



CITY OF WEST COVINA
AUDIT COMMITTEE

WEDNESDAY, JUNE 23, 2021, 6:00 PM
REGULAR MEETING

WEST COVINA CITY HALL
MANAGEMENT RESOURCE CENTER (MRC) ROOM 314
WEST COVINA, CALIFORNIA 91790

AGENDA

David Lin, Chair
Marsha Solorio, Vice Chair
Dario Castellanos, Mayor Pro Tem/Audit Committee Member
Donna Chia, Audit Committee Member
Rosario Diaz, Council Member/Audit Committee Member
Jim Grivich, Audit Committee Member
Colleen Rozatti, City Treasurer/Audit Committee Member

On March 4, 2020, Governor Newsom proclaimed a State of Emergency in California as a result of the threat of COVID-19. On March 17, 2020, Governor Newsom issued Executive Order N-29-20, suspending certain requirements of the Brown Act relating to the conduct of public meetings. Pursuant to the Executive Orders, Council Members may attend City Council meetings telephonically and the City Council is not required to make available a physical location from which members of the public may observe the meeting and offer public comment.

On June 18, 2020, the California Department of Public Health issued guidance mandating that people in California wear cloth face coverings in specified circumstances, including when they are inside of or in line to enter, any indoor public space.

Due to the ongoing COVID-19 emergency and pursuant to State and County public health directives, the MRC will have limited seating available on a first-come, first-serve basis for members of the public to attend and participate in the Audit Committee meeting in person. All persons attending the meeting are required to wear cloth face coverings and observe social distancing protocols.

If you are experiencing symptoms such as fever or chills, cough, shortness of breath or difficulty breathing, fatigue, or sore throat, the City requests that you stay at home.

EMAILED PUBLIC COMMENT:

Members of the public can submit public comments to the Committee Secretary via e-mail at vgonzales@westcovina.org. The subject line should specify "Oral Communications – 6/23/2021". Please include your full name and address in your e-mail. All emails received by 5:00 P.M. on the day of the Audit Committee meeting will be provided to all Committee Members prior to the meeting. No comments will be read out

loud during the meeting. All comments received by the start of the meeting will be made part of the official public record of the meeting.

AMERICANS WITH DISABILITIES ACT

The Committee complies with the Americans with Disabilities Act (ADA). If you need special assistance at Committee Meetings, please call (626) 939-8433 (voice) or (626) 960-4422 (TTY) from 8:00 a.m. to 5:00 p.m. Monday through Thursday, at least 48 hours prior to the meeting to make arrangements.

AGENDA MATERIAL

Agenda material is available for review at the West Covina City Clerk's Office, Room 317 in City Hall, 1444 W. Garvey Avenue 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 Commission 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 during normal business hours.

PUBLIC COMMENTS **ADDRESSING THE AUDIT COMMITTEE MEMBERS**

Any person wishing to address the Committee on any matter listed on the agenda or on any other matter within their jurisdiction should complete a speaker card that is provided at the entrance to the Management Resource Center Room (MRC) and submit the card to the Committee Secretary

Please identify on the speaker card whether you are speaking on an agenda item or non-agenda. Requests to speak on agenda items will be heard prior to requests to speak on non-agenda items. All comments are limited to three (3) minutes per speaker.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

ORAL COMMUNICATIONS - Three (3) minutes per speaker

Please state your name and city of residence for the record when recognized by the Committee Chair.

APPROVAL OF MEETING MINUTES

1) APRIL 7, 2021, FINANCE & AUDIT COMMITTEE MEETING MINUTES

It is recommended that the Audit Committee receive and file the Minutes of the Finance & Audit Committee Meeting on April 7, 2021.

NEW BUSINESS

1. Financial Recovery Plan.
2. Committee Members Terms Expiring.
3. New meeting date and time.

ADJOURNMENT



AGENDA STAFF REPORT

City of West Covina

DATE: 06/23/2021
TO: Finance & Audit Committee
FROM: Robbeyn Bird, Finance Director
SUBJECT: **APRIL 7, 2021, FINANCE & AUDIT COMMITTEE MEETING MINUTES**

RECOMMENDATION:

It is recommended that the Audit Committee receive and file the Minutes of the Finance & Audit Committee Meeting on April 7, 2021.

Prepared by: Valerie Gonzales, Administrative Assistant I
Additional Approval: Robbeyn Bird, Finance Director

Attachments

Attachment No. 1 - April 7, 2021 Minutes

CITY OF WEST COVINA

FINANCE & AUDIT COMMITTEE

MINUTES

MEETING

WEDNESDAY, APRIL 7, 2021, 6:00 p.m.

The meeting of the Finance & Audit Committee was called to order at 6:00 p.m. via telephonically/zoom. Council Member/Finance & Audit Committee Member Diaz led the Pledge of Allegiance.

ROLL CALL

Present: Chair David Lin
Vice-Chair Marsha Solorio
Committee Member/Mayor Pro Tem Dario Castellanos
(arrived at 6:07 p.m.)
Committee Member Donna Chia
Committee Member/Council Member Rosario Diaz
Committee Member James Grivich
Committee Member/City Treasurer Colleen Rozatti

Absent: None

Staff Present: Finance Director Robbeyn Bird, City Manager David Carmany, Assistant Finance Director Stephanie Sikkema, Administrative Assistant I Valerie Gonzales,

ORAL COMMUNICATIONS

None.

--- End of Public Comment

1. APPROVAL OF FEBRUARY 24, 2021, FINANCE & AUDIT COMMITTEE AMENDED SPECIAL MEETING MINUTES

A Motion was made by Member Grivich and seconded by Vice Chair Solorio to approve the Finance & Audit Committee Amended Minutes of the February 24, 2021, special meeting.

Motion carried by a vote 6-0; 1 not present at time of motion.

2. APPROVAL OF MARCH 24, 2021, FINANCE & AUDIT COMMITTEE MINUTES

A Motion was made by Vice Chair Solorio and seconded by Member Grivich to approve the Finance & Audit Committee Minutes of the March 24, 2021, meeting.

REPORTS

3. AWARD OF AUDIT SERVICES CONTRACT

It is recommended that the Finance & Audit Committee accept the interview panel's recommendation and recommend to the City Council award of Professional Services Agreement to Van Lant & Fankhanel, LLP to perform audit services.

A Motion was made by Mayor Pro Tem/Committee Member Castellanos and seconded by Vice Chair Solorio to recommend to the City Council award of Professional Services Agreement to Van Lant & Fankhanel, LLP to perform audit services.

Motion carried by a vote 6-1.

NEW BUSINESS

1. Discuss FY 21-22 Budget

City Clerk – No Motions

Fire – A Motion was made by Committee Member Grivich and seconded by Vice Chair Solorio to recommend that the City will work in the direction of implementing this recommendation as swiftly as is reasonable and City staff review overtime utilization and freeze on hiring until there is a vacancy in one captain, one engineer, and one fire fighter. At that point, one shift (out of three) would be eliminated for a savings of roughly \$750,000 annually.

There is another possibility for reduction in service out of Fire Station #4 on Azusa. Instead of automatically and always covering absences with overtime, a new policy would be developed that one week of vacation each year would be scheduled so that the captain, engineer, and firefighter that work together would take their vacations at the same time. That absence would not be covered with overtime (a total of 45 weeks per year for the whole city). I calculate that would save roughly \$400,000 annually.

Reduce one paramedic ambulance providing advanced life support but add two emergency medical technician ambulances providing basic life support. To do this recommendation, it would require a one-time expenditure to implement "tiered response" so that the proper equipment was sent based on information gathered at the time of dispatch. I would recommend that the City contract with either Los Angeles City Fire Department or Los Angeles County fire department to provide the "tiered response" because it would be much easier to implement. The basis for

this recommendation is that only 25% of medical calls require advanced life support services so total services would be increased.

Motion carried by a vote 7-0

Police – A Motion was made by Committee Member/City Treasurer Rozatti and seconded by Committee Member/Mayor Pro Tem Castellanos to recommend that we look at vehicle code fines, moving violations, parking code fines, false alarm fees, create the permits for street sweeping, or lack of cars being moved when street sweepers come, overnight parking.

Motion carried by a vote 7-0

A Motion was made by Member Grivich and seconded by Committee Member/Council Member Diaz to recommend looking into non-sworn employees to perform duties that are done by sworn.

Motion carried by a vote 7-0

Public Services - No Motion

Human Resources – No Motion

City Manager – A Motion was made by Chair Lin and seconded by Member Grivich to look at expenditure items that Chair Lin has indicated in his spread sheet file. Chair Lin will send over subsequent the meeting.

Motion carried by a vote 7-0

Finance - No Motion

Community Development – No Motion

Next meeting date and time:

No meeting date and time

ADJOURNMENT

Chair Lin moved to adjourn the meeting, seconded by Committee Member/Mayor Pro Tem Castellanos at 8:25 p.m.

Valerie Gonzales
Finance & Audit Committee Secretary