



CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

Update 2/27/2025 - Item No. 4

**MARCH 4, 2025, 7:00 PM
REGULAR MEETING**

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

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

Please turn off or silence all cell phones and other electronic devices prior to entering the Council Chambers

AMERICANS WITH DISABILITIES ACT

The City complies with the Americans with Disabilities Act (ADA). If you will need special assistance at a Council meeting, please call (626) 939-8433 (voice) or (626) 960-4422 (TTY) from 8am to 5pm Monday through Thursday. Please call at least one day prior to the meeting date to inform us of your particular needs and to determine if accommodation is possible. For sign language interpreter services at Council meetings, please request no less than four working days prior to the meeting.

AGENDA MATERIAL

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

NOTICE

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

PUBLIC COMMENTS ADDRESSING THE CITY COUNCIL

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

Please identify on the speaker card whether you are speaking on an agenda item or non-agenda. Requests to speak on agenda items will be heard prior to requests to speak on non-agenda items. Comments are limited to three (3) minutes per speaker, unless modified by the Presiding Officer or the City Council.

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

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

RULES OF DECORUM

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

AGENDA

CITY OF WEST COVINA CITY COUNCIL/SUCCESSOR AGENCY

**TUESDAY MARCH 4, 2025, 7:00 PM
REGULAR MEETING**

INVOCATION

Led by Pastor Samuel Martinez from Amazing Love Ministries

PLEDGE OF ALLEGIANCE

Led by Mayor Wu

ROLL CALL

REPORTING OUT FROM CLOSED SESSION

PRESENTATIONS

Proclamation Promoting Nutrition

Proclamation Honoring National Women's Month

ORAL COMMUNICATIONS - Three (3) minutes per speaker

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

CITY MANAGER'S REPORT

City Manager's report on current City projects.

CONSENT CALENDAR

All matters listed under CONSENT CALENDAR are considered to be routine and can be acted on by one roll call vote. There will be no separate discussion of these items unless members of the City Council/Successor Agency 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 FEBRUARY 18, 2025, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES AND THE FEBRUARY 18, 2025, CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING MINUTES.**

That the Council approve the February 18, 2025, City Council/Successor Agency Regular Session Meeting Minutes and the February 18, 2025, City Council/Successor Agency Closed Session Meeting Minutes.

ORDINANCES FOR ADOPTION - Procedural Waiver. *Waive full reading of each ordinance on the agenda and authorize the approval of each ordinance by title only.*

- 2) **CONSIDERATION OF ADOPTION OF ORDINANCE NO. 2527 PERTAINING TO ZONE CHANGE NO. 24-01, REZONING A PROPERTY (200 SOUTH AZUSA AVENUE) IN THE NEIGHBORHOOD COMMERCIAL MIXED-USE ZONE (NMU) TO SERVICE COMMERCIAL MIXED USE (SMU) WITHIN THE AUTO PLAZA OVERLAY**

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

ORDINANCE NO. 2527 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA ADOPTING ZONE CHANGE NO. 24-01, REZONING A PROPERTY (200 SOUTH AZUSA AVENUE) IN THE NEIGHBORHOOD COMMERCIAL MIXED-USE ZONE (NMU) TO SERVICE COMMERCIAL MIXED USE (SMU) WITHIN THE AUTO PLAZA OVERLAY

- 3) **CONSIDERATION OF ADOPTION OF ORDINANCE NO. 2528 AMENDING CHAPTER 2 OF THE WEST COVINA MUNICIPAL CODE RELATING TO PUBLIC PARTICIPATION AND DECORUM DURING CITY COUNCIL MEETINGS**

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

ORDINANCE NO. 2528 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING PROVISIONS OF DIVISION 2 (MEETINGS AND RULES OF PROCEDURE) OF ARTICLE II (CITY COUNCIL) OF CHAPTER 2 (ADMINISTRATION) OF THE WEST COVINA MUNICIPAL CODE RELATING TO PUBLIC PARTICIPATION AND DECORUM AT CITY COUNCIL MEETINGS

END OF CONSENT CALENDAR

DEPARTMENT REGULAR MATTERS

FINANCE DEPARTMENT

- 4) **CONSIDERATION OF AMENDING PURCHASING THRESHOLDS**

It is recommended that the City Council provide direction regarding changes to the City's purchasing thresholds.

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.)

- 5) **PRESENTATION REGARDING BUSINESS LICENSE ADMINISTRATION AND COMPLIANCE SERVICES**

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

CITY COUNCIL COMMENTS

ADJOURNMENT

Next Tentative City Council Meeting

Regular Meeting

March 18, 2025

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: March 4, 2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: CONSIDERATION OF APPROVAL OF THE FEBRUARY 18, 2025, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES AND THE FEBRUARY 18, 2025, CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING MINUTES.

RECOMMENDATION:

That the Council approve the February 18, 2025, City Council/Successor Agency Regular Session Meeting Minutes and the February 18, 2025, City Council/Successor Agency Closed Session Meeting Minutes.

BACKGROUND:

That the City Council adopt the attached minutes.

Prepared by: Lisa Sherrick, Assistant City Clerk

Attachments

Attachment No. 1 - 2/18/2025 Closed Session Minutes Draft

Attachment No. 2 - 2/18/2025 Regular Session Minutes Draft

CITY COUNCIL GOALS & OBJECTIVES: Enhance City Image and Effectiveness



CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

**FEBRUARY 18, 2025, 6:00 PM
REGULAR MEETING - CLOSED SESSION**

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

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

MINUTES

CALL TO ORDER

A Regular Session Meeting was called to order by Mayor Tony Wu on Tuesday, February 18, 2025, at 6:00 p.m., in the Management Resource Center, 1444 West Garvey Avenue South, West Covina, California.

ROLL CALL

Council Members

Present: Council Members Rosario Diaz, Ollie Cantos, Brian Gutierrez (Arrived at 6:05), Mayor Pro Tem Letty Lopez-Viado, Mayor Tony Wu

Absent: None

City Staff: Paulina Morales, City Manager, Roxanne Lerma, Assistant City Manager, Thomas Duarte, City Attorney, Stephanie Sikkema, Finance Director,

PUBLIC COMMENTS ON ITEMS ON THE AGENDA

CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION -
Significant exposure to litigation pursuant to Government Code § 54956.9(d)(2)

Number of Cases: One (1)

2.. CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code § 54957.6

City Negotiators: Morales, 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

REPORTING OUT

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

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ADJOURNMENT

A motion to adjourn the Regular Closed Meeting was made by Mayor Tony Wu, and the meeting was adjourned at 6:50p.m. The next regularly scheduled Regular Closed City Council Meeting will be held on Tuesday, March 4, 2025, 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

Tony Wu
Mayor



CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

**FEBRUARY 18, 2025, 7:00 PM
REGULAR MEETING**

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

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

MINUTES

INVOCATION

Led by Al Richardson from New Beginning Christian Fellowship West Covina

PLEDGE OF ALLEGIANCE

Led by Councilwoman Diaz

ROLL CALL

Council Members

Present: Council Members Rosario Diaz, Ollie Cantos, Brian Gutierrez, Mayor Pro Tem Letty Lopez Viado, Mayor Wu

Absent: None

REPORTING OUT FROM CLOSED SESSION

City Attorney Thomas Durate reported that no action was taken during the Closed Session Meeting.

PRESENTATIONS

- Certificates of Appreciation: Student Government Day
- Presentation by East San Gabriel Valley Japanese Community Center and Certificate of Appreciation recognizing Pearl Omiya
- Presentation by Dr. Basil on Current Health Issues

CITY MANAGER'S REPORT

City Manager's report on current City projects.

ORAL COMMUNICATIONS - Three (3) minutes per speaker

Albert Ochoa
Douglas Fore
Joanna Gee
Bill Elliot
Sherry Fischer
Mario Sobalvarro
R. Robinson

CONSENT CALENDAR

ACTION: Motion by Councilwoman Diaz and Second by Councilmember

Gutierrez, 5-0 to: Approve Consent Calendar Item 1, 2, 4, 5, and 8 (Item number 3 was pulled by Councilwoman Diaz and Item Numbers 6 and 7 was pulled by Councilmember Gutierrez)

Motion by Councilwoman Diaz and Second by Councilmember Gutierrez, 5-0 to: Approve Consent Calendar Item 3 (Item number 3 was pulled by Councilwoman Diaz)

Motion by Councilwoman Diaz and Second by Mayor Pro Tem Lopez-Viado, 5-0 to: Approve Consent Calendar Item 6 (Item number 6 was pulled by Councilmember Gutierrez)

Motion by Councilman Cantos and Second by Councilwoman Diaz, 5-0 to: Approve Consent Calendar Item 7 (Item number 7 was pulled by Councilmember Gutierrez)

APPROVAL OF MEETING MINUTES

1) **CONSIDERATION OF APPROVAL OF THE DECEMBER 17, 2024, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES, THE FEBRUARY 4, 2025, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION**

MEETING MINUTES AND THE FEBRUARY 4, 2025, CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING MINUTES.

Carried 5-0 to: approve the December 17, 2024, City Council/Successor Agency Regular Session Meeting Minutes, the February 4, 2025, City Council/Successor Agency Regular Session Meeting Minutes and the February 4, 2025, City Council/Successor Agency Closed Session Meeting Minutes.

CITY MANAGER'S OFFICE

2) CONSIDERATION OF ORDINANCE NO. 2528 AMENDING CHAPTER 2 OF THE WEST COVINA MUNICIPAL CODE RELATING TO PUBLIC PARTICIPATION AND DECORUM DURING CITY COUNCIL MEETINGS AND RESOLUTION NO. 2025-15 CHANGING THE ORDER OF BUSINESS FOR REGULAR CITY COUNCIL MEETINGS

Carried 5-0 to: take the following actions:

1. Introduce the following ordinance:

ORDINANCE NO. 2528 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING PROVISIONS OF DIVISION 2 (MEETINGS AND RULES OF PROCEDURE) OF ARTICLE II (CITY COUNCIL) OF CHAPTER 2 (ADMINISTRATION) OF THE WEST COVINA MUNICIPAL CODE RELATING TO PUBLIC PARTICIPATION AND DECORUM AT CITY COUNCIL MEETINGS

2. Adopt the following resolution:

RESOLUTION NO. 2025-15 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, CHANGING THE ORDER OF BUSINESS FOR REGULAR CITY COUNCIL MEETINGS

COMMUNITY DEVELOPMENT

3) CONSIDERATION OF APPROVAL OF TRAFFIC RECOMMENDATIONS FROM THE TRAFFIC COMMITTEE MEETINGS BETWEEN NOVEMBER 2024 THROUGH JANUARY 2025

Carried 5-0 to: approve the Traffic Committee recommendations detailed in the staff report for traffic engineering improvements Citywide from the meetings held between November 2024 through January 2025.

4) CONSIDERATION OF ACCEPTANCE OF WORK FOR SOUTHSIDE SEWER CIPP LINING IMPROVEMENTS PROJECT - PROJECT NO. 24004

Carried 5-0 to: take the following actions:

1. Accept the work performed by Southwest Pipeline and Trenchless Corp. for the Southside Sewer CIPP Lining Improvements Project (Project No. 24004) with a final cost of \$816,644.01;
2. Authorize the City Manager and Assistant City Clerk to execute the Notice of Completion and file the Notice of Completion with the County of Los Angeles Registrar-Recorder; and
3. Authorize the City Manager to release a retention once appropriate.

FINANCE DEPARTMENT

5) CONSIDERATION OF ANNUAL COMPREHENSIVE FINANCIAL REPORT (ACFR) AND OTHER RELATED REPORTS FOR THE YEAR ENDED JUNE 30, 2024

Carried 5-0 to: receive and file the following for the year ended June 30, 2024:

- Annual Comprehensive Financial Report (“ACFR”);
- Government Auditing Standards Letter;
- Audit Communication Letter; and
- Community Financial Report.

6) CONSIDERATION OF PURCHASING REPORT AND REJECTION OF UNAWARDED BIDS AND REQUESTS FOR PROPOSALS

Carried 5-0 to: take the following actions:

1. Receive and file the listing of all contracts and purchase orders that have been awarded by the City Manager from April 1, 2024 to January 31, 2025.
2. Reject the unawarded bids and requests for proposals detailed within the staff report.

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

Carried 5-0 to: take the following actions:

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

RESOLUTION NO. 2025-12- A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2024 AND ENDING JUNE 30, 2025 (SECOND QUARTER FINANCIAL REPORT)

8) ANNUAL REVIEW OF FINANCIAL POLICIES

Carried 5-0 to: adopt the following resolutions:

RESOLUTION NO. 2025-13 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE CITY OF WEST COVINA STATEMENT OF INVESTMENT POLICY

RESOLUTION NO. 2025-14 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING THE FUND BALANCE POLICY

END OF CONSENT CALENDAR

HEARINGS

PUBLIC HEARINGS

9) CONSIDERATION OF ORDINANCE NO. 2525 (CODE AMENDMENT NO. 24-01) TO AMEND CHAPTER 26 OF THE WEST COVINA MUNICIPAL CODE TO MAKE CORRECTIONS AND INCORPORATE REQUIRED UPDATES TO COMPLY WITH STATE LAW, AND TO AMEND THE “COMMERCIAL” PORTION OF THE PLANNED COMMUNITY DEVELOPMENT NO. 1 (PCD-1) FOR THE WEST COVINA PORTION OF WOODSIDE VILLAGE TO MAKE DEVELOPMENT WITHIN THE PCD-1 ZONING CONSISTENT WITH THE CURRENT ZONING

Public Comments in Favor

None

Public Comments Neither in Favor nor Opposed

R. Robinson

Public Comments in Opposition

None

---End of Public Comment---

ACTION: Motion by Councilmember Gutierrez and Second by Councilwoman Diaz, 5-0 to: take the following actions:

1. Conduct the public hearing; and
2. Introduce the following Ordinance; and
3. Amend the call-up procedures as presented by staff with a change to the notification radius of 1000 feet.

ORDINANCE NO. 2525 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING CODE AMENDMENT NO. 24-01, THE DEVELOPMENT CODE UPDATE CLEAN UP, AMENDING CHAPTER 26 (ZONING)

**OF THE WEST COVINA MUNICIPAL CODE, AND AMENDING THE COMMERCIAL
PORTION OF PLANNED COMMUNITY DEVELOPMENT NO. 1 (PCD-1) FOR THE
WEST COVINA PORTION OF WOODSIDE VILLAGE**

DEPARTMENTAL REGULAR MATTERS

CITY MANAGER'S OFFICE

10) Health Department Update

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

11) Presentation of the City of West Covina's current Emergency Operations Plan

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

POLICE DEPARTMENT

12) City Hall CCTV & Metal Detector Implementation

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

PUBLIC WORKS

13) PUBLIC WORKS OPERATIONS

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

14) MEDIAN BEAUTIFICATION

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

MAYOR/COUNCILMEMBERS REPORTS

None

CITY COUNCIL REQUESTS FOR REPORTS, STUDIES OR INVESTIGATION

- Gutierrez: Install orange lights (similar to Cortez Ave) (while staff and City Attorney access liability on red and blue lights) on Amar Road and Westport Street, Orange Ave. and Sweeney, and Merced between Orange and Sunset Ave. within a month. – No objection
- Gutierrez: City attorney brief the council surrounding the red and blue strobe lights – First meeting in April. Closed session

- Gutierrez – Del Note Park RFP to be posted by Monday 2/24. – No objection
- Gutierrez: Contact Edison to install overhead light in the alley behind Glendoria Ave. Report back by end second meeting in March. – No Objection
- Gutierrez: Bring to the City Council the recent item that went to Planning Commission on February 11th regarding psychiatric unit at the hospital in West Covina, with a notice radius of 1000 feet. Including reports by West Covina Fire Department, West Covina Police Department, and West Covina Health Department. No objection
- Gutierrez: Staff to identify positions to change the hiring requirements to a high school diploma or equivalent hiring experience, in line with state and federal hiring practices. No objection.
- Gutierrez: Change the vote to remove a commissioner with four votes with or without cause. Motion by Gutierrez and second by Diaz 4-1 No: Cantos.
- Gutierrez: Recommendation that Student Government Day also includes Nogales High School. No objection.
- Cantos: In a spirit of full transparency for the public, I ask that the City Council place for approval on the agenda of the next meeting, scheduled for Tuesday 03/04/2025, a resolution to establish as formal policy the need for all new proposed expenditures relating to the establishment of the West Covina Health Department to be presented to the City Council for review and consideration for adoption. By intent, this necessarily means public disclosure of full details, including specific pros and cons of actions as proposed by staff. In that spirit, to continue optimizing transparency, it must be noted that any further budgetary reallocations relating to the Health Department does not occur until after this agenda item is discussed during an open session of the Council. (Outside of the current contract) - No objection
- Cantos: I ask that the City Council place for approval on the agenda of the next meeting, scheduled for Tuesday 03/04/2025, a resolution to establish as formal policy that no funds shall be diverted from the General Fund, either through direct or circuitous means, to continue financing of the Health Department or any aspects of its potential operation or further consideration. To be clear, this expressly includes but is not limited to dedication of financial resources through TransTech or any other contractor or subcontractor to cover for staffing, office, and other expenses; the movement of funds from different accounts to cover expenses relating to the Health Department; or reimbursement of business expenses to any or all persons who provide in-kind support whose expenditures exceed the amount already dedicated to Health Department work as previously allocated from American Rescue Plan Act (ARPA) funds and as laid out in the agenda packet distributed in connection with tonight's meeting. To be clear, this necessarily entails that, particularly since the Council already committed the last of ARPA money to other purposes in December 2024, out of any ARPA funding that still remains unspent other than what has already been earmarked for the Health Department and related work, additional allocation of ARPA money is not authorized. – There is no second, the request did not pass.

CITY COUNCIL COMMENTS

- Cantos: With positive relationship with AT&T laptop computers will be provided to the Senior Center
- Gutierrez: Would like to make sure departments are applying for federal grants and meet deadlines.

ADJOURNMENT

A motion to adjourn the Regular Meeting was made at 11:52 PM. The next regularly scheduled Regular City Council Meeting will be held on Tuesday, March 4, 2025, at 7:00 p.m. in the Council Chambers, 1444 West Garvey Avenue South, West Covina, California.

Lisa Sherrick
Assistant City Clerk

Tony Wu
Mayor



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: March 4, 2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: CONSIDERATION OF ADOPTION OF ORDINANCE NO. 2527 PERTAINING TO ZONE CHANGE NO. 24-01, REZONING A PROPERTY (200 SOUTH AZUSA AVENUE) IN THE NEIGHBORHOOD COMMERCIAL MIXED-USE ZONE (NMU) TO SERVICE COMMERCIAL MIXED USE (SMU) WITHIN THE AUTO PLAZA OVERLAY

RECOMMENDATION:

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

ORDINANCE NO. 2527 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA ADOPTING ZONE CHANGE NO. 24-01, REZONING A PROPERTY (200 SOUTH AZUSA AVENUE) IN THE NEIGHBORHOOD COMMERCIAL MIXED-USE ZONE (NMU) TO SERVICE COMMERCIAL MIXED USE (SMU) WITHIN THE AUTO PLAZA OVERLAY

BACKGROUND:

The proposed zone change would alter a portion of the project site where the current Valero gasoline station sits. The zone change would rezone the parcel from Neighborhood Commercial Mixed-Use (NMU) to Service Commercial Mixed-Use (SMU) within the Auto Plaza Overlay Zone. The zone change is required as automobile sales/dealerships are only permitted in the Regional Commercial Mixed-Use Zone (RMU) and in the Service Commercial Mixed-Use (SMU) Zone. Additionally, it would provide zoning consistency with the remaining project site that is currently zoned Service Commercial Mixed-Use (SMU).

DISCUSSION:

The City Council held a public hearing and introduced Ordinance No. 2527 at the February 4, 2025 City Council meeting. The City Council introduced the Ordinance as presented. The Ordinance is the zone change that was a part of the entitlement package for the construction of the new Mercedes-Benz Automobile dealership. If adopted, the Ordinance will take effect on the 31st day following adoption, which is on or about April 4, 2025. Staff recommends that the City Council adopt Ordinance No. 2527.

LEGAL REVIEW:

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

OPTIONS:

The City Council has the following options:

1. Adopt Ordinance No. 2527; or
2. Provide an alternative direction.

ENVIRONMENTAL REVIEW:

The Mitigated Negative Declaration of Environmental Impact (MND) prepared for the project disclosed that the project will not have a significant impact on the environment. Mitigation measures have been incorporated into the project's design and as conditions of approval to reduce impacts on the environment to a less than significant level. The MND was approved by the City Council on February 4, 2025.

Prepared by: Miriam Machado, Associate Planner

Fiscal Impact

FISCAL IMPACT:

The proposed change will have a positive impact on General Fund sales tax revenue. New motor vehicle dealers, as a group, account for the majority of the City's sales tax revenue - approximately \$2.4 million quarterly. Additionally, Mercedes Benz of West Covina is one of the City's top 25 sales tax producers. Fuel and service stations account for less than \$400k of sales tax revenue quarterly.

Attachments

Attachment No. 1 - Ordinance No. 2527

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

ORDINANCE NO. 2527

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA ADOPTING ZONE CHANGE NO. 24-01, REZONING A PROPERTY (200 SOUTH AZUSA AVENUE) IN THE NEIGHBORHOOD COMMERCIAL MIXED-USE ZONE (NMU) TO SERVICE COMMERCIAL MIXED-USE (SMU) WITHIN THE AUTO PLAZA OVERLAY

The City Council of the City of West Covina hereby finds and declares as follows:

WHEREAS, the applicant, Boyd Sumner of Envision Motors, filed with the City a verified application requesting approval of a precise plan (Precise Plan No. 24-01) to:

Allow the demolition of an existing auto dealership and an operating gas station and the construction of a new two-story 85,390 square foot dealership building on a certain property described as:

Assessor's Parcel No. 8478-007-031, -025, and -042 in the records of the Los Angeles County Assessor; and

WHEREAS, the applicant also filed an application requesting approval of a zone change (Zone Change No. 24-01) to alter a portion of the project site currently zoned Neighborhood Commercial Mixed Use (NMU) to Service Commercial Mixed Use (SMU) within the Auto Plaza Overlay Zone; and

WHEREAS, on December 10, 2024, the Planning Commission conducted a duly noticed public hearing to consider in part Zone Change No. 24-01 and gave all persons interested therein an opportunity to be heard. At the conclusion of the public hearing, the Planning Commission recommended that the City Council approve Zone Change No. 24-01; and

WHEREAS, on February 4, 2025, the City Council conducted a duly noticed public hearing to consider in part Zone Change No. 24-01; and

WHEREAS, studies and investigations made by the City Council and on its behalf reveal the following:

1. The project includes a zone change to rezone a portion of the overall Project site for a property located at 200 South Azusa Avenue from Neighborhood Commercial Mixed-Use (NMU) to Service Commercial Mixed-Use (SMU) within the Auto Plaza Overlay Zone.

2. The project includes a Precise Plan to allow the demolition of an existing auto dealership and gas station and construction of a new two-story 85,390 square foot dealership building.

WHEREAS, Precise Plan No. 24-01 and Zone Change No. 24-01 (the “Project”) are considered a “project” pursuant to the terms of the California Environmental Quality Act (CEQA); and

WHEREAS, the City, through its environmental consultant, prepared an Initial Study and Mitigated Negative Declaration for the Project; and

WHEREAS, prior to introducing this Ordinance, the City Council adopted Resolution No. 2025-7, adopting a Mitigated Negative Declaration for the Project and approving a Mitigation Monitoring and Reporting Program; and

WHEREAS, the City Council has duly considered all information presented to it, including written staff reports and any testimony provided at the public hearing, with all testimony received being made a part of the public record.

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

SECTION 1. Recitals. The above recitals are true and correct and are incorporated herein.

SECTION 2. Consistency with General Plan. Based on the evidence presented, Zone Change No. 24-01 is found to be consistent with the City’s General Plan.

SECTION 3. Approval of Zone Change. The City Council hereby approves Zone Change No. 24-01, changing the zoning designation for subject property as set forth on Exhibit A and amending the Zoning Map of the City of West Covina accordingly.

SECTION 4. Severability. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council of the City of West Covina hereby declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions be declared invalid or unconstitutional.

SECTION 5. Certification. The City Clerk shall certify passage of this ordinance and shall cause the same to be published as required by law.

SECTION 6. Effective Date. This ordinance shall take effect and be in force thirty (30) days from and after the date of its passage.

PASSED, APPROVED AND ADOPTED on this 4th day of March, 2025.

Tony Wu
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. 2527 was introduced at a regular meeting of the City Council held on the 4th day of February, 2025, and adopted at a regular meeting of the City Council held on the 4th day of March, 2025, by the following vote of the City Council:

AYES:

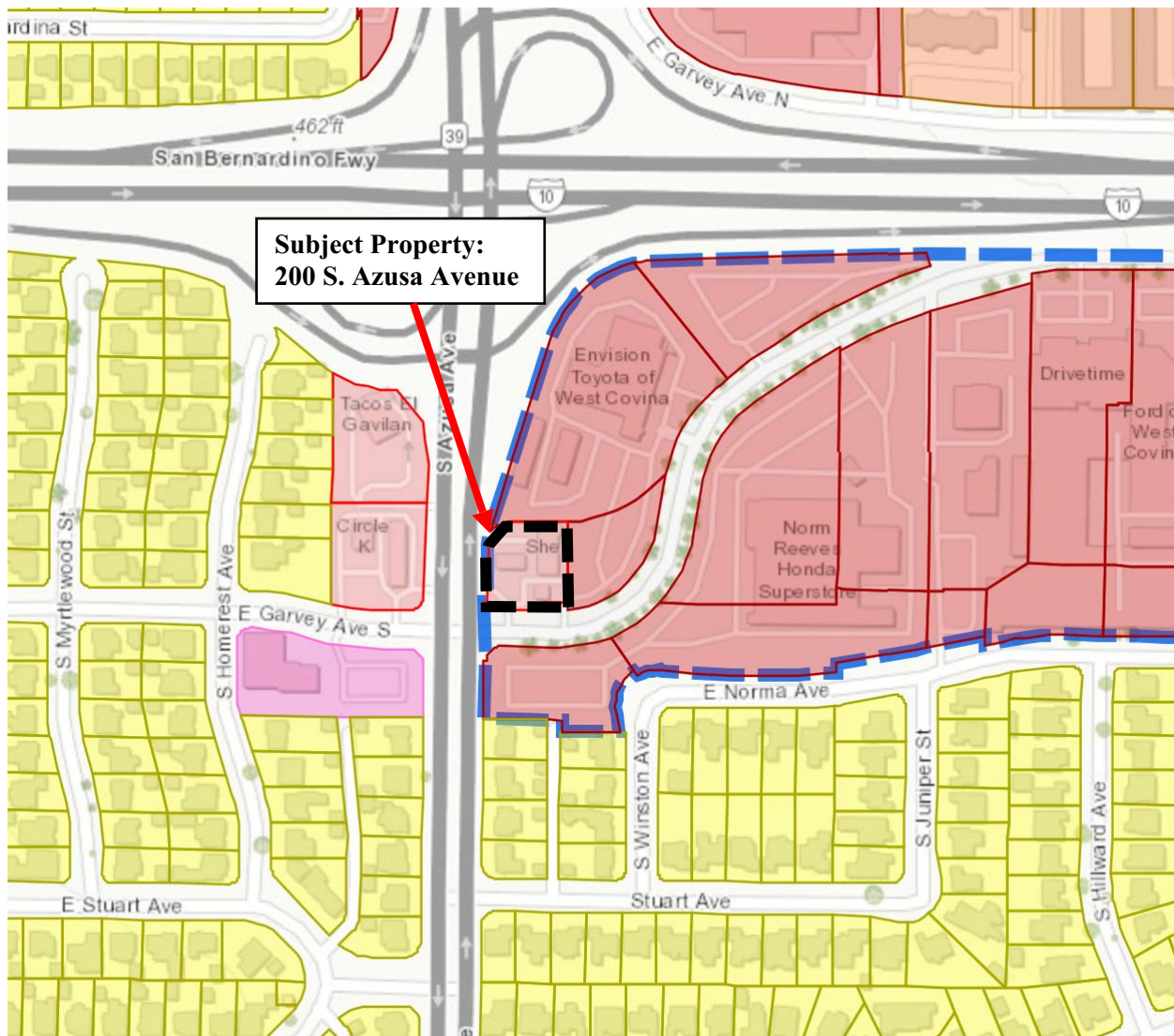
NOES:

ABSENT:

ABSTAIN:

Lisa Sherrick
Assistant City Clerk

EXHIBIT A



Indicates the area to be changed from “Neighborhood Commercial Mixed-Use” (NMU) to “Service Commercial Mixed-Use” (SMU).



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: March 4, 2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: CONSIDERATION OF ADOPTION OF ORDINANCE NO. 2528 AMENDING CHAPTER 2 OF THE WEST COVINA MUNICIPAL CODE RELATING TO PUBLIC PARTICIPATION AND DECORUM DURING CITY COUNCIL MEETINGS

RECOMMENDATION:

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

ORDINANCE NO. 2528 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING PROVISIONS OF DIVISION 2 (MEETINGS AND RULES OF PROCEDURE) OF ARTICLE II (CITY COUNCIL) OF CHAPTER 2 (ADMINISTRATION) OF THE WEST COVINA MUNICIPAL CODE RELATING TO PUBLIC PARTICIPATION AND DECORUM AT CITY COUNCIL MEETINGS

BACKGROUND:

At the December 17, 2024 City Council meeting, Councilmember Gutierrez requested that the City Council consider looking at ways to make City Council meetings more efficient. City staff did a survey of agendas for sixteen local cities and agencies and presented its findings to the City Council at the January 21, 2025 Council meeting.

Following staff's presentation on January 21, 2025, the Council directed staff to implement the following changes to enhance the efficiency and decorum of meetings:

- Adjust Oral Communications Time Limit: Limit individual oral communications to three (3) minutes. At the discretion of the Mayor, this time may be modified as needed.
- Require Advance Submission of Speaker Cards: Speaker cards must be submitted before the start of oral communications. This allows the Assistant City Clerk to finalize the number of speakers, ensuring a more organized and efficient process.
- Enhance Rules of Decorum: Strengthen the language in the Rules of Decorum to minimize disruptions and promote civility among all attendees, including revising the language on the agenda regarding addressing the City Council.
- Reorder the City Manager's Report: Move the City Manager's Report to follow oral communications to improve meeting flow.

To implement these changes, on February 18, 2025, staff presented a proposed resolution, Resolution No. 2025-15, to modify the Order of Business to move the City Manager's Report to after Oral Communications, revisions to the language on the agenda regarding addressing the City Council, and a proposed ordinance, Ordinance No. 2528, to amend the provisions of Division 2 (Meetings and Rules of

Procedure) of Article II (City Council) of Chapter 2 (Administration) of the West Covina Municipal Code to:

- Require the advance submission of speaker cards.
- Adjust oral communications to a three-minute limit, unless modified by the Presiding Officer or the City Council.
- Strengthen the language governing the Rules of Decorum.

On February 18, 2025, the City Council, by a 5-0 vote, introduced Ordinance No. 2528 and adopted Resolution No. 2025-15.

DISCUSSION:

The changes to the Municipal Code are shown in redline format in Attachment No. 2.

Pursuant to the City Council's direction, these updates aim to foster a more structured, respectful, and effective public meeting environment.

Staff recommends that the City Council adopt Ordinance No. 2528. The Ordinance will take effect on the 31st day following adoption, which is on or about April 4, 2025.

LEGAL REVIEW:

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

Prepared by: Paulina Morales, City Manager

Fiscal Impact

FISCAL IMPACT:

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

Attachments

Attachment No. 1 - Ordinance No. 2528

Attachment No. 2 - Redline of Changes

ORDINANCE NO. 2528

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING PROVISIONS OF DIVISION 2 (MEETINGS AND RULES OF PROCEDURE) OF ARTICLE II (CITY COUNCIL) OF CHAPTER 2 (ADMINISTRATION) OF THE WEST COVINA MUNICIPAL CODE RELATING TO PUBLIC PARTICIPATION AND DECORUM AT CITY COUNCIL MEETINGS

The City Council of the City of West Covina hereby finds and declares as follows:

WHEREAS, California Government Code section 36813 authorizes the City Council to establish rules for the conduct of its proceedings, and to punish a member or other person for disorderly behavior at a meeting; and

WHEREAS, California Government Code section 54954.3(b) authorizes the City Council to adopt reasonable regulations regarding public participation at meetings, including, but not limited to, regulations limiting the total amount of time allocated for public testimony on particular issues and for each individual speaker; and

WHEREAS, California Government Code section 54957.95 authorizes the presiding officer of a meeting or their designee to remove, or cause the removal of, an individual for disrupting the meeting; and

WHEREAS, the provisions of Division 2 (Meetings and Rules of Procedure) of Article II (City Council) of Chapter 2 (Administration) of the West Covina Municipal Code set forth regulations relating to public participation and decorum at City Council meetings; and

WHEREAS, it is the desire and duty of the City Council to ensure its business is conducted in an orderly, efficient, and fair manner and to ensure that the public has a full opportunity to be heard on all matters of interest to the community; and

WHEREAS, disruptive conduct at meetings prevents the City Council from accomplishing its business in an orderly, efficient, and fair manner, and may interfere with the right of other individuals to be heard; and

WHEREAS, the City Council respects an individual speaker's right to disagree and express his or her own opinions and beliefs; and

WHEREAS, the City Council desires to encourage more members of the public to attend and participate in City Council meetings by improving the efficiency of its meetings and strengthening its rules of decorum; and

WHEREAS, the City Council desires to amend provisions of Division 2 (Meetings and Rules of Procedure) of Article II (City Council) of Chapter 2 (Administration) of the West Covina Municipal Code relating to public participation and decorum at City Council meetings; and

WHEREAS, all legal requirements prior to the adoption of this Ordinance have occurred.

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

SECTION 1. Recitals. The City Council finds that all of the facts and findings set forth in the recitals to this Ordinance are true and correct.

SECTION 2. Amendment to Section 2-47. Section 2-47 of Division 2 of Article II of Chapter 2 of the West Covina Municipal Code shall be amended to read as follows:

Sec. 2-47. - Addressing the council.

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

SECTION 3. Amendment to Section 2-48. Section 2-48 of Division 2 of Article II of Chapter 2 of the West Covina Municipal Code shall be amended to read as follows:

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

- (a) Each person wishing to address the city council shall submit a speaker card to the city clerk prior to the commencement of the time designated for oral communications. No speaker cards will be accepted after the commencement of oral communications, except at the discretion of the presiding officer.
- (b) When called forward by the presiding officer or the city clerk, each person addressing the city council shall step up to the podium and give his or her name and city of residence in an audible tone of voice for the record.
- (c) Each person addressing the city council during oral communications shall limit his or her comments to three (3) minutes, unless the time limit is modified by the presiding officer or the city council. In order to provide all speakers the opportunity to participate in oral communications, the presiding officer or the city council may reduce the time limit to allow reasonable time for all speakers to address the city council.

- (d) All remarks shall be addressed to the city council as a body and not to any member thereof. No person, other than the city council and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the city council, without the permission of the presiding officer. No question shall be asked of a council member except through the presiding officer.
- (e) The presiding officer may require any person to be sworn as a witness before addressing the city council on any subject. Any such person who, having taken an oath that he or she will testify truthfully, willfully and contrary to such oath states as true any material matter which he knows to be false may be held to answer criminally and subject to the penalty prescribed for perjury by the provisions of the California Penal Code.

SECTION 4. Amendment to Section 2-50. Section 2-50 of Division 2 of Article II of Chapter 2 of the West Covina Municipal Code shall be amended to read as follows:

Sec. 2-50. - Decorum—Required.

- (a) While the city council is in session, council members shall preserve order and decorum, and a council member shall neither, by conversation or otherwise, delay or disrupt the proceedings or the peace of the council nor interrupt any council member while speaking or refuse to obey the orders of the council or its presiding officer, except as otherwise herein provided.
- (b) Members of the public shall not willfully disrupt the meeting or act in a manner that actually disrupts, disturbs, impedes, impairs, or renders infeasible the orderly conduct of the meeting. For the purposes of this Code, “willfully disrupt” includes, but is not limited to, continuing to do any of the following after being warned by the presiding officer that the behavior is disrupting the meeting and failure to cease the behavior may result in removal from the meeting:
 - (1) Addressing the mayor or city council without first being recognized.
 - (2) Persisting in addressing a subject or subjects, other than that before the mayor and city council.
 - (3) Repetitiously addressing the same subject.
 - (4) Failing to relinquish the podium when directed to do so.
 - (5) From the audience, interrupting or attempting to interrupt, a speaker, the presiding officer, a council member, or a staff member, or shouting or attempting to shout over a speaker, the presiding officer, a council member or a staff member.

- (6) From the audience, engaging in disorderly, disruptive, or boisterous conduct, including, but not limited to, handclapping, stomping of feet, whistling, making noise, use of abusive, threatening or profane language or obscene gestures, yelling, obstructing the view of other audience members, or similar conduct which disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting.
- (7) As a speaker, making slanderous or profane remarks or using loud, threatening, or abusive language which disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting; interrupting or attempting to interrupt the presiding officer, a council member, or a staff member; shouting over or attempting to shout over the presiding officer, a council member, or a staff member; or engaging in any other disorderly conduct which disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting. Nothing in this section or any rules of the city council shall be construed to prohibit public criticism of the policies, procedures, programs, or services of the city or of the acts or omissions of the city council.
- (8) Engaging in behavior that constitutes use of force or a true threat of force.
- (c) It shall be unlawful to violate the provisions of this section. A person violating this section may be removed and barred from further participation at the meeting at which the violation occurs.
- (d) If any subsection, sentence, clause, or phrase or word of this section 2-50 is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this section. The city council hereby declares that it would have passed this section and each subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more subsections, sentences, clauses, phrases or words had been declared invalid or unconstitutional.

SECTION 5. Amendment to Section 2-51. Section 2-51 of Division 2 of Article II of Chapter 2 of the West Covina Municipal Code shall be amended to read as follows:

Sec. 2-51. - Enforcement of decorum.

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

SECTION 6. Amendment to References to Government Code. All references in Division 2 of Article II of Chapter 2 of the West Covina Municipal Code to “Government Code” shall be amended to read “California Government Code.”

SECTION 7. Environmental Compliance. The City Council hereby finds that it can be seen with certainty that there is no possibility the adoption and implementation of this Ordinance will have a significant effect on the environment. The Ordinance is therefore exempt from the environmental review requirements of the California Environmental Quality Act pursuant to Section 15061(b)(3) (General Rule) of Title 14 of the California Code of Regulations.

SECTION 8. Inconsistencies. Any provision of the West Covina Municipal Code or appendices thereto inconsistent with the provisions of this Ordinance, to the extent of such inconsistencies and no further, is hereby repealed or modified to that extent necessary to affect the provisions of this Ordinance.

SECTION 9. Severability. If any section, subsection, clause or phrase or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of all other provisions of this Ordinance. The City Council of West Covina hereby declares that it would have passed this Ordinance, and each section, subsection, sentence, clause and phrase or portion thereof, irrespective of the fact that any one or more of the sections, subsections, sentences, clauses, or phrases or portions thereof be declared invalid or unconstitutional.

SECTION 10. Effective Date. This Ordinance shall take effect thirty (30) days after its final passage.

SECTION 11. Certification; Publication. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same to be published or posted as required by law.

PASSED, APPROVED AND ADOPTED this 4th day of March, 2025.

Tony Wu
Mayor

APPROVED AS TO FORM

ATTEST

Thomas P. Duarte
City Attorney

Lisa Sherrick
Assistant City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES)
CITY OF WEST COVINA)

I, LISA SHERRICK, ASSISTANT CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Ordinance No. 2528 was introduced at a regular meeting of the City Council held on the 18th day of February, 2025, and adopted at a regular meeting of the City Council held on the 4th day of March, 2025, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

Lisa Sherrick
Assistant City Clerk

REDLINE OF REVISIONS TO DIVISION 2 OF ARTICLE II OF CHAPTER 2

Sec. 2-47. - Addressing the council.

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

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

(a) Each person wishing to address the city council shall submit a speaker card to the city clerk prior to the commencement of the time designated for oral communications. No speaker cards will be accepted after the commencement of oral communications, except at the discretion of the presiding officer.

(b) When called forward by the presiding officer or the city clerk, eEach person addressing the city council shall step up to the ~~podium~~rostrum, ~~shall and~~ 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.~~

(c) Each person addressing the city council during oral communications shall limit his or her comments to three (3) minutes, unless the time limit is modified by the presiding officer or the city council. In order to provide all speakers the opportunity to participate in oral communications, the presiding officer or the city council may reduce the time limit allow reasonable time for all speakers to address the city council.

~~(a)~~

~~(b) The city council may establish a limit on the duration of oral communications.~~

~~(c)~~(d) All remarks shall be addressed to the city council as a body and not to any member thereof. No person, other than the city council and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the city council, without the permission of the presiding officer. No question shall be asked of a council member except through the presiding officer.

~~(d)~~(e) The presiding officer may require any person to be sworn as a witness before addressing the city council on any subject. Any such person who, having taken an oath that he or she will testify truthfully, willfully and contrary to such oath states as true any material matter which he knows to be false may be held to answer criminally and subject to the penalty prescribed for perjury by the provisions of the California Penal Code.

Sec. 2-50. - Decorum—Required.

- (a) While the city council is in session, ~~council~~the members shall preserve order and decorum, and a council member shall neither, by conversation or otherwise, delay or disrupt the proceedings or the peace of the council nor interrupt any council member while speaking or refuse to obey the orders of the council or its presiding officer, except as otherwise herein provided.
- (b) Members of the public shall not willfully disrupt the meeting or act in a manner that actually disrupts, disturbs, impedes, impairs, or renders infeasible the orderly conduct of the meeting. For the purposes of this Code, “willfully disrupt” includes, but is not limited to, continuing to do any of the following after being warned by the ~~mayor-presiding officer~~ that the behavior is disrupting the meeting and failure to cease the behavior may result in removal~~continuing to do so will be a violation of law from the meeting:~~
- (1) Addressing the mayor ~~or-and~~ city council without first being recognized.
 - (2) Persisting in addressing a subject or subjects, other than that before the mayor and city council.
 - (3) Repetitiously addressing the same subject.
 - (4) Failing to relinquish the podium when directed to do so.
 - (5) From the audience, interrupting or attempting to interrupt, a speaker, the presiding officer~~mayor~~, a council member, or a staff member, or shouting or attempting to shout over a speaker, the presiding officer~~mayor~~, a council member or a staff member.
 - (6) From the audience, engaging in disorderly, disruptive, or boisterous conduct, including, but not limited to, handclapping, stomping of feet, whistling, making noise, use of abusive, threatening or profane language or obscene gestures, yelling, obstructing the view of other audience members, or similar conduct which disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting.
 - (7) As a speaker, making slanderous or profane remarks or using loud, threatening, or abusive language which disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting; interrupting or attempting to interrupt the presiding officer, a council member, or a staff member; ~~or~~ shouting over or attempting to shout over the presiding officer~~mayor~~, a council member, or a staff member; or engaging in any other disorderly conduct which disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting. Nothing in this section or any rules of the city council shall be construed to

prohibit public criticism of the policies, procedures, programs, or services of the city or of the acts or omissions of the city council. ~~It shall be unlawful to violate the provisions of this section.~~

~~(6)~~(8) Engaging in behavior that constitutes use of force or a true threat of force.

~~(c)~~ It shall be unlawful to violate the provisions of this section. A person violating this section may be removed and barred from further participation at the meeting at which the violation occurs.

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

Sec. 2-51. - ~~Same~~—Enforcement of decorum.

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



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: March 4, 2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: CONSIDERATION OF AMENDING PURCHASING THRESHOLDS

RECOMMENDATION:

It is recommended that the City Council provide direction regarding changes to the City's purchasing thresholds.

BACKGROUND:

On February 4, 2025, Councilmember Brian Gutierrez requested that by the March 4, 2025 Council meeting, a resolution amending the purchasing threshold for the City Manager to \$50,000 be placed on the agenda.

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

On May 4, 2021, the City Council adopted Ordinance No. 2477 to implement the California Uniform Public Construction Cost Accounting Act. The Ordinance is codified in Division 3 (Contracting for Public Projects) of Article VII (Purchases and Sales) of Chapter 2 (Administration) of the West Covina Municipal Code (WCMC). Pursuant to the provisions of Division 3, the dollar thresholds for public projects are based on the amounts set forth in Public Contract Code section 22032. At the time the Ordinance was adopted, the thresholds, consistent with Section 22032, were as follows:

- (a) Public projects of \$60,000 or less may be performed by the employees of the City by force account, by negotiated contract, or by purchase order.
- (b) Public projects of \$200,000 or less may be let to contract by informal procedures and approved by the City Manager.
- (c) Public projects of more than \$200,000 must be let to contract by formal bidding procedures and approve by the City Council.

On June 21, 2022, the City Council adopted Ordinance No. 2498, amending the City's purchasing system, and adopted Resolution No. 2022-64, which established thresholds for small, informal and formal procurements. For consistency, the same purchasing thresholds for public projects were established.

On April 18, 2023, by Resolution 2023-20, City Council reviewed and amended the procurement thresholds for consistency with Section 2-331 and Sections 2-353-355 of the Municipal Code. Section 2-331 establishes a threshold of up to \$5,000 for micro-procurement procedures.

DISCUSSION:

The current procurement thresholds are set forth in Table 1 below. Section 2-331 establishes a threshold of up to \$5,000.00 for micro procurement procedures. Section 2-328 of the Municipal Code requires that the City Council establish thresholds for small, informal, and formal procurements by resolution. As noted above, Sections 2-353-355 of the Municipal Code mirror the thresholds set forth in Public Contract Code section 22032. The consistency between the thresholds has eliminated confusion, allowed staff to increase efficiencies, and enabled a quicker turnaround on projects and operations.

Table 1. Comparison of Current Dollar Threshold Requirements

Approval Threshold	Type of Procurement	Current Threshold for Non-Public Projects	Public Projects**
Purchasing Officer	Micro	Up to \$5k Set by Municipal Code	N/A
Finance Director	Small	\$5,000.01 - \$60k*	\$75k or less
City Manager	Informal	\$60,000.01 - \$200k*	\$75,000.01 - \$220k
City Council	Formal	\$200,000.01 or greater*	More than \$220,000

* Established by City Council Resolution No. 2023-20.

** Effective January 1, 2025 - Per the City's Municipal Code, these amounts are set by Section 22032 of the Public Contract Code.

The surplus equipment and supplies approval requirements are set by resolution and currently aligned with procurement thresholds as outlined in Table 2. Any donation of surplus supplies or equipment requires City Council approval.

Table 2. Surplus Thresholds

Threshold	Approver
Up to \$5k	Purchasing Officer
\$5,000.01 - \$60k	Finance Director
\$60,000.01 - \$200k	City Manager
\$200,000.01 or greater	City Council

Table 3 below is a survey of neighboring cities' City Manager approval thresholds sorted by population.

Table 3. Survey of City Manager Approval Thresholds

City	Population (US Census Quick Facts July 1, 2024)	City Manager Approval Threshold
Ontario	182,457	\$150,000
Pomona	145,502	\$220,000
Pasadena	133,560	\$250,000
Downey	108,816	\$125,000
West Covina	105,617	\$200,000
El Monte	103,794	\$30,000
Burbank	102,755	\$100,000
Alhambra	79,776	\$60,000
Covina	48,728	\$25,000
Azusa	48,272	\$50,000
La Puente	36,516	\$24,999.99
Irwindale	1,472	\$30,000
City of Industry	181	\$50,000

LEGAL REVIEW:

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

OPTIONS:

The City Council has several options to consider:

Option 1

No changes - Keep the current thresholds for non-public projects under Resolution 2023-20.

Option 2

Lower the purchasing thresholds for non-public projects by repealing Resolution 2023-20 and approving Resolution No. 2025-18 (Attachment No. 2).

Per Councilmember Gutierrez's request to reduce the City Manager's Authority, the following amounts would be adjusted:

Purchasing thresholds:

Type of Procurement	Threshold
Small	\$5,000.01 to \$30,000.00
Informal	\$30,000.01 to \$50,000.00
Formal	\$50,000.01 or greater

Requirements for the sale, exchange, or disposal of surplus supplies and equipment:

Threshold	Authorized to Approve the Sale, Exchange, or Disposal of Surplus Supplies and Equipment
Up to \$5,000.00	Purchasing Officer
\$5,000.01 to \$30,000.00	Finance Director
\$30,000.01 to \$50,000.00	City Manager
\$50,000.01 or greater	City Council

Option 3

Raise the thresholds for non-public projects to match those of the Public Contract Code by repealing Resolution 2023-20 and approving a new resolution with the following thresholds:

Purchasing thresholds:

Type of Procurement	Threshold
Small	\$5,000.01 - \$75,000.00
Informal	\$75,000.01 - \$220,000
Formal	\$220,000.01 or greater

Requirements for the sale, exchange, or disposal of surplus supplies and equipment:

Threshold	Authorized to Approve the Sale, Exchange, or Disposal of Surplus Supplies and Equipment
Up to \$5,000.00	Purchasing Officer
\$5,000.01 - \$75,000	Finance Director
\$75,000.01 - \$220,000	City Manager
\$220,000.01 or greater	City Council

Prepared by: Stephanie Sikkema, Finance Director

Fiscal Impact

FISCAL IMPACT:

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

Attachments

Attachment No. 2 - Draft Resolution No. 2025-18

Attachment No. 1 - Resolution No. 2023-20

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

ATTACHMENT NO. 2

RESOLUTION NO. 2025-18

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING THRESHOLDS FOR SMALL, INFORMAL AND FORMAL PROCUREMENTS IN ACCORDANCE WITH SECTION 2- 328 OF DIVISION 2 OF ARTICLE VII OF CHAPTER 2 OF THE WEST COVINA MUNICIPAL CODE AND AMENDING THE APPROVAL REQUIREMENTS FOR THE SALE, EXCHANGE, DISPOSAL, OR DONATION OF SURPLUS SUPPLIES AND EQUIPMENT IN ACCORDANCE WITH SECTION 2-336 OF DIVISION 2 OF ARTICLE VII OF CHAPTER 2 OF THE WEST COVINA MUNICIPAL CODE

The City Council of the City of West Covina hereby finds and declares as follows:

WHEREAS, on June 21, 2022, the City Council adopted Ordinance No. 2498, which repealed and replaced Division 1 (Generally) and Division 2 (Purchasing System) and amended Division 3 (Contracting for Public Projects) of Article VII (Purchases of Sales) of Chapter 2 (Administration) of the West Covina Municipal Code (“Revised Purchasing Ordinance”); and

WHEREAS, pursuant to subsection (a) of Section 2-328 (Purchasing Authority; Purchase Order and Contract Approval Requirements) of Division 2 (Purchasing Procedures) of Article VII (Purchases and Sales) of Chapter 2 (Administration) of the Revised Purchasing Ordinance, the City Council shall, by resolution, establish the thresholds for small, informal and formal procurements; and

WHEREAS, on June 21, 2022, the City Council adopted Resolution No. 2022-64, establishing the thresholds for small, informal and formal procurements in accordance with Section 2-328(a); and

WHEREAS, pursuant to subsection (b) of Section 2-336 (Surplus Equipment and Supplies) of Division 2 of Article VII of Chapter 2 of the Revised Purchasing Ordinance, the sale, exchange, disposal, or donation of surplus supplies and equipment shall be in accordance with approval requirements established by resolution of the City Council; and

WHEREAS, on April 18, 2023, the City Council adopted Resolution No. 2023-20, amending the thresholds for small, informal and formal procurements in accordance with Section 2-328(a) and establishing approval requirements for the sale, exchange, disposal, or donation of surplus supplies and equipment; and

WHEREAS, the City Council desires to amend the thresholds for small, informal and formal procurements and the approval requirements for the sale, exchange, disposal, or donation of surplus supplies and equipment.

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

SECTION 1. The City Council hereby approves the following revised purchasing thresholds:

Type of Procurement	Threshold
Small	\$5,000.01 to \$30,000.00
Informal	\$30,000.01 to \$50,000.00
Formal	\$50,000.01 or greater

SECTION 2. The City Council hereby approves the following revised approval requirements for the sale, exchange, or disposal of surplus supplies and equipment:

Threshold	Authorized to Approve the Sale, Exchange, or Disposal of Surplus Supplies and Equipment
Up to \$5,000.00	Purchasing Officer
\$5,000.01 to \$30,000.00	Finance Director
\$30,000.01 to \$50,000.00	City Manager
\$50,000.01 or greater	City Council

SECTION 3. City Council approval shall be required for any donation of surplus supplies or equipment.

SECTION 4. The City Council hereby repeals Resolution No. 2023-20, adopted by the City Council on April 18, 2023.

SECTION 5. 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 take effect immediately.

APPROVED AND ADOPTED this 4th day of March, 2025.

Tony Wu
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. 2025-18 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 4th day of March, 2025, by the following vote of the City Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

Lisa Sherrick
Assistant City Clerk

RESOLUTION NO. 2023-20

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ESTABLISHING REVISED THRESHOLDS FOR SMALL, INFORMAL AND FORMAL PROCUREMENTS IN ACCORDANCE WITH SECTION 2-328 OF DIVISION 2 OF ARTICLE VII OF CHAPTER 2 OF THE WEST COVINA MUNICIPAL CODE AND ESTABLISHING THE APPROVAL REQUIREMENTS FOR THE SALE, EXCHANGE, DISPOSAL, OR DONATION OF SURPLUS SUPPLIES AND EQUIPMENT IN ACCORDANCE WITH SECTION 2-336 OF DIVISION 2 OF ARTICLE VII OF CHAPTER 2 OF THE WEST COVINA MUNICIPAL CODE

WHEREAS, on June 21, 2022, the City Council adopted Ordinance No. 2498, which repealed and replaced Division 1 (Generally) and Division 2 (Purchasing System) and amended Division 3 (Contracting for Public Projects) of Article VII (Purchases of Sales) of Chapter 2 (Administration) of the West Covina Municipal Code ("Revised Purchasing Ordinance"); and

WHEREAS, pursuant to subsection (a) of Section 2-328 (Purchasing Authority; Purchase Order and Contract Approval Requirements) of Division 2 (Purchasing Procedures) of Article VII (Purchases and Sales) of Chapter 2 (Administration) of the Revised Purchasing Ordinance, the City Council shall, by resolution, establish the thresholds for small, informal and formal procurements; and

WHEREAS, on June 21, 2022, the City Council adopted Resolution No. 2022-64, establishing the thresholds for small, informal and formal procurements in accordance with Section 2-328(a); and

WHEREAS, the City Council desires to revise the thresholds for small, informal and formal procurements for better consistency with the Revised Purchasing Ordinance; and

WHEREAS, pursuant to subsection (b) of Section 2-336 (Surplus Equipment and Supplies) of Division 2 of Article VII of Chapter 2 of the Revised Purchasing Ordinance, the sale, exchange, disposal, or donation of surplus supplies and equipment shall be in accordance with approval requirements established by resolution of the City Council; and

WHEREAS, the City Council desires to establish the approval requirements for the sale, exchange, disposal, or donation of surplus supplies and equipment in accordance with Section 2-336(b).

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

SECTION 1. The City Council hereby approves the following revised purchasing thresholds:

Type of Procurement	Threshold
Small	\$5,000.01-\$60,000.00
Informal	\$60,000.01-\$200,000.00
Formal	\$200,000.01 or greater

SECTION 2. The City Council hereby establishes the following approval requirements for the sale, exchange, or disposal of surplus supplies and equipment:

Threshold	Authorized to Approve the Sale, Exchange, or Disposal of Surplus Supplies and Equipment
Up to \$5,000.00	Purchasing Officer
\$5,000.01-\$60,000.00	Finance Director
\$60,000.01-\$200,000.00	City Manager
\$200,000.01 or greater	City Council

SECTION 3. City Council approval shall be required for any donation of surplus supplies or equipment.

SECTION 4. The City Council hereby repeals Resolution No. 2022-64, adopted by the City Council on June 21, 2022.

SECTION 5. 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 take effect immediately.

APPROVED AND ADOPTED this 18th day of April, 2023.



Rosario Diaz
Mayor

APPROVED AS TO FORM



Thomas P. Duarte
City Attorney

ATTEST



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. 2023-20 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 18th day of April, 2023, by the following vote of the City Council:

AYES: Diaz, Cantos, Lopez-Viado, Tabatabai, Wu

NOES:

ABSENT:

ABSTAIN:



Lisa Sherrick
Assistant City Clerk



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: March 4, 2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: PRESENTATION REGARDING BUSINESS LICENSE ADMINISTRATION AND COMPLIANCE SERVICES

RECOMMENDATION:

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

BACKGROUND:

At the January 7, 2025, City Council meeting, Mayor Wu requested a report on the business license process.

DISCUSSION:

Attached please find the PowerPoint presentation.

OPTIONS:

Receive and file.

Prepared by: Stephanie Sikkema, Finance Director

Attachments

Attachment No. 1 - Presentation

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

City of West Covina

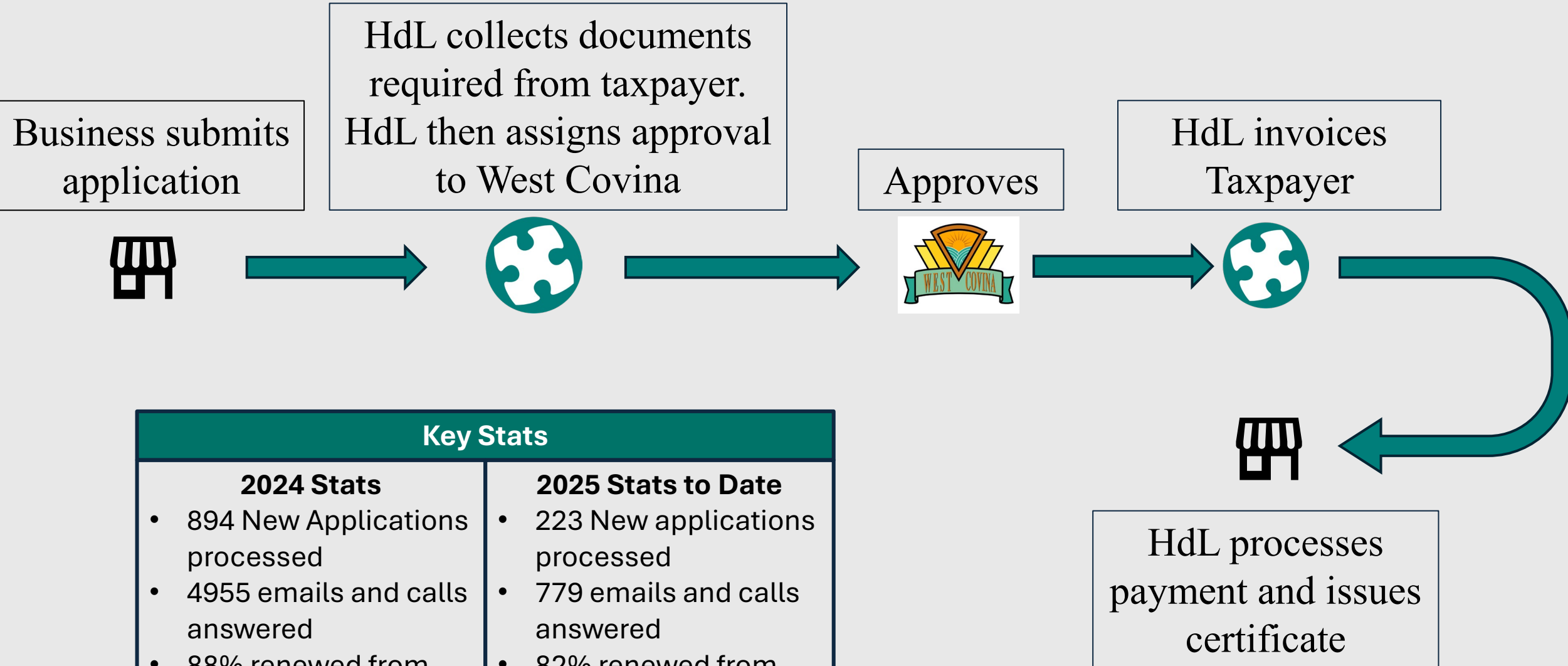
Business License Program

In partnership with
[HdL Companies](#)

Topics

1. Business License Overview
2. Compliance Efforts

In City New Application Process



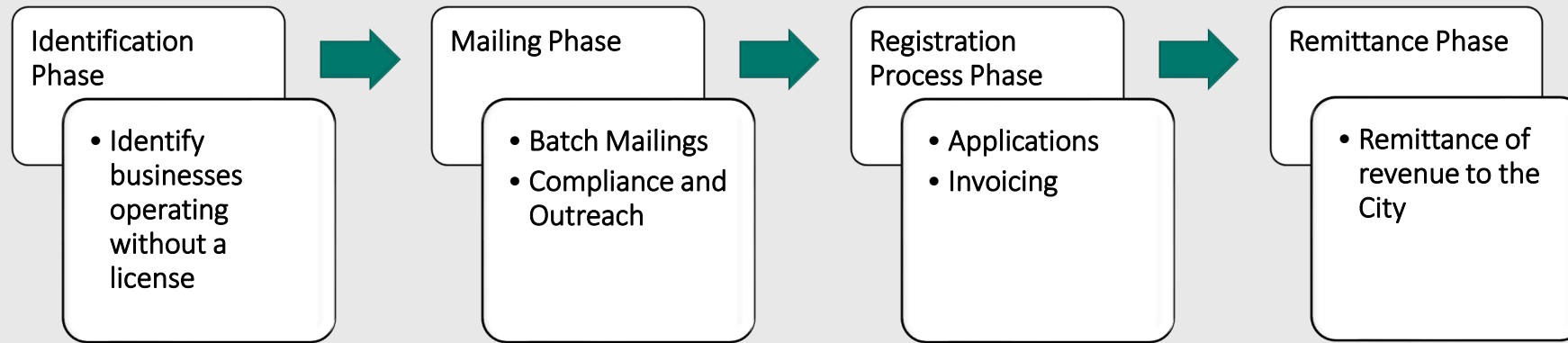
Renewal Timeline



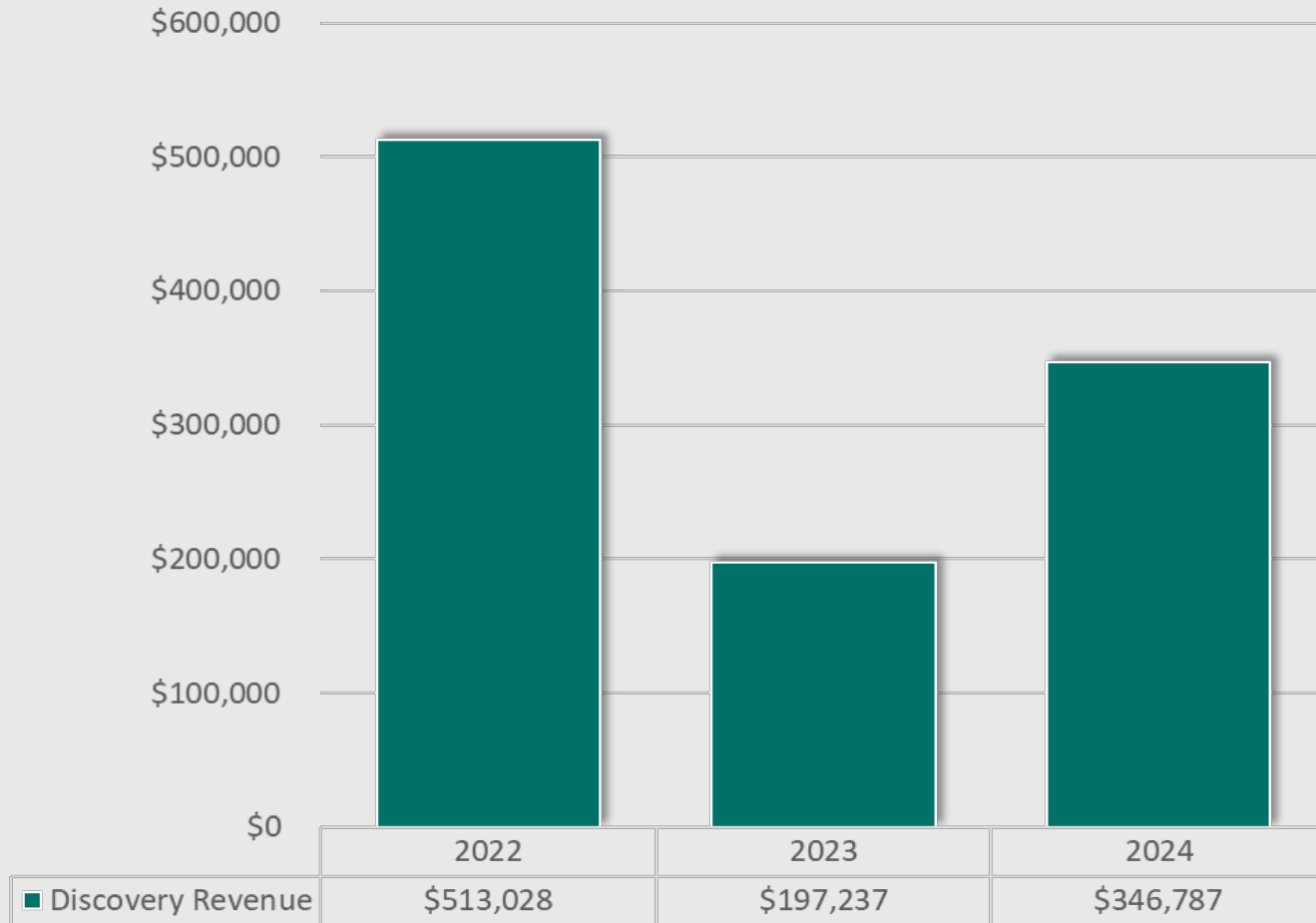
Key Information

- Most rates are employee based
 - All expiration dates are 06/30 or 12/31
- Due and payable before the end of January for 12/31 expiration dates
- Due and payable before the end of July for 06/30 expiration dates
- Penalties accrue at 10% per month, maxing at 100%

Compliance/Discovery Program Review



Compliance Program Stats and Revenue



- 1292 accounts brought into compliance due to collections efforts on delinquent businesses.
- 1170 businesses identified through discovery efforts and brought into compliance.
- \$5,683,500 since start of partnership.