



REGULAR MEETING AGENDA
125 E. College Street, Covina, California
Council Chamber of City Hall and Virtually via Zoom
Tuesday, November 2, 2021

IMPORTANT NOTICE

This meeting is being conducted in accordance with Assembly Bill 361, regarding the COVID-19 pandemic.

Members of the public may view the meeting live on the City's website at www.covinaca.gov or on local cable television, Spectrum channel 29 and Frontier Channel 42. To view from the website, hover over the Departments & Services tab until the drop-down menu appears and click on City Council Video Library under the City Council header. A live banner will appear at the start of the meeting.

Public Comments:

During the meeting, there will be an opportunity for the public to speak. Public testimony is limited to five (5) minutes per speaker, unless, for good cause, the Mayor/Chairperson amends the time limit; a speaker's time may not be transferred to another speaker. State Law prohibits the Council/Agency/Authority Members from taking action on any item not on the agenda. Those wishing to speak on a LISTED AGENDA ITEM will be heard when that item is addressed.

In Person:

To address the Council/Agency/Authority please complete a yellow speaker request card located at the entrance of the Council Chamber and give it to the City Clerk. Your name will be called when it is your turn to speak.

Remotely via Zoom:

Access the meeting remotely via Zoom with one of the following devices:

Computer or Smart Device:

<https://us02web.zoom.us/j/87390976391?pwd=NlZzNy9USTN0VVlPNlU9wM2hWcUZqZz09>

Telephone:

*Dial: +1 669 900 6833
Meeting ID: 873 9097 6391
Passcode: 065087*

1. *To request to speak during public comment, please click the “Raise Hand” button on the Zoom toolbar “Reactions” tab.*

Note:

*Computer / Smart Device Users: The “raise hand” feature is in the reactions tab.
Telephone Users: Press star-nine (*9) on your phone to raise your hand.*

2. *Staff will announce your name as listed on Zoom or the last four digits of your phone number when it is your turn to speak and unmute the microphone (audio only); speaker must be present when called to speak.*
3. *Please state your first and last name and city of residence at the beginning of your remarks for the record.*
4. *The microphone will be muted by staff when you have completed your comments or five (5) minutes have expired, whichever occurs first.*

Meeting Assistance Information: In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk’s Office at cityclerk@covinaca.gov or 626-384-5430. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

**CITY COUNCIL/SUCCESSOR AGENCY TO THE COVINA
REDEVELOPMENT AGENCY/COVINA PUBLIC FINANCING
AUTHORITY/COVINA HOUSING AUTHORITY
JOINT MEETING—CLOSED SESSION
6:30 PM – WILL NOT BE HELD**

**CITY COUNCIL/SUCCESSOR AGENCY TO THE COVINA
REDEVELOPMENT AGENCY/COVINA PUBLIC FINANCING
AUTHORITY/COVINA HOUSING AUTHORITY
JOINT MEETING—OPEN SESSION
7:30 PM**

CALL TO ORDER

ROLL/CALL

Council/Agency/Authority Members: Walter Allen, III, John C. King, Victor Linares, Mayor Pro Tem/Vice-Chair Patricia Cortez, and Mayor/Chair Jorge A. Marquez

PLEDGE OF ALLEGIANCE

Led by Mayor Pro Tem Cortez

INVOCATION

Given by Covina Police Chaplain David Truax

PRESENTATIONS

- A. Law Enforcement Records and Support Personnel Day
- B. No Shave November
- C. Breast Cancer Awareness and Pink Patch Presentation

PUBLIC COMMENTS

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COUNCIL/AGENCY/AUTHORITY COMMENTS

Council/Agency/Authority Members wishing to make any announcements of public interest or to request that specific items be added to future Council/Agency/Authority agendas may do so at this time.

CITY MANAGER COMMENTS

CONSENT CALENDAR

All matters listed under consent calendar are considered routine, and will be enacted by one motion. There will be no separate discussion on these items prior to the time the Council/Agency/Authority votes on them, unless a member of the Council/Agency/Authority requests a specific item be removed from the consent calendar for discussion.

- CC 1. Minutes

Staff Recommendation:

Approve the Minutes of the October 19, 2021, Regular Meeting of the City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Financing Authority/Housing Authority.

2021 10 19 Minutes CC Draft

- CC 2. Minutes

Staff Recommendation:

Approve the Minutes of the October 21, 2021, Special Meeting of the City Council.

2021 10 21 Minutes CC Spc Mtg Draft

- CC 3. Payment of Demands

Staff Recommendation:

Approve Payment of Demands in the amount of \$4,330,856.60.

Agenda Report - Payment of Demands OCT 1 - OCT 14 2021 - Pdf

- CC 4. Traffic Signal Improvement Project at Barranca Avenue and Edna Place – Award of Contract to PTM General Engineering Services, Inc. for an Amount Not-to-Exceed \$476,067

Staff Recommendation:

1. Approve plans and specifications for the Traffic Signal Improvement Project at Barranca Avenue and Edna Place;
2. Award the contract for the Traffic Signal Improvement Project at Barranca Avenue and Edna Place to PTM General Engineering Services, Inc. as the lowest responsive bidder in an amount not-to-exceed \$476,067 and authorize the City Manager to execute said contract;
3. Authorize an approximate 10% contingency amount of \$50,000 for any unforeseen construction expenses; and
4. Adopt **Resolution CC 2021-118** authorizing the use of Traffic Impact Fees for the completion of the Traffic Signal Improvement Project at Barranca Avenue and Edna Place.

[Agenda Report - Traffic Signal Improvement Project at Barranca & Edna – PTM General Engineering Svcs - Pdf](#)

- CC 5. Resolution CC 2021-119, A Budget Amendment to Amend the Fiscal Year 2021-2022 Operating Budget to Fund a New Position of a New Full-Time Staffing Position of Office Assistant I/II in the Community Development Department

Staff Recommendation:

Adopt **Resolution CC 2021-119** amending the operating budget for fiscal year 2021-2022 to create one full time Office Assistant position I/II to assist staff in Housing & Grants, Planning, Building & Safety, and Code Enforcement divisions with the Community Development Department.

[Agenda Report - Resolution CC 2021-119 CD Office Assistant Position - Pdf](#)

- CC 6. Approve the Annual Report and Establish the Date, Time, and Place for the Public Hearing for the Calendar Year 2022 Annual Assessment of the Prospero Park Business Area Enhancement District (BAED)

Staff Recommendation:

1. Approve the Annual Report of the Prospero Park Owners Association Business Area Enhancement District (BAED); and
2. Adopt **Resolution CC 2021-120** declaring its intent to levy an annual assessment for the calendar year 2022 in the Prospero Park Area Enhancement District and establish the date, time and place for the public hearing.

[Agenda Report - Resolution CC 2021-120 Prospero Park BAED - Pdf](#)

- CC 7. Approve the Annual Report and Establish the Date, Time, and Place for the Public Hearing for the Calendar Year 2022 Annual Assessment of the Downtown Covina Business Area Enhancement District (BAED)

Staff Recommendation:

1. Approve the Annual Report of the Downtown Covina Business Area Enhancement District (BAED); and
2. Adopt **Resolution CC 2021-121**, declaring its intent to levy an annual assessment for the calendar year 2022 in the Downtown Covina Business Area Enhancement District, and establish the date, time and place for the public hearing.

[Agenda Report - Resolution CC 2021-121 Downtown Covina BAED - Pdf](#)

- CC 8. Azusa Avenue Traffic Signal Pole & Civic Center Parking Structure Painting Project - Award of Contract to Sky JTC Corporation, dba Sky Painting, for an Amount Not-to-Exceed \$103,720

Staff Recommendation:

1. Award Contract for the Azusa Avenue Traffic Signal Pole & Civic Center Parking Structure Painting Project to Sky JTC Corporation, dba Sky Painting, as the lowest responsive and responsible bidder in an amount not-to-exceed \$103,720 and authorize the City Manager to execute the contract;
2. Authorize an amount of \$10,000.00 (approximately 10%) as a contingency to cover the cost of unforeseen construction expenses; and
3. Adopt **Resolution CC 2021-122** to authorize the appropriation of \$61,640 from the Municipal Parking District fund balance (Fund 2700) for the painting of the Civic Center parking structure (Account No. 27002800-52400).

[Agenda Report - Azusa Ave Traffic Signal Pole & Civic Center Parking Structure Painting Project - Sky Painting - Pdf](#)

- CC 9. First Amendment to Memorandum of Agreement with the San Gabriel Valley Council of Governments for Inspection Services for the Regional Edible Food Recovery Program

Staff Recommendation:

Authorize City Manager to execute a First Amendment to the Memorandum of Agreement with the San Gabriel Valley Council of Governments for Inspection Services for the Regional Edible Food Recovery Program through August 1, 2024, in an amount not-to-exceed \$81,347.

[Agenda Report - SGV COG First Amendment to MOA for Regional Food Recovery Program - Pdf](#)

- CC 10. Adoption of Resolution CC 2021-124 Endorsing a Public Convenience or Necessity (PCN) for a Micro-brewery (Type 23) License at 321 Front Street (Campsite Brewing Company, LLC)

Staff Recommendation:

Endorse a determination of Public Convenience or Necessity (“PCN”) to allow Christian Hartenstein, applicant representing Campsite Brewing Company, LLC, to obtain an On and Off-Site Alcohol Beverage Sales and Micro-brewery (Type 23) License.

[Agenda Report - Resolution CC 2021-124 PCN 321 Front Street Campsite Brewing Company, LLC - Pdf](#)

- CC 11. Resolution Accepting Grant Funding from the Department of Justice, Edward Byrne Memorial Justice Assistance Grant Fiscal Year 2021-22

Staff Recommendation:

1. Adopt **Resolution CC 2021-125** accepting grant funding from the Department of Justice, Edward Byrne Memorial Justice Assistance Grant (JAG) 2021 in the amount of \$13,301 and increasing the Police Department Fiscal Year 2021-22 budget by the same amount for the City of Covina Police Department Youth Accountability Board Program; and
2. Authorize the City Manager or his designee to execute the grant documents on behalf of the City of Covina.

[Agenda Report - Resolution CC 2021-125 Edward Byrne Memorial JAG FY21-22 - Pdf](#)

- CC 12. Approve and Make AB 361 Findings for Special Brown Act Requirements for Teleconference Meetings

Staff Recommendation:

Approve and make the following findings so that meetings of the City Council and the City's Other Legislative Bodies are authorized to meet remotely in accordance with AB 361's special Brown Act requirements for teleconference meetings: (1) the City Council has reconsidered the circumstances of the COVID-19 state of emergency; and (2) state and local officials continue to recommend measures to promote social distancing.

[Agenda Report - AB 361 Findings - Special Brown Act Requirements for Teleconference Mtgs - Pdf](#)

- CC 13. Lease Agreement Between the Verizon Wireless and Trumark Homes (Barranca TH, LLC) to Re-Locate a Cellular Telephone Communication Facility on Property Located at 301 E. Front Street and 707 N. Barranca Avenue, to be Transferred to the City of Covina Upon the Transfer of the 2.5 acre "Leg Property" (301 E. Front Street and 707 N. Barranca Avenue), Pursuant to the Provisions of the "Seller Put Option and Agreement for Purchase and Sale of Real Property and Recording Instructions" (PSA)

Staff Recommendation:

Receive and File.

[Agenda Report - Lease Agreement - Verizon Wireless and Trumark Homes - Pdf](#)

- CC 14. Confirm and Approve Appointment to the Library Board of Trustees

Staff Recommendation:

That the City Council confirm and approve the following Library Board of Trustee appointment:

- Councilmember Allen to appoint Diana Mullins for an unexpired term ending June 30, 2022

[Agenda Report - LBT Appointments 10.28.21 - Pdf](#)

- CC 15. Resolution CC 2021-126, A Resolution of the City Council of the City of Covina Amending the 2021-22 Fiscal Year Operating Budget to Appropriate \$24,680.00 from the Measure W Fund into Account 2510-5600-51990 for Professional Services for Geneva Street and Citrus Avenue Improvements

Staff Recommendation:

Adopt Resolution CC 2021-126 to amend the Fiscal Year 2021-2022 Operating Budget to appropriate \$24,680.00 from Measure W Fund to Account No. 2510-5600-51990 to pay professional services for Geneva Street and Citrus Avenue Improvements.

[Agenda Report - Resolution CC 2021-126 to Approve Allocation from Bond Proceeds \(Geneva\) - Pdf](#)

CONTINUED PUBLIC HEARINGS

- CPH 1. A Continued Public Hearing for Notice of Intent to Vacate a Portion of Geneva Place between Citrus Avenue and 3rd Avenue and a Strip of Public Alley Located at East Side of 141 West Geneva Place**

Staff Recommendation:

Continue the Public Hearing to the meeting of November 16, 2021.

[Agenda Report - CPH Geneva Pl and Alley St Vacation - Pdf](#)

PUBLIC HEARINGS

- PH 1. City Council Election District Public Hearing #1 - Introduction to Districting**

Staff Recommendation:

It is recommended that the City Council:

1. Receive information about the current demographics of the City and the process legal/policy rules for adopting district-based voting;
2. Conduct a public hearing to solicit public testimony regarding the composition of districts, especially communities of interest.
3. Adopt **Resolution CC 2021-123**, appropriating funds for the preparation of districts, public outreach and advisory services related to the formation of election districts.
4. Authorize the City Manager to execute agreements with a GIS/Mapping consultant, outreach consultant and California Voting Rights Act advisory consultant in an amount not-to-exceed the appropriation in Resolution CC 2021-123.

[Agenda Report - City Council Election District Public Hearing #1 - Pdf](#)

CONTINUED BUSINESS - NONE.

NEW BUSINESS

NB 1. Ordinance 21-08 Establishing a Mandatory Organic Waste Disposal Reduction Ordinance – First Reading and Introduction

Staff Recommendation:

Waive full reading, read by title only, and introduce for first reading **Ordinance 21-08** entitled, “An Ordinance of the City Council of the City of Covina, California, Amending the Covina Municipal Code by Adding Chapter 8.10 (Mandatory Organic Waste Disposal Reduction) to Title 8 (Health and Safety), and Making a Determination of Exemption under CEQA.”

[Agenda Report - Ord 21-08 Organic Waste Disposal - 1st Reading & Intro - Pdf](#)

ADJOURNMENT

The Covina City Council/Successor Agency to the Covina Redevelopment Agency/Covina Public Financing Authority/Covina Housing Authority will adjourn to its next regular meeting of the Council/Agency/Authority scheduled for Tuesday, November 16, 2021 at 6:30 p.m. for closed session and at 7:30 p.m. for open session inside the Council Chamber at City Hall, located at 125 East College Street, Covina, California, 91723.

The Covina City Clerk’s Office does hereby declare that, in accordance with California Government Code Section 54954.2(a), the agenda for the Tuesday, November 2, 2021, meeting was posted on October 28, 2021, on the City’s website and near the front entrances of: Covina City Hall, 125 East College Street, Covina; and the Covina Public Library, 234 N. Second Avenue, Covina.

If you challenge in court any discussion or action taken concerning an item on this agenda, you may be limited to raising only those issues you or someone else raised during the meeting or in written correspondence delivered to the City at or prior to the City’s consideration of the item at the meeting.

MATERIALS RELATED TO AN ITEM ON THIS AGENDA, AND SUBMITTED TO THE CITY COUNCIL AFTER PUBLICATION OF THE AGENDA, ARE AVAILABLE TO THE PUBLIC IN THE CITY CLERK’S OFFICE AT 125 E. COLLEGE STREET, COVINA.