CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

JANUARY 21, 2025, 7:00 PM
REGULAR MEETING

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

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

Please turn off all cell phones and other electronic devices prior to entering the Council Chambers

AMERICANS WITH DISABILITIES ACT
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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 JANUARY 21, 2025, 7:00 PM
REGULAR MEETING

INVOCATION
Led by Pastor Al Richardson from New Beginning Christian Fellowship of West Covina

PLEDGE OF ALLEGIANCE
Led by Councilman Cantos

ROLL CALL

REPORTING OUT FROM CLOSED SESSION

PRESENTATIONS

- Certificate of Recognition to the West Covina Bruins Cheer and a donation from The Chinese American Association of West Covina
- Presentation by West Covina Police Department regarding the Hope Team

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

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.

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 DECEMBER 5, 2024, SPECIAL CITY COUNCIL/SUCCESSOR AGENCY SESSION MEETING MINUTES.

It is recommended that the Council approve the December 5, 2024, Special City Council/Successor Agency Session Meeting Minutes.

COMMISSION SUMMARY OF ACTIONS

2) CONSIDERATION OF MINUTES FROM THE COMMUNITY AND SENIOR SERVICES COMMISSION MEETINGS HELD ON JULY 9, 2024 AND SEPTEMBER 10, 2024

It is recommended that the City Council receive and file the Community and Senior Services Commission meeting minutes from its regular meeting on July 9, 2024, special meeting on September 10, 2024, and regular meeting on September 10, 2024.

CITY CLERK'S OFFICE

3) CONSIDERATION OF AMENDMENTS TO THE CITY OF WEST COVINA'S CONFLICT OF INTEREST CODE

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

RESOLUTION NO. 2025-6 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A REVISED CONFLICT OF INTEREST CODE FOR THE CITY OF WEST COVINA

CITY MANAGER'S OFFICE

4) CONSIDERATION OF EXCLUSIVE NEGOTIATION AGREEMENT FOR A PORTION OF PROJECT SITE (APN 8474-007-940) IN THE CITY OF WEST COVINA.

It is recommended that the City Council authorize the City Manager to negotiate and execute all necessary documents to effectuate an Exclusive Negotiation Agreement (ENA) with Project Passion Restaurant Group (TXRH) for the sale of a portion of City owned property (APN 8474-007-940).

5) CONSIDERATION OF A RESOLUTION REQUESTING THAT THE GOVERNOR, INSURANCE COMMISSIONER, AND THE STATE LEGISLATURE CONTINUE TO TAKE ACTION TO STRENGTHEN AND STABILIZE THE INSURANCE MARKET AND ADVOCATE FOR WEST COVINA AND CALIFORNIA RESIDENTS

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

RESOLUTION NO. 2025-4 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, REQUESTING THAT THE GOVERNOR, INSURANCE COMMISSIONER, AND THE STATE LEGISLATURE CONTINUE TO TAKE ACTION TO STRENGTHEN AND STABILIZE CALIFORNIA'S RESIDENTIAL AND COMMERCIAL PROPERTY INSURANCE MARKET AND ADVOCATE FOR THE RESIDENTS OF THE CITY OF WEST COVINA AND OF THE STATE OF CALIFORNIA

COMMUNITY SERVICES

6) CONSIDERATION OF AWARD OF AGREEMENT FOR THE CITY'S PARKS AND RECREATION MASTER PLAN

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

1. Award Request for Proposals ("RFP') No. 202401 for the City's Parks and Recreation Master Plan to RJM Design Group;

2. Authorize the City Manager to negotiate and execute an agreement RJM Design Group, in an amount not to exceed $260,070, in such final form as approved by the City Attorney.

FINANCE DEPARTMENT

7) CONSIDERATION OF THE FIRST QUARTER FINANCIAL REPORT AND BUDGET AMENDMENT FOR FISCAL YEAR 2024-25

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

1. Receive and file the First Quarter Financial Report for Fiscal Year 2024-25; and
2. Adopt the following resolution:

RESOLUTION NO. 2024-72- A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2024 AND ENDING JUNE 30, 2025 (FIRST QUARTER FINANCIAL REPORT)

END OF CONSENT CALENDAR

DEPARTMENTAL REGULAR MATTERS

CITY MANAGER'S OFFICE

8) CONSIDERATION OF GRANT WRITING AND FEDERAL LOBBYIST SERVICES

It is recommended that the City Council provide direction.

COMMUNITY DEVELOPMENT

9) CONSIDERATION OF ORDINANCE AMENDING CHAPTER 22 OF THE WEST COVINA MUNICIPAL CODE RELATING TO STREET SWEEPING REGULATIONS AND ENFORCEMENT

It is recommended that the City Council introduce Ordinance No. 2526 to amend provisions of Chapter 22 of the West Covina Municipal Code relating to street sweeping regulations and enforcement:

ORDINANCE NO. 2526 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING CHAPTER 22 (TRAFFIC REGULATIONS) OF THE WEST COVINA MUNICIPAL CODE RELATING TO STREET SWEEPING REGULATIONS AND ENFORCEMENT AND MAKING A DETERMINATION THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO CEQA GUIDELINES SECTION 15061(B)(3) (COMMON SENSE EXEMPTION)

COMMUNITY SERVICES

10) UPDATE ON THE CURRENT MAINTENANCE AND OPERATIONS OF THE WEST COVINA SPORTSPLEX

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

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.)

11) CONSIDERATION OF MAKING CITY COUNCIL MEETINGS MORE EFFICIENT

It is recommended that the City Council provide direction.

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	February 4, 2025	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: January 21, 2025

TO: Mayor and City Council

FROM:

SUBJECT: **CONSIDERATION OF APPROVAL OF THE DECEMBER 5, 2024, SPECIAL CITY COUNCIL/SUCCESSOR AGENCY SESSION MEETING MINUTES.**

RECOMMENDATION:

It is recommended that the Council approve the December 5, 2024, Special City Council/Successor Agency Session Meeting Minutes.

Attachments

Attachment No. 1 - 12/5/2024 Special Session Minutes Draft

CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

DECEMBER 5, 2024, 4:00 PM
SPECIAL MEETING

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

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

MINUTES

INVOCATION
Led by Father Jude Uche from St. Louis of France Catholic Church

PLEDGE OF ALLEGIANCE
Led by Councilman Cantos

ROLL CALL
Council Members
Present: Council Members Rosario Diaz, Ollie Cantos, Letty Lopez-Viado (arrived 4:06), Mayor Pro Tem Wu Mayor Brian Calderón Tabatabai (arrived at 4:06)

DRAFT

REPORTING OUT FROM CLOSED SESSION
There was no Closed Session

PRESENTATIONS
None

CITY MANAGER'S REPORT
There was no City Manager's report

ORAL COMMUNICATIONS - Five (5) minutes per speaker
John Shewmaker
Mario Sobalvarro
R. Robinson
Jessica Shewmaker

CALENDAR

ACTION: Motion by Mayor Pro Tem Wu and Second by Mayor Calderón Tabatabai 5-0 to: *Approve Calendar Item 1*

1) **DECLARING THE RESULTS OF THE NOVEMBER 5, 2024 GENERAL MUNICIPAL ELECTION**

Carried 5-0 to: adopt the following resolution:

RESOLUTION NO. 2024-70 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DECLARING THE RESULTS OF THE GENERAL MUNICIPAL ELECTION HELD ON NOVEMBER 5, 2024

2) **RECOGNITION OF OUTGOING CITY COUNCIL MEMBER AND INSTALLATION OF NEWLY ELECTED OFFICERS**

Newly elected Council Members were sworn in

3) **REORGANIZATION OF MAYOR AND MAYOR PRO TEM**

Reorganization of Council

MAYOR/COUNCILMEMBERS REPORTS
None

DRAFT

CITY COUNCIL REQUESTS FOR REPORTS, STUDIES OR INVESTIGATION
None

CITY COUNCIL COMMENTS

- Council thanked the outgoing Mayor and welcomed the newly elected and reelected Councilmembers.

ADJOURNMENT
A motion to adjourn the Regular Meeting was made at 5:47 PM. The next regularly scheduled Regular City Council Meeting will be held on Tuesday, December 17, 2024, at 7:00 p.m. in the Council Chambers, 1444 West Garvey Avenue South, West Covina, California.

_____
Lisa Sherrick
Assistant City Clerk

_____
Tony Wu
Mayor

DRAFT

AGENDA ITEM NO. 2

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: January 21, 2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: **CONSIDERATION OF MINUTES FROM THE COMMUNITY AND SENIOR SERVICES COMMISSION MEETINGS HELD ON JULY 9, 2024 AND SEPTEMBER 10, 2024**

RECOMMENDATION:

It is recommended that the City Council receive and file the Community and Senior Services Commission meeting minutes from its regular meeting on July 9, 2024, special meeting on September 10, 2024, and regular meeting on September 10, 2024.

BACKGROUND:

The Community and Senior Services Commission acts in an advisory capacity to the City Council on matters pertaining to the community service needs of the citizens of West Covina relating to public recreational services, cultural activities and special events, youth services, public transportation, neighborhood and human relations, human rights, and senior services. The Commission consists of ten (10) Commissioners that are appointed by the City Council.

The Commission meets on the second Tuesday in the months of January, March, May, July, September, and November. Meetings start at 6:00 p.m. and are held in the Management Resource Center located inside City Hall.

DISCUSSION:

The regular meeting on July 9, 2024, special meeting on September 10, 2024, and regular meeting on September 10, 2024 Commission meeting minutes were approved at the Commission's regularly scheduled meeting on November 12, 2024. The Commission meeting minutes were approved by a vote of 8 to 0, with 2 Commissioners absent.

Prepared by: Deborah Johnston, Administrative Assistant II
Additional Approval: Roxanne E. Lerma, Assistant City Manager

Fiscal Impact

FISCAL IMPACT:

This is strictly an administrative item to receive and file; therefore, there is no associated fiscal impact.

Attachments

Attachment No. 1 - Community & Senior Services Commission Regular Meeting Minutes for July 9, 2024

Attachment No. 2 - Community & Senior Services Commission Special Meeting Minutes for September 10, 2024

Attachment No. 3 - Community & Senior Services Commission Regular Meeting Minutes for September 10, 2024

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

CITY OF WEST COVINA
COMMUNITY AND SENIOR SERVICES COMMISSION

TUESDAY, JULY 9, 2024, 6:00 PM

REGULAR MEETING

WEST COVINA CITY HALL MANAGEMENT RESOURCE CENTER (MRC) ROOM 314 1444 W GARVEY AVE. WEST COVINA, CALIFORNIA 91790

MINUTES

Chair Cecilia Munoz
Vice Chair Sherry Fischer
Commissioner Gia Cablayan
Commissioner Hector Diaz
Commissioner Michael Flowers
Commissioner Jennifer Gutierrez
Commissioner Gayle Mason
Commissioner Robert H. Torres
Commissioner Chatur Patel
Commissioner Betty Valles

AMERICANS WITH DISABILITIES ACT
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PUBLIC COMMENTS
ADDRESSING THE COMMUNITY AND SENIOR SERVICES COMMISSION

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CALL TO ORDER AT 6:06 P.M. BY: Chair Munoz

PLEDGE OF ALLEGIANCE / MOMENT OF SILENT PRAYER

ROLL CALL

Commissioners Present: Commissioners Cablayan, Diaz, Fischer, Munoz, Patel, Torres and Valles.

Commissioners Absent: Commissioners Flowers, Gutierrez and Mason.

Staff Present: Roxanne E Lerma, Assistant City Manager, Susie Perez, Deputy Director of Community Services, Gerardo Lopez, Deputy Director of Public Works and Deborah Johnston, Administrative Assistant II.

ORAL COMMUNICATIONS - Three (3) minutes per speaker

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

None.

CONSENT CALENDAR

APPROVAL OF MEETING MINUTES

1) **May 14, 2024, Community and Senior Services Commission Meeting Minutes**

It is recommended that the Commission approve the Community and Senior Services Commission Meetings for May 14, 2024, Minutes.

Motion By: Commissioner Valles, 2nd by: Commissioner Patel, motion carried by a vote of 7 to 0 with 3 absent.

AYES: Commissioners Cablayan, Diaz, Torres, Patel, Valles, Chair Munoz & Vice Chair Fischer
NOES: None.
ABSENT: Commissioners Flowers, Gutierrez and Mason.
ABSTAIN: None

AD HOC COMMITTEE REPORTS

Homeless subcommittee plan to meet soon and report back to the Commission.

CDBG subcommittee attended a meeting to receive presentations from applicants and provided their recommendations for council.

COMMISSIONERS REPORTS

Chair Cecelia Munoz: Attended Library Grand re-opening event, Council meeting for Parks Make Life Better! Month presentation, and annual festival at the Buddhist Temple in La Puente.

Vice Chair Sherry Fischer: Attended the Library Grand re-opening event, Council meeting for the Parks Make Life Better! Month presentation and Cortez Park event.

Commissioner Gia Cablayan: Attended Concerts in the Park with family.

Commissioner Hector Diaz: No reports.

Commissioner Michael Flowers Absent.

Commissioner Jennifer Gutierrez: Absent.

Commissioner Gayle Mason: Absent.

Commissioner Chatur Patel: Visited the Cortez Park Community & Senior Center and enjoyed the events.

Commissioner Robert H. Torres: 4th of July event, Palmview Open House, Cameron event, Library Grand re-opening event, Council meeting for the Parks Make Life Better! Month presentation. Visited Ridge Riders Equestrian facility and met a group that does equine therapy.

Commissioner Betty Valles: No reports.

ITEMS TO BE AGENDIZED:

Police Department Tour
Update on RFP for Farmer's Market
Update on CDBG 5-year consolidation plan

ADJOURNMENT at 8:08 p.m. **By:** Chair Munoz. All in favor.

2024 Community and Senior Services Commission Meetings
Tuesday, September 10, 2024, at 6 p.m.
Tuesday, November 12, 2024, at 6 p.m.

Signature _____ Date: *8/27/2024*

CITY OF WEST COVINA
COMMUNITY AND SENIOR SERVICES COMMISSION
TUESDAY, SEPTEMBER 10, 2024, 5:00 PM

SPECIAL MEETING

WEST COVINA CITY HALL MANAGEMENT RESOURCE CENTER (MRC) ROOM 314 AT 1444 W GARVEY AVE. WEST COVINA, CALIFORNIA 91790

MINUTES

Chair Cecilia Munoz
Vice Chair Sherry Fischer
Commissioner Gia Cablayan
Commissioner Hector Diaz
Commissioner Michael Flowers
Commissioner Jennifer Gutierrez
Commissioner Gayle Mason
Commissioner Robert H. Torres
Commissioner Chatur Patel
Commissioner Betty Valles

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CALL TO ORDER at 5:00 p.m. city staff called no quorum, by Susie Perez, Deputy Director of Community Services

ROLL CALL

Commissioners Present: Commissioners Munoz, Torres & Valles.
Commissioners Absent: Commissioners Cablayan, Diaz, Fischer, Flowers, Gutierrez, Mason & Patel.
Staff Present: Roxanne E. Lerma, Assistant City Manager, Susie Perez, Deputy Director of Community Services, Vanessa Ibanez, Superintendent of Community Services, and Community Services Coordinators Clarissa Romero, Miguel Quijada, Leslie Bravo & Leslie Godinez.

Signature _____ Date: *10/30/2024*

CITY OF WEST COVINA
COMMUNITY AND SENIOR SERVICES COMMISSION
TUESDAY, SEPTEMBER 10, 2024, 5:00 PM

REGULAR MEETING

WEST COVINA CITY HALL MANAGEMENT RESOURCE CENTER (MRC) ROOM 314 AT 1444 W GARVEY AVE. WEST COVINA, CALIFORNIA 91790

MINUTES

Chair Cecilia Munoz
Vice Chair Sherry Fischer
Commissioner Gia Cablayan
Commissioner Hector Diaz
Commissioner Michael Flowers
Commissioner Jennifer Gutierrez
Commissioner Gayle Mason
Commissioner Robert H. Torres
Commissioner Chatur Patel
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CALL TO ORDER at 6:05 p.m. city staff called no quorum, by Susie Perez, Deputy Director of Community Services

ROLL CALL

Commissioners Present: Commissioners Mason, Munoz, Torres & Valles.
Commissioners Absent: Commissioners Cablayan, Diaz, Fischer, Flowers, Gutierrez, & Patel.
Staff Present: Roxanne E. Lerma, Assistant City Manager, Susie Perez, Deputy Director of Community Services, Vanessa Ibanez, Superintendent of Community Services, and Community Services Coordinators Clarissa Romero, Miguel Quijada, Leslie Bravo & Leslie Godinez.

Signature _____ Date: *10/30/2024*

AGENDA ITEM NO. 3

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: January 21, 2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: **CONSIDERATION OF AMENDMENTS TO THE CITY OF WEST COVINA'S CONFLICT OF INTEREST CODE**

RECOMMENDATION:

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

RESOLUTION NO. 2025-6 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A REVISED CONFLICT OF INTEREST CODE FOR THE CITY OF WEST COVINA

BACKGROUND:

Under the Political Reform Act, all public agencies are required to adopt a Conflict of Interest Code. Besides the terms of the Code, a Conflict of Interest Code designates positions required to file Statements of Economic Interests (Form 700) and assigns disclosure categories specifying the types of interests to be reported. The Form 700 is a public document intended to provide transparency and accountability by providing necessary information to the public about an official's personal financial interests and serving as a reminder to the public official of potential conflicts of interest so the official can abstain from making or participating in governmental decisions that are deemed conflicts of interest.

The Political Reform Act requires every local government agency to review its Conflict of Interest Codes biennially to determine if it is accurate and up-to-date and/or if it needs to be amended. The Code reviewing body for city agencies is the City Council; therefore, the City Council is required to approve the Conflict of Interest Code and any amendments for the City, the Community Development Commission, and the Successor Agency to the West Covina Redevelopment Agency. The City's Code was last amended in 2022 by Resolution No. 2022-120.

The City Council, City Manager, City Attorney, City Treasurer, and Planning Commissioners are not included as "designated positions," as the disclosure obligations for these positions are set forth by Government Code section 87200 et seq.

DISCUSSION:

During this year’s review, staff determined that amendments were necessary to Appendix A – Designated Positions of the City's Conflict of Interest Code to reflect positions which have been added, deleted, or undergone a title change.

Additions to Appendix A are identified below. In addition, positions that are unfunded and not filled will remain as designated positions since they remain as approved job classifications in the City.

The proposed changes are:

- Assistant to the City Manager (new)
- CIP Project Manager (new)
- Code Enforcement Director (new)
- Deputy Director of Public Works Director (new)
- Deputy Director of Community Development Director (new)
- Deputy Director of Community Services Director (new)
- Human Resources Manager (new)
- Community Development Commission Economic Development Project Coordinator (consolidated)
- Community Development Commission Economic Development Specialist (remove)
- Deputy City Manager (removed)
- Management Analyst (Fire Dept, Finance, and Planning removed)
- Planning Manager (removed)
- Public Services Manager (removed)

The City of West Covina incorporates the Fair Political Practices Commission’s (FPPC) standardized Conflict of Interest Code as terms of the City's Code. The FPPC amends the regulation to include legislative and regulatory changes, ensuring the terms of the Conflict of Interest Code are in compliance with the Political Reform Act and up to date.

Resolution No. 2025-6 adopts the City's amended Conflict of Interest Code and repeals the previous Code.

LEGAL REVIEW:

The City Attorney's Office has reviewed the proposed resolution and amended Conflict of Interest Code and approved them as to form.

OPTIONS:

Biennial review of the Conflict of Interest Codes is required by law. The City Council may add or delete positions or amend disclosure categories.

Prepared by: Lisa Sherrick, Assistant City Clerk

Attachments

Attachment No. 1 - Resolution No. 2025-6

Attachment No. 2 - Conflict of Interest Code

CITY COUNCIL GOALS & OBJECTIVES: Enhance City Image and Effectiveness

ATTACHMENT NO. 1

RESOLUTION NO. 2025-6

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A REVISED CONFLICT OF INTEREST CODE FOR THE CITY OF WEST COVINA

The City Council of the City of West Covina hereby finds and declares as follows:

WHEREAS, the Political Reform Act (California Government Code Section 81000 et seq.) requires local agencies to adopt conflict of interest codes for positions, other than those specified in Section 87200 of the California Government Code, that involve the making or participation in the making of decisions which may foreseeably have a material financial effect on any financial interest, and to review their adopted codes biennially; and

WHEREAS, the Fair Political Practices Commission has adopted California Code of Regulations, Title 2, Section 18730, which contains the terms of a standard Conflict of Interest Code and which can be incorporated by reference by local agencies and may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearings; and

WHEREAS, to ensure the City of West Covina's Conflict of Interest Code is in conformity with the Political Reform Act, the City has adopted by reference California Code of Regulations, Title 2, Section 18730 by resolution; and

WHEREAS, the City Council last amended the City of West Covina's Conflict of Interest Code on December 6, 2022 through the adoption of Resolution No. 2022-120; and

WHEREAS, the City Council desires to update the City's Conflict of Interest Code, including to consolidate the Conflict of Interest Codes for the City, the Successor Agency to the Redevelopment Agency, and the Community Development Commission into one Conflict of Interest Code for the City.

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

SECTION 1. In compliance with California Government Code Section 87300, the City Council of the City of West Covina hereby adopts the Conflict of Interest Code attached hereto as Exhibit A, which adopts by reference the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, together with the attached Appendices A and B, as the City of West Covina's Conflict of Interest Code. The City Clerk is authorized to make any clerical revisions to the Conflict of Interest Code as may be necessary.

SECTION 2. Resolution No. 2018-137, amending the Conflict of Interest Code for the West Covina Community Development Commission, and Resolution No. 2018-138, amending the Conflict of Interest Code for the Successor Agency to the West Covina Redevelopment Agency, are hereby repealed.

SECTION 3. All prior resolutions which adopted a Conflict of Interest Code for the City of West Covina are hereby repealed.

SECTION 4. The City Clerk shall certify to the adoption of this resolution and shall enter it into the book of original resolutions and it shall become effective immediately.

APPROVED AND ADOPTED this 21st day of January, 2025.

_____
Tony Wu
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. 2025-6 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 21st day of January, 2025, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Lisa Sherrick
Assistant City Clerk

EXHIBIT A

CONFLICT OF INTEREST CODE

ATTACHMENT NO. 2

CITY OF WEST COVINA
CONFLICT OF INTEREST CODE

SECTION 1. STANDARDIZED CODE ADOPTED. The Political Reform Act (California Government Code Section 81000 *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) that contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the Conflict of Interest Code of the City of West Covina (City).

SECTION 2. STATEMENTS. Individuals holding designated positions shall file their statements of economic interest with the City Clerk, who shall be and will perform the duties of filing officer for the City of West Covina. The City Clerk will make statements available for public inspection and reproduction (California Government Code Section 81008). Upon receipt of statements from individuals holding positions identified in California Government Code Section 87200, the City Clerk shall make and retain copies and forward original statements to the Fair Political Practices Commission. The City Clerk shall retain all other statements.

SECTION 3. EFFECTIVE DATE. This Conflict of Interest Code shall take effect immediately upon its approval by the City Council of the City of West Covina.

CITY OF WEST COVINA
DESIGNATED POSITIONS

A "designated employee" is an officer, employee, member or consultant of an agency whose position is designated in the Code because the position entails the making or participation in the making of governmental decisions which may foreseeably have a material effect on any financial interest. (California Government Code Section 82019.)

POSITION	***DISCLOSURE CATEGORY***
City Clerk's Office	
City Clerk (Elected)	1
Assistant City Clerk	3
City Manager's Office/Community Development Commission (CDC)	
Assistant/Deputy City Attorney	1
Assistant City Manager	1
Assistant to the City Manager	2
CDC/Economic Development & Housing Manager	1
CDC/Economic Development Project Coordinator	6
Management Analyst	2
Code Enforcement	
Code Enforcement Director	1
Community Development Department	
Assistant City Engineer	1
Building Official	2
Building Inspector	2
Community Development Commission Director	1
CIP Project Manager	2
Deputy Director of Community Development	1
Community Services	
Deputy Director of Community Services	1
Community Services Coordinator	2
Recreation Services Supervisor	2
Finance Department	
Finance Director	1
Accounting Manager	7
Purchasing Manager	2
Information Technology Manager	5
Fire Department	
Fire Chief	2
Assistant Chief	3
Human Resources	

CITY OF WEST COVINA
DESIGNATED POSITIONS

Human Resources Manager	3
Human Resources Analyst	3

Police Department

Police Chief	1
Police Captain	3
Police Administrative Services Manager	3

Public Works

Deputy Director of Public Works	1
Management Analyst	3
Maintenance Supervisor	3
Public Works Supervisor	3
Public Works Superintendent	3

Commissions/Committees

Human Resources Commission	1
Community and Senior Services Commission	1
Audit Committee	1
West Covina Community Services Foundation	1

Consultants *

CITY OF WEST COVINA
DESIGNATED POSITIONS

ARTICLE II FILERS

Government Code § 87200 et seq. [2 CCR § 18730(b)(3)]

The City Council, City Manager, City Attorney, City Treasurer and Planning Commissioners are not included as "designated positions" as the disclosure obligations for these positions are set forth by California Government Code Section 87200 et seq.

DISCLOSURE CATEGORIES

1 Persons in this category must disclose all investments and business positions in business entities, sources of income, including gifts, loans, and travel payments, and interests in real property located within the jurisdiction or within two miles of the boundaries of the jurisdiction.

2 Persons in this category must disclose all investments and business positions in business entities and income, including gifts, loans, and travel payments, from sources which provide services, supplies, materials, machinery or equipment of the type utilized by the City of West Covina.

3 Persons in this category must disclose all investments and business positions in business entities and income, including gifts, loans, and travel payments, from sources which provide services, supplies, materials, machinery or equipment of the type utilized by the department or division to which designated employee is assigned.

4 Persons in this category must disclose all investments and business positions in business entities and income from sources which provide, supply, manufacture or service computer hardware or software of the type utilized by the City of West Covina.

5 Persons in this category must disclose all investments and business positions in business entities and income, including gifts, loans, and travel payments, from sources which provide services, supplies, materials, machinery or equipment of the type utilized by the City of West Covina and from sources which provide, supply, manufacture or service computer hardware or software of the type utilized by the City of West Covina.

6 Persons in this category must disclose all investments and business positions in business entities, including sources of income, gifts, loans, and travel payments, which engage in land development, zoning, construction, sale and/or change in use of real property in the City of West Covina, and all interests in real property within the jurisdiction.

7 Persons in this category must disclose all investments and business positions in and income, including gifts, loans, and travel payments, from a) all business entities or individuals engaged in the provision of auditing and accounting services, b) financial institutions including, but not limited to, banks, savings and loan associations, and credit unions, and c) entities or persons who have filed a claim, or have a claim pending against the City of West Covina.

8 Persons in this category must disclose all investments and business positions in and income, including gifts, loans, and travel payments, from all business entities or individuals engaged in
the provision of personnel management services, supplies, materials or equipment.

9 Persons in this category must disclose all investments and business positions in and income, including gifts, loans, and travel payments, from all business entities or individuals engaged in waste management activities, recycling, and environmental

related businesses.

* Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the Code subject to the following limitation:

The City Manager may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of the disclosure requirements. The City Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: January 21, 2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: **CONSIDERATION OF EXCLUSIVE NEGOTIATION AGREEMENT FOR A PORTION OF PROJECT SITE (APN 8474-007-940) IN THE CITY OF WEST COVINA.**

RECOMMENDATION:

It is recommended that the City Council authorize the City Manager to negotiate and execute all necessary documents to effectuate an Exclusive Negotiation Agreement (ENA) with Project Passion Restaurant Group (TXRH) for the sale of a portion of City owned property (APN 8474-007-940).

BACKGROUND:

The City of West Covina owns approximately 21-acres of property at the West Covina mall, including a 2.35-acre parcel APN 8474-007-940 (the "Development Site") (Attachment No. 1). The City declared the property surplus under Government Code Section 54221(b) through Resolution No. 2021-93 on September 21, 2021. In compliance with the Surplus Land Act (Government Code Sections 54220-54233), the City issued a notice of availability for the property, seeking proposals for its highest and best use. However, no proposals were received.

The City of West Covina has received several unsolicited offers from Project Passion Restaurant Group to purchase a portion of the Development Site. Most recently, the city received an unsolicited offer to purchase the Development site on April 4, 2023

On May 21, 2024, the City directed staff to pursue a project with Project Passion Restaurant Group as the preferred developer for the site. The conceptual development plans proposed by the developer are attached (Attachment No. 2).

DISCUSSION:

Project Passion Restaurant Group intends to negotiate a Purchase and Sale Agreement (PSA) with the City to develop a portion of the Development Site as a restaurant (8,800 square feet). The key terms of the proposed ENA (Attachment No. 3) are as follows:

- Purchase Price: $3,000,000
- Site: 1.35-acre parcel portion of Development Site
- Term: 180 days
- Deposit: $50,000
- Developer Responsibilities: All pre-development expenses, including legal and permitting fees, demolition, and building costs, will be borne by the Developer, ensuring a turn-key sale.

As the Project Passion Restaurant Group is interested in purchasing a portion of the Development Site, as part of the PSA, the developer and City will need to finalize subdivision of the parcel to close escrow on the sale.

The City will retain the exclusive right to negotiate with Project Passion Restaurant Group during the ENA term, ensuring that no other proposals will be considered during this period.

If an ENA is agreed upon by both parties, staff will subsequently process a Purchase and Sale Agreement, a subdivision of the parcel, and the subsequent sale of the parcel to Project Passion Restaurant Group.

LEGAL REVIEW:

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

OPTIONS:

The City Council has the following options:

1. Approve staffs recommendation; or
2. Provide alternative directions.

ENVIRONMENTAL REVIEW:

The ENA is not a project under the California Environmental Quality Act (CEQA) pursuant to Public Resources Code section 15378(b)(5) because the agreement is an administrative activity that will not result in direct or indirect physical changes to the environment. CEQA review will be required when an application for a “project” is submitted.

Prepared by: Gerardo Rojas

Fiscal Impact

FISCAL IMPACT:

Upon execution of this Agreement, the Developer shall submit to the City a good faith deposit in the amount of fifty thousand dollars ($50,000.00) to cover the City's actual third-party out-of-pocket legal and other expenses to negotiate and prepare the PSA. If the purchase sale agreement is finalized, then the City will receive $3 million in the property transaction.

All predevelopment expenses, legal and permitting fees, demolition and building costs at the Development Site will be the responsibility of Developer, making this a turn-key sale. After the land transaction is complete, the City will begin to receive property tax on the property. Once PPRG completes the project site, the city will receive sales tax dollars generated from the operating restaurant.

Attachments

Attachment No.1 - City Owned Parcels Aerial

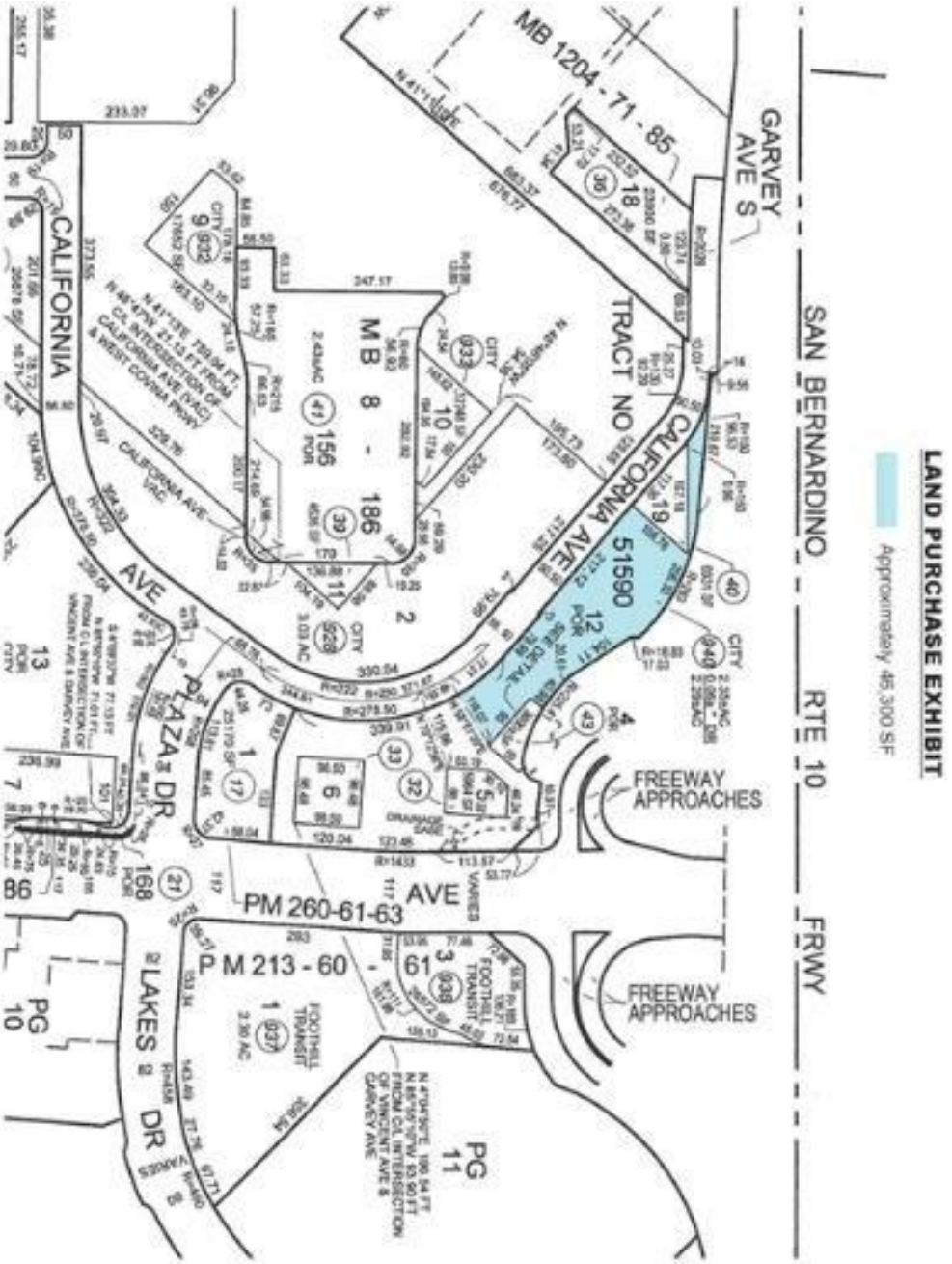
Attachment No. 2 - Project Development Proposed Site

Attachment No. 3 - ENA Executed by Buyer

CITY COUNCIL GOALS & OBJECTIVES: Expand Economic Development Opportunities

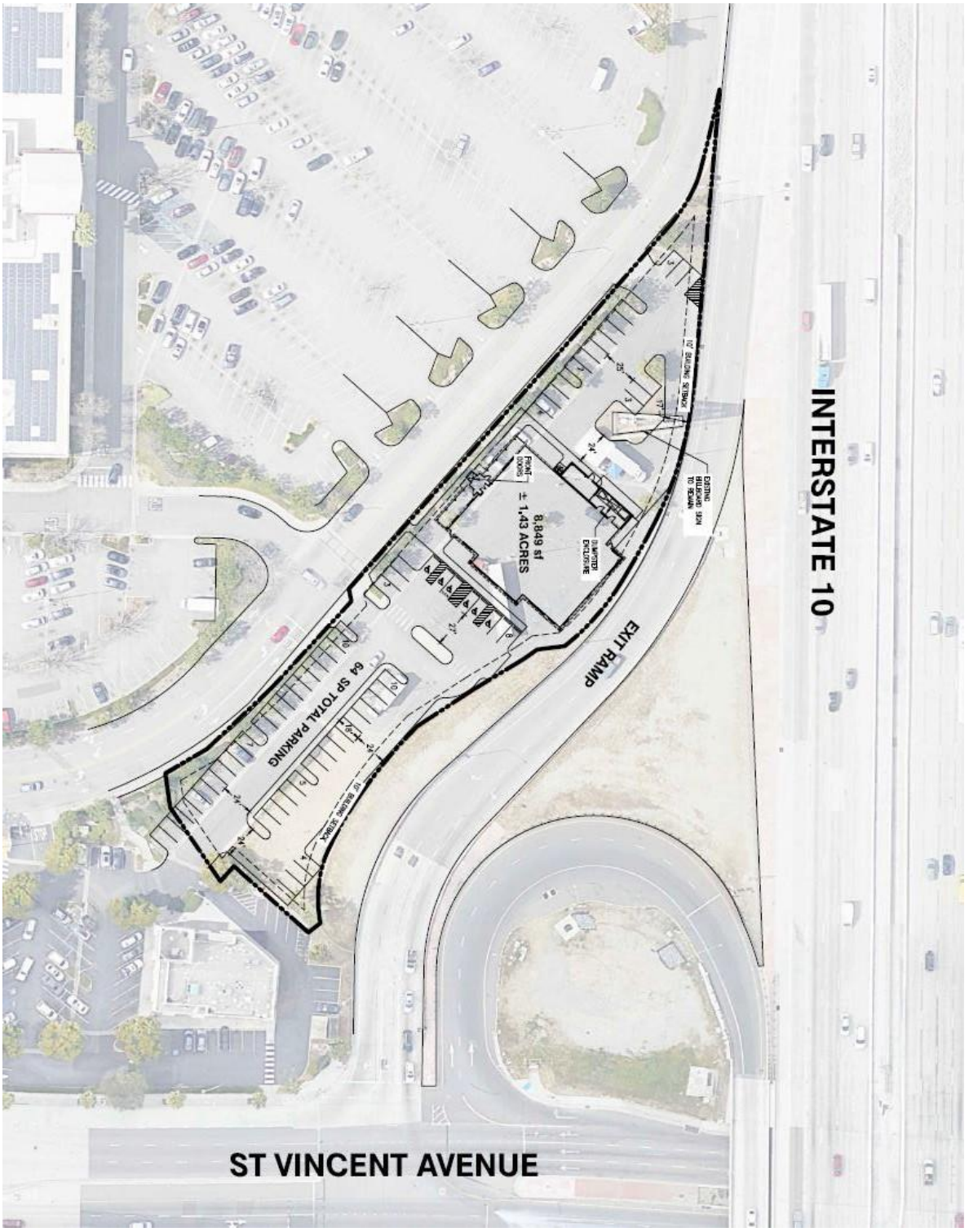
ATTACHMENT NO. 1

DEVELOPMENT SITE MAP



ATTACHMENT NO. 2

Conceptual Site Development Plans



ATTACHMENT NO. 3

EXCLUSIVE NEGOTIATION AGREEMENT BETWEEN PROJECT PASSION RESTAURANT GROUP AND THE CITY OF WEST COVINA

THIS EXCLUSIVE NEGOTIATION AGREEMENT (the "Agreement" or "ENA") is made as of this 1 of November , 2024, by and between the **CITY OF WEST COVINA**, a municipal corporation (the "City"), having its office at 1444 West Garvey Ave. South, West Covina, CA 91790, and **REAL SAET GEORGIA, LLC, a Nevada limited liability company** ("Developer"), having its office at 235 W. Market Street, San Diego, CA 92101.

RECITALS

1. City owns a 1.23 Acre parcel located at APN 8474-007-940, in West Covina shown on Exhibit "A" (the "Development Site").

2. By Resolution No. 2021-93 approved on September 21, 2021, the City declared the Development Site as surplus property under Government Code Section 54221(b).

3. On June 24, 2024, in compliance with the Surplus Land Act (Government Code Sections 54220-54233) the City issued a notice of availability for the Property to all entities identified in subdivision (a) of Section 54222 for the purpose of proposing a highest and best use, high quality development project.

4. The City received no development proposals for the Development Site.

5. On May 21, 2024, the City selected Developer to develop the Development Site. Developer's conceptual site development plans are attached hereto as Exhibit "B."

6. Developer and the City desire to negotiate a purchase and sale agreement ("PSA") pursuant to which Developer will develop a portion of the Development Site as reflected on Exhibit “A” as a restaurant use (the "Project" hereinafter).

7. Developer will pay for expenses incurred by Seller to prepare reports, plans, financial projections, California Environmental Quality Act (CEQA), and other documents that will be utilized to negotiate the final terms of the PSA, if any.

8. The Developer understands and acknowledges that the City is not obligated to sell the Property if, in good faith, the City Council determines that such development plan or sale is not in the public interest, not permitted by law, not consistent with the City of West Covina General Plan, or for any other valid reason. Further, the Developer understands and acknowledges that the Parties are not obligated to reach agreement on the terms of the PSA.

NOW, THEREFORE, CITY AND DEVELOPER HEREBY AGREE AS FOLLOWS:

I. Negotiations, Duties and Obligations

1. Good Faith Negotiation. City and Developer agree, for the Negotiation Period set forth below, to negotiate in good faith the PSA to be entered into between City and Developer concerning the development a portion of the Development Site to establish the Project thereon and, in doing so, shall comply with the Schedule of Performance attached hereto as Exhibit "C."

2. Exclusive Rights. During the term of this Agreement, or any extension thereof, other than in acting to comply with applicable law, City agrees that it shall not negotiate with any other person or entity for the sale and/or development of the Development Site. The term "negotiate" as used herein shall be deemed to preclude City from accepting purchase and/or development proposals from persons or entities other than Developer, or discussing with persons or entities other than Developer, development plans for the Development Site which might be acceptable to City. However, City shall not be precluded from furnishing to other persons or entities unrelated to Developer information in the possession of City related to development under the General Plan, West Covina Downtown Specific Plan the implementation of which is within City's purview to administer. City also may furnish any other information in the possession of City which City would normally furnish to persons requesting information from City concerning its activities, goals, and matters of a similar nature.

3. Negotiation Period

a. City and Developer hereby establish a negotiating period ("Negotiation Period") commencing on execution of this Agreement by both parties and continuing for nine (9) months plus two potential three-month extensions which may be agreed to by City's City Manager based upon Developer's good faith compliance with the Schedule of Performance attached hereto as Exhibit "C."

b. If, at the expiration of the Negotiation Period, Developer and City have not agreed on the final terms and language of the PSA, then this Agreement will terminate unless the agreement is extended as provided in this Agreement.

c. If, based on the final negotiations with City and an evaluation of proposed terms and conditions, Developer deems the PSA acceptable, Developer will sign and submit the PSA to City. If, on the submittal, less than sixty (60) days remain in the then agreed on Negotiation Period, this Agreement will automatically be extended to a date which is sixty (60) days immediately subsequent to the submittal to enable City (1) to take actions necessary to review and consider the PSA, and (2) if approved, to sign the PSA. If City and Developer are not willing to sign the PSA, this Agreement will automatically terminate upon the conclusion of the Negotiation Period.

d. A Schedule of Performance which sets forth the timing of parties' obligations under this Agreement is attached hereto as Exhibit "C" and incorporated herein.

e. Upon the occurrence of a Default by the Developer not cured within the time provided in Section IV.D below, City shall have the right, after providing Developer with ten (10) days' written notice, to terminate this Agreement.

4. Deposit

a. Upon the delivery of this Agreement executed by City, Developer shall submit to City a good faith deposit ("Deposit") in the amount of Fifty Thousand and No/100 Dollars ($50,000.00) to cover the City's actual third-party out-of-pocket legal and other expenses to negotiate and prepare the PSA ("Expenses"). The Deposit shall be in the form of cash or in a manner reasonably acceptable to the City. City shall deposit the Deposit in an interest-bearing account and such interest, when received by City, shall become part of the Deposit. The City may thereafter apply such Deposit against Expenses as they are incurred. Notwithstanding the foregoing, no later than five business days prior to the end of each month, the City shall provide Developer with an estimate of Expenses anticipated to be incurred the following month. Developer may, upon receipt of such estimate, choose to terminate this Agreement, and upon any termination of this Agreement all unused funds submitted to the City in the form of a Deposit or Supplemental Deposit shall be returned to Developer along with an accounting of the amounts of funds used by the City. The Deposit amount is separate from and will not be used for the payment of City fees for processing of entitlements or the preparation of any required studies and analysis required for compliance with CEQA.

b. If City and Developer subsequently determine that the Deposit is insufficient, which determination shall be based on the reasonable Expenses incurred by City hereunder, then within twenty (20) days following Developer's receipt of written notice from City, Developer shall deposit with the City an additional lump sum deposit in the amount reasonably estimated by City and Developer to be sufficient to cover the excess (each a "Supplemental Deposit").

c. If Developer defaults in the payment of any Supplemental Deposit to City the Project may be suspended in the discretion of the City until the applicable Supplemental Deposit is made. Notwithstanding the foregoing, in no event shall Supplemental Deposits exceed an aggregate maximum of One Hundred Fifty Thousand and No/100 Dollars ($150,000.00), unless the parties mutually agree otherwise in writing.

d. In the event the parties do not reach terms of a PSA, all unused funds submitted to the City in the form of a Deposit or Supplemental Deposit shall be returned to the Developer along with an accounting of the amounts of funds used by the City. Developer acknowledges that any and all expenditures made by it are not recoverable by Developer in the event that a PSA, is not approved.

e. If Developer and the City execute a PSA, all unused funds submitted to the City in the form of a Deposit or Supplemental Deposit shall be applicable to the Purchase

Price payable by Developer at the Closing thereunder, or at Developers option, may be refunded directly to Developer.

5. Consideration

The right to negotiate exclusively with the City, and the City forgoing their right to negotiate with any other party than Developer during the term of this Agreement, together with the obligations of Developer set forth herein (including, without limitation, with respect to the Deposit, Supplemental Deposit(s), plans, and studies) is consideration exchanged by Developer and City under this Agreement.

6. Disclosure and Approval

a. Developer is Project Passion Restaurant Group.

b. As more fully provided in, and upon and subject to the terms and conditions of, this Agreement, Developer agrees to hold City harmless from all costs, expenses, liability or claims of liability (including reasonable attorney fees) in connection with the Developer's activities upon the Development Site and other performance under this Agreement.

c. Developer shall discharge its obligations hereunder, as further described in Exhibit "C," at its sole cost and expense.

7. Method of Financing

a. If Developer elects to obtain construction financing for the Project, rather than using internal equity or affiliate debt, Developer shall make available and maintain full disclosure to City of such construction financing upon written request from City. Such financial information shall include the identification of the sources of construction and permanent financing for the Project.

b. City agrees to consider all financial information submitted as confidential and further agrees to retain from releasing information provided by Developer pursuant to this Agreement unless: (i) City's legal counsel determines, after reasonable consultation with the Developer's counsel, that the release of the information is required by the California Public Records Act or other applicable statutes, or (ii) a court orders the release of the information.

II. Proposed Development and Purchase Terms

1. Purchase Price: The Purchase Price will be Three Million Dollars ($3,000,000) Except as set forth below regarding the subdivision of the property to create the Development Site parcel, all predevelopment expenses, legal and permitting fees, demolition and building costs at the Development Site will be the responsibility of Developer, making this a turn-key sale.

2. Condition of Property: Seller shall subdivide the parcel to create proposed new parcel per “exhibit A” deliver the Premises to Buyer in an “AS-IS” condition. Seller agrees to

disclose any known conditions, including environmental contamination, water treatment requirements, restrictions on utilities, or exclusive use restrictions that would adversely affect the design, permitting, construction and use of the Premises. Seller shall provide any of the following that Seller has in its possession for Buyer's review: i) Documents of recorded parcels and ii) CC&R's or REA for the parcel, as well as any other Documents to be provided by Seller in accordance with the terms of the PSA.

3. Cooperation and Additional Information

Developer shall generally cooperate with City and shall supply such other documents and information pertaining to the Project as may be reasonably requested in writing by City.

4. Event of Default

The failure of Developer to reasonably and timely comply with the provisions of this Agreement, if not due to circumstances beyond the reasonable control of Developer, shall be considered a default hereunder. The failure of City to reasonably comply with its obligations hereunder, if not due to circumstances beyond the reasonable control of City, shall be considered a default hereunder. Prior to exercising any remedies hereunder for the default of this Agreement, the party asserting a default shall provide written notice to the other party describing the alleged default, and such party shall have thirty (30) days to cure such default.

III. City Responsibilities

1. Development Project Regulations

This Agreement and the PSA to be negotiated are subject to the provisions of the Surplus Land Act and all applicable City plans, codes and regulations.

2. City Assistance and Cooperation

City shall cooperate fully in providing Developer with appropriate information and assistance.

3. City Approval

If negotiations culminate in a PSA signed by Developer, such an agreement becomes effective only after and if the agreement has been considered and approved by the City Council.

4. Fees

City shall not be liable for any real estate commission or brokerage fees which may arise from this transaction. The City warrants they are not represented by any broker.

5. Hold Harmless

a. City agrees to hold Developer harmless from all costs, expenses, liability or claims of liability (including reasonable attorneys' fees) in connection with City's activities

upon the Development Site and City's performance of its obligations under this Agreement.

b. Developer agrees to hold City harmless from all costs, expenses, liability or claims of liability (including reasonable attorneys' fees) in connection with Developer's activities upon the Development Site and Developer's performance of its obligations under this Agreement, or any challenge to this ENA, or the approval thereof by the City.

IV. Conceptual Terms of PSA

1. Purpose

City and Developer agree to pursue negotiations of a PSA which result in the establishment of the Project.

2. CEQA

The City and Developer acknowledge that all applicable requirements of CEQA must be met in order for the City to approve Project entitlements and as a condition to closing under the PSA, and that this may require reports and/or analyses for CEQA purposes (collectively, the "CEQA Documents"). The Developer will, at its cost, fully cooperate with the City in the City's preparation of any CEQA Documents.

3. PSA Subject to Further Approval

a. The parties understand and agree that no party is under any obligation whatsoever to approve or enter into the PSA, and that notwithstanding its approval of this ENA, each party shall have the right to disapprove the proposed PSA to which it is to be a party in its sole and absolute discretion, subject to the parties' obligation to negotiation in good faith as specifically provided in this Agreement.

b. In the event of the expiration or earlier termination of this ENA, the City shall be free to negotiate with any persons or entities with respect to the sale or lease of the Development Site.

c. No consents, approvals, comments or discussions by staff (other than agreements within the scope of authority granted by the City's City Council) shall diminish, affect or waive: (i) rights of the City to later impose conditions and requirements under CEQA; environmental assessments, and if recommended by the applicable Phase I report(s), Phase II tests. Developer shall promptly provide City with copies of all reports and test results.

4. INSURANCE. Developer shall obtain, maintain, and keep in full force and effect all of the following minimum scope of insurance coverages with an insurance company admitted to do business in California, rated "A," Class X, or better in the most recent Best's Key Insurance Rating Guide, and approved by the City Manager:

a. Broad-form commercial general liability, in a form at least as broad as ISO from #CG 00 01 11 88, including premises-operations, products/completed operations, broad form property damage, blanket contractual liability, independent contractors, personal injury

or bodily injury with a policy limit of not less than One Million Dollars ($1,000,000.00), combined single limits, per occurrence. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or shall be twice the required occurrence limit.

b. Business automobile liability for owned vehicles, hired, and non-owned vehicles, with a policy limit of not less than One Million Dollars ($1,000,000.00), combined single limits, per occurrence for bodily injury and property damage.

c. Workers' compensation insurance as required by the State of California and Employers Liability Insurance with a minimum limit of $1,000,000 per accident. Developer agrees to waive, and to obtain endorsements from its workers' compensation insurer waiving subrogation rights under its workers' compensation insurance policy against the City and their officers, agents, employees, and volunteers for losses arising from work performed by Developer and to require each of its subcontractors, if any, to do likewise under their workers' compensation insurance policies.

d. Before execution of this Agreement by the City, the Developer shall file with the Director of Human Resources and Risk Management of City the following signed certification:

> "I am aware of, and will comply with, Section 3700 of the Labor Code, requiring every employer to be insured against liability of Workers' Compensation or to undertake self-insurance before commencing any of the work."

e. The Developer shall also comply with Section 3800 of the Labor Code by securing, paying for and maintaining in full force and effect Workers' Compensation Insurance as provided above. City, and City's officers and employees shall not be responsible for any claims in law or equity occasioned by failure of the Developer to comply with this section.

f. Neither City nor any of its elected or appointed officials, officers, agents, employees, or volunteers makes any representation that the types of insurance and the limits specified to be carried by Developer under this Agreement are adequate to protect Developer. If Developer believes that any such insurance coverage is insufficient, Developer shall provide, at its own expense, such additional insurance as Developer deems adequate.

g. The commercial general liability insurance policy and business automobile liability policy shall contain or be endorsed to contain the following provision: "The City and its elected and appointed boards, officers, officials, agents, employees, and volunteers are additional insureds with respect to: liability arising out of activities performed by or on behalf of the Developer pursuant to its contract with the City; premises owned, occupied or used by the Developer; automobiles owned, leased, hired, or borrowed by the Developer." In addition, the following shall be applicable thereto:

i. Developer shall provide immediate written notice if (1) any of the required insurance policies is terminated; or (2) the limits of any of the required policies are reduced. In the event of any cancellation or

reduction in coverage or limits of any insurance, Developer shall forthwith obtain and submit proof of substitute insurance. Should Developer fail to immediately procure other insurance, as specified, to substitute for any canceled policy, City may terminate Developer's right of access to the Development Site until such time as Developer provides evidence that all required insurance is re-established."

ii. The Developer's insurance coverage shall be primary insurance as respects the City and its officers, officials, agents, employees, and volunteers. Any other insurance maintained by the City shall be excess and not contributing with the insurance provided by this policy."

iii. Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to City or its officers, officials, agents, employees, and volunteers.

iv. The Developer's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

h. No policy of insurance issued as to which City is an additional insured shall contain a provision which requires that no insured except the named insured can satisfy any such deductible or self-insured retention.

i. Nothing in this Section shall be construed as limiting in any way, the indemnification provision contained in this Agreement, or the extent to which Developer may be held responsible for payments of damages to persons or property.

V. Miscellaneous

1. Assignment

Neither this Agreement nor any interest herein may be assigned or transferred voluntarily or by operation of law to any other party without written approval of the City Manager. An attempt to transfer this Agreement by the Developer to another party, without first obtaining such written permission of City Manager, shall constitute grounds for the immediate termination of this Agreement by the City Manager. Notwithstanding the foregoing, City and acknowledge that Developer may desire to create a limited partnership or limited liability company to be the Developer party to the PSA, and so long as such entity is owned or controlled by the owners of Developer, Developer shall have the right to make such party the buyer under the PSA or the right to assign the Developer's rights under the PSA to such entity prior to Closing without the City's consent.

2. Notices

Any notice pursuant to this agreement shall be in writing and shall be deemed to be properly given if delivered in person, sent by FedEx or other reputable overnight delivery service, or mailed by certified mail, postage prepaid to the following persons:

To City: City Manager
City of West
Covina
1444 West Garvey Ave. South,
Room 305 West Covina, CA 91790

To Developer: Project Passion Restaurant Group
235 W. Market
Street San
Diego, CA
92101

If sent by mail, any notice, delivery, or other communication shall be effective or deemed to have been given three (3) days after it has been deposited in the United States mail, certified, with postage prepaid, and addressed as set forth above. For purposes of calculating these time frames, weekends, and Federal, State, County and City holidays shall be excluded.

3. Jurisdiction and Venue

This Agreement and all questions relating to its validity, interpretation, and enforcement shall be governed and construed in accordance with the laws of the State of California. Both parties agree that courts in Los Angeles County, California, shall have jurisdiction and shall be the venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this Agreement.

4. Attorneys' Fees

In the event any judgment is ordered in any action upon this Agreement, the party hereto against whom such judgment is ordered agrees to pay to the other party ("prevailing party") hereto, and that there may be added to such judgment, an amount equal to, the attorneys' fees and costs incurred by such prevailing party.

5. Severability

The provisions of this Agreement are severable, and if any part of it is found to be unenforceable, the other paragraphs shall remain in full force and effect.

6. Time of Essence Time is of the essence of every provision herein in which time is a factor.

7. Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which, together, shall constitute one and the same instrument.

8. Entire Agreement

This Agreement reflects the complete and total understanding between the parties hereto and all agreements or understandings between the parties hereto with respect to the subject matter hereof are contained herein. Any changes, modifications, amendments or addenda to this Agreement must be in writing and signed by all parties to be effective. If a PSA has been executed by the City and the Developer, the PSA shall supersede this Agreement and thereafter will govern the rights and obligations of the parties with respect to the sale of the Development Site and the development of the Project.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

CITY OF WEST COVINA

By:_____
Paulina Morales, City Manager

ATTEST:

By:_____

Lisa Sherrick, City Clerk

APPROVED AS TO FORM:

By:_____

Thomas Duarte, City Attorney

PROJECT PASSION RESTAURANT GROUP

By:_____

Name: Steve Ortiz

Its:

EXHIBIT "A"

DEVELOPMENT SITE MAP



EXHIBIT "B"

Conceptual Site Development Plans

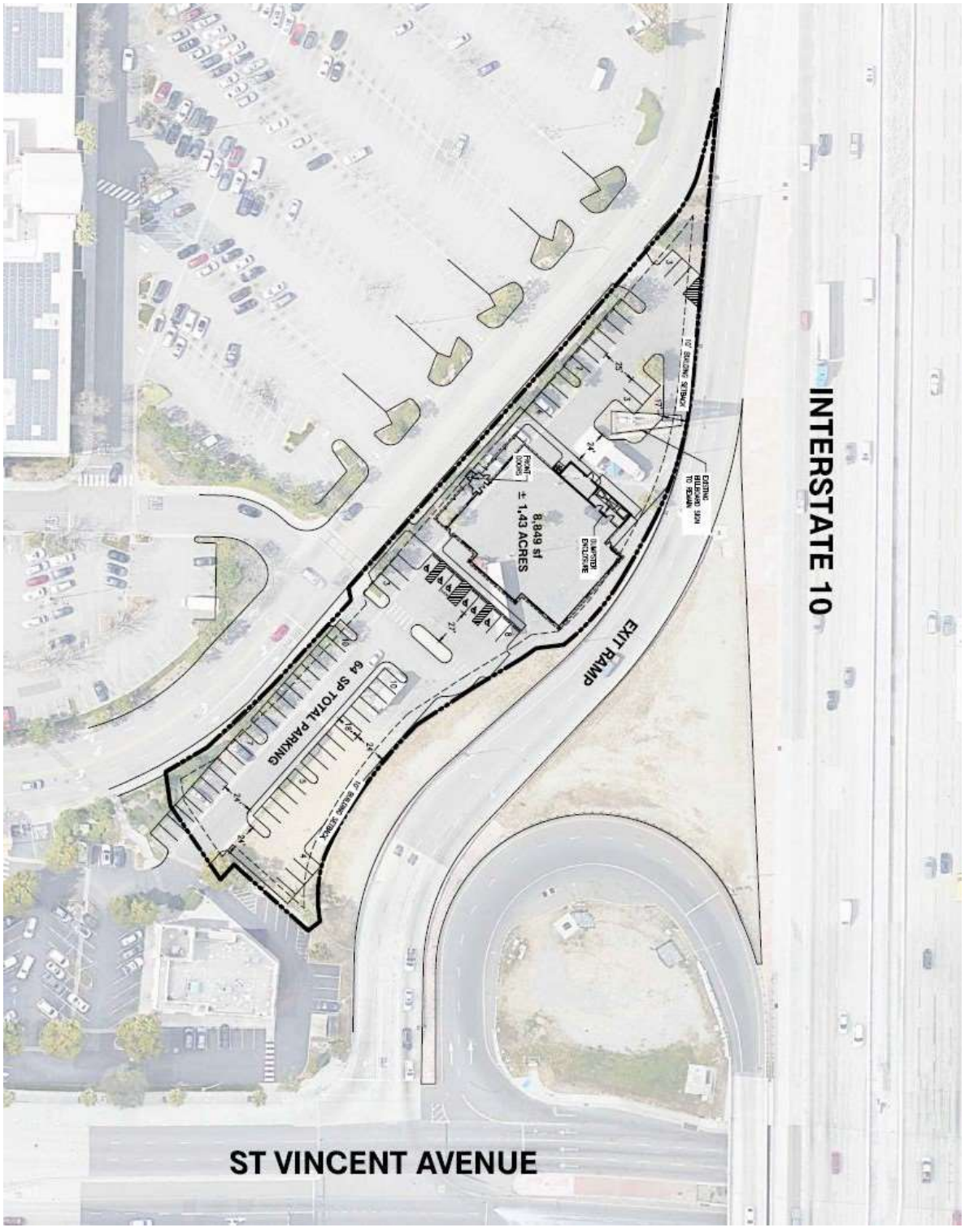


EXHIBIT "C"

SCHEDULE OF PERFORMANCE

ACTION	TIMEFRAME	RESPONSIBLE ENTITY FOR OVERSIGHT AND COORDINATION	RESPONSIBLE ENTITY FOR COST
1. Deposit of $50,000 with City	Within 30 days of City approval of ENA	Developer	Developer
2.Finalize PSA	Within 180 days of City approval of ENA	Developer and City	Developer Deposit
3. Submittal of all necessary information and estimated costs needed to complete CEQA process for the Project and cooperate with selected CEQA consultant in preparing necessary documents.	180 days prior to scheduled closing of PSA	Developer	Developer
4. Processing of CEQA compliance, including review and final approval.	Prior to closing of PSA	City	Processing fees to be paid by Developer from Deposit
5. Developer provision of progress reports to City	Within 5 days of receipt of request thereof by City staff (not to exceed 1 per calendar month)	Developer and City	Developer

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: January 21, 2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: **CONSIDERATION OF A RESOLUTION REQUESTING THAT THE GOVERNOR, INSURANCE COMMISSIONER, AND THE STATE LEGISLATURE CONTINUE TO TAKE ACTION TO STRENGTHEN AND STABILIZE THE INSURANCE MARKET AND ADVOCATE FOR WEST COVINA AND CALIFORNIA RESIDENTS**

RECOMMENDATION:

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

RESOLUTION NO. 2025-4 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, REQUESTING THAT THE GOVERNOR, INSURANCE COMMISSIONER, AND THE STATE LEGISLATURE CONTINUE TO TAKE ACTION TO STRENGTHEN AND STABILIZE CALIFORNIA'S RESIDENTIAL AND COMMERCIAL PROPERTY INSURANCE MARKET AND ADVOCATE FOR THE RESIDENTS OF THE CITY OF WEST COVINA AND OF THE STATE OF CALIFORNIA

BACKGROUND:

On December, 17, 2024, Mayor Pro Letty Lopez-Viado requested that the City Council consider a resolution urging the Insurance Commissioner to declare an emergency due to an increase in home insurance rates. Staff has prepared the attached resolution for consideration by the City Council to outline the actions taken by California Insurance Commissioner Ricardo Lara, and urge the State's Insurance Commissioner to continue to protect Californians from unprecedented insurance increases.

Starting on January 7, 2025, a series of catastrophic wildfires arose in Los Angeles County, including the Palisades Fire in the Pacific Palisades, the Eaton Fire in the Altadena-Pasadena region, the Hurst Fire in Sylmar, and the Kenneth Fire in West Hills.

The following are the actions taken by Commissioner Lara since December 2024:

- On December 13, 2024, Commissioner Lara announced enforcement of his "first of its kind" catastrophe modeling and ratemaking regulation, part of his Sustainable Insurance Strategy to increase coverage in wildfire distressed areas of the State. The regulation requires major insurance companies to increase the writing of comprehensive policies in wildfire areas to no less than 85% of their statewide market share.
- On December 30, 2024, Commissioner Lara announced the issuance of the Net Cost of Reinsurance in Ratemaking Regulation, the "final major step" in his Sustainable Insurance Strategy. The new regulation requires insurance companies to increase coverage in high-risk areas

while limiting the costs passed on to consumers. The regulation works hand in hand with other reforms that will have the effect of increasing insurance options for Californians across the State.

- On January 9, 2025, Commissioner Lara issued a one-year moratorium on insurance non-renewals and cancellations. The Commissioner’s Bulletin 2025-1 shields those within the perimeters or adjoining ZIP Codes of the Palisades and Eaton Fires for one year from Governor Newsom’s January 7, 2025 emergency proclamation. Commissioner Lara also issued Notice 25-01, calling on all insurance companies to stop any pending non-renewals or cancellations for properties located near wildfires, if they are not already protected by the moratorium.
- On January 9, 2025, Commissioner Lara issued a one-year moratorium on insurance non-renewals and cancellations. The Commissioner’s Bulletin 2025-1 shields those within the perimeters or adjoining ZIP Codes of the Palisades and Eaton Fires for one year from Governor Newsom’s January 7, 2025 emergency proclamation. Commissioner Lara also issued Notice 25-01, calling on all insurance companies to stop any pending non-renewals or cancellations for properties located near wildfires, if they are not already protected by the moratorium.

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. Approve staff's recommendation; or
2. Provide alternative direction.

Prepared by: Paulina Morales, City Manager

Fiscal Impact

FISCAL IMPACT:

FISCAL IMPACT:

This is strictly an administrative item, therefore; there is no fiscal impact associated with this action.

Attachments

Attachment No. 1 - Resolution No. 2025-4

CITY COUNCIL GOALS & OBJECTIVES: Maintain Good Intergovernmental Relations
Enhance City Image and Effectiveness

ATTACHMENT NO. 1

RESOLUTION NO. 2025-4

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, REQUESTING THAT THE GOVERNOR, INSURANCE COMMISSIONER, AND THE STATE LEGISLATURE CONTINUE TO TAKE ACTION TO STRENGTHEN AND STABILIZE CALIFORNIA'S RESIDENTIAL AND COMMERCIAL PROPERTY INSURANCE MARKET AND ADVOCATE FOR THE RESIDENTS OF THE CITY OF WEST COVINA AND OF THE STATE OF CALIFORNIA

The City Council of the City of West Covina hereby finds and declares as follows:

WHEREAS, in 1988, California voters enacted Proposition 103, which established consumer protections to keep insurance rates fair and affordable and to ensure a competitive marketplace; and

WHEREAS, the stated mission of the California Department of Insurance is to protect all Californians by regulating the insurance industry to ensure a competitive and sustainable market, investigating fraud, and advocating for consumers through awareness, public policy, innovation, and service.

WHEREAS, in 2023, two of the State's largest insurance carriers, representing over 27 percent of the admitted insurance market in California, announced they would stop issuing new homeowners and commercial property insurance policies in California, and several other insurance carriers, representing more than 36 percent of the market, announced plans to limit new policy origination; and

WHEREAS, the decrease in insurance options directly impacts consumer access to coverage, leaving homeowners and business owners statewide unable to secure new insurance policies from the admitted market; and

WHEREAS, access to insurance is vital for homeowners to protect their most significant asset and enables homebuyers to obtain mortgages for properties that build generational wealth; a lack of insurance options can freeze real estate transactions and hinder new housing development, worsening the State's critical housing shortage; and

WHEREAS, Californians unable to secure coverage from the admitted market are compelled to apply for the California Fair Access to Insurance Requirements (FAIR) Plan, a State-established risk pool designed as a last resort, providing temporary coverage as consumers seek traditional insurance options; and

WHEREAS, the decline of the admitted-provider market has resulted in a steady increase in FAIR Plan enrollment over the past five years, threatening the plan's stability and putting this safety net at risk; and

WHEREAS, policy decisions have exposed California's homes and businesses to catastrophic loss, which can only be mitigated by stabilizing the residential and commercial property insurance market while ensuring fair and affordable rates, and maintaining the FAIR Plan's viability for consumers whose policies are nonrenewed and for homebuyers needing insurance for mortgage approval; and

WHEREAS, on December 13, 2024, California Insurance Commissioner Lara announced enforcement of his "first of its kind" catastrophe modeling and ratemaking regulation, part of his Sustainable Insurance Strategy to increase coverage in wildfire-distressed areas of the State. The regulation requires major insurance companies to increase the writing of comprehensive policies in wildfire areas to no less than 85% of their statewide market share; and

WHEREAS, on December 30, 2024, Commissioner Lara announced the issuance of the Net Cost of Reinsurance in Ratemaking Regulation, the "final major step" in his Sustainable Insurance Strategy. The new regulation requires insurance companies to increase coverage in high-risk areas while limiting the costs passed on to consumers. The regulation works hand in hand with other reforms that will have the effect of increasing insurance options for Californians across the State; and

WHEREAS, starting on January 7, 2025, a series of catastrophic wildfires arose in Los Angeles County, including the Palisades Fire in the Pacific Palisades, the Eaton Fire in the Altadena-Pasadena region, the Hurst Fire in Sylmar, and the Kenneth Fire in West Hills; and

WHEREAS, on January 7, 2025, Governor Newsom proclaimed a State of Emergency in Los Angeles and Ventura Counties as a result of the Palisades Fire and windstorm conditions; and

WHEREAS, on January 8, 2025, President Biden declared that a major disaster exists in California and ordered Federal aid to supplement State, tribal and local recovery efforts in the areas affected by wildfires and straight-line winds; and

WHEREAS, on January 9, 2025, Commissioner Lara issued a one-year moratorium on insurance non-renewals and cancellations. The Commissioner's Bulletin 2025-1 shields those within the perimeters or adjoining ZIP Codes of the Palisades and Eaton Fires for one year from Governor Newsom's January 7, 2025 emergency proclamation. Commissioner Lara also issued Notice 25-01, calling on all insurance companies to stop any pending non-renewals or cancellations for properties located near wildfires, if they are not already protected by the moratorium; and

WHEREAS, on January 13, 2025, Commissioner Lara declared an emergency situation to exist with respect to the adjustment of insurance claims arising from the wildfires and authorized insurers and licensed adjusters to be able to utilize nonlicensed adjusters to the extent such use is reasonably necessary to response to the losses arising out of the wildfires provided certain requirements are met. Commissioner Lara stated that claims must be paid fairly, quickly, and completely to speed the recovery. He indicated that he is doing everything in his power to streamline the recovery process so that residents can begin putting their lives back together in the wake of the devastating wildfires.

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

SECTION 1. The City Council requests that the Governor, Insurance Commissioner, and State Legislature continue to take action to strengthen and stabilize California's residential and commercial property insurance market and advocate for the residents of the City of West Covina and of the State of California. The City Council requests that the Governor, Insurance Commissioner, and State Legislature consider the following goals in crafting an appropriate legislative and regulatory response:

A. Expand coverage choices for all consumers, particularly in underserved areas of the State.

B. Improve the efficiency, speed, and transparency of the California Department of Insurance's rate approval process.

C. Maintain the long-term availability of homeowners and commercial property insurance coverage.

D. Maintain the solvency of the FAIR Plan to protect its policyholders and promote long-term resiliency in the face of extreme weather events, including by identifying any mechanisms to reduce its share of the overall market in underserved areas and move its customers to the admitted insurance market.

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.

SECTION 3. The City Clerk shall transmit a certified copy of this resolution to the Governor, Insurance Commissioner, and Senate and Assembly Insurance Committees.

APPROVED AND ADOPTED this 21st day of January, 2025.

Tony Wu
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. 2025-4 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 21st day of January, 2025, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

Lisa Sherrick
Assistant City Clerk

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: January 21, 2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: **CONSIDERATION OF AWARD OF AGREEMENT FOR THE CITY'S PARKS AND RECREATION MASTER PLAN**

RECOMMENDATION:

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

1. Award Request for Proposals ("RFP') No. 202401 for the City's Parks and Recreation Master Plan to RJM Design Group;

2. Authorize the City Manager to negotiate and execute an agreement RJM Design Group, in an amount not to exceed $260,070, in such final form as approved by the City Attorney.

BACKGROUND:

The City of West Covina owns sixteen parks along with one nature center, one senior center, three community centers, one senior center, one equestrian center, one splash pad, one skate park, one roller hockey center, and ten athletic facilities, as well as the West Covina Sportsplex. These recreation parks and facilities are operated and programmed by the City's Community Services Department. Every park and facility in West Covina has its own distinct set of user groups, classes, activities, programs, and operation. Additionally, the Community Services Department hosts special events each year to celebrate the community's diverse culture, holidays, youth and senior populations, summer vacations, and sports league openings. The City also partners with community-based organizations to provide events and activities for the community to enjoy.

In February 2024, the City of West Covina released RFP No. 202401, Parks and Recreation Master Plan, to seek proposals from qualified professional firms or consultants to develop a comprehensive West Covina Parks and Recreation Master Plan that culminates in the development of a clear roadmap for the City to establish goals and priorities. The purpose of the Parks and Recreation Master Plan is to assist the City in determining how to best meet the future park and open space needs of its citizens through development, redevelopment, expansion, and enhancement of West Covina's parks system, open spaces, trails, recreational facilities, and programs. The entire process, from data gathering to development of the Parks and Recreation Master Plan, will be based on identifying the values of the community and providing a clear vision for the City's parks and open space.

The development of a Parks and Recreation Master Plan is a key component of West Covina's long-term park development goals. A well-structured plan will serve as a guide to inform current and future park design, programming needs, funding allocation, and policy decisions.

DISCUSSION:

A Request for Proposals (RFP) was issued on February 26, 2024, and proposals were due on April 18, 2024. The following steps were taken to ensure a fair and transparent selection process:

1. RFP Issuance:

The RFP was published on the City's Planet Bids portal.

2. **Evaluation Criteria**:

Proposals were evaluated based on the criteria and scoring outlined in the table below:

Criteria	Maximum Points
Completeness of Proposal	20
Relevant Experience and Qualifications of Proposed Project Team	20
Capacity to Perform	30
Community Engagement Plan	20
Cost Proposal	10
Total	100

3. Evaluation Panel:

The proposals were reviewed by an evaluation panel consisting of staff members from the City Manager's Office, Community Services, Public Works, Community Development, and the Finance Department. Once the evaluation forms were complete, the finalists were invited for an interview.

Evaluation of Proposals

A total of three proposals were received. The following are the scores that each proposal received:

Vendor	Score
BerryDunn	66
KTUA	92
RJM Design Group	92

Upon reviewing the scores, two firms, KTUA and RJM Design Group were identified as finalists and invited to an in-person interview. The interview panel consisted of the Assistant City Manager, Deputy Community Development Director, Deputy Public Works Director, and Deputy Community Services Director. Based upon the evaluation and the interview, it was determined RJM Design Group best fulfilled the City's desire for a comprehensive Parks and Recreation Master Plan based on their experience, engagement strategy including a project website, use of analytics, approach to need assessments, proposed format for community workshops/meetings, and cost.

RJM Design Group was established in 1987 and is a multidisciplinary landscape architectural, planning and design firm that services cities, public agencies, and organizations throughout California, including the City of Huntington Beach, City of Burbank, City of Hermosa Beach, City of Costa Mesa, City of Laguna Niguel, City of San Dimas, City of Chino Hills, the Los Angeles Chargers, City of Pasadena, City of Temecula, County of Orange, Mt. San Antonio College, and the Anaheim Convention Center.

4. Project Scope & Timeline:

The scope of the project includes an inventory of existing conditions, extensive community outreach & engagement, a needs assessment, recommendations, along with a funding & implementation strategy . RJM Design Group's approach to the City of West Covina's Parks and Recreation Master Plan will include six overall phases. Phase I outlines the project management and meetings for the

duration of the project. Phase II will focus on reporting and updating the existing conditions of West Covina's parks, recreation facilities, programs, and demographics. Phase III will encompass the community outreach tools including RJM's innovative virtual and in-person meetings, project website, and community feedback. Phase IV will include a review of all the community data collected and preparing a meaningful analysis that will support future recreation planning. Phase V reviews existing maintenance practices and funding strategies and develops recommended updates to policies, operations, and funding. Lastly, Phase VI will be a summary of research, in an easy-to-read document, illustrating the Parks and Recreation Master Plan for West Covina. The following is summary of each phase to develop the West Covina Parks and Recreation Master Plan:

- *Phase I Project Management*- RJM Design Group will hold monthly virtual meetings with the City to review progress, present information, and recommend direction throughout the project. Additionally, a project team online resource site will allow for easy file access and document review for all team members. This will ensure everyone has access to the latest reports and graphic illustrations available.
- *Phase II. Existing Conditions Analysis*- RJM Design Group will review West Covina's General Plan, planning and development ordinances pertinent to park development; propose amendments and/or new ordinances needed to accomplish the development goals and objectives for the City's parks, programs, and services. The evaluation will also include a review of the City's park development impact fees and other planning guidelines/standards necessary for implementing the Park and Recreation Master Plan. The evaluation will include recommendations for updated policies and General Plan elements. Additionally, the following areas will be assessed:

    a. Parks & Recreation Facilities- Utilizing GIS technology, RJM Design Group will map and create profiles for City-owned parks and recreation facilities, including aerial views, boundaries, and amenities. A database will quantify park amenities such as ballfields, basketball courts, dog parks, and playgrounds.
    Additionally, RJM Design Group will evaluate park accessibility based on walking distance and park acreage to identify underserved neighborhoods. Map exhibits will highlight gaps in service distribution and connectivity, ensuring equitable access to recreation for all residents, regardless of age, ability, or income level.
    b. Recreation programs- RJM Design Group will assess and evaluate the City's current recreation programs, focusing on attendance, space usage, and alignment with current trends in the leisure services industry. The evaluation will cover programs for all age groups, identify service gaps, and suggest new program ideas. RJM Design Group will collaborate with staff to evaluate both public and private services within the City's area, ensuring accessibility and adequacy for all residents. The evaluation will also review potential community providers and facilities, identifying possible overlaps or competition, and offering recommendations to reduce duplication and enhance collaboration opportunities.
    c. Demographic assessment- Detailed demographic data regarding such variables as age, ethnicity, household size, and income as well as special populations that may require specialized or disproportionate services and programming, such as seniors, teens, preschoolers, second-language learners, individuals with disabilities, military families, and veterans will be analyzed to identify unique populations for use in the demand analysis. Special attention will be given to any subgroups of the population that show unusual trends of change.
    d. Local Trends Analysis- RJM Design Group will research and develop a trends analysis based on park usage data retrieved from anonymized mobile phone location data. This information will paint a clear picture of how often park facilities are used throughout the year. This analysis will be combined with Sports and Fitness Industry Association (SFIA) analytics to highlight any sports recreation trends that may be emerging. By combining these two sources of data, it is possible to gain insights into the patterns, preferences, and participation of recreation activities in the community, as well as the

supply and demand of recreation facilities and services.

e. Custom Park Standard's Calculation (CPSC's)-RJM Design Group will conduct a Sports Organization Specific Online Survey to gather data on facility usage, team size, seasonality, and player volume. This information will help calculate local demand for sports facilities and update participation rates for a demand analysis, contributing to the city's community parks standard. RJM will also assess the current and future (through 2034) utilization of parks and recreation facilities, identifying any surpluses or deficiencies. The methodology provides an objective, quantitative evaluation of current and future needs.

- *Phase III. Community Outreach and Engagement*- RJM Design Group will create a project website for the community to learn about the project, understand its planning, and provide feedback. They will conduct interviews with stakeholders and focus groups to gather insights from key community members. Additionally, three community workshops will be held, each with an online survey open for two weeks to allow public participation at their convenience.
- *Phase IV. Community Needs Assessment & Recommendations*- A thorough analysis will be performed using data from surveys, workshops, and feedback on the project website. The Community Needs Assessment will present the findings to the entire community and highlight differences across key subgroups such as age, gender, location, family status, and length of residence. RJM Design Group will examine these micro demographics to prioritize recommendations and assess their impact based on location.
- *Phase V. Management, Operations & Maintenance Plan, and Financial Recommendations* -RJM Design Group will create a comprehensive action plan for park improvements based on community needs and research. This plan may include recommendations for additions, renovations, or decommissioning of parks, playgrounds, sports facilities, and parking areas, as well as improvements in drainage or land reuse. They will also develop a maintenance management plan that assesses staffing, operations, and landscape maintenance, considering current and future needs. Additionally, RJM will evaluate the City's landscape maintenance budget, staffing levels, and park usage to offer recommendations for future growth and improvements.

  RJM Design Group will analyze the City's annual budget for Parks, Recreation, and Community Services and propose strategies to address funding needs. This will include reviewing current funding mechanisms, cost recovery practices, and recommending appropriate fees for recreation programs and facilities. The plan will aim to balance cost recovery with affordability, define funding requirements, and forecast future maintenance and capital replacement needs with inflation adjustments. This analysis will provide the City with projections for ongoing financial requirements.

- *Phase VI. Report Development*- RJM Design Group will review the draft report with City staff through a virtual meeting, incorporating any non-conflicting comments into the revised document. The final draft will then be submitted, with all original research and summaries included in an Appendix. RJM Design Group will also prepare a PowerPoint presentation to summarize the final report and present it to the City Council for feedback and direction. Additionally, RJM Design Group will attend one Commission Meeting and one City Council Meeting in person to present the findings of the Parks and Recreation Master Plan.

The timeline for the project is an aggressive 6-to-8-month timeline.

LEGAL REVIEW:

The City Attorney's Office will approve the agreement prior to execution.

OPTIONS:

The City Council has the following options:

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

Prepared by: Roxanne E. Lerma, Assistant City Manager

Fiscal Impact

FISCAL IMPACT:

The proposed fee for services related to the City of West Covina's Parks and Recreation Master Plan is $260,070.00 from RJM Design Group, which is the lowest of the fees that were proposed in response to the RFP. The table below includes the proposed fee from each vendor that responded to the RFP. These costs accounted for 10% of the evaluation criteria presented in the scores above.

Vendor	Fee
Berry Dunn	$310,723
KTUA	$300,000
RJM DESIGN GROUP	$260,070

Funding for the City of West Covina's Parks and Recreation Master Plan has been included in the FY 2024-25 CIP Budget with funding allocated from the General Plan Update.

Project	Fund	Budget	Amount Requested	(Over)/Under
C25013 Parks Master Plan	191, General Plan Update	$500,000	$260,070	$239,930
Total		**$500,000**	**$260,070**	**$239,930**

Attachments

Attachment No. 1 RJM Design Group Proposal

Attachment No. 2 RJM Design Group Presentation

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

Attachment No. 1



CPSC 2024

CUSTOM PARK STANDARD CALCULATIONS

City of West Covina

Parks & Recreation Master Plan Proposal

RJM DESIGN GROUP

Table of Contents



Cover Letter | 3
Organizational Chart | 4
Key Personnel | 5
Subcontracted Services | 8
Project Summary | 9
Methodology | 12
Fee Schedule | 26
Similar Services Completed | 28
References | 35
Statement of Non-Collusion Form | 36
Subcontractor Campaign Acknowledgment Form | 37
Sam.gov Verification | 38
Certificate of Insurance | 39
W-9 Form | 40
Exceptions to The Sample Agreement | 41

Cover Letter

31591 Camino Capistrano
San Juan Capistrano, CA 92675
(949) 493-2600 *phone*
(949) 493-2690 *fax*
www.RJMdesigngroup.com *website*

Community Inspired Spaces
RJM DESIGN GROUP

April 18, 2024

Maria Delira
Purchasing Manager
City of West Covina
1444 W. Garvey Avenue S. Room 308
West Covina, CA 91790

Re: City of West Covina Parks and Recreation Master Plan

Dear Maria Delira,

RJM Design Group, Inc. is pleased to submit our proposal for the City of West Covina's Parks and Recreation Master Plan. We are excited to assist in the City's goal of providing excellent recreation services and facilities to the community.

National Standards can be a good reference point or benchmark for comparison, however they shouldn't replace the need for a local analysis. Responsible growth is based on local community needs. Simply having parkland is not enough. Providing the right types of parks and amenities is critical to fulfilling a community's recreation needs. When parks align with community needs, recreation is balanced and may avoid costly, unnecessary facility improvements that can increase maintenance and operation costs.

We have developed a Master Planning Toolkit approach that enables cities to update their Master Planning Documents in critical areas for a fraction of the original cost. This approach enables you to update and adjust planning when unforeseen economic, social, and demographic trends change without having to recreate the entire document.

We have developed a Scope of Work which defines a timely and efficient approach with the latest tools in community recreation planning available. If you have any questions or comments after reviewing this proposal, please do not hesitate to contact us.

Respectfully submitted,

RJM DESIGN GROUP, INC.



Zachary M. Mueting, LLA
Principal
zach@rjmdesigngroup.com

Organizational Chart



Key Personnel



Zachary Mueting, LLA LEED AP (BD+C)

Principal In Charge

RJM Design Group, Inc.

Zachary Mueting has been with RJM Design Group since 2005. Zachary is a licensed landscape architect with a strong background in recreation planning and design. Combining degrees in computer science, a masters in landscape architecture, and over 15 years of community engagement experience, Zachary has developed the most detailed community engaged master planning product available. Furthering that achievement Zachary has implemented a master planning toolkit approach with several of RJM's long term clients.

Zachary's experience, education, professional accreditation, and publication of community consensus building techniques enables him to fulfill his role assisting with community outreach, landscape planning and design services and achievement of appropriate design solutions that create community.

Licenses

Landscape Architect / CA 5731

Education

Masters Degree,
Landscape Architecture,
California State Polytechnic University, Pomona, CA

Bachelor of Science,
Information Technology,
Colorado Technical University, CO

Bachelor of Science,
Information Systems Management,
Colorado Technical University, CO

Related Project Experience

- Parks, Recreation & Community Services Master Plan, Carson, CA
- Citywide Park Needs Assessment, Laguna Niguel, CA
- Parks and Facilities Master Plan, Pomona, CA
- Parks Master Plan, Stanton, CA
- Parks and Open Space Master Plan, Commerce, CA
- Parks and Recreation Master Plan, Buena Park, CA
- Parks and Recreation Master Plan, Hermosa Beach, CA
- Parks Master Plan, Pinole, CA
- Parks and Recreation Master Plan, City of Gardena, CA
- Recreation Park Needs Park Assessment, El Segundo, CA
- Parks and Recreation Needs Assessment, San Dimas, CA
- Community Services Master Plan, Temecula, CA
- Comprehensive Parks, Recreation, and Community Services Master Plan, Riverside, CA
- Parks and Facilities Condition and Utilization Assessment, Cypress, CA
- Update of Open Space Master Plan of Parks and Recreation, Costa Mesa, CA
- Parks, Trails, Open Space, and Recreation Master Plan, Menifee, CA
- Parks and Open Space Master Plan, Downey, CA
- Park and Recreation Master Plan, Huntington Beach, CA
- Recreation Needs Assessment, Goleta, CA
- Jurupa Community Services District Parks and Recreation Master Plan, Eastvale, CA
- Parks, Recreation, Trails, and Open Space Master Plan Update, San Bernardino, CA
- Parks and Recreation Master Plan, Murrieta, CA
- Parks and Recreation Master Plan, Banning, CA
- Chino Hills Parks & Recreation Open Space Master Plan Update, Chino Hills, CA
- Parks, Recreation, Trails, and Open Space Master Plan Update, Santa Clarita, CA
- Aliso Viejo Community Association Parks & Recreation Master Plan, Aliso Viejo, CA
- Laguna Woods Village Recreational Needs Assessment, Laguna Woods, CA
- Long Range Master Plan, Lake Mission Viejo Association, Mission Viejo, CA

Key Personnel (continued)



Kristen Schnell

Project Manager/Research Analyst

RJM Design Group, Inc.

Kristen Schnell has over 20 years of experience working on Parks and Recreation Master Plans. Her responsibilities include tracking all pertinent data and distributing to the consultant team, tracking project schedule and ensuring target dates are met, day-to-day correspondence, preparing summary reports & exhibits, preparing for and attending community outreach events, and preparation of the master plan report.

In addition, Kristen has considerable experience working within the processing systems of several California jurisdictions. She is currently pursuing her AICP certification and is a member of the American Planning Association.

Education

Bachelor of Science, Biology
University of California,
Santa Cruz, CA

Related Project Experience

- Parks, Recreation, and Community Services Master Plan, Carson, CA
- Citywide Parks Need Assessment, Laguna Niguel, CA
- Parks and Facilities Master Plan, Pomona, CA
- Parks Master Plan, Stanton, CA
- Parks and Open Space Master Plan, Commerce, CA
- Parks and Recreation Master Plan, Buena Park, CA
- Parks and Recreation Master Plan, Hermosa Beach, CA
- Parks Master Plan, Pinole, CA
- Recreation Park Needs Park Assessment, El Segundo, CA
- Parks and Recreation Needs Assessment, San Dimas, CA
- Community Services Master Plan, Temecula, CA
- Comprehensive Park, Recreation and Community Services Master Plan, Riverside, CA
- Senior Center Needs Assessment, Tustin, CA
- Parks and Recreation Master Plan, City of Banning, CA
- Parks and Recreation Master Plan Update, City of Murrieta, CA
- Parks, Trails, Open Space and Recreation Master Plan Update, City of San Bernardino, CA
- Parks, Recreation, and Open Space Master Plan Update, City of Santa Clarita, CA
- Parks, Recreation and Open Space Master Plan Update, City of Chino Hills, CA
- Parks, Recreation, and Open Space Master Plan, City of Dana Point, CA
- Recreation Needs Assessment for Laguna Woods Village (age-restricted community), PCM, Inc.
- Recreation and Parks Master Plan, City of Pasadena, CA
- Parks and Recreation Master Plan Update, Aliso Viejo Community Association, Aliso Viejo, CA
- Recreation, Parks, Green Space and Family Services Master Plan, City of Azusa, CA
- Update of Open Space Master Plan of Parks and Recreation, City of Costa Mesa, CA
- Parks and Recreation Master Plan, Norwalk, CA
- Recreation Needs Assessment, San Juan Capistrano, CA
- Parks and Recreation Master Plan, City of Yucaipa, CA
- Recreation Needs Assessment, City of West Hollywood, CA
- Parks and Recreation Master Plan, City of La Quinta, CA
- Parks and Recreation Master Plan, City of Gardena, CA

Key Personnel (continued)



Ed Crofts

Senior Associate

RJM Design Group, Inc.

Ed Crofts is a seasoned public servant and community leader with exceptional customer service experiences. A hands-on administrator experienced with developing relationships with a variety of individuals, organizations, businesses, and within a variety of program areas. A creative and innovative team leader managing existing and new business service models.

Related Project Experience

- Public Administration: An experienced and successful manager with administrative oversight for personnel, facilities, and a business office with more than 250 employees. Administrative experience includes development and updates to a variety of personnel, operations, and public policy documents to provide exceptional services to the community, in addition to driving tourism, events, and the economics associated.
- Customer Service & Public Relations: A career of public service and work experience in the City of Irvine's Community Services Department. Developing and maintaining internal and external relationships has been both a privilege and passion in serving customers and the community of Irvine. Experiences included managing a variety of programs, events, and facilities, including the leadership of the Community Services Department's emergency management team, its front counter reception, program registration, facility reservations teams, and its team at the Irvine Animal Care Center.
- Budget/Finance Management: An experienced and finance-oriented budget manager with outstanding results for more than 25 years. Creative and innovative solutions have been developed and managed within my budget to reduce costs, while expanding delivery of services. Managed an annual operating budget in excess of $10 million and teams that managed events with a community economic impact in the 10's of millions annually.
- Facility Management: Experience includes permitting, managing, and operating more than 100,000sf of indoor facilities and a variety of amenities within more than 500 acres of developed outdoor park spaces, and more than 300 reservation spaces and facilities. Managing facilities involved ongoing weekly activities, in addition to, large special events and specialty facilities, such as the Irvine Animal Care Center and its operations team.
- Park Planning: An experienced park planner, developer, and project manager with direct hands-on experience with dozens of projects. Park Planning responsibilities include development/updates to park standards manuals, review/approval of construction plan documents, development of financial operating models, and working on site with the construction team as the owner's project manager.
- Recreation Market Analysis: Experience includes evaluating the market for development of new recreation venues and programs. Experience includes developing operating models, policy and fee studies, and fiscal projections to assist agencies with new park programs and development projects.

Education

Bachelor of Arts, Psychology
Cal State University
Fullerton, CA

Business and Computer Science
Pepperdine University
Malibu, CA

Professional and Civic Positions

Community Services Manager,
City of Costa Mesa

Community Services Manager,
City of Irvine

Contact Information

edcrofts@mac.com
(949) 285-9445

Subcontracted Services



Probolsky Research is a Latina- and Woman-owned California Certified Small Business Enterprise (Supplier # 11154461)

Adam Probolsky

Survey Specialist

Probolsky Research

Adam Probolsky has acted as pollster and strategic advisor on hundreds of local, county and statewide ballot measures and candidate and outreach campaigns. Additionally, he has been a key advisor to his firm's clients on matters of public policy, legislation and business strategy.

Probolsky was a planning commissioner and finance commissioner in the City of Irvine. He was also a member of the Orange County Waste & Recycling Commission overseeing landfills, recycling programs, waste hauling companies and power generating facilities, and he is also a former member of the Orange County Transportation Authority's Environmental Mitigation and Oversight Committee. Mr. Probolsky regularly speaks to organizations on local public policy issues such as annexation, government customer service, taxation, infrastructure and recreation.

Established for twenty-seven years, Probolsky Research specializes in opinion research on public policy, with government, corporate, election and non-profit practice areas.

We understand government. Probolsky Research is a medium size firm with a staff of nine. Adam Probolsky (president) is your key contact throughout our relationship. Our work does not end after we deliver our final report – we are available (including in-person meetings) as needed moving forward, at no additional cost to you.

We apply expert methodologies and leverage the right research tool for each situation. Our research services include telephone, online and multi-mode surveys, focus groups and other research.

Related Project Experience

- Parks and Recreation Needs Assessment, San Dimas, CA
- Parks and Recreation Master Plan Update, Huntington Beach, CA
- George Izay Park Master Plan, Burbank, CA
- Parks and Facilities Master Plan, Pomona, CA
- Parks, Recreation, and Community Services Master Plan, Carson, CA
- Update of Open Space Master Plan of Parks and Recreation, Costa Mesa, CA
- Parks and Recreation Master Plan, City of Gardena, CA
- Parks and Recreation Master Plan, Hermosa Beach, CA
- Parks Master Plan, Stanton, CA

Project Summary

RJM Design Group's
Parks and Recreation Planning Toolkit is the result of over 35 years of experience in park and recreation planning and analysis.





CPSC 2024

CUSTOM PARK STANDARD CALCULATIONS

In each community that RJM has developed a successful Master Plan there has always been a need for local trends vs. national standards.

RJM's Toolkit empowers cities, districts, and municipalities to take control with powerful data, but without costly planning efforts. Deploy only the tools that meet your community's needs.

Why plan for the future?

Our communities look to local open space and recreation to increase their quality of life.

Recreation is the backbone of every community. Now is the time to evaluate just what resources we need and how to preserve them. Using the tools available to you, your agency can make an impact with focused planning based on local community needs.

What sets your agency apart from other neighboring communities?

Its people. So why use anything else other than specific local analysis? Every community is unique in not only its demographics but its climate, geolocation, economics, and recreation trends.

Since our communities are so diverse, applying a template from another distant agency is nothing more than a best guess. Having your own customized report gives you access to important information that is specific to your city and community.

No more large costly planning updates!

Always stay up to date with your community recreation planning. The RJM planning toolkit offers individual tools that can be utilized for a fraction of the cost of large comprehensive master plan projects.

This allows you to focus research and planning in key areas you deem necessary without having to redevelop an entire master planning document.

Project Summary (continued)

Project Overview / Deliverables

We have developed the following approach with six overall phases. Phase I outlines the project management and meetings for the duration of the project. Phase II will focus on reporting and updating the existing conditions of West Covina's parks, recreation facilities, programs, and demographics. Phase III will encompass our community outreach tools including RJM's innovative virtual and in-person meetings, project website, and community feedback. Phase IV will include a review of all the community data collected and prepare a meaningful; analysis that will support future recreation planning. Phase V reviews existing maintenance practices and funding strategies and develops recommended updates to policies, operations, and funding. Lastly, Phase VI will be a summary of research, in a easy to read document, illustrating the Parks and Recreation Master Plan for West Covina:

Phase Name	Tool	Deliverables
Phase I: Project Management	**Tool 1:** **Scalable Project Management**	▶ Project schedule ▶ Monthly virtual meetings ▶ Online resource FTP site
Phase II: Existing Conditions Analysis	**Tool 2:** **Existing Documentation Review** **Tool 3:** **Inventory of Parks, Recreation Facilities, and Programs** **Tool 4:** **Demographic Assessment** **Tool 5:** **Local Trends Analysis** **Tool 6:** **Custom Park Standards Calculations (CPSC)**	▶ Existing documents summary ▶ Parks and recreation facilities inventory database in GIS ▶ Parks, recreation facilities, and joint use school inventory maps ▶ Service Gap/Walking Distance analysis maps ▶ Acreage analysis ▶ Recreation programs and service inventory ▶ Programs and services assessment ▶ Demographic assesment summary ▶ Local trends reports ▶ Local demand / Need analysis for organized sports
Phase III: Community Outreach and Engagement	**Tool 7:** **Community Outreach and Engagement**	▶ Project website development and updates ▶ (3) In-Person Workshops ▶ (3) Online surveys ▶ Multimodal survey and report ▶ Stakeholder interviews summary ▶ Feedback comment and workshop survey summary reports
Phase IV: Needs Analysis and Recommendations	**Tool 8:** **Community Needs Assessment** **Tool 9:** **Recommendations**	▶ Community needs assessment and prioritization matrix ▶ GIS mapping of community needs ▶ 5-Year priority projects/CIP Plan
Phase V: Operations, Maintenance, and Financial Recommendations	**Tool 10:** **Operations and Maintenance Plan** **Tool 11:** **Financial Review and Recommendations**	▶ Operations and Maintenance Plan Summary ▶ Financial Review, Funding Sources, and Recommendations
Phase VI: Report Development and Public Meetings	**Tool 12:** **Report Development and Documentation** **Public Meetings and Presentations**	▶ Appendix Document ▶ Powerpoint presentation ▶ Final Report ▶ Commission and City Council presentations

Methodology



Source: City of West Covina Facebook

Phase I: Project Management

Tool 1
Scalable Project Management

Clear communication is critical in any endeavor. RJM will hold monthly virtual meetings with the City to review progress, present information, and recommend direction throughout the project. These virtual meetings enable strong team collaboration and unity in decision making as the project develops.

Additionally, a project team online resource FTP site will allow for easy file access and document review for all team members. This will ensure everyone has access to the latest reports and graphic illustrations available.

Phase II - Existing Conditions Analysis

Tool 2
Existing Documentation Review

Knowing what documents exist and how they relate to one another can help guide planning to ensure there are no conflicts or overlapping efforts. RJM will review related documents pertinent to your planning process and generate a database of existing resources as well as a summary document highlighting key elements. Understanding the history of past planning projects enables you to carefully navigate future planning efforts free of potential conflict.

We shall review West Covina's General Plan, planning and development ordinances pertinent to parks development; propose amendments and/or new ordinances needed to accomplish the development goals and objectives for the City's parks, programs, and services. The evaluation shall also include a review of the City's park development impact fees and other planning guidelines/standards necessary for implementing the Park and Recreation Master Plan. The evaluation will include recommendations for updated policies and General Plan elements.

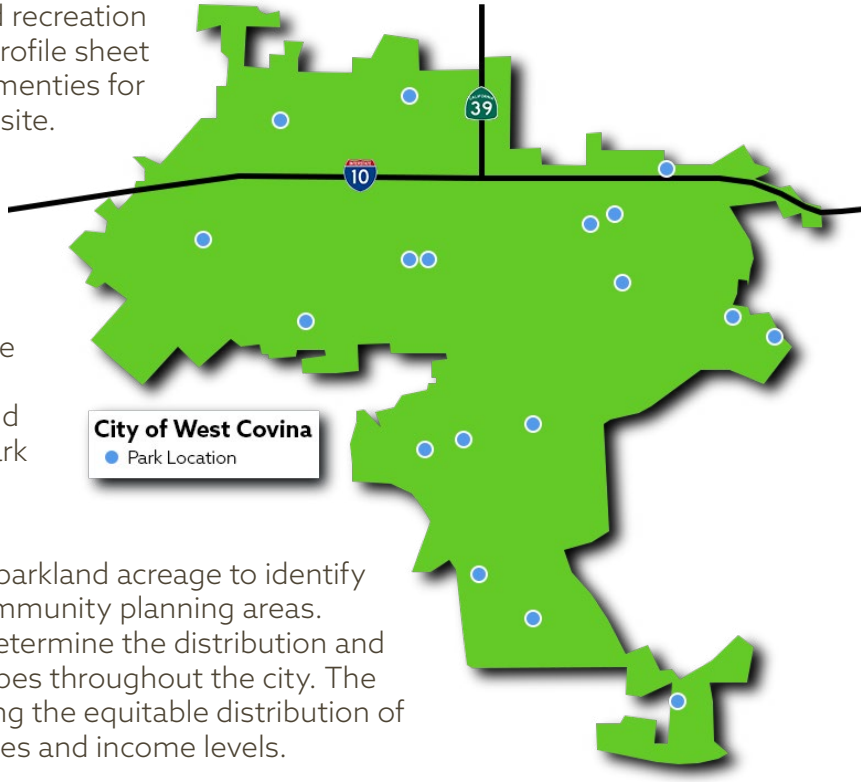
Tool 3
Inventory of Parks, Recreation Facilities, and Programs

City Parks and Recreation Facilities

Understanding where parks exist is not enough in today's world. RJM utilizes the power of ESRI to truly map out community needs and identify underserved areas where park quality, safety, and accessibility may be impacting disadvantaged communities.

We will verify the City's existing parks and facilities list, as well as provide updates to the City for their use. Specifically, the GIS dataset will include:

- Geolocate city-owned parks and recreation facility parcels. Develop a park profile sheet with the aerial, boundary, and amenties for each park and recreation facility site.
- Quantify select city-owned park passive and active recreational amenities (i.e. ballfields, basketball courts, dog parks, tennis courts, restrooms, and playgrounds). Prepare a database to include a list of amenities specific to each park site and field visit to verify the condition of park amenities.



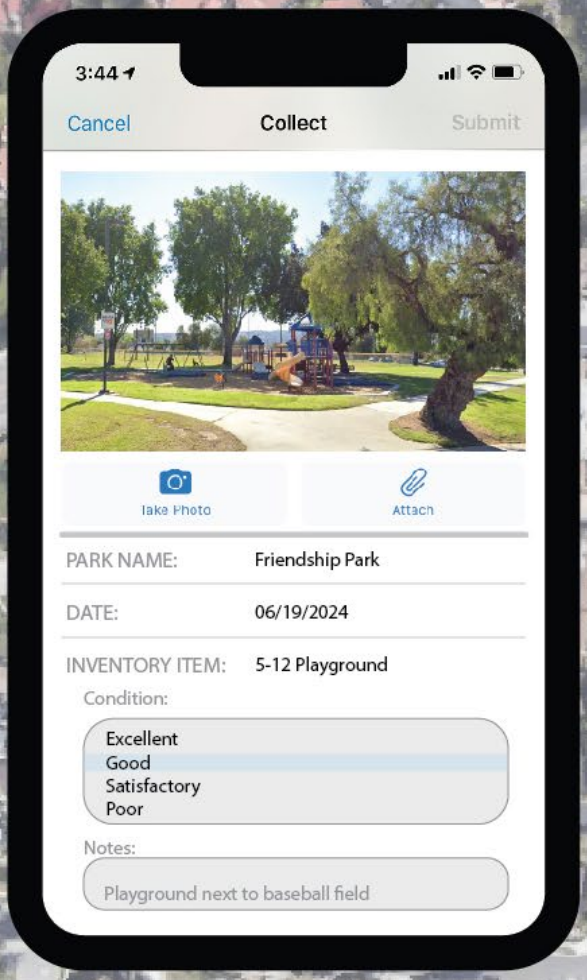
The inventory will be analyzed by service area (walking distance) and parkland acreage to identify under-served neighborhoods or community planning areas. Map exhibits will be developed to determine the distribution and connectivity of recreation facility types throughout the city. The results will illustrate gaps in balancing the equitable distribution of services and opportunities for all ages and income levels.

Recreation Programs

Our team shall provide an inventory and evaluation of existing recreation programs provided by the City. RJM shall analyze the City's current program offerings in terms of attendance, use of space, and consistency with current recreation trends in the leisure services industry. The program evaluation shall provide an analysis of the Department's performance with programs and services for all age groups (toddlers to seniors). The evaluation shall indicate gaps in service and recommendations for new programs and services the City may consider implementing.

Our team will work with staff to evaluate existing levels of of programs and services and within the City's sphere of influence, public and private, to evaluate the adequacy of current services, and accessible recreation opportunities for all City residents. A summary of recommended programs will be provided as it is identified during the outreach process.

Additionally, an analysis of potential community providers and recreation facilities will be provided with careful consideration for potential competition and/or duplication of services through other public and private service providers. Recommendations will be provided for minimizing duplication of services and/or enhancing opportunities for collaborations and partnerships where appropriate.



Parks Inventory

Field data collection is conducted using the Esri Field Maps app to develop a digital inventory of existing city-owned parks.

This inventory provides detailed information such as the geo-location of site amenities and maintenance conditions.

Play Structure
Quantity: 1 | Condition: Good

On-Site Parking
Quantity: 1 | Condition: Good

Baseball Field
Quantity: 1 | Condition: Satisfactory

Tool 4
Demographic Assessment

Understanding the recreation needs and preferences of City residents first depends upon an understanding of the population and its demographic characteristics. Steps in this process involve a review of data regarding the City's population base as defined in the latest census, ESRI Tapestry Dataset, and the American Community Survey (ACS). As available, demographic data regarding age, household size, ethnic profile, and income characteristics will be used in the analysis.

Detailed demographic data regarding such variables as age, ethnicity, household size, and income as well as special populations that may require specialized or disproportionate services and programming, such as seniors, teens, preschoolers, second-language learners, individuals with disabilities, military families, and veterans will be analyzed to identify unique populations for use in the demand analysis. Special attention will be given to any sub-groups of the population that show unusual trends of change.

Tool 5
Local Trends Analysis

Recreation is an essential part of human well-being and quality of life providing physical, mental, social, and environmental benefits for individuals and communities. However, finding out what types of recreational activities are popular, where they are located, and how they are changing over time, can be challenging. RJM will research and develop a trends analysis based on park usage data retrieved from anonymized mobile phone location data. This information will paint a clear picture of how often park facilities are used throughout the year. This analysis will be combined with Sports and Fitness Industry Association (SFIA) analytics to highlight any sports recreation trends that may be emerging. By combining these two sources of data, it is possible to gain insights into the patterns, preferences, and participation of recreation activities in a community, as well as the supply and demand of recreation facilities and services.



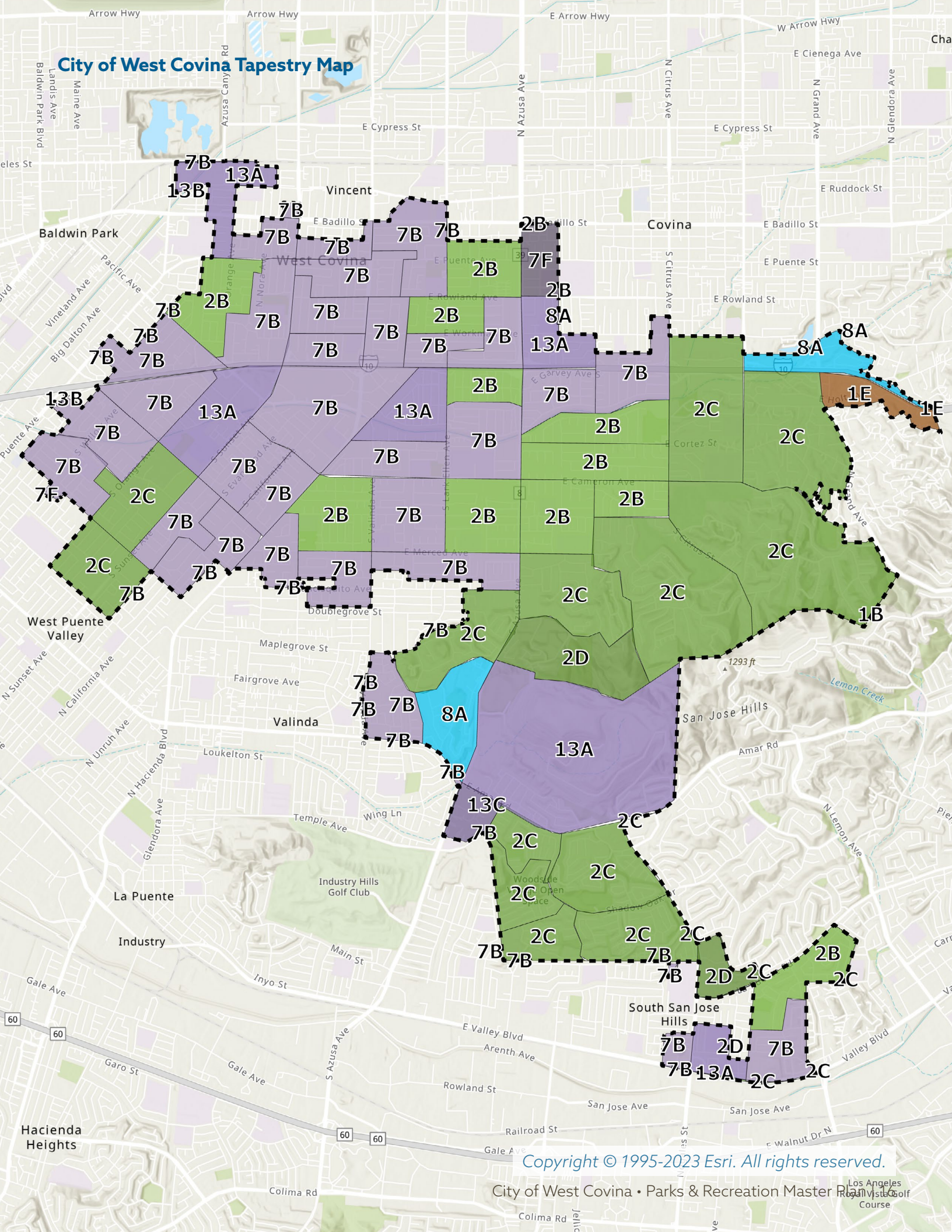




Source: City of West Covina Facebook

*Understanding **who** the community is and **where** they recreate is vital to the development of a successful road map for the future.*

City of West Covina Tapestry Map



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Tool 6
Custom Park Standards Calculations (CPSC's)

RJM will prepare and conduct a Sports Organization Specific ESRI Online Survey. The survey is specifically designed to collect valuable information regarding facility usage, team size, recreation seasonality, and player volume which is key to calculating the city's local demand for sports facilities. The results will be tabulated and used to verify and update the participation rates in selected sports for use in the demand analysis and calculation of the City's local community parks standard. This standard will represent the unique local demand not just a national averaged benchmark.

Considering the current inventory of recreation facilities, we will identify surpluses and deficiencies in existing parks and recreation-related facilities to serve the community as it exists now and with projections to 2034. One of the primary advantages of this methodology for determining need is that it provides a quantitative, unbiased evaluation of the surpluses and deficits in the City's parks and recreation facilities, both currently and in the future.



"The 2023 NRPA Agency Performance Review does not include "national standards," nor do the benchmarks represent any sort of standards against which every park and recreation agency should measure itself.

The reason for this is simple: there is not a single set of standards for parks and recreation because different agencies serve different communities that have unique needs, desires, and challenges. Agencies also have diverse funding mechanisms."

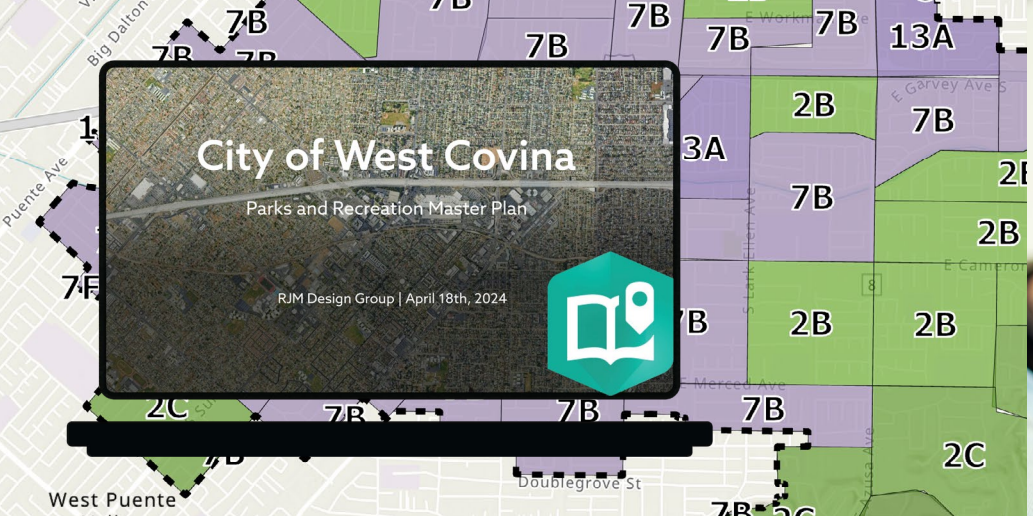
- 2023 NRPA Agency Performance Review

Phase III - Community Outreach and Engagement

Tool 7
Community Engagement

Your most robust tool is the ability to reach out to your community in a meaningful two-way dialogue. Find out what, where, and how your community recreates. Over the years technology has changed and so has the trend in which community residents communicate. There is no one prescriptive method that is a catch-all for any community. Community input no longer rests on a one-night workshop. People take part in surveys and feedback sessions when it is convenient with their schedules. We engage the entire community and not just a handful of special interests through the following outreach elements:







Phase III - Community Outreach and Engagement continued

Project Website Development and Updates

RJM will develop a project website in the ESRI story map platform where the community can learn about the project, understand the extent of planning considerations, and provide feedback. This website will be a hub for community collaboration and meaningful two-way feedback. This continuous public dialogue will ensure maximum opportunity for all community members to become informed and involved in the development of the Parks and Recreation Master Plan. As each of the following outreach efforts is completed, the results will be posted. This method enables continued community involvement for the life of the project. At any point during the project, the community can provide direct comments via a "Feedback" button on the website. As feedback is recorded it will be reviewed and shared with the project team. To promote project branding and ease of community engagement, our team has purchased the domain [www.WestCovinaParksMasterPlan.com] for the project website.

Total Combined Participants Reached:

- **2,966** Total Website Views
- **13** Stakeholder Interviews
- **20** Total Website Feedback Comments
- **279** Total Social Media Likes
- **402** Total Surveys Completed
- **490** Total YouTube Video Views
- **1,795** Residents Represented in Multimodal Survey of **544** Households
- **3,701** Residents Represented by **9** Sports Organizations Surveyed

Sample of Community Engagement Outreach Participant Totals (City of Buena Park)



Scan the QR code, go to [www.WestCovinaParksMasterPlan.com] to see a project website sample.

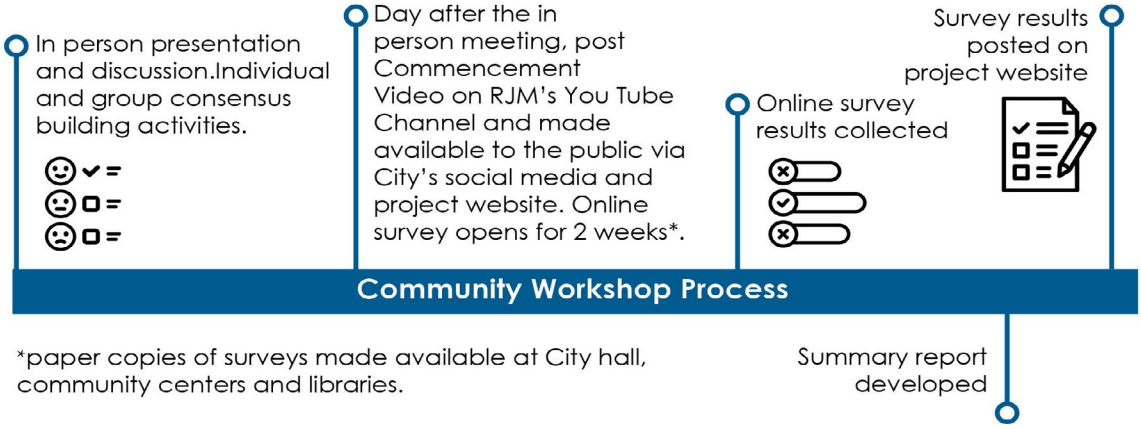
Phase III - Community Outreach and Engagement continued

Stakeholder Interviews / Focus Groups

Soliciting the attitudes and perceived needs of community stakeholders is an essential element for a successful Master Plan. Often involved in the front lines of community recreation support and programming, stakeholders have a unique understanding of community desires. One-on-one interviews will be conducted with selected key stakeholders such as members of the City Council, Commissioners, City Manager's Office, School District representatives, and/or community leaders. Estimate twelve (12) interviews to be conducted via online virtual meetings.

Community Workshops

Since 2020, we have seen an increase in community participation using virtual workshop methods, such as an online commencement video and online surveys available on the project website. The community now has the choice to participate in community workshops in person or virtually on their own schedule. Each "in-person" community consensus building workshop includes a two (2) hour session, inclusive, for up to fifty (50) participants. Each online survey includes summarizing up to (300) responses. We propose to work closely with City Staff to organize and further define the approach to be used in this process. We will coordinate with City staff for the promotion of the workshops, scheduling, and the provision of staff to assist with the workshops. Our workshop methodology is designed to arrive at a consensus regarding the priorities perceived by the public for improvements to the parks, recreation facilities, programs, and services.



Workshop No. 1

The first workshop will solicit community input on the characteristics, issues, and trends the City is currently facing. An online survey will also be available for residents who are unable to attend the workshop and will be active for (2) two weeks. The information gathered will be used to identify key ideas and desires to be explored in future surveys and outreach efforts.

Workshop No. 2

The second workshop will focus on parks, facilities, and programming needs. This workshop will begin with a presentation illustrating the results of past efforts and soliciting further information on the prioritization of the desired recreation improvements. This workshop will also promote an online survey option. The online survey will stay live for (2) two weeks allowing all community members to take part at their own pace.

Workshop No. 3

The final community outreach event will involve sharing all the past outreach results as The final community outreach event will involve sharing all the past outreach results as well as the facility and program prioritization survey summary. After the presentation, our team will host an online survey that will also be available for residents who are unable to attend the workshop and will be active for (2) two weeks for residents to weigh in and vote on the results.

Phase III - Community Outreach and Engagement continued

We will also make paper copies of the survey available for distribution at City Hall and other locations as requested. Paper surveys will be collected, and data entered by City staff to be counted with online survey responses.

Each workshop also includes a 5-10 minute commencement video that replicates the in-person presentation. The commencement video is made available on the project website for community members unable to attend the in-person events.

Statistically Valid, Multimodal Community Survey
To ensure that the Parks and Recreation Master Plan is representative of the needs, priorities, and concerns of all residents in the city (not just those who actively participate in the stakeholder interviews, workshops, community meetings, or advisory committees) we recommend conducting a statistically reliable survey as part of the public outreach and engagement program.

After selecting households at random using a stratified design, the survey will be administered using a multimodal approach including multiple recruiting methods (mail, email, and telephone) and data collection methods (telephone and password-protected online surveys) to ensure a balanced, representative sample that reflects the full diversity of the City's resident population. Using a multimodal approach will ensure a higher participation rate, reduce response bias, better capture the opinions of traditionally hard-to-reach subgroups, and ultimately deliver more reliable data than relying on a single-mode approach (i.e. telephone only). Our online survey platform is compliant with Federal Section 508 (and WCAG guidelines) which ensures accessibility for people with disabilities.

English and Spanish are included, and we place no limit on Spanish language responses. We initiate all interviewing calls with live-US based interviewers in English and switch to Spanish only upon request or when a clear language communication issue presents itself. The survey will include 15 Questions and 400 Households. We take data integrity and privacy seriously. All client materials are hosted in a secure digital cloud environment. We use 256-bit Advanced Encryption Security to keep your data and the data of your residents secure. This is the same level of encryption used by the U.S. Government.

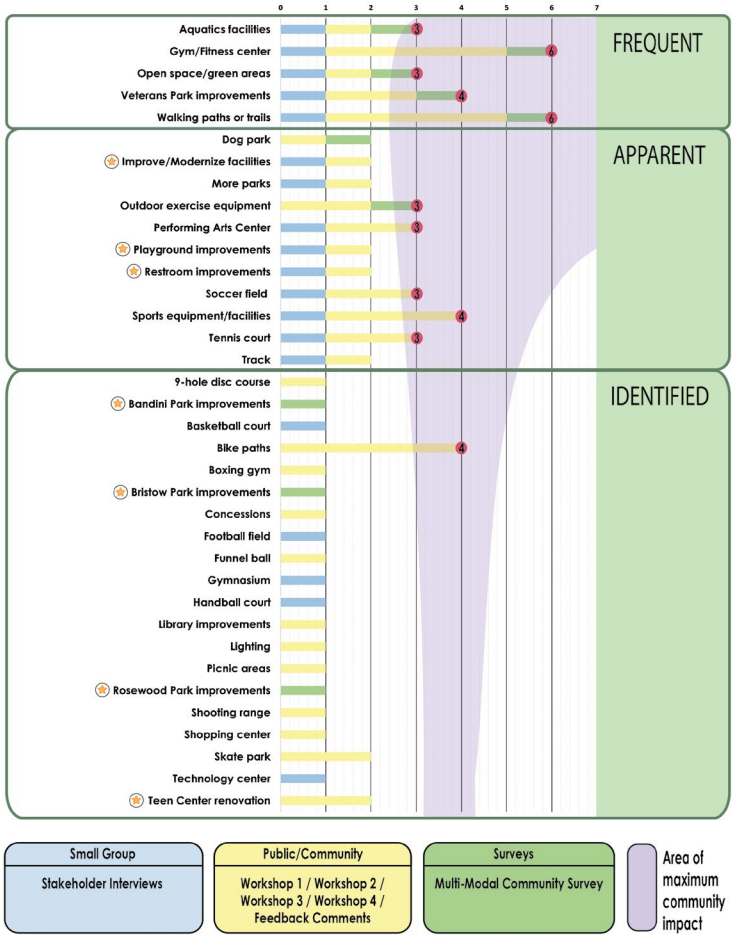
Social Media Branding Kit
To maximize community participation our team will develop content and promotional materials for the project including flyers, website and social media content, and handouts that will visually unify all project outreach efforts. Our team will develop large format project posters for display on-site and throughout various community center facilities, social media graphics for easy posting, sponsored social media ads on Facebook and Instagram, project branded flyers, and QR codes that will tie directly into the project website. Digital media developed by RJM throughout the project will be sized and made available for posting by the City's account administrators. Project updates, workshop notifications, and invitations will be coordinated in advance of the actual meetings. This outreach will inform users of the project's intent, timing, proposed meeting dates, and project updates. Upon city request, RJM will print materials and ship them to the city. All printing and shipping will be billed against the reimbursable allowance.

Phase IV - Needs Analysis and Recommendations

Tool 8
Community Needs Assessment

The strength of the Parks and Recreation Master Plan will largely rest on the successful outreach efforts and thorough analysis of the results. The assessment will not only convey the results among residents as a whole, it will also detail how the results vary across important subgroups of residents such as age, gender, location within the City, presence of children in the home, as well as the length of residence and other factors. Using the ESRI Tapestry community dataset RJM can analyze the micro demographics to determine not just the priority of recommendations but the impact on the location of the recommendations as well.

Each of the community engagement strategies employed will be analyzed and combined into a single engagement that needs matrix graphic. This graphic will illustrate the community needs that have the most significant impact as well as other trending recreation desires among the community.



Sample of Community Needs Prioritization Graphic

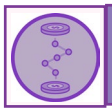
Tool 9
Recommendations

RJM will provide a complete recommendation action plan outlining the park improvements required to meet the needs of the community. Recommendations will be based on research and documented community needs. Specific recommendations may include park and recreation features such as additions, renovations, redevelopments, replacements, decommissioning, maintenance, and improvements of proposed parks, playgrounds, sports fields/courts, and parking lots.

After the facility needs, community priorities, and public consensus are defined, we will discuss and evaluate with city staff the short-term, intermediate, and long-term opportunities to create new community recreation facilities. This may include evaluation of areas such as drainage or flood control sites, vacant land, or reuse of existing park land as well as potential new or enhanced partnerships to maximize the community's existing resources.

Consultant shall further refine the list to create a 5-year CIP Plan and an implementation schedule for the first 5 years, including priority projects.

Phase V - Management, O&M, and Financial Recommendations



Tool 10
Operations and Maintenance Plan

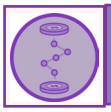
RJM will conduct a City-Wide Parks Operation and Maintenance Analysis Based on Park Usage Intensity. To provide high-quality recreation facilities and services for the community, it is important to assess the current state and future needs of the parks system. Our Team will develop a parks operation and maintenance analysis to help identify the strengths and weaknesses of the existing parks infrastructure, as well as the gaps and opportunities for improvement. However, conducting such an analysis requires reliable and up-to-date data on how the parks are being used by the public.

One way to obtain this data is by using anonymized mobile phone location data. RJM will analyze this data to measure the park usage intensity, which is the number of visits and the duration of stay per park area. This metric can indicate how popular and attractive each park is, as well as how efficiently the park space is utilized.

The team will develop a maintenance management plan following a review and assessment of the operations, staffing, and landscape maintenance levels, with consideration for current and identified future needs. The team shall also provide an evaluation and assessment of the City's landscape maintenance with specific attention to annual spending, staffing levels, and the activity, permitted use, and attendance levels of its parks and amenities. Recommendations shall be pertinent to the future growth of parklands, facilities, and related services.

By combining the maintenance analysis with local trends developed earlier and SFIA's analytics for sports activities, it is possible to conduct a holistic and data-driven parks operation and maintenance analysis that can inform and guide the planning and management of the parks system. The analysis can help answer questions such as:

- *How does the park usage intensity vary by season, time of day, or type of activity?*
- *How well do the existing park's facilities and services meet the demand and expectations of the users?*
- *What are the priorities and recommendations for improving the parks system in terms of operation, maintenance, renovation, or expansion?*



Tool 11
Financial Plan Review and Recommendations

Our Team shall conduct an analysis of the City's annual spending and budget for Parks and Recreation, and will develop recommendations applicable to addressing the updated financial needs and priorities for the City. The analysis will include a review of existing funding mechanisms and cost recovery practices for the City's recreation programs and services; and shall recommend appropriate levels of cost recovery through recreation programs fees and reservation fees for City facilities. Recommendations will balance cost recovery with affordability.

The recommendations will define annual funding requirements and will forecast ongoing routine maintenance, and capital replacement with assumed inflation rates. This analytical model will provide the City with an advanced look into projected funding requirements based on a series of funding projections.

Phase VI - Report Development

Tool 12 Master Plan Report Development

Master Plan Report Development

The draft report will summarize all information gathered throughout the project process and other data as appropriate.

Following a City staff review of the draft report, RJM will conduct a virtual meeting with City staff to review and discuss refinements to the draft report. Upon receipt of one set of non-conflicting comments from the City, we will revise the document. The RJM Team will then incorporate City refinements and submit the final Draft report. All original detailed research and summary reports will be cataloged in an Appendix Document.

Public Meetings and Presentations

RJM will prepare a PowerPoint presentation summarizing the Final Report and present the final draft Master Plan to the City Council for review, comment, and final direction. Included in this proposal are in-person attendance at one Commission Meeting and one City Council Meeting to present findings of the Parks and Recreation Master Plan.



Source: City of West Covina Facebook

Methodology (continued)

Proposed Project Schedule

	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Phase I: Project Management (Tool 1)												
Tool 1: Scalable Project Management	●	●	●	●	●	●	●	●	●	●	●	
Phase II: Existing Conditions Analysis (Tool 2 - 5)												
Tool 2: Existing Documentation Review												
Tool 3: Inventory of Parks, Facilities, and Programs												
Tool 4: Demographic Assessment												
Tool 5: Local Trends												
Tool 6: Custom Park Standards Calculations												
Phase III: Community Outreach and Engagement (Tool 7)												
Project Website Development												
Stakeholder Interviews												
Workshop ONE												
Workshop TWO												
Workshop THREE												
Statistically-Valid Multimodal Community Survey												
Social Media/ Project Branding Kit												
Phase IV: Needs Analysis and Recommendations (Tool 8- 9)												
Tool 8: Community Needs Assessment												
Tool 9: Recommendations												
Phase V: Operations, Maintenance, and Financial Recommendations (Tool 10 - 12)												
Tool 10: Operations and Maintenance Plan												
Tool 11: Financial Plan Review and Recommendations												
Phase VI: Report Development (Tool 13)												
Tool 12: Report Development and Public Meetings											▲	▲

M Month
● Project Review Meeting (Virtual)
▲ Presentations (In-Person)

Fee Schedule

It is the objective of our Team to provide the most comprehensive, yet efficient, approach to the development of the City of West Covina Parks and Recreation Master Plan. This fee includes all costs to be incurred by RJM Design Group, Inc. Fees for the work are as follows:

Phase/Task		Fee
PHASE I - Project Management		
Tool 1 -	Scalable Project Management	$12,000
PHASE II - Existing Conditions Analysis		
Tool 2 -	Existing Documentation Review	$ 7,285
Tool 3 -	Inventory of Parks, Recreation Facilities, and Programs	$26,490
Tool 4 -	Demographic Assessment	$ 8,725
Tool 5 -	Local Trends Analysis	$14,850
Tool 6 -	Custom Park Standards Calculation (CPSC's)	$10,900
PHASE III - Community Outreach and Engagement		
Tool 7 -	Project Website Development & Updates	$ 8,000
	Stakeholder Interviews / Focus Groups	$12,950
	Workshop #1	$12,600
	Workshop #2	$12,600
	Workshop #3	$12,600
	Statistically Valid Multimodal Survey	$22,000
	Social Media/Project Branding Kit	$ 5,625
PHASE IV - Needs Analysis and Recommendations		
Tool 8 -	Community Needs Assessment	$ 8,050
Tool 9 -	Recommendations	$10,950
PHASE V - Operations, Maintenance, and Financial Recommendations		
Tool 10 -	Operations & Maintenance Plan	$11,885
Tool 11 -	Financial Plan Review & Recommendations	$11,090
PHASE VI - Report Development		
Tool 12 -	Master Plan Report Development	$34,350
	Public Meetings and Presentations	$ 7,120
Reimbursable Allowance		$10,000
Total Project Fee*:		**$260,070**

*Note: This fee summary represents our current understanding of the project scope and complexity. The scope of work and associated fees are subject to refinement at Client's request. We have developed the scope and fee for this project to be as inclusive as possible. We would be happy to meet with the city to review the fees and make any modifications necessary to better match the available budget.

Fee Schedule (continued)

REIMBURSABLE EXPENSES (Estimated Allowance $10,000)

When incurred, the following project expenses will be billed at cost plus 15% administrative fee in addition to the above fee proposal:

- Printing, plotting, copying, scanning, photography, repographic expenses
- Delivery and handling of documents, shipping
- Permits, plan check, and inspection fees
- City business license

PAYMENTS

Payments are due and payable on a monthly basis following the completion of any substantial phase of work. Carrying charges for overdue accounts beyond 30 days of billing date are charged at 1.5% of the amount due, compounded monthly.

ADDITIONAL SERVICES

Professional services not specifically identified in the scope of work will be considered additional services and may be performed at Client's request, reimbursable at consultant's standard hourly rates. Additional services may include, but are not limited to:

- Additional meetings, presentations, or site visits beyond those identified in the scope of work.
- Exhibit preparation beyond that identified in the scope of work.
- Revisions to documents required as a result of changes in Client's direction; changes subsequent to Client's approval; or changes in governmental codes or regulations.
- Design of improvements beyond the designated project site, or due to changes in project phasing schedule.
- Specialized billing or accounting forms, invoices, spreadsheets.
- Engagement of other consultants not specifically identified below.

CONSULTANTS' HOURLY RATES

Compensation for additional services will be billed hourly at our standard rates* below:

RJM Design Group

Principal Landscape Architect	$220 per hour
Senior Associate	$195 per hour
Project Manager	$180 per hour
Job Captain	$165 per hour
Graphics	$150 per hour
Clerical	$105 per hour

Probolsky Research

Principal	$230 per hour
Associate	$150 per hour

*Charges for subconsultant services are billed at cost plus a 15% coordination fee.

Billings for all time and materials and contract extension work shall be in accordance with the level of work performed based on the categories listed above.

Hourly rates will be escalated each August 1st in accordance with any increase in the Consumer Price Index or other mutually agreed upon cost index, beginning with August 1, 2025. Provisions for fee escalation pertain to all contract extensions and additional work.

Similar Services Completed

Our experience with local communities can help your city's future planning efforts.





email | rjm@rjmdesigngroup.com

website | rjmdesigngroup.com

Agencies Served

Aliso Viejo
Azusa
Banning
Brentwood
Buena Park
Carson
Chino Hills
Commerce
Costa Mesa
Cypress
Dana Point
Downey
Goleta
Hermosa Beach
Huntington Beach
Jurupa Community Services District
La Quinta
Laguna Woods Village
Laguna Hills
Laguna Niguel
Livermore
Manteca
Menifee
Murrieta
Norwalk
Pasadena
Pinole
Pleasant Hill
Pleasanton
Pomona
Rancho Mission Viejo
Riverside
Rocklin
Roseville
Sacramento
San Bernardino
San Dimas
San Fernando
San Juan Capistrano
Santa Barbara County
Santa Clarita
Santa Maria
Stanton
Temecula
West Hollywood
Woodland
Yucaipa

Similar Services







Parks and Recreation Master Plan

Buena Park, CA

Status:	Completed 2023
Client:	The City of Buena Park
Project Date:	November 2022 to October 2023
Size:	10.6 square miles
Population:	83,430
Project Cost:	$228,210.00

Client Reference
Jim Box
Community Services Director
City of Buena Park
phone: (714) 562-3850
email: jbox@buenapark.com

Project Summary

The Buena Park Parks and Recreation Master Plan is the culmination of intensive research, extensive community engagement, and professional analysis. Beginning with a thorough review of planning documents and existing resources, the process included (3) in-person workshops, (3) online video presentations, (3) public surveys, stakeholder interviews, direct website feedback, and a statistically valid multimodal survey. These outreach methods ensured broad community participation, allowing everyone to contribute regardless of time or location. The resulting recommendations, rooted in community desires and needs, are articulated in seven key strategies, driving the future development of parks and recreation for the entire Buena Park community. An architectural review helped to establish prioritization of roof and building improvements that would support the recommendations. This master plan is a concise, community-inspired guide for the future of recreation in Buena Park.

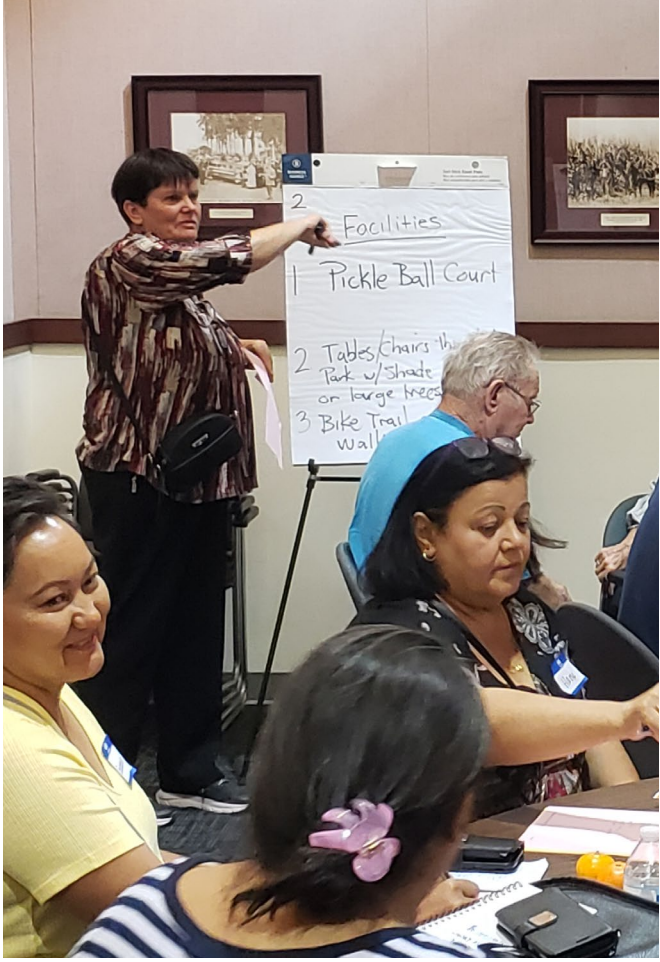
Project Team

Principal:	Zachary Mueting
Project Manager:	Kristen Schnell
Senior Associate:	Ed Crofts
Survey Specialist:	Timothy McLarney
Architect:	Rubio Medina

Community Inspired Spaces
RJM DESIGN GROUP







Parks Master Plan

Stanton, CA

Status:	Completed 2023
Client:	The City of Stanton
Project Date:	June 2022 to June 2023
Size:	3.1 square miles
Population:	38,134
Project Cost:	$173,125.00

Client Reference

Zenia Bobadilla
Community Services Director
City of Stanton
phone: (714) 890-4247
email: ZBobadilla@stantonca.gov

Project Summary

The City's Parks Master Plan unfolded over a 12-month timeline, commencing with a comprehensive inventory and assessment of existing parks, recreation facilities, and program opportunities. This initial phase involved a demographic analysis to establish a foundational understanding of the community. Inclusive community outreach strategies were employed, such as a dedicated project website, online feedback channels, stakeholder interviews, (3) in-person workshops, and (3) online surveys. A City staff survey and a specialized sports organization questionnaire further enriched the data collection process. An architectural review helped to establish prioritization of roof and building improvements that would support the recommendations. Key strategies addressed each facility and program recommendation. Current capital improvement projects and costs for the recommendations were identified in the report. Funding sources and strategies were outlined to assist in the implementation of the recommendations. The report also included a roadmap to help guide the City in their next steps.

Project Team

Principal:	Zachary Mueting
Project Manager:	Kristen Schnell
Senior Associate:	Ed Crofts
Architect:	Rubio Medina

Community Inspired Spaces
RJM DESIGN GROUP







Parks and Open Space Master Plan

Commerce, CA

Status:	Completed 2023
Client:	The City of Commerce
Project Date:	August 2022 to July 2023
Size:	6.5 square miles
Population:	12,122
Project Cost:	$181,750.00

Client Reference
Greg Alaniz
Parks and Recreation Director
City of Commerce
phone: (323) 887-4434 Ext. 2216
email: GAlaniz@ci.commerce.ca.us

Project Summary

The Commerce Parks and Open Space Master Plan serves as a guide and implementation tool for the management and development of parks and recreation facilities throughout the city. The process began with a review of pertinent planning documents, existing park resources, and recreation opportunities. Following the initial inventory, an extensive community outreach campaign was developed. In-person workshops, live streamed video presentations, one-on-one stakeholder interviews, public online surveys, direct website feedback, and a statistically valid multimodal survey were conducted to clearly analyze the community recreation demand in the city. The results of all the community outreach was posted on a dedicated project website. This resource allowed anyone in the community to have a voice in the process regardless of when and where meetings were held. An architectural review helped to establish prioritization of roof and building improvements that would support the recommendations. The Master Plan included planned and unplanned capital improvements spread out over 5 years for short term needed improvements, as well as long term community investments with accompanying funds. The culminating result is a community inspired plan for the future of parks and recreation in Commerce.

Project Team

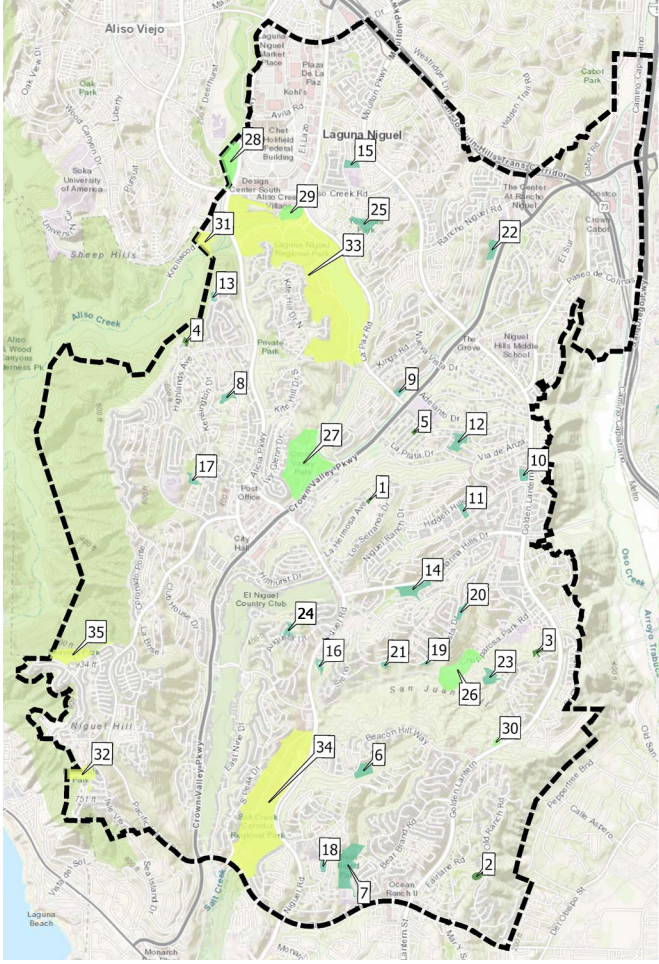
Principal:	Zachary Mueting
Project Manager:	Kristen Schnell
Senior Associate:	Ed Crofts
Survey Specialist:	Timothy McLarney
Architect:	Rubio Medina

Community Inspired Spaces
RJM DESIGN GROUP

Similar Services







Citywide Park Needs Assessment

Laguna Niguel, CA

Status:	Completed 2022
Client:	The City of Laguna Niguel
Project Date:	July 2021 to April 2022
Size:	14.79 square miles
Population:	65,952

Client Reference
Ron Rivera
Parks and Recreation Director
City of Laguna Niguel
phone: (949) 425-5148
email: RRivera@cityoflagunaniguel.org

Project Summary

The Laguna Niguel Citywide Park Needs Assessment serves as a guide and implementation tool for the management and development of parks and recreation facilities throughout the City. The process began with a review of pertinent planning documents, existing park resources, and recreation opportunities. Following the initial inventory an extensive community outreach campaign was developed. In-Person and live streaming online video presentations, one on one stakeholder interviews, public online surveys, direct website feedback, and a statistically valid multi-modal survey was conducted to clearly analyze the community recreation demand in the City. The project website enabled community members to review updates and provide immediate feedback at any point in time. The following are key strategies developed to balance the available inventory with the community recreational desires: provide sustainable sports facility management, increase park quality to strengthen community ties and bring diverse populations together, promote community connectivity to nature through an extensive trail network and trail events, and celebrate Laguna Niguel history and local identity.

Project Team

Principal:	Zachary Mueting
Project Manager:	Kristen Schnell
Survey Specialist:	Timothy McLarney

Community Inspired Spaces
RJM DESIGN GROUP







Parks, Recreation & Community Services Master Plan

Carson, CA

Status:	Completed 2022
Client:	The City of Carson
Project Date:	August 2021 to July 2022
Size:	19.2 square miles
Population:	93,184
Project Cost:	$230,940.00

Client Reference

Michael Whittiker, Jr., Director of Parks, Recreation & Community Services, City of Carson
phone: (310) 847-3570 Ext. 3571
email: MWhittiker@carsonca.gov

Project Summary

RJM Design Group developed the City's first Parks and Recreation Master Plan. The process commenced with an inventory and assessment of the existing parks, recreation facilities, and program opportunities available within the City. Projected population growth, housing units, age distribution, and median income were some attributes that helped to identify the demographic characteristics of the resident population. The existing inventory and demographic analysis provided the foundational understanding of the community. The community outreach provided multiple opportunities to engage the community members and included a project website, online feedback comments, a statistically valid, multimodal survey, stakeholder interviews, three (3) community online surveys, a sports organization questionnaire, and six (6) in-person community workshops. Key strategies were developed to address each facility and program recommendation. Current capital improvement projects and costs for the recommendations were outlined in the report. Funding sources and strategies were identified to assist in the implementation of the recommendations.

Project Team

Principal:	Zachary Mueting
Project Manager:	Kristen Schnell
Senior Associate:	Tim Gallagher
Survey Specialist:	Adam Probolsky

Community Inspired Spaces
RJM DESIGN GROUP

References

RJM DESIGN GROUP, INC. offers its clients personalized service that is delivered on time and within budget. The principals of RJM maintain personal involvement in all aspects of the project. Our success is based on our ability to perform, meeting the needs of the client and the project. Please feel free to contact all our references as we are sure they will share their success stories of projects we have helped them accomplish.

"The Master Plan Update was long overdue. RJM Design Group produced a strong product. The participation process will make this report a usable document that will not just sit on a shelf."

- Kevin Hawkins, Community Services Director
City of Temecula

"Thank you so much for providing such a detailed report. I appreciate this report gives us feedback on what our community wants and strategies on how to implement those."

- Sandy Rains, Mayor Pro Tem
City of Laguna Niguel

Agency Name & Contact Information:
Jim Box
Director of Community Services
CITY OF BUENA PARK
phone: (714) 562-3860
email: jbox@buenapark.com

Budget: $228,210 Services:
Parks and Recreation Master Plan
October 2022 - October 2023
Link to report: https://rjmdesigngroup.sharefile.com/d-sb888754c505043f988a231b67e9ea635

Agency Name & Contact Information:
Zenia Bobadilla
Community Services Director
CITY OF STANTON
phone: (714) 890-4247
email: ZBobadilla@stantonca.gov

Budget: $173,125 Services:
Parks Master Plan
June 2022 - July 2023
Link to report: https://www.stantonca.gov/departments/community_services/parks_master_plan.php

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Agency Name & Contact Information:
Greg Alaniz
Director of Parks and Recreation
CITY OF COMMERCE
phone: (323) 887-4434 Ext. 2216
email: GAlaniz@ci.commerce.ca.us

Budget: $181,750 Services:
Parks and Recreation Master Plan
August 2022 - July 2023
Link to report: https://rjmdesigngroup.sharefile.com/public/share/web-se35cf128a4a647a49e4c01f9a422edb5

Agency Name & Contact Information:
Jonathon Harmon
Interim Parks and Recreation Director
CITY OF LAGUNA NIGUEL
phone: (949) 425-5108
email: jharmon@cityoflagunaniguel.org

Budget: $146,810 Services:
Citywide Park Needs Assessment
July 2021 - April 2022
Link to report: https://rjmdesigngroup.sharefile.com/d-s99d94f06681d404e984c344771c80507

Agency Name & Contact Information:
Michael Whittiker, Jr.
Director of Parks, Recreation & Community Services
CITY OF CARSON
phone: (310) 847-3570 Ext. 3571
email: MWhittiker@carsonca.gov

Budget: $230,940 Services:
Parks, Recreation & Community Services Master Plan
August 2021 - July 2022
Link to report: https://rjmdesigngroup.sharefile.com/d-sb0455b4c81594bfb96091808a7a3096a

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Agency Name & Contact Information:
Scott Wasserman
Director of Parks & Recreation
CITY OF SAN DIMAS
phone: (909) 394-6233
email: swasserman@sandimasca.gov

Budget: $115,275 Services:
Parks and Recreation Needs Assessment
March 2020 - December 2020
Link to report: https://rjmdesigngroup.sharefile.com/d-s9f6549032e4e48b69d7ca550bc6d5d47

Agency Name & Contact Information:
Kevin Hawkins
Director of Community Services
CITY OF TEMECULA
phone: (951) 694-6480
email: kevin.hawkins@cityoftemeculaca.gov

Budget: $276,000 Services:
Community Services Master Plan
April 2019 - February 2020
Link to report: https://temeculaca.gov/DocumentCenter/View/11006/Temecula-Community-Services-Master-Plan

Attachment No. 2

City of West Covina
Parks and Recreation Master Plan

City Council Meeting
January 21, 2025

Purpose:



Guide and implementation tool for the **management** and **development** of parks, recreation facilities, and programs.

Identifies **local** community needs

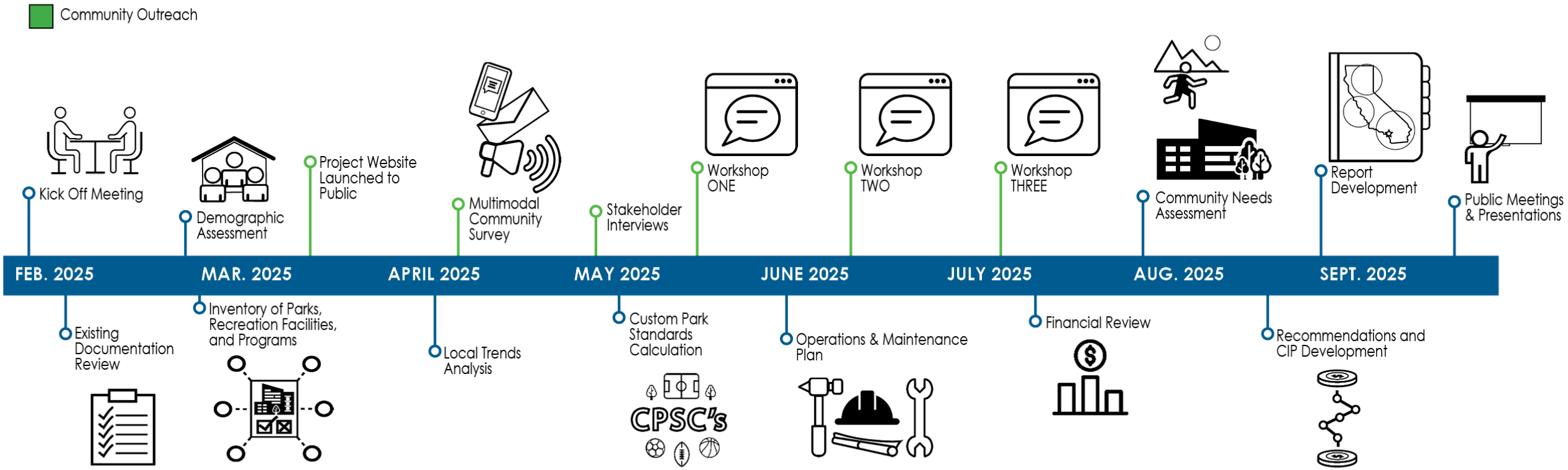
Offers **recommendations** to support the **local West Covina Community**



Process:

- Inventory of Existing Conditions
- Community Outreach & Engagement
- Needs Assessment
- Recommendations
- Funding and Implementation

Timeline:


Community Outreach
Kick Off Meeting
Demographic Assessment
Project Website Launched to Public
Multimodal Community Survey
Stakeholder Interviews
Workshop ONE
Workshop TWO
Workshop THREE
Community Needs Assessment
Report Development
Public Meetings & Presentations
FEB. 2025
MAR. 2025
APRIL 2025
MAY 2025
JUNE 2025
JULY 2025
AUG. 2025
SEPT. 2025
Existing Documentation Review
Inventory of Parks, Recreation Facilities, and Programs
Local Trends Analysis
Custom Park Standards Calculation
CPSC's
Operations & Maintenance Plan
Financial Review
Recommendations and CIP Development

106,234

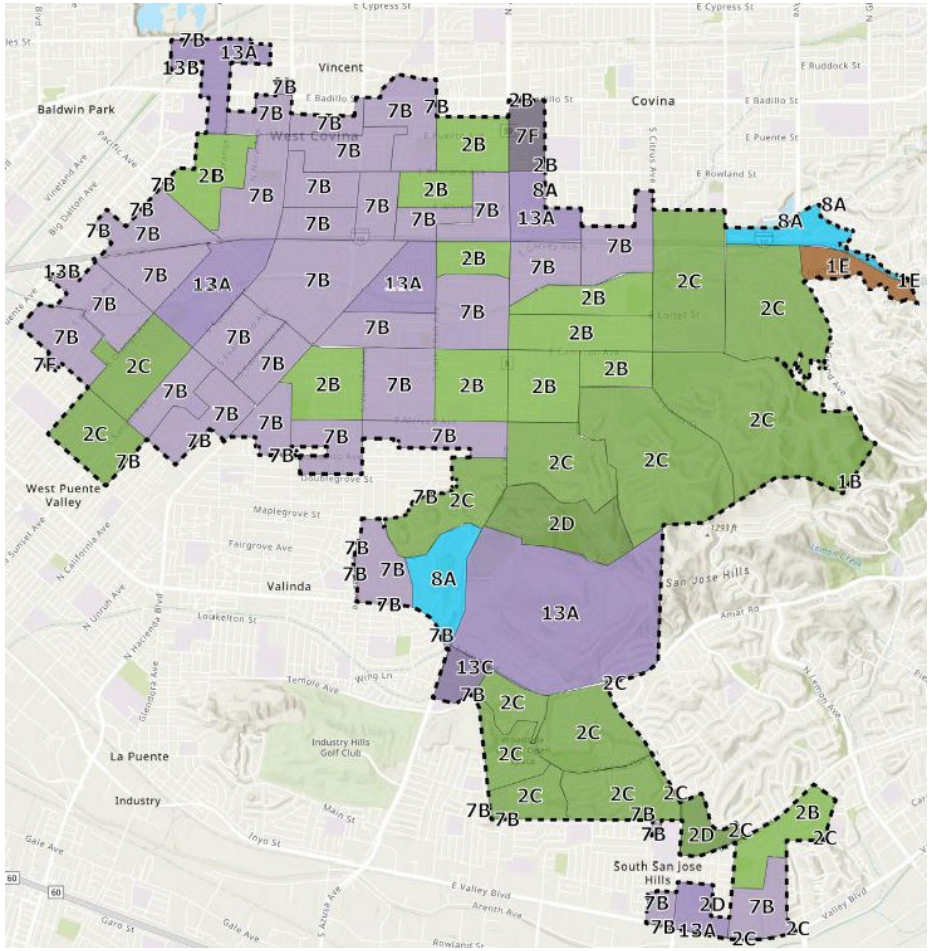
Population

3.1

Average Household Size

40.1

Median Age

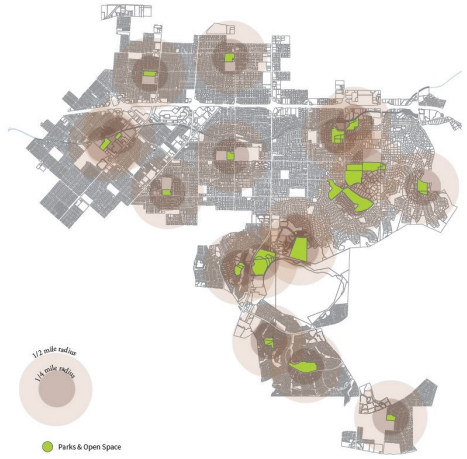


Community Profile



2	Pocket Parks
8	Neighborhood Parks
3	Community Parks
2	Wilderness Parks
3	Specialized Facilities
2	Conservation Areas

4.7 acres per 1,000 people





Inventory of Parks & Facilities

- 16 City Parks
- Open Space
- Cultural Assets
- Community Centers

Inventory of Programs

- Arts, Dance, & Music
- Community Partners Programs
- Educational Classes
- Excursions
- Fitness & Exercise
- Senior Activities & Programs
- Special & Community Events
- Special Needs Programs
- Sports Programs
- Tiny Tots











Extensive Community Engagement:

- Stakeholder Interviews
- Statistically Valid Multimodal Survey
- Community Workshops
- Project Website Feedback Comments 24/7


Coming Soon....
WWW.WESTCOVINAPARKSMASTERPLAN.COM

AGENDA ITEM NO. 7

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: January 21, 2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: **CONSIDERATION OF THE FIRST QUARTER FINANCIAL REPORT AND BUDGET AMENDMENT FOR FISCAL YEAR 2024-25**

RECOMMENDATION:

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

1. Receive and file the First Quarter Financial Report for Fiscal Year 2024-25; and
2. Adopt the following resolution:

RESOLUTION NO. 2024-72- A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2024 AND ENDING JUNE 30, 2025 (FIRST QUARTER FINANCIAL REPORT)

BACKGROUND:

This report is intended only to provide the City Council and the public with an overview of the City's general fiscal condition. The financial information included in this report is preliminary, unaudited and subject to revision upon completion of the City's closing and audit. The City will make the Quarterly Financial Report available on the City's website for review by the City's stakeholders.

DISCUSSION:

The City has completed the first quarter of Fiscal Year 2024-25. The Quarterly Report (Attachment No. 1) summarizes the overall financial performance of the City for the period of July 1, 2024 through September 30, 2024, but it is not meant to be inclusive of all finance and accounting transactions. While the focus of the report is the General Fund, summary financial information is also provided for the Enterprise Fund and Special Revenue Funds.

The information presented reports revenues as they are received and expenditures when paid. Revenues and expenditures are only accrued at year-end to account for such activity in the correct fiscal year. Additionally, a budget amendment (Attachment No. 2) is proposed with the Quarterly Report to adjust revenue and expenditures based on activity to date.

LEGAL REVIEW:

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

Prepared by: Stephanie Sikkema, Finance Director

Fiscal Impact

FISCAL IMPACT:

The original adopted General Fund budget for FY 2024-25 was $76,159,361 for expenditures and $15,117,899 in net transfers for a Net Change in Fund Balance of $1,335. The first quarter budget amendment proposes adding $776,200 in expenditures. With $788,000 in revenue proposed, there is a positive net impact on the general fund of $11,800.

The proposed budget amendment includes the following changes to General Fund (Fund 110) appropriations:

General Fund	Original Budget	Current Budget	Requested BA	Amended Budget
Revenue				
Property Tax	36,219,000	36,219,000		36,219,000
Sales Tax	23,837,000	23,837,000		23,837,000
Other Taxes	10,740,400	10,740,400		10,740,400
Charges For Services	8,788,500	8,788,500	150,000	8,938,500
Licenses & Permits	3,874,200	3,874,200		3,874,200
Revenue from Other Agencies	3,443,795	3,534,650	638,000	4,172,650
Use of Money & Property	1,900,000	1,900,000		1,900,000
Interdepartmental Charges	1,196,200	1,196,200		1,196,200
Fines & Forfeitures	1,136,000	1,136,000		1,136,000
Transfers In/Out	145,687	145,687		145,687
Other Revenues	143,500	143,500		143,500
Revenue Total	**91,424,282**	**91,515,137**	**788,000**	**92,303,137**
Expenditures				
Administration	1,785,995	1,785,995	88,200	1,874,195
City Clerk	710,614	710,614		710,614
Code Enforcement	1,065,105	1,917,105		1,917,105
Community Development	2,754,986	2,755,269		2,755,269
Community Services	2,389,730	2,389,730		2,389,730
Finance	4,566,343	4,566,343	23,000	4,589,343
Fire	23,953,222	23,953,222	580,000	24,533,222
Police	34,048,448	33,287,303	85,000	33,372,303
Public Works	4,884,918	4,884,635		4,884,635
Transfers	15,263,586	15,263,586		15,263,586
Expenditures Total	**91,422,947**	**91,513,802**	**776,200**	**92,290,002**
Revenue Less Expenditures	**1,335**	**1,335**	**11,800**	**13,135**

In addition to the proposed amendments to the General Fund, the table below summarizes proposed amendments to other funds:

Other Funds	Current Budget	Requested BA	Amended Budget
Auto Plaza Improvement District (190)			
Revenue	105,390	12,578	117,968
Expenditures	64,120	52,591	116,711
Measure M (235)			
Expenditures	3,245,000	2,074,800	5,319,800
SB1 - Road Maintenance Rehab (237)			
Expenditures	6,459,400	-1,407,400	5,052,000
Sewer Maintenance (189)			
Expenditures	2,078,400	421,844	2,500,244

Attachments

Attachment No. 1 - First Quarter Financial Report

Attachment No. 2 - Resolution No. 2025-5

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

CITY OF WEST COVINA

FIRST QUARTER FINANCIAL REPORT

Fiscal Year 2024-25

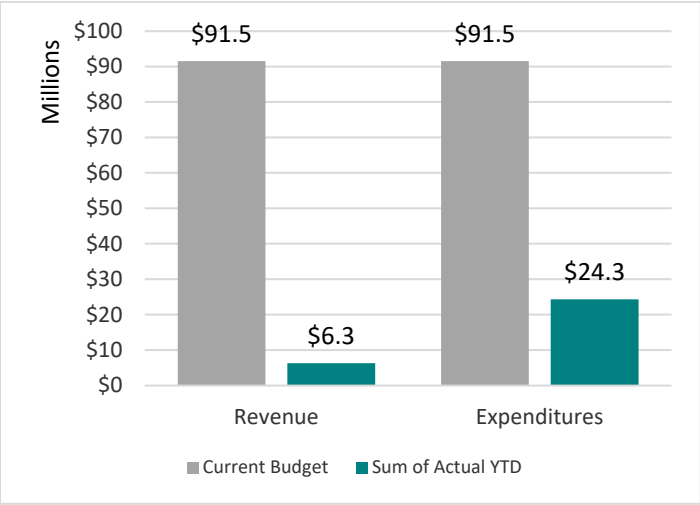
The City has completed the first quarter of Fiscal Year (FY) 2024-2025. This report summarizes the overall financial performance of the City for the period of July 1, 2024, through September 30, 2024, but it is not meant to be inclusive of all finance and accounting transactions. While the focus of the report is the General Fund, summary financial information is also provided for the Enterprise Fund and Special Revenue Funds. The information presented is unaudited. This report is intended to provide City Council and the public with an overview of the City's general fiscal condition.

The revenue and expenditures per the Budget to Year-To-Date (YTD) Actual comparisons include any appropriations made as of September 30, 2024. The information presented reports revenues as they are received and expenditures when paid. Revenues and expenditures are only accrued at year end to account for such activity in the correct fiscal year.

GENERAL FUND

The General Fund (GF) is the general operating fund for the City. It provides the resources to sustain the day-to-day activities and services to the community. All nine departments receive support, either directly or indirectly, from the General Fund.

Chart 1: GF Budget vs. YTD Actual



The General Fund original budget for FY 2024-25 was $91.3 million in revenue, $91.3 million in expenditures and net transfers, for a total net change of fund balance of $1,335. With only 25% of the year complete, General Fund revenues are 6.9% of budget, and expenditures are 26.6%. Total revenues are $6.3 million, and expenditures are $24.3 million leaving a total revenue less expenditures negative 18 million.

GENERAL FUND REVENUE

The City's two major General Fund revenue sources are Property Tax and Sales Tax which make up 65% of the General Fund revenues combined. Table 1 below summarizes revenue to-date.

Table 1: GF Revenue – Budget vs. YTD Actual

Revenue Source	Current Budget	YTD Actual	%
Property Tax	36,219,000	0	0.0%
Sales Tax	23,837,000	2,085,569	8.7%
Other Taxes	10,740,400	296,128	2.8%
Charges For Services	8,788,500	2,234,078	25.4%
Licenses & Permits	3,874,200	706,698	18.2%
Revenue from Other Agencies	3,534,650	1,504	0.0%
Use of Money & Property	1,900,000	419,260	22.1%
Interdepartmental Charges	1,196,200	299,053	25.0%
Fines & Forfeitures	1,136,000	165,989	14.6%
Transfers In/Out	145,687	0	0.0%
Other Revenues	143,500	109,444	76.3%
Grand Total	**$91,515,137**	**$6,317,723**	**6.9%**

PROPERTY TAX

The first major property tax distribution to the City for the fiscal year is received in December which is included on next quarter report. Included in this line are Secured Property Taxes, Property Taxes In-Lieu of Vehicle License Fees (VLF), and residual payments from the dissolution of the former redevelopment agency.

SALES TAX

As of September 30, 2024, the allocation received represents approximately 8.7% of the total sales tax allocation for the year. This is typical for this time of year as there is a two-month lag in sales tax distributions. The City will continue to receive sales tax allocations with the final quarter allocation distributed by the California State Department of Taxes and Fees Administration (CDTFA) in August 2025.

OTHER TAXES

This category includes Franchise Fees, Business License Tax, Transient Occupancy Tax (TOT), and Property Transfer Tax. At the end of the first quarter only $296k or 2.8% of the original budget projection was collected. This is due to a lag in when these revenues are received. Additionally, these taxes are not evenly disbursed throughout the year.

CHARGES FOR SERVICES

These revenues include plan check and zoning related fees, recreation fees, interfund charges, police, and fire fees. These fees are trending slightly above projected at approximately 25% or $2.2 million through September 2024. Ambulance services accounts for the majority of this overage which is included in the proposed budget amendment.

LICENSE & PERMITS

Revenues for licenses & permits include building and engineering permits, and animal licenses. Revenue projections are trending slightly under projected at 18% of the original budget projection or $706k.

REVENUES FROM OTHER AGENCIES

This category includes Vehicle In-Lieu, State Mandated Cost reimbursement revenue, the exchange of Prop A funds, and mutual aid cost reimbursement for strike team deployments for the Fire Department. Most of this revenue is received once within the fiscal year. The Prop A Exchange (which accounts for $2.3 million) typically does not occur until the end of the fiscal year.

To date the Fire Department has spent over $865k in mutual aid overtime, this plus an administrative fee will be reimbursed and the overage is included in the proposed budget amendment.

INTERDEPARTMENTAL CHARGES

This category includes overhead chargebacks from internal service funds: General Liability, Workers Compensation, and Fleet Maintenance. These charges are billed monthly and equally distributed.

USE OF MONEY & PROPERTY

This category includes rental and interest income. These are trending under projections at 22% or $419k through September 2024.

FINES & FORFEITURES

This category includes late payment penalties, collection agency fees, code fines, vehicle impound fees, and administrative citations. Overall, fines and forfeitures are only 14% for the quarter which is typical for this time of year.

OTHER REVENUES

This category includes proceeds from auction, advertising, final map, and other miscellaneous revenue. At the end of the first quarter, $109k or 76% of the original budget projection has been realized. The majority of this is from a one-time reimbursement.

TRANSFERS IN

This category includes a transfer from the Successor Agency for administrative costs. This transfer is made at the end of the fiscal year.

REVENUES PROJECTIONS

Revenue projections (see Table 2) are revised with the Quarterly Report based on actuals to date. The total proposed adjustment is an increase of $788,000 in revenue for the General Fund.

Table 2: GF Revenue Projection

Revenue Source	Current Budget	Proposed Adj.	Revised Projection
Property Tax	36,219,000		36,219,000
Sales Tax	23,837,000		23,837,000
Other Taxes	10,740,400		10,740,400
Charges For Services	8,788,500	150,000	8,938,500
Licenses & Permits	3,874,200		3,874,200
Revenue from Other Agencies	3,534,650	638,000	4,172,650
Use of Money & Property	1,900,000		1,900,000
Interdepartmental Charges	1,196,200		1,196,200
Fines & Forfeitures	1,136,000		1,136,000
Transfers Out	145,687		145,687
Other Revenues	143,500		143,500
Grand Total	**91,515,137**	**788,000**	**92,303,137**

GENERAL FUND EXPENDITURES

As of September 30, 2024, with 25% of the year complete, 26.6% of the General Fund budget was expensed (see Table 3). With the exception of Community Services, all departments are trending under budget (under 25%). Community Services is slightly trending over due to Special Events expenses which are not evenly distributed throughout the year.

Table 3: GF Expenditures – Budget vs. YTD Actual

Department	Current Budget	YTD Actual	%
Administration	1,785,995	308,608	17.3%
City Clerk	710,614	94,660	13.3%
Code Enforcement	1,917,105	211,275	11.0%
Community Development	2,755,269	244,752	8.9%
Community Services	2,389,730	616,030	25.8%
Finance	4,566,343	1,012,383	22.2%
Fire	23,953,222	5,939,168	24.8%
Police	33,287,303	7,454,459	22.4%
Public Works	4,884,635	791,526	16.2%
Transfers	15,263,586	7,650,559	50.1%
Grand Total	**91,513,802**	**24,323,420**	**26.6%**

GENERAL FUND OVERTIME

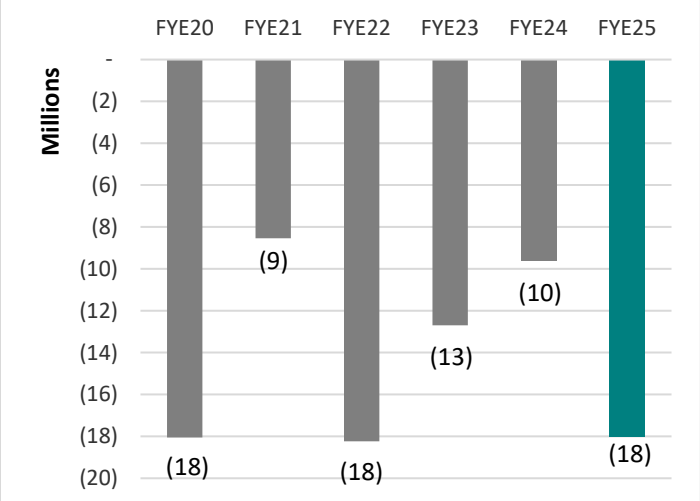
Overall, overtime in the General Fund is trending below budget. Table 4 summarizes overtime by department within the General Fund. Overtime is over budget in Administration due to Special Events.

Table 4: GF Overtime YTD

Department	Current Budget	YTD GF Overtime	%
Administration	1,440	1,512	105.0%
City Clerk	0	0	0.0%
Community Development	1,850	121	6.5%
Finance	1,230	13	1.1%
Fire	2,964,750	681,886	23.0%
Police	3,507,150	803,330	22.9%
Code Enforcement	10,090	905	9.0%
Public Works	11,860	2,417	20.4%
Community Services	143,580	21,342	14.9%
Grand Total	**6,641,950**	**1,511,527**	**22.8%**

Overall, total General Fund Revenue ($6.3M) less expenditures ($24.3M) for the year is negative $18 million. Negative revenue less expenditures is typical for this time of year due to the lag in property and sales tax revenue – the City's primary revenue sources.

Chart 2: GF 1st Quarter Revenue Less Expenditures by FY



PROPOSED BUDGET AMENDMENT

The original adopted General Fund budget for FY 2024-25 was $76,159,361 for expenditures and $15,117,899 in net transfers for a Net Change in Fund Balance of $1,335. The first quarter budget amendment proposes adding $776,200 in expenditures. With $788,000 in revenue proposed, there is a positive net impact on the general fund of $11,800. Table 5 outlines the proposed amendment.

Table 5: Summary of Proposed GF Budget Amendment

Department	Current Budget	Requested BA	Amended Budget
Administration	1,785,995	88,200	1,874,195
City Clerk	710,614		710,614
Community Development	2,755,269		2,755,269
Finance	4,566,343	23,000	4,589,343
Fire	23,953,222	580,000	24,533,222
Police	33,287,303	85,000	33,372,303
Code Enforcement	1,917,105		1,917,105
Public Works	4,884,635		4,884,635
Community Services	2,389,730		2,389,730
Transfers	15,263,586		15,263,586
Grand Total	**91,513,802**	**776,200**	**92,290,002**

The proposed General Fund budget amendment totals $776,200 and includes the following:

1. ***Administration ($88,200):*** The budget is proposed to be increased to fund the PARS Executive Plan for former City Managers.
2. ***Finance ($23,000):*** The budget is proposed to be increased to reflect actuals for leave lump sums for retiring employees.
3. ***Fire ($580k):*** Mutual Aid overtime expenditures are proposed to be increased based on actuals. Revenue has also been proposed to be increased.
4. ***Police ($85k):*** The budget is proposed to be increased to reflect actuals for a settlement payment.

ENTERPRISE FUND (FUND 375)

This fund accounts for the computer services provided by the Police Department to other public safety agencies for a fee. The programs are marketed to both public and private agencies. The Police Department also utilizes these products and services. Revenue is generally billed once annually. Expenditures are trending over budget due to one-time annual expenses (see Table 6).

Table 6: Police Enterprise Budget vs. YTD Actuals

Type	Current Budget	YTD Actual	%
Revenue	743,600	0	0.0%
Expenditures	688,804	309,486	44.9%
Revenue Less Expenditures	**54,796**	**(309,486)**	

SPORTSPLEX (FUND 242)

This fund accounts for activity at the West Covina Sportsplex, a recreation facility which amenities include softball fields, a pavilion, playgrounds, and restaurants. Budget versus actual comparisons for both revenue and expenditures for the Sportsplex are presented in Table 7 below. The Sportsplex ended the year with revenue less expenditures of $4,048.

Table 7: Sportsplex Budget vs. YTD Actuals

Type	Current Budget	YTD Actual	%
Revenue			
Charges For Services	57,000	29,869	52.4%
Other Revenues	2,400	1,567	65.3%
Use of Money & Property	99,600	35,449	35.6%
Transfers In/Out	753,068	0	0.0%
Revenue Total	**912,068**	**66,886**	**7.3%**
Expenditures			
Salaries & Benefits	574,668	143,749	25.0%
Materials & Services	337,400	69,653	20.6%
Expenditures Total	**912,068**	**213,402**	**23.4%**
Revenue less Expenditures	**0**	**(146,517)**	

OTHER FUNDS

Table 8 shows a summary of budget versus actuals for other funds:

Table 8: Other Funds Budget vs. YTD Actuals

Fund Grouping	Current Budget	YTD Actual	%
Assessment Districts			
Revenue	4,500,410	2,261	0.1%
Expenditures	5,558,504	1,874,698	10.4%
Capital Project Funds			
Revenue	755,100	24,818	3.3%
Expenditures	1,304,000	228,752	11.6%
CDBG			
Revenue	1,039,671	9,804	0.9%
Expenditures	1,039,671	113,639	7.0%
Debt Service			
Revenue	15,872,613	7,701,992	48.5%
Expenditures	15,872,613	7,957,407	50.1%
Gas Tax			
Revenue	3,003,227	564,021	18.8%
Expenditures	3,384,327	1,103,729	19.3%
Grant Funds			
Revenue	1,302,169	51,451	4.0%
Expenditures	1,446,342	199,083	17.7%
Housing Authority			
Revenue	174,000	319	0.2%
Expenditures	884,456	390,967	20.5%
Internal Service Funds			
Revenue	9,059,141	2,060,972	22.8%
Expenditures	9,211,241	4,855,936	48.9%
Metro Funds			
Revenue	10,507,032	2,279,914	21.7%
Expenditures	13,207,651	3,503,031	2.9%
Other SR Funds			
Revenue	4,748,130	1,447,625	30.5%
Expenditures	11,404,714	1,159,497	7.0%
SB1			
Revenue	3,491,301	141,800	4.1%
Expenditures	6,959,400	0	0.0%
Sewer Maintenance			
Revenue	4,533,100	0	0.0%
Expenditures	4,378,338	355,094	6.6%
Successor Agency			
Revenue	2,866,944	14,023	0.5%
Expenditures	3,357,151	1,405,452	41.1%

In addition to the proposed amendments to the General Fund, the following is recommended:

1. ***Fund 190, Auto Plaza Improvement District ($52,591):*** Adjustments to reflect the annual principal payment to the City for the sign loan and budget approved by the District.
2. ***Fund 235, Measure M ($235k)***: Salaries and benefits for part-time code enforcement officers to enforce street sweeping.
3. ***Fund 235, Measure M and Fund 237, SB1 - Road Maintenance Rehab: ($432,400):*** Correct the prior budget amendment to appropriate the total project estimate and add the additional ten percent contingency authorized by the Council.
4. ***Fund 189, Sewer Maintenance ($421,844):*** Adjustments to reflect the project budgets as proposed with the sewer service charge.

Table 9: Summary of Proposed Budget Amendment to Other Funds

Other Funds	Current Budget	Requested BA	Amended Budget
Auto Plaza Improvement District (190)			
Revenue	105,390	12,578	117,968
Expenditures	64,120	52,591	116,711
Measure M (235)			
Expenditures	3,245,000	2,074,800	5,319,800
SB1 - Road Maintenance Rehab (237)			
Expenditures	6,459,400	-1,407,400	5,052,000
Sewer Maintenance (189)			
Expenditures	2,078,400	421,844	2,500,244

FOR MORE INFORMATION

This summary report is derived from detailed financial information generated by the City's Finance Department. Additional financial information is available online at www.westcovina.org.

ATTACHMENT NO. 2

RESOLUTION NO. 2025-5

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2024 AND ENDING JUNE 30, 2025 (FIRST QUARTER FINANCIAL REPORT)

The City Council of the City of West Covina hereby finds and declares as follows:

WHEREAS, on May 7, 2024, the City Manager presented to the City Council a proposed budget for Fiscal Year 2024-25 in compliance with Section 2-151(m) of the West Covina Municipal Code; and

WHEREAS, 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 4, 2024, the City Council adopted a budget for the 2024-2025 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 HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City Council hereby approves Budget Amendment No. 2025-09, attached hereto as Exhibit A, for Fiscal Year 2024-25.

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 21st day of January, 2025.

_____

Tony Wu
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. 2025-5 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 21st day of January, 2025, 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 2024-25
Budget Amendment No. 2025-09
First Quarter Financial Report

Fund Name (Fund No.)	Current Budget	Proposed Amendment	Amended Budget
General Fund (110)			
Revenue	91,515,137	788,000	92,303,137
Expenditures	91,513,802	776,200	92,290,002
Fund (110) Revenue Less Exp.	**1,335**	**11,800**	**13,135**
Auto Plaza Improvement District (190)			
Revenue	105,390	12,578	117,968
Expenditures	64,920	52,591	117,511
Fund (190) Revenue Less Exp.	**40,470**	**-40,013**	**457**
Measure M (235)			
Revenue	2,869,220	0	2,869,220
Expenditures	6,634,010	2,074,800	8,708,810
Fund (235) Revenue Less Exp.	**-3,764,790**	**-2,074,800**	**-5,839,590**
SB1 - Road Maintenance Rehab (237)			
Revenue	3,491,301	0	3,491,301
Expenditures	6,959,400	-1,407,400	5,552,000
Fund (237) Revenue Less Exp.	**-3,468,099**	**1,407,400**	**-2,060,699**
Sewer Maintenance (189)			
Revenue	4,533,100	0	4,533,100
Expenditures	4,378,338	421,844	4,800,182
Fund (189) Revenue Less Exp.	**154,762**	**-421,844**	**-267,082**

AGENDA ITEM NO. 8

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: January 21, 2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: CONSIDERATION OF GRANT WRITING AND FEDERAL LOBBYIST SERVICES

RECOMMENDATION:

It is recommended that the City Council provide direction.

BACKGROUND:

The City relies on various sources, including Federal, State, County, and private agencies, for special funding to provide services to the public. Historically, the City has practiced more common grant finding and grant writing activities to seek appropriate grant funding for its projects/activities, with each department researching and/or learning about grants that are available through their own operational and association contacts. City staff routinely apply for funding opportunities and are familiar with the programs and grantors. Attachment No. 1 lists grant funding opportunities to which the City applied or had active grants in 2024, with $10.3 million in awards listed. The list includes grants submitted on the City's behalf by Transtech, as part of the Engineering Services provided to the City.

The City has received over $28.5 million in Federal funding over the past five years. Below is a summary of this funding by year. Attachment No. 2 provides Schedules of Expenditures of Federal Awards the City has received over the five-year period from 2019-2023.

Federal Expenditures by Fiscal Year Ending					Five Year Total
2023	2022	2021	2020	2019	
$4,571,165	$12,945,348	$3,569,064	$2,951,691	$4,494,660	$28,531,928

Additionally, staff has successfully worked directly with Congresswoman Napolitano’s Office to secure Congressional Appropriations for specific projects:

- FY 2023 $7M Azusa Avenue Improvements
- FY 2024 $1M Cameron Complete Streets

In 2024, staff worked with the Congresswoman's Office to include a $2M appropriation for Fire Station #1 in the proposed FY 2025 Congressional Budget Bill. As of the writing of this report, the Federal Budget is still being negotiated.

At the February 20, 2024 City Council meeting, Councilmember Cantos requested that the City look into hiring a Washington DC lobbyist. Councilmember Wu also requested that the City look into hiring a grant writing team.

Staff developed and published formal Requests for Proposals for these services. RFP 202408 for Grant Writing Services was posted May 16, 2024. RFP 202409 for Federal Lobbyist services was posted the same day.

DISCUSSION:

The following is a summary of the RFP for the Grant Writing Services and Federal Lobbyist Services:

Grant Writing Services:

Contracting a grant writing team that specializes in the management of the overall grant process could assist the City in securing funding for services and projects which the City otherwise would be required to utilize local tax dollars. Applying for grants which address City needs associated with service delivery and necessary capital infrastructure improvements, as well as be properly and efficiently administered by staff, taking into account existing duties and responsibilities, could be beneficial.

The proposed scope of work included:

- Funding Needs Analysis – Work with the City's departments to assess the validity of current funding priority areas and identify new priority areas for funding
- Grant Funding Research – Conduct research to identify grant resources including, but not limited to, federal, state, foundation, agencies and organizations that support the City's funding needs and priorities in the following general areas
- On-call Grant Research – In addition to the areas identified through the Funding Needs Analysis process and throughout the duration of the agreement.
- Grant Proposal Development – Provide grant proposal writing services associated with the completion of grant applications on behalf of the City, including the preparation of funding abstracts, production and submittal of applications to funding sources. A copy of each grant application submitted is to be provided to the City.
- Monthly Reports – The consultant selected will be required to submit monthly reports to the City summarizing the amount of time expended and describe activities undertaken during the previous month.

Fifteen (15) proposals were received in response to the Grant Writing Services RFP on June 20, 2024.

Staff consisting of the Assistant City Manager, Police Administrative Services Manager and Assistant to the City Manager reviewed all proposals to determine that submissions conformed to all the requirements in the RFP. Through a vigorous evaluation, all vendor proposals were ranked according to the following criteria:

Evaluation Criteria	Max Points
Completeness of Proposal	20
Relevant Experience and Qualifications of Proposed Project Team	30
Capacity to Perform	30
Proposed Cost	20
Total Score	**100**

Proposal Scores - Grant Writing

Vendors	Total Score	Rank
Avant Garde	84	1
Calif Consulting	82	2
Evan Brooks Assoc	79	3
Engineering Solutions Svs	78	4
Global Urban Strategies	75	5
Witt Obriens	75	6
Intuitive Group	74	7
CPRA Strategies	74	8
Delta Proposal	72	9
Townsend Public Affairs	71	10
Ascend NBS	70	11
K&M Enterprises	70	12
Villa Civil	62	13
MNS Engineers	56	14
Kahlen Group	52	15

Relative to fees, vendors provided hourly position rates. So, project cost would depend upon the task and complexity. Four of the vendors provided a rate for a monthly retainer translating to an annual cost of $32,400 - $102,000 per year. Based on the proposal of the highest rated vendor, Avant Garde, the funding needs analysis, grant research and grant tracking, attending workshops and trainings, and preparing grant summaries will be provided free of charge. Upon request, the vendor will submit a grant writing cost proposal on a per grant application basis. Grant writing hours will vary dependent upon each grant program's application scale, degree of difficulty, required technical portions, and submitting deadlines. The vendor estimates that costs can range from $3,500 to $13,500 per grant depending on how extensive the grant program is and the technical expertise required.

Federal Lobbyist Services:

A federal lobbyist would network and connect with lawmakers to advocate for funding for City-specific projects.

The proposed scope of work included:

- Identify and devise strategies to successfully secure federal funding for the City of West Covina.
- Pursue major funding opportunities and investigate other opportunities. Lobbying consultant shall research and provide information to the City on existing and emerging legislation, availability of funding, distribution of funding, techniques to be used by the City to capitalize on opportunities, and examples of successful federal government applications.
- Monitor bills that may impact the City's interests in accordance with the legislative priorities established by the City and provide interpretation and analysis of bills to City staff.
- Work closely with City staff to assess the impact of certain bills and administrative decisions and to develop a response from the City either in support, opposition, or seek amendments to bills or administrative rules.
- Provide frequent legislative briefings for key City staff, including information regarding major highlights and information on priority bills that require the City's attention.

- Represent the City and meet with legislators, their staff, and governmental agency officials to advance the City's legislative agenda and interests.
- Testify at committee hearings and other meetings on behalf of the City.
- Track and review press releases, informational bulletins, and other important information released by the federal governments and their agencies.
- Review and notify City staff of relevant federal grants.
- Advocate for City funding in the federal budgets, through grants and legislation, and through any other appropriate means.
- Work with City staff to secure sponsors for proposed bills and/or amendments to Federal law.
- Provide City staff with a monthly written summary of legislative activities on behalf of West Covina.

Six (6) proposals were received in response to the Federal Lobbyist RFP on June 20, 2024.

Staff, consisting of the Assistant City Manager, Police Administrative Services Manager and Assistant to the City Manager, reviewed all proposals to determine that submissions conformed to all the requirements in the RFP. Through a vigorous evaluation, all vendor proposals were ranked according to the following criteria:

Evaluation Criteria	Max Points
Completeness of Proposal	20
Relevant Experience and Qualifications of Proposed Project Team	30
Capacity to Perform	30
Proposed Cost	20
Total Score	**100**

Proposal Scores - Federal Lobbyist

Vendor	Total Score	Rank
Townsend Public Affairs	88	1
Carpi & Clay	86	2
Delta Development Group, Inc	77	3
McKeon Group, Inc	74	4
Thorn Run Partners	69	5
Balance Public Relations & Strategic Solutions, Inc	66	6

The proposed cost to retain the services of the highest rated bidder, Townsend Public Affairs, is $42,000 per year. All vendors provided the cost of a monthly retainer. According to a proposer, fixed fee monthly retainers are standard for federal advocacy work. Based on monthly retainers included in the proposals, annual costs range from $42,000 - $150,000.

Staff is seeking direction from the City Council on the following options:

1. Contract a Grant Writing Consultant
    - Although the City has been successful in applying for and receiving grant funds, it could be beneficial to have a contracted grant writing consultant, to help assess needs, seek funding opportunities, and prepare grant proposals.
    - Potential Costs: Based on proposed retainers, $32,400 - $102,000 per year. The balance of

proposals included hourly rates by position. So, cost would depend on the task. Cost estimates provided by the highest rated bidder are $3,500 to $13,500 per grant.

2. Develop an Approved Vendor List for Grant Writing
    - While staff has had success in applying for and receiving grant funds, it could be beneficial to have an approved vendor list for grant writing services from which to hire, if a funding opportunity should arise, or if the City wishes to pursue a grant that requires expertise assistance.
    - Potential Costs: $3,500 to $13,500 per grant, dependent on the task. A cost estimate would be agreed to prior to proceeding.
3. Seek a City Position Specifically for Grant Writing
    - The City could look into developing and creating a position specifically to research, write, and administer grants for the City. This would require the addition of a position to the budget and could cost between $113,000-$267,000. During the January 7, 2025 Regular City Council meeting, Council directed staff to look at the Assistant City Manager position for this purpose. The current Assistant City Manager job description is not specific to grant writing or administration of grants and has a total compensation ranging from to $207,000 to $267,000. However, the Assistant to the City Manager job description does include administration and monitoring of various grants, including preparing grant applications and modifications. The total compensation for this position ranges from $113,000 to $147,000. The current Assistant to the City Manager position is allocated across multiple funds, including grant and special revenue funds.
    - Potential Cost: $113,000-$267,000.
4. Enhance Current Practices for Grant Writing
    - The City has been successful in applying for and receiving grant funds through its current practice of departments targeting and administering funding related to their area of expertise. The implementation of additional coordination such as through the on-going tracking of grant funding statuses would benefit this practice.
5. Contract a Federal Lobbyist
    - The City has been successful in working directly with the office of Congressional representative. A contracted lobbyist could be effective in advocating for the City to other federal legislators.
    - Potential Costs: Based on the proposals received, the cost for service ranges between $42,000 - $150,000 per year.
6. Enhance Current Practices for Legislative Advocacy
    - The City has been successful in advocating for federal appropriations, through its current practice of departments targeting and administering funding related to their area of expertise. The implementation of additional coordination such as through the quarterly meetings of department representatives would benefit this practice. It will also be important to establish a relationship with the new Congressional representative Gil Cisneros for support of federal funding requests.

OPTIONS:

Below is a summary of the options City Council may choose to proceed with.

Grant Writing Services

1. Award RFP 202408 for Grant Writing Services to Avant Garde and direct staff to return with a proposed agreement on a by-grant basis and funding source for City Council consideration;
2. Award RFP 202408 for Grant Writing Services to the top five firms and direct staff to return with proposed agreements and funding sources for City Council consideration;
3. Reject all proposals for RFP 202408, Grant Writing Services, and direct staff to explore the creation of a new City position for the writing and management of grants;
4. Reject all proposals for RFP 202408, Grant Writing Services, and continue to have staff, by department, pursue and manage grants for City projects, holding quarterly coordination meetings.

Federal Lobbyist

1. Award RFP 202409 for Federal Lobbyist services to Townsend Public Affairs and direct staff to return with a proposed agreement and funding source for City Council consideration; or
2. Reject all proposals for RFP 202409, Federal Lobbyist services, and have staff continue to work directly with the office of legislators to advocate for federal funding for City projects.

Alternatively, the City Council may choose to provide alternative direction.

Prepared by: Kelly McDonald, Assistant to the City Manager

Fiscal Impact

FISCAL IMPACT:

The fiscal impact will depend on the City Council's direction. Below is a summary of the options and potential costs. Any option would need to be funded by the General Fund. As of the first quarter report, the General Fund has Revenue less Expenditures of $13,135.

Option #	Description	Potential Costs
1	Contract a Grant Writing Consultant	$32,400 - $102,000 annually
2	Contract a Federal Lobbyist	$42,000 - $150,000 annually
3	Develop an Approved Vendor list for Grant Writing	$3,500 to $13,500 per grant
4	City position specifically for Grant Writing	$113,000-$267,000 annually*
5	Enhance Current Practices	Negligible

**Does not include impact on unfunded accrued liability for pension*

Attachments

Attachment No. 1 - Grant and Legislative Funding Requests

Attachment No. 2 - Federal Awards 2019-2023

CITY COUNCIL GOALS & OBJECTIVES: Achieve Fiscal Sustainability and Financial Stability
Enhance City Image and Effectiveness

Grant Status Summary

Grant Title	Grantor	Purpose/Restrictions	Grant Type	Amount Requested	Matching Funds Required	Amount of Required Match	Grant Amount Awarded
Highway Safety Improvements Program (HSIP) Cycle 10	State of California/Caltrans	Traffic Signal Improvements at ten (10) intersections	Competitive/Project	$ 3,184,700	No	$ -	$ 3,184,700
Active Transportation Plan Cycle 6	State of California/Caltrans	Citywide pedestrian safety improvements at signalized intersections and uncontrolled crossings near schools and major destinations.	Competitive/Project	$ 2,561,000	No	$ -	$ 1,900,000
Local Early Action Planning (LEAP)	California Department of Housing and Community Development (HCD)	Development Code Update (completed), there are extra funds left and an extension has been requested, considering expanding scope and schedule so City could receive the remaining funds.	Formula	$ 500,000	No	$ -	$ 500,000
Technical Resources Application (TRP)	Safe Clean Water Program (LA County Measure W)	Feasibility study for regional projects and green streets.	Competitive/Project	$ 300,000	No	$ -	$ 300,000
Active Transportation Plan Cycle 7	State of California/Caltrans	Ciitywide pedestrian safety improvements at signalized intersections and uncontrolled crossings near schools and major destinations.	Competitive/Project	$ 2,561,000	No	$ -	$ 2,561,000
Highway Safety Improvements Program (HSIP) Cycle 12	State of California/Caltrans	City-wide improvements, including (1) Yellow backplates and larger signal heads at 64 loctions, (2) Leading Pedestrian Interval timing at 64 signalized locations, an (3) Left turn phasing at 4 intersections: Amar/Westport, Glendora/Merced, Cameron/Lark Ellen, and Valinda/Cameron	Competitive/Project	$ 5,259,100	Yes	$ 525,910	TBD
FY 2026-2029 MSP Active Transportation and First/Last Mile & Complete Streets	LA Metro	West Covina Citywide Pedestrian and Transit Safety Improvement Project	Competitive/Project-Specific	$ 1,759,236	No	$ -	TBD
Elderly Nutrition Program	LA County - Aging and Disabilities Department	Senior meal program.	Competitive/Project	$ 318,700	Yes	$ 38,244	$ 318,700
Cal OES High Frequency Communications Equipment Grant	State Governor's Office of Emergency Services (Cal OES)	The purpose of the High Frequency Communications Equipment (FH) Program is to provide funding to Alerting Authorities, Emergency Operation Centers (EOC) or County Sheriff's Offices, for equipment that will allow local governments to be included in an integrated high frequency radio network service that utilizes frequencies authorized by the Federal Communications Commission and intended to be capable of communications with state, local, and federal agencies.	Competitive/Project	$ 60,000	No	$ -	$ 60,000
OTS	State of California/Office of Traffic Safety	Providing timely care to crash victims is critical to reducing deaths and the severity of injuries. When a person is injured in a crash, they rely on first responders to quickly locate them, stabilize their injury, and transport them for care.	Competitive/Project-Specific	$ 82,780	No	$ -	$ 82,780
2021 State Homeland Security Program (SHSP) grant	U.S. Dept of Homeland Security, passed through State of CA & Los Angeles County	For purchase of Police vehicle-mounted mobile data computers	Competitive/Project-Specific	$ 72,000	No	$ -	$ 72,000
2021 BJA - Body Worn Camera Grant	USDOJ, Bureau of Justice Assistance	Body-worn cameras with video storage and retrieval system	Competitive/Project-Specific	$ 100,000	Yes	$ 100,000	$ 100,000
2022 State Homeland Security Program (SHSP) grant	U.S. Dept of Homeland Security, passed through State of CA & Los Angeles County	For purchase of Police vehicle-mounted mobile data computers	Competitive/Project-Specific	$ 45,577	No	$ -	$ 45,577
Selective Traffice Enforcement Program (STEP)	State Office of Traffic Safety (OTS)	Overtime for a range of targeted traffic enforcement operations; training; checkpoint supplies	Competitive/Project-Specific	$ 63,000	No	$ -	$ 63,000
Organized Retail Theft Prevention Grant Program	California Board of State & Community Corrections (BSCC)	Fund a full-time Detective to focus on retail/vehicle thefts; conduct retail/vehicle overtime enforcement operations; lease 6 Flock cameras for WC Plaza Mall; conduct a catalytic converter VIN etching operation; use a contractor to complete a social science evaluation of entire program	Competitive/Project-Specific	$ 663,685	No	$ -	Denied

ATTACHMENT NO. 1

Grant Title	Grantor	Purpose/Restrictions	Grant Type	Amount Requested	Matching Funds Required	Amount of Required Match	Grant Amount Awarded
2023 Justice Assistance Grant	USDOJ, Bureau of Justice Assistance	Less lethal cartridges/batteries; cellphone data recovery tool; computers & storage drives	Non-Competitive/Formula	$ 20,869	No	$ -	$ 20,869
Officer Wellness and Mental Health grant	California Board of State and Community Corrections	This grant funds mental and phyical health items for sworn police officers only. Allowable expenditures include expanding officer wellness and peer support units, professional training, and other wellness programs/services	Competitive/Project-Specific	$ 65,294	No	$ -	$ 65,294
OTS	State of California/Office of Traffic Safety	Overtime for a range of targeted traffic enforcement operations; training; checkpoint supplies	Competitive/Project-Specific	$ 75,000	Yes	$ -	$ 75,000
2023 State Homeland Security Program (SHSP) grant	U.S. Dept of Homeland Security, passed through State of CA & Los Angeles County	For purchase of Police vehicle-mounted mobile data computers	Competitive/Project-Specific	$ 45,577	No	$ -	$ 50,400
Visonary Seed Fund (VSF)	LA Metro	One-Year On-Demand MicroTransit Program; Requires 40% Match; Reimbursable	Competitive/Project	$ 659,090	Yes	$ 439,394	$ 659,090
Cal OES Hazard Mitigation Plan	State Governor's Office of Emergency Services (Cal OES)	Development of a Hazard Mitigation Plan	Competitive/Project	$ 209,950	No	$ -	$ 209,950

Additional Special Funds Received Requiring Administration

Grant Title	Grantor	Purpose/Restrictions	Grant Type	Amount Requested	Matching Funds Required	Amount of Required Match	Grant Amount Awarded
Community Development Block Grant	US Dept of Housing and Urban Development	Ensure decent affordable housing, to provide services to the most vulnerable in our communities, and to create jobs through the expansion and retention of businesses	Non-Competitive/Formula	N/A	No	$ -	$ 799,182
Proposition A Discretionary	LA Metro	Funds to be used in developing and/or improving public transit, paratransit, and the related transportation infrastructure.	Non-Competitive/Formula	N/A	No	$ -	$ 109,850
Proposition A	LA Metro	Funds to be used in developing and/or improving public transit, paratransit, and the related transportation infrastructure.	Non-Competitive/Formula	N/A	No	$ -	$ 3,128,339
Proposition C	LA Metro	Funds to be used in developing and/or improving public transit, paratransit, and the related transportation infrastructure.	Non-Competitive/Formula	N/A	No	$ -	$ 2,594,875
Measure R	LA Metro	Funds to be used in developing and/or improving public transit, paratransit, and the related transportation infrastructure.	Non-Competitive/Formula	N/A	No	$ -	$ 1,946,156
Measure M	LA Metro	Funds to be used in developing and/or improving public transit, paratransit, and the related transportation infrastructure.	Non-Competitive/Formula	N/A	No	$ -	$ 220,664
TDA Article 3	LA Metro	To be used for activities relating to pedestrian and bicycle facilities (including sidewalk wheelchair ramps)	Non-Competitive/Formula	N/A	No	$ -	$ 126,641

Legislative Funding Requests

Legislator	Amount Requested	Purpose/Restrictions	Federal Budget Year	Status of Request	Status of Funding	Amount Awarded	Date Status Updated
Napolitano	$ 7,000,000	Azusa Avenue Pedestrian Handicap Accessibility & Signal Synchronization Improvements Project	FY 2023	Approved	Available - Caltrans (CA985 - Obligate by 9/30/26; Expend by 9/30/31)	$ 7,000,000	8/28/2024
Napolitano	$ 1,000,000	Cameron Complete Streets Project	FY 2024	Approved	Available - Caltrans (CAA69 - Obligate by 9/30/27; Expend by 9/30/32)	$ 1,000,000	8/28/2024
Napolitano	$ 10,000,000	Replacement of Fire Station #1	FY 2025	Submitted	Approved by House Committee in July 2024.	$ 2,000,000	8/28/2024

ATTACHMENT NO. 2

CITY OF WEST COVINA
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended June 30, 2023

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal ALN Number	Program Identification Number	Program Expend-itures	Provided to Sub-Recipients
U.S. Department of Housing and Urban Development				
Direct Assistance:				
CDBG - Entitlement Grants Cluster				
Community Development Block Grant	14.218	B-13-MC-06-0532	$ 27,970	$ 9,487
Community Development Block Grant	14.218	B-14-MC-06-0532	3,729	3,729
Community Development Block Grant	14.218	B-15-MC-06-0532	4,292	4,292
Community Development Block Grant	14.218	B-19-MC-06-0532	55,107	20,000
Community Development Block Grant	14.218	B-20-MC-06-0532	74,361	-
Community Development Block Grant	14.218	B-21-MC-06-0532	78,196	46,848
COVID-19 - Community Development Block Grant	14.218	B-20-MW-06-0532	151,258	45,000
Community Development Block Grant	14.218	B-22-MC-06-0532	45,491	23,116
Total - CDBG Entitlement Grants Cluster			440,404	152,472
Total Department of Housing and Urban Development			440,404	152,472
U.S Department of Justice				
Direct Assistance:				
Edward Byrne Memorial Justice Assistance Grant Program	16.738	15PBJA-22-GG-02727-JAGX	19,375	-
Equitable Sharing Program	16.922	CA1975	1,797,610	-
Total Department of Justice			1,816,985	-
U.S Department of Transportation				
Passed through the California Department of Transportation				
Office of Traffic Safety:				
Highway Safety Cluster				
State and Community Highway Safety	20.600	402PT-23	20,106	-
Passed through the California Department of Transportation				
Office of Traffic Safety:				
Minimum Penalties for Repeat Offenders for Driving While Intoxicated	20.608	164 AL-23	19,079	-
Total Department of Transportation			39,185	-
U.S Department of Treasury				
Direct Assistance:				
COVID-19 - Coronavirus State and Local Fiscal Recovery Funds	21.027	1505-0271	1,931,560 *	-
Total Department of Treasury			1,931,560	-
U.S Department of Health and Human Services				
Passed Through the County of Los Angeles:				
Aging Cluster				
Special Programs for the Aging, Title III, Part C	93.045	ENP202111	257,466	-
Nutrition Services Incentives Program	93.053	ENP202111	28,829	-
Total Aging Cluster			286,295	-
Total Department of Health and Human Services			286,295	-
U.S Department of Homeland Security				
Passed Through the State of California, Office of Emergency Services:				
Homeland Security Grant	97.067	037-00000	56,736	-
Total Department of Health and Human Services			56,736	-
Total Expenditures of Federal Awards			$ 4,571,165	$ 152,472

* = Major Program

CITY OF WEST COVINA
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended June 30, 2022

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal ALN Number	Program Identification Number	Program Expend-itures	Provided to Sub-Recipients
U.S. Department of Housing and Urban Development				
Direct Assistance:				
CDBG - Entitlement Grants Cluster				
Community Development Block Grant	14.218	B-18-MC-06-0532	$ 385,924	$ 11,939
Community Development Block Grant	14.218	B-19-MC-06-0532	756,707	-
Community Development Block Grant	14.218	B-20-MC-06-0532	334,758	38,515
Community Development Block Grant	14.218	B-21-MC-06-0532	622,860	5,276
COVID-19 - Community Development Block Grant	14.218	B-20-MW-06-0532	48,373	40,000
Total - CDBG Entitlement Grants Cluster			2,148,622 *	95,730
Total Department of Housing and Urban Development			2,148,622	95,730
U.S Department of Justice				
Direct Assistance:				
COVID-19 - Coronavirus Emergency Supplemental Funds	16.034	2020-VD-BX-0264	34,491	-
Edward Byrne Memorial Justice Assistance Grant Program	16.738	15PBJA-21-GG-01265-JAGX	20,715	-
Equitable Sharing Program	16.922	CA1975	177,179	-
Total Department of Justice			232,385	-
U.S Department of Transportation				
Passed through the California Department of Transportation				
Office of Traffic Safety:				
Highway Safety Cluster				
Selective Traffic Enforcement Program	20.600	402PT-20	12,672	-
National Priority Safety Programs	20.616	TR22019	24,800	
Total Highway Safety Cluster			37,472	-
Passed through the California Department of Transportation				
Office of Traffic Safety:				
Minimum Penalties for Repeat Offenders for Driving While Intoxicated	20.608	164 AL-20	4,907	-
Total Department of Transportation			42,379	-
U.S Department of Treasury				
Direct Assistance:				
Equitable Sharing Program	21.016	CA1975	938,795 *	-
Passed through the County of Los Angeles				
COVID-19 - Coronavirus Relief Fund	21.019	ENP202111	162,535	-
Direct Assistance:				
COVID-19 - Coronavirus State and Local Fiscal Recovery Funds	21.027	1505-0271	9,197,139 *	-
Total Department of Treasury			10,298,469	-

CITY OF WEST COVINA
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS - Continued
Year Ended June 30, 2022

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal CFDA Number	Program Identification Number	Program Expend-itures	Provided to Sub-Recipients
U.S Department of Health and Human Services				
Passed Through the County of Los Angeles:				
Aging Cluster				
COVID-19 - Special Programs for the Aging, Title III, Part C	93.045	ENP202111	183,157	-
Nutrition Services Incentives Program	93.053	ENP202111	20,840	-
Total Aging Cluster			203,997	-
Total Department of Health and Human Services			203,997	-
U.S Department of Homeland Security				
Passed Through the State of California, Office of Emergency Services:				
Homeland Security Grant	97.067	EMW-2019-SS-00035	19,496	-
Total Department of Health and Human Services			19,496	-
Total Expenditures of Federal Awards			$ 12,945,348	$ 95,730

* = Major Program

CITY OF WEST COVINA
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
Year Ended June 30, 2021

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal CFDA Number	Program Identification Number	Program Expend-itures	Provided to Sub-Recipients
U.S. Department of Housing and Urban Development				
Passed Through the County of Kern				
CDBG - Entitlement Grants Cluster				
Community Development Block Grant	14.218	B-17-MC-06-0532	$ 194,592	$ -
Community Development Block Grant	14.218	B-18-MC-06-0532	134,576	10,581
Community Development Block Grant	14.218	B-20-MC-06-0532	129,061	-
COVID-19 - Community Development Block Grant	14.218	B-20-MW-06-0532	80,190	16,767
Total - CDBG Entitlement Grants Cluster			538,419	27,348
Total Department of Housing and Urban Development			538,419	27,348
U.S Department of Justice				
Direct Assistance:				
COVID-19 - Coronavirus Emergency Supplemental Funds	16.034	2020-VD-BX-1284	23,769	-
Bulletproof Vest Partnership Program	16.738	2020-VD-BX-0264	17,856	-
Equitable Sharing Program	16.922	CA1975	1,460,051 *	-
Total Department of Justice			1,501,676	-
U.S Department of Transportation				
Passed through the California Department of Transportation:				
Office of Traffic Safety:				
Highway Safety Cluster				
Selective Traffic Enforcement Program	20.600	402PT-20	14,525	-
Selective Traffic Enforcement Program	20.600	402PT-21	14,015	-
Total Highway Safety Cluster			28,540	-
Passed through the California Department of Transportation:				
Office of Traffic Safety:				
Minimum Penalties for Repeat Offenders for Driving While Intoxicated	20.608	164 AL-20	10,548	-
Minimum Penalties for Repeat Offenders for Driving While Intoxicated	20.608	164 AL-21	18,318	-
Total Department of Transportation			57,406	-
U.S Department of Treasury				
Direct Assistance:				
Equitable Sharing Program	21.016	N/A	657,512	-
Passed through the County of Los Angeles				
COVID-19 - Coronavirus Relief Fund	21.019	N/A	311,457	-
Total Department of Treasury			968,969	-

CITY OF WEST COVINA
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS - Continued
Year Ended June 30, 2021

Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Federal CFDA Number	Program Identification Number	Program Expend-itures	Provided to Sub-Recipients
U.S Department of Health and Human Services				
Passed Through the County of Los Angeles				
Aging Cluster				
Special Programs for the Aging, Title III, Part C	93.045	ENP202111	176,439	-
Nutrition Services Incentives Program	93.053	ENP202111	7,245	-
Total Aging Cluster			183,684	-
Direct Assistance:				
Provider Relief Fund General and Targeted Distribution Payments	93.498	3d8f1f41c444	45,376	-
Total Department of Health and Human Services			229,060	-
U.S Department of Homeland Security				
Direct Assistance:				
Assistance to Firefighters	97.044	MW-2019-FG-05857	131,585	-
Passed Through the State of California, Office of Emergency Services				
Homeland Security Grant	97.067	EMW-2018-SS-00054	98,448	-
Homeland Security Grant	97.067	EMW-2019-SS-00054	43,501	-
Total Department of Health and Human Services			273,534	-
Total Expenditures of Federal Awards			$ 3,569,064	$ 27,348

* = Major Program

City of West Covina
Schedule of Expenditures of Federal Awards
Year Ended June 30, 2020

Federal Grantor / Pass-through Grantor / Program Title	Federal CFDA Number	Program Identification Number	Federal Expenditures	Amount Provided to Subrecipients
U.S. Department of Housing and Urban Development				
Direct Assistance				
Community Development Block Grant Cluster	14.218	B-17-MC-06-0532	$ 77,841	$ 7,061
Community Development Block Grant Cluster	14.218	B-18-MC-06-0532	270,461	101,677
Community Development Block Grant Cluster	14.218	B-19-MC-06-0532	98,330	17,975
COVID-19 - Community Development Block Grant Cluster	14.218	B-20-MW-06-0532	199,160	-
Subtotal			645,792	126,713
Total U.S. Department of Housing and Urban Development			645,792	126,713
U.S. Department of Justice				
Direct Assistance				
Equitable Sharing Program	16.922	CA1975	1,406,185	-
Subtotal			1,406,185	-
Edward Byrne Memorial Justice Assistance Grant Program	16.738	2018-DJ-BX-0166	10,170	-
Edward Byrne Memorial Justice Assistance Grant Program	16.738	2019-DJ-BX-0196	18,809	-
Subtotal			28,979	-
COVID-19 - Coronavirus Emergency Supplemental Funding Program	16.034	2020-VD-BX-0264	2,341	-
Subtotal			2,341	-
Total U.S. Department of Justice			1,437,505	-
U.S. Department of Transportation				
Passed through the State of California, Department of Transportation				
Highway Planning & Construction Cluster	20.205	STPL-5259(028)	3,522	-
Subtotal			3,522	-
Passed through the California Office of Traffic Safety				
Selective Traffic Enforcement Program	20.608	PT20139	15,121	-
Subtotal			15,121	-
Total U.S. Department of Transportation			18,643	-
U.S. Department of Treasury				
Direct Assistance				
Equitable Sharing Program	21.016	CA1975	427,956	-
Total U.S. Department of Treasury			427,956	-
U.S. Department of Health and Human Services				
Pass-through from the County of Los Angeles, Department of Community & Senior Citizens Services				
Special Programs for Aging, Title III, Part C, Nutrition Services	93.045	ENP-162011	338,085	-
Total U.S. Department of Health and Human Services			338,085	-
U.S. Department of Homeland Security				
Pass-through from the State of California, Office of Emergency Services				
2017 Homeland Security Grant	97.067	2017-0083	83,710	-
Total U.S. Department of Homeland Security			83,710	-
Total Expenditures of Federal Awards			$ 2,951,691	$ 126,713

City of West Covina
Schedule of Expenditures of Federal Awards
Year Ended June 30, 2019

Federal Grantor / Pass-through Grantor / Program Title	Federal CFDA Number	Program Identification Number	Federal Expenditures	Amount Provided to Subrecipients
U.S. Department of Agriculture				
Passed through the State of California Department of Education				
Summer Food Service Program for Children	10.559	04023-SFSP-19	$ 9,457	$ -
Total U.S. Department of Agriculture			9,457	-
U.S. Department of Housing and Urban Development				
Direct Assistance				
Community Development Block Grant Cluster	14.218	B-14-MC-06-0532	116,813	-
Community Development Block Grant Cluster	14.218	B-15-MC-06-0532	39,655	5
Community Development Block Grant Cluster	14.218	B-16-MC-06-0532	135,918	1,349
Community Development Block Grant Cluster	14.218	B-17-MC-06-0532	401,788	94,198
Community Development Block Grant Cluster	14.218	B-18-MC-06-0533	86,697	6,242
Total U.S. Department of Housing and Urban Development			780,871	101,794
U.S. Department of Justice				
Direct Assistance				
Equitable Sharing Program	16.922	CA1975	722,252	-
Subtotal			722,252	-
Edward Byrne Memorial Justice Assistance Grant Program	16.738	2017-DJ-BX-0026	6,730	-
Edward Byrne Memorial Justice Assistance Grant Program	16.738	2018-DJ-BX-0166	8,595	-
Subtotal			15,325	-
Total U.S. Department of Justice			737,577	-
U.S. Department of Transportation				
Passed through the State of California, Department of Transportation				
Highway Planning & Construction Cluster	20.205	STPL-5259(027)	36,635	-
Subtotal			36,635	-
Passed through the California Office of Traffic Safety				
Selective Traffic Enforcement Program	20.608	SSARPL-5259(029)	67,000	-
Subtotal			67,000	-
Total U.S. Department of Transportation			103,635	-
U.S. Department of Treasury				
Direct Assistance				
Equitable Sharing Program	21.016	CA1975	814,810	-
Total U.S. Department of Treasury			814,810	-
U.S. Department of Health and Human Services				
Pass-through from the County of Los Angeles, Department of Community & Senior Citizens Services				
Special Programs for Aging, Title III, Part C, Nutrition Services	93.045	ENP-1216-018	244,407	-
Total U.S. Department of Health and Human Services			244,407	-
U.S. Department of Homeland Security				
State of California, Office of Emergency Services				
2016 Homeland Security Grant	97.067	2016-0102	1,803,903	-
Total U.S. Department of Health and Human Services			1,803,903	-
Total Expenditures of Federal Awards			$ 4,494,660	$ 101,794

AGENDA ITEM NO. 9

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: January 21, 2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: **CONSIDERATION OF ORDINANCE AMENDING CHAPTER 22 OF THE WEST COVINA MUNICIPAL CODE RELATING TO STREET SWEEPING REGULATIONS AND ENFORCEMENT**

RECOMMENDATION:

It is recommended that the City Council introduce Ordinance No. 2526 to amend provisions of Chapter 22 of the West Covina Municipal Code relating to street sweeping regulations and enforcement:

ORDINANCE NO. 2526 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING CHAPTER 22 (TRAFFIC REGULATIONS) OF THE WEST COVINA MUNICIPAL CODE RELATING TO STREET SWEEPING REGULATIONS AND ENFORCEMENT AND MAKING A DETERMINATION THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO CEQA GUIDELINES SECTION 15061(B)(3) (COMMON SENSE EXEMPTION)

BACKGROUND:

The City of West Covina provides street sweeping services for cleaning approximately 463 curb miles of its streets through an agreement with a third-party vendor, Nationwide Environmental Services ("Nationwide"). Street sweeping is a public service that is dedicated to preserving the cleanliness of our community, focuses on trash and debris, and assists with the compliance of water and air quality regulations.

At the November 7, 2023 and December 5, 2023 City Council meetings, the Council considered the City's options regarding the City's street sweeping program. On December 5, 2023, the Council approved changing street sweeping from bi-weekly to weekly, including four-hour windows for parking restrictions. The updated routes and schedules are shown in Attachment No. 1.As part of this approval, Council directed staff to identify high-density housing areas where the parking restriction should occur on different days, alternating between sides of the street.

In order to implement the Citywide street sweeping restriction, the City needs to install street sweeping signage along every street where the restriction is in place in accordance with California Vehicle Code Section 22507.6.

On October 15, 2024, the Council authorized the City Manager to issue a purchase order to Tapco, Inc. to purchase the street sweeping signage and signage mounting equipment, and to execute a

construction agreement with Square Signs LLC dba Front Signs for the installation of the street sweeping signs.

DISCUSSION:

To implement a successful parking restriction and enforcement program, revisions to the West Covina Municipal Code (WCMC) are necessary. Staff has prepared a proposed ordinance to amend provisions of Chapter 22 (Traffic Regulations) of the WCMC relating to street sweeping regulations and enforcement.

The proposed ordinance:

- Amends Section 22-21 of the WCMC to provide authorization for officers of the Police Department, Code Enforcement, and any employees, agents, or contractors as are assigned by the City Manager or the Police Chief to enforce the parking regulations of Chapter 22.
- Amends Section 22-174 of the WCMC to provide that a person to whom a preferential parking permit is issued is required to comply with street sweeping parking regulations, including the prohibition set forth in Section 22-193.
- Adds a new Section 22-193 to the WCMC, which:
  - Prohibits parking any vehicle on any street or alley or portion thereof during the days and times designated for street sweeping. Allows parking on restricted portions of streets or alleys once the street sweeper has passed.
  - Provides that the Council will designate by resolution the days and hours during which parking is prohibited on specified streets or alleys or on all streets and/or alleys within a specified geographical area of the City to facilitate street sweeping.
  - Requires the City Manager to cause to be placed and maintained signs setting forth the days and hours during which parking is prohibited to facilitate street sweeping in accordance with California Vehicle Code section 22507.6.
  - Exempts certain commercial vehicles as required by California Vehicle Code section 22507.6.

Staff recommends that the Council introduce Ordinance No. 2526. The ordinance will be brought back to the City Council for a second hearing at the February 4, 2025 City Council meeting, and will go into effect 30 days after the second hearing of the ordinance. Prior to enforcing the new ordinance, the following steps will be taken:

- Installation of Street Sweeping signs: Street Sweeping signs will be required to be installed throughout the entire City. Installation will start in February of 2025 and are anticipated to be completed by April 2025.
- Educational Campaign: the City will roll out an educational campaign to inform residents of the new parking restrictions for weekly street sweeping, including a 30-day grace period where residents will be provided a warning prior to being issued a ticket.

LEGAL REVIEW:

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

Prepared by: Brian Cervantes, Associate Engineer

Fiscal Impact

FISCAL IMPACT:

The total implementation costs for the first year is $2,629,640.00. Of this, $1,161,040.00 ($470,000 + $691,040) will be needed annually and $1,468,600 ($618,600 + $250,000 + $600,000) will be needed for one-time costs. The table below provides the estimated additional costs to implement a weekly street sweeping program as proposed with the eligible funding sources. Should council move forward with either program, a future budget amendment would be brought before Council for consideration. Only a portion of the vehicles and equipment may be funded by Measure W, thus AQMD and Vehicle Replacement funding is proposed.

Program	One-Time	Recurring	First-Year Total	Funding Source
Enforcement Staffing		470,000	470,000	Measure M/R
Parking Restriction Signs & Equipment	1,200,000		1,200,000	Measure W
	268,600		268,600	AQMD or Vehicle Maintenance
Increased Contract		691,040	691,040	Measure M/R
Total	**$1,468,600**	**$1,161,040**	**$2,629,640**	

Staff has confirmed that Measure M/R may be used for both enforcement and the increased contract. Excluding one-time capital expenses, Measure M or Measure 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 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

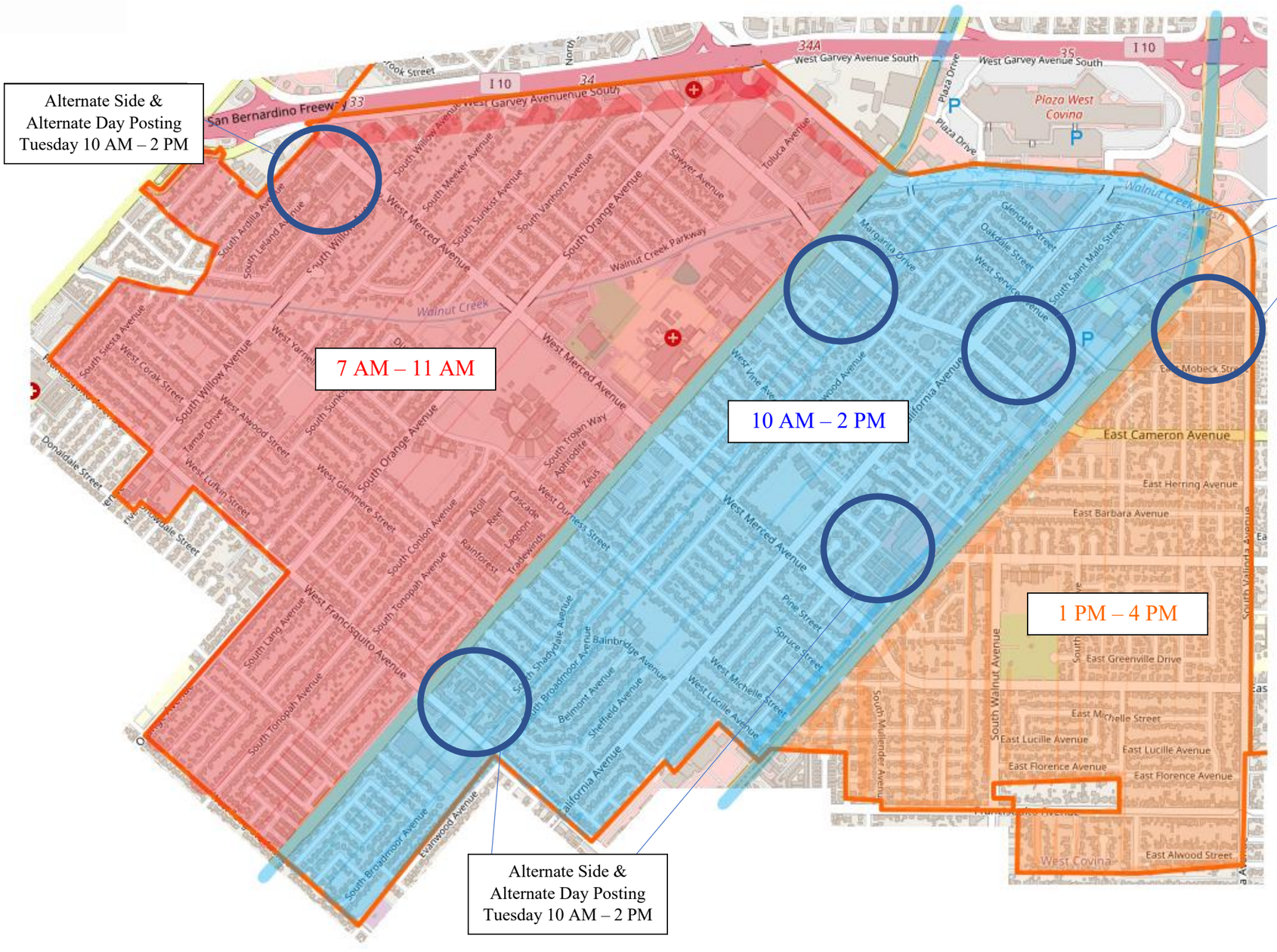
Attachment No. 1- Revised Weekly Citywide Street Sweeping

Attachment No. 2 - Ordinance No. 2526

CITY COUNCIL GOALS & OBJECTIVES: Enhance City Image and Effectiveness

City of West Covina

Nationwide Environmental Services®
Division of Joe's Sweeping, Inc.



Monday

Posting Division

Route Boundary

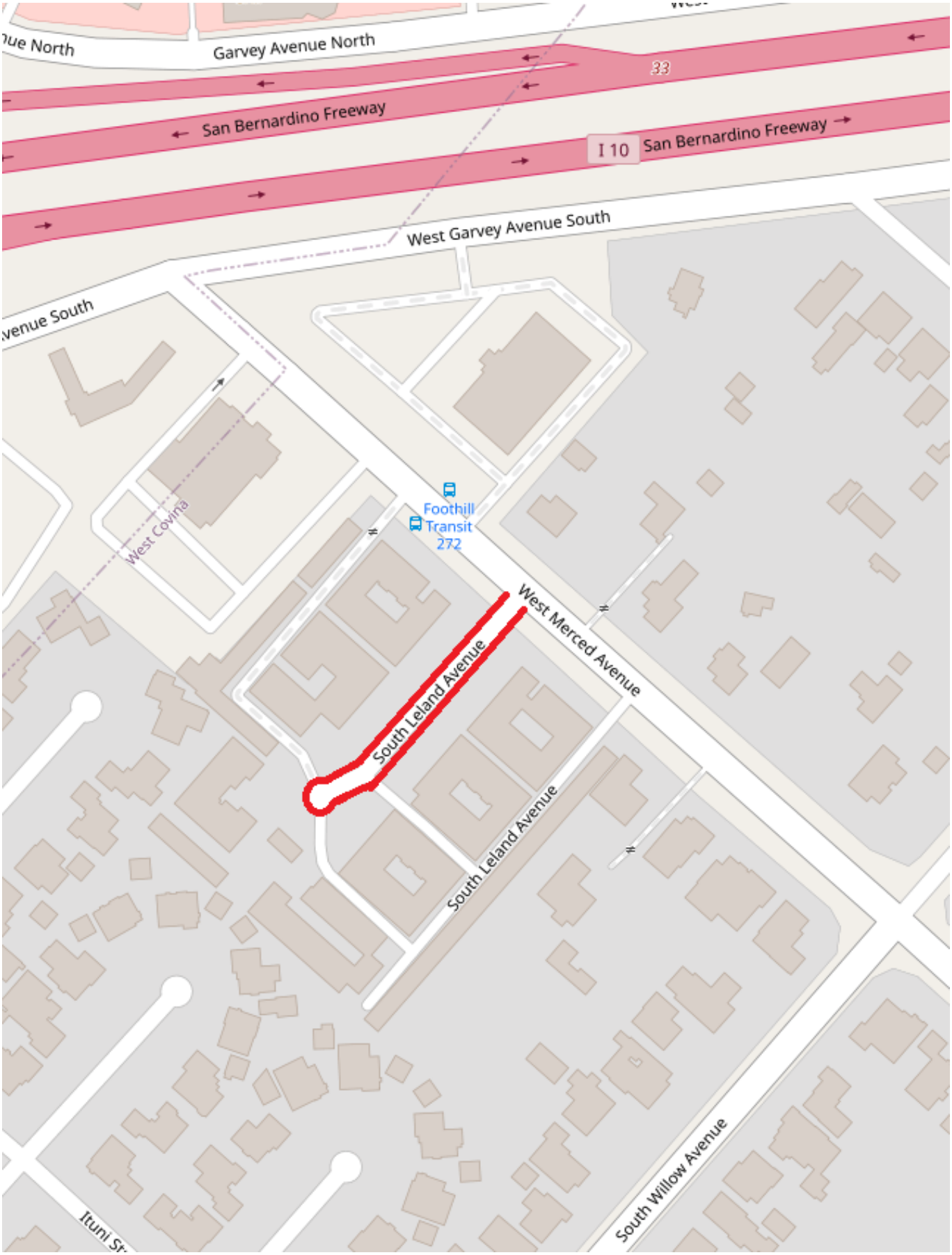
Proposed **Weekly** Sweeping Route Map

Prepared by N.E.S.



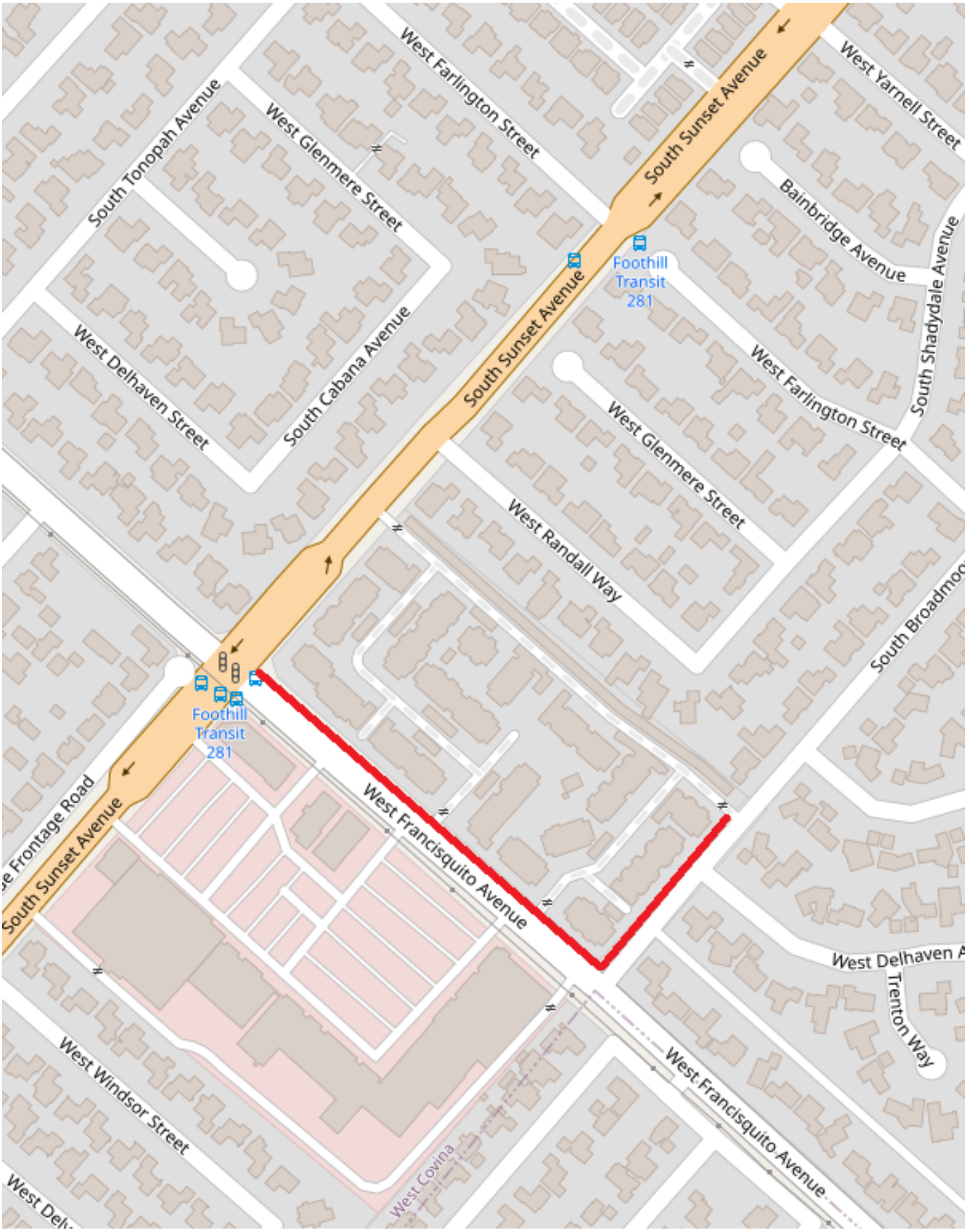
Monday Route

Tuesday 10 AM – 2 PM



Monday Route

Tuesday 10 AM – 2 PM



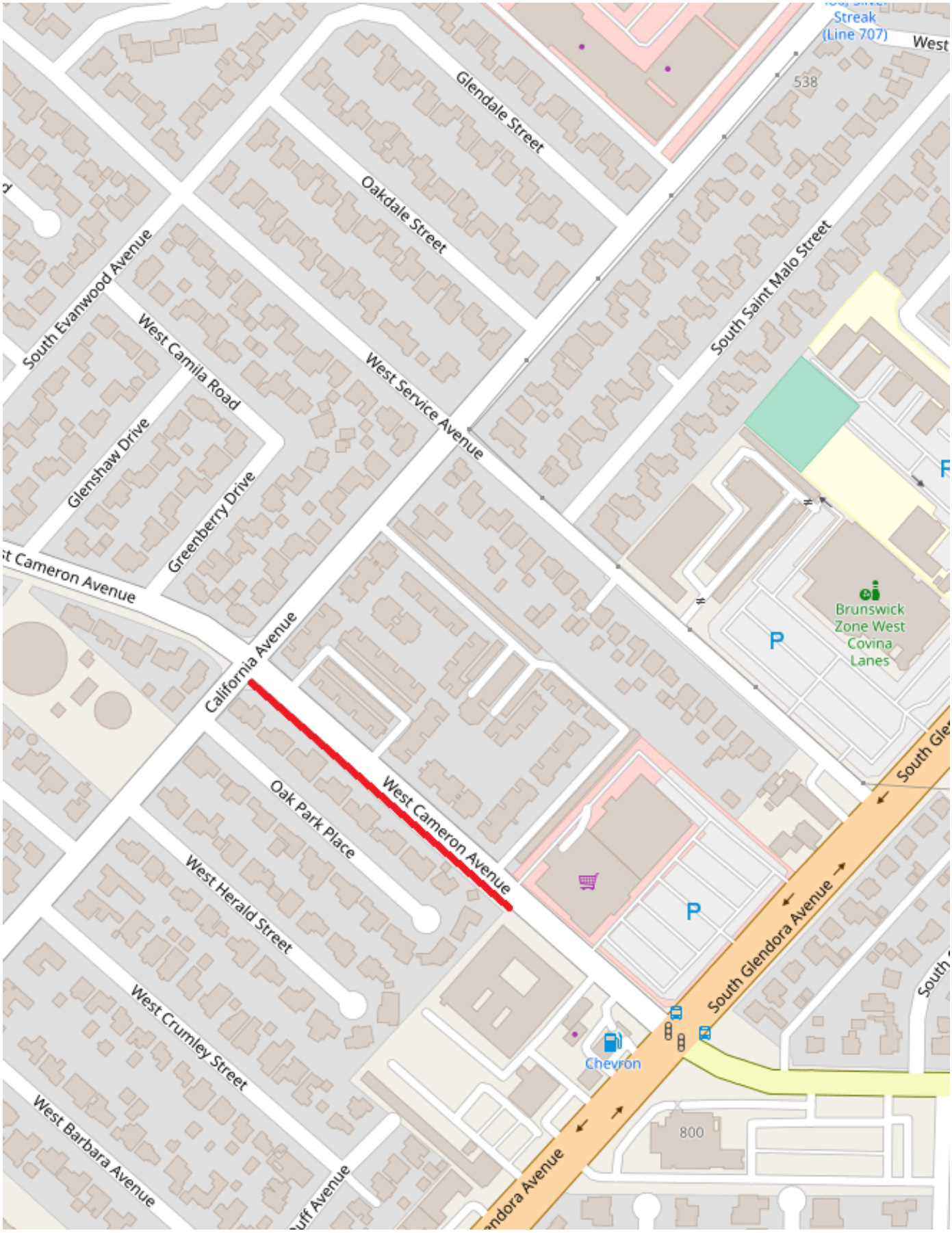
Monday Route

Tuesday 10 AM – 2 PM



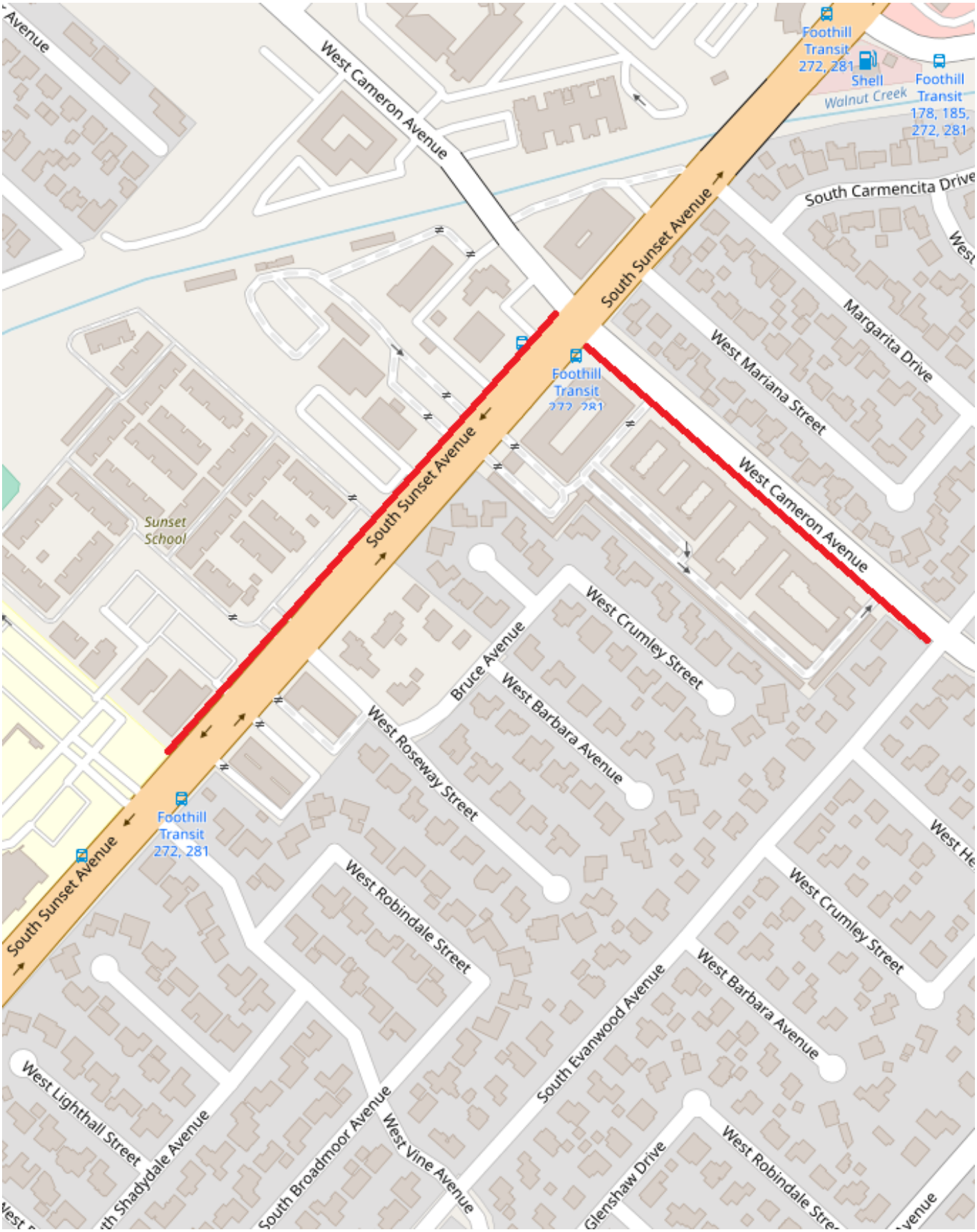
Monday Route

Tuesday 10 AM – 2 PM



Monday Route

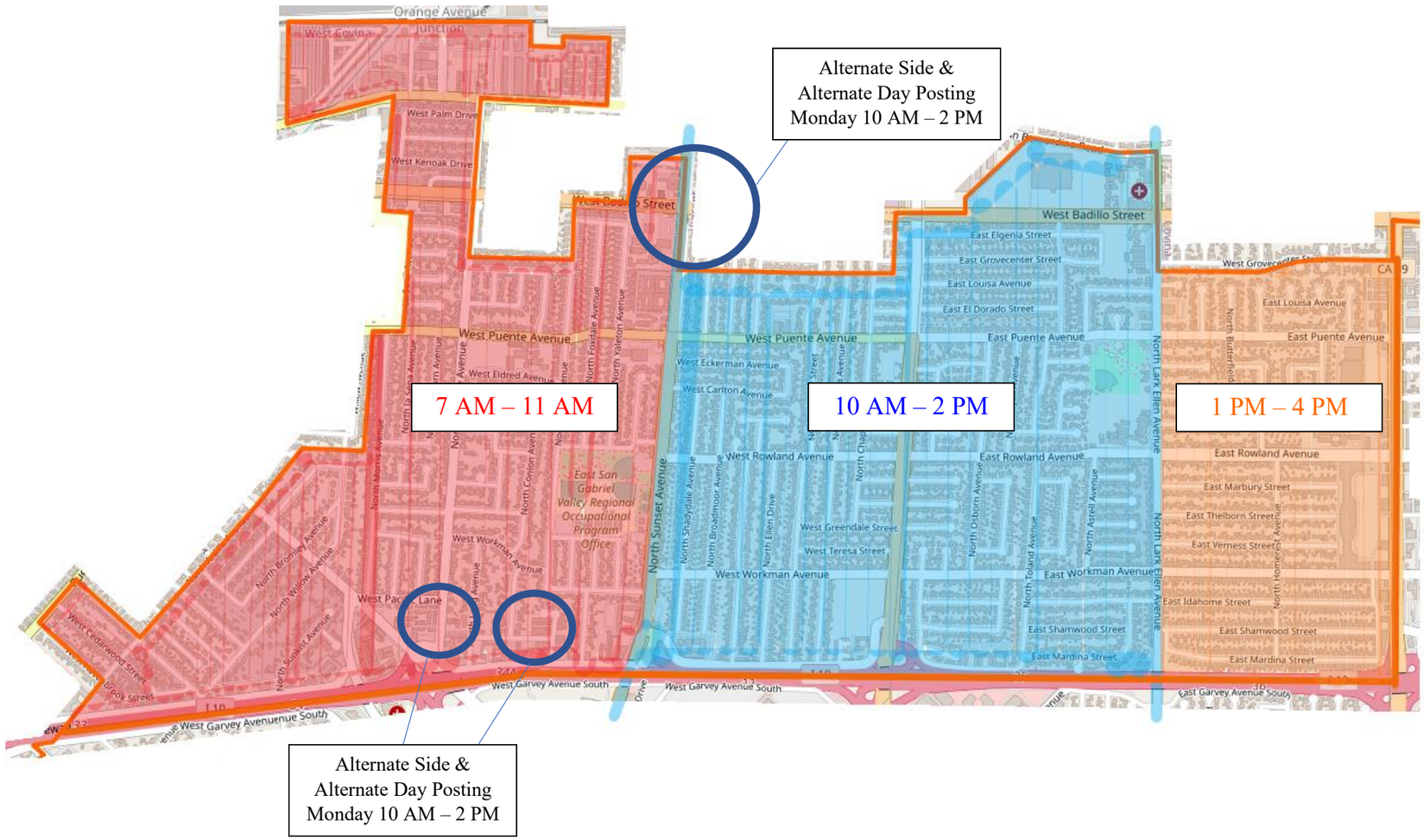
Tuesday 10 AM – 2 PM



Monday Route

Tuesday 10 AM – 2 PM

City of West Covina



Tuesday

Posting Division

Route Boundary

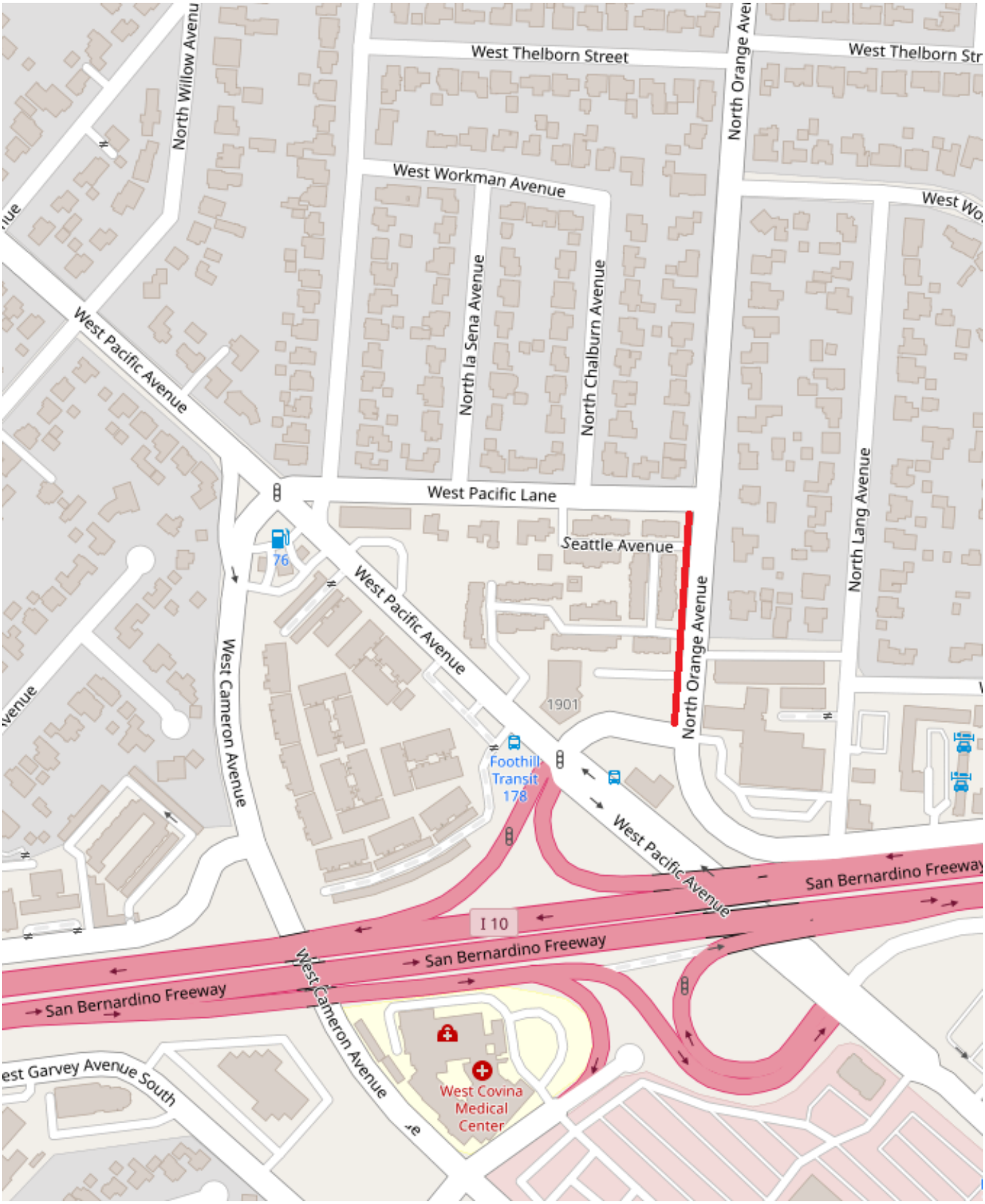
Proposed **Weekly** Sweeping Route Map

Prepared by N.E.S.



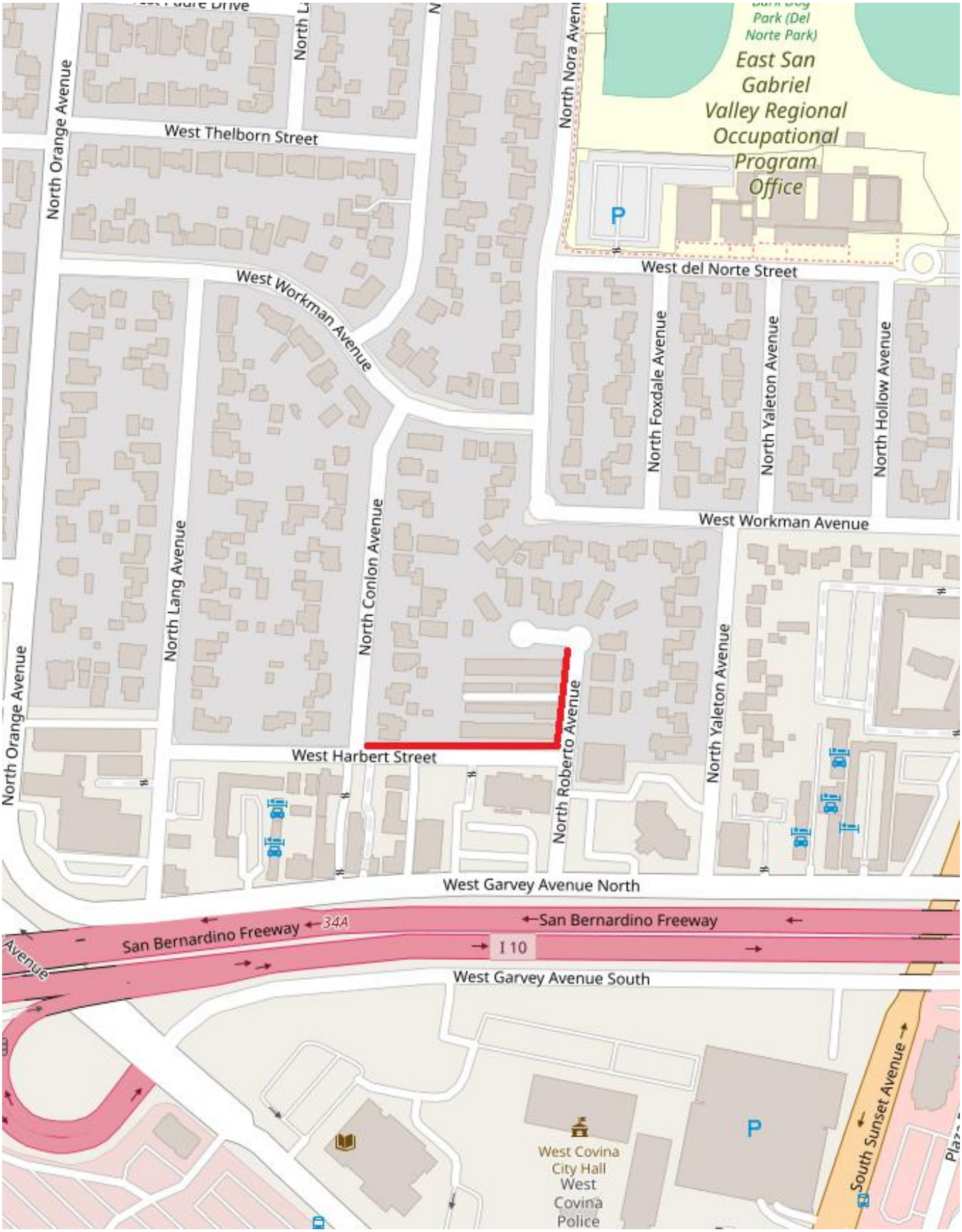
Tuesday Route

Monday 10 AM – 2 PM



Tuesday Route

Monday 10 AM – 2 PM



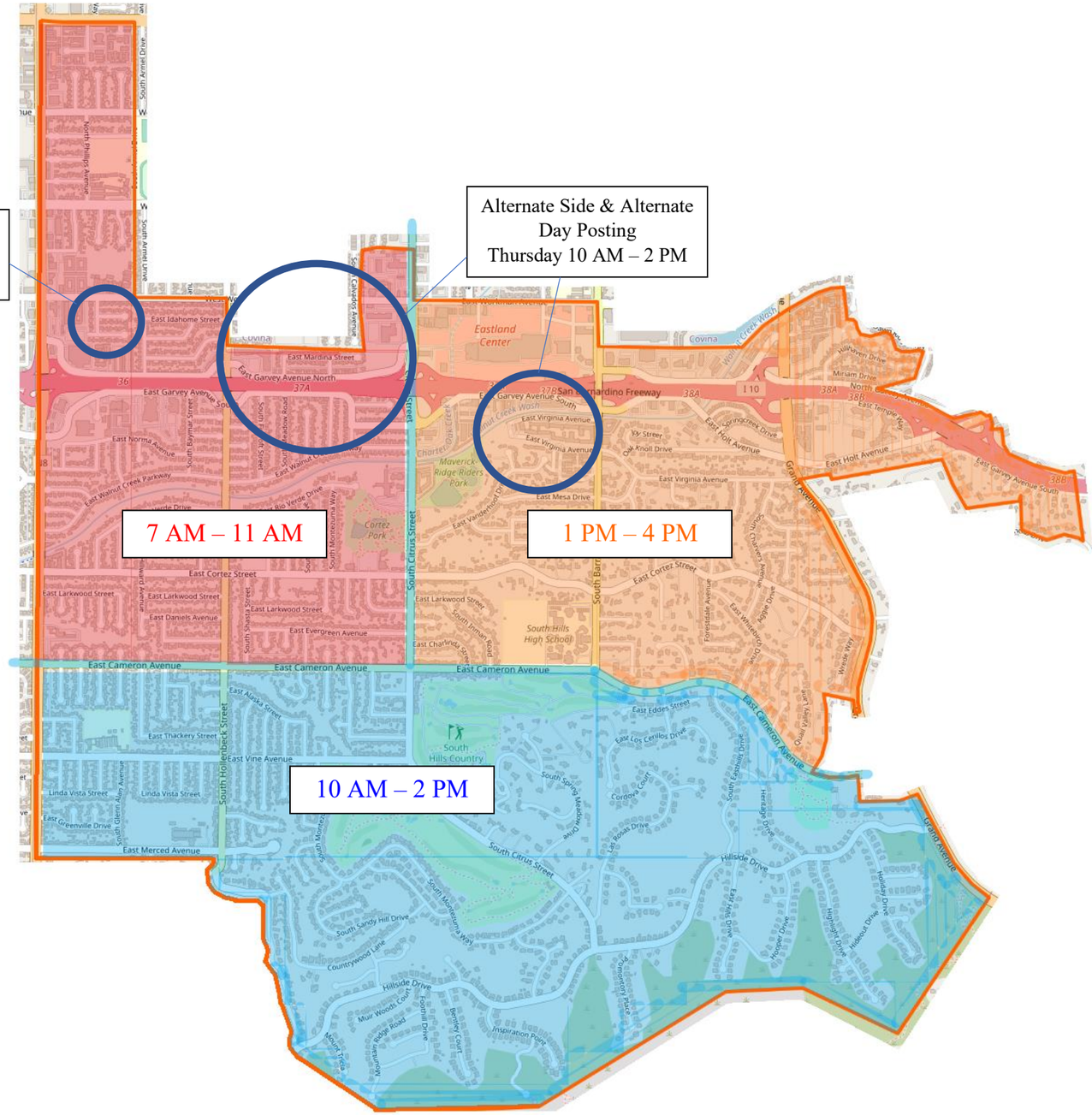
Tuesday Route

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



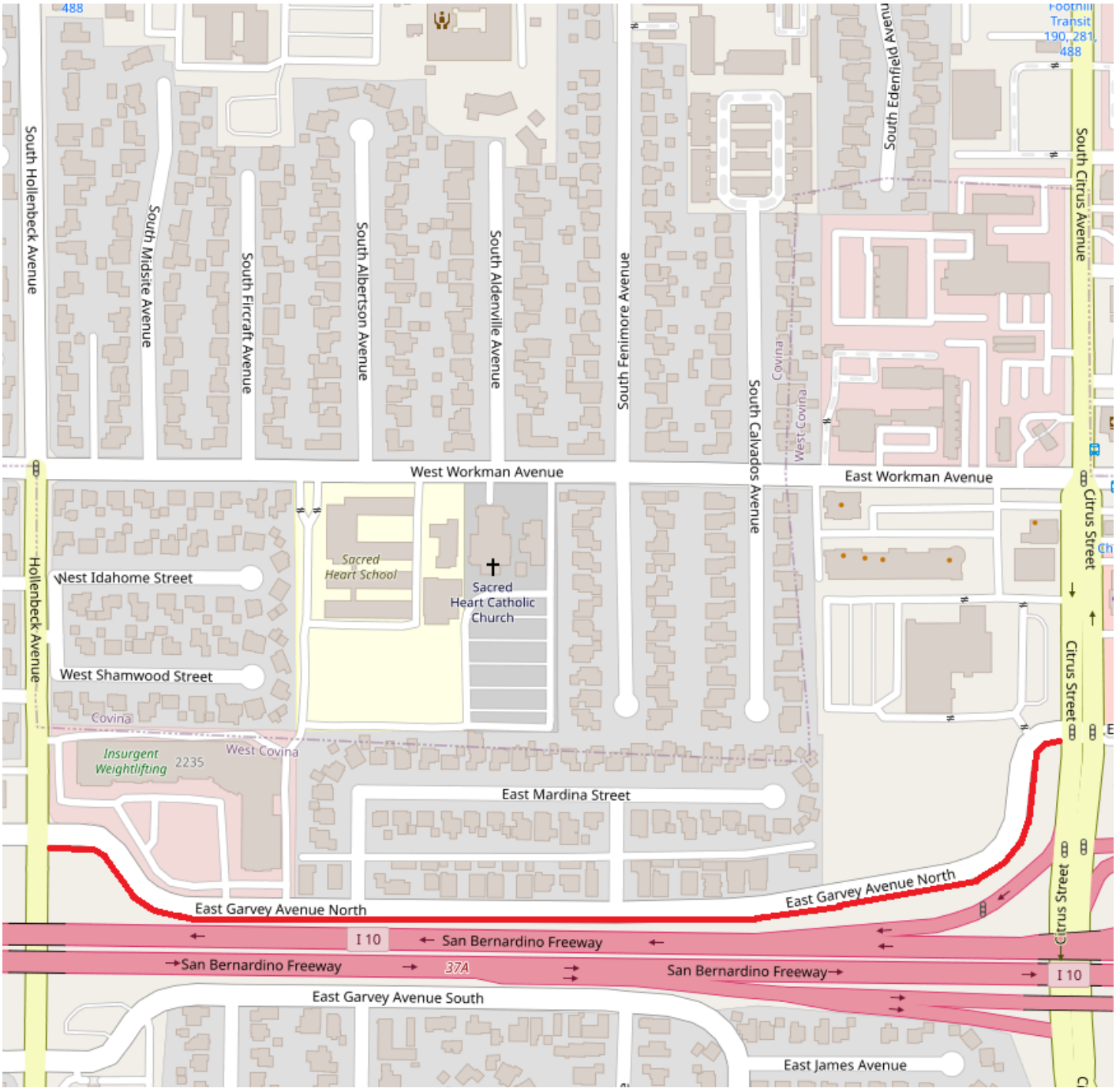
Wednesday

Posting Division

Route Boundary

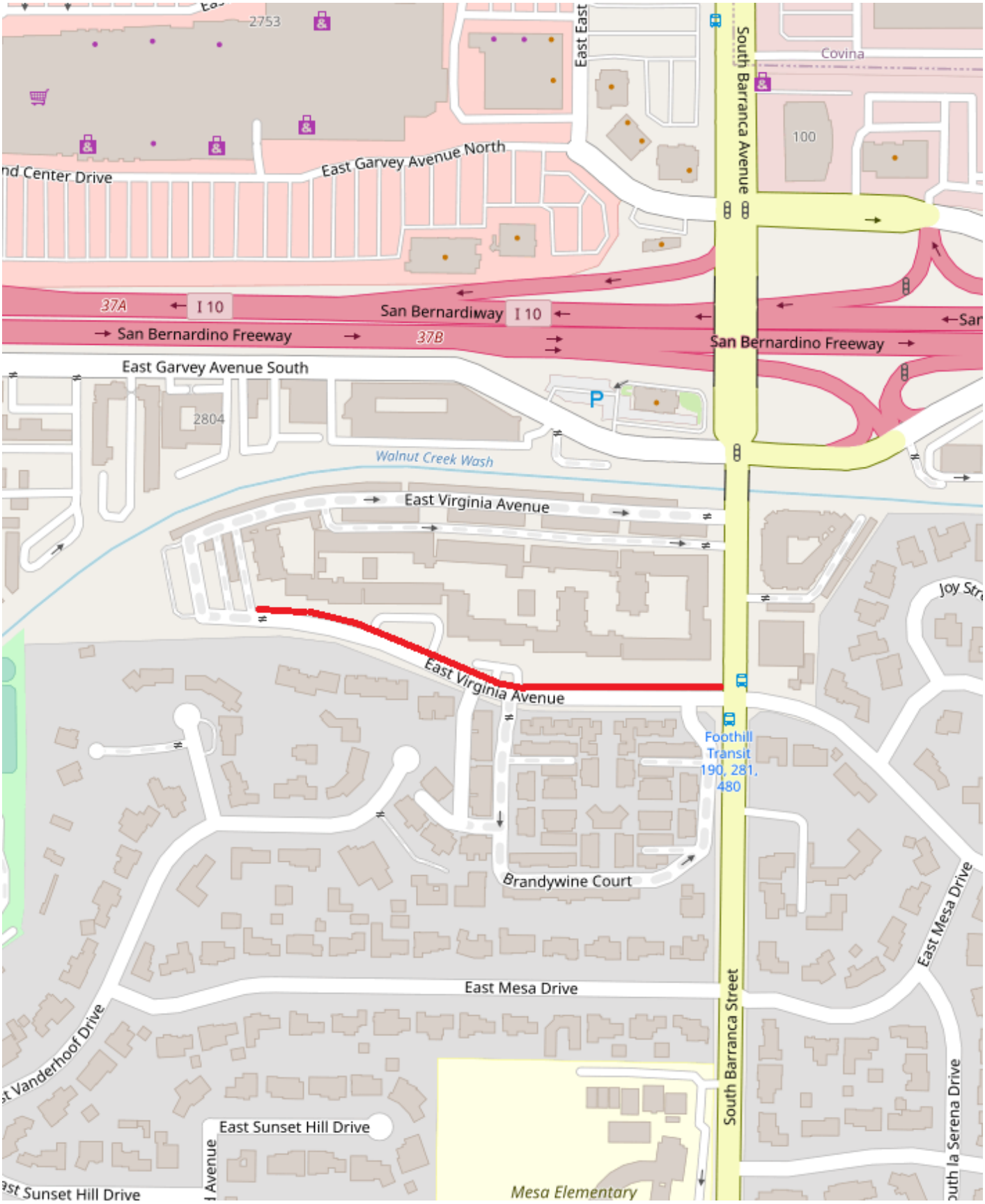
Proposed **Weekly** Sweeping Route Map

Prepared by N.E.S.



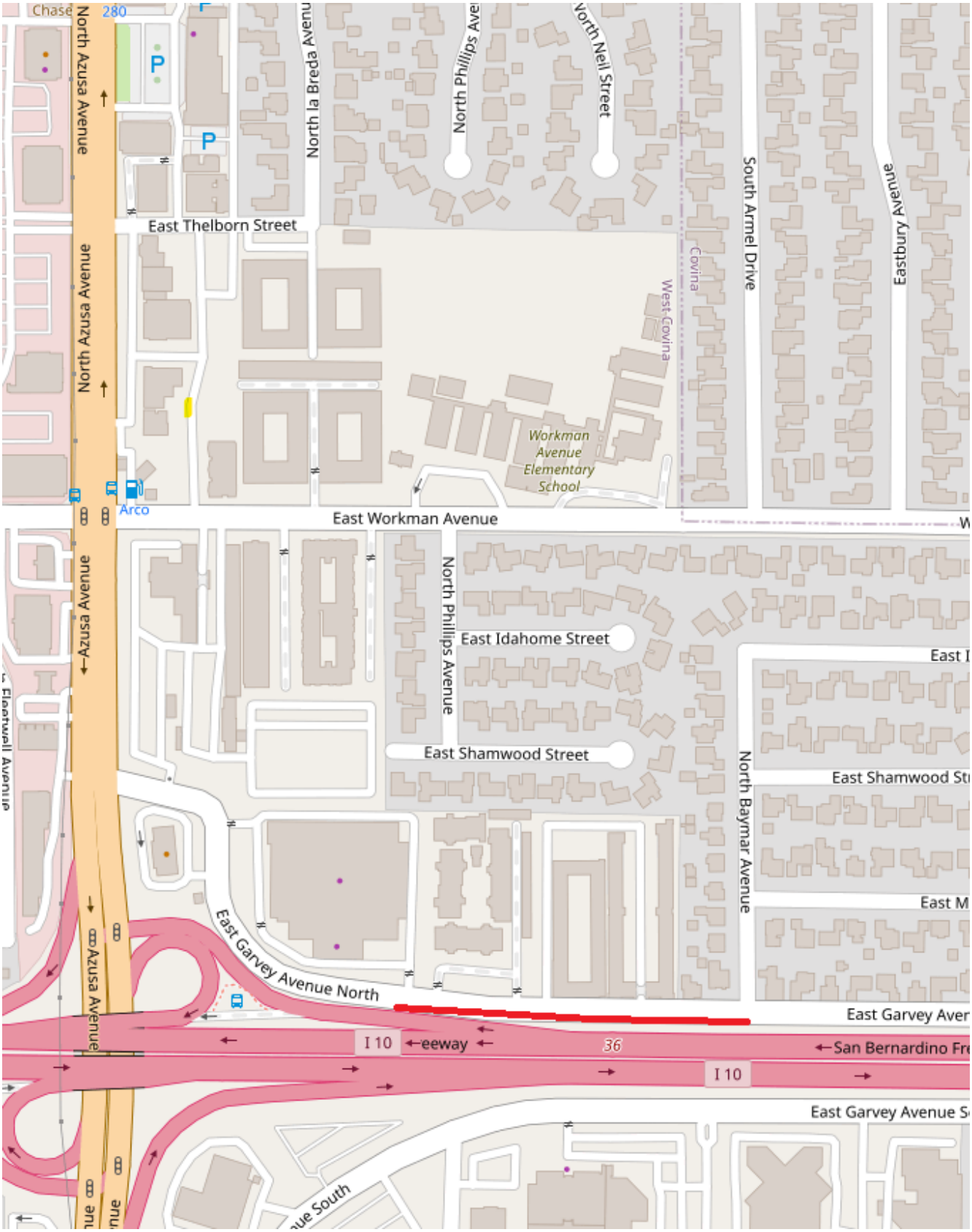
Wednesday Route

Thursday 10 AM – 2 PM



Wednesday Route

Thursday 10 AM – 2 PM

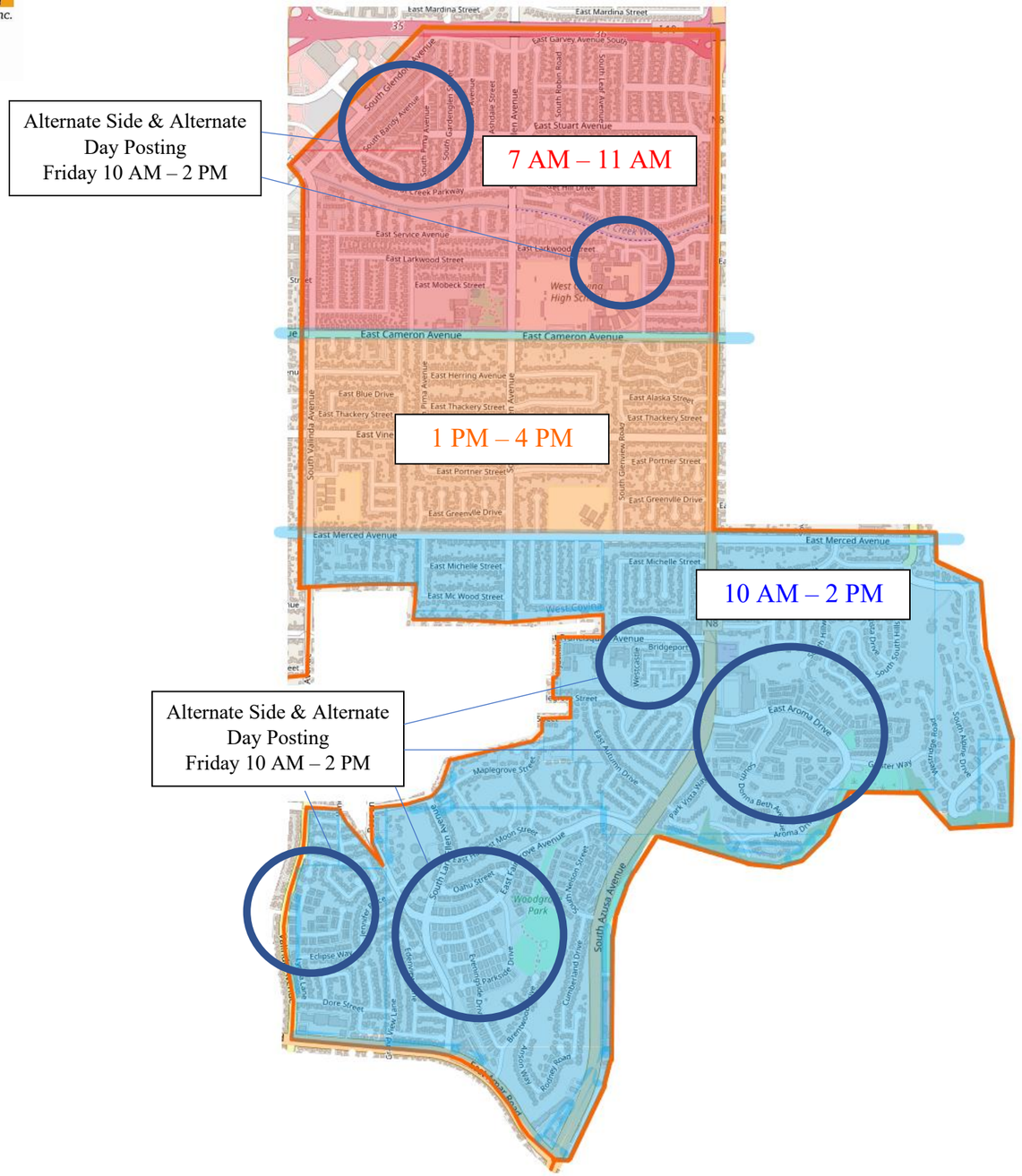


Wednesday Route

Thursday 10 AM – 2 PM

Nationwide Environmental Services®
Division of Joe's Sweeping, Inc.

City of West Covina



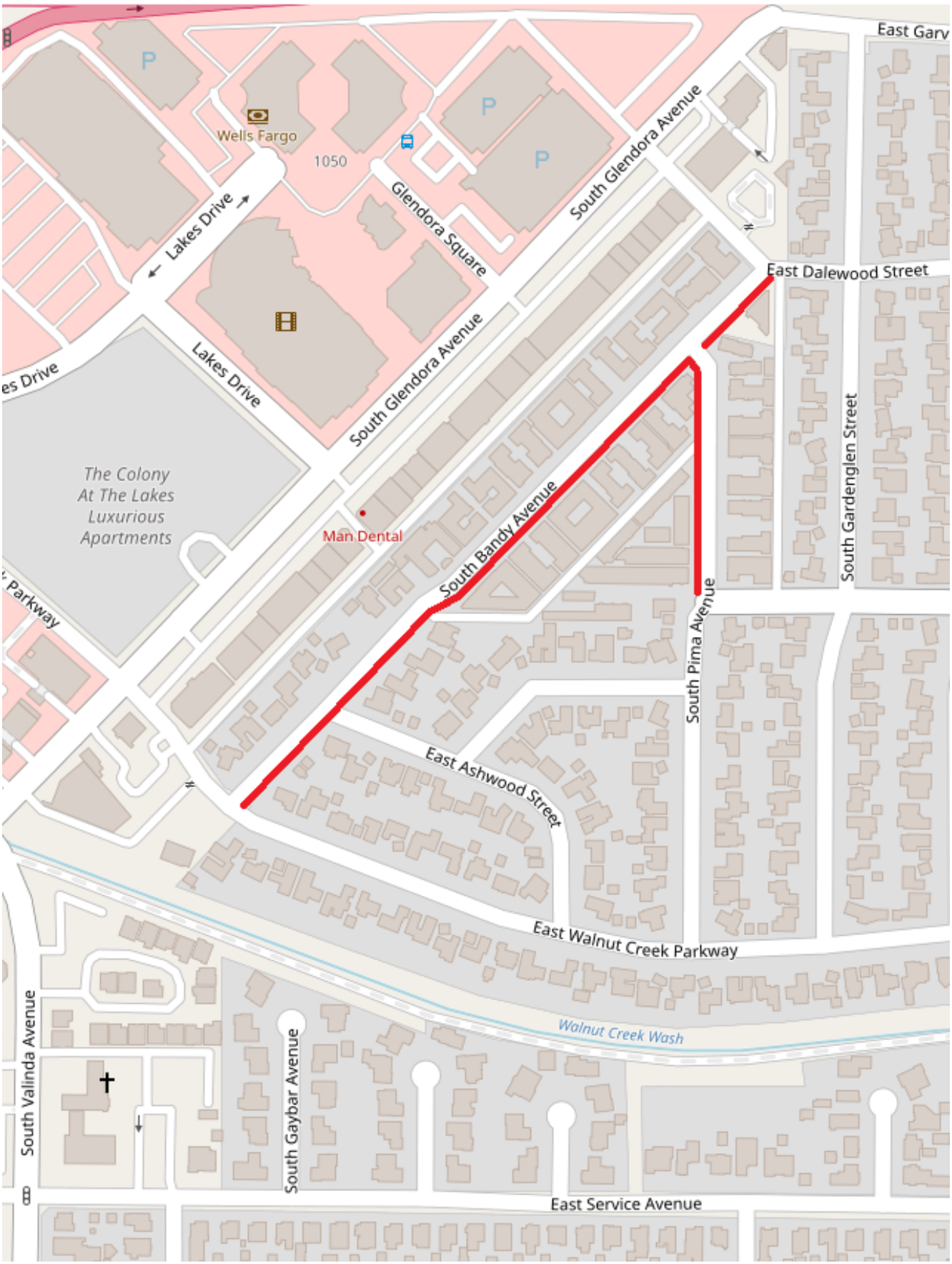
Proposed **Weekly** Sweeping Route Map

Thursday

Posting Division

Route Boundary

Prepared by N.E.S.



Thursday Route

Friday 10 AM – 2 PM



Thursday Route

Friday 10 AM – 2 PM



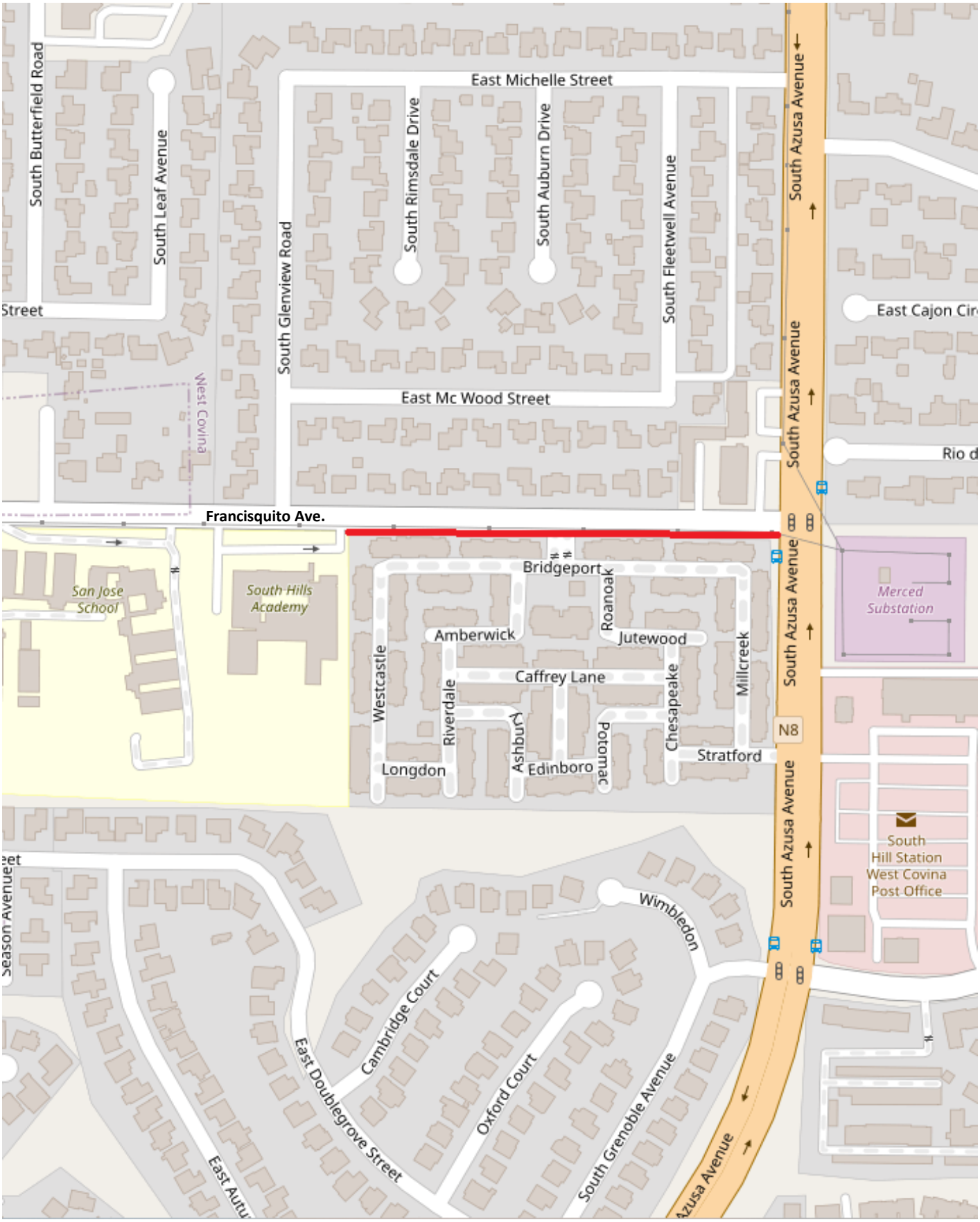
Thursday Route

Friday 10 AM – 2 PM



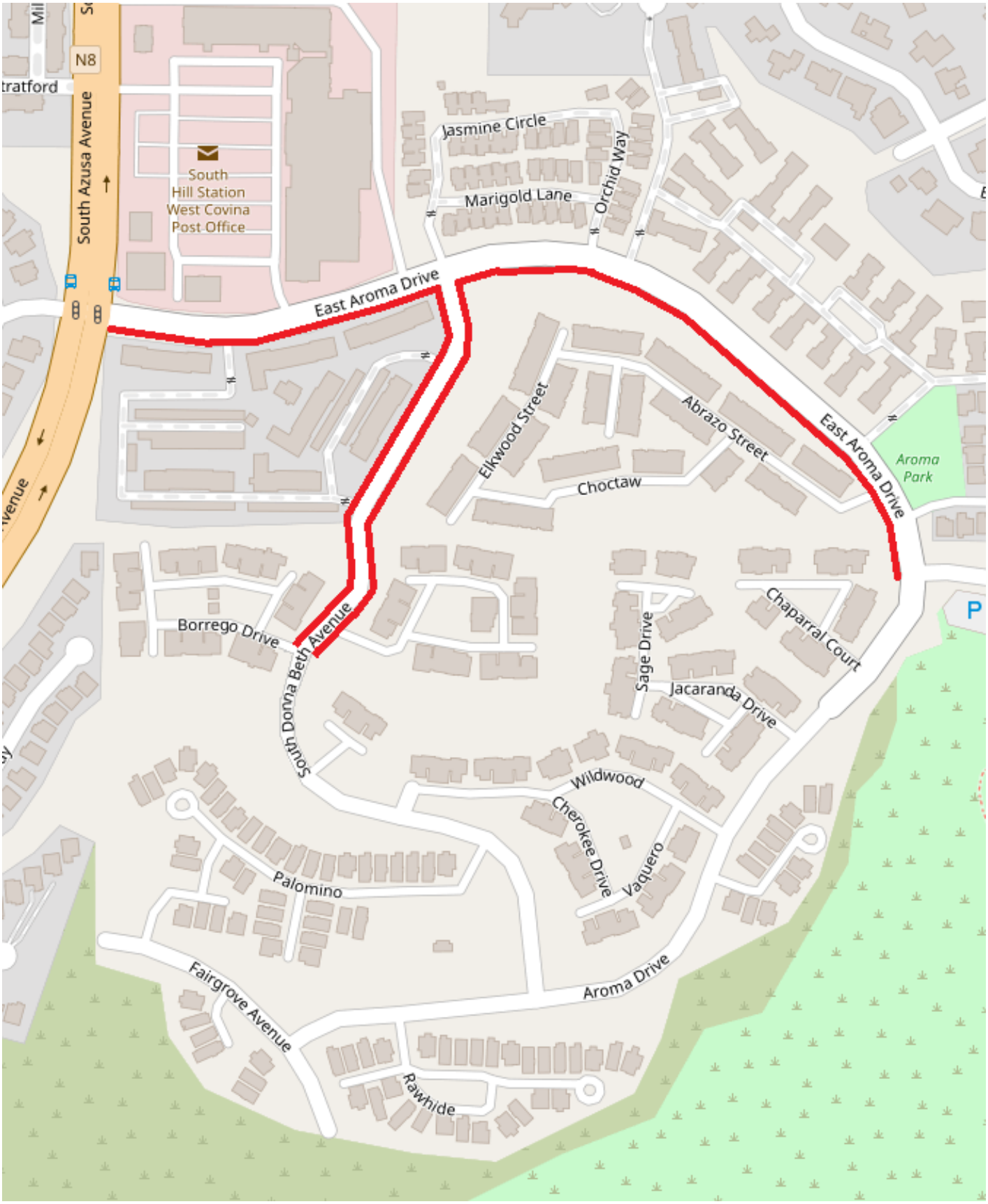
Thursday Route

Friday 10 AM – 2 PM



Thursday Route

Friday 10 AM – 2 PM



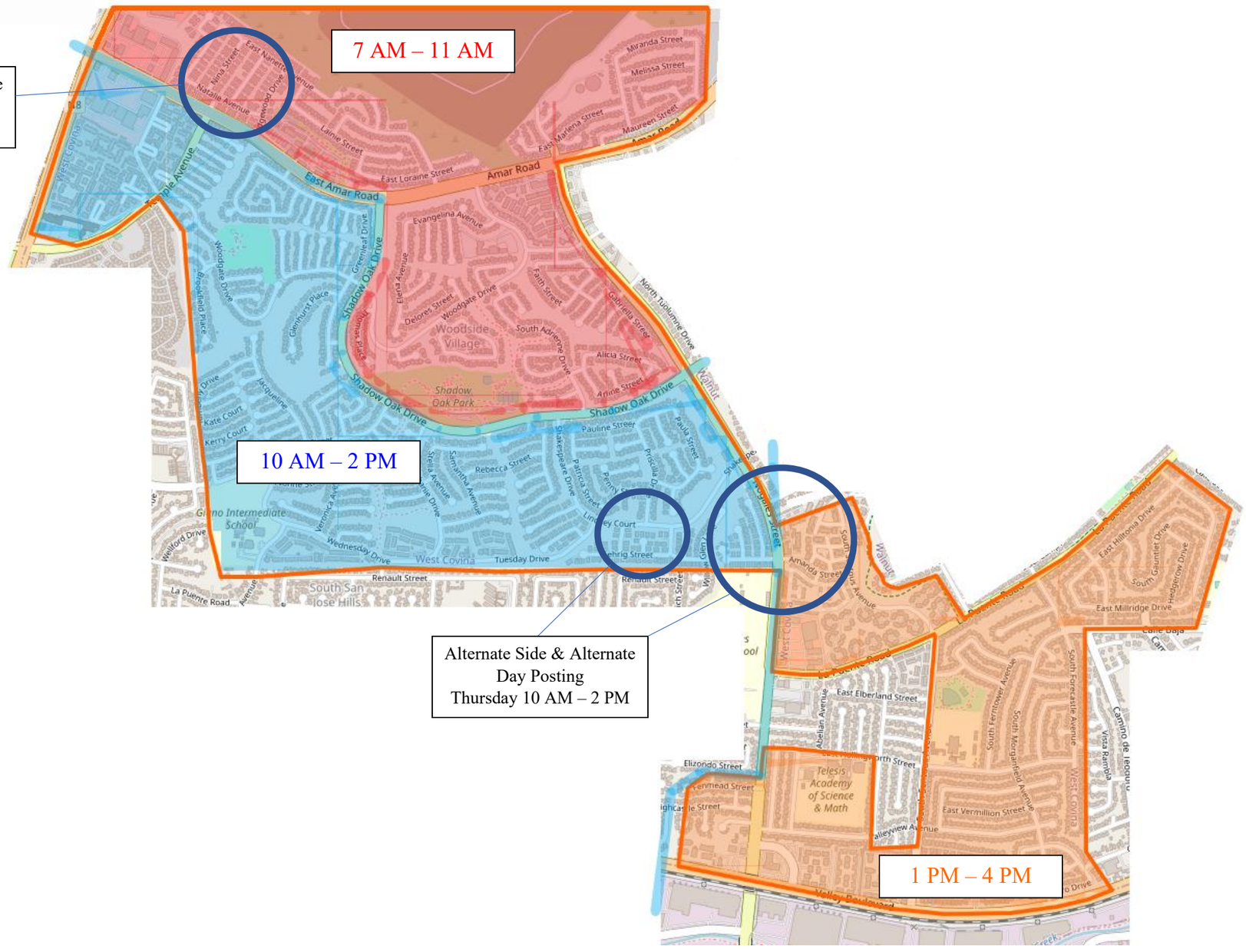
Thursday Route

Friday 10 AM – 2 PM

City of West Covina

Nationwide Environmental Services®
Division of Joe's Sweeping, Inc.





Friday

Posting Division

Route Boundary

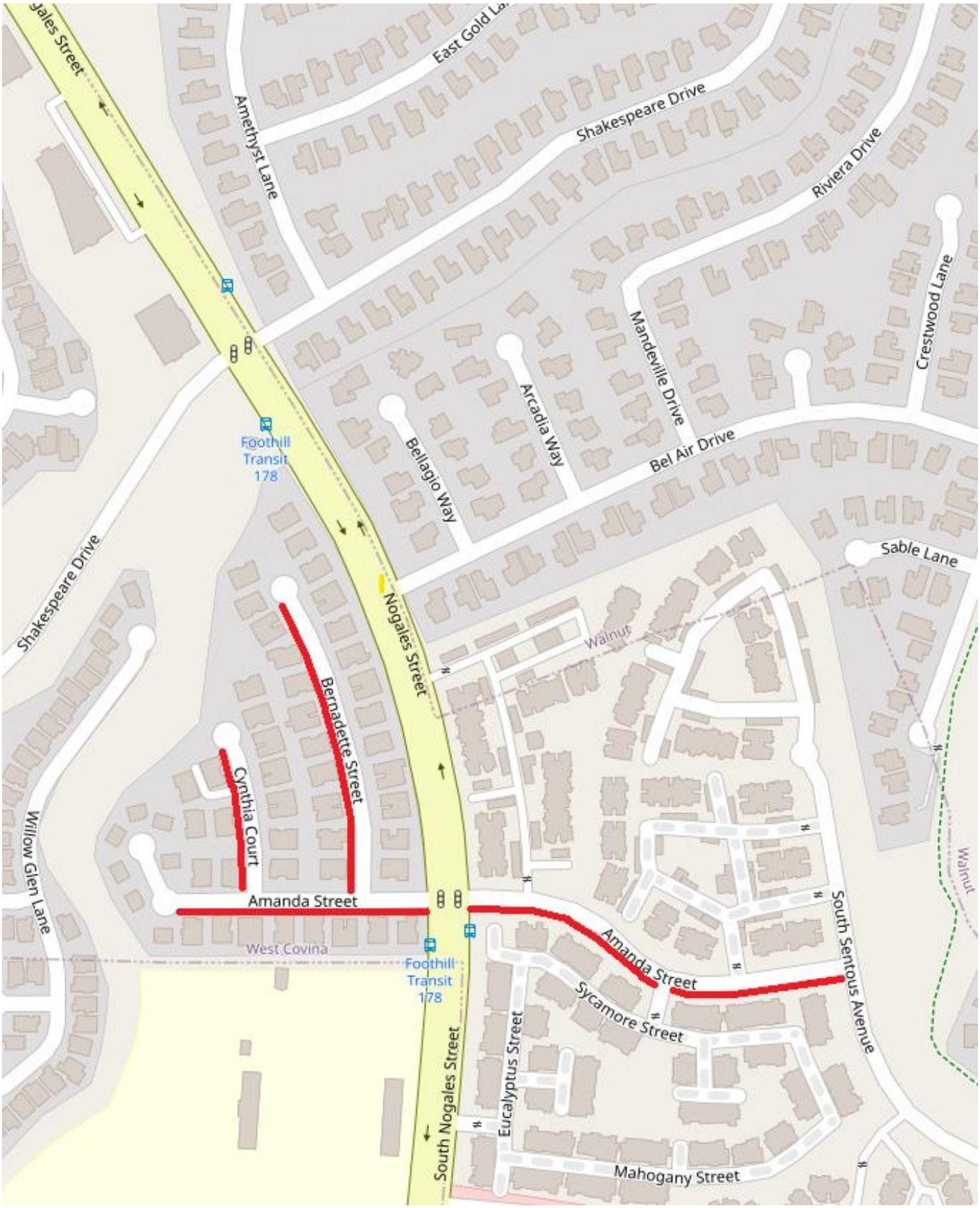
Proposed **Weekly** Sweeping Route Map

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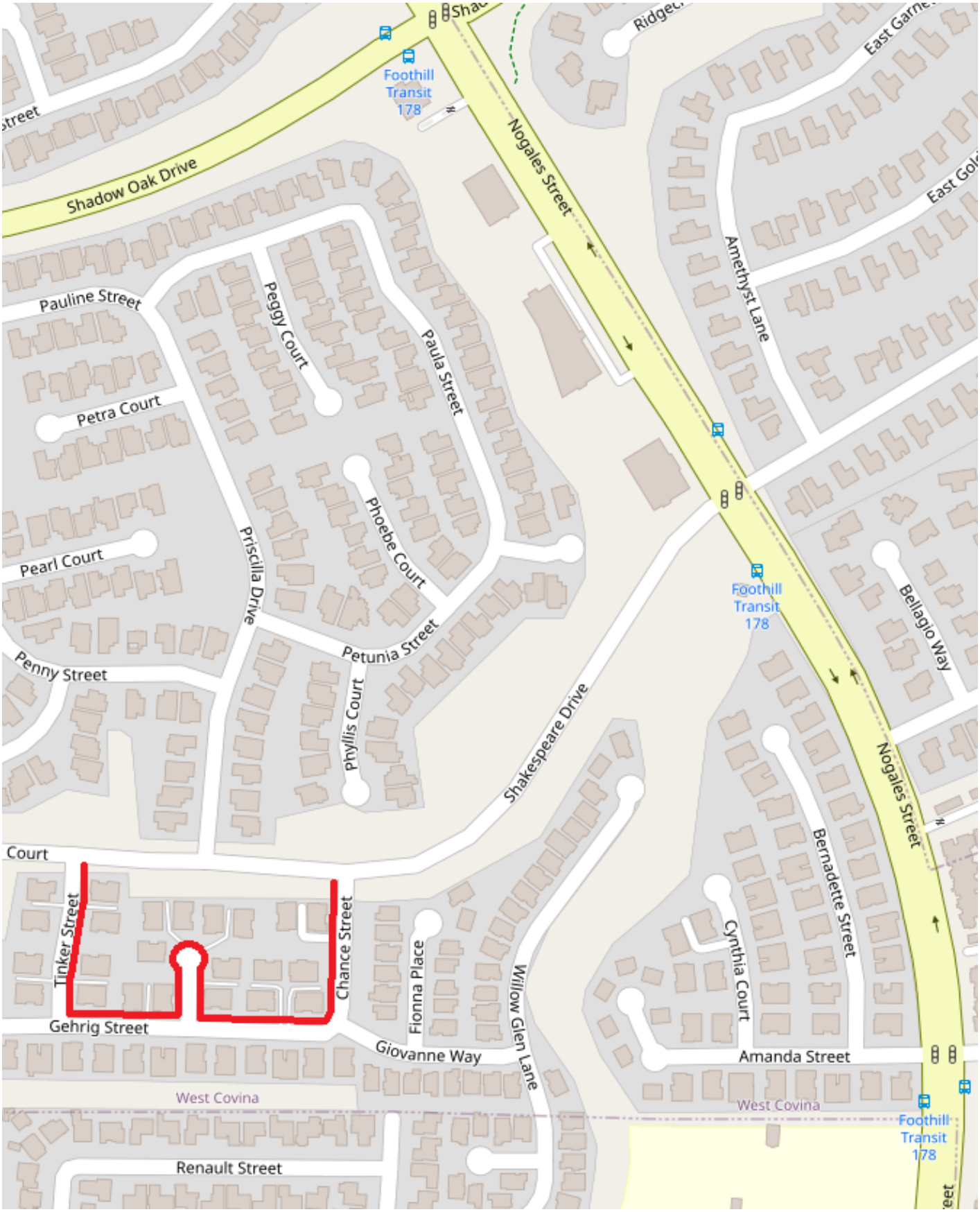
Friday Route

Thursday 10 AM – 2 PM



Friday Route

Thursday 10 AM – 2 PM



Friday Route

Thursday 10 AM – 2 PM

ORDINANCE NO. 2526

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING CHAPTER 22 (TRAFFIC REGULATIONS) OF THE WEST COVINA MUNICIPAL CODE RELATING TO STREET SWEEPING REGULATIONS AND ENFORCEMENT AND MAKING A DETERMINATION THAT THE ORDINANCE IS EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO CEQA GUIDELINES SECTION 15061(B)(3) (COMMON SENSE EXEMPTION)

The City Council of the City of West Covina hereby finds and declares as follows:

WHEREAS, Section 22507.6 of the California Vehicle Code provides that a local authority may, by ordinance or resolution, prohibit or restrict the parking or standing of vehicles on designated streets or highways, or portions thereof, for the purpose of street sweeping; and

WHEREAS, Section 22507.6 of the California Vehicle Code further provides that no ordinance or resolution relating to the parking or standing of commercial vehicles in a residential district shall be effective with respect to any commercial vehicle making pickups or deliveries of goods, wares, or merchandise to or from any building or structure located on the restricted street or highway, or for the purpose of delivering materials to be used in the repair, alteration, remodeling, or reconstruction of any building or structure for which a building permit has been previously obtained; and

WHEREAS, Section 22507.6 of the California Vehicle Code further provides that no such ordinance or resolution shall be effective until the street or highway, or portion thereof, has been sign-posted in accordance with the uniform standards and specifications of the Department of Transportation, or the local authority has caused to be posted in a conspicuous place at each entrance to the street a notice not less than 17 inches by 12 inches, with lettering not less than one inch in height, setting forth the day or days and hours parking is prohibited; and

WHEREAS, on December 5, 2023, the City Council approved a Citywide street sweeping program, including increasing the frequency of street sweeping within the City from bi-monthly to weekly; and

WHEREAS, the City Council desires to adopt an ordinance prohibiting the parking or standing of vehicles on designated streets, or portions thereof, for the purpose of street sweeping, as authorized by California Vehicle Code section 22507.6; and

WHEREAS, the City Council desires to amend Sections 22-21 of Article II of Chapter 22 of the West Covina Municipal Code relating to authorization to enforce parking regulations; and

WHEREAS, the City Council desires to amend Section 22-174 of Article V of Chapter 22 of the West Covina Municipal Code to provide that persons to whom preferential parking permits are issued are required to comply with street sweeping regulations; and

WHEREAS, all legal requirements prior to the adoption of this Ordinance have occurred.

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

SECTION 1. Recitals. The City Council finds that all of the facts and findings set forth in the recitals to this Ordinance are true and correct.

SECTION 2. Amendment to Section 22-21. Section 22-21 of Article II of Chapter 22 of the West Covina Municipal Code shall be amended to read as follows:

Sec. 22-21. - Enforcement authority.

(a) Officers of the police department are authorized to enforce the traffic regulations of this chapter.

(b) Officers of the police department, code enforcement, and such employees, agents, or contractors as are assigned by the city manager or the chief of police are authorized to enforce the parking regulations of this chapter.

(c) Officers of the police department are authorized to direct all traffic by voice, hand or signals, in conformance with traffic laws, whenever and wherever necessary in the interests of safety, or to expedite the flow of traffic.

SECTION 3. Amendment to Section 22-174. Section 22-174 of Article V of Chapter 22 of the West Covina Municipal Code shall be amended to add a new subsection (d) to read as follows:

(d) Notwithstanding any other provision of this section, each person to whom a preferential parking permit is issued shall comply with all street sweeping parking regulations, including, but not limited to, the prohibition set forth in Section 22-193 of this chapter.

SECTION 4. Amendment to Article V of Chapter 22. Article V of Chapter 22 of the West Covina Municipal Code shall be amended to add a new Section 22-193 to read as follows:

Sec. 22-193. Parking on days and times posted for street sweeping prohibited.

(a) No person shall stop, park, leave standing or cause to be stopped, parked or left standing any vehicle upon any street or alley or portion thereof during the day or days and hours designated by the city council for street sweeping. Notwithstanding the foregoing, a person may stop, park, or leave standing a vehicle on a restricted portion of a street or alley once the street sweeper has passed.

(b) The city council may, by resolution, designate the day or days and hours during which parking shall be prohibited on specified public streets or alleys or portions thereof or on all streets and/or alleys within a specified geographical area of the city to facilitate street sweeping.

(c) The city manager shall cause to be placed and maintained signs setting forth the day or days and hours during which parking is prohibited in order to facilitate street sweeping in accordance with California Vehicle Code section 22507.6.

(d) This section shall not apply to the parking or standing of commercial vehicles making pickups or deliveries of goods, wares, or merchandise to or from any building or structure located on a restricted street in a residential district, or to the parking or standing of commercial vehicles for the purpose of delivering materials to be used in the repair, alteration, remodeling, or reconstruction of any building or structure for which a building permit has been previously obtained.

SECTION 5. Environmental Compliance. The City Council hereby finds that it can be seen with certainty that there is no possibility the adoption and implementation of this Ordinance will have a significant effect on the environment. The Ordinance is therefore exempt from the environmental review requirements of the California Environmental Quality Act pursuant to Section 15061(b)(3) (General Rule) of Title 14 of the California Code of Regulations.

SECTION 6. Inconsistencies. Any provision of the West Covina Municipal Code or appendices thereto inconsistent with the provisions of this Ordinance, to the extent of such inconsistencies and no further, is hereby repealed or modified to that extent necessary to affect the provisions of this Ordinance.

SECTION 7. Severability. If any section, subsection, clause or phrase or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of all other provisions of this Ordinance. The City Council of West Covina hereby declares that it would have passed this Ordinance, and each section, subsection, sentence, clause and phrase or portion thereof, irrespective of the fact that any one or more of the sections, subsections, sentences, clauses, or phrases or portions thereof be declared invalid or unconstitutional.

SECTION 8. Effective Date. This Ordinance shall take effect thirty (30) days after its final passage and once all affected streets and alleys in the City have been sign-posted in accordance with the requirements of California Vehicle Code section 22507.6.

SECTION 9. Certification; Publication. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same to be published or posted as required by law.

PASSED, APPROVED AND ADOPTED this ____ day of _____, 2025.

_____
Tony Wu
Mayor

APPROVED AS TO FORM

_____
Thomas P. Duarte
City Attorney

ATTEST

_____
Lisa Sherrick
Assistant City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES)
CITY OF WEST COVINA)

I, LISA SHERRICK, ASSISTANT CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Ordinance No. 2526 was introduced at a regular meeting of the City Council held on the 21st day of January, 2025, and adopted at a regular meeting of the City Council held on the ____ day of _____, 2025, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Lisa Sherrick
Assistant City Clerk

AGENDA ITEM NO. 10

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: January 21, 2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: **UPDATE ON THE CURRENT MAINTENANCE AND OPERATIONS OF THE WEST COVINA SPORTSPLEX**

RECOMMENDATION:

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

BACKGROUND:

The West Covina Sportsplex is a unique regional park located at 2100 S. Azusa Ave. and serves West Covina residents as well as the San Gabriel Valley and beyond. In 2021, the City terminated the agreement with Big League Dreams and the City has since taken responsibility for the maintenance and operation of the West Covina Sportsplex. In addition, to the maintenance of buildings and facilities, landscaping, irrigation, field maintenance, the City is also responsible for managing methane mitigation and monitoring. The West Covina Sportsplex is a reservation-based facility. The intent is to recover the costs associated with use and services through user fees.

The Sportsplex is designed to accommodate all levels of local, regional and national tournaments and leagues. The Sportsplex facilities currently include:

- Six (6) replica baseball fields total 27.1 acres (Dodgers Stadium, Yankees Stadium, Wrigley Stadium, Angels Stadium, Tigers Stadium, Fenway Stadium)
- Eight (8) station batting cages (4 baseball and 4 slow pitch softball)
- Two (2) playgrounds
- Two (2) family-style restaurants and bar spaces (currently non-operable)
- 400 Parking Spaces
- One (1) covered multipurpose covered Pavilion that accommodates: indoor soccer, corporate or private events, rugby, flag football and more

The Sportsplex currently hosts adult softball leagues, tournament play, soccer rentals, cheer practices, baseball/softball practices, batting cage practices, special events and is available to rent for corporate or private parties.

It is important to note that in December 2024, the City received proposals in response to RFP No. 202414- West Covina Sportsplex Management, Operations, Maintenance Services, and Optional Restaurant Operations, and is currently in negotiations with a potential operator for one restaurant from a proposal received from RFP No.61-023.

DISCUSSION:

This report provides an overview of the current maintenance and operations at the West Covina Sportsplex. The report also provides a brief overview of the maintenance and operations from July 2021 to May 2024.

From July 2021 to May 2024, the West Covina Sportsplex hosted tournaments, adult softball league nights, corporate and private rentals, soccer leagues, and league practices. Additionally, special events such as the State of the City, Inaugural Spring Festival in 2022, the Centennial Dinner & Ceremony in 2023, the ESPN All Star Friday Night, the 4th of July Firework Spectacular, and the Senior Health & Wellness Expo and Softball Tournament in 2024. Reservation and coordination was handled internally with limited Community Services staff. Maintenance and facility improvements spearheaded by the Public Works Department during this time period included field renovations, facade improvements at Yankee Stadium and Dodger Stadium, repairing of the methane monitoring systems in the buildings, placing the ten ground wells that are situated throughout the facility on a quarterly monitoring program, minor repairs to the bathrooms, re-lined the main sewer lateral in the south restaurant building, and developed a maintenance schedule for the athletic fields.

Staffing:

The West Covina Sportsplex utilizes staff from the Community Services Department and the Public Works Department. The table below reflects the current staffing levels at the West Covina Sportsplex.

Position	Department	Number
Maintenance Worker II (FT)	Public Works	5
Recreation Leader (PT)	Community Services	12
***Site Coordinator (PT)**	Community Services	2.5

**There are two part-time Site Coordinators at the West Covina Sportsplex M-F and one part-time Site Coordinator on Sat/Sun only.*

In order to maximize opportunity for utilization and to program the West Covina Sportsplex to its full capacity, a Deputy Community Services Director was hired in June 2024.

Facility Improvements:

The following is a list of improvements/changes that have been made since June of 2024:

- Repairs to the batting cages, making them fully operational and open for customer use.
- Contracted nightly janitorial services to clean restrooms, restaurants and offices. This will ensure that users will have access to clean amenities daily.
- Implementation of snack bar sales in the Pro Shop (soda, water, Gatorade, chips, pizza etc.)
- Sportsplex signage throughout facility
- Replaced a damaged section of the Pavilion covering
- Additional plumbing repairs to restrooms

Admission Fees:

The City has implemented weekend admission fees. Currently, there is no charge to visit the Sportsplex during the week or to West Covina residents on the weekends. Admission fees are outlined below:

Free	West Covina Residents, Uniformed Players, Coaches, 3 Yrs & Younger
$5	Youth (4-13), Seniors (65+), Military (With proof of ID)
$10	Adults 14+ (Non-Residents)

Fee Schedule:
The following is the current fee schedule for the Sportsplex:

- Security Deposit - $305
- Softball Field - $50 per/hr per field
- Indoor Soccer Pavilion - $65 per/hr
- Staff fee - $20 per/hr
- Vendor fee - $200 per weekend
- Batting Cage fees:
    - 10 minutes - $10
    - 15 minutes - $15
    - 30 minutes - $30
    - 1 hour - $45

Tournament pricing varies and is based on the scope of the tournament. Please note a minimum of 2 staff members for required for a rental.

Hours of Operation:
The Sportsplex operates seven days a week, below is a chart with typical hours of operation:

Monday	4 – 9 PM; (Practices/League Rentals)
Tuesday	4 – 9 PM; (Practices/League Rentals)
Wednesday	4 – 9 PM; (Practices/League Rentals)
Thursday	4 – 9 PM; (Practices/Leauge Rentals)
Friday	Varies on rentals and Adult Softball League games
Saturday	Varies on tournament and pavilion rentals
Sunday	Varies on tournament and pavilion rentals

The Sportsplex is open throughout the year except for the following reasons; field maintenance, major holidays, and citywide special events. To ensure proper maintenance of the fields, the fields are closed annually from Mid-December to January of each year. The Sportsplex, like other City facilities, is typically closed for the major holidays, with the expectation of the 4th of July event held at the Sportsplex. The facility is also closed to accommodate citywide special events that can impact revenues.

Budget:
According to the City's Finance Department, a total of $171,624 has been collected from July 1, 2024 to December 31, 2024. Currently, all weekends are booked through July 2025, which will generate additional revenue in rental fees, admission and concession sales on top of any regular weekday rentals. The expenditures for the period of July 1, 2024 to December 31, 2024, total $536,022.

While the City has made significant strides in improvements and reprogramming the facility, there are still opportunities to enhance the facility and the programming. Below is a list of potential opportunities that will be included in the City's Capital Improvement List (CIP) and as funding becomes available the improvements will be completed:

- Lease/Operate the restaurants
- Continuing to build on the league programs
- Actively Marketing Facility for rentals (sports, corporate, weddings, etc)
- Revisit user fees
- Facility improvements:
    - Facade upgrades to all 6 fields – create a three-year cycle where two fields are upgraded annually
    - Update playground equipment and tenting

- Repair/Replace of new scoreboards to all fields
- Pavilion maintenance, including artificial turf maintenance and establishing a maintenance cycle
- Convert lighting to LED in the Pavilion
- Repairs to netting for batting cages and soccer goals in the Pavilion
- Removal of stand seating from the first and third baseline for all 6 fields. This will allow for spectators to bring their own chairs to the park.
- Update the existing sound system
- Installation of Wi-Fi throughout the Sportsplex
- Renovation of the two restaurants and restrooms (should the city opt to operate internally

The Community Services Department and Public Works Department continue to work together to improve and expand upon the programming and maintenance of the facility.

OPTIONS:

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

Prepared by: Susie Perez, Deputy Community Services Department
Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

FISCAL IMPACT:

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

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

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: January 21, 2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: **CONSIDERATION OF MAKING CITY COUNCIL MEETINGS MORE EFFICIENT**

RECOMMENDATION:

It is recommended that the City Council provide direction.

BACKGROUND:

At the December 17, 2024 City Council meeting, Councilmember Gutierrez requested that the City Council consider looking at ways to make City Council meetings more efficient.

DISCUSSION:

West Covina holds its City Council meetings on the 1st and 3rd Tuesday of the month and the current order of business is the following:

- (a) Call to Order
- (b) Invocation
- (c) Pledge of Allegiance
- (d) Roll Call
- (e) Reporting Out from Closed Session
- (f) Presentations
- (g) City Manager's Report
- (h) Oral Communications
- (i) Consent Calendar
- (j) Departmental Regular Matters
- (k) Mayor/Council Reports
- (l) City Council Requests for Reports, Studies or Investigation
- (m) City Council Comments
- (n) Adjournment.

City staff did a survey of agendas for sixteen local cities and agencies. The survey focused on the City Council meeting agenda (not closed session). The following is a summary of some of the findings:

- Oral Communication
  - Oral communication varies from 1 minute to 5 minutes, with the majority surveyed at 3 minutes.
  - Most cities can change the allocated speaker time, either based on Mayor/Council discretion, or the number of speakers.
  - Some cities require public comment cards to be submitted by a specified timeframe (to

finalize the number of public speakers).
    - Some cities won't allow additional public comment cards to be submitted once the public comment period begins.
    - To ensure the business of the City is completed, most cities include language in the agenda that limits public comments at the beginning of the meeting, allowing public comments at the end of the meeting.
    - Regarding Public Hearing public comment, most cities keep the public speaker time consistent with the oral communication portion of the meeting; few allow longer speaker time for Public Hearings
- Participation
    - The majority of the cities accept written participation with a deadline to be included in the record of public meetings.

There are other changes that could facilitate City Council meeting efficiency, including but not limited to the order of the agenda and number of presentations. For reference, the schedule for the staff report deadlines is attached.

OPTIONS:

Provide direction on potential changes to the agenda order, process, procedures.

Additional Approval: Paulina Morales, City Manager

Fiscal Impact

FISCAL IMPACT:

This is strictly an administrative item, therefore; there is no fiscal impact associated with this action.

Attachments

Attachment No. 1 - Survey

Attachment No. 2 - Staff Report Schedule 2025

CITY COUNCIL GOALS & OBJECTIVES: Enhance City Image and Effectiveness

ATTACHMENT NO. 1

City	Duration of Public Comment	Placement of Public Comment on Agenda	Opportunities for Public Comment	Limitation of Public Comments	Types of Participation	Additional Notes:	Rules of Decorum
City of Los Angeles	1 minute per item; 3 minutes per meeting total Limited to 1 minute of general public comment each regular meeting for a cumulative total of 10 minutes	Roll Call, Approval of the Minutes, Commendatory Resolutions, Introductions and Presentations, **Multiple Agenda Item Comment, Public Testimony of Non-agenda items within Jurisdiction of Council.**	Twice	N/L	In-Person & In-Writing	Councilmembers requesting to address the Council will be recognized by the Council President in the order requested. For any item, the Chairperson of the Committee, or the maker of the original motion, or the member calling a matter "special" shall have up to six (6) minutes to discuss the item. All other Councilmembers may speak up to three (3) minutes each on the matter. After all members desiring to speak on a question have had an opportunity to be heard once, the time for each Member desiring to speak again shall be limited to a maximum of three (3) minutes.	
LA Metro	1 minute per Item, 3 minutes total	Comments received by item. The public may also address the Board on non-agenda items within the subject matter jurisdiction of the Board during the public comment period, which will be held at the beginning and/or end of each meeting.	1 minute per Item, 3 minutes total	N/L	In-Person & Virtually	A member of the public may address the Board on agenda items, before or during the Board or Committee's consideration of the item for one (1) minute per item, or at the discretion of the Chair. A request to address the Board must be submitted electronically using the tablets available in the Board Room lobby. Individuals requesting to speak will be allowed to speak for a total of three (3)minutes per meeting on agenda items in one minute increments per item. For individuals requiring translation service, time allowed will be doubled. The Board shall reserve the right to limit redundant or repetitive comment. The public may also address the Board on non-agenda items within the subject matter jurisdiction of the Board during the public comment period, which will be held at the beginning and/or end of each meeting. Each person will be allowed to speak for one (1) minute during this Public Comment period or at the discretion of the Chair. Speakers will be called according to the order in which their requests are submitted. Elected officials, not their staff or deputies, may be called out of order and prior to the Board's consideration of the relevant item. Notwithstanding the foregoing, and in accordance with the Brown Act, this agenda does not provide an opportunity for members of the public to address the Board on any Consent Calendar agenda item that has already been considered by a Committee, composed exclusively of members of the Board, at a public meeting wherein all interested members of the public were afforded the opportunity to address the Committee on the item, before or during the Committee's consideration of the item, and which has not been substantially changed since the Committee heard the item. In accordance with State Law (Brown Act), all matters to be acted on by the MTA Board must be posted at least 72 hours prior to the Board meeting. In case of emergency, or when a subject matter arises subsequent to the posting of the agenda, upon making certain findings, the Board may act on an item that is not on the posted agenda.	CONDUCT IN THE BOARD ROOM - The following rules pertain to conduct at Metropolitan Transportation Authority meetings: REMOVAL FROM THE BOARD ROOM- The Chair shall order removed from the Board Room any person who commits the following acts with respect to any meeting of the MTA Board:a.Disorderly behavior toward the Board or any member of the staff thereof, tending to interrupt the due and orderly course of said meeting.b.A breach of the peace, boisterous conduct or violent disturbance, tending to interrupt the due and orderly course of said meeting.c.Disobedience of any lawful order of the Chair, which shall include an order to be seated or to refrain from addressing the Board; andd.Any other unlawful interference with the due and orderly course of said meeting.
Burbank	1 - 20 Total Speakers - 3 minutes 21 - 39 Total Speakers - 2 minutes 40+ Total Speakers - 1 minute each	Call to Order, Moment of Reflection, Flag Salute, Roll Call, Announcements (Mayor), City Manager Report, Reporting on Closed session, **General Public Comment**, Responses to Public Comments (City Manager, City Council, City Attorney)	Once	N/L	In-Person & Phone	Additional public comment cards and calls will not be accepted once the public comment period commences. The Reports to Council Public Comment periods are only accepted in person - public comment cards must be submitted before the public comment period begins for each report to Council. Speaker time limits will be determined by the Presiding Officer depending on how many public comment cards have been received at the commencement of each public comment period (as shown below). Additional public comment cards will not be accepted once the public comment period commences. The Presiding Officer has the discretion to reduce speaking time for each speaker, depending on the number of speakers, in order to ensure that City business can be completed at a reasonable hour.	
Pasadena	3 minutes	Roll Call, Pledge of Allegiance, Ceremonial Matters, **Public Comment**	Once	20 minutes	In-Person & Virtually		
Rosemead	3 minutes	Call to Order, Roll Call, Pledge of Allegiance, Invocation, **Public Comment**	Once	N/L	In-Person & Virtually		Persons attending the meeting shall observe rules of propriety, decorum, good conduct, and refrain from impertinent or slanderous remarks. Violation of this rule shall result in such persons being barred from further audience before the governing body. Pursuant to Gov. Code Sect. 54954.3(c), any person who engages in unlawful interference shall be removed from chambers.
Baldwin Park	3 minutes	Call to Order, Invocation, Pledge of Allegiance, Roll Call, Report from Closed Sessions, Announcements, Proclamations, Commendations & Presentations, **Public Comment**	Unspecified	N/L	In-Person & Virtually	There is a three-minute speaking time limit. This is the time set aside to address the City Council. Please notify the City Clerk if you require the services of an interpreter. No Action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The legislative body or its staff may: 1) Briefly respond to statements made or questions asked by persons; or 2) Direct staff to investigate and/or schedule matters for consideration at a future meeting. [Government Code §54954.2] If you wish to comment on agenda items and are unable to physically appear in person, please email your name, place of residence, item number or topic and a phone number where you will be available between the hours of 7:00 PM during City Council Meetings to comments@baldwinparkca.gov.	The public is encouraged to address the City Council or any of its Agencies listed on this agenda on any matter posted on the agenda. In accordance with Chapter 39 of the Baldwin Park Municipal Code, Speakers must address the Council as a whole and refrain from making impertinent, slanderous, or profane remarks or disrupt the peace of the meeting. Speaker cards are available at the podium and by request with the City Clerk.
El Monte	3 minutes, Additional 3 minutes per Public Hearing Item	Call to Order, Roll Call for City Council and Authority Bodies, Approval of the Agenda, Closed Session, Invocation, Flag Salute, Recognitions, Honors and Community Interest Presentations, **General Public Comment**	General Public Comment, Public Hearing Items	N/L	In-Person, In-Writing & Virtually (when required by Gov Code Sections 54953 (e) and (f)	Time has been set aside for members of the public to directly address the City Council on agendized items of business (other than those agendized as public hearing or closed session items) or on any other matter of interest to the speaker/caller that is within the subject matter jurisdiction of the City Council, the Housing Authority, the Financing Authority and/or the Water Authority (collectively, the "Council"). Each speaker/caller will be limited to a single allotment of three (3) continuous minutes total to address the Council on any or all matters covered by this section. As explained more specifically under the Public Hearing portion of this agenda, members of the public wishing to offer comment on items of business agendized under the Public Hearing portion of the agenda shall have a separate allotment of three (3) continuous minutes per speaker per public hearing item. Except as otherwise provided under the Brown Act (Gov. Code Section 54950 et seq.), the Council may not deliberate or take action upon any matter not listed on this posted agenda but may order that any such matter be placed on the agenda for a subsequent meeting. The Council may also direct staff to investigate certain matters for consideration at a future meeting. Persons wishing to address the Council on matters covered under General Public Comment shall call in or submit a speaker card in the manner prescribed on page 1 of this agenda, above, by or before the General Public Comment portion of the agenda is closed. The City Council shall be under no obligation to entertain comments from speakers/callers who submit cards or call in to speak on matters covered by the section after the General Public Comment portion of the agenda is closed.	Enforcement of Decorum: The Chief of Police, or such member, or members of the Police Department as the Chief of Police may designate, shall serve as the Sergeant-at-Arms of any City Council meeting. In accordance with Government Code Section 54957.95 as adopted under SB 1000, the Sergeant-at-Arms shall carry out all orders and instructions given by the presiding official for the purpose of maintaining order and decorum at the meeting. While members of the public are free to level criticism of City policies and the action(s) or proposed action(s) of the City Council or its members, members of the public may not engage in behavior that is disruptive to the orderly conduct of the proceedings, including, but not limited to, conduct that prevents other members of the public from being heard when it is their opportunity to speak or which prevents members of the audience from hearing or seeing the proceedings; speaking off topic or speaking beyond the speakers allotted time limit. Members of the public may not threaten any person with physical harm or act in a manner that may reasonably be interpreted as an imminent threat of physical harm. All persons participating in the meeting must adhere to the City's policy barring harassment based upon a person's race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, gender, sexual orientation, or age.
San Gabriel	3 minutes per person per item	Call to Order, Pledge of Allegiance, Roll Call, Approval of Agenda Order, Presentations, **Public Comment**	N/L	N/L	In-Person, In-Writing	Members of the Public who wish to submit public comment may do so using one of the following methods. Public comment is limited to the time allotted. In-Person: Complete a Speaker Card, indicating the agenda item number and submit it to the City Clerk prior to the meeting. Speakers shall be limited to three (3) minutes per person per item. At the Mayor' s discretion, the time limit may be shortened to allow all speakers to address the City Council. Website: Electronic submission of Public Comment is available via the City's website as noted below. Public Comment submitted electronically by 4:00 P.M. on the meeting day will be forwarded to the City Council before the meeting for their consideration, but will not be read during the meeting. Comments submitted after 4:00 P.M. will be forwarded to Council but may not be received before the meeting.	N/L

City	Duration of Public Comment	Placement of Public Comment on Agenda	Opportunities for Public Comment	Limitation of Public Comments	Types of Participation	Additional Notes:	Rules of Decorum
Monrovia	3 minutes, Additional 5 minutes per Public Hearing Item	Convene, In Honor Of, Invocation, Pledge of Allegiance, Roll Call, Report of Closed Session, Presentations/Proclamations, Student Government Representative Report, Order of Business, Consent Calendar, **Public Input**	Matters not on the Agenda, Matters on the Agenda, Public Hearings and Appeals	45 minutes	In-Person, Email, Zoom/Phone	MATTERS NOT ON THE AGENDA should be presented within a three (3) minute time frame during the time designated as "PUBLIC INPUT." Speakers will be heard on a first come, first served basis during the 45-minute period of Public Input. Additional speakers will be accommodated during Public Input, Continued, following public City Business. By State law, the City Council may not discuss or vote on items not on the agenda, and will not consider comments on items that are not within the subject matter jurisdiction of the City Council. Comments that disrupt the meeting will not be tolerated. MATTERS ON THE AGENDA: If you wish to address the City Council on a matter on the agenda, please indicate the Agenda Item Numbers(s) on the Speaker's Information Form. Your name will be called at the appropriate time and you may proceed with your presentation within the time frame determined by the City for the item. PUBLIC HEARINGS AND APPEALS are items scheduled for which public input is either required or desired. The applicant shall be allowed a ten (10) minute time frame to present project testimony and a five (5) minute time frame to respond following further public testimony. Appellants will be afforded the same opportunities. Other members of the public who wish to speak have a maximum five (5) minute time frame to be heard on the specific issue, with no rebuttal time.	Participation is welcomed and invited at all City Council meetings. Time is reserved at each regular meeting for those in the audience who wish to address the Council. The City requests that persons addressing the City Council refrain from making personal, slanderous, profane or disruptive remarks. Your attendance at this public meeting may result in the recording and broadcast of your image and/or voice.
La Canada-Flintridge	3 minutes	Pledge of Allegiance, **Comments from the Public**	Consent, Items not on the Agenda, or any issue within the subject matter jurisdiction of the City Council	20 minutes. Speakers unable to speak during this period will be provided an opportunity to speak at the end of the meeting	In-Person	N/L	N/L
Montebello	3 minutes	Opening Ceremonies, Call to Order, Roll Call, Announcement of Closed Session Items, **Public Comments on Closed Session Items**, Closed Session, Regular Session, Closed Session Report, Invocation, Pledge of Allegiance, Corrections to the Agenda, Ceremonial Items/Presentations, **Public Comments on Non-Agenda Items**, Public Hearing, Regular Business, Consent Calendar, **Public Comments - Continued**	Closed Session, Non-Agenda Items, Agenda Items	30 minutes for non-Agenda Items Those persons not accommodated during this 30-minute period will have an opportunity to speak under "Public Comments – Continued", after all scheduled matters have been considered. Public Hearing, Regular Business and/or Consent Calendar items will be addressed at the time that matter of business is heard, in the order received. N/L for Closed Session or Items on the Agenda	In-Person	For those interested in participating during the Public Comment period(s) or public testimony period for Public Hearings of the City Council meetings, you may address the City Council in person only the day of the meeting. Speakers will be required to fill out a speaker card provided at the door and submit it to City Clerk staff prior to each Public Comment announcement period. Staff will number and call each speaker card in the order received. The public may submit a speaker card to the City Clerk staff for Closed Session items, prior to the beginning of this statement. Speakers will be called in the order received. Please be aware that the maximum time allotted for members of the public to speak on Closed Session items shall not exceed three (3) minutes per person. State Law prohibits the City Council from taking action or entertaining extended discussion on a topic not listed on the agenda. Please show courtesy to others and direct all of your comments to the Mayor and City Council.	Pursuant to Section 54957.95 of the Government Code, the presiding member of the legislative body conducting a meeting, or their designee, is authorized to remove, or cause the removal of, an individual for disrupting the meeting. Any such removal will be preceded by a warning to the disruptive individual by the presiding member of the legislative body or their designee that the individual's behavior is disrupting the meeting and that the individual's failure to promptly cease their disruptive behavior may result in their removal.
La Puente	5 minutes	Call to Order, Pledge of Allegiance, Presentations, **Oral Communications**	Once	N/L	In-Person & In-Writing	If you wish to address the City Council - Successor Agency on an item other than a public hearing matter, please complete the Request for Oral Presentation form and submit it to the City Clerk no later than prior to the conclusion of the first speaker's remarks.	Pursuant to the La Puente Municipal Code §2.04.120, no person in the audience may engage in disorderly or boisterous conduct, including the utterance of loud, threatening, or abusive language, whistling, stamping of feet or other acts that disturb, disrupt, or otherwise impede the orderly conduct of the meeting. Public oral communications during meetings should not be a substitute for addressing any item that can be handled during the City's normal business hours. The primary purpose of oral communications is to allow residents the opportunity to formally comment to the City Council, as a body, on matters that are within the subject matter jurisdiction of the Council and that cannot be handled during the regular business hours of the City. Each person who addresses the Council must do so in an orderly manner and must not make personal, impertinent, slanderous, or profane remarks to any member of the Council, staff, or general public. Any person who makes such remarks, or who utters loud, threatening, personal, or abusive language, or who engages in any other disorderly conduct that disrupts, disturbs, or otherwise impedes the orderly conduct of any Council meeting will, at the discretion of the presiding officer or a majority of the Council, be barred from further audience before the Council during that meeting. Any person who, without authority of law, willfully disturbs or breaks up a City Council meeting is guilty of a misdemeanor. (Pen. Code, § 403.)
Covina	5 minutes	Call to Order, Roll Call, Pledge of Allegiance, Invocation, Presentations, **Public Comments,** Council/Agency/Authority Comments, City Manager Comments, **Consent Calendar Public Comments**	Twice; Public Comment, Consent Calendar Public Comments	N/L	In-Person	**PUBLIC COMMENTS** To address the Council/Agency/Authority please complete a yellow speaker request card located at the entrance and give it to the City Clerk. Your name will be called when it is your turn to speak. Those wishing to speak on a LISTED AGENDA ITEM will be heard when that item is addressed. Those wishing to speak on an item NOT ON THE AGENDA will be heard at this time. State Law prohibits the Council/Agency/Authority Members from taking action on any item not on the agenda. Individual speakers are limited to five minutes each, unless, for good cause, the Mayor/Chairperson amends the time limit **CONSENT CALENDAR PUBLIC COMMENTS** The public is invited to comment on Consent Calendar items only at this time. To address the Council/Agency/Authority please complete a yellow speaker request card located at the entrance and give it to the City Clerk. Your name will be called when it is your turn to speak. Individual speakers are limited to five minutes each, unless, for good cause, the Mayor/Chairperson amends the time limit.	
Glendale	5 minutes	Roll Call, Presentations & Appointments, Consent Items, City Council/Staff Comments, Community Event Announcements, Adoption of Ordinances, Action Items, Hearings, Reports - Information, Written Communications, Discussion of Councilmember Future Agenda Requests, **Oral Communication**	Twice; During Item, Oral Communications	N/L	In-Person & Virtually		
Arcadia	5 minutes	Call to Order, Roll Call of City Council Members, **Public Comments**, Closed Session, Call to Order, Invocation, Pledge of Allegiance, Roll Call of City Council Members, Report from City Attorney Regarding Closed/Study Session Items, Supplemental Information from City Manager Regarding Agenda Items, Public Hearing, Public Comments	Closed Session, Public Hearing, Non-Agenda Items/Agenda Items	N/L	In-Person, Electronic via website or email (not read into record or posted, but forwarded to City Council prior to meeting for consideration)	Speakers shall be limited to five (5) minutes per person. At the Mayor's discretion, the time limit may be shortened to allow all speakers to address the City Council.	N/L
West Covina	5 mintues	Invocation, Pledge of Allegiance, Roll Call, Reporting Out from Closed Session, Presentations, City Manager's Report, **Oral Communication**	Closed Session, Oral Communication, Public Hearing	May be limited to 30 minutes	In-Person & In-Writing	Speakers shall be limited to five (5) minutes per person. At the Mayor's discretion, the time limit may be shortened to allow all speakers to address the City Council.	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.

Staff Report Schedule 2025

Month	Meeting Date (1st and 3rd Tuesday)	Staff Reports Due - Uploaded into AgendaQuick (Monday at 5pm, Three Weeks prior to the City Council Meeting	Finance Due Dates (The Wednesday after the Staff Report Due Date)	City Attorney Due Dates (The Monday after the Staff Report Due Date)	Staff Reports Due to the City Manager for Review (2 Days Prior to Print Due Date)	Printed Reports Due Dates 10 copies/hole punched. Approval will be given by the City Clerk's Office prior to the COB on the Wednesday
January						
	Tuesday January 7, 2025	Monday December 16, 2025	Wednesday December 18, 2025	Monday December 23, 2025	Monday December 30, 2025	Wednesday January 1, 2025
	Tuesday January 21, 2025	Monday, December 30, 2024	1/1/2025 - New Year Holiday	Monday, January 6,2025	Monday, January 8, 2024	Wednesday, January 15, 2025
February						
	Tuesday, February 4, 2025	Monday, January 13, 2025	Wednesday, January 15, 2025	Monday, January 20, 2025	Monday, January 27, 2025	Wednesday, January 29, 2025
	Tuesday, February 18, 2025	Monday, January 27, 2025	Wednesday, January 29, 2025	Monday, February 3, 2025	Monday, February 10, 2025	Wednesday, February 12, 2025
March						
	Tuesday, March 4, 2025	Monday, February 10, 2025	Wednesday, February 12, 2025	Tuesday, February 17, 2025	Monday, February 24, 2025	Wednesday, February 26, 2025
	Tuesday, March 18, 2025	Monday, February 24, 2025	Wednesday, February 26, 2025	Monday, March 3, 2025	Monday, March 10, 2025	Wednesday, March 12, 2025
April						
	Tuesday, April 1, 2025	Monday, March 10, 2025	Wednesday, March 12, 2025	Monday, March 17, 2025	Monday, March 24, 2025	Wednesday, March 26, 2025
	Tuesday, April 15, 2025	Monday, March 24, 2025	Wednesday, March 26, 2025	Monday, March 31, 2025	Monday, April 7, 2025	Wednesday, April 9, 2025
May						
	Tuesday, May 6, 2025	Monday, April 14, 2025	Wednesday, April 16, 2025	Monday, April 21, 2025	Monday, April 28, 2025	Wednesday, April 30, 2025
	Tuesday, May 20, 2025	Monday, April 28, 2025	Wednesday, April 30, 2025	Monday, May 5, 2025	Monday, May 12, 2025	Wednesday, May 14, 2025
June						
	Tuesday, June 3, 2025	Monday, May 12, 2025	Wednesday, May 14, 2025	Monday, May 19, 2025	Tuesday, May 27, 2025 (In Observance of Memorial Day)	Wednesday, May 28, 2025
	Tuesday, June 17, 2025	Thursday, May 23, 2025 (In Observance of Memorial Day)	Wednesday, May 28, 2025	Monday, June 2, 2025	Monday, June 9, 2025	Wednesday, June 11, 2025
July						
	Tuesday, July 1, 2025	Monday, June 9, 2025	Wednesday, June 11, 2025	Monday, June 16, 2025	Monday, June 23, 2025	Wednesday, June 25, 2025
	Tuesday, July 15, 2025	Monday, June 23, 2025	Wednesday, June 25, 2025	Monday, June 30, 2025	Monday, July 7, 2025	Wednesday, July 9, 2025
August						
	*8/5/2025 National Night Out?	Monday, July 14, 2025	Wednesday, July 16, 2025	Monday, July 21, 2025	Monday, July 28, 2025	Wednesday, July 30, 2025
	Tuesday, August 19, 2025	Monday, July 28, 2025	Wednesday, July 30, 2025	Monday, August 4, 2025	Monday, August 11, 2025	Wednesday, August 13, 2025
September						
	Tuesday, September 2, 2025	Monday, August 11, 2025	Wednesday, August 13, 2025	Monday, August 18, 2025	Monday, August 25, 2025	Wednesday, August 27, 2025
	Tuesday, September 16, 2025	Monday, August 25, 2025	Wednesday, August 27, 2025	Tuesday, September 2, 2025 (In Observance of Labor Day)	Monday, September 8, 2025	Wednesday, September 10, 2025
October						
	Tuesday, October 7, 2025	Monday, September 15, 2025	Wednesday, September 17, 2025	Monday, September 22, 2025	Monday, September 29, 2025	Wednesday, October 1, 2025
	Tuesday, October 21, 2025	Monday, September 29, 2025	Wednesday, October 1, 2025	Monday, October 6, 2025	Monday, October 13, 2025	Wednesday, October 15, 2025
November						
	*Tuesday November 4, 2025	Monday, October 13, 2025	Wednesday, October 15, 2025	Monday, October 20, 2025	Monday, October 27, 2025	Wednesday, October 29, 2025
	Monday, November 18, 2024	Monday, October 27, 2025	Wednesday, October 29, 2025	Monday, November 3, 2025	Monday, November 10, 2025	Wednesday, November 12, 2025
December						
	Tuesday, December 2, 2025	Monday November 10,2025	Wednesday, November 12, 2025	Monday, November 17, 2025	Monday, November 24, 2025	Wednesday, November 26, 2025
	Tuesday, December 16, 2025	Monday November 24,2025	Wednesday, November 26, 2025	Monday, December 1, 2025	Monday, December 8, 2025	Wednesday, December 10, 2025

*Yellow = Possible Cancellation

Red = Schedule modified due to holiday

ATTACHMENT NO. 2