this
5th day of December, 2022.



Dean C. Logan
DEAN C. LOGAN
Registrar-Recorder/County Clerk
County of Los Angeles

FINAL OFFICIAL STATEMENT OF VOTES CAST BY PRECINCT			WEST COVINA CITY GEN MUNI COUNCILMEMBER 5TH DISTRICT									
LOCATION	REGIST- RATION	BALLOTS CAST	RICHARD REYES	FREDRICK SYKES	HOSSEIN R SOTOODEH	TONY WU						
WEST COVINA - 7700020A VOTE BY MAIL TOTAL	SERIAL 1041 2827	334 1080 1414	80 210 290	83 234 317	12 47 59	140 520 660						
WEST COVINA - 7700030A VOTE BY MAIL TOTAL	SERIAL 7501 37	2 11 13	0 0 0	0 2 2	0 0 0	2 8 10						
WEST COVINA - 7700057A VOTE BY MAIL TOTAL	SERIAL 7509 1509	118 489 607	17 51 68	42 137 179	2 14 16	43 246 289						
WEST COVINA - 7700080A VOTE BY MAIL TOTAL	SERIAL 7513 1438	93 382 475	15 64 79	34 157 191	3 10 13	37 119 156						
WEST COVINA - 7700115A VOTE BY MAIL TOTAL	SERIAL 1047 3346	240 1183 1423	19 101 120	123 599 722	5 22 27	79 386 465						
WEST COVINA - 7700122A VOTE BY MAIL TOTAL	SERIAL 7514 649	68 218 286	4 29 33	33 97 130	1 6 7	28 77 105						
WEST COVINA - 7700162D VOTE BY MAIL TOTAL	SERIAL 7525 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0						
WEST COVINA - 7700164A VOTE BY MAIL TOTAL	SERIAL 7526 1806	124 456 580	21 64 85	44 121 165	6 18 24	43 220 263						
WEST COVINA - 7700169A VOTE BY MAIL TOTAL	SERIAL 7527 518	27 162 189	7 14 21	9 48 57	1 25 26	7 63 70						
WEST COVINA - 7700313B VOTE BY MAIL TOTAL	SERIAL 7528 241	21 65 86	2 4 6	16 37 53	0 0 0	2 13 15						
BALLOT GROUP 97 - 9990097A^ VOTE BY MAIL TOTAL	SERIAL 8097 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0						
BALLOT GROUP 98 - 9990098A^ VOTE BY MAIL TOTAL	SERIAL 8098 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0						
BALLOT GROUP 99 - 9990099A^ VOTE BY MAIL TOTAL	SERIAL 8099 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0						
BALLOT GROUP 625 - 9990625A^ VOTE BY MAIL TOTAL	SERIAL 8625 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0						

FINAL OFFICIAL
STATEMENT OF VOTES CAST
BY PRECINCTWEST COVINA CITY GEN MUNI
COUNCILMEMBER 5TH DISTRICT

LOCATION

REGIS-
TRATIONBALLOTS
CASTRICHARD
REYESFREDRICK
SYKESHOSSEIN R
SOTOODEH

TONY WU

PRECINCT TOTAL
VBM TOTAL
GRAND TOTAL

12371

1027
4046
5073165
537
702384
1432
181630
142
172381
1652
2033

FINAL OFFICIAL
STATEMENT OF VOTES CAST
BY PRECINCT

WEST COVINA CITY GEN MUNI
CITY CLERK

LOCATION

REGIST-
RATION

BALLOTS
CAST

NICKOLAS
LEWIS

PRECINCT TOTAL
VBM TOTAL
GRAND TOTAL

62118

5345
18959
24304

3634
13484
17118

FINAL OFFICIAL STATEMENT OF VOTES CAST BY PRECINCT			WEST COVINA CITY GEN MUNI CITY TREASURER									
LOCATION	REGIST- RATION	BALLOTS CAST	SUE AUGINO	COLLEEN B ROZATTI	MARSHA SOLORIO							
WEST COVINA - 7700001A VOTE BY MAIL TOTAL	SERIAL 7494 1067	90 276 366	16 44 60	32 98 130	32 89 121							
WEST COVINA - 7700003E VOTE BY MAIL TOTAL	SERIAL 1037 3326	277 988 1265	78 157 235	72 346 418	71 311 382							
WEST COVINA - 7700007A VOTE BY MAIL TOTAL	SERIAL 1038 3323	255 975 1230	50 114 164	94 396 490	61 293 354							
WEST COVINA - 7700011A VOTE BY MAIL TOTAL	SERIAL 1039 2514	248 757 1005	44 100 144	79 318 397	75 200 275							
WEST COVINA - 7700014B VOTE BY MAIL TOTAL	SERIAL 7495 1352	94 454 548	15 61 76	42 170 212	23 133 156							
WEST COVINA - 7700015A VOTE BY MAIL TOTAL	SERIAL 7496 1486	158 431 589	40 60 100	61 192 253	29 111 140							
WEST COVINA - 7700016A VOTE BY MAIL TOTAL	SERIAL 7497 791	80 240 320	20 40 60	19 80 99	18 76 94							
WEST COVINA - 7700017A VOTE BY MAIL TOTAL	SERIAL 1040 2529	240 800 1040	72 143 215	66 301 367	55 197 252							
WEST COVINA - 7700019B VOTE BY MAIL TOTAL	SERIAL 7498 404	26 111 137	5 16 21	9 46 55	5 34 39							
WEST COVINA - 7700020A VOTE BY MAIL TOTAL	SERIAL 1041 2827	334 1080 1414	61 99 160	111 461 572	81 306 387							
WEST COVINA - 7700022A VOTE BY MAIL TOTAL	SERIAL 7499 449	28 130 158	8 19 27	8 46 54	9 51 60							
WEST COVINA - 7700024B VOTE BY MAIL TOTAL	SERIAL 7500 1647	154 514 668	35 59 94	45 229 274	40 121 161							
WEST COVINA - 7700028A VOTE BY MAIL TOTAL	SERIAL 1042 2149	220 700 920	43 88 131	73 271 344	61 199 260							
WEST COVINA - 7700030A VOTE BY MAIL TOTAL	SERIAL 7501 37	2 11 13	0 3 3	1 6 7	0 1 1							

FINAL OFFICIAL STATEMENT OF VOTES CAST BY PRECINCT			WEST COVINA CITY GEN MUNI CITY TREASURER									
LOCATION	REGIST- RATION	BALLOTS CAST	SUE AUGINO	COLLEEN B ROZATTI	MARSHA SOLORIO							
WEST COVINA - 7700033B VOTE BY MAIL TOTAL	SERIAL 7502 657	41 165 206	17 45 62	10 64 74	11 30 41							
WEST COVINA - 7700035A VOTE BY MAIL TOTAL	SERIAL 1043 2109	250 767 1017	50 96 146	84 302 386	72 221 293							
WEST COVINA - 7700036B VOTE BY MAIL TOTAL	SERIAL 1044 1816	163 503 666	30 77 107	49 188 237	54 148 202							
WEST COVINA - 7700037B VOTE BY MAIL TOTAL	SERIAL 7503 953	60 307 367	9 58 67	24 120 144	19 88 107							
WEST COVINA - 7700043A VOTE BY MAIL TOTAL	SERIAL 7504 360	27 106 133	8 15 23	8 40 48	7 27 34							
WEST COVINA - 7700049A VOTE BY MAIL TOTAL	SERIAL 7505 152	11 21 32	0 1 1	6 6 12	3 10 13							
WEST COVINA - 7700050A VOTE BY MAIL TOTAL	SERIAL 7506 702	62 189 251	5 30 35	30 67 97	14 59 73							
WEST COVINA - 7700052A VOTE BY MAIL TOTAL	SERIAL 1045 2852	190 730 920	44 136 180	62 290 352	51 186 237							
WEST COVINA - 7700053A VOTE BY MAIL TOTAL	SERIAL 1046 2671	202 746 948	51 135 186	66 284 350	54 186 240							
WEST COVINA - 7700054A VOTE BY MAIL TOTAL	SERIAL 7507 0	0 0 0	0 0 0	0 0 0	0 0 0							
WEST COVINA - 7700055A VOTE BY MAIL TOTAL	SERIAL 7508 0	0 0 0	0 0 0	0 0 0	0 0 0							
WEST COVINA - 7700057A VOTE BY MAIL TOTAL	SERIAL 7509 1509	118 489 607	19 59 78	50 211 261	24 130 154							
WEST COVINA - 7700058A VOTE BY MAIL TOTAL	SERIAL 7510 45	3 8 11	0 1 1	0 0 0	2 3 5							
WEST COVINA - 7700060A VOTE BY MAIL TOTAL	SERIAL 7511 51	5 10 15	0 4 4	1 4 5	1 1 2							

FINAL OFFICIAL STATEMENT OF VOTES CAST BY PRECINCT			WEST COVINA CITY GEN MUNI CITY TREASURER									
LOCATION	REGIST- RATION	BALLOTS CAST	SUE AUGINO COLLEEN B ROZATTI MARSHA SOLORIO									
WEST COVINA - 7700067A VOTE BY MAIL TOTAL	SERIAL 7512 157	10 30 40	3 5 8	3 18 21	3 5 8							
WEST COVINA - 7700080A VOTE BY MAIL TOTAL	SERIAL 7513 1438	93 382 475	17 45 62	30 154 184	34 120 154							
WEST COVINA - 7700115A VOTE BY MAIL TOTAL	SERIAL 1047 3346	240 1183 1423	42 115 157	84 519 603	71 333 404							
WEST COVINA - 7700122A VOTE BY MAIL TOTAL	SERIAL 7514 649	68 218 286	21 25 46	22 89 111	14 66 80							
WEST COVINA - 7700140A VOTE BY MAIL TOTAL	SERIAL 7515 0	0 0 0	0 0 0	0 0 0	0 0 0							
WEST COVINA - 7700140B VOTE BY MAIL TOTAL	SERIAL 7516 157	5 29 34	1 5 6	2 10 12	1 12 13							
WEST COVINA - 7700141A VOTE BY MAIL TOTAL	SERIAL 7517 706	62 187 249	14 23 37	21 74 95	15 58 73							
WEST COVINA - 7700141G VOTE BY MAIL TOTAL	SERIAL 7518 173	12 38 50	3 8 11	3 15 18	3 9 12							
WEST COVINA - 7700143A VOTE BY MAIL TOTAL	SERIAL 1048 2809	257 903 1160	57 132 189	88 396 484	73 211 284							
WEST COVINA - 7700144A VOTE BY MAIL TOTAL	SERIAL 1049 2948	280 890 1170	55 160 215	104 370 474	70 201 271							
WEST COVINA - 7700148A VOTE BY MAIL TOTAL	SERIAL 1050 1664	152 468 620	47 91 138	37 177 214	44 109 153							
WEST COVINA - 7700149B VOTE BY MAIL TOTAL	SERIAL 7519 1517	136 517 653	29 76 105	52 219 271	28 139 167							
WEST COVINA - 7700151B VOTE BY MAIL TOTAL	SERIAL 7520 1202	112 319 431	37 57 94	40 132 172	22 81 103							
WEST COVINA - 7700156A VOTE BY MAIL TOTAL	SERIAL 7521 664	52 228 280	15 25 40	11 93 104	17 63 80							

FINAL OFFICIAL STATEMENT OF VOTES CAST BY PRECINCT			WEST COVINA CITY GEN MUNI CITY TREASURER									
LOCATION	REGIST- RATION	BALLOTS CAST	SUE AUGINO COLLEEN B ROZATTI MARSHA SOLORIO									
WEST COVINA - 7700157A VOTE BY MAIL TOTAL	SERIAL 7522 750	60 203 263	14 19 33	18 84 102	16 45 61							
WEST COVINA - 7700158A VOTE BY MAIL TOTAL	SERIAL 7523 1257	74 369 443	14 45 59	27 161 188	20 107 127							
WEST COVINA - 7700161A VOTE BY MAIL TOTAL	SERIAL 7524 229	23 44 67	4 6 10	9 15 24	7 14 21							
WEST COVINA - 7700162D VOTE BY MAIL TOTAL	SERIAL 7525 0	0 0 0	0 0 0	0 0 0	0 0 0							
WEST COVINA - 7700164A VOTE BY MAIL TOTAL	SERIAL 7526 1806	124 456 580	18 43 61	46 199 245	37 133 170							
WEST COVINA - 7700169A VOTE BY MAIL TOTAL	SERIAL 7527 518	27 162 189	5 21 26	7 57 64	7 55 62							
WEST COVINA - 7700170A VOTE BY MAIL TOTAL	SERIAL 1051 2109	199 760 959	46 93 139	60 311 371	53 233 286							
WEST COVINA - 7700313B VOTE BY MAIL TOTAL	SERIAL 7528 241	21 65 86	6 9 15	9 32 41	4 10 14							
BALLOT GROUP 51 - 9990051A^ VOTE BY MAIL TOTAL	SERIAL 8051 0	0 0 0	0 0 0	0 0 0	0 0 0							
BALLOT GROUP 55 - 9990055A^ VOTE BY MAIL TOTAL	SERIAL 8055 0	0 0 0	0 0 0	0 0 0	0 0 0							
BALLOT GROUP 92 - 9990092A^ VOTE BY MAIL TOTAL	SERIAL 8092 0	0 0 0	0 0 0	0 0 0	0 0 0							
BALLOT GROUP 93 - 9990093A^ VOTE BY MAIL TOTAL	SERIAL 8093 0	0 0 0	0 0 0	0 0 0	0 0 0							
BALLOT GROUP 94 - 9990094A^ VOTE BY MAIL TOTAL	SERIAL 8094 0	0 0 0	0 0 0	0 0 0	0 0 0							
BALLOT GROUP 95 - 9990095A^ VOTE BY MAIL TOTAL	SERIAL 8095 0	0 0 0	0 0 0	0 0 0	0 0 0							

FINAL OFFICIAL STATEMENT OF VOTES CAST BY PRECINCT			WEST COVINA CITY GEN MUNI CITY TREASURER									
LOCATION	REGIST- RATION	BALLOTS CAST	SUE AUGINO	COLLEEN B ROZATTI	MARSHA SOLORIO							
BALLOT GROUP 96 - 9990096A^ VOTE BY MAIL TOTAL	SERIAL 8096 0 0	0 0 0	0 0 0	0 0 0	0 0 0							
BALLOT GROUP 97 - 9990097A^ VOTE BY MAIL TOTAL	SERIAL 8097 0 0	0 0 0	0 0 0	0 0 0	0 0 0							
BALLOT GROUP 98 - 9990098A^ VOTE BY MAIL TOTAL	SERIAL 8098 0 0	0 0 0	0 0 0	0 0 0	0 0 0							
BALLOT GROUP 99 - 9990099A^ VOTE BY MAIL TOTAL	SERIAL 8099 0 0	0 0 0	0 0 0	0 0 0	0 0 0							
BALLOT GROUP 100 - 9990100A^ VOTE BY MAIL TOTAL	SERIAL 8100 0 0	0 0 0	0 0 0	0 0 0	0 0 0							
BALLOT GROUP 101 - 9990101A^ VOTE BY MAIL TOTAL	SERIAL 8101 0 0	0 0 0	0 0 0	0 0 0	0 0 0							
BALLOT GROUP 102 - 9990102A^ VOTE BY MAIL TOTAL	SERIAL 8102 0 0	0 0 0	0 0 0	0 0 0	0 0 0							
BALLOT GROUP 624 - 9990624A^ VOTE BY MAIL TOTAL	SERIAL 8624 0 0	0 0 0	0 0 0	0 0 0	0 0 0							
BALLOT GROUP 625 - 9990625A^ VOTE BY MAIL TOTAL	SERIAL 8625 0 0	0 0 0	0 0 0	0 0 0	0 0 0							
BALLOT GROUP 626 - 9990626A^ VOTE BY MAIL TOTAL	SERIAL 8626 0 0	0 0 0	0 0 0	0 0 0	0 0 0							
BALLOT GROUP 627 - 9990627A^ VOTE BY MAIL TOTAL	SERIAL 8627 0 0	0 0 0	0 0 0	0 0 0	0 0 0							

FINAL OFFICIAL
STATEMENT OF VOTES CAST
BY PRECINCT

WEST COVINA CITY GEN MUNI
CITY TREASURER

LOCATION

REGIST-
RATION

BALLOTS
CAST

SUE AUGINO

COLLEEN B
ROZATTI

MARSHA
SOLORIO

PRECINCT TOTAL
VBM TOTAL
GRAND TOTAL

62118

5345
18959
24304

1168
2663
3831

1775
7661
9436

1411
5215
6626



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: December 20, 2022

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF APPROVAL AND TRANSMITTAL OF AN ADMINISTRATIVE BUDGET AND A RECOGNIZED OBLIGATION PAYMENT SCHEDULE (“ROPS”) FOR THE PERIOD OF JULY 1, 2023 THROUGH JUNE 30, 2024 FOR THE SUCCESSOR AGENCY TO THE FORMER WEST COVINA REDEVELOPMENT AGENCY

RECOMMENDATION:

It is recommended that the City Council, acting as the Successor Agency to the former West Covina Redevelopment Agency, adopt the following resolution:

RESOLUTION NO. 2022-129 – A RESOLUTION OF THE SUCCESSOR AGENCY TO THE FORMER WEST COVINA REDEVELOPMENT AGENCY APPROVING AND AUTHORIZING THE TRANSMITTAL OF AN ADMINISTRATIVE BUDGET AND A RECOGNIZED OBLIGATION PAYMENT SCHEDULE (“ROPS”) FOR THE PERIOD OF JULY 1, 2023 THROUGH JUNE 30, 2024

BACKGROUND:

In accordance with Health and Safety Code Section 34177(o)(1), the Successor Agency is required to file a Recognized Obligation Payment Schedule (“ROPS”) annually in order to receive a distribution of property tax increment dollars with which to fund the obligations of the former Redevelopment Agency.

These obligations include bond debt service payments, amounts due under existing agreements with commercial property owners, repayment of amounts borrowed from the Housing Fund to fund property tax shifts mandated by the State, costs of litigation to protect assets of the former Redevelopment Agency, repayment of loans to the City, and administrative costs of the Successor Agency to wind-down the affairs of the former Redevelopment Agency.

While many of these listed items are not necessarily debt, they are considered obligations for purposes of this mandated report and must be listed on the ROPS if they are to be funded by distributions of future tax increment dollars. These items are not debt obligations of the City of West Covina.

DISCUSSION:

The ROPS schedule (Attachment No. 1 – Exhibit A) lists all amounts that will be paid for the period of July 1, 2023 through June 30, 2024. Once the ROPS is approved by the Successor Agency and Oversight Board, it then must be forwarded to the State Department of Finance (DOF) by February 1, 2023. DOF holds final approval authority of the items listed on the ROPS and directs the Los Angeles County Auditor-Controller to distribute tax increment funds to the Successor Agency. Many of the obligations listed on the ROPS are estimates, i.e., variable rate debt service payments, litigation, etc.

The Successor Agency is also required to adopt an administrative budget for each annual period. The administrative budget for the Successor Agency for the period of July 1, 2023 through June 30, 2024 can be found in Attachment No. 1 - Exhibit B. This budget is to be funded by the administrative allowance, which is 3% of the enforceable obligations, after loan payments, or \$250,000 annually; whichever is greater. The City will absorb any administrative costs above this administrative allowance. These administrative costs can also be found in the ROPS (Attachment No. 1 – Exhibit A) line item number 12.

LEGAL REVIEW:

Successor Agency Counsel has reviewed and approved the resolution as to form.

Prepared by: Stephanie Sikkema, Finance Director

Additional Approval: Paulina Morales, Assistant City Manager

Fiscal Impact**FISCAL IMPACT:**

The total amount of funding requested for enforceable obligations from the Redevelopment Property Tax Trust Fund (RPTTF) on ROPS 23-24 is \$22,621,867 and includes many of the same items that have been previously approved by DOF.

The Successor Agency cannot receive or spend any funds unless the amounts are listed on a Recognized Obligation Payment Schedule. This schedule identifies all outstanding obligations that must be satisfied before the Agency can be dissolved. The obligations listed on this schedule will receive property tax allocations distributed by the County of Los Angeles as their funding source.

If the Successor Agency's administrative costs exceed the administrative allowance, the excess expenditures will be absorbed by the City.

Attachments

Attachment No. 1 - Successor Agency Resolution No. 2022-129

Exhibit A - Recognized Obligation Payment Schedule for July 1, 2023 through June 30, 2024

Exhibit B - Successor Agency Administrative Budget for July 1, 2023 through June 30, 2024

CITY COUNCIL GOALS & OBJECTIVES: Maintain and Enhance City Facilities and Infrastructure
Achieve Fiscal Sustainability and Financial Stability

RESOLUTION NO. 2022-129

A RESOLUTION OF THE SUCCESSOR AGENCY TO THE FORMER WEST COVINA REDEVELOPMENT AGENCY APPROVING AND AUTHORIZING THE TRANSMITTAL OF AN ADMINISTRATIVE BUDGET AND A RECOGNIZED OBLIGATION PAYMENT SCHEDULE (“ROPS”) FOR THE PERIOD OF JULY 1, 2023 THROUGH JUNE 30, 2024

WHEREAS, pursuant to ABX 1 26, enacted on June 28, 2011, and as subsequently amended by AB 1484, SB 341, and SB 107 (“Dissolution Act”), the Redevelopment Agency to the City of West Covina was dissolved as of February 1, 2012, and the City of West Covina elected to serve as the Successor Agency to the former Redevelopment Agency to the City of West Covina; and

WHEREAS, pursuant to Health and Safety Code section 34179(q), commencing on and after July 1, 2018, the County of Los Angeles, where more than 40 oversight boards were created by the Dissolution Act, has five consolidated oversight boards each encompassing the five supervisorial districts; and

WHEREAS, Health and Safety Code section 34177(o)(1) requires that the ROPS for the period from July 1, 2023 to June 30, 2024 be submitted after oversight board approval to the State of California Department of Finance and the Los Angeles County Auditor-Controller by February 1, 2023; and

WHEREAS, the West Covina City Council, acting as Successor Agency to the former West Covina Redevelopment Agency, reserves the right to appeal any determination of the State of California Department of Finance or other entity regarding the propriety of this Resolution as well as any future determinations; and

WHEREAS, the West Covina City Council, acting as Successor Agency to the former West Covina Redevelopment Agency, intends to comply with the state-mandated obligations established hereunder; and

WHEREAS, all other legal prerequisites to the adoption of this Resolution have occurred.

NOW, THEREFORE, BE IT RESOLVED by the West Covina City Council, acting as Successor Agency to the former West Covina Redevelopment Agency, as follows:

SECTION 1. The foregoing recitals are incorporated into this Resolution by this reference, and constitute a material part of this Resolution.

SECTION 2. The Recognized Obligation Payment Schedule (“ROPS”) attached hereto as Exhibit “A” is approved and the Executive Director is authorized to submit the

ROPS to the Oversight Board for approval and transmit the same to the Los Angeles County Auditor-Controller, the California State Controller and the State of California Department of Finance in accordance with Health and Safety Code section 34177 subject to all reservations of rights and contingencies set forth above.

SECTION 3. The Administrative Budget for the Successor Agency for the annual period of July 1, 2023 – June 30, 2024 attached hereto as Exhibit “B” is approved and the Executive Director is authorized to transmit the same to the Los Angeles County Auditor-Controller, the California State Controller and the State of California Department of Finance in accordance with Health and Safety Code section 34177 subject to all reservations of rights and contingencies set forth above.

SECTION 4. The Executive Director or designee is authorized to take all actions necessary to implement this Resolution, including without limitation, the posting of this Resolution and the Recognized Obligation Payment Schedule on the City’s website, and any other reasonable acts in furtherance of approval of the Recognized Obligation Payment Schedule and Administrative Budgets.

SECTION 5. The Secretary shall certify as to the passage and adoption of this Resolution, and it shall thereupon take effect and be in full force.

APPROVED AND ADOPTED at a regularly scheduled meeting held on this 20th day of December, 2022.

Dario Castellanos
Chair

APPROVED AS TO FORM:

ATTEST:

Thomas P. Duarte
Counsel

Lisa Sherrick
Secretary

I, LISA SHERRICK, Secretary of the Successor Agency to the former West Covina Redevelopment Agency, do hereby certify that the foregoing Resolution No. 2022-129 was duly adopted by the West Covina City Council, acting as Successor Agency to the former West Covina Redevelopment Agency, at a regular meeting thereof held on the 20th day of December, 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Lisa Sherrick
Secretary

Recognized Obligation Payment Schedule (ROPS 23-24) - Summary
Filed for the July 1, 2023 through June 30, 2024 Period

Successor Agency: West Covina
County: Los Angeles

Current Period Requested Funding for Enforceable Obligations (ROPS Detail)	23-24A Total (July - December)	23-24B Total (January - June)	ROPS 23-24 Total
A Enforceable Obligations Funded as Follows (B+C+D)	\$ -	\$ -	\$ -
B Bond Proceeds	-	-	-
C Reserve Balance	-	-	-
D Other Funds	-	-	-
E Redevelopment Property Tax Trust Fund (RPTTF) (F+G)	\$ 19,851,420	\$ 2,770,447	\$ 22,621,867
F RPTTF	19,719,570	2,638,697	22,358,267
G Administrative RPTTF	131,850	131,750	263,600
H Current Period Enforceable Obligations (A+E)	\$ 19,851,420	\$ 2,770,447	\$ 22,621,867

Certification of Oversight Board Chairman:

Name Title

Pursuant to Section 34177 (o) of the Health and Safety code, I hereby certify that the above is a true and accurate Recognized Obligation Payment Schedule for the above named successor agency.

/s/ _____
Signature Date

West Covina
Recognized Obligation Payment Schedule (ROPS 23-24) - ROPS Detail
July 1, 2023 through June 30, 2024

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
Item #	Project Name	Obligation Type	Agreement Execution Date	Agreement Termination Date	Payee	Description	Project Area	Total Outstanding Obligation	Retired	ROPS 23-24 Total	ROPS 23-24A (Jul - Dec)					23-24A Total	ROPS 23-24B (Jan - Jun)					23-24B Total
											Fund Sources						Fund Sources					
											Bond Proceeds	Reserve Balance	Other Funds	RPTTF	Admin RPTTF		Bond Proceeds	Reserve Balance	Other Funds	RPTTF	Admin RPTTF	
								\$57,646,469	-	\$22,621,867	\$-	\$-	\$-	\$19,719,570	\$131,850	\$19,851,420	\$-	\$-	\$-	\$2,638,697	\$131,750	\$2,770,447
3	2006 Lease Revenues Bonds	Bond Reimbursement Agreements	09/19/2006	06/01/2036	City of West Covina	Reimburse City for BLD Debt Service	Merg/ Citywide	13,640,000	N	\$1,431,880	-	-	-	368,440	-	\$368,440	-	-	-	1,063,440	-	\$1,063,440
6	SERAF 2010 Housing Loan	SERAF/ERAF	02/16/2010	08/01/2022	Housing Successor Agency	Repay SERAF to the housing fund	Merged	-	Y	\$-	-	-	-	-	-	\$-	-	-	-	-	-	\$-
7	SERAF 2011 Housing Loan	SERAF/ERAF	01/18/2011	08/01/2022	Housing Successor Agency	Repay SERAF to the housing fund	Merged	-	Y	\$-	-	-	-	-	-	\$-	-	-	-	-	-	\$-
8	DDA - The Lakes	OPA/DDA/Cons truction	06/26/1987	06/30/2038	Stillwater Investment Group	Maintenance for parking structure	Merged	142,000	N	\$142,000	-	-	-	71,000	-	\$71,000	-	-	-	71,000	-	\$71,000
9	CFD Tax Increment Pledge	OPA/DDA/Cons truction	06/26/1989	09/01/2022	Fashion Plaza CFD	Tax Increment pledged to CFD	Merged	1,721,802	N	\$1,721,802	-	-	-	1,721,802	-	\$1,721,802	-	-	-	-	-	\$-
10	CSS - CFD	Remediation	10/19/2004	10/19/2054	Coastal Sage Scrub CFD	CFD Assessment	Merged	108,502	N	\$108,502	-	-	-	54,251	-	\$54,251	-	-	-	54,251	-	\$54,251
11	Repay County Loan	Third-Party Loans	06/19/1990	08/20/2021	County of Los Angeles	Repay Loan of Deferred Tax Increment	Merged	4,838,823	N	\$4,838,823	-	-	-	4,838,823	-	\$4,838,823	-	-	-	-	-	\$-
12	SA Administrative Budget	Admin Costs	01/01/2014	06/30/2018	SA staff, Various	Administration for both project areas	Merged	263,600	N	\$263,600	-	-	-	-	131,850	\$131,850	-	-	-	-	131,750	\$131,750
13	City Cooperative Agreement	City/County Loan (Prior 06/28/11), Other	02/15/2011	06/30/2018	City of West Covina	Reimbursemen t of advanced SA expenses	Merged	-	N	\$-	-	-	-	-	-	\$-	-	-	-	-	-	\$-
21	Successor Agency Legal Services	Legal	06/30/2016	06/30/2018	Jones & Mayer	Successor Agency Legal Services	Merged	-	N	\$-	-	-	-	-	-	\$-	-	-	-	-	-	\$-
23	City Note - Administration	City/County Loan (Prior 06/28/11), Other	08/09/1971	06/30/2025	City of West Covina	Repay City for admin & construction	Merged	7,281,414	N	\$728,141	-	-	-	728,141	-	\$728,141	-	-	-	-	-	\$-
24	City Note - CIP	City/County Loan (Prior 06/28/11), Other	02/28/1972	06/30/2025	City of West Covina	Repay City for capital projects	Merged	7,281,414	N	\$728,141	-	-	-	728,141	-	\$728,141	-	-	-	-	-	\$-
25	City Note Revolving	City/County Loan (Prior 06/28/11), Other	12/16/1985	06/30/2025	City of West Covina	Repay City for revolving credit	Merged	7,281,414	N	\$728,141	-	-	-	728,141	-	\$728,141	-	-	-	-	-	\$-
26	Sales Tax Reimbursement	Bond Reimbursement Agreements	07/25/2005	06/30/2025	City of West Covina	Reimburse City for CFD Sales Tax	Merged	7,050,992	N	\$7,050,992	-	-	-	7,050,992	-	\$7,050,992	-	-	-	-	-	\$-
28	1996 CFD Refunding Bonds	Bonds Issued On or Before 12/31/10	07/01/1996	09/01/2022	US Bank	Fund Fashion Plaza Improvements	Merged	-	Y	\$-	-	-	-	-	-	\$-	-	-	-	-	-	\$-
30	OPA - CFD	OPA/DDA/Cons truction	06/26/1989	09/01/2022	Starwood	CFD admin and developer repayment	Merged	-	N	\$-	-	-	-	-	-	\$-	-	-	-	-	-	\$-

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
Item #	Project Name	Obligation Type	Agreement Execution Date	Agreement Termination Date	Payee	Description	Project Area	Total Outstanding Obligation	Retired	ROPS 23-24 Total	ROPS 23-24A (Jul - Dec)					23-24A Total	ROPS 23-24B (Jan - Jun)					23-24B Total
											Fund Sources				Fund Sources							
											Bond Proceeds	Reserve Balance	Other Funds	RPTTF	Admin RPTTF		Bond Proceeds	Reserve Balance	Other Funds	RPTTF	Admin RPTTF	
45	1998 - 2006 Bonds	Fees	04/01/1998	09/01/2030	US Bank/BNY	Bond Fiscal Agent & Liquity Prov Fees	Merged	8,000	N	\$8,000	-	-	-	-	-	\$-	-	-	-	8,000	-	\$8,000
50	Unfunded Pension Liabilities	Unfunded Liabilities	07/01/1966	06/30/2026	CalPERS	Payment for unfunded pension obligations	Merged	1,073,575	N	\$1,073,575	-	-	-	1,073,575	-	\$1,073,575	-	-	-	-	-	\$-
51	Retirement Benefits	Unfunded Liabilities	09/19/2001	06/30/2034	Former employees	Payment for retirement obligations - OPEB	Merged	1,117,731	N	\$1,117,731	-	-	-	1,117,731	-	\$1,117,731	-	-	-	-	-	\$-
55	BKK Landfill Closure Agreements	Remediation	04/17/2001	06/30/2018	Various	Landfill closure mitigation to approved recreation use	Merged	-	Y	\$-	-	-	-	-	-	\$-	-	-	-	-	-	\$-
60	Special Assessments on RDA-owned parcels	Project Management Costs	01/01/2014	06/30/2018	City of West Covina	Citywide Lighting & Landscape Maint District #2	Merged	200	N	\$200	-	-	-	100	-	\$100	-	-	-	100	-	\$100
67	Project Administrative Costs	Project Management Costs	09/27/2011	06/30/2018	Various	Project specific related costs for environmental land use consulting for BKK Landfill	Merged	-	N	\$-	-	-	-	-	-	\$-	-	-	-	-	-	\$-
73	Loan Agreement	Unfunded Liabilities	09/16/2014	06/30/2018	City of West Covina	Reimbursement of advanced SA expenses	Merged	-	N	\$-	-	-	-	-	-	\$-	-	-	-	-	-	\$-
74	Cooperative Agreement	Unfunded Liabilities	09/16/2014	06/30/2018	City of West Covina	Reimbursement of advanced SA expenses	Merged	-	N	\$-	-	-	-	-	-	\$-	-	-	-	-	-	\$-
76	Loan Agreement	Unfunded Liabilities	09/16/2014	06/30/2018	City of West Covina	Reimbursement of advanced SA expenses (legal expenses)	Merged	1,226,433	N	\$1,226,433	-	-	-	1,226,433	-	\$1,226,433	-	-	-	-	-	\$-
77	Housing Successor Admin	Housing Entity Admin Cost	07/01/2015	06/30/2018	Housing Successor Agency	AB 471 - Housing Admin	Merged	-	N	\$-	-	-	-	-	-	\$-	-	-	-	-	-	\$-
106	Financing Agreement	City/County Loan (Prior 06/28/11), Cash exchange	05/02/2000	12/31/2021	City of West Covina	line of credit in the amount of \$5.6 million . The purpose was to bridge shortfalls in RDA revenues.		-	Y	\$-	-	-	-	-	-	\$-	-	-	-	-	-	\$-
117	Bond Disclosure	Fees	07/01/2015	06/30/2018	Various	Bond Disclosure costs		1,000	N	\$1,000	-	-	-	-	-	\$-	-	-	-	1,000	-	\$1,000
119	Interim Arbitrage Report	Fees	07/01/2015	06/30/2018	Various	Interim Arbitrage Report		2,000	N	\$2,000	-	-	-	2,000	-	\$2,000	-	-	-	-	-	\$-

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
Item #	Project Name	Obligation Type	Agreement Execution Date	Agreement Termination Date	Payee	Description	Project Area	Total Outstanding Obligation	Retired	ROPS 23-24 Total	ROPS 23-24A (Jul - Dec)					23-24A Total	ROPS 23-24B (Jan - Jun)					23-24B Total
											Fund Sources						Fund Sources					
											Bond Proceeds	Reserve Balance	Other Funds	RPTTF			Admin RPTTF	Bond Proceeds	Reserve Balance	Other Funds	RPTTF	
134	BKK License Agreement	Property Maintenance	01/01/2017	06/30/2018	Various	Retention Basin Emergency Repairs		-	Y	\$-	-	-	-	-	-	\$-	-	-	-	-	-	\$-
140	2017 Tax Allocation Refunding Bonds	Refunding Bonds Issued After 6/27/12	02/07/2017	09/01/2030	US Bank	Refund items # 1, 2, 4 & 5		4,586,069	N	\$1,429,406	-	-	-	-	-	\$-	-	-	-	1,429,406	-	\$1,429,406
141	2017 Tax Allocation Refunding Bonds	Fees	02/07/2017	09/01/2030	US Bank	Trustee Fees		1,500	N	\$1,500	-	-	-	-	-	\$-	-	-	-	1,500	-	\$1,500
144	Anticipated/Existing Litigation	Litigation	06/30/2020	06/30/2021	Jones & Mayer & Various	Enforcement of contractual obligations and rights under a 2006 agreement.		20,000	N	\$20,000	-	-	-	10,000	-	\$10,000	-	-	-	10,000	-	\$10,000

West Covina
Recognized Obligation Payment Schedule (ROPS 23-24) - Notes
July 1, 2023 through June 30, 2024

Item #	Notes/Comments
3	
6	This item has been retired. Obligation completed in FY2023.
7	This item has been retired. Obligation completed in FY2023.
8	
9	
10	
11	This item is requested due to an error by the County and City. The amounts were supposed to come out of available funds before the distribution to the other taxing entities. However, the County billed the City in 2016, 2017, and 2018. Due to turnover of Finance Directors during this time, the amounts were paid from General Fund revenues in error. This has caused the City General Fund reserves to decline during this time and the State auditors have named the City of West Covina number 12 in the worst financial cities in the state. Much of the decline was due to the errors made by the County in billing the city for these amounts.
12	
13	
21	
23	
24	
25	
26	
28	This item has been retired. The bonds have matured September 2022.
30	
45	
50	
51	
55	This item has been retired.
60	
67	
73	
74	
76	
77	
106	This item has been retired.
117	

Item #	Notes/Comments
119	
134	This item has been retired.
140	
141	
144	

**Successor Agency To The West Covina Redevelopment Agency
Recognized Obligation Payment Schedule (ROPS 23-24)
Administrative Budget
July 1, 2023 through June 30, 2024 Period**

	<u>Annual Amount</u>	<u>Jul - Dec 2023</u>	<u>Jan - Jun 2024</u>
Salaries & Benefits	<u>\$ 75,600</u>	<u>\$ 37,800</u>	<u>\$ 37,800</u>
Maintenance & Operations			
Consultants	84,000	42,000	42,000
Audit Fees	1,500	800	700
Legal Fees	40,000	20,000	20,000
Overhead	62,500	31,250	31,250
Subtotal Maintenance & Operations	<u>\$ 188,000</u>	<u>\$ 94,050</u>	<u>\$ 93,950</u>
Total Budget	<u>\$ 263,600</u>	<u>\$ 131,850</u>	<u>\$ 131,750</u>



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: December 20, 2022

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF INCREASE IN HOURLY RATES FOR LIMITED SERVICES PAY SCHEDULE TO REFLECT RECENT INCREASE IN STATE HOURLY MINIMUM WAGE EFFECTIVE JANUARY 1, 2023

RECOMMENDATION:

It is recommended that the City Council:

1. Approve wage adjustments to limited service positions to bring them into compliance with the State's minimum wage requirement as of January 1, 2023; and
2. Adopt the following Resolution:

RESOLUTION NO. 2022-128 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADJUSTING THE HOURLY PAY RATES OF CLASSIFICATIONS WITHIN THE LIMITED SERVICES PAY SCHEDULE AND REPEALING RESOLUTION NO. 2022-09

BACKGROUND:

On April 4, 2016, Governor Jerry Brown signed SB 3 (Leno, Chapter 4) which gradually raised the State minimum wage to \$15.00 per hour in January 1, 2022. Starting in 2023, the state minimum wage will be increased annually for inflation based on the national Consumer Price Index (CPI). The annual inflationary increases scheduled to start in 2023 will be capped at 3.5% regardless of the CPI in any given year. The schedule for minimum wage increases is as follows:

- Effective January 1, 2023.....\$15.50 per hour.

DISCUSSION:

Effective January 1, 2023, the State minimum wage will increase from \$15.00 per hour to \$15.50 per hour. Due to this increase, nine (9) classifications within the City's Limited Services Pay Schedule (i.e., part-time position schedule) now fall below the State's \$15.00 minimum wage requirement and must be adjusted accordingly. Additionally, nine (9) classifications also need adjusting due to compaction.

The Assistant Pool Manager, Lifeguard, Lifeguard Instructor, and Pool Manager positions have been removed from the schedule. There are currently no employees in these positions and the City does not foresee a need for them. If there is a need for these positions in the future, then the City will present to Council the proposed employee positions and salary schedule.

LEGAL REVIEW:

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

Prepared by: Maria-Luisa Olea, Assistant Finance Director

Fiscal Impact

FISCAL IMPACT:

The Fiscal Year 2022-2023 cost to cover the mid-year minimum wage adjustments is approximately \$31,000, which can be absorbed within the existing budget.

It is important to also note in upcoming years, the state minimum wage will be increased annually for inflation based on the national consumer price index (CPI). The annual inflationary increases scheduled to start in 2024 will be capped at 3.5% regardless of the CPI in any given year. These annual increases will impact the City's limited services staffing costs in future budgets.

Attachments

Attachment No. 1 - Resolution No. 2022-128

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

RESOLUTION NO. 2022-128

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADJUSTING THE HOURLY PAY RATES OF CLASSIFICATIONS WITHIN THE LIMITED SERVICES PAY SCHEDULE AND REPEALING RESOLUTION NO. 2022-09

THE CITY COUNCIL OF THE CITY OF WEST COVINA HEREBY FINDS, DETERMINES, AND DECLARES AS FOLLOWS:

WHEREAS, the State minimum wage will increase to \$15.50 per hour effective January 1, 2023; and

WHEREAS, the City of West Covina is required to comply with such law by ensuring City employees are paid at the level established; and

WHEREAS, the State minimum wage impacts the current hourly wage for the following nine (9) classifications: Cable TV Production Assistant, Crossing Guard, Day Care Teacher, Food Services Worker, Intern, Maintenance Assistant, Office Aide I, Police Cadet, and Recreation Leader; and

WHEREAS, due to compaction, the State minimum wage impacts the current hourly wage for the following nine (9) classifications: Assistant Cook, Day Care Director, Office Aide II, Office Aide III, Recreation Site Coordinator, Police Officer Level 1 Reserve, PD Sergeant Level I Reserve, PD Lieutenant Level I Reserve, and PD Commander Level I Reserve; and

WHEREAS, the City Council desires to amend the Limited Services Compensation Schedule for consistency with State law; and

WHEREAS, the City Council further desires to remove the following positions from the Limited Services Compensation Schedule: Assistant Pool Manager, Lifeguard, Lifeguard Instructor, and Pool Manager.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. Resolution Number 2022-09 is hereby repealed.

SECTION 2. The hourly pay range for the Limited Services Compensation Schedule is hereby amended as set forth in Appendix A.

SECTION 3. The effective date of this limited service hourly rate adjustment for the Cable TV Production Assistant, Crossing Guard, Day Care Teacher, Food Services

Worker, Intern, Maintenance Assistant, Office Aide I, Police Cadet, and Recreation Leader is January 1, 2023. The effective date for the limited service hourly rate adjustment for the Assistant Cook, Day Care Director, Office Aide II, Office Aide III, Recreation Site Coordinator, Police Officer Level 1 Reserve, PD Sergeant Level I Reserve, PD Lieutenant Level I Reserve, and PD Commander Level I Reserve classifications will be effective the first available payroll period following approval of this resolution.

SECTION 4. The City Clerk shall certify to the adoption of this resolution and shall enter the same in the book of original resolutions and it shall become effective immediately.

APPROVED AND ADOPTED this 20th day of December, 2022.

Dario Castellanos
Mayor

APPROVED AS TO FORM

ATTEST

Thomas P. Duarte
City Attorney

Lisa Sherrick
Assistant City Clerk

I, LISA SHERRICK, ASSISTANT CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2022-128 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 20th day of December, 2022, by the following vote of the City Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

Lisa Sherrick
Assistant City Clerk

APPENDIX A

LIMITED SERVICE COMPENSATION SCHEDULE

CITY OF WEST COVINA
LIMITED SERVICE COMPENSATION SCHEDULE
Effective January 1, 2023

CLASSIFICATION	PAY RANGE	HOURLY BASE RATE		
		STEP 1	STEP 2	STEP 3
Assistant Cook	PT 064	\$16.93	\$17.78	\$18.67
Cable TV Production Assistant	PT 166	\$15.50	\$15.89	\$16.29
Crossing Guard	PT 135	\$15.50		\$16.29
Day Care Director	PT 167	\$19.24	\$20.20	\$21.21
Day Care Teacher	PT 178	\$15.66	\$16.42	\$17.24
Food Services Worker	PT 185	\$15.50		\$16.29
Intern	PT 110	\$15.50		\$20.00
Maintenance Assistant	PT 130	\$15.50		\$16.29
Office Aide I	PT 155	\$15.50		\$16.29
Office Aide II	PT 140	\$16.66		\$17.49
Office Aide III	PT 165	\$17.91		\$18.81
Police Background Investigator	PT 025	\$40.00	\$45.00	\$50.00
Police Cadet	PT 022	\$15.50	\$15.89	\$16.29
Recreation Leader	PT 175	\$15.50	\$15.89	\$16.29
Recreation Site Coordinator	PT 170	\$17.00	\$17.85	\$18.74
Auxiliary Safety Reserves				
Police Officer Level I Reserve	PT 021			\$17.15
PD Sergeant Level I Reserve	PT 020			\$18.88
PD Lieutenant Level I Reserve	PT 019			\$20.76
PD Commander Level I Reserve	PT 013			\$31.93

- Hourly Base Rate change is due to the minimum wage increase effective January 1, 2023.

- Approved at the December 20, 2022 City Council meeting per Resolution No. 2022-128 (replacing 2022-09).

CITY OF WEST COVINA
LIMITED SERVICE COMPENSATION SCHEDULE
 Effective January 1, 2023

CLASSIFICATION	PAY RANGE	HOURLY BASE RATE		
		STEP 1	STEP 2	STEP 3
Assistant Cook	PT 064	~~\$16.44~~	~~\$17.28~~	~~\$18.12~~
		\$16.93	\$17.78	\$18.67
Assistant Pool Manager	~~PT 195~~	~~\$15.16~~	~~\$15.54~~	~~\$15.93~~
		\$15.66	\$16.05	\$16.45
Cable TV Production Assistant	PT 166	~~\$15.00~~	~~\$15.38~~	~~\$15.77~~
		\$15.50	\$15.89	\$16.29
Crossing Guard	PT 135	~~\$15.00~~		~~\$15.75~~
		\$15.50		\$16.29
Day Care Director	PT 167	~~\$18.68~~	~~\$19.61~~	~~\$20.55~~
		\$19.24	\$20.20	\$21.21
Day Care Teacher	PT 178	~~\$15.16~~	~~\$15.94~~	~~\$16.75~~
		\$15.66	\$16.42	\$17.24
Food Services Worker	PT 185	~~\$15.00~~		~~\$15.75~~
		\$15.50		\$16.29
Intern	PT 110	~~\$15.00~~		\$20.00
		\$15.50		\$20.00
Lifeguard	~~PT 201~~	~~\$15.00~~		~~\$15.75~~
		\$15.50		\$16.29
Lifeguard Instructor	~~PT 200~~	\$15.64	N/A	\$17.10
Maintenance Assistant	PT 130	~~\$15.00~~		~~\$15.75~~
		\$15.50		\$16.29
Office Aide I	PT 155	~~\$15.00~~		~~\$15.75~~
		\$15.50		\$16.29
Office Aide II	PT 140	~~\$16.14~~		~~\$16.95~~
		\$16.66		\$17.49
Office Aide III	PT 165	~~\$17.37~~		~~\$18.24~~
		\$17.91		\$18.81
Police Background Investigator	PT 025	\$40.00	\$45.00	\$50.00
Police Cadet	PT 022	~~\$15.00~~	~~\$15.38~~	~~\$15.75~~
		\$15.50	\$15.89	\$16.29
Pool Manager	~~PT 190~~	~~\$17.50~~	~~\$18.40~~	~~\$19.29~~
Recreation Leader	PT 175	~~\$15.00~~	~~\$15.38~~	~~\$15.75~~
		\$15.50	\$15.89	\$16.29
Recreation Site Coordinator	PT 170	~~\$16.50~~	~~\$17.33~~	~~\$18.15~~
		\$17.00	\$17.85	\$18.74
Auxiliary Safety Reserves				
Police Officer Level I Reserve	PT 021			~~\$16.66~~
				\$17.15
PD Sergeant Level I Reserve	PT 020			~~\$18.33~~
				\$18.88
PD Lieutenant Level I Reserve	PT 019			~~\$20.16~~
				\$20.76
PD Commander Level I Reserve	PT 013			~~\$31.00~~
				\$31.93

- Hourly Base Rate change is due to the minimum wage increase effective January 1, 2023.

- Approved at the December 20, 2022 City Council meeting per Resolution No. 2022-128 (replacing 2022-09).



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: December 20, 2022

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF RESOLUTION NO. 2022-113 REPEALING AND REPLACING THE SALARY SCHEDULE FOR FULL TIME CLASSIFICATIONS

RECOMMENDATION:

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

RESOLUTION NO. 2022-113 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, REPEALING AND REPLACING THE SALARY SCHEDULE FOR FULL-TIME CLASSIFICATIONS OF THE CITY OF WEST COVINA

BACKGROUND:

Public agencies are required to report pay rates to the California Public Employees' Retirement System ("CalPERS"). Government Code sections 20636, 20636.1, 7522.34 (a) and corresponding sections of Title 2 of section 570.5 of the California Code of Regulations (CCR) require that all CalPERS employers maintain their compensation levels in a publicly available document, approved and adopted by the governing body.

DISCUSSION:

The updated full-time salary schedule (Exhibit A to Attachment No. 1), includes the approved salaries reflecting cost-of-living adjustments (COLA) as per the successor Memorandums of Understanding for the West Covina Firefighters' Association (WCFFA) and revised Salary & Benefit Schedule for the City Management Team. The proposed resolution also includes approval of a revised Appendix A of the Department Head Salary & Benefit Schedule (Exhibit B to Attachment No. 1) to reconcile discrepancies between the full-time salary schedule and Appendix A of the Department Head Salary & Benefit Schedule.

LEGAL REVIEW:

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

Prepared by: Helen Tran, Director of Human Resources/Risk Management Department

Fiscal Impact

FISCAL IMPACT:

This resolution is solely an administrative item that reflects changes previously approved by Council and does not change the total number of budgeted positions. Therefore, there is not a direct fiscal impact associated with this item.

Attachments

Attachment No. 1 - Resolution No. 2022-113

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

RESOLUTION NO. 2022-113

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, REPEALING AND REPLACING THE SALARY SCHEDULE FOR FULL-TIME CLASSIFICATIONS OF THE CITY OF WEST COVINA

WHEREAS, Section 2-205 of the West Covina Municipal Code provides that the compensation of employees shall be fixed as set forth in the Municipal Code or by resolution of the City Council; and

WHEREAS, on September 6, 2022, the City approved Resolution No. 2022-90 establishing the Geographic Information Systems (GIS) Analyst classification and the new salary grade; and

WHEREAS, on October 4, 2022, the City approved Resolution No. 2022-98 adopting a Memorandum of Understanding (MOU) with the West Covina Firefighters' Association, which included salary increases; and

WHEREAS, on December 6, 2022, the City Council approved Resolution No. 2022-124 adopting the revised salary and benefits schedule for City Management Team, which included salary increases; and

WHEREAS, public agencies report payrates to California Public Employees' Retirement System ("CalPERS"). Government Code sections 20636, 20636.1, 7522.34(a) and corresponding provisions set forth in Section 570.5 of Title 2 of the California Code of Regulations require that all CalPERS employers maintain their compensation levels in a publicly available document, approved and adopted by the governing body; and

WHEREAS, the City Council desires to update the City's Full-Time Salary Schedule accordingly and to reconcile discrepancies between the Full-Time Salary Schedule and Appendix A of the Department Head Salary & Benefit Schedule.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The above recitals are true and correct and are incorporated herein by this reference.

SECTION 2. The Full-Time Salary Schedule adopted on April 5, 2022 through the adoption of Resolution No. 2022-20 is hereby repealed and replaced with the Full-Time Salary Schedule set forth in Exhibit "A," attached hereto and incorporated herein.

SECTION 3. Appendix A (Department Head Position Classifications & Salary Schedule) of the Department Head Salary & Benefit Schedule approved by the City Council on December 6, 2022 through the adoption of Resolution No. 2022-124 is hereby repealed and replaced with the Appendix A attached hereto as Exhibit "B."

SECTION 4. The City Clerk shall certify to the adoption of this resolution and shall enter the same in the book of original resolutions and it shall become effective immediately.

APPROVED AND ADOPTED this 20th day of December, 2022.

Dario Castellanos
Mayor

APPROVED AS TO FORM

ATTEST

Thomas P. Duarte
City Attorney

Lisa Sherrick
Assistant City Clerk

I, LISA SHERRICK, ASSISTANT CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2022-113 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 20th day of December, 2022, by the following vote of the City Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

Lisa Sherrick
Assistant City Clerk

EXHIBIT A

FULL-TIME SALARY SCHEDULE

CITY OF WEST COVINA

FULL-TIME SALARY SCHEDULE

Effective as of December 20, 2022

POSITION TITLE	BARGAINING UNIT	GRADE	MONTHLY PAY RANGE				
			STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Account Clerk	General Employees	GN060	\$3,363	\$3,532	\$3,708	\$3,893	\$4,088
Accountant	Confidential Employees	CE160	\$4,811				\$6,494
Accounting Manager	Mid-Management	MM025	\$6,886				\$9,297
Accounting Technician	Confidential Employees	CE450	\$3,646				\$4,921
Administrative Aide	Confidential Employees	CE226	\$3,803				\$5,134
Administrative Assistant I	General Employees	GN090	\$3,584	\$3,763	\$3,951	\$4,149	\$4,357
Administrative Assistant II	Confidential Employees	CE105	\$3,577				\$4,826
Administrative Technician	General Employees	GN045	\$3,363	\$3,532	\$3,708	\$3,893	\$4,088
Assistant City Clerk*	Department Heads	DH310	\$7,699	-	-	-	\$10,393
Assistant City Manager*	Department Heads	DH250	\$11,837	-	-	-	\$15,976
Assistant Finance Director	Mid-Management	MM455	\$12,203	\$12,813	\$13,442	\$14,126	\$14,833
Assistant Fire Chief	Fire Management Assoc.	FM275	\$9,917	-	-	-	\$13,392
Assistant to the City Manager	Mid-Management	MM132	\$7,184				\$9,699
Building Maintenance Leadworker	Maintenance & Crafts	MT200	\$4,574	\$4,802	\$5,043	\$5,295	\$5,560
City Manager*	Department Heads	DH160	\$18,550	-	-	-	-
Code Enforcement Director**	Department Heads	DHxxx	\$9,475				\$12,792
Code Enforcement Manager	Mid-Management	MM308	\$7,771				\$10,526
Code Enforcement Officer	General Employees	GN210	\$4,491	\$4,715	\$4,951	\$5,198	\$5,459
Code Enforcement Supervisor	Mid-Management	MM465	\$5,519				\$7,450
Communications Manager	Mid-Management	MM461	\$6,415				\$8,554
Communications Supervisor	Mid-Management	MM460	\$5,337				\$7,208
Community Development Director*	Department Heads	DH120	\$10,186	-	-	-	\$13,753
Community Services Coordinator	General Employees	GN315	\$4,534	\$4,761	\$4,998	\$5,249	\$5,511
Community Services Director*	Department Heads	DH020	\$9,886	-	-	-	\$13,346
Community Services Manager	Mid-Management	MM300	\$6,414				\$8,659
Community Services Officer	Non-Sworn Public Safety	NS160	\$3,622	\$3,803	\$3,992	\$4,194	\$4,404
Computer Services Technician	General Employees	GN200	\$4,544	\$4,771	\$5,009	\$5,259	\$5,523
Criminal Justice Research Analyst I	Confidential Employees	CE156	\$4,718				\$6,368
Criminal Justice Research Analyst II	Confidential Employees	CE157	\$5,733				\$7,166
Departmental Aide	Confidential Employees	CE532	\$4,136				\$5,922
Deputy City Clerk	Confidential Employees	CE430	\$4,576				\$6,178
Deputy City Manager*	Department Heads	DH260	\$8,547	-	-	-	\$11,538
Deputy Director of Public Services	Mid-Management	MM303	\$10,068	\$10,598	\$11,155	\$11,742	\$12,360
Deputy Fire Marshal	Mid-Management	MM133	\$6,129				\$7,450
Economic Development / HSG	Mid-Management	MM040	\$7,770				\$10,491

POSITION TITLE	BARGAINING UNIT	GRADE	MONTHLY PAY RANGE				
			STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Economic Development Project Coordinator	Mid-Management	MM134	\$5,841				\$7,886
Economic Development Specialist	General Employees	GN035	\$4,563	\$4,791	\$5,031	\$5,283	\$5,546
Electrician I	Maintenance & Crafts	MT210	\$3,764	\$3,953	\$4,150	\$4,358	\$4,576
Electrician II	Maintenance & Crafts	MT090	\$4,683	\$4,918	\$5,164	\$5,422	\$5,693
Electrician Leadworker	Maintenance & Crafts	MT120	\$5,188	\$5,447	\$5,720	\$6,006	\$6,306
Equipment Mechanic I	Maintenance & Crafts	MT030	\$3,665	\$3,849	\$4,041	\$4,243	\$4,455
Equipment Mechanic II	Maintenance & Crafts	MT080	\$4,329	\$4,546	\$4,773	\$5,012	\$5,263
Equipment Mechanic Leadworker	Maintenance & Crafts	MT130	\$4,901	\$5,146	\$5,404	\$5,674	\$5,958
Equipment Operator	Maintenance & Crafts	MT060	\$4,213	\$4,423	\$4,644	\$4,877	\$5,120
Executive Assistant to City Manager	Confidential Employees	CE355	\$4,400				\$5,937
Finance Director	Department Heads	DH040	\$12,162	-	-	-	\$16,419
Fire Captain	Firefighters Association	FR040	\$9,384	\$9,853	\$10,346	\$10,863	\$11,407
Fire Chief	Department Heads	DH180	\$12,641	-	-	-	\$17,066
Fire Engineer	Firefighters Association	FR030	\$8,025	\$8,427	\$8,848	\$9,290	\$9,755
Fire Marshal	Mid-Management	MM135	\$7,185				\$9,699
Fire Protection Specialist	General Employees	GN365	\$4,952	\$5,199	\$5,460	\$5,733	\$6,019
Firefighter	Firefighters Association	FR010	\$6,886	\$7,230	\$7,592	\$7,971	\$8,370
Firefighter Paramedic	Firefighters Association	FR020	\$8,025	\$8,427	\$8,848	\$9,290	\$9,755
Fleet Services Coordinator	General Employees	GN330	\$5,430	\$5,701	\$5,986	\$6,285	\$6,600
Forensic Specialist	Non-Sworn Public Safety	NS003	\$5,489	\$5,777	\$6,081	\$6,401	\$6,738
Forensic Specialist Supervisor	Mid-Management	MM395	\$8,235	\$8,647	\$9,079	\$9,534	\$10,011
Geographic Information Systems (GIS) Analyst++	Confidential Employees	CExxx	\$5,747	\$6,035	\$6,337	\$6,654	\$6,986
Head Cook	General Employees	GN350	\$3,999	\$4,198	\$4,408	\$4,629	\$4,860
Housing Program Coordinator	General Employees	GN245	\$5,670	\$5,954	\$6,251	\$6,563	\$6,891
Human Resources & Risk Management Director*	Department Heads	DH070	\$9,618	-	-	-	\$12,984
Human Resources Analyst	Confidential Employees	CE307	\$5,979	\$6,293	\$6,624	\$6,972	\$7,339
Human Resources Manager	Mid-Management	MM306	\$8,574	\$9,025	\$9,500	\$9,999	\$10,526
Human Resources Technician	Confidential Employees	CE415	\$3,864				\$5,215
Information Technology Analyst I	Mid-Management	MM492	\$5,833				\$7,812
Information Technology Analyst II	Mid-Management	MM493	\$7,812				\$8,592
Information Technology Manager	Mid-Management	MM491	\$8,543				\$10,796
Jailer	Non-Sworn Public Safety	NS130	\$3,771	\$3,963	\$4,159	\$4,370	\$4,586
Lead Jailer	Non-Sworn Public Safety	NS131	\$4,150	\$4,374	\$4,598	\$4,821	\$5,045
Maintenance Leadworker	Maintenance & Crafts	MT100	\$4,440	\$4,662	\$4,895	\$5,139	\$5,396
Maintenance Services Coordinator	Maintenance & Crafts	MT1410	\$5,447	\$5,720	\$6,006	\$6,306	\$6,621
Maintenance Worker I	Maintenance & Crafts	MT010	\$3,383	\$3,552	\$3,730	\$3,916	\$4,111
Maintenance Worker II	Maintenance & Crafts	MT020	\$3,551	\$3,729	\$3,915	\$4,110	\$4,316
Maintenance Worker III	Maintenance & Crafts	MT040	\$3,727	\$3,913	\$4,108	\$4,314	\$4,530
Management Analyst I	Mid-Management	MM320	\$4,691				\$6,331

POSITION TITLE	BARGAINING UNIT	GRADE	MONTHLY PAY RANGE				
			STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Management Analyst II	Mid-Management	MM130	\$5,841				\$7,886
Office Assistant I	General Employees	GN010	\$2,625	\$2,757	\$2,893	\$3,039	\$3,190
Office Assistant II	General Employees	GN030	\$3,008	\$3,158	\$3,316	\$3,482	\$3,656
Park Maintenance Supervisor	Mid-Management	MM530	\$5,551				\$7,494
Parking Enforcement Officer	General Employees	GN080	\$3,353	\$3,521	\$3,697	\$3,881	\$4,076
Payroll Specialist	Confidential Employees	CE230	\$4,670	\$4,916	\$5,175	\$5,447	\$5,734
Planning Aide	General Employees	GN175	\$3,707	\$3,892	\$4,087	\$4,292	\$4,506
Planning Assistant	General Employees	GN270	\$4,989	\$5,238	\$5,501	\$5,776	\$6,065
Planning Associate	General Employees	GN280	\$5,347	\$5,614	\$5,895	\$6,189	\$6,500
Planning Director	Department Heads	DH090	\$9,024	-	-	-	\$12,183
Planning Manager	Mid-Management	MM020	\$8,240				\$11,124
Police Administrative Services Manager	Mid-Management	MM131	\$6,894				\$9,305
Police Captain+	Police Management Assoc.	PM350	\$15,762	-	-	-	\$18,126
Police Chief*	Department Heads	DH075	\$15,022	-	-	-	\$18,928
Police Corporal	Police Officers Association	PD020	\$7,950	\$8,348	\$8,765	\$9,203	\$9,664
Police Lieutenant+	Police Management Assoc.	PM475	\$14,850	\$15,840	\$16,920	-	-
Police Officer	Police Officers Association	PD010	\$7,379	\$7,748	\$8,135	\$8,541	\$8,969
Police Officer Recruit	General Employees	GN230	\$4,523	\$4,749	\$4,987	\$5,236	\$5,497
Police Records Specialist I	Non-Sworn Public Safety	NS070	\$3,146	\$3,306	\$3,470	\$3,643	\$3,826
Police Records Specialist II	Non-Sworn Public Safety	NS110	\$3,374	\$3,543	\$3,721	\$3,908	\$4,101
Police Records Supervisor	Mid-Management	MM060	\$5,510				\$7,436
Police Records Manager	Mid-Management	MM396	\$8,235	\$8,647	\$9,079	\$9,534	\$10,011
Police Sergeant	Police Officers Association	PD030	\$9,202	\$9,663	\$10,145	\$10,654	\$11,186
Principal Planner	Mid-Management	MM265	\$6,929				\$9,355
Public Health Officer	Department Heads	DH090	\$12,864	\$13,507	\$14,183	\$14,892	\$15,637
Public Safety Dispatcher	Non-Sworn Public Safety	NS001	\$4,841	\$5,083	\$5,337	\$5,604	\$5,883
Public Services Director*	Department Heads	DH065	\$11,569	-	-	-	\$15,619
Public Works Director**	Department Heads	DHxxx	\$11,569	-	-	-	\$15,619
Public Services Manager	Mid-Management	MM035	\$7,177				\$9,689
Public Services Superintendent	Mid-Management	MM302	\$8,446				\$11,402
Purchasing Manager	Mid-Management	MM225	\$6,138				\$8,287
Recreation Services Supervisor	Mid-Management	MM030	\$5,188				\$7,005
Recreation Superintendent	Mid-Management	MM301	\$6,288				\$8,490
Senior Account Clerk	General Employees	GN120	\$3,639	\$3,821	\$4,011	\$4,213	\$4,423
Senior Accountant	Confidential Employees	CE170	\$6,014				\$8,118
Senior Administrative Assistant	Confidential Employees	CE410	\$3,864				\$5,215
Senior Citizen's Services Supervisor	Mid-Management	MM390	\$5,188				\$7,005
Senior Communications Operator	Non-Sworn Public Safety	NS002	\$5,422	\$5,693	\$5,978	\$6,276	\$6,589
Senior Forensic Specialist	Non-Sworn Public Safety	NS005	\$6,620	\$6,968	\$7,335	\$7,721	\$8,127

POSITION TITLE	BARGAINING UNIT	GRADE	MONTHLY PAY RANGE				
			STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Senior Human Resources Analyst	Mid-Management	MM307	\$6,798	\$7,138	\$7,495	\$7,870	\$8,264
Senior Human Resources Technician	Confidential Employees	CE420	\$4,893	\$5,138	\$5,394	\$5,664	\$5,947
Senior Maintenance Worker	Maintenance & Crafts	MT050	\$3,797	\$3,986	\$4,185	\$4,394	\$4,614
Senior Planner	Mid-Management	MM020	\$6,038				\$8,152
Street Maintenance Supervisor	Mid-Management	MM345	\$5,655				\$7,636
User Support Specialist	Confidential Employees	CE310	\$5,044				\$6,809
Victim Advocate	General Employees	GN140	\$3,778	\$3,967	\$4,165	\$4,373	\$4,592

- 1) Revised on June 19, 2018 by Resolutions 2018-87 thru 2018-91 (Successor MOU's w/ CEA, GEA, MCEA, and MMEA)
- 2) Revised on October 2, 2018 by Resolution 2018-124 (Reorganization and consolidation of Public Works, Planning, and Community Services Departments)
- 3) Revised on February 5, 2019 by Resolution 2019-09 (Dispatch Salary Adjustments), effective March 9, 2019.
- 4) Revised on November 5, 2019 by Resolution 2019-87 (Code Enforcement Manager), effective November 5, 2019.
- 5) Revised on January 7, 2020 by Resolution 2020-2 (Salary Adjustments to Finance Director, Fire Captain, Fire Engineer, Firefighter, Firefighter/Paramedic, Police Officer,
- 6) Revised on April 6, 2021 by Resolution 2021-24 (Salary Adjustment to Assistant Finance Director and Classification Title updates to Chief Building Official, Building
- 7) Revised on May 18, 2021 by Resolution 2021-53 (Added Public Health Officer and Maintenance Services Coordinator)
- 8) Revised on November 2, 2021 by Resolutions 2021-108 thru 2021-112 (Successor MOU's w/ CEA, GEA, MCEA, MMEA, NSSF)
- 9) Revised on April 5, 2022 by Resolutions 2022-1 thru 2022-5 (new positions in Police, Finance, Human Resources, and Public Services) and 2022-11, 2022-12 and 2022-20 (Successor MOU's w/ POA, PMA, and FMA).

10) Revised on December 20, 2022 by Resolution 2022-113 (Salary Adjustments to Fire Captain, Fire Engineer, Firefighter, Firefighter/Paramedic and Department Heads).

**Updated Department Head Salary Range by 5%.*

***New Department Head Classification Salary Range.*

'+Police Lieutenant and Police Captain effective salary schedule for MOU: January 18, 2022; January 1, 2023 and January 1, 2024.

'++Geographic Information Systems (GIS) Analyst was newly established effective September 6, 2022 (Resolution No. 2022-90).

CITY OF WEST COVINA

FULL-TIME SALARY SCHEDULE

Effective July 1, 2023

POSITION TITLE	BARGAINING UNIT	GRADE	MONTHLY PAY RANGE				
			STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Account Clerk	General Employees	GN060	\$3,464	\$3,638	\$3,819	\$4,010	\$4,211
Accountant	Confidential Employees	CE160	\$4,955				\$6,689
Accounting Manager	Mid-Management	MM025	\$7,092				\$9,576
Accounting Technician	Confidential Employees	CE450	\$3,756				\$5,069
Administrative Aide	Confidential Employees	CE226	\$3,917				\$5,288
Administrative Assistant I	General Employees	GN090	\$3,692	\$3,876	\$4,070	\$4,274	\$4,488
Administrative Assistant II	Confidential Employees	CE105	\$3,685				\$4,970
Administrative Technician	General Employees	GN045	\$3,464	\$3,638	\$3,819	\$4,010	\$4,211
Assistant City Clerk*	Department Heads	DH310	\$7,699	-	-	-	\$10,393
Assistant City Manager*	Department Heads	DH250	\$11,837	-	-	-	\$15,976
Assistant Finance Director	Mid-Management	MM455	\$12,569	\$13,197	\$13,846	\$14,550	\$15,278
Assistant Fire Chief	Fire Management Assoc.	FM275	\$10,313	-	-	-	\$13,928
Assistant to the City Manager	Mid-Management	MM132	\$7,399				\$9,990
Building Maintenance Leadworker	Maintenance & Crafts	MT200	\$4,711	\$4,946	\$5,194	\$5,454	\$5,727
Assistant City Manager*	Department Heads	DH250	\$11,837	-	-	-	\$15,976
Code Enforcement Manager	Mid-Management	MM308	\$8,004				\$10,841
Code Enforcement Officer	General Employees	GN210	\$4,625	\$4,857	\$5,100	\$5,354	\$5,622
Code Enforcement Supervisor	Mid-Management	MM465	\$5,684				\$7,673
Code Enforcement Director**	Department Heads	DHxxx	\$9,475				\$12,792
Communications Manager	Mid-Management	MM461	\$6,608				\$8,811
Communications Supervisor	Mid-Management	MM460	\$5,497				\$7,425
Community Development Director*	Department Heads	DH120	\$10,186	-	-	-	\$13,753
Community Services Coordinator	General Employees	GN315	\$4,534	\$4,761	\$4,998	\$5,249	\$5,511
Community Services Director*	Department Heads	DH020	\$9,886	-	-	-	\$13,346
Community Services Manager	Mid-Management	MM300	\$6,607				\$8,919
Community Services Officer	Non-Sworn Public Safety	NS160	\$3,731	\$3,917	\$4,112	\$4,320	\$4,536
Computer Services Technician	General Employees	GN200	\$4,680	\$4,914	\$5,159	\$5,417	\$5,689
Criminal Justice Research Analyst I	Confidential Employees	CE156	\$4,859				\$6,560
Criminal Justice Research Analyst II	Confidential Employees	CE157	\$5,905				\$7,381
Departmental Aide	Confidential Employees	CE532	\$4,260				\$6,100
Deputy City Clerk	Confidential Employees	CE430	\$4,714				\$6,364
Deputy City Manager*	Department Heads	DH260	\$8,547	-	-	-	\$11,538
Deputy Director of Public Services	Mid-Management	MM303	\$10,370	\$10,916	\$11,490	\$12,094	\$12,731
Deputy Fire Marshal	Mid-Management	MM133	\$6,313				\$7,673
Economic Development / HSG	Mid-Management	MM040	\$8,003				\$10,806
MONTHLY PAY RANGE							

Revised 12.20.2022 by RESO 2022-113

Replaces Schedule 04.05.2022

Exhibit A

POSITION TITLE	BARGAINING UNIT	GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Economic Development Project Coordinator	Mid-Management	MM134	\$6,016				\$8,122
Economic Development Specialist	General Employees	GN035	\$4,700	\$4,935	\$5,182	\$5,441	\$5,713
Electrician I	Maintenance & Crafts	MT210	\$3,877	\$4,072	\$4,275	\$4,489	\$4,714
Electrician II	Maintenance & Crafts	MT090	\$4,824	\$5,065	\$5,319	\$5,584	\$5,864
Electrician Leadworker	Maintenance & Crafts	MT120	\$5,344	\$5,611	\$5,892	\$6,186	\$6,495
Equipment Mechanic I	Maintenance & Crafts	MT030	\$3,775	\$3,964	\$4,163	\$4,370	\$4,589
Equipment Mechanic II	Maintenance & Crafts	MT080	\$4,459	\$4,683	\$4,917	\$5,163	\$5,421
Equipment Mechanic Leadworker	Maintenance & Crafts	MT130	\$5,048	\$5,300	\$5,566	\$5,845	\$6,137
Equipment Operator	Maintenance & Crafts	MT060	\$4,339	\$4,556	\$4,784	\$5,023	\$5,274
Executive Assistant to City Manager	Confidential Employees	CE355	\$4,532				\$6,115
Finance Director	Department Heads	DH040	\$12,162	-	-	-	\$16,419
Fire Captain	Firefighters Association	FR040	\$9,665	\$10,148	\$10,656	\$11,189	\$11,749
Fire Chief	Department Heads	DH180	\$12,641	-	-	-	\$17,066
Fire Engineer	Firefighters Association	FR030	\$8,266	\$8,680	\$9,113	\$9,569	\$10,048
Fire Marshal	Mid-Management	MM135	\$7,401				\$9,990
Fire Protection Specialist	General Employees	GN365	\$5,101	\$5,355	\$5,623	\$5,905	\$6,200
Firefighter	Firefighters Association	FR010	\$7,092	\$7,447	\$7,819	\$8,210	\$8,621
Firefighter Paramedic	Firefighters Association	FR020	\$8,266	\$8,680	\$9,113	\$9,569	\$10,048
Fleet Services Coordinator	General Employees	GN330	\$5,593	\$5,872	\$6,165	\$6,474	\$6,798
Forensic Specialist	Non-Sworn Public Safety	NS003	\$5,654	\$5,951	\$6,264	\$6,593	\$6,941
Forensic Specialist Supervisor	Mid-Management	MM395	\$8,482	\$8,906	\$9,352	\$9,820	\$10,311
Geographic Information Systems (GIS) Analyst	Confidential Employees	CExxx	\$5,920	\$6,216	\$6,527	\$6,853	\$7,196
Head Cook	General Employees	GN350	\$4,119	\$4,324	\$4,541	\$4,768	\$5,006
Housing Program Coordinator	General Employees	GN245	\$5,840	\$6,132	\$6,438	\$6,760	\$7,098
Human Resources & Risk Management Director*	Department Heads	DH070	\$9,618	-	-	-	\$12,984
Human Resources Analyst	Confidential Employees	CE307	\$6,159	\$6,482	\$6,823	\$7,181	\$7,559
Human Resources Manager	Mid-Management	MM306	\$8,831	\$9,296	\$9,785	\$10,299	\$10,841
Human Resources Technician	Confidential Employees	CE415	\$3,980				\$5,371
Information Technology Analyst I	Mid-Management	MM492	\$6,008				\$8,047
Information Technology Analyst II	Mid-Management	MM493	\$8,047				\$8,850
Information Technology Manager	Mid-Management	MM491	\$8,800				\$11,120
Jailer	Non-Sworn Public Safety	NS130	\$3,884	\$4,082	\$4,284	\$4,501	\$4,724
Lead Jailer	Non-Sworn Public Safety	NS131	\$4,275	\$4,505	\$4,735	\$4,966	\$5,196
Maintenance Leadworker	Maintenance & Crafts	MT100	\$4,573	\$4,802	\$5,041	\$5,293	\$5,558
Maintenance Services Coordinator	Maintenance & Crafts	MT1410	\$5,611	\$5,892	\$6,186	\$6,495	\$6,820
Maintenance Worker I	Maintenance & Crafts	MT010	\$3,484	\$3,658	\$3,842	\$4,033	\$4,235
Maintenance Worker II	Maintenance & Crafts	MT020	\$3,657	\$3,841	\$4,032	\$4,234	\$4,446
Maintenance Worker III	Maintenance & Crafts	MT040	\$3,838	\$4,031	\$4,231	\$4,443	\$4,666
Management Analyst I	Mid-Management	MM320	\$4,832				\$6,521

POSITION TITLE	BARGAINING UNIT	GRADE	MONTHLY PAY RANGE				
			STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Management Analyst II	Mid-Management	MM130	\$6,016				\$8,122
Office Assistant I	General Employees	GN010	\$2,704	\$2,839	\$2,980	\$3,130	\$3,286
Office Assistant II	General Employees	GN030	\$3,098	\$3,253	\$3,416	\$3,586	\$3,766
Park Maintenance Supervisor	Mid-Management	MM530	\$5,717				\$7,719
Parking Enforcement Officer	General Employees	GN080	\$3,453	\$3,626	\$3,807	\$3,998	\$4,198
Payroll Specialist	Confidential Employees	CE230	\$4,810	\$5,064	\$5,330	\$5,610	\$5,906
Planning Aide	General Employees	GN175	\$3,818	\$4,009	\$4,210	\$4,420	\$4,642
Planning Assistant	General Employees	GN270	\$5,139	\$5,395	\$5,666	\$5,949	\$6,247
Planning Associate	General Employees	GN280	\$5,508	\$5,783	\$6,071	\$6,375	\$6,695
Planning Director*	Department Heads	DH090	\$9,475	-	-	-	\$12,792
Planning Manager	Mid-Management	MM020	\$8,487				\$11,458
Police Administrative Services Manager	Mid-Management	MM131	\$7,100				\$9,584
Police Captain+	Police Management Assoc.	PM350	\$16,234	-	-	-	\$18,669
Police Chief*	Department Heads	DH075	\$15,022	-	-	-	\$18,928
Police Corporal	Police Officers Association	PD020	\$8,189	\$8,599	\$9,028	\$9,479	\$9,954
Police Lieutenant+	Police Management Assoc.	PM475	\$15,296	\$16,316	\$17,428	-	-
Police Officer	Police Officers Association	PD010	\$7,600	\$7,980	\$8,379	\$9,789	\$9,238
Police Officer Recruit	General Employees	GN230	\$4,659	\$4,891	\$5,136	\$5,393	\$5,662
Police Records Specialist I	Non-Sworn Public Safety	NS070	\$3,240	\$3,405	\$3,574	\$3,752	\$3,940
Police Records Specialist II	Non-Sworn Public Safety	NS110	\$3,475	\$3,649	\$3,833	\$4,025	\$4,224
Police Records Supervisor	Mid-Management	MM060	\$5,675				\$7,659
Police Records Manager	Mid-Management	MM396	\$8,482	\$8,906	\$9,352	\$9,820	\$10,311
Police Sergeant	Police Officers Association	PD030	\$9,478	\$9,953	\$10,450	\$10,973	\$11,522
Principal Planner	Mid-Management	MM265	\$7,137				\$9,636
Public Health Officer	Department Heads	DH090	\$12,864	\$13,507	\$14,183	\$14,892	\$15,637
Public Safety Dispatcher	Non-Sworn Public Safety	NS001	\$4,986	\$5,235	\$5,497	\$5,772	\$6,060
Public Services Director*	Department Heads	DH065	\$11,569	-	-	-	\$15,619
Public Works Director**	Department Heads	DHxxx	\$11,569	-	-	-	\$15,619
Public Services Manager	Mid-Management	MM035	\$7,393				\$9,980
Public Services Superintendent	Mid-Management	MM302	\$8,700				\$11,744
Purchasing Manager	Mid-Management	MM225	\$6,322				\$8,536
Recreation Services Supervisor	Mid-Management	MM030	\$5,344				\$7,215
Recreation Superintendent	Mid-Management	MM301	\$6,477				\$8,745
Senior Account Clerk	General Employees	GN120	\$3,748	\$3,936	\$4,132	\$4,339	\$4,556
Senior Accountant	Confidential Employees	CE170	\$6,194				\$8,362
Senior Administrative Assistant	Confidential Employees	CE410	\$3,980				\$5,371
Senior Citizen's Services Supervisor	Mid-Management	MM390	\$5,344				\$7,215
Senior Communications Operator	Non-Sworn Public Safety	NS002	\$5,584	\$5,864	\$6,157	\$6,464	\$6,786
Senior Forensic Specialist	Non-Sworn Public Safety	NS005	\$6,818	\$7,177	\$7,555	\$7,953	\$8,371

POSITION TITLE	BARGAINING UNIT	GRADE	MONTHLY PAY RANGE				
			STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Senior Human Resources Analyst	Mid-Management	MM307	\$7,002	\$7,352	\$7,720	\$8,106	\$8,512
Senior Human Resources Technician	Confidential Employees	CE420	\$5,039	\$5,292	\$5,556	\$5,834	\$6,126
Senior Maintenance Worker	Maintenance & Crafts	MT050	\$3,911	\$4,105	\$4,310	\$4,526	\$4,753
Senior Planner	Mid-Management	MM020	\$6,219				\$8,396
Street Maintenance Supervisor	Mid-Management	MM345	\$5,825				\$7,865
User Support Specialist	Confidential Employees	CE310	\$5,195				\$7,013
Victim Advocate	General Employees	GN140	\$3,891	\$4,086	\$4,290	\$4,504	\$4,730

- 1) Revised on June 19, 2018 by Resolutions 2018-87 thru 2018-91 (Successor MOU's w/ CEA, GEA, MCEA, and MMEA)
- 2) Revised on October 2, 2018 by Resolution 2018-124 (Reorganization and consolidation of Public Works, Planning, and Community Services Departments)
- 3) Revised on February 5, 2019 by Resolution 2019-09 (Dispatch Salary Adjustments), effective March 9, 2019.
- 4) Revised on November 5, 2019 by Resolution 2019-87 (Code Enforcement Manager), effective November 5, 2019.
- 5) Revised on January 7, 2020 by Resolution 2020-2 (Salary Adjustments to Finance Director, Fire Captain, Fire Engineer, Firefighter, Firefighter/Paramedic, Police Officer,
- 6) Revised on April 6, 2021 by Resolution 2021-24 (Salary Adjustment to Assistant Finance Director and Classification Title updates to Chief Building Official, Building
- 7) Revised on May 18, 2021 by Resolution 2021-53 (Added Public Health Officer and Maintenance Services Coordinator)
- 8) Revised on November 2, 2021 by Resolutions 2021-108 thru 2021-112 (Successor MOU's w/ CEA, GEA, MCEA, MMEA, NSSF)
- 9) Revised on April 5, 2022 by Resolutions 2022-1 thru 2022-5 (new positions in Police, Finance, Human Resources, and Public Services) and 2022-11, 2022-12 and 2022-20 (Successor MOU's w/ POA, PMA, and FMA).

10) Revised on December 20, 2022 by Resolution 2022-113 (Salary Adjustments to Fire Captain, Fire Engineer, Firefighter, Firefighter/Paramedic and Department Heads).

**Updated Department Head Salary Range by 5%.*

***New Department Head Classification Salary Range.*

'+Police Lieutenant and Police Captain effective salary schedule for MOU: January 18, 2022; January 1, 2023 and January 1, 2024.

'++Geographic Information Systems (GIS) Analyst was newly established effective September 6, 2022 (Resolution No. 2022-90).

CITY OF WEST COVINA

FULL-TIME SALARY SCHEDULE

Effective July 1, 2024

POSITION TITLE	BARGAINING UNIT	GRADE	MONTHLY PAY RANGE				
			STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Account Clerk	General Employees	GN060	\$3,464	\$3,638	\$3,819	\$4,010	\$4,211
Accountant	Confidential Employees	CE160	\$4,955				\$6,689
Accounting Manager	Mid-Management	MM025	\$7,092				\$9,576
Accounting Technician	Confidential Employees	CE450	\$3,756				\$5,069
Administrative Aide	Confidential Employees	CE226	\$3,917				\$5,288
Administrative Assistant I	General Employees	GN090	\$3,692	\$3,876	\$4,070	\$4,274	\$4,488
Administrative Assistant II	Confidential Employees	CE105	\$3,685				\$4,970
Administrative Technician	General Employees	GN045	\$3,464	\$3,638	\$3,819	\$4,010	\$4,211
Assistant City Clerk*	Department Heads	DH310	\$7,699	-	-	-	\$10,393
Assistant City Manager*	Department Heads	DH250	\$11,837	-	-	-	\$15,976
Assistant Finance Director	Mid-Management	MM455	\$12,569	\$13,197	\$13,846	\$14,550	\$15,278
Assistant Fire Chief	Fire Management Assoc.	FM275	\$10,313	-	-	-	\$13,928
Assistant to the City Manager	Mid-Management	MM132	\$7,399				\$9,990
Building Maintenance Leadworker	Maintenance & Crafts	MT200	\$4,711	\$4,946	\$5,194	\$5,454	\$5,727
Assistant City Manager*	Department Heads	DH250	\$11,837	-	-	-	\$15,976
Code Enforcement Manager	Mid-Management	MM308	\$8,004				\$10,841
Code Enforcement Officer	General Employees	GN210	\$4,625	\$4,857	\$5,100	\$5,354	\$5,622
Code Enforcement Supervisor	Mid-Management	MM465	\$5,684				\$7,673
Code Enforcement Director**	Department Heads	DHxxx	\$9,475				\$12,792
Communications Manager	Mid-Management	MM461	\$6,608				\$8,811
Communications Supervisor	Mid-Management	MM460	\$5,497				\$7,425
Community Development Director*	Department Heads	DH120	\$10,186	-	-	-	\$13,753
Community Services Coordinator	General Employees	GN315	\$4,534	\$4,761	\$4,998	\$5,249	\$5,511
Community Services Director*	Department Heads	DH020	\$9,886	-	-	-	\$13,346
Community Services Manager	Mid-Management	MM300	\$6,607				\$8,919
Community Services Officer	Non-Sworn Public Safety	NS160	\$3,731	\$3,917	\$4,112	\$4,320	\$4,536
Computer Services Technician	General Employees	GN200	\$4,680	\$4,914	\$5,159	\$5,417	\$5,689
Criminal Justice Research Analyst I	Confidential Employees	CE156	\$4,859				\$6,560
Criminal Justice Research Analyst II	Confidential Employees	CE157	\$5,905				\$7,381
Departmental Aide	Confidential Employees	CE532	\$4,260				\$6,100
Deputy City Clerk	Confidential Employees	CE430	\$4,714				\$6,364
Deputy City Manager*	Department Heads	DH260	\$8,547	-	-	-	\$11,538
Deputy Director of Public Services	Mid-Management	MM303	\$10,370	\$10,916	\$11,490	\$12,094	\$12,731
Deputy Fire Marshal	Mid-Management	MM133	\$6,313				\$7,673
Economic Development / HSG	Mid-Management	MM040	\$8,003				\$10,806
MONTHLY PAY RANGE							

Revised 12.20.2022 by RESO 2022-113

Replaces Schedule 04.05.2022

POSITION TITLE	BARGAINING UNIT	GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Economic Development Project Coordinator	Mid-Management	MM134	\$6,016				\$8,122
Economic Development Specialist	General Employees	GN035	\$4,700	\$4,935	\$5,182	\$5,441	\$5,713
Electrician I	Maintenance & Crafts	MT210	\$3,877	\$4,072	\$4,275	\$4,489	\$4,714
Electrician II	Maintenance & Crafts	MT090	\$4,824	\$5,065	\$5,319	\$5,584	\$5,864
Electrician Leadworker	Maintenance & Crafts	MT120	\$5,344	\$5,611	\$5,892	\$6,186	\$6,495
Equipment Mechanic I	Maintenance & Crafts	MT030	\$3,775	\$3,964	\$4,163	\$4,370	\$4,589
Equipment Mechanic II	Maintenance & Crafts	MT080	\$4,459	\$4,683	\$4,917	\$5,163	\$5,421
Equipment Mechanic Leadworker	Maintenance & Crafts	MT130	\$5,048	\$5,300	\$5,566	\$5,845	\$6,137
Equipment Operator	Maintenance & Crafts	MT060	\$4,339	\$4,556	\$4,784	\$5,023	\$5,274
Executive Assistant to City Manager	Confidential Employees	CE355	\$4,532				\$6,115
Finance Director*	Department Heads	DH040	\$12,162	-	-	-	\$16,419
Fire Captain	Firefighters Association	FR040	\$9,665	\$10,148	\$10,656	\$11,189	\$11,749
Fire Chief	Department Heads	DH180	\$12,641	-	-	-	\$17,066
Fire Engineer	Firefighters Association	FR030	\$8,266	\$8,680	\$9,113	\$9,569	\$10,048
Fire Marshal	Mid-Management	MM135	\$7,401				\$9,990
Fire Protection Specialist	General Employees	GN365	\$5,101	\$5,355	\$5,623	\$5,905	\$6,200
Firefighter	Firefighters Association	FR010	\$7,092	\$7,447	\$7,819	\$8,210	\$8,621
Firefighter Paramedic	Firefighters Association	FR020	\$8,266	\$8,680	\$9,113	\$9,569	\$10,048
Fleet Services Coordinator	General Employees	GN330	\$5,593	\$5,872	\$6,165	\$6,474	\$6,798
Forensic Specialist	Non-Sworn Public Safety	NS003	\$5,654	\$5,951	\$6,264	\$6,593	\$6,941
Forensic Specialist Supervisor	Mid-Management	MM395	\$8,482	\$8,906	\$9,352	\$9,820	\$10,311
Geographic Information Systems (GIS) Analyst	Confidential Employees	CExxx	\$5,920	\$6,216	\$6,527	\$6,853	\$7,196
Head Cook	General Employees	GN350	\$4,119	\$4,324	\$4,541	\$4,768	\$5,006
Housing Program Coordinator	General Employees	GN245	\$5,840	\$6,132	\$6,438	\$6,760	\$7,098
Human Resources & Risk Management Director*	Department Heads	DH070	\$9,618	-	-	-	\$12,984
Human Resources Analyst	Confidential Employees	CE307	\$6,159	\$6,482	\$6,823	\$7,181	\$7,559
Human Resources Manager	Mid-Management	MM306	\$8,831	\$9,296	\$9,785	\$10,299	\$10,841
Human Resources Technician	Confidential Employees	CE415	\$3,980				\$5,371
Information Technology Analyst I	Mid-Management	MM492	\$6,008				\$8,047
Information Technology Analyst II	Mid-Management	MM493	\$8,047				\$8,850
Information Technology Manager	Mid-Management	MM491	\$8,800				\$11,120
Jailer	Non-Sworn Public Safety	NS130	\$3,884	\$4,082	\$4,284	\$4,501	\$4,724
Lead Jailer	Non-Sworn Public Safety	NS131	\$4,275	\$4,505	\$4,735	\$4,966	\$5,196
Maintenance Leadworker	Maintenance & Crafts	MT100	\$4,573	\$4,802	\$5,041	\$5,293	\$5,558
Maintenance Services Coordinator	Maintenance & Crafts	MT1410	\$5,611	\$5,892	\$6,186	\$6,495	\$6,820
Maintenance Worker I	Maintenance & Crafts	MT010	\$3,484	\$3,658	\$3,842	\$4,033	\$4,235
Maintenance Worker II	Maintenance & Crafts	MT020	\$3,657	\$3,841	\$4,032	\$4,234	\$4,446
Maintenance Worker III	Maintenance & Crafts	MT040	\$3,838	\$4,031	\$4,231	\$4,443	\$4,666
Management Analyst I	Mid-Management	MM320	\$4,832				\$6,521
MONTHLY PAY RANGE							

POSITION TITLE	BARGAINING UNIT	GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Management Analyst II	Mid-Management	MM130	\$6,016				\$8,122
Office Assistant I	General Employees	GN010	\$2,704	\$2,839	\$2,980	\$3,130	\$3,286
Office Assistant II	General Employees	GN030	\$3,098	\$3,253	\$3,416	\$3,586	\$3,766
Park Maintenance Supervisor	Mid-Management	MM530	\$5,717				\$7,719
Parking Enforcement Officer	General Employees	GN080	\$3,453	\$3,626	\$3,807	\$3,998	\$4,198
Payroll Specialist	Confidential Employees	CE230	\$4,810	\$5,064	\$5,330	\$5,610	\$5,906
Planning Aide	General Employees	GN175	\$3,818	\$4,009	\$4,210	\$4,420	\$4,642
Planning Assistant	General Employees	GN270	\$5,139	\$5,395	\$5,666	\$5,949	\$6,247
Planning Associate	General Employees	GN280	\$5,508	\$5,783	\$6,071	\$6,375	\$6,695
Planning Director*	Department Heads	DH090	\$9,475	-	-	-	\$12,792
Planning Manager	Mid-Management	MM020	\$8,487				\$11,458
Police Administrative Services Manager	Mid-Management	MM131	\$7,100				\$9,584
Police Captain+	Police Management Assoc.	PM350	\$16,721	-	-	-	\$19,229
Police Chief*	Department Heads	DH075	\$15,022	-	-	-	\$18,928
Police Corporal	Police Officers Association	PD020	\$8,189	\$8,599	\$9,028	\$9,479	\$9,954
Police Lieutenant+	Police Management Assoc.	PM475	\$15,754	\$16,805	\$17,951	-	-
Police Officer	Police Officers Association	PD010	\$7,600	\$7,980	\$8,379	\$9,789	\$9,238
Police Officer Recruit	General Employees	GN230	\$4,659	\$4,891	\$5,136	\$5,393	\$5,662
Police Records Specialist I	Non-Sworn Public Safety	NS070	\$3,240	\$3,405	\$3,574	\$3,752	\$3,940
Police Records Specialist II	Non-Sworn Public Safety	NS110	\$3,475	\$3,649	\$3,833	\$4,025	\$4,224
Police Records Supervisor	Mid-Management	MM060	\$5,675				\$7,659
Police Records Manager	Mid-Management	MM396	\$8,482	\$8,906	\$9,352	\$9,820	\$10,311
Police Sergeant	Police Officers Association	PD030	\$9,478	\$9,953	\$10,450	\$10,973	\$11,522
Principal Planner	Mid-Management	MM265	\$7,137				\$9,636
Public Health Officer	Department Heads	DH090	\$12,864	\$13,507	\$14,183	\$14,892	\$15,637
Public Safety Dispatcher	Non-Sworn Public Safety	NS001	\$4,986	\$5,235	\$5,497	\$5,772	\$6,060
Public Services Director*	Department Heads	DH065	\$11,569	-	-	-	\$15,619
Public Works Director**	Department Heads	DHxxx	\$11,569	-	-	-	\$15,619
Public Services Manager	Mid-Management	MM035	\$7,393				\$9,980
Public Services Superintendent	Mid-Management	MM302	\$8,700				\$11,744
Purchasing Manager	Mid-Management	MM225	\$6,322				\$8,536
Recreation Services Supervisor	Mid-Management	MM030	\$5,344				\$7,215
Recreation Superintendent	Mid-Management	MM301	\$6,477				\$8,745
Senior Account Clerk	General Employees	GN120	\$3,748	\$3,936	\$4,132	\$4,339	\$4,556
Senior Accountant	Confidential Employees	CE170	\$6,194				\$8,362
Senior Administrative Assistant	Confidential Employees	CE410	\$3,980				\$5,371
Senior Citizen's Services Supervisor	Mid-Management	MM390	\$5,344				\$7,215
Senior Communications Operator	Non-Sworn Public Safety	NS002	\$5,584	\$5,864	\$6,157	\$6,464	\$6,786
Senior Forensic Specialist	Non-Sworn Public Safety	NS005	\$6,818	\$7,177	\$7,555	\$7,953	\$8,371
MONTHLY PAY RANGE							

POSITION TITLE	BARGAINING UNIT	GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Senior Human Resources Analyst	Mid-Management	MM307	\$7,002	\$7,352	\$7,720	\$8,106	\$8,512
Senior Human Resources Technician	Confidential Employees	CE420	\$5,039	\$5,292	\$5,556	\$5,834	\$6,126
Senior Maintenance Worker	Maintenance & Crafts	MT050	\$3,911	\$4,105	\$4,310	\$4,526	\$4,753
Senior Planner	Mid-Management	MM020	\$6,219				\$8,396
Street Maintenance Supervisor	Mid-Management	MM345	\$5,825				\$7,865
User Support Specialist	Confidential Employees	CE310	\$5,195				\$7,013
Victim Advocate	General Employees	GN140	\$3,891	\$4,086	\$4,290	\$4,504	\$4,730

- 1) Revised on June 19, 2018 by Resolutions 2018-87 thru 2018-91 (Successor MOU's w/ CEA, GEA, MCEA, and MMEA)
- 2) Revised on October 2, 2018 by Resolution 2018-124 (Reorganization and consolidation of Public Works, Planning, and Community Services Departments)
- 3) Revised on February 5, 2019 by Resolution 2019-09 (Dispatch Salary Adjustments), effective March 9, 2019.
- 4) Revised on November 5, 2019 by Resolution 2019-87 (Code Enforcement Manager), effective November 5, 2019.
- 5) Revised on January 7, 2020 by Resolution 2020-2 (Salary Adjustments to Finance Director, Fire Captain, Fire Engineer, Firefighter, Firefighter/Paramedic, Police Officer,
- 6) Revised on April 6, 2021 by Resolution 2021-24 (Salary Adjustment to Assistant Finance Director and Classification Title updates to Chief Building Official, Building
- 7) Revised on May 18, 2021 by Resolution 2021-53 (Added Public Health Officer and Maintenance Services Coordinator)
- 8) Revised on November 2, 2021 by Resolutions 2021-108 thru 2021-112 (Successor MOU's w/ CEA, GEA, MCEA, MMEA, NSSF)
- 9) Revised on April 5, 2022 by Resolutions 2022-1 thru 2022-5 (new positions in Police, Finance, Human Resources, and Public Services) and 2022-11, 2022-12 and 2022-20 (Successor MOU's w/ POA, PMA, and FMA).

10) Revised on December 20, 2022 by Resolution 2022-113 (Salary Adjustments to Fire Captain, Fire Engineer, Firefighter, Firefighter/Paramedic and Department Heads).

**Updated Department Head Salary Range by 5%.*

***New Department Head Classification Salary Range.*

'+Police Lieutenant and Police Captain effective salary schedule for MOU: January 18, 2022; January 1, 2023 and January 1, 2024.

'++Geographic Information Systems (GIS) Analyst was newly established effective September 6, 2022 (Resolution No. 2022-90).

EXHIBIT B

DEPARTMENT HEAD POSITION CLASSIFICATIONS & SALARY SCHEDULE

APPENDIX A
City of West Covina
Department Head
Position Classifications & Salary Schedule
Effective December 10, 2022
(Revised 12/20/2022)

POSITION TITLE	GRADE	MONTHLY PAY RANGE				
		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Assistant City Clerk	DH310	\$7,699				\$10,393
Assistant City Manager	DH250	\$11,837				\$15,976
Community Development Director	DH100	\$10,186				\$13,753
City Manager	DH160	\$18,550				
Code Enforcement Director*	DHXXX	\$9,475				\$12,792
Community Services Director	DH020	\$9,886				\$13,346
Deputy City Manager	DH260	\$8,547				\$11,538
Finance Director**	DH040	\$12,162	-	-	-	\$16,419
Fire Chief	DH180	\$13,273				\$17,919
Human Resources & Risk Management Director	DH070	\$9,618				\$12,984
Planning Director	DH090	\$9,475				\$12,792
Police Chief**	DH075	\$15,022				\$18,928
Public Services Director	DH065	\$11,569				\$15,619
Public Works Director*	DH060	\$11,569				\$15,619

*New Position Title

**Revised to reflect 5% increase from citywide Full-Time Salary Schedule.



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: December 20, 2022

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF THIRD AMENDMENT TO AGREEMENT WITH WEST COAST ARBORISTS, INC. FOR CITYWIDE TREE MAINTENANCE SERVICES

RECOMMENDATION:

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

1. Authorize the City Manager to execute the Third Amendment to the Maintenance Services Agreement with West Coast Arborists, Inc. allowing the four percent (4%) cost adjustment requested, in such form as approved by the City Attorney.
2. Authorize an increase the annual maximum compensation from \$485,000 to \$985,000 for Fiscal Year 2022-23 only.
3. Adopt the following resolution:

RESOLUTION NO. 2022-115 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2022 AND ENDING JUNE 30, 2023 (TREE MAINTENANCE SERVICES)

BACKGROUND:

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

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

DISCUSSION:

Since the City and WCA entered into the agreement 2020, WCA has absorbed the increased costs in labor, fuel, disposal, and insurance. Beginning with FY 2022-23, WCA requested a cost adjustment in the amount of four percent (4%) for the remainder of the term of the agreement. This is below the Consumer Price Index (CPI) of eight and one-half percent (8.5%) which is based on the Department of Labor's Labor Statistics for the previous 12-month reporting period for the Los Angeles-Long Beach-Anaheim region.

LEGAL REVIEW:

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

OPTIONS:

The City Council has the following options:

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

Prepared by: Renee M. G. Chavez, Management Analyst I

Fiscal Impact

FISCAL IMPACT:

Pursuant to staff's recommendation, WCA's maximum compensation will increase from \$485,000 to \$985,000 (an increase of \$500,000) for FY 2022-23 only. The increased amount includes the four percent (4%) cost adjustment and will be used to address high risk tree removals, overgrown tree trimming and deferred compromised tree trimming and/or removals needed in within Citywide Maintenance District. The remaining two (2) one (1) year extensions of the WCA contract will increase by four percent (4%) or \$19,400 for a total of \$504,400 annually.

There is significant need and benefit by approving the additional funds for tree maintenance, including improving the overall appearance of the City and its neighborhoods, reducing exposure to claims for damages from tree related incidents, improved response to customer service to residents who want/expect tree trimming when needed outside of the tree trim schedule and reduction of other tree related hazards (i.e. potentials source of fuel for fires).

The fiscal impact for this request is \$500,000 of which there are sufficient funds currently allocated in the amount of \$413,906 requiring additional funds of \$86,094. Additionally, as expenditures in the Sportsplex Fund are increased, a transfer from the General Fund is also proposed to be increased to offset the fund deficit. Overall, the proposed amendment includes \$90,130 in additional expenditures:

Account Number	Account Description	Current Budget	Proposed Amendment	Amended Budget
110.61.4142.6130	General Fund - Park Maintenance	884,400	51,140	935,540
124.61.4141.6130	Gasoline Tax - Landscape Maintenance	500,000	1,140	570,130
188.61.4141.6130	Citywide Maint. Dist - Landscape Maint	499,100	29,779	528,879
242.61.5167.6120	Sportsplex - Other Contractual Services	125,000	4,035	129,035
110.95.9500.9242	Transfer Out	180,548	4,035	145,800
	Total	\$2,189,048	\$90,130	\$2,279,178

Attachments

ATTACHMENT NO. 1 - WEST COAST ARBORISTS COST ADJUSTMENT REQUEST

ATTACHMENT NO. 2 - RESOLUTION NO. 2022-115

ATTACHMENT NO. 3 - THIRD AMENDMENT TO AGREEMENT WITH WEST COAST ARBORISTS

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



Tree Care Professionals Serving Communities Who Care About Trees

www.WCAINC.com

April 26, 2022

CITY OF WEST COVINA
ATTN: RAUL ALVARADO
2100 S. AZUSA AVE
WEST COVINA, CA 91792

RE: Tree Maintenance Services performed by WCA, Inc.

Dear Mr. Alvarado,

As we approach the end of the current fiscal year, West Coast Arborists, Inc. would like to take this opportunity to convey our sincere gratitude to you and your staff for another successful year. Together, we have worked diligently to maintain the integrity, health and preservation of the community's urban forest.

The purpose of this letter is to express our interest in continuing with the agreement for an additional year with a slight adjustment in cost. The current rates originated in July 2020. The adjustment is a result of increased costs in labor, fuel, disposal and insurance. The current Consumer Price Index (CPI) for the Los Angeles-Long Beach-Anaheim region from the previous 12-month period, as published by the Department of Labor's Bureau of Labor Statistics is 8.50%. As a corporate partner with the City of West Covina, we are cognizant of the City's financial challenges, therefore, we can agree to limit the cost adjustment to 4.0%.

Effective Date: July 01, 2022

Cost Adjustment Requested: 4.0%

Region Area: Los Angeles-Long Beach-Anaheim

We appreciate your consideration in this matter and look forward to continuing our successful business relationship. Should you have any questions or require additional information, please do not hesitate to contact John Pineda or me at **(800) 521-3714**.

Sincerely,

Patrick Mahoney
President

West Coast Arborists, Inc.

2200 E. Via Burton • Anaheim, California 92806 • 714.991.1900 • 800.521.3714 • Fax 714.956.3745

**Schedule of Compensation for Year 2022 - 2023****Tree Maintenance Services performed by WCA, Inc.**

Item	Description	Unit	Proposed Prices
1	Grid Prune	Each	\$68.65
2	LMD Grid Prune	Each	\$149.75
3	Full Prune 0-18 DSH	Each	\$83.20
4	Full Prune 19-30 DSH	Each	\$124.80
5	Full Prune 31+ DSH	Each	\$149.75
6	Crown Raise	Each	\$61.35
7	Crown Clean 0-18 DSH	Each	\$83.20
8	Crown Clean 19-30 DSH	Each	\$124.80
9	Crown Clean 31+ DSH	Each	\$149.75
10	Crown Reduction 0-18 DSH	Each	\$93.60
11	Crown Reduction 19-30 DSH	Each	\$149.75
12	Crown Reduction 31-36 DSH	Each	\$191.35
13	Crown Reduction 36+ DSH	Each	\$295.35
14	Date Palm Prune	Each	\$208.00
15	Date Palm Trunk Clean	Each	\$208.00
16	Fan Palm Prune	Each	\$87.35
17	Fan Palm Trunk Clean	Each	\$108.15
18	Palm Prune	Each	\$68.65
19	Tree & Stump Removal 0-12 DSH	Each	\$291.20
20	Tree & Stump Removal 13-18 DSH	Each	\$707.20
21	Tree & Stump Removal 19-24 DSH	Each	\$977.60
22	Tree & Stump Removal 25-30 DSH	Each	\$1,268.80
23	Tree & Stump Removal 31-36 DSH	Each	\$1,508.00
24	Tree & Stump Removal 36+ DSH	Each	\$1,965.60
25	Tree Only Removal 0-12 DSH	Each	\$249.60
26	Tree Only Removal 13-18 DSH	Each	\$644.80
27	Tree Only Removal 19-24 DSH	Each	\$904.80
28	Tree Only Removal 25-30 DSH	Each	\$1,144.00
29	Tree Only Removal 31-36 DSH	Each	\$1,424.80
30	Tree Only Removal 36+ DSH	Each	\$1,788.80
31	Stump Removal	Inch	\$20.80
32	Plant 15 Gallon Tree	Each	\$187.20
33	Plant 24" Box Tree	Each	\$374.40
34	Plant 36" Box Tree	Each	\$1,040.00

**Schedule of Compensation for Year 2022 - 2023****Tree Maintenance Services performed by WCA, Inc.**

Item	Description	Unit	Proposed Prices
35	Plant 48" Box Tree	Each	\$2,028.00
36	Plant 60" Box Tree	Each	\$6,188.00
37	Arborist Reports	Man Hour	\$156.00
38	Risk Assessment	Man Hour	\$156.00
39	Canopy Spray - ground	Inch	\$6.25
40	Canopy Spray - aerial	Inch	\$8.30
41	Trunk Banding	Inch	\$6.25
42	PGR Trunk Banding	Inch	\$6.25
43	Soil Application	Inch	\$6.25
44	Soil Injection	Inch	\$6.25
45	Soil Drenching	Inch	\$6.25
46	Trunk Injection - insecticide/miticide	Inch	\$8.30
47	Trunk Injection - fungicide	Inch	\$6.25
48	Trunk Injection - combo	Inch	\$8.30
49	Trunk Injection - avermectin	Inch	\$6.25
50	GPS Tree Inventory Adds	Each	\$5.20
51	Specialty Equipment Rental	Day	\$520.00
52	Crew Rental - per man	Man Hour	\$92.55
53	Emergency Response - 7am to 4pm	Man Hour	\$113.35
54	Emergency Response - after hours	Man Hour	\$134.15

The proposed rates reflect a cost increase of 4.0% to help offset the increase in operating costs. WCA agrees to limit the cost adjustment to 4.0% for FY22-23 despite the current Consumer Price Index for the Los Angeles-Long Beach-Anaheim region published by the US Bureau of Labor Statistics stands at 8.5%. Upon approval, the rates will be effective beginning 7/1/22 and be valid for 12 months.

RESOLUTION NO. 2022-115

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2022 AND ENDING JUNE 30, 2023 (TREE MAINTENANCE SERVICES)

WHEREAS, on April 19, 2022, the City Manager presented to the City Council a proposed budget for Fiscal Year 2022-23 in compliance with Section 2-151(m) of the West Covina Municipal Code; and

WHEREAS, following the initial presentation of the proposed budget for Fiscal Year 2022-23, the City held meetings and community workshops and conducted an online budget survey in order to solicit input from the public regarding the proposed budget; and

WHEREAS, on June 7, 2022, the City Council adopted a budget for the 2022-2023 Fiscal Year; and

WHEREAS, amendments must periodically be made to the budget to conform to changed circumstances following adoption of the budget.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA DOES RESOLVE AS FOLLOWS:

SECTION 1. The City Council hereby approves Budget Amendment No. 2023-011, attached hereto as Exhibit A, for Fiscal Year 2022-23.

SECTION 2. The City Clerk shall certify to the adoption of this resolution and shall enter the same in the book of original resolutions and it shall become effective immediately.

APPROVED AND ADOPTED this 20th day of December, 2022.

Dario Castellanos
Mayor

APPROVED AS TO FORM

ATTEST

Thomas P. Duarte
City Attorney

Lisa Sherrick
Assistant City Clerk

I, LISA SHERRICK, Assistant City Clerk of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2022-115 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 6th day of December, 2022, by the following vote of the City Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

Lisa Sherrick
Assistant City Clerk

Exhibit A

City of West Covina
Fiscal Year 2022-23
Budget Amendment No. 2023-011
Tree Maintenance Services

<u>Fund Name (No.)</u>	<u>Current Budget</u>	<u>Proposed Amendment</u>	<u>Amended Budget</u>
<u>General Fund (110)</u>			
Revenue	80,608,408	0	80,608,408
Expenditures	80,122,063	55,175	80,177,238
Revenue less Expenditures	486,345	(55,175)	431,170
<u>Gasoline Tax (124)</u>			
Revenue	3,063,915	0	3,063,915
Expenditures	4,412,650	1,140	4,413,790
Revenue less Expenditures	(1,348,735)	(1,140)	(1,349,875)
<u>Citywide Maintenance District (188)</u>			
Revenue	2,052,280	0	2,052,280
Expenditures	2,658,284	29,779	2,688,063
Revenue less Expenditures	(606,004)	(29,779)	(635,783)
<u>Sportsplex (242)</u>			
Revenue	594,378	4,035	598,413
Expenditures	594,378	4,035	598,413
Revenue less Expenditures	0	0	0

**THIRD AMENDMENT
TO
CITY OF WEST COVINA
MAINTENANCE SERVICES AGREEMENT
WITH
WEST COAST ARBORISTS, INC.
FOR
TREE TRIMMING AND MAINTENANCE SERVICES**

THIS THIRD AMENDMENT ("Amendment") is made and entered into as of December 20, 2022 ("Effective Date") by and between the CITY OF WEST COVINA, a municipal corporation ("City"), and WEST COAST ARBORISTS, INC., a California corporation ("Contractor").

WHEREAS, City and Contractor entered into a Maintenance Services Agreement dated July 1, 2020 for Contractor to trim and maintain City trees ("Agreement"); and

WHEREAS, City and Contractor amended the Scope of Services and increased Contractor's compensation for Fiscal Year 2020-2021 through the First Amendment to the Agreement, dated January 19, 2021; and

WHEREAS, City and Contractor amended Section 2.1 of the Agreement through the Second Amendment to the Agreement, dated August 16, 2022; and

WHEREAS, Contractor has requested a rate adjustment of four percent (4%) due to increased costs of labor, fuel, disposal and insurance; and

WHEREAS, City and Contractor desire to amend the Fee Schedule set forth in the Agreement accordingly.

NOW, THEREFORE, for valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. The Fee Schedule set forth in Exhibit "B" of the Agreement shall be deleted in its entirety and replaced with the Revised Fee Schedule attached hereto as Exhibit "A."
2. All terms not defined herein shall have the same meaning and use as set forth in the Agreement.
3. All other terms, conditions, and provisions of the Agreement not in conflict with this Amendment shall remain in full force and effect.

[SIGNATURE PAGE FOLLOWS.]

IN WITNESS WHEREOF, City and Contractor have executed this Amendment as of the date set forth above.

CITY OF WEST COVINA

CONTRACTOR

David Carmany
City Manager

Patrick Mahoney
President

ATTEST:

Richard Mahoney
Vice President/Secretary

Lisa Sherrick
Assistant City Clerk

APPROVED AS TO FORM:

Thomas P. Duarte
City Attorney

APPROVED AS TO INSURANCE:

Helen Tran
Human Resources and Risk
Management Director

EXHIBIT A
REVISED FEE SCHEDULE

**Schedule of Compensation for Year 2022 - 2023****Tree Maintenance Services performed by WCA, Inc.**

Item	Description	Unit	Proposed Prices
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AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: December 20, 2022

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: RECOGNITION OF OUTGOING CITY COUNCIL MEMBER AND ADMINISTRATION OF OATH OF OFFICE TO NEWLY ELECTED OFFICERS

RECOMMENDATION:

Take appropriate action.

DISCUSSION:

RECOGNITION OF OUTGOING COUNCIL MEMBER:

- Mayor Castellanos

ADMINISTRATION OF OATH OF OFFICE TO NEWLY ELECTED OFFICERS:

- City Clerk - Nickolas Lewis
- City Treasurer - Colleen B. Rozatti
- City Council District 2 - Letty Lopez
- City Council District 4 - Ollie Cantos
- City Council District 5 - Tony Wu

Prepared by: Lisa Sherrick; Assistant City Clerk

CITY COUNCIL GOALS & OBJECTIVES: Enhance City Image and Effectiveness



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: December 20, 2022

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: REORGANIZATION OF MAYOR AND MAYOR PRO TEM

RECOMMENDATION:

It is recommended that the City Council reorganize in accordance with the order of mayoral succession mandated by Section 2-21 of the West Covina Municipal Code, or modify the order of mayoral succession as permitted by Section 2-21 of the West Covina Municipal Code.

BACKGROUND:

Section 2-21 of the West Covina Municipal Code (WCMC) outlines the duties of the Mayor and the order of mayoral succession, as follows:

"(a) The mayor, sometimes herein referred to as the "presiding officer," shall preserve strict order and decorum at all meetings of the city council. The mayor shall state every question coming before the council, announce the decision of the council on all subjects and decide all questions of order, subject, however, to an appeal to the council, in which event a majority vote of the council members present shall govern and conclusively determine such question of order. Voting on all ordinances shall be by roll call vote called by the city clerk; and the mayor shall be entitled to vote last on all questions.

(b) The mayor shall be the official head of the city for all ceremonial purposes and shall perform all duties imposed upon the mayor by the laws of the state or by ordinance of the city. The mayor shall serve in such capacity at the pleasure of the city council.

(c) The city council shall conduct its annual reorganization during its second regularly scheduled meeting of November, except in even-numbered years when the reorganization will occur at the time the city council confirms the official canvass of the municipal election results as required by California Government Code section 36801.

(d) The order of mayoral succession shall be determined by the length of the current term of incumbency, as defined by the date of election. When two (2) or more council members have equal terms of incumbency, the order shall be determined by the highest number of votes received at their election to the city council.

(e) In the event that the position of mayor or mayor pro tem becomes vacant for any reason,

succession order shall remain the same, however, if both the mayor and the mayor pro tem have changed prior to the next regularly scheduled reorganization, the council members appointed to complete the vacant terms shall continue to serve as the mayor and mayor pro tem, respectively, for the term they would have held in the absence of the vacancy.

Thereafter, the outgoing mayor's name will rotate to the bottom of the previous year's mayoral succession list, with all other names moving up one (1) position, in order that the outgoing mayor pro tem shall become the new mayor, and the next council member on the list shall become the new mayor pro tem.

(f) Newly elected council members shall be added to the bottom of the mayoral succession list, following the outgoing mayor in that election year's council reorganization. When there are two (2) or more newly elected council members, the order will be determined by the person who received the highest number of votes at the election.

(g) Any individual appointed to fill a vacancy in a city council seat shall be added immediately to the bottom of the mayoral succession list.

(h) The city council by a minimum of four (4) votes may modify the mayoral succession list or remove and replace the mayor or mayor pro tem at any time."

DISCUSSION:

Pursuant to Section 2-21 of the WCMC, the City Council is required to conduct its annual reorganization during its second regularly scheduled meeting of November, except in even-numbered years when the reorganization will occur at the time the City Council confirms the official canvass of the municipal election results as required by California Government Code section 36801.

The current order is:

Dario Castellanos, Mayor
Rosario Diaz, Mayor Pro Tem
Brian Tabatabai, Councilman
Tony Wu, Councilman
Letty Lopez-Viado, Councilwoman

Following the November 2022 election, the new order of succession is as follows, unless modified by 4 votes of the City Council:

Rosario Diaz, Mayor
Brian Tabatabai, Mayor Pro Tem
Tony Wu, Council Member
Letty Lopez-Viado, Council Member
Ollie Cantos, Council Member

Pursuant to the order of mayoral succession, Rosario Diaz is slated to become the Mayor and Brian Tabatabai is slated to become the Mayor Pro Tem.

No vote is required to reorganize in accordance with the order of mayoral succession mandated by Section 2-21 of the WCMC. However, if the City Council wishes to modify the order of mayoral succession, such modification would require 4 votes of the City Council.

OPTIONS:

The City Council has the following options:

1. Reorganize in accordance with the order of mayoral succession mandated by Section 2-21 of the West Covina Municipal Code; or
2. Modify the order of mayoral succession as permitted by Section 2-21 of the West Covina Municipal Code, which requires 4 votes of the City Council.

Prepared by: Lisa Sherrick; Assistant City Clerk

CITY COUNCIL GOALS & OBJECTIVES: Enhance City Image and Effectiveness