



## MINUTES OF JUNE 16, 2015

### REGULAR MEETING OF THE COVINA CITY COUNCIL/SUCCESSOR AGENCY TO THE COVINA REDEVELOPMENT AGENCY /COVINA PUBLIC FINANCING AUTHORITY/COVINA HOUSING AUTHORITY HELD IN THE COUNCIL CHAMBER OF CITY HALL, 125 EAST COLLEGE STREET, COVINA, CALIFORNIA

#### CALL TO ORDER

Mayor King called the Council/Agency/Authority meeting to order at 6:30 p.m. All City Council Members were present. The closed session item was announced. There were no public comments.

#### ROLL CALL

**Council Members Present:** ALLEN, DELACH, KING, MARQUEZ, STAPLETON

**Council Members Absent:** NONE

**Elected Members Present:** COBBETT, WALCZAK

**Staff Members Present:** City Manager Miller, City Attorney Lee, Police Chief Raney, Police Captain Povero, Parks and Recreation/Library Director Hall-McGrade, L.A. County Acting Assistant Fire Chief Enriquez, Public Works Director Foster, Community Development Director Lee, Community Development Consultant Fong, City Planner Carter, Senior Housing and CDBG Economic Development Manager Gasser, Acting Finance Director Pacheco, Assistant to the City Manager Carrillo, Human Resources Director Tellez, Environmental Services Manager Castro, Senior Management Analyst Brancheau, Risk Manager Klymkiw, Senior Management Analyst Smith, Electronic Resource Analyst Kadir, Interim Chief Deputy City Clerk Leach.

**CLOSED SESSION** – The City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Financing Authority/Covina Housing Authority adjourned to closed session for the following:

A. G.C. §54957.6 – CONFERENCE WITH LABOR NEGOTIATORS

City designated representatives: Andrea Miller, City Manager, Kim Raney, Police Chief, Danielle Tellez, Human Resources Director

Employee Organization: American Federation of State, County and Municipal Employees (AFSCME)

B. G.C. §54957.6 – CONFERENCE WITH LABOR NEGOTIATORS

City designated representatives: Andrea Miller, City Manager, Kim Raney, Police Chief, Danielle Tellez, Human Resources Director

Unrepresented Employees: Building Official, Business License Technician, Electronic Resources Analyst, Information Tech Coordinator, Information Tech Services Manager, GIS Technician, Senior Accountant, Senior Information Tech Coordinator, Senior Management Analyst

## **CLOSED SESSION – CONTINUED**

- C. G.C. §54956.8 – CONFERENCE WITH REAL PROPERTY NEGOTIATORS  
Property: 800 North Banna (APN: 842-7003-901)  
Agency negotiator: Andrea Miller, City Manager  
Negotiating parties: Charter Oak Unified School District representative  
Under negotiation : Negotiations to include both price and terms of payment

## **RECONVENE AND CALL TO ORDER**

The City Council/Successor Agency to the Covina Redevelopment Agency/Public Financing Authority/Housing Authority meeting was called to order at 7:30 p.m.

Mayor King announced that all Council Members were present.

City Attorney Lee announced that the City Council/Agency/Authority met in closed session with all members present. There was no reportable action related to closed session items A, B, and C and that direction was given to staff.

## **PLEDGE OF ALLEGIANCE**

Council Member Delach led the pledge of allegiance.

## **INVOCATION**

Covina Police Chaplain Dave Truax gave the invocation.

Mayor King recognized Boy Scouts of America Troop 888 and thanked them for attending the meeting.

**PRESENTATIONS** – No matters scheduled.

## **PUBLIC COMMENTS**

Abdali Martinez, representing Assemblymember Hernandez reported on two events: 1) Coffee break on Saturday, July 27 at 10 a.m. at La Fetra Center in Glendora, and 2) Fraud Prevention Community meeting on Friday, June 26 at 10 a.m. at West Covina Senior Center.

Pastor George Nix of the Living Water Church in Covina expressed his appreciation to the Mayor for his involvement in church activities and thanked Council for their leadership.

Yolanda Elizabeth Doyan, founder and Executive Director of Art Sourced-Pros, discussed the non-profit arts academy located on the corner of Badillo and Grand Avenue (2<sup>nd</sup> floor Citizens bank building). She explained that she had met with city staff in an attempt to obtain a business license for the academy and was told that a conditional use permit would be required which would cost in excess of \$3,000. She understood there may be a possibility that fees could be waived for non-profits.

City Manager Miller stated that Community Development Director Lee would investigate this issue further and meet with Ms. Doyan in an attempt to resolve the matter.

## **COUNCIL/AGENCY/AUTHORITY COMMENTS**

Council Member Marquez indicated he had no reports.

Council Member Allen provided a brief report on the League of California Cities safety committee and legislation being considered.

Council Member Delach reported that the recent Wine Walk event was very successful. She mentioned that the upcoming Taste of Covina is being sponsored by the Chamber of Commerce and will be held on June 25<sup>th</sup>.

Mayor Pro Tem Stapleton reported on legislation being considered in Sacramento. He also mentioned the Wine Walk which was well attended, wished everyone a Happy 4<sup>th</sup> of July, and invited the community to City sponsored activities.

Mayor King also discussed the success of the Wine Walk which brings many people to the downtown area. He also discussed the Summer Evening Entertainment Series which begins on Monday, June 22 at Covina Park. Events include "Big Night Out" and "Taste of Covina." In addition, he mentioned the upcoming 4<sup>th</sup> of July pancake breakfast at Covina Park and the Patriotic Concert.

## **CITY MANAGER COMMENTS**

City Manager Miller provided an oral update on discussions related to alternative service delivery models. She stated that, as directed by Council, staff has initiated conversations with a variety of service providers including the County of Los Angeles, other cities, City of Brea IT as well as other agencies. Various measures are being taken to stabilize the budget, reduce costs, and increase efficiency. She added that the goal is to evaluate services that can be provided by obtaining cost comparisons. Staff has provided information to various agencies regarding calls we are handling, the number of pieces of equipment that are being managed, inspection data, and workload type data so they can get an understanding of the complexities of our system and the workload. She anticipates the information will be received within the next two to three weeks. Staff will then evaluate that information and return to Council in late July early August with information regarding potential agreements.

## **CONSENT CALENDAR**

- CC 1.** City Council to approve the minutes from the May 19, 2015 regular meeting of the City Council/Successor Agency to the Covina Redevelopment Agency/Public Financing Authority/Housing Authority.
- CC 2.** City Council to approve the payment of demands in the amount of \$2,532,047.65.
- CC 3.** Successor Agency to the Redevelopment Agency to receive payment of demands in the amount of \$18,814.27.

- CC 4.** City Council to approve **Resolution 15-7358** and Successor Agency to the Covina Redevelopment Agency **Resolution No. 15-031**, adopting an investment policy for the City's investment portfolio for fiscal year 2015-2016; and adopting an investment policy for the Agency's investment portfolio for fiscal year 2015-2016.
- CC 5.** City Council to approve a Professional Services Agreement with Bartel & Associates, LLC to Provide an Actuarial Valuation for OPEB (GASB 45) and authorize City Manager to execute agreement.
- CC 6.** City Council to 1) Approve Change Orders Nos. 1 and 2 for Project F-1414, Energy Efficiency Design-Build Contract for Citywide Lighting Upgrade increasing the construction contract by a total of \$24,956.05; 2) Adopt **Resolution No. 15-7356** amending the fiscal year 2014-2015 budget to appropriate additional funding in the Department of Public Works budget for Project F-1414 Energy Proposition A funds (account 2400-TO01-5242) and \$3,420.06 from Parking District reserves (account 2700-2800-52416-FI414); and 3) Authorize the City Manager or her designee to execute the approved change orders.
- CC 7.** City Council to approve **Resolution No. 15-7360**, adopting a City of Covina Green Streets Policy (GSP) to Comply with the 2012 Los Angeles County Municipal Separate Storm Sewer System (MS4) National Pollutant Discharge Elimination System (NPDES) Permit, Order No. R4-2012-0175 (MS4 Permit).
- CC 8.** City Council to authorize Execution of Temporary Assignment of Water Production Rights from City of Covina to Covina Irrigating Company for Fiscal Years 2014-15 and 2015-16, Stock Assignment for 4218 Shares of Covina Irrigating Company Stock in FY 2015-16, Fiscal Year 2015-16 Covina Irrigating Company Lease Pool Commitment, and Leases of Covina Irrigation Company Stock in Fiscal Year 2015-16 from Shareholders; and authorize City Manager to execute all related documents.
- CC 9.** City Council to approve Memorandum of Understanding with Charter Oak Unified School District for School Resource Officer for 2015-2016 school year and authorize the City Manager and Chief of Police to execute.
- CC 10.** City Council to approve Memorandum of Understanding with Covina-Valley Unified School District for School Resource Officer for 2015-2016 school year and authorize the City Manager and Chief of Police to execute.
- CC 11.** City Council to approve Memorandum of Understanding with Azusa Unified School District for School Resource Officer for 2015-2016 school year and authorize the City Manager and Chief of Police to execute.
- CC 12.** City Council to adopt **Resolution Nos. 15-7361** and **15-7362** to accept grant funding from the State of California, Department of Alcoholic Beverage Control Grant Assistance Program, authorize an increase to the Police Department 2015-2016 budget in the amount of \$76,916, and authorize the City Manager or her designee to execute the grant documents on behalf of the City of Covina.

- CC 13. City Council to approve recognition of revenue in the General Fund in the amount of \$1,474.24 (less all approved claims) for unclaimed items. Approve write-off of delinquent accounts in the amount of \$47,013.44.
- CC 14. City Council to authorize City Manager to execute two contract extensions with BOSS Janitorial Services, Inc. to extend the term of the agreements, with same terms and conditions through February 28, 2016, and to assign contracts from Bell Building Maintenance to BOSS Janitorial Services, Inc. to reflect the recent sale of the company.
- CC 15. City Council to authorize the City of Covina to enter into a Grant Agreement with the Los Angeles County Regional Park and Open Space District for the Joslyn Center ADA and Beautification Improvement Project F-1404.
- CC 16. City Council to approve the Legal Services Agreement with Liebert Cassidy Whitmore, a Professional Law Corporation, and authorize the City Manager to execute.
- CC 17. Approval of Paid Sick Leave Policy for Part-Time Employees, as Mandated by the State of California, Effective July 1, 2015.

On a motion made by Council Member Marquez, seconded by Council Member Delach, the City Council approved Consent Calendar items CC1 through CC12 and CC14 through 17. Mayor Pro Tem Stapleton abstained from voting on CC1 and CC13 was removed from Consent for further discussion.

*Motion approved the Consent Calendar item CC1 as follows:*

**AYES: ALLEN, DELACH, KING, MARQUEZ**  
**NOES: NONE**  
**ABSTAIN: STAPLETON**  
**ABSENT: NONE**

*Motion approved the Consent Calendar items CC2 through CC12 and CC14 through 17 as follows:*

**AYES: ALLEN, DELACH, KING, MARQUEZ, STAPLETON**  
**NOES: NONE**  
**ABSTAIN: NONE**  
**ABSENT: NONE**

**CONSENT CALENDAR ITEM REMOVED FOR DISCUSSION/CONSIDERATION**

- CC 13. City Council to approve recognition of revenue in the General Fund in the amount of \$1,474.24 (less all approved claims) for unclaimed items. Approve write-off of delinquent accounts in the amount of \$47,013.44.

Mayor Pro Tem Stapleton questioned the unclaimed items, which were checks in amounts under \$15.00. He questioned why individuals were not contacted to determine why the checks had not been cashed.

City Manager Miller responded indicating this requires review and currently there is no system in place to accomplish this type review. She added that changes are in process and anticipates that this type of item will not be seen on future agendas.

On a motion made by Mayor Pro Tem Stapleton, seconded by Council Member Marquez, the City Council approved Consent Calendar item CC13 approving recognition of revenue in the General Fund in the amount of \$1,474.24 for unclaimed items and write-off of delinquent accounts in the amount of \$47,013.44.

*Motion approved the Consent Calendar items CC13 as follows:*

**AYES: ALLEN, DELACH, KING, MARQUEZ, STAPLETON**  
**NOES: NONE**  
**ABSTAIN: NONE**  
**ABSENT: NONE**

## **PUBLIC HEARING**

**PH 1.** Cancellation of public hearing to consider establishment and adjustment of certain development-related and other user fees.

On a motion made by Mayor Pro Tem Stapleton, seconded by Council Member Delach, the City Council approved Cancellation of public hearing to consider establishment and adjustment of certain development related and other user fees.

*Motion approved the Cancellation of Public Hearing item PH 1 as follows:*

**AYES: ALLEN, DELACH, KING, MARQUEZ, STAPLETON**  
**NOES: NONE**  
**ABSTAIN: NONE**  
**ABSENT: NONE**

**PH 2.** City Council to conduct a public hearing to consider expenditure of 2015 Edward Byrne Memorial Justice Assistance Grant (JAG).

City Manager Miller provided a brief summary report regarding the 2015 Edward Byrne Memorial Justice Assistance Grant.

At 8:02 p.m., Mayor King opened the public hearing. There was no public comment.

At 8:03 p.m., Mayor King closed the public hearing.

On a motion made by Mayor Pro Tem Stapleton, seconded by Council Member Allen to approve expenditure of 2015 Edward Byrne Memorial Justice Assistance Grant (JAG).

*Motion carried for Public Hearing item PH2 as follows:*

**AYES: ALLEN, DELACH, KING, MARQUEZ, STAPLETON**  
**NOES: NONE**  
**ABSTAIN: NONE**  
**ABSENT: NONE**

**PH 3.** City Council to conduct a public hearing to consider application Parcel Map (PM) No. 72690, a one-lot parcel map for the development of a 3-unit condominium and associated improvements on a roughly 8,925-square foot lot located at 276 West Dexter Street. Associated with the subdivision are previously approved applications Site Plan Review (SPR) 13-013 and Minor Variance (MV) 13-006.

At 8:04 p.m., Mayor King opened the public hearing.

City Planner Carter gave a summary report of the application Parcel Map (PM) No. 72690, a one-lot parcel map for the development of a 3-unit condominium and associated improvements on a roughly 8,923-square foot lot located at 276 West Dexter Street. Associated with the subdivision are previously approved applications – Site Plan Review (SPR) 13-013 and Minor Variance (MV) 13-006.

Covina resident Steven Millard provided a letter to Council regarding opposition to this item. He stated he lived in a home on eastern side of development, did not receive notice regarding this application, and was opposed the project.

At 8:18 p.m., Mayor King closed the public hearing.

Mayor Pro Tem Stapleton declared a potential conflict of interests and left Council Chambers.

Questions and discussion followed.

On a motion made by Council Member Allen, seconded by Council Member Delach as follows: 1) Make certain findings as required by the California Environmental Quality Act (CEQA), as defined in Section 15315 of the CEQA Guidelines, involving a minor land division at the time of the lead agency’s determination; and 2) Adopt **Resolution No. 15-7363**, approving application Parcel Map (PM) No. 72690 to allow a one-lot parcel map for the development of a 3-unit condominium and associated improvements on a roughly 8,925-square foot lot located at 276 West Dexter Street (APN: 8444-010-011).

***Motion carried for Public Hearing item PH3 as follows:***

**AYES: ALLEN, DELACH, KING, MARQUEZ**  
**NOES: NONE**  
**ABSTAIN: STAPLETON**  
**ABSENT: NONE**

Mayor Pro Tem Stapleton returned to Council Chambers.

**CONTINUED BUSINESS** - No matters scheduled.

**NEW BUSINESS**

**NB 1.** City Council to authorize City Manager to Submit Draft Upper San Gabriel River (USGR) Enhanced Watershed Management Program (EWMP) to the Los Angeles Regional Water Quality Control Board (Regional Board).

City Manager Miller reported on this item indicating that this mandate requires cities to participate in the Enhanced Watershed Management Program (EWMP). She said Public Works Director Foster would provide an overview of the project and Environmental Services Manager Castro was available if Council had questions.

Public Works Director Foster provided a brief overview regarding the implementation of the EWMP following which she presented Bronwyn Kelly who is an employee of MWH Global to provide more detailed information. MWH Global is a member of the Upper San Gabriel River Enhanced Watershed Management Program Group (EWMP Group) and lead contractor hired by Upper San Gabriel Valley Enhanced Watershed Management Group to assist in development of a plan to meet the 2012 LA County municipal storm water permit).

Ms. Kelly provided Council with a comprehensive PowerPoint presentation regarding the Upper San Gabriel River (USGR) Enhanced Watershed Management Program (EQMP). She indicated that the cost of implementation for Covina would be approximately \$148 million (over a 20-year implementation period) and would total over \$2 billion for the entire EWMP involving seven agencies.

Questions and discussion followed.

Environmental Services Manager Castro added that cities will be required to fulfill the EWMP; therefore, it will be incumbent upon those cities in the program to obtain grants or funding from other sources to fulfill this mandate.

Council expressed concern regarding the mandate which cities do not have the ability to fund and, in addition, there are no sources of funding from the Federal or State government to assist with the program.

On a motion made by Council Member Allen, seconded by Mayor King, the City Council authorized the City Manager to submit the Draft EWMP to the Regional Board. **Motion carried 5/0.**

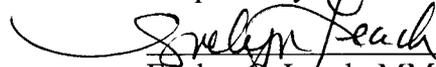
**NB 2.** City Council to approve a Resolution authorizing the Police Department to spend over \$25,000, not to exceed \$50,000 without further Council approval, for services provided by Liebert Cassidy Whitmore, Labor and Employment Attorney, and Dapeer, Rosenblit & Litvak, LLP, Municipal Code Attorney, respectively.

On a motion made by Mayor Pro Tem Stapleton, seconded by Council Member Marquez, the City Council adopted **Resolution No. 15-7359** authorizing the Police Department to spend over \$25,000, not to exceed \$50,000 without further Council approval, for services provided by Liebert Cassidy Whitmore, Labor and Employment Attorney, and Dapeer, Rosenblit & Litvak, LLP, Municipal Code Attorney, respectively, and authorized the City Manager to execute agreements. **Motion carried 5/0.**

### ADJOURNMENT

At 8:50 p.m., the meeting adjourned to the adjourned regular meeting scheduled for Tuesday, June 23, 2015 at 5:30 p.m. The next regular meeting of the Council/Agency/Authority is scheduled for **July 7, 2015**, at 6:30 p.m., for closed session and 7:30 p.m., for open session in the Council Chamber located inside of City Hall, 125 East College Street, Covina, California, 91723.

Respectfully Submitted:

  
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Evelyn G. Leach, MMC  
Interim Chief Deputy City Clerk

Approved this 21<sup>st</sup> day of July 2015:

  
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John C. King, Mayor/Chairperson