CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

NOVEMBER 7, 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 NOVEMBER 7, 2023, 7:00 PM
REGULAR MEETING

INVOCATION
Led by Pastor Samuel Martinez from Amazing Love Ministries

PLEDGE OF ALLEGIANCE
Led by Mayor Diaz

ROLL CALL

REPORTING OUT FROM CLOSED SESSION

PRESENTATIONS

- Certificate Recognizing San Jose Charter Academy Blue Ribbon Award
- Certificate Recognizing Fire Prevention Week Poster Contest Winner
- Proclamation Recognizing Small Business Saturday
- Presentation by San Gabriel Valley Economic Partnership

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 OCTOBER 17, 2023, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES AND THE OCTOBER 17, 2023, CITY COUNCIL/SUCCESSOR AGENCY REGULAR CLOSED SESSION MEETING MINUTES.

Consideration of Approval of the October 17, 2023, City Council/Successor Agency Regular Session Meeting Minutes and the October 17, 2023, City Council/Successor Agency Regular Closed Session Meeting Minutes.

CITY MANAGER'S OFFICE

2) CONSIDERATION OF COMMISSIONER APPOINTMENT TO THE COMMUNITY AND SENIOR SERVICES COMMISSION

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

COMMUNITY DEVELOPMENT

3) CONSIDERATION OF MEMORANDUM OF UNDERSTANDING WITH THE CITY OF COVINA FOR TRAFFIC SIGNAL IMPROVEMENTS AT LARK ELLEN AND BADILLO STREET - PROJECT NO. 23028

It is recommended that the City Council take the following actions:

1. Authorize the City Manager to negotiate and execute a Memorandum of Understanding (MOU) with the City of Covina for the construction of Traffic Signal Improvements at the Intersection of Lark Ellen and Badillo Street, as part of Traffic Signal Improvements at 10 Intersections Project, in such final form as approved by the City Attorney ; and
2. Authorize the City Manager to execute any amendments to the MOU.

4) CONSIDERATION OF APPROVAL OF TRAFFIC RECOMMENDATIONS FROM THE TRAFFIC COMMITTEE MEETINGS BETWEEN MARCH 2023 AND AUGUST 2023

It is recommended that the City Council approve the traffic recommendations listed in Attachment No. 1 for traffic engineering improvements citywide from the Traffic Committee meetings held between March 2023 and August 2023.

FINANCE DEPARTMENT

5) CONSIDERATION OF CHANGES TO CITY COUNCIL'S ALLOWANCE AND COUNCIL EXPENSE & REIMBURSEMENT POLICY

Staff recommends City Council approve the following resolutions:

RESOLUTION NO. 2023-89 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2023 AND ENDING JUNE 30, 2024 (CITY COUNCIL ALLOWANCES)

RESOLUTION NO. 2023-90 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING AND ADOPTED A REVISED COUNCIL EXPENSE & REIMBURSEMENT POLICY

HUMAN RESOURCES/RISK MANAGEMENT

6) CONSIDERATION OF NEW JOB CLASSIFICATIONS AND SPECIFICATIONS FOR THE ACCOUNTING SERIES

It is recommended that the City Council adopt the following resolutions:

RESOLUTION NO. 2023-82 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE REMOVAL OF THE ACCOUNTING TECHNICIAN CLASSIFICATION AND THE ESTABLISHMENT OF THE ACCOUNTING TECHNICIAN I CLASSIFICATION;

RESOLUTION NO. 2023-83 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE ESTABLISHMENT OF THE ACCOUNTING TECHNICIAN II CLASSIFICATION;

RESOLUTION NO. 2023-84 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE REMOVAL OF THE

ACCOUNTANT CLASSIFICATION AND THE ESTABLISHMENT OF THE ACCOUNTANT I CLASSIFICATION ;

RESOLUTION NO. 2023-85 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE ESTABLISHMENT OF THE ACCOUNTANT II CLASSIFICATION;

RESOLUTION NO. 2023-86 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE REPEAL AND REPLACEMENT OF THE SENIOR ACCOUNTANT CLASSIFICATION SPECIFICATIONS;

RESOLUTION NO. 2023-87 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE REPEAL AND REPLACEMENT OF THE ACCOUNTING MANAGER CLASSIFICATION SPECIFICATIONS; AND

RESOLUTION NO. 2023-88 - RESOLUTION NO. 2023-88-A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE REPEAL AND REPLACEMENT OF THE ASSISTANT FINANCE DIRECTOR CLASSIFICATION SPECIFICATIONS

7) CONSIDERATION OF AMENDMENT TO BENEFIT PLAN ADMINISTRATION AGREEMENT

It is recommended that the City Council approve the following:

1. Ratify execution of an agreement with Self Insured Services Company dba Benefit Coordinators Corporation for benefit plan administration.
2. Authorize the Acting City Manager to execute an amendment to the agreement with Benefit Coordinators Corporation to update the terms and Named Fiduciary exhibit, in such final form as approved by the City Attorney.
3. Appoint the City Manager and Finance Director as the Named Fiduciaries of the City's benefit plan with authorization to increase annual contribution limits to the maximum allowed by the Internal Revenue Services (IRS).

END OF CONSENT CALENDAR

HEARINGS

PUBLIC HEARINGS

8) CONSIDERATION OF AN APPEAL OF THE PLANNING COMMISSION'S APPROVAL OF PRECISE PLAN NO. 23-06 TO ALLOW FOR THE EXPANSION OF AN EXISTING AUTO DEALERSHIP BUILDING AT 205 N. CITRUS STREET

It is recommended that the City Council conduct a public hearing, and thereafter adopt the following resolution:

RESOLUTION NO. 2023-91 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, UPHOLDING THE PLANNING COMMISSION'S DECISION AND APPROVING PRECISE PLAN NO. 23-06 LOCATED AT 205 N. CITRUS STREET

DEPARTMENTAL REGULAR MATTERS

COMMUNITY DEVELOPMENT

9) CONSIDERATION OF STREET SWEEPING PROGRAM OPTIONS

It is recommended that the City Council provide direction.

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 November 21, 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 ITEM NO. 1

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: November 7, 2023

TO: Mayor and City Council

FROM: Paulina Morales
Acting City Manager

SUBJECT: CONSIDERATION OF APPROVAL OF THE OCTOBER 17, 2023, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES AND THE OCTOBER 17, 2023, CITY COUNCIL/SUCCESSOR AGENCY REGULAR CLOSED SESSION MEETING MINUTES.

RECOMMENDATION:

Consideration of Approval of the October 17, 2023, City Council/Successor Agency Regular Session Meeting Minutes and the October 17, 2023, City Council/Successor Agency Regular Closed Session Meeting Minutes.

BACKGROUND:

That the City Council adopt the attached minutes.

Prepared by: Lisa Sherrick; Assistant City Clerk

Attachments

Attachment No. 1 - 10/17/2023 Closed Session Minutes Draft
Attachment No. 2 - 10/17/2023 Regular Session Minutes Draft

CITY COUNCIL GOALS & OBJECTIVES: Enhance City Image and Effectiveness

CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

OCTOBER 17, 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, October 17th, 2023, at 6:00 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, Ollie Cantos, Letty Lopez Viado, Mayor Pro Tem Brian Tabatabai, Mayor Rosario Diaz

Absent: None

City Staff: Paulina Morales, Acting City Manager, Thomas Duarte, City Attorney, Roxanne Lerma, Assistant City Manager, Stephanie Sikkema, Finance Director and

Interim Human Resources and Risk Management Director.

PUBLIC COMMENTS ON ITEMS ON THE AGENDA
None

CLOSED SESSION

(Paulina Morales, Acting City Manager, and Roxanne Lerma, Assistant City Manager left the meeting during this discussion).

1. PUBLIC EMPLOYEE APPOINTMENT - Pursuant to Government Code §54957(b)(1)
   Title: City Manager

2. CONFERENCE WITH LABOR NEGOTIATORS
   Pursuant to Government Code § 54957.6
   City Negotiators: Morales, 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

ADJOURNMENT
A motion to adjourn the Closed Session Meeting was made by Mayor Diaz and the meeting was adjourned at 6:50 pm. The next regularly scheduled Closed Session City Council Meeting will be held on Tuesday November 7, 2023, at 6:00 p.m. in the Management Resource Center, 3rd Floor, 1444 West Garvey Avenue South, West Covina, California.

DRAFT

Submitted by:

_____
Lisa Sherrick
Assistant City Clerk

_____
Rosario Diaz
Mayor

DRAFT

CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

OCTOBER 17, 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

DRAFT

CALL TO ORDER
A Regular Session Meeting was called to order by Mayor Rosario Diaz on Tuesday, October 17, 2023, at 7:00 p.m., in the Council Chambers, 1444 West Garvey Avenue South, West Covina, California

INVOCATION
Led by Rabbi Ralph Resnick from Temple Ami Shalom

PLEDGE OF ALLEGIANCE
Led by Councilman Lopez-Viado

ROLL CALL

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

REPORTING OUT FROM CLOSED SESSION
None

PRESENTATIONS
- Update by the San Gabriel Valley Council of Governments

ORAL COMMUNICATIONS - Five (5) minutes per speaker
John Shewmaker
Mathew Smith
Jerri Potras
Douglas Fore
Phil Moreno
David Schwartz
Jim Grivich
R. Robinson
Sarah Love
Bethany Fromm
Mr. G

CITY MANAGER'S REPORT
City Manager's report on current City projects.

CONSENT CALENDAR
ACTION: Motion by Councilman Wu, Second by Mayor Pro Tem Tabatabai 5-0 to: *Approve Consent Calendar Items 1,2 and 4-9*

ACTION: Motion by Councilman Wu, Second by Mayor Pro Tem Tabatabai 4-1 (Tabatabai: No) to: *Approve Consent Calendar Item 3*

APPROVAL OF MEETING MINUTES

1) **CONSIDERATION OF APPROVAL OF THE OCTOBER 3, 2023, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES AND THE OCTOBER 3, 2023, CITY COUNCIL/SUCCESSOR AGENCY REGULAR CLOSED SESSION MEETING MINUTES.**

Carried 5-0 to: Approve of the October 3, 2023, City Council/Successor Agency Regular Session Meeting Minutes and the October 3, 2023, City Council/Successor Agency Regular Closed Session Meeting Minutes.

CITY MANAGER'S OFFICE

DRAFT

2) **REQUEST FOR CONSIDERATION FROM MAYOR DIAZ ADOPTING RESOLUTION 2023-81 DENOUNCING ANTISEMITISM AND ALL FORMS OF HATRED**

Carried 5-0 to: Adopt the following resolution:

RESOLUTION NO. 2023-81 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DENOUNCING ANTISEMITISM AND ALL FORMS OF HATRED

COMMUNITY DEVELOPMENT

3) **FIRST ONE-YEAR EXTENSION OF TIME FOR PRECISE PLAN NO. 20-08 AND TENTATIVE PARCEL MAP NO. 83444 AT 1211 E. BADILLO STREET (DELIVERY STATION)**

Carried 4-1 (Tabatabai: No) to Approve the first one-year extension of time for Precise Plan No. 20-08 and Tentative Parcel Map No. 83444.

4) **CONSIDERATION OF FINAL TRACT MAP NO. 83576 LOCATION: 1912 WEST MERCED AVENUE SUBDIVIDER: RC HOMES, INC.**

Carried 5-0 to: Adopt the following resolution:

RESOLUTION NO. 2023-80 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING FINAL TRACT MAP NO. 83576 LOCATED AT 1912 W. MERCED AVENUE

5) **CONSIDERATION OF ACCEPTANCE OF WORK ON AZUSA AVENUE SEWER LIFT STATION UPGRADES PROJECT – PROJECT NO. U-17022**

Carried 5-0 to: Take the following actions:

1. Accept the work performed by Pyramid Building & Engineering, Inc. for the Azusa Avenue Sewer Lift Station Upgrades Project (Project No. U-17022), with a final contract amount of $3,692,129.16; and
2. Authorize the release of retention funds once appropriate.

FINANCE DEPARTMENT

6) **CONSIDERATION OF THE FOURTH QUARTER FINANCIAL REPORT AND BUDGET AMENDMENT FOR FISCAL YEAR 2022-23**

Carried 5-0 to: Take the following actions:

DRAFT

1. Receive and file the Fourth Quarter Financial Report for Fiscal Year 2022-23; and
2. Adopt the following resolution:

RESOLUTION NO. 2023-79 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2022 AND ENDING JUNE 30, 2023 (FOURTH QUARTER FINANCIAL REPORT)

POLICE DEPARTMENT

7) **CONSIDERATION OF 2023-24 OFFICE OF TRAFFIC SAFETY (OTS) GRANT**

Carried 5-0 to: Take the following actions:

1. Accept the 2023-24 Office of Traffic Safety (OTS) Selective Traffic Enforcement Program (STEP) reimbursable grant (#PT24218), and authorize the Acting City Manager and staff designees to execute all grant related documents, in such form as approved by the City Attorney; and
2. Adopt the attached resolution authorizing the necessary budget amendments:

RESOLUTION NO. 2023-78 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2023 AND ENDING JUNE 30, 2024 (2023-2024 OFFICE OF TRAFFIC SAFETY GRANT)

PUBLIC SERVICES

8) **CONSIDERATION OF A MEMORANDUM OF UNDERSTANDING WITH THE LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY (LACMTA) FOR COLLECTING AND REPORTING DATA FOR THE NATIONAL TRANSIT DATABASE**

Carried 5-0 to: Authorize the Acting City Manager to enter into a Memorandum of Understanding (MOU) with the Los Angeles County Metropolitan Transportation Authority (LACMTA) for collecting and reporting data for the National Transit Database (NTD), in substantially the form as attached and in such final form as approved by the City Attorney.

9) **CONSIDERATION OF THE WEST COVINA COMMUNITY SERVICES FOUNDATION FISCAL YEAR 2022-2023 ANNUAL REPORT**

Carried 5-0 to: Receive and file this report.

DRAFT

END OF CONSENT CALENDAR

DEPARTMENTAL REGULAR MATTERS

PUBLIC SERVICES

10) **REQUEST FOR REVIEW OF SPORTS COUNCIL BYLAWS AND FACILITY ALLOCATION PROCEDURES FROM COUNCILMAN TONY WU**

ACTION: Motion by Councilman Wu, Second by Councilwoman Lopez Viado 5-0 to: Adhere and Enforce the bylaws currently standing and come back to the City Council with amendments, adjustments, and recommendations.

MAYOR/COUNCILMEMBERS REPORTS

CITY COUNCIL REQUESTS FOR REPORTS, STUDIES OR INVESTIGATION

- Motion by Lopez-Viado and seconded by Mayor Diaz, with no objection. Councilwoman Lopez-Viado requested a presentation by Acting Chief Tony Cortina present an update on the relationship between the Police Department and the District Attorney's Office, and an update on the recent shooting/murder that took place.

CITY COUNCIL COMMENTS

- Councilman Wu requested an update on the functionality of the City website, and requested that the website be functional, streamlined and user friendly; allowing bookings and payments to be accepted on the website for events.
- Mayor Pro Tem Tabatabai will be representing the City of West Covina on a delegation through a US/China Sister City Forum as a way to represent the City of West Covina, this is with a larger commission with the State of California.
- Mayor Pro Tem thanked Staff for attending the District One community meeting.

ADJOURNMENT

A motion to adjourn the Regular Meeting was made by Mayor Diaz, and the meeting was adjourned at 9:59 p.m. The next regularly scheduled Regular City Council Meeting will be held on Tuesday, November 7, 2023, at 7:00 p.m. in the Council Chambers, 1444 West Garvey Avenue South, West Covina, California.

DRAFT

ATTACHMENT NO. 2

Submitted by:

_____
Lisa Sherrick
Assistant City Clerk

_____
Rosario Diaz
Mayor

DRAFT

AGENDA ITEM NO. 2

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: November 7, 2023

TO: Mayor and City Council

FROM: Paulina Morales
Acting City Manager

SUBJECT: CONSIDERATION OF COMMISSIONER APPOINTMENT TO THE COMMUNITY AND SENIOR SERVICES COMMISSION

RECOMMENDATION:

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

BACKGROUND:

Article III (Advisory Commissions) of Chapter 2 (Administration) of the West Covina Municipal Code (WCMC) establishes the City's three commissions and sets forth provisions relating to appointment, vacancies, removal, terms of office, meetings, and responsibilities of City Commissioners. Commissioners must be at least eighteen (18) years of age, and be a resident and registered voter of the City at the time of appointment and throughout their term of office.

DISCUSSION:

Pursuant to Section 2-67(a) of Article III of Chapter 2 of the WCMC, each Councilmember has the power to appoint one (1) commissioner to each the Human Resources Commission and the Planning Commission, and two (2) commissioners to the Community and Senior Services Commission. Pursuant to Section 2-68 of Article III of Chapter 2 of the WCMC, the terms of office of commissioners run concurrently with that of the appointing Councilmember.

There is currently one vacancy on the Community and Senior Services Commission, to be appointed by Councilwoman Lopez-Viado. The City has advertised the vacancies and accepted applications in the manner required by law.

Councilwoman Lopez-Viado is announcing the appointment of the following to the Community and Senior Services Commission:

- Michael Flowers

LEGAL REVIEW:

The City Attorney's Office has reviewed this report.

Prepared by: Lisa Sherrick; Assistant City Clerk

CITY COUNCIL GOALS & OBJECTIVES: A Creative and Active Community

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: November 7, 2023

TO: Mayor and City Council

FROM: Paulina Morales
Acting City Manager

SUBJECT: CONSIDERATION OF MEMORANDUM OF UNDERSTANDING WITH THE CITY OF COVINA FOR TRAFFIC SIGNAL IMPROVEMENTS AT LARK ELLEN AND BADILLO STREET - PROJECT NO. 23028

RECOMMENDATION:

It is recommended that the City Council take the following actions:

1. Authorize the City Manager to negotiate and execute a Memorandum of Understanding (MOU) with the City of Covina for the construction of Traffic Signal Improvements at the Intersection of Lark Ellen and Badillo Street, as part of Traffic Signal Improvements at 10 Intersections Project, in such final form as approved by the City Attorney ; and
2. Authorize the City Manager to execute any amendments to the MOU.

BACKGROUND:

On November 1, 2020, the City submitted the Highway Safety Improvements Program (HSIP) Cycle 10 grant funding request to the State, for Traffic Signal Improvements at 10 Intersections, Citywide. The proposed improvements as part of the grant funding request application included various traffic signal improvements for traffic and pedestrian safety, including installation of new traffic signal heads, pedestrian countdown head displays, pedestrian push buttons, installation of left turn phasing (protected left turn) at applicable locations, new signal poles, mast arms, pedestrian accessibility (ADA) improvements including curb ramps, signage, striping and related improvements.

On October 4, 2022, the City received the approved allocation letter from the State, allocating funds in the amount of $274,600 to proceed with the preliminary engineering phase of this project.

On December 6, 2022, the City Council awarded a professional services agreement to Kimley-Horn and Associates, Inc. to provide preliminary engineering services.

In March 2023, the preliminary engineering (design phase) was initiated on this project, and the project is currently in the design phase.

DISCUSSION:

The proposed improvements include various traffic signal improvements for traffic and pedestrian safety, including installation of new traffic signal heads, pedestrian countdown head displays, pedestrian push buttons, installation of left turn phasing (protected left turn) at applicable locations, new signal poles, mast arms, pedestrian accessibility (ADA) improvements including curb ramps, signage, striping and related improvements.

The project locations include 10 existing signalized intersections, where the existing traffic signal system will be upgraded to new standards to improve vehicle and pedestrian safety. The project locations include the following intersections.

1. Sunset Ave & Merced Ave
2. Cameron Ave & Orange Ave
3. Vincent Ave & Puente Ave
4. Lark Ellen Ave & Badillo St
5. Lark Ellen Ave & Rowland Ave
6. Hollenbeck Ave & Cameron Ave
7. Azusa Avenue & Fairgrove Ave
8. Amar Road & Temple Ave
9. Amar Road & Shadow Oak Drive
10. Sentous Ave & La Puente Road

One of the intersections as part of the project, Lark Ellen Avenue and Badillo Street, is a shared intersection between City of West Covina and City of Covina. In order to proceed with the proposed improvements at the shared intersection, City of West Covina staff prepared a Memorandum of Understanding (MOU) to be executed between the two agencies for the proposed improvements at the intersection. According to the MOU and in conformance with the grant requirements, the City of West Covina will be the Lead Agency to design and construct the proposed improvements. The cost for such improvements is fully funded through Caltrans HSIP. The City of Covina will continue to maintain the intersection.

Staff recommends that the City Council authorize the City Manager to negotiate and execute a MOU with the City of Covina for the construction of Traffic Signal Improvements at the Intersection of Lark Ellen and Badillo Street, as part of Traffic Signal Improvements at 10 Intersections Project, in such final form as approved by the City Attorney. The project design phase including all regulatory approvals from Caltrans is anticipated to be completed early 2024, prior to start of construction.

LEGAL REVIEW:

The City Attorney's Office has reviewed the staff report and will review and approve the final form of the MOU prior to execution.

Prepared by: Okan Demirci, PE, QSD/P

Fiscal Impact

FISCAL IMPACT:

There is no additional funding being requested with this action. This project is 100% funded by the State Funds and no local match is required. The City will receive $3,184,700 from the State for this project, including design and construction phases. The funding for the project was previously appropriated under Project No. 23028, HSIP Cycle 10 Improvements.

Project	Fund	Current Budget	Amount Requested

23028	144, Highway Safety Improvement Program	$3,184,700	$0

All costs associated with the design and the construction of the Traffic Signal Improvements, including actual costs of construction and all costs incurred, shall be paid by West Covina through HSIP grant funds. In the event HSIP grant funds are not available to cover the entire cost of completing the Traffic Signal Improvements, the Cities will equally share in the costs of completing the Traffic Signal Improvements.

Covina will waive all permit fees for work related to the construction of the Traffic Signal Improvements within Covina city limits. Additionally, Covina will perform and pay the cost of all operation and maintenance services, as necessary, for the proper operation, maintenance and repair of the Traffic Signal Improvements during their useful life in Covina's jurisdiction.

Attachments

Attachment No. 1 - Draft MOU

CITY COUNCIL GOALS & OBJECTIVES: Protect Public Safety
A Creative and Active Community
Enhance City Image and Effectiveness

MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF WEST COVINA AND THE CITY OF COVINA FOR THE CONSTRUCTION OF TRAFFIC SIGNAL IMPROVEMENT FACILITIES AT THE INTERSECTION OF LARK ELLEN AVENUE AND BADILLO STREET

THIS MEMORANDUM OF UNDERSTANDING ("MOU") is entered into this _____ of _____, 2023 ("Effective Date"), between the CITY OF WEST COVINA, a municipal corporation in the State of California, hereinafter called "West Covina" and the CITY OF COVINA, a municipal corporation in the State of California, hereinafter called "Covina." West Covina and Covina are sometimes referred to herein as "Party" and collectively as the "Parties" or "Cities."

RECITALS

A. The State of California Department of Transportation (Caltrans) has allocated to West Covina grant funds through the Highway Safety Improvement Program (HSIP).

B. West Covina's approved project through the HSIP includes traffic signal improvements throughout West Covina, including at the intersection of Lark Ellen Avenue and Badillo Street.

C. The intersection of Lark Ellen Avenue and Badillo Street is at or near the border shared by both Cities.

D. West Covina and Covina desire to have constructed the traffic signal improvements described in Exhibit "A," attached hereto and incorporated herein by this reference ("Traffic Signal Improvements").

E. The Parties desire that West Covina, and not Covina, shall have the responsibility and express authority and permission to construct or cause to be constructed all the Traffic Signal Improvements.

F. West Covina desires to pay for the design and construction of the Traffic Signal Improvements through its allocation of HSIP grant funds, including the actual costs of the traffic signal design, traffic signal construction and the cost to administer the construction contract, as set forth in this MOU.

G. The Parties desire that the ongoing maintenance responsibilities and costs related to the Traffic Signal Improvements shall be the responsibility of the Covina, as set forth in this MOU.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions contained herein, the Parties hereby agree as follows:

DRAFT

1. **CONSTRUCTION OF TRAFFIC SIGNAL IMPROVEMENTS.** West Covina shall have the sole responsibility to design, construct and install and/or cause to be designed, constructed and installed all Traffic Signal Improvements. Covina hereby agrees to cooperate with West Covina, as may be necessary, and respond to reasonable inquiries and requests from West Covina throughout the design, construction and installation of the Traffic Signal Improvements. West Covina agrees to install the Traffic Signal Improvements as they are described in Exhibit A. In the event a modification to the proposed improvements becomes necessary due to changed conditions or later discovered conditions, West Covina shall obtain Covina's approval of any modifications, which approval shall not be unreasonably withheld.

2. **COST ALLOCATION OF CONSTRUCTION SERVICES.** All costs associated with the design and the construction of the Traffic Signal Improvements, including actual costs of construction and all costs incurred by West Covina, shall be paid by West Covina through HSIP grant funds. The Parties acknowledge and agree that HSIP grant funds are funding the Traffic Signal Improvements. In the event HSIP grant funds are not available to cover the entire cost of completing the Traffic Signal Improvements, the Cities agree to share equally in the costs of completing the Traffic Signal Improvements. In such event, the Parties agree to collaborate in good faith to amend this Agreement to reflect their respective costs.

3. **PERMIT FEES.** Covina shall waive all permit fees for work related to the construction of the Traffic Signal Improvements within Covina city limits.

4. **MAINTENANCE.** Covina shall perform and pay the cost of all operation and maintenance services, as necessary, for the proper operation, maintenance and repair of the Traffic Signal Improvements during their useful life in Covina's jurisdiction.

5. **INDEMNITY.** Covina and West Covina both mutually agree to indemnify, defend and hold harmless each other and their respective officials, officers, agents, volunteers, servants and employees from any and all claims, demands, liabilities, debts, damages, suits, losses, actions and causes of action, of whatever kind, nature or sort, including, but not by way of limitation, wrongful death, personal injury or damage to property, the expenses of the defense of said parties and the payment of attorneys' fees in any such claim or action, occurring or resulting, in any way, from the actual or alleged negligent acts or omissions or willful misconduct of either Party arising out of the performance of services by either Party, or their officials, officers, agents, volunteers, servants and employees, in connection with the performance of this MOU.

   West Covina shall require the construction contractor hired to construct the Traffic Signal Improvements to indemnify, defend, and hold harmless Covina to the same extent as the contractor is required to indemnify, defend, and hold harmless West Covina. West Covina shall further require that the construction contractor maintain sufficient insurance coverage for the services provided and that the contractor name West Covina and Covina as additionally insured parties for the Traffic Signal Improvements.

DRAFT

The indemnification obligations contained in this Section 5 shall survive any expiration or termination of this MOU.

6. **TERM.** This MOU shall be deemed to have become effective on the Effective Date and shall expire on the completion and acceptance of the Traffic Signal Improvements, unless earlier terminated upon mutual agreement of the Parties. Notwithstanding the foregoing, Covina's maintenance obligations shall survive the expiration of this Agreement.

7. **ENFORCEMENT AND COSTS.** In the event that either Party institutes any action to enforce the terms of this MOU, the prevailing Party shall be entitled to costs and reasonable attorneys' fees from the other Party.

8. **NOTICE.** Any notice required or permitted to be sent to each Party shall be sent by regular mail, addressed as follows:

City of West Covina
1444 West Garvey Avenue South
West Covina, CA 91790
Attn: City Manager

City of Covina
125 E College St,
Covina, CA 91723
Attn: City Manager

9. **GOVERNING LAW/VENUE.** This MOU shall be governed by the laws of the State of California. Any action or proceeding between the Parties concerning the interpretation MOU shall be instituted and prosecuted in the Los Angeles County Superior Court, Pomona Courthouse.

10. **AUTHORITY TO ENTER INTO AGREEMENT/AMENDMENTS.** Each Party warrants that the individuals who have signed this MOU have the legal power, right, and authority enter into this MOU and to bind each respective Party. The City Managers of the Cities are authorized to enter into an amendment(s) or otherwise take action on behalf of the respective Party to implement this MOU. Only a writing executed by the City Manager of each of the Parties hereto or their respective successors and assigns may amend this MOU.

11. **WAIVER.** The delay or failure of either Party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this MOU shall be effective unless in writing and signed by a duly authorized representative of the Party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

DRAFT

12. **SEVERABILITY.** If any provision of this MOU is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this MOU, based upon the substantial benefit of the bargain for any Party, is materially impaired, which determination made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both Parties agree to substitute such provision(s) through good faith negotiations.

13. **COUNTERPARTS.** This MOU may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

[SIGNATURES ON FOLLOWING PAGE]

DRAFT

IN WITNESS WHEREOF, the Parties hereto have caused this MOU to be executed by and through their respective authorized officers, as of the date first above written.

CITY OF WEST COVINA, a Municipal Corporation

Date_____ By_____
Paulina Morales, Acting City Manager

APPROVED AS TO FORM: ATTEST:

_____ _____
Thomas P. Duarte, City Attorney Lisa Sherrick, Assistant City Clerk

CITY OF COVINA, a Municipal Corporation

Date_____ By_____
Chris Marcarello, City Manager

APPROVED AS TO FORM: ATTEST:

_____ _____
Candice K. Lee, City Attorney Andrew Aleman, City Clerk

DRAFT

EXHIBIT A

DESCRIPTION OF TRAFFIC SIGNAL IMPROVEMENTS

Lark Ellen and Badillo Street

Install protected left turn phasing for all directions, implement a leading pedestrian interval, provide high visibility striping of all crosswalks, upgrade signal mast arms to accommodate left turn signal heads and provide pedestrian count down signals all in an effort to improve pedestrian safety.

DRAFT

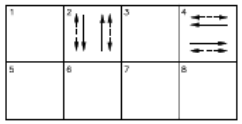
90% SUBMITTAL

CONDUCTOR SCHEDULE▲

	POLE NO.	PHASES	RUN NUMBER 1	2	3	4	5	6	7	8	9
12 WIRE CONDUCTOR CABLE	①	#3,#8,#8P/#2PPB	–	1	1	1	–	–	–	–	1
	②	#1,#2P/#8PPB	1	1	1	1	1	–	–	–	1
	③	#1,#6,#6P/#8PPB	–	–	–	–	1	1	1	1	1
	④	#7,#8P/#6PPB	–	–	–	–	–	1	1	1	1
	⑤	#4,#7,#4P/#6PPB	–	–	–	–	–	–	1	1	1
	⑥	#5,#5P/#4PPB	–	–	–	–	–	–	–	1	1
	⑦	#2,#5,#2P/#4PPB	–	–	–	–	–	–	–	–	1
3 WIRE CONDUCTOR CABLE	⑧	#3,#4P/#2PPB	–	–	–	1	1	1	1	1	1
		TOTAL CABLES	1	2	2	2	3	3	1	2	2
#8	SIGNAL SERVICE		–	–	–	–	–	–	2	2	2
#10	LUMINAIRE		–	2	2	2	2	2	2	2	2
#10	I.S.N.S		–	2	2	2	2	2	2	2	2
DLC			–	5	10	11	–	1	8	10	21
CONDUIT FILL (%)			5%	17%	22%	28%	7%	13%	24%	19%	18%
CONDUIT SIZE			3"	3"	3"	3"	3"	3"	3"	4"	2-4"

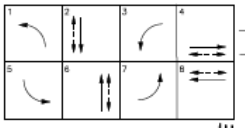
▲ALL CONDUITS AND CONDUCTORS ARE NEW UNLESS OTHERWISE NOTED.
CONDUCTOR SCHEDULE IS FURNISHED AS AN INSTALLATION GUIDE ONLY. IT SHALL BE THE CONTRACTORS RESPONSIBILITY TO PROVIDE THE CORRECT CONDUCTORS REQUIRED FOR THE INTENDED OPERATIONS.

EXISTING SIGNAL PHASE DIAGRAM



#2 ON RECALL

PROPOSED SIGNAL PHASE DIAGRAM



POLE SCHEDULE■

NO.	STANDARD TYPE	HEIGHT	MAST ARM SIGNAL	LUM	LED.* LUMINAIRE	SIGNAL MOUNTING VEHICLE	PED	PED PUSH BUTTON PHASE	ARW	QUAD	POLE LOCATION A	B	I.S.N.S	NOTES
①	26-4-100	30'	45'	12'	250W	2-MAS	SV-1-T	SP-1-T	#2	←	E	8'	5'	Lark Ellen Avenue	
②	1-A	10'	–	–	–	–	TV-1-T	SP-1-T	#8	→	S	11'	3'	–	
③	24-4-100	30'	35'	12'	250W	2-MAS	SV-1-T	SP-1-T	#8	←	S	9'	4'	Badillo Street	
④	1-A	10'	–	–	–	–	TV-1-T	SP-1-T	#6	→	W	8'	3'	–	
⑤	26-4-100	30'	45'	12'	250W	2-MAS	SV-1-T	SP-1-T	#6	←	W	11'	3'	Lark Ellen Avenue	
⑥	1-A(E)	10'(E)	–	–	–	–	TV-1-T	SP-1-T	#4	→	N	EXISTING		–	
⑦	26-4-100	30'	40'	12'	250W	2-MAS	SV-1-T	SP-1-T	#4	←	N	4'	8'	Badillo Street	
⑧	1-A(E)	10'(E)	–	–	–	–	TV-1-T	SP-1-T	#2	→	E	EXISTING		–	

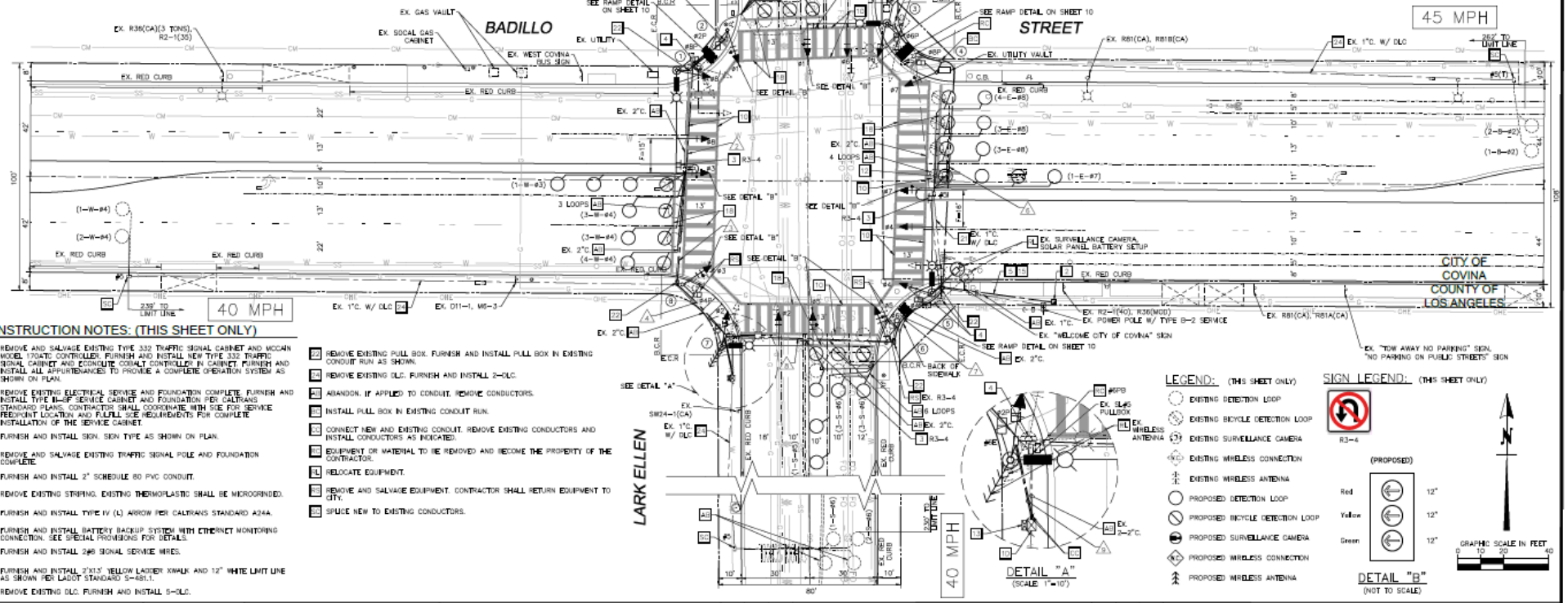
NOTE TO CONTRACTOR: CONTRACTOR SHALL REMOVE AND SALVAGE EXISTING STREET LIGHTING POLES, SIGNAL POLES, CABINETS, AND VIDEO DETECTION EQUIPMENT AS INDICATED AND SHALL BE RESPONSIBLE FOR PRESERVING THE CONDITION OF EXISTING EQUIPMENT TO BE REUSED. ANY UNWANTED EQUIPMENT SHALL BE SALVAGED BY CONTRACTOR.

1. ALL NEW SIGNAL POLES AND MAST ARMS SHALL BE PER CALTRANS STANDARD PLANS, 2018 EDITION.
2. ALL EQUIPMENT SHALL BE INSTALLED UNDER THIS CONTRACT. SEE SPECIAL PROVISIONS.
3. CONTRACTOR SHOULD PROVIDE TEMPORARY SIGNAL AND/OR OVERHEAD CONDUCTOR CABLE.
4. POTHOLE TO FULL WIDTH AND DEPTH OF SIGNAL FOUNDATION PRIOR TO INSTALLING POLE.
5. CONTRACTOR TO PROVIDE SPREAD FOOTING.

■ ALL EQUIPMENT IS NEW UNLESS OTHERWISE NOTED.
(E) = EXISTING
* H.P.S.V. EQUIVALENT WATTAGE

PUSH BUTTON LOCATION (NO SCALE)

POLE LOCATION DETAIL



CONSTRUCTION NOTES: (THIS SHEET ONLY)

1. REMOVE AND SALVAGE EXISTING TYPE 332 TRAFFIC SIGNAL CABINET AND MCCAIN MODEL 170ATC CONTROLLER. FURNISH AND INSTALL NEW TYPE 332 TRAFFIC SIGNAL CABINET AND ECONOLITE COBALT CONTROLLER IN CABINET. FURNISH AND INSTALL ALL APPURTENANCES TO PROVIDE A COMPLETE OPERATION SYSTEM AS SHOWN ON PLAN.
2. REMOVE EXISTING ELECTRICAL SERVICE AND FOUNDATION COMPLETE. FURNISH AND INSTALL TYPE III-OF SERVICE CABINET AND FOUNDATION PER CALTRANS STANDARD PLANS. CONTRACTOR SHALL COORDINATE WITH SCE FOR SERVICE FEEDPOINT LOCATION AND FULFILL SCE REQUIREMENTS FOR COMPLETE INSTALLATION OF THE SERVICE CABINET.
3. FURNISH AND INSTALL SIGN. SIGN TYPE AS SHOWN ON PLAN.
4. REMOVE AND SALVAGE EXISTING TRAFFIC SIGNAL POLE AND FOUNDATION COMPLETE.
5. FURNISH AND INSTALL 2" SCHEDULE 80 PVC CONDUIT.
6. REMOVE EXISTING STRIPING. EXISTING THERMOPLASTIC SHALL BE MICROGRINDED.
7. FURNISH AND INSTALL TYPE IV (L) ARROW PER CALTRANS STANDARD A24A.
8. FURNISH AND INSTALL BATTERY BACKUP SYSTEM WITH ETHERNET MONITORING CONNECTION. SEE SPECIAL PROVISIONS FOR DETAILS.
9. FURNISH AND INSTALL 2#8 SIGNAL SERVICE WIRES.
10. FURNISH AND INSTALL 2'X3.5' YELLOW LADDER XWALK AND 12" WHITE LIMIT LINE AS SHOWN PER LADOT STANDARD S-481.1.
11. REMOVE EXISTING DLC. FURNISH AND INSTALL 5-DLC.
12. REMOVE EXISTING PULL BOX. FURNISH AND INSTALL PULL BOX IN EXISTING CONDUIT RUN AS SHOWN.
13. REMOVE EXISTING DLC. FURNISH AND INSTALL 2-DLC.
14. ABANDON. IF APPLIED TO CONDUIT, REMOVE CONDUCTORS.
15. INSTALL PULL BOX IN EXISTING CONDUIT RUN.
16. CONNECT NEW AND EXISTING CONDUIT. REMOVE EXISTING CONDUCTORS AND INSTALL CONDUCTORS AS INDICATED.
17. EQUIPMENT OR MATERIAL TO BE REMOVED AND BECOME THE PROPERTY OF THE CONTRACTOR.
18. RELOCATE EQUIPMENT.
19. REMOVE AND SALVAGE EQUIPMENT. CONTRACTOR SHALL RETURN EQUIPMENT TO CITY.
20. SPLICE NEW TO EXISTING CONDUCTORS.

DETAIL "A" (SCALE: 1"=10')

LEGEND: (THIS SHEET ONLY)

- EXISTING DETECTION LOOP
- EXISTING BICYCLE DETECTION LOOP
- EXISTING SURVEILLANCE CAMERA
- EXISTING WIRELESS CONNECTION
- EXISTING WIRELESS ANTENNA
- PROPOSED DETECTION LOOP
- PROPOSED BICYCLE DETECTION LOOP
- PROPOSED SURVEILLANCE CAMERA
- PROPOSED WIRELESS CONNECTION
- PROPOSED WIRELESS ANTENNA

SIGN LEGEND: (THIS SHEET ONLY)

R3-4

DETAIL "B" (NOT TO SCALE)

GRAPHIC SCALE IN FEET 0 10 20 40

Know what's below. Call before you dig. 811

PRELIMINARY NOT FOR CONSTRUCTION

PLANS PREPARED BY: Kimley»Horn

©2022 KIMLEY-HORN AND ASSOCIATES, INC.

660 S. FIGUEROA ST., STE 2050
LOS ANGELES, CA 90017
PHONE: 213-261-1040

UNDER THE SUPERVISION OF:

JASON WELDON — DATE

DATE

MARK	DATE	INITIAL	DESCRIPTION REVISION	REC	APPR	DATE

CITY OF WEST COVINA

HSIP CYCLE 10 PROJECT
TRAFFIC SIGNAL IMPROVEMENTS AT
LARK ELLEN AVENUE AND BADILLO STREET

STREET # OF 11

ATTACHMENT NO. 1

AGENDA ITEM NO. 4

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: November 7, 2023

TO: Mayor and City Council

FROM: Paulina Morales
Acting City Manager

SUBJECT: CONSIDERATION OF APPROVAL OF TRAFFIC RECOMMENDATIONS FROM THE TRAFFIC COMMITTEE MEETINGS BETWEEN MARCH 2023 AND AUGUST 2023

RECOMMENDATION:

It is recommended that the City Council approve the traffic recommendations listed in Attachment No. 1 for traffic engineering improvements citywide from the Traffic Committee meetings held between March 2023 and August 2023.

BACKGROUND:

The West Covina Traffic Committee regularly meets and holds public meetings on the 2nd Tuesday of each month. The Traffic Committee consists of the City Traffic Engineer Representative, the Chief of Police or at his discretion a representative of the Police Traffic Division, and the City Engineer. The Traffic Committee reviews resident, community, and City requests pertaining to any traffic related items. These items are presented with recommendations to the Traffic Committee for discussion and approval, and then are later presented to City Council for final approval.

DISCUSSION:

All of the recommended items were presented and discussed at publicly held West Covina Traffic Committee meetings. The items presented were unanimously approved by the Traffic Committee for City Council consideration and approval. All recommendations meet standard engineering practice and guidelines as found in the California Manual on Uniform Traffic Control Devices (CAMUTCD), California Vehicle Code (CVC), with engineering judgement. Each item presented was submitted by either a resident, business, community member, or the City to review.

The recommendations below, which are further detailed in Attachment No. 1, are being presented to the City Council for final approval and consideration.

- March 2023 Traffic Committee Meeting
  - Traffic Review of Temple Avenue and Woodgate Drive
  - Traffic Review Along Cameron Avenue Between Hollenbeck Avenue and Azusa Avenue
  - Traffic Review of Willow Avenue at Ituni Street
- May 2023 Traffic Committee Meeting
  - Traffic Review of W Service Avenue and S Evanwood Avenue
  - Traffic Review Along Puente Avenue between Root Street and Orange Avenue
  - Parking Review along E Garvey Avenue S between Azusa Avenue and Citrus Street

- June 2023 Traffic Committee Meeting
    - Speed Humps along East Temple Avenue Way North of Holt Avenue
    - Traffic Calming Along Parkside Drive between Eveningside Drive and Fairgrove Avenue
    - Traffic Review East Cortez Street between South Azusa Avenue and Hollenbeck Avenue
    - Red Curb Request at Thelborn Street between Orange Avenue and Morris Avenue
    - Traffic Review of Valinda Avenue & Merced Avenue
- July 2023 Traffic Committee Meeting
    - Line of Sight Request at West Roseway Street and South Sunset Avenue
    - Traffic Review of Azusa Avenue and Autumn Drive
    - Traffic Review of Shadow Oak Drive and Gemini Street
    - Traffic Review of Shadow Oak Drive at Woodgate Drive
- August 2023 Traffic Committee Meeting
    - Traffic Calming Along Gemini Street between Giano Avenue and Shadow Oak Drive
    - Removal of Red Curb Request on 321 North Orange Avenue

LEGAL REVIEW:

The City Attorney's Office has reviewed the staff report.

OPTIONS:

The City Council has the following options:

1. Approve Staff's recommendation; or
2. Provide alternative direction.

ENVIRONMENTAL REVIEW:

Staff has reviewed the proposed project and has determined that it is categorically exempt from CEQA pursuant to CEQA Guidelines Section(s) 15302: Replacement or reconstruction; (c) Replacement or reconstruction of existing utility and/or facilities involving negligible or no expansion of capacity.

Prepared by: Jana Robbins, PTP,RSP, Project Manager (Traffic Division)

Fiscal Impact

FISCAL IMPACT:

The proposed improvements will be included either as part of an existing project, or under the Annual Citywide Traffic Signage, Stripping, Pavement Markers Program (Project No. 23016). This program allocates $100,000 annually to enhance vehicle mobility and safety. Minor improvements and/or signage replacement may be done in-house by maintenance staff.

Attachments

Attachment No. 1- Traffic Recommendations Approved for Installation by the Traffic Committee

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

RECOMMENDATIONS:

The below recommendations were unanimously approved for installation by the Traffic Committee and are brought before City Council for final approval and consideration.

March 2023 Traffic Committee Meeting

1. **Traffic Review of Temple Avenue and Woodgate Drive**: The City of West Covina received a request to review the traffic conditions at the intersection of Temple Avenue and Woodgate Drive. The resident expressed concern about vehicles at night colliding with the center medians on Temple Avenue at this intersection and requested that traffic calming measures be installed to increase visibility.
   A. Remove and Replace existing Median Stop Signs with New Oversized (30"x30") STOP Signs (R1-1) on the center medians for northbound traffic and southbound traffic at the intersection of Temple Avenue and Woodgate Drive
   B. Install Red Reflective Strip on existing Stop Signposts at the intersection of Temple Avenue and Woodgate Drive
   C. Remove and replace existing "3-Way" plaque under each "STOP" sign and install new "All-Way" (R1-3P) plaques for ALL Stop Signs at the intersection of Temple Avenue and Woodgate Drive
   D. Refresh Reflective Yellow Paint on both the existing center medians facing northbound and southbound traffic for the intersection of Temple Avenue and Woodgate Drive
2. **Traffic Review Along Cameron Avenue Between Hollenbeck Avenue and Azusa Avenue**: The City of West Covina has received a resident request to review the segment along Cameron Avenue between Hollenbeck Avenue and Azusa Avenue. The residents are concerned about vehicles driving above the speed limit along Cameron Avenue and requested speed feedback signs, or other traffic calming measures to be installed midway between Hollenbeck Avenue and Azusa Avenue.
   A. Install "SIGNAL AHEAD SIGN" on new signpost, on north side of Cameron Avenue, approximately 400' east of Azusa Avenue for westbound traffic
   B. Install "45 MPH" Legend, right next to the 45 MPH Speed limit signs.
      a. Install "45 MPH" Legend on the road adjacent to the 45 MPH speed limit sign on south side of Cameron Avenue, approximately 70' east of Azusa Avenue for eastbound traffic.
      b. Install "45 MPH" Legend on the road adjacent to the 45 MPH speed limit sign on north side of Cameron Avenue, approximately 140' west of Hollenbeck Avenue for westbound traffic
   C. Install approximately 2,500-feet of white side stripping along Cameron Avenue
      a. Install 2,500-feet of white side stripping on northside side of the Cameron Avenue between Azusa Ave and Hollenbeck Avenue
      b. Install 2,500-feet of white side stripping on southside side of the Cameron Avenue between Azusa Ave and Hollenbeck Avenue
3. **Traffic Review of Willow Avenue at Ituni Street**: The City of West Covina received a request to install stop signs along Willow Avenue at the intersection of Willow Avenue and Ituni Street, making it an all-way stop. The resident expressed speeding concerns along Willow Avenue and requested traffic calming measures to be installed.
   A. Install "Cross Traffic Does Not Stop" Plaque (W4-4P) below the existing stop sign at the intersection of Ituni Street and Willow Avenue
   B. Refresh "STOP" Pavement Legend and Stop Bar along Ituni Street at the west leg of the intersection with Willow Avenue
   C. Install 25-MPH Speed Limit Pavement Legend along Willow Avenue for northbound and southbound travel adjacent to existing R2-1 speed limit signs

May 2023 Traffic Committee Meeting

4. **Traffic Review of W Service Avenue and S Evanwood Avenue**: The City of West Covina received reports of vehicles speeding through the intersection of West Service Avenue and South Evanwood Avenue. The resident requested the installation of speed bumps along this segment where West Service Avenue intersects with South Evanwood Avenue. Since speed bumps cause a time delay to first responders,

the resident was advised that a traffic calming review will be conducted for this segment prior to consideration of speed humps.

A. Install 25 Mph Speed Limit (30"X36") Sign (R2-1) along with "25 MPH" Speed Limit Pavement Legend, approximately 150-Feet northwest of California Avenue for north-westbound travel
B. Install "25 MPH" Speed Limit Pavement Legend, next to the existing 25 MPH Speed Limit Sign for south-eastbound traffic, located approximately 80-feet southwest of the intersection of Service Avenue and Carmencita Drive

5. **Traffic Review Along Puente Avenue between Root Street and Orange Avenue**: The City of West Covina received a resident request to review reported speeding along Puente Avenue between Root Street (North-West City Limit) and Orange Avenue. The resident stated that their vehicle had previously been hit by a vehicle traveling at high rates of speed around the corner near their residence along Morris Avenue and requested the installation of traffic calming measures be implemented along this segment.
   A. Remove and Replace existing STOP signs with new oversized (36"x36") STOP signs (R1-1) at the 4-Way Stop controlled intersection of Puente Avenue at Orange Avenue
   B. Install red retroreflective strips on all STOP posts located at the intersection of Puente Avenue and Orange Avenue
   C. Remove and Replace non-conforming 4-WAY Plaques on existing Stop Signs with New "ALL WAY" Plaques (R1-3P) on all Stop Signs at the intersection of Puente Avenue and Orange Avenue
   D. Refresh all of the "STOP" pavement legends at the 4-Way stop controlled intersection of Puente Avenue and Orange Ave (Total of 6 pavement legends)
   E. Repaint and Install Yellow Ladder striped crosswalks at the intersection of Puente Avenue and Orange Avenue
   F. Replace Missing signage and Install 25 MPH School Speed Limit Assembly on existing signpost, east of intersection of Puente Avenue and Orange Avenue for eastbound traffic
6. **Parking Review along E Garvey Avenue S between Azusa Avenue and Citrus Street**: The City of West Covina received a request to evaluate street parking along East Garvey Avenue South between Azusa Avenue and Citrus Avenue. Currently there is great demand for on street parking along this segment for both car dealers and residents.
   A. Street width standards are guided by the Federal Highway Design Manual Section 301.1 – Lane Width. The minimum required travel lane width is 12 feet for each travel lane in each direction with a minimum of 18' lane to allow parking. Based on the field measurements gathered the city would like to allow on street parking for all areas of the segment that meet the drive isle and parking width requirements. Additional restrictions on parking observed in the segment are for line of site from cross streets, upcoming turns, and other roadway environments as well as restrictions due to fire hydrants. After a thorough review of the existing field and traffic conditions and per the guidelines in the California Manual on Uniform Traffic Control Devices (CAMUTCD), California Vehicle Code (CVC), and based on engineering judgement, it was determined that additional parking can be made available through the removal of red curb where guidelines allow.

June 2023 Traffic Committee Meeting

7. **Speed Humps along East Temple Avenue Way North of Holt Avenue**: The City of West Covina received a resident request for Speed Humps along the segment of East Temple Avenue between Holt Avenue and Cul-De-Sac. The resident reported that vehicles tend to speed along this area and caused concern as this segment is located near churches and residential area.
   A. Spot Speed Enforcement from PD
8. **Traffic Calming Along Parkside Drive between Eveningside Drive and Fairgrove Avenue**: The City of West Covina received a resident request to evaluate existing conditions along the segment of Parkside Drive between Eveningside Drive and Fairgrove Avenue. The resident reported that vehicles tend to speed through this segment causing concern as the segment is located along a hill with a sloped area on Parkside Drive.
   A. Spot Speed Enforcement from PD and placement of Speed Trailer

9. **Traffic Review East Cortez Street between South Azusa Avenue and Hollenbeck Avenue**: The City of West Covina received a resident request to evaluate the segment of East Cortez Street between South Azusa Avenue and Hollenbeck Avenue. The resident stated that vehicles travel at high rates of speed along the segment and reported a recent collision involving a bicycle.
    A. Spot Speed Enforcement from PD and placement of Speed Trailer
10. **Red Curb Request at Thelborn Street between Orange Avenue and Morris Avenue**: The City of West Covina received a resident request that red curb be installed on Thelborn Street WL at the intersection with Orange Avenue. Vehicles are parking too close to the intersection, causing vehicles that are turning right onto Thelborn Street from Orange Avenue are almost rear-ending parked cars.
    A. Install 20' of red curb in the west leg of Thelborn Street on the north and south sides of Thelborn Street as it approaches Orange Avenue
    B. Remove and replace existing signage with New Neon Yellow Green Fluorescent Pedestrian Warning signs (W11-2) double sided with Downward facing arrows (W16-7p) on both sides of the street at the existing white crosswalk
    C. Repaint White standard crosswalk with white ladder striping
11. **Traffic Review of Valinda Avenue & Merced Avenue**: The City of West Covina received a Crossing Guard Request for a review of traffic conditions at the intersection of Valinda Avenue and Merced Avenue. The resident expressed concern that there have been two traffic accidents one vehicle and one pedestrian at this intersection and has requested that protected left turn phasing be installed or other measures to make the intersection more visible to protect crossing pedestrians.
    A. Install "TURNING VEHICLES YIELD TO PEDS" (R10-15) signs on Traffic Signal poles on the far side of the street.
    B. Add "TURNING VEHICLES YIELD TO PEDS" (R10-15) signs on stand-alone posts (15 'to 20') in advance of the intersection at the near side for all directions
    C. Restripe Existing Yellow Standard Crosswalks with Yellow Ladder Striping at all legs of the intersection
    D. Add Yellow backplates to signal heads (12) for added visibility at the intersection

July 2023 Traffic Committee Meeting

12. **Line of Sight Request at West Roseway Street and South Sunset Avenue**: The City of West Covina received a resident request for the installation of red curb on the east side of South Sunset Avenue, North of West Roseway Street due to large vehicles parking too close to the intersection and causing a line-of-sight issue for drivers turning left onto South Sunset Avenue.
    A. Install 20-feet of red curb on north-east leg of the intersection at Roseway Street and Sunset Avenue
13. **Traffic Review of Azusa Avenue and Autumn Drive**: The City of West Covina received a resident request from the HOA located along Park Vista Way has requested that the City look into installing a traffic signal at the intersection of South Azusa Ave & East Autumn Drive. The resident expressed concern about drivers driving recklessly while trying to enter and exit the community and requested that a signal be installed.
    A. Install "Cross Traffic Does Not Stop" (W4-4P) Plaque on stop signs at Autumn Dr at Azusa Ave.
    B. Installation of a moveable "Your Speed" speed feedback sign north of Autumn Dr for SB direction of traffic on Azusa Avenue. Roughly 130' north of Autumn Dr/Park Vista Dr (Azusa Avenue carries approximately 40,000 daily vehicle trips with an 85th% speed of 48mph) and in this section has a downward slope.
    C. Refer to PD for spot treatment on this segment and installation of speed trailer for NB direction (downhill)
14. **Traffic Review of Shadow Oak Drive and Gemini Street**: The City of West Covina received a resident request to review the traffic conditions at the intersection of Shadow Oak Drive and Gemini Street. The resident expressed concern about vehicles not stopping at the stop-controlled intersection, as well as the stop signs at the intersection being damaged frequently. The resident requested that measures be installed to increase visibility at the intersection along with flashing stop signs.

A. Refresh all Stop Bar & Stop Legends where needed at the intersection of Shadow Oak Drive and Gemini Street
B. Remove and replace “3 Way Stop” plaque with “All Way Stop” plaque under all stop signs at the intersection
C. Install red reflective stripe on all existing stop signposts at the intersection of Shadow Oak Drive and Gemini Street to increase visibility
D. Install “island alert curb reflectors” and repaint yellow striping around the curb to improve visibility of the raised median
E. Install diagonal direction striping in front of median stop signs in both directions for approximately 50’

15. **Traffic Review of Shadow Oak Drive at Woodgate Drive**: The City of West Covina received a resident request for a review of traffic conditions at the intersection of Shadow Oak Drive and Woodgate Drive. The resident has requested to implement flashing stop signs or other traffic calming measures that can help improve visibility at the intersection. The resident explained that some vehicles do not stop at the intersection, and that this area is often used as a shortcut from Amar Road to Nogales Street.
    D. Remove and replace 4-Way plaque with new “All-Way” Plaque (R1-3P) beneath all stop signs at the intersection of Shadow Oak Drive and Woodgate Drive
    E. Install red reflective stripe on all existing stop signposts at the intersection of Shadow Oak Drive and Woodgate Drive to increase visibility
    F. Refresh all Stop Bar & Stop Legends at the intersection of Shadow Oak Drive and Woodgate Drive
    G. Refresh the yellow curb around the medians for better visibility of incoming intersection
    H. Replace immediately the missing STOP sign for EB direction on Woodgate Drive

August 2023 Traffic Committee Meeting

16. **Traffic Calming Along Gemini Street between Giano Avenue and Shadow Oak Drive**: The City of West Covina received a resident request to evaluate existing conditions along the segment of Gemini Street between Giano Avenue and Shadow Oak Drive. The resident reported that vehicles tend to speed through this segment and ignore posted stop signs, causing concern that a collision may occur between vehicles traveling along Gemini Street.
    A. Install red reflective posts under each STOP sign on Gemini Street and Jacqueline Drive and Gemini Street and Giano Avenue
    B. Install ALL-WAY plaques (R1-3P) under each stop sign at Gemini Street and Jacqueline Drive and the intersection at Gemini Street and Giano Avenue
    C. Replace faded STOP sign at SL of the intersection at Gemini Street and Jacqueline Drive and SL of the intersection at Gemini Street and Giano Avenue
    D. Replace (1) Stop Ahead sign (W3-1) along WB Gemini Street near Julie Court, due to the sign peeling
    E. Refresh “STOP AHEAD” pavement legend EB Gemini Street near Giano Avenue
17. **Removal of Red Curb Request on 321 North Orange Avenue**: The City of West Covina received a resident request for the city to reevaluate and remove the red curb at the frontage of their residence. Resident explained that the existing red curb in front of his residence has been preventing his family from parking in front of their home.
    A. Remove 40 ft of red curb, and leave 30 ft of red curb, on northwest corner of the intersection between W Thelborn St and N Orange Avenue

AGENDA ITEM NO. 5

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: November 7, 2023

TO: Mayor and City Council

FROM: Paulina Morales
Acting City Manager

SUBJECT: CONSIDERATION OF CHANGES TO CITY COUNCIL'S ALLOWANCE AND COUNCIL EXPENSE & REIMBURSEMENT POLICY

RECOMMENDATION:

Staff recommends City Council approve the following resolutions:

RESOLUTION NO. 2023-89 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2023 AND ENDING JUNE 30, 2024 (CITY COUNCIL ALLOWANCES)

RESOLUTION NO. 2023-90 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING AND ADOPTED A REVISED COUNCIL EXPENSE & REIMBURSEMENT POLICY

BACKGROUND:

During the September 9, 2023 City Council meeting, City Council directed staff to initiate changes to Council's compensation; increase City Council's allowances from $1,000 to $5,000; increase Council benefits; update the City Council Expense and Reimbursement Policy; and increase Commissioners' stipends. This staff report includes increases to City Council's allowances and proposed revisions to the City Council Expense and Reimbursement Policy. Changes to compensation will come before City Council in December.

City Council allowances are for Council Members' expenditures for conferences, community events, phones, and City-associated travel, among other expenditures as outlined in the City Council Expense and Reimbursement Policy. This policy is outdated and requires updating. Council allowances have been reduced over the years to help address budget cuts. In FY 2017-18, Council allowances were reduced from $4,700 to $1,500, and further reduced to the current allowance of $1,000 annually.

DISCUSSION:

The proposed budget amendment (Attachment No. 1) increases City Council allowances to $5,000. Additionally, the following changes are included in the revisions to the Council Expense & Reimbursement Policy (Attachment No. 2):

1. The introduction and recitals were moved into a Resolution with the rest of the policy as an exhibit. Section numbers were then updated accordingly to reflect this change.

2. Section I., Expense Fund Allocations, was updated to reflect current practice.
3. A Travel section was added and applicable subsections were moved under it.
4. Broken Uniform Resource Locators (URL) were updated with the correct web address.
5. References to specific years and rates were removed and replaced with references to the U.S. General Services Administration.

The final clean version of these changes is included as Exhibit A to the proposed Resolution 2023-90 (Attachment No. 3).

LEGAL REVIEW:

The City Attorney's Office has reviewed the resolutions and policy and approved them as to form.

Prepared by: Stephanie Sikkema, Finance Director

Fiscal Impact

FISCAL IMPACT:

The table below provides a summary of the estimated fiscal impact:

	Current	Proposed	Estimated Annual Fiscal Impact to General Fund
Council Allowances	$1,000/year	$5,000/year	$20,000

The FY2023-24 General Fund Budget had an estimated revenue less expenditures of $176,081. After the proposed budget amendment, estimated revenue less expenditures will be $156,081.

Fund 110, General Fund	Current Budget	Proposed Amendment	Amended Budget
Revenue	81,768,278	0	81,768,278
Expenditures	66,552,584	20,000	66,572,584
Net Transfers	-15,039,613	0	-15,039,613
Net Change in Fund Balance	**$176,081**	**-$20,000**	**$156,081**

Attachments

Attachment No. 1 - Resolution 2023-89

Attachment No. 2 - Proposed Changes to Council Expense & Reimbursement Policy

Attachment No. 3 - Resolution No. 2023-90

Attachment No. 3a - Exhibit A to Resolution No. 2023-90

CITY COUNCIL GOALS & OBJECTIVES: Maintain Good Intergovernmental Relations

ATTACHMENT NO. 1

RESOLUTION NO. 2023-89

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2023 AND ENDING JUNE 30, 2024 (COUNCIL ALLOWANCES)

WHEREAS, on April 18, 2023, the City Manager presented to the City Council a proposed budget for Fiscal Year 2023-24 in compliance with Section 2-151(m) of the West Covina Municipal Code; and

WHEREAS, following the initial presentation of the proposed budget for Fiscal Year 2023-24, the City held meetings and community workshops and conducted an online budget survey in order to solicit input from the public regarding the proposed budget; and

WHEREAS, on June 6, 2023, the City Council adopted a budget for the 2023-2024 Fiscal Year; and

WHEREAS, amendments must periodically be made to the budget to conform to changed circumstances following adoption of the budget.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA DOES RESOLVE AS FOLLOWS:

SECTION 1. The City Council hereby approves Budget Amendment No. 2024-04, attached hereto as Exhibit A, for Fiscal Year 2023-24.

SECTION 2. The City Clerk shall certify to the adoption of this resolution and shall enter the same in the book of original resolutions and it shall become effective immediately.

APPROVED AND ADOPTED this 7th day of November, 2023.

_____

Rosario Diaz
Mayor

APPROVED AS TO FORM

Thomas P. Duarte
City Attorney

ATTEST

Lisa Sherrick
Assistant City Clerk

I, LISA SHERRICK, Assistant City Clerk of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2023-89 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 7th day of November, 2023, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

Lisa Sherrick
Assistant City Clerk

Exhibit A

City of West Covina

Fiscal Year 2023-24

Budget Amendment No. 2024-04

City Council Allowances

Fund	Current Budget	Proposed Amendment	Amended Budget
110 – General Fund			
Revenue	81,768,278	0	81,768,278
Expenditures	66,552,584	20,000	66,572,584
Net Transfers	-15,039,613	0	-15,039,613
Net Change in Fund Balance	**$ 176,081**	**-$ 20,000**	**$ 156,081**

ATTACHMENT NO. 2

CITY OF WEST COVINA
COUNCIL EXPENSE & REIMBURSEMENT POLICY

The following Council Expense & Reimbursement Policy ("Policy") establishes guidelines and requirements regarding the use and expenditure of City of West Covina resources, and the standards against which those expenditures will be measured.

This Policy shall apply to members of the City Council, members of City Commissions, the City Treasurer, and the City Clerk.

~~INTRODUCTION~~

Commented [SS1]: Moved to resolution

~~The Mayor and City Councilmembers are appropriated annual individual allowances which can be used for a variety of expenses incurred in conducting official City business.~~

~~The State legislature adopted Assembly Bill (AB) 1234, which became law January 1, 2006. This law created state requirements related to expenses and levels of reimbursement made to local officials. While City officials may be reimbursed for actual and necessary expenses in performing their official duties, AB 1234 requires local agencies to adopt a policy that specifies what constitutes a "necessary" expense and mandates that levels be set for the authorized expenses.~~

~~AB 1234 specifically requires that expense levels for travel, meals and lodging be contained in the adopted policy. If levels are not established for travel, meals and lodging expenses, the amount allowed for such expenses defaults to those specified in the Internal Revenue Service guidelines.~~

~~This policy is intended to meet all requirements of applicable State law, AB 1234 and the West Covina Municipal Code by establishing what types of expenses are considered "actual and necessary expenses incurred in the performance of official duties" and setting expense and reimbursement levels representative of what the community considers reasonable.~~

~~It is the intent of this City Council Expense and Reimbursement Policy ("Policy") to establish guidelines that comply with California law for the reimbursement of local officials for their reasonable expenses associated with travel, meals, lodging and other actual and necessary expenses incurred in the performance of their official duties as City Officials. City Officials shall be entitled to reimbursement for their reasonable expenses associated with travel, meals, lodging and other actual and necessary expenses in the manner and in the amounts set forth in this Policy.~~

~~**Effective Date: November 1, 2016**~~

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Expense Report Content and Submission Deadline

Audit of Expense Reports

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Violation of this Policy

~~RECITALS~~

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~~WHEREAS, the City of West Covina takes its stewardship over the use of its limited public resources seriously;~~

~~WHEREAS, public resources should only be used when there is a substantial benefit to the City of West Covina;~~

~~WHEREAS, the City of West Covina recognizes the value of professional conferences, educational seminars, meetings and training for City Officials.~~

~~WHEREAS, such activities and opportunities that provide such benefits include:~~

1. ~~The opportunity to discuss the community's concerns with state and federal officials;~~
2. ~~Participating in regional, state and national organizations whose activities affect the City of West Covina;~~
3. ~~Attending educational seminars designed to improve officials' skill and information levels; and~~
4. ~~Promoting public service and morale by recognizing such service.~~

~~WHEREAS, 1) legislative and other regional, state and federal agency business is frequently conducted over meals; 2) sharing a meal with regional, state and federal officials is frequently the best opportunity for a more extensive and focused communication about the City of West Covina's concerns; and 3) each meal expenditure must comply with the limits and reporting requirements of local, state and federal law;~~

~~WHEREAS, this Policy provides guidance to elected and appointed officials on the use and expenditure of City of West Covina resources, as well as the standards against which those expenditures will be measured;~~

~~WHEREAS, this Policy satisfies the requirements of Government Code sections 53232.2 and 53233.3;~~

~~WHEREAS, this Policy supplements the definition of actual and necessary expenses for purposes of state laws relating to permissible uses of public resources;~~

~~WHEREAS, this Policy also supplements the definition of necessary and reasonable expenses for purposes of federal and state income tax laws;~~

~~WHEREAS, this Policy applies to reimbursements, cash advances and charges made to a City credit card; and~~

~~WHEREAS, this Policy shall apply to members of the City Council, members of City Commissions, the City Treasurer and the City Clerk ("City Officials").~~

~~II. COUNCIL EXPENSE & REIMBURSEMENT POLICY~~

I. Expense Fund Allocations

Incurred expenses ~~for any year~~ shall not exceed the balance for each City Official assigned allowance balance sheet account. Upon initial appointment and at the beginning of each fiscal year, the full amount budgeted for City Official allowances will be expensed and added to the corresponding allowance balance sheet account for each City Official. The amount expensed shall not exceed the amount budgeted by the City. The balance in the allowance balance sheet account may rollover each year. After expiration of a City Official's term, funds left in the allowance balance sheet account will be credited back to the General Fund. ~~expense amount as budgeted by the City.~~

As explained in Section ~~N~~ VIII (~~, Credit Card Use~~), of this Policy, all purchases made with a City credit card shall be deducted from the yearly allowance. In addition, allowable purchases not made with a City credit card shall be reimbursed to the City Official.

II. Authorized Expenses

City funds, equipment, supplies (including letterhead and business cards), titles, and staff time may be used only for authorized City of West Covina business. Expenses incurred in connection with the following types of activities generally constitute authorized expenses, provided other requirements of this Policy are met, including the reporting requirements contained in Section O:

- Communicating with representatives of regional, state and national government on City of West Covina adopted policy positions;
- Attending educational seminars or courses designed to improve officials' skill and information levels;
- Participating in regional, state and national organization activities, whose activities affect the City of West Covina's interests;
- Recognizing service to the City of West Covina (gift not to exceed $50.00 in cost or value);
- Attending City of West Covina events; and

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- Implementing a City-approved strategy for attracting or retaining businesses to the City of West Covina, which typically involves at least one staff member.

III. Expenses Requiring Prior Approval

The following expenses require prior approval by the Council at a public meeting:

- International travel;
- Expenses which exceed the annual limits established for each office holder; and
- Expenses not otherwise authorized under this Policy.

IV. Non-Reimbursable Expenses

Examples of personal expenses that the City will not reimburse include, but are not limited to:

- The personal portion of any trip;
- Political or charitable contributions or events;
- Family expenses, including partner's expenses when accompanying official on agency-related business, as well as children or pet-related expenses;
- Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events, recreational activities (including, but not limited to, gym, massage and/or golf related expenses), or other cultural events;
- Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline; and
- Personal losses incurred while on City business.

Any questions regarding the propriety of a particular type of expense should be resolved by the approving authority before the expense is incurred.

V. Cost Control

In order to conserve City resources and to keep expenses within community standards for public officials, expenditures should adhere to the ~~following~~ guidelines set forth in the following sections. If an expense is incurred, which

exceeds the approved level(s), the amount paid or reimbursed by the City will be limited to the cost(s) that fall within the guidelines.

VI. Travel

A. Transportation

The most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements must be used, using the most direct and time-efficient route. Government and group rates must be used when available.

1. **Airfare.** Airfares that are equal or less than those available through the ~~Enhanced Local Government~~Statewide Travel Program offered through the League of California Cities (https://www.calcities.org/resource/travel-services~~www.cacities.org/travel~~) are presumed to be the most economical and reasonable for purposes of reimbursement under this Policy. In the event that government rates are not available at a given time or in a given area, airfare rates that do not exceed the median retail price for airfare for that area listed on websites such as www.priceline.com or an equivalent service shall be considered reasonable and, therefore, reimbursable.

2. **Automobile**. Automobile mileage is reimbursed at Internal Revenue Service rates presently in effect (see www.irs.gov). ~~For 2016, the rate is 54 cents per mile.~~ These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable. City Officials receiving an auto allowance are not eligible for mileage reimbursement.

3. **Car Rental.** Rental rates that are equal or less than those available through the ~~Enhanced Local Government~~Statewide Travel Program offered through the League of California Cities (https://www.calcities.org/resource/travel-services~~www.cacities.org/travel~~) are presumed to be the most economical and reasonable for purposes of reimbursement under this Policy. In the event that government rates are not available at a given time or in a given area, car rental rates that do not exceed the median retail price for car rental for that area listed on websites such as www.priceline.com or an equivalent service shall be considered reasonable and, therefore, reimbursable. The Internal Revenue Service mileage rates will not be paid for rental vehicles; only receipted fuel expenses will be reimbursed.

4. **Taxi/Shuttle/Vehicles for Hire.** Taxi, shuttle fares and other vehicles for hire may be reimbursed, including a 15 percent gratuity per fare, when the

cost of such fares is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.

B. Lodging

Lodging expenses will be reimbursed or paid for when travel on official City business reasonably requires an overnight stay.

1. **Conference Lodging.** If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the ~~meeting~~ conference in question if such rates are available at the time of booking. If the group rate is not available, see next section.

~~C.~~ **Other lodging.** Travelers must request government rates, when available. See www.dgs.ca.gov/travel for a listing of hotels that offer government rates in different areas. Lodging rates that are equal or less than government rates through the ~~Enhanced Local Government~~Statewide Travel Program offered through the League of California Cities (https://www.calcities.org/resource/travel-services~~www.cacities.org/travel~~) are presumed to be reasonable and shall be reimbursable for purposes of this Policy. In the event that government rates are not available at a given time or in a given area, lodging rates that do not exceed the median retail price for lodging for that area listed on websites such as www.priceline.com or an equivalent service shall be considered reasonable and, therefore, reimbursable.

2.

~~D.~~**C. Meals**

City Officials shall, when available, take meals that are provided as part of a seminar or conference registration fee. Reimbursable meal expenses and associated gratuities ~~will~~ shall not exceed the standard Federal per diem rate or per diem rate for non-standard areas (NSAs) as set by the U.S. General Services Administration. ~~following rates per person:~~

~~Breakfast~~	~~$15.00~~
~~Lunch~~	~~$16.00~~
~~Dinner~~	~~$28.00~~

~~The total per diem rate for 2017 is $64, which includes $5 for incidentals as defined in section C.~~ Such amounts will be automatically adjusted based on the General Services Administration rates by geographic area without further action by the City Council. Rates can be found at www.gsa.gov.

The City shall **not** pay for alcohol or bar expenses.

~~E.~~D. Incidentals

Incidental expenses are fees and tips given to porters, baggage carriers, hotel staff and staff on ships and shall not exceed $5 per day.

~~F.~~E. Telephone/Fax/Cellular

Officials will be reimbursed for actual telephone and fax expenses incurred on City business. Telephone bills should identify which calls were made on City business. For cellular calls when the official has a particular number of minutes included in the official's plan, the official can identify the percentage of calls made on public business.

~~G.~~F. Internet

Officials will be reimbursed for Internet access connection and/or usage fees away from home, not to exceed $20.00 per day, if Internet access is necessary for City-related business.

~~H.~~G. Airport Parking

The most economical parking option, such as long-term parking, must be used for travel exceeding 24-hours.

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~~VI.~~VII. Cash Advance ~~Policy~~

From time to time, it may be necessary for an official to request a cash advance to cover anticipated expenses while traveling or doing business on the City's behalf. Such request for an advance should be submitted to the City Manager 30 days prior to the need for the advance with the following information:

1. The purpose of the expenditure(s);
2. The benefits of such expenditure to the residents of the City of West Covina;
3. The anticipated amount of the expenditure(s) (for example, hotel rates, meal costs, and transportation expenses); and
4. The dates of the expenditure(s).

Any unused advance must be returned to the City treasury within 30 business days of the official's return, along with an expense report and receipts documenting how the advance was used in compliance with this Policy.

In the event the ~~Chief Finance Officer~~Finance Director is uncertain as to whether an individual's request complies with this Policy, such individual must seek resolution from the City Council.

~~VII.~~VIII. Credit Card Use ~~Policy~~

The City does not issue credit cards to individual office holders but does have an agency credit card for selected City expenses. The City's credit card may be used for such purposes as airline tickets and hotel reservations by following the same procedures for cash advances. Receipts documenting expenses incurred on the city credit card and compliance with this Policy must be submitted within 10 business days of use.

City credit cards may not be used for personal expenses, even if the official subsequently reimburses the C~~e~~ity.

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~~VIII.~~IX. Expense Report Content and Submission Deadline

All cash advance expenditures, credit card expenses and expense reimbursement requests must be submitted on an expense report form provided by the City. This form shall include the following advisory:

> All expenses reported on this form must comply with the City's policies relating to expenses and use of public resources. The information submitted on this form is a public record. Penalties for misusing public resources and violating the C~~e~~ity's policies include loss of reimbursement privileges, restitution, civil and criminal penalties as well as additional income tax liability.

Expense reports must document that the expense in question met the requirements of this Policy. For example, if the meeting is with a legislator, the City official should explain whose meals were purchased, what issues were discussed and how those relate to the City's adopted legislative positions and priorities.

City Officials must submit their expense reports within 30 days of an expense being incurred, accompanied by receipts documenting each expense. Restaurant itemized receipts, in addition to any credit card receipts, are also part of the necessary documentation.

Inability to provide such documentation in a timely fashion may result in the expense being borne by the official.

The City Manager or his/her designee is responsible for the specific review of all advance and expense reimbursement requests to ~~assure~~ ensure adherence to this Policy.

~~IX.~~X. Audits of Expense Reports

All expenses are subject to verification that they comply with this Policy.

~~X.~~XI. Reports to Governing Body~~oard~~

At the next regular meeting of the ~~City Council~~governing body, each official shall briefly report on any Brown Act meetings attended at the City's expense, as well as any conferences, educational seminars or meetings with legislators or other government officials.

If multiple officials attended, a joint report may be made. The report may be made orally or in writing.

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~~XI.~~XII. Compliance with Laws

City O~~o~~fficials should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All City expenditures are public records subject to disclosure under the Public Records Act and may be subject to other s~~S~~tate and f~~F~~ederal laws.

~~XII.~~XIII. Changes to Policy

Any change to this Policy shall be approved by the City Council at a regularly scheduled public meeting.

~~XIII.~~XIV. Penalties for Violation of this Policy

Under state law, misuse of public resources or falsifying expense reports in violation of this Policy may result in any or all of the following:

- Loss of reimbursement privileges;
- A demand for restitution to the City;
- ~~The City's reporting the expenses as income for the elected official to state and federal tax authorities;~~
- Civil penalties of up to $1,000 per day and three times the value of the resources used; ~~and~~
- Prosecution for misuse of public resources; and

- The City's reporting the expenses as income for the elected official to state and federal tax authorities;
-

ATTACHMENT NO. 3

RESOLUTION NO. 2023-90

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING AND ADOPTING A REVISED COUNCIL EXPENSE & REIMBURSEMENT POLICY

THE CITY COUNCIL OF THE CITY OF WEST COVINA HEREBY FINDS AND DECLARES AS FOLLOWS:

WHEREAS, the Mayor and City Councilmembers are appropriated annual individual allowances which can be used for a variety of expenses incurred in conducting official City business;

WHEREAS, Assembly Bill (AB) 1234, codified at California Government Code Section 53232 et seq., requires the City Council to adopt a written policy specifying the types of occurrences that qualify a member of the City Council to receive reimbursement of expenses relating to travel, meals, lodging, and other actual and necessary expenses; and

WHEREAS, AB 1234 allows the policy to specify the reasonable reimbursement rates for travel, meals, and lodging, and other actual and necessary expenses. If the policy does not specify such rates, the City is required to use the Internal Revenue Service rates for reimbursement of travel, meals, lodging, and other actual and necessary expenses as established in IRS Publication 463, or any successor publication; and

WHEREAS, the City of West Covina takes its stewardship over the use of its limited public resources seriously; and

WHEREAS, public resources should only be used when there is a substantial benefit to the City of West Covina; and

WHEREAS, activities that provide such benefits include:

1. The opportunity to discuss the community's concerns with state and federal officials;

2. Participating in regional, state, and national organizations whose activities affect the City of West Covina;

3. Attending educational seminars designed to improve officials' skill and information levels; and

4. Promoting public service and morale by recognizing such service; and

WHEREAS, the City of West Covina recognizes the value of professional conferences, educational seminars, meetings, and training for City officials; and

WHEREAS, the City of West Covina recognizes that (1) legislative and other regional, state, and federal agency business is frequently conducted over meals; (2) sharing a meal with regional, state, and federal officials is frequently the best opportunity for a more extensive and focused communication about the City of West Covina's concerns; and (3) each meal expenditure must comply with the limits and reporting requirements of local, state, and federal laws; and

WHEREAS, on November 1, 2016, City Council adopted a Council Expense & Reimbursement Policy; and

WHEREAS, the Council Expense & Reimbursement Policy requires updates; and

WHEREAS, in adopting a revised Council Expense & Reimbursement Policy, it is the intent of the City Council to establish guidelines that comply with California law for the reimbursement of City officials for their reasonable expenses associated with travel, meals, lodging, and other actual and necessary expenses incurred in the performance of their official duties as City officials; and

WHEREAS, the Council Expense & Reimbursement Policy satisfies the requirements of Government Code sections 53232.2 and 53233.3; and

WHEREAS, the Council Expense & Reimbursement Policy supplements the definition of actual and necessary expenses for purposes of state laws relating to permissible uses of public resources; and

WHEREAS, the Council Expense & Reimbursement Policy also supplements the definition of necessary and reasonable expenses for purposes of federal and state income tax laws; and

WHEREAS, the Council Expense & Reimbursement Policy provides guidance to elected and appointed officials on the use and expenditure of City of West Covina resources, as well as the standards against which those expenditures will be measured.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA DOES RESOLVE AS FOLLOWS:

SECTION 1. The City Council hereby approves and adopts the revised City of West Covina Council Expense & Reimbursement Policy, attached hereto as Exhibit A.

SECTION 2. The Council Expense & Reimbursement Policy shall apply to members of the City Council, members of City Commissions, the City Treasurer, and the City Clerk.

SECTION 3. The City Clerk shall certify to the adoption of this resolution and shall enter the same in the book of original resolutions and it shall become effective immediately.

APPROVED AND ADOPTED this 7th day of November, 2023.

Rosario Diaz
Mayor

APPROVED AS TO FORM

Thomas P. Duarte
City Attorney

ATTEST

Lisa Sherrick
Assistant City Clerk

I, LISA SHERRICK, Assistant City Clerk of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2023-90 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 7th day of November, 2023, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

Lisa Sherrick
Assistant City Clerk

EXHIBIT A

CITY OF WEST COVINA
COUNCIL EXPENSE & REIMBURSEMENT POLICY

The following Council Expense & Reimbursement Policy ("Policy") establishes guidelines and requirements regarding the use and expenditure of City of West Covina resources, and the standards against which those expenditures will be measured.

This Policy shall apply to members of the City Council, members of City Commissions, the City Treasurer, and the City Clerk.

I. Expense Fund Allocations

Incurred expenses shall not exceed the balance for each City Official assigned allowance balance sheet account. Upon initial appointment and at the beginning of each fiscal year, the full amount budgeted for City Official allowances will be expensed and added to the corresponding allowance balance sheet account for each City Official. The amount expensed shall not exceed the amount budgeted by the City. The balance in the allowance balance sheet account may rollover each year. After expiration of a City Official's term, funds left in the allowance balance sheet account will be credited back to the General Fund.

As explained in Section VIII (Credit Card Use) of this Policy, all purchases made with a City credit card shall be deducted from the yearly allowance. In addition, allowable purchases not made with a City credit card shall be reimbursed to the City Official.

II. Authorized Expenses

City funds, equipment, supplies (including letterhead and business cards), titles, and staff time may be used only for authorized City of West Covina business. Expenses incurred in connection with the following types of activities generally constitute authorized expenses, provided other requirements of this Policy are met, including the reporting requirements contained in Section IX (Expense Report Content and Submission Deadline) of this Policy:

- Communicating with representatives of regional, state, and national government on City of West Covina adopted policy positions;
- Attending educational seminars or courses designed to improve officials' skill and information levels;
- Participating in regional, state, and national organization activities, whose activities affect the City of West Covina's interests;
- Recognizing service to the City of West Covina (gift not to exceed $50.00 in cost or value);

- Attending City of West Covina events; and

- Implementing a City-approved strategy for attracting or retaining businesses to the City of West Covina, which typically involves at least one staff member.

III. Expenses Requiring Prior Approval

The following expenses require prior approval by the City Council at a public meeting:

- International travel;

- Expenses which exceed the annual limits established for each office holder; and

- Expenses not otherwise authorized under this Policy.

IV. Non-Reimbursable Expenses

Examples of personal expenses that the City will not reimburse include, but are not limited to:

- The personal portion of any trip;

- Political or charitable contributions or events;

- Family expenses, including partner's expenses when accompanying official on agency-related business, as well as children or pet-related expenses;

- Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events, recreational activities (including, but not limited to, gym, massage and/or golf related expenses), or other cultural events;

- Non-mileage personal automobile expenses, including repairs, traffic citations, insurance, or gasoline; and

- Personal losses incurred while on City business.

Any questions regarding the propriety of a particular type of expense should be resolved by the approving authority before the expense is incurred.

V. Cost Control

In order to conserve City resources and to keep expenses within community standards for public officials, expenditures should adhere to the guidelines set forth in the following sections. If an expense is incurred which exceeds the approved level(s), the amount paid or reimbursed by the City will be limited to the cost(s) that fall within the guidelines.

VI. Travel

A. Transportation

The most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements must be used, using the most direct and time-efficient route. Government and group rates must be used when available.

1. **Airfare.** Airfares that are equal or less than those available through the Statewide Travel Program offered through the League of California Cities (https://www.calcities.org/resource/travel-services) are presumed to be the most economical and reasonable for purposes of reimbursement under this Policy. In the event that government rates are not available at a given time or in a given area, airfare rates that do not exceed the median retail price for airfare for that area listed on websites such as www.priceline.com or an equivalent service shall be considered reasonable and, therefore, reimbursable.

2. **Automobile**. Automobile mileage is reimbursed at Internal Revenue Service rates presently in effect (see www.irs.gov). These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable. City Officials receiving an auto allowance are not eligible for mileage reimbursement.

3. **Car Rental.** Rental rates that are equal or less than those available through the Statewide Travel Program offered through the League of California Cities (https://www.calcities.org/resource/travel-services) are presumed to be the most economical and reasonable for purposes of reimbursement under this Policy. In the event that government rates are not available at a given time or in a given area, car rental rates that do not exceed the median retail price for car rental for that area listed on websites such as www.priceline.com or an equivalent service shall be considered reasonable and, therefore, reimbursable. The Internal Revenue Service mileage rates

will not be paid for rental vehicles; only receipted fuel expenses will be reimbursed.

4. **Taxi/Shuttle/Vehicles for Hire.** Taxi, shuttle fares and other vehicles for hire may be reimbursed, including a 15 percent gratuity per fare, when the cost of such fares is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.

B. Lodging

Lodging expenses will be reimbursed or paid for when travel on official City business reasonably requires an overnight stay.

1. **Conference Lodging.** If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the conference in question if such rates are available at the time of booking. If the group rate is not available, see next section.

2. **Other lodging.** Travelers must request government rates, when available. See www.dgs.ca.gov/travel for a listing of hotels that offer government rates in different areas. Lodging rates that are equal or less than government rates through the Statewide Travel Program offered through the League of California Cities (https://www.calcities.org/resource/travel-services) are presumed to be reasonable and shall be reimbursable for purposes of this Policy. In the event that government rates are not available at a given time or in a given area, lodging rates that do not exceed the median retail price for lodging for that area listed on websites such as www.priceline.com or an equivalent service shall be considered reasonable and, therefore, reimbursable.

C. Meals

City Officials shall, when available, take meals that are provided as part of a seminar or conference registration fee. Reimbursable meal expenses and associated gratuities shall not exceed the standard federal per diem rate or per diem rate for non-standard areas (NSAs) as set by the U.S. General Services Administration.

Such amounts will be automatically adjusted based on the General Services Administration rates by geographic area without further action by the City Council. Rates can be found at www.gsa.gov.

The City shall **not** pay for alcohol or bar expenses.

D. Incidentals

Incidental expenses are fees and tips given to porters, baggage carriers, hotel staff and staff on ships and shall not exceed $5 per day.

E. Telephone/Fax/Cellular

Officials will be reimbursed for actual telephone and fax expenses incurred on City business. Telephone bills should identify which calls were made on City business. For cellular calls when the official has a particular number of minutes included in the official's plan, the official can identify the percentage of calls made on public business.

F. Internet

Officials will be reimbursed for Internet access connection and/or usage fees away from home, not to exceed $20.00 per day, if Internet access is necessary for City-related business.

G. Airport Parking

The most economical parking option, such as long-term parking, must be used for travel exceeding 24 hours.

VII. Cash Advance

From time to time, it may be necessary for an official to request a cash advance to cover anticipated expenses while traveling or doing business on the City's behalf. Such request for an advance should be submitted to the City Manager 30 days prior to the need for the advance with the following information:

1. The purpose of the expenditure(s);

2. The benefits of such expenditure to the residents of the City of West Covina;

3. The anticipated amount of the expenditure(s) (for example, hotel rates, meal costs, and transportation expenses); and

4. The dates of the expenditure(s).

Any unused advance must be returned to the City treasury within 30 business days of the official's return, along with an expense report and receipts documenting how the advance was used in compliance with this Policy.

In the event the Finance Director is uncertain as to whether an individual's request complies with this Policy, such individual must seek resolution from the City Council.

VIII. Credit Card Use

The City does not issue credit cards to individual office holders but does have an agency credit card for selected City expenses. The City's credit card may be used for such purposes as airline tickets and hotel reservations by following the same procedures for cash advances. Receipts documenting expenses incurred on the City credit card and compliance with this Policy must be submitted within 10 business days of use.

City credit cards may not be used for personal expenses, even if the official subsequently reimburses the City.

IX. Expense Report Content and Submission Deadline

All cash advance expenditures, credit card expenses and expense reimbursement requests must be submitted on an expense report form provided by the City. This form shall include the following advisory:

> All expenses reported on this form must comply with the City's policies relating to expenses and use of public resources. The information submitted on this form is a public record. Penalties for misusing public resources and violating the City's policies include loss of reimbursement privileges, restitution, civil and criminal penalties as well as additional income tax liability.

Expense reports must document that the expense in question met the requirements of this Policy. For example, if the meeting is with a legislator, the City Official should explain whose meals were purchased, what issues were discussed and how those relate to the City's adopted legislative positions and priorities.

City Officials must submit their expense reports within 30 days of an expense being incurred, accompanied by receipts documenting each expense. Restaurant itemized receipts, in addition to any credit card receipts, are also part of the necessary documentation.

Inability to provide such documentation in a timely fashion may result in the expense being borne by the official.

The City Manager or his/her designee is responsible for the specific review of all advance and expense reimbursement requests to ensure adherence to this Policy.

X. Audits of Expense Reports

All expenses are subject to verification that they comply with this Policy.

XI. Reports to Governing Board

At the next regular meeting of the City Council, each official shall briefly report on any Brown Act meetings attended at the City's expense, as well as any conferences, educational seminars or meetings with legislators or other government officials.

If multiple officials attended, a joint report may be made. The report may be made orally or in writing.

XII. Compliance with Laws

City Officials should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All City expenditures are public records subject to disclosure under the Public Records Act and may be subject to other state and federal laws.

XIII. Changes to Policy

Any change to this Policy shall be approved by the City Council at a regularly scheduled public meeting.

XIV. Penalties for Violation of this Policy

Under state law, misuse of public resources or falsifying expense reports in violation of this Policy may result in any or all of the following:

- Loss of reimbursement privileges;
- A demand for restitution to the City;
- Civil penalties of up to $1,000 per day and three times the value of the resources used;
- Prosecution for misuse of public resources; and
- The City's reporting the expenses as income for the elected official to state and federal tax authorities.

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: November 7, 2023

TO: Mayor and City Council

FROM: Paulina Morales
Acting City Manager

SUBJECT: CONSIDERATION OF NEW JOB CLASSIFICATIONS AND SPECIFICATIONS FOR THE ACCOUNTING SERIES

RECOMMENDATION:

It is recommended that the City Council adopt the following resolutions:

RESOLUTION NO. 2023-82 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE REMOVAL OF THE ACCOUNTING TECHNICIAN CLASSIFICATION AND THE ESTABLISHMENT OF THE ACCOUNTING TECHNICIAN I CLASSIFICATION;

RESOLUTION NO. 2023-83 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE ESTABLISHMENT OF THE ACCOUNTING TECHNICIAN II CLASSIFICATION;

RESOLUTION NO. 2023-84 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE REMOVAL OF THE ACCOUNTANT CLASSIFICATION AND THE ESTABLISHMENT OF THE ACCOUNTANT I CLASSIFICATION;

RESOLUTION NO. 2023-85 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE ESTABLISHMENT OF THE ACCOUNTANT II CLASSIFICATION;

RESOLUTION NO. 2023-86 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE REPEAL AND REPLACEMENT OF THE SENIOR ACCOUNTANT CLASSIFICATION SPECIFICATIONS;

RESOLUTION NO. 2023-87 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE REPEAL AND REPLACEMENT OF THE ACCOUNTING MANAGER CLASSIFICATION SPECIFICATIONS; AND

RESOLUTION NO. 2023-88 - RESOLUTION NO. 2023-88-A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE REPEAL AND REPLACEMENT OF THE ASSISTANT FINANCE DIRECTOR CLASSIFICATION SPECIFICATIONS

BACKGROUND:

As part of the City's ongoing process of maintaining its position classification plan, staff reviews class specifications to ensure that position specifications reflect the City's current structure and are in alignment with current standards, requirements, and qualifications. This review further ensures that required skills, knowledge and abilities, and essential functions of each classification are in alignment with current demands and comparable with similar classifications within the public sector labor market.

DISCUSSION:

Finance staff has reviewed job classifications within the accounting series and proposes modifying them to (1) create a progression of opportunity within the Department, (2) reflect current duties, and (3) update to current standards. The table below outlines the substantive changes for each proposed classification change.

Attachment No.	Proposed Title	Substantive Changes	Resolution No.
1	Accounting Technician I (currently Accounting Technician)	Reworked entry level classification to accurately reflect duties.	2023-82
2	Accounting Technician II (new)	Created position for future progression.	2023-83
3	Accountant I (currently Accountant)	Reworked entry level classification to accurately reflect duties.	2023-84
4	Accountant II (new)	Created position for future progression.	2023-85
5	Senior Accountant	Updated to meet current standards and align with the progression of other positions.	2023-86
6	Accounting Manager	Updated to meet current standards and align with the progression of other positions.	2023-87
7	Assistant Finance Director	Updated to accurately reflect current duties.	2023-88

The Human Resources Commission reviewed and approved the new job descriptions during their regular meeting on October 11, 2023. Additionally, each applicable bargaining unit has been granted the opportunity to review and did not have any objections.

LEGAL REVIEW:

The City Attorney's Office has reviewed the resolutions and approved them as to form.

Prepared by: Stephanie Sikkema, Finance Director

Fiscal Impact

FISCAL IMPACT:

No new positions are being proposed with the updated classifications. Some positions, however, may be reallocated to these positions to accurately reflect their duties. Any changes made will be in accordance with the City's Personnel Rules which outlines the process for salary on reallocations. The overall fiscal impact will be minimal since the maximum increase for any change will be five percent.

There are no proposed changes to the salary ranges of existing positions. Salary ranges for the Accounting Technician II and Accountant II are proposed to be an eight percent increase over the entry level classifications. This percentage is consistent with other classification progressions. The table below summarizes the salary ranges for the accounting series.

Title	GRADE	Step 1	Step 2	Step 3	Step 4	Step 5
Accounting Technician I	CE450	3,756				5,069
Accounting Technician II	CEXXX	4,056				5,475
Accountant I	CE160	4,955				6,689
Accountant II	CEXXX	5,351				7,224
Senior Accountant	CE170	6,194				8,362
Accounting Manager	MM025	7,092				9,576
Assistant Finance Director	MM455	12,569	13,197	13,846	14,550	15,278

Attachments

Attachment No. 1 - Proposed Accounting Technician I
Attachment No. 1a - Resolution No. 2023-82
Attachment No. 1b - Resolution No. 2023-82 Exhibit A
Attachment No. 2 - Proposed Accounting Technician II
Attachment No. 2a - Resolution No. 2023-83
Attachment No. 2b - Resolution No. 2023-83 Exhibit A
Attachment No. 3 - Proposed Accountant I
Attachment No. 3a - Resolution No. 2023-84
Attachment No. 3b - Resolution No. 2023-84 Exhibit A
Attachment No. 4 - Proposed Accountant II
Attachment No. 4a - Resolution No. 2023-85
Attachment No. 4b - Resolution No. 2023-85 Exhibit A
Attachment No. 5 - Proposed Sr. Accountant
Attachment No. 5a - Resolution No. 2023-86
Attachment No. 5b - Resolution No. 2023-86 Exhibit A
Attachment No. 6 - Proposed Accounting Manager
Attachment No. 6a - Resolution No. 2023-87
Attachment No. 6b - Resolution No. 2023-87 Exhibit A
Attachment No. 7 - Proposed Assistant Finance Director
Attachment No. 7a - Resolution No. 2023-88
Attachment No. 7b - Resolution No. 2023-88 Exhibit A

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

PROPOSED

CITY OF WEST COVINA
CLASSIFICATION SPECIFICATION

Class Title: ACCOUNTING TECHNICIAN I
Bargaining Unit: CONFIDENTIAL
Class Code: ACCT TECHI
Salary Grade: CE450
Salary: $43,752.00 - $59,052.00 Annually
FLSA: NON-EXEMPT
Date Updated:

JOB SUMMARY

This is an entry-level classification ~~Under general supervision,~~ that performs a variety of ~~complex~~ routine accounting and financial work~~ utilizing an automated financial system~~. Operates a computer and related peripheral equipment; assists in related complex clerical and technical accounting work; and performs other duties as assigned.

ESSENTIAL FUNCTIONS

Duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Under direct supervision, incumbents in this position classification ~~must ably perform the following functions:~~are responsible for
Accounts Payable or Accounts Receivable processes as assigned.

Accounts Payable:
- Coordinates all accounts payable functions such as processing purchase orders and claims for payment in accordance with City policies and procedures.
- Processes a comprehensive weekly accounts payable check run.
- Receives and files purchase orders until invoices are received.
- Checks invoices for accuracy (i.e. discounts, additional charges, etc) and ensures prompt payment to vendors.
- Coordinate with the receiving department to determine whether there are outstanding requisitions on file at the end of the fiscal year in order to decide to liquidate or roll over into next fiscal year.
- Communicates daily with vendors, both by telephone and in writing, concerning invoices, deliveries, statements and other problem areas and takes any corrective action needs for such problems.
- Communicates daily with Departments to ensure proper accounting of costs and expenditures.
- Examine and process departmental requisitions for petty cash in accordance with City policies and procedures; check expenditures against departmental budgets to assure availability of funds.

Accounts Receivable:
- Receives payments from mail and walk-in customers, recording revenue including permits and accounts receivable.

- Files daily cash receipts.
- Checks payments for accuracy and ensures prompt entry into the financial system.
- Coordinate with departments to determine proper revenue accounts.
- Communicates daily with Departments to ensure proper accounting of revenue.
- Prepare accounting spreadsheets, journal entries, and month-end reconciliations.
- Deposit and record checks in the cashiering software or by journal entry.

General Duties

- Serves as primary backup for other Accounting Technicians.
- Provide quality customer service answering questions via phone and counter.
- Enter data for new vendors in financial system, maintain vendor master files, central purchasing records and files.
- Coordinate and participate in accounting and clerical tasks related to the maintenance of the City's financial record keeping, reporting, and control system.
- Opens and sorts in-coming mail for processing.
- Assist with annual audit by preparing various year-end schedules and responding to auditor's inquiries and requests for relevant materials and information.
- ~~May assist with R~~reviewing time sheets submitted by all departments to ensure ~~conformance with appropriate bargaining unit contracts and administrative policies and regulations.~~
- May assist in compiling~~Compile~~ payroll data, enter timesheets and ensuring~~e~~ that bi-weekly payroll is processed accurately and in compliance with City policies and procedures.
- ~~Prepare quarterly payroll reconciliations and W-2 forms; ensure payroll liabilities are paid timely; possess thorough knowledge of PERS regulations and City-offered fringe benefits.~~
- ~~Examine and process departmental requisitions~~ for, petty cash and travel reimbursements ~~in accordance with City policies and procedures; check expenditures against departmental budgets to assure availability of funds.~~
- ~~Enter data for new vendors in ERP System, M~~maintain vendor master files, ~~central purchasing records and files.~~
- ~~Prepare~~ May assist with fixed asset maintenance, including logging and assigning numbers as assets are purchased.
- ~~Assist with accounts payable duties including paying invoices, researching invoices, and obtaining authorizations for payment.~~
- Perform related duties as needed.

NON-ESSENTIAL FUNCTIONS

- Provide clerical and technical support to other accounting activities when needed and during leaves of absences.
- Collect data for special studies and projects as assigned and assist in preparing annual budget figures.

TYPICAL QUALIFICATIONS

This is an entry level position. Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an Accountant Technician. A typical way of obtaining the required qualifications is to possess the equivalent of:

~~REQUIRED KNOWLEDGE & ABILITIES~~

~~Required~~ Knowledge of:

1. ~~Incumbents in this position classification must have knowledge of the following: (a) principles~~ Principles and practices of data processing~~;~~.
2. ~~(b) o~~Office procedures and methods~~;~~.
3. ~~(c) c~~Computer operations and procedures~~;~~.
4. ~~(d) a~~Applicable federal, state and local laws and regulations pertaining to of cashiering, accounts receivable, accounts payable, and general accounting.~~payroll and purchasing;~~
5. ~~(e) p~~Principles, methods and practices of cashiering, accounts receivable, accounts payable, and general accounting.~~payroll, purchasing and accounting; and~~
6. ~~1.~~ ~~(f) f~~Financial recordkeeping and data processing.

~~Required Abilities~~Ability to:

1. ~~Incumbents in this position classification must maintain and effectively exhibit the ability to: (a) o~~Operate a computer and peripheral equipment.~~;~~
2. ~~(b) p~~Prepare accurate and complete financial reports.~~;~~
3. ~~(c) c~~Compute and make calculations rapidly and accurately.~~;~~
4. ~~(d) c~~Communicate effectively both orally and in writing.~~;~~
5. ~~(e) p~~Plan, organize, and coordinate work to meet deadlines.~~;~~
6. ~~(f) p~~Provide quality customer service.~~; and~~
7. ~~1.~~ ~~(g) e~~Establish and maintain positive working relationships with coworkers and customers.

MINIMUM QUALIFICATIONS

Experience, Training, and Experience

~~Three~~ One (1) year~~s~~ of ~~increasingly responsible~~administrative experience in financial systems and functions, such as ~~complex~~ payroll, purchasing, clerical, and technical accounting work.

~~Education~~
Completion of specialized coursework in bookkeeping, accounting, and data processing is desirable.

Skills
Typing - 40 WPM; operation of a computer terminal in the processing of numerical data; 10 Key by touch.

PHYSICAL REQUIREMENTS

This position requires extensive and repetitive physical activity involving the arms, wrists, and hands, including writing and using a keyboard. It also requires physical abilities associated with the ability to read, write and communicate in a work environment requiring no extraordinary physical strength or other special physical qualifications.

SUPPLEMENTAL INFORMATION

The City of West Covina is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ATTACHMENT NO. 1A

RESOLUTION NO. 2023-82

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE REMOVAL OF THE ACCOUNTING TECHNICIAN CLASSIFICATION AND THE ESTABLISHMENT OF THE ACCOUNTING TECHNICIAN I CLASSIFICATION

THE CITY COUNCIL OF THE CITY OF WEST COVINA HEREBY FINDS, DETERMINES, AND DECLARES AS FOLLOWS:

WHEREAS, the Human Resources Department, as needed, reviews class specifications and/or pay grades to ensure position specifications and compensation are in alignment with current demands and comparable with similar classifications within the public sector labor market; and

WHEREAS, the Human Resources Department reviewed the job classifications within the Accounting Series and determined updates are needed; and

WHEREAS, the Human Resources Department has proposed to remove the Accounting Technician classification and establish the Accounting Technician I classification; and

WHEREAS, on October 11, 2023, the Human Resources Commission reviewed and approved the class specifications for the Accounting Technician I classification, attached hereto as Exhibit A and incorporated herein; and

WHEREAS, the City Council desires to approve the removal of the Accounting Technician classification and the establishment of the Accounting Technician I classification; and

WHEREAS, the City Council also desires to approve the class specifications and salary grade for the Accounting Technician I classification.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA HEREBY RESOLVES AS FOLLOWS:

SECTION 1. The City Council hereby approves the removal of the Accounting Technician classification and the establishment of the Accounting Technician I classification.

SECTION 2. The City Council hereby approves the class specifications for the Accounting Technician I classification attached hereto as Exhibit A.

SECTION 3. The City Council hereby approves the following salary grade for the

Accounting Technician I classification:

CLASSIFICATION	MONTHLY PAY RANGE				
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Accounting Technician I	$3,756				$5,069

SECTION 4. The Full-Time Salary Schedule and Schedule of Positions shall be amended to reflect the removal of the Accounting Technician and the addition of the Accounting Technician I classification as set forth herein.

SECTION 5. The City Clerk shall certify to the adoption of this resolution and shall enter the same in the book of original resolutions and it shall become effective immediately.

APPROVED AND ADOPTED this 7th day of November, 2023.

Rosario Diaz
Mayor

APPROVED AS TO FORM

Thomas P. Duarte
City Attorney

ATTEST

Lisa Sherrick
Assistant City Clerk

I, LISA SHERRICK, ASSISTANT CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2023-82 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 7th day of November, 2023, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

Lisa Sherrick
Assistant City Clerk

EXHIBIT A

CLASS SPECIFICATIONS
ACCOUNTING TECHNICIAN I

CITY OF WEST COVINA
CLASSIFICATION SPECIFICATION

Class Title: ACCOUNTING TECHNICIAN I
Bargaining Unit: CONFIDENTIAL
Class Code: ACCT TECHI
Salary Grade: CE450
Salary: $43,752.00 - $59,052.00 Annually
FLSA: NON-EXEMPT
Date Updated:

JOB SUMMARY

This is an entry-level classification that performs a variety of routine accounting and financial work. Operates a computer and related peripheral equipment; assists in related complex clerical and technical accounting work; and performs other duties as assigned.

ESSENTIAL FUNCTIONS

Duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Under direct supervision, incumbents in this position classification are responsible for Accounts Payable or Accounts Receivable processes as assigned.

Accounts Payable:

- Coordinates all accounts payable functions such as processing purchase orders and claims for payment in accordance with City policies and procedures.
- Processes a comprehensive weekly accounts payable check run.
- Receives and files purchase orders until invoices are received.
- Checks invoices for accuracy (i.e. discounts, additional charges, etc) and ensures prompt payment to vendors.
- Coordinate with the receiving department to determine whether there are outstanding requisitions on file at the end of the fiscal year in order to decide to liquidate or roll over into next fiscal year.
- Communicates daily with vendors, both by telephone and in writing, concerning invoices, deliveries, statements and other problem areas and takes any corrective action needs for such problems.
- Communicates daily with Departments to ensure proper accounting of costs and expenditures.
- Examine and process departmental requisitions for petty cash in accordance with City policies and procedures; check expenditures against departmental budgets to assure availability of funds.

Accounts Receivable:

- Receives payments from mail and walk-in customers, recording revenue including permits and accounts receivable.
- Files daily cash receipts.
- Checks payments for accuracy and ensures prompt entry into the financial system.
- Coordinate with departments to determine proper revenue accounts.

- Communicates daily with Departments to ensure proper accounting of revenue.
- Prepare accounting spreadsheets, journal entries, and month-end reconciliations.
- Deposit and record checks in the cashiering software or by journal entry.

General Duties

- Serves as primary backup for other Accounting Technicians.
- Provide quality customer service answering questions via phone and counter.
- Enter data for new vendors in financial system, maintain vendor master files, central purchasing records and files.
- Coordinate and participate in accounting and clerical tasks related to the maintenance of the City's financial record keeping, reporting, and control system.
- Opens and sorts in-coming mail for processing.
- Assist with annual audit by preparing various year-end schedules and responding to auditor's inquiries and requests for relevant materials and information.
- May assist in compiling payroll data, enter timesheets and ensuring that bi-weekly payroll is processed accurately and in compliance with City policies and procedures.
- May assist with fixed asset maintenance, including logging and assigning numbers as assets are purchased.
- Perform related duties as needed.

NON-ESSENTIAL FUNCTIONS

- Provide clerical and technical support to other accounting activities when needed and during leaves of absences.
- Collect data for special studies and projects as assigned and assist in preparing annual budget figures.

TYPICAL QUALIFICATIONS

This is an entry level position. Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an Accountant Technician. A typical way of obtaining the required qualifications is to possess the equivalent of:

Knowledge of:

1. Principles and practices of data processing.
2. Office procedures and methods.
3. Computer operations and procedures.
4. Applicable federal, state and local laws and regulations pertaining to of cashiering, accounts receivable, accounts payable, and general accounting.
5. Principles, methods and practices of cashiering, accounts receivable, accounts payable, and general accounting.
6. Financial recordkeeping and data processing.

Ability to:

1. Operate a computer and peripheral equipment.
2. Prepare accurate and complete financial reports.
3. Compute and make calculations rapidly and accurately.
4. Communicate effectively both orally and in writing.
5. Plan, organize, and coordinate work to meet deadlines.

6. Provide quality customer service.
7. Establish and maintain positive working relationships with coworkers and customers.

MINIMUM QUALIFICATIONS

Experience, Training, and Experience

One (1) year of administrative experience in financial systems and functions, such as payroll, purchasing, clerical, and technical accounting work.

Completion of specialized coursework in bookkeeping, accounting, and data processing is desirable.

Skills
Typing - 40 WPM; operation of a computer terminal in the processing of numerical data; 10 Key by touch.

PHYSICAL REQUIREMENTS

This position requires extensive and repetitive physical activity involving the arms, wrists, and hands, including writing and using a keyboard. It also requires physical abilities associated with the ability to read, write and communicate in a work environment requiring no extraordinary physical strength or other special physical qualifications.

SUPPLEMENTAL INFORMATION

The City of West Covina is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

PROPOSED
CITY OF WEST COVINA
CLASSIFICATION SPECIFICATION

Class Title: ACCOUNTING TECHNICIAN II
Bargaining Unit: CONFIDENTIAL
Class Code: ACCT TECHII
Salary Grade: ~~CE450~~CEXXX
Salary: $48,678.00 - $65,694.00~~$43,752.00 - $59,052.00~~ Annually
FLSA: NON-EXEMPT
Date Updated:

JOB SUMMARY

This ~~is an entry-level~~ classification ~~that~~ performs a variety of routine accounting and financial work. Operates a computer and related peripheral equipment; assists in related complex clerical and technical accounting work; and performs other duties as assigned.

Performs the more complex and difficult duties of the classification and/or acts in a lead capacity over Accounting Technicians.

ESSENTIAL FUNCTIONS

Duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Under direct supervision, incumbents in this position classification are responsible for Accounts Payable or Accounts Receivable processes as assigned.

Accounts Payable:

- Oversees and ~~C~~coordinates all accounts payable functions such as processing purchase orders and claims for payment in accordance with City policies and procedures.
- Processes a comprehensive weekly accounts payable check run.
- Receives and files purchase orders until invoices are received.
- Checks invoices for accuracy (i.e. discounts, additional charges, etc) and ensures prompt payment to vendors.
- Coordinate with the receiving department to determine whether there are outstanding requisitions on file at the end of the fiscal year in order to decide to liquidate or roll over into next fiscal year.
- Communicates daily with vendors, both by telephone and in writing, concerning invoices, deliveries, statements and other problem areas and takes any corrective action needs for such problems.
- Communicates daily with Departments to ensure proper accounting of costs and expenditures.
- Examine and process departmental requisitions for petty cash in accordance with City policies and procedures; check expenditures against departmental budgets to assure availability of funds.

Accounts Receivable:

- Receives payments from mail and walk-in customers, recording revenue including permits and accounts receivable.
- Files daily cash receipts.
- Checks payments for accuracy and ensures prompt entry into the financial system.
- Coordinate with departments to determine proper revenue accounts.
- Communicates daily with Departments to ensure proper accounting of revenue.
- Prepare accounting spreadsheets, journal entries, and month-end reconciliations.
- Deposit and record checks in the cashiering software or by journal entry.

General Duties

- Serves as primary backup for other Accounting Technicians~~:~~.
- Provide quality customer service answering questions via phone and counter.
- Enter data for new vendors in financial system, maintain vendor master files, central purchasing records and files.
- Coordinate and participate in accounting and clerical tasks related to the maintenance of the City's financial record keeping, reporting, and control system.
- Opens and sorts in-coming mail for processing.
- Assist with annual audit by preparing various year-end schedules and responding to auditor's inquiries and requests for relevant materials and information.
- May assist in compiling payroll data, enter timesheets and ensuring that bi-weekly payroll is processed accurately and in compliance with City policies and procedures.
- May assist with fixed asset maintenance, including logging and assigning numbers as assets are purchased.
- Perform related duties as needed.

NON-ESSENTIAL FUNCTIONS

- Provide clerical and technical support to other accounting activities when needed and during leaves of absences.
- Collect data for special studies and projects as assigned and assist in preparing annual budget figures.

TYPICAL QUALIFICATIONS

~~This is an entry level position.~~ Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an Accountant Technician. ~~-~~A typical way of obtaining the required qualifications is to possess the equivalent of:

~~REQUIRED KNOWLEDGE & ABILITIES~~

Knowledge of:

1. Principles and practices of data processing.
2. Office procedures and methods.
3. Computer operations and procedures.
4. Applicable federal, state and local laws and regulations pertaining to cashiering, accounts receivable, accounts payable, and general accounting.
5. Principles, methods and practices of cashiering, accounts receivable, accounts payable, and general accounting.
6. Financial recordkeeping and data processing.

~~*Required*~~ *Ability to:*

1. Operate a computer and peripheral equipment.
2. Prepare accurate and complete financial reports.
3. Compute and make calculations rapidly and accurately.
4. Communicate effectively both orally and in writing.
5. Plan, organize, and coordinate work to meet deadlines.
6. Provide quality customer service.
7. Establish and maintain positive working relationships with coworkers and customers.

MINIMUM QUALIFICATIONS

Experience, Training, and Experience

~~One~~ Three (3) years of administrative experience in financial systems and functions, such as payroll, purchasing, clerical, and technical accounting work.

Completion of specialized coursework in bookkeeping, accounting, and data processing is desirable.

Skills
Typing - 40 WPM; operation of a computer terminal in the processing of numerical data; 10 Key by touch.

PHYSICAL REQUIREMENTS

This position requires extensive and repetitive physical activity involving the arms, wrists, and hands, including writing and using a keyboard. It also requires physical abilities associated with the ability to read, write and communicate in a work environment requiring no extraordinary physical strength or other special physical qualifications.

SUPPLEMENTAL INFORMATION

The City of West Covina is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ATTACHMENT NO. 2A

RESOLUTION NO. 2023-83

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE ESTABLISHMENT OF THE ACCOUNTING TECHNICIAN II CLASSIFICATION

THE CITY COUNCIL OF THE CITY OF WEST COVINA HEREBY FINDS, DETERMINES, AND DECLARES AS FOLLOWS:

WHEREAS, the Human Resources Department, as needed, reviews class specifications and/or pay grades to ensure position specifications and compensation are in alignment with current demands and comparable with similar classifications within the public sector labor market; and

WHEREAS, the Human Resources Department reviewed the job classifications within the Accounting Series and determined updates are needed; and

WHEREAS, the Human Resources Department has proposed to establish the Accounting Technician II classification; and

WHEREAS, on October 11, 2023, the Human Resources Commission reviewed and approved the class specifications for the Accounting Technician II classification, attached hereto as Exhibit A and incorporated herein; and

WHEREAS, the City Council desires to approve the establishment of the Accounting Technician II classification; and

WHEREAS, the City Council also desires to approve the class specifications and salary grade for the Accounting Technician II classification.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA HEREBY RESOLVES AS FOLLOWS:

SECTION 1. The City Council hereby approves the establishment of the Accounting Technician II classification.

SECTION 2. The City Council hereby approves the class specifications for the Accounting Technician II classification attached hereto as Exhibit A.

SECTION 3. The City Council hereby approves the following salary grade for the Accounting Technician II classification:

CLASSIFICATION	MONTHLY PAY RANGE				
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Accounting Technician II	$4,056				$ 5,475

SECTION 4. The Full-Time Salary Schedule and Schedule of Positions shall be amended to reflect the addition of the Accounting Technician II classification as set forth herein.

SECTION 5. The City Clerk shall certify to the adoption of this resolution and shall enter the same in the book of original resolutions and it shall become effective immediately.

APPROVED AND ADOPTED this 7th day of November, 2023.

Rosario Diaz
Mayor

APPROVED AS TO FORM

Thomas P. Duarte
City Attorney

ATTEST

Lisa Sherrick
Assistant City Clerk

I, LISA SHERRICK, ASSISTANT CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2023-83 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 7th day of November, 2023, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

Lisa Sherrick
Assistant City Clerk

EXHIBIT A

CLASS SPECIFICATIONS
ACCOUNTING TECHNICIAN II

CITY OF WEST COVINA
CLASSIFICATION SPECIFICATION

Class Title: ACCOUNTING TECHNICIAN II
Bargaining Unit: CONFIDENTIAL
Class Code: ACCT TECHII
Salary Grade: CEXXX
Salary: $48,678.00 - $65,694.00 Annually
FLSA: NON-EXEMPT
Date Updated:

JOB SUMMARY

This classification performs a variety of routine accounting and financial work. Operates a computer and related peripheral equipment; assists in related complex clerical and technical accounting work; and performs other duties as assigned.

Performs the more complex and difficult duties of the classification and/or acts in a lead capacity over Accounting Technicians.

ESSENTIAL FUNCTIONS

Duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Under direct supervision, incumbents in this position classification are responsible for Accounts Payable or Accounts Receivable processes as assigned.

Accounts Payable:

- Oversees and coordinates all accounts payable functions such as processing purchase orders and claims for payment in accordance with City policies and procedures.
- Processes a comprehensive weekly accounts payable check run.
- Receives and files purchase orders until invoices are received.
- Checks invoices for accuracy (i.e. discounts, additional charges, etc) and ensures prompt payment to vendors.
- Coordinate with the receiving department to determine whether there are outstanding requisitions on file at the end of the fiscal year in order to decide to liquidate or roll over into next fiscal year.
- Communicates daily with vendors, both by telephone and in writing, concerning invoices, deliveries, statements and other problem areas and takes any corrective action needs for such problems.
- Communicates daily with Departments to ensure proper accounting of costs and expenditures.
- Examine and process departmental requisitions for petty cash in accordance with City policies and procedures; check expenditures against departmental budgets to assure availability of funds.

Accounts Receivable:
- Receives payments from mail and walk-in customers, recording revenue including permits and accounts receivable.
- Files daily cash receipts.
- Checks payments for accuracy and ensures prompt entry into the financial system.
- Coordinate with departments to determine proper revenue accounts.
- Communicates daily with Departments to ensure proper accounting of revenue.
- Prepare accounting spreadsheets, journal entries, and month-end reconciliations.
- Deposit and record checks in the cashiering software or by journal entry.

General Duties
- Serves as primary backup for other Accounting Technicians.
- Provide quality customer service answering questions via phone and counter.
- Enter data for new vendors in financial system, maintain vendor master files, central purchasing records and files.
- Coordinate and participate in accounting and clerical tasks related to the maintenance of the City's financial record keeping, reporting, and control system.
- Opens and sorts in-coming mail for processing.
- Assist with annual audit by preparing various year-end schedules and responding to auditor's inquiries and requests for relevant materials and information.
- May assist in compiling payroll data, enter timesheets and ensuring that bi-weekly payroll is processed accurately and in compliance with City policies and procedures.
- May assist with fixed asset maintenance, including logging and assigning numbers as assets are purchased.
- Perform related duties as needed.

NON-ESSENTIAL FUNCTIONS

- Provide clerical and technical support to other accounting activities when needed and during leaves of absences.
- Collect data for special studies and projects as assigned and assist in preparing annual budget figures.

TYPICAL QUALIFICATIONS

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an Accountant Technician. A typical way of obtaining the required qualifications is to possess the equivalent of:

Knowledge of:
1. Principles and practices of data processing.
2. Office procedures and methods.
3. Computer operations and procedures.
4. Applicable federal, state and local laws and regulations pertaining to cashiering, accounts receivable, accounts payable, and general accounting.
5. Principles, methods and practices of cashiering, accounts receivable, accounts payable, and general accounting.
6. Financial recordkeeping and data processing.

Ability to:

1. Operate a computer and peripheral equipment.
2. Prepare accurate and complete financial reports.
3. Compute and make calculations rapidly and accurately.
4. Communicate effectively both orally and in writing.
5. Plan, organize, and coordinate work to meet deadlines.
6. Provide quality customer service.
7. Establish and maintain positive working relationships with coworkers and customers.

MINIMUM QUALIFICATIONS

Experience, Training, and Experience

Three (3) years of administrative experience in financial systems and functions, such as payroll, purchasing, clerical, and technical accounting work.

Completion of specialized coursework in bookkeeping, accounting, and data processing is desirable.

Skills
Typing - 40 WPM; operation of a computer terminal in the processing of numerical data; 10 Key by touch.

PHYSICAL REQUIREMENTS

This position requires extensive and repetitive physical activity involving the arms, wrists, and hands, including writing and using a keyboard. It also requires physical abilities associated with the ability to read, write and communicate in a work environment requiring no extraordinary physical strength or other special physical qualifications.

SUPPLEMENTAL INFORMATION

The City of West Covina is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

PROPOSED
CITY OF WEST COVINA
CLASSIFICATION SPECIFICATION

Class Title: ACCOUNTANT I
Bargaining Unit: CONFIDENTIAL
Class Code: ACCT I
Salary Grade: CE160
Salary: $59,460.00 - $80,268.00 Annually
FLSA: EXEMPT
Date Updated:

JOB SUMMARY

Under general supervision, performs technical and professional accounting duties including financial reporting, budget, auditing, grants, fixed assets, long-term debt, investments, and general ledger in accordance with Generally Accepted Accounting Principles (GAAP), City/Agency codes and ordinances, and state and federal requirements. Participates in all of the accounting activities for the City and Successor Agency; analyzes and evaluates financial records; performs related duties as assigned.

ESSENTIAL FUNCTIONS

Duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Accountants routinely perform analytical duties with responsibility for one or more of the following areas: General Ledger; Projects and Grants; Purchasing, Accounts Payable, and Accounts Receivable; Payroll Accounting; Debts, Investments and Real Estate; Budget; and Year End Processing, and Financial Reporting.

General Ledger

- Reviews financial transactions and prepares journal entries and adjustments to the general and subsidiary accounting ledgers; assists in closing the City's financial records at the end of the accounting period; prepares a variety of related reports.
- Prepares work papers, financial statements and various reports for audits by Federal, State and other outside agencies as well as for internal accounting; ~~assists in annual budget preparation;~~ and performs comprehensive financial activity studies as assigned.
- Posts, balances and reconciles subsidiary accounts; prepares related journal entries, account reconciliations, related schedules, and reports.
- Performs bank account reconciliations, verifying accuracy of recorded transactions; prepares related worksheets and other schedules; prepares daily cash flow analysis.
- Perform general ledger period-end closing process.
- Performs duties related to the City's fixed assets program; maintains and updates asset records; tracks additions, deletions, and transfers to departments of fixed assets for all funds; calculates depreciation expense based on asset type.

Project and Grant Subledger Accounting

- Assists in the preparation of reports to monitor grant revenues and expenditures~~;~~, capital expenditure projects, and fixed assets.
- Analyze and reconcile projects identified and entitled from local agencies, and state or federal grants.
- Prepare supporting documentation for grant filling.
- Reconcile grant receivables and revenues.
- Prepare and coordinate a single audit or program audit.

Purchasing, Accounts Payable, and Accounts Receivable

- Understand recording of payables, expenses, and payments in Purchasing and Accounts Payable; review PO / invoices to determine proper recording.
- Understand the recording of receivables, revenues, and cash receipts in Accounts Receivable; record, review, and balance transactions in Receivables subledger.
- Prepare, review, balance, and report receivables and revenues.

Payroll Accounting

- Act as a backup for Payroll Administrator.
- Understand recording of payroll transactions and adjustments in the payroll subledger and general ledger.
- Prepare, review, analyze, and reconcile payroll-related accounts to the general ledger.
- Perform and review all payroll journal entries such as payroll costing, vacation and sick accruals, and payroll cash fund transfers.
- Perform reconciliations of various reports and accounts.
- Prepare annual State Controllers Report for payroll and other reporting for internal/external use.
- Identify and assist with testing of payroll automation opportunities and any payroll system updates.

Debt, Investments and Real Estate

- Record new debt; maintain, reconcile, balance and analyze debt accounts; reconcile and maintain capital expenditures and construction fund availability.
- Maintain, reconcile, balance and analyze bank accounts, cash ledgers, treasury ledgers and investment ledgers.
- Reviews bank activity daily and delivers related reports of liquidity to supervisors.
- Prepare and record the fair market value of investments.
- Calculate and record investment interest accrual and investment receipts.
- Record, maintain, reconcile, balance and analyze real estate transactions, prepare reports and calculate rate of return.

Budget

- Maintain, reconcile, balance, and analyze revenues and expenses.
- Generate various reports for internal customers and outside agencies.
- Assist in preparing annual budget.
- Provides advice and technical assistance regarding the budget; participates in internal department reviews on proposed budgets and identifies possible alternatives; generates budget worksheets.

- Consolidates department budgets into City-wide budget document.
- Periodically monitors the budget by reviewing reports and accounting records to determine if allocated funds have been spent as specified; makes appropriate recommendations if deviations appear between approved budget and actual performance.

Year-End Processing and Financial Reporting

- Assist with year-end processing of relevant accounting functions including preparing lead and audit schedules for the annual external audit.
- Assist with annual depreciation of fixed assets.
- Assist in preparation of ACFR's introductory section, notes to the basic financial statements, basic financial statements, and statistical section.
- Prepare, with appropriate oversight, various annul reports for end of year filing.

General Duties

- Assists in documenting and implementing new accounting policies and procedures.
- Assists in monitoring budgets for various City departments and projects; determines if funds are available and expenditures are properly classified; researches and analyzes transactions to resolve budget problems; assists in annual budget preparation.
- Assists department personnel with proper expenditure coding, document preparation and other accounting related activities.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Identify issues, find solutions, and make recommendations for improvement.
- Work closely with various departments to solve issues and provide recommendations.
- Formulate, establish and maintain processes and procedures to improve internal controls.
- Reviews bank activity daily and delivers related reports of liquidity to supervisors.
- Serve as back to other Accountants, Sr. Accountant, and Accounting Technicians.
- Perform special projects and assignments.
- Maintain prompt and regular attendance.
- Performs all related duties and responsibilities as assigned.

TYPICAL QUALIFICATIONS

This is an entry level position. Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an Accountant. A typical way of obtaining the required qualifications is to possess the equivalent of:

~~Required~~ *Knowledge of:*

1. ~~Considerable knowledge of the p~~Principles and practices of municipal administration, governmental accounting, auditing, budgeting, purchasing, payroll, cashiering, investments, accounts receivable, accounts payable, business license; computer applications in administrative functions~~;~~.
2. P~~p~~ertinent Federal, State and local laws, codes and regulations pertaining to public finance and accounting.
3. ~~; p~~Principles of research, statistical analysis and report preparation.
4. ~~; general~~ General office procedures; operation and care of general purpose computer equipment.
5. ~~; working knowledge of~~ City finance policies and procedures~~;~~.

6. ~~p~~Principles and practices of supervision, training and performance evaluation~~;~~.
7. ~~e~~Economic/business cycles~~;~~.
8. ~~k~~Knowledge of Microsoft Excel (including pivot tables), Word and PowerPoint.

Ability to:

1. Plan, organize, manage and coordinate assigned work.
2. Analyze and make sound recommendations on accounting and financial issues, data and operations.
3. Understand federal, state and local policy, law, regulations and court decisions regulating the City's financial accounting, reporting and record keeping.
4. Understand and implement sound financial and accounting procedures and controls.
5. Communicate clearly and effectively, orally and in writing.
6. Define issues, analyze problems, evaluate alternatives.
7. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
8. Exercise sound, independent judgment within general policy guidelines.
9. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
10. Establish and maintain effective working relationships with staff, representatives of other agencies, the public and others encountered in the course of work.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

A ~~Bachelor's Degree~~bachelor's degree from an accredited college or university with a major in Accounting or related field is required.~~; CPA highly desirable.~~

~~Experience~~
~~Two~~ One (1) year~~s~~ of increasingly responsible experience in accounting or a related field.

Municipal experience desirable.

~~Minimum Requirements:~~

~~Bachelor's Degree in accounting preferred with at least (3) years of increasingly responsible experience in accounting or bookkeeping. Municipal experience desirable.~~

PHYSICAL REQUIREMENTS

This position requires extensive and repetitive physical activity involving the arms, wrists, and hands, including writing and using a keyboard. It also requires physical abilities associated with the ability to read, write and communicate in a work environment requiring no extraordinary physical strength or other special physical qualifications.

SUPPLEMENTAL INFORMATION

The City of West Covina is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with

disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ATTACHMENT NO. 3A

RESOLUTION NO. 2023-84

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE REMOVAL OF THE ACCOUNTANT CLASSIFICATION AND THE ESTABLISHMENT OF THE ACCOUNTANT I CLASSIFICATION

THE CITY COUNCIL OF THE CITY OF WEST COVINA HEREBY FINDS, DETERMINES, AND DECLARES AS FOLLOWS:

WHEREAS, the Human Resources Department, as needed, reviews class specifications and/or pay grades to ensure position specifications and compensation are in alignment with current demands and comparable with similar classifications within the public sector labor market; and

WHEREAS, the Human Resources Department reviewed the job classifications within the Accounting Series and determined updates are needed; and

WHEREAS, the Human Resources Department has proposed to remove the Accountant classification and establish the Accountant I classification; and

WHEREAS, on October 11, 2023, the Human Resources Commission reviewed and approved the class specifications for the Accountant I classification, attached hereto as Exhibit A and incorporated herein; and

WHEREAS, the City Council desires to approval the removal of the Accountant classification and the establishment of the Accountant I classification; and

WHEREAS, the City Council also desires to approve the class specifications and salary grade for the Accounting Technician I classification.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA HEREBY RESOLVES AS FOLLOWS:

SECTION 1. The City Council hereby approves the removal of the Accountant classification and the establishment of the Accountant I classification.

SECTION 2. The City Council hereby approves the class specifications for the Accountant I classification attached hereto as Exhibit A.

SECTION 3. The City Council hereby approves the following salary grade for the Accountant I classification:

CLASSIFICATION	MONTHLY PAY RANGE				
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Accountant I	$4,955				$6,689

SECTION 4. The Full-Time Salary Schedule and Schedule of Positions shall be amended to reflect the removal of the Accountant classification and the addition of the Accountant I classification as set forth herein.

SECTION 5. The City Clerk shall certify to the adoption of this resolution and shall enter the same in the book of original resolutions and it shall become effective immediately.

APPROVED AND ADOPTED this 7th day of November, 2023.

Rosario Diaz
Mayor

APPROVED AS TO FORM

Thomas P. Duarte
City Attorney

ATTEST

Lisa Sherrick
Assistant City Clerk

I, LISA SHERRICK, ASSISTANT CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2023-84 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 7th day of November, 2023, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

Lisa Sherrick
Assistant City Clerk

EXHIBIT A

CLASS SPECIFICATIONS
ACCOUNTANT I

CITY OF WEST COVINA
CLASSIFICATION SPECIFICATION

Class Title: ACCOUNTANT I
Bargaining Unit: CONFIDENTIAL
Class Code: ACCT I
Salary Grade: CE160
Salary: $59,460.00 - $80,268.00 Annually
FLSA: EXEMPT
Date Updated:

JOB SUMMARY

Under general supervision, performs technical and professional accounting duties including financial reporting, budget, auditing, grants, fixed assets, long-term debt, investments, and general ledger in accordance with Generally Accepted Accounting Principles (GAAP), City/Agency codes and ordinances, and state and federal requirements. Participates in all of the accounting activities for the City and Successor Agency; analyzes and evaluates financial records; performs related duties as assigned.

ESSENTIAL FUNCTIONS

Duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Accountants routinely perform analytical duties with responsibility for one or more of the following areas: General Ledger; Projects and Grants; Purchasing, Accounts Payable, and Accounts Receivable; Payroll Accounting; Debts, Investments and Real Estate; Budget; and Year End Processing, and Financial Reporting.

General Ledger

- Reviews financial transactions and prepares journal entries and adjustments to the general and subsidiary accounting ledgers; assists in closing the City's financial records at the end of the accounting period; prepares a variety of related reports.
- Prepares work papers, financial statements and various reports for audits by Federal, State and other outside agencies as well as for internal accounting; and performs comprehensive financial activity studies as assigned.
- Posts, balances and reconciles subsidiary accounts; prepares related journal entries, account reconciliations, related schedules, and reports.
- Performs bank account reconciliations, verifying accuracy of recorded transactions; prepares related worksheets and other schedules; prepares daily cash flow analysis.
- Perform general ledger period-end closing process.
- Performs duties related to the City's fixed assets program; maintains and updates asset records; tracks additions, deletions, and transfers to departments of fixed assets for all funds; calculates depreciation expense based on asset type.

Project and Grant Subledger Accounting

- Assists in the preparation of reports to monitor grant revenues and expenditures, capital expenditure projects, and fixed assets.
- Analyze and reconcile projects identified and entitled from local agencies, and state or federal grants.
- Prepare supporting documentation for grant filling.
- Reconcile grant receivables and revenues.
- Prepare and coordinate a single audit or program audit.

Purchasing, Accounts Payable, and Accounts Receivable

- Understand recording of payables, expenses, and payments in Purchasing and Accounts Payable; review PO / invoices to determine proper recording.
- Understand the recording of receivables, revenues, and cash receipts in Accounts Receivable; record, review, and balance transactions in Receivables subledger.
- Prepare, review, balance, and report receivables and revenues.

Payroll Accounting

- Act as a backup for Payroll Administrator.
- Understand recording of payroll transactions and adjustments in the payroll subledger and general ledger.
- Prepare, review, analyze, and reconcile payroll-related accounts to the general ledger.
- Perform and review all payroll journal entries such as payroll costing, vacation and sick accruals, and payroll cash fund transfers.
- Perform reconciliations of various reports and accounts.
- Prepare annual State Controllers Report for payroll and other reporting for internal/external use.
- Identify and assist with testing of payroll automation opportunities and any payroll system updates.

Debt, Investments and Real Estate

- Record new debt; maintain, reconcile, balance and analyze debt accounts; reconcile and maintain capital expenditures and construction fund availability.
- Maintain, reconcile, balance and analyze bank accounts, cash ledgers, treasury ledgers and investment ledgers.
- Reviews bank activity daily and delivers related reports of liquidity to supervisors.
- Prepare and record the fair market value of investments.
- Calculate and record investment interest accrual and investment receipts.
- Record, maintain, reconcile, balance and analyze real estate transactions, prepare reports and calculate rate of return.

Budget

- Maintain, reconcile, balance, and analyze revenues and expenses.
- Generate various reports for internal customers and outside agencies.
- Assist in preparing annual budget.
- Provides advice and technical assistance regarding the budget; participates in internal department reviews on proposed budgets and identifies possible alternatives; generates budget worksheets.

- Consolidates department budgets into City-wide budget document.
- Periodically monitors the budget by reviewing reports and accounting records to determine if allocated funds have been spent as specified; makes appropriate recommendations if deviations appear between approved budget and actual performance.

Year-End Processing and Financial Reporting

- Assist with year-end processing of relevant accounting functions including preparing lead and audit schedules for the annual external audit.
- Assist with annual depreciation of fixed assets.
- Assist in preparation of ACFR's introductory section, notes to the basic financial statements, basic financial statements, and statistical section.
- Prepare, with appropriate oversight, various annul reports for end of year filing.

General Duties

- Assists in documenting and implementing new accounting policies and procedures.
- Assists in monitoring budgets for various City departments and projects; determines if funds are available and expenditures are properly classified; researches and analyzes transactions to resolve budget problems; assists in annual budget preparation.
- Assists department personnel with proper expenditure coding, document preparation and other accounting related activities.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Identify issues, find solutions, and make recommendations for improvement.
- Work closely with various departments to solve issues and provide recommendations.
- Formulate, establish and maintain processes and procedures to improve internal controls.
- Reviews bank activity daily and delivers related reports of liquidity to supervisors.
- Serve as back to other Accountants, Sr. Accountant, and Accounting Technicians.
- Perform special projects and assignments.
- Maintain prompt and regular attendance.
- Performs all related duties and responsibilities as assigned.

TYPICAL QUALIFICATIONS

This is an entry level position. Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an Accountant. A typical way of obtaining the required qualifications is to possess the equivalent of:

Knowledge of:

1. Principles and practices of municipal administration, governmental accounting, auditing, budgeting, purchasing, payroll, cashiering, investments, accounts receivable, accounts payable, business license; computer applications in administrative functions.
2. Pertinent Federal, State and local laws, codes and regulations pertaining to public finance and accounting.
3. Principles of research, statistical analysis and report preparation.
4. General office procedures; operation and care of general purpose computer equipment.
5. City finance policies and procedures.
6. Principles and practices of supervision, training and performance evaluation.
7. Economic/business cycles.

8. Knowledge of Microsoft Excel (including pivot tables), Word and PowerPoint.

Ability to:

1. Plan, organize, manage and coordinate assigned work.
2. Analyze and make sound recommendations on accounting and financial issues, data and operations.
3. Understand federal, state and local policy, law, regulations and court decisions regulating the City's financial accounting, reporting and record keeping.
4. Understand and implement sound financial and accounting procedures and controls.
5. Communicate clearly and effectively, orally and in writing.
6. Define issues, analyze problems, evaluate alternatives.
7. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
8. Exercise sound, independent judgment within general policy guidelines.
9. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
10. Establish and maintain effective working relationships with staff, representatives of other agencies, the public and others encountered in the course of work.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

A bachelor's degree from an accredited college or university with a major in Accounting or related field is required.

One (1) year of increasingly responsible experience in accounting or a related field.

Municipal experience desirable.

PHYSICAL REQUIREMENTS

This position requires extensive and repetitive physical activity involving the arms, wrists, and hands, including writing and using a keyboard. It also requires physical abilities associated with the ability to read, write and communicate in a work environment requiring no extraordinary physical strength or other special physical qualifications.

SUPPLEMENTAL INFORMATION

The City of West Covina is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

PROPOSED
CITY OF WEST COVINA
CLASSIFICATION SPECIFICATION

Class Title: ACCOUNTANT II
Bargaining Unit: CONFIDENTIAL
Class Code: ACCT II
Salary Grade: ~~CE160~~CEXXX
Salary: $64,217.00 - $86,689.00 ~~$59,460.00 - $80,268.00~~ Annually
FLSA: EXEMPT
Date Updated:

JOB SUMMARY

Under general supervision, performs technical and professional accounting duties including financial reporting, budget, auditing, grants, fixed assets, long-term debt, investments, and general ledger in accordance with Generally Accepted Accounting Principles (GAAP), City/Agency codes and ordinances, and state and federal requirements. Participates in all of the accounting activities for the City and Successor Agency; analyzes and evaluates financial records; performs related duties as assigned.

Performs the more complex and difficult duties of the classification and/or acts in a lead capacity over Accountants and Accounting Technicians.

ESSENTIAL FUNCTIONS

Duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Accountants routinely perform analytical duties with responsibility for one or more of the following areas: General Ledger; Projects and Grants; Purchasing, Accounts Payable, and Accounts Receivable; Payroll Accounting; Debts, Investments and Real Estate; Budget; and Year End Processing, and Financial Reporting.

General Ledger

- Reviews financial transactions and prepares journal entries and adjustments to the general and subsidiary accounting ledgers; assists in closing the City's financial records at the end of the accounting period; prepares a variety of related reports.
- Prepares work papers, financial statements and various reports for audits by Federal, State and other outside agencies as well as for internal accounting; and performs comprehensive financial activity studies as assigned.
- Posts, balances and reconciles subsidiary accounts; prepares related journal entries, account reconciliations, related schedules, and reports.
- Performs bank account reconciliations, verifying accuracy of recorded transactions; prepares related worksheets and other schedules; prepares daily cash flow analysis.
- Perform general ledger period-end closing process.
- Performs duties related to the City's fixed assets program; maintains and updates asset records; tracks additions, deletions, and transfers to departments of fixed assets for all funds; calculates depreciation expense based on asset type.

Project and Grant Subledger Accounting

- Assists in the preparation of reports to monitor grant revenues and expenditures, capital expenditure projects, and fixed assets.
- Analyze and reconcile projects identified and entitled from local agencies, and state or federal grants.
- Prepare supporting documentation for grant filling.
- Reconcile grant receivables and revenues.
- Prepare and coordinate a single audit or program audit.

Purchasing, Accounts Payable, and Accounts Receivable

- Understand recording of payables, expenses, and payments in Purchasing and Accounts Payable; review PO / invoices to determine proper recording.
- Understand the recording of receivables, revenues, and cash receipts in Accounts Receivable; record, review, and balance transactions in Receivables subledger.
- Prepare, review, balance, and report receivables and revenues.

Payroll Accounting

- Act as a backup for Payroll Administrator.
- Understand recording of payroll transactions and adjustments in the payroll subledger and general ledger.
- Prepare, review, analyze, and reconcile payroll-related accounts to the general ledger.
- Perform and review all payroll journal entries such as payroll costing, vacation and sick accruals, and payroll cash fund transfers.
- Perform reconciliations of various reports and accounts.
- Prepare annual State Controllers Report for payroll and other reporting for internal/external use.
- Identify and assist with testing of payroll automation opportunities and any payroll system updates.

Debt, Investments and Real Estate

- Record new debt; maintain, reconcile, balance and analyze debt accounts; reconcile and maintain capital expenditures and construction fund availability.
- Maintain, reconcile, balance and analyze bank accounts, cash ledgers, treasury ledgers and investment ledgers.
- Reviews bank activity daily and delivers related reports of liquidity to supervisors.
- Prepare and record the fair market value of investments.
- Calculate and record investment interest accrual and investment receipts.
- Record, maintain, reconcile, balance and analyze real estate transactions, prepare reports and calculate rate of return.

Budget

- Maintain, reconcile, balance, and analyze revenues and expenses.
- Generate various reports for internal customers and outside agencies.
- Assist in preparing annual budget.

- Provides advice and technical assistance regarding the budget; participates in internal department reviews on proposed budgets and identifies possible alternatives; generates budget worksheets.
- Consolidates department budgets into City-wide budget document.
- Periodically monitors the budget by reviewing reports and accounting records to determine if allocated funds have been spent as specified; makes appropriate recommendations if deviations appear between approved budget and actual performance.

Year-End Processing and Financial Reporting

- Assist with year-end processing of relevant accounting functions including preparing lead and audit schedules for the annual external audit.
- Assist with annual depreciation of fixed assets.
- Assist in preparation of ACFR's introductory section, notes to the basic financial statements, basic financial statements, and statistical section.
- Prepare, with appropriate oversight, various annul reports for end of year filing.

General Duties

- Assists in documenting and implementing new accounting policies and procedures.
- Assists in monitoring budgets for various City departments and projects; determines if funds are available and expenditures are properly classified; researches and analyzes transactions to resolve budget problems; assists in annual budget preparation.
- Assists department personnel with proper expenditure coding, document preparation and other accounting related activities.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Identify issues, find solutions, and make recommendations for improvement.
- Work closely with various departments to solve issues and provide recommendations.
- Formulate, establish and maintain processes and procedures to improve internal controls.
- Reviews bank activity daily and delivers related reports of liquidity to supervisors.
- Serve as back to other Accountants, Sr. Accountant, and Accounting Technicians.
- Perform special projects and assignments.
- Maintain prompt and regular attendance.
- Performs all related duties and responsibilities as assigned.

TYPICAL QUALIFICATIONS

~~This is an entry level position.~~ Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an Accountant. A typical way of obtaining the required qualifications is to possess the equivalent of:

Knowledge of:

1. Principles and practices of municipal administration, governmental accounting, auditing, budgeting, purchasing, payroll, cashiering, investments, accounts receivable, accounts payable, business license; computer applications in administrative functions.
2. Pertinent Federal, State and local laws, codes and regulations pertaining to public finance and accounting.
3. Principles of research, statistical analysis and report preparation.
4. General office procedures; operation and care of general purpose computer equipment.

5. City finance policies and procedures.
6. Principles and practices of supervision, training and performance evaluation.
7. Economic/business cycles.
8. Knowledge of Microsoft Excel (including pivot tables), Word and PowerPoint.

Ability to:

1. Plan, organize, manage and coordinate assigned work.
2. Analyze and make sound recommendations on accounting and financial issues, data and operations.
3. Understand federal, state and local policy, law, regulations and court decisions regulating the City's financial accounting, reporting and record keeping.
4. Understand and implement sound financial and accounting procedures and controls.
5. Communicate clearly and effectively, orally and in writing.
6. Define issues, analyze problems, evaluate alternatives.
7. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
8. Exercise sound, independent judgment within general policy guidelines.
9. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
10. Establish and maintain effective working relationships with staff, representatives of other agencies, the public and others encountered in the course of work.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

A bachelor's degree from an accredited college or university with a major in Accounting or related field is required.

~~One~~ Three (3) years of increasingly responsible experience in accounting or a related field.

Municipal experience desirable.

PHYSICAL REQUIREMENTS

This position requires extensive and repetitive physical activity involving the arms, wrists, and hands, including writing and using a keyboard. It also requires physical abilities associated with the ability to read, write and communicate in a work environment requiring no extraordinary physical strength or other special physical qualifications.

SUPPLEMENTAL INFORMATION

The City of West Covina is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ATTACHMENT NO. 4A

RESOLUTION NO. 2023-85

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE ESTABLISHMENT OF THE ACCOUNTANT II CLASSIFICATION

THE CITY COUNCIL OF THE CITY OF WEST COVINA HEREBY FINDS, DETERMINES, AND DECLARES AS FOLLOWS:

WHEREAS, the Human Resources Department, as needed, reviews class specifications and/or pay grades to ensure position specifications and compensation are in alignment with current demands and comparable with similar classifications within the public sector labor market; and

WHEREAS, the Human Resources Department reviewed the job classifications within the Accounting Series and determined updates are needed; and

WHEREAS, the Human Resources Department has proposed to establish the Accountant II classification; and

WHEREAS, on October 11, 2023, the Human Resources Commission reviewed and approved the class specifications for the Accountant II classification, attached hereto as Exhibit A and incorporated herein; and

WHEREAS, the City Council desires to approve the establishment of the Accountant II classification; and

WHEREAS, the City Council also desires to approve the class specifications and salary grade for the Accountant II classification.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA HEREBY RESOLVES AS FOLLOWS:

SECTION 1. The City Council hereby approves the establishment of the Accountant II classification.

SECTION 2. The City Council hereby approves the class specifications for the Accountant II classification attached hereto as Exhibit A.

SECTION 3. The City Council hereby approves the following salary grade for the Accountant II classification:

CLASSIFICATION	MONTHLY PAY RANGE				
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Accountant II	$5,351				$7,224

SECTION 4. The Full-Time Salary Schedule and Schedule of Positions shall be amended to reflect the addition of the Accountant II classification as set forth herein.

SECTION 5. The City Clerk shall certify to the adoption of this resolution and shall enter the same in the book of original resolutions and it shall become effective immediately.

APPROVED AND ADOPTED this 7th day of November, 2023.

Rosario Diaz
Mayor

APPROVED AS TO FORM

Thomas P. Duarte
City Attorney

ATTEST

Lisa Sherrick
Assistant City Clerk

I, LISA SHERRICK, ASSISTANT CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2023-85 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 7th day of November, 2023, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

Lisa Sherrick
Assistant City Clerk

EXHIBIT A

CLASS SPECIFICATIONS
ACCOUNTANT II

CITY OF WEST COVINA
CLASSIFICATION SPECIFICATION

Class Title: ACCOUNTANT II
Bargaining Unit: CONFIDENTIAL
Class Code: ACCT II
Salary Grade: CEXXX
Salary: $64,217.00 - $86,689.00 Annually
FLSA: EXEMPT
Date Updated:

JOB SUMMARY

Under general supervision, performs technical and professional accounting duties including financial reporting, budget, auditing, grants, fixed assets, long-term debt, investments, and general ledger in accordance with Generally Accepted Accounting Principles (GAAP), City/Agency codes and ordinances, and state and federal requirements. Participates in all of the accounting activities for the City and Successor Agency; analyzes and evaluates financial records; performs related duties as assigned.

Performs the more complex and difficult duties of the classification and/or acts in a lead capacity over Accountants and Accounting Technicians.

ESSENTIAL FUNCTIONS

Duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Accountants routinely perform analytical duties with responsibility for one or more of the following areas: General Ledger; Projects and Grants; Purchasing, Accounts Payable, and Accounts Receivable; Payroll Accounting; Debts, Investments and Real Estate; Budget; and Year End Processing, and Financial Reporting.

General Ledger

- Reviews financial transactions and prepares journal entries and adjustments to the general and subsidiary accounting ledgers; assists in closing the City's financial records at the end of the accounting period; prepares a variety of related reports.
- Prepares work papers, financial statements and various reports for audits by Federal, State and other outside agencies as well as for internal accounting; and performs comprehensive financial activity studies as assigned.
- Posts, balances and reconciles subsidiary accounts; prepares related journal entries, account reconciliations, related schedules, and reports.
- Performs bank account reconciliations, verifying accuracy of recorded transactions; prepares related worksheets and other schedules; prepares daily cash flow analysis.
- Perform general ledger period-end closing process.
- Performs duties related to the City's fixed assets program; maintains and updates asset records; tracks additions, deletions, and transfers to departments of fixed assets for all funds; calculates depreciation expense based on asset type.

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- Assists in the preparation of reports to monitor grant revenues and expenditures, capital expenditure projects, and fixed assets.
- Analyze and reconcile projects identified and entitled from local agencies, and state or federal grants.
- Prepare supporting documentation for grant filling.
- Reconcile grant receivables and revenues.
- Prepare and coordinate a single audit or program audit.

Purchasing, Accounts Payable, and Accounts Receivable

- Understand recording of payables, expenses, and payments in Purchasing and Accounts Payable; review PO / invoices to determine proper recording.
- Understand the recording of receivables, revenues, and cash receipts in Accounts Receivable; record, review, and balance transactions in Receivables subledger.
- Prepare, review, balance, and report receivables and revenues.

Payroll Accounting

- Act as a backup for Payroll Administrator.
- Understand recording of payroll transactions and adjustments in the payroll subledger and general ledger.
- Prepare, review, analyze, and reconcile payroll-related accounts to the general ledger.
- Perform and review all payroll journal entries such as payroll costing, vacation and sick accruals, and payroll cash fund transfers.
- Perform reconciliations of various reports and accounts.
- Prepare annual State Controllers Report for payroll and other reporting for internal/external use.
- Identify and assist with testing of payroll automation opportunities and any payroll system updates.

Debt, Investments and Real Estate

- Record new debt; maintain, reconcile, balance and analyze debt accounts; reconcile and maintain capital expenditures and construction fund availability.
- Maintain, reconcile, balance and analyze bank accounts, cash ledgers, treasury ledgers and investment ledgers.
- Reviews bank activity daily and delivers related reports of liquidity to supervisors.
- Prepare and record the fair market value of investments.
- Calculate and record investment interest accrual and investment receipts.
- Record, maintain, reconcile, balance and analyze real estate transactions, prepare reports and calculate rate of return.

Budget

- Maintain, reconcile, balance, and analyze revenues and expenses.
- Generate various reports for internal customers and outside agencies.
- Assist in preparing annual budget.
- Provides advice and technical assistance regarding the budget; participates in internal department reviews on proposed budgets and identifies possible alternatives; generates budget worksheets.

- Consolidates department budgets into City-wide budget document.
- Periodically monitors the budget by reviewing reports and accounting records to determine if allocated funds have been spent as specified; makes appropriate recommendations if deviations appear between approved budget and actual performance.

Year-End Processing and Financial Reporting

- Assist with year-end processing of relevant accounting functions including preparing lead and audit schedules for the annual external audit.
- Assist with annual depreciation of fixed assets.
- Assist in preparation of ACFR's introductory section, notes to the basic financial statements, basic financial statements, and statistical section.
- Prepare, with appropriate oversight, various annul reports for end of year filing.

General Duties

- Assists in documenting and implementing new accounting policies and procedures.
- Assists in monitoring budgets for various City departments and projects; determines if funds are available and expenditures are properly classified; researches and analyzes transactions to resolve budget problems; assists in annual budget preparation.
- Assists department personnel with proper expenditure coding, document preparation and other accounting related activities.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Identify issues, find solutions, and make recommendations for improvement.
- Work closely with various departments to solve issues and provide recommendations.
- Formulate, establish and maintain processes and procedures to improve internal controls.
- Reviews bank activity daily and delivers related reports of liquidity to supervisors.
- Serve as back to other Accountants, Sr. Accountant, and Accounting Technicians.
- Perform special projects and assignments.
- Maintain prompt and regular attendance.
- Performs all related duties and responsibilities as assigned.

TYPICAL QUALIFICATIONS

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an Accountant. A typical way of obtaining the required qualifications is to possess the equivalent of:

Knowledge of:

1. Principles and practices of municipal administration, governmental accounting, auditing, budgeting, purchasing, payroll, cashiering, investments, accounts receivable, accounts payable, business license; computer applications in administrative functions.
2. Pertinent Federal, State and local laws, codes and regulations pertaining to public finance and accounting.
3. Principles of research, statistical analysis and report preparation.
4. General office procedures; operation and care of general purpose computer equipment.
5. City finance policies and procedures.
6. Principles and practices of supervision, training and performance evaluation.
7. Economic/business cycles.

8. Knowledge of Microsoft Excel (including pivot tables), Word and PowerPoint.

Ability to:

1. Plan, organize, manage and coordinate assigned work.
2. Analyze and make sound recommendations on accounting and financial issues, data and operations.
3. Understand federal, state and local policy, law, regulations and court decisions regulating the City's financial accounting, reporting and record keeping.
4. Understand and implement sound financial and accounting procedures and controls.
5. Communicate clearly and effectively, orally and in writing.
6. Define issues, analyze problems, evaluate alternatives.
7. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
8. Exercise sound, independent judgment within general policy guidelines.
9. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
10. Establish and maintain effective working relationships with staff, representatives of other agencies, the public and others encountered in the course of work.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

A bachelor's degree from an accredited college or university with a major in Accounting or related field is required.

Three (3) years of increasingly responsible experience in accounting or a related field.

Municipal experience desirable.

PHYSICAL REQUIREMENTS

This position requires extensive and repetitive physical activity involving the arms, wrists, and hands, including writing and using a keyboard. It also requires physical abilities associated with the ability to read, write and communicate in a work environment requiring no extraordinary physical strength or other special physical qualifications.

SUPPLEMENTAL INFORMATION

The City of West Covina is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

PROPOSED
CITY OF WEST COVINA
CLASSIFICATION SPECIFICATION

Class Title: SENIOR ACCOUNTANT
Bargaining Unit: CONFIDENTIAL
Class Code: SEN ACCT
Salary Grade: CE170
Salary: $74,328.00 - $100,344.00 Annually
FLSA: EXEMPT
Date Updated:

JOB SUMMARY

Under general direction, performs advanced professional-level accounting duties including general accounting, cashiering, payroll, accounts payable, and accounts receivable; assists in the planning, development and control of the City's accounting system; prepares journal entries and adjustments to the general ledger; assists with the City's budgeting and financial forecasting; assists with the preparation of the City's annual financial and statistical statements in accordance with Generally Accepted Accounting Principles (GAAP) and governmental accounting standards; assists in the internal auditing of City funds and accounts; trains, monitors, and helps supervise lower level accounting staff; provides direct support to the Accounting Manager, Assistant Finance Director, and Finance Director; and performs other related duties as assigned.

ESSENTIAL FUNCTIONS

Under general direction and with minimal assistance, incumbents in this position classification must ably perform the following functions:

1. Performs professional-level accounting, budgetary analysis, statistical analysis and research in a variety of financial areas as needed; prepares a variety of detailed complex accounting, statistical, and/or narrative financial statements or reports requiring analysis and interpretation of source data; does analysis of fiscal transactions to ensure conformity and compliance with GAAP, City/Agency codes and ordinances, and state and federal requirements.
2. Performs and/or coordinates internal and external audits including the auditing of payroll, accounts payable, accounts receivable, billings, and revenue collections of the Finance Department; prepares records for the annual audit; helps supervise the annual audit; assists auditors in the review of the financial operations; examines, analyzes and verifies audit documents to ensure adherence to established internal controls and accepted professional standards.
3. Performs complex duties related to the City's fixed assets program; maintains and updates fixed asset records; tracks additions, deletions, and transfers to departments of fixed assets for all funds; calculates depreciation expense based on asset type.
4. Performs complex reconciliations for payroll, general liability, workers' compensation, general checking accounts, and payroll checking accounts; verifies accuracy of recorded transactions; prepares related worksheets and other schedules.
5. Assists in monitoring budgets for various City departments and projects; determines if funds are available and expenditures are properly classified; researches and analyzes transactions to resolve budget problems; assists in annual budget preparation.

6. Maintains the chart of accounts; provides liaison to City departments regarding the status of accounts and related matters; reviews expenditures and encumbrances for accuracy and conformance to budget; provides analysis of available funds at management request; may prepare fund balance projections and reviews with operating departments.
7. Assists departments with proper expenditure and revenue coding, document preparation and other accounting related activities.
8. Prepares work papers, financial statements and various reports for audits by Federal, State and other outside agencies as well as for internal accounting; assists in annual budget preparation; performs comprehensive financial activity studies as assigned.
9. Assists in the selection, training, instruction and review of assigned staff; develops and implements accounting systems, controls and reporting procedures; reviews automated data processing systems and computerized financial systems; provides support and training on current financial software to City departments.
10. Recommends department and citywide financial goals and objectives; implements policies and procedures; assists City departments and employees on accounting system management issues; provides professional advice and recommendations on accounting pronouncements, standards, policies and procedures; attends professional group meetings to stay current with new trends and innovations in the accounting field.
11. Establishes positive working relationships with representatives of community organizations, state/ local agencies and associations, City management and staff, and the public.
12. Serves as Acting Accounting Manager or Assistant Finance Director as assigned.
13. Perform related duties as needed.

TYPICAL QUALIFICATIONS

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for senior accounting position. A typical way of obtaining the required qualifications is to possess the equivalent of:

~~*Required* Knowledge~~ *of:*

1. ~~Incumbents in this position classification must have knowledge of: (a)~~ the principles and practices of municipal administration, governmental accounting, auditing, budgeting, purchasing, payroll, cashiering, investments, accounts receivable, accounts payable, business license, and applicable computer applications for administrative functions~~;~~.
2. ~~(b) p~~Pertinent Federal, State and local laws, codes and regulations pertaining to public finance and accounting~~;~~.
3. ~~(c) p~~Principles of research, statistical analysis and report preparation~~;~~.
4. ~~(d) g~~General office procedures~~;~~.
5. ~~(e) o~~Operation and care of general purpose computer equipment~~;~~.
6. ~~(f) w~~Working knowledge of City policies and procedures~~;~~.
7. ~~(g) p~~Principles and practices of supervision, training and performance evaluation~~;~~.
8. ~~(h) e~~Economic and business cycles~~;~~.
9. ~~1.~~ K~~and (i) k~~nowledge of Microsoft Excel (including pivot tables), Word and PowerPoint.

~~*Required* Ability~~ *to:*~~*ies*~~

1. ~~Incumbents in this position classification must maintain and effectively exhibit the ability to: (a) e~~Effectively monitor and train junior-level department personnel~~;~~.

2. ~~(b) a~~Assist in the supervision and evaluation of junior-level department personnel~~;~~.
3. ~~(c) d~~Develop and maintain positive working relationships~~;~~.
4. ~~(d) c~~Communicate effectively both orally and in writing~~;~~.
5. ~~(e) f~~Facilitate quality customer service~~;~~.
6. E~~(f) e~~ffectively resolve conflicts~~;~~.
7. ~~(g) a~~Anticipate changing circumstances and operational needs~~;~~
8. ~~(h) make~~ Make critical decisions~~;~~
9. P~~and (i) p~~rovide effective assistance and recommendations to the Accounting Manager and Department Head.

Ability to:

1. Plan, organize, manage and coordinate the work of staff engaged in preparing and maintaining City-wide financial records and reports.
2. Analyze and make sound recommendations on complex accounting and financial issues, data and operations.
3. Understand, interpret, explain and apply federal, state and local policy, law, regulations and court decisions regulating the City's financial accounting, reporting and record keeping.
4. Develop and implement sound financial and accounting procedures and controls.
5. Communicate clearly and effectively, orally and in writing.
6. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
7. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
8. Exercise sound, expert independent judgment within general policy guidelines.
9. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
10. Establish and maintain effective working relationships with the City Manager, Mayor and Council Members, department heads and managers, staff, representatives of other agencies, the public and others encountered in the course of work.

MINIMUM QUALIFICATIONS

Education, Training, and Experience
~~Must have a~~A bachelor's degree from an accredited college or university with a major in accounting, finance, business, public administration, or related field is required.~~;~~

~~Master's degree is highly desirable.~~
~~Must have a~~A minimum of three (3) years of progressively responsible experience in professional accounting, preferably governmental accounting experience.

~~Education~~
~~Must have a bachelor's degree from an accredited college or university with a major in accounting, finance, business, public administration, or related field. Master's degree is highly desirable.~~

Licenses and Certifications
Certified Public Accountant (CPA) designation, Certified Public Finance Officers (CPFO), or other accreditation in a related field is ~~license is highly~~ desirable.

PHYSICAL REQUIREMENTS

This position requires extensive and repetitive physical activity involving the arms, wrists, and hands, including writing and using a keyboard. It also requires physical abilities associated with the ability to read, write and communicate in a work environment requiring no extraordinary physical strength or other special physical qualifications.

SUPPLEMENTAL INFORMATION

The City of West Covina is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ATTACHMENT NO. 5A

RESOLUTION NO. 2023-86

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE REPEAL AND REPLACEMENT OF THE SENIOR ACCOUNTANT CLASSIFICATION SPECIFICATIONS

THE CITY COUNCIL OF THE CITY OF WEST COVINA HEREBY FINDS, DETERMINES, AND DECLARES AS FOLLOWS:

WHEREAS, the Human Resources Department, as needed, reviews class specifications and/or pay grades to ensure position specifications and compensation are in alignment with current demands and comparable with similar classifications within the public sector labor market; and

WHEREAS, the Human Resources Department reviewed the job classifications within the Accounting Series and determined updates are needed; and

WHEREAS, the Human Resources Department has proposed revisions to the specifications for the Senior Accountant classification; and

WHEREAS, on October 11, 2023, the Human Resources Commission reviewed and approved the repeal of the existing class specifications for the Senior Accountant classification and replacement of said specifications with the revised specifications set forth in Exhibit A, attached hereto and incorporated herein; and

WHEREAS, the City Council desires to approve the repeal and replacement of the Senior Accountant class specifications.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA HEREBY RESOLVES AS FOLLOWS:

SECTION 1. The City Council hereby approves the repeal of the existing class specifications for the Senior Accountant classification.

SECTION 2. The City Council hereby approves replacing the repealed specifications with the specifications attached hereto as Exhibit A.

SECTION 3. The City Clerk shall certify to the adoption of this resolution and shall enter the same in the book of original resolutions and it shall become effective immediately.

APPROVED AND ADOPTED this 7th day of November, 2023.

Rosario Diaz
Mayor

APPROVED AS TO FORM

Thomas P. Duarte
City Attorney

ATTEST

Lisa Sherrick
Assistant City Clerk

I, LISA SHERRICK, ASSISTANT CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2023-86 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 7th day of November, 2023, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

Lisa Sherrick
Assistant City Clerk

EXHIBIT A

CLASS SPECIFICATIONS
SENIOR ACCOUNTANT

CITY OF WEST COVINA
CLASSIFICATION SPECIFICATION

Class Title: SENIOR ACCOUNTANT
Bargaining Unit: CONFIDENTIAL
Class Code: SEN ACCT
Salary Grade: CE170
Salary: $74,328.00 - $100,344.00 Annually
FLSA: EXEMPT
Date Updated:

JOB SUMMARY

Under general direction, performs advanced professional-level accounting duties including general accounting, cashiering, payroll, accounts payable, and accounts receivable; assists in the planning, development and control of the City's accounting system; prepares journal entries and adjustments to the general ledger; assists with the City's budgeting and financial forecasting; assists with the preparation of the City's annual financial and statistical statements in accordance with Generally Accepted Accounting Principles (GAAP) and governmental accounting standards; assists in the internal auditing of City funds and accounts; trains, monitors, and helps supervise lower level accounting staff; provides direct support to the Accounting Manager, Assistant Finance Director, and Finance Director; and performs other related duties as assigned.

ESSENTIAL FUNCTIONS

Under general direction and with minimal assistance, incumbents in this position classification must ably perform the following functions:

1. Performs professional-level accounting, budgetary analysis, statistical analysis and research in a variety of financial areas as needed; prepares a variety of detailed complex accounting, statistical, and/or narrative financial statements or reports requiring analysis and interpretation of source data; does analysis of fiscal transactions to ensure conformity and compliance with GAAP, City/Agency codes and ordinances, and state and federal requirements.
2. Performs and/or coordinates internal and external audits including the auditing of payroll, accounts payable, accounts receivable, billings, and revenue collections of the Finance Department; prepares records for the annual audit; helps supervise the annual audit; assists auditors in the review of the financial operations; examines, analyzes and verifies audit documents to ensure adherence to established internal controls and accepted professional standards.
3. Performs complex duties related to the City's fixed assets program; maintains and updates fixed asset records; tracks additions, deletions, and transfers to departments of fixed assets for all funds; calculates depreciation expense based on asset type.
4. Performs complex reconciliations for payroll, general liability, workers' compensation, general checking accounts, and payroll checking accounts; verifies accuracy of recorded transactions; prepares related worksheets and other schedules.
5. Assists in monitoring budgets for various City departments and projects; determines if funds are available and expenditures are properly classified; researches and analyzes transactions to resolve budget problems; assists in annual budget preparation.
6. Maintains the chart of accounts; provides liaison to City departments regarding the status of accounts and related matters; reviews expenditures and encumbrances for accuracy

and conformance to budget; provides analysis of available funds at management request; may prepare fund balance projections and reviews with operating departments.

7. Assists departments with proper expenditure and revenue coding, document preparation and other accounting related activities.
8. Prepares work papers, financial statements and various reports for audits by Federal, State and other outside agencies as well as for internal accounting; assists in annual budget preparation; performs comprehensive financial activity studies as assigned.
9. Assists in the selection, training, instruction and review of assigned staff; develops and implements accounting systems, controls and reporting procedures; reviews automated data processing systems and computerized financial systems; provides support and training on current financial software to City departments.
10. Recommends department and citywide financial goals and objectives; implements policies and procedures; assists City departments and employees on accounting system management issues; provides professional advice and recommendations on accounting pronouncements, standards, policies and procedures; attends professional group meetings to stay current with new trends and innovations in the accounting field.
11. Establishes positive working relationships with representatives of community organizations, state/ local agencies and associations, City management and staff, and the public.
12. Serves as Acting Accounting Manager or Assistant Finance Director as assigned.
13. Perform related duties as needed.

TYPICAL QUALIFICATIONS

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for senior accounting position. A typical way of obtaining the required qualifications is to possess the equivalent of:

Knowledge of:

1. the principles and practices of municipal administration, governmental accounting, auditing, budgeting, purchasing, payroll, cashiering, investments, accounts receivable, accounts payable, business license, and applicable computer applications for administrative functions.
2. Pertinent Federal, State and local laws, codes and regulations pertaining to public finance and accounting.
3. Principles of research, statistical analysis and report preparation.
4. General office procedures.
5. Operation and care of general purpose computer equipment.
6. Working knowledge of City policies and procedures.
7. Principles and practices of supervision, training and performance evaluation.
8. Economic and business cycles.
9. Knowledge of Microsoft Excel (including pivot tables), Word and PowerPoint.

Ability to:

1. Effectively monitor and train junior-level department personnel.
2. Assist in the supervision and evaluation of junior-level department personnel.
3. Develop and maintain positive working relationships.
4. Communicate effectively both orally and in writing.
5. Facilitate quality customer service.

6. Effectively resolve conflicts.
7. Anticipate changing circumstances and operational needs
8. Make critical decisions
9. Provide effective assistance and recommendations to the Accounting Manager and Department Head.

Ability to:

1. Plan, organize, manage and coordinate the work of staff engaged in preparing and maintaining City-wide financial records and reports.
2. Analyze and make sound recommendations on complex accounting and financial issues, data and operations.
3. Understand, interpret, explain and apply federal, state and local policy, law, regulations and court decisions regulating the City's financial accounting, reporting and record keeping.
4. Develop and implement sound financial and accounting procedures and controls.
5. Communicate clearly and effectively, orally and in writing.
6. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
7. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
8. Exercise sound, expert independent judgment within general policy guidelines.
9. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
10. Establish and maintain effective working relationships with the City Manager, Mayor and Council Members, department heads and managers, staff, representatives of other agencies, the public and others encountered in the course of work.

MINIMUM QUALIFICATIONS

Education, Training, and Experience
A bachelor's degree from an accredited college or university with a major in accounting, finance, business, public administration, or related field is required.

A minimum of three (3) years of progressively responsible experience in professional accounting, preferably governmental accounting experience.

Licenses and Certifications
Certified Public Accountant (CPA) designation, Certified Public Finance Officers (CPFO), or other accreditation in a related field is desirable.

PHYSICAL REQUIREMENTS

This position requires extensive and repetitive physical activity involving the arms, wrists, and hands, including writing and using a keyboard. It also requires physical abilities associated with the ability to read, write and communicate in a work environment requiring no extraordinary physical strength or other special physical qualifications.

SUPPLEMENTAL INFORMATION

The City of West Covina is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

PROPOSED
CITY OF WEST COVINA
CLASSIFICATION SPECIFICATION

Class Title: ACCOUNTING MANAGER
Bargaining Unit: MIDDLE MANAGEMENT
Class Code: ACCT MGR
Salary Grade: MM025
Salary: $85,104.00 - $114,912.00 Annually
FLSA: EXEMPT
Date Updated:

JOB SUMMARY

Under general direction, supervises, plans and coordinates the activities and operations of the Accounting Division; performs a variety of advanced level and professional accounting functions related to the assigned area of responsibility; coordinates assigned activities with other departments, outside agencies and the general public; provides highly responsible and complex staff assistance to the Assistant Finance Director and Finance Director; performs related job duties as assigned.

ESSENTIAL FUNCTIONS

1. Plans, prioritizes, assigns, supervises, and reviews the work of professional and clerical accounting and payroll staff; ensures that work is performed in a timely manner and in conformance with established policies, procedures, and regulations. Analyzes and implements workflow recommendations. Ensures effective internal controls.
2. Acts as a liaison to the external auditors. Coordinates the preparation of external audit materials and assists auditors in the review of financial operations. Responds to and resolves questions and requests for information from the auditor.
3. Participates in and supervises the maintenance of the general ledger and subsidiary ledgers of various funds; performs year-end review of accounts, preparing adjusting and closing entries, and prepares year-end financial statements.
4. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; recommends disciplinary actions; coordinates and approves leave requests; develops and establishes work method and standards.
5. Prepares and analyzes complex financial reports and statements; notifies departments when there are discrepancies; monitors cash balances in all funds; recommends adjustments as appropriate.
6. Coordinates, prepares, and reviews transactions in relation to community facilities districts, assessment districts, and long-term debt investments.
7. Advises and consults with management on accounting and budgetary concerns; provides information and recommendations as appropriate.
8. Participates in the preparation and administration of the program budget; submits budget recommendations; monitors expenditures.
9. Recommends and assists in the implementation of goals and objectives; develops and implements approved policies and procedures. Participates in the development of accounting systems, control systems and reporting procedures.
10. Conducts special studies and projects as assigned.

TYPICAL QUALIFICATIONS

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for senior level accounting position. A typical way of obtaining the required qualifications is to possess the equivalent of:

~~Required~~ Knowledge of:

1. ~~Considerable knowledge of the p~~Principles and practices of municipal administration, governmental accounting, auditing, budgeting, purchasing, payroll, cashiering, investments, accounts receivable, accounts payable, business license; computer applications in administrative functions~~;~~.
2. ~~p~~Pertinent Federal, State and local laws, codes and regulations pertaining to public finance and accounting~~;~~.
3. ~~p~~Principles of research, statistical analysis and report preparation~~;~~.
4. ~~g~~General office procedures~~;~~.
5. ~~o~~Operation and care of general purpose computer equipment~~;~~.
6. Working knowledge of City policies and procedures~~;~~.
7. ~~p~~Principles and practices of supervision, training and performance evaluation~~;~~.
8. ~~e~~Economic/business cycles.~~; knowledge of~~
9. Microsoft Excel (including pivot tables), Word and PowerPoint.

Ability to:

1. Plan, organize, manage and coordinate the work of staff engaged in preparing and maintaining City-wide financial records and reports.
2. Analyze and make sound recommendations on complex accounting and financial issues, data and operations.
3. Understand, interpret, explain and apply federal, state and local policy, law, regulations and court decisions regulating the City's financial accounting, reporting and record keeping.
4. Develop and implement sound financial and accounting procedures and controls.
5. Communicate clearly and effectively, orally and in writing.
6. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
7. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
8. Exercise sound, expert independent judgment within general policy guidelines.
9. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
10. Establish and maintain effective working relationships with the City Manager, department heads and managers, staff, representatives of other agencies, the public and others encountered in the course of work.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

A Bachelor's Degree from an accredited college or university with a major in accounting, finance, business or public administration or a related field is required.~~; CPA highly desirable.~~

Master's degree is highly desirable.

~~Experience~~
Four (4) years of progressively responsible, professional accounting experience involving governmental accounting, including at least one year of supervisory experience.

Licenses/ Certifications
Certified Public Accountant (CPA) designation, Certified Public Finance Officers (CPFO), or other accreditation in a related field is desirable.

PHYSICAL REQUIREMENTS

This position also requires extensive and repetitive physical activity involving the arms, wrists, and hands, including writing and using a keyboard. It also requires physical abilities associated with the ability to read, write and communicate in a work environment requiring no extraordinary physical strength or other special physical qualifications.

SUPPLEMENTAL INFORMATION

The City of West Covina is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ATTACHMENT NO. 6A

RESOLUTION NO. 2023-87

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE REPEAL AND REPLACEMENT OF THE ACCOUNTING MANAGER CLASSIFICATION SPECIFICATIONS

THE CITY COUNCIL OF THE CITY OF WEST COVINA HEREBY FINDS, DETERMINES, AND DECLARES AS FOLLOWS:

WHEREAS, the Human Resources Department, as needed, reviews class specifications and/or pay grades to ensure position specifications and compensation are in alignment with current demands and comparable with similar classifications within the public sector labor market; and

WHEREAS, the Human Resources Department reviewed the job classifications within the Accounting Series and determined updates are needed; and

WHEREAS, the Human Resources Department has proposed revisions to the specifications for the Accounting Manager classification; and

WHEREAS, on October 11, 2023, the Human Resources Commission reviewed and approved the repeal of the existing class specifications for the Accounting Manager classification and replacement of said specifications with the revised specifications set forth in Exhibit A, attached hereto and incorporated herein; and

WHEREAS, the City Council desires to approve the repeal and replacement of the Accounting Manager class specifications.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA HEREBY RESOLVES AS FOLLOWS:

SECTION 1. The City Council hereby approves the repeal of the existing class specifications for the Accounting Manager classification.

SECTION 2. The City Council hereby approves replacing the repealed specifications with the specifications attached hereto as Exhibit A.

SECTION 3. The City Clerk shall certify to the adoption of this resolution and shall enter the same in the book of original resolutions and it shall become effective immediately.

APPROVED AND ADOPTED this 7th day of November, 2023.

Rosario Diaz
Mayor

APPROVED AS TO FORM

Thomas P. Duarte
City Attorney

ATTEST

Lisa Sherrick
Assistant City Clerk

I, LISA SHERRICK, ASSISTANT CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2023-87 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 7th day of November, 2023, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

Lisa Sherrick
Assistant City Clerk

EXHIBIT A

CLASS SPECIFICATIONS
ACCOUNTING MANAGER

CITY OF WEST COVINA
CLASSIFICATION SPECIFICATION

Class Title: ACCOUNTING MANAGER
Bargaining Unit: MIDDLE MANAGEMENT
Class Code: ACCT MGR
Salary Grade: MM025
Salary: $85,104.00 - $114,912.00 Annually
FLSA: EXEMPT
Date Updated:

JOB SUMMARY

Under general direction, supervises, plans and coordinates the activities and operations of the Accounting Division; performs a variety of advanced level and professional accounting functions related to the assigned area of responsibility; coordinates assigned activities with other departments, outside agencies and the general public; provides highly responsible and complex staff assistance to the Assistant Finance Director and Finance Director; performs related job duties as assigned.

ESSENTIAL FUNCTIONS

1. Plans, prioritizes, assigns, supervises, and reviews the work of professional and clerical accounting and payroll staff; ensures that work is performed in a timely manner and in conformance with established policies, procedures, and regulations. Analyzes and implements workflow recommendations. Ensures effective internal controls.
2. Acts as a liaison to the external auditors. Coordinates the preparation of external audit materials and assists auditors in the review of financial operations. Responds to and resolves questions and requests for information from the auditor.
3. Participates in and supervises the maintenance of the general ledger and subsidiary ledgers of various funds; performs year-end review of accounts, preparing adjusting and closing entries, and prepares year-end financial statements.
4. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; recommends disciplinary actions; coordinates and approves leave requests; develops and establishes work method and standards.
5. Prepares and analyzes complex financial reports and statements; notifies departments when there are discrepancies; monitors cash balances in all funds; recommends adjustments as appropriate.
6. Coordinates, prepares, and reviews transactions in relation to community facilities districts, assessment districts, and long-term debt investments.
7. Advises and consults with management on accounting and budgetary concerns; provides information and recommendations as appropriate.
8. Participates in the preparation and administration of the program budget; submits budget recommendations; monitors expenditures.
9. Recommends and assists in the implementation of goals and objectives; develops and implements approved policies and procedures. Participates in the development of accounting systems, control systems and reporting procedures.
10. Conducts special studies and projects as assigned.

TYPICAL QUALIFICATIONS

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for senior level accounting position. A typical way of obtaining the required qualifications is to possess the equivalent of:

Knowledge of:

1. Principles and practices of municipal administration, governmental accounting, auditing, budgeting, purchasing, payroll, cashiering, investments, accounts receivable, accounts payable, business license; computer applications in administrative functions.
2. Pertinent Federal, State and local laws, codes and regulations pertaining to public finance and accounting.
3. Principles of research, statistical analysis and report preparation.
4. General office procedures.
5. Operation and care of general purpose computer equipment.
6. Working knowledge of City policies and procedures.
7. Principles and practices of supervision, training and performance evaluation.
8. Economic/business cycles.
9. Microsoft Excel (including pivot tables), Word and PowerPoint.

Ability to:

1. Plan, organize, manage and coordinate the work of staff engaged in preparing and maintaining City-wide financial records and reports.
2. Analyze and make sound recommendations on complex accounting and financial issues, data and operations.
3. Understand, interpret, explain and apply federal, state and local policy, law, regulations and court decisions regulating the City's financial accounting, reporting and record keeping.
4. Develop and implement sound financial and accounting procedures and controls.
5. Communicate clearly and effectively, orally and in writing.
6. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
7. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
8. Exercise sound, expert independent judgment within general policy guidelines.
9. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
10. Establish and maintain effective working relationships with the City Manager, department heads and managers, staff, representatives of other agencies, the public and others encountered in the course of work.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

A Bachelor's Degree from an accredited college or university with a major in accounting, finance, business or public administration or a related field is required.

Master’s degree is highly desirable.

Four (4) years of progressively responsible, professional accounting experience involving governmental accounting, including at least one year of supervisory experience.

Licenses/ Certifications
Certified Public Accountant (CPA) designation, Certified Public Finance Officers (CPFO), or other accreditation in a related field is desirable.

PHYSICAL REQUIREMENTS

This position also requires extensive and repetitive physical activity involving the arms, wrists, and hands, including writing and using a keyboard. It also requires physical abilities associated with the ability to read, write and communicate in a work environment requiring no extraordinary physical strength or other special physical qualifications.

SUPPLEMENTAL INFORMATION

The City of West Covina is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

PROPOSED
CITY OF WEST COVINA
CLASSIFICATION SPECIFICATION

Class Title: ASSISTANT FINANCE DIRECTOR
Bargaining Unit: MIDDLE MANAGEMENT
Class Code: ASST FIN DIR
Salary Grade: MM455
Salary: $150,828.00 - $183,330.00 Annually
FLSA: EXEMPT
Date Updated:

JOB SUMMARY

Under general direction from the Finance Director, supervises and manages the Finance Department; assists in developing and implementing financial planning, investments, debt management and budgeting procedures; evaluates, develops and implements accounting systems and procedures; and, provides direct supervision over professional, technical, and clerical personnel as assigned.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Assists the Finance Director in managing the services and activities of the Finance Department, including supervision of staff, general accounting, grant accounting, budgeting, payroll, purchasing, cashiering services, business licensing, information technology, transient occupancy tax, and treasury functions and services; directs and oversees the work of designated functions of the Department.
2. Participates in managing the development and implementation of departmental goals, objectives and priorities for each assigned service area.
3. Develops and administers policies and procedures.
4. Participates in establishing appropriate service and staffing levels.
5. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures.
6. Allocates resources accordingly.
7. Selects, trains, motivates, and evaluates assigned personnel.
8. Provides or coordinates staff training; works with employees to correct deficiencies.
9. Participates in the implementation of discipline and termination procedures.
10. Manages and participates in the preparation of the City's annual and mid-year budget and provides staff support to the Finance Director and other Department Directors in budget development.
11. Assists in forecasting budget revenues; analyzes reserves; attends all budget meetings and hearings held with various departments and divisions; assists with review of all budget documents for the City; performs analysis; reviews cash flow projections; prepares long-term financial analyses for the City.
12. Manages and assists in the preparation of the Annual Comprehensive ~~Annual~~ Financial Report and annual budget in conformance with CSMFO and GFOA established

guidelines; assists in the preparation of the Budget Letter of Transmittal, Management's Discussion and Analysis and ~~CAFR~~ ACFR Letter of Transmittal.

13. Assists in monitoring and evaluating legislative, regulatory, and other governing body rulemaking changes that may have a financial impact on the City; reviews City financial policies and Finance Department procedures to enhance financial management internal controls over various types of financial transactions.
14. Prepares draft agenda item reports as assigned; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to finance programs, policies and procedures as appropriate.
15. Supervises the collection of business license taxes, transient occupancy taxes and the billing and collection of accounts and loans receivable; manages the preparation of various annual and periodic reports to a variety of external entities.
16. Assists in the City's cash management program and the investment of idle funds as directed by the Finance Director; monitor cash balances in all funds; review transactions in relation to community facilities districts, assessment districts, and long-term debt investments.
17. Serves as Acting Finance Director when so designated.
18. Performs related work as assigned.

TYPICAL QUALIFICATIONS

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for senior level finance position. A typical way of obtaining the required qualifications is to possess the equivalent of:

Knowledge of:

1. Principles and practices of municipal administration, governmental accounting, auditing, budgeting, purchasing, payroll, cashiering, investments, accounts receivable, accounts payable, business license.
2. Computer applications in administrative functions.
3. Pertinent Federal, State and local laws, codes and regulations pertaining to public finance and accounting.
4. Principles of research, statistical analysis and report preparation.
5. General office procedures; operation and care of general-purpose computer equipment.
6. Principles and practices of supervision, training and performance evaluation; Economic/business cycles.
7. Microsoft Excel (including pivot tables), Word and PowerPoint.
8. City finance policies and procedures, Civil Service Rules and labor contract provisions.

Ability to:

1. Plan, organize, manage and coordinate the work of staff engaged in preparing and maintaining City-wide financial records and reports.
2. Analyze and make sound recommendations on complex accounting and financial issues, data and operations.
3. Understand, interpret, explain and apply federal, state and local policy, law, regulations and court decisions regulating the City's financial accounting, reporting and record keeping.
4. Develop and implement sound financial and accounting procedures and controls.
5. Communicate clearly and effectively, orally and in writing.

6. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
7. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
8. Exercise sound, expert independent judgment within general policy guidelines.
9. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
10. Establish and maintain effective working relationships with the City Manager, Mayor and Council Members, department heads and managers, staff, representatives of other agencies, the public and others encountered in the course of work.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

A Bachelor's Degree from an accredited college or university with a major in accounting, finance, business or public administration or related field is required.

Master's Degree in a related field is desirable.

Five (5) years of progressively responsible experience in governmental accounting including at least three years in a high-level municipal finance supervisory capacity or at least three (3) years of auditing experience in a supervisory capacity.

Licenses/ Certifications
Certified Public Accountant (CPA) designation, Certified Public Finance Officers (CPFO), or other accreditation in a related field is desirable.

PHYSICAL REQUIREMENTS

This position requires extensive and repetitive physical activity involving the arms, wrists, and hands, including writing and using a keyboard. It also requires physical abilities associated with the ability to read, write and communicate in a work environment requiring no extraordinary physical strength or other special physical qualifications

SUPPLEMENTAL INFORMATION

The City of West Covina is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ATTACHMENT NO. 7A

RESOLUTION NO. 2023-88

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE REPEAL AND REPLACEMENT OF THE ASSISTANT FINANCE DIRECTOR CLASSIFICATION SPECIFICATIONS

THE CITY COUNCIL OF THE CITY OF WEST COVINA HEREBY FINDS, DETERMINES, AND DECLARES AS FOLLOWS:

WHEREAS, the Human Resources Department, as needed, reviews class specifications and/or pay grades to ensure position specifications and compensation are in alignment with current demands and comparable with similar classifications within the public sector labor market; and

WHEREAS, the Human Resources Department reviewed the job classifications within the Accounting Series and determined updates are needed; and

WHEREAS, the Human Resources Department has proposed revisions to the specifications for the Assistant Finance Director classification; and

WHEREAS, on October 11, 2023, the Human Resources Commission reviewed and approved the repeal of the existing class specifications for the Assistant Finance Director classification and replacement of said specifications with the revised specifications set forth in Exhibit A, attached hereto and incorporated herein; and

WHEREAS, the City Council desires to approve the repeal and replacement of the Assistant Finance Director class specifications.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA HEREBY RESOLVES AS FOLLOWS:

SECTION 1. The City Council hereby approves the repeal of the existing class specifications for the Assistant Finance Director classification.

SECTION 2. The City Council hereby approves replacing the repealed specifications with the specifications attached hereto as Exhibit A.

SECTION 3. The City Clerk shall certify to the adoption of this resolution and shall enter the same in the book of original resolutions and it shall become effective immediately.

APPROVED AND ADOPTED this 7th day of November, 2023.

Rosario Diaz
Mayor

APPROVED AS TO FORM

Thomas P. Duarte
City Attorney

ATTEST

Lisa Sherrick
Assistant City Clerk

I, LISA SHERRICK, ASSISTANT CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2023-88 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 7th day of November, 2023, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

Lisa Sherrick
Assistant City Clerk

EXHIBIT A

CLASS SPECIFICATIONS
ASSISTANT FINANCE DIRECTOR

CITY OF WEST COVINA
CLASSIFICATION SPECIFICATION

Class Title: ASSISTANT FINANCE DIRECTOR
Bargaining Unit: MIDDLE MANAGEMENT
Class Code: ASST FIN DIR
Salary Grade: MM455
Salary: $150,828.00 - $183,330.00 Annually
FLSA: EXEMPT
Date Updated:

JOB SUMMARY

Under general direction from the Finance Director, supervises and manages the Finance Department; assists in developing and implementing financial planning, investments, debt management and budgeting procedures; evaluates, develops and implements accounting systems and procedures; and, provides direct supervision over professional, technical, and clerical personnel as assigned.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Assists the Finance Director in managing the services and activities of the Finance Department, including supervision of staff, general accounting, grant accounting, budgeting, payroll, purchasing, cashiering services, business licensing, information technology, transient occupancy tax, and treasury functions and services; directs and oversees the work of designated functions of the Department.
2. Participates in managing the development and implementation of departmental goals, objectives and priorities for each assigned service area.
3. Develops and administers policies and procedures.
4. Participates in establishing appropriate service and staffing levels.
5. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures.
6. Allocates resources accordingly.
7. Selects, trains, motivates, and evaluates assigned personnel.
8. Provides or coordinates staff training; works with employees to correct deficiencies.
9. Participates in the implementation of discipline and termination procedures.
10. Manages and participates in the preparation of the City's annual and mid-year budget and provides staff support to the Finance Director and other Department Directors in budget development.
11. Assists in forecasting budget revenues; analyzes reserves; attends all budget meetings and hearings held with various departments and divisions; assists with review of all budget documents for the City; performs analysis; reviews cash flow projections; prepares long-term financial analyses for the City.
12. Manages and assists in the preparation of the Annual Comprehensive Financial Report and annual budget in conformance with CSMFO and GFOA established guidelines; assists in the preparation of the Budget Letter of Transmittal, Management's Discussion and Analysis and ACFR Letter of Transmittal.

13. Assists in monitoring and evaluating legislative, regulatory, and other governing body rulemaking changes that may have a financial impact on the City; reviews City financial policies and Finance Department procedures to enhance financial management internal controls over various types of financial transactions.
14. Prepares draft agenda item reports as assigned; conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to finance programs, policies and procedures as appropriate.
15. Supervises the collection of business license taxes, transient occupancy taxes and the billing and collection of accounts and loans receivable; manages the preparation of various annual and periodic reports to a variety of external entities.
16. Assists in the City's cash management program and the investment of idle funds as directed by the Finance Director; monitor cash balances in all funds; review transactions in relation to community facilities districts, assessment districts, and long-term debt investments.
17. Serves as Acting Finance Director when so designated.
18. Performs related work as assigned.

TYPICAL QUALIFICATIONS

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for senior level finance position. A typical way of obtaining the required qualifications is to possess the equivalent of:

Knowledge of:

1. Principles and practices of municipal administration, governmental accounting, auditing, budgeting, purchasing, payroll, cashiering, investments, accounts receivable, accounts payable, business license.
2. Computer applications in administrative functions.
3. Pertinent Federal, State and local laws, codes and regulations pertaining to public finance and accounting.
4. Principles of research, statistical analysis and report preparation.
5. General office procedures; operation and care of general-purpose computer equipment.
6. Principles and practices of supervision, training and performance evaluation; Economic/business cycles.
7. Microsoft Excel (including pivot tables), Word and PowerPoint.
8. City finance policies and procedures, Civil Service Rules and labor contract provisions.

Ability to:

1. Plan, organize, manage and coordinate the work of staff engaged in preparing and maintaining City-wide financial records and reports.
2. Analyze and make sound recommendations on complex accounting and financial issues, data and operations.
3. Understand, interpret, explain and apply federal, state and local policy, law, regulations and court decisions regulating the City's financial accounting, reporting and record keeping.
4. Develop and implement sound financial and accounting procedures and controls.
5. Communicate clearly and effectively, orally and in writing.

6. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
7. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
8. Exercise sound, expert independent judgment within general policy guidelines.
9. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
10. Establish and maintain effective working relationships with the City Manager, Mayor and Council Members, department heads and managers, staff, representatives of other agencies, the public and others encountered in the course of work.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

A Bachelor's Degree from an accredited college or university with a major in accounting, finance, business or public administration or related field is required.

Master's Degree in a related field is desirable.

Five (5) years of progressively responsible experience in governmental accounting including at least three years in a high-level municipal finance supervisory capacity or at least three (3) years of auditing experience in a supervisory capacity.

Licenses/ Certifications
Certified Public Accountant (CPA) designation, Certified Public Finance Officers (CPFO), or other accreditation in a related field is desirable.

PHYSICAL REQUIREMENTS

This position requires extensive and repetitive physical activity involving the arms, wrists, and hands, including writing and using a keyboard. It also requires physical abilities associated with the ability to read, write and communicate in a work environment requiring no extraordinary physical strength or other special physical qualifications

SUPPLEMENTAL INFORMATION

The City of West Covina is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: November 7, 2023

TO: Mayor and City Council

FROM: Paulina Morales
Acting City Manager

SUBJECT: CONSIDERATION OF AMENDMENT TO BENEFIT PLAN ADMINISTRATION AGREEMENT

RECOMMENDATION:

It is recommended that the City Council approve the following:

1. Ratify execution of an agreement with Self Insured Services Company dba Benefit Coordinators Corporation for benefit plan administration.
2. Authorize the Acting City Manager to execute an amendment to the agreement with Benefit Coordinators Corporation to update the terms and Named Fiduciary exhibit, in such final form as approved by the City Attorney.
3. Appoint the City Manager and Finance Director as the Named Fiduciaries of the City's benefit plan with authorization to increase annual contribution limits to the maximum allowed by the Internal Revenue Services (IRS).

BACKGROUND:

Alliant Insurance Services, Inc. (Alliant) has been providing the City employee benefit broker services since 2016. These services include a Benefits Administration System that is provided by a third-party, Benefit Coordinators Corporation (BCC). This administration provides consolidated billing, retiree billing, benefit administration, benefit election, and FMLA administration. The benefits under this administration include the following:

Dental Insurance	Accidental Death and Dismemberment Insurance
Vision Insurance	Flexible Benefits Plan
Life Insurance	Administrative Services
Short-term Disability Insurance	Family Medical Leave Act (FMLA) Administration
Supplemental Life and AD&D	Retiree Administration
Long-term Disability Insurance	COBRA Administration

The fees associated with the administration of the plan are paid directly to Alliant. However, the actual benefit costs are disbursed to BCC as part of the consolidated benefit bill. BCC then pays the benefit providers on the City's behalf.

DISCUSSION:

In 2021, City Council authorized a new agreement with Alliant. However, the third-party agreement with BCC was not updated nor separately authorized at that time. Resolution 2023-20 requires contracts $200,000 or above to be approved by City Council. The agreement with BCC includes disbursements of over $580,000 annually, thus requiring authorization by City Council.

Additionally, a Named Fiduciary for the plan was never appointed with authorization to administer the benefits and set annual contribution limitations. Thus, staff recommends amending the original agreement with BCC to align with the terms of the current Alliant agreement and appoint the City Manager and Finance Director as the Named Fiduciaries. Staff recommends that the Council provide these Fiduciaries with authorization to increase the annual contribution limits under the plan to the maximum allowable by the IRS.

LEGAL REVIEW:

The City Attorney's Office will review and approve the final form of the amendment prior to execution.

Prepared by: Stephanie Sikkema, Finance Director

Fiscal Impact

FISCAL IMPACT:

BCC serves as an intermediary between the City and its various benefit providers. The contributions for these benefits are expensed and deducted with payroll. Additionally, the administration fees for BCC are paid directly to Alliant under the master agreement. Thus, there is not an additional cost associated with this agreement.

Attachments

Attachment No. 1 - Original Agreement

Attachment No. 2 - Proposed Amendment

CITY COUNCIL GOALS & OBJECTIVES: Achieve Fiscal Sustainability and Financial Stability
Maintain Good Intergovernmental Relations

ATTACHMENT NO. 1



BENEFIT COORDINATORS CORPORATION
BENEFIT PLAN ADMINISTRATION AGREEMENT

Name of Employer **City of West Covina**

Business Address **1444 West Garvey Ave. South**

West Covina, CA 91790

In consideration of the covenants and obligations hereinafter set forth to be well and faithfully performed by the respective parties hereto, Self Insured Services Company, doing business as, Benefit Coordinators Corporation (hereinafter referred to as the "Administrator") and the Employer hereby agree as follows:

SECTION I - SERVICES TO BE PROVIDED TO EMPLOYER

1.1 In consideration of the fees to be paid to it, the Administrator hereby agrees to provide administrative services to the Employer in connection with the agreements identified in the "Services Exhibit" attached to this Benefit Coordinators Corporation Benefit Plan Administration Agreement (the "Administration Agreement"), as more fully set forth in each agreement's respective Exhibit hereunder, and in accordance with the following terms and conditions.

SECTION II - ADMINISTRATION FEES

2.1 The Employer and the Administrator acknowledge that the Administrator's fees for the services rendered by the Administrator in connection with the welfare benefit plans covered by this Administration Agreement (collectively the "Plans") will be paid by **Alliant Insurance Services** (the "Broker") pursuant to the terms of a separate Fee Agreement between the Administrator and the Broker and as set forth in the Schedule of Fees Exhibit of this Agreement. The "start up" fees for the purpose of establishing the services in connection with the Employer shall be due and payable upon execution of this Agreement and shall not be refundable under any circumstances. The Administrator's fees will be subject to revision at the contract renewal and any change in fees will be communicated to the Employer thirty (30) days prior to the effective date of the change.

2.2 The Employer specifically acknowledges that the Administrator will have the right to immediately terminate services under this Agreement in the event that the Broker fails to comply with the terms of the Fee Agreement in any material respect, including, but not limited to, any failure by the Broker to pay any fee of the Administrator when due. In the event of any such termination, the Administrator will notify the Employer prior to the effective date of the termination. Provided that arrangements for the payment of the Administrator's fees are made in a manner that is acceptable to the Administrator, the effective date of termination will not be less than sixty (60) days after the date that written notification of termination is provided to the Employer. As an alternative to termination of services, the Administrator in its sole discretion, may offer the Employer the opportunity to continue service with the Administrator's fees to be thereafter paid directly paid by the Employer. The amounts of the

Administrator's fees and all terms associated therewith will then be contained in a separate Fee Agreement presented to the Employer in connection with the Administrator's offer to continue services.

2.3 The Employer specifically acknowledges that the Administrator will have the right to immediately terminate services under this Agreement in the event that the Employer fails to comply with the terms of the Agreement in any material respect, including, but not limited to, any failure by the Employer or its agents to pay any fee of the Administrator when due. In the event of any such termination, the Administrator will notify the Employer prior to the effective date of termination. As an alternative to termination of services, the Administrator, in its sole discretion, may offer the Employer the opportunity to continue service by paying all past due amounts along with a reinstatement fee.

2.4 The Employer shall reimburse the Administrator for any expenses incurred for the printing and postage of any material produced specifically for the Employer and sent via U. S. mail to the participants.

2.5 The Employer shall reimburse the Administrator for any charges incurred due to insufficient funds, returned check fees or the like incurred through the Employer's funding of its payment of fees due the Administrator or claims payments.

SECTION III - LIABILITY & INDEMNITY

3.1 The Administrator does not insure nor underwrite the liability of the Employer under the Plans. The Employer retains the ultimate financial and fiduciary responsibility for claims made under the Plans, and for all expenses incident to the Plans, except as specifically assumed by the Administrator in this Agreement

3.2 The Employer agrees to indemnify the Administrator, its successors and assigns, and hold it unharmed against any and all loss, damage and expense, including attorneys' fees, occasioned by claims, demands or lawsuits brought against the Administrator to recover benefits under the Plans. This section shall not be construed to prevent the Employer from pursuing a breach of contract action against the Administrator for any failure of the Administrator to properly perform its duties under this Agreement.

3.3 The right to be defended, indemnified and held unharmed, hereunder shall extend to the Administrator's employees, their estates, executors, administrator, guardians, conservators and heirs and shall apply after the employee ceases employment with the Administrator with respect to acts or omissions during employment.

3.4 The Employer agrees to indemnify the Administrator for any charges or fees incurred or arising due to the Employer's lack of timely reporting of eligibility changes or terminations. This indemnification will extend to any liability relating to the performance, or failure to perform, of any agent performing any of Employer's duties under this Agreement, including, but not limited to, any failure in the delivery of timely and accurate enrollment or eligibility data by any agent with which the Employer has contracted to provide such data.

3.5 The Employer agrees to be unconditionally and without limitation liable for all transactions effectuated by use of the debit card system, if applicable, whether authorized or unauthorized, whether utilized by Employees or some other person, and whether arising from debit cards lost or stolen. All Employees who are granted use of the debit card system shall be deemed third party beneficiaries of the accommodations extended herein and of the terms and conditions of this Benefit Plan Administration Agreement. Accordingly, such Employees shall be jointly and severally liable with the Employer for any transactions effectuated under the debit card system issued to the respective Employee, whether authorized or unauthorized, and whether arising from lost or stolen debit cards.

3.6 The Administrator agrees to indemnify the Employer, its successors and assigns, and hold it unharmed against any and all loss, damage and expense, including attorneys' fees, occasioned by claims, demands or lawsuits brought against the Employer relating to the performance of, or failure to perform, the responsibilities placed on the Administrator by this Benefit Plan Administration Agreement.

SECTION IV - TERMINATION & REVISION

4.1 The terms in this Benefit Plan Administration Agreement shall be from the effective date hereof until such time as this Benefit Plan Administration Agreement may be modified or terminated by the parties hereto. If any party desires to modify or terminate this Benefit Plan Administration Agreement, it shall notify the other parties in writing delivered at least 30 days prior to the effective date of such modification or termination. In the case of a proposed termination, the effective date will be no sooner than the end of the coverage month following 30 days from the date of delivery of the notice.

4.2 In the case of a proposed modification, the parties receiving the notification must refuse to accept the proposed modification in a writing delivered to the proposer within 10 days. If no writing is delivered to the proposer within 10 days, the proposed modifications shall be deemed to have been accepted and shall become a part of this Benefit Plan Administration Agreement. However, in the event of a proposed modification due to a change in the local, state, or federal law, the proposer will deliver the proposed modification to the receiving party in writing as soon as feasibly possible.

4.3 In the case of a proposed termination by the Employer, the Administrator must return a timeline of actual disengagement of services, not to be more than an additional 90 days. If the Employer does not agree and requires an earlier timeline than the one proposed, the Employer assumes responsibility and liability for any outstanding and new errors, discrepancies and unresolved issues even if the issue resulted from a period during which BCC was the Administrator. If no refusal is delivered to BCC within 10 days, the proposed termination timeline shall be deemed to have been accepted.

4.4 All obligations of the Administrator related to the relevant rights of the employees and their dependents to payment of benefits from the Plan will be terminated and extinguished on the effective date of termination given in the notice of this Benefit Plan Administration Agreement, except as provided in Section 4.7 and 4.8 below.

4.5 The Employer may terminate this Agreement immediately following the occurrence of any of the following events:

(a) Cessation of business by the Administrator;

(b) Bankruptcy, receivership, or dissolution of the Administrator;

(c) Fraud or embezzlement on the part of the Administrator;

(d) Failure by the Administrator to comply with any provision of this Agreement, or chronic failure by the Administrator to exercise reasonable care or precaution in performing the services in this Agreement, unless cured by the Administrator within thirty (30) days of a written notice by the Employer which specifies the nature of the alleged failure to comply or perform.

4.6 The Administrator may terminate this Agreement immediately following the occurrence of any of the following events:

(a) Cessation of business by the Employer;

(b) Bankruptcy, receivership, or dissolution of the Employer;

(c) Fraud or embezzlement on the part of the Employer;

(d) Substantial failure of the Employer to comply with any provision of this Agreement or applicable law;

(e) Failure of the Employer or its agent to pay any fee or charges due the Administrator when notified of such failure in writing.

4.7 Except for terminations as provided in 4.6 above, upon request of the Employer, the Administrator will continue to process claims incurred prior to the termination date for a period not to exceed ninety (90) days from the termination date, at the standard monthly fee.

4.8 In the event of termination, the Administrator agrees to cooperate fully with the Employer and to assist the Employer in working out all details necessary in the assumption of the Services by a new provider. In order to assist in the transition, the Employer or a new provider shall have full access to all records, files, including computer files (i.e., magnetic tape, disc, etc.), facilities and premises necessary for performance of the Services. Upon termination, all fees due the Administrator will be payable immediately.

4.9 All notices hereunder shall be in writing and either delivered personally or mailed via certified mail, return receipt requested. Notices to the Employer shall be delivered or mailed to the address first written above. Notices to the Administrator shall be delivered or mailed to Benefit Coordinators Corporation, at Two Robinson Plaza, Suite 200, Pittsburgh, PA 15205-1324. From time to time, either party may designate a different address in a written notice to the other party.

SECTION V - ASSIGNMENT

5.1 Employer may not assign its rights or obligations under this Benefit Plan Administration Agreement, whether by operation of law or otherwise, without the prior express written consent of Administrator. Any attempted assignment or any change of control or sale of a majority of the equity or assets of Employer will automatically terminate this Benefit Plan Administration Agreement and all sums due hereunder shall be immediately due and payable. Administrator may assign this Benefit Plan Administration Agreement without the Employer's prior consent and all of Administrator's rights, title and interest herein shall inure to the benefit of such assignee, its successors and assigns.

SECTION VI - FORCE MAJEURE

6.1 No party shall be liable or responsible for delays or errors by reason of circumstances beyond its reasonable control, including, but not limited to, acts of civil or military authority, national emergencies, labor difficulties, fire, mechanical breakdown, hurricane, flood or catastrophe, Acts of God, insurrection, war, riots or failure of communication or power supply.

SECTION VII - CONFIDENTIAL INFORMATION

7.1 The parties hereto will maintain the confidentiality of all medical, prescription, and other patient-identifiable health information relating to claims administered under this Master Administration Agreement in accordance with applicable laws and regulations, including the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), as may be amended from time to time. The parties acknowledge that the Administrator will have access to Patient Information in order to provide services and/or perform the obligations undertaken herein and that Patient Information may be obtained from and/or distributed to the Employer and/or any other third party in connection with services provided herein, including any and all disclosures made by the Administrator, such as, but not limited to, those made to a new vendor upon transition of services following termination of this Benefit Plan Administration Agreement.

7.2 The Employer acknowledges that certain management reports, reporting packages, utilization data, and/or claims information may contain Patient Information. The Employer further acknowledges that (i) its request to the Administrator to disclose Patient Information to any third party (e.g. broker, healthcare consultant, etc.) constitutes the Employer's direction and authorization to disclose such information to the third party; and (ii) the Administrator will disclose such information pursuant to the Employer's direction until such time as the Administrator receives written notice from the Employer to cease further disclosures. The Employer acknowledges the requirements and obligations under HIPAA regarding the disclosure of Patient Information to third parties on its behalf. Accordingly, if and when required, the Employer agrees to enter into "Business Associate" contracts (as such term is defined in Title 45, Section 160.103 of the Code of Federal Regulations) with such parties as well as any other agreements required by state, federal law or regulation.

SECTION VIII - MISCELLANEOUS PROVISIONS

8.1 Benefits under the Plans covered by this Agreement are provided solely from the Employer's general assets and insurance purchased by the Employer (if any). If the Plans provide for employee contributions through payroll withholding, Employer represents to the Administrator that it will comply in all material respects with the requirements of all applicable laws, including those related to trust, reporting and disclosure requirements under the Employee Retirement Income Security Act of 1974 ("ERISA") if applicable.

8.2 This Benefit Plan Administration Agreement shall be governed by, and construed and enforced in accordance with, the substantive laws of the California, without regard to its principles of choice of laws. Each party hereby irrevocably consents to exclusive personal jurisdiction and venue in the federal courts for California or, if federal jurisdiction does not exist, in the California state courts with respect to any actions, claims or proceedings arising out of or in connection with this Benefit Plan Administration Agreement, and agrees not to commence or prosecute such action, claim or proceeding other than in the aforementioned courts.

8.3 This is the entire agreement between the parties. There are no representations, understandings, or agreements between the parties on the subject matter of this agreement other than as set forth in this Benefit Plan Administration Agreement.

8.4 If any provision of this Benefit Plan Administration Agreement or the application of any such provision shall be held by a court of competent jurisdiction to be contrary to law, the remaining provisions of this Benefit Plan Administration Agreement shall continue in full force and effect.

The Employer and the Administrator have caused this Benefit Plan Administration Agreement to be executed effective as of 01/01/2017.

City of West Covina

Signature: _____

Printed Name: Chris Freeland

Title: City Manager
(Authorized Officer)

Date: 12-20-16

Self Insured Services Company dba
BENEFIT COORDINATORS CORPORATION

Signature: _____

Printed Name: Susan L. Zapas

Title: VP, Pgm Operations
(Authorized Officer)

Date: 12.21.16

BENEFIT COORDINATORS CORPORATION
BENEFIT PLAN ADMINISTRATION AGREEMENT

SERVICES EXHIBIT

This Exhibit is effective 01/01/2017, and continues in force until amended.

☒ Flexible Spending Administration

This Exhibit is effective 04/01/2017, and continues in force until amended.

☒ Consolidated Invoicing and Remittance

☒ BenXcel®

☒ COBRA Administration

☒ Retiree Billing Administration

BENEFIT COORDINATORS CORPORATION
BENEFIT PLAN ADMINISTRATION AGREEMENT

CONSOLIDATED INVOICING EXHIBIT

Consolidated Invoicing and Remittance Services Agreement

The Employer hereby appoints the Administrator to provide consolidated invoicing and remittance services (the "Services") under the Employer's employee welfare benefit plan(s) identified below. The Administrator agrees to provide the Services, effective April 1, 2017, under the following terms and conditions of this Agreement:

SECTION I - PLAN INFORMATION

1.1 Plan Name(s) City of West Covina Health & Welfare Plan.

1.2 The effective date of the Services shall be 04/01/2017.

1.3 The Employer's tax identification number (EIN) is 95-6000810.

1.4 The Plan "Administrator" (as defined in Section 3(16)a of the Employee Retirement Income Security Act of 1974 ("ERISA") and "Named Fiduciary" (ERISA Section 402(a)(2)) of the Plan is the Employer. Any individual or committee appointed by the Employer to carry out the Employer's duties as Plan Administrator and / or Named Fiduciary is / are identified in the Named Fiduciary Exhibit of this Agreement.

SECTION II – THE ADMINISTRATOR'S RESPONSIBILITIES

2.1 Input and maintain eligibility for the various insurance products under the Plan in accordance with the carrier policies

2.2 Submit to the carriers any documentation that might be required by the carriers to underwrite coverage for electing individuals

2.3 Update coverage amounts when approval notification has been received from a carrier

2.4 Invoice the Employer for the premium due under the various insurance products in accordance with the rates provided by the carriers

2.5 Provide the carriers with eligibility files, as may be necessary, and resolve any eligibility errors that might arise from the carriers applying the eligibility files to their respective systems

2.6 Receive premiums from the Employer and remit them to the various carriers

2.7 Reconcile billed premiums to the carrier expected premiums, as may be required by the carriers

2.8 Invoice individual retirees for premiums relating to any coverages for which the retirees are required to pay

2.9 Remit retiree premiums back to the Employer, when active employee premiums for products are not being invoiced by the Administrator or to the carrier but when the Administrator is invoicing the Employer for the active employee premiums for the products.

SECTION III - THE EMPLOYER'S RESPONSIBILITIES

3.1 Provide employee eligibility information and documentation to the Administrator on a timely basis

3.2 Review monthly invoices for errors and/or omissions, and promptly (and in no event later than 60 days) notify the Administrator of any such errors or omissions

3.3 Remit premiums to the Administrator on a timely basis

3.4 Provide timely notification of all Plan, rate and insurance carrier changes to the Administrator

SECTION IV - INCORPORATION BY REFERENCE

4.1 The terms and provisions of the Benefit Plan Administration Agreement are made a part hereof and incorporated herein by reference.

BENEFIT COORDINATORS CORPORATION
BENEFIT PLAN ADMINISTRATION AGREEMENT

BENXCEL EXHIBIT

BenXcel Usage Agreement

By using the BenXcel online benefits administration system provided by Administrator, the Employer agrees to be bound by the following terms and conditions of this BenXcel Usage Agreement:

SECTION I - GENERAL INFORMATION

1.1 The BenXcel online benefits administration system is a fully integrated web enrollment and HR administration tool, which empowers HR departments to manage all benefit administrative tasks online and in real-time.

SECTION II – THE ADMINISTRATOR'S RESPONSIBILITIES

In consideration of the fees to be paid to it, Administrator shall provide the following services:

2.1 Administrator shall provide Employer and its employees with access, via the internet, to the BenXcel online benefits administration system, in connection with the performance of services by Administrator on behalf of the Employer pursuant to the administration agreements set forth on the Services Exhibit in this Benefit Plan Administration Agreement.

2.2 Administrator shall provide demonstrations of the BenXcel online benefits administration system for the benefit of the Employer and its employees, and training for administrative personnel and support services for the ongoing utilization of the system.

2.3 Administrator shall make the BenXcel online benefits administration system available on a best efforts basis. This includes having backups of data, multiple and in most cases redundant connections to the internet, and readily available technical expertise. Administrator reserves the right to schedule periodic maintenance for the BenXcel system, including repairs, upgrades and reconfigurations. During such maintenance periods, the Employer and its employees may be unable to access or use the BenXcel system.

2.4 The services provided by Administrator and the BenXcel online benefits administration system are expected to change from time to time. Administrator reserves the right to change any service offered or the features of any service offered or its system without notice, including changes to access and use procedures and system hardware and software.

2.5 Administrator has taken reasonable actions to ensure that personal information with respect to the Employer and/or its employees are disclosed only to those designated by the Employer. However, Employer acknowledges that the internet is an open system and Administrator cannot and does not warrant or guarantee that third parties will not intercept personal information.

2.6 Administrator has taken reasonable actions to ensure that the BenXcel online benefits administration system satisfies the requirements of the Health Insurance Portability and Accountability Act of 1996, including but not limited to the regulations with respect to privacy and security of health information.

SECTION III – THE EMPLOYER'S RESPONSIBILITIES

The Employer shall:

3.1 Be responsible for any and all expenses and charges associated with accessing the internet and connecting to the website containing the BenXcel online benefits administration system, any service fees associated with such access and connection, and for providing all equipment necessary for Employer and/or its employees to make such connection, including, without limitation, computer and modem.

3.2 Employer shall be responsible for authorizing and revoking security access to its employees and/or representatives in accordance with Administrator's security procedures. Employer shall be solely responsible for maintaining the confidentiality of accounts and passwords and for restricting access to computers of employees and/or representatives to whom Employer grants security access under the BenXcel online benefits administration system.

3.3 Employer shall be solely responsible for any and all activities which occur under accounts and passwords of employees and/or representatives to whom Employer grants security access. Employer agrees to notify Administrator immediately if Employer has any reason to believe that the security of an account has been compromised.

3.4 Employer shall be solely responsible for implementing appropriate safeguards and procedures in order to satisfy Employer's responsibilities under the Health Insurance Portability and Accountability Act of 1996, including but not limited to the regulations with respect to administrative requirements. Employer certifies that any and all access to protected health information by employees and/or representatives to whom Employer grants security access is solely and exclusively for purposes of treatment, payment or healthcare operations, and that such access to protected health information is both permitted and satisfies the minimum necessary standard under the Health Insurance Portability and Accountability Act of 1996.

SECTION IV - INTELLECTUAL PROPERTY

4.1 All content included on the BenXcel site, such as text, graphics, logos, button icons, images, audio clips, information, data, photographs, graphs, videos, typefaces, graphics, music, sounds, and other material and software (the Materials) is the property of Administrator or its content suppliers and is protected by copyrights, trademarks, trade secrets, or other proprietary rights, and these rights are valid and protected in all forms, media, and technologies existing now or hereinafter developed. All such content is copyrighted as a collective work under the US copyright laws (17 U.S.C. § 101, et. seq.) and international treaty provisions, and Administrator owns a copyright in the selection, coordination, arrangement, and displayed enhancement of such content. All software used on this site is the property of Administrator or its software suppliers and is protected by US and international copyright laws. Employer may not modify, remove, delete, augment, add to, publish, transmit, participate in the transfer or sale of, create derivative works from, or in any way exploit any of the content on the site, in whole or in part. Any use other than as contemplated herein, including the reproduction, modification, distribution, transmission, republication, display, or performance of the content on this site, except as specifically permitted below, is strictly prohibited. BenXcel is a trademark of Administrator. All other marks, names, and logos mentioned on the BenXcel site are the property of their respective owners. Employer's use of the Administrator's trademarks is strictly prohibited.

SECTION V - INCORPORATION BY REFERENCE

5.1 The terms and provisions of the Benefit Plan Administration Agreement are made a part hereof and incorporated herein by reference.

BENEFIT COORDINATORS CORPORATION
BENEFIT PLAN ADMINISTRATION AGREEMENT

FLEX EXHIBIT

Flexible Spending Administration Agreement with Debit Card

The Employer hereby appoints the Administrator as flexible spending administrator ("Flexible Spending Administrator"), under the Employer's employee welfare benefit plan identified below (the "Plan"), and Administrator agrees to act as Flexible Spending Administrator for the Plan under the following terms and conditions:

SECTION I - PLAN INFORMATION

1.1 Plan Name: **City of West Covina Flexible Spending Administration Plan**.

1.2 The original effective date of the Plan shall be **01/01/2017**.

1.3 The Plan Year shall be each twelve consecutive month period commencing on 01/01/2017 and ending on 12/31/2017. The initial Plan Year shall commence on 01/01/2017 and end on 12/31/2017.

1.4 The Employer's tax identification number (EIN) is **95-6000810**.

1.5 The Plan "Administrator" (as defined in Section 3(16)a of the Employee Retirement Income Security Act of 1974 ("ERISA") and "Named Fiduciary" (ERISA Section 402(a)(2)) of the Plan is the Employer. Any individual or committee appointed by the Employer to carry out the Employer's duties as Plan Administrator and / or Named Fiduciary is / are identified in the Named Fiduciary Exhibit of this Agreement.

SECTION II - FINANCING OF PLAN BENEFITS

2.1 Benefits under the Plan are provided solely from salary reduction agreements between the participant and the Employer under which the participants elect to reduce their compensation or to forgo increases in compensation and to have such amounts contributed, as Employee contributions, by the Employer on their behalf.

2.2 In disbursing money to pay requests for reimbursement or expenses under the Plan, the Flexible Spending Administrator shall act as the Employer's agent. The Flexible Spending Administrator shall maintain a bank account solely for the payment of requests for reimbursement under this Plan and plans maintained by other employers. The Employer's deposits to such bank account shall remain a part of the Employer's general assets, subject to the claims of its creditors and subject to return to the Employer on demand, until Flexible Spending Administrator shall have disbursed checks drawn on such account in payment of requests for reimbursement under the Plan.

2.3 The Flexible Spending Administrator shall inform the Employer from time to time of the deposits required to pay requests for reimbursement under the Plan from such account and shall at all times be accountable to the Employer for the amounts the Employer deposits in such account. However, the Flexible Spending Administrator shall have no duty to pay benefits under the Plan out of its own assets or otherwise, except from amounts the Employer deposits in the account.

SECTION III - FLEXIBLE SPENDING ADMINISTRATOR'S RESPONSIBILITIES

In consideration of the fees to be paid to it, Flexible Spending Administrator shall provide the following services:

3.1 The Flexible Spending Administrator shall assist the Employer in the administration of the Plan as the Employer may request from time to time, including:

(a) Aiding Employer in the preparation of plan documents, including Employer's Flexible Spending plan document and summary plan description.

(b) Advising Employer with respect to benefit and plan revisions.

(c) Preparing and printing descriptive booklets for Plan participants.

(d) Furnishing administrative forms necessary for processing of requests for reimbursement including request for reimbursement forms, check stock, and explanation of benefit forms, and an Administration Manual outlining the administration procedures to be performed by the Employer.

(e) Arranging for the printing of debit cards to be issued to employees.

(f) Providing access to the debit card system for reporting of transactions, usage, and required funding of claims reported through the use of the debit card system.

(g) Adjudicating and paying valid claims not processed through the debit card system.

(h) Suspending and/or revoking debit card system privileges for inappropriate, fraudulent or questionable use.

3.2 In accordance with policies, interpretations, rules, practices and procedures adopted by the Employer or the Plan Administrator, the Flexible Spending Administrator shall:

(a) Conduct initial informational meetings for all participants to explain their rights and options under the Employer's Plan.

(b) Receive and adjudicate all requests for reimbursements in accordance with the benefit levels and provisions of the Plan

(c) Periodically audit requests for reimbursements made through the debit card system in accordance with the benefit levels and provisions of the Plan.

(d) Assist the Employer in enrolling all eligible employees who desire to participate in the Plan.

(e) Make payments, with Employer funds provided pursuant to Section II, in the amount due with respect to request for reimbursements that qualify under the Plan.

3.3 To the extent of information available to it and within the scope of its professional ability, the Flexible Spending Administrator shall assist the Employer in the preparation of any report, returns, or similar

paper required by any political subdivision, state, or the Federal Government pertaining to the operation or management of the Plan.

3.4 The Flexible Spending Administrator shall provide Employer with access, via the internet, to the debit card system. However, Employer shall be responsible for any and all expenses and charges associated with accessing the internet and connecting to the website containing the debit card system, any service fees associated with such access and connection, and for providing all equipment necessary for Employer and/or its employees to make such connection, including, without limitation, computer and modem.

Failure of the Employer to object to any information provided by or accessible through the debit card system within 30 days of its posting to the system shall constitute the Employer's approval of Flexible Spending Administrator's actions as regarding any and all request for reimbursement data and/or transactions described therein.

3.5 The Flexible Spending Administrator shall render monthly reports to the Employer, which shall include the following:

(a) A monthly accounting of payments made, with sufficient detail to provide for the audit and control of funds used.

(b) A statement of the fees payable to the Flexible Spending Administrator.

(c) Any other costs incurred by the Flexible Spending Administrator on behalf of the Plan.

Failure of the Employer to object to any report within 30 days of the date of mailing shall constitute the Employer's approval of the Flexible Spending Administrator's actions as regarding any and all request for reimbursement data, transactions, fees, invoices and/or costs described therein.

3.6 During the continuation of this agreement, the Flexible Spending Administrator shall indemnify the Employer and hold it unharmed against any loss, damage, and expenses with any dishonest, fraudulent or criminal acts of Flexible Spending Administrator's employees, acting alone or in collusion with others. The Flexible Spending Administrator shall maintain blanket fidelity bond coverage for such losses with a limit of not less that $500,000.

SECTION IV – THE EMPLOYER'S RESPONSIBILITIES

The Employer shall:

4.1 Furnish the Flexible Spending Administrator with a complete copy of the Plan.

4.2 Determine the request for reimbursement and administration procedures and practices to be followed by the Flexible Spending Administrator which are not self-evident from the Plan.

4.3 Assist in the initial enrollment of the employees in the Plan and thereafter provide the Flexible Spending Administrator with a completed "Flexible Compensation Enrollment Form" for each eligible employee who elects to participate in the Plan. Such enrollment forms shall be provided to the Flexible Spending Administrator on or before the date of participation in the Plan commences.

4.4 Provide directly or through the Plan all materials and documents, including summaries for employees, forms or supplies as may be necessary or convenient for the operation of the Plan or to satisfy the requirements of governing law.

4.5 Provide timely and accurate information to enable Flexible Spending Administrator to fulfill its obligations under this Agreement.

4.6 Recover and fund overpayments made due to abuse of the debit card system, including, but not limited to, purchases of non-covered items or services through payroll deductions from the employee.

SECTION V - PROCEDURES FOR MAKING & PAYMENT OF REQUESTS FOR REIMBURSEMENT UNDER THE PLAN

5.1 Any covered person may request reimbursement from the Plan, in accordance with the terms of the Plan, on the form or forms provided by the Flexible Spending Administrator. Processing of claims will be contingent upon full and accurate completion of requests for reimbursement and the provision of such information as the Flexible Spending Administrator may reasonably require to process the request for reimbursement.

5.2 The Flexible Spending Administrator shall receive any request for reimbursement for benefits made in the appropriate manner, and after due investigation and verification of the statements contained in the request, determine the eligibility of the claimant for reimbursement. If the facts stated in such request or determined by investigation entitle the claimant to receive reimbursement from the Plan, the request will be processed. If Flexible Spending Administrator finds that the claimant is not entitled to reimbursement under the Plan, the Flexible Spending Administrator shall deny the request for reimbursement.

5.3 The Flexible Spending Administrator's determination and any determination by the Employer on review shall be in accordance with the claims procedures set forth in the Plan, which procedures will be compliant with ERISA and all Department of Labor regulations governing claims procedures in employee benefit plans, as they may be amended from time to time. The Flexible Spending Administrator will not be obligated to follow any claims procedures that do not comply with ERISA or Department of Labor regulations, or any claims procedures which require the Flexible Spending Administrator to deviate from procedures customary in the administration of flexible benefit plans such as the Plan.

5.4 In processing claims under this Agreement, the Flexible Spending Administrator is acting only as an agent of the Employer. The Flexible Spending Administrator shall at all times be considered an independent contractor who provides only the claims administration services outlined in this Agreement, for the fees indicated. The provisions of this Agreement shall not be construed to make the Flexible Spending Administrator a "Trustee," "Administrator" or "Fiduciary" of the Plan, as such terms are defined or used in ERISA or the regulations thereunder, and no such relationship is intended to be created by the parties to this Agreement.

5.5 The Employer reserves the right and retains the sole responsibility to make all final decisions under the Plan. If the Flexible Spending Administrator has denied a claim in whole or in part as being ineligible for payment under the terms or benefit limits of that Plan, and the Employer directs that the denied claim be paid, the Flexible Spending Administrator will pay the claim pursuant to the Employer's decision and direction.

SECTION VI - INCORPORATION BY REFERENCE

6.1 The terms and provisions of the Benefit Plan Administration Agreement are made a part hereof and incorporated herein by reference.

BENEFIT COORDINATORS CORPORATION
BENEFIT PLAN ADMINISTRATION AGREEMENT

COBRA EXHIBIT
COBRA Administration Agreement

The Employer hereby appoints the Administrator as COBRA Administrator, under the Employer's employee welfare benefit plan identified below. The Administrator agrees to act as COBRA Administrator for the Employer and to provide the following administrative services to aid the Employer in complying with the continuation of coverage provisions of the Consolidated Omnibus Budget Reconciliation Act (hereinafter referred to as "COBRA"), effective 04/01/2017, under the following terms and conditions of this Agreement:

SECTION I - PLAN INFORMATION

1.1 Plan Name(s): **City of West Covina Health & Welfare Plan**.

1.2 The original effective date(s) of the Plan(s) shall be **04/01/2017**.

1.3 The effective date of COBRA Services shall be **04/01/2017**.

1.4 The Employer's tax identification number (EIN) is 95-6000810.

1.5 The Plan "Administrator" (as defined in Section 3(16)a of the Employee Retirement Income Security Act of 1974 ("ERISA") and "Named Fiduciary" (ERISA Section 402(a)(2)) of the Plan is the Employer. Any individual or committee appointed by the Employer to carry out the Employer's duties as Plan Administrator and / or Named Fiduciary is / are identified in the Named Fiduciary Exhibit of this Agreement.

SECTION II – THE ADMINISTRATOR'S RESPONSIBILITIES

2.1 Initial Notice of COBRA rights to active employees (if elected below). This service is available to Employer only if the Administrator is providing active healthcare billing.

2.2 Notifications to qualified beneficiaries, including:

(a) COBRA Continuation Election Form

(b) Notification of late COBRA election

(c) Notification of late initial check

(d) Notification of incorrect initial check

(e) Notification to COBRA participants of the Administrator as new administrator

(f) Carrier Rate change notification

(g) Notice of Conversion Rights including general notice of California Bill No. 1401 where applicable.

(h) Notification at end of maximum coverage period

(i) Cancellation due to non-payment or late payment of premium

2.3 Monthly Premium Billing of COBRA participants, sent directly to participants.

2.4 Monthly reports to the Employer:

(a) Participant Notification Report

(b) Existing COBRA Participant Report

2.5 Monthly collection of active COBRA Participant premiums (via lockbox)

2.6 Monthly premium remittance to Employer (if Employer is responsible for remittance to carrier) or to carrier (if the Administrator is responsible for remittance to carrier) for Employer's portion of monthly COBRA premium. (Carrier notification and remittance responsibilities are as set forth in the "Carrier Notification and Remittance" section on the last page of this Agreement.)

2.7 If the Administrator confronts a question of interpretation of the requirements of COBRA that is not answered by the COBRA provisions of the plan, the Administrator will promptly so inform the Employer and abide by the Employer's determination as to the requirements of COBRA.

2.8 If, after the foregoing steps, the Administrator remains convinced that any one or more of the COBRA provisions of the plan (as interpreted to the Administrator by the Plan Administrator) are inconsistent with COBRA, such that the Administrator is required by section 404(a)(1)(D) of ERISA not to implement those provisions, the Administrator will tender its resignation under this agreement rather than deviate from the terms of 404(a)(1)(D) of ERISA.

2.9 Nothing in this Agreement shall be construed to require the Administrator to provide COBRA administration services with respect to any employee benefit plans (e.g., flexible spending accounts, health reimbursement accounts, health savings accounts, etc.) maintained by the Employer other than the Plan identified in Section I above Notwithstanding the foregoing, the Administrator will be responsible for COBRA administration services with regard to such other plans if such other plans are provided to the Employer by the Administrator and the Administrator specifically agrees to be responsible for COBRA administration with regard to such other plans.

SECTION III – THE EMPLOYER'S RESPONSIBILITIES

3.1 The Employer will promptly forward to the Administrator copies of all notices of qualified beneficiaries under ERISA section 606(3) that a Qualified Event described in ERISA section 603(3) or 603(5) has occurred within thirty (30) days of the Qualifying Event.

3.2 Qualifying Event notices sent to the Administrator from the Employer will include:

(a) the date and type of Qualifying Event (including identification of any absence due to service in the uniformed services of the United States);

(b) the names of all qualified beneficiaries;

(c) the last addresses known to the sponsor of all qualified beneficiaries;

(d) the Social Security numbers or participant identification numbers of all qualified beneficiaries; and

(e) the date when coverage will cease absent an election of continuation coverage under COBRA.

3.3 The Employer shall notify COBRA participants of plan changes and provide participants with any other materials regarding the plan, such as benefit booklets, identification cards, and claim forms, from time to time as changes require. The benefit booklets, identification cards and claim forms are available from the carriers on fully-insured plans.

3.4 Except as specifically provided in the "Carrier Notification and Remittance" section of this Agreement, the Employer shall notify and remit premiums to all applicable insurance carriers, in accordance with the carriers' billing policies. In order to facilitate the Employer's performance of these duties, the Administrator will notify the Employer when a qualified beneficiary has elected COBRA continuation coverage or terminated COBRA continuation coverage. The Administrator will notify carriers and remit premiums only as specifically provided in the "Carrier Notification and Remittance" section on the last page of this Agreement. (The Administrator will provide such notification and remittance services only if the Administrator is providing billing administration services with respect to the Employer's active employees.) For those insurance carriers which the Administrator directly notifies and/or remits, the Employer, as the Plan Administrator, is ultimately responsible for complying with all carrier eligibility and payment provisions.

CARRIER NOTIFICATION AND REMITTANCE

The Employer will be responsible for notification and remittance to all insurer carriers, with the following exceptions:

Carrier	Plan	Party Responsible for Notification	Party Responsible for Remittance
Delta Dental	Delta DPPO	BCC	BCC
Delta Dental	Delta HMO	BCC	BCC
VSP	VISION	BCC	BCC
Standard	Life	BCC	BCC
Standard	AD&D	BCC	BCC
Standard	LTD	BCC	BCC
Standard	Voluntary Life	BCC	BCC
Standard	Voluntary AD&D	BCC	BCC
Standard	Voluntary LTD	BCC	BCC
Standard	Voluntary Spouse Life	BCC	BCC
Standard	Voluntary Spouse AD&D	BCC	BCC
Standard	Voluntary Dependent Life	BCC	BCC
Standard	Voluntary Dependent AD&D	BCC	BCC
Hartford	Life	BCC	BCC
Horizon	EAP	BCC	BCC
CIGNA	Business Travel Accident	BCC	BCC

ELECTION OF INITIAL NOTIFICATION

We agree to the terms of this contract, as stated above, and hereby specifically agree that BCC will notify active participants of their general COBRA rights, by means of the Initial Notice of COBRA Rights referred to in section 606(a)(1) of ERISA.

Signature of The Employer Representative — Date: 12-20-16

Signature of BCC Representative — Date: 12.20.16

BENEFIT COORDINATORS CORPORATION
BENEFIT PLAN ADMINISTRATION AGREEMENT

RETIREE BILLING EXHIBIT

Retiree Billing and Remittance Services Agreement

The Employer hereby appoints the Administrator to provide retiree billing and remittance services (the "Services") under the Employer's employee welfare benefit plan(s) identified below. The Administrator agrees to provide the Services, effective 04/01/2017, under the following terms and conditions of this Agreement:

SECTION I - PLAN INFORMATION

1.2 Plan Name(s) City of West Covina Health & Welfare Plan.

1.2 The effective date of the Services shall be 04/01/2017.

1.3 The Employer's tax identification number (EIN) is 95-6000810.

1.4 The Plan "Administrator" (as defined in Section 3(16)a of the Employee Retirement Income Security Act of 1974 ("ERISA") and "Named Fiduciary" (ERISA Section 402(a)(2)) of the Plan is the Employer. Any individual or committee appointed by the Employer to carry out the Employer's duties as Plan Administrator and / or Named Fiduciary is / are identified in the Named Fiduciary Exhibit of this Agreement.

SECTION II – THE ADMINISTRATOR'S RESPONSIBILITIES

2.1 Input and maintain eligibility for the various insurance products under the Plan in accordance with the carrier policies

2.2 Submit to the carriers any documentation that might be required by the carriers to underwrite coverage for electing individuals

2.3 Update coverage amounts when approval notification has been received from a carrier when applicable

2.4 Invoice individual retirees for premiums relating to any coverages for which the retirees are required to pay

2.5 Remit retiree premiums back to the Employer, when active employee premiums for products are not being invoiced by the Administrator or to the carrier but when the Administrator is invoicing the Employer for the active employee premiums for the products.

SECTION III - THE EMPLOYER'S RESPONSIBILITIES

3.1 Provide employee eligibility information and documentation to the Administrator on a timely basis

3.2 Review monthly invoices for errors and/or omissions, and promptly (and in no event later than 60 days) notify the Administrator of any such errors or omissions

3.3 Remit fees to the Administrator on a timely basis

3.4 Provide timely notification of all Plan, rate and insurance carrier changes to the Administrator

SECTION IV - INCORPORATION BY REFERENCE

4.1 The terms and provisions of the Benefit Plan Administration Agreement are made a part hereof and incorporated herein by reference.

BENEFIT COORDINATORS CORPORATION
BENEFIT PLAN ADMINISTRATION AGREEMENT

SCHEDULE OF FEES EXHIBIT

Schedule of Fees as of 01/01/2017.

Consolidated Invoicing:

Initial, non-refundable Setup Fee due upon execution of this Agreement:	Waived: Paid by Alliant
Monthly Administration Fee:	Waived: Paid by Alliant

Retiree Dental Administration:

Monthly Administration Fee:	$6.00 per Retiree per Month

Flexible Spending Account Administration:

Initial, non-refundable Setup Fee due upon execution of this Agreement:	$1,000.00 including Plan Document
Monthly Administration Fee:	$4.75 per Participant per Month
Minimum Monthly Fee:	$125.00
Annual Renewal Fee:	$600.00

COBRA Administration:

Initial, non-refundable Setup Fee due upon execution of this Agreement:	$34.00 per Current COBRA Participant
Monthly Administration Fee:	$1.00 per Healthcare Eligible per Month
Minimum Monthly Fee:	$125.00

Other Fees and Services:

Certified Mail w/ return receipt	$ 6.00 Per Notice
Open Enrollment Mailing	$ 8.00 Per Packet
Employee Communications	No charge for publications provided electronically

Meetings, Health Fairs	No charge for webinars. On-site meetings may incur time/travel charge. Fee will be quoted when a meeting is requested.
Additional Services and Materials	Fees quoted upon request
Wire Transfer Fee:	$25.00 per wire
ACH Transfer Fee:	No Charge
Non-Sufficient Funds Fee:	$25.00 per rejected check/transaction
Reinstatement Fee:	Determined by Administrator at time of reinstatement

BENEFIT COORDINATORS CORPORATION
BENEFIT PLAN ADMINISTRATION AGREEMENT

NAMED FIDUCIARY EXHIBIT

Individuals and/or Committees Appointed by Employer

for Duties as Plan Administrator and/or Named Fiduciary.

BENEFIT COORDINATORS CORPORATION
ADMINISTRATION AGREEMENT AMENDMENT

THIS AMENDMENT, effective as of November 1, 2023 ("Amendment Effective Date"), amends the Administration Agreement ("Agreement") dated January 1, 2017 between Self Insured Services Company dba Benefit Coordinators Corporation ("BCC") and City of West Covina ("Employer").

FOR GOOD AND VALUABLE CONSIDERATION, the receipt and sufficiency of which are hereby acknowledged, the undersigned parties agree as follows:

1. Section IV – Termination & Revision. Employer and BCC amend the Agreement to extend the period of performance to be in force through December 31, 2024. Thereafter, this Agreement may be extended for a maximum of two (2) successive one (1) year periods upon mutual agreement of the parties. Such extensions, if any, will be evidenced by a written amendment to this Agreement.

2. Named Fiduciary. Individuals and/or Committees Appointed by Employer for Duties as Plan Administrator and/or Named Fiduciary are the City Manager and Finance Director.

3. Continuation of Agreement. Except as amended herein, the terms and conditions of the Agreement shall remain in full force and effect.

4. Binding Agreement. The parties hereto acknowledge that each has read this Amendment, understand it, and agree to be bound by its terms and conditions as stated herein.

5. Miscellaneous. All terms of the Agreement not amended by this Amendment shall remain in full force and effect.

Through duly authorized representatives, the undersigned parties hereby execute this Amendment effective as of Amendment Effective Date.

CITY OF WEST COVINA

By: _____

Title: _____

Date: _____

SELF INSURED SERVICES CORPORATION dba
BENEFIT COORDINATORS CORPORATION

By: _____

_____

_____

Title:
Date:

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: November 7, 2023

TO: Mayor and City Council

FROM: Paulina Morales
Acting City Manager

SUBJECT: CONSIDERATION OF AN APPEAL OF THE PLANNING COMMISSION'S APPROVAL OF PRECISE PLAN NO. 23-06 TO ALLOW FOR THE EXPANSION OF AN EXISTING AUTO DEALERSHIP BUILDING AT 205 N. CITRUS STREET

RECOMMENDATION:

It is recommended that the City Council conduct a public hearing, and thereafter adopt the following resolution:

RESOLUTION NO. 2023-91 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, UPHOLDING THE PLANNING COMMISSION'S DECISION AND APPROVING PRECISE PLAN NO. 23-06 LOCATED AT 205 N. CITRUS STREET

BACKGROUND:

Request

The applicant, Andrew Baeza of Envision Motors, is requesting approval of a Precise Plan (PP) to allow for the expansion of an existing auto dealership building. The expansion will consist of a 13,130 square foot addition which will primarily consist of an expansion to the showroom, a new vehicle delivery area and new offices. The project also includes the addition of a new covered entrance.

Planning Commission Review

This item was previously reviewed and approved by the Planning Commission on October 10, 2023. The applicant was present and testified at the hearing. There were no other public comments offered during the public hearing. Prior to the public hearing, Diamond Shopping Center, LLC submitted a letter to the Planning Commission expressing their concerns pertaining to the drainage issues on site and its impact on their adjacent property at 2539 E. Garvey Avenue South (Attachment No. 4). The opposition letter was forwarded to the Planning Commission for review. The applicant provided a response letter prior to the start of the Planning Commission meeting, which was also forwarded to the Planning Commission to review (Attachment No. 5). The applicant stated that a water pump was temporarily installed as a short term solution due to flooding on the property. During the public hearing, the applicant informed the Planning Commission that they are working on permanently remedying the drainage issues on site as a part of the project and have submitted plans for Engineering plan check.

Appeal

Diamond Shopping Center, LLC filed an appeal letter dated October 16, 2023 to the Planning Commission's decision. According to the appeal letter, which is included as Attachment No. 6 to this

report, Diamond Shopping Center, LLC filed the appeal because it believes the Planning Commission did not adequately discuss or understand the concerns it raised prior to the hearing regarding potential flooding at the subject property and its impact to Diamond Shopping Center, LLC's adjoining property. The appeal letter also notes the Planning Commission's decision did not offer any conditions on the project to rectify a potentially hazardous environmental condition of the run-off from the subject property. On October 18, 2023, Diamond Shopping Center, LLC filed its Appeal Form (Attachment No. 7). In its Appeal Form, Diamond Shopping Center, LLC indicates that there are dangerous conditions on the subject property that have not been addressed by the owner or the Planning Commission.

Pursuant to Section 26-212(g) of the West Covina Municipal Code, the City Council's consideration of the appeal is de novo.

The table below is a summary of the zoning, general plan land-use designation, and uses for the site and surrounding area.

ITEM	DESCRIPTION
ZONING & GENERAL PLAN	Zoning: Service Commercial (S-C) General Plan: Commercial (C)
SURROUNDING LAND USES & ZONING	North: Service Commercial (S-C), Medium Commercial (C-2) East: Regional Commercial (R-C) South: Medium Commercial (C-2) West: City of Covina, Single Family Residences
CURRENT DEVELOPMENT	Dealership Building

DISCUSSION:

The site was previously occupied by the Nissan dealership and was used for automobile sales, repairs, storage and vehicle display. The Nissan dealership closed in 2022 and the building has been vacant since. The project would continue the automobile dealership use with incidental vehicle repairs, storage, and vehicle display. The dealership will be Envision Toyota of West Covina, which will be relocating from its current site located at 1800 E. Garvey Avenue South.

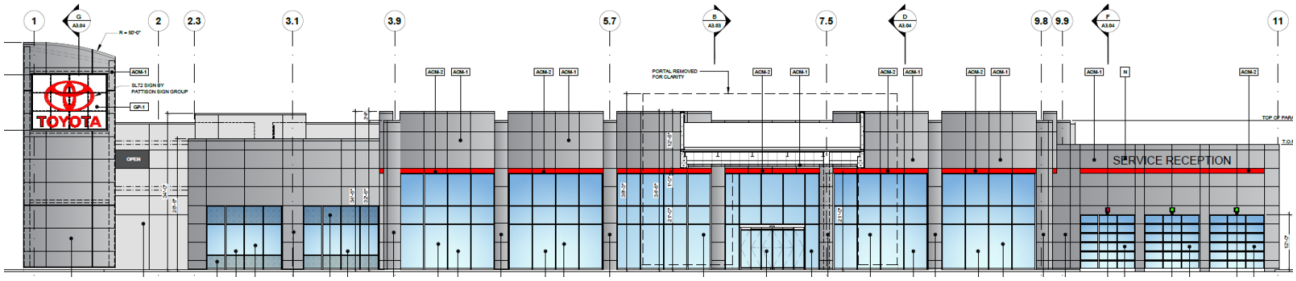
The proposed scope of work includes the demolition of existing interior non-bearing partition walls to allow for an interior tenant improvement of 18,204 square feet in order to accommodate the new dealership and meet Toyota's branding standards. The scope of work also includes a 13,130 square foot addition, which will consist of an expansion to the showroom, a new vehicle delivery area, new offices, and a new covered entrance. The first floor would consist of offices, a service reception room, service advisors, a parts retail space, a parts storage space, a customer lounge, restrooms, a showroom, and a vehicle delivery area. The second floor would consist of a training room, a parts storage room, a break room and offices. The proposed expansion complies with all setbacks, height, and building coverage requirements for the Service Commercial Zone.

The table below summarizes the existing and proposed building area expansion in comparison to code standards:

	EXISTING	PROPOSED	STANDARD
AREA			
Showroom	12,421 SF	11,447 SF	---
Parts Office (1st Floor)	2,697 SF	735 SF	---
Service Space	25,500 SF	---	---
Offices	5,836 SF	207 SF	---

Parts Office (2nd Floor)	2,449 SF	741 SF	---
TOTAL PROPOSED	---		---
SETBACKS East (Front) West (Rear) North (Side) South (Side)	 172'-0" 245'-0" 61'-11" 52'-0"	 122'-6" 245'-0" (No Change) 61'-11" (No Change) 89'-2"	 15'-0" Average 15'-0" 0 0
HEIGHT	38'-3"	49'-6" (Tower Element)	No height limit when a structure is >100+ feet from R-1
BUILDING COVERAGE	0.28	0.33	0.50

Architecture
The architectural style of the building is modern. The building will primarily be composed of aluminum composite metal panels and glass panels. The exterior of the building will include a mixture of silver, white and red from the Toyota signature color scheme. In addition to the expansion, a tower-like element will be added to the southeast side of the parking structure to reinforce Toyota's branding.



Parking and Circulation
The proposed development will be visible from the surrounding areas, which includes the Interstate 10 Freeway, single-family residences, and commercial buildings. Vehicles would be able to access the project site via N. Citrus Street and E. Garvey Avenue North. Pedestrians would be able to access the project site via N. Citrus Street. The location of the existing driveways serving the site will not change.

The WCMC requires a total of 98 parking spaces for the proposed use based on the following parking ratios:

- Automobile Sales: One (1) parking space for each one thousand (1,000) square feet of gross land area devoted to display of such use.
- Automobile Service Stations: One (1) parking space for every two (2) employees plus one (1) parking space for each service bay
- Business Office: One (1) parking space for every three hundred fifty (300) square feet of gross floor area.

There will be ninety-four (94) parking spaces located towards the east (front) of the property dedicated to the display of new vehicles. There will be one hundred (100) parking spaces available for both employee and customer parking. Of those one hundred (100) spaces, there will be sixty-two (62) parking spaces available for customers, including customer auto service parking. These parking spaces include five (5) accessible parking spaces and four (4) electric vehicle charging stations. The remaining thirty-eight (38) parking spaces will be available for employee parking, which will primarily be located at the rear of the project site. There will be two (2) long-term bicycle parking spaces available at the front of the building. In addition, there will be one hundred and seventy-seven (177) parking spaces for inventory parking on the site.

Drainage and Appellant Concerns
According to the City Engineer, the applicant has submitted for grading plan check "at-risk" (prior to

receiving approval of the Precise Plan). One of the items included in the grading plan check corrections is the requirement to install one or two functional sump pumps in the Southwest corner of the site to replace the nonfunctioning sump pump. The drainage issues onsite are being addressed through Engineering plan check and will be included as a requirement for the project. Drainage is reviewed and addressed by the Engineering Division during the plan check process for every project. All concerns raised by the appellant are being addressed.

DEVELOPMENT IMPACT FEES
The City adopted Development Impact Fees in December 2015. For this project, the applicant will be required to pay Development Impact Fees of $1.73 per square foot (or current fee).

ART IN PUBLIC PLACES
The proposed project is subject to the provisions of the Art in Public Places ordinance (WCMC Section 17-41). The applicant may elect to pay an in-lieu fee, or provide public art on site at a rate of 1% of the total project costs, excluding land.

LEGAL NOTICE
Notice of the Public Hearing has been mailed to 166 owners and occupants of properties within 300 feet of the subject site. In addition, a Public Hearing notice was published in the San Gabriel Valley Tribune at least ten (10) days prior to the meeting.

REQUIRED FINDINGS
Findings necessary for the approval of a Precise Plan are as follows:

a. The proposed development plans and the uses proposed are consistent with the General Plan and any applicable specific plan.

The project site is designated as "Commercial" in the City's General Plan and is consistent with the General Plan's goals. The subject property is located north of the Interstate 10 Freeway and is easily accessed via N. Citrus Street. The project site is adjacent to commercial properties to the North, East, and South and adjacent to single family residences to the West. The City's General Plan designates the subject property for Commercial Use. The project is consistent with the following General Plan policies:

- Policy 2.1: Maintain and enhance the City's current tax base.
- Policy 2.4: Building on and growing West Covina's regional appeal.

b. The proposed development is consistent with adopted development standards for the zone and complies with all other applicable provisions of the Municipal Code.

The project proposal is to demolish existing interior non-bearing partition walls to allow for an interior tenant improvement of 18,204 square feet in order to accommodate the new dealership and meet Toyota's branding standards, as well as a 13,130 square foot addition, which will consist of an expansion to the showroom, a new vehicle delivery area, new offices, and a new covered entrance. The proposal complies with the requirements of the "Service Commercial" (S-C) Zone.

c. Granting the permit would not be detrimental to the public interest, health, safety, and welfare and would not unreasonably interfere with the use or enjoyment of property in the vicinity of the subject property.

The proposed project is surrounded by commercial and residential uses. The location of the proposed expansion would allow for synergy between the uses. Additionally, there is already an existing dealership on the property. Therefore, granting the permit would not be detrimental to the public interest, health, safety, and welfare would not unreasonably interfere with the use or enjoyment of property in the vicinity of the subject property.

d. The site is physically suitable for the type, density and intensity of the development being proposed, including vehicle access and circulation.

The site will be physically suitable for the type, density and intensity of the development being

proposed. The project site will be visible from the surrounding areas, which includes the Interstate 10 Freeway, single-family residences, and commercial buildings. Vehicles would be able to access the project site via N. Citrus Street.

LEGAL REVIEW:

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

OPTIONS:

The City Council has the following options:

1. Deny the appeal and uphold the Planning Commission's approval of Precise Plan No. 23-06; or
2. Approve the appeal and overturn the Planning Commission's approval of Precise Plan No. 23-06; or
3. Continue the hearing to the December 5, 2023 City Council Meeting with direction to provide more information.

ENVIRONMENTAL REVIEW:

Pursuant to the California Environmental Quality Act (CEQA), the proposed project is considered to be categorically exempt, pursuant to Section 15332 (Class 32, In-Fill Development Projects) in that:

a. The project is consistent with the general plan designation and all applicable general plan policies, as well as with applicable zoning designation and regulations.

The project site has a General Plan land use designation of Commercial (C) and a zoning designation of Service Commercial (SC) (City of West Covina, 2023). Auto dealerships are permitted by right in the SC zoning district (City of West Covina Municipal Code, Section 26-597, 2023). The project is consistent with the applicable General Plan designation and policies, and with applicable zoning designation and regulations. The proposed project would be reuse and a relatively minor expansion of a vacant auto dealership property. Therefore, the project meets this condition.

b. The proposed development occurs within city limits on a project site of no more than five acres substantially surrounded by urban uses.

The project site is 2.28 acres; and is surrounded by commercial uses to the east opposite Citrus Street to the east, and to the north; a construction site to the south; and single-family residences to the west. Therefore, the project meets this condition.

c. The project site has no value as habitat for endangered, rare or threatened species.

The entire project site is developed with a building and surface parking as part of an automotive dealership, and is in a built-out, urbanized setting. No habitat for endangered, rare, or threatened species is present onsite. The only vegetation onsite is in parking lot planters containing ornamental vegetation that is frequently disturbed by landscape maintenance activities including trimming and tree trimming. Approximately 13 mature palm trees are growing in planters in the footprint of the proposed building addition near the east side of the existing building. Project site clearance would involve removal of the 13 palm trees. The trees provide suitable nesting habitat for special-status bird species protected under the California Endangered Species Act (CESA). Therefore, a pre-construction nesting bird survey would be conducted as a project design feature to ensure that the project would not impact any unforeseen bird species. Therefore, the project meets this condition.

d. Approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality.

UltraSystems has prepared a CEQA Exemption Document (Attachment No. 3), which includes traffic, noise, air quality, and water quality analysis/studies and concluded that the project would not result in any significant effects related to the study areas.

Although the appellant raised concerns regarding drainage issues onsite, the drainage issues

onsite are being addressed through Engineering plan check and will be included as a requirement for the project.

e. The site can be adequately served by all required utilities and public services.

The proposed project consists of construction and operation of an expansion to an existing vacant building on an automotive dealership property. All utilities and public services are available onsite. Therefore, the project meets this condition.

Prepared by: Jo-Anne Burns, Planning Manager

Fiscal Impact

FISCAL IMPACT:

New Motor Vehicle Dealers account for over 30 percent of the City's sales tax - making it the largest sales tax business type. Additionally, the Nissan dealership was one of the City's top 25 sales tax producers. Toyota Dealership is currently a top 25 sales tax producer, the relocation of the Toyota dealership to a larger site is anticipated to generate an increase in sales volumes. Envision Motor's, the dealership owner, expressed the desire to redevelop the current Toyota site located within the Auto Plaza for another brand dealership.

The approval of the project and construction of the necessary improvements will allow the relocation of Toyota dealership to the larger site.

Attachments

Attachment No. 1 - Resolution No. 2023-91
Attachment No. 2 - Business Operation Plan
Attachment No. 3 - CEQA Exemption Document
Attachment No. 4 - Letter of Opposition
Attachment No. 5 - Response to Opposition Letter
Attachment No. 6 - Appeal Letter Request
Attachment No. 7 - Appeal Form
Attachment No. 8 - Planning Commission Resolution No. 23-6133
Attachment No. 9 - Presentation

ATTACHMENT NO. 1

RESOLUTION NO. 2023-91

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, UPHOLDING THE PLANNING COMMISSION'S DECISION AND APPROVING PRECISE PLAN NO. 23-06 LOCATED AT 205 N. CITRUS STREET

THE CITY COUNCIL OF THE CITY OF WEST COVINA HEREBY FINDS AND DECLARES AS FOLLOWS:

WHEREAS the applicant, Andrew Baeza of Envision Motors, filed with the City a verified application on the forms prescribed in Chapter 26, Article VI of the West Covina Municipal Code, requesting the approval of a Precise Plan to:

Allow for the expansion of an existing dealership building with a 13,130 square foot addition on a 229,083 square foot site for use as a Toyota dealership; and

WHEREAS, on October 10, 2023, the Planning Commission conducted a duly noticed public hearing to consider said application; and

WHEREAS, at the conclusion of the public hearing, the Planning Commission approved the Precise Plan; and

WHEREAS, on October 18, 2023, Diamond Shopping Center, LLC filed an appeal of the Planning Commission's decision with the City; and

WHEREAS, on November 7, 2023, the City Council conducted a duly noticed public hearing to consider the appeal and Precise Plan application; and

WHEREAS, studies and investigations made by the City Council and on its behalf reveal the following facts:

1. The applicant is requesting the approval of a Precise Plan to allow for the expansion of an existing auto dealership building. The expansion will consist of a 13,130 square foot addition which will primarily consist of an expansion to the showroom, a new vehicle delivery area and new offices. The project also includes the addition of a new covered entrance.

2. Appropriate findings for approval of a precise plan of design are as follows:

    a. The proposed development plans and the uses proposed are consistent with the General Plan and any applicable specific plan.

b. The proposed development is consistent with the adopted development standards for the zone and complies with all other applicable provisions of the Municipal Code.

c. Granting the permit would not be detrimental to the public interest, health, safety, and welfare and would not unreasonably interfere with the use or enjoyment of property in the vicinity of the subject property.

d. The site is physically suitable for the type, density and intensity of the development being proposed, including vehicle access and circulation, utilities, and the absence of physical constraints.

e. The architecture, site layout, location, shape, bulk and physical characteristics of the proposed development are compatible with the existing and future land uses, and do not interfere with orderly development in the vicinity.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST COVINA CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. On the basis of the evidence presented, both oral and documentary, the City Council finds and determines that pursuant to the California Environmental Quality Act (CEQA), the proposed project is considered to be categorically exempt, pursuant to Section 15332 (Class 32, In-Fill Development Projects).

SECTION 2. On the basis of the evidence presented, both oral and documentary, the City Council makes the following findings:

a. The proposed development plans and the uses proposed are consistent with the General Plan and any applicable specific plan.

The project site is designated as "Commercial" in the City's General Plan and is consistent with the General Plan's goals. The subject property is located north of the Interstate 10 Freeway and is easily accessed via N. Citrus Street. The project site is adjacent to commercial properties to the North, East, and South and adjacent to single family residences to the West.

The project is consistent with the following General Plan policies:

- Our Prosperous Community P2.1 Maintain and enhance the City’s current tax base.
- Our Prosperous Community P2.8 Build economic development capacity.

b. The proposed development is consistent with adopted development standards for the zone and complies with all other applicable provisions of the Municipal Code.

The project proposal is to demolish existing interior non-bearing partition walls to allow for an interior tenant improvement of 18,204 square feet in order to accommodate the new dealership and meet Toyota's branding standards, as well as a 13,130 square foot addition, which will consist of an expansion to the showroom, a new vehicle delivery area, new offices, and a new covered entrance. The proposal complies with the requirements of the "Service Commercial" (S-C) Zone.

c. *Granting the permit would not be detrimental to the public interest, health, safety, and welfare and would not unreasonably interfere with the use or enjoyment of property in the vicinity of the subject property.*

The proposed project is surrounded by commercial and residential uses. The location of the proposed expansion would allow for synergy between the uses. Additionally, there is already an existing dealership on the property. Therefore, granting the permit would not be detrimental to the public interest, health, safety, and welfare would not unreasonably interfere with the use or enjoyment of property in the vicinity of the subject property.

d. *The site is physically suitable for the type, density and intensity of the development being proposed, including vehicle access and circulation, utilities, and the absence of physical constraints.*

The site will be physically suitable for the type, density and intensity of the development being proposed. The project site will be visible from the surrounding areas, which includes the Interstate 10 Freeway, single-family residences, and commercial buildings. Vehicles would be able to access the project site via N. Citrus Street and E. Garvey Avenue North. Pedestrians would be able to access the project site via N. Citrus Street.

SECTION 3. Pursuant to all of the evidence presented, both oral and documentary, and further based on the findings above, the City Council upholds the decision of the Planning Commission and approves Precise Plan No. 23-06 subject to the provisions of the West Covina Municipal Code and the conditions of approval set forth herein, provided that the physical development of the herein described property shall conform to said plan and the conditions set forth herein which, except as otherwise expressly indicated, shall be fully performed and completed or shall be secured by bank or cash deposit satisfactory to the Community Development Director, before the use or occupancy of the property is commenced and before the Certificate of Occupancy is issued.

SECTION 4. The Precise Plan shall not be effective for any purpose until the applicant (or a duly authorized representative) has filed at the office of the Community Development Director, his/her/its affidavit stating he/she/it is aware of, and accepts, all conditions of this Precise Plan as set forth below. Additionally, no permits shall be issued until the applicant (or a duly authorized representative) pays all costs associated with the processing of this application pursuant to City Council Resolution No. 8690.

SECTION 5. The costs and expenses of any enforcement activities, including, but not limited to attorneys' fees, caused by the applicant's violation of any condition imposed by this approval or any provision of the West Covina Municipal Code shall be paid by the applicant.

SECTION 6. The City Council approves the Precise Plan subject to the following conditions:

PLANNING DIVISION

a. The project shall comply with the plans reviewed by the City Council on November 7, 2023.

b. These conditions of approval shall be printed on, or attached to, the working drawings submitted to the Building Division for approval.

c. The project shall comply with all requirements of the "Service Commercial" (S-C) Zone and all other applicable standards of the West Covina Municipal Code.

d. This approval is to allow for the construction of a 13,130 square foot addition to an existing dealership building, which will primarily consist of an expansion to the showroom, a new vehicle delivery area and new offices.

e. The approved use shall not create a public nuisance as defined under Section 15-200 of the West Covina Municipal Code.

f. The approved use shall be in compliance with the Noise Ordinance (Chapter 15).

g. This Precise Plan approval shall become null and void if the building permit is not obtained within two (2) years of the date of this approval.

h. The applicant shall sign an affidavit accepting all conditions of this approval.

i. That any proposed change to the approved site plan, floor plan or elevations be reviewed by the Planning, Building, Fire and Police Departments and that the written authorization of the Community Development Director shall be obtained prior to implementation.

j. All outstanding fees and Development Impact Fees will be due at the time of building permit issuance.

k. All new gutters and downspouts shall not project from the vertical surface of the building pursuant to Section 26 568 (a) (3).

l. This approval does not include approval of signs; a separate sign permit shall be obtained. All signs shall be required to comply with the City of West Covina Sign Code.

m. All approved materials and colors shall be clearly indicated on the plans.

n. All new ground-mounted, wall-mounted and/or roof-mounted equipment not shown on the approved plans shall be screened from all views, in a manner that is architecturally compatible with the main building. Plans and elevations indicating the type of equipment and method of concealment shall be submitted to the Community Development Director for review and approval prior to the issuance of building permits.

o. The location of new electrical transformers, vaults, antennas, mechanical and all other equipment not indicated on the approved plans must be approved by the Community Development Director prior to the issuance of the building permit. Provide construction details prior to issuance of a building permit.

p. The parking lot shall be resurfaced/repaired and restriped so that there are no visible cracks and/or holes on the surface prior to Building permit final.
   i. Parking lots or other paved areas with a cracked, broken or otherwise deteriorating surface, in excess of ten (10) percent of the surface area shall be considered a nuisance and shall be repaired.

q. The paved areas at the site shall be maintained clean and free of oil stains. All paved areas shall be pressure washed as needed to maintain the site in a clean and orderly manner.

r. All new utilities shall be placed underground prior to issuance of Certificate of Occupancy. All relocated on-site utility service lines shall be underground when the cost or square footage of an addition or alteration exceeds 50% of the existing value or area per WCMC 23-273.

s. Any graffiti that appears on the property during construction shall be cleaned or removed on the same business day. During construction, the delivery of materials and equipment, outdoor operations of equipment, and construction activity shall be limited to the hours between 7:00 a.m. and 8:00 p.m.

t. Prior to the final building permit approval, a detailed landscape and irrigation plan in compliance with AB 1881 and executive order 13-29-15 shall be submitted for all planted areas to be affected by project. Plans shall include type, size and quantity of landscape materials and irrigation equipment. All vegetation areas shall be automatically irrigated, and a detailed watering

program and water budget shall be provided. All damaged vegetation shall be replaced, and the site shall be kept free of diseased or dead plant materials and litter at all times.

u. The applicant shall execute an indemnity agreement, in a form provided by the City and approved by the City Attorney, indemnifying the City against any, and all actions brought against the City in connection with the approvals set forth herein.

BUILDING DIVISION

a. The second sheet of building plans is to list all conditions of approval. This information shall be incorporated into the plans prior to the first submittal for plan check.

b. Plans prepared in compliance with the current Building Code shall be submitted to the Building Division for review prior to permit issuance.

c. School Developmental Fees shall be paid to the School District prior to the issuance of the building permit.

d. Fees shall be paid to the County of Los Angeles Sanitation District prior to issuance of the building permit.

e. Approval is required from the Los Angeles County Health Department if the proposed Café serves food to the public.

f. In accordance with paragraph 5538(b) of the California Business and Professions Code, plans are to be prepared and stamped by a licensed architect.

g. Structural calculations prepared under the direction of an architect, civil engineer or structural engineer shall be provided.

h. A geotechnical and soils investigation report is required, the duties of the soils engineer of record, as indicated on the first sheet of the approved plans, shall include the following:
   i. Observation of cleared areas and benches prepared to receive fill;
   ii. Observation of the removal of all unsuitable soils and other materials;
   iii. The approval of soils to be used as fill material;
   iv. Inspection of compaction and placement of fill;
   v. The testing of compacted fills; and
   vi. The inspection of review of drainage devices.

i. The owner shall retain the soils engineer preparing the Preliminary Soils and/or Geotechnical Investigation accepted by the City for observation of all

grading, site preparation, and compaction testing. Observation and testing shall not be performed by another soils and/or geotechnical engineer unless the subsequent soils and/or geotechnical engineer submits and has accepted by the Public Works Department, a new Preliminary Soils and/or Geotechnical Investigation.

j. A grading and drainage plan shall be approved by the Engineering Division prior to issuance of the building permit. The grading and drainage plan shall indicate how all storm drainage including contributory drainage from adjacent lots is carried to the public way or drainage structure approved to receive storm water.

k. Stormwater Planning Program LID Plan Checklist (MS4-1 FORM) completed by Engineer of Record shall be copied on the first sheet of Building Plans and on the first sheet of Grading Plans. When applicable per the LID plan checklist, LID plan shall be approved through the Engineering Division prior submitting grading plans for review. The form can be found at the following link: https://www.westcovina.org/home/showdocument?id=18427.

l. Additions, alterations, repairs and changes of use or occupancy in all buildings and structures shall comply with the provisions for new buildings and structures except as otherwise provided in the California Existing Building Code in effect.

m. Pylon's design and construction shall not impede the existing means of egress system and/or obstruct the existing accessible elements, nor should it result in a condition less compliant than the requirements in the current building code.

n. The increase in distance as a result of proposed addition to the path of egress (exit access) travel from the most remote point at the second-floor office/storage through the existing unclosed stairways to the closest exit door on the 1st floor shall not exceed what is allowed per Table 1017.2 using the method of measurement per Section 1017.3 of the Building Code; otherwise, additional fire-resistance protection is required.

o. Should fire protection is required due to exceedance of allowable exit access travel distance, ensure the fire resistance rated interior exit stairways terminates to building exterior with an exit passageway per Section 1023.3, Section 1024, and exceptions 1 through 3 under Section 1028.2.

p. All State of California disability access regulations for accessibility shall be complied with.

q. Summary of Accessibility Upgrades for Commercial Projects shall be completed and the completed form shall be copied on the plans The form can

be found at the following link: https://www.dropbox.com/s/4xkjyn5fhggpotk/Accessibility%20Upgrade%20Summary%20Form.pdf?dl=0.

r. Installing new EVCS would trigger the accessibility requirements per Section 11B-228.3.1.1 and Section 11B-812 of the Building Code. Compliance with these requirements will involve providing a shortest accessible route from a compliant accessible EVCS to an accessible building entrance into the office/showroom instead of entering at the service garage. Note that providing an additional access aisle for a new accessible EVCS to satisfy this requirement will potentially reduce the available parking count.

s. New circulation path(s) contiguous to vehicular traffic shall comply with Section 11B-250 of the Building Code.

t. Foundation inspection will not be made until setbacks on all sides of the addition have been surveyed and the setbacks determined to be in accordance with the approved plans by a land surveyor licensed by the State of California. THIS NOTE IS TO BE PLACED ON THE FOUNDATION PLAN IN A PROMINENT LOCATION.

u. An electrical plan check is required.

v. A mechanical plan check is required.

w. A plumbing plan check is required.

x. An analysis to determine minimum quantities for plumbing fixtures considering the increase of occupant load due to the proposed addition shall be provided as required by Chapter 4 of the California Plumbing Code. Additional fixtures may be required if not in compliance.

y. Project shall comply with the Cal Green Non-Residential mandatory requirements.

z. All additions conducted within a 12-month period under single or multiple permits, resulting in an increase of 30 percent or more in floor area, shall provide recycling areas on site per Section 5.410.1.1 of the Cal Green Code.

aa. All fire sprinkler hangers must be designed, and their location approved by an engineer or an architect. Calculations must be provided indicating that the hangers are designed to carry the tributary weight of the water filled pipe plus a 250-pound point load. A plan indication this information must be stamped by the engineer or the architect and submitted for approval prior to issuance of the building permit.

bb. A separate permit is required for Fire Sprinklers.

ENGINEERING DIVISION

a. Should the proposed work generate a cut into any public right of way infrastructure (street, sidewalk, driveway, curb & gutter, etc.):
   i. street paving shall be along the length of the property frontage to the centerline of the street as directed by the City Engineer or his/her designee.
   ii. sidewalk reconstruction shall be in accordance with SPPWC Standard Plan 113-2, and as directed by the City Engineer and/or his/her designee.
   iii. driveway apron reconstruction shall be in accordance with SPPWC Standard Plan 110-2, and as directed by the City Engineer or his/her designee.
   iv. curb and gutter reconstruction shall be in accordance with SPPWC Standard Plan 111-5 and as directed by the City Engineer or his/her designee.

FIRE DEPARTMENT

a. The project shall comply with all 2022 California Building Code, California Fire Code, and requirements based on occupancy classification.

b. A written Fire Protection Plan shall be developed for significant or complex construction projects at the discretion of the Fire Code Official. The plan shall be approved by the Fire Code Official prior to proceeding past foundation work for new buildings or commencement of demolition work in alteration projects. The written plan shall be consistent with the fire safety precautions as specified in this Standard. The general contractor is responsible for carrying out the provisions of the Fire Protection Plan and communicating it to all subcontractors. The Fire Protection Plan shall include the following:
   i. Procedures for reporting emergencies to the Fire Department.
   ii. Procedures for emergency notification, evacuation and/or relocation of all persons in the building under construction and on the site.
   iii. Procedures for hot work operations, management of hazardous materials and removal of combustible debris and maintenance of emergency access roads.
   iv. Floor plans identifying the locations of exits, exit stairs, exit routes and portable fire extinguishers.
   v. Site plans identifying the designated exterior assembly areas for each evacuation route.
   vi. Site plans identifying required fire apparatus roadways and on-site fire hydrants.

vii. The name and contact phone number of the person(s) responsible for compliance with the Fire Protection Plan.

c. Monitored fire sprinkler system(s) shall be required for the proposed building(s). Plans shall be submitted prior to construction and permits shall be applied for prior to construction.

d. Monitored fire alarm system(s) shall be required for proposed building(s). Plans shall be submitted prior to construction and permits shall be applied for prior to construction.
   i. Interconnection of Emergency Shutdown devices/ Heat Detection Devices may be required.
   ii. Plans shall be submitted and approved prior to construction. Inspection and function testing with AHJ shall be required for devices.
   iii. Listing and all data sheets shall be provided to the Fire Official, and on-site for review when needed.

e. Monitored fire pump may be required for proposed building(s) based upon fire flow. Plans shall be submitted prior to construction and permits shall be applied for prior to construction.

f. Smoke control system(s) with duct detection are required for proposed building(s). Plans shall be submitted prior to construction.

g. Emergency Responder Radio Coverage system(s) may be required for proposed building(s). Plans shall be submitted prior to construction and permits shall be applied for prior to construction.

h. Fire Command center/Room is required for the proposed building(s). Plans shall be submitted prior to construction designating location and component features to be installed within.

i. Paved access from 3 opposite points (Citrus St, Garvey Ave, and Workman Ave) shall be required for completion and occupancy. Plans shall be submitted and approved prior to construction commencement. The fire code official is authorized to require more than two means of fire access based on the potential for impairment of roadways by vehicle congestion, condition of terrain, climatic conditions or other factors that could limit access.

j. Interior/exterior Fire Department access roadways/fire lanes shall be required per Fire Department Standard. Fire Department access roadways providing access to the buildings in this project shall be a minimum of 26 feet wide and shall be directly adjacent to 2 sides of the building. If gates, installed must comply with Fire Department Standards and have Knox Box Switch for both Fire and Police. Fire lanes shall be designated and marked adjacent to all multi-family residential, commercial, and industrial building access points and approaches.

k. An approved on-site fire protection system, in accordance with Fire and Water Department Standards, is required. The system is required to be in place and serviceable prior to building construction.

l. Provide a preliminary on-site fire protection plan which indicates the location of all required fire protection appliances (FDC's, PIV's, RP's, hydrants, etc.) Required appliances shall be unobstructed by fencing, storage containers, vegetation, parked vehicles, etc.

m. An approved water supply system, complete with street hydrants complying with Fire Department Standards, shall be in place prior to any combustible construction.

n. Required fire flow for this project is 4,000gpm @ 20psi for 4 hours duration at furthest remote hydrant. Contact the Water Department to assure availability of required fire flow.

o. Fire Department access roadways greater than 150' in length shall require approved turnarounds per Fire Department Standard. Any street exceeding 600 will require secondary access.

p. A Knox Box /Key Switch is required for both Fire and Police and shall be provided and installed in accordance with Fire Department Standards.

q. Fire apparatus access roads shall have an unobstructed width of not less than 26 feet exclusive of shoulders, except for approved security gates in accordance with CFC Section 503.6 and an unobstructed vertical clearance of not less than 13 feet 6 inches.

r. All fire access roads shall have red curbing and be stenciled "No Parking Fire Lane" and have fire lane signs reading "No Parking Fire Lane" every 75 feet.

s. Street Addressing for Commercial, Condominiums and Industrial Buildings
   i. The street address shall be posted with a minimum of twelve (12) inch in height numbers with a one (1) inch stroke, visible from the street of the corresponding address. During the hours of darkness, they shall be electrically illuminated either externally or internally.
   ii. Posted numbers shall contrast with their background and be legible from the street of the corresponding address prior to occupancy.
   iii. Where building setbacks exceed one hundred (100) feet from roadway, additional non-illuminated contrasting numbers twelve (12) inch in height with a one (1) inch stroke, shall be displayed at property access entrance on a permanent monument.

iv. Commercial/Industrial buildings - Secondary or rear entrance doors shall be marked with unit designators with a minimum of four (4) inch high and 3/8-inch stroke numbers/letters and with reflective coating.
v. Commercial/Industrial buildings – Bay doors/ dock doors with identifying numbers or letters shall have both exterior and interior designators visible.
vi. Where interior buildings exist, completely detached from roadway circulation, illuminated or reflector signs shall be posted along walkway entrances from road circulation points, indicating interior buildings that take access from that particular path.
    1. Each individual unit/building within the complex shall display a prominent identification letter, not less than six (6) inches in height and on-half (1/2) inch stroke, which is easily visible to approaching vehicular and/or pedestrian traffic. During the hours of darkness, these letters shall be internally or externally electrically illuminated.
    2. Each individual unit shall have a number/letter with the first digit indicating floor level, not less than four (4) inches in height and one-half (1/2) inch stroke.

***NOTE: Additional Fire Department Requirements may be set upon future review of a full set of architectural plans.**

SECTION 7. The City Clerk shall certify the adoption of this Resolution and shall enter it into the book of original resolutions.

APPROVED AND ADOPTED on this 7th day of November, 2023.

Rosario Diaz
Mayor

APPROVED AS TO FORM

Thomas P. Duarte
City Attorney

ATTEST

Lisa Sherrick
Assistant City Clerk

I, LISA SHERRICK, Assistant City Clerk of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2023-91 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 7th day of November, 2023, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Lisa Sherrick
Assistant City Clerk

September 11, 2023

BUSINESS OPERATION PLAN

- Anticipated number of employees: 95
- Anticipated number of employees per shift: 75
- Hours of Operation
  - Sales
    - 8:30 am – 9:00 pm Monday through Saturday
    - 9:00 am – 9:00 pm Sunday
  - Service and Parts
    - 7:00 am – 6:00 pm Monday through Friday
    - 7:00 am – 4:00 pm Saturday
    - Closed Sunday
- Number of Truck Deliveries
  - Cars – 2 times a week
  - Parts – 5 times a week

ATTACHMENT A
BACKGROUND, PROJECT DESCRIPTION AND JUSTIFICATION FOR CEQA EXEMPTION

1.0 PROJECT LOCATION AND EXISTING CONDITIONS

1.1 Project Location

The approximately 2.28-acre project site is located in the City of West Covina in the San Gabriel Valley in eastern Los Angeles County. The project site is at 205 North Citrus Street, about 500 feet north of the Interstate 10 (I-10) freeway. Regional access to the site is from the I-10 freeway via Citrus Street. Site access is via one driveway from Garvey Avenue at the southeast corner of the site; one driveway from Citrus Street at the northeast corner of the site; and via one driveway from the northwest corner of the site extending north to Workman Avenue. Refer to **Figures 1** through **3**, which depict the project site in a regional and local scale. **Figure 4** depicts photos of the project site.

1.2 Existing Conditions Onsite

The project site is developed with one building consisting of two stories and a rooftop parking level comprising 74,913 square feet of building area on the first and second stories; and 23,649 square feet of parking on the rooftop parking level. The building houses showroom, service, and parts uses. Most of the rest of the site is developed with surface parking. Minor amounts of landscaping are present along the site periphery and in several small parking lot planters.

1.3 Surrounding Uses

The project site is surrounded by a shopping center (with a grocery anchor store) under construction to the south; single-family residential uses to the west in the City of Covina; commercial uses to the north; and commercial uses to the east opposite Citrus Street.

1.4 General Plan Land Use and Zoning

The project site has a General Plan land use designation of Commercial (C) and zoning designation of Service Commercial (S-C).

Table 1
EXISTING LAND USES ON THE PROJECT SITE AND SURROUNDING AREA

Location	General Plan Land Use	Zoning Designation	Existing Use
Project Site	Commercial (C)	Service Commercial (S-C)	Auto dealership
North	Commercial (C)	Service Commercial (S-C) and Medium Commercial (C-2)	Commercial buildings
South	Commercial (C)	Medium Commercial (C-2)	Construction site
East	Commercial (C)	Regional Commercial (R-C)	Commercial uses opposite Citrus Street
West	City of Covina	City of Covina	Single-family residential uses

Sources: City of West Covina, 2023

Figure 1
REGIONAL LOCATION MAP



Figure 2
PROJECT VICINITY MAP

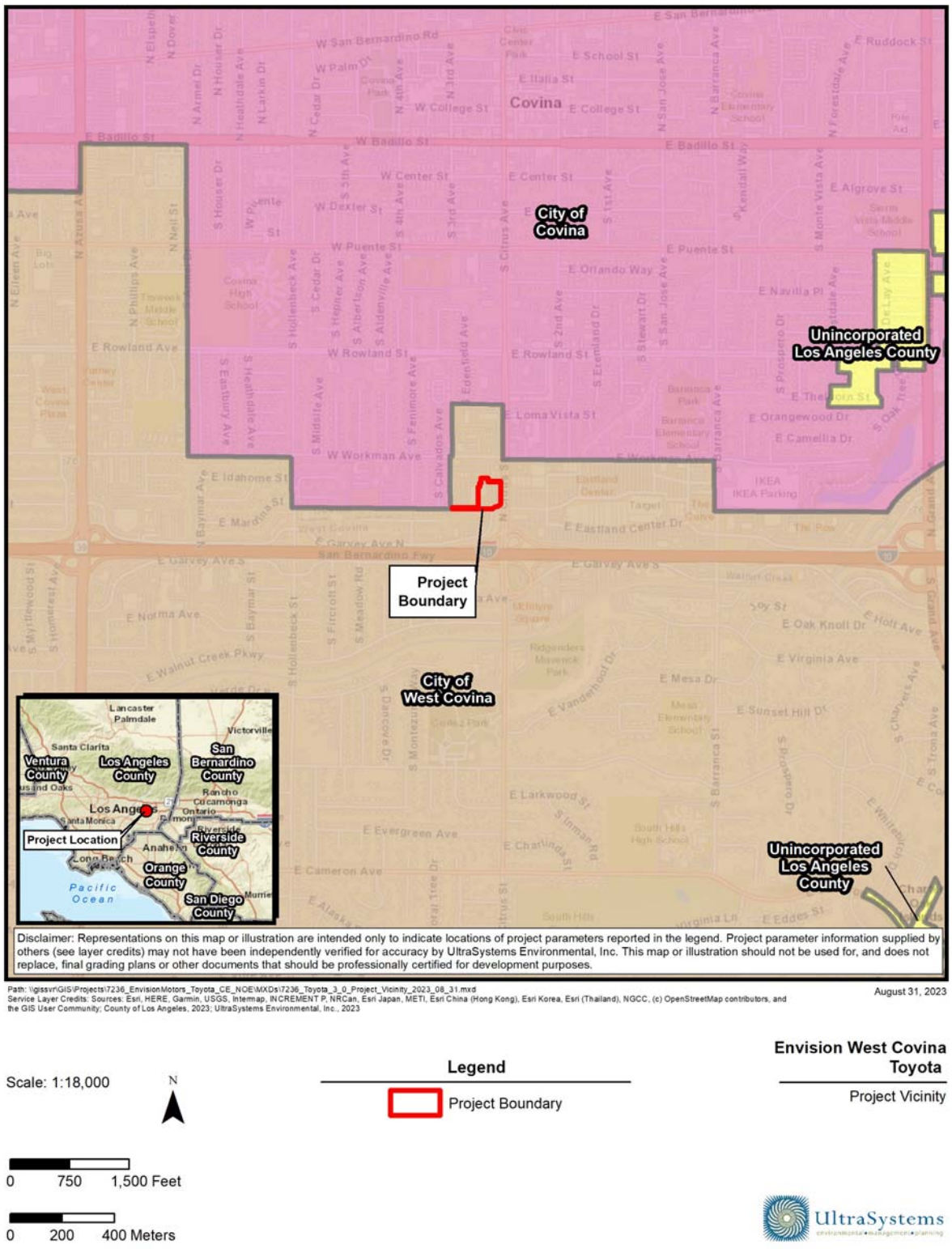


Figure 3
PROJECT LOCATION MAP



Figure 4
PROJECT SITE PHOTOGRAPHS



PHOTO 1: View looking northwest across the project site from near the southeast corner of the site (location 11)



PHOTO 2: View looking southwest across the project site from near the northeast corner of the site (location 6).



PHOTO 3: View looking east across the north end of the project site from the north site boundary (location 1)



PHOTO 4: View looking northeast across the project site from near the southwest site boundary (location 4)

2.0 DESCRIPTION

The project site includes the existing three-level, 98,562-square-foot building and surface parking in the east part of the subject parcel. The surface parking within the site contains 98 parking spaces.

Table 1
EXISTING AND PROPOSED BUILDING AREA

Floor	Use	Square Feet
Existing Building		
First	Showroom	12,421
	Parts	2,697
	Service	25,500
	Subtotal	*40,618*
Second	Showroom	5,836
	Parts	2,449
	Parking	26,010
	Subtotal	*34,295*
Rooftop	Parking	23,649
Total		**98,562**
Proposed		
First	Showroom	11,447
	Parts	735
	Subtotal	*12,182*
Second	Office	207
	Parts	741
	Subtotal	*948*
Total		**13,130**
Buildout		
First Floor	Showroom, parts, service	52,800
Second Floor	Showroom, office, parts, parking	35,243
Rooftop Parking	parking	23,649
Total		**111,692**

[1]**Source**: Dennis Flynn Architects, 2023

Retail Building

The project proposes an addition of 13,130 square feet to the existing building onsite; uses and square footages per floor are shown in **Table 1** above. The project site plan is shown on **Figure 5** below. Floor plans for the proposed addition on the first, second, and roof levels are shown below on **Figures 6, 7,** and **8**, respectively.

2.1 Landscaping

Existing landscaping onsite spans about 0.5 acre, nearly all of which is along the site perimeter or in the parking lot in the east part of the project site. Existing landscape vegetation includes trees, shrubs, and ground covers. The project does not propose additional landscaping.

2.2 Parking

Existing parking onsite consists of 579 parking spaces including 154 vehicle inventory spaces in and on the building; 40 service stalls; and 385 surface parking spaces for customers, employees, and display parking. Project development would involve removal of approximately 26 surface parking spaces in the footprint of the building addition. Thus, parking onsite at project completion would consist of approximately 553 spaces including 154 vehicle inventory spaces in and on the building; 40 service stalls; and 359 surface parking spaces for customers, employees, and display parking. Sufficient parking would remain onsite at project completion that the project would provide adequate parking for the proposed building addition pursuant to City of West Covina Municipal Code requirements.

2.3 Demolition and Site Clearance

Trim, fixtures, and some walls and doors, will be removed from the building in preparation for remodeling on all three levels (first, second, and roof) in the east part of the building. The area to be remodeled totals 18,204 square feet on all three levels. Demolition plans for the first, second, and roof levels are shown on **figures 9, 10,** and **11**, respectively.

All construction waste will be recycled or salvaged for reuse with a minimum of 65 percent of waste planned for waste diversion. Additionally, excavated soil and debris will be recycled. And, all non-hazardous materials will be recycled.

2.4 Construction

Construction phasing, and conceptual construction schedule by phase, is summarized below in **Table 2**.

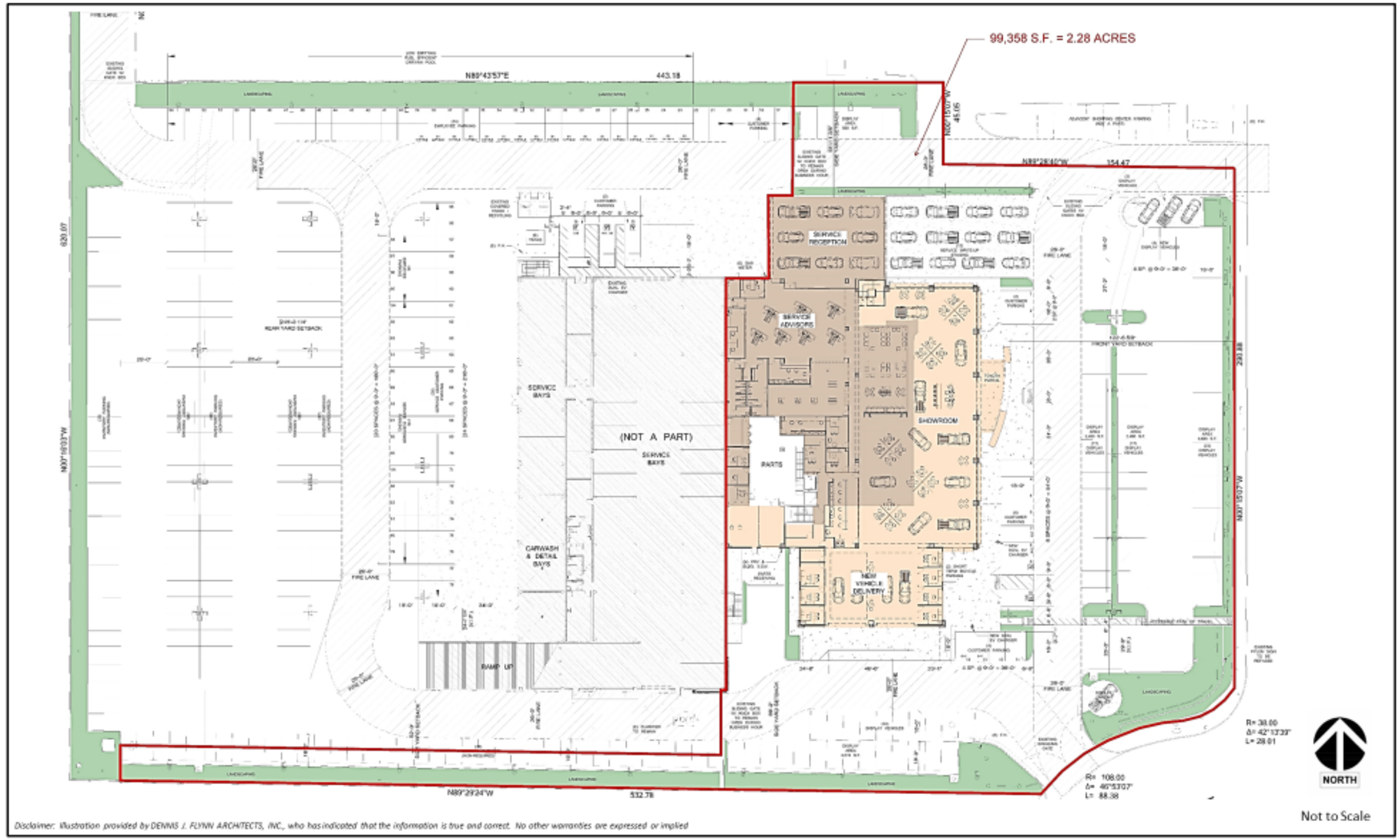
Table 2
CONSTRUCTION PHASING AND CONCEPTUAL CONSTRUCTION SCHEDULE

	Start (month)	Finish (month)	Duration (months)	Equipment type	Equipment #	Employees
Demolition and site clearance	October 2023	November 2023	1.5	Bobcat & floor scrapers		6-8
Grading	March 2024	April 2024	1	Skip loader, compactor, water truck		4-6
Utility trenching and installation	March 2024	April 2024	1	Skip loader, excavator, compactor (sheep's foot)		3-4
Building construction	October 2023	May 2024	8	Forklift, Pettibone		±20/day
Paving	March 2024	April 2024	1	Skip Loader, Paving Machine, Rolling Compactor		4-6

	Start (month)	Finish (month)	Duration (months)	Equipment type	Equipment #	Employees
Landscaping	April 2024	May 2024	1	Bobcat and trench machine		3-4

[1]**Source**: Walker 2023

Figure 5
SITE PLAN

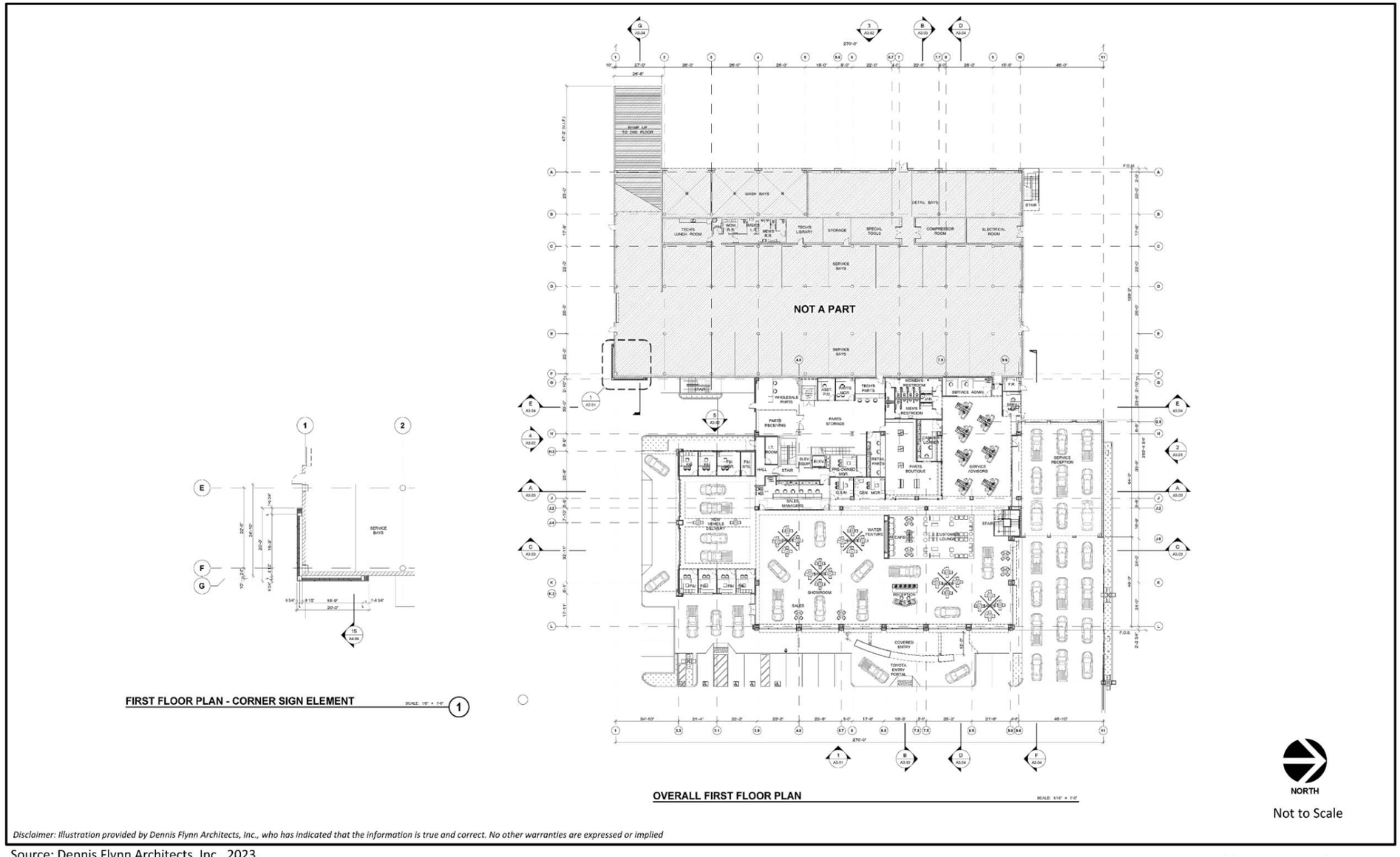


Source: DENNIS J. FLYNN ARCHITECTS, INC., August 2023.

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Envision West Covina Toyota
Site Plan

Figure 6
FLOOR PLAN, FIRST FLOOR

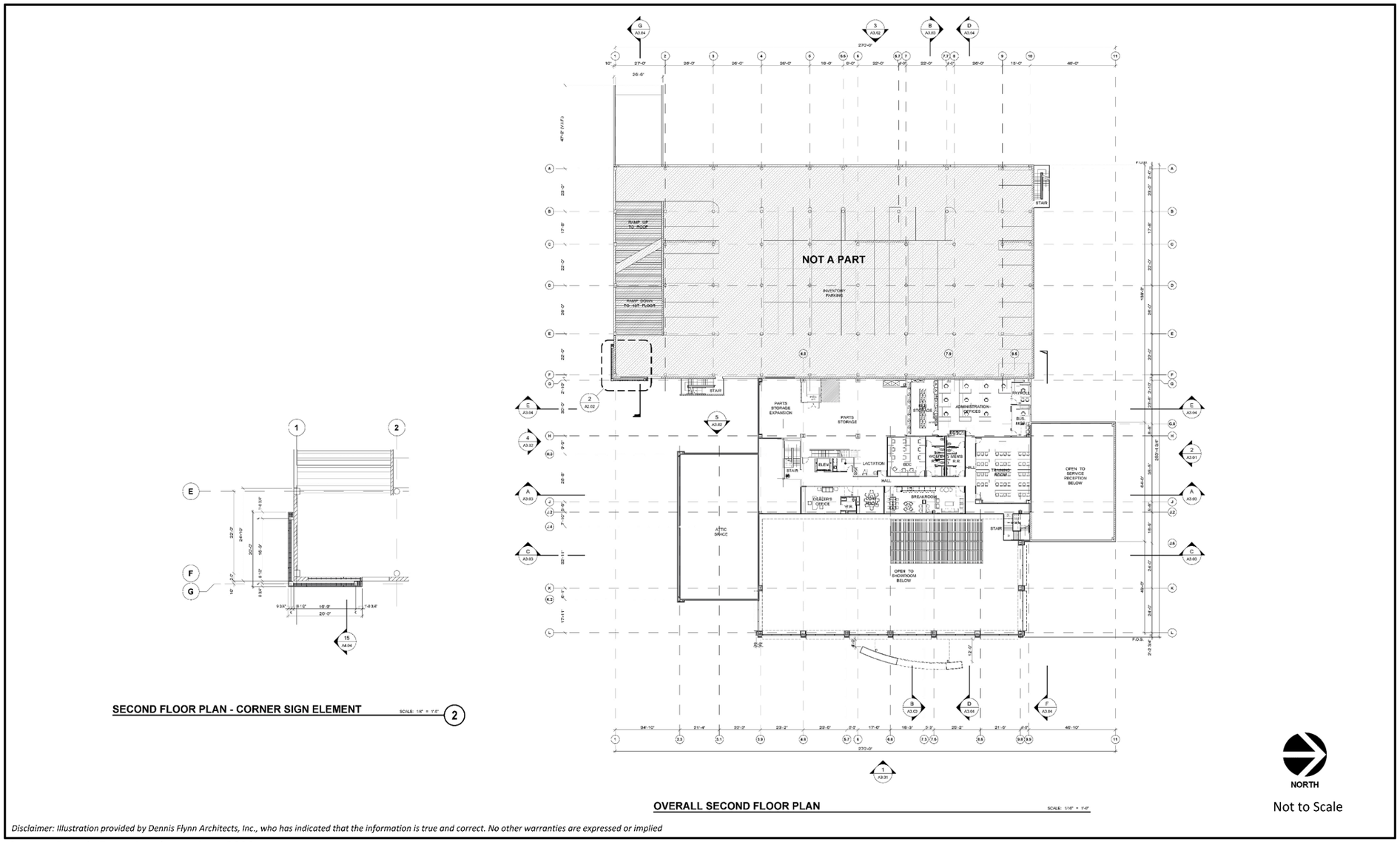


Source: Dennis Flynn Architects, Inc., 2023.

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Envision West Covina Toyota
Floor Plan: 1st Floor

Figure 7
FLOOR PLAN, SECOND FLOOR



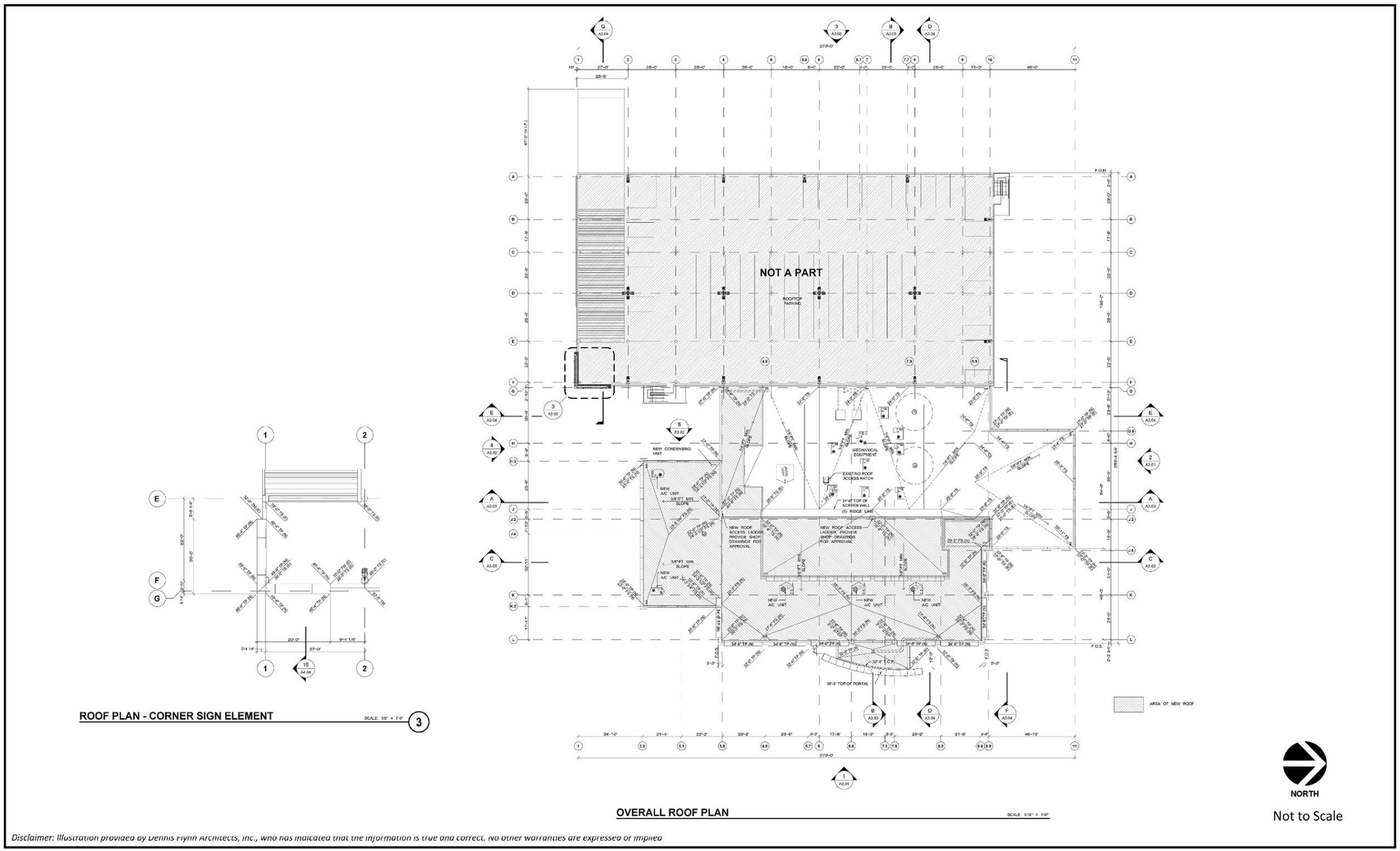
Disclaimer: Illustration provided by Dennis Flynn Architects, Inc., who has indicated that the information is true and correct. No other warranties are expressed or implied

Source: Dennis Flynn Architects, Inc., 2023.

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Envision West Covina Toyota
Floor Plan: 2nd Floor

Figure 8
FLOOR PLAN, ROOF LEVEL



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Source: Dennis Flynn Architects, Inc., 2023.

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Floor Plan: Roof

Figure 9
DEMOLITION PLAN, FIRST FLOOR



LEGEND

EXISTING CMU WALLS TO REMAIN

EXISTING STUD WALLS TO REMAIN

EXISTING TO BE REMOVED.

INDICATES NO WORK THIS AREA

KEYNOTES

A	REMOVE EXISTING INTERIOR WALL
B	REMOVE EXISTING CONCRETE BLOCK WALL
C	REMOVE EXISTING EXTERIOR WALL FRAMING.
D	EXISTING STRUCTURAL COLUMN TO REMAIN. PROTECT IN PLACE.
E	REMOVE EXISTING MILLWORK
F	REMOVE EXISTING EXTERIOR STOREFRONT & GLAZING.
G	REMOVE INTERIOR STOREFRONT & GLAZING.
H	REMOVE EXISTING PLUMBING FIXTURES & RELATED PIPING.
J	REMOVE EXISTING DOOR & FRAME
K	REMOVE EXISTING TOILET PARTITIONS
L	REMOVE EXISTING LIGHT FIXTURE
M	REMOVE EXISTING GUARDRAIL
N	EXISTING MECHANICAL UNITS TO REMAIN
P	REMOVE EXISTING TRENCH DRAIN & RELATED PIPING
Q	REMOVE EXISTING GYP. BOARD & STUD FURRING.
R	REMOVE EXISTING LOCKERS.
S	REMOVE LOW WALL
T	REMOVE EXISTING PARAPET CAP AND PREP FOR NEW FRAMING
U	REMOVE EXISTING RESTROOM ACCESSORIES
V	REMOVE EXISTING EQUIPMENT
W	SAWCUT PORTION OF EXISTING SLAB FOR POWER & DATA. COORDINATE TRENCH OPENINGS WITH ELECTRICAL.
X	REMOVE EXISTING EXTERIOR PLASTER FINISH
Y	REMOVE EXISTING STAIRS AND HANDRAILS
Z	REMOVE EXISTING STRUCTURAL STEEL COLUMN, REFER TO STRUCTURAL DRAWINGS FOR METHOD OF REMOVAL
AA	REMOVE EXISTING CORRUGATED METAL PANELS
BB	SAWCUT AND REMOVE PORTION OF CONCRETE SLAB FOR RELOCATION OF EXISTING PARTS LIFT, REFER TO EQUIPMENT DRAWINGS FOR EXACT LOCATION AND SIZE
CC	REMOVE AND PROTECT EXISTING PARTS LIFT AND ENCLOSURE FOR FUTURE RELOCATION
DD	REMOVE EXISTING PARAPET WALL
EE	SAWCUT AND REMOVE PORTION OF CONCRETE SLAB AND EXTEND DUCT CHASE OPENING

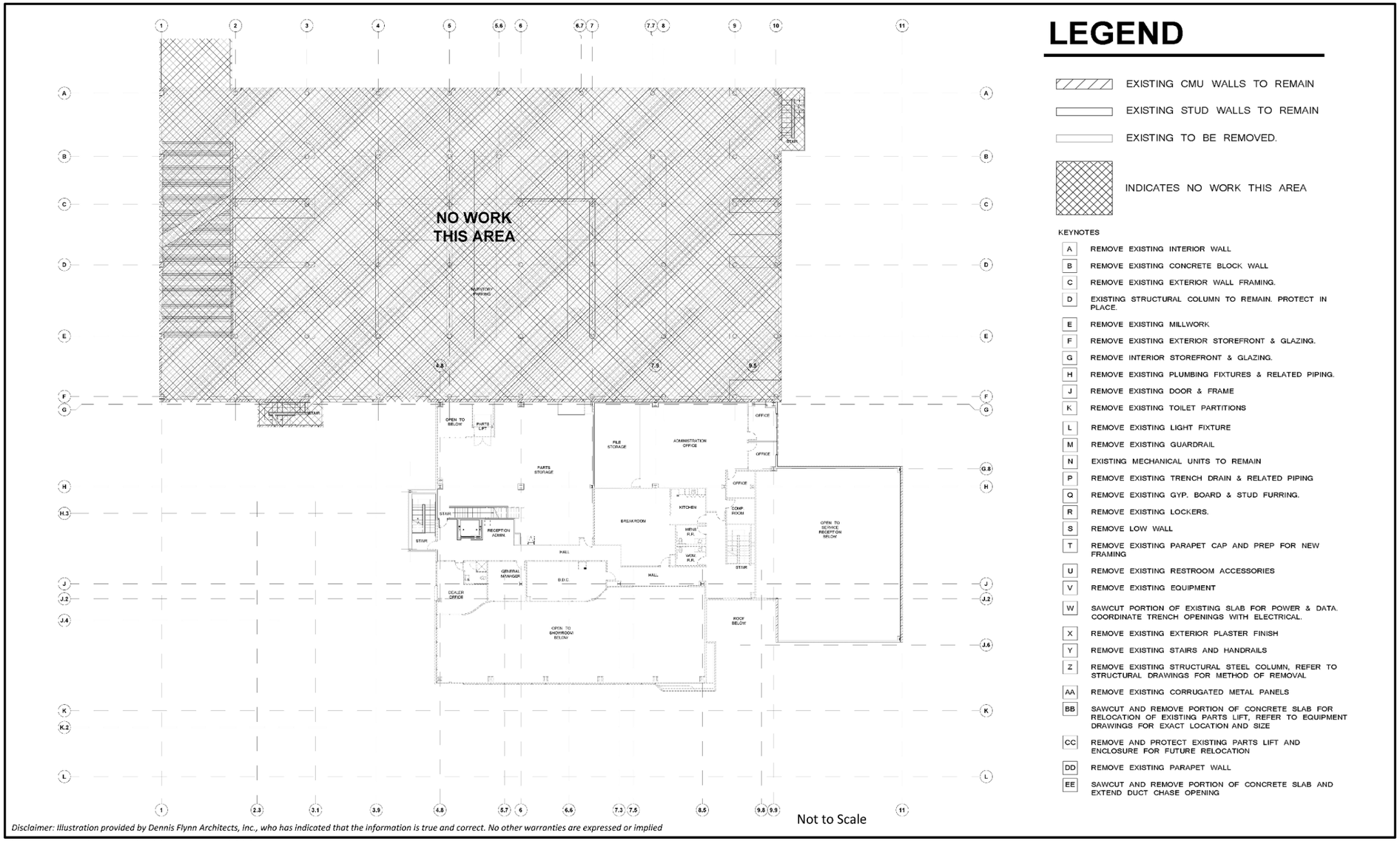
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Source: Dennis Flynn Architects, Inc., 2023.

Envision West Covina Toyota

Demolition Plan: 1st Floor

Figure 10
DEMOLITION PLAN, SECOND FLOOR



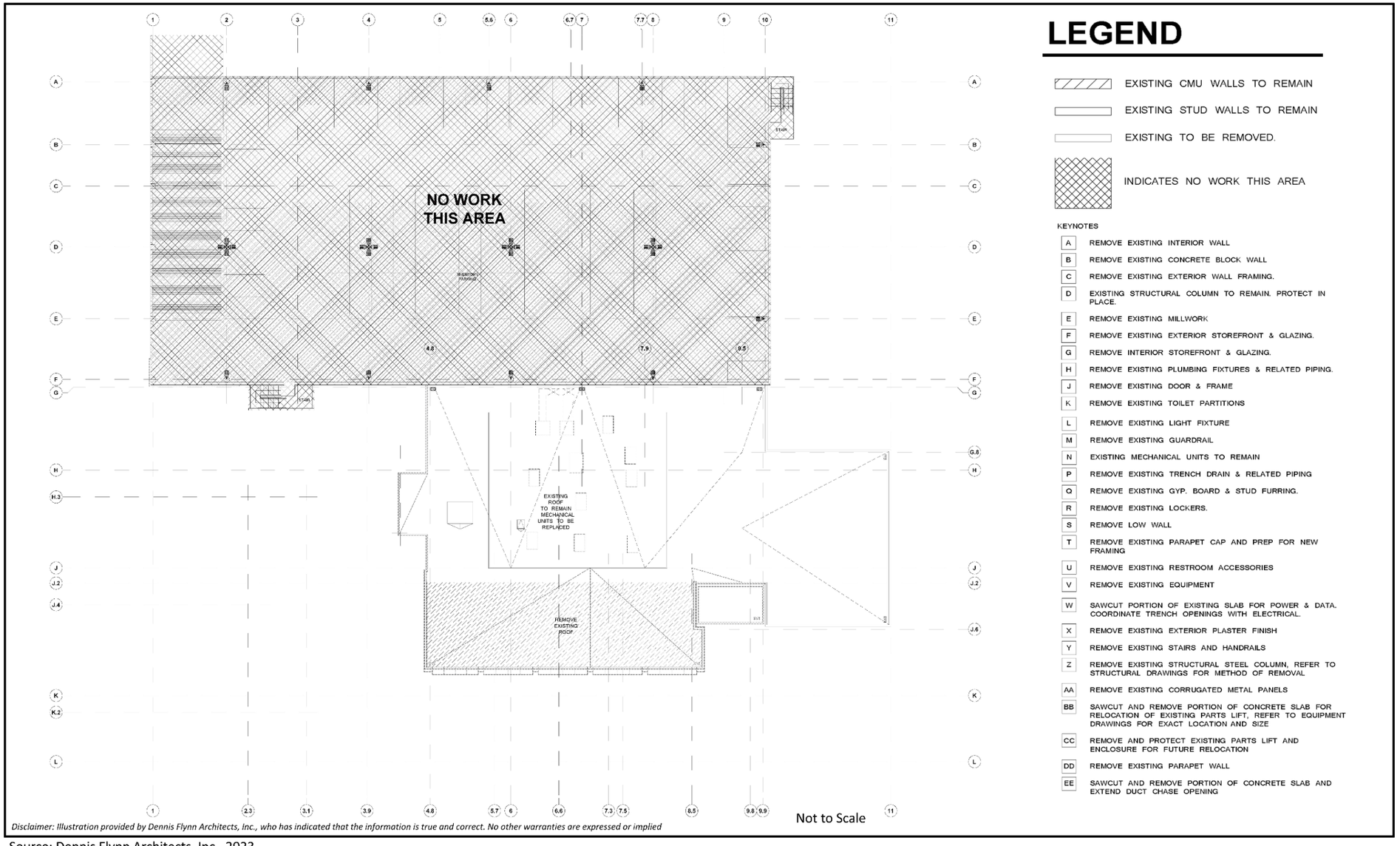
Not to Scale

Disclaimer: Illustration provided by Dennis Flynn Architects, Inc., who has indicated that the information is true and correct. No other warranties are expressed or implied

Source: Dennis Flynn Architects, Inc., 2023.

Envision West Covina Toyota
Demolition Plan: 2nd Floor

Figure 11
DEMOLITION PLAN, ROOF LEVEL



Source: Dennis Flynn Architects, Inc., 2023.

Envision West Covina Toyota
Demolition Plan: Roof

3.0 REASONS WHY THE PROJECT IS EXEMPT

3.1 Conditions Set Forth in CEQA Guidelines Section 15332

CEQA Guidelines Section 15332 sets forth five conditions projects must meet to qualify for a Class 32 (In-Fill Development Projects) categorical exemption:

(a) The project is consistent with the applicable general plan designation and all applicable general plan policies as well as with applicable zoning designation and regulations.

(b) The proposed development occurs within city limits on a project site of no more than five acres substantially surrounded by urban uses.

(c) The project site has no value, as habitat for endangered, rare or threatened species.

(d) Approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality.

(e) The site can be adequately served by all required utilities and public services.

The following analysis addresses eligibility of the project for each of the five conditions.

(a) The project is consistent with the applicable general plan designation and all applicable general plan policies as well as with applicable zoning designation and regulations.

The project site has a General Plan land use designation of Commercial (C) and a zoning designation of Service Commercial (SC) (City of West Covina, 2023). Auto dealerships are permitted by right in the SC zoning district (City of West Covina Municipal Code, Section 26-597, 2023). The project is consistent with the applicable General Plan designation and policies, and with applicable zoning designation and regulations. The proposed project would be reuse and a relatively minor expansion of a vacant auto dealership property. Therefore, the project meets this condition.

(b) The proposed development occurs within city limits on a project site of no more than five acres substantially surrounded by urban uses.

The project site is 2.28 acres; and is surrounded by commercial uses to the east opposite Citrus Street to the east, and to the north; a construction site to the south; and single-family residences to the west. Therefore, the project meets this condition.

(c) The project site has no value, as habitat for endangered, rare or threatened species.

The entire project site is developed with a building and surface parking as part of an automotive dealership; and is in a built-out, urbanized setting. No habitat for endangered, rare, or threatened species is present onsite. The only vegetation onsite is in parking lot planters containing ornamental vegetation that is frequently disturbed by landscape maintenance activities including trimming and tree trimming. Approximately 13 mature palm trees are growing in planters in the footprint of the proposed building addition near the east side of the existing building. Project site clearance would involve removal of the 13 palm trees. The trees provide suitable nesting habitat for special-status bird species protected under the California Endangered Species Act (CESA). Therefore, a pre-construction nesting bird survey would be conducted as a project design feature (**PDF**)**-1** to ensure

that the project would not impact any unforeseen bird species. Therefore, the project meets this condition.

PDF-1 If project activities that will remove or disturb potential nest sites cannot be avoided during February 15 through August 31, a qualified biologist shall conduct a pre-construction survey for nesting birds within the limits of project disturbance within three days of the initiation of ground-disturbing activities such as excavation, grading, staging, demolition, or vegetation or substrate removal. This survey is necessary to comply with MBTA and/or the FGC (§§ 3503 and 3503.5). Project activities that will remove or disturb potential nest sites should be scheduled outside the nesting bird season, if feasible. If special-status species or nesting birds protected by the MBTA and FGC are detected during pre-construction surveys, avoidance buffers shall be established at a distance set by a qualified biologist, generally up to 300 feet for non-raptor species and up to 500 feet for raptor species, and biological monitoring shall be conducted during construction activities to avoid impacts to these resources until the nesting cycle is completed and the young are no longer dependent upon the nest and have left the area.

(d) Approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality.

Traffic

The information in this Section is based on the vehicle miles traveled (VMT) screening memorandum (VMT memo) prepared by RK Engineering (RK Engineering, 2023) (refer to **Appendix B**).

CEQA Guidelines Appendix G sets forth the following questions respecting transportation impacts:

a) Conflict with a program plan, ordinance or policy addressing the circulation system, including transit, roadway, bicycle and pedestrian facilities?

b) Conflict or be inconsistent with CEQA Guidelines section 15064.3, subdivision (b)?

c) Substantially increase hazards due to a geometric design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment)?

d) Result in inadequate emergency access?

Impact Analysis

a) Conflict with a program plan, ordinance or policy addressing the circulation system, including transit, roadway, bicycle and pedestrian facilities?

and

b) Conflict or be inconsistent with CEQA Guidelines section 15064.3, subdivision (b)?

CEQA Guidelines section 15064.3(b) pertains to the use of Vehicle Miles Traveled (VMT) as a method of determining the significance of transportation impacts.

A vehicle miles traveled (VMT) screening memorandum (VMT memo) was prepared by RK Engineering to determine if the project would have significant traffic impacts (RK Engineering, 2023) (refer to **Appendix B**).

Project Trip Generation

The proposed 13,130-square-foot addition to the existing building is estimated to generate 366 vehicle trips per day, as shown below in **Table 3**.

Table 3
PROJECT TRIP GENERATION

Land Use	Units	Daily		AM Peak Hour		PM Peak Hour	
		Rate	Trips	Rate	Trips	Rate	Trips
Automobile sales (new): ITE Code 840	13.13 TSF	27.84	366	1.86	25	2.42	32

TSF = thousand square feet
Source: RK Engineering 2023

Vehicle Miles Traveled

The City of West Covina Transportation Study Guidelines for Vehicle Miles Traveled and Level of Service Assessment (City TIA Guidelines), dated September 2020, provides recommendations in the form of thresholds of significance and methodology for identifying VMT-related impacts.

Per the City's guidelines, local-serving projects less than 50,000 square feet in size may be presumed to have a less than significant transportation impact absent substantial evidence to the contrary. Projects which serve the local community and have the potential to reduce VMT are not required to complete a detailed project-level VMT assessment. By adding retail uses into local communities, local-serving retail development tends to shorten trips and thus reduce VMT. Thus, lead agencies generally may presume such development creates a less than significant impact.

The project site was formerly occupied by an identical land use to what is being proposed (i.e., new car dealership). The project involves renovating the existing Nissan car dealership and expanding the showroom and parts service center by 13,130 square feet. Therefore, it is appropriate to focus this VMT analysis to only the net new square footage being proposed (i.e., 13,130 SF), which is less than 50,000 square-foot threshold for local- serving projects as identified in the City's guidelines. Furthermore, within an approximately 10-mile radius of the project site, six other existing Toyota car dealerships serve their local areas. Thus, it is concluded that the additional square footage to the showroom/parts service center will primarily serve the local community and will not be a significant regional attraction.

Therefore, the proposed project is presumed to have a less than significant VMT impact and screens out from requiring a detailed project-level VMT assessment. Thus, no further VMT analysis is required.

(c) Substantially increase hazards due to a geometric design feature (e.g., sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment)?

Vehicle Deliveries and Truck Turning Movements

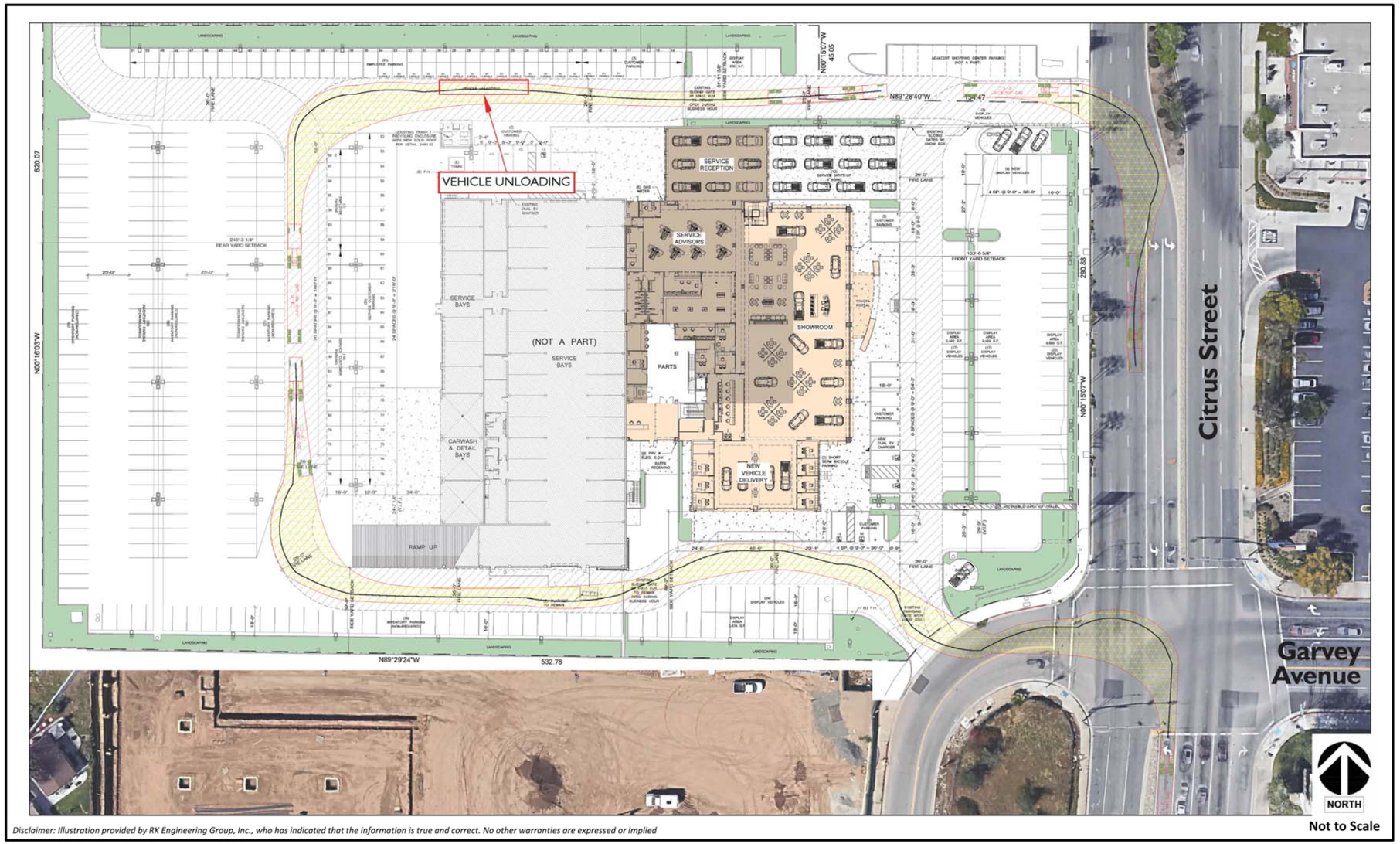
As shown on the proposed site plan, the vehicle unloading zone for vehicle deliveries is along the drive aisle north of the service bays. To help facilitate truck access to/from the unloading zone, it is recommended that trucks enter the site by making a right-turn into the E. Garvey Avenue N. driveway (from N. Citrus Street), make a left-turn once in the site and navigate through the site in a clockwise fashion to the unloading zone, and exit the site by making an eastbound right-turn out of the N. Citrus Street driveway.

These circulation recommendations are consistent with the City of West Covina truck routes. Per the truck route map, N. Citrus Street between E. Workman Avenue (i.e., City of West Covina limit) and E. Garvey Avenue S. is an identified truck route. The segment of E. Garvey Avenue S. between N. Citrus Street and the I-10 Freeway eastbound ramps is also an identified truck route. Thus, trucks traveling to the site will exit the I-10 Freeway at N. Citrus Street and proceed north toward the project site, make a northbound left-turn at E. Garvey Avenue N., and enter the site via the E. Garvey Avenue N. project driveway. Trucks leaving the site will make an eastbound right-turn out of the N. Citrus Street driveway and proceed south toward the I-10 Freeway ramps.

A turning template has been prepared, shown on **Figure 12**, to review the ingress/egress turning movements into and out of the site, as well as the turning movements while navigating the site, for a 5-axle vehicle delivery truck.

As shown on **Figure 12**, the E. Garvey Avenue N. and N. Citrus Street driveways provide adequate access into and out of the project site, respectively, for a 5-axle vehicle delivery truck. It should further be noted that this is an existing site that currently accommodates car delivery (5-axle) trucks and the proposed internal circulation will generally remain unchanged after the renovation/expansion of the showroom. Therefore, the project would have a less than significant impact in regards to traffic and the project would meet this condition.

Figure 12
TRUCK CIRCULATION ROUTE



Disclaimer: Illustration provided by RK Engineering Group, Inc., who has indicated that the information is true and correct. No other warranties are expressed or implied

Source: RK Engineering Group, Inc., 2023.

Envision West Covina Toyota
Truck Circulation Route

Air Quality

The project site is located in the city of West Covina in the San Gabriel Valley in eastern Los Angeles County. It is at 205 North Citrus Street, about 500 feet north of the Interstate 10 (I-10) freeway in what the South Coast Air Quality Management District (SCAQMD) has defined as the South San Gabriel Valley Source Receptor Area (SRA 11). That part of Los Angeles County is in the South Coast Air Basin (SCAB), which comprises all of Orange County as well as portions of Los Angeles, Riverside and San Bernardino counties. **Table 4** shows the SCAB's attainment status for ambient air quality standards set by the U.S. Environmental Protection Agency (USEPA) and the State of California. The SCAB is nonattainment for ozone and fine particulate matter ($PM_{2.5}$).

Some people, such as individuals with respiratory illnesses or impaired lung function because of other illnesses, persons over 65 years of age, and children under 14, are particularly sensitive to certain pollutants. Facilities and structures where these sensitive people live or spend considerable amounts of time are known as sensitive receptors. For the purposes of a CEQA analysis, the SCAQMD considers a sensitive receptor to be a receptor such as a residence, hospital, or convalescent facility where it is possible that an individual could remain for 24 hours.[1] The nearest sensitive receptors are single-family houses, adjacent to the west side of the project site.[2]

Air pollutants for which ambient air quality standards have been set are called "criteria pollutants." Some criteria pollutants, such as carbon monoxide, are emitted directly to the atmosphere. Others, such as ozone (O_3), form in the atmosphere, while yet others react in the atmosphere to form ones for which standards have been set. The emitted pollutants of interest for CEQA analyses in Southern California include reactive organic gases (ROG), nitrogen oxides (NO_x), carbon monoxide (CO), respirable particulate matter (PM_{10}) and fine particulate matter ($PM_{2.5}$).[3]

Table 4
FEDERAL AND STATE ATTAINMENT STATUS

Pollutants	Federal Classification[4]	State Classification[5]
Ozone (O_3)	Nonattainment (Extreme)	Nonattainment
Particulate Matter (PM_{10})	Maintenance (Serious)	Nonattainment
Fine Particulate Matter ($PM_{2.5}$)	Nonattainment (Serious)	Nonattainment
Carbon Monoxide (CO)	Maintenance (Serious)	Attainment
Nitrogen Dioxide (NO_2)	Maintenance (Primary)	Attainment
Sulfur Dioxide (SO_2)	Unclassified	Attainment

1 Chico and Koizumi, 2008. Final Localized Significance Threshold Methodology. Accessed online at http://www.aqmd.gov/docs/default-source/ceqa/handbook/localized-significance-thresholds/final-lst-methodology-document.pdf, on September 4, 2023.
2 Google Earth Pro, 2023.
3 Sulfur dioxide is a criteria pollutant but it or its precursors are rarely emitted in projects of the type analyzed here.
4 CARB, 2023. Maps of State and Federal Area Designations. Accessed online at https://ww2.arb.ca.gov/resources/documents/maps-state-and-federal-area-designations, on September 4, 2023.
5 USEPA, 2023. Nonattainment Areas for Criteria Pollutants (Green Book). Accessed online at https://www.epa.gov/green-book, on September 4, 2023.

Pollutants	Federal Classification[4]	State Classification[5]
Sulfates	Unclassified	Attainment
Lead (Pb)	Nonattainment	Attainment
Hydrogen Sulfide (H_2S)	Unclassified	
Visibility Reducing Particles		

Appendix G to the CEQA Guidelines contains the following thresholds for significance under CEQA:

Would the project:

a) Conflict with or obstruct implementation of the applicable air quality plan?

b) Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standard?

c) Expose sensitive receptors to substantial pollutant concentrations?

d) Result in other emissions (such as those leading to odors adversely affecting a substantial number of people?

The proposed project was evaluated against these thresholds.

Regional Emissions Thresholds

The SCAQMD has developed criteria in the form of emissions thresholds for determining whether emissions from a project are regionally significant. They are useful for estimating whether a project is likely to result in a violation of the NAAQS and/or whether the project is in conformity with plans to achieve attainment. SCAQMD's significance thresholds for criteria pollutant emissions during construction activities and project operation are summarized in **Table 5**. A project is considered to have a regional air quality impact if emissions from its construction and/or operational activities exceed any of the corresponding SCAQMD significance thresholds.

Table 5
SCAQMD EMISSIONS THRESHOLDS FOR SIGNIFICANT REGIONAL IMPACTS

Pollutant	Mass Daily Thresholds (Pounds/Day)[6]	
	Construction	Operation
Nitrogen Oxides (NO_x)	100	55
Volatile Organic Compounds (VOC)	75	55
Respirable Particulate Matter (PM_{10})	150	150
Fine Particulate Matter ($PM_{2.5}$)	55	55
Sulfur Oxides (SO_x)	150	150
Carbon Monoxide (CO)	550	550
Lead	3	3

Localized Significance Thresholds

The SCAQMD has developed emission thresholds for evaluating local effects of short-term criteria pollutant emissions. These are presented in **Section 2.3.2** of this memorandum.

Emission Calculations

Methods and Assumptions

Information on project construction and operations was obtained via emails from the client. The client estimated that the construction would run from October 2023 through May 2024. There would be seven partially overlapping construction phases:

- Demolition.
- Site Preparation.
- Grading.
- Utility Trenching and Installation.
- Building construction.
- Paving.
- Architectural Coating.

Criteria pollutant emissions from the project's onsite and offsite project activities were estimated using the California Emissions Estimator Model (CalEEMod), Version 2022.1.1.18. CalEEMod is a planning tool for estimating emissions related to land use projects.[7] Model-predicted project emissions are compared with applicable thresholds to assess regional air quality impacts. As some construction plans have not been finalized, CalEEMod defaults were used for construction trips and vehicle miles traveled. **Table 6** lists the construction equipment assumptions for this analysis.

[6] SCAQMD, 2019. South Coast AQMD Air Quality Significance Threshold. Accessed online at http://www.aqmd.gov/docs/default-source/ceqa/handbook/scaqmd-air-quality-significance-thresholds.pdf, on September 4, 2023.

[7] CAPCOA, 2023. User's Guide for CalEEMod Version 2022.1.1.18. Accessed online at , on September 4, 2023.

Table 6
CONSTRUCTION EQUIPMENT

Phase	Equipment Type	No.	Hours/ Day	HP	Load Factor
Demolition	Rubber Tired Loaders	1	8	150	0.36
Site Preparation	Scrapers	1	8	148	0.41
Grading	Rollers	1	6	367	0.4
	Off-Highway Trucks	1	8	376	0.38
	Tractors/Loaders/Backhoes	1	7	84	0.37
Utility Trenching and Installation	Tractors/Loaders/Backhoes	1	7	84	0.37
	Excavators	1	7	36	0.38
	Rollers	1	8	36	0.38
	Trenchers	1	8	40	0.5
	Rubber Tired Loaders	1	8	150	0.36
Building Construction	Forklifts	2	6	82	0.2
	Rough Terrain Forklifts	2	8	84	0.37
Paving	Paving Equipment	1	7	81	0.42
	Rollers	1	7	36	0.38
	Tractors/Loaders/Backhoes	1	7	84	0.37
Architectural Coating	Air Compressors	1	6	37	0.48

Estimated Emissions

Table 7 and **Table 8** show the results of the CalEEMod calculations of construction and operational emissions, respectively. The operational emissions are increments over the baseline, since the project is for expansion of the facility. For both construction years the maximum daily emissions of each pollutant would be below the pollutant's regional significance thresholds.

Table 7
MAXIMUM DAILY REGIONAL CONSTRUCTION EMISSIONS

Construction Activity	Maximum Emissions (pounds/day)[8]				
	ROG	NO_x	CO	PM_{10}	$PM_{2.5}$
Maximum Emissions, 2023	0.71	7.16	9.68	0.94	0.39
Maximum Emissions, 2024	2.41	19.5	27.6	1.33	0.86

[8] Calculated by UltraSystems with CalEEMod (2022.1.1.18)

Construction Activity	Maximum Emissions (pounds/day)[8]				
	ROG	NO_x	CO	PM_{10}	$PM_{2.5}$
SCAQMD Significance Thresholds	75	100	550	150	55
Significant? (Yes or No)	**No**	**No**	**No**	**No**	**No**

Table 8
MAXIMUM DAILY PROJECT OPERATIONAL EMISSIONS

Emission Source	Pollutant (pounds/day)[9]				
	ROG	NO_x	CO	PM_{10}	$PM_{2.5}$
Area Source Emissions	0.97	0.01	1.36	< 0.005	< 0.005
Energy Sources	0.01	0.21	0.18	0.02	0.02
Mobile Sources	1.10	0.85	9.53	1.87	0.48
Total Operational Emissions	2.08	1.07	11.07	1.89	0.50
SCAQMD Significance Thresholds	55	55	550	150	55
Significant? (Yes or No)	**No**	**No**	**No**	**No**	**No**

Following SCAQMD guidance, only onsite construction emissions were considered in the localized significance analysis.[10] According to SCAQMD guidance, project boundaries closer than 25 meters to the nearest receptor uses the LSTs for receptors at 25 meters.[11] The nearest sensitive receptors are single-family houses, adjacent to the west side of the project site.[12] Localized significance thresholds for projects in SRA 11 were obtained from tables in Appendix C of the SCAQMD's Final Localized Significance Threshold Methodology using interpolation.[13] **Table 9** shows the results of the localized significance analysis for the proposed project. None of the significance thresholds was exceeded.

Table 9
RESULTS OF LOCALIZED SIGNIFICANCE ANALYSIS

Nearest Sensitive Receptor	Maximum Onsite Emissions (pounds/day)[14]			
	NO_x	CO	PM_{10}	$PM_{2.5}$
Maximum daily emissions	7.0	8.2	0.6	0.3
SCAQMD LST for 2.28 acres @ 25 meters	126.7	1,104.08	7.65	5.37

9 Ibid.
10 Chico and Koizumi, 2008. Final Localized Significance Threshold Methodology. Accessed online at http://www.aqmd.gov/docs/default-source/ceqa/handbook/localized-significance-thresholds/final-lst-methodology-document.pdf, on September 5, 2023.
11 Ibid.
12 Google Earth Pro, 2023.
13 Ibid.
14 Chico and Koizumi, 2008, Appendix C. Thresholds for 2.28 acres were determined by interpolation.

Significant (Yes or No)	**No**	**No**	**No**	**No**

The following is a brief evaluation of the project's air quality impacts against the thresholds listed above.

Would the project:

(a) Conflict with or obstruct implementation of the applicable air quality plan?

The SCAQMD is required to produce plans to show how air quality will be improved in the region. The California Clean Air Act requires that these plans be updated triennially to incorporate the most recent available technical information. A multi-level partnership of governmental agencies at the federal, state, regional, and local levels implements the programs contained in these plans. Agencies involved include the U.S. Environmental Protection Agency (USEPA), The California Air Resources Board (ARB), local governments, the Southern California Association of Governments (SCAG), and the SCAQMD. The SCAQMD and the SCAG are responsible for formulating and implementing the AQMP for the SCAB. The SCAQMD updates its Air Quality Management Plan (AQMP) every three years.

The 2022 AQMP was adopted by the SCAQMD Board on December 2, 2022.[15] It focuses on reducing ozone by limiting the emissions of NO_x, which is a key reactant in ozone formation. The NO_x reductions are through extensive use of zero emission technologies across all stationary and mobile sources categories. The majority of NO_x emissions are from heavy-duty trucks, ships and other state and federally regulated mobile sources that are mostly beyond the SCAQMD's control. The SCAQMD's primary authority is over stationary sources, which account for approximately 20 percent of the SCAB's NO_x emissions.

The AQMP incorporates updated emission inventory methodologies for various source categories and incorporates the 2020-2045 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) prepared by SCAG (2020). The 2020-2045 RTP/SCS was determined to conform to the federally mandated State Implementation Plan for the attainment and maintenance of the NAAQS. county and city general plans.

The emission thresholds in **Table 8** were designed to ensure that new emission sources would not increase regional emissions enough to put the success of the AQMP in jeopardy. Since project emissions will not exceed the thresholds, the project will not conflict with or obstruct implementation of the AQMP. Its emissions are therefore less than significant under CEQA.

b) Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standard?

Since the SCAB is currently in nonattainment for ozone and $PM_{2.5}$, related projects may exceed an air quality standard or contribute to an existing or projected air quality exceedance. The SCAQMD neither recommends quantified analyses of construction and/or operational emissions from multiple development projects nor provides methodologies or thresholds of significance to be used to assess

[15] SCAQMD, 2022. 2022 Air Quality Management Plan. Accessed online at http://www.aqmd.gov/docs/default-source/clean-air-plans/air-quality-management-plans/2022-air-quality-management-plan/final-2022-aqmp/final-2022-aqmp.pdf?sfvrsn=16, on September 5, 2023.

the cumulative emissions generated by multiple cumulative projects. Instead, the District recommends that a project's potential contribution to cumulative impacts be assessed utilizing the same significance criteria as those for project-specific impacts. Furthermore, the SCAQMD states that if an individual development project generates less-than-significant construction or operational emissions impacts, then the development project would not contribute to a cumulatively considerable increase in emissions for those pollutants for which the Basin is in nonattainment.

As discussed above, the mass daily construction emissions generated by the project would not exceed any of the SCAQMD's significance thresholds and, as discussed below, the localized emissions generated by the project would not exceed the SCAQMD's Localized Significance Thresholds (LSTs). In addition, operational emissions of all criteria pollutants would be less than significant. Therefore, cumulative air quality impacts associated with the project would be less than significant.

c) Expose sensitive receptors to substantial pollutant concentrations?

The localized significance analysis in **Section 2.3.2** determined that the project would not expose sensitive receptors to substantial pollutant concentrations. Therefore, impacts would be less than significant.

d) Result in other emissions (such as those leading to odors adversely affecting a substantial number of people?

According to the SCAQMD CEQA Air Quality Handbook, land uses and industrial operations that are associated with odor complaints include agricultural uses, wastewater treatment plants, food processing plants, chemical plants, composting, refineries, landfills, dairies, and fiberglass molding.[16] Potential sources that may emit odors during construction activities include equipment exhaust. Odors from these sources would be localized and generally confined to the immediate area surrounding the project. The project would use typical construction techniques, and the odors would be typical of most construction sites and temporary in nature. However, the project site is surrounded by a vacant construction site to the south; single-family residential uses to the west in the City of Covina; commercial uses to the north; and commercial uses to the east opposite Citrus Street. The specific use under construction south of the project site is unknown; however, the General Plan land use designation on the construction site is Commercial (C) and the zoning is Medium Commercial (C-2).

The project would not generate substantial objectionable odor impact during construction or operation.

Noise

The project is located in the City of West Covina adjacent to commercial (north and east), residential (west), institutional (southwest), and religious (northwest) land uses. There are commercial uses directly north of the project site and to the east across North Citrus Street; single-family residences directly west along South Calvados Avenue; Discovery Montessori Preschool to the southwest and a shopping center (with grocery anchor store) under construction directly south of the project along East Garvey Avenue North.

[16] SCAQMD, 1993. CEQA Air Quality Handbook. Diamond Bar, CA., Accessed online at http://www.aqmd.gov/home/rules-compliance/ceqa/air-quality-analysis-handbook/ceqa-air-quality-handbook-(1993), .on September 5, 2023.

UltraSystems Environmental Inc. (UltraSystems) conducted ambient noise sampling around the project area. Five sampling locations, as shown in **Figure 13** and **Table 10**, were chosen to represent noise-sensitive land uses (residential, religious, and institutional). For each location, a 15-minute measurement was taken between the hours of 11 a.m. and 3 p.m. on August 24, 2023. The 15-minute L_{eq} values[17] ranged from 52.6 dBA to 67.5 dBA. The lowest recorded value was measured at point 3, which is the Sacred Heart Catholic Church, and the highest value recorded was at point 1, which is the Discovery Montessori Preschool close to the project site and near a freeway. The results of the measurements are summarized in **Table 10**.

[17] L_{eq}, the equivalent noise level, is an average of sound level over a defined time period (such as 1 minute, 15 minutes, 1 hour or 24 hours).

Figure 13
NOISE SAMPLING LOCATIONS

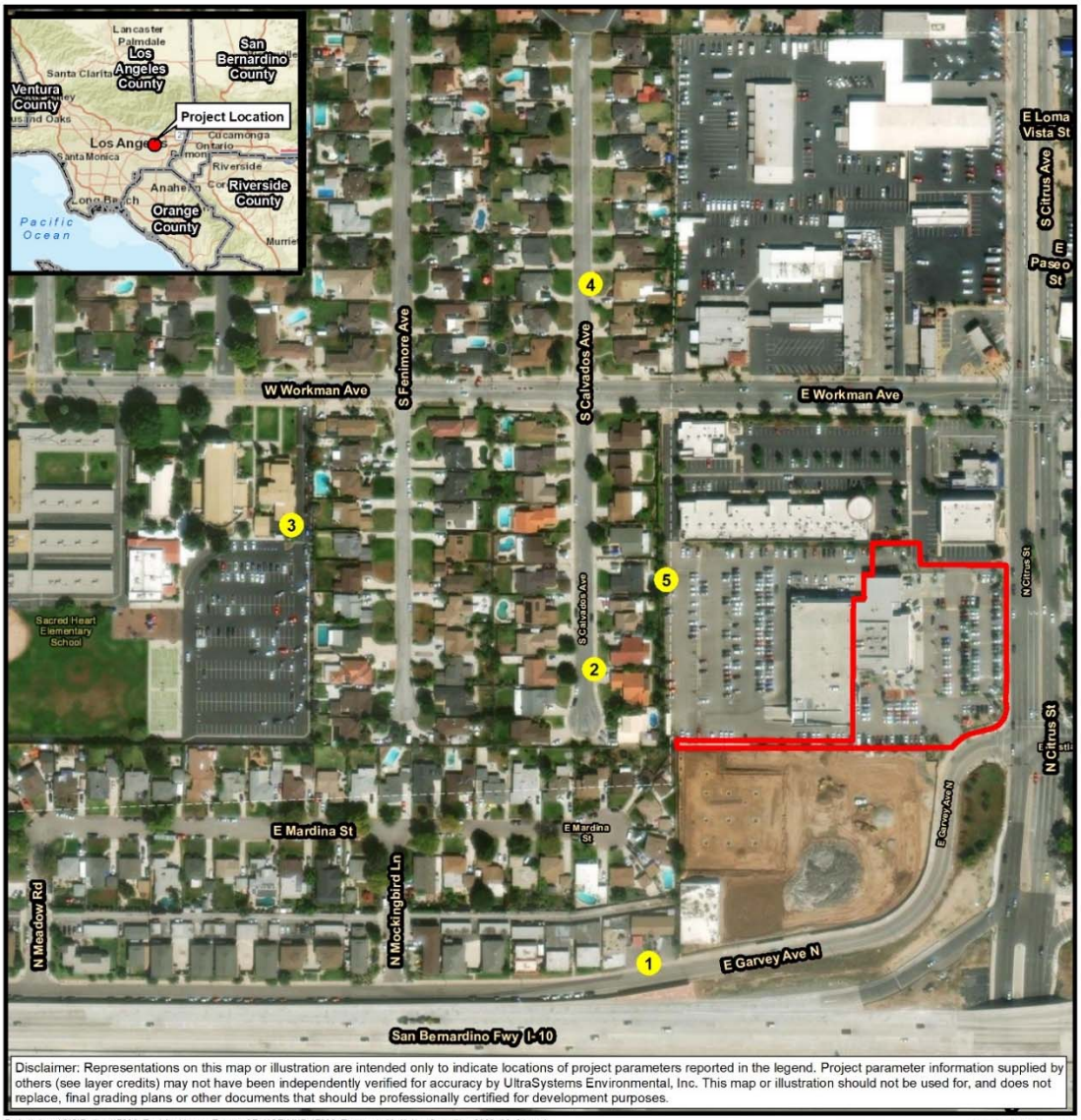


Table 10
AMBIENT NOISE SAMPLING LOCATIONS AND RESULTS

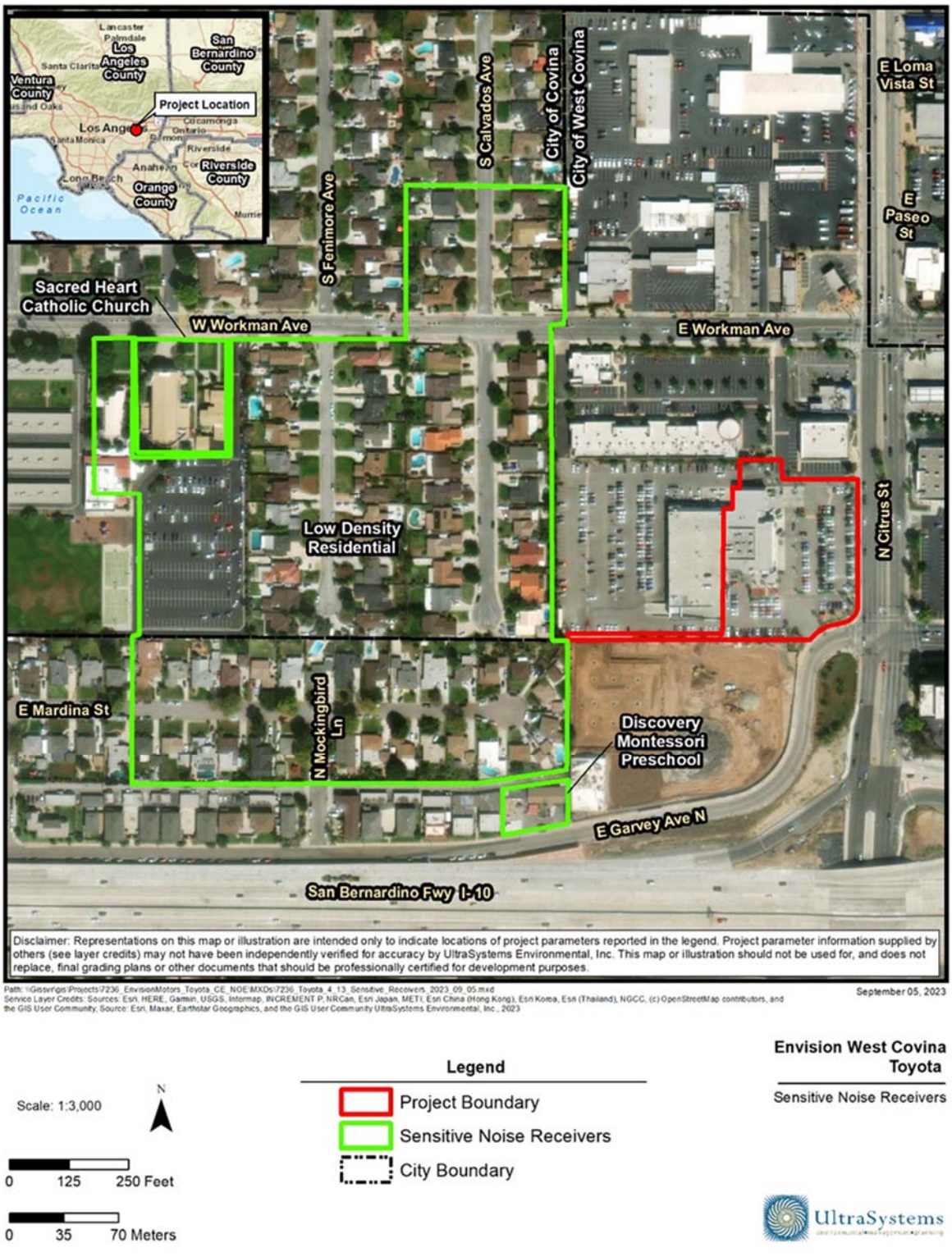
Point	Sampling Location	Measurement Results (dBA)[a]		
		15-Minute L_{eq}	L_{max}	L_{90}
1	Discovery Montessori Preschool 2451 East Garvey Avenue North	67.5	80.3	64.2
2	Single-family residential 866 South Calvados Avenue	53.2	70.3	50.2
3	Sacred Heart Catholic Church 344 West Workman Street	52.6	68.8	49.1
4	Single-Family residential 760 South Calvados Avenue	57.8	81.4	48.1
5	Single-Family Residential, Commercial, 205 North Citrus Street	54.4	70.9	52

Source: UltraSystems, with Google Earth, 2023.
[a]Definitions of noise metrics:
dBA = decibels, with frequency weighting to approximate human perception of noise.
L_{eq} = time weighted average noise exposure.
L_{max} = maximum noise level during the measurement period.
L_{90} = a noise level that is exceeded more than 90% of the time; may be used to represent background noise.

The City of West Covina General Plan Noise Element identifies noise-sensitive land uses and noise sources, and defines areas of noise impact for the purpose of developing policies to ensure that its residents are protected from excessive noise intrusion.[18] Sensitive land uses are generally defined as locations where people reside or where the presence of noise could adversely affect the use of the land. They include, but are not limited to, schools, hospitals, residences, libraries, and recreation areas. **Figure 14** shows sensitive receivers in the project area. The nearest sensitive receivers are the single-family residences to the west.

[18] Final Environmental Impact Report. City of West Covina 2016 General Plan Update and Downtown Plan and Code. City of West Covina. December 2016, pg. 201-216. Internet: https://www.westcovina.org/home/showpublisheddocument/18142/637232598667300000 . Accessed September 1, 2023.

Figure 14
SENSITIVE RECEIVERS IN THE PROJECT AREA



NOISE STANDARDS

City of West Covina General Plan Noise Element

According to the City's General Plan EIR, noise-sensitive land uses, such as residential, schools, churches, hospitals and nursing homes are normally acceptable with exterior noise levels at or below 60 dBA CNEL, and conditionally acceptable at or below 70 dBA CNEL.[19,20]

Municipal Code

The City of West Covina Municipal Code § Ord. No. 1826, § 2, 11-13-89, establishes noise limits on nighttime construction activities that apply to all zones within the city. Unless permitted or in an emergency, construction activity is prohibited between 8 pm and 7 am (6 am regarding loading and unloading activities). The Municipal Code does not establish limits on daytime construction noise.

NOISE IMPACT ANALYSIS

Construction Noise

Noise impacts from construction activities are a function of the noise generated by the operation of construction equipment and on-road delivery and worker commuter vehicles, the location of equipment, and the timing and duration of the noise-generating activities. The types and numbers of pieces of equipment anticipated in each phase of construction and development were estimated by running the California Emissions Estimator Model (CalEEMod), Version 2022.1.1, and having the model generate land use-based default values. The CalEEMod equipment default values are based on a construction survey performed by the SCAQMD.[21] **Table 15** lists the equipment expected to be used. For each equipment type, the table shows an average noise emission level (in dB at 50 feet, unless otherwise specified) and a "usage factor," which is an estimated fraction of operating time that the equipment would be producing noise at the stated level.[22,23] Equipment use was matched to phases of the construction schedule.

For all sensitive receivers, the greatest exposures would occur during paving. The highest total short-term noise exposure (ambient plus construction-related) would be 68.1 dBA Leq, at Discovery Montessori Preschool. **Table 16** lists noise exposures at sensitive receivers.

19 West Covina General Plan, p. 103.

20 CNEL = community noise equivalent level, which is a 24-hour weighted average noise level, with weights of 4.77 dBA in evening hours (7 p.m. to 10 p.m.) and 10 dBA in nighttime hours (10 p.m. to 7 a.m.).

21 California Emissions Estimator Model. Appendix D. Technical Source Documentation for Emissions Calculations. CalEEMod Version 2022.1.1, September 2023. Internet: https://www.caleemod.com/documents/user-guide/05_Appendix%20D.pdf.

22 Equipment noise emissions and usage factors are from Knauer, H. et al., 2006. *FHWA Highway Construction Noise Handbook*. U.S. Department of Transportation, Research and Innovative Technology, Administration, Cambridge, Massachusetts, FHWA-HEP-06-015 (August 2006), except where otherwise noted.

23 Roller and paving equipment noise emissions data from County of Ventura, Construction Noise Threshold Criteria and Control Plan. Amended July 2010.

Table 15
CONSTRUCTION EQUIPMENT NOISE CHARACTERISTICS

Construction Phase	Equipment Type	Number of Pieces	Maximum Sound Level (dBA @ 50 feet)	Usage Factor	Composite Noise (dBA @ 50 feet)
Demolition	Rubber Tired Loaders	1	79	0.4	**75.02**
Site Preparation	Scrapers	1	88	0.14	**79.46**
Grading	Off-Highway Trucks	1	75	0.4	**81.21**
	Rollers	1	74	0.1	
	Tractors/Loaders/Backhoes	1	85	0.37	
Building Construction	Forklift	4	67	0.3	**67.79**
Paving	Roller	1	74	0.1	**84.43**
	Paving Equipment	1	85	0.5	
	Tractors/Loaders/Backhoes	1	85	0.37	
Architectural Coating	Air Compressors	1	81	0.48	**77.81**

Source: FTA, 2018, unless otherwise specified.

Table 16
SENSITIVE RECEIVER NOISE EXPOSURE

Receiver	Noisiest Construction Phase	Ambient Noise dBA L_{eq}	Construction Noise dBA L_{eq}	Total Exposure[a] dBA L_{eq}	Change dBA L_{eq}
1	Paving	67.5	59.3	68.1	**0.6**
2	Paving	53.2	58.9	59.9	**6.7**
3	Paving	52.6	47.3	53.7	**1.1**
4	Paving	57.8	50.0	58.5	**0.7**
5	Paving	54.4	55.8	58.2	**3.8**

Operational Noise

Noise Control at the Source

Onsite noise sources from the proposed project would include operation of mechanical equipment such as air conditioners, lawnmowers, leaf blowers, building maintenance equipment; and motor vehicles accessing, and driving adjacent to the project site. Noise levels associated with operation of the project are expected to be comparable to those of nearby residential and commercial areas. Additionally, the land use of the project site will not change, so noise sources and noise levels are not expected to change significantly. Noise from onsite sources would be less than significant.

Traffic Noise

It has been well established that in order for a change in traffic noise to be perceived, traffic has to double. A transportation assessment[24] for the project estimates that the increase in trips per day will be 366. This increase will be a tiny fraction of existing and future traffic on local streets. Therefore, traffic noise impacts in regards to the proposed project would be less than significant.

Vibration

Construction activities for the project have the potential to generate low levels of groundborne vibration. The operation of construction equipment generates vibrations that propagate through the ground and diminish in intensity with distance from the source. Vibration impacts can range from no perceptible effects at the lowest vibration levels, to low rumbling sounds and perceptible vibration at moderate levels, to slight damage of buildings at the highest levels. The construction activities associated with the project could have an adverse impact on both sensitive structures (i.e., building damage) and populations (i.e., annoyance). The construction vibration analysis used formulas published by the Federal Transit Administration (FTA).[25]

The FTA has published standard vibration levels for construction equipment operations, at a distance of 25 feet.[26] **Table 17** shows an analysis of construction vibration impacts at the nearest sensitive receiver, which is about 418 feet from the project boundary. As shown in **Table 17**, the vibration level of construction equipment at the nearest sensitive receiver is at most 0.0040 inch per second, which is less than the FTA damage threshold of 0.12 inch per second PPV for fragile historic buildings, and 50 VdB, which is less than the FTA threshold for human annoyance of 80 VdB. Construction vibration impacts would therefore be less than significant.

Table 17
VIBRATION LEVELS OF CONSTRUCTION EQUIPMENT

Equipment	PPV at 25 feet (in/sec)	Vibration Decibels at 25 feet (VdB)	PPV at 135 feet (in/sec)	Vibration Decibels at 135 feet (VdB)
Loaded trucks	0.076	86	0.0034	49
Jack hammer	0.035	79	0.0016	42
Small bulldozer	0.003	58	0.0001	21
Large bulldozer	0.089	87	0.0040	50

Source: FTA, 2018 and UltraSystems, 2022.

The project involves the operation of commercial uses and would not involve the use of stationary equipment that would result in high vibration levels, which are more typical for large manufacturing

[24] Envision Toyota Dealership and Service Center Project Trip Generation and VMT Screening Memorandum, City of West Covina, CA. Letter Report from Justin Tucker and Elias Bandek, RK Engineering Group, Inc. to Betsy Lindsay, UltraSystems Environmental Inc. September 1, 2023.

[25] Transit Noise and Vibration Impact Assessment Manual. FTA Report No. 0123. September 2018. Internet: https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/research-innovation/118131/transit-noise-and-vibration-impact-assessment-manual-fta-report-no-0123_0.pdf, p. 185

[26] Ibid., p. 184.

and industrial projects. Groundborne vibration at the project site and immediate vicinity currently result from heavy-duty vehicular travel (e.g., trucks and transit buses) on the nearby local roadways, and the project would not result in a substantial increase of these heavy-duty vehicles on the public roadways. Therefore, vibration impacts associated with operation of the project would be less than significant.

CEQA EVALUATION

The following is a brief evaluation of the project's noise impacts against the thresholds listed above.

Would the project result in:

a) Generation of a substantial temporary or permanent increase in ambient noise levels in the vicinity of the project in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies?

As shown in **Section 3.1** and **Section 3.2**, the project will not generate a substantial permanent increase in ambient noise levels, and future users of the project will not be exposed to excessive noise. However, short-term construction activities will expose only the nearest sensitive receivers to noise levels exceeding 65 dBA (68.1 dBA L_{eq}). However, the increased noise level would be temporary and intermittent, and would occur during hours when most people would likely not be at home. Construction would adhere to the city's permitted construction hours of 7 a.m. to 8 p.m.. The noise would be typical of life in an urban area. Therefore, the onsite construction impacts would be less than significant.

b) Generation of excessive groundborne vibration or groundborne noise levels?

As discussed in **Section 3.3**, both the project and offsite sensitive receivers are too distant to experience adverse levels of vibration.

c) For a project located within the vicinity of a private airstrip or an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project expose people residing or working in the project area to excessive noise levels?

The project is not located within the vicinity of any private airstrip or within two miles of a public airport or private use airport. The nearest airport to the project site is 5.6 miles to the northwest, RC Airplane Airport at Santa Fe Dam in Irwindale, California.

In conclusion, the project's noise and vibration impacts would not be of a nature that would preclude the adoption of a categorical exemption under CEQA.

Water Quality

Construction

The project is greater than one acre and would be required to comply with the Statewide General Construction Stormwater Permit issued by the State Water Quality Control Board. Projects would obtain coverage by developing and implementing a Stormwater Pollution Prevention Plan (SWPPP) estimating sediment risk from construction activities to receiving waters and specifying Best

Management Practices (BMPs) that would be used by the project to minimize pollution of stormwater. Categories of BMPs used in SWPPPs are described below in **Table 18**.

Table 18
CONSTRUCTION BEST MANAGEMENT PRACTICES

Category	Purpose	Examples
Erosion Controls	prevent detachment of soil particles from soil surface by covering soil or adding binders to soil.	Scheduling; preservation of existing vegetation; soil covers such as geotextiles, mats, wood mulch, and compost blankets; soil binders; and BMPs—such as earth dikes, drainage swales, slope drains, and streambank stabilization—that divert stormwater away from construction sites and toward sediment basins or traps
Sediment Controls	Filter out soil particles that have been detached and transported in water.	Silt fence, sediment basin, sediment trap, check dam, fiber rolls, gravel bag berm, sandbag barrier, straw bale barrier, storm drain inlet protection, street sweeping
Wind Erosion Controls	prevent or minimize dust nuisance.	Watering; other BMPs similar to erosion controls
Tracking Controls	Minimize the tracking of soil offsite by vehicles	Stabilized construction roadways and construction entrances/exits, and entrance/outlet tire wash.
Non-Storm Water Management Controls	Prohibit discharge of materials other than stormwater, such as discharges from the cleaning, maintenance, and fueling of vehicles and equipment. Conduct operations in ways that minimize non-stormwater discharges and contamination of any such discharges.	Water conservation practices, temporary stream crossings, clear water diversions, potable and irrigation water management; and the proper management of operations including paving and grinding, dewatering, vehicle and equipment cleaning, fueling and maintenance, pile driving, concrete curing, concrete finishing
Waste Management and Controls (i.e., good housekeeping practices)	Management of materials and wastes to avoid contamination of stormwater.	Stockpile management, spill prevention and control, solid waste management, hazardous waste management, contaminated soil management, concrete waste management, sanitary/septic waste management, liquid waste management, and management of material delivery storage and use.

Source: CASQA, 2023

Project Design and Project Operation

The City would minimize contamination of stormwater during project operation through compliance with the Los Angeles County Public Works Low-Impact Development Manual.

Low-Impact Development (LID) is a decentralized approach to stormwater management that works to mimic the natural hydrology of the site by retaining precipitation on-site to the maximum extent practicable. Stormwater quality control measures that incorporate LID principles are placed throughout the site in small, discrete units and distributed near the source of impacts. LID strategies are designed to protect surface and groundwater quality, maintain the integrity of ecosystems, and preserve the physical integrity of receiving waters by managing stormwater runoff at or close to the source. LID strategies include use of bioretention/infiltration landscape areas, disconnected hydrologic flow paths, reduced impervious areas, functional landscaping, and grading to maintain natural hydrologic functions that existed prior to development (LACPW).

The LID manual prescribes BMPs in three categories: (1) site assessment, (2) site design, and (3) source control; described below.

- **Site Assessment.** The design of the proposed project drainage system and water quality components is based on an assessment of site layout, geotechnical conditions, local groundwater conditions, and existing drainage.

- **Site Design.** Site design BMPs reduce or eliminate post-project runoff. Site design BMPs include protecting and restoring natural areas; minimizing land disturbance and minimizing impervious area.

- **Source Control BMPs.** Source control BMPs reduce the potential for pollutants to enter runoff. Source control BMPs are classified in two categories:

- **Structural source control measures:** examples include roof runoff controls, protection of slopes and channels, efficient irrigation, and storm drain system signage. Source Control BMPs selected for the proposed project include grav bags; a stabilized construction exit; a sand trap outlet at the west end of the project site; and temporary construction fence with wind screen (Brandow & Johnston, 2022).

- **Nonstructural source control measures:** reduce the potential for pollutants resulting from activities onsite to enter runoff. Examples include education of owners and employees; activity restrictions, such as requiring that trash can lids be closed at all times and prohibiting outdoor cooking; and periodic inspections of water quality features such as catch basins and filters.

The project would implement BMPs in accordance with the LID Manual, and project operational water quality impacts would be less than significant. The project would meet this condition.

(e) The site can be adequately served by all required utilities and public services.

The proposed project consists of construction and operation of an expansion to an existing vacant building on an automotive dealership property. All utilities and public services are available onsite. Therefore, the project meets this condition.

3.2 Exclusions to Categorical Exemptions Set Forth in CEQA Guidelines Section 15300.2.

The following analysis addresses six exceptions to categorical exemptions set forth in CEQA Guidelines Section 15300.2.

(a) Location. Classes 3, 4, 5, 6, and 11 are qualified by consideration of where the project is to be located -a project that is ordinarily insignificant in its impact on the environment may in a particularly sensitive environment be significant. Therefore, these classes are considered to apply in all instances, except where the project may impact on an environmental resource of hazardous or critical concern where designated, precisely mapped, and officially adopted pursuant to law by federal, state, or local agencies.

The project site is located within an urban portion of the city with urban development surrounding the project site in all directions. The project site is developed with a car dealership; consisting of a two-story building, surface parking, and minor amounts of landscaping. Therefore, this exception does not apply to the proposed project.

(b) Cumulative Impact. All exemptions for these classes are inapplicable when the cumulative impact of successive projects of the same type in the same place, over time is significant.

The project is not part of a proposed series of projects in the same place over time. The nearest other project for which environmental documents are listed on the City of West Covina Planning Division's website a commercial project at 2539 Garvey Road North, abutting the south side of the proposed project site. That project was planned to be completed by late 2021. A Google Earth Pro satellite photo dated May 2023 shows the exterior envelopes of both buildings comprising the 2539 Garvey project completed (Google Earth Pro, 2023). Therefore, the 2539 Garvey project is anticipated to be completed before construction of the proposed project would start. Thus, construction impacts of the proposed project would not combine with those of the 2539 Garvey project to cause significant cumulative impacts. Considering the small scale of the proposed project—13,130 square feet of building area and 62 parking spaces; and the built-out, urbanized character of the project site and nearby areas—it is unlikely that operational impacts of the proposed project and the 2539 Garvey project would combine to cause significant operational impacts. Therefore, this exception does not apply to the proposed project.

(c) Significant Effect. A categorical exemption shall not be used for an activity where there is a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances.

As substantiated in Section 3.2(a), no unusual circumstances are present onsite that would give rise to significant environmental impacts due to project development. The project site is developed as part of an automotive dealership in a built-out, urbanized area. Neither existing conditions on the project site, nor the proposed project, involve unusual circumstances that could result in significant impacts arising from project development. This exception does not apply to this project.

(d) Scenic Highways. A categorical exemption shall not be used for a project which may result in damage to scenic resources, including but not limited to, trees, historic buildings, rock outcroppings, or similar resources, within a highway officially designated as a state scenic highway. This does not apply to improvements which are required as mitigation by an adopted negative declaration or certified EIR.

The nearest designated state scenic highway to the project site is State Route (SR)-2, the Angeles Crest Highway, approximately 15.5 miles to the northwest (Caltrans, 2023). The site is not visible from SR-2 due to distance and intervening topography. Project development would not damage scenic resources along SR-2 and the scenic highways exception would not apply to the proposed project.

(e) Hazardous Waste Sites. A categorical exemption shall not be used for a project located on a site which is included on any list compiled pursuant to Section 65962.5 of the Government Code.

The following hazardous materials sites databases were searched on August 20, 2023 for hazardous materials sites on the project site.

- GeoTracker, State Water Resources Control Board (SWRCB, 2023)
- EnviroStor, Department of Toxic Substances Control (DTSC, 2023)
- RCRAInfo, US Environmental Protection Agency (Accessed via *Environmental Radius Report* by National Environmental Title Research, LLC dated August 24, 2023) (NETROnline, 2023).

The project site is listed as a small quantity generator of hazardous wastes (SQG) on the RCRAInfo database under the name of the former business onsite, West Covina Nissan.[27] This listed hazardous materials site is not considered to be an environmental concern for the proposed project site, as it is known to the USEPA; and it does not document known or likely releases of hazardous materials to the environment. Therefore, this exception does not apply to the proposed project.

(f) Historical Resources. A categorical exemption shall not be used for a project which may cause a substantial adverse change in the significance of a historical resource.

A cultural resources records search was completed at the South Central Coastal Information Center (SCCIC) at California University Fullerton, which is the local California Historic Resources Information System (CHRIS) facility. The project site Area of Potential Effect (APE), which includes the project boundary is included in the half-mile search radius for archival studies. The records search was conducted to identify previously recorded cultural resources (prehistoric and historic archaeological sites/isolates, historic buildings, structures, objects, or districts) and to also determine previous cultural resource surveys within the project area. These records included a review of previously recorded prehistoric and historic archaeological resources and of listed cultural resource survey reports within that same geographical area. The cultural resources record search was conducted on August 23, 2023 by Megan Doukakis, M.A, Assistant Project Archaeologist.

Based on the SCCIC cultural resources records search, it was determined that there are no prehistoric or historic archaeological resources recorded within the project APE or within the one-half mile buffer zone.

There have been seven previous cultural resources studies within the one-half-mile buffer of the project area (**Table 19**). None of these occur within the project boundary.

Three of these surveys included Archaeological and Historic Properties Survey Reports conducted along Interstate 10 to the south of the project boundary (Wlodarski and Larson, 1993; Whitney-Desautels and Bonner, 1993; Harbert, 2002). A fourth cultural resources records search and survey report was conducted along the Reclaimed Water Backbone Transmission Project directly to the east of the project boundary along Citrus Avenue (Peterson, 2002). On the south side of Interstate 10, the

[27] small quantity generators of hazardous wastes generate more than 100 kilograms (220.5 pounds) and less than 1,000 kilograms (2,205 pounds) of hazardous wastes per month.

three remaining archaeological monitoring and records search projects were conducted at individual telecommunication facilities (Demcak, 1997; Brechbiel, 1998; Bonner and Taniguchi, 2004).

Table 19
KNOWN CULTURAL RESOURCE STUDIES WITHIN A HALF-MILE RADIUS OF THE PROJECT BOUNDARY

Report Number	Author(s)	Date	Title	Resources
LA-02872	Wlodarski, Robert J. and Dan Larson	1993	Department of Transportation Negative Archaeological Survey Report Dpd-ep-25 (revised 2/83) Interstate 10 (I-10) Between Puente Avenue in the City of Baldwin Park on the West, and the Interchange Between I-10 and State Routes 57 (SR 71/Interstate 210	N/A
LA-03306	Whitney-Desautels, Nancy A. and Wayne H. Bonner	1993	Historic Property Survey Report Interstate 10 HOV Widening Los Angeles County, California Caltrans District 7	19-192856
LA-03687	Demcak, Carol R.	1997	Report of Archaeological Monitoring for L.A. Cellular Site # 158, 2640 E. Garvey Street S., West Covina, Los Angeles County	N/A
LA-04114	Brechbiel, Brant A.	1998	Cultural Resources Records Search and Literature Review Report for a Pacific Bell Mobile Services Telecommunications Facility: La 081-11 in the City of West Covina, California	N/A
LA-07238	Bonner, Wayne H. and Taniguchi, Christeen	2004	Records Search Results and Site Visit for Sprint Telecommunications Facility Candidate La60xc001b (Villa Tapeyac) 2200 East Garvey Avenue South, West Covina, Los Angeles County, California	N/A
LA-08249	Peterson, Patricia A.	2002	Cultural Resources Records Search and Survey Report for the Reclaimed Water Backbone Transmission Project, Los Angeles County, California	19-000179, 19-001044, 19-001045, 19-001046, 19-002805, 19-120031, 19-186112
LA-10190	Harbert, Claudia	2002	Supplemental Historic Property Survey Report for the I-10 HOV Lane Between I-605 and the SR-57/SR-71/I-210 Interchange in the Cities of Los Angeles, Baldwin Park, West	19-188913, 19-188914, 19-188915, 19-188916, 19-188917, 19-188918, 19-188919, 19-188920, 19-188921, 19-188922, 19-188923, 19-188924, 19-188925, 19-188926,

Report Number	Author(s)	Date	Title	Resources
			Covina, Covina, San Dimas, and Pomona in Los Angeles County, CA	19-188927, 19-188928, 19-188929, 19-188930, 19-188931, 19-188932, 19-188933, 19-188934, 19-188935, 19-188936, 19-188937, 19-188938, 19-188939, 19-188940, 19-188941, 19-188942, 19-188943, 19-188944, 19-188945, 19-188946, 19-188947, 19-188948, 19-188949, 19-188950, 19-188951, 19-188952, 19-188953, 19-188954, 19-188955, 19-188956, 19-188957, 19-188958, 19-188959, 19-188960, 19-188961, 19-188962, 19-188963, 19-188964, 19-188965, 19-188966, 19-188967, 19-188968, 19-188969, 19-188970, 19-188971, 19-188972, 19-188973, 19-188974, 19-188975, 19-188976, 19-188977, 19-188978, 19-188979, 19-188980, 19-188981, 19-188982

A search of the Built Environmental Resource Directory listing National Register of Historic Properties was reviewed to determine if there are any buildings on the project site or in the immediate area had been evaluated for the Register and listed. This was conducted by Megan Doukakis on August 31, 2023. It was determined that the project boundary does not have any resources present that have been evaluated under the National Register (Built Environmental Resource Directory). Fourteen properties are located in the half-mile radius of the project area, listed in **Table 20** below. All of these properties are single family residences constructed between 1950 and 1955 and were determined ineligible for the National Register by consensus through Section 106 process (6Y).

Table 20
NATIONAL REGISTER OF HISTORIC PROPERTIES WITHIN A HALF-MILE RADIUS OF THE PROJECT BOUNDARY

Property Number	Address	Construction Age
168212	2200 E Garvey Ave	1954
168360	2111 E Garvey Ave N	1953
168361	2117 E Garvey Ave N	1953
168363	2123 E Garvey Ave N	1953
168217	2451 E Garvey Ave N	1955
168214	2330 E Garvey Ave S	1950

Property Number	Address	Construction Age
168216	2346 E Garvey Ave S	1955
168367	2443 E James Ave	1954
168368	2449 E James Ave	1954
168369	2507 E James Ave	1954
168371	2521 E James Ave	1954
168372	2535 E James Ave	1954
168374	2536 E James Ave	1954
168375	115 S Calvados Ave	1954

The single-story commercial building on the project site, located at 205 N. Citrus Street, was developed in 2007; the building is 16 years old and does not meet the threshold of being a historic resource. In addition, the building does not demonstrate a unique or particularly close association with the pattern of events with any other established themes in local and regional history. No persons or specific events or recognized historic significance have been identified with this building. Additionally, the building does not display any significant architectural or aesthetic merits.

Between 1964 and 2005 a previous building existed in the project boundary. Between 2005 and 2007, this building was demolished and replaced with the current building (Historicaerials.com, n.d.).

PDF-2 The following conditions must be implemented as part of the project:

- If prehistoric and/or historic items are observed during subsurface activities, work should be stopped in that area and a qualified archaeologist and Native American monitor should be contacted to assess the findings and develop a recovery plan to retrieve the material.
- If human remains are encountered during excavations associated with this Project, work will halt and the Los Angeles County Coroner will be notified (§ 5097.98 of the Public Resources Code). The Coroner will determine whether the remains are of recent human origin or older Native American ancestry. If the coroner, with the aid of the supervising archaeologist, determines that the remains are prehistoric, they will contact the Native American Heritage Commission (NAHC). The NAHC will be responsible for designating the most likely descendant (MLD), who will be responsible for the ultimate disposition of the remains, as required by § 7050.5 of the California Health and Safety Code. The MLD will make recommendations within 24 hours of his or her notification by the NAHC. These recommendations may include scientific removal and nondestructive analysis of human remains and items associated with Native American burials (§ 7050.5 of the Health and Safety Code).

3.3 Conclusion

Section 3.1 above demonstrates that the proposed project meets all five conditions set forth in CEQA Guidelines Section 15332. As detailed in **Section 3.2** above, no exceptions to categorical exemptions set forth in CEQA Guidelines Section 15300.2 apply to the proposed project. Therefore, the Class 32 (In-Fill Development Projects) categorical exemption applies to the proposed project.

4.0 REFERENCES

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Walker, Gary (Project Manager). 2023. Email dated August 25, 2023.

APPENDIX A

AIR QUALITY MEMO

UltraSystems
environmental • management • planning

MEMO

TO:	City of West Covina
FROM:	Isha Shah, M.S., UltraSystems Environmental Inc.
DATE:	Tuesday, September 05, 2023
PROJECT #:	7236
RE:	Air Quality Analysis for Envision Motors - Toyota, West Covina, CA

1.0 INTRODUCTION

The purpose of this memorandum is to demonstrate that the project's air quality impacts are less than significant without mitigation, and therefore do not impair its ability to qualify for a categorical exemption under the California Environmental Quality Act (CEQA).

The project site is located in the city of West Covina in the San Gabriel Valley in eastern Los Angeles County. It is at 205 North Citrus Street, about 500 feet north of the Interstate 10 (I-10) freeway in what the South Coast Air Quality Management District (SCAQMD) has defined as the South San Gabriel Valley Source Receptor Area (SRA 11). That part of Los Angeles County is in the South Coast Air Basin (SCAB), which comprises all of Orange County as well as portions of Los Angeles, Riverside and San Bernardino counties. **Table 1** shows the SCAB's attainment status for ambient air quality standards set by the U.S. Environmental Protection Agency (USEPA) and the State of California. The SCAB is nonattainment for ozone and fine particulate matter ($PM_{2.5}$).

Some people, such as individuals with respiratory illnesses or impaired lung function because of other illnesses, persons over 65 years of age, and children under 14, are particularly sensitive to certain pollutants. Facilities and structures where these sensitive people live or spend considerable amounts of time are known as sensitive receptors. For the purposes of a CEQA analysis, the SCAQMD considers a sensitive receptor to be a receptor such as a residence, hospital, or convalescent facility where it is possible that an individual could remain for 24 hours.[1] The nearest sensitive receptors are single-family houses, adjacent to the west side of the project site.[2]

2.0 CRITERIA POLLUTANT ANALYSIS

Air pollutants for which ambient air quality standards have been set are called "criteria pollutants." Some criteria pollutants, such as carbon monoxide, are emitted directly to the atmosphere. Others,

1 Chico and Koizumi, 2008. Final Localized Significance Threshold Methodology. Accessed online at http://www.aqmd.gov/docs/default-source/ceqa/handbook/localized-significance-thresholds/final-lst-methodology-document.pdf, on September 4, 2023.

2 Google Earth Pro, 2023.

such as ozone (O_3), form in the atmosphere, while yet others react in the atmosphere to form ones for which standards have been set. The emitted pollutants of interest for CEQA analyses in Southern California include reactive organic gases (ROG), nitrogen oxides (NO_x), carbon monoxide (CO), respirable particulate matter (PM_{10}) and fine particulate matter ($PM_{2.5}$).[3]

Table 1
FEDERAL AND STATE ATTAINMENT STATUS

Pollutants	Federal Classification[4]	State Classification[5]
Ozone (O_3)	Nonattainment (Extreme)	Nonattainment
Particulate Matter (PM_{10})	Maintenance (Serious)	Nonattainment
Fine Particulate Matter ($PM_{2.5}$)	Nonattainment (Serious)	Nonattainment
Carbon Monoxide (CO)	Maintenance (Serious)	Attainment
Nitrogen Dioxide (NO_2)	Maintenance (Primary)	Attainment
Sulfur Dioxide (SO_2)	Unclassified	Attainment
Sulfates	Unclassified	Attainment
Lead (Pb)	Nonattainment	Attainment
Hydrogen Sulfide (H_2S) Visibility Reducing Particles	Unclassified	

Appendix G to the CEQA Guidelines contains the following thresholds for significance under CEQA:

> Would the project:
>
> a) Conflict with or obstruct implementation of the applicable air quality plan?
>
> b) Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standard?
>
> c) Expose sensitive receptors to substantial pollutant concentrations?
>
> d) Result in other emissions (such as those leading to odors adversely affecting a substantial number of people?

The proposed project was evaluated against these thresholds. (See **Section 2.4**)

3 Sulfur dioxide is a criteria pollutant but it or its precursors are rarely emitted in projects of the type analyzed here.
4 CARB, 2023. Maps of State and Federal Area Designations. Accessed online at https://ww2.arb.ca.gov/resources/documents/maps-state-and-federal-area-designations, on September 4, 2023.
5 USEPA, 2023. Nonattainment Areas for Criteria Pollutants (Green Book). Accessed online at https://www.epa.gov/green-book, on September 4, 2023.

2.1 Regional Emissions Thresholds

The SCAQMD has developed criteria in the form of emissions thresholds for determining whether emissions from a project are regionally significant. They are useful for estimating whether a project is likely to result in a violation of the NAAQS and/or whether the project is in conformity with plans to achieve attainment. SCAQMD's significance thresholds for criteria pollutant emissions during construction activities and project operation are summarized in **Table 2**. A project is considered to have a regional air quality impact if emissions from its construction and/or operational activities exceed any of the corresponding SCAQMD significance thresholds.

Table 2
SCAQMD EMISSIONS THRESHOLDS FOR SIGNIFICANT REGIONAL IMPACTS

Pollutant	Mass Daily Thresholds (Pounds/Day)[6]	
	Construction	Operation
Nitrogen Oxides (NO_x)	100	55
Volatile Organic Compounds (VOC)	75	55
Respirable Particulate Matter (PM_{10})	150	150
Fine Particulate Matter ($PM_{2.5}$)	55	55
Sulfur Oxides (SO_x)	150	150
Carbon Monoxide (CO)	550	550
Lead	3	3

2.2 Localized Significance Thresholds

The SCAQMD has developed emission thresholds for evaluating local effects of short-term criteria pollutant emissions. These are presented in **Section 2.3.2** of this memorandum.

2.3 Emission Calculations

2.3.1 Methods and Assumptions

Information on project construction and operations was obtained via emails from the client. The client estimated that the construction would run from October 2023 through May 2024. There would be seven partially overlapping construction phases:

- Demolition.
- Site Preparation.
- Grading.
- Utility Trenching and Installation.

6 SCAQMD, 2019. South Coast AQMD Air Quality Significance Threshold. Accessed online at http://www.aqmd.gov/docs/default-source/ceqa/handbook/scaqmd-air-quality-significance-thresholds.pdf, on September 4, 2023.

- Building construction.
- Paving.
- Architectural Coating.

Criteria pollutant emissions from the project's onsite and offsite project activities were estimated using the California Emissions Estimator Model (CalEEMod), Version 2022.1.1.18. CalEEMod is a planning tool for estimating emissions related to land use projects.[7] Model-predicted project emissions are compared with applicable thresholds to assess regional air quality impacts. As some construction plans have not been finalized, CalEEMod defaults were used for construction trips and vehicle miles traveled. **Table 3** lists the construction equipment assumptions for this analysis.

Table 3
CONSTRUCTION EQUIPMENT

Phase	Equipment Type	No.	Hours/ Day	HP	Load Factor
Demolition	Rubber Tired Loaders	1	8	150	0.36
Site Preparation	Scrapers	1	8	148	0.41
Grading	Rollers	1	6	367	0.4
	Off-Highway Trucks	1	8	376	0.38
	Tractors/Loaders/Backhoes	1	7	84	0.37
Utility Trenching and Installation	Tractors/Loaders/Backhoes	1	7	84	0.37
	Excavators	1	7	36	0.38
	Rollers	1	8	36	0.38
	Trenchers	1	8	40	0.5
	Rubber Tired Loaders	1	8	150	0.36
Building Construction	Forklifts	2	6	82	0.2
	Rough Terrain Forklifts	2	8	84	0.37
Paving	Paving Equipment	1	7	81	0.42
	Rollers	1	7	36	0.38
	Tractors/Loaders/Backhoes	1	7	84	0.37
Architectural Coating	Air Compressors	1	6	37	0.48

2.3.2 Estimated Emissions

Table 4 and **Table 5** show the results of the CalEEMod calculations of construction and operational emissions, respectively. The operational emissions are increments over the baseline, since the

7 CAPCOA, 2023. User's Guide for CalEEMod Version 2022.1.1.18. Accessed online at , on September 4, 2023.

project is for expansion of the facility. For both construction years the maximum daily emissions of each pollutant would be below the pollutant's regional significance thresholds.

Table 4
MAXIMUM DAILY REGIONAL CONSTRUCTION EMISSIONS

Construction Activity	Maximum Emissions (pounds/day)[8]				
	ROG	NO_x	CO	PM_{10}	$PM_{2.5}$
Maximum Emissions, 2023	0.71	7.16	9.68	0.94	0.39
Maximum Emissions, 2024	2.41	19.5	27.6	1.33	0.86
SCAQMD Significance Thresholds	75	100	550	150	55
Significant? (Yes or No)	**No**	**No**	**No**	**No**	**No**

Table 5
MAXIMUM DAILY PROJECT OPERATIONAL EMISSIONS

Emission Source	Pollutant (pounds/day)[9]				
	ROG	NO_x	CO	PM_{10}	$PM_{2.5}$
Area Source Emissions	0.97	0.01	1.36	< 0.005	< 0.005
Energy Sources	0.01	0.21	0.18	0.02	0.02
Mobile Sources	1.10	0.85	9.53	1.87	0.48
Total Operational Emissions	2.08	1.07	11.07	1.89	0.50
SCAQMD Significance Thresholds	55	55	550	150	55
Significant? (Yes or No)	**No**	**No**	**No**	**No**	**No**

Following SCAQMD guidance, only onsite construction emissions were considered in the localized significance analysis.[10] According to SCAQMD guidance, project boundaries closer than 25 meters to the nearest receptor uses the LSTs for receptors at 25 meters.[11] The nearest sensitive receptors are single-family houses, adjacent to the west side of the project site.[12] Localized significance thresholds for projects in SRA 11 were obtained from tables in Appendix C of the SCAQMD's Final Localized Significance Threshold Methodology using interpolation.[13] **Table 6** shows the results of the localized significance analysis for the proposed project. None of the significance thresholds was exceeded.

8 Calculated by UltraSystems with CalEEMod (2022.1.1.18)
9 Ibid.
10 Chico and Koizumi, 2008. Final Localized Significance Threshold Methodology. Accessed online at http://www.aqmd.gov/docs/default-source/ceqa/handbook/localized-significance-thresholds/final-lst-methodology-document.pdf, on September 5, 2023.
11 Ibid.
12 Google Earth Pro, 2023.
13 Ibid.

Table 6
RESULTS OF LOCALIZED SIGNIFICANCE ANALYSIS

Nearest Sensitive Receptor	Maximum Onsite Emissions (pounds/day)[14]			
	NO_x	CO	PM_{10}	$PM_{2.5}$
Maximum daily emissions	7.0	8.2	0.6	0.3
SCAQMD LST for 2.28 acres @ 25 meters	126.7	1,104.08	7.65	5.37
Significant (Yes or No)	**No**	**No**	**No**	**No**

~~2.0~~3.0 CEQA EVALUATION

The following is a brief evaluation of the project's air quality impacts against the thresholds listed in **Section 2.0**.

Would the project:

a) Conflict with or obstruct implementation of the applicable air quality plan?

The SCAQMD is required to produce plans to show how air quality will be improved in the region. The California Clean Air Act requires that these plans be updated triennially to incorporate the most recent available technical information. A multi-level partnership of governmental agencies at the federal, state, regional, and local levels implements the programs contained in these plans. Agencies involved include the U.S. Environmental Protection Agency (USEPA), The California Air Resources Board (ARB), local governments, the Southern California Association of Governments (SCAG), and the SCAQMD. The SCAQMD and the SCAG are responsible for formulating and implementing the AQMP for the SCAB. The SCAQMD updates its Air Quality Management Plan (AQMP) every three years.

The 2022 AQMP was adopted by the SCAQMD Board on December 2, 2022.[15] It focuses on reducing ozone by limiting the emissions of NO_x, which is a key reactant in ozone formation. The NO_x reductions are through extensive use of zero emission technologies across all stationary and mobile sources categories. The majority of NO_x emissions are from heavy-duty trucks, ships and other state and federally regulated mobile sources that are mostly beyond the SCAQMD's control. The SCAQMD's primary authority is over stationary sources, which account for approximately 20 percent of the SCAB's NO_x emissions.

The AQMP incorporates updated emission inventory methodologies for various source categories and incorporates the 2020-2045 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) prepared by SCAG (2020). The 2020-2045 RTP/SCS was determined to conform to the

14 Chico and Koizumi, 2008, Appendix C. Thresholds for 2.28 acres were determined by interpolation.
15 SCAQMD, 2022. 2022 Air Quality Management Plan. Accessed online at http://www.aqmd.gov/docs/default-source/clean-air-plans/air-quality-management-plans/2022-air-quality-management-plan/final-2022-aqmp/final-2022-aqmp.pdf?sfvrsn=16, on September 5, 2023.

federally mandated State Implementation Plan for the attainment and maintenance of the NAAQS. county and city general plans.

The emission thresholds in **Table 2** were designed to ensure that new emission sources would not increase regional emissions enough to put the success of the AQMP in jeopardy. Since project emissions will not exceed the thresholds, the project will not conflict with or obstruct implementation of the AQMP. Its emissions are therefore less than significant under CEQA.

b) Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standard?

Since the SCAB is currently in nonattainment for ozone and $PM_{2.5}$, related projects may exceed an air quality standard or contribute to an existing or projected air quality exceedance. The SCAQMD neither recommends quantified analyses of construction and/or operational emissions from multiple development projects nor provides methodologies or thresholds of significance to be used to assess the cumulative emissions generated by multiple cumulative projects. Instead, the District recommends that a project's potential contribution to cumulative impacts be assessed utilizing the same significance criteria as those for project-specific impacts. Furthermore, the SCAQMD states that if an individual development project generates less-than-significant construction or operational emissions impacts, then the development project would not contribute to a cumulatively considerable increase in emissions for those pollutants for which the Basin is in nonattainment.

As discussed above, the mass daily construction emissions generated by the project would not exceed any of the SCAQMD's significance thresholds and, as discussed below, the localized emissions generated by the project would not exceed the SCAQMD's Localized Significance Thresholds (LSTs). In addition, operational emissions of all criteria pollutants would be less than significant. Therefore, cumulative air quality impacts associated with the project would be less than significant.

c) Expose sensitive receptors to substantial pollutant concentrations?

The localized significance analysis in **Section 2.3.2** determined that the project would not expose sensitive receptors to substantial pollutant concentrations. Therefore, impacts would be less than significant.

d) Result in other emissions (such as those leading to odors adversely affecting a substantial number of people?

According to the SCAQMD CEQA Air Quality Handbook, land uses and industrial operations that are associated with odor complaints include agricultural uses, wastewater treatment plants, food processing plants, chemical plants, composting, refineries, landfills, dairies, and fiberglass molding.[16] Potential sources that may emit odors during construction activities include equipment exhaust. Odors from these sources would be localized and generally confined to the immediate area surrounding the project. The project would use typical construction techniques, and the odors would be typical of most construction sites and temporary in nature. However, the project site is surrounded by a vacant construction site to the south; single-family residential uses to the west in

[16] SCAQMD, 1993. CEQA Air Quality Handbook. Diamond Bar, CA., Accessed online at http://www.aqmd.gov/home/rules-compliance/ceqa/air-quality-analysis-handbook/ceqa-air-quality-handbook-(1993), .on September 5, 2023.

the City of Covina; commercial uses to the north; and commercial uses to the east opposite Citrus Street. The specific use under construction south of the project site is unknown; however, the General Plan land use designation on the construction site is Commercial (C) and the zoning is Medium Commercial (C-2).

The project would not generate substantial objectionable odor impact during construction or operation.

Corporate Office – Orange County
16431 Scientific Way
Irvine, CA 92618-4355

Telephone: 949.788.4900
Facsimile: 949.788.4901
Website: www.ultrasystems.com

APPENDIX B

NOISE MEMO

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MEMO

TO:	City of West Covina
FROM:	Patricia Haigh, Michael Rogozen and Amir Ayati, UltraSystems Environmental Inc.
DATE:	Tuesday, September 05, 2023
PROJECT #:	7236
RE:	Noise Analysis for Envision Motors Toyota

1.0 INTRODUCTION

The purpose of this memorandum is to demonstrate that the project's noise impacts are less than significant without mitigation, and therefore do not impair its ability to qualify for a Class 32 categorical exemption under the California Environmental Quality Act (CEQA).

1.1 Noise Setting

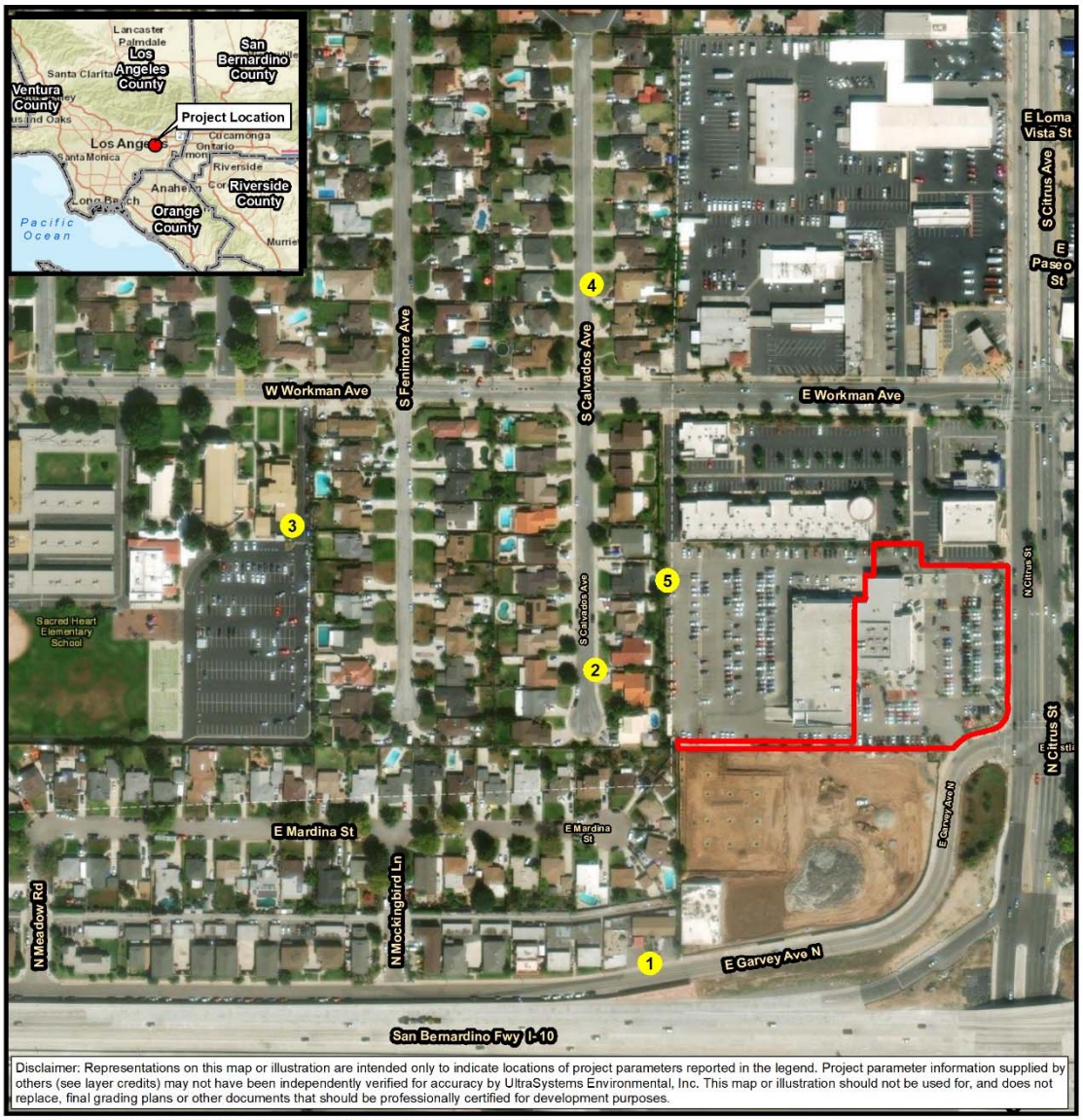
The project is located in the City of West Covina adjacent to commercial (north and east), residential (west), institutional (southwest), and religious (northwest) land uses. There are commercial uses directly north of the project site and to the east across North Citrus Street; single-family residences directly west along South Calvados Avenue; Discovery Montessori Preschool to the southwest and a construction site directly south of the project along East Garvey Avenue North.

UltraSystems Environmental Inc. (UltraSystems) conducted ambient noise sampling around the project area. Five sampling locations, as shown in **Figure 1** and **Table 1**, were chosen to represent noise-sensitive land uses (residential, religious, and institutional). For each location, a 15-minute measurement was taken between the hours of 11 a.m. and 3 p.m. on August 24, 2023. The 15-minute L_{eq} values[1] ranged from 52.6 dBA to 67.5 dBA. The lowest recorded value was measured at point 3, which is the Sacred Heart Catholic Church, and the highest value recorded was at point 1, which is the Discovery Montessori Preschool close to the project site and near a freeway. The results of the measurements are summarized in **Table 1**.

1 L_{eq}, the equivalent noise level, is an average of sound level over a defined time period (such as 1 minute, 15 minutes, 1 hour or 24 hours).

Corporate Office – Orange County
16431 Scientific Way
Irvine, CA 92618-4355
Telephone: 949.788.4900
Facsimile: 949.788.4901
Website: www.ultrasystems.com

Figure 1
NOISE SAMPLING LOCATIONS



Disclaimer: Representations on this map or illustration are intended only to indicate locations of project parameters reported in the legend. Project parameter information supplied by others (see layer credits) may not have been independently verified for accuracy by UltraSystems Environmental, Inc. This map or illustration should not be used for, and does not replace, final grading plans or other documents that should be professionally certified for development purposes.

Path: \\gissvr\GIS\Projects\7236_EnvisionMotors_Toyota_CE_NOE\MXDs\7236_Toyota_4_13_Noise_Sampling_2023_09_01.mxd
Service Layer Credits: Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community, Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community, Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community UltraSystems Environmental, Inc., 2023

September 01, 2023

Scale: 1:3,000

N

0 125 250 Feet

0 50 100 Meters

Legend

Project Boundary

Noise Sampling Location

Envision West Covina Toyota

Ambient Noise Measurement Locations

Corporate Office – Orange County
16431 Scientific Way
Irvine, CA 92618-4355

Telephone: 949.788.4900
Facsimile: 949.788.4901
Website: www.ultrasystems.com

Table 1
AMBIENT NOISE SAMPLING LOCATIONS AND RESULTS

Point	Sampling Location	Measurement Results (dBA)[a]		
		15-Minute L_{eq}	L_{max}	L_{90}
1	Discovery Montessori Preschool 2451 East Garvey Avenue North	67.5	80.3	64.2
2	Single-family residential 866 South Calvados Avenue	53.2	70.3	50.2
3	Sacred Heart Catholic Church 344 West Workman Street	52.6	68.8	49.1
4	Single-Family residential 760 South Calvados Avenue	57.8	81.4	48.1
5	Single-Family Residential, Commercial, 205 North Citrus Street	54.4	70.9	52

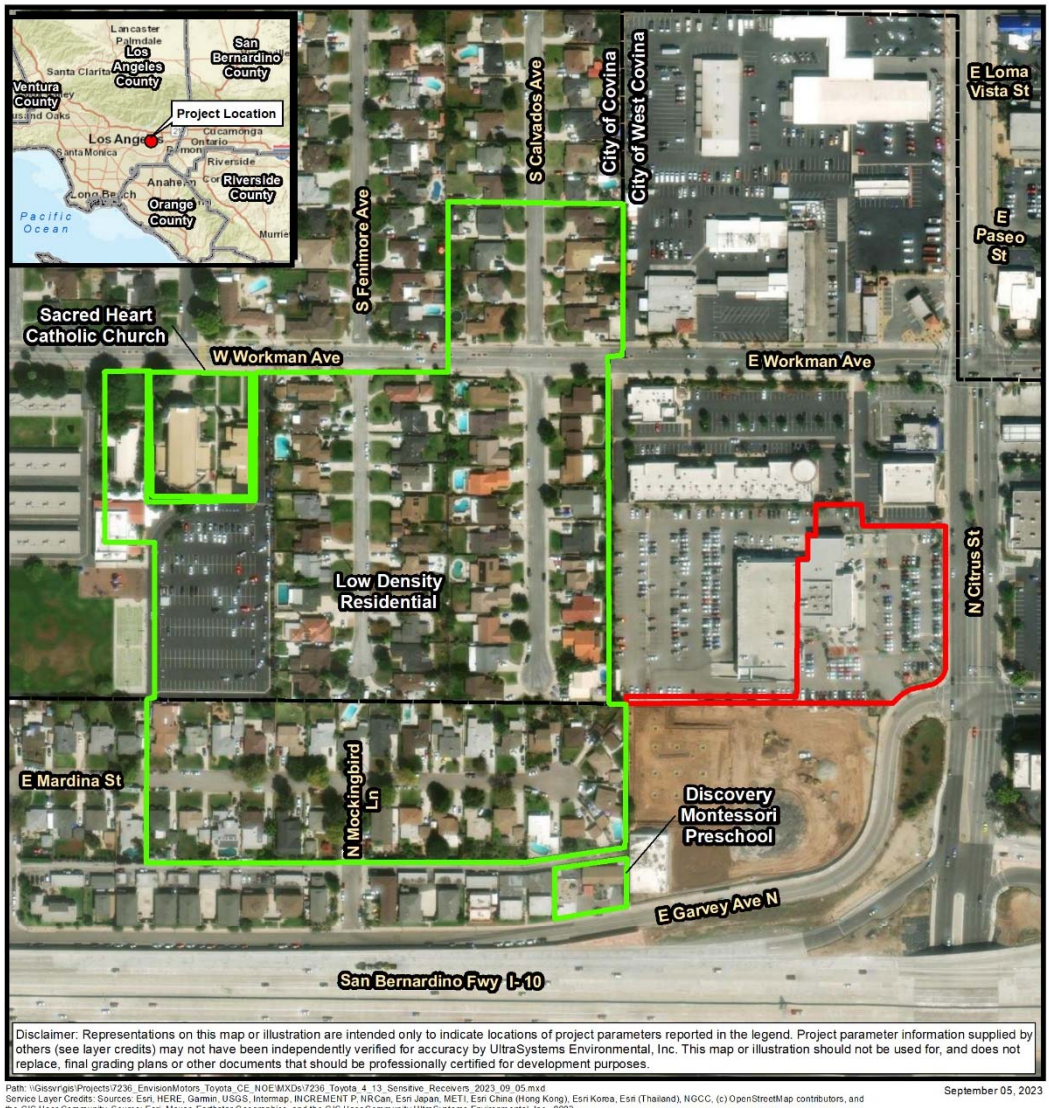
Source: UltraSystems, with Google Earth, 2023.
[a]Definitions of noise metrics:
dBA = decibels, with frequency weighting to approximate human perception of noise.
L_{eq} = time weighted average noise exposure.
L_{max} = maximum noise level during the measurement period.
L_{90} = a noise level that is exceeded more than 90% of the time; may be used to represent background noise.

The City of West Covina General Plan Noise Element identifies noise-sensitive land uses and noise sources, and defines areas of noise impact for the purpose of developing policies to ensure that its residents are protected from excessive noise intrusion.[2] Sensitive land uses are generally defined as locations where people reside or where the presence of noise could adversely affect the use of the land. They include, but are not limited to, schools, hospitals, residences, libraries, and recreation areas. **Figure 2** shows sensitive receivers in the project area. The nearest sensitive receivers are the single-family residences to the west.

2 Final Environmental Impact Report. City of West Covina 2016 General Plan Update and Downtown Plan and Code. City of West Covina. December 2016, pg. 201-216. Internet: https://www.westcovina.org/home/showpublisheddocument/18142/637232598667300000 . Accessed September 1, 2023.

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environmental • management • planning

Figure 2
SENSITIVE RECEIVERS IN THE PROJECT AREA



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Irvine, CA 92618-4355

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Facsimile: 949.788.4901
Website: www.ultrasystems.com

1.2 CEQA Evaluation Criteria

Appendix G to the CEQA Guidelines contains the following thresholds for significance under CEQA:

Would the project result in:

a) Generation of a substantial temporary or permanent increase in ambient noise levels in the vicinity of the project in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies?

b) Generation of excessive groundborne vibration or groundborne noise levels?

c) For a project located within the vicinity of a private airstrip or an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project expose people residing or working in the project area to excessive noise levels?

The proposed project was evaluated against these thresholds. (See **Section 4.0**).

2.0 NOISE STANDARDS

2.1 City of West Covina General Plan Noise Element

According to the City's General Plan EIR, noise-sensitive land uses, such as residential, schools, churches, hospitals and nursing homes are normally acceptable with exterior noise levels at or below 60 dBA CNEL, and conditionally acceptable at or below 70 dBA CNEL.[3,4]

2.2 Municipal Code

The City of West Covina Municipal Code § Ord. No. 1826, § 2, 11-13-89, establishes noise limits on nighttime construction activities that apply to all zones within the city. Unless permitted or in an emergency, construction activity is prohibited between 8 pm and 7 am (6 am regarding loading and unloading activities). The Municipal Code does not establish limits on daytime construction noise.

3.0 NOISE IMPACT ANALYSIS

3.1 Construction Noise

Noise impacts from construction activities are a function of the noise generated by the operation of construction equipment and on-road delivery and worker commuter vehicles, the location of equipment, and the timing and duration of the noise-generating activities. The types and numbers of pieces of equipment anticipated in each phase of construction and development were estimated by running the California Emissions Estimator Model (CalEEMod), Version 2022.1.1, and having the model generate land use-based default values. The CalEEMod equipment default values are based on a construction survey performed by the SCAQMD.[5] **Table 3** lists the equipment expected to be used. For each equipment type, the table shows an average noise emission level (in dB at 50 feet, unless otherwise specified) and a "usage factor," which is an estimated fraction of operating time that the equipment would be producing noise at the stated level.[6,7] Equipment use was matched to phases of the construction schedule.

For all sensitive receivers, the greatest exposures would occur during paving. The highest total short-term noise exposure (ambient plus construction-related) would be 68.1 dBA Leq, at Discovery Montessori Preschool.

3 West Covina General Plan, p. 103.

4 CNEL = community noise equivalent level, which is a 24-hour weighted average noise level, with weights of 4.77 dBA in evening hours (7 p.m. to 10 p.m.) and 10 dBA in nighttime hours (10 p.m. to 7 a.m.).

5 California Emissions Estimator Model. Appendix D. Technical Source Documentation for Emissions Calculations. CalEEMod Version 2022.1.1, September 2023. Internet: https://www.caleemod.com/documents/user-guide/05_Appendix%20D.pdf.

6 Equipment noise emissions and usage factors are from Knauer, H. et al., 2006. *FHWA Highway Construction Noise Handbook*. U.S. Department of Transportation, Research and Innovative Technology, Administration, Cambridge, Massachusetts, FHWA-HEP-06-015 (August 2006), except where otherwise noted.

7 Roller and paving equipment noise emissions data from County of Ventura, Construction Noise Threshold Criteria and Control Plan. Amended July 2010.

Table 3
CONSTRUCTION EQUIPMENT NOISE CHARACTERISTICS

Construction Phase	Equipment Type	Number of Pieces	Maximum Sound Level (dBA @ 50 feet)	Usage Factor	Composite Noise (dBA @ 50 feet)
Demolition	Rubber Tired Loaders	1	79	0.4	**75.02**
Site Preparation	Scrapers	1	88	0.14	**79.46**
Grading	Off-Highway Trucks	1	75	0.4	**81.21**
	Rollers	1	74	0.1	
	Tractors/Loaders/Backhoes	1	85	0.37	
Building Construction	Forklift	4	67	0.3	**67.79**
Paving	Roller	1	74	0.1	**84.43**
	Paving Equipment	1	85	0.5	
	Tractors/Loaders/Backhoes	1	85	0.37	
Architectural Coating	Air Compressors	1	81	0.48	**77.81**

Source: FTA, 2018, unless otherwise specified.

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Table 4
SENSITIVE RECEIVER NOISE EXPOSURE

Receiver	Noisiest Construction Phase	Ambient Noise dBA L_{eq}	Construction Noise dBA L_{eq}	Total Exposure[a] dBA L_{eq}	Change dBA L_{eq}
1	Paving	67.5	59.3	68.1	**0.6**
2	Paving	53.2	58.9	59.9	**6.7**
3	Paving	52.6	47.3	53.7	**1.1**
4	Paving	57.8	50.0	58.5	**0.7**
5	Paving	54.4	55.8	58.2	**3.8**

3.2 Operational Noise

3.2.1 Noise Control at the Source

Onsite noise sources from the proposed project would include operation of mechanical equipment such as air conditioners, lawnmowers, leaf blowers, building maintenance equipment; and motor vehicles accessing, and driving adjacent to the project site. Noise levels associated with operation of the project are expected to be comparable to those of nearby residential and commercial areas. Additionally, the land use of the project site will not change, so noise sources and noise levels are not expected to change significantly. Noise from onsite sources would be less than significant.

3.2.2 Traffic Noise

It has been well established that in order for a change in traffic noise to be perceived, traffic has to double. A transportation assessment[8] for the project estimates that the increase in trips per day will be 366. This increase will be a tiny fraction of existing and future traffic on local streets. Therefore, traffic noise impacts in regards to the proposed project would be less than significant.

3.3 Vibration

Construction activities for the project have the potential to generate low levels of groundborne vibration. The operation of construction equipment generates vibrations that propagate through the ground and diminish in intensity with distance from the source. Vibration impacts can range from no perceptible effects at the lowest vibration levels, to low rumbling sounds and perceptible vibration at moderate levels, to slight damage of buildings at the highest levels. The construction activities associated with the project could have an adverse impact on both sensitive structures (i.e., building

8 Envision Toyota Dealership and Service Center Project Trip Generation and VMT Screening Memorandum, City of West Covina, CA. Letter Report from Justin Tucker and Elias Bandek, RK Engineering Group, Inc. to Betsy Lindsay, UltraSystems Environmental Inc. September 1, 2023.

damage) and populations (i.e., annoyance). The construction vibration analysis used formulas published by the Federal Transit Administration (FTA).[9]

The FTA has published standard vibration levels for construction equipment operations, at a distance of 25 feet.[10] **Table 5** shows an analysis of construction vibration impacts at the nearest sensitive receiver, which is about 418 feet from the project boundary. As shown in **Table 5**, the vibration level of construction equipment at the nearest sensitive receiver is at most 0.0040 inch per second, which is less than the FTA damage threshold of 0.12 inch per second PPV for fragile historic buildings, and 50 VdB, which is less than the FTA threshold for human annoyance of 80 VdB. Construction vibration impacts would therefore be less than significant.

Table 5
VIBRATION LEVELS OF CONSTRUCTION EQUIPMENT

Equipment	PPV at 25 feet (in/sec)	Vibration Decibels at 25 feet (VdB)	PPV at 135 feet (in/sec)	Vibration Decibels at 135 feet (VdB)
Loaded trucks	0.076	86	0.0034	49
Jack hammer	0.035	79	0.0016	42
Small bulldozer	0.003	58	0.0001	21
Large bulldozer	0.089	87	0.0040	50

Source: FTA, 2018 and UltraSystems, 2022.

The project involves the operation of commercial uses and would not involve the use of stationary equipment that would result in high vibration levels, which are more typical for large manufacturing and industrial projects. Groundborne vibration at the project site and immediate vicinity currently result from heavy-duty vehicular travel (e.g., trucks and transit buses) on the nearby local roadways, and the project would not result in a substantial increase of these heavy-duty vehicles on the public roadways. Therefore, vibration impacts associated with operation of the project would be less than significant.

4.0 CEQA EVALUATION

The following is a brief evaluation of the project's noise impacts against the thresholds listed in **Section 1.2**.

Would the project result in:

a) Generation of a substantial temporary or permanent increase in ambient noise levels in the vicinity of the project in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies?

9 Transit Noise and Vibration Impact Assessment Manual. FTA Report No. 0123. September 2018. Internet: https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/research-innovation/118131/transit-noise-and-vibration-impact-assessment-manual-fta-report-no-0123_0.pdf, p. 185

10 Ibid., p. 184.

As shown in **Section 3.1** and **Section 3.2**, the project will not generate a substantial permanent increase in ambient noise levels, and future users of the project will not be exposed to excessive noise. However, short-term construction activities will expose only the nearest sensitive receivers to noise levels exceeding 65 dBA (68.1 dBA L_{eq}). However, the increased noise level would be temporary and intermittent, and would occur during hours when most people would likely not be at home. Construction would adhere to the city's permitted construction hours of 7 a.m. to 8 p.m.. The noise would be typical of life in an urban area. Therefore, the onsite construction impacts would be less than significant.

b) Generation of excessive groundborne vibration or groundborne noise levels?

As discussed in **Section 3.3**, both the project and offsite sensitive receivers are too distant to experience adverse levels of vibration.

c) For a project located within the vicinity of a private airstrip or an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project expose people residing or working in the project area to excessive noise levels?

The project is not located within the vicinity of any private airstrip or within two miles of a public airport or private use airport. The nearest airport to the project site is 5.6 miles to the northwest, RC Airplane Airport at Santa Fe Dam in Irwindale, California.

In conclusion, the project's noise and vibration impacts would not be of a nature that would preclude the adoption of a categorical exemption under CEQA.

APPENDIX D

VMT SCREENING MEMO

September 1, 2023

Ms. Betsy Lindsay
ULTRASYSTEMS ENVIRONMENTAL
16431 Scientific Way
Irvine, CA 92618

Subject: Envision Toyota Dealership and Service Center Project Trip Generation and VMT Screening Memorandum, City of West Covina, CA

Dear Ms. Lindsay:

A. Introduction

RK ENGINEERING GROUP, INC. (RK) is pleased to provide this Trip Generation and Vehicle Miles Traveled (VMT) Screening Analysis for the proposed Envision Toyota Dealership and Service Center project.

The purpose of this study is to utilize the *City of West Covina Transportation Study Guidelines for Vehicle Miles Traveled and Level of Service Assessment* (City TIA Guidelines), dated September 2020, which establishes uniform analysis methodologies and thresholds of significance, to determine if the proposed project will require a detailed level of service (LOS) analysis and/or a detailed VMT modeling analysis.

B. Project Description

The proposed project is located at 205 N. Citrus Street, on the southwest corner of E. Workman Avenue and N. Citrus Street, in the City of West Covina. The project site is currently occupied by an existing Nissan car dealership and is currently zoned as Commercial in the City of West Covina General Plan.

The proposed project consists of remodeling the existing Nissan car dealership and adding approximately 13,130 square feet (SF) to the existing show room and parts service center.

Access to the project site will remain as existing via the following:

- One (1) right-in/right-out unsignalized driveway (main driveway) located along N. Citrus Street;

- One (1) right-in/right-out/left-in unsignalized gated driveway located along E. Garvey Avenue N. This driveway should restrict left-turns out due to the distance/proximity to the N. Citrus Street intersection and future retail center driveway to the southwest.;

- One (1) full-access unsignalized driveway through the north side opposite the retail center to the north to ultimately exit onto E. Workman Avenue; and

- One (1) full-access unsignalized gated driveway at the far northwest end of the parcel that has access behind the retail center to the north to ultimately exit onto E. Workman Avenue.

Exhibit A shows a location map of the proposed project. **Exhibit B** shows the proposed project site plan.

C. Project Trip Generation

Trip generation represents the amount of traffic that is attracted and produced by a development. Trip generation is typically estimated based on the trip generation rates from the latest *Institute of Transportation Engineers (ITE) Trip Generation Manual*. The latest and most recent version (11th Edition, 2021) of the ITE Manual has been utilized for this trip generation analysis. This publication provides a comprehensive evaluation of trip generation rates for a variety of land uses.

Since the project site is currently occupied by an existing Nissan car dealership and the proposed project is expected to operate similar to how the former use operates, the project trip generation is based on the net increase of 13,130 SF of car dealership use. The trip generation rates for ITE Land Use 840: Automobile Sales (New) have been utilized for the trip generation analysis, and are shown in **Table 1**.

Table 1
ITE Trip Generation Rates[1]

Land Use	ITE Code	Units[2]	AM Peak Hour			PM Peak Hour			Daily
			In	Out	Total	In	Out	Total	
Automobile Sales (New)	840	TSF	1.36	0.50	1.86	0.97	1.45	2.42	27.84

1. Source: ITE Trip Generation Manual (11th Edition, 2021).
2. TSF = Thousand Square Feet.

Utilizing the trip generation rates from **Table 1**, **Table 2** shows the trip generation for the proposed project.

Table 2
Project Net Trip Generation

Land Use	Quantity	Units[1]	AM Peak Hour			PM Peak Hour			Daily
			In	Out	Total	In	Out	Total	
Envision Toyota Dealership and Service Center	13.130	TSF	18	7	25	13	19	32	366

1. TSF = Thousand Square Feet.

As shown in **Table 2**, the proposed project is forecast to generate approximately 366 net additional weekday daily trips which include approximately 25 net additional AM peak hour trips and approximately 32 net additional PM peak hour trips.

As specified in the City TIA Guidelines, projects generating 50 or less AM or PM peak hour trips may generally be exempt from requiring a detailed level of service (LOS) analysis, since such projects typically do not affect LOS significantly once distributed to the local roadway network. As such, a trip generation memorandum will be considered sufficient for traffic analysis purposes.

Based on the project trip generation (i.e., 25 AM peak hour trips and 32 PM peak hour trips), the proposed project is not required to prepare a detailed LOS analysis and is not expected to result in any significant adverse impacts on the operations of the roadway network and intersections.

D. CEQA Vehicle Miles Traveled (VMT) Screening Analysis

The *City of West Covina Transportation Study Guidelines for Vehicle Miles Traveled and Level of Service Assessment* (City TIA Guidelines), dated September 2020, provides recommendations in the form of thresholds of significance and methodology for identifying VMT related impacts. The proposed project is subject to a VMT analysis and will adhere to the recommendations and practices described in the City's guidelines.

Project type, size and location are some characteristics that may be considered in determining whether or not a project is expected to have a less than significant impact on the environment without conducting a detailed project-level VMT assessment. The proposed project is evaluated for VMT screening based on its project characteristics.

Per the City's guidelines, local-serving projects less than 50,000 SF in size may be presumed to have a less than significant transportation impact absent substantial evidence to the contrary. Projects which serve the local community and have the potential to reduce VMT are not required to complete a detailed project-level VMT assessment. By adding retail opportunities into the urban fabric and thereby improving retail destination proximity, local-serving retail development tends to shorten trips and reduce VMT. Thus, lead agencies generally may presume such development creates a less than significant impact.

As previously mentioned, the project site was formerly occupied by an identical land use to what is being proposed (i.e., new car dealership). The project involves renovating the existing Nissan car dealership and expanding the showroom and parts service center by 13,130 SF. As such, it is appropriate to focus this VMT analysis to only the net new square footage being proposed (i.e. 13,130 SF), which is less than 50,000 SF threshold for local-serving projects as identified in the City's guidelines. Furthermore, within an approximately 10-mile radius of the project site, there are 6 other existing Toyota car dealerships serving their individual service areas. As such, it is concluded that the additional square footage to the showroom/parts service center will primarily serve the local community and will not have a significant regional attraction.

Based on these considerations, the proposed project may be presumed to have a less than significant VMT impact and is expected to screen out from requiring a detailed project-level VMT assessment. Therefore, no further VMT analysis is required.

E. On-Site and Off-Site Parking

As shown on the proposed site plan, the project will provide thirty-eight (38) employee parking spaces, including seventeen (17) electric vehicle (EV) capable spaces, on-site. Almost all employee parking spaces are located along the northern boundary of the site, with a few located west of the service bays. Placing employee parking near the back of the site is ideal as it allows customers to park near the building entrances and display vehicles, reducing internal congestion.

As also shown on the site plan, the project will provide twenty-one (21) customer parking spaces, including five (5) ADA spaces and six (6) EV charging spaces (EVCS), on-site. The customer parking spaces are located along the perimeter of the building for easy access to the entrances, with the exception of a few ADA spaces which are located on the north side of the service bays. Placing customer parking near the main frontage of the site and building entrances is desirable for customers who wish to view the display vehicles around the building and enter the building for any inquiries and assistance they may need.

Additionally, the project will provide forty (40) parking spaces for service customers which are located west of the service bays.

There is no on-street parking permitted on the roadways along the project site frontage (i.e., N. Citrus Street and E. Garvey Avenue N.).

F. Vehicle Deliveries and Truck Turning Movements

As shown on the proposed site plan, the vehicle unloading zone for vehicle deliveries is located along the drive aisle north of the service bays. To help facilitate truck access to/from the unloading zone, it is recommended that trucks enter the site by making a right-turn into the E. Garvey Avenue N. driveway (from N. Citrus Street), make a left-turn once in the site and navigate through the site in a clockwise fashion to the unloading zone, and exit the site by making an eastbound right-turn out of the N. Citrus Street driveway.

These circulation recommendations are consistent with the City of West Covina truck routes. Per the truck route map, N. Citrus Street between E. Workman Avenue (i.e., City of West Covina limit) and E. Garvey Avenue S. is an identified truck route. The segment of E. Garvey Avenue S. between N. Citrus Street and the I-10 Freeway eastbound ramps is also an identified truck route. As such, trucks traveling to the site will exit the I-10 Freeway at N. Citrus Street and proceed north toward the project site, make a northbound left-turn at E. Garvey Avenue N., and enter the site via the E. Garvey Avenue N. project driveway. Trucks leaving the site will make an eastbound right-turn out of the N. Citrus Street driveway and proceed south toward the I-10 Freeway ramps.

A turning template has been prepared, shown on **Exhibit C**, to review the ingress/egress turning movements into and out of the site, as well as the turning movements while navigating the site, for a 5-axle vehicle delivery truck. A WB-67 truck has been utilized for the turning template.

As shown on **Exhibit C**, the E. Garvey Avenue N. and N. Citrus Street driveways provide adequate access into and out of the project site, respectively, for a 5-axle vehicle delivery truck. It should further be noted that this is an existing site that currently accommodates car delivery (5-axle) trucks and the proposed internal circulation will generally remain unchanged after the renovation/expansion of the showroom.

G. Conclusion

RK ENGINEERING GROUP, INC. (RK) has completed this Trip Generation and Vehicle Miles Traveled (VMT) Screening Analysis for the proposed Envision Toyota Dealership and Service Center Project.

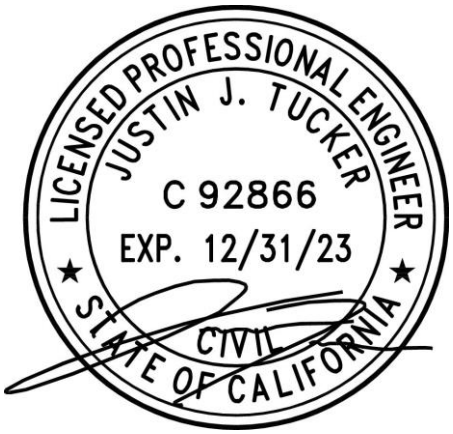
As specified in the City TIA Guidelines, projects generating 50 or less AM or PM peak hour trips may generally be exempt from requiring a detailed level of service (LOS) analysis, since such projects typically do not affect LOS significantly once distributed to the local roadway network. As such, a trip generation memorandum will be considered sufficient for traffic analysis purposes. Based on the project trip generation (i.e., 25 AM peak hour trips and 32 PM peak hour trips), the proposed project is not required to prepare a detailed LOS analysis and is not expected to result in any significant adverse impacts on the operations of the roadway network and intersections.

the project site was formerly occupied by an identical land use to what is being proposed (i.e., new car dealership). The project involves renovating the existing Nissan car dealership and expanding the showroom and parts service center by 13,130 SF. As such, it is appropriate to focus this VMT analysis to only the net new square footage being proposed (i.e. 13,130 SF), which is less than 50,000 SF threshold for local-serving projects as identified in the City's guidelines. Furthermore, within an approximately 10-mile radius of the project site, there are 6 other existing Toyota car dealerships serving their individual service areas. As such, it is concluded that the additional square footage to the showroom/parts service center will primarily serve the local community and will not have a significant regional attraction. Based on these considerations, the proposed project may be presumed to have a less than significant VMT impact and is expected to screen out from requiring a detailed project-level VMT assessment. Therefore, no further VMT analysis is required.

RK appreciates this opportunity to work with ULTRASYSTEMS ENVIRONMENTAL on this project. If you have any questions regarding this study, please do not hesitate to contact us at (949) 474-0809.

Respectfully submitted,
RK ENGINEERING GROUP, INC.

Justin Tucker, P.E.
Principal Engineer



Elias Bandek, EIT
Engineer II

Exhibits

Exhibit A

Location Map



Legend:

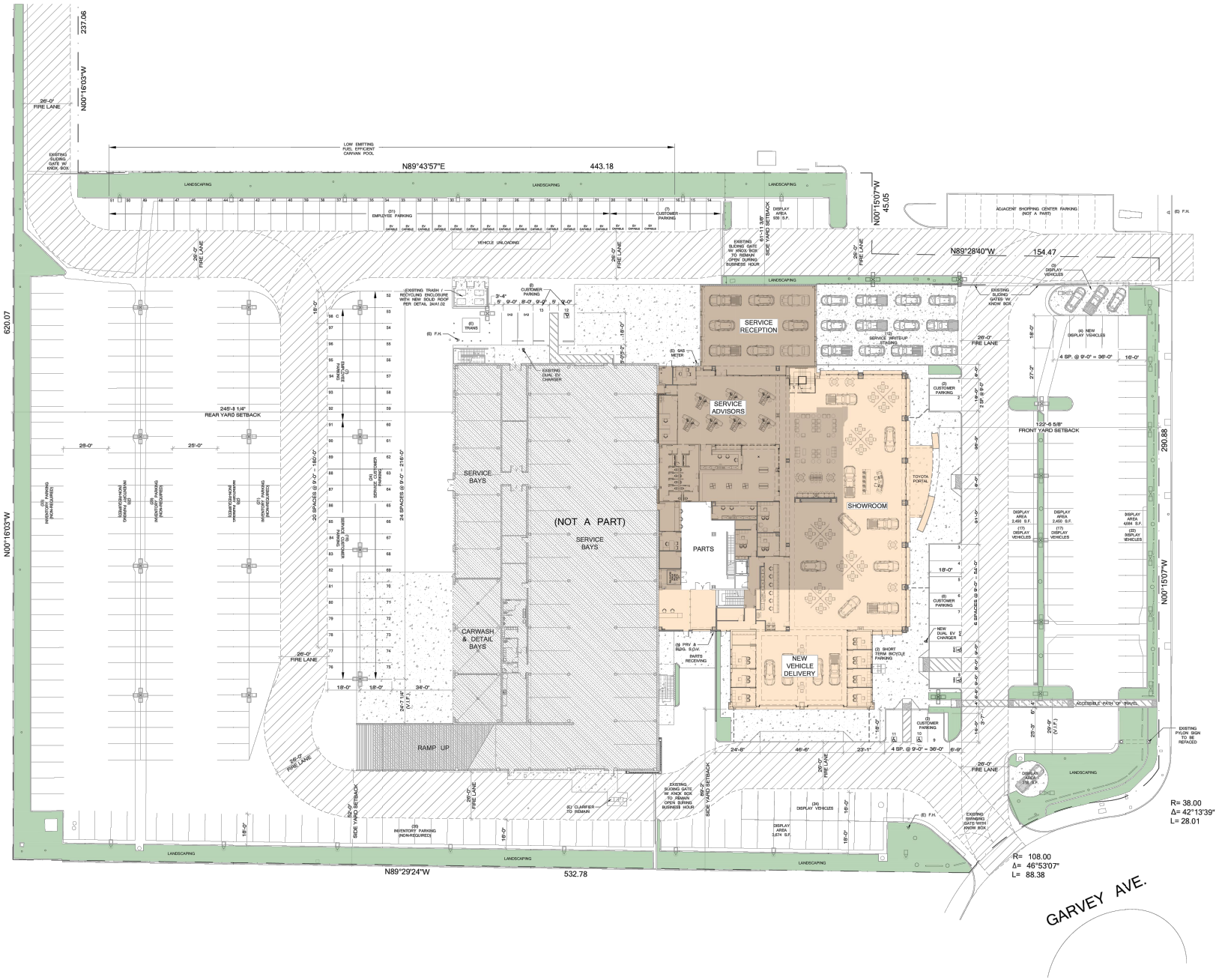
= Project Site Boundary

= Project Site

N

Exhibit B

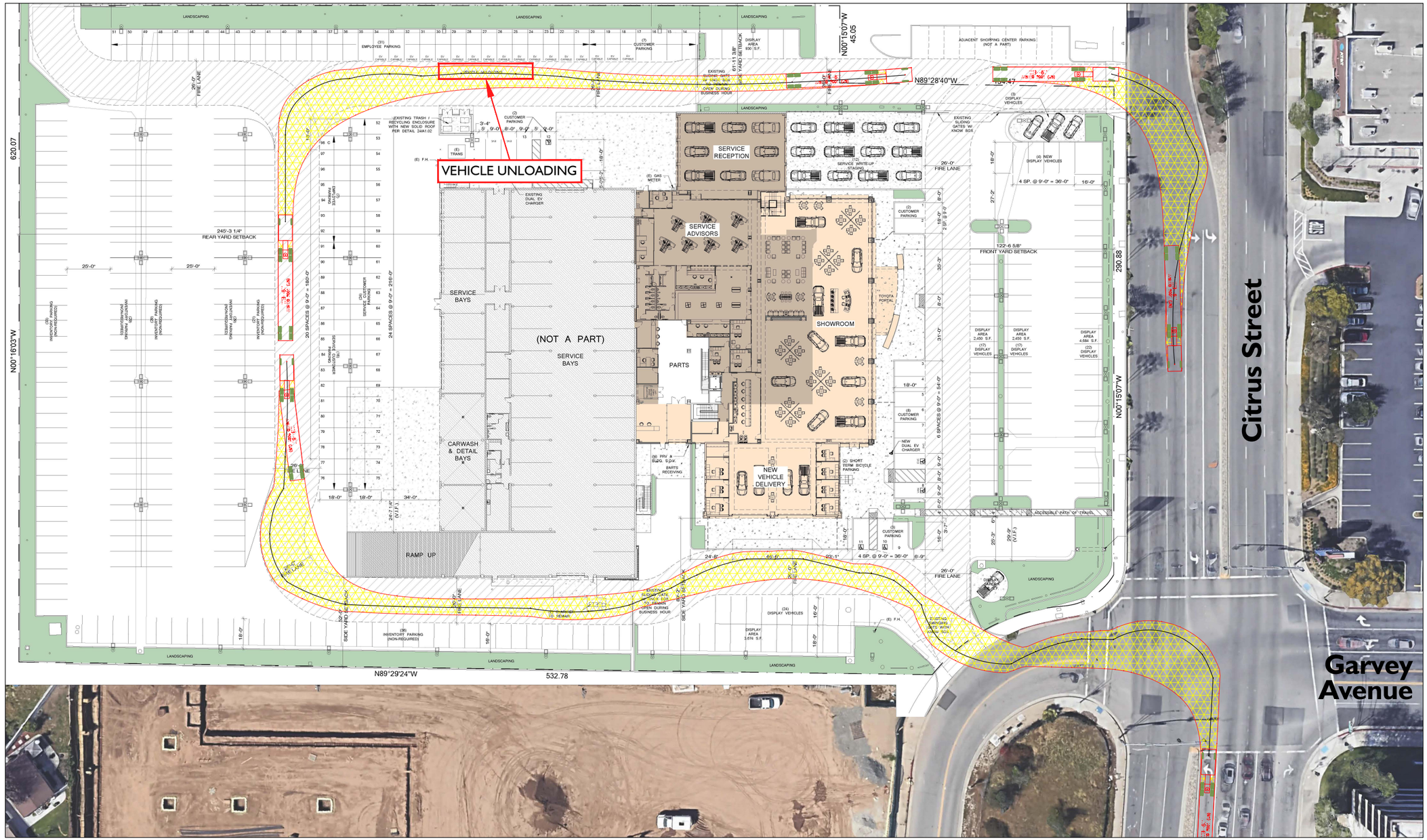
Site Plan



N

Exhibit C

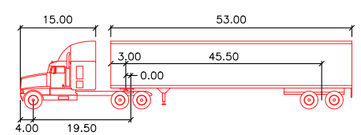
5-Axle Vehicle Delivery Truck Turning Template



SCALE: 1" = 60'

60 30 0 60 120 180

N



WB-67 feet

Tractor Width	: 8.00	Lock to Lock Time	: 6.00
Trailer Width	: 8.50	Steering Angle	: 28.40
Tractor Track	: 8.00	Articulating Angle	: 75.00
Trailer Track	: 8.50		

ATTACHMENT NO. 4

Diamond City Shopping Center LLC
1900 E. Garvey Ave South
West Covina, CA 91791

Received
OCT 10 2023
Planning Division

October 9, 2023

Ms. Jo-Anne Burns
City of West Covina
Planning Division
1444 W. Garvey Avenue South
West Covina, CA 91791

RE: Precise Plan No. 23-06
205 N. Citrus Street

Dear Ms. Burns,

While we have not been afforded an opportunity to review the proposed plans for the Precise Plan No. 23-06 at 205 N. Citrus Street application, we are opposed to the granting of any such approval until such time as certain existing conditions on the property are remedied. The current building was approved and constructed with several items that are in clear violation of Environmental and Code requirements.

Firstly with every rain the south/west corner of the property floods. Sometimes to a depth of two feet or more and stretching out over two hundred feet from the south property wall, which adjoins the new shopping center we are building. This amount of water goes through the south property wall and subsequently floods our property. It floods the loading dock area for the new grocery store under construction. The water sits on the applicant's property and does not drain. It has undermined the south property wall, causing it to lean. We fear if the condition is not addressed this wall will fall over.

The reason for this issue is that the catch basin located in the south/west corner of the back parking area with an attached sump pump is not working, has not worked in years and despite many conversations with the owners, prior owners and operators nothing has been done to repair this pump. We have asked the City's Engineering Department to look into this several times. The City does not seem to get any cooperation in repairing the condition either.

Current Code would require that all new construction deal with all the water run-off from the property. It would appear that when the property was built, they just allowed the significant run-off to go through holes at the bottom of the property wall, onto the property next door. The grading is such that the rear of the property cannot properly drain out to the street or storm drain without the sump pump. The sizing of the catch basin in the rear and probably the sump pump is inadequate. This condition cannot be allowed to be maintained.

Secondly, with all auto dealerships, water run-off from parking areas or car service/storage areas must be collected and filtered through an underground clarifier. Toxic waste from automobiles is a

Diamond City Shopping Center LLC
1900 E. Garvey Ave South
West Covina, CA 91791

component of such water run-off. There is no clarifier currently on the property to address the run-off from the rear parking area and probably the existing parking structure. This is a clear violation of Environmental standards and possibly CEQA. This condition must be remedied.

In light of these issues, we urge you not to approve this Precise Plan until such time as solutions for these conditions are agreed upon and become part of the approval requirements.

Sincerely,

Mohammed Tarif Alhassen

Manager

Diamond City Shopping Center LLC

Owner of 2539 E. Garvey Ave North

CC: Planning Commission

CC: Mr. Dennis Tarango
Ms. Ayla Jefferson
Building Division

CC: Mr. Michael Ackerman
Engineering Division

CC: Ms. Paulina Morales
Acting City Manager

JKL ASSOCIATES
STRUCTURAL ENGINEERS

106 WEST LIME AVENUE SUITE 206B
MONROVIA, CALIFORNIA 91016
(626) 357-5225 FAX (626)357-6674

September 15, 2023

Tarif El Hassan
BENTLY REAL ESTATE
1932 E. Garvey South
West Covina, CA 91791

RE: 2539 East Garvey North

Mr. Elhassen:

On Friday, September 8, I visited the site at your request to observe the drainage situation on the adjacent parcel to the north of your property. There is a large parking lot covered with asphalt paving that extends to a concrete curb and gutter located approximately 8 feet north of a concrete masonry fence that separates the parcels. The strip between the curb and fence is unpaved and largely devoid of planting.

At the time of my visit, I observed a small gas-fired pump on the adjacent property with a one hose extending into a storm drain located within the curb and a second hose extending along the gutter for more than 100 feet to the east. There was an appreciable amount of water exiting this end of the hose. This water flowed over the asphalt surface for another 100 feet or so to a second storm drain located near the east end of the property.

You shared a photo of the lot to the north that you explained was taken just after the recent rains. I took a photo from a similar vantage point the day of my visit. The same parking lot light pole is visible in each photo. Comparing how much of the pole base is visible in each photo, I'd estimate that there had been as much as 2 feet of standing water present on the adjacent lot at one time against the fence that separates the properties.

The building you are constructing on your property includes an adjacent loading dock. The north wall of the building and the loading dock extend to 3 feet or so from the fence. Over time, the proximity of your building to this much standing water for even short periods could adversely affect your building and loading dock foundations, as well as the property line fence. As a structural engineer, I do not possess the expertise on soil mechanics to offer recommendations on what measures might best be taken on your side of the fence to alleviate the concern, but I do believe your concern is legitimate.

JKL ASSOCIATES
STRUCTURAL ENGINEERS

106 WEST LIME AVENUE SUITE 206B
MONROVIA, CALIFORNIA 91016
(626) 357-5225 FAX (626)357-6674

Please let me know if I can be of further assistance on this or any other matter.

Respectfully,



Joseph K. Leonard
Structural Engineer #S2969

JKL ASSOCIATES
STRUCTURAL ENGINEERS

106 WEST LIME AVENUE SUITE 206B
MONROVIA, CALIFORNIA 91016
(626) 357-5225 FAX (626)357-6674

PHOTOS



Gas fired pump, with green hose extending into storm drain, red hose towards east end of property. Height of pole base at upper left estimated to be 2 feet above the surface.

JKL ASSOCIATES
STRUCTURAL ENGINEERS

106 WEST LIME AVENUE SUITE 206B
MONROVIA, CALIFORNIA 91016
(626) 357-5225 FAX (626)357-6674



Water exiting east end of hose that connects to the pump shown in the previous photo.

JKL ASSOCIATES
STRUCTURAL ENGINEERS

106 WEST LIME AVENUE SUITE 206B
MONROVIA, CALIFORNIA 91016
(626) 357-5225 FAX (626)357-6674

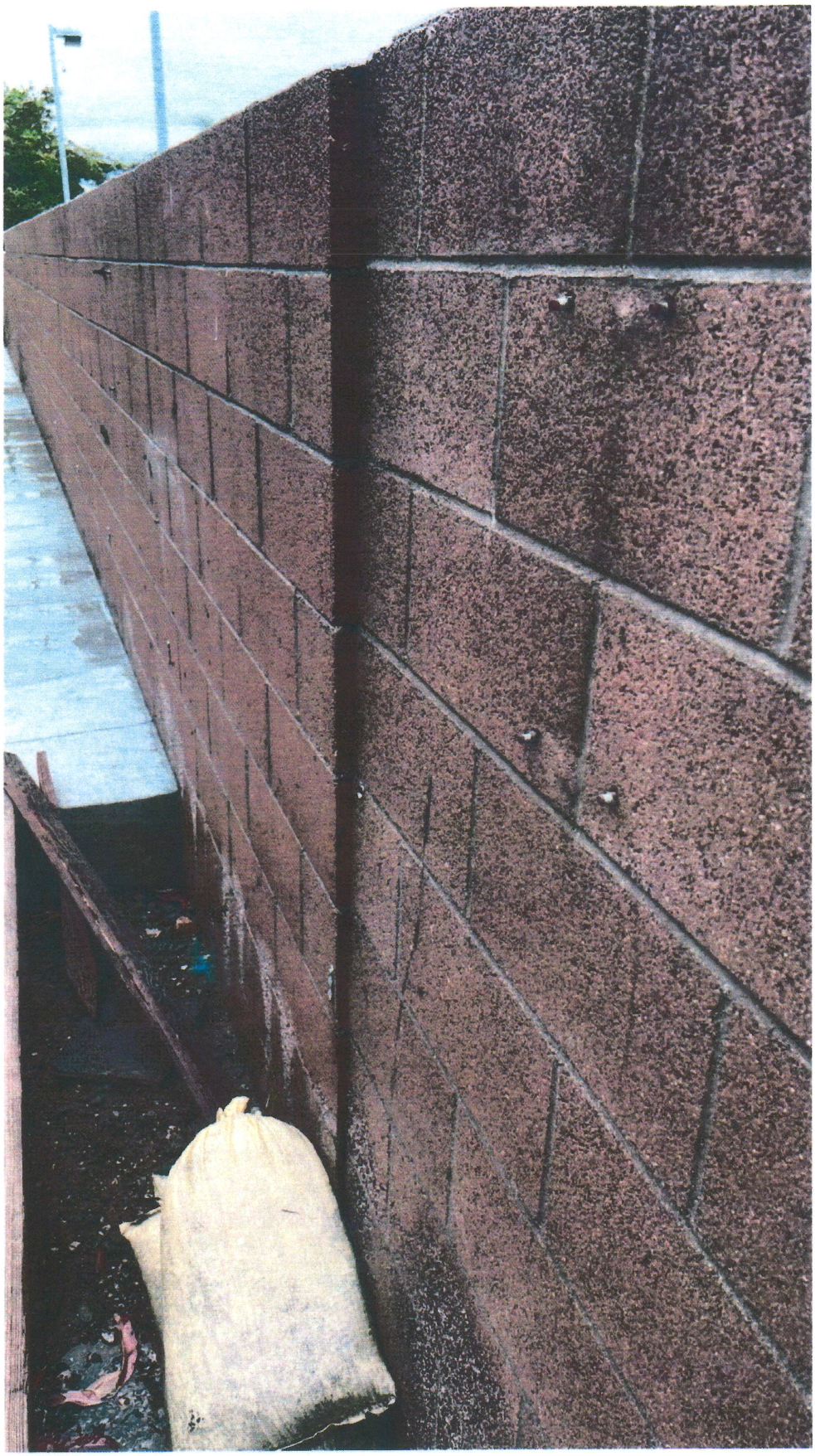


Standing water within 1" (+/-) of top of light pole base. This is the same light pole shown in the first photo.









ATTACHMENT NO. 5

Envision Motors

October 10, 2023

Jo-Anne Burns
City of West Covina
Planning Division
1444 W. Garvey Avenue South
West Covina, CA 91791

RE: Precise Plan No, 23-06

Dear Ms. Burns,

We are in receipt of the Letter in Opposition received from Diamond City Shopping Center LLC ("Diamond City"). Envision Motors position is that there is no need to delay construction on the dealership property as that will only delay a resolution of the issues presented by Diamond City.

As an initial matter, Envision Motors just recently obtained the lease on the property at 205 N. Citrus Street (the "Property"). Prior to that time, water run off from the Property through holes at the bottom of the southerly wall (from accounts provided to Envision Motors this was pursuant to an agreement between the landowner of the Property and the owners of the property adjacent to the south).

While Envision Motors was trying to obtain lease on the Property, it was unaware of the prior agreement or of any issues (potential or real) regarding water runoff. It was during this time that construction started on the property to the south. (*See* photos of the sealed holes in the wall attached hereto as Exhibit A). To the best of Envision Motors' knowledge, it was the construction crew that sealed the holes at the bottom of the wall. Envision Motors only became aware of pooling water in the back lot after some significant rains and being contacted by the City.

In order to enact a temporary remedy, Envision Motors obtained a water pump to route the water to the sewer system. Usage of the pump was never intended to be a long-term or permanent solution. In fact, pursuant to the plans submitted to the City currently under consideration, drainage and collection of storm water which is and/or has been reviewed by the City's Engineering Department. As such, no delay to discuss a resolution is necessary and would only serve to delay an actual resolution to the existing problem.

Best regards,

Andrew P. Baeza, VP and General Counsel
Envision Motors

2010 E. Garvey Ave. S West Covina, CA 91791 626.859.1200



Envision Motors

2010 E. Garvey Ave. S West Covina, CA 91791 626.859.1200



Envision Motors

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Envision Motors

2010 E. Garvey Ave. S West Covina, CA 91791 626.859.1200



Envision Motors

2010 E. Garvey Ave. S West Covina, CA 91791 626.859.1200

ATTACHMENT NO. 6

Diamond City Shopping Center LLC
1900 E. Garvey Ave South
West Covina, CA 91791

October 16, 2023

Ms. Jo-Anne Burns
City of West Covina
Planning Division
1444 W. Garvey Avenue South
West Covina, CA 91791

Received

OCT 17 2023

Planning Division

RE: Precise Plan No. 23-06
205 N. Citrus Street

Dear Ms. Burns,

With this letter, we are requesting an Appeal of the Planning Commission's approval of Precise Plan No. 23-06 for improvements to the existing building located at 205 N. Citrus Street so the application may be heard before the City Council. Our letter to the Planning Department and Planning Commission dated October 9, 2023 raised concerns over flooding of the subject property which is not properly handled by existing infrastructure. The Planning Commission did not adequately discuss or understand the situation of the flooding and its impact on our adjoining property, where we are constructing a new grocery store. The decision of the Planning Commission did not offer any conditions on the project to rectify a potentially hazardous environmental condition of the run-off from the property. The Applicant's representative made several incorrect statements in his testimony in front of the Commissioners. Such as there was never an "Agreement" between the property owners, to allow the Applicant's property to drain on the adjacent property and that the commission needed to "immediately" approve the Project so Applicant can fix the situation. This logic is backwards. The flooding needs to be fixed before the Applicant is granted approval. We believe that if conditions are not imposed now on the Applicant, it has been proven that the Owner and Applicant will do nothing to correct the condition.

For these reasons we are asking that the full City Council take up this application and consider a proper course of action, hold a complete in-depth discussion of the issue and possible mediation measures before approval of any construction is granted.

Sincerely,

Mohammed Tarif Alhassen

Manager

Diamond City Shopping Center LLC

Owner of 2539 E. Garvey Ave North

West Covina, CA | 1444 West Garvey Avenue South, CA 91790 | (626) 939-8400

RECEIVED
OCT 18 REC'D
CITY CLERK'S OFFICE
CITY OF WEST COVINA

APPEAL FORM

NOTE TO APPLICANT: You must submit the following by the deadline:
1. This completed Appeal Form submitted to the City Clerk's Office Division no more than ten (10) calendar days after approval of written decision (Ordinance No. 2213, Municipal Code Sec. 26-212, Adopted 01/18/2011)
2. Filing Fee in the amount of $750.00 + FBHR[1] of Staff or $348.00+ FBHR for non-hearing items. Filing fee is non-refundable (Pursuant to Resolution No. 2019-92, Adopted 12/17/2020)
(cash, or check payable to "City of West Covina")

APPELLANT INFORMATION:

(If more than one appellant, include a separate sheet replicating this section. Signatures are required from ALL appellants.)

Name: DIAMOND CITY SHOPPING CENTER, LLC
Mailing Address: 1900 E. GARVEY AVE. SOUTH, WEST COVINA, CA. 91791
Home Phone: 626-616-3586 Cell Phone: 626-616-3589
E-Mail Address: Signature: Date: 10/10/23
tarif@alhassen.com

TYPE OF APPEAL:

- [X] Appeal of the Planning Commission Decision — Date of Decision: 10/10/23
- [ ] Appeal of the Planning Commission Decision - Non - Hearing Items — Date of Decision: _____
- [ ] Appeal of Revocation Hearing — Date of Decision: _____
- [ ] Appeal to City Council — Date of Decision: _____
- [ ] Appeal to City Council - Non – Hearing Items — Date of Decision: _____

PROJECT INFORMATION:

Property Address: 205 N. CITRUS ST.
Project Name/Case Number: PRECISE PLAN NO. 23-06
Reason for this Appeal (please attach additional pages as necessary): THERE ARE DANGEROUS CONDITIONS ON THE SUBJECT PROPERTY THAT HAVE NOT BEEN ADDRESSED BY OWNER OR BY THE PLANNING COMMISSION

For Office Use Only

- [x] 1. Appeal Form
- [x] 2. Filling Fee (Cash, or check payable to "City of West Covina")
- [ ] Received By: Lisa Sherrick Date: 10/18/2023

[1] The FBHR is the fully burdened hourly rate of a position that includes the salary, benefits, and applicable overhead (for operational and administrative support), divided by the number of productive hours in a year.

PLANNING COMMISSION

RESOLUTION NO. 23-6133

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING PRECISE PLAN NO. 23-06

PRECISE PLAN NO. 23-06

CATEGORICAL EXEMPTION

APPLICANT: Andrew Baeza (Envision Motors)

LOCATION: 205 N. Citrus Street

WHEREAS, there was filed with this City, a verified application on the forms prescribed in Chapter 26, Article VI of the West Covina Municipal Code, requesting approval of a Precise Plan to:

Allow for the expansion of an existing dealership building with a 13,130 square foot addition on a certain property described as:

Assessor's Parcel No. 8453-015-033 in the records of the Los Angeles County Assessor; and

WHEREAS, the Planning Commission upon giving the required notice, did on the 10th day of October 2023, conduct a duly advertised public hearing as prescribed by law to consider said application.

WHEREAS, studies and investigations made by this Commission and in its behalf reveal the following facts:

1. The applicant is requesting the approval of a Precise Plan to allow for the expansion of an existing auto dealership building. The expansion will consist of a 13,130 square foot addition which will primarily consist of an expansion to the showroom, a new vehicle delivery area and new offices. The project also includes the addition of a new covered entrance.

2. Appropriate findings for approval of a precise plan of design are as follows:

    a. The proposed development plans and the uses proposed are consistent with the General Plan and any applicable specific plan.

    b. The proposed development is consistent with adopted development standards for the zone and complies with all other applicable provisions of the Municipal Code.

c. Granting the permit would not be detrimental to the public interest, health, safety, and welfare and would not unreasonably interfere with the use or enjoyment of property in the vicinity of the subject property.

d. The site is physically suitable for the type, density and intensity of the development being proposed, including vehicle access and circulation, utilities, and the absence of physical constraints.

e. The architecture, site layout, location, shape, bulk and physical characteristics of the proposed development are compatible with the existing and future land uses, and do not interfere with orderly development in the vicinity.

3. Pursuant to the California Environmental Quality Act (CEQA), the proposed project is considered to be categorically exempt, pursuant to Section 15332 (Class 32, In-Fill Development Projects).

NOW, THEREFORE, the Planning Commission of the City of West Covina does resolve as follows:

1. On the basis of the evidence presented, both oral and documentary, the Planning Commission makes the following findings:

a. The project site is designated as "Commercial" in the City's General Plan and is consistent with the General Plan's goals. The subject property is located north of the Interstate 10 Freeway and is easily accessed via N. Citrus Street. The project site is adjacent to commercial properties to the North, East, and South and adjacent to single family residences to the West.

b. The project proposal is to demolish existing interior non-bearing partition walls to allow for an interior tenant improvement of 18,204 square feet in order to accommodate the new dealership and meet Toyota's branding standards, as well as a 13,130 square foot addition, which will consist of an expansion to the showroom, a new vehicle delivery area, new offices, and a new covered entrance. The proposal complies with the requirements of the "Service Commercial" (S-C) Zone.

c. The proposed project is surrounded by commercial and residential uses. The location of the proposed expansion would allow for synergy between the uses. Additionally, there is already an existing dealership on the property. Therefore, granting the permit would not be detrimental to the public interest, health, safety, and welfare would not unreasonably interfere with the use or enjoyment of property in the vicinity of the subject property.

d. The site will be physically suitable for the type, density and intensity of the development being proposed. The project site will be visible from the surrounding areas, which includes the Interstate 10 Freeway, single-family residences, and

commercial buildings. Vehicles would be able to access the project site via N. Citrus Street and E. Garvey Avenue North. Pedestrians would be able to access the project site via N. Citrus Street.

e. The architectural style of the building is modern. The building will primarily be composed of aluminum composite metal panels and glass panels. The exterior of the building will include a mixture of silver, white and red from the Toyota signature color scheme. The use does not interfere with the orderly development in the vicinity.

2. That pursuant to all of the evidence presented, both oral and documentary, and further based on the findings above, Precise Plan No. 23-06 is approved subject to the provisions of the West Covina Municipal Code, provided that the physical development of the herein described property shall conform to said plan and the conditions set forth herein which, except as otherwise expressly indicated, shall be fully performed and completed or shall be secured by bank or cash deposit satisfactory to the Community Development Director, before the use or occupancy of the property is commenced and before the Certificate of Occupancy is issued.

3. That the Precise Plan shall not be effective for any purpose until the applicant (or a duly authorized representative) has filed at the office of the Community Development Director, their affidavit stating they aware of, and accepts, all conditions of this precise plan as set forth below. Additionally, no permits shall be issued until the applicant (or a duly authorized representative) pays all costs associated with the processing of this application pursuant to City Council Resolution No. 8690.

4. The costs and expenses of any enforcement activities, including, but not limited to attorneys' fees, caused by the applicant's violation of any condition imposed by this approval or any provision of the West Covina Municipal Code shall be paid by the applicant.

5. That the approval of the Precise Plan is subject to the following conditions:

PLANNING DIVISION

a. Comply with the plans reviewed by the Planning Commission on October 10, 2023.

b. These conditions of approval shall be printed on, or attached to, the working drawings submitted to the Building Division for approval.

c. That the project complies with all requirements of the "Service Commercial" (S-C) Zone and all other applicable standards of the West Covina Municipal Code.

d. This approval is to allow for the construction of a 13,130 square foot addition to an existing dealership building, which will primarily consist of an expansion to the showroom, a new vehicle delivery area and new offices.

e. The approved use shall not create a public nuisance as defined under Section 15-200 of the West Covina Municipal Code.

f. The approved use shall be in compliance with the Noise Ordinance (Chapter 15).

g. This Precise Plan approval shall become null and void if the building permit is not obtained within two (2) years of the date of this approval.

h. The applicant shall sign an affidavit accepting all conditions of this approval.

i. That any proposed change to the approved site plan, floor plan or elevations be reviewed by the Planning, Building, Fire and Police Departments and that the written authorization of the Community Development Director shall be obtained prior to implementation.

j. All outstanding fees and Development Impact Fees will be due at the time of building permit issuance.

k. All new gutters and downspouts shall not project from the vertical surface of the building pursuant to Section 26-568 (a) (3).

l. This approval does not include approval of signs; a separate sign permit shall be obtained. All signs shall be required to comply with the City of West Covina Sign Code.

m. All approved materials and colors shall be clearly indicated on the plans.

n. All new ground-mounted, wall-mounted and/or roof-mounted equipment not shown on the approved plans shall be screened from all views, in a manner that is architecturally compatible with the main building. Plans and elevations indicating the type of equipment and method of concealment shall be submitted to the Community Development Director for review and approval prior to the issuance of building permits.

o. The location of new electrical transformers, vaults, antennas, mechanical and all other equipment not indicated on the approved plans must be approved by the Community Development Director prior to the issuance of the building permit. Provide construction details prior to issuance of a building permit.

p. The parking lot shall be resurfaced/repaired and restriped so that there are no visible cracks and/or holes on the surface prior to Building permit final.
    i. Parking lots or other paved areas with a cracked, broken or otherwise deteriorating surface, in excess of ten (10) percent of the surface area shall be considered a nuisance and shall be repaired.

q. The paved areas at the site shall be maintained clean and free of oil stains. All paved areas shall be pressure washed as needed to maintain the site in a clean and orderly manner.

r. All new utilities shall be placed underground prior to issuance of Certificate of Occupancy. All relocated on-site utility service lines shall be underground when the cost or square footage of an addition or alteration exceeds 50% of the existing value or area per WCMC 23-273.

s. Any graffiti that appears on the property during construction shall be cleaned or removed on the same business day. During construction, the delivery of materials and equipment, outdoor operations of equipment, and construction activity shall be limited to the hours between 7:00 a.m. and 8:00 p.m.

t. Prior to the final building permit approval, a detailed landscape and irrigation plan in compliance with AB 1881 and executive order 13-29-15 shall be submitted for all planted areas to be affected by project. Plans shall include type, size and quantity of landscape materials and irrigation equipment. All vegetation areas shall be automatically irrigated, and a detailed watering program and water budget shall be provided. All damaged vegetation shall be replaced, and the site shall be kept free of diseased or dead plant materials and litter at all times.

u. The applicant shall execute an indemnity agreement, in a form provided by the City and approved by the City Attorney, indemnifying the City against any, and all actions brought against the City in connection with the approvals set forth herein.

BUILDING DIVISION

a. The second sheet of building plans is to list all conditions of approval and to include a copy of the Planning Commission Decision letter. This information shall be incorporated into the plans prior to the first submittal for plan check.

b. Plans prepared in compliance with the current Building Code shall be submitted to the Building Division for review prior to permit issuance.

c. School Developmental Fees shall be paid to the School District prior to the issuance of the building permit.

d. Fees shall be paid to the County of Los Angeles Sanitation District prior to issuance of the building permit.

e. Approval is required from the Los Angeles County Health Department if the proposed Café serves food to the public.

f. In accordance with paragraph 5538(b) of the California Business and Professions Code, plans are to be prepared and stamped by a licensed architect.

g. Structural calculations prepared under the direction of an architect, civil engineer or structural engineer shall be provided.

h. A geotechnical and soils investigation report is required, the duties of the soils engineer of record, as indicated on the first sheet of the approved plans, shall include the following:
   i. Observation of cleared areas and benches prepared to receive fill;
   ii. Observation of the removal of all unsuitable soils and other materials;
   iii. The approval of soils to be used as fill material;
   iv. Inspection of compaction and placement of fill;
   v. The testing of compacted fills; and
   vi. The inspection of review of drainage devices.

i. The owner shall retain the soils engineer preparing the Preliminary Soils and/or Geotechnical Investigation accepted by the City for observation of all grading, site preparation, and compaction testing. Observation and testing shall not be performed by another soils and/or geotechnical engineer unless the subsequent soils and/or geotechnical engineer submits and has accepted by the Public Works Department, a new Preliminary Soils and/or Geotechnical Investigation.

j. A grading and drainage plan shall be approved by the Engineering Division prior to issuance of the building permit. The grading and drainage plan shall indicate how all storm drainage including contributory drainage from adjacent lots is carried to the public way or drainage structure approved to receive storm water.

k. Stormwater Planning Program LID Plan Checklist (MS4-1 FORM) completed by Engineer of Record shall be copied on the first sheet of Building Plans and on the first sheet of Grading Plans. When applicable per the LID plan checklist, LID plan shall be approved through the Engineering Division prior submitting grading plans for review. The form can be found at the following link: https://www.westcovina.org/home/showdocument?id=18427.

l. Additions, alterations, repairs and changes of use or occupancy in all buildings and structures shall comply with the provisions for new buildings and structures except as otherwise provided in the California Existing Building Code in effect.

m. Pylon's design and construction shall not impede the existing means of egress system and/or obstruct the existing accessible elements, nor should it result in a condition less compliant than the requirements in the current building code.

n. The increase in distance as a result of proposed addition to the path of egress (exit access) travel from the most remote point at the second-floor office/storage through the existing unclosed stairways to the closest exit door on the 1st floor shall not exceed what is allowed per Table 1017.2 using the method of measurement per Section 1017.3 of the Building Code; otherwise, additional fire-resistance protection is required.

o. Should fire protection is required due to exceedance of allowable exit access travel distance, ensure the fire resistance rated interior exit stairways terminates to building exterior with an exit passageway per Section 1023.3, Section 1024, and exceptions 1 through 3 under Section 1028.2.

p. All State of California disability access regulations for accessibility shall be complied with.

q. Summary of Accessibility Upgrades for Commercial Projects shall be completed and the completed form shall be copied on the plans The form can be found at the following link https://www.dropbox.com/s/4xkjyn5fhggpotk/Accessibility%20Upgrade%20Summary%20Form.pdf?dl=0.

r. Installing new EVCS would trigger the accessibility requirements per Section 11B-228.3.1.1 and Section 11B-812 of the Building Code. Compliance with these requirements will involve providing a shortest accessible route from a compliant accessible EVCS to an accessible building entrance into the office/showroom instead of entering at the service garage. Note that providing an additional access aisle for a new accessible EVCS to satisfy this requirement will potentially reduce the available parking count.

s. New circulation path(s) contiguous to vehicular traffic shall comply with Section 11B-250 of the Building Code.

t. Foundation inspection will not be made until setbacks on all sides of the addition have been surveyed and the setbacks determined to be in accordance with the approved plans by a land surveyor licensed by the State of California. THIS NOTE IS TO BE PLACED ON THE FOUNDATION PLAN IN A PROMINENT LOCATION.

u. An electrical plan check is required.

v. A mechanical plan check is required.

w. A plumbing plan check is required.

x. An analysis to determine minimum quantities for plumbing fixtures considering the increase of occupant load due to the proposed addition shall be provided as required by Chapter 4 of the California Plumbing Code. Additional fixtures may be required if not in compliance.

y. Project shall comply with the Cal Green Non-Residential mandatory requirements.

z. All additions conducted within a 12-month period under single or multiple permits, resulting in an increase of 30 percent or more in floor area, shall provide recycling areas on site per Section 5.410.1.1 of the Cal Green Code.

aa. All fire sprinkler hangers must be designed, and their location approved by an engineer or an architect. Calculations must be provided indicating that the hangers are designed to carry the tributary weight of the water filled pipe plus a 250-pound point load. A plan indication this information must be stamped by the engineer or the architect and submitted for approval prior to issuance of the building permit.

bb. A separate permit is required for Fire Sprinklers.

ENGINEERING DIVISION

a. Should the proposed work generate a cut into any public right of way infrastructure (street, sidewalk, driveway, curb & gutter, etc.):
   i. street paving shall be along the length of the property frontage to the centerline of the street as directed by the City Engineer or his/her designee.
   ii. sidewalk reconstruction shall be in accordance with SPPWC Standard Plan 113-2, and as directed by the City Engineer and/or his/her designee.
   iii. driveway apron reconstruction shall be in accordance with SPPWC Standard Plan 110-2, and as directed by the City Engineer or his/her designee.
   iv. curb and gutter reconstruction shall be in accordance with SPPWC Standard Plan 111-5 and as directed by the City Engineer or his/her designee.

FIRE DEPARTMENT

a. The project shall comply with all 2022 California Building Code, California Fire Code, and requirements based on occupancy classification.

b. A written Fire Protection Plan shall be developed for significant or complex construction projects at the discretion of the Fire Code Official. The plan shall be approved by the Fire Code Official prior to proceeding past foundation work for new buildings or commencement of demolition work in alteration projects. The written plan shall be consistent with the fire safety precautions as specified in this Standard. The general contractor is responsible for carrying out the provisions of the Fire Protection Plan and communicating it to all subcontractors. The Fire Protection Plan shall include the following:
   i. Procedures for reporting emergencies to the Fire Department.
   ii. Procedures for emergency notification, evacuation and/or relocation of all persons in the building under construction and on the site.
   iii. Procedures for hot work operations, management of hazardous materials and removal of combustible debris and maintenance of emergency access roads.
   iv. Floor plans identifying the locations of exits, exit stairs, exit routes and portable fire extinguishers.

v. Site plans identifying the designated exterior assembly areas for each evacuation route.
vi. Site plans identifying required fire apparatus roadways and on-site fire hydrants.
vii. The name and contact phone number of the person(s) responsible for compliance with the Fire Protection Plan.

c. Monitored fire sprinkler system(s) shall be required for the proposed building(s). Plans shall be submitted prior to construction and permits shall be applied for prior to construction.

d. Monitored fire alarm system(s) shall be required for proposed building(s). Plans shall be submitted prior to construction and permits shall be applied for prior to construction.
i. Interconnection of Emergency Shutdown devices/ Heat Detection Devices may be required.
ii. Plans shall be submitted and approved prior to construction. Inspection and function testing with AHJ shall be required for devices.
iii. Listing and all data sheets shall be provided to the Fire Official, and on-site for review when needed.

e. Monitored fire pump may be required for proposed building(s) based upon fire flow. Plans shall be submitted prior to construction and permits shall be applied for prior to construction.

f. Smoke control system(s) with duct detection are required for proposed building(s). Plans shall be submitted prior to construction.

g. Emergency Responder Radio Coverage system(s) may be required for proposed building(s). Plans shall be submitted prior to construction and permits shall be applied for prior to construction.

h. Fire Command center/Room is required for the proposed building(s). Plans shall be submitted prior to construction designating location and component features to be installed within.

i. Paved access from 3 opposite points (Citrus St, Garvey Ave, and Workman Ave) shall be required for completion and occupancy. Plans shall be submitted and approved prior to construction commencement. The fire code official is authorized to require more than two means of fire access based on the potential for impairment of roadways by vehicle congestion, condition of terrain, climatic conditions or other factors that could limit access.

j. Interior/exterior Fire Department access roadways/fire lanes shall be required per Fire Department Standard. Fire Department access roadways providing access to the buildings in this project shall be a minimum of 26 feet wide and shall be directly adjacent to 2 sides of the building. If gates, installed must comply with Fire Department Standards and have Knox Box Switch for both Fire and Police. Fire lanes shall be designated and marked adjacent to all multi-family residential, commercial, and industrial building access points and approaches.

k. An approved on-site fire protection system, in accordance with Fire and Water Department Standards, is required. The system is required to be in place and serviceable prior to building construction.

l. Provide a preliminary on-site fire protection plan which indicates the location of all required fire protection appliances (FDC's, PIV's, RP's, hydrants, etc.) Required appliances shall be unobstructed by fencing, storage containers, vegetation, parked vehicles, etc.

m. An approved water supply system, complete with street hydrants complying with Fire Department Standards, shall be in place prior to any combustible construction.

n. Required fire flow for this project is 4,000gpm @ 20psi for 4 hours duration at furthest remote hydrant. Contact the Water Department to assure availability of required fire flow.

o. Fire Department access roadways greater than 150' in length shall require approved turnarounds per Fire Department Standard. Any street exceeding 600 will require secondary access.

p. A Knox Box /Key Switch is required for both Fire and Police and shall be provided and installed in accordance with Fire Department Standards.

q. Fire apparatus access roads shall have an unobstructed width of not less than 26 feet exclusive of shoulders, except for approved security gates in accordance with CFC Section 503.6 and an unobstructed vertical clearance of not less than 13 feet 6 inches.

r. All fire access roads shall have red curbing and be stenciled "No Parking Fire Lane" and have fire lane signs reading "No Parking Fire Lane" every 75 feet.

s. Street Addressing for Commercial, Condominiums and Industrial Buildings
    i. The street address shall be posted with a minimum of twelve (12) inch in height numbers with a one (1) inch stroke, visible from the street of the corresponding address. During the hours of darkness, they shall be electrically illuminated either externally or internally.

ii. Posted numbers shall contrast with their background and be legible from the street of the corresponding address prior to occupancy.

iii. Where building setbacks exceed one hundred (100) feet from roadway, additional non-illuminated contrasting numbers twelve (12) inch in height with a one (1) inch stroke, shall be displayed at property access entrance on a permanent monument.

iv. Commercial/Industrial buildings - Secondary or rear entrance doors shall be marked with unit designators with a minimum of four (4) inch high and 3/8-inch stroke numbers/letters and with reflective coating.

v. Commercial/Industrial buildings – Bay doors/ dock doors with identifying numbers or letters shall have both exterior and interior designators visible.

vi. Where interior buildings exist, completely detached from roadway circulation, illuminated or reflector signs shall be posted along walkway entrances from road circulation points, indicating interior buildings that take access from that particular path.

- Each individual unit/building within the complex shall display a prominent identification letter, not less than six (6) inches in height and on-half (1/2) inch stroke, which is easily visible to approaching vehicular and/or pedestrian traffic. During the hours of darkness, these letters shall be internally or externally electrically illuminated.

vii. Each individual unit shall have a number/letter with the first digit indicating floor level, not less than four (4) inches in height and one-half (1/2) inch stroke.

***NOTE: Additional Fire Department Requirements may be set upon future review of a full set of architectural plans.**

I HEREBY CERTIFY that the foregoing Resolution was adopted by the Planning Commission of the City of West Covina, at a regular meeting held on the 10th day of October 2023, by the following vote:

AYES: BECERRA, HENG, LEWIS, WILLIAMS

NOES: NONE

ABSENT: NONE

ABSTAIN: GUTIERREZ

DATE: October 10, 2023

Brian Gutierrez, Chair
Planning Commission

Paulina Morales, Secretary
Planning Commission

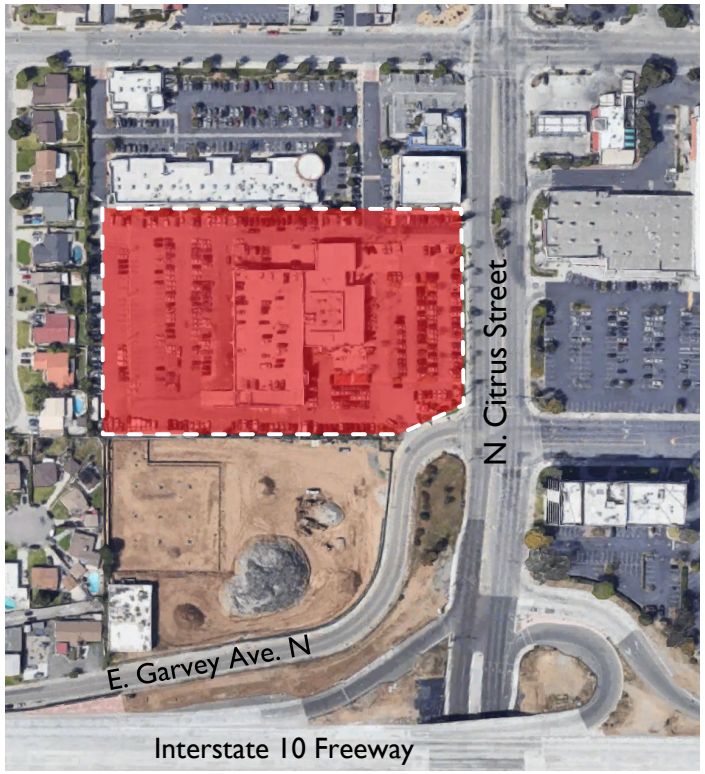
CITY COUNCIL MEETING
NOVEMBER 7, 2023

PRECISE PLAN NO. 23-06 (TOYOTA DEALERSHIP)

205 N. CITRUS STREET

Community Development Department
Planning Division

PROJECT OVERVIEW



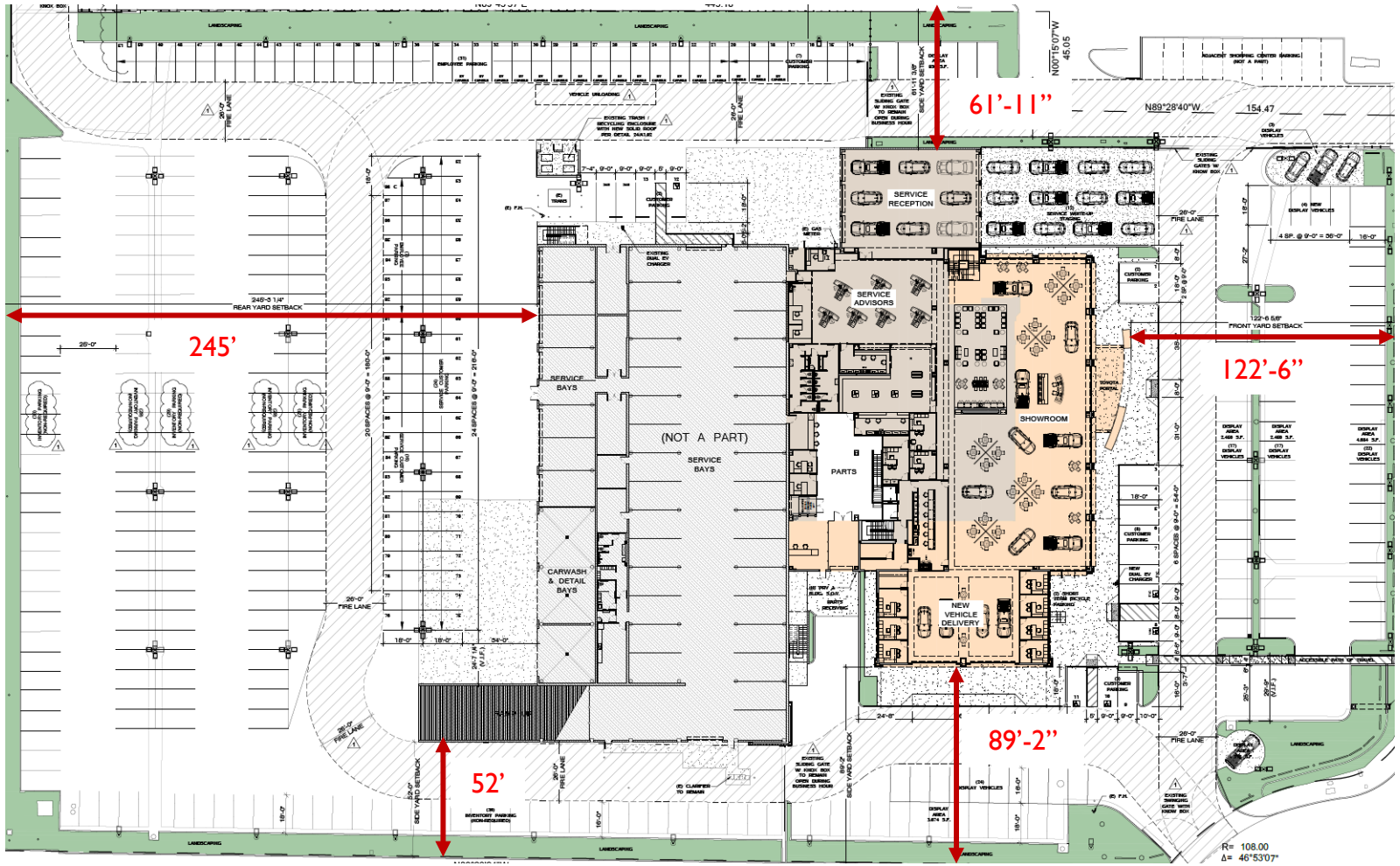
- **Precise Plan No. 23-06**
  - To allow for a 13,130 SF expansion to an existing dealership building.
- **Zone:** Service Commercial (S-C)
- **Location:** Northwest corner of N. Citrus St. and E. Garvey Ave. N.
- **Surrounding Uses:** Commercial and Residential

EXISTING SITE

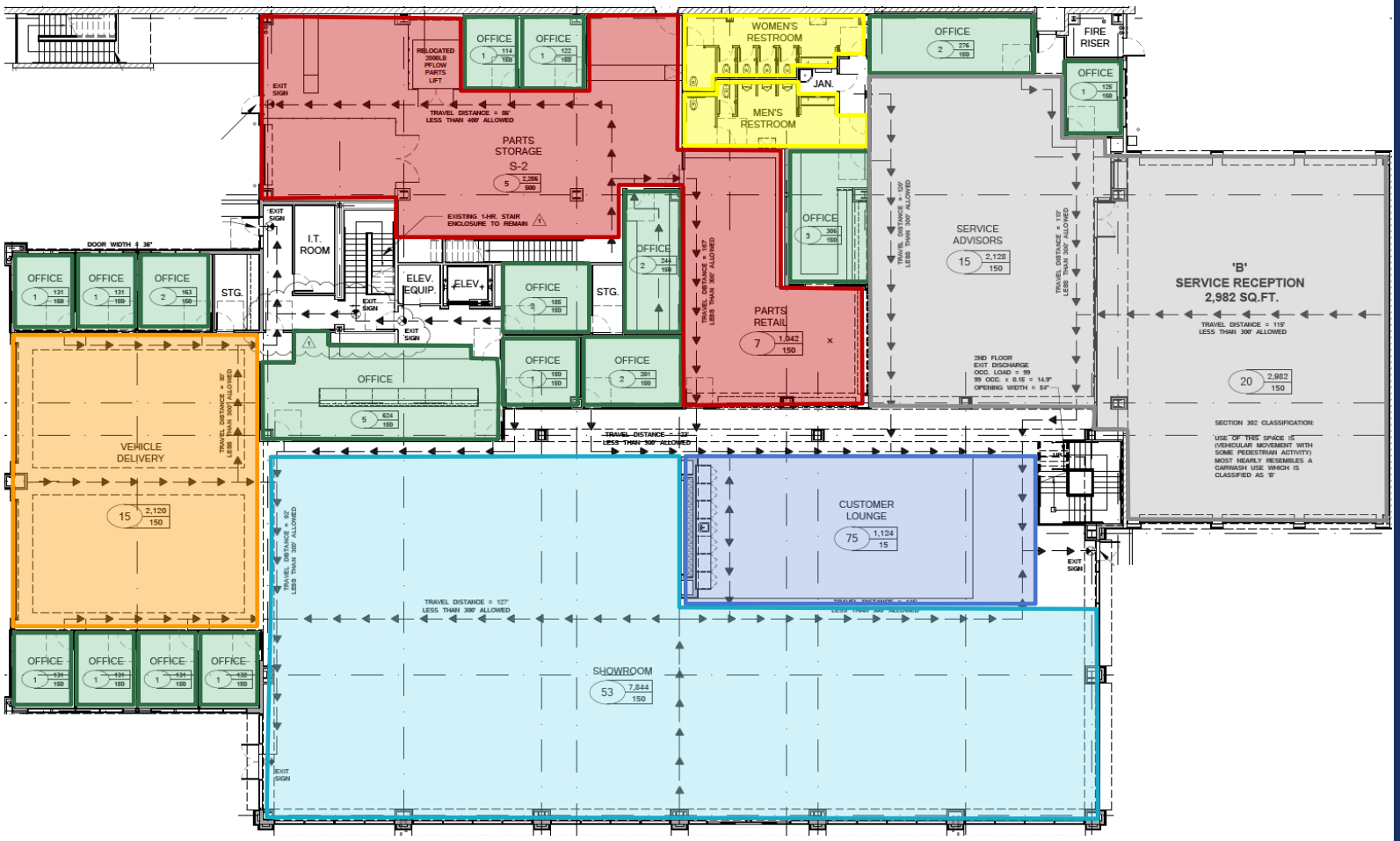


ENVIRONMENTAL DETERMINATION

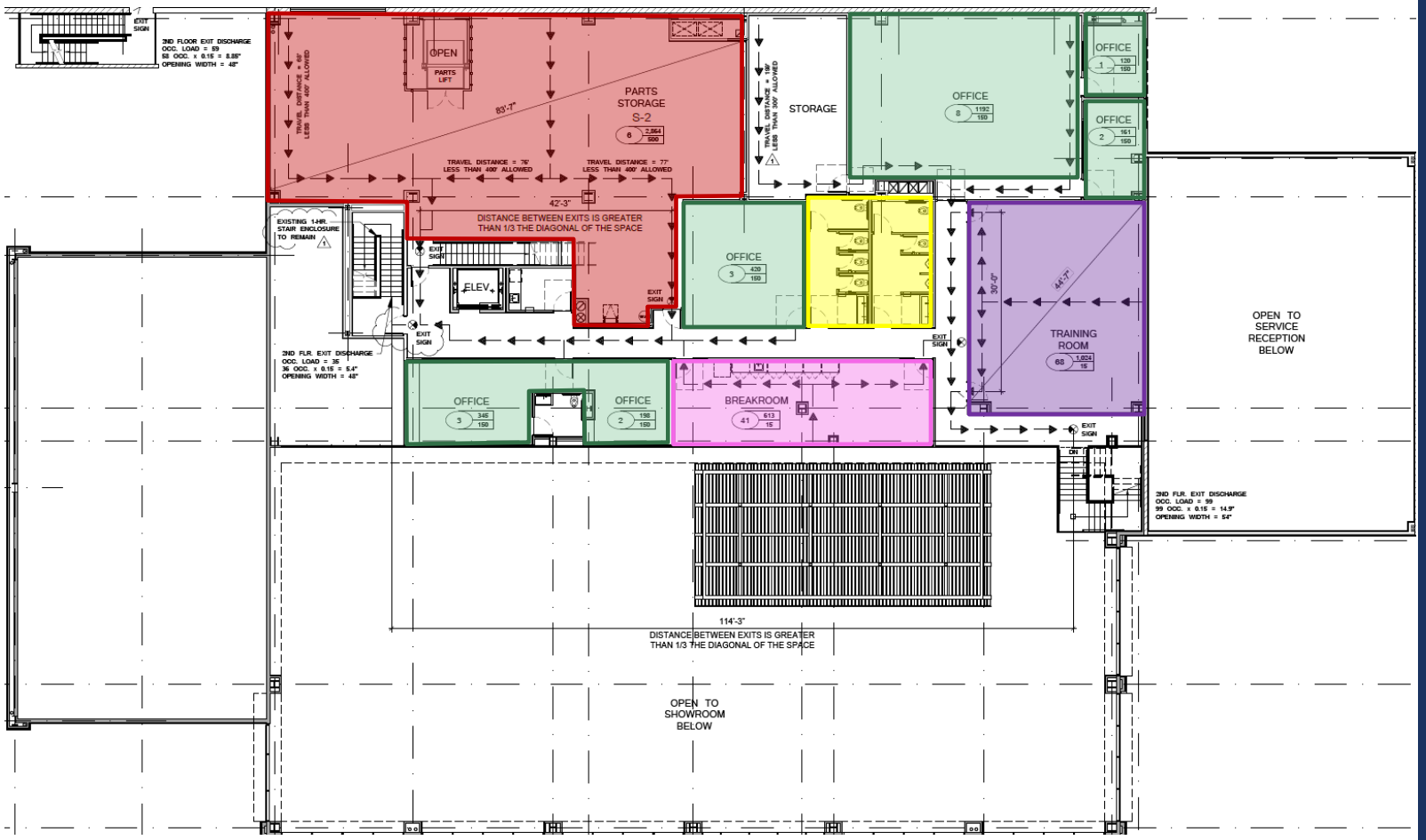
- Pursuant to the California Environmental Quality Act (CEQA), the proposed project is considered to be categorically exempt, pursuant to Section 15332 (Class 32, In-Fill Development Projects) in that:
  a. The project is consistent with the general plan designation and all applicable general plan policies as well as with applicable zoning designation and regulations.
  b. The proposed development occurs within city limits on a project site of no more than five acres substantially surrounded by urban uses.
  c. The project site has no value, as habitat for endangered, rare or threatened species.
  d. Approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality.
  e. The site can be adequately served by all required utilities and public services.


61'-11"
245'
122'-6"
89'-2"
52'
SERVICE RECEPTION
SERVICE ADVISORS
SERVICE BAYS
(NOT A PART)
SERVICE BAYS
PARTS
SHOWROOM
CARWASH & DETAIL BAYS
NEW VEHICLE DELIVERY
REAR YARD SETBACK
FRONT YARD SETBACK
SIDE YARD SETBACK
FIRE LANE
LANDSCAPING
N89°28'40"W
154.47
N00°15'07"W
45.05
R= 108.00
Δ= 46°53'07"

SITE PLAN


PARTS STORAGE
S-2
OFFICE
OFFICE
WOMEN'S RESTROOM
MEN'S RESTROOM
JAN.
OFFICE
FIRE RISER
OFFICE
EXISTING 1-HR. STAIR ENCLOSURE TO REMAIN
I.T. ROOM
ELEV. EQUIP.
ELEV.
STG.
OFFICE
OFFICE
OFFICE
OFFICE
OFFICE
OFFICE
OFFICE
OFFICE
OFFICE
OFFICE
OFFICE
OFFICE
PARTS RETAIL
SERVICE ADVISORS
'B' SERVICE RECEPTION 2,982 SQ.FT.
VEHICLE DELIVERY
CUSTOMER LOUNGE
SHOWROOM
EXIT SIGN

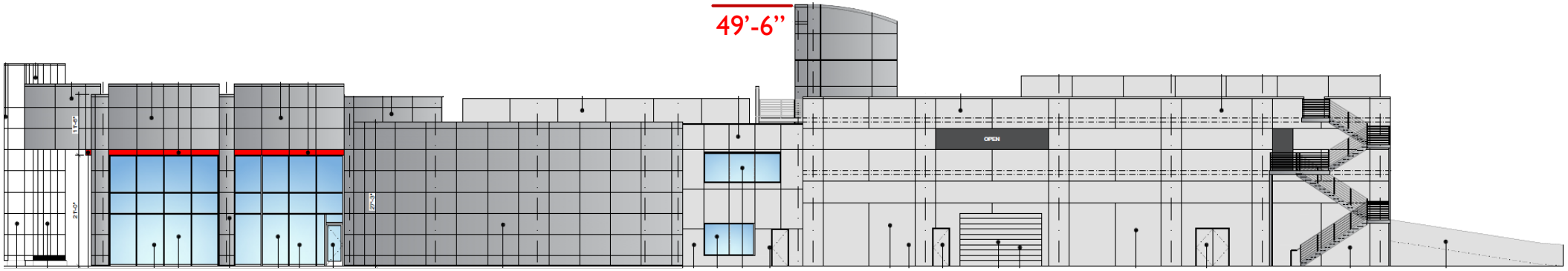
1ST FLOOR


EXIT SIGN
2ND FLOOR EXIT DISCHARGE
OCC. LOAD = 89
89 OCC. x 0.15 = 8.85"
OPENING WIDTH = 48"
OPEN
PARTS LIFT
PARTS STORAGE
S-2
6 2,864 500
83'-7"
TRAVEL DISTANCE = 48'
LESS THAN 400' ALLOWED
TRAVEL DISTANCE = 76'
LESS THAN 400' ALLOWED
TRAVEL DISTANCE = 77'
LESS THAN 400' ALLOWED
42'-3"
DISTANCE BETWEEN EXITS IS GREATER
THAN 1/3 THE DIAGONAL OF THE SPACE
STORAGE
TRAVEL DISTANCE = 19'
LESS THAN 400' ALLOWED
OFFICE
8 1192 150
OFFICE
1 139 150
OFFICE
2 161 150
EXISTING 1-HR.
STAIR ENCLOSURE
TO REMAIN
EXIT SIGN
ELEV.
OFFICE
3 420 150
30'-0"
44'-7"
TRAINING ROOM
68 1,824 15
OPEN TO
SERVICE
RECEPTION
BELOW
2ND FLR. EXIT DISCHARGE
OCC. LOAD = 35
36 OCC. x 0.15 = 5.4"
OPENING WIDTH = 48"
OFFICE
3 345 150
OFFICE
2 150 150
BREAKROOM
41 613 15
EXIT SIGN
ON
3ND FLR. EXIT DISCHARGE
OCC. LOAD = 99
99 OCC. x 0.15 = 14.9"
OPENING WIDTH = 54"
114'-3"
DISTANCE BETWEEN EXITS IS GREATER
THAN 1/3 THE DIAGONAL OF THE SPACE
OPEN TO
SHOWROOM
BELOW

2ND FLOOR

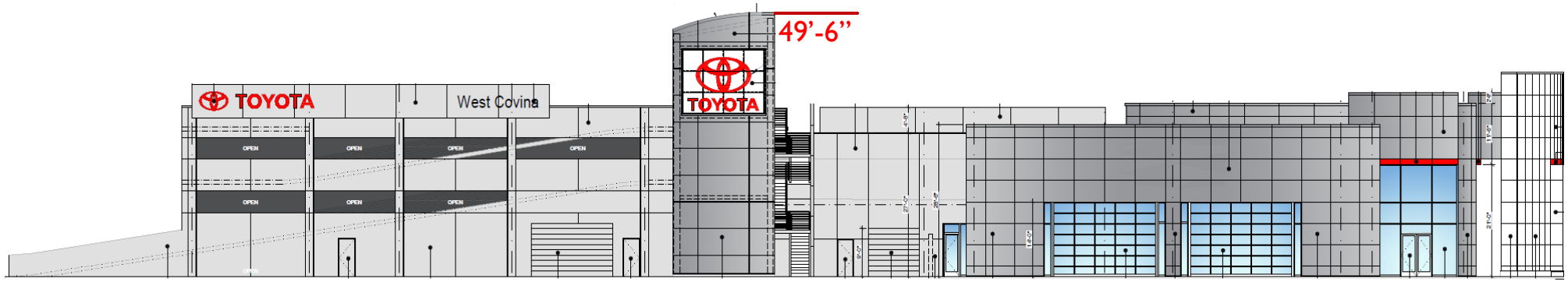


FRONT & REAR ELEVATIONS



NORTH ELEVATION

SCALE: 1/8"=1'-0" (2)



SOUTH ELEVATION

SCALE: 1/8"=1'-0" (4)

SIDE ELEVATIONS

STAFF RECOMMENDATION

It is recommended that the City Council adopt Resolution No. 2023-91 approving Precise Plan No. 23-06.

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: November 7, 2023

TO: Mayor and City Council

FROM: Paulina Morales
Acting City Manager

SUBJECT: **CONSIDERATION OF STREET SWEEPING PROGRAM OPTIONS**

RECOMMENDATION:

It is recommended that the City Council provide direction.

BACKGROUND:

The City of West Covina provides street sweeping services for cleaning approximately 463 curb miles of its streets through a contract with a third-party vendor. Street sweeping is a public service that cleans our community, focuses on trash and debris, and assists with the compliance of water and air quality regulations.

The City's current street sweeping routes were last adjusted in 2015 and are shown in Attachment No. 1. Street sweeping hours in the residential neighborhoods are generally between 7AM and 3PM. The majority of the City's arterial streets (with the exception of portions in the "West Covina Downtown "listed below) are swept during the early morning hours, typically between 5AM and 7AM.

Moreover, the designated streets in "West Covina Downtown" are swept twice a week on Mondays and Fridays between 3:30 AM and 7:00 AM.

Except for the streets in West Covina's Downtown area, all other streets are currently on a bi-weekly (twice a month) service as shown in Attachment 1. The City originally contracted for weekly (four times a month) service and has adjusted the frequency of street sweeping over the term of the contract. The last adjustment was in 2015 to change the weekly schedule to bi-weekly service.

Effective street sweeping involves posting of street sweeping parking prohibition signage and parking enforcement. Currently, not all City streets are posted for street sweeping parking restrictions. In fact, only about 7% of City's streets are posted. Furthermore, the City has not allocated resources for the purpose of parking enforcement during the designated street sweeping hours. Parking enforcement is a critical component to ensure the street sweepers can complete their job.

The City of West Covina consistently strives to provide the most efficient and effective services to its residents. This requires comprehensive analysis of service delivery models to ensure that an optimal level of service is achieved. As such, the City has conducted a full analysis of its street sweeping program.

DISCUSSION:

A comprehensive report detailing the City's current street sweeping program, outlining steps to review the City's current street sweeping program, and evaluating alternative service delivery models was presented to the City Council at its meeting of April 18, 2023.

The report recommended a comprehensive review of the City's street sweeping program and evaluation of potential adjustments to the current service delivery model in order to enhance and improve the overall street sweeping operation. The report also highlighted the need for reviewing current sweeping frequency, routes and schedules, existing street sweeping related parking restrictions, and impacts of parked vehicles during designated street sweeping hours.

At the same City Council meeting, the potential for adjusting routes and schedules to enhance service delivery, consideration of enhancing the current bi-weekly street sweeping services to a weekly program including implementation of a comprehensive parking enforcement program to ensure effectiveness of a new and robust street sweeping program were discussed. After deliberation, the City Council directed staff to conduct a series of community meetings to discuss the City's street sweeping program with West Covina residents and garner their input regarding frequency of service, parking enforcement and other relevant issues by conducting surveys. Additionally, the City Council asked staff to work with the current service provider to evaluate new routes and schedules to ensure providing an optimum level of service, particularly in the areas of high-density developments (multi-family residential, condominium and apartments). Furthermore, the City Council directed staff to bring back a report for its review outlining the results of the community meetings, public surveys, and the revised street sweeping routes and schedules.

Over the course of the last months, four (4) community meetings were held on June 12, 2023, June 17, 2023, June 26, 2023 and October 19, 2023. At each meeting, staff presented to the members of public the City's current street sweeping program, some of the challenges which hinder implementation of an efficient program, particularly as related to lack of a comprehensive street sweeping parking prohibition and enforcement; as well as potential opportunities for providing a more effective street sweeping program. At each meeting, residents were provided the opportunity to provide comments and ask questions. At the October 19, 2023 meeting, staff shared the revised routes for weekly street sweeping and obtained feedback from residents. Additionally, surveys were conducted to gather residents' input.

Based on the input received from the residents and the result of the surveys, a comprehensive review of the current bi-weekly street sweeping program, field observation of current conditions with regards to the negative impact of parked vehicles during designated street sweeping hours, it is concluded that in order to enhance and improve the program, there are two options available:

1. Implementation of a complete street sweeping parking restriction and enforcement; and/or
2. Increasing frequency of street sweeping operation from bi-weekly to weekly.

Option 1: Implementation of a complete street sweeping parking restriction and enforcement

Implementation of a successful parking restriction and enforcement program requires revisions to the City's Municipal Code, installation of street sweeping signs throughout the City (currently only 7% of City streets are posted) and allocation of resources including code enforcement officers and equipment. It is estimated that the cost of installing street sweeping signs will be about $600,000. Moreover, the cost of a dedicated parking enforcement program will be $470,000 on an annual basis. This includes 7 vehicles, 12 part-time positions, and equipment. Staff anticipates revenue would be generated from parking citations. However, this would not fully offset the cost. It should be noted that the long-term cost of maintaining street sweeping signs has not been included.

In addition, the City will need to amend necessary provisions of the West Covina Municipal Code, including, but not limited to, Chapters 1 (General Provisions) and 22 (Traffic Regulations) to reflect street sweeping regulations and the City's ability to enforce them.

Implementation costs for parking restriction and enforcement: $1,070,000, $600,000 one-time and $470,000 annually

Option 2: Increasing frequency of street sweeping operation from bi-monthly to weekly

As related to the second option, changing the frequency of street sweeping from bi-weekly to weekly service, as directed by the City Council, over the course of the last few months, staff has worked closely with the City's street sweeping contractor, Nationwide Environmental Services, to iron out details of a weekly schedule and new routes. Results of this effort outlining the new routes and street sweeping schedules are attached (Attachment 2). Nationwide Environmental Services has proposed to provide weekly street sweeping services to the City of West Covina at a cost of $1,382,080 per year. This cost includes purchase of additional sweeping machines, fuel, staff and incidentals to accommodate a weekly schedule. The current cost for providing bi-weekly service is $691,040. It should be emphasized that the positive impact and a higher level of service by increasing the frequency of street sweeping service could only be realized if it is augmented by implementation of a comprehensive parking restriction and enforcement program as described above.

Implementation costs for increasing frequency of street sweeping operation from bi-weekly to weekly: $691,040 annually

LEGAL REVIEW:

The City Attorney's Office has reviewed the staff report.

OPTIONS:

The City Council has the following options:

1. Implement a comprehensive street sweeping parking restriction and enforcement program including installation of new street sweeping parking restriction signs throughout the City and allocation of adequate resources for parking enforcement; and/or
2. Adjust the current bi-weekly street sweeping schedule to a weekly schedule and direct the Acting City Manager to finalize negotiations with Nationwide Environmental Services and present an Amendment to the Agreement between the City of West Covina and Nationwide Environmental Services to the City Council for its approval at a future City Council meeting; or
3. Other option(s) as directed by the City Council.

Fiscal Impact

FISCAL IMPACT:

The table below provides the estimated additional costs to a weekly street sweeping program as proposed with the eligible funding source. Should council move forward with either program, a future budget amendment would be brought before Council for consideration.

Program	One-Time	Recurring	First-Year Total	Funding Source
Enforcement		470,000	470,000	Measure M/R
	600,000		600,000	Measure W
Increased Contract		691,040	691,040	Measure M/R
Total	**$600,000**	**$1,161,040**	**$1,761,040**	

Staff has confirmed that Measure M/R may be used for both enforcement and the increased contract. Excluding, one-time capital expenses, Measure M/R have capacity for both the enforcement and increased contract. However, this would reduce funding for other one-time eligible projects. The table below outlines the estimated recurring capacity for the funds. To be conservative, revenue has been held constant and expenditures have been increased by three percent over the forecasted period. For simplicity, numbers have been presented in the $1,000s.

($Thousands)	FYE 2024	FYE 2025	FYE 2026	FYE 2027	FYE 2028	FYE 2029
Fund 224 - Measure R						
Revenue	1,996	1,996	1,996	1,996	1,996	1,996
Expenditures	1,093	1,126	1,160	1,195	1,231	1,268
Revenue less Expenditures	**903**	**870**	**836**	**801**	**765**	**728**
Fund 235 - Measure M						
Revenue	2,277	2,277	2,277	2,277	2,277	2,277
Expenditures	33	34	35	36	37	38
Revenue less Expenditures	**2,244**	**2,243**	**2,242**	**2,241**	**2,240**	**2,239**
Recurring Capacity	**$3,147**	**$3,113**	**$3,078**	**$3,042**	**$3,005**	**$2,967**

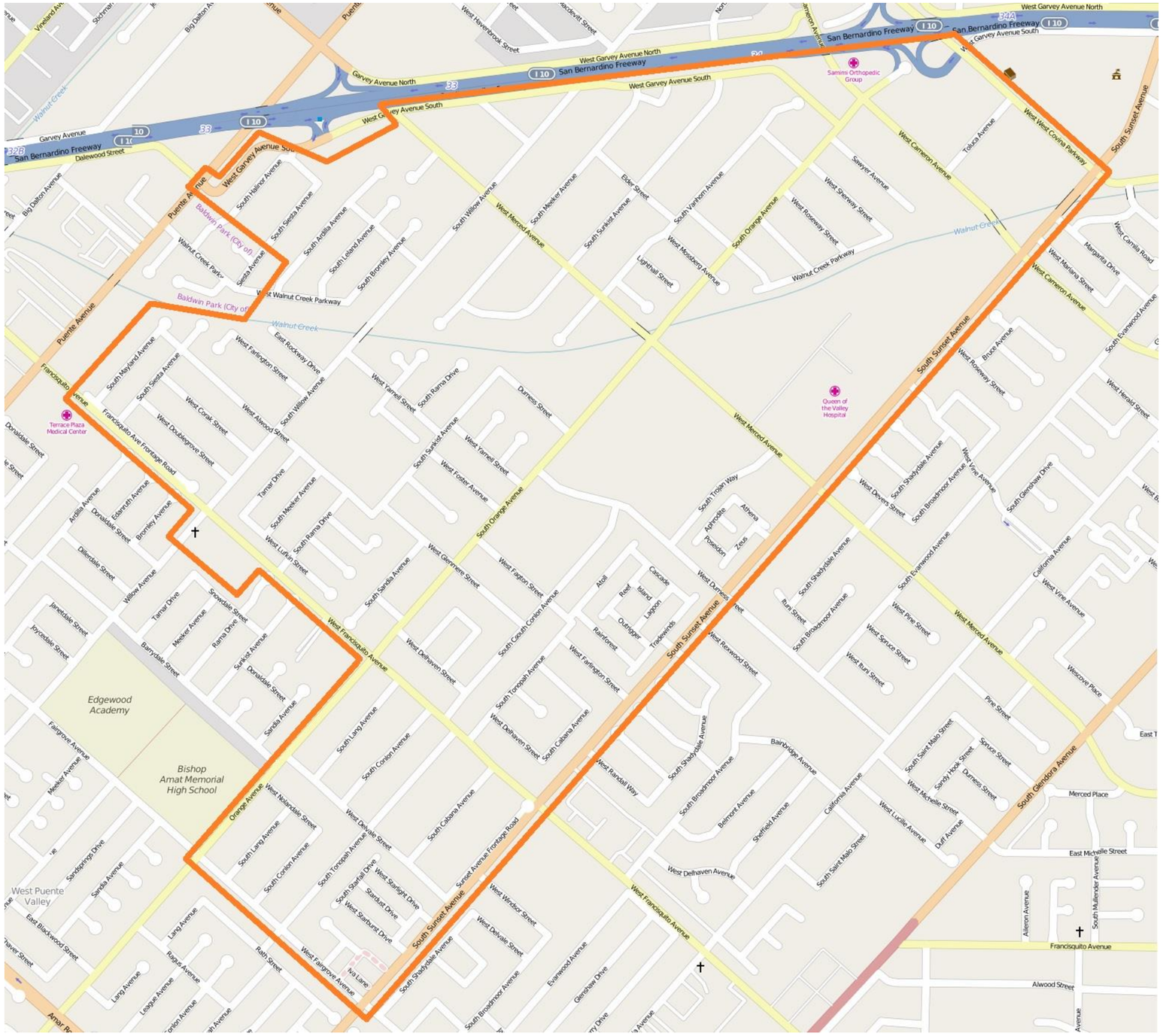
Attachments

Attachment No. 1- Bi-Monthly Routes Citywide Street Sweeping

Attachment No. 2- Revised Routes Weekly Citywide Street Sweeping

CITY COUNCIL GOALS & OBJECTIVES: Enhance City Image and Effectiveness

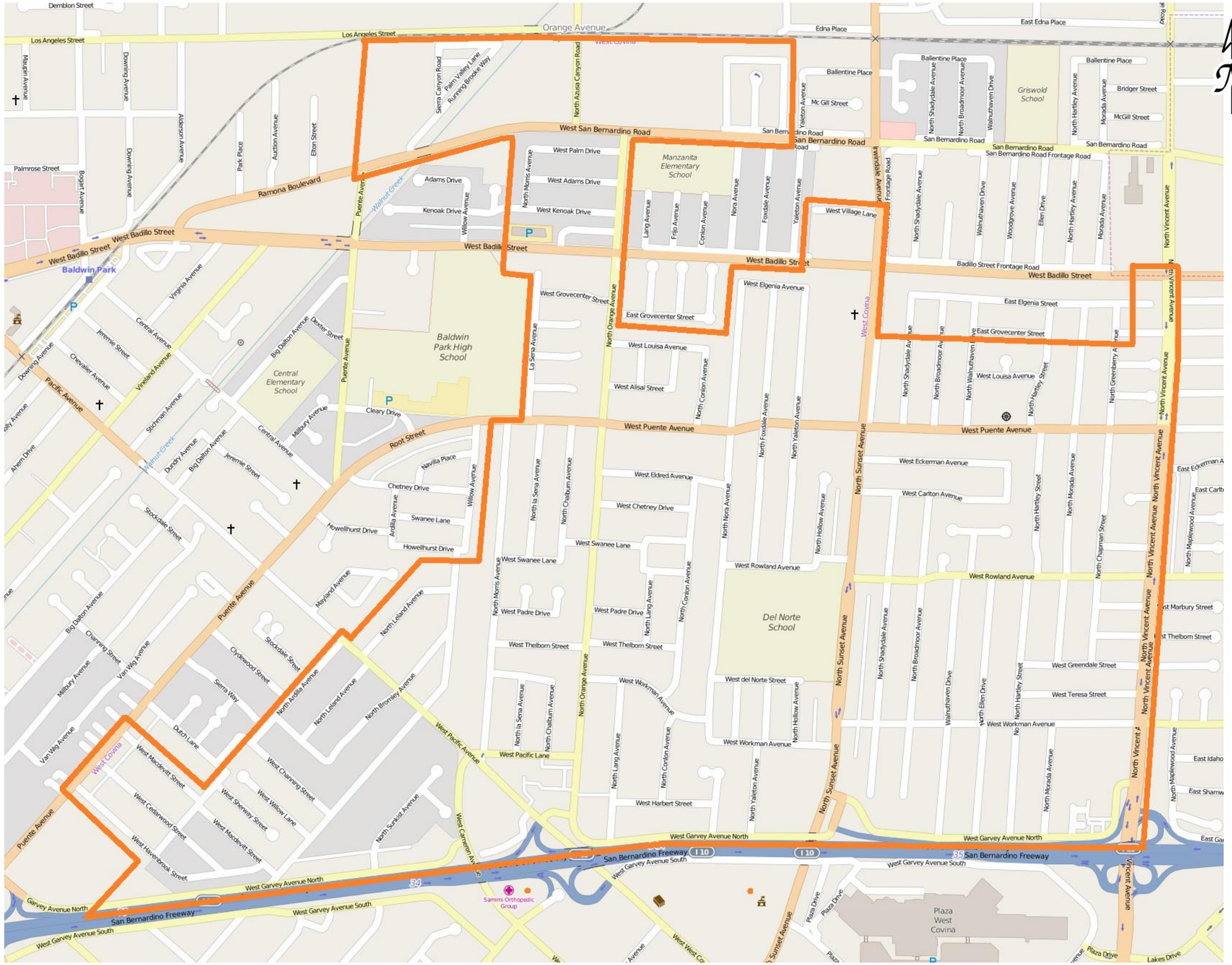
ATTACHMENT NO.1



<u>City of West Covina</u>

Residential Street Sweeping Route

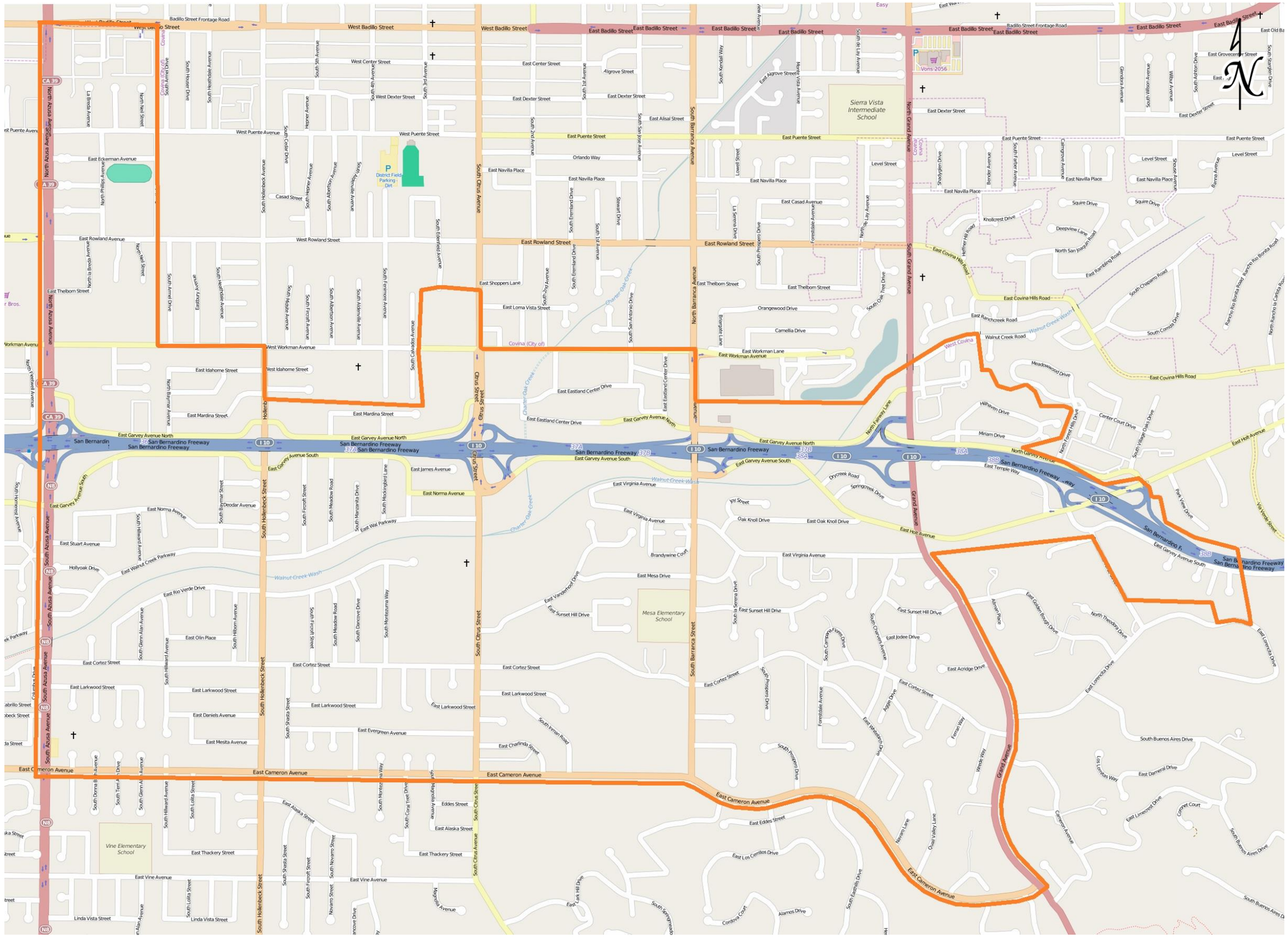
1st & 3rd **Monday**



<u>City of West Covina</u>

Residential Street Sweeping Route

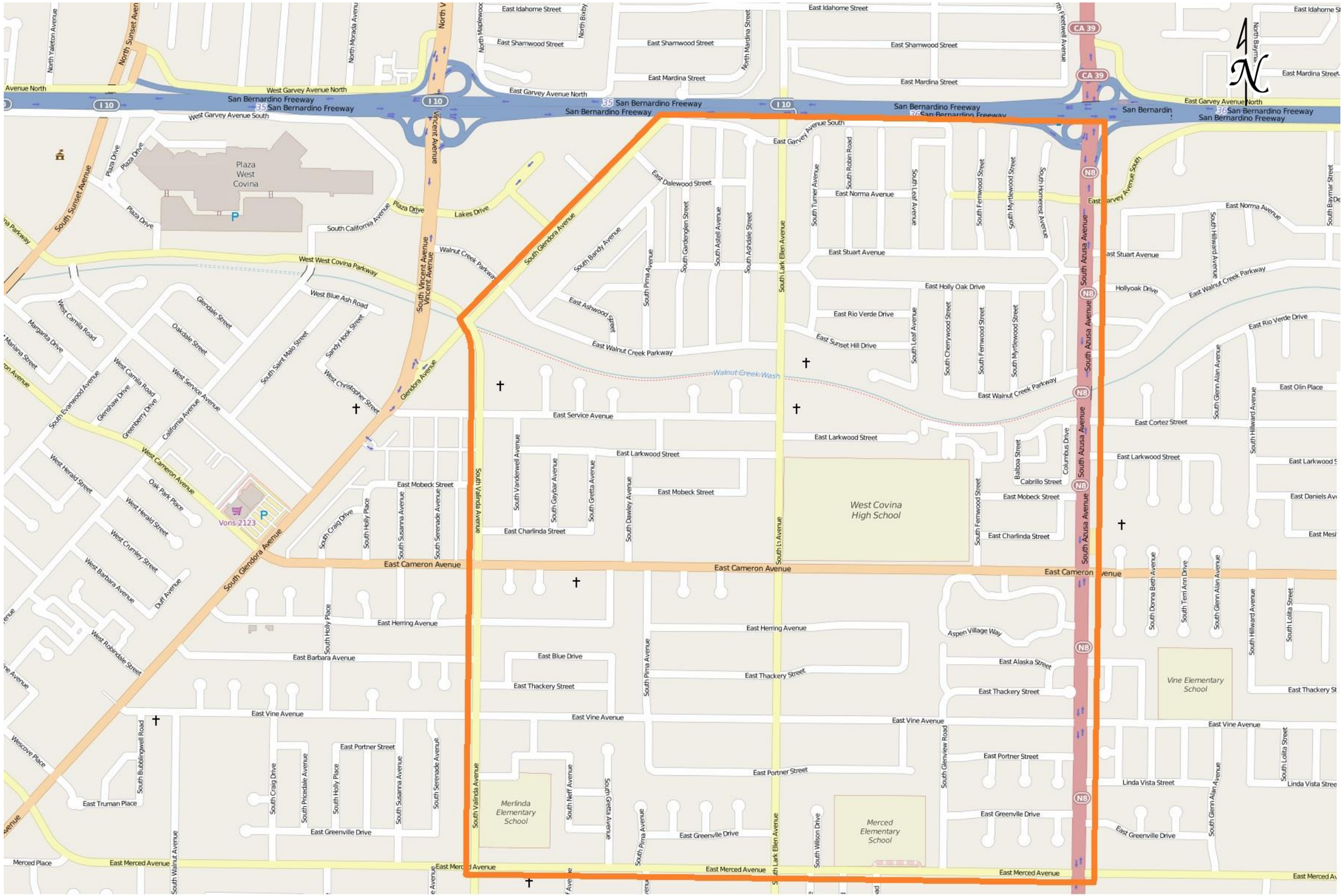
1st & 3rd **Tuesday**



<u>City of West Covina</u>

Residential Street Sweeping Route

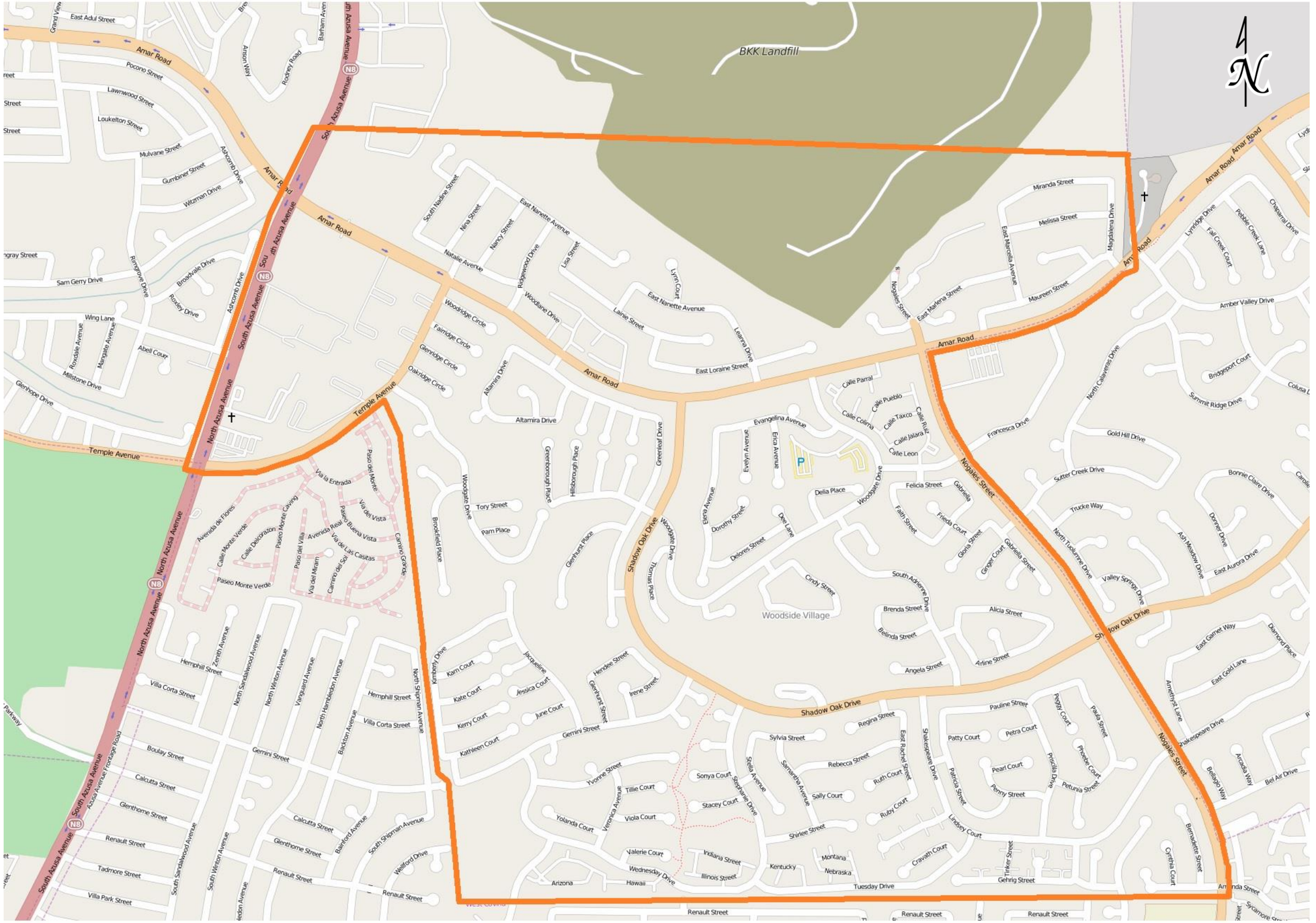
1st & 3rd **Wednesday**



<u>City of West Covina</u>

Residential Street Sweeping Route

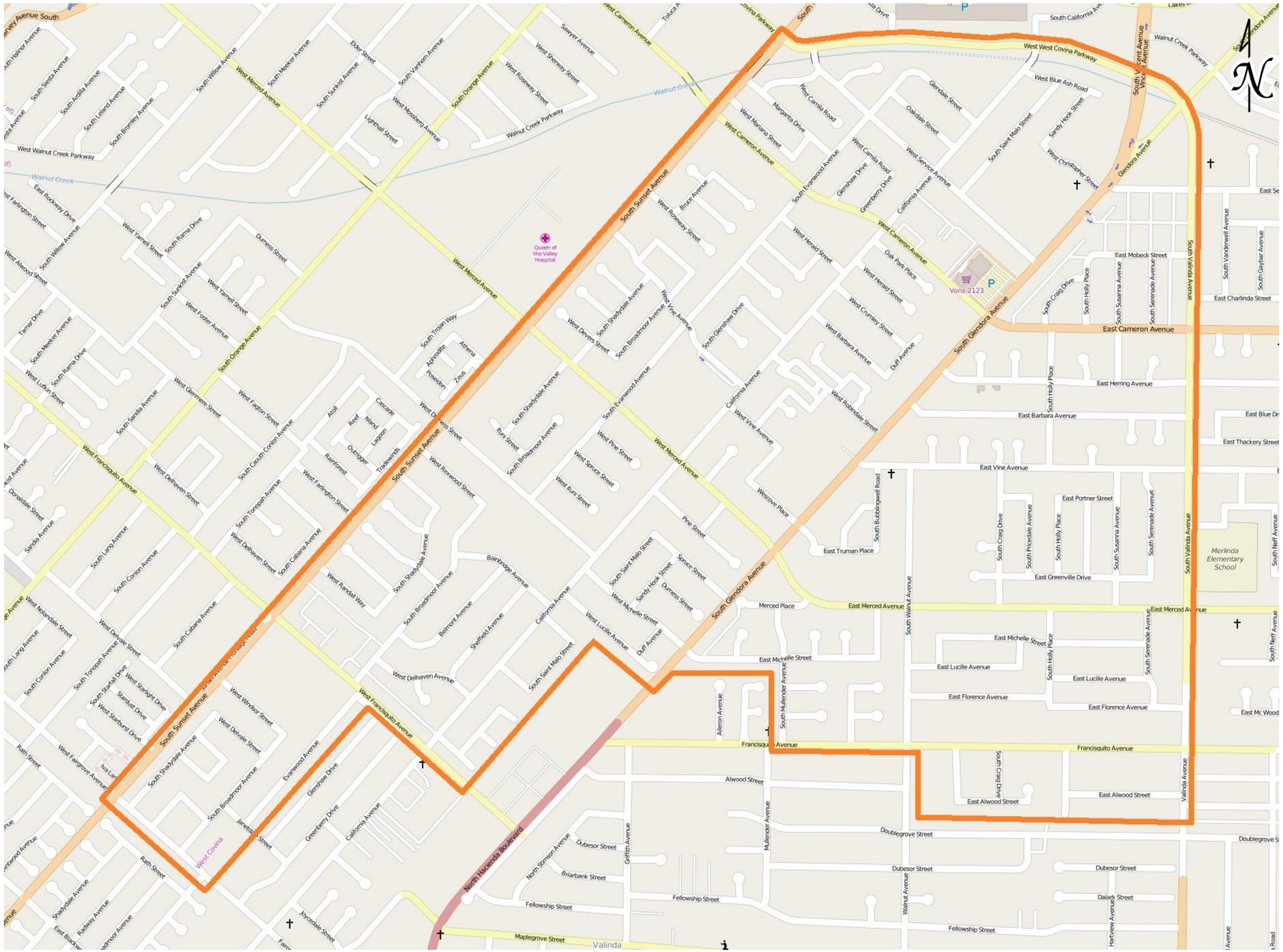
1st & 3rd **Thursday**



<u>City of West Covina</u>

Residential Street Sweeping Route

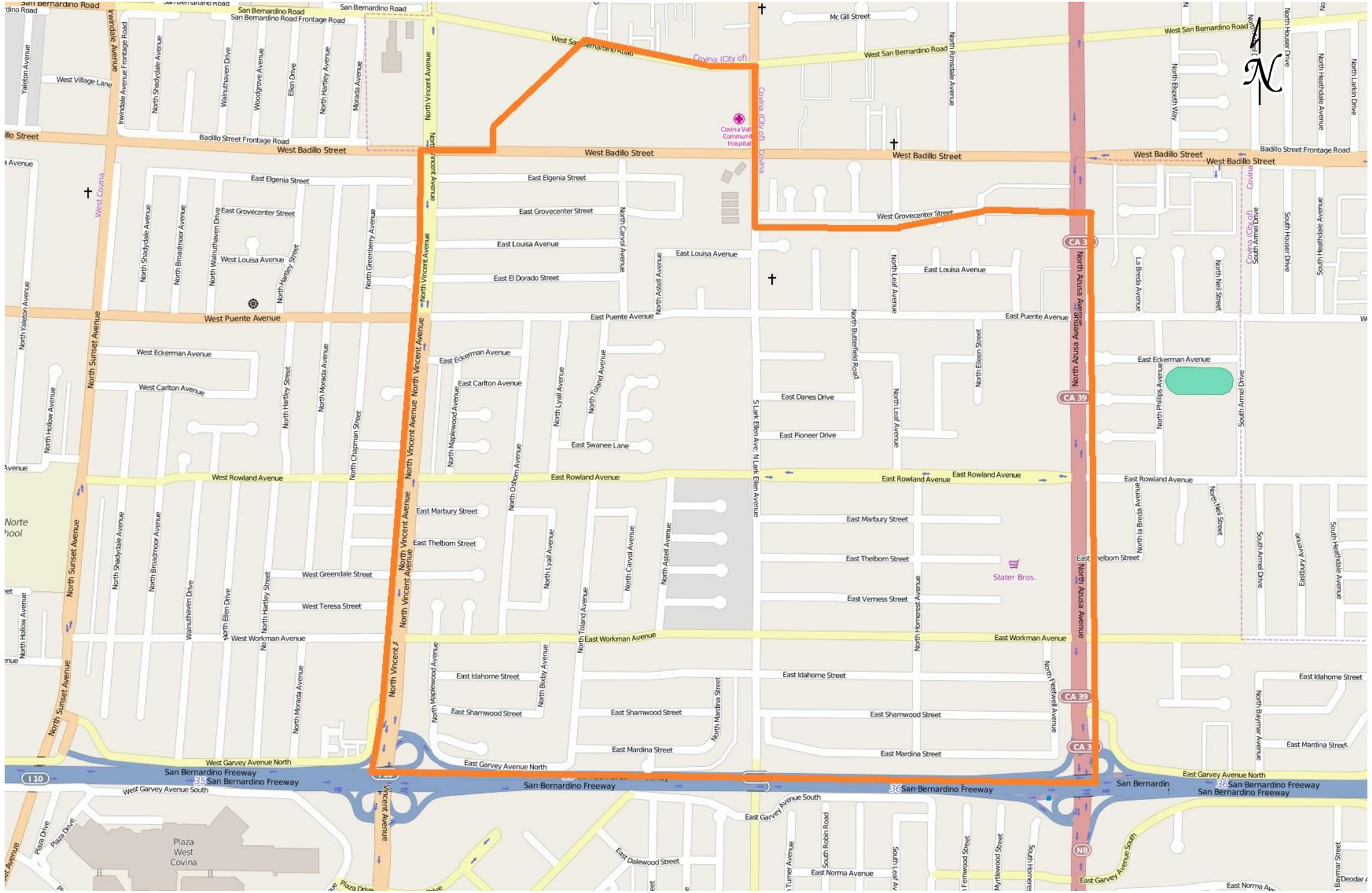
1st & 3rd **Friday**



<u>City of West Covina</u>

Residential Street Sweeping Route

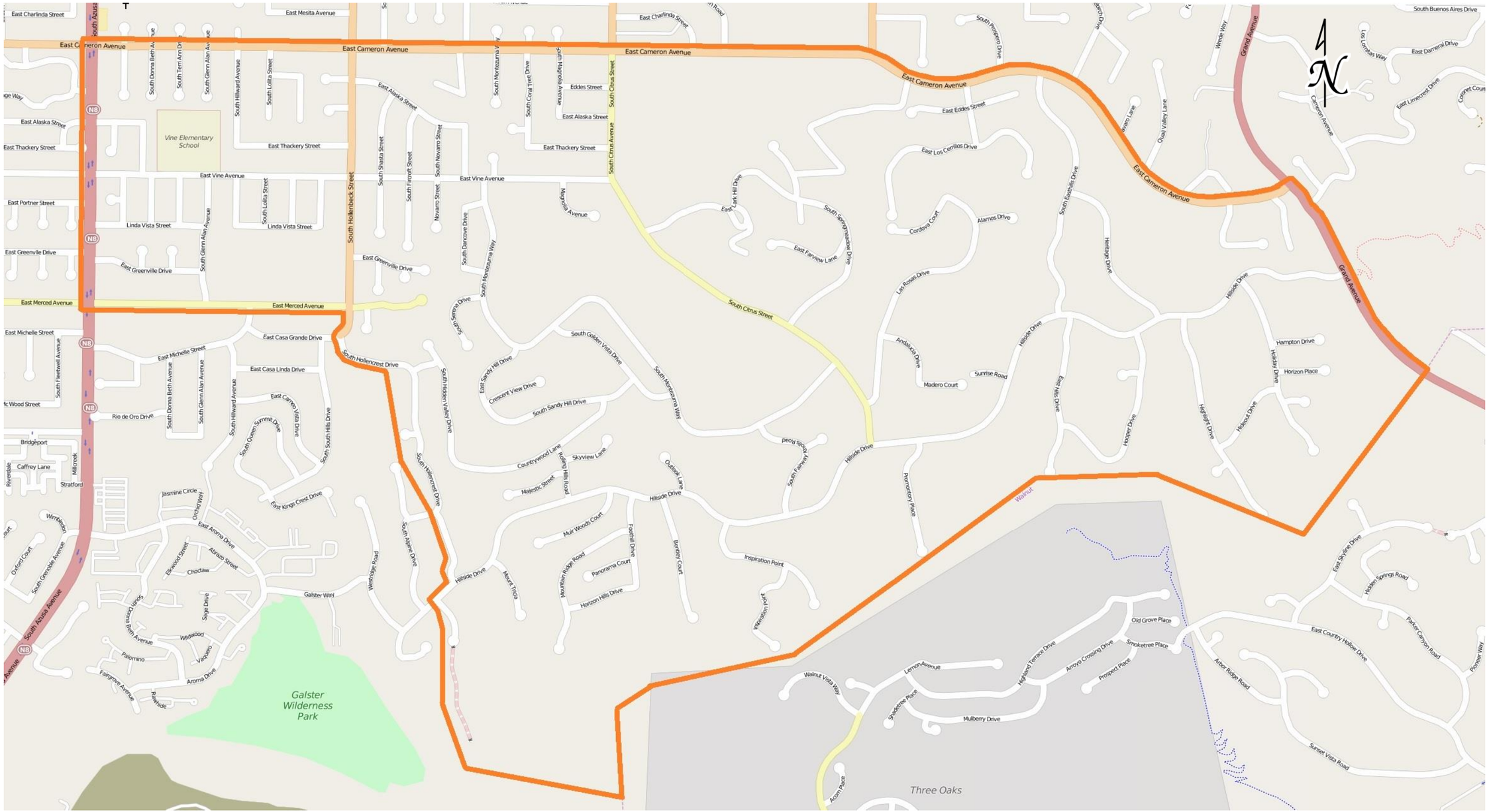
2nd & 4th **Monday**



City of West Covina

Residential Street Sweeping Route

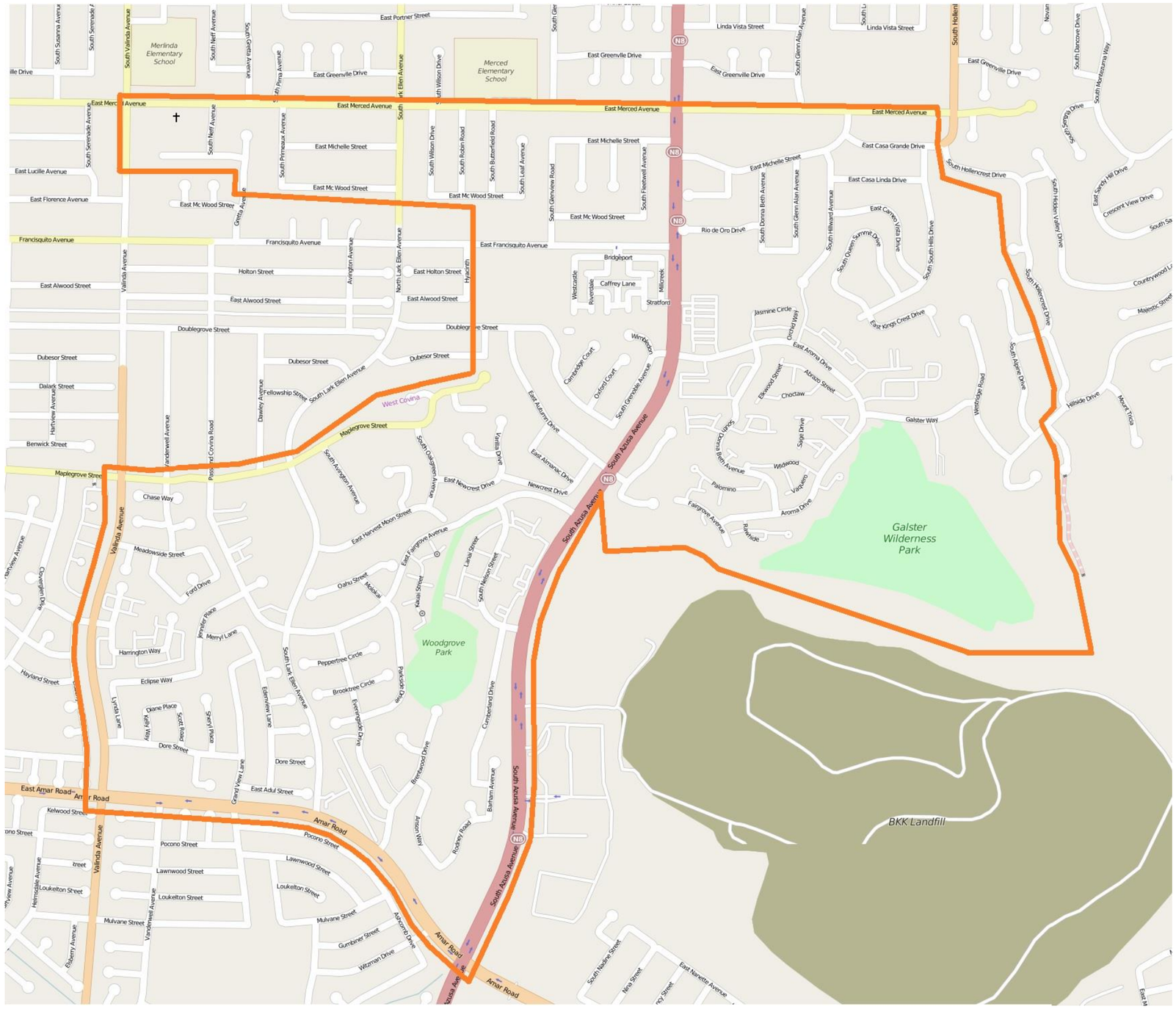
2nd & 4th **Tuesday**



<u>City of West Covina</u>

Residential Street Sweeping Route

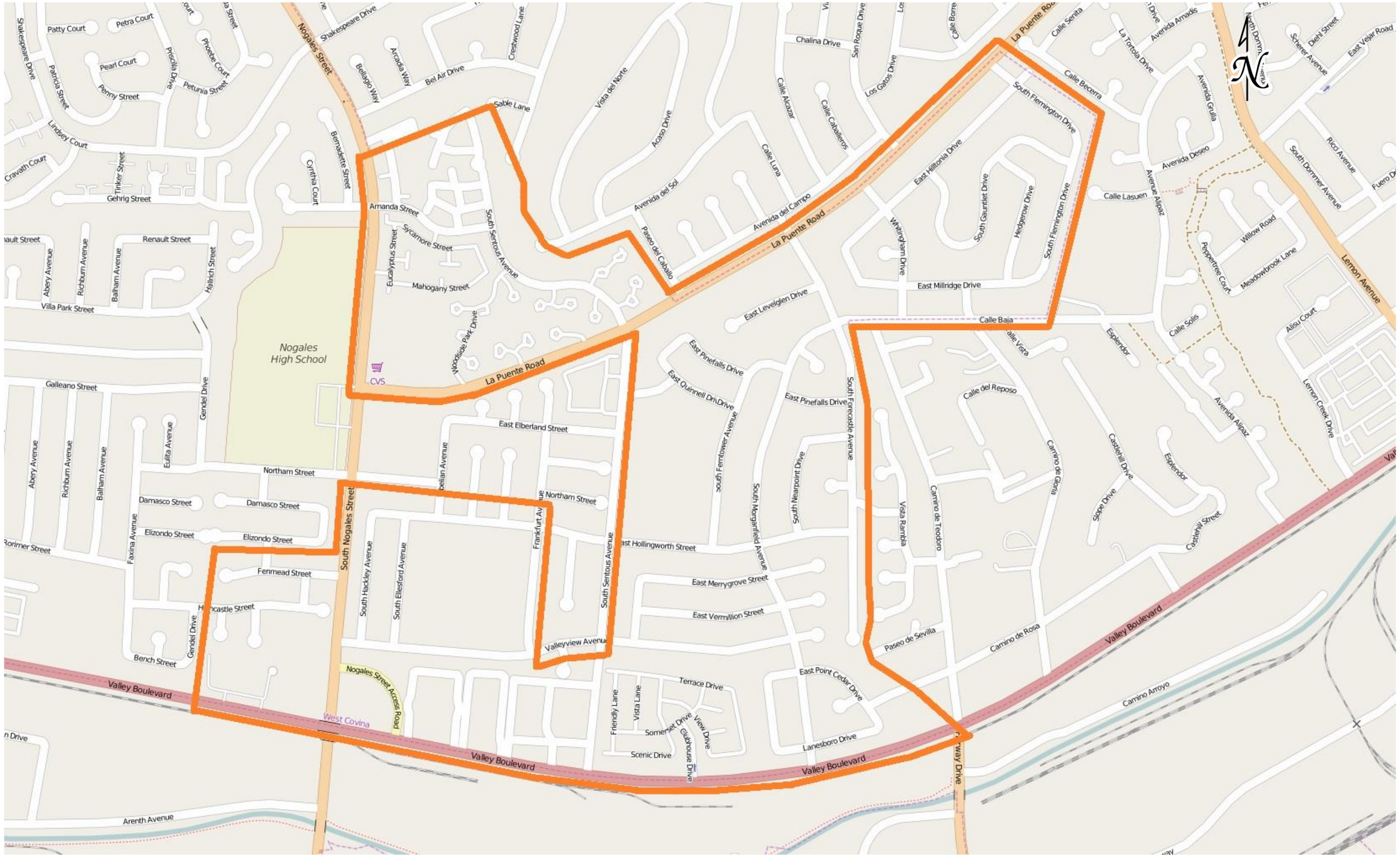
2nd & 4th **Wednesday**



<u>City of West Covina</u>

Residential Street Sweeping Route

2nd & 4th **Thursday**



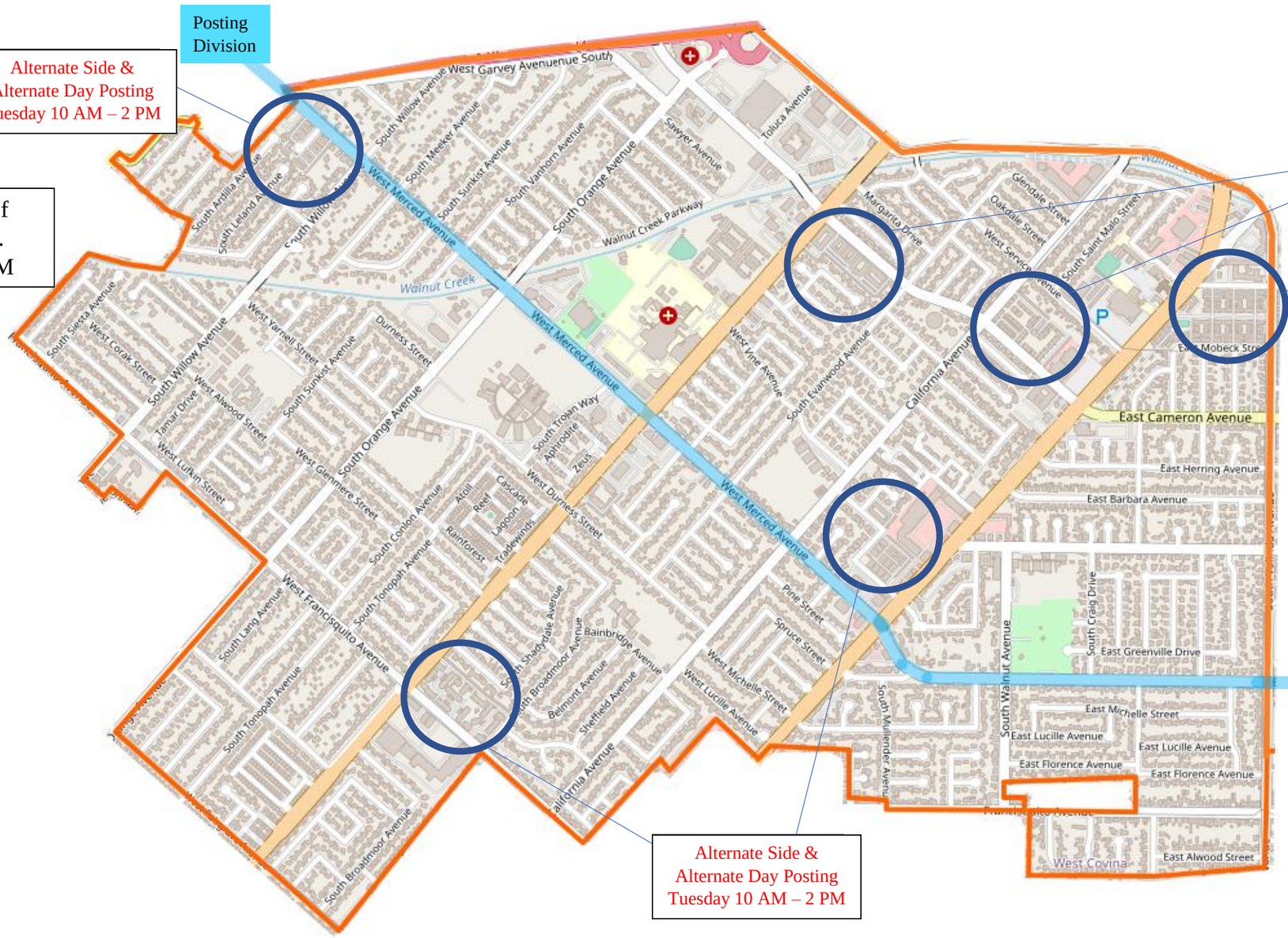
<u>City of West Covina</u>

Residential Street Sweeping Route

2nd & 4th **Friday**

City of West Covina

Nationwide Environmental Services®
Division of Joe's Sweeping, Inc.



Monday

Posting Division

Route Boundary

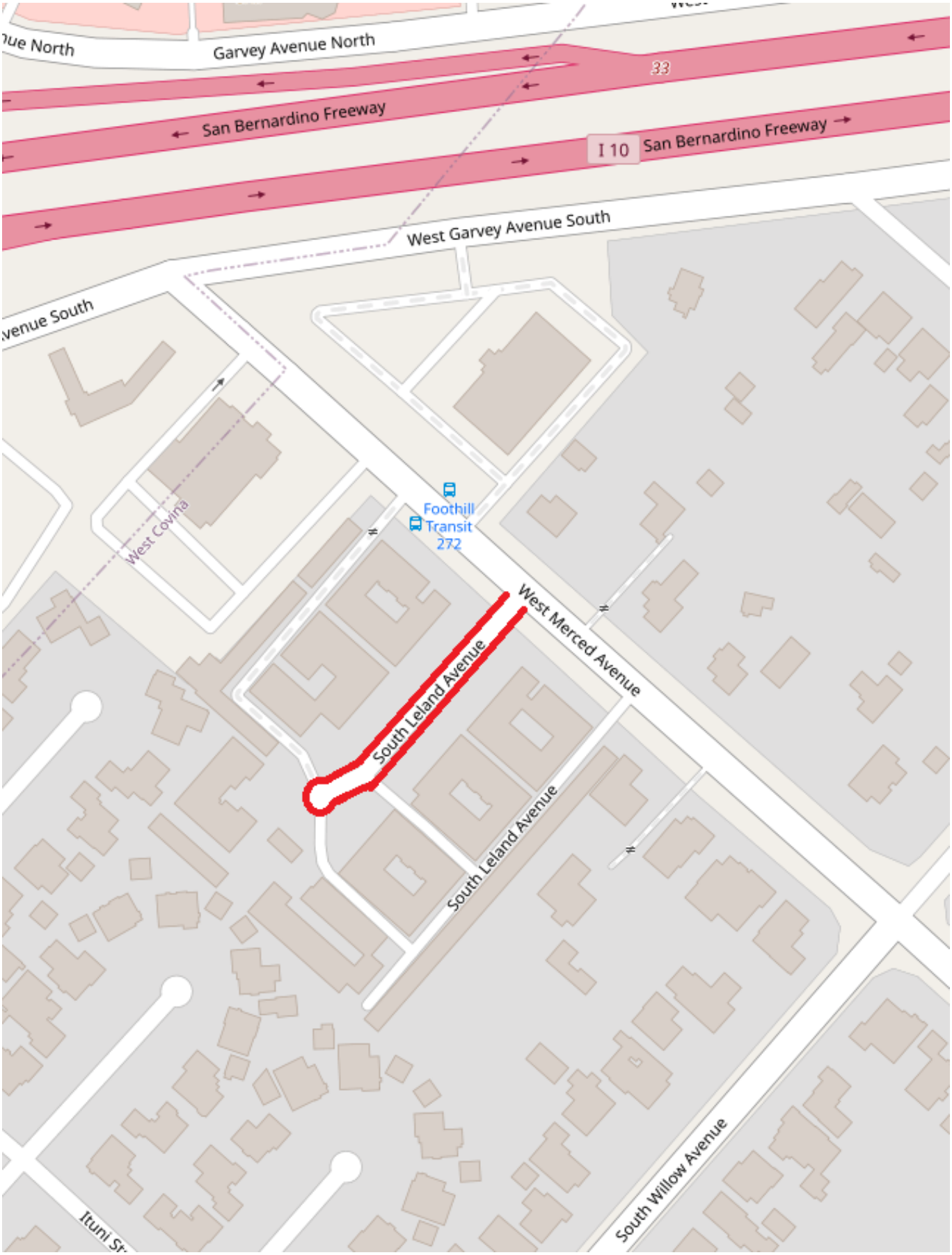
Proposed **Weekly** Sweeping Route Map

Prepared by N.E.S.



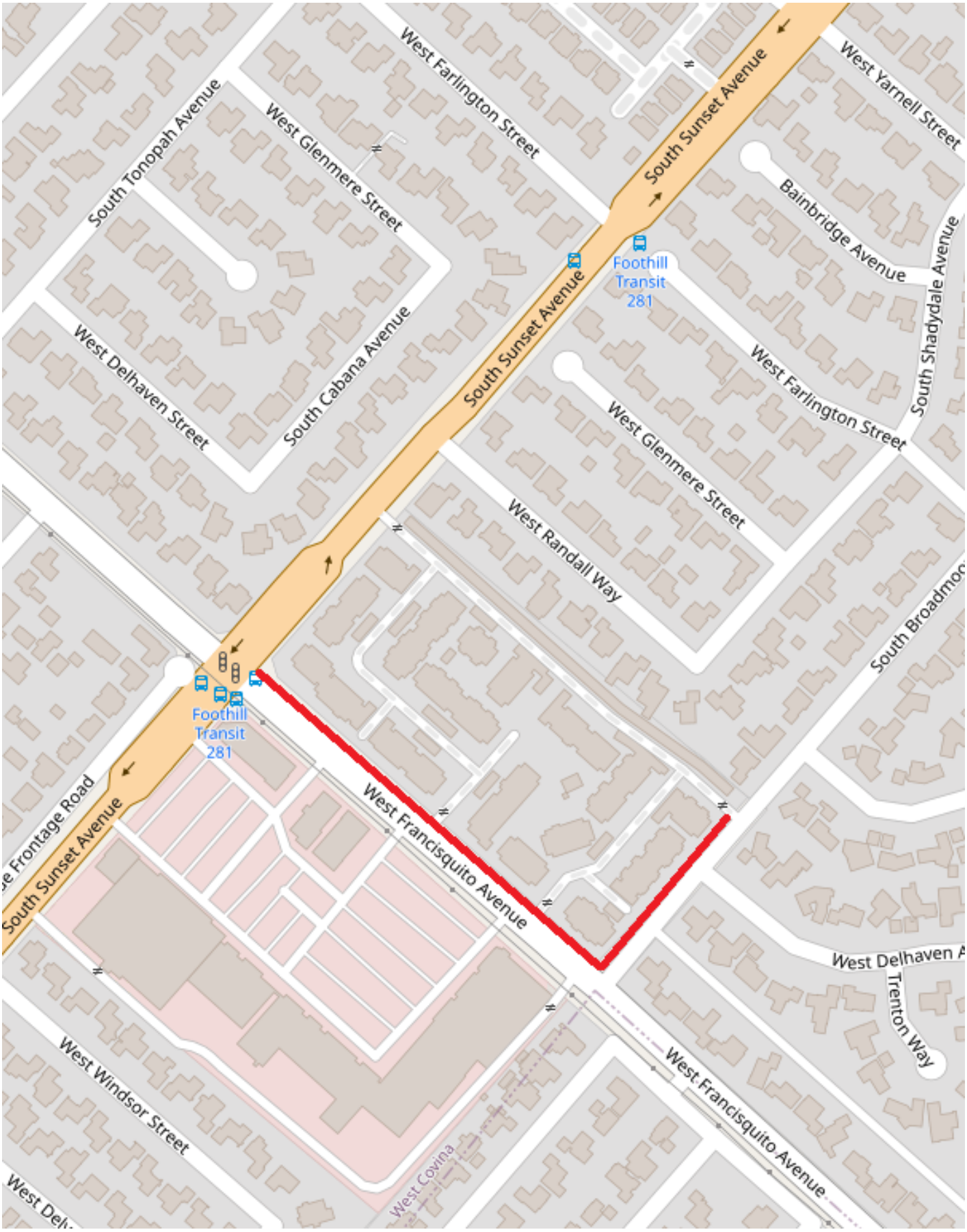
Monday Route

Tuesday 10 AM – 2 PM



Monday Route

Tuesday 10 AM – 2 PM



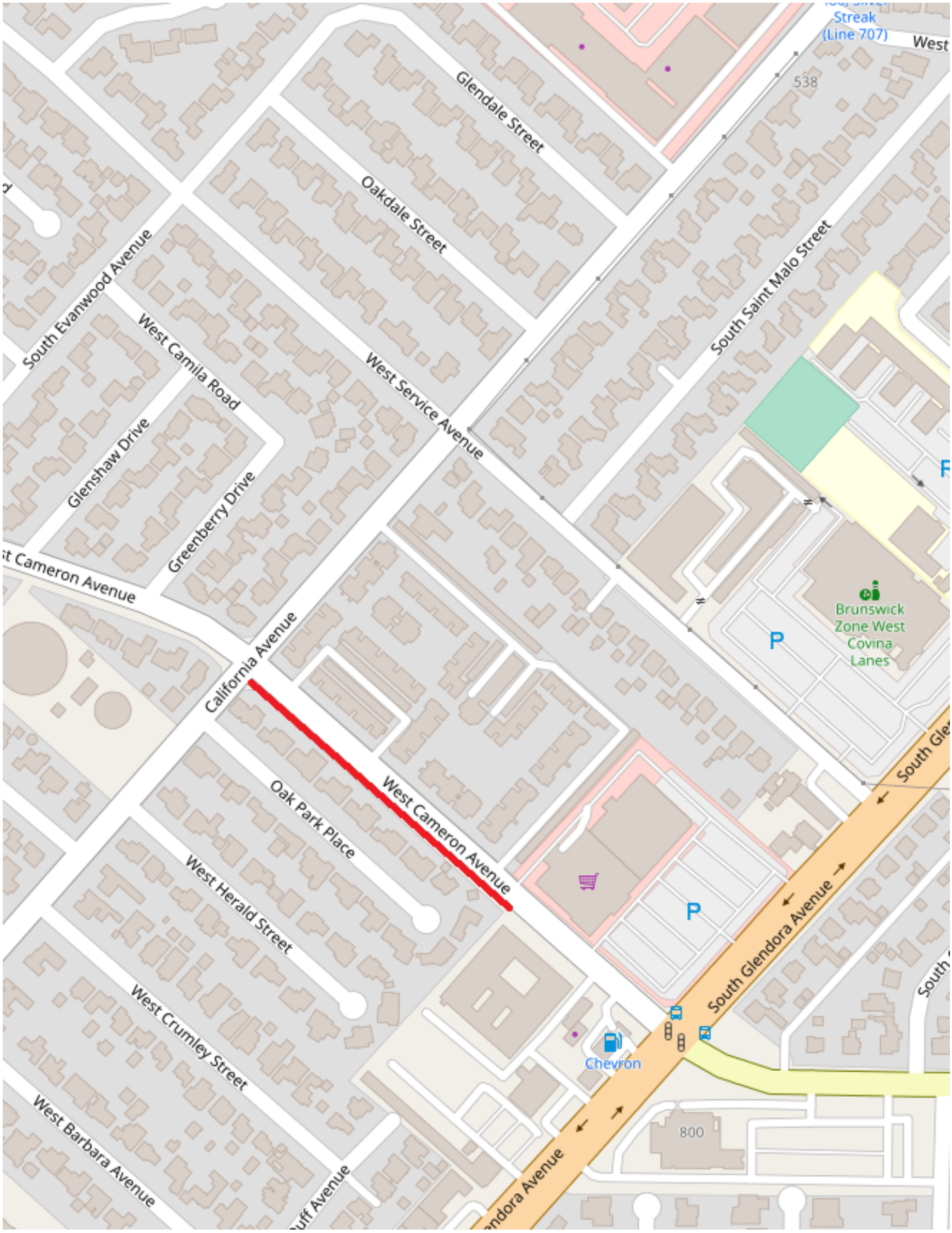
Monday Route

Tuesday 10 AM – 2 PM



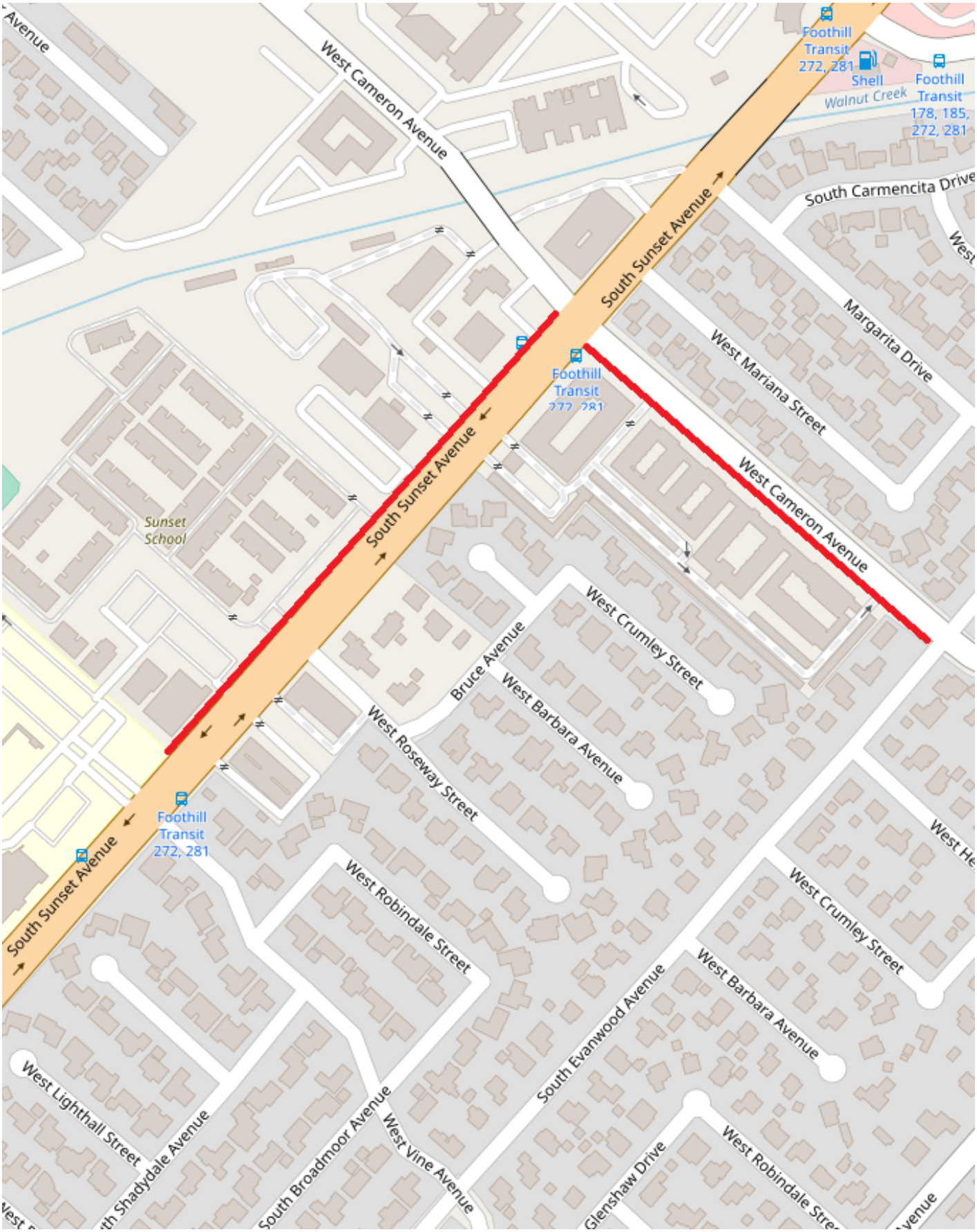
Monday Route

Tuesday 10 AM – 2 PM



Monday Route

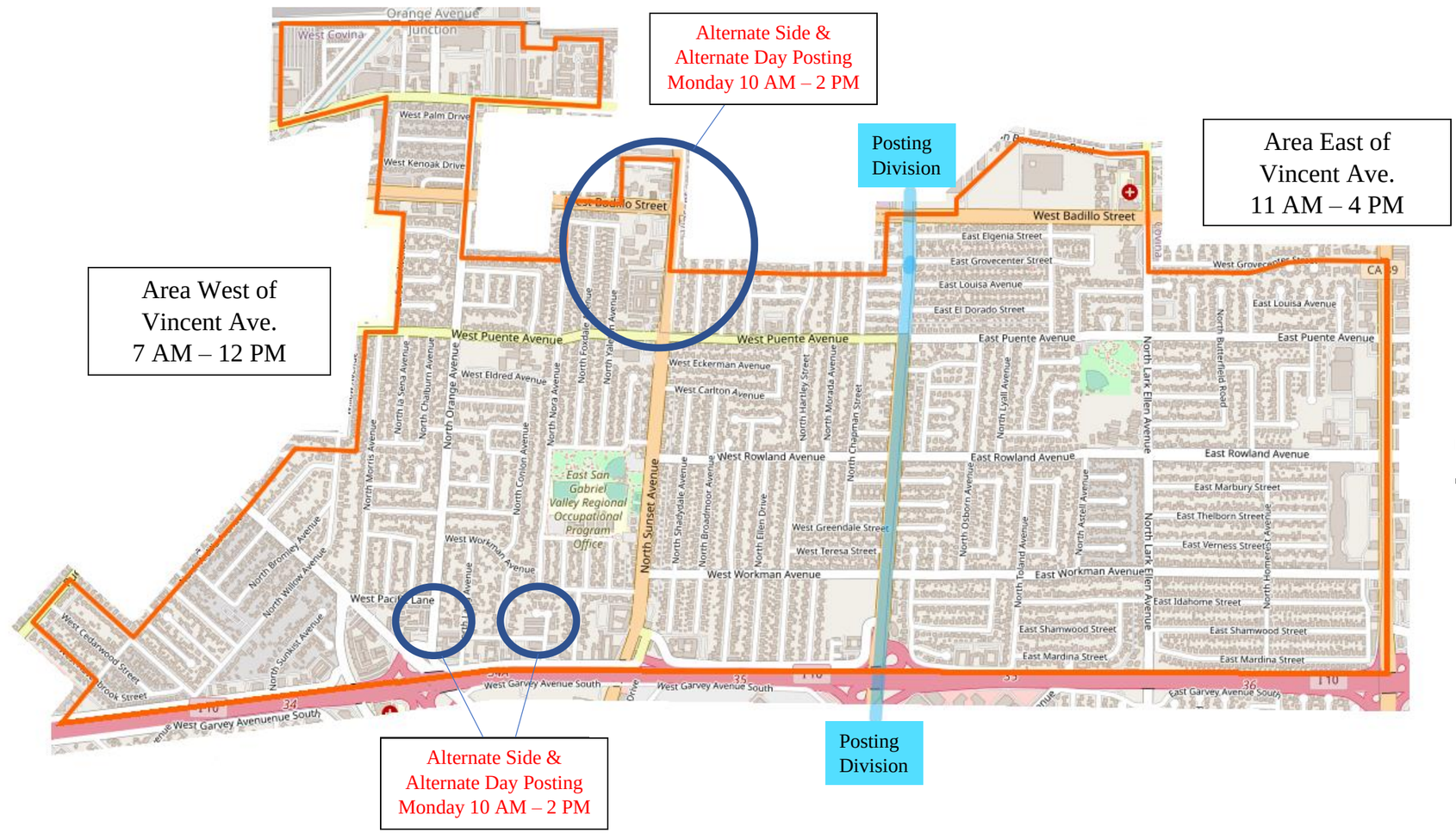
Tuesday 10 AM – 2 PM



Monday Route

Tuesday 10 AM – 2 PM

City of West Covina



Tuesday

Posting Division

Route Boundary

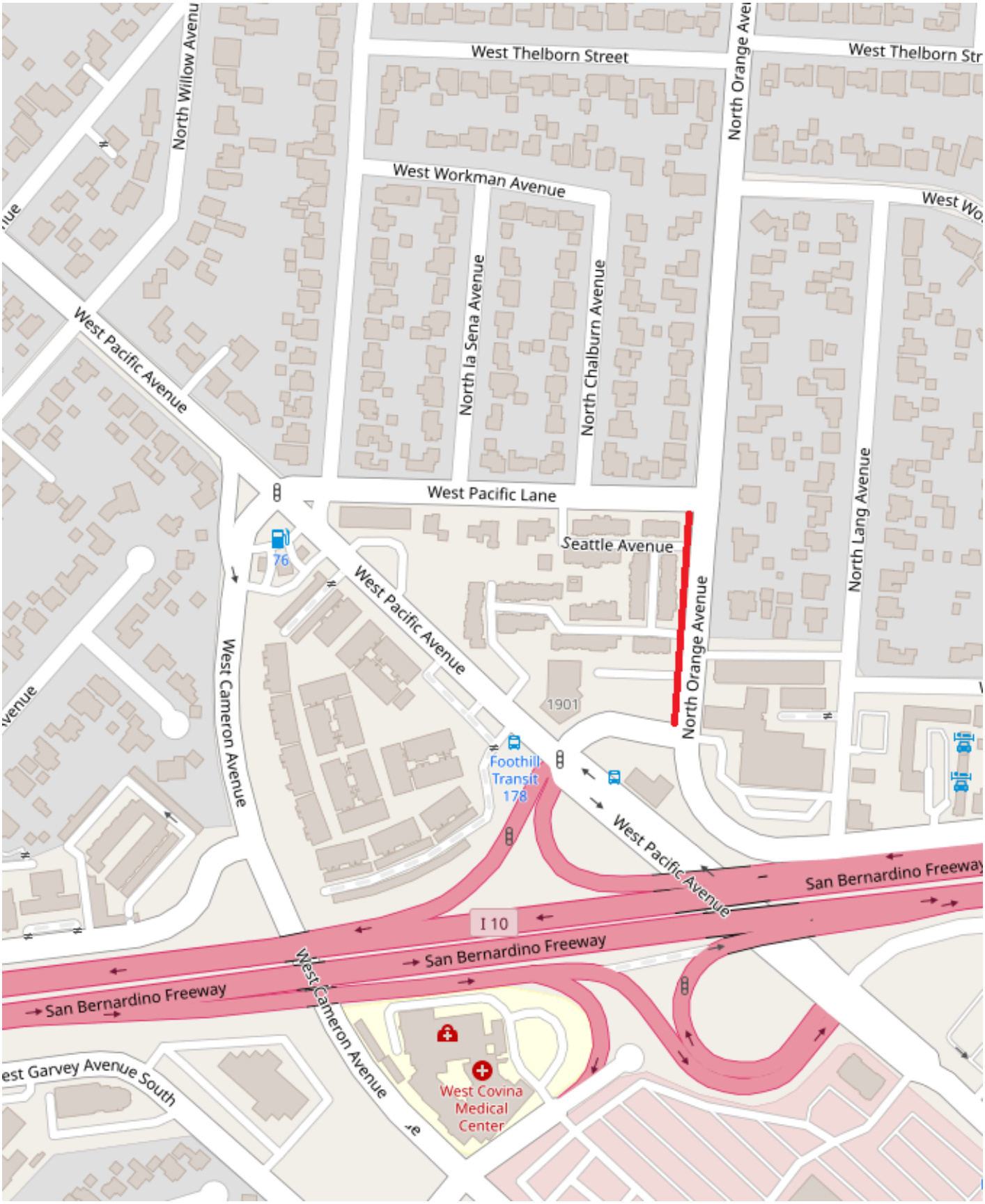
Proposed **Weekly** Sweeping Route Map

Prepared by N.E.S.



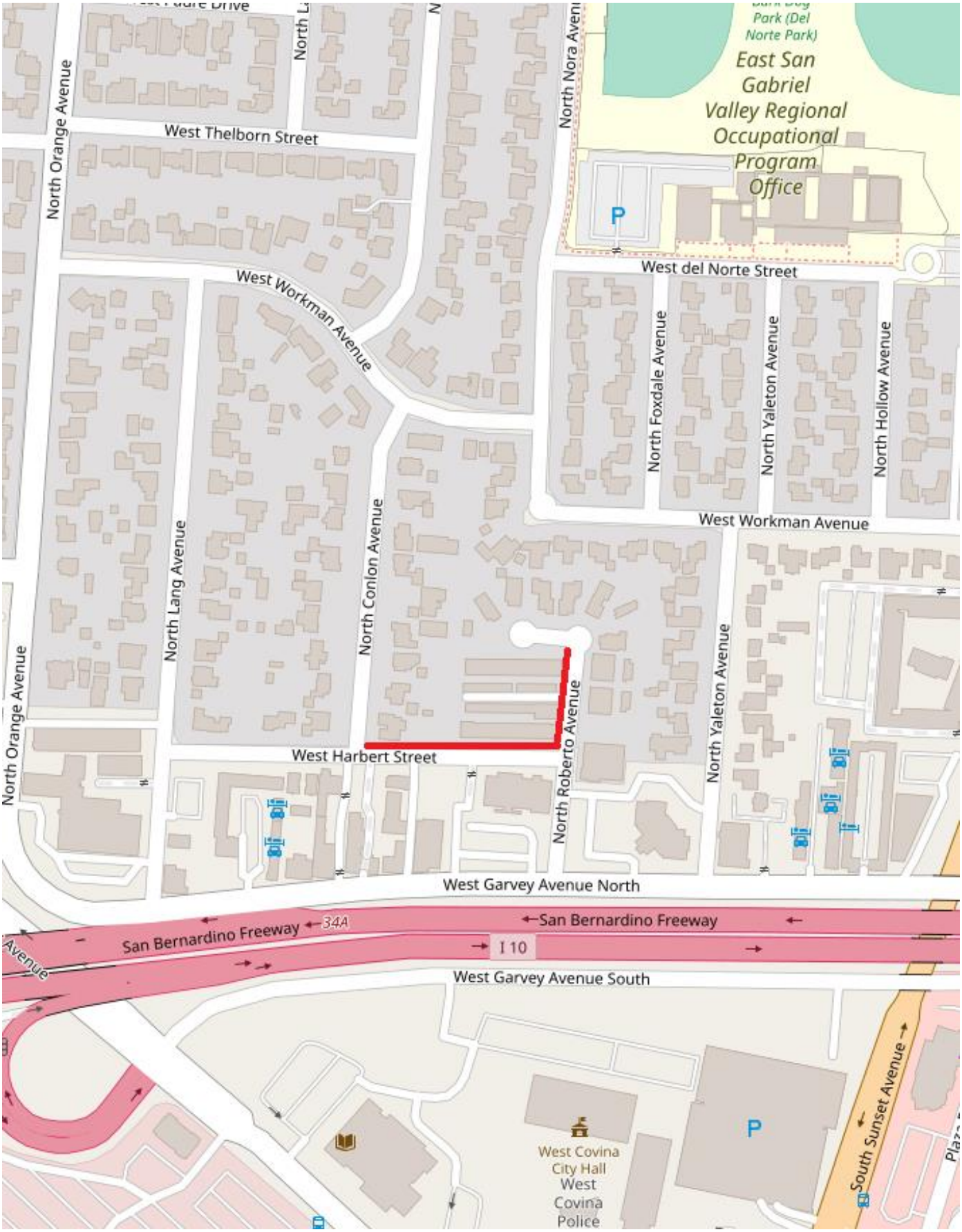
Tuesday Route

Monday 10 AM – 2 PM



Tuesday Route

Monday 10 AM – 2 PM



Tuesday Route

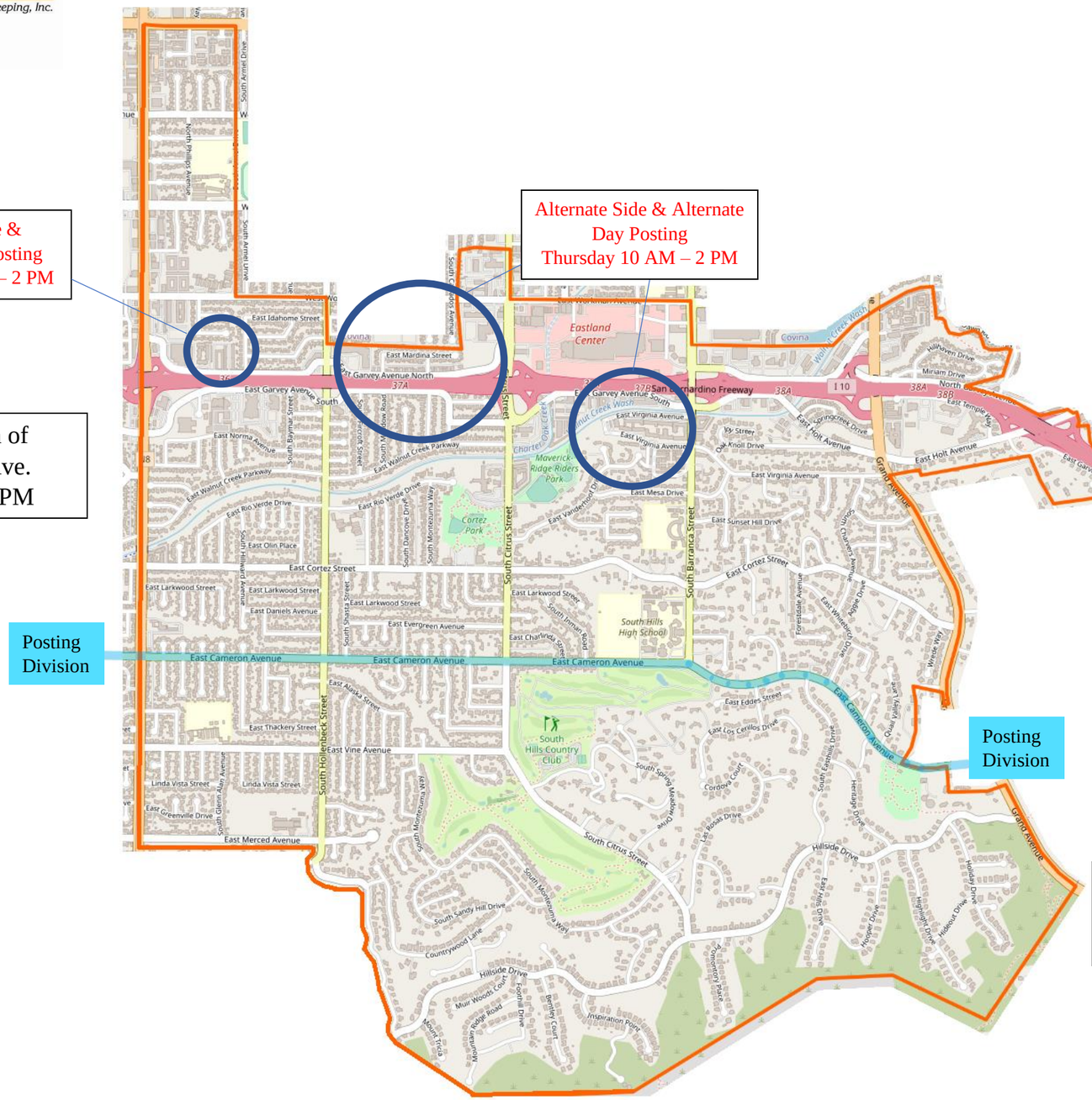
Monday 10 AM – 2 PM

City of West Covina

Alternate Side & Alternate Day Posting Thursday 10 AM – 2 PM

Alternate Side & Alternate Day Posting Thursday 10 AM – 2 PM

Area North of Cameron Ave. 7 AM – 12 PM



Posting Division

Posting Division

Area South of Cameron Ave. 11 AM – 4 PM

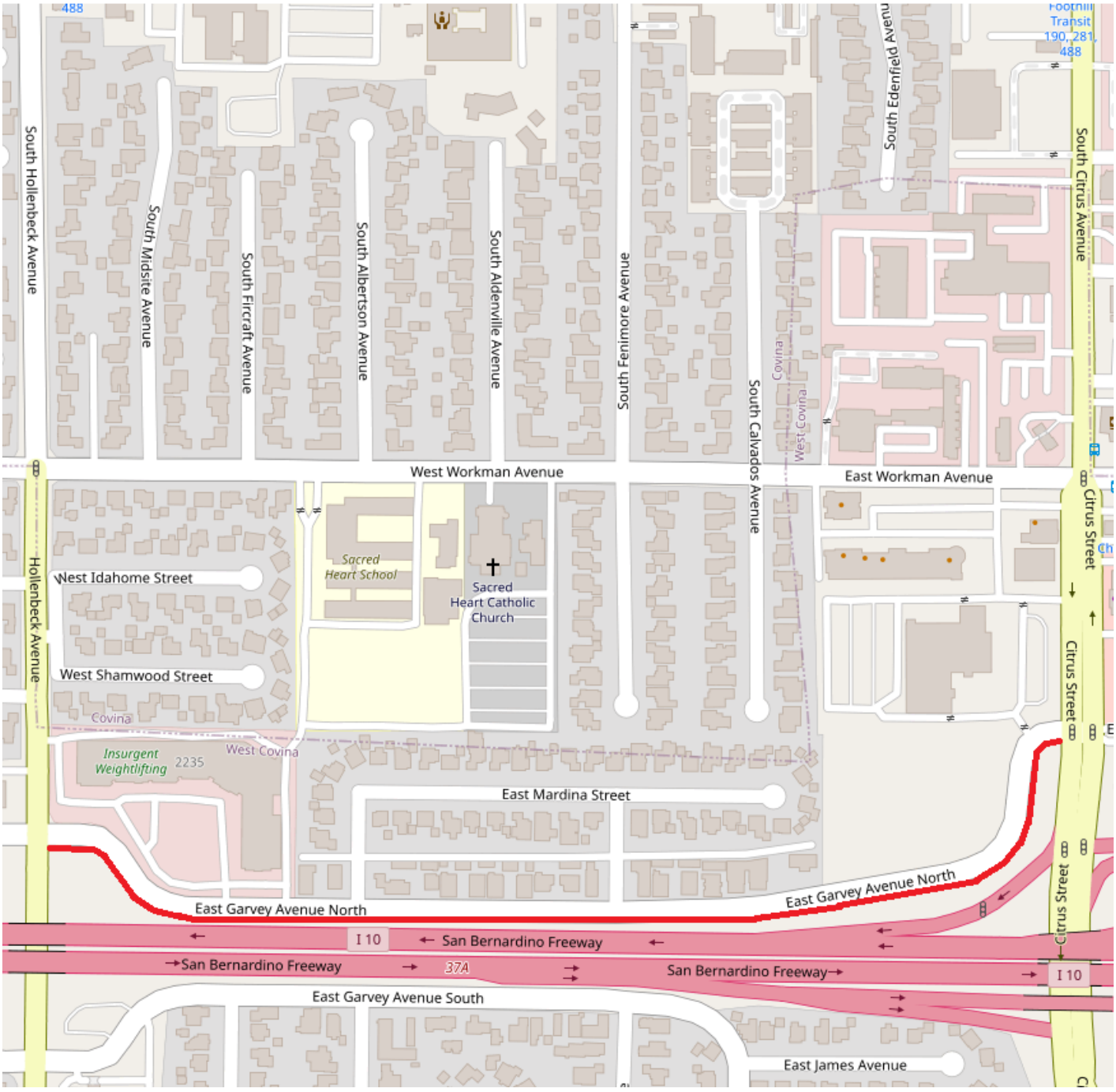
Wednesday

Posting Division

Route Boundary

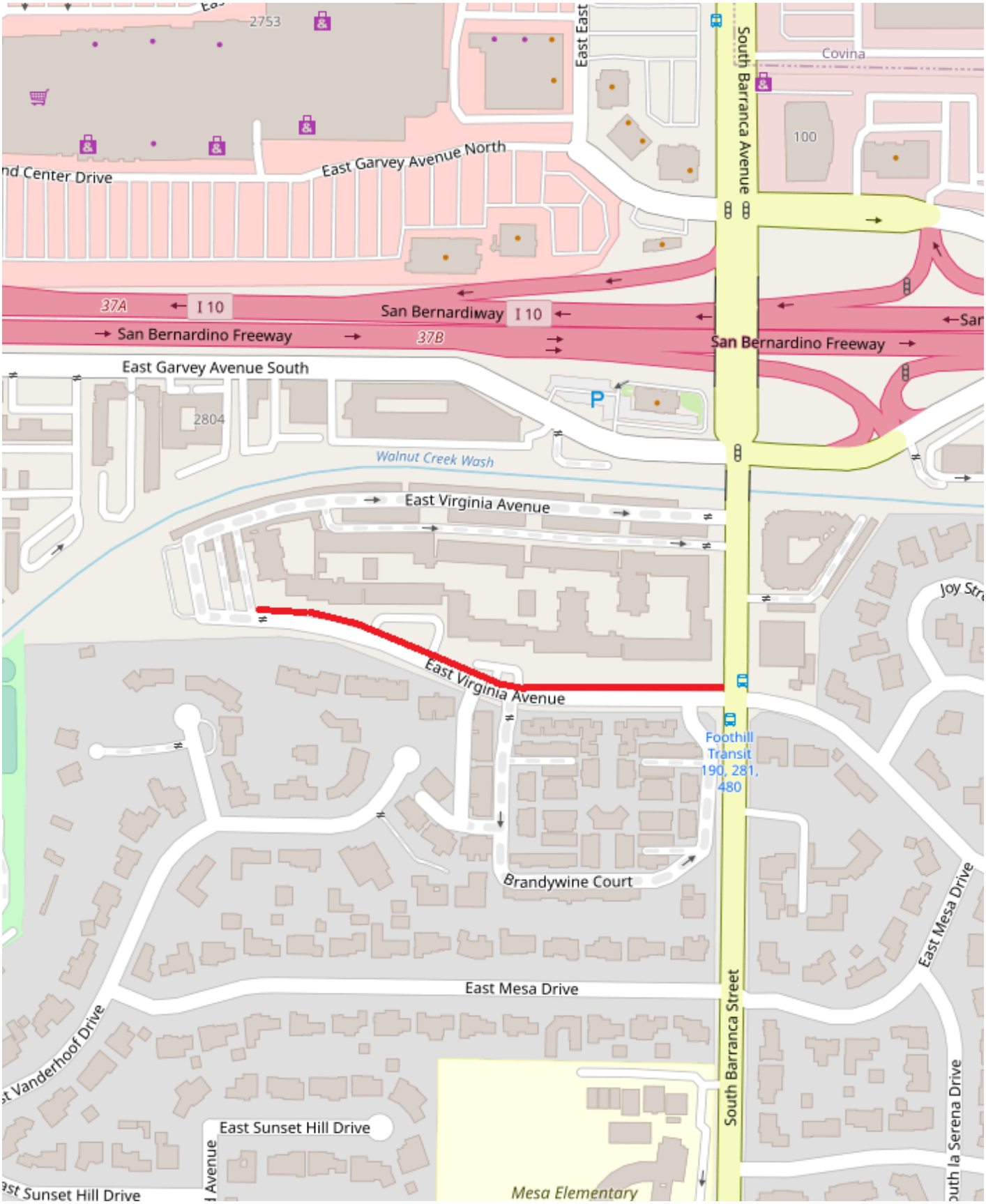
Proposed **Weekly** Sweeping Route Map

Prepared by N.E.S.



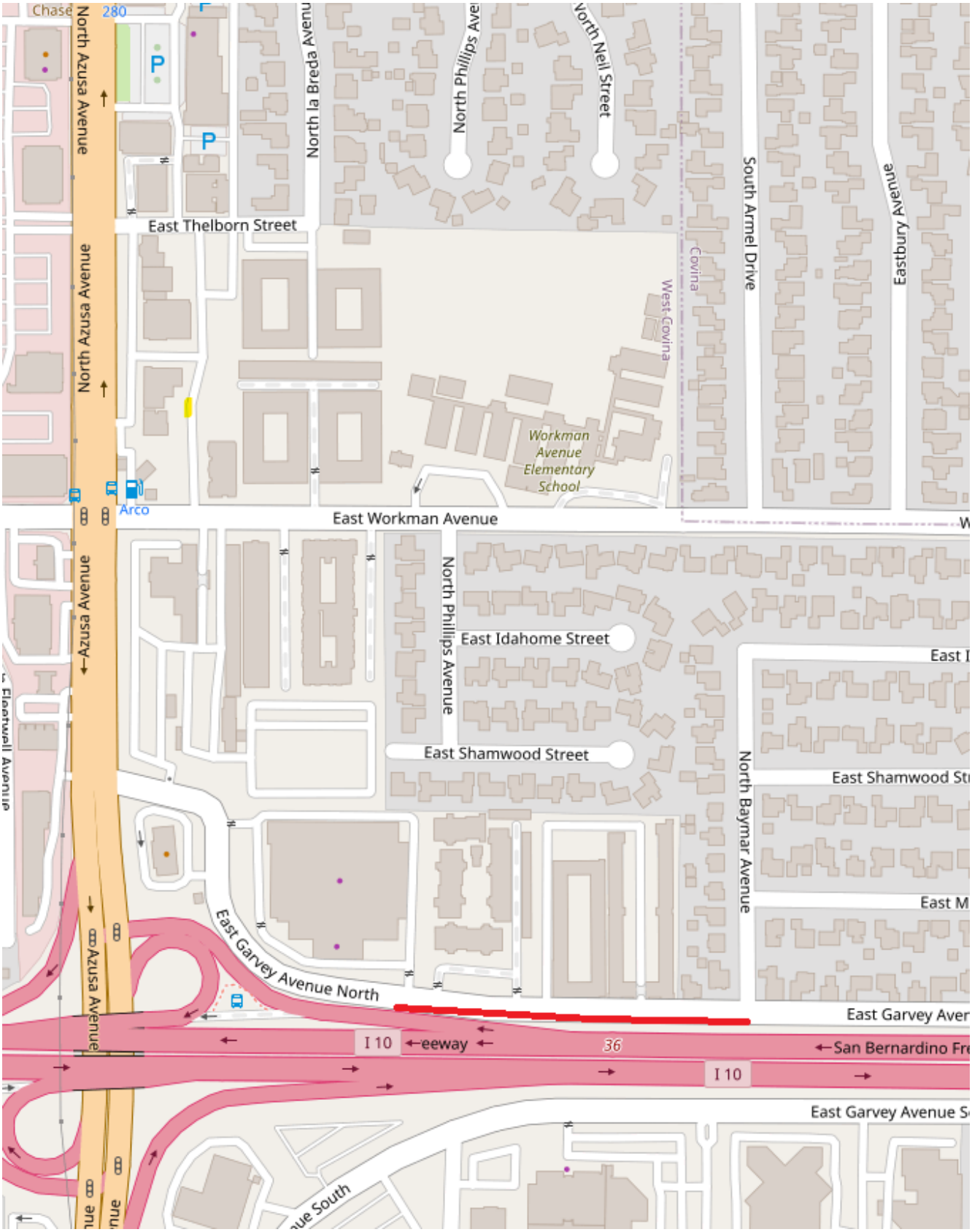
Wednesday Route

Thursday 10 AM – 2 PM



Wednesday Route

Thursday 10 AM – 2 PM



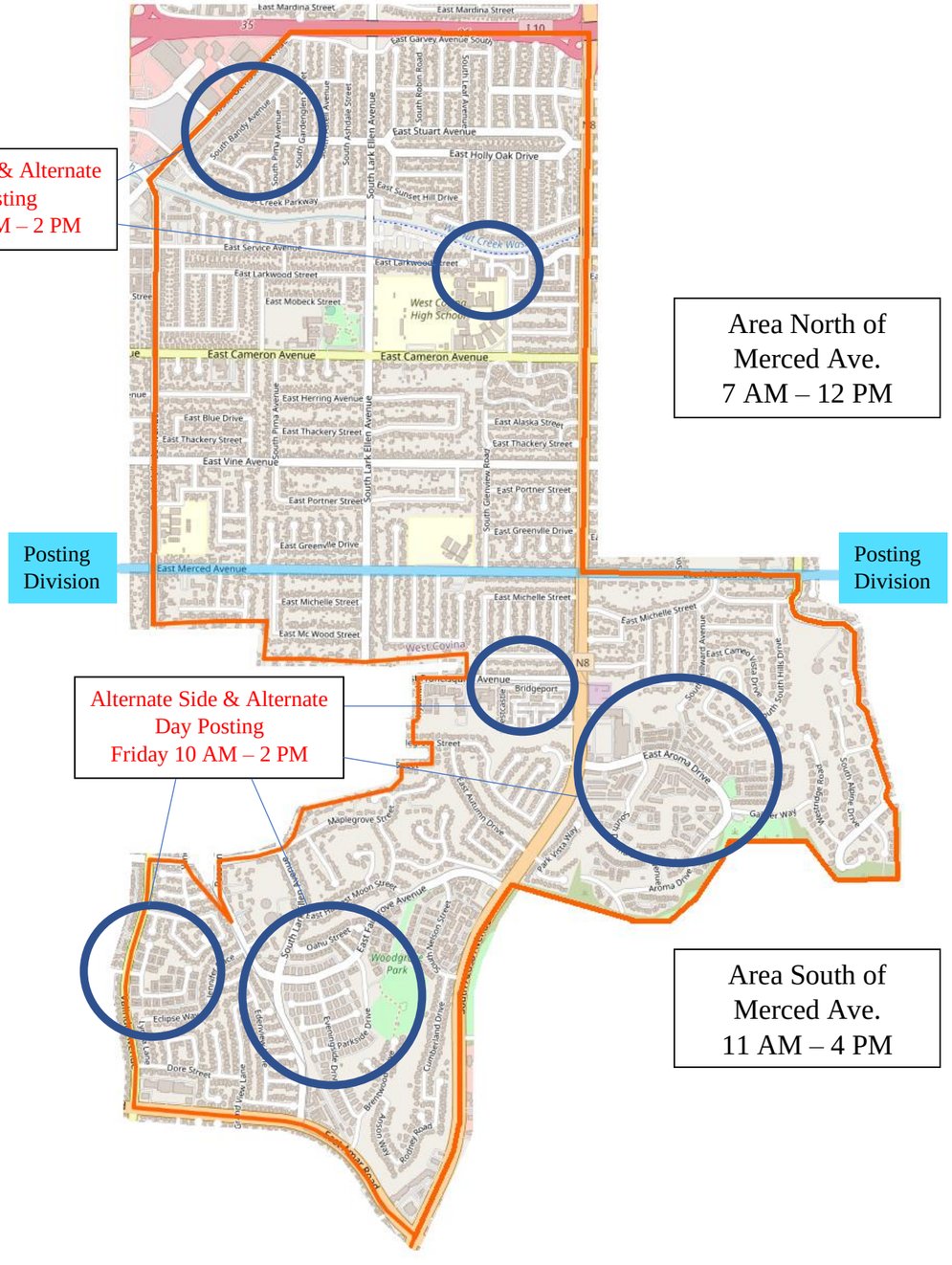
Wednesday Route

Thursday 10 AM – 2 PM

City of West Covina

Nationwide Environmental Services®
Division of Joe's Sweeping, Inc.





Alternate Side & Alternate Day Posting
Friday 10 AM – 2 PM

Area North of Merced Ave.
7 AM – 12 PM

Posting Division

Posting Division

Alternate Side & Alternate Day Posting
Friday 10 AM – 2 PM

Area South of Merced Ave.
11 AM – 4 PM

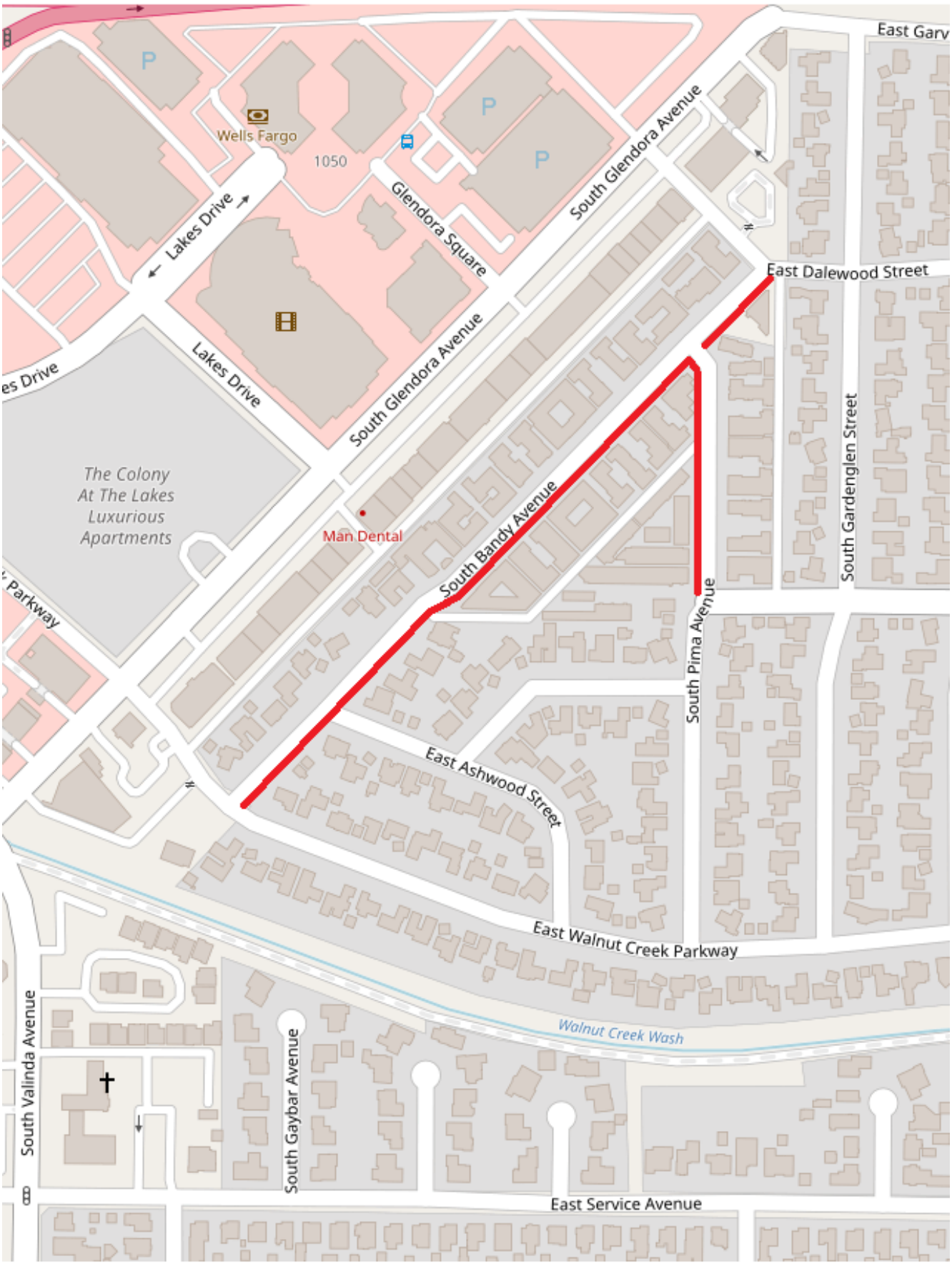
Thursday

Posting Division

Route Boundary

Proposed **Weekly** Sweeping Route Map

Prepared by N.E.S.



Thursday Route

Friday 10 AM – 2 PM



Thursday Route

Friday 10 AM – 2 PM



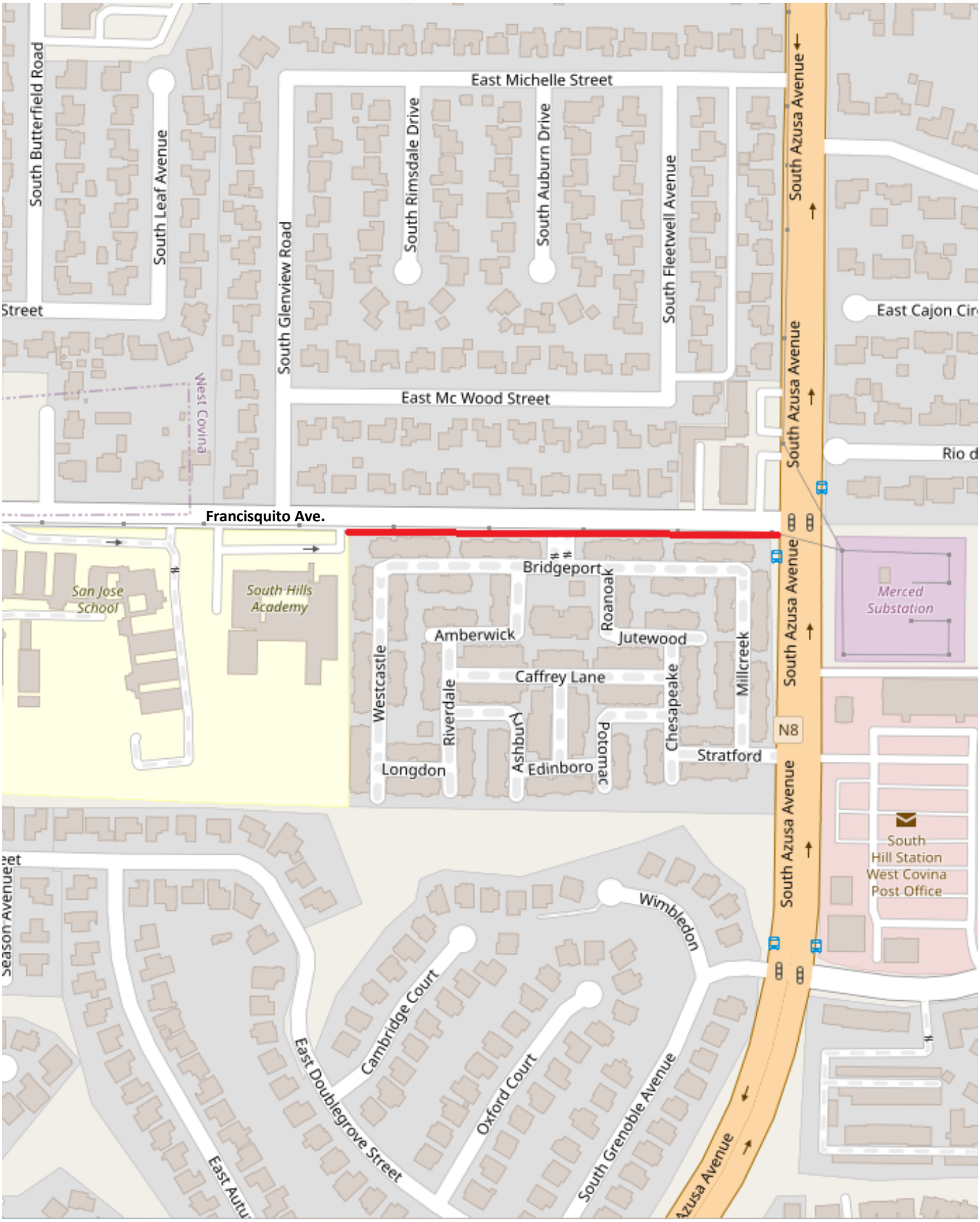
Thursday Route

Friday 10 AM – 2 PM



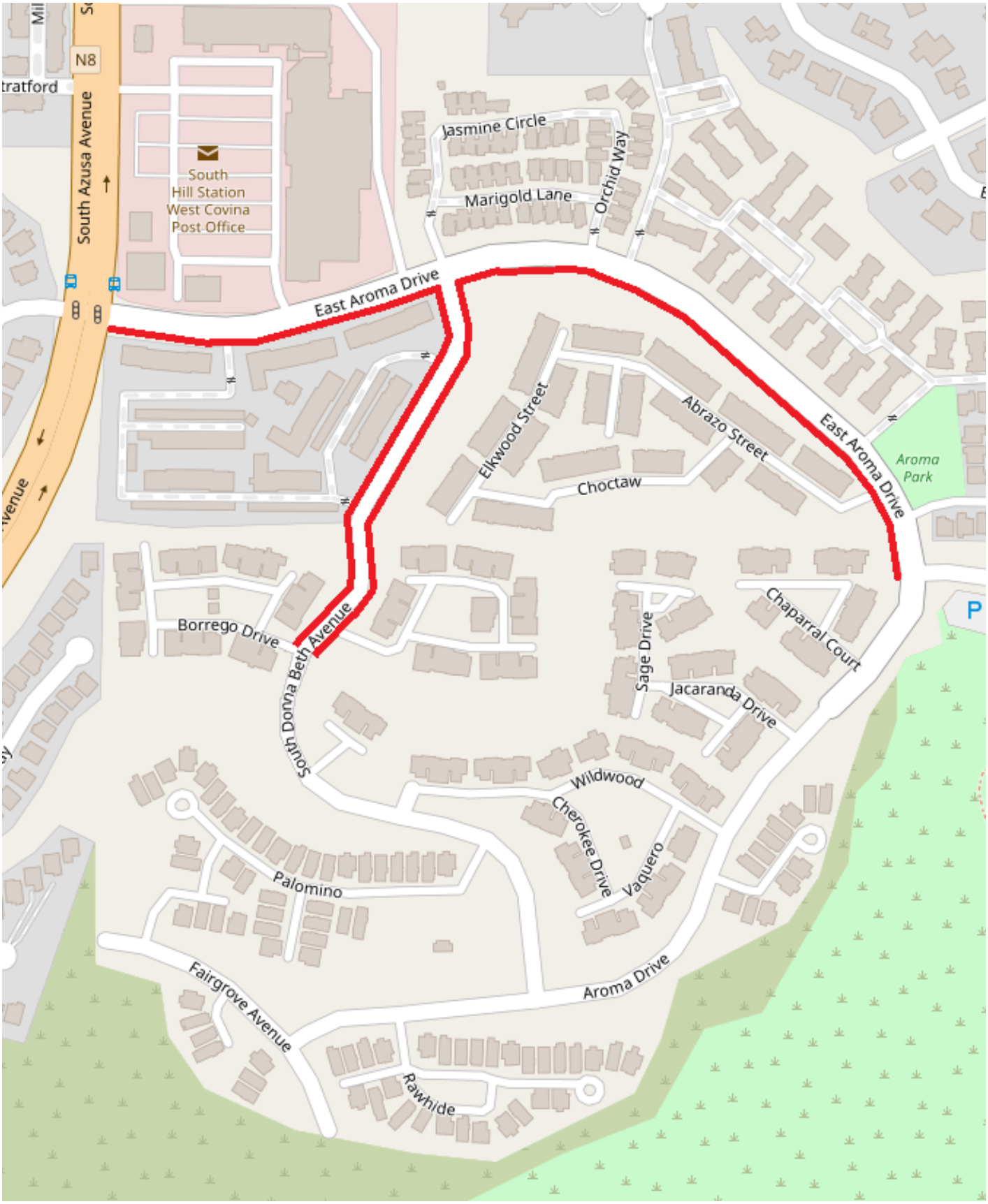
Thursday Route

Friday 10 AM – 2 PM



Thursday Route

Friday 10 AM – 2 PM



Thursday Route

Friday 10 AM – 2 PM

City of West Covina

Nationwide Environmental Services®
Division of Joe's Sweeping, Inc.



Friday

Posting Division

Route Boundary

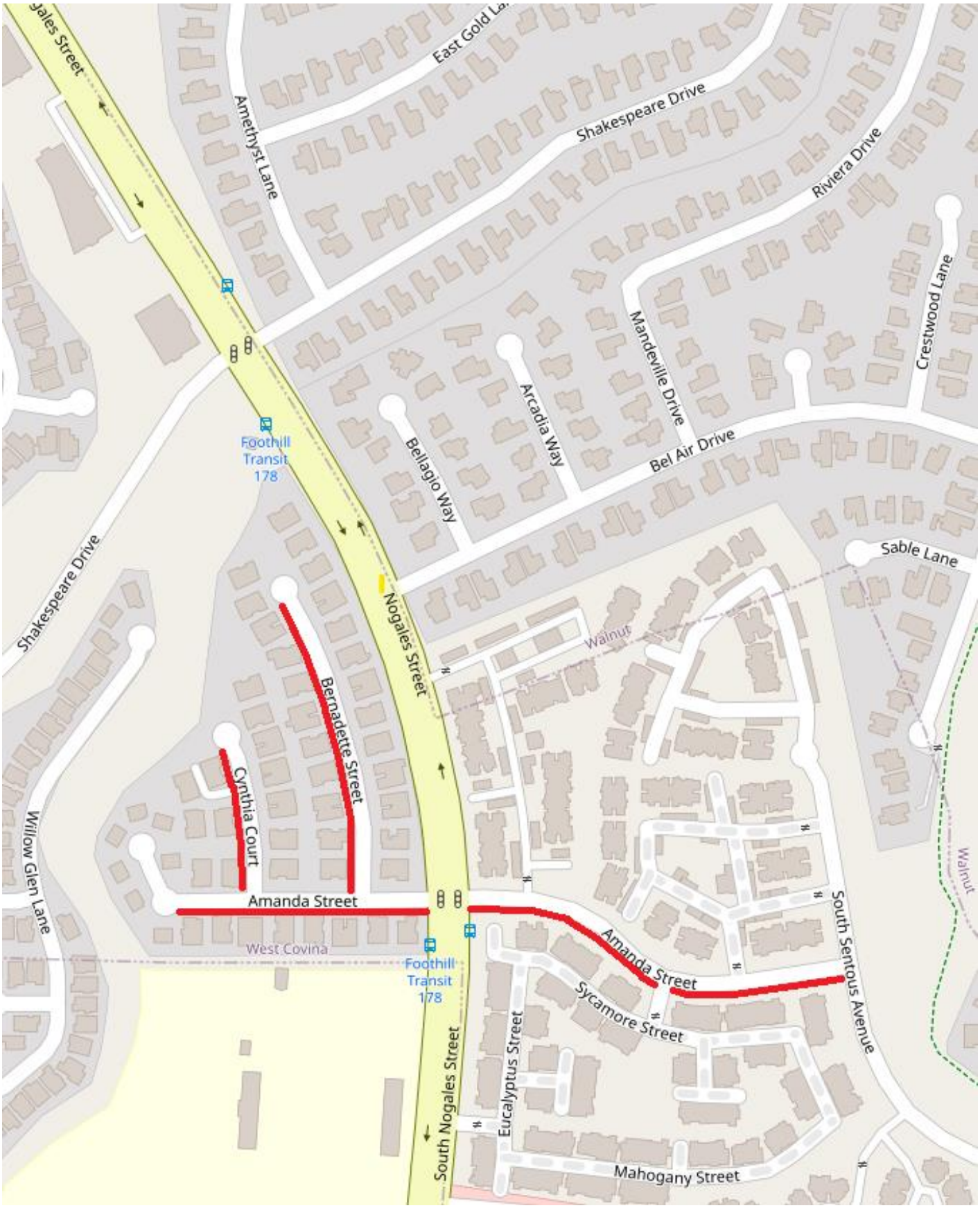
Proposed **Weekly** Sweeping Route Map

Prepared by N.E.S.



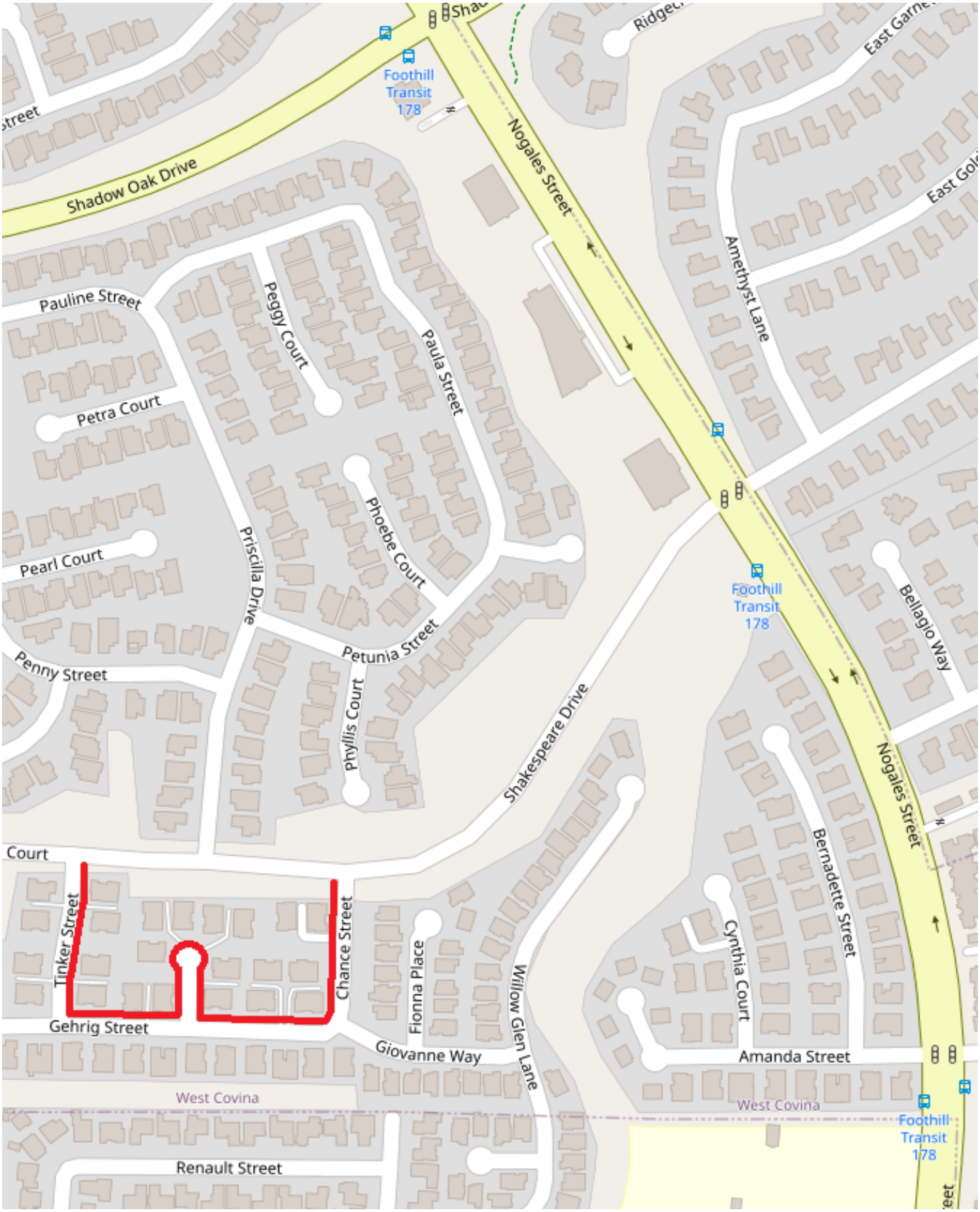
Friday Route

Thursday 10 AM – 2 PM



Friday Route

Thursday 10 AM – 2 PM



Friday Route

Thursday 10 AM – 2 PM