



MINUTES OF JUNE 21, 2016

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 Stapleton called the Council/Agency/Authority meeting to order at 6:30 p.m. with all Councilmembers present except Councilmembers Delach and King.

ROLL CALL

Councilmembers Present: Walter Allen III, Peggy A. Delach (arrived 6:34 p.m.), Mayor Pro Tem/Vice-Chair Jorge A. Marquez, and Mayor/Chair Kevin Stapleton.

Councilmembers Absent: John C. King.

Elected Members Present: City Treasurer Geoffrey Cobbett

Elected Members Absent: City Clerk Mary Lou Walczak.

Staff Members Present: Interim City Manager Donald Penman, Community Development Director Brian Lee, City Attorney Candice K. Lee, Interim Police Chief Kim Raney, Public Works Director Siobhan Foster, Parks and Recreation/Library Director Amy Hall-McGrade, Human Resources Director Danielle Tellez, Interim Finance Director Dennis Swink, Assistant to the City Manager Angel Carrillo, GIS Technician James Knox, and Chief Deputy City Clerk Sharon F. Clark.

CLOSED SESSION

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

Agency Designated Representative: Danielle Tellez, Human Resources Director
Employee Organizations: American Federation of State, County and Municipal Employees (AFSCME); Police Association of Covina (PAC); Police Management Group (PMG); and Police Supervisors of Covina (PSC)

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

Agency Designated Representative: Danielle Tellez, Human Resources Director
Unrepresented Employees: Mid-Management, Supervisory and Professional, and Confidential and Technical Employees; and Executive Employees (excluding the City Manager)

C. G.C. § 54956.9(d)(4) – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Initiation of litigation: One Matter

RECONVENE AND CALL TO ORDER

Mayor Stapleton reconvened the meeting into open session at 7:30 p.m.

CLOSED SESSION REPORT

Mayor Stapleton announced that there was no reportable action taken and that direction was given to staff.

PLEDGE OF ALLEGIANCE

Mayor Stapleton led the Pledge of Allegiance.

INVOCATION

Police Chaplain Truax gave the invocation.

PRESENTATIONS

Northview High School Cheer Team Recognition

Mayor Stapleton recognized the Northview High School Cheer Team, Assistant Principal Aimee Smolik, Advisor Krystle Garcia-Gibbons, and Coach Briana Garcia-Gibbons for the Team's recent competition wins.

Community Service Day 2016 Recognition

Mayor Stapleton and Debbie Quon of Covina United Methodist Church presented certificates of appreciation to the following businesses and organizations who participated in Community Service Day 2016: Starbucks (College Street and Citrus Avenue location); Solo Motorsport; Covina Garden Center; Home Depot; AD Graphics, Munchkin Donuts, Covina; M Strategic Communication; Santa Maria Group; First Presbyterian Church of Covina, Reverend Andrea Messinger; Christ First Baptist Church, Covina, Pastor James Laing; and Covina United Methodist Church, Reverend Floyd McKeithen.

PUBLIC COMMENTS

Los Angeles County Battalion Chief Richard Stillwagon provided an update on the Fish and Reservoir Fires, and on a multi-agency drill held at Royal Oak Middle School on June 6, 7, and 8, 2016.

COUNCIL/AGENCY/AUTHORITY COMMENTS

Councilmember Delach congratulated the Northview High School Cheer Team, wished everyone a happy and safe 4th of July, and commented that she is praying for residents and firefighters affected by the fires.

Councilmember Allen expressed Covina's appreciation to Los Angeles County Fire Department for the good work fighting the fires; and reported that the recent Wine Walk was a tremendous success, raised money for charities, drew visitors and residents to Covina's Downtown, and commended the effort by all involved.

Mayor Pro Tem Marquez expressed appreciation for the firefighters and thoughts and prayers for families in Orlando; reminded the community to donate blood; and commented on his recent visit to the H.H. Dorje Chang Museum's Hall of Fish and encouraged the community to attend this free event.

Mayor Stapleton announced:

- Recent events in Covina:
 - Ribbon-cutting for Adams & Barnes Century 21;
 - Southern California High School Youth Art Competition Award Ceremony;
 - Covina Assembly of God Car Show Award Presentation Ceremony;
- Parks and Recreation Department events:
 - Summer Evening Entertainment Series at Covina Park;
 - Starlight Concert Series on Mondays at 7:30 p.m.;
 - Kids Night Out on Tuesdays at 6:30 p.m.;
 - Covina Concert Band on Thursdays at 7:30 p.m.;
 - Pancake Breakfast and Patriotic Concert on July 4, 2016, from 8:30 to 10:30 a.m.;
 - Nature Camp on July 18-22, 2016, from 9:00 a.m. to 2:00 p.m.;
 - Sports Camp on July 11-15, 2016, from 9:00 a.m. to 2:00 p.m.;
- Covina Library events:
 - 2016 Summer Reading Program;
 - InnovationLA Extreme Soccer show on June 25, 2016, at 2:00 p.m.;
 - Lunch @ Your Library every Tuesday through Friday from 11:30 a.m. to 1:30 p.m. through August 12, 2016;
 - Fun Fit Fridays from July 1 – July 29, 2016, at 4:00 p.m.;
 - LEAMOS literacy program for non-literate Spanish-speaking adults; and
- Big Night Out Taste of Covina on June 23, 2016, at 6:00 p.m. at Heritage Plaza.

CITY MANAGER COMMENTS

Interim City Manager Penman requested that Consent Calendar Item CC 6 be pulled for separate discussion due to a change in the staff recommendation.

CONSENT CALENDAR

Councilmember Delach requested that items CC 5, 9, 10, 12, and 13 be pulled for separate discussion; Mayor Pro Tem Marquez indicated he also would like item CC 5 pulled; and Councilmember Allen requested that item CC 8 be pulled.

A motion was made by Councilmember Delach, seconded by Mayor Pro Tem Marquez to approve Consent Calendar items CC 1 – 4, 7, and 11 as presented.

Motion approved Consent Calendar items CC 1 – 4, 7 and 11 as follows:

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

- CC 1. City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Financing Authority/Housing Authority approved Minutes of the June 7, 2016, Regular Meeting of the City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Financing Authority/Housing Authority.
- CC 2. City Council approved payment of City demands in the amount of \$1,361,343.78.
- CC 3. Successor Agency to the Covina Redevelopment Agency approved payment of Agency demands in the amount of \$45,156.02.
- CC 4. City Council/Successor Agency to the Covina Redevelopment Agency/Housing Authority authorized the City Manager/Executive Director or his designee to execute the agreement for services to be provided at the McGill Street House, Covina, FY 2016-2017 for the Transitional House operation, supportive and administrative services with Catholic Charities of Los Angeles, Inc. (CCLA); approved authority to make any necessary changes to align the CCLA FY 16-17 contract with the FY 16-17 Los Angeles Homeless Services Authority (LAHSA) agreement; and approved disbursements to CCLA for services under the Continuum of Care (CoC) grant in the interim period of operation in FY 16-17 before the LAHSA grant agreement is executed.
- CC 7. City Council authorized the Interim City Manager to execute the Third Amendment to the contract for Park Landscape Maintenance Services with Trugreen Landcare.
- CC 11. City Council adopted **Resolution No. 16-7494** declaring the City's intention to levy and collect assessments on Vehicle Parking District No. 1 for Fiscal Year 2016-17 and appointing a time and place for hearing protests in relation thereto; and received and filed the Engineer's report.

CONSENT CALENDAR ITEMS PULLED FOR SEPARATE DISCUSSION

- CC 6. One-Year Contract Extension with Keolis Transit America, Inc. (formerly Diversified Transportation, LLC) for Covina Transit Operations Services.

The staff report was presented by Public Works Director Foster who clarified that this item is for Dial-a-Ride services, explained that the administrative costs of this item will be shared jointly between several cities, one of which has deferred the item to a later meeting for consideration and therefore, requested that the item be approved with the following revised staff recommendations:

1. Authorize the Interim City Manager to execute the Third Amendment to Professional Services Agreement with Keolis Transit Services, LLC. for Covina Transit Operations Services to extend the existing service contract for a period of one month, from July 7, 2016 to August 7, 2016 at a rate of \$48.90 per Revenue Service Hour; and
2. Approve 605 Revenue Service Hours for Covina Transit in fiscal year 2016-17 between July 7, 2016 and August 7, 2016.

A motion was made by Councilmember Allen, seconded by Mayor Pro Tem Marquez, to approve the item per the revised recommendations.

Motion approved Consent Calendar item CC 6 as follows:

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

CC 5. Authorization to execute Professional Services Agreement with Covina Irrigating Company for Water System and Water Quality Consulting Services.

In response to a question from Mayor Pro Tem Marquez as to whether the City can have staff adequately trained within a six-month period before the contract expires, Public Works Director Foster explained that this contract will help the City transition through several employee retirements and expressed confidence that the six-month timeframe is adequate.

Council discussion included Council's desire to have in-house staff with adequate certifications rather than contractors; the need to have contract staff with required certifications available immediately while staff is being trained; the benefit of having a contractor who is very familiar with the City's water system; concern with approving this contract before a budget is adopted; Council's desire to pursue an hourly rate for service rather than a flat-rate contract; how many positions would be funded at which certification levels; and current City staffing and certification levels and recruitment status.

Interim City Manager Penman commented that the water fund is stable, and that due to the limited Council meeting schedule for the next three months, the City needs people with appropriate certifications ready to fill in.

Mayor Stapleton expressed his desire to delay action on this item for 30 days to see where the recruitment process is by then, rather than sign a contract now.

A motion was made by Councilmember Delach to research Option 2 of the staff recommendation, to pursue an as-needed basis for contracting out. The motion did not receive a second.

Covina Irrigating Company Board Member Geoff Cobbett explained that Covina Irrigating Company will not work on an hourly rate and would need authority over the water system in order to be responsible for it.

Following additional discussion, a motion was made by Mayor Pro Tem Marquez, seconded by Councilmember Delach, to authorize the Interim City Manager to execute a Professional Services Agreement with Covina Irrigating Company for Water System and Water Quality Consulting Services.

Motion approved Consent Calendar item CC 5 as follows:

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

CC 8. Execute work order with ThyssenKrupp Elevator to perform standby fire life safety testing.

In response to an inquiry from Councilmember Allen as to what deficiencies had been identified, Public Works Director Foster explained that all deficiencies identified can be addressed within the existing contract except fire life safety testing, which is what this work order is for.

A motion was made by Councilmember Allen, seconded by Councilmember Delach to authorize the Interim City Manager to execute a work order with ThyssenKrupp Elevator to perform standby fire life safety testing on the City-owned elevator at the Downtown Parking Structure located at 124 E. College Street.

Motion approved Consent Calendar item CC 8 as follows:

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

CC 9. Adopt resolutions ordering the Engineer's Report, approving the Engineer's Report, and declaring the intent to levy and collect assessments on Covina's Landscaping District No. 1 for Fiscal Year 2016-17 and set public hearing for protests in relation thereto.

CC 10. Adopt resolutions ordering the Engineer's Report, approving the Engineer's Report, and declaring the intent to levy and collect assessments for Covina's Lighting District No. 1978-79 for Fiscal Year 2016-17 and set public hearing for protests in relation thereto.

Councilmember Delach stated that these assessments districts have been renewed for many years at a big loss to the general fund and challenged staff to find a better answer by next year.

Councilmember Allen concurred and stated that a proposed increase in assessments lost badly the last time it went on a ballot.

Public Works Director Foster explained that the City will be re-bidding the contract for the landscaping district and will be creative in finding ways to save money; and that the City completed an upgrade of its streetlights to LEDs last summer, will now focus on the Edison-owned streetlights which make up the majority of the district, and is pursuing options to help bring those costs under control.

A motion was made by Councilmember Delach, seconded by Councilmember Allen to approve Consent Calendar items CC 9 and 10 as presented.

Motion approved Consent Calendar items CC 9 and 10 as follows:

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

City Council adopted **Resolution No. 16-7492** ordering the City's Licensed Engineer to prepare and file a report levying assessments within the Covina Landscaping District No. 1 for Fiscal Year 2016-17, and **Resolution No. 16-7493** approving the City Engineer's report and declaring its intention to levy and collect assessments on the Covina Landscaping District No. 1 for Fiscal Year 2016-17 and appointing a time and place for hearing protests in relation thereto.

City Council adopted **Resolution No. 16-7495** ordering the City's Licensed Engineer to prepare and file a report levying assessments within the Covina Lighting District No. 1978-79 for Fiscal Year 2016-17, and **Resolution No. 16-7496** approving the City Engineer's report and declaring its intention to levy and collect assessments on the Covina Lighting District No. 1978-79 for Fiscal Year 2016-17 and appointing a time and place for hearing protests in relation thereto.

CC 12. Extend Professional Services Agreement with Interwest Consulting Group for planning services and transit and transportation services and increase the contract amount not to exceed \$137,680.00 for Fiscal Year 16-17.

CC 13. Third Amendment to Contract with Computer Service Company for Traffic Signal Maintenance.

Councilmember Delach commented that she would rather see the City hiring our own staff than giving more and more duties to contract staff. Interim City Manager Penman responded that contracts are shorter-term than formerly in order to consider changes during the budget process, after which staff can prioritize which positions to bring back in-house.

Mayor Stapleton concurred with comments by Councilmember Delach; and requested that the timing of lights at the intersections of Barranca Avenue and Badillo Street, and Rowland Street and Citrus Avenue be revisited as it needs to be adjusted to current traffic patterns.

A motion was made by Councilmember Delach, seconded by Mayor Pro Tem Marquez to approve Consent Calendar items CC 12 and 13 as presented.

Motion approved Consent Calendar items CC 12 and 13 as follows:

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

City Council authorized the Interim City Manager to execute the Fifth Amendment to Professional Services Agreement with Interwest Consulting Group for the extension of the contract agreement to provide planning services and transit and transportation services and increase the contract amount not to exceed \$137,680.00 for Fiscal Year 16-17.

City Council authorized the Interim City Manager to execute the Third Amendment to the contract with Computer Service Company for Traffic Signal Maintenance.

PUBLIC HEARING

PH 1. Submission of City's application for the 2016 Edward Byrne Memorial Justice Assistance Grant (JAG).

Mayor Stapleton opened the public hearing.

The staff report was presented by Interim Police Chief Raney.

There was no public comment; therefore, Mayor Stapleton closed the public hearing.

A motion was made by Councilmember Delach, seconded by Councilmember Allen, to receive and file the proposed application for the 2016 Edward Byrne Memorial Justice Assistance Grant (JAG).

Motion approved Public Hearing item PH 1 as follows:

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

CONTINUED BUSINESS – None.

NEW BUSINESS

NB 1. Consideration of request from the County of Los Angeles for cities within Los Angeles County to support a Los Angeles County income tax to fund the Los Angeles County Homeless Initiative.

The item was introduced by Interim City Manager Penman and the staff report was presented by Community Development Director Lee. There was no public comment.

A motion was made by Councilmember Allen to receive and file the request.

Councilmember Delach stated that she is opposed to the request due to a lack of specific information on how the County plans to distribute or use revenue from the proposed tax.

Mayor Stapleton commented that the City is active on the issue of homelessness in other ways and he doesn't think this request is the right fit.

Councilmember Allen stated that one of the major problems is that many of the homeless are mentally ill and don't want to be housed, that the issue is more complex than people realize.

The motion to receive and file made by Councilmember Allen was seconded by Mayor Pro Tem Marquez.

Motion approved New Business item NB 1 as follows:

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

NB 2. Update on the proposed Los Angeles County Department of Mental Health – Mental Health Clinic to be located at 1359 North Grand Avenue.

The staff report was presented by Community Development Director Lee.

Los Angeles County Department of Mental Health Administrative Deputy Margo Morales and Mental Health Clinical Program Manager III for Service Area 4 Alfredo Larios provided details on the type of treatment planned for the facility, demographics for those in need of treatment, and treatment centers to be located in surrounding communities; and summarized that the County wants to be a good partner to the City and it is not the County's intention to overwhelm the community.

Councilmember Allen stated he is a supporter of this type of program, is concerned about making sure there are no dump-offs in the community of people who should not be released, and is hopeful that it will bring benefits to the community.

Councilmember Delach commented that while it is important to have services, it is against Covina's code to go into a technology center, and she would like to put it somewhere else in the City.

In response to a comment from Mayor Stapleton that other communities should share in providing locations, Program Manager Larios explained that there are currently about 20 contracted mental health services locations throughout the San Gabriel Valley.

Council discussion included concern that the type of clients to be served in Covina not include parolees; that the intent is to serve clients in the area, not to bring people in for services; the kind of security to be provided; and the number of employees who will work in the clinic.

Interim Police Chief Raney commented that over the last 12 months, the Covina Police Department has handled over 300 incidents involving mental health issues; the location is not ideal for this type of program; and the issue is proportionality – Covina is already doing its fair share, and moving forward, there will be some impacts.

A motion was made by Councilmember Delach, seconded by Councilmember Allen, to receive and file the report.

Motion approved New Business item NB 2 as follows:

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

NB 3. Continuing appropriations for Fiscal Year 2016-2017.

The item was introduced by Interim City Manager Penman and the staff report was presented by Interim Finance Director Swink. There was no public comment.

In response to a question from Councilmember Delach as to the estimated time for the budget to be completed, Interim City Manager Penman explained that a study session is scheduled for July

12, 2016, at which a preliminary budget will be presented for Council's direction and any changes desired; that staff will attempt to bring the final budget to Council for approval at the July 19, 2016, meeting, or the August meeting if needed; a new Finance Director has been hired who will start on July 18, 2016, and the hope is to have the budget as far along as possible to facilitate the transition; and the budget presentation style is being adjusted so that it is easier to follow.

Mayor Stapleton commented that it is more important to get the budget done right than done quickly and that he agrees with the resolution continuing appropriations; asked for information on how the City got to its current financial situation and how it can be corrected; and stated he does not want Covina to become a contract city.

Councilmember Allen and Mayor Pro Tem Marquez concurred.

A motion was made by Councilmember Delach, seconded by Councilmember Allen, to adopt **Resolution No. 16-7491** entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA, AUTHORIZING THE CITY OF COVINA'S FISCAL YEAR 2015-2016 BUDGET APPROPRIATIONS TO REMAIN IN EFFECT PENDING THE APPROVAL OF THE FISCAL YEAR 2016-2017 BUDGET, THEREBY CONTINUING THE FISCAL YEAR 2015-2016 BUDGET INTO FISCAL YEAR 2016-2017 AND AUTHORIZING THE CONTINUATION OF NECESSARY AND ESSENTIAL EXPENDITURES."

Motion approved New Business item NB 3 as follows:

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

NB 4. City Council Meeting Days and Times Discussion.

The staff report was presented by Interim City Manager Penman. City Attorney Lee explained that the main issue is not having consistency between the Municipal Code and practice, and suggested alternatives to remedy the situation. There was no public comment.

Mayor Stapleton commented that he believes there will be a need for 6:30 p.m. meetings for closed session going forward, and that the meeting start time should remain at 6:30 p.m.

Councilmember Delach agreed that 6:30 p.m. is a good time for closed session and commented that changing open session to 6:30 p.m. would impede the ability of the public to attend.

A motion was made by Councilmember Allen, seconded by Councilmember Delach to have staff draft a resolution clarifying that closed session will start at 6:30 p.m. at regularly-scheduled Council meetings.

City Attorney Lee received clarification from Council that Council's direction is to have staff draft an ordinance to revoke the current ordinance regarding the regularly-scheduled Council meeting start time, and present a resolution designating 6:30 p.m. for closed session and 7:30 p.m. for open session start times for regularly-scheduled City Council meetings.

Motion approved New Business item NB 4 as follows:

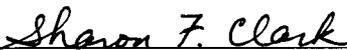
AYES: ALLEN, DELACH, MARQUEZ, STAPLETON
NOES: NONE
ABSTAIN: NONE
ABSENT: KING

ADJOURNMENT

At 9:09 p.m., the meeting of the Covina City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Financing Authority/Covina Housing Authority was adjourned to its special meeting

of the Council/Agency/Authority scheduled for Tuesday, July 12, 2016, at 5:00 p.m. in the Covina Library Community Room at 234 N. Second Avenue, Covina, California, 91723, followed by closed session in the City Hall Administration Conference Room located at 125 E. College Street, Covina, CA 91723.

Respectfully submitted:



Sharon F. Clark, CMC
Chief Deputy City Clerk

Approved this 19th day of July, 2016:



Kevin Stapleton, Mayor/Chair