



CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

**APRIL 4, 2023, 7:00 PM
REGULAR MEETING**

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

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

Please turn off 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 Council meetings, please call (626) 939-8433 (voice) or (626) 960-4422 (TTY) from 8 to 5 Monday through Thursday. Do 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
(Per WCMC 2-48, Ordinance No. 2150)**

Any person wishing to address the City Council 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 Council Chambers and submit the card to the City Clerk.

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 five (5) minutes per speaker.

Oral Communications may be limited to thirty (30) minutes, unless speakers addressing agenda items have not concluded.

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

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 APRIL 4, 2023, 7:00 PM
REGULAR MEETING**

INVOCATION

Led by Pastor Mason Okubo from Immanuel First Lutheran Church

PLEDGE OF ALLEGIANCE

Led by Councilman Wu

ROLL CALL

REPORTING OUT FROM CLOSED SESSION

PRESENTATIONS

- Proclamation For One Legacy and Declaring April Donate Life Month
- Proclamation Declaring Public Safety Telecommunication Week - April 9, 2023 - April 15, 2023

ORAL COMMUNICATIONS - Five (5) 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/Community Development Commission 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 MARCH 21, 2023, CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING MINUTES AND THE MARCH 21, 2023, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES.**

It is recommended that the City Council approve the March 21, 2023, Closed Session Meeting Minutes and the March 21, 2023, Regular Session Meeting Minutes.

COMMUNITY DEVELOPMENT

- 2) **CONSIDERATION OF THE GENERAL PLAN ANNUAL REPORT FOR 2022**

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

FINANCE DEPARTMENT

3) CONSIDERATION OF LONG-RANGE FINANCIAL FORECAST FOR FISCAL YEARS ENDING 2024-2028

It is recommended that City Council receive and file the Long-Range Financial Forecast for fiscal years ending 2024-2028.

FIRE DEPARTMENT

4) CONSIDERATION OF AN AGREEMENT BETWEEN RANCHO SANTIAGO COMMUNITY COLLEGE AND THE CITY OF WEST COVINA

It is recommended that the City Council:

1. Ratify the Inter-Agency Instructional Services Agreement between the City and Rancho Santiago Community College District (Santa Ana College) for Fire Department training costs.
2. Authorize the City Manager to execute future amendments to the Agreement.

PUBLIC SERVICES

5) CONSIDERATION OF EXTENSION TO THE AGREEMENT WITH LOS ANGELES CENTERS FOR ALCOHOL AND DRUG ABUSE (LA CADA) HOMELESS SERVICES

It is recommended that the City Council:

1. Approve a one-year extension to the agreement with the Los Angeles Centers for Alcohol and Drug Abuse (LA CADA).
2. Authorize the City Manager to negotiate and execute any necessary documents, including an amendment to the agreement with LA CADA, in such final form as approved by the City Attorney, to carry out the City Council's direction.

END OF CONSENT CALENDAR

HEARINGS

PUBLIC HEARINGS

6) CONSIDERATION OF AN EXTENSION OF AN INTERIM URGENCY ORDINANCE ESTABLISHING A MORATORIUM ON NEW DRIVE-THROUGH FOOD ESTABLISHMENTS CITYWIDE

It is recommended that the City Council conduct a public hearing and then consider adoption of the following ordinance by a 4/5 vote:

URGENCY ORDINANCE NO. 2514 - AN EXTENSION OF URGENCY ORDINANCE NO. 2512, AN INTERIM URGENCY ORDINANCE OF THE CITY COUNCIL OF WEST COVINA, CALIFORNIA, ENACTED PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 65858 ESTABLISHING A 45-DAY TEMPORARY MORATORIUM ON THE REVIEW AND APPROVAL OF DRIVE-THROUGH RESTAURANTS/FOOD ESTABLISHMENTS WITHIN CITY LIMITS DURING THE PENDENCY OF THE CITY'S REVIEW AND ADOPTION OF PERMANENT ZONING REGULATIONS AND OBJECTIVE STANDARDS FOR SUCH USES AND DECLARING URGENCY THEREOF, FOR A PERIOD OF 10 MONTHS AND 15 DAYS, AND FINDING THE ORDINANCE IS EXEMPT FROM ENVIRONMENTAL REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO CEQA GUIDELINES SECTION 15061(B)(3)

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.)

CITY COUNCIL COMMENTS

ADJOURNMENT

Next Tentative City Council Meeting

Regular Meeting

April 4, 2023

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: April 4, 2023

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF APPROVAL OF THE MARCH 21, 2023, CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING MINUTES AND THE MARCH 21, 2023, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES.

RECOMMENDATION:

It is recommended that the City Council approve the March 21, 2023, Closed Session Meeting Minutes and the March 21, 2023, Regular Session Meeting Minutes.

DISCUSSION:

That the City Council adopt the attached minutes.

Prepared by: Lisa Sherrick; Assistant City Clerk

Attachments

Attachment No. 1 - 3/21/2023 Closed Session Minutes Draft

Attachment No. 2 - 3/21/2023 Regular Session Minutes Draft

CITY COUNCIL GOALS & OBJECTIVES: Enhance City Image and Effectiveness



CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

MARCH 21, 2023, 6:00 PM
REGULAR MEETING - CLOSED SESSION

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

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

MINUTES

CALL TO ORDER

A Regular Session Meeting was called to order by Mayor Rosario Diaz on Tuesday, March 21, 2023, at 7:00 p.m., in the Management Resource Center Conference Room Chambers, 1444 West Garvey Avenue South, West Covina, California

ROLL CALL

Council Members

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

Council Members

Absent: None

ATTACHMENT NO. 1

City Staff: David Carmany City Manager, Thomas Duarte City Attorney, Roxanne Lerma Assistant City Manager, Paulina Morales Assistant City Manager, Stephanie Sikkema Finance Director, Lisa Handy, Interim Human Resources and Risk Management Director, Deputy City Attorney Melissa Ballard

PUBLIC COMMENTS ON ITEMS ON THE AGENDA

None

CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - Pursuant to Government Code § 54956.9(d)(1)

1. Michael Timothy Duran v. City of West Covina, et al (United States District Court, Central District, Case No. 2:20-cv-11029-CAS-PD)
2. Briley v. City of West Covina (LA Superior Court Case No. BC630552)
3. Ruben Briseno v. City of West Covina, Ian Paparro, Christopher Quezada, Abel Hernandez, DOES 1-50; (USDC, Central District of California, Western Division, Case No. 2:20-cv-02986-MRW)

2. CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code § 54957.6

City Negotiators: Carmany, 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

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REPORTING OUT

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

ADJOURNMENT

A motion to adjourn the Closed Session Meeting was made by Mayor Diaz and the meeting was adjourned at 7:00 pm. The next regularly scheduled Closed Session City Council Meeting will be held on Tuesday April 4, 2023, 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

Rosario Diaz
Mayor



CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

**MARCH 21, 2023, 7:00 PM
REGULAR MEETING**

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

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

MINUTES

CALL TO ORDER

A Regular Session Meeting was called to order by Mayor Rosario Diaz on Tuesday, March 21, 2023, at 7:00 p.m., in the Council Chambers, 1444 West Garvey Avenue South, West Covina, California

INVOCATION

Led by Pastor Samuel Martinez from Amazing Love Ministries

PLEDGE OF ALLEGIANCE

Led by Councilman Cantos

ROLL CALL

Present: Council Members Tony Wu, Letty Lopez-Viado, Cantos Mayor Pro Tem Brian Tabatabai, Mayor Rosario Diaz

Council Members

Absent: None

City Staff: David Carmany City Manager, Paulina Morales Assistant City Manager, Tom Duarte City Attorney; other City staff presented reports and responded to questions as indicated in the minutes.

CLOSED SESSION

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- General Employees
- Mid-Management Employees
- W.C. Police Management Association

Unrepresented Employee Group

- Department Heads

REPORTING OUT FROM CLOSED SESSION

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

PRESENTATIONS

- Certificate of Recognition for Student Government Day
- Certificate of Recognition to Peters El Loco Restaurant
- Proclamation Declaring March as Red Cross Month

ORAL COMMUNICATIONS - Five (5) minutes per speaker

Lloyd Johnson

John Shewmaker

Ryan Serrano

Matthew Smith

Emma Del Real

Peggy Martinez

Therese Garcia

Irma Cooper NAACP San Gabriel Valley

Fredrick Sykes

Dana Sykes

Maria Castañeda

Elsie Messman

David Schwartz

Ernesto Garcia

Wen Wen Zhang

R. Robinson

Sherrie Berillon

Cindy and Robert Mitchell

Shahrzad Shishegar

James Toma

Armando Herman

Eileen Rocha

Roland Conley

Stephanie Serrano

Marisol Sanchez

Max Gabaldon

Françoise Crulton

Cheyenne Rocha

Nick Rocha

Patty Pastmza

Brian Gutierrez

Peter Gonzales

Juay Roybal-Kastl

Mary Valdemar

Jeszabel Millan

Brittney Rodnguez

Robert Torres

Cecilia Munoz

Jamie Rocha

CITY MANAGER'S REPORT

Presentation given by City Manager David Carmany.

CONSENT CALENDAR

ACTION: Motion by Councilwoman Lopez-Viado, Second by Councilman Wu 5-0
to: Approve Consent Calendar Items 1 through 7 except for Items 4 and 5.

ACTION: Motion by Councilman Wu, Second by Councilwoman Lopez-Viado 5-0
to: Approve Consent Calendar Item 4 (This item was pulled for discussion by Councilman Wu).

ACTION: Motion by Councilman Wu, Second by Councilwoman Lopez-Viado 5-0
to: Approve Consent Calendar Item 5 (This item was pulled for discussion by Councilman Wu).

APPROVAL OF MEETING MINUTES

- 1) **CONSIDERATION OF APPROVAL OF THE MARCH 7, 2023, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES. THE REGULAR CLOSED SESSION MEETING WAS CANCELED.**

Carried 5-0 to: Approve the March 7, 2023, Regular Session Meeting Minutes.

COMMISSION SUMMARY OF ACTIONS

- 2) **MINUTES OF COMMUNITY AND SENIOR SERVICES COMMISSION REGULAR MEETING HELD ON SEPTEMBER 13, 2022**

Carried 5-0 to: receive and file the minutes of the regular meeting of the Community and Senior Services Commission held on September 13, 2022.

CITY MANAGER'S OFFICE

- 3) **CONSIDERATION OF AN ORDINANCE AMENDING SECTION 2-402 OF ARTICLE VIII OF CHAPTER 2 OF THE WEST COVINA MUNICIPAL CODE RELATING TO CAMPAIGN DONATIONS**

Carried 5-0 to: It is recommended that the City Council consider adoption of the following ordinance:

ORDINANCE NO. 2513 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING SECTION 2-402 OF ARTICLE VIII OF CHAPTER 2 OF

**THE WEST COVINA MUNICIPAL CODE RELATING TO
CAMPAIGN FINANCE REGULATIONS**

**4) CONSIDERATION OF RESOLUTION NO. 2023-19 CONTINUING THE
LOCAL EMERGENCY RELATED TO SEVERE WINTER STORMS**

Carried 5-0 to: Staff recommends that the City Council adopt the following resolution:

**RESOLUTION NO. 2023-19 - A RESOLUTION OF THE CITY
COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA,
DETERMINING THE NEED TO FURTHER CONTINUE THE
LOCAL EMERGENCY PROCLAIMED ON JANUARY 11, 2023
AND PREVIOUSLY CONTINUED ON FEBRUARY 21, 2023
RELATED TO SEVERE WINTER STORMS**

COMMUNITY DEVELOPMENT

**5) CONSIDERATION OF ORDINANCE NO. 2511 ESTABLISHING
DEVELOPMENT STANDARDS AND REQUIREMENTS FOR
SHOPPING CART CONTAINMENT**

Carried 5-0 to: It is recommended that the City Council adopt the following ordinance:

**ORDINANCE NO. 2511 - AN ORDINANCE OF THE CITY
COUNCIL OF WEST COVINA, CALIFORNIA, AMENDING
PORTIONS OF CHAPTERS 15 AND 26 OF THE WEST COVINA
MUNICIPAL CODE TO AUTHORIZE DEVELOPMENT
STANDARDS AND REQUIREMENTS FOR CART CONTAINMENT
AND FINDING THE ORDINANCE IS EXEMPT FROM
ENVIRONMENTAL REVIEW UNDER THE CALIFORNIA
ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO CEQA
GUIDELINES SECTION 15061(B)(3)**

**6) CONSIDER REPORT REGARDING ACTIONS TAKEN TO
ALLEVIATE CONDITIONS LEADING TO THE ADOPTION OF THE
MORATORIUM PROHIBITING NEW DRIVE-THROUGH FOOD
ESTABLISHMENTS**

Carried 5-0 to: It is recommended that the City Council receive and file the staff report.

PUBLIC SERVICES

7) CONSIDERATION OF RATIFICATION OF AUTHORIZATIONS PROVIDED IN CONNECTION WITH THE WEST COVINA CENTENNIAL CELEBRATION DINNER, THE CENTENNIAL SPRING FESTIVAL, AND THE 2023 4TH OF JULY CELEBRATION

Carried 5-0 to: It is recommended that the City Council find that compliance with the City's bidding requirements and procedures is impractical in connection with the procurements of carnival services for the Centennial Spring Festival and fireworks displays for the Centennial Celebration Dinner and the 2023 4th of July Celebration, and ratify the following authorizations provided in connection with the Centennial Celebration Dinner, the Centennial Spring Festival, and the 2023 4th of July Celebration:

- a. Agreement with Pyro Spectaculars, Inc. for fireworks for the Centennial Celebration Dinner with a cost of \$12,000.
- b. Agreement with Paul Maurer dba Paul Maurer Shows for carnival services for Centennial Spring Festival.
- c. Agreement with Pyro Spectaculars, Inc. for fireworks for the City's 4th of July with a cost of \$35,000.
- d. Permit for fireworks display at West Covina Sportsplex for Centennial Celebration Dinner.
- e. In exchange for Film It West Covina's assistance with promotion, ticket sales, set-up, tear-down, ticket distribution and providing festival activities including over 300 hours of volunteer service, Film It West Covina will receive a donation of \$2,223.90 from the carnival ride sales. This donation serves the public purpose and benefit of contributing to a non-profit organization that provides members of the community an opportunity to experience film making and to showcase at a Film Festival at no cost.

END OF CONSENT CALENDAR

MAYOR/COUNCILMEMBERS REPORTS

CITY COUNCIL REQUESTS FOR REPORTS, STUDIES, OR INVESTIGATION

8) CONSIDERATION OF REMOVAL OF MAYOR PRO TEM BRIAN TABATABAI FROM POSITION OF MAYOR PRO TEM

ACTION: Motion by Councilman Wu, Second by Councilwoman Lopez-Viado 2-2-1 (No: Cantos, Tabatabai; Abstain: Lopez-Viado) to: remove Mayor Pro Tem Brian Tabatabai from position of Mayor Pro Tem.

The following requests made with no objection by Council:

- Create a Chamber of Commerce to recruit additional businesses.

CITY COUNCIL COMMENTS

ADJOURNMENT

A motion to adjourn the Regular Meeting was made by Mayor Diaz, and the meeting was adjourned at 10:56 p.m. The next regularly scheduled Regular City Council Meeting will be held on Tuesday, April 4, 2023, at 7:00 p.m. in the Council Chambers, 1444 West Garvey Avenue South, West Covina, California.

Submitted by:

Lisa Sherrick
Assistant City Clerk

Rosario Diaz
Mayor



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: April 4, 2023

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF THE GENERAL PLAN ANNUAL REPORT FOR 2022

RECOMMENDATION:

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

BACKGROUND:

A General Plan is each local government's blueprint for meeting the community's long-term vision for the future. Pursuant to state law, each California city is required to have an adopted General Plan comprised of seven required elements. The required elements are: Land Use, Circulation, Housing, Conservation, Open Space, Noise, and Safety. On December 20, 2016, the City Council adopted an updated General Plan and certified the Environmental Impact Report (EIR). Included with its adoption was an implementation program (policies and actions) to guide future decision-making on development, resource management, public safety, public services, and general community well-being.

Per California Government Code Sections 65400 and 65700, all municipalities are required to provide the Governor's Office of Planning & Research (OPR) and the Department of Housing and Community Development (HCD) with separate General Plan and Housing Element annual progress reports every April. The General Plan annual progress report submitted to OPR outlines the status of the City's General Plan and progress in its implementation over the previous year's 12-month reporting period. The Housing Element is the only element that has a statutory requirement to be updated periodically. While the General Plan Update is typically managed by the Planning Division, the required elements also include policies for other Divisions/Departments, including Engineering (Circulation), Community Services (Open Space), Community and Economic Development (Housing), Fire, Police and Public Services (Safety).

California Government Code section 65400 also requires an annual report be given to the legislative body regarding the status of implementing the goals of the General Plan. This report also covers the efforts made during the last year in implementing the programs of the Housing Element as well as actual building permit activity. The last Annual Report was reviewed by the City Council on April 5, 2022, reviewing the policies and actions taken in 2021. The current Annual Report provides information on policies and actions for 2022. This report will allow the City Council and community to evaluate General Plan policies and actions, as well as provide information on the Housing Element during the 2021-2029 period (6th cycle). The City is currently updating the Housing Element for the current cycle.

DISCUSSION:

In the "Our Well Planned Community" chapter of the West Covina General Plan, estimates are provided for the amount of development in the City over the 20-year horizon of the General Plan. Projected growth is divided geographically with the majority being in the Downtown district. In addition to the Downtown, the General Plan also identifies other areas in the City where growth can be accommodated. These areas are divided into three categories; districts, corridors, and neighborhood centers. Downtown is included in the Districts category. The Development Chart is included as Attachment No. 1. The chart also includes the forecasted development identified in the General Plan and the cumulative number of units and/or square footage constructed in 2022. Units and square footage constructed are reported based on the issuance of building permits, rather than certificates of occupancy to be consistent with the Housing Element reporting. This allows staff to reliably and regularly track actual development against the amount of development that was studied in the Program Environmental Impact Report (EIR) and in the General Plan.

During 2022, no building permits were finalized for new buildings in the specified areas (Auto Plaza, BKK Districts, and the following corridors: South Glendora). Building permits were issued for the following locations, but the construction is not yet complete:

Specified Areas	Square Footage/Residential Units	Project	Address
Downtown	32 new residential units (permits issued for 32 out of 84 units)	West Cameron II (Meritage)	1600-1616 W. Cameron Avenue
North Azusa	108 new residential units (permits issued for 108 of 158 units)	Asteria (Lennar)	1651 E. Rowland Avenue
Sunset	New 58,868 square foot medical office building and new 58,901 square foot emergency department and intensive care unit (permits for emergency department and intensive care unit issued by the Office of Statewide Health Planning and Development)	Queen of the Valley Hospital (Emanate)	1115 S. Sunset Avenue

In addition, the City has issued building permits for the following locations outside the specified areas:

Square footage/Residential Units	Project	Address
New 5,001 square foot fast-food restaurant with drive-through	Chick Fil A	3041 E. Garvey Avenue North
110 new residential units (permits issued for 110 of 119 residential units)	Vincent Place (Meritage)	1024 W. Workman Avenue

GENERAL PLAN POLICIES AND STATUS

Through this reporting process, the Planning Division provides annual updates on the progress of the City in meeting the goals, policies, and actions identified in the General Plan (including the Housing Element). Staff updated the chart (Attachment No. 2) listing the goals, policies, and actions of the General Plan, as well as their current status. Below is the index for the items:

Ongoing - are actions with no definitive end date

In Progress - have been initiated but not yet completed

Completed - have been implemented

Not Initiated - have not been started

The General Plan and Housing Element include a menu of goals and objectives allowing the City to evaluate and select actions to focus on in the near future. To allow the General Plan to stay a valuable tool for staff and the community, goals and objectives should be modified from time to time so that the menu continues to be relevant.

HOUSING ELEMENT

The Housing Element is one of the seven (7) required elements of a General Plan. It is unique in that it is the only element that is required to be updated at regular intervals and is required to be certified by the California Department of Housing and Community Development (HCD). The Housing Element was adopted by the City Council in 2022. The City is currently working with HCD in obtaining certification of the Housing Element for the 6th cycle.

One of the most important aspects of the Housing Element is the requirement to plan for growth for the number and type of housing units required by the Regional Housing Needs Assessment (RHNA). The State determines the number of housing units needed in the State, then divides that total number up among regions. The Southern California region is addressed through the Southern California Association of Governments (SCAG). The number of units assigned to West Covina for the 6th cycle was 5,346 housing units across all income categories (very low income = 1,653, low income = 850, moderate income = 865 and above moderate income = 1,978). The requirement of the City is to provide information that the zoning in the City allows for at least that many housing units be constructed. This information is provided in the adopted Housing Element and is part of the evaluation of HCD prior to certifying a Housing Element. Note that the Annual Progress Report Numbers are based on the calendar year, but RHNA cycles are not. The HCD Annual Progress Report form assigns all of 2022 to the 6th cycle.

Staff has completed the required HCD forms to report on the new housing construction activity and the progress on the programs included in the Housing Element. This Housing Element term is from 2021 to 2029. This information is provided in Attachment No. 3. In 2022, building permits were issued for 331 new housing units (111 new single-family houses, 137 accessory dwelling units, and 83 multiple family residential units). This increases the number of units issued permits in this term to 365 units. Although permits for all approved residential units (400 total units) have not yet been obtained, the housing units approved for the West Cameron II, Vincent Place Specific Plan, Walnut Grove Specific Plan (Asteria), and the Grove at Merced projects will count towards this cycle RHNA. Staff is counting approximately 10-15% of the approved multiple family residential units from these projects towards the non-deed restricted moderate income category due to the required Homeownership Assistance Program. In addition, approximately 60% of accessory dwelling units are counted towards the very low and moderate income categories as allowed by the SCAG Regional Accessory Dwelling Unit Affordability Analysis.

CONCLUSION

This report covers the implementation of the goals of the General Plan for 2022, as well as development progress made within the adopted Housing Element.

LEGAL REVIEW:

The City Attorney's Office has reviewed this report.

Prepared by: Jo-Anne Burns, Planning Manager

Fiscal Impact

FISCAL IMPACT:

This agenda item is to receive and file, therefore; there is no fiscal impact associated with this action.

Attachments

Attachment No. 1 - Development Chart

Attachment No. 2 - Policy Chart

Attachment No. 3 - Housing Element Annual Progress Report

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

DEVELOPMENT CHART					
		Forecasted Development	Previous Total	2022	Cumulative to Date
Districts	Downtown				
	Residential	1700 units	74	32	106
	Retail	125,000 SF	5,700	0	5,700
	Office	280,000 SF	0	0	0
	Hotel	400 rooms (200,000 SF)	0	0	0
	Eastland				
	Residential	0	0	0	0
	Retail	25,000 SF	2,925	0	2,925
	Office	5,000 SF	0	0	0
	Hotel	200 rooms (100,000 SF)	0	0	0
	Autoplaza				
	Residential	0	0	0	0
	Retail	0	0	0	0
	Office	0	0	0	0
	Hotel	0	0	0	0
	BKK				
	Residential	0	0	0	0
	Retail	0	0	0	0
	Office	0	0	0	0
	Hotel	0	0	0	0

As of 12/31/22

		Forecasted Development	Previous Total	2022	Cumulative to Date
Corridors	North Azusa				
	Residential	250 units	0	108	108
	Retail	15,000 SF	0	0	0
	Office	10,000 SF	0	0	0
	Hotel	0	0	0	0
	South Glendora				
	Residential	50 units	0	1	1
	Retail	10,000 SF	0	0	1,850
	Office	5,000 SF	0	0	0
	Hotel	0	0	0	0
	Sunset				
	Residential	50 units	0	0	0
	Retail	10,000 SF	0	0	0
	Office	100,000 SF	0	117,769	117,769
	Hotel	0	0	0	0

		Forecasted Development	Previous Total	2022	Cumulative to Date
Neighborhood Centers & Other Areas	Puente Ave				
	Residential	0	0	0	0
	Retail	5,000 SF	0	0	0
	Office	0	0	0	0
	Hotel	0	0	0	0
	Aroma Drive				
	Residential	0	0	0	0
	Retail	5,000 SF	0	0	0
	Office	0	0	0	0
	Hotel	0	0	0	0
	Amar Road				
	Residential	50 units	0	0	0
	Retail	0	0	0	0
	Office	0	0	0	0
	Hotel	0	0	0	0
	Nogales Street				
	Residential	0	0	0	0
	Retail	5,000 SF	0	0	0
	Office	0	0	0	0
	Hotel	0	0	0	0

	POLICY CHART			
	Section	Time Frame	Implementer	Status
	Our Natural Community - A. Air			
P1.1	Promote alternative transportation modes like walking, biking, and transit that reduce emissions related to vehicular travel.			
A 1.1	Continue to channel Federal, State and Local transportation funds to programs, and infrastructure improvements that reduce air pollution through the promotion of walking, biking, ride-sharing, public transit use, the use of alternative fuel vehicles or other clean engine technologies.	Ongoing	PS/AQMD	Ongoing
P1.2	Promote the use of energy-efficient vehicles.			
A1.2	Continue to control and reduce air pollution emissions from vehicles owned by the City and municipal operations and facilities by expanding the use of alternative fuel, electric, and hybrid vehicles in City fleets.	Ongoing	PS/AQMD	Ongoing
P1.3	Minimize the adverse impacts of growth and development on air quality and climate.			
A1.3	Prepare and adopt a plan to reduce green-house gases as part of the Environmental Impact Report (to be concurrently approved with the West Covina General Plan) to achieve compliance with State mandates, and consistency with the Regional Transportation Plan/ Sustainable Community Strategy to facilitate development by streamlining the approval	Immediate	Planning/PS	Completed
	Our Natural Community - B. Water			
P1.4	Continue to protect areas of beneficial natural groundwater recharge by preventing uses that can contaminate soil or groundwater.			
A 1.4	The City and the appropriate water providers shall protect groundwater recharge and groundwater quality when reviewing new development projects.	Ongoing	Water Providers	Ongoing
P1.5	Where appropriate, new development shall minimize impervious area, minimize runoff and pollution, and incorporate best management practices.			
A1.5	Develop standards to increase pervious surfaces to recharge groundwater basin, where appropriate.	Ongoing	Planning/PS	Ongoing
	Our Natural Community - C. Access to Nature			
P1.6	Preserve, conserve, and add to public open space.			
A 1.6	Maintain the existing conservation areas and prohibit any development in spaces designated as parks and open space on the land use plan.	Ongoing	Planning/CS	Ongoing
A 1.6b	Continue to add public open spaces through developer dedication, in-lieu fees, or conservation easements.	Ongoing	Planning/CS/School Districts	Ongoing
P1.7	Develop a multi-use integrated trail system that supports recreational and mobility needs.			
A1.7a	Prioritize a phased program for the planning and design, funding and implementation of a citywide trail program.	Short-Term	Planning/CS/PS	Not Initiated
A1.7b	Convert the east-west Walnut Creek Wash into a walking and biking trail.			Not Initiated
A1.7c	Identify and provide additional access points adjacent to the Walnut Creek Wash and existing and planned trails.			Not Initiated
A1.7d	Update the downtown development regulations to develop standards for trails and development of frontages along the Walnut Creek Wash.	Immediate	Planning	Not Initiated
P1.8	Provide environmental education programs to increase public understanding and appreciation of our natural surroundings.			

	Section	Time Frame	Implementer	Status
A1.8	Provide information to residents and businesses about how to reduce water consumption, waste and pollution and conserve resources.	Ongoing	PS	Ongoing
P1.9	During the review of public and private development projects, analyze potential impacts to views of natural areas from public streets, parks, trails, and community facilities.			
A1.9	Adopt standards to protect public views and assess the impact to public views during the development review process.	Short-Term	Planning	In Progress
P1.10	To preserve nighttime views within and immediately adjacent to single family residential zones, require property owners within and directly adjacent to these zones to utilize shielding and directional lighting methods to direct lighting away from adjoining properties.			
A1.10	Adopt development standards that prevent glare and light trespass and assess the impact of outdoor lighting during the development review process.	Short-Term	Planning	In Progress
	Our Natural Community - D. Street Trees			
P1.11	Plant to maximize the social, economic, and environmental benefits of trees.			
A 1.11a	Develop a street tree master plan for the downtown area as part of the Downtown Plan and Code. Develop urban design strategies with unique palettes of trees that add character to the street space. Consistency and variation in tree form, color, and seasonal display can be used to create dynamic and harmonious streetscapes.	Immediate	Planning/PS	Completed
A1.11b	Increase the number of street trees by adding new trees in the downtown area and the three corridors (Azusa, Sunset, and Glendora Avenue).	Short-Term		Ongoing
A 1.11c	Pursue an expanded and equitable distribution of trees and greening throughout the City. Fill in the gaps in canopy cover, address aging tree population, and identify vacant and new planting spots. Target planting where pedestrian and public realm improvements are prioritized such as safe streets to schools and parks. Set a citywide tree canopy coverage goal.	Short-Term		Not Initiated
A1.11d	Develop a street tree management plan — outline a maintenance strategy, creating planting plans and identify capital funding needs.	Ongoing		Ongoing
A1.11e	Pursue a tree adoption program.	Mid-Term	Planning	Not Initiated
	Our Prosperous Community - A. Maintain and Monitor West Covina's Fiscal Health			
P2.1	Maintain and enhance the City's current tax base.			
A 2.1a	Continue to strengthen the City's retail base.	Ongoing	CED	Ongoing
A 2.1b	Attract new hospitality uses.	Short-Term		Ongoing
A 2.1c	Ensure that new development is not a fiscal burden to the City.	Ongoing	PS/Planning	Ongoing
A 2.1d	Enhance existing tax policies.	Ongoing	Finance	Ongoing
P2.2	Diversify local tax base.			
A 2.2	Consider Utility Users Tax.	Short-Term	PS/Finance	Not Initiated
	Our Prosperous Community - B. Reinforce West Covina's brand as a great place to live, work, and play in the San Gabriel Valley			
P2.3	Focus new growth in the Downtown Area to create vibrancy and invest in key public improvements.			
A2.3a	Invest in infrastructure and improve the public realm.	Short-Term	CED/Planning/PS/CS	Ongoing
A2.3b	Support catalytic development.	Short-Term	PS/Planning/CED	Ongoing
P2.4	Build on and grow West Covina's regional appeal.			
A2.4	Improve connections between the three downtown neighborhoods.	Short-Term	PS/Planning	Not Initiated

	Section	Time Frame	Implementer	Status
P2.5	Encourage transformative development in the triangle bounded by Glendora Avenue, Vincent Avenue, and Interstate 10.			
A2.5a	Support revitalization of Glendora Avenue retail.	Immediate	CED	Ongoing
A2.5b	Brand the area as “West Covina’s Main Street.”			Not Initiated
P2.6	Create a diversity of housing options.			
A2.6a	Support higher-intensity and high-quality multifamily development in the downtown.	Ongoing	Planning/CED	Ongoing
A2.6b	Explore opportunities for affordable senior housing.			Ongoing
	Our Prosperous Community - C. Nurture Local Businesses and Attract Non-Retail Jobs			
P2.7	Target employment based uses to downtown.			
A2.7a	Explore health/medical campus opportunities	Short-Term	CED/Hospital	Ongoing
A2.7b	Attract educational institution.	Long-Term	CED	Not Initiated
A2.7c	Attract corporate headquarters.	Ongoing	CED	Ongoing
P2.8	Build economic development capacity.			
A2.8a	Strengthen and continue to support in-house Economic Development Department.	Ongoing	CED	Ongoing
A2.8b	Consider establishing an Economic Development Corporation (EDC).	Short-Term	CED	Not Initiated
A2.8c	Establish a Business Improvement District (BID).	Mid-Term	Business Owners/CED	Ongoing
P2.9	Support local businesses.			
A2.9a	Provide incentives to encourage business/land owners to renovate and strengthen their businesses	Ongoing	CED	Ongoing
A2.9b	Brand and market West Covina	Immediate	CED	Ongoing
P2.10	Update Economic Development Strategy periodically.			
A2.10a	Develop economic development strategy.	Ongoing	CED	Ongoing
A2.10b	Update economic development strategy every five years.	Immediate	CED	Not Initiated
	Our Well-Planned Community			
P3.1	Preserve existing housing stock.			
A 3.1	Incorporate standards in the development code to preserve the existing form and character of stable residential areas and prevent encroachment of incompatible land uses and intensity.	Short-Term	Planning	Ongoing
P3.2	Support vibrant, economically strong neighborhoods through education and enforce-ment of property maintenance regulations.			
A3.2	Establish incentives to upgrade the appearance of poorly maintained or otherwise unattractive sites, and enforce existing land maintenance regulations.	Short-Term	Planning/PS	Ongoing
P3.3	New growth will complete, enhance, and reinforce the form and character of the unique West Covina neighborhoods, districts, and corridors.			
A3.3	Adjust regulations for the neighborhoods, districts and corridors to reflect the nature of intended change.	Short-Term	Planning	In Progress
P3.4	Direct new growth to downtown area and the corridors. Adapt economically underused and blighted buildings, consistent with the character of surrounding districts and neighborhoods, to support new uses that can be more successful. Provide opportunities for healthy living, commerce, employment, recreation, education, culture, entertainment, civic engagement, and socializing.			
A3.4	· Adopt form-based codes for the Down-town area and Corridors that:	Short-Term	Planning	Completed
	· Utilize clear development requirements tailored to the community’s vision;			Ongoing
	· Increase land use choices and encourage community vitality;			Completed
	· Foster a rich public realm, with engaging private frontages, complete streets, and access to a range of open spaces;			Ongoing

	Section	Time Frame	Implementer	Status
	Insist on the highest standards of quality in architecture, landscaping, and urban design; and access to a range of open spaces			Ongoing
	Offer predictable streamlined development review process and produce predictable outcomes.			Ongoing
P3.5	Support the growth of Queen of the Valley Hospital while developing a unifying vision and code for Sunset Avenue.			
A3.5	Partner with Queen of the Valley hospital to develop a Corridor Plan and Development Code for Sunset Avenue that accommodates future hospital growth in a contextual manner with enhancements to Sunset Avenue Corridor.	Short-Term	Planning/QVH	Ongoing
P3.6	Reduce West Covina's production of green-house gas emissions and contribution to climate change, and adapt to the effects of climate change.			
A3.6	Key land use adaptation strategies to reduce greenhouse gas emissions are:			
	Promoting transit-oriented infill development, and	Ongoing	Planning/PS	Ongoing
	Providing incentives for high-performance building and infrastructure			Not Initiated
	Our Accessible Community			
P4.1	Coordinate and integrate land use, economic and transportation planning policies.			
A 4.1	Adopt a new land-use oriented system of street classifications as described in the City-wide Thoroughfare Plan.	Immediate	Planning/PS	Not Initiated
P4.2	Accommodate multimodal mobility, access-ibility and safety needs when planning, designing, and implementing transportation improvements, improving access and circulation for all users of City streets.			
A4.2a	Adopt and apply transportation system performance metrics as described in the Thoroughfares Plan.	Immediate		Not Initiated
A4.2b	Review capital improvement projects to ensure that needs of non-motorized travelers are considered in planning, programming, design, reconstruction, retrofit, maintenance, construction, operations, and project development.	Ongoing	Planning/PS	Ongoing
A4.2c	Accommodate the needs of all travelers through a Complete Streets approach to designing new transportation improvements. Complete streets are roadways designed to facilitate safe, comfortable, and efficient travel for all roadway users.	Ongoing		Ongoing
P4.3	Establish protection of human life and health as the highest transportation system priorities, and seek to improve safety through the design and maintenance of streets, sidewalks, intersections and crosswalks.			
A4.3a	Develop and implement an enforcement program to encourage safe behavior and to reduce aggressive and/or negligent behavior among drivers, bicyclists and pedestrians.	Short-Term	PD	Not Initiated
A4.3b	Annually review collision data, including causes, to implement ongoing improvements at the highest-risk intersections and throughout the transportation network	Ongoing	PS/PD	Ongoing
P4.4	Allocate street space equitably among all modes.			
A4.4a	Ensure that pedestrians, bicyclists, transit vehicles and automobiles each have space in the right-of-way that is consistent with the street's designated mobility function and land use context per street typologies and modal-priority overlays as defined in the Thoroughfares Plan.	Short-Term	PS	Not Initiated

	Section	Time Frame	Implementer	Status
A 4.4b	Adopt the National Association of City Trans- portation Officials (NACTO) Urban Street Design Guide and Urban Bikeway Design Guide as a supplement to the California Manual for Uniform Traffic Control Devices.			Not Initiated
P4.5	Work to eliminate barriers to pedestrian and bicycle travel.			
A4.5a	Identify gaps in the pedestrian and bicycle facilities networks and define priorities for eliminating these gaps by making needed improvements.	Short-Term	PS	Ongoing
A4.5b	Require the construction of pedestrian and bicycle facilities and amenities, where warranted, as a condition of approval of new development projects.	Ongoing	PS/Planning	Ongoing
A4.5c	Accompany installation of new bicycle facilities with educational programs for motorists, bicyclists, and pedestrians — particularly children.	Short-Term	PD	Not Initiated
A4.5d	Work with owners of vacant properties adjacent to public walkways to identify beautification opportunities and implement improvements such as landscaping, fencing and/or art installations.	Short-Term	Planning/CED	Not Initiated
A4.5e	Develop Pedestrian and Bicycle Master Plans identifying community priorities, designing improvements at a conceptual level, and identifying potential funding sources.	Short-Term	PS	Completed
A4.5f	Consider implementation of a bikeshare program.	Mid-Term	PS	Not Initiated
A 4.5g	Develop a pedestrian and bicycle path along Walnut Creek Wash between Glendora and Sunset. A pedestrian and bicycle path is recommended to take the place of the existing service vehicle access road on the north side of the Wash in the Downtown area, connecting to the existing segment to the east, between Glendora and Azusa. The existing segment might also be improved using new signs and other wayfinding strategies and enhanced lighting for greater security.	Immediate	PS	Not Initiated
A4.5h	Explore opportunities for a “shared street” on Toluca Avenue. In the near term, no changes are recommended to this street. However, over the longer term it might be reconfigured as part of redevelopment of adjacent parcels. One option, given the street’s relatively short length and role as a way access to adjacent parcels, rather than as an important element of the larger street network, would be a shared street or “woonerf” configuration in which curbs are eliminated and the roadway is shared by all users, including pedestrians. Such designs are appropriate for low-speed environments, are proven to be safe if properly located and designed, and can greatly contribute to the urban design character of a street by branding it as unique, providing additional opportunities for placemaking and greatly improving	Mid-Term	Planning/PS	Not Initiated
P4.6	Work with transit providers to develop high-quality facilities for transit users, including access facilities.			
A4.6a	Explore a free or discount fare zone for transit Downtown. Existing transit service within the Downtown segment of West Covina Parkway is relatively frequent, especially during peak periods. However, existing fare policy limits the use of this service for short trips, including trips within West Covina or within the Downtown area. Notably, Foothill Transit’s frequent Silver Streak service charges a \$2.45 cash fare. While the City of West Covina does not set fare policy for Foothill Transit, it could work with the operator to explore options for facilitating such trips in support of new planned development.	Short-Term	CS/Foothill Transit	Not Initiated
A 4.6b	Work with Foothill Transit to formalize parking for park-and-ride patrons. Similarly, the City could work with Foothill Transit and property owners to explore options for a transit com-muter parking lot or structure, either shared or dedicated. This could serve to improve access to the proposed West Covina Parkway Transit Mall, if it were built, while discouraging illegal “hide-and-ride” parking in restricted lots. Foothill staff have expressed interest in development of a parking structure for patrons in this area, potentially with a transit store and retail uses on the ground floor.	Short-Term	CED/Foothill Transit/Plaza WC	In Progress

	Section	Time Frame	Implementer	Status
A4.6c	Explore changes to Go West routes. Go West service could be improved by modifying routes and layover/recovery policy to allow for a regular, easy-to-remember “clockface” headway or frequency of every 60 minutes on the Red and Blue Lines. Currently, Red Line headway is 56 minutes, while Blue Line headway is 65 minutes. The Blue Line route may have to be shortened slightly, or other measures taken to reduce running time.	Short-Term	CS	In Progress
A4.6d	Implement bus-only lanes and high-quality bus stops on West Covina Parkway between Sunset and Vincent. The segment of West Covina consists of two general-purpose lanes in each direction, plus left-turn lanes alternating with landscaped medians. Average Daily Traffic is in the 15,000 to 17,000 range, well below the maximum that can be accommodated in a single general-purpose lane each way, plus left-turn lanes. Transit volumes are up to 20 vehicles per hour, per direction. This level of transit service and a single lane of traffic can accommodate roughly the same number of trips. To improve reliability for the thousands of daily passengers aboard these buses and to enhance the visibility of existing transit service, the curbside general-purpose lanes should be converted to transit-only lanes. Private vehicles could continue to legally use the lanes to turn right at intersections or curb cuts, maintaining throughput in the general-purpose lanes. As part of this change, the existing 13-foot general-purpose lanes should be narrowed slightly, to provide a traffic-calming effect (while still easily accommodating large trucks). The City and Foothill Transit should partner to improve the existing Silver Streak stops at California using expanded shelters, real-time arrival information displays, informational kiosks and other amenities for	Short-Term	Foothill Transit/PS/Planning	Not Initiated
P4.7	Increase the efficiency, cost-effectiveness and utility of existing parking and road supply by managing demand.			
A4.7a	Revise the municipal parking code as described in a following section of this document.	Short-Term	Planning	Completed
A4.7b	Improve intersections as needed to comply with performance metrics.	Short-Term	PS	Ongoing
A4.7c	Partner with Caltrans to address transportation issues near the interface between State facilities and City streets.	Short-Term	PS/CalTrans	Ongoing
P4.8	Implement “green” streetscape elements for purposes of beautification, carbon reduction and stormwater runoff management.			
A4.8	As part of the green infrastructure plan, develop a strategy to increase the tree canopy along existing arterial streets by 25 percent.	Short-Term	PS	Not Initiated
P4.9	Take into account the special mobility needs of aging populations.			
A4.9	To complement the City’s Safe Routes to School program, develop a Safe Routes for Seniors program. This program should address pedestrian conditions including pedestrian access to transit. It should be based on the senior community’s identified needs, priorities and barriers to safe nonmotorized travel. The program should include an educational component, capital improvement program, and mobility and safety training program. Senior centers and organizations should be partners in both development and implementation.	Short-Term	PS	Not Initiated
P4.10	Improve mobility and accessibility for travelers of all incomes through a process of equitable public engagement, service delivery and capital investment.			
A4.10a	Identify low-income and transit-dependent communities, and implement pedestrian, bicycle and transit-related improvements in these communities.	Short-Term	Planning/PS	In Progress
A4.10b	Improve multimodal access to schools, senior centers, social service agencies, civic institutions and other destinations used by low-income and other segments of the community.			In Progress

	Section	Time Frame	Implementer	Status
P4.11	To ensure that the City is prepared for future changes in transportation technologies and preferred modes of travel, seek to incorporate emerging mobility options such as Transportation Network Companies (TNC) and autonomous vehicles into planning and other efforts.			
A4.11a	Understanding that increased adoption of TNCs and future introduction of autonomous vehicles may reduce parking needs, seek to limit the scale of investments in expensive parking infrastructure (parking structures). Consider investing instead in surface parking lots and on-street spaces that can be more easily repurposed for other needs.	Ongoing	Planning/PS	Ongoing
A4.11b	Consider ways to facilitate use of TNCs and taxis by considering their infrastructure in new development, for example by requiring TNC/ taxi loading zones in large developments.			Not Initiated
A4.11c	Seek out opportunities to partner with private transportation providers, for example by distributing information on local travel options on digital platforms, by providing subsidized TNC/taxi trips in lieu of fixed-route transit service, or by sharing travel data.			Not Initiated
P4.12	Work to develop a safer transportation system.			
A4.12a	Encourage development and application of strategies and actions pertaining to response and prevention of security incidents on the local and regional transportation system through improved system monitoring, rapid recovery planning, and coordination with other security agencies.	Ongoing	PS/Foothill Transit	Not Initiated
A4.12b	Use SCAG GIS data to develop emergency planning and response strategies for the transportation	Ongoing	PS	Not Initiated
P4.13	Synchronize traffic signals and develop operational enhancements at the I-10 Freeway interchanges to reduce traffic congestion.			
A4.13	The City of West Covina shall seek congestion management and other available grant funding opportunities to synchronize traffic signals and develop operational enhancements at the I-10 Freeway	Short-Term	PS	Not Initiated
	Our Resilient Community - A. Circulation			
P5.1	Promote fine-grained network of complete streets in new and redevelopment projects.			
A5.1	Adjust development regulations and review processes to require new development and redevelopment projects to provide a fine-grained, interconnected, multimodal transportation network with a balance of motor vehicle, pedestrian, bike, and transit amenities	Short-Term	Planning/PS	Ongoing
	Our Resilient Community - B. Land Use			
P5.2	Allocate land uses based primarily on the control of physical form, intensity, and arrangement of buildings, landscapes, and public spaces that enable land and building functions to adapt to economic, environmental, energy, and social changes over time.			
A5.2	Adopt form-based codes for downtown and corridors and require applicants to comply with the standards	Short-Term	Planning	Completed
	Our Resilient Community - C. Public Realm			
P5.3	Parks and other public open spaces will be connected to, informed by, and responsive to the context. Natural and landscaped parcels should also be configured for place-making and food production. Streets shall be multifunctional, multimodal, and spatially enclosed by buildings and trees.			
A5.3	Adjust development regulations and review processes to incorporate pedestrian scale place-making in the design of streets and open spaces.	Short-Term	Planning	Ongoing
	Our Resilient Community - D. Building and Landscape Form			
P5.4	Buildings, lots, and blocks primarily scaled around the pedestrian and transit, creating a human-scaled spatial enclosure. Buildings should be informed by surrounding physical context, the adjacent landscapes, structures, local conditions, building traditions, and the microclimate.			

	Section	Time Frame	Implementer	Status
A5.4	Adjust development regulations and review processes to require assessment and appropriate response to local context.	Short-Term	Planning	Completed
	Our Resilient Community - E. Transportation			
P5.5	Implement a Complete Streets Policy for the city to ensure that the right of way will provide safe access for all users.			
A5.5	Publish a Complete Streets Manual that provides engineering and design guidelines for different street typologies to better accommodate a mix of modes, including cars, public transportation, cyclists, and pedestrians; apply the standards in the manual to projects whenever possible.	Short-Term	PS/Planning	Not Initiated
	Our Resilient Community - F. Energy			
P5.6	Continue existing beneficial energy conservation programs, including adhering to the California Energy Code in new construction & major renovations.			
A5.6a	Adjust development regulations and review processes to incorporate to require assessment and appropriate response to local context.	Short-Term	PS	Completed
A5.6b	Apply for grant funds to purchase electric vehicles & install charging stations through one of the South Coast Air Quality Management District funding programs.	Ongoing		Ongoing
A5.6c	As the economy recovers and funding becomes available (through grants or bond proceeds), the City should explore energy efficiency projects such as installing solar panels for City facilities & retrofitting existing street lights.	Short-Term		Completed
A5.6d	Consider providing an incentive program for new buildings that exceed California Energy Code requirements by 15%.	Short-Term		Not Initiated
A5.6e	Provide on-going education of homeowners & businesses as to the value of energy efficiency & the need to upgrade existing structures on the regular basis.	Ongoing		Ongoing
	Our Resilient Community - G. Water			
P5.7	Manage & develop safe, reliable, economical water supply for existing & planned new customers.			
A5.7a	Reduce demand through water conservation techniques.	Ongoing	PS	Ongoing
A5.7b	Partner with the 8 water districts to forecast demand & determine appropriate facility needs.	Ongoing	PS/Water Agencies	Not Initiated
A5.7c	Set conditions of approval for each new development to ensure adequate water supply prior to	Ongoing	PS/Planning	Ongoing
	Our Resilient Community - H. Sewer			
P5.8	Ensure provision of adequate sewer system capacities to serve existing & planned development.			
A5.8a	Preventing rain water from getting into sewer system.	Ongoing	PS	Ongoing
A5.8b	Preserve the longevity & sound condition through evaluation & maintenance of the sewer infrastructure.			Ongoing
A5.8c	Pursue construction of new or replacement sewer lines consistent with the City's Sewer System Management Plan.			Ongoing
A5.8d	Pursue enlargement or extension of the sewage collection system where necessary to serve new development, with the capital costs & benefits allocated equitably & fairly between the existing users & new users.			Ongoing
	Our Resilient Community - I. Solid Waste			
P5.9	Provide adequate facilities & services for the collection, transfer, recycling, & disposal of refuse.			
A5.9	Continue to collaborate with users & service partners to identify & support programs & new techniques of solid waste disposal, such as:	Ongoing	PS	Ongoing
	· recycling,			
	· composting,			

	Section	Time Frame	Implementer	Status
	· waste to energy technology, & · waste separation, to reduce the volume & toxicity of solid wastes that must be sent to landfill facilities.			
	Our Resilient Community - I. Food Production			
P5.10	Consider incorporating community gardens as part of city parks and recreation planning, and work with local schools Hurst Ranch, and Queen of the Valley Hospital to facilitate the development, administration and operation of additional community gardens throughout the city.			
A5.10a	Develop incentives to encourage community gardens.	Short-Term	Planning	Not Initiated
A5.10b	Identify eligible parcels and pursue partnerships with property owners to build community gardens.			Not Initiated
A5.10c	Amend Zoning Ordinances to allow Community Gardens throughout the City.			In Progress
	Our Healthy and Safe Community - A. Active Living			
P6.1	Promote and support transportation decisions that reduce driving and increase rates of transit use, walking, and biking.			
A 6.1a	Review and revise street standards to promote walking, transit use, and biking.	Short-Term	PS/Planning	Ongoing
A6.1b	The development review bodies should consider active living as a development criteria and encourage:	Short-Term	Planning	Ongoing
	• Where practical, locating the building near transit and a diverse mix of uses;			
	• Siting the building to encourage walking; and • Securing bicycle parking, and where feasible, other cycling friendly facilities such as showers/lockers			
P6.2	New and renovated buildings should be designed and constructed to improve the health of the residents, workers, and visitors			
A6.2	Encourage the use of stairs between floors by designing internal staircases to be visually prominent and attractive.	Ongoing	Planning	Not Initiated
P6.3	Support and partner with health providers to offer active living activities and events.			
A6.3a	Partner with Lighten UP SGV to promote health classes and events.	Short-Term	LU-SGV/CS	Not Initiated
A6.3b	Support health fairs with information, health care screenings and services, and activities celebrating active living. The event should be sponsored by a range of health service partners. The health fair should have a strong focus on active living, healthy eating, and mental health.	Ongoing	Health Service Partners	Ongoing
P6.4	Implement a Complete Streets Policy for the city to ensure that the right of way will provide safe access for all users.			
A6.4	Publish a Complete Streets Manual that provides engineering and design guidelines for different street typologies to better accom-modate a mix of modes, including cars, public transportation, cyclists, and pedestrians; apply the standards in the manual to projects whenever possible.	Short-Term	PS/Planning	Not Initiated
P6.5	Seek to increase its amounts of parks and trails to support physical activity and reduce the incidence of chronic illness.			
A 6.5	Continue to work with the local school districts to maintain and expand after school use of school facilities for playing fields, park spaces, and other activities.	Ongoing	CS/School Districts	Not Initiated
P6.6	Improve bike and pedestrian safety for all ages.			
A6.6a	Monitor and improve areas with a high incidence of pedestrian/vehicle and bicycle/vehicle collisions.	Ongoing	PD/PS	In Progress

	Section	Time Frame	Implementer	Status
A6.6b	Partner with the local school districts to prioritize safety and roadway improvements around schools that encourage walking and biking to school.	Short-Term	PS/School Districts	In Progress
	Our Healthy and Safe Community - B. Mental Health and Social Capital			
P6.7	Preserve and strengthen social capital by supporting formal and informal social net-works in the community.			
A 6.7	Increase access to safe, comfortable, and interesting public spaces.	Short-Term	Planning/PS	Ongoing
P6.8	Increase rates of participation at community events such as adult education, senior activities, family-oriented programs, and youth activities.			
A6.8	Increase the marketing of existing programs and events and add new programs and events to reduce the risk of social isolation.	Short-Term	CS/School Districts	Ongoing
P6.9	Increase awareness about how to prevent mental illness and promote mental health.			
A6.9	Partner with health care providers, caregivers, schools, senior center to increase access to mental health information and resources.	Short-Term	CS/Health Care Providers/School District	Ongoing
	Our Healthy and Safe Community - C. Healthy and Nutritious Food			
P6.10	Increase access to health-promoting foods and beverages in West Covina.			
A6.10a	Form partnerships with organizations such as health care facilities, schools, Hurst Ranch, Plaza West Covina, and food banks to encourage healthy foods and beverages.	Short-Term	Health Care Providers/School Districts/Plaza West Covina/Food Banks	Ongoing
A6.10b	Discourage the sale of less healthy foods and beverages within local government facilities, recreational areas, and near public or private schools, or at sports events.			Ongoing
A6.10c	Encourage property owners to make use of vacant properties as community gardens	Ongoing	Planning	Not Initiated
	Our Healthy and Safe Community - D. Police			
P6.11	Provide community safety through enhanced police services.			
A 6.11a	Increase public access to police services by:	Short-Term	PD	
	• increasing police staffing to coincide with increasing population, development, and call for services;			Ongoing
	• require the funding of new services from fees or assessments from new development.			Completed
A6.11b	Add bike patrol in Downtown area to prevent, intervene, and enforce activities while allowing personalized police contacts that enhance the relationship between the police department and the people	Ongoing	PD	Not Initiated
A6.11c	Continue to support and expand the Neighborhood Watch program.	Ongoing	PD	Ongoing
A6.11d	Co-habit with the Fire Department a future public service center to increase the presence and services in the Downtown area.	Long-Term	PD/FD	Not Initiated
A6.11e	Provide education about specific safety concerns such as property crimes and auto-theft.	Ongoing	PD	Ongoing
P6.12	Address safety during development review process.			
A 6.12a	Incorporate Crime Prevention Through Environmental Design (CPTED) principles and best practices into zoning ordinances and development review processes for new development and major rehabilitation.	Immediate	Planning/PD	Ongoing
A6.12b	Develop an ordinance that restricts the location and concentration of liquor stores within 500 feet of schools and parks. Include an incentive program to facilitate the transition of liquor stores to food markets and local grocery stores.	Short-Term	Planning/PD	Completed
	Our Healthy and Safe Community - E. Fire			
P6.13	Optimize firefighting and emergency response capabilities.			
	Resolve extended response time problems by:			

	Section	Time Frame	Implementer	Status
A 6.13a	increasing police staffing to coincide with increasing population, development, and call for services;	Immediate	FD	Ongoing
	require the funding of new services from fees or assessments from new development.			Completed
A6.13b	Co-habit with the Police Department a future public service center to improve the service times in the Downtown area.	Long-Term	FD/PD	Not Initiated
P6.14	Address fire-prevention during development review process.			
A6.14	Dedicated person for fire prevention review during design, construction, inspection, and operation of development projects to ensure adequacy of fire protection, access for firefighting, water supply, and vegetation clearance.	Ongoing	FD	In Progress
	Our Healthy and Safe Community - F. Natural Hazards			
P6.15	Limit the exposure to potential natural hazards through adoption and enforcement of appropriate building standards, land use controls, and environmental review.			
A 6.15a	Require all development to comply with the provisions of the latest California Building Code, including provisions related to design and engineering to mitigate potential impacts from seismic events, fires, and other hazards.	Ongoing	PS	Ongoing
A6.15b	Review Zoning Ordinance and subdivision requirements, make recommendations to the City Council and Planning Commission on the implications of the Safety Element, and make any necessary changes.	Short-Term	Planning/PS	In Progress
A6.15c	Require CEQA environmental reviews to analyze and as necessary mitigate potential natural hazards on a site-specific basis	Ongoing	Planning/PS	Ongoing
A6.15d	Require Specific Plans to recognize the findings of this Safety Element as critical land use guidelines are developed for specific areas.	Ongoing	Planning/PS	Ongoing
P6.16	Take actions to reduce the potential for loss of life or property in areas of high seismic risk and areas subject to landslide and liquefaction hazards.			
A6.16	Require geological and soils engineering investigations in areas of moderate or high landslide risk, potential liquefaction and subsidence areas, and critical seismic zones such as Alquist-Priolo fault zones	Ongoing	PS	Ongoing
P6.17	Take actions to reduce the potential for loss of life or property in high fire hazard areas.			
A 6.17a	Review and evaluate proposed land uses in extreme and high fire hazard areas for their vulnerability to fire and potential ignition sources.	Short-Term	Planning/PS/FD	Ongoing
A6.17b	Prohibit the use of untreated shake roofs in areas of high and extreme fire hazard.	Ongoing	PS/FD	Ongoing
A6.17c	Adopt special inspection criteria in those areas of extreme, high, and medium fire risk during critical fire season when the sustained wind velocity exceeds 25 miles per hour.	Ongoing	PS/FD	Not Initiated
A6.17d	Study the adoption of rigid inspection standards for off-road vehicles (such as muffler and spark arrestor controls) and closely control the usage of off-road vehicles during periods of high fire risk (such as "Santa Ana" wind events with low humidity and strong winds).	Mid-Term	PS/FD	Not Initiated
A6.17e	Investigate water re-use programs in the hill-side areas to aid in fire prevention.	Mid-Term	PS/FD	Not Initiated
A6.17f	Work with homeowners and builders constructing homes in or adjacent to high and extreme fire risk areas to make all water in privately owned swimming pools in these areas accessible to fire trucks for use in onsite fire protection. This could be accomplished through the inclusion of suitable gates and driveways in both existing and proposed homes.	Mid-Term	FD	Not Initiated

	Section	Time Frame	Implementer	Status
A6.17g	Continue to support programs to reduce fire hazards from vegetation in areas of extreme to high fire risk. Such programs may take a variety of forms and would include current City weed and brush removal programs, as well as control and use of fire retardant plantings.	Ongoing	FD	Ongoing
P6.18	Take actions to reduce the potential for loss of life or property in flood zones and potential dam inundation areas.			
A 6.18a	Review and evaluate proposed land uses in flood zones for their vulnerability to potential flooding and potential exposure of life and property to damage or loss from flooding.	Short-Term	PS	Ongoing
A6.18b	Improve emergency service capabilities in areas subject to potential dam inundation in order to shorten times required for emergency evacuation and mobilization efforts. Identify manpower and equipment needs, as well as approach to notification of affected households.	Short-Term	PS/FD	Not Initiated
A6.18c	Actively support efforts to inspect dams and evaluate dam safety requirements.	Short-Term	PS	Ongoing
A6.18d	Investigate siting of future critical facilities in only those areas beyond the 60-minute line that signifies the time between dam failure and inundation.	Ongoing	PS	Not Initiated
A6.18e	Support or sponsor flood plain studies along Walnut Creek and other drainage areas to better equip the City to deal with flood problems.	Short-Term	PS	Not Initiated
A6.18f	Make information on flood potential available to developers, industries, and appropriate civic groups in areas affected by potential dam inundation.	Short-Term	PS	Not Initiated
A6.18g	Encourage State, federal, and other governmental agencies to intensify research on flood and inundation hazards	Mid-Term	PS	Not Initiated
P6.19	Prevent serious structural damage and functional impairment to critical facilities and structures, especially where large numbers of people are apt to congregate at one time.			
A6.19	Review all critical facilities (including, but not limited to, hospitals, evacuation centers, emergency services and communications facilities, high pressure natural gas lines and high capacity petroleum and electrical transmission lines) for their susceptibility to potential hazards. This review should be conducted by a structural engineer, and funding sources for this program should be sought from all available local, regional, state, and federal sources.	Short-Term	PS/FD	Ongoing
P6.20	Engage in and support inter-agency coordination regarding emergency services and response, and critical facilities			
A 6.20a	Encourage and participate in mutual aid agreements between the fire departments of local cities and Los Angeles County	Short-Term	FD	Ongoing
A6.20b	Improve power and gas line inspections and new installations through a coordinated effort between providers of electricity and natural gas and the West Covina Fire Department.	Ongoing	FD	Ongoing
P6.21	Update West Covina's Natural Hazard Mitigation Plan (NHMP) on a regular basis in order to reflect changing conditions, best practices, regulatory environment, and advancements in knowledge; and to maintain eligibility for public assistance grants.			
A6.21a	Update West Covina's NHMP every 5 years.	Short-Term	PS/FD	Not Initiated
A6.21b	Carry out the actions contained in NHMP.	Ongoing	PS/FD	Ongoing

	Section	Time Frame	Implementer	Status
P6.22	Develop and disseminate educational programs, through a variety of media, to familiarize the citizens of West Covina with the Safety Element, the NHMP, and related issues.			
A6.22a	Develop and disseminate educational programs regarding the Safety Element, the NHMP, and general safety information to organizations such as school districts, agencies serving the aged and handicapped, industries susceptible to seismic hazards, and civic groups, and encourage them to implement these programs and/or incorporate them into their own safety programs.	Short-Term	PD	Not Initiated
A6.22b	Coordinate with the school districts to initiate educational programs in lower grades using displays and demonstrations that would expose younger children to the nature and strength of fire, for the purpose of tempering their natural curiosity about fire with knowledge of, and a sense of respect for, its hazards.	Ongoing	PD/FD	Not Initiated
A6.22c	Coordinate with the school districts in the City to support or sponsor exhibits and presentations in secondary school demonstrating the more involved aspects of fire dynamics, i.e. major contributing factors of fire hazards and the relationship of fire to the natural ecology. Encourage parental cooperation and assistance in overall fire education programs.	Ongoing	PD	Not Initiated
A6.22d	Make the Safety Element and the NHMP available to builders and realtors, and encourage them to share relevant information from these documents with homebuyers and tenants.	Long-Term	PD/FD	Ongoing
	Our Healthy and Safe Community - G. Noise			
P6.23	Ensure that new development is not exposed to excessive noise.			
A 6.23a	Require new developments to reduce exterior noise levels for any usable outdoor area to the “normally acceptable” range in the City’s land use/noise compatibility matrix, shown in Table 6.4 of this Noise Element.	Ongoing	Planning/PS	Ongoing
A6.23b	Require mixed-use structures and areas to be designed to prevent transfer of noise from commercial to residential uses, and to ensure a 45 CNEL level or lower for all interior living spaces.	Ongoing	Planning/PS	Ongoing
A6.23c	Require any residential component of all new buildings to comply with the requirements of the residential noise insulations standards of the most recent edition of California’s building code.	Ongoing	Planning/PS	Ongoing
P6.24	Ensure that new development does not expose surrounding land uses to excessive noise.			
A 6.24	Through the environmental review process, require applicants for new development proposals to analyze potential noise impacts on nearby noise-sensitive receivers before project approval. As feasible, require appropriate noise mitigation to address any identified significant noise impacts.	Ongoing	Planning	Ongoing
P6.25	Minimize noise conflicts between local noise generators and sensitive receivers.			
A6.25a	Continue to enforce the City’s existing Noise Ordinance.	Ongoing	Planning/PS	Ongoing
A6.25b	Track noise complaints to determine areas of potential problems, and work proactively with the noise generators and the affected parties to reduce the impacts of such noise.	Ongoing	Planning/PS	Ongoing
P6.26	Strive to reduce potential noise impacts in the City’s own operations.			
A6.26a	Comply with the City’s Noise Ordinance and State and federal occupational health and safety noise standards in the City’s own operations.	Ongoing	PS/CS/Planning	Ongoing
A6.26b	Purchase any equipment that produces high noise levels with all necessary and feasible noise abating equipment installed.	Ongoing	PS/CS/Planning	Ongoing
P6.27	Minimize the noise impacts of transportation facilities and improvements.			

	Section	Time Frame	Implementer	Status
A6.27a	Continue to encourage the enforcement of regulations such as the State Vehicle Code noise standards for automobiles, trucks, and motorcycles operating within the City.	Ongoing	PD	Ongoing
A6.27b	Maintain liaison with transportation agencies such as Caltrans regarding reduction of noise from existing transportation facilities.	Ongoing	PS	Ongoing
A6.27c	Consider, where appropriate, tools for mitigating noise impacts of transportation facilities on new and existing development. Such tools may include noise insulation for interior spaces, site design solutions, and noise barriers such as sound walls and berms. Site design solutions such as setbacks are frequently preferable to barriers, and berms are frequently preferable to sound walls, for reasons of aesthetics and potential noise reflection effects.	Ongoing	PS/Planning	Ongoing
A6.27d	Consider, where appropriate, the diversion of through traffic from purely residential areas.	Ongoing	PS/Planning	Ongoing
A6.27e	The City shall partner with adjacent cities and other jurisdictions and the private sector to seek and secure funding for railroad safety improvements, including securing rail right-of-way, and developing “Quiet Zones”, grade separations, and/ or other safety projects for at-grade rail crossings at the intersection of Azusa Canyon Road and Los Angeles Street and on Fairway Drive at Valley Boulevard.	Short-Term	PS/Planning	Not Initiated
	Our Creative Community - A. Build Capacity			
P7.1	Provide ongoing direction, administration and financial resources to address West Covina’s cultural needs.			
A7.1a	Bring dedicated human and financial resources through grants, internship, contract positions, etc. to support implementation.	Short-Term	CS	Ongoing
A7.1b	Determine the administrative structure in West Covina best suited to support cultural development.	Immediate		Ongoing
A7.1c	Identify and establish an appropriate organizational structure like a Cultural Advisory Committee or task the existing Community Services Group or Commission to work collaboratively with partners and provide direction and support for ongoing cultural development.	Immediate		Ongoing
A7.1d	Define the financial implications and establish a budget for implementing specific initiatives.	Short-Term		Not Initiated
	Our Creative Community - B. Leverage West Covina's Assets for Economic Growth			
P7.2	Leverage cultural resources to support downtown and corridor revitalization.			
A7.2a	Reuse vacant or underutilized buildings in the downtown area and along the Corridors to provide shared space for artists or small creative cultural enterprise, or to display works of local cultural significance.	Ongoing	Planning/CS	Ongoing
A7.2b	Expand cultural and heritage tourism in West Covina.	Short-Term	Planning/CED	Ongoing
A7.2c	Engage local retailers, hotels, and restaurants to increase awareness of local cultural resources.	Ongoing		Ongoing
	Our Creative Community - C. Build a Robust Cultural Sector			
P7.3	Increase public art and cultural expression throughout the community.			
A7.3a	Continue to facilitate works of art in public spaces per the City’s Arts in Public Places Program.	Short-Term	Planning/PS	Ongoing
A7.3b	Develop a map (promotional brochure) that identifies the location of all public art.	Short-Term	CS (Planning)	Completed
A7.3c	Sponsor and organize local art exhibits in public facilities, performances, festivals, cultural events, and forums.	Short-Term	CS/Health Care Providers/School District	Ongoing
A7.3d	Establish an online community-driven calendar of festivals and events to promote cultural activities.	Short-Term	CED/CS	Ongoing
A7.3e	Strengthen wayfinding signs to help profile cultural resources.	Mid-Term	CED/CS	Not Initiated
A7.3f	Build on and extend current efforts in cross promotion and marketing among cultural organizations and activities.	Short-Term	CS	In Progress
A7.3g	Work with the schools to integrate arts education into core curriculum.	Mid-Term	CS/School Districts	Not Initiated
A7.3h	Identify and promote the cultural events hosted at different places of worship that are open to the public.	Mid-Term	CS	Ongoing

	Section	Time Frame	Implementer	Status
P7.4	Expand places and spaces where cultural activities can occur.			
A7.4a	Undertake a systematic audit of places and spaces in West Covina where cultural activities currently or potentially could take place. Make this database publicly accessible to assist cultural groups in finding potential venues for their activities.	Short-Term	CS/Planning/CED	In Progress
A7.4b	Meet diverse needs for performance, exhibition, and workspace.	Mid-Term	CS	Not Initiated
A7.4c	Examine current zoning, licensing, and permitting requirements with the objective of supporting and facilitating community groups planning festivals and events.	Short-Term	Planning	In Progress
	Our Creative Community - D. Celebrate and Promote West Covina's Cultural Assets			
P7.5	Provide access to cultural opportunities across the community for all residents.			
A7.5a	Promote the cultural and artistic expressions of West Covina's underrepresented cultural groups.	Short-Term	CS	In Progress
A7.5b	Consider establishing new Pan-Asian and Hispanic festivals that create a unique cultural brand for West Covina.	Short-Term	CS/CED	Not Initiated
A7.5c	Continue efforts to provide free and/or afford-able cultural programming in anchor cultural institutions and through the promotion of free community festivals and events.	Ongoing	CS	Ongoing
A7.5d	Encourage establishment of one or more festivals or events geared to the interests of youth. Engage youth in the determination of such an event(s).	Short-Term	CS	Not Initiated
A7.5e	Encourage the establishment of one or more festivals or events geared to the interests of seniors. Engage seniors in the determination of such an event(s).	Short-Term	CS	Not Initiated
P7.6	Brand and promote the four corners of Amar Road and Azusa Avenue as "Little Manila".			
A7.6a	Create an identification and way finding sign program for the four corners.	Short-Term	Planning	Not Initiated
A7.6b	Encourage and support a BID.	Mid-Term	Property Owners	Not Initiated
A7.6c	Develop a master plan for the four corners area.	Mid-Term	Planning	Not Initiated
P7.7	Assess, avoid, and mitigate potential impacts to archeological, paleontological, and tribal resources through the CEQA review process for development projects carried out within the City. Comply with existing regulations relating to Native American resources, including California Environmental Quality Act Section 15064.5(d) and (e) and Public Resources Code §5097.98 concerning burial grounds, and Assembly Bill 52 and Senate Bill 18 for consultation with Native American tribes for development projects carried out within the City.			
A7.7	Require development to avoid archaeological and paleontological resources, whenever possible. If complete avoidance is not possible, require development to minimize and fully mitigate the impacts to the resources. Notify California Native American tribes and organizations of proposed projects that have the potential to adversely impact cultural resources.	Ongoing	Planning	Ongoing
	Our Active Community - A. Variety of Open Space Types			
P8.1	Encourage the distribution of a variety of park types and sizes throughout the City.			
A8.1	Develop variety of new park types of different sizes and require them in new development.	Short-Term	Planning/CS	Not Initiated
P8.2	Encourage the development of non-traditional park types, including green belts, linear parks, urban trails, and pocket parks.			
A8.2a	Require dedication of land identified as linear park in conjunction with new development.	Ongoing	Planning/CS	Not Initiated
A8.2b	Work with the County to initiate efforts to create a linear park public trail system along the Walnut	Immediate	PS/Planning/CS	Not Initiated
A8.2c	Update and create new agreements for joint use of school and City recreational and park facilities.	Short-Term	CS/School Districts	In Progress
P8.3	Reinforce existing joint use agreements with schools to fill in service gaps.			

	Section	Time Frame	Implementer	Status
A8.3	Pursue joint use agreement with California Elementary School, Cortez Elementary School, Hollencrest Middle School, Orangewood Elementary School, Merced Elementary School, South Hills High School, and Traweek Middle School.	Short-Term	CS/School Districts	In Progress
	Our Active Community - B. Walk or Bike to Parks			
P8.4	Small and frequent open spaces should be dispersed throughout the neighborhood.			
A8.4	Develop new neighborhood parks, pocket parks, and community gardens as feasible and appropriate to meet citizen needs and require them in new development.	Ongoing	CS/Planning	Ongoing
	Our Active Community - C. Public Access to Open Space			
P8.5	Develop and improve access to parks.			
A8.5	Identify and eliminate barriers, safety issues along walkways, and gaps in pedestrian and bike networks, and improve bike facilities that encourage access to parks.	Ongoing	PS/CS	Ongoing
	Our Active Community - D. Connect Space			
P8.6	Develop a network of open spaces.			
A8.6a	Connect the open spaces to neighborhoods through a series of landscaped streets that provide green links to the Walnut Creek as well as stormwater drainage.	Short-Term	PS	Not Initiated
A8.6b	Revise zoning ordinance to require new development to connect their open spaces to the open space network.	Short-Term	Planning	Not Initiated
A8.6c	Educate property owners, political leaders and the community about the economic, social, and environmental benefits of open space network.	Short-Term	Planning/CS	In Progress
	Our Active Community - E. Safety			
P8.7	The location and design of open spaces should take advantage of surrounding land uses.			
A8.7	Revise the zoning ordinances to require open spaces to designed in the line of sight of adjacent land uses and activities to ensure visibility. The frontages should have active edges such as front doors and windows, or storefronts for commercial uses.	Short-Term	Planning/PD	In Progress
P8.8	Increase safety in public parks.			
A8.8a	Provide adequate lighting; maintaining land-scaping to maximize visibility; remove grafitti as soon as possible; remove trash, debris, weeds, etc. from public areas with ongoing maintenance of those public areas; and conduct regular police patrols and provide public safety information.	Short-Term	CS/PD	Ongoing
A8.8b	Partner with the community through programs that activate spaces or provide more eyes on the public facility, such as neighborhood watch groups.	Ongoing	PD	Not Initiated
A8.8c	Design facilities to be universally accessible for seniors, children and those with disabilities.	Ongoing	Planning/PS	Ongoing
A8.8d	Encourage developers to incorporate building and site design techniques that reduce crime, such as utilizing Crime Prevention through Environmental Design(CPTED) strategies.	Ongoing	PD/Planning	Ongoing
A8.8e	Provide convenient and safe on-street parking. Avoid using park site for parking.	Ongoing	CS/Planning	Ongoing
	Our Active Community - F. Maintenance			
P8.9	Investigate and evaluate opportunities and incentives for other agencies, non-profits, private businesses, and user groups to par-ticipate in the maintenance and replacement costs of parks, open space, and recreational facilities.			
A8.9a	Develop a citywide initiative to encourage "Friends of Parks" service organizations like West Covina Beautiful or San Gabriel Mountains Regional Conservancy & Community Service Group for short term clean-up projects.	Ongoing	CS/Service Orgs/Community Service Groups	Not Initiated

General Information	
Jurisdiction Name	West Covina
Reporting Calendar Year	2022
Contact Information	
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Zipcode	91790

Jurisdiction	West Covina	
Reporting Year	2022	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "*" indicates an optional field
Cells in grey contain auto-calculation formulas

Table A
Housing Development Applications Submitted

Project Identifier					Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes								Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Density Bonus Law Applications	Application Status	Notes	
1					2	3	4	5						6		7	8	9	10	11	12	
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	R=Renter O=Owner	Date Application Submitted- (see instructions)	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVED Units by Project	Was APPLICATION SUBMITTED Pursuant to GC 65913.4(b)? (SB 35 Streamlining)	Did the housing development application seek incentives or concessions pursuant to Government Code section 65915?	Were incentives or concessions requested pursuant to Government Code section 65915 approved?	Please indicate the status of the application.	Notes*
Summary Row: Start Data Entry Below																						
	8479-022-013	2445 E RIO VERDE		B22-0092	SFD	O	01/13/2022								1	1			NO	No	N/A	Approved
	8479-022-013	2447 E RIO VERDE		B22-0094	SFD	O	01/13/2022								1	1			NO	No	N/A	Approved
	8457-029-038	1018 W Workman Avenue		B21-1811	SFD	O	12/15/2021								1	1			NO	No	N/A	Approved
	8457-029-038	350 Lockhart Way		B21-1830	SFD	O	12/15/2021								1	1			NO	No	N/A	Approved
	8457-029-038	352 Lockhart Way		B21-1842	SFD	O	12/15/2021								1	1			NO	No	N/A	Approved
	8467-016-020	1816 W MERCED		B22-0761	5+	O	04/21/2022								9	9			NO	No	N/A	Approved
	8467-016-020	1838 W MERCED		B22-0758	5+	O	04/21/2022								7	7			NO	No	N/A	Approved
	8467-016-020	1856 W MERCED		B22-0757	2 to 4	O	04/21/2022								4	4			NO	No	N/A	Approved
	8467-016-020	1220 S VANHORN		B22-0760	5+	O	04/21/2022								9	9			NO	No	N/A	Approved
	8467-016-020	1200 S VANHORN		B22-0759	5+	O	04/21/2022								8	8			NO	No	N/A	Approved
	8467-016-020	1866 W MERCED		B22-0755	2 to 4	O	04/21/2022								3	3			NO	No	N/A	Approved
	8488-012-011	1138 S SUSANNA		B22-2255	ADU	R	12/15/2022					1			1	1			NO	No	N/A	Approved
	8493-031-024	1324 S SANDYHILL		B22-0669	ADU	R	11/30/2022								1	1			NO	No	N/A	Approved
	8455-015-034	1719 E IDAHOME		B22-2065	ADU	R	11/21/2022		1						1	1			NO	No	N/A	Approved

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

[illegible]

Jurisdiction	West Covina	
Reporting Year	2022	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.
Please contact HCD if your data is different than the material supplied here

Table B													
Regional Housing Needs Allocation Progress													
Permitted Units Issued by Affordability													
		1		2									3
Income Level		RHNA Allocation by Income Level	Projection Period - 06/30/2021-10/14/2021	2021	2022	2023	2024	2025	2026	2027	2028	2029	Total Units to Date (all years)
													Total Remaining RHNA by Income Level
Very Low	Deed Restricted		-	-	-	-	-	-	-	-	-	-	
	Non-Deed Restricted	1,653	5	1	14	-	-	-	-	-	-	-	20
Low	Deed Restricted		-	-	-	-	-	-	-	-	-	-	
	Non-Deed Restricted	850	13	2	54	-	-	-	-	-	-	-	69
Moderate	Deed Restricted		-	-	-	-	-	-	-	-	-	-	
	Non-Deed Restricted	865	2	-	78	-	-	-	-	-	-	-	80
Above Moderate		1,978	4	7	185	-	-	-	-	-	-	-	196
Total RHNA		5,346											
Total Units			24	10	331	-	-	-	-	-	-	-	365
Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).													
		5		2021	2022	2023	2024	2025	2026	2027	2028	2029	6
		Extremely low-Income Need											Total Units to Date
													Total Units Remaining
Extremely Low-Income Units*				-	-	-	-	-	-	-	-	-	-

*Extremely low-income housing need determined pursuant to Government Code 65583(a)(1). Value in Section 5 is default value, assumed to be half of the very low-income RHNA. May be overwritten.

Note: units serving extremely low-income households are included in the very low-income RHNA progress and must be reported as very low-income units in section 7 of Table A2. They must also be reported in the extremely low-income category (section 13) in Table A2 to be counted as progress toward meeting the extremely low-income housing need determined pursuant to Government Code 65583(a)(1).

Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will only include units that were permitted since the start of the planning period. Projection Period units are in a separate column.

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

Jurisdiction	West Covina	
Reporting Period	2022	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table F									
Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)									
Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.									
Activity Type	Units that Do Not Count Towards RHNA ⁺ Listed for Informational Purposes Only				Units that Count Towards RHNA ⁺ Note - Because the statutory requirements severely limit what can be counted, please contact HCD to receive the password that will enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1 ⁺ . For detailed reporting requirements, see the ckcklist here: https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf
	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	Extremely Low-Income ⁺	Very Low-Income ⁺	Low-Income ⁺	TOTAL UNITS ⁺	
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Mobilehome Park Preservation									
Total Units by Income									

1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
Housing Preservation Program	Assist 10 households annually and advertise the program on the City's website and periodically in the City's newsletter.	Ongoing	Administering loans from previously implemented HPP program. Implemented revised HPP program in 2017. Funding came from CDBG and Low/Moderate Housing Funds. In 2022 staff provided 5 loans to West Covina homeowners.
Home Improvement Loan Program	Assist households annually and advertise the program on the City's website and periodically in the City's newsletter.	Ongoing	Administering existing loans. No funding available for new loans.
Monitor and Preserve Affordable Housing	Maintain a list of affordable units throughout the City including affordability information to ensure landlords are compliant with deed restrictions and to preserve affordable units.	Ongoing	Monitoring compliance of six affordable housing projects in the City, including Heritage Park, Lark Ellen Village, Mauna Loa Apartments, The Promenade, Senior Villas I and Senior Villas II. The City continues to monitor the status of existing affordable units within the City. There are 687 affordable units within the City.
Energy Efficient Design	Educate and encourage the use of energy conservation measures in the development of residential units. Provide information on funding programs.	Ongoing	The City encourages energy conservation and compliance with State laws as it relates to energy conservation for residential developments.
Acquisition and Rehabilitation	Provide technical and financial (when available) assistance for the development of 20 new affordable housing units and the rehabilitation of 50 units during the 2021-2029 planning period using a combination of federal, state, and local funds.	Ongoing	The City continues to inform multi-family housing developers of available sites and State and Federal programs. No developers have submitted projects.
Affordable Housing Financing	Maintain a list of mortgage lenders participating in the California Housing Finance Agency (CHFA) program.	Ongoing	Lenders participating in the CHFA program are available on request.
Alternative Housing Models	Facilitate the development of alternative housing models (i.e. senior housing) suited to the community housing needs through the provision of flexible zoning regulations.	Ongoing	No developers have expressed interest or submitted projects.
Los Angeles County Partnership	Increase resident awareness about housing programs offered by the County by advertising them at City Hall and online.	Ongoing	The City provides information on resources and programs offered by the County as well as other nonprofit organizations providing housing resources/programs. City staff provides information to residents seeking housing assistance as well as on the City website.
Remove Development Constraints	On an annual basis, review development standards, to ensure that the development of lower income housing can occur. Revise the development code to address all constraints identified in Section 6 of the Housing Element.	Ongoing	The City is currently working on a comprehensive Development Code update. As part of the Development Code update, the City will review residential and mixed-use regulations to identify development standards or procedures that may constrain the development of affordable housing and housing for persons with special needs. On December 2022, the City has adopted Ordinances Nos. 2506 and 2507 which created the mixed-use overlay zone and applicable development standards. In addition, the City adopted objective design standards for multi-family residential development.
Flexible Development Standards	Continue to use flexible development standards to facilitate the development of affordable housing through promotion of maximum development densities in the multi-family zone and the new mixed-use overlay.	Ongoing	No developers have expressed interest or submitted projects.
Density Bonus Ordinance	Promote the City's density bonus ordinance that offers bonuses for the provision of affordable housing, depending on the amount and type provided, consistent with revised Government Code §65915.	Ongoing	The City has standards in the Municipal Code for density bonuses in compliance with state law. No applications submitted in 2022.
Fast-track/Priority Application Processing	The City will assign senior staff to handle the projects, and staff assistance may be provided to prepare the necessary documents in half the typical processing time.	Ongoing	No applications were submitted in 2022
Second-Unit Ordinance	Amend the Zoning Code to require only ministerial consideration of second-unit applications to encourage the creation of second-units.	Ongoing	The City processed Code Amendment No. 22-02 to address HCD's comment letter dated February 11, 2022 and has been continually working with HCD to ensure the City's Ordinance complies with current State Laws.
Manufactured Housing Mobile Home Rent Control	Encourage the provision of affordable housing by allowing manufactured housing (including mobile homes) in single family residential zones, subject to the conditions consistent with State law.	Ongoing	No permits issued for manufactured housing. No new mobile home parks proposed in 2021.
Water and Sewer Service Providers	Immediately following the adoption and certification of the Housing Element, Staff will deliver copies to all providers of sewer and water service within the City of West Covina.	Ongoing	Letters mailed following adoption of Housing Element.
Flood Management	Ensure that flood risks are considered when making land use decisions.	Ongoing	The City continues to comprehensively review projects, specially projects located within moderate and minimal risk areas as identified by FEMA.
Fair Housing Program	Continue to assist households through the Housing Rights Center, and continue to refer fair housing complaints to the Housing Rights Center.	Ongoing	The City continues to promote fair housing practices and refer fair housing complaints to the Housing Rights Center. The City provided \$10,000 in CDBG funding to the Housing Rights Center.
Reasonable Accommodation	Create a process to make reasonable accommodation requests for land use and zoning decisions and procedures regulating the location, funding, development and use of housing for people with disabilities.	Ongoing	The City has standards in the Municipal Code for reasonable accommodation. The City has received and approved one reasonable accommodation application/request in 2022.
Senior Center Shared Housing	Continue to connect individuals through the Senior Citizens' Center at Cortez Avenue with the goal of making 10 matches a year.	Ongoing	The City contributes to the funding of a social worker through the YWCA to assist seniors with housing placement.
Homeless Assistance Program	Provide \$200,000 in CDBG funding to care providers and associated facilities through 2022.	Ongoing	City provided \$50,000 to the East San Gabriel Valley Coalition for the Homeless (\$10,000), Action Food Pantry (\$20,000), Shepherd's Pantry (\$8,000), and Project 29:11(\$12,000) in FY 21-22. West Covina expended \$4,785 in Measure H funds for motel vouchers for those who are homeless in West Covina. Additionally, the City expended \$23,000 in Measure H funds through the Homeless Outreach Officer in the Police Department. The City expended \$187,500 between April and December 2022 on an agreement with the Los Angeles Centers for Alcohol and Drug Abuse (LA CADA). LA CADA provides a two-person team, five days per week to conduct homeless outreach, assessment, and connection to services. The contract includes 8 dedicated beds for assisted persons.
Foreclosures	Direct residents in need of foreclosure counseling to foreclosure help lines provided by the County of Los Angeles Department of Consumer Affairs and HUD.	Ongoing	The City will continue to provide information to residents seeking counseling regarding foreclosures. Residents with questions are directed to the County and HUD.
Housing for Developmentally Disables Persons Program	Offer specific regulatory incentives when funding is available, apply for funding at least twice during the planning period.	Ongoing	The City continues to monitor for potential developers and funding programs. No applications have been submitted.
Ensure Adequate Sites to Accommodate the RHNA	Ensure sufficient residential capacity to accommodate the identified regional need for lower-income households.	Ongoing	The City has adopted a Downtown Plan and Code that allows mixed use and mid to high density residential development.
Lot Consolidation Program	Encourage lot consolidation of smaller parcels within the Mixed Use Overlay or for Affordable/Senior Housing with density bonus to accommodate projects including a minimum of 16 units at a density of at least 30 dwelling units per acre or higher.	Ongoing	The City continues to inform multi-family housing developers of development opportunities in the Mixed Use Overlay. No developers have submitted projects.
Provide Emergency and Transitional Housing	Ensure that the housing need of all residents is met by providing opportunities for transitional housing, emergency shelters and SRO units to be accommodated within the City.	Ongoing	The Municipal Code allows for the development of emergency shelters and efficiency units. No applications have been received.

Jurisdiction	West Covina	
Reporting Period	2022	(Jan. 1 - Dec. 31)

NOTE: This table is meant to contain an inventory of ALL surplus/excess lands the reporting jurisdiction owns

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

For Los Angeles County jurisdictions, please format the APN's as follows:9999-999-999

Table H						
Locally Owned Surplus Sites						
Parcel Identifier				Designation	Size	Notes
1	2	3	4	5	6	7
APN	Street Address/Intersection	Existing Use	Number of Units	Surplus Designation	Parcel Size (in acres)	Notes
Summary Row: Start Data Entry Below						
8468-016-904	811 S. Sunset Avenue, West Covina	Public Facilities		Surplus Land	7.41	
8474-003-915, 8474-003-918, 8474-003-940, 8474-007-928, 8474-007-931, 8474-007-932,8474-007-933, 8474-007-934,8474-007-935, 8474-007-939, 8474-007-940	Plaza West Covina	Commercial		Surplus Land	21.85	

Jurisdiction	West Covina	
Reporting Period	2022	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

NOTE: SB 9 PROJECTS ONLY. This table only needs to be completed if there were lot splits applied for pursuant to Government Code 66411.7 OR units constructed pursuant to 65852.21.

Units entitled/permitted/constructed must also be reported in Table A2. Applications for these units must be reported in Table A.

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

NOTE: + indicates an optional field

Cells in grey contain auto-calculation formulas

Table I										
Units Constructed Pursuant to Government Code 65852.21 and Applications for Lot Splits Pursuant to Government Code 66411.7 (SB9)										
Project Identifier				Project Type	Date	Unit Constructed				Notes
1				2	3	4				
APN	Street Address	Project Name ⁺	Local Jurisdiction Tracking ID ⁺	Activity	Date	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Notes
Summary Row: Start Data Entry Below										

Jurisdiction	West Covina	
Reporting Period	2022	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

NOTE: STUDENT HOUSING WITH DENSITY BONUS ONLY. This table only needs to be completed if there were student housing projects WITH a density bonus approved pursuant to Government Code 65915(b)(1)(F)

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table J														
Student housing development for lower income students for which was granted a density bonus pursuant to subparagraph (F) of paragraph (1) of subdivision (b) of Section 65915														
Project Identifier				Project Type	Date	Units (Beds/Student Capacity) Approved							Units (Beds/Student Capacity) Granted Density Bonus	Notes
1				2	3	4							5	6
APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Unit Category (SH - Student Housing)	Date	Very Low- Income Deed Restricted	Very Low- Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate- Income Deed Restricted	Moderate- Income Non Deed Restricted	Above Moderate- Income	Total Additional Beds Created Due to Density Bonus	Notes
Summary Row: Start Data Entry Below														

Jurisdiction	West Covina	
Reporting Year	2022	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	14
Low	Deed Restricted	0
	Non-Deed Restricted	54
Moderate	Deed Restricted	0
	Non-Deed Restricted	78
Above Moderate		185
Total Units		331

Note: Units serving extremely low-income households are included in the very low-income permitted units totals

Units by Structure Type	Entitled	Permitted	Completed
SFA	0	0	0
SFD	0	78	0
2 to 4	0	7	0
5+	39	131	0
ADU	0	115	52
MH	0	0	0
Total	39	331	52

Housing Applications Summary	
Total Housing Applications Submitted:	11
Number of Proposed Units in All Applications Received:	45
Total Housing Units Approved:	0
Total Housing Units Disapproved:	0

Use of SB 35 Streamlining Provisions	
Number of Applications for Streamlining	0
Number of Streamlining Applications Approved	0
Total Developments Approved with Streamlining	0
Total Units Constructed with Streamlining	0

Units Constructed - SB 35 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	0	0	0

Cells in grey contain auto-calculation formulas

Jurisdiction	West Covina	
Reporting Year	2022	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT
Local Early Action Planning (LEAP) Reporting
(CCR Title 25 §6202)

Please update the status of the proposed uses listed in the entity's application for funding and the corresponding impact on housing within the region or jurisdiction, as applicable, categorized based on the eligible uses specified in Section 50515.02 or 50515.03, as applicable.

Total Award Amount	\$	500,000.00	Total award amount is auto-populated based on amounts entered in rows 15-26.
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[illegible]

Summary of entitlements, building permits, and certificates of occupancy (auto-populated from Table A2)

Completed Entitlement Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	4
Above Moderate		35
Total Units		39

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	14
Low	Deed Restricted	0
	Non-Deed Restricted	54
Moderate	Deed Restricted	0
	Non-Deed Restricted	78
Above Moderate		185
Total Units		331

Certificate of Occupancy Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	31
Moderate	Deed Restricted	0
	Non-Deed Restricted	21
Above Moderate		0
Total Units		52



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: April 4, 2023

TO: Mayor and City Council

FROM: David Carmany
City Manager

**SUBJECT: CONSIDERATION OF LONG-RANGE FINANCIAL FORECAST FOR FISCAL YEARS
ENDING 2024-2028**

RECOMMENDATION:

It is recommended that City Council receive and file the Long-Range Financial Forecast for fiscal years ending 2024-2028.

BACKGROUND:

Local government financial condition analysis consists of defining and measuring financial condition, identifying any warning trends, conducting data analysis, and writing a report of analysis. Beyond the annual budget cycle and multi-year capital plan, governments need to identify long-term financial trends. Long-term financial planning involves projecting revenues, expenses, and key factors that have a financial impact on the organization. Understanding long-term trends and potential risk factors that may impact overall financial sustainability allows staff to proactively address these issues. A long-term financial planning process allows Council to focus on long-term objectives, encourages strategic thinking, and promotes overall awareness for financial literacy in an organization.

Additionally, the State audit recommended the City prepare financial analyses that evaluate both the short-term and long-term financial implications of significant spending decisions. The City's action in regard to this finding was to use a multi-year forecast to quantify the impact of decisions on the City's financial condition. The City originally developed a multi-year forecast in 2020.

As was contemplated in the City's Financial Recovery Plan, annually staff prepares and updates the forecast to include all projected revenue and expenditures, adding information on new assumptions, unanticipated costs, and cost-saving actions.

DISCUSSION:

The purpose of the forecast update is to provide long-term context for annual decisions that will be made with the FY 2023-2024 Budget and FY 2024-2028 Capital Improvement Plan. This forecast was developed to create a forward-looking, conservative baseline budgetary outlook for the City's General Fund under a given set of revenue and expenditure growth assumptions.

The Long-Range Financial Forecast (Attachment No. 1) is part of the annual budget process. Also included as part of the budget process is a Budget Survey that was made available online from

December 2022 through February 2023. A total of 46 responses were received. Attachment No. 2 includes a summary of the survey results.

Table 1. FY2023-24 Budget Calendar

Date, Time	Event	Location
Tuesday, April 18th, 7:00 PM	Proposed Budget Presentation*	City Council Chambers
Wednesday, April 26th, 6:00 PM	Community Workshop	City Council Chambers
Monday, May 1st, 6:00 PM	Community Workshop	Cameron Community Center
Tuesday, May 2nd & 16th, 7:00 PM	Budget Status Update (if necessary)*	City Council Chambers
Tuesday, June 6th, 7:00 PM	Consideration of Budget Adoption*	City Council Chambers
Saturday, July 1st	Start of New Fiscal Year	

*Council Meeting

LEGAL REVIEW:

The City Attorney's Office has reviewed this report.

Prepared by: Stephanie Sikkema, Finance Director

Fiscal Impact

FISCAL IMPACT:

Based on the revenue and expenditure assumptions, the General Fund is anticipated to have positive revenue over expenditures for the forecasted period. This positive excess is modest in FYE 2024 (\$344,000), as a recession is anticipated, but increases in the outer years to over \$5 million in FYE 2028. Additionally, reserves are anticipated to increase over the upcoming years from 26% in FYE 2022 to 36% in FYE 2028.

It is important to reiterate that the forecast does not include any increase in salaries in FYE 2025-2028, since it is outside the contracted period, or increase contributions to OPEB.

Attachments

Attachment No. 1 - Long-Range Financial Forecast FYE 2024-2028

Attachment No. 2 - Budget Survey Results

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

Long-Range Financial Forecast

FISCAL YEARS ENDING 2024 TO 2028



City of West Covina

WWW.WESTCOVINA.ORG | 1444 W GARVEY AVE, WEST COVINA CA, 91790

Overview

The purpose of this forecast is to provide long-term context for annual decisions that will be made with the Fiscal Year Ending (FYE) 2024 Budget and FYE 2024-2028 Capital Improvement Plan. This forecast was developed to create a forward-looking, conservative baseline budgetary outlook for the City's General Fund under a given set of revenue and expenditure growth assumptions.

The revenue and expenditure growth assumptions were originally developed in 2020 for the bond issuance and have been updated based on recent trends. Salaries and Benefits have been updated to reflect the average increase from the current memorandums of understandings. The base year for this forecast is FYE 2023 which is estimated to be back to pre-COVID conditions.

Revenue

The City's major revenue sources include property taxes and sales tax. Each of these revenue sources are driven by the growth of the local economy and the City's population. This is also true of several of the City's other revenue sources including fees and charges for service, franchise taxes, and licenses and permits.

Revenue Growth Assumptions

- The growth assumptions were established by the 2020 forecast.
- Based on prior year actuals Property Tax is assumed to increase by 2.5%.
- The Property Tax in Lieu of Vehicle License Fee grows with estimated increase in assessed valuation.
- Sales Tax estimates are provided by HdL and are forecasted to decrease by 0.5% in FY2023-24 due to the anticipated recession but then rebound back to 2.7% in FYE 2025.
- The forecast assumes that the Redevelopment Agency's In-Lieu portion of the City's 1% Local Sales and Use Tax will go back to the General Fund in FYE 2024.
- Transient Occupancy Tax is projected to grow by 2% each year.
- Development-related fees (including building permits) have spiked in recent years but are anticipated to subside in the upcoming year and are assumed to remain level throughout the forecast.

Table 1. Forecasted Revenue Growth Assumptions

Major Revenue Source	FYE 2024	FYE 2025	FYE 2026	FYE 2027	FYE 2028
Property Tax	2.5%	2.5%	2.5%	2.5%	2.5%
Sales Tax	-0.5%	2.7%	3.0%	3.2%	3.2%
Franchise Fees	0.5%	0.5%	0.5%	0.5%	0.5%
Transient Occupancy Tax	2.0%	2.0%	2.0%	2.0%	2.0%
Business License Tax	1.0%	1.0%	1.0%	1.0%	1.0%
Rent	1.2%	1.2%	1.2%	1.2%	1.2%
Fines	0.0%	0.0%	0.0%	0.0%	0.0%
Ambulance Services	0.0%	0.0%	0.0%	0.0%	0.0%
Development Permits Fees	0.0%	0.0%	0.0%	0.0%	0.0%
Recreation Fees	0.0%	0.0%	0.0%	0.0%	0.0%



Expenditure Overview

Expenditures are forecasted for the City's two major funds: General and Debt Service. The baseline forecast presented herein includes expenditures already approved by and/or committed to by the City Council. Rising costs due to inflation, and/or interest rates are also anticipated and included in this forecast through growth factors applied to each forecast category.

Expenditure Growth Assumptions

- Base salaries have been projected to reflect the increases per the current memorandums of understanding. No increases are assumed after the contracted period.
- The forecast assumes recruitment of all FYE 2022 Budgeted positions with an annual estimated vacancy savings within larger staffing groups.
- Projected employer contributions to California Public Employees' Retirement System (CalPERS) are based on the latest Actuarial Valuation.
- Modest increases in expenditures are forecasted for Materials & Services, Fuel, Utilities, etc.
- The forecast does not assume increases in contributions to Other Post Employment Benefits (OPEB).

Table 2. Forecasted Expenditure Growth Assumptions

Expenditures	FYE 2024	FYE 2025	FYE 2026	FYE 2027	FYE 2028
Personnel Services Costs					
Worker's Compensation	2.0%	2.0%	2.0%	2.0%	2.0%
Group Life	1.0%	1.0%	1.0%	1.0%	1.0%
Group LTD	1.0%	1.0%	1.0%	1.0%	1.0%
Health Plans	3.0%	3.0%	3.0%	3.0%	3.0%
Dental Plans	2.0%	2.0%	2.0%	2.0%	2.0%
Vision Plans	2.0%	2.0%	2.0%	2.0%	2.0%
CalPERS Miscellaneous	3.2%	-1.7%	-1.0%	-1.0%	-1.1%
CalPERS Safety	10.1%	-2.3%	-2.3%	-2.3%	-2.8%
Materials and Services Costs					
Other Materials and Services	1.5%	1.5%	1.5%	1.5%	1.5%
Contract / Professional Services	1.0%	1.0%	1.0%	1.0%	1.0%
Capitalized Lease Payments	0.0%	0.0%	0.0%	0.0%	0.0%
Insurance	1.5%	1.5%	1.5%	1.5%	1.5%
Legal	2.0%	2.0%	2.0%	2.0%	2.0%
Utilities	1.5%	1.5%	1.5%	1.5%	1.5%
Information Technology	1.5%	1.5%	1.5%	1.5%	1.5%
Audit Costs	2.0%	2.0%	2.0%	2.0%	2.0%
Bank Fees	0.0%	0.0%	0.0%	0.0%	0.0%
Fuel Usage	2.0%	2.0%	2.0%	2.0%	2.0%
Animal Control Contract	0.0%	0.0%	0.0%	0.0%	0.0%

General Fund Projections

Based on the revenue and expenditure assumptions, the General Fund is anticipated to have positive revenue over expenditures for the forecasted period. This positive excess is modest in FYE 2024 (\$344,000), as a recession is anticipated, but increases in the outer years to over \$5 million in FYE 2028. Additionally, reserves are anticipated to increase over the upcoming years from 26% in FYE 2022 to 36% in FYE 2028.

It is important to reiterate that the forecast does not include any increase in salaries in FYE 2025-2028, since it is outside the contracted period, or increase contributions to OPEB.

Figure 1. Forecasted General Fund Revenue and Expenditures

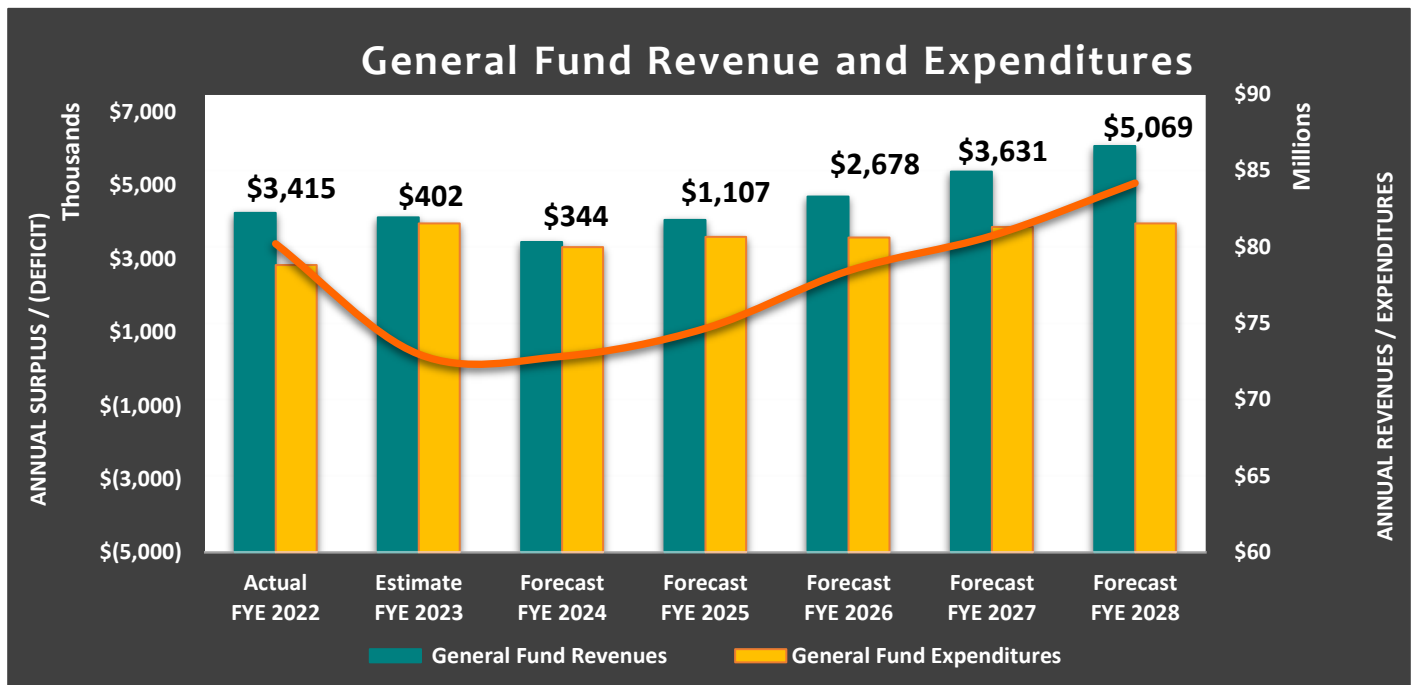
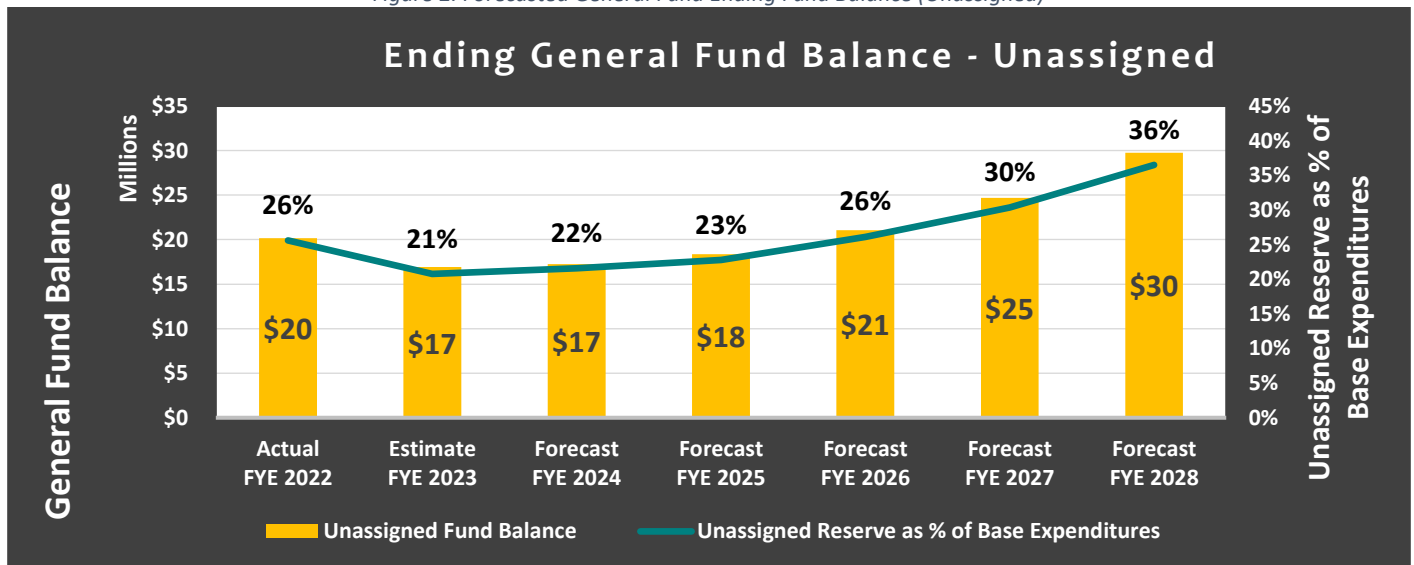


Figure 2. Forecasted General Fund Ending Fund Balance (Unassigned)



Future Pension Costs

The City currently has a total of two pension plans administered by CalPERS and two retirement enhancement plans administered by Public Agency Retirement System plans (PARS).

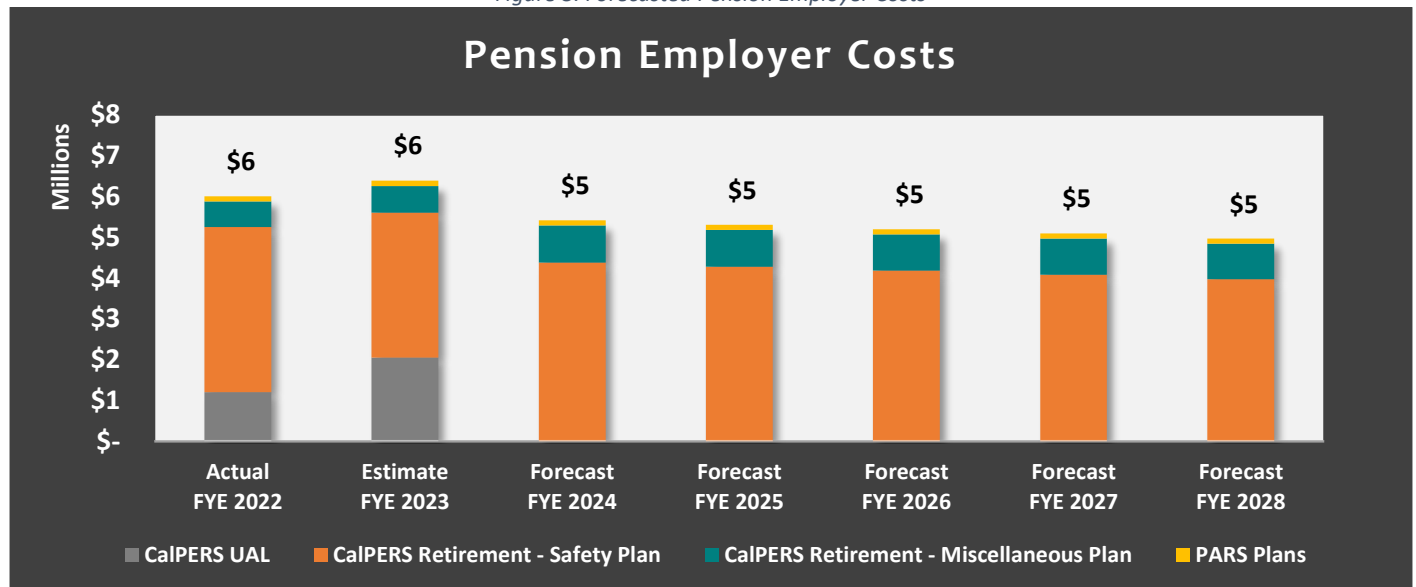
The total plan contributions are determined through CalPERS' annual actuarial valuation process. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. In 2020, the City issued taxable Lease Revenue Bonds to provide financing to pay the City's unfunded pension liabilities to CalPERS. This replaced unfunded liability paid directly to CalPERS.

Table 3. Projected CalPERS Rates.

CalPERS Rates	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	FYE 2028
Miscellaneous	9.56%	9.87%	9.70%	9.60%	9.50%	9.40%
Safety	20.64%	22.72%	22.20%	21.70%	21.20%	20.60%

The PARS retirement enhancement plan consists of an EPMC replacement supplemental retirement plan and a supplemental retirement plan for executive staff and City Council. The City makes all contributions to these plans. Participants do not make any contributions. The City is currently only funding the benefit payments payable each year.

Figure 3. Forecasted Pension Employer Costs



Other Post Employment Benefits (OPEB)

The City administers a single-employer defined benefit plan which provides healthcare benefits to eligible retirees and their dependents in accordance with various labor agreements. The table below summarizes these costs over the forecast period.

Table 4. Retiree Benefits

Retiree Benefit (\$ Millions)	FYE 2023	FYE 2024	FYE 2025	FYE 2026	FYE 2027	FYE 2028
Medical	2.15	2.22	2.28	2.35	2.42	2.50
Health Savings Plan	0.28	0.35	0.35	0.35	0.35	0.35
Total	\$2.43	\$2.57	\$2.63	\$2.70	\$2.77	\$2.85

Debt Service

The General Fund will generally be responsible for funding the following debt service payments annually:

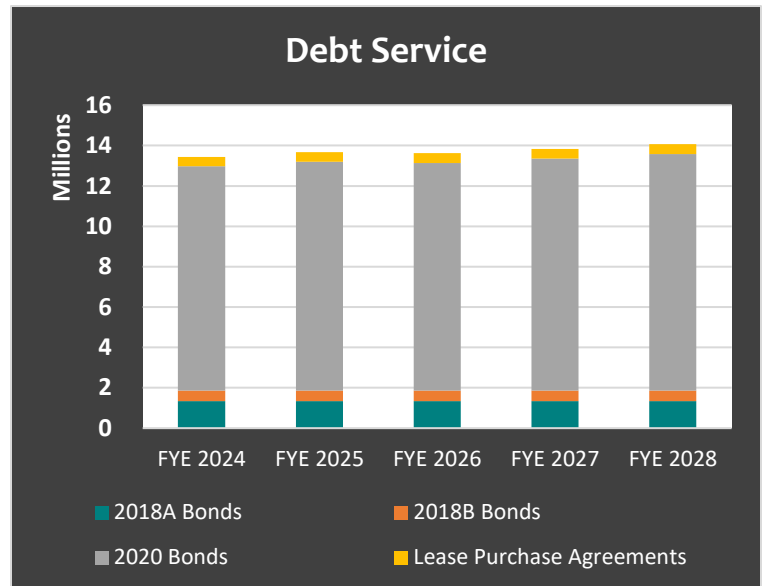
2018 Lease Revenue Refunding Bonds, Series A and B

On November 20, 2018, the City issued \$19,310,000 of Lease Revenue Bonds, Series A and \$4,855,000 of taxable Lease Revenue Bonds, Series B to provide financing for the advance refunding of the City's 2002 Lease Revenue Bonds Series A, 2004 Lease Revenue Bonds Series A&B, and the 2013 Lease Revenue Refunding Bonds Series A.

2020 Lease Revenue Bonds, Series A

On July 23, 2020, the City issued \$204,095,000 of taxable Lease Revenue Bonds to provide financing to pay the City's unfunded pension liabilities to CalPERS, to establish a reserve fund, and pay issuance costs. The bonds mature annually through August 1, 2044, in amounts ranging from \$3,645,000 to \$16,105,000, with interest rates that range from 1.747% to a maximum of 3.892% over the term of the bonds.

Figure 4. Debt Service Payments



Energy Efficiency Loans Payable

In May 2021, the City entered into two lease-purchase agreements for the acquisition and installation of certain energy conservation equipment and improvements (solar) and installation of certain energy conservation equipment including lighting and HVAC (non-solar) with an aggregate principal borrowing of \$6,602,048.

Table 5. Debt Service Payments

Debt Service (\$ Millions)	FYE 2024	FYE 2025	FYE 2026	FYE 2027	FYE 2028
Principal	5.42	5.80	5.90	6.29	6.71
Interest	8.02	7.87	7.72	7.54	7.35
Total Debt Service	\$13.44	\$13.67	\$13.62	\$13.83	\$14.06

Budget Survey Results

FY2023-2024



City of West Covina

WWW.WESTCOVINA.ORG | 1444 W GARVEY AVE, WEST COVINA CA, 91790

Overview

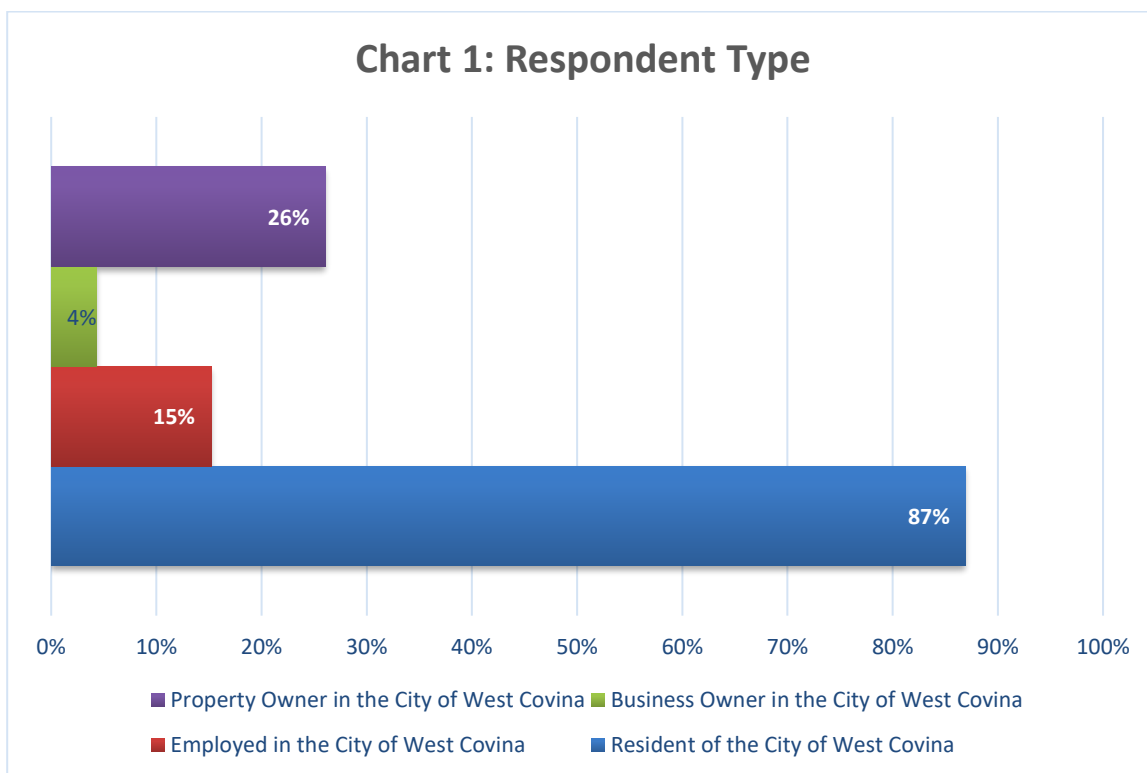
The City created and solicited a budget survey from December 2022 through February 2023. A total of 46 responses were received. This report is a summary of the results.

Respondents were asked their opinion on the following city services:

1. Community Services (Recreation programs, Senior programs, and Special Events)
2. Economic Development and City Planning
3. Enhancing City Image (median landscaping, graffiti removal, public art)
4. Fire and Ambulance Services
5. Housing (Affordable Housing, Homeless Services)
6. Infrastructure (Street Improvements, Sidewalk Repair, Traffic Signals, sewer)
7. Parks
8. Police Services
9. Public Health (communicable disease prevention, emergency preparedness, environmental health)
10. Regulatory Services (building permits and inspections, code enforcement)

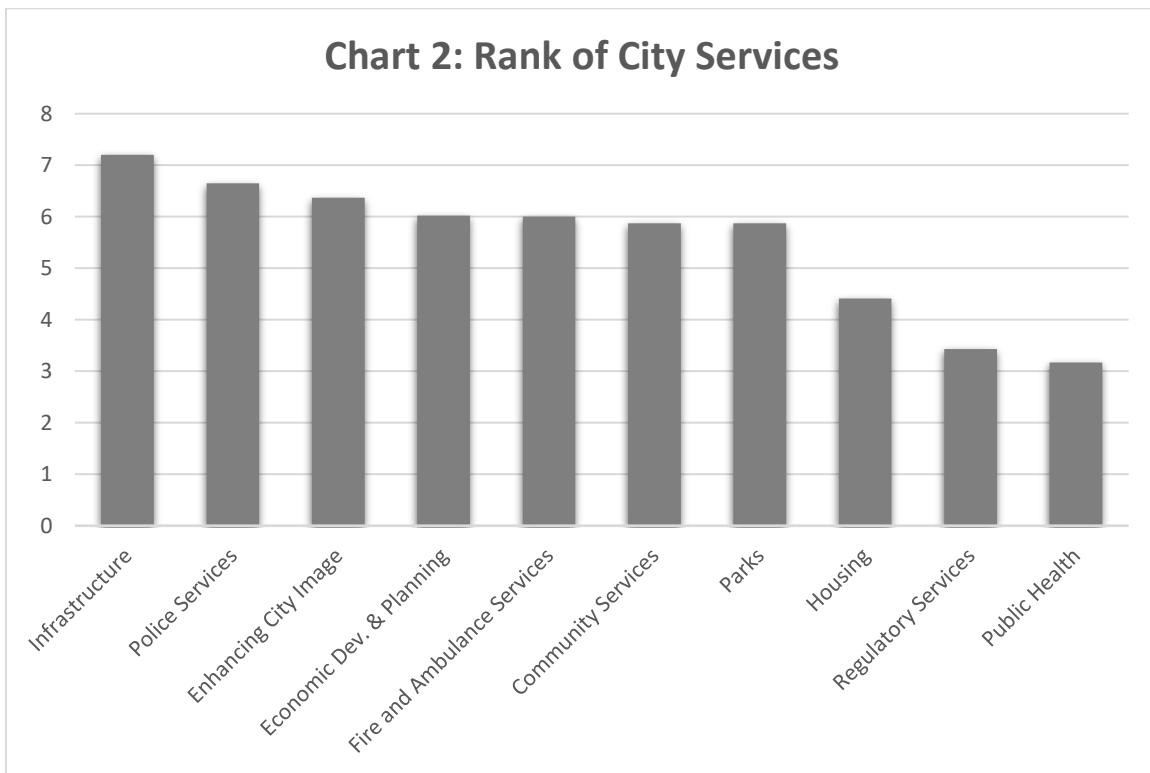
Question 1: Which of the following applies to you?

Most (87%) respondents were **residents** of West Covina.



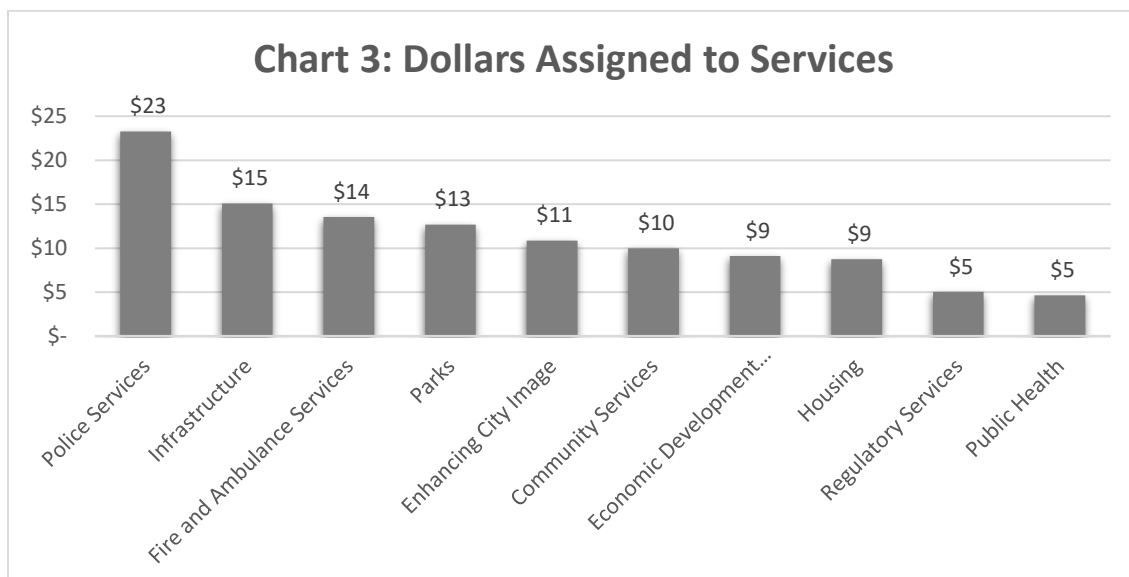
Question 2: Please rank these City Services in order of most importance to you.

Respondents ranked **Infrastructure** the most important followed by **Police** and then **Enhancing City Image**.



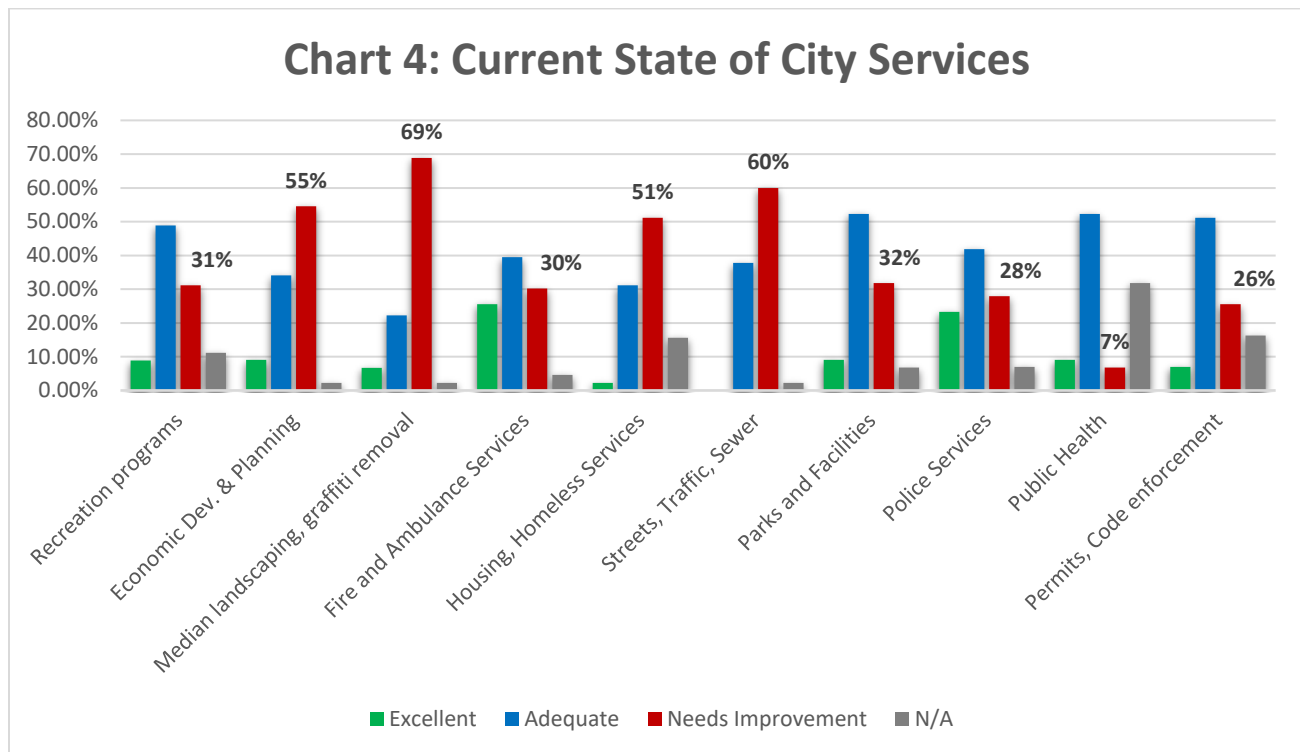
Question 3: If you are given \$100 to spend across ten general categories in the City budget, assign how many dollars you would budget to each category.

Most respondents assigned their dollars to **Police** followed by **Infrastructure**, then **Fire and Ambulance Services**.



Question 4: What are your feelings regarding the current state of the following services?

Median Landscaping, Graffiti Removal, Public Art; Streets, Sidewalks, Traffic Signals, Sewer; and Economic Development and City Planning were the services noted as needing the most improvement.



Comments submitted regarding city services:

1. Fire and Ambulance Service needs improvement. Constantly not having properly working pieces of apparatus.
2. More communication on plans that are hopefully in progress. Would love to have updates on the Library that has been left in the dark. There's no clear word with the public.
3. No health department
4. Traffic signals needs to be upgraded to include pedestrian countdown timers and synced
5. We do not need a health department. Stop wasting money
6. The police department is short so man officers that you rarely see a police care over in the South side of the city.
7. Our entire city needs improvement. Our infrastructure is horrible, roads or streets look horrible, we don't have police officers patrolling our streets. Everything in this city is done half-ass and we outsource everything. We are paying more property taxes for less services by our city.
8. The city parks especially the dog park.
9. The city needs to remove all the homeless people off the streets and parks. The graffiti has increased throughout the city. A graffiti crew needs to be created to drive around the city and remove all graffiti from buildings, walls & parks etc. West Covina has trash all over the city streets. I have lived most of my life in West Covina and I am very disappointed on how it looks now. The city is full of homeless, trash, street vendors, graffiti etc.
10. Sidewalks and areas around Bus Stops need clean up and sanitizing more frequently -especially on Azusa Ave and the Eastland Shopping Center.
11. Homeless and mental health require improvement
12. The city needs to make code enforcement a top priority. Too many abandoned cars on the street and overgrown or neglected yard and houses. Makes the city look poor, especially compared to surrounding cities such as La Verne.
13. Too many topics are tied together. Median Maintenance is a completely different answer than clearing graffiti.



Question 5: Please provide any additional comments, thoughts, or ideas you have about the City's Budget for the upcoming year in the comment section below:

1. Gingrich park is dilapidated and covered in graffiti. Homeless frequent the area and it has been neglected for far too long. It is not a safe place to bring kids and needs to be renovated. Much of the parks in the rest of the city have been updated and Gingrich has not. It should be a priority in the budget so those living in the surrounding area also have a nice park to bring their kids.
2. Many of the parks are outdated, dilapidated, and covered in graffiti.
3. Fire Department fleet needs severe attention. Fire Department vehicles are constantly out of service and vehicles from other city's / fire departments are being borrowed to provide service to the community. Not having properly maintained and working apparatus is a disservice to the residents and community.
4. Gingrich park on Woodgate dr. Is long overdue for a new basketball outdoor court. Removal of old asphalt floor and replaced with cement floor.
5. I hope the city continues on the trajectory of cleaning up the city, such as tree trimming, bush cutting and clean out, such as on Azusa, Amar, Nogales, medians of roads, landscaping, streets repair throughout the city. I hope they continue to improve park equipment. I hope the city finally addresses Gingrich Park basketball and changes the asphalt to cement, provide soccer nets and new baseball field. I hope the city would provide paint, so volunteers can paint all the walls throughout the city of West Covina. I think a well maintain city speaks volumes to the residents. It encourages them to add positively to their home and the community at large, which will enhance the safety of the community, in turn help the police department.
6. City needs more sidewalks in the residential neighborhoods. It is extremely hard to walk my dog over people's lawn and then forced to walk on streets with traffic.
7. West Covina needs more participation from our Residents. Suggestions, Community Meetings should be held on a Saturday or Sunday. In addition, encourage involvement from our young people, young families, college students and young professionals.
8. City Finance Director does an excellent job
9. The budget needs to spell out expenses for health department, sportsplex, code enforcement, and list all contracts/revenue of outside vendors such as Transtech, Athens and Charter
10. The City's partnership with LACADA has dramatically improved WCPD's homelessness outreach services. Ensuring continual funding for LACADA services, or equivalent, should be prioritized in all future budgets.
11. I hope the city reviews these surveys and takes in what the public is stating here.
12. Please communicate the outcomes of the budget via social media through graphics and easy-to-understand language
13. give employees a raise
14. Please prioritize upgrading traffic signals with sync technology and pedestrian countdown timer. Sidewalk repairs should be addressed too



15. I think the city trying to create their own health department is absolutely ridiculous and a total waste of time and money that could definitely be utilized elsewhere. This city will never be able to offer all of the services LA County does and those who rely on those services will suffer. The four people who made this irresponsible, snap decision (because they were upset about having to wear a mask during a global pandemic) probably don't need to rely on county services themselves. I can't wait to see what a health dept being run by an engineering firm looks like.
16. Cancel the development of a health department.
17. This city needs many more police officers and we do NOT need our own health department!
18. We need more police officers. We need a City Council that will be more proactive with our transient problems. We DO NOT need a Health Dept in WC! We need to lease the sportsplex to people that know how to run such a facility.
19. Get rid of the health department idea and start taking care of our city like has been done in the past. I have owned property here since 1977 and a very disappointed with regard to how the city has crumbled in the past 10 years.
20. We need to prioritize public safety and hire more police officers. My family is not safe. I hardly see police officers patrolling our streets. What would have been nice to see on this survey is the Vision for this city. What is the vision? Where are you wanting us to go? This explains why this city is in such disarray, no one knows what to do or what the priorities are because we are all over the place. It's sad how this city is being ran and unfortunately, we the residents have to deal with the consequences of lack of leadership.
21. Stop new construction. The strain on our water, gas and electricity is overwhelming.
22. Create a crew to remove graffiti and trash. City can use community service volunteers (offenders) from the courts to clean up the city.
23. E Workman Ave between Azusa Ave and Citrus is in dire need for improvement/replacement -- not just sporadic filling of potholes, etc. Total and Complete Replacement is desperately needed.
24. Be fiscally responsive but avoid being penny wise and pound-foolish good luck. Honest and integrity make your parents proud
25. As a resident of West Covina, infrastructure and a city's image are extremely important. Maintaining our streets, sidewalk, and landscaping make people want to move to the city. The city needs to enhance its code enforcement to maintain a respectable image compared to surrounding cities.
26. Sidewalks non-existent on Lark Ellen Ave between Maple grove and Pass & Covina. This major avenue is dangerous to walk on w/inches 'tween car & folks.
27. Stop spending on a worthless health department. Stop trying to run a sports department. That alone will free up \$2,000,000 a year.
28. The City does not need a health department. There should be other priorities such as economic development and housing.



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: April 4, 2023

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF AN AGREEMENT BETWEEN RANCHO SANTIAGO COMMUNITY COLLEGE AND THE CITY OF WEST COVINA

RECOMMENDATION:

It is recommended that the City Council:

1. Ratify the Inter-Agency Instructional Services Agreement between the City and Rancho Santiago Community College District (Santa Ana College) for Fire Department training costs.
2. Authorize the City Manager to execute future amendments to the Agreement.

BACKGROUND:

The West Covina Fire Department safety personnel are required to attend a minimum of twenty (20) hours of training per month. Training is directed either by outside subject matter experts, or by West Covina Fire members who have obtained subject training certification. Members that get certification are registered as part-time Fire Technology Instructors. Rancho Santiago Community College District (Santa Ana College) receives state funds to administer this training and can redirect a portion of the funds to fire departments that enroll their personnel as students at the College. By entering into an agreement with the College, the College pays the Department \$3.50 per firefighter for each hour of training the firefighter attends.

DISCUSSION:

The training curriculum sponsored by Santa Ana College is chosen based on the guidelines set forth by the California Community Colleges Chancellor's Office (CCCCO). The curriculum is divided into several different courses that are required by Cal-OSHA and designed for large group instruction. The Fire Department utilizes subject matter experts to conduct training to address the required training needs. Training hours are recorded and the total number of hours are then calculated each semester by the Fire Department's training staff and submitted as an invoice to Santa Ana College.

The Fire Department is responsible for firefighter refresher training in various areas of core competencies. At the beginning of each semester, the Department verifies the list of members that qualify as part-time instructors at Santa Ana College. The Department then clarifies Department members that will be enrolled as students for the upcoming semester (known as a batch enrollment). Throughout the semester, staff will log the training hours daily into the Department's records management system. At the end of the semester, a training report will be run and verification will be

made to ensure that all training records are accurate. An Excel spreadsheet will then be forwarded to our liaison with Santa Ana College. The College will then do their verification process , provide an invoice to the Department for signature and issue a check to the Department for training hours logged.

This agreement allows the City to recover some of the costs incurred in providing required training to Fire Department personnel.

Staff recommends that the City Council ratify the agreement.

LEGAL REVIEW:

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

OPTIONS:

The City Council has the following options:

1. Adopt Staff's recommendation.
2. Provide alternative direction.

Prepared by: Sherri Yuasa

Fiscal Impact

FISCAL IMPACT:

Funds received from Santa Ana College give the Fire Department the ability to pay for outside instructors when the department does not have a subject-matter expert for required training. They also fund improved training aids, books, materials and equipment, as well as assist with other operational training needs such as staffing. Under this agreement, the District will pay the City three dollars and fifty cents (\$3.50) per student contact hour, not to exceed 40,000 student contract hours or One Hundred Forty Thousand Dollars (\$140,000) per fiscal year. The Fire Department's current budget for training is \$20,000.

Attachments

Attachment No. 1_ Instructional Services Agreement Rancho Santiago

CITY COUNCIL GOALS & OBJECTIVES: Protect Public Safety
Maintain Good Intergovernmental Relations
Expand Economic Development Opportunities

STANDARD INTER-AGENCY INSTRUCTIONAL SERVICES AGREEMENT

THIS AGREEMENT is entered into by and between the Rancho Santiago Community College District with its principle place of business located at 2323 North Broadway, Santa Ana, California 92706 (District) on behalf of the Santa Ana College Fire Technology Department and City of West Covina - Fire Department (Agency) with its principle place of business located at 1444 West Garvey Avenue South, West Covina CA 91790.

RECITALS

WHEREAS, under Government Code Section 53060 and Education Code Section 78021, the Rancho Santiago Community College District desires to contract with Agency as an independent contractor to the District; and

WHEREAS, Agency has the personnel, expertise and equipment to provide the special services required herein, and

WHEREAS, the public's interest, convenience and general welfare will be served by this contract;

NOW THEREFORE, in consideration of the following covenants, conditions and agreements, the parties hereto agree as follows:

- 1) TERM AND TERMINATION. This agreement shall be binding and deemed effective on February 27, 2023 and shall remain in effect for five (5) years unless sooner terminated by either party in accordance with this section.
 - a) Either party may terminate this Agreement without cause by giving thirty (30) days prior written notice to the other party of its intention to terminate. In the event a rotation is in progress, any written notice to terminate with or without cause shall become effective at the expiration of the rotation.
 - b) In the event of a material breach of this Agreement, the aggrieved party may terminate this Agreement by giving thirty (30) days' prior written notice of termination to the breaching party. If the breach is not cured, the Agreement shall terminate at the end of the thirty day period.
 - c) Notwithstanding the foregoing, in the event the Program is discontinued by College during its Term, this Agreement shall immediately terminate without further action by the parties hereto.
- 2) AGENCY'S RESPONSIBILITIES;
 - a) Services. Agency shall be responsible to teach the following course:

FSAO 17 - Firefighter Refresher- Core Competencies

Other courses may be added by mutual consent by both parties.

- b) Instructor Qualification : All student contact hours submitted by the Agency to the District shall have been taught under the line of sight supervision of instructors who meet the District's minimum or equivalent qualifications for hiring as part-time Fire Technology Instructors. This expertise is furnished at the expense of the Agency. The services include the use of their specialized equipment, facilities, all handouts, and instructors with specific expertise.
- c) Enrollment of students:. The District will supply current student enrollment forms (electronically if applicable) to the Agency who will return properly completed enrollment forms (electronically if applicable) to the District as soon as is practical.
- d) Student Attendance Records. Agency will maintain records of student attendance and achievement. Records will be open for review at all times by officials of the District and submitted on a schedule developed by the District.
- e) Applicable Law. Agency agrees to comply with all federal, state, and local laws, rules regulations, and ordinances that are now or may in the future become applicable to Agency, Agency's business, equipment, and personnel engaged in operations covered by this agreement or occurring out of the performance of such operations.

3) DISTRICT'S RESPONSIBILITIES

- a) Educational Program. The educational program provided under this agreement is the sole responsibility of the District. When a course is offered for credit, participants in the course will earn academic credit in accordance with District policy regarding eligibility, attendance, course work, examinations, and related policies and procedures. Accordingly, District retains responsibility for the Program and/or courses offered pursuant to this Agreement.
- b) Supervise and Control Instruction. The instruction claimed for apportionment under this contract shall be under the immediate supervision and control of a District employee (Title 5, Section 58058) who has met the minimum qualifications for instruction in a vocational subject in a California community college.
- c) Instructor Who Is Not a District Employee - District's Responsibilities. Where Agency's instructor is not a paid employee of the District, the District shall have a written agreement with each such instructor who is conducting instruction for which Full time Equivalency Students (FTES) are reported. The agreement shall state that the District has the primary right to control and direct the instructional activities of Agency's instructor.
- d) Qualifications of Instructors. District shall list the minimum qualifications for instructors teaching these courses. Such qualifications shall be consistent with requirements specified by the District.
- e) District's Control of and Direction for Instructors. District shall provide instructors with an orientation, instructors manual, course outlines, curriculum materials, testing

and grading procedures, and any of the other necessary materials and services that it would provide to its hourly instructors on campus.

- t) Courses of Instruction. It is the District's responsibility to ensure that the course outline of records are approved by the District's curriculum committee pursuant to Title 5 course standards, and that the courses have been approved by the District's board of trustees.
- g) Different Section of Courses. District shall have procedures to ensure that faculty teaching different sections of the same course teach in a manner consistent with the approved outline of record for that course. Such procedures apply to the faculty and courses that are the subject of this contract, and the students shall be held to a comparable level of rigor.
- h) Enrollment. District will advise Agency of the enrollment period, student enrollment fees, the number of class hours sufficient to meet the stated performance objectives, policy regarding the supervision and evaluation of students, and the procedure applicable to the withdrawal of students prior to completion of a course or program.
- i) Approval of Degree and Certificate Programs. District is responsible to ensure that degree and certificate programs have been approved by the State Chancellor's Office and courses that make up the programs must be part of the approved programs, or District must have received delegate authority to separately approve those courses locally.
- j) Funding Source. District shall certify that it does not receive full compensation for the direct education costs of the course from any public or private agency, individual, or group.
- k) Certification. District is responsible for obtaining certification verifying that the instruction activity to be conducted will not be fully funded by other sources. (Title 5, Section 58051.5)

4) FEES

- a) Agency Fee and Expenses. The fee to be paid by District for the services and materials to be supplied hereunder is: Three dollars and fifty cents (\$3.50) per student contact hour, not to exceed 40,000 student contract hours or One Hundred Forty Thousand Dollars (\$140,000) per fiscal year. Annual limits shall not be exceeded without the expressed written permission from either the Dean of Human Services & Technology Division or the Associate Dean of Fire Technology and must be approved by the District Board of Trustees.
- i) Invoices. The Agency shall invoice the District at the conclusion of each course, supplying mutually acceptable documentation of student contact hours for each course.
- ii) Tuition. It is mutually agreed that Agency can choose to deduct tuition fees from the total dollar amount per student contact hour paid to Agency by District.

5) TERMS AND CONDITIONS

- a) Facilities. Agency and District agree that the course shall be held at facilities that are clearly identified as being open to the general public. (Title 5, Section 58051.5)
- b) Open Enrollment. District and Agency agree that enrollment in the course must be open to any person who has been admitted to the college and has met any applicable prerequisites. (Title 5, Sections 51006 and 59106) The District's policy on open enrollment is published in the college catalogue and schedule of classes (Title 5, Section 51006), along with a description of the course and information about whether the course is offered for credit and is transferable. (Title 5, Section 55005)
- c) Support Services for Students. Both Agency and District shall ensure that ancillary and support services are provided for the students (e.g. Counseling and Guidance, and Placement Assistance).
- d) Indemnification. The District shall defend, indemnify and hold Agency harmless from and against any and all liability, loss, expense, reasonable attorneys' fees, or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, reasonable attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the District, its officers, agents, employees, Students, or District Instructors (if applicable).

Agency shall defend, indemnify and hold the District harmless from and against any and all liability, loss, expense, reasonable attorneys' fees, or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, reasonable attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Agency, its officers, agents, or employees.

- e) Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same agreement. Any such counterpart containing an electronic or facsimile signature shall be deemed an original.
- t) Independent Contractors. It is understood that this is an Agreement by and between independent contractors and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or association, or any other relationship whatsoever other than that of independent contractor. Except as District may specify in writing.
- g) Assignment. This Agreement shall not be assigned by Agency either in whole or in part. Any such purported assignment voids this Agreement.
- h) Force Majeure. Neither party shall be responsible for delays or failure in performance resulting from acts beyond the control of such parties. Such acts shall include, but not

be limited to, Acts of God, labor disputes, civil disruptions, acts of war, epidemics, fire, electrical power outages, earthquakes or other natural disasters.

- i) Notices. All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid, addressed as follows:

If to District:

Rancho Santiago Community College District
ATTN: Vice Chancellor of Business Services
2323 North Broadway
Santa Ana, California 92706

If submitting an invoice, insert: "Attn: Accounts Payable"

If to Agency;

City of West Covina - Fire Department
Attn: Fire Chief
1444 West Garvey Avenue South
West Covina, CA 91790

- j) Time Is of the Essence. Time is of the essence for each of the provisions of this Agreement, and all the provisions of this Agreement, shall extend to and be binding upon the heirs, executors, administrators, successors, and assigns of the respective parties hereto.
- k) Choice of Law. This Agreement shall be interpreted, construed, and governed both as to validity and to performance of the Parties in accordance with the laws of the State of California.
- l) Modifications. No modifications or variations of the terms of this Agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreements not incorporated herein shall be binding on any of the parties hereto.
- m) Insurance. Each Party to this Agreement shall insure or self-insure its activities in connection with this Agreement and obtain, keep in force and maintain during the term hereof insurance or self-insurance insuring against the peril of bodily injury, personal injury, property damage and including a contractual liability endorsement with a limit of liability at least one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) in the aggregate; California Workers' Compensation Insurance on their employees performing any services under this Agreement; and, such other insurance in such amounts which from time to time may be reasonably required by the mutual consent of the parties against other insurable risks relating to performance. Certificates of insurance, or other satisfactory documentation, evidencing that the insurance coverage specified herein is in full force and effect throughout the term of this Agreement may be requested by either party.

- n) Equal Employment Opportunity Clause. The parties to this contract agree to promote equal employment opportunities through its policies and regulations. This means that both parties will not discriminate, nor tolerate discrimination, against any applicant or employee because of race, color, religion, gender, sexual orientations, national origin, age, disabled, or veteran status. Additionally, the parties will provide an environment that is free from sexual harassment, as well as harassment and intimidation on account of an individual's race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status.
- o) Severability. Should any part of this Agreement be declared through a final decision by a court or tribunal of competent jurisdiction to be unconstitutional, invalid, or beyond the authority of either party to enter into or to carry out, such decision shall not affect the validity of the remainder of this Agreement, which shall continue in full force and effect, provided that the remainder of this Agreement, absent the unexercised portion, can be interpreted reasonably to give effect to the intentions of the parties.

Execution. By their signatures below, each of the following represents that they have authority to execute this Agreement and to bind the party on whose behalf their execution is made.

AGENCY

RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT

By:



Name:

David Carmany

Title:

City Manager

Date:

3-20-23

By:


Iris Ingram (Jan 24, 2023 14:04 PST)

Name:

Iris I. Ingram

Title:

Vice Chancellor of Business Services

Date:

Jan 24, 2023



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: April 4, 2023

TO: Mayor and City Council

FROM: David Carmany
City Manager

**SUBJECT: CONSIDERATION OF EXTENSION TO THE AGREEMENT WITH LOS ANGELES
CENTERS FOR ALCOHOL AND DRUG ABUSE (LA CADA) HOMELESS SERVICES**

RECOMMENDATION:

It is recommended that the City Council:

1. Approve a one-year extension to the agreement with the Los Angeles Centers for Alcohol and Drug Abuse (LA CADA).
2. Authorize the City Manager to negotiate and execute any necessary documents, including an amendment to the agreement with LA CADA, in such final form as approved by the City Attorney, to carry out the City Council's direction.

BACKGROUND:

LA CADA was established in 1971 and provides homeless crisis housing, street outreach and case management services in various communities throughout Los Angeles County.

On April 5, 2022, the City Council authorized an agreement with LA CADA to provide homeless services in West Covina. The agreement provides for an initial term of one year, with the option to extend for one year, subject to approval by the City Council.

The scope of services includes:

- **Outreach Team:** Outreach Coordination/Navigation and Street Outreach dedicated to homeless outreach and housing navigation for West Covina
- **Dedicated Beds:** Recovery Bridge Housing with 4 beds at a local facility in Pasadena and 4 beds in East Los Angeles for individuals with behavioral health disorders.
- **Case Management:** A case management process encompassing the entire spectrum of support services with follow-up protocols, including medical and mental health services. Additional wrap around services such as education and job training, counseling, anger/stress management, and parenting skills training are also provided.
- **Additional Resources:** Other leveraged outside resources to provide for rapid rehousing and prevention services for those on the verge of becoming homeless.

Over the past year, West Covina's HOPE Team has worked closely with LA CADA. LA CADA has provided daily homeless outreach and navigation services in the community through a dedicated team that has been able to foster relationships/trust with the homeless community. In addition, LA CADA has

focused on substance abuse and mental health; their navigation services include case management for individuals to ensure they receive necessary treatment and help ensure they continue treatment. Throughout the term, LA CADA has provided weekly performance reports (encounters, status of cases, etc.)

Between April 9, 2022 and March 3, 2023, LA CADA engaged in 849 outreach encounters, of which 176 were first-time encounters and 673 were follow-ups. In 582 encounters, supportive services were accepted and 267 were declined. The team linked 50 individuals to interim housing; 21 individuals to substance abuse treatment; and 3 individuals to permanent housing. For reference, according to the 2022 Countywide Point-in-Time Count conducted by the Los Angeles Homeless Services Authority (LAHSA) in February 2022, the number of homeless in West Covina was 112.

DISCUSSION:

The agreement with LA CADA expires April 4, 2023. The agreement may be extended for one year with the approval of City Council. The annual cost of the current agreement is \$250,000.

The original agreement was funded with a mix of ARPA, CDBG, and Homeless Plan Implementation Funds received through the SGVCOG. Funding received from the SGVCOG was awarded in lieu of the City participating in the regional homeless service delivery efforts administered by the SGVCOG.

LA CADA is the service provider for the SGVCOG's regional program. Cities that opted into the program, however, are receiving one or two days per week of service. These cities have voiced a desire for additional days. In the upcoming round of programs, targeted to begin July 1, 2023, SGVCOG hopes to increase available days of service for participating cities. SGVCOG has indicated that those opting out of the regional programs will have an opportunity for an allocation of direct funding in lieu of participating, but have yet to determine an amount.

Staff is seeking City Council direction regarding extending the agreement with LA CADA.

OPTIONS:

The City has the following options. Options 1-3 will require an appropriation of from the General Fund, which would be brought back at a subsequent meeting. The budget may be adjusted through the term of the agreement as additional funding sources become available.

1. Exercise the optional one-year extension of the current agreement at a cost of \$250,000;
2. Direct staff to negotiate an amended scope of work with LA CADA at a reduced level of service at a lesser cost;
3. Direct staff to conduct a Request for Proposals to potentially procure services at a lesser cost;
4. Forgo an extension of the agreement and opt into the regional program administered by the SGVCOG starting July 1, 2023; or
5. Provide alternative direction.

Prepared by: Kelly McDonald, Public Services Manager

Additional Approval: Paulina Morales, Assistant City Manager

Fiscal Impact

FISCAL IMPACT:

The total amount of the agreement at the current service level is \$250,000 per year. This may be supplemented by Measure H funding; however, the exact amount is unknown at this time. The remaining funds would need to be taken from either Successor Housing Agency Fund, which allows up to \$250,000 for homeless services, or the General Fund.

Measure H funding has been exhausted for the fiscal year 2022-2023, so, if approved, three months (April-June) would need to be funded by the General Fund.

For fiscal year FY2023-2024, staff proposes transferring public safety personnel funded out of the Successor Housing Agency Fund to the General Fund to reallocate the \$250,000 allowable for homeless services to this agreement.

CITY COUNCIL GOALS & OBJECTIVES: Protect Public Safety
Address Homeless Issues
Enhance City Image and Effectiveness



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: April 4, 2023

TO: Mayor and City Council

FROM: David Carmany
City Manager

**SUBJECT: CONSIDERATION OF AN EXTENSION OF AN INTERIM URGENCY ORDINANCE
ESTABLISHING A MORATORIUM ON NEW DRIVE-THROUGH FOOD
ESTABLISHMENTS CITYWIDE**

RECOMMENDATION:

It is recommended that the City Council conduct a public hearing and then consider adoption of the following ordinance by a 4/5 vote:

URGENCY ORDINANCE NO. 2514 - AN EXTENSION OF URGENCY ORDINANCE NO. 2512, AN INTERIM URGENCY ORDINANCE OF THE CITY COUNCIL OF WEST COVINA, CALIFORNIA, ENACTED PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 65858 ESTABLISHING A 45-DAY TEMPORARY MORATORIUM ON THE REVIEW AND APPROVAL OF DRIVE-THROUGH RESTAURANTS/FOOD ESTABLISHMENTS WITHIN CITY LIMITS DURING THE PENDENCY OF THE CITY'S REVIEW AND ADOPTION OF PERMANENT ZONING REGULATIONS AND OBJECTIVE STANDARDS FOR SUCH USES AND DECLARING URGENCY THEREOF, FOR A PERIOD OF 10 MONTHS AND 15 DAYS, AND FINDING THE ORDINANCE IS EXEMPT FROM ENVIRONMENTAL REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO CEQA GUIDELINES SECTION 15061(B)(3)

BACKGROUND:

A moratorium is a temporary land use regulation. Pursuant to California law, cities may adopt interim ordinances prohibiting any uses that may be in conflict with a contemplated general plan, specific plan, or zoning proposal that the city plans to study within a reasonable time. Such measures: (1) require a four-fifths vote of the City Council, (2) must contain a finding that there is a current and immediate threat to the public health, safety, or welfare, and (3) may be adopted without following the notice and adoption procedures required for other ordinances.

On January 24, 2023, the City Planning Commission voted 4-1 to recommend that the City Council consider adopting a moratorium (interim urgency ordinance) that would temporarily prohibit drive-through food establishments along the Interstate-10 Freeway between Workman Avenue and West Covina Parkway on the west side of the City, and between Workman Avenue and Walnut Creek Parkway on the east side of the City.

On February 21, 2023, the City Council, by 4/5 vote, adopted Urgency Ordinance No. 2512, establishing

a temporary 45-day moratorium on the review and approval of any new drive-through food establishments within the City. The moratorium is due to expire on April 7, 2023, if not extended.

On March 21, 2023, in compliance with Government Code section 65858(d), the City Council was presented with a report outlining measures or alternatives that could be taken by the City to alleviate the negative impacts of drive-through food establishments.

The objective of municipal land use controls is to promote community planning values by properly regulating land development. It follows that land use controls work best when built upon a carefully considered comprehensive plan. It takes time to put together or to update a good community plan. During this time, demand for a particular use of land may arise for which there are inadequate or nonexistent controls. If the community allows development during that time, the ultimate worth of the eventual plan could be undermined. For these reasons, moratoria and other forms of interim zoning controls are often needed to “freeze” development until satisfactory regulations are adopted.

Prior to the adoption of the moratorium, drive-through food establishments proposed in the City required approval of a conditional use permit (CUP). While a CUP requires specific findings be made regarding the compatibility of drive-through use in the City and require that specific conditions be met to ensure compatibility with surrounding uses, a CUP application for drive-throughs had limited submittal and development standards. For example, West Covina's CUP application for drive-throughs does not require a drive-through queuing analysis. The conditions of approval require a contingency plan that is kept with the restaurant managers that would address potential traffic impacts if queues were to extend off-site. Prior to the moratorium, applicants could move forward with processing their CUP drive-through applications (Planning Commission hearing) without staff support knowing that the use would generate traffic issues.

DISCUSSION:

Without the moratorium extension and an update to the City's current zoning regulations that govern drive-through food establishments, new drive-through food establishments would likely result in negative effects to public health, safety and welfare, including but not limited to: traffic/pedestrian related accidents, traffic issues caused by insufficient vehicle queuing space and vehicle queuing extending into the streets, and over-concentration of drive-through food establishments in the City. In addition, there is a significant risk that some individuals or entities may make investments in and/or obtain approval to develop new drive-through lanes that may soon be not allowed, or nonconforming.

Staff has begun preliminary research into neighboring jurisdictions to review their development standards for drive-through food establishments. Since adoption of the Interim Urgency Ordinance, staff has created different alternatives to study regarding the future of drive-through food establishments in the City. These alternatives will define the work plan during the moratorium for the Development Code Update. Staff has identified the following alternatives and wishes to obtain City Council direction and guidance (the City Council may consider one or any combination):

1. Prohibit Use –

The City Council may consider prohibiting drive-through food establishments in the City or in certain parts of the City.

- **Prohibit Use** - The cities of Claremont, Sierra Madre, San Marino, and La Canada Flintridge do not allow the development of new drive-throughs. A permanent City-wide prohibition could result in a chilling effect on free market private investment. A key feature of free markets is the absence of coerced transactions or conditions on transactions. Furthermore, there may be affected stakeholders that could potentially suffer financial losses due to a complete prohibition.
- **Limit Use based on proximity to other Uses** - The City of Pasadena does not allow

drive-throughs within 500 feet from another drive-through restaurant, school, church, or park/recreation facility. The City may consider adopting similar standards. When the moratorium was initially discussed by the Planning Commission, there was interest in prohibiting drive-through food establishments within a certain distance from the Interstate-10 Freeway.

- **Limit Use based on Zoning** - The City of Long Beach only allows drive-throughs in certain commercial zones. The City may consider prohibiting drive-throughs in the Downtown Plan and Code area which was intended to create a pedestrian-oriented environment, and/or in other parts of the City that are known for heavy vehicle traffic flow/congestion (i.e. Azusa Avenue and Amar Road).

2. Conditional Use Permit –

Similarly to West Covina, most cities in the San Gabriel Valley require approval of a conditional use permit for drive-throughs. The City Council may consider maintaining the current review process or amending the application requirements. Staff will analyze the possibility of revising the current conditional use permit submittal requirements and findings, as well as potential conditions of approval that can be imposed including requiring a queuing analysis.

3. Revision of Development Standards –

In addition to amending the CUP application requirements, the City could require development standards. The City Council may consider amendments to development standards and adoption of performance standards based on current drive-through trends. The following are examples of standards that the City could adopt:

- **Queuing Capacity Requirements** - Requiring drive-through lanes to have the queuing capacity for at least 15 - 24 vehicles, or the vehicle queuing figure recommended by a traffic/queuing analysis, which ever is greater. For example, in addition to requiring a queuing analysis, the applicant would have to provide the required queuing capacity.
- **Site Design Standards** - Prohibiting drive-through lanes/queuing to block driveway access, vehicle circulation, and/or parking spaces.
- **Minimum Lot Size** - Requiring a minimum site size (i.e. 60,000 square feet).

If adopted by the City Council by 4/5 vote, the proposed urgency ordinance will extend the temporary moratorium on the review and approval of new drive-through food establishments for 10 months and 15 days, through February 22, 2024. Thereafter, the City Council may extend the interim ordinance for one year, if necessary. Such extension would also require a 4/5 vote of the Council.

LEGAL REVIEW:

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

OPTIONS:

The City Council has the following options:

1. Adopt the proposed urgency ordinance; or
2. Provide alternative direction

ENVIRONMENTAL REVIEW:

Pursuant to Section 15001 of the California Environmental Quality Act ("CEQA") Guidelines, this Urgency Ordinance is exempt from CEQA based on the following: (a) This Ordinance is not a project within the meaning of CEQA Section 15378 because it has no potential for resulting in physical change to the environment, either directly or indirectly and (b) this Ordinance is also exempt pursuant to CEQA Section 15061(b)(3) since the proposed ordinance involves an Urgency Ordinance extending a 45-day temporary moratorium for an addition 10 months and 15 days on the review and approval of new drive-through restaurants/food establishments within the City.

Prepared by: Jo-Anne Burns, Planning Manager

Fiscal Impact

FISCAL IMPACT:

This action will halt, and may ultimately reduce, General Fund revenue generated from the review and approval of drive-through restaurants/food establishments while the moratorium is in place. The number of projects to be impacted is unknown, therefore the fiscal impact cannot be estimated at this time.

Attachments

Attachment No. 1 - Urgency Ordinance 2514

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

URGENCY ORDINANCE NO. 2514

AN EXTENSION OF URGENCY ORDINANCE NO. 2512, AN INTERIM URGENCY ORDINANCE OF THE CITY COUNCIL OF WEST COVINA, CALIFORNIA, ENACTED PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 65858 ESTABLISHING A 45-DAY TEMPORARY MORATORIUM ON THE REVIEW AND APPROVAL OF DRIVE-THROUGH RESTAURANTS/FOOD ESTABLISHMENTS WITHIN CITY LIMITS DURING THE PENDENCY OF THE CITY'S REVIEW AND ADOPTION OF PERMANENT ZONING REGULATIONS AND OBJECTIVE STANDARDS FOR SUCH USES AND DECLARING URGENCY THEREOF, FOR A PERIOD OF 10 MONTHS AND 15 DAYS, AND FINDING THE ORDINANCE IS EXEMPT FROM ENVIRONMENTAL REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO CEQA GUIDELINES SECTION 15061(B)(3)

WHEREAS, the City has a compelling interest in protecting the public health, safety, and welfare of its citizens, residents, visitors, and businesses, and in preserving the peace and quiet of the neighborhoods within the City by adopting additional regulations and objective standards for drive-through food establishments; and

WHEREAS, certain drive-through food establishments within the City have caused traffic issues because sufficient vehicle queuing space were not provided, and the queuing often extends into the streets which pose threats to the public health, safety, and welfare; and

WHEREAS, certain areas of the City exhibit an overconcentration of drive-through food establishments with up to eight (8) drive-through food establishments within 0.12 square miles; and

WHEREAS, the West Covina Municipal Code does not effectively regulate the development of drive-through food establishments in light of the current development trends; and

WHEREAS, Government Code Sections 36934, 36937 and 65858 expressly authorize the City Council to adopt an urgency ordinance for the immediate preservation of the public peace, health or safety and to prohibit a use that is in conflict with a contemplated general plan, specific plan, or zoning proposal that the legislative body, planning commission or the planning department is considering or studying or intends to study within a reasonable time; and

WHEREAS, City staff require time to study and develop appropriate regulations and performance standards for drive-through food establishments which will be addressed in the City's Development Code Update; and

WHEREAS, when drive-through waiting lines extend significantly on private property, the lines can create parking circulation conflicts within the shopping centers where they are located and those lines can extend across sidewalks and into driveway aprons, and even onto City streets, causing hazards to pedestrians attempting to cross driveway aprons and motorist driving on streets impacted by lines of cars; and

WHEREAS, the goal of any new drive-through standards that would be addressed by the Development Code Update is to develop comprehensive regulations which recognize and balance the various interests related to drive-through waiting lanes in a manner that reflect the land use and zoning policy choices of the City; and

WHEREAS, until the drive-through impact study and Development Code Update is complete, and any new regulations are adopted, there is a significant risk that some individuals or entities may make investments in and/or obtain approval to develop new drive-through lanes that may soon be nonconforming; and

WHEREAS, on February 21, 2023, the City Council, by a four-fifths vote, adopted Urgency Ordinance No. 2512 as an Interim Urgency Measure imposing a 45-day moratorium on the approval of any new drive-through food establishments in the City; and

WHEREAS, on March 21, 2023, the City issued a report describing the measures taken to alleviate the conditions that led the adoption of Urgency Ordinance No. 2512 in accordance with Government Code Section 65858(d); and

WHEREAS, in order to protect the public health, safety, and welfare, it is necessary for the City to undertake action to review and revise applicable provisions of the West Covina Municipal Code relating to drive-through waiting lane design, development and entitlement standards and requirements in the City; and

WHEREAS, Government Code Section 65858 provides that a city council may adopt by four-fifths vote as an urgency measure an interim ordinance prohibiting any uses that may be in conflict with a general plan or zoning proposal that the city council, planning commission or planning department is considering or studying, or intends to study within a reasonable time, for 45 days, and may extend such interim ordinance following notice and public hearing for an additional 10 months and 15 days; and

WHEREAS, on April 4, 2023, the City Council conducted a duly noticed public hearing as prescribed by law pursuant to Government Code Section 65090(b), concerning this Ordinance; 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 HEREBY ORDAIN AS FOLLOWS:

SECTION 1. Recitals. The City Council finds that all of the recitals set forth herein are true and correct.

SECTION 2. Authority and Effect. The State Planning and Zoning Law (Cal. Gov't Code Sections 65000, *et seq.*) broadly empowers the City to plan for and regulate the use of land in order to provide for orderly development, the public health safety and welfare, and a balancing of property rights and the desires of the community and how its citizens envisions their city.

This Urgency Ordinance is enacted pursuant to the authority conferred upon the City Council of the City of West Covina by Government Code Section 65858 and shall be in full force and effect immediately upon its adoption by a four-fifths (4/5) vote of the City Council.

SECTION 3. Moratorium. During the effective period of this Ordinance, the consideration and approval of any new drive-through food establishments/restaurants within City limits shall be prohibited.

SECTION 4. Study and Development. During the period of this Ordinance, the City shall study and develop as necessary City laws, rules, and procedures related to drive through food establishments/restaurants, to enable the City to adequately and appropriately preserve the health, safety and welfare of the communities in the City of West Covina.

SECTION 5. Urgency Measure. It is hereby declared that this Ordinance is necessary as an urgency measure for the preservation of the public health, safety and welfare. The City Council finds that current zoning regulations and land use plans do not properly regulate the operation of drive-through food establishments/restaurants and therefore do not adequately protect the peace, health, safety and general welfare of the residents of the City or in communities around the City. The City Council finds the urgency measure is necessary in order to ensure adequate regulation of the operation of drive-through food establishments/restaurants. The facts constituting the urgency are:

- a. The City of West Covina does not effectively regulate the development of drive-through food establishments in light of the current development trends.
- b. When drive-through waiting lines extend significantly on private property, the lines can create parking circulation conflicts within the shopping centers where they are located and those lines can extend across sidewalks and into

driveway aprons, and even onto City streets, causing hazards to pedestrians attempting to cross driveway aprons and motorist driving on streets impacted by lines of cars.

- c. Certain drive-through food establishments within the City have caused traffic issues because sufficient vehicle queuing space were not provided, and the queuing often extends into the streets which pose threats to the public health, safety, and welfare.
- d. Certain areas of the City exhibit an overconcentration of drive-through food establishments with up to eight (8) drive-through food establishments within 0.12 square miles which pose threats to the public health, safety, and welfare.
- e. To permit to new drive-through food establishments within the City without being subject to specific and current regulations that are consistent with the General Plan, and that take into account the impacts that such uses have, constitutes a threat to the health, safety, and welfare.
- f. Absent the adoption of this Interim Urgency Ordinance, new drive-through food establishments would likely result in the negative and harmful secondary effects, as identified above, including, but not limited to traffic/pedestrian related accidents, public health and safety concerns, and other impacts.
- g. A moratorium is immediately required to preserve the public health, safety and welfare and should be adopted immediately as an urgency ordinance, to make certain that new drive-through food establishments are prohibited for the period of this Ordinance. Imposition of a moratorium will allow the City sufficient time to conclude the preparation of a comprehensive ordinance for the regulation of such activities.

SECTION 6. Environmental Review. Pursuant to the California Environmental Quality Act ("CEQA") Guidelines, this Ordinance is exempt from CEQA based on the following: (a) this Ordinance is not a project within the meaning of CEQA Section 15378 because it has no potential for resulting in physical change to the environment, either directly or indirectly and (b) this Ordinance is also exempt pursuant to CEQA Guidelines Section 15061(b)(3) since the proposed ordinance involves extending Urgency Ordinance No. 2512, which established a 45-day temporary moratorium on the drive-through food establishments, by 10 months and 15 days, and does not have the potential to significantly impact the environment.

SECTION 7. Inconsistencies. Any provision of this Ordinance which is inconsistent with state law shall be interpreted in a manner to be consistent with state law. 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 8. 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 9. Effective Date. Consistent with its authority to adopt an urgency ordinance pursuant to Government Code 36934 and 36937, this Ordinance shall take effect immediately and shall extend Urgency Ordinance No. 2512 for a period of 10 months and 15 days, through February 22, 2024.

SECTION 10. Certification. The Mayor shall sign and the City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same to be published or posted in the manner required by law.

PASSED, APPROVED AND ADOPTED on this 4th day of April, 2023.

Rosario Diaz
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 Urgency Ordinance No. 2514 was introduced and adopted at a regular meeting of the City Council held on the 4th day of April, 2023, by the following vote of the City Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

Lisa Sherrick
Assistant City Clerk